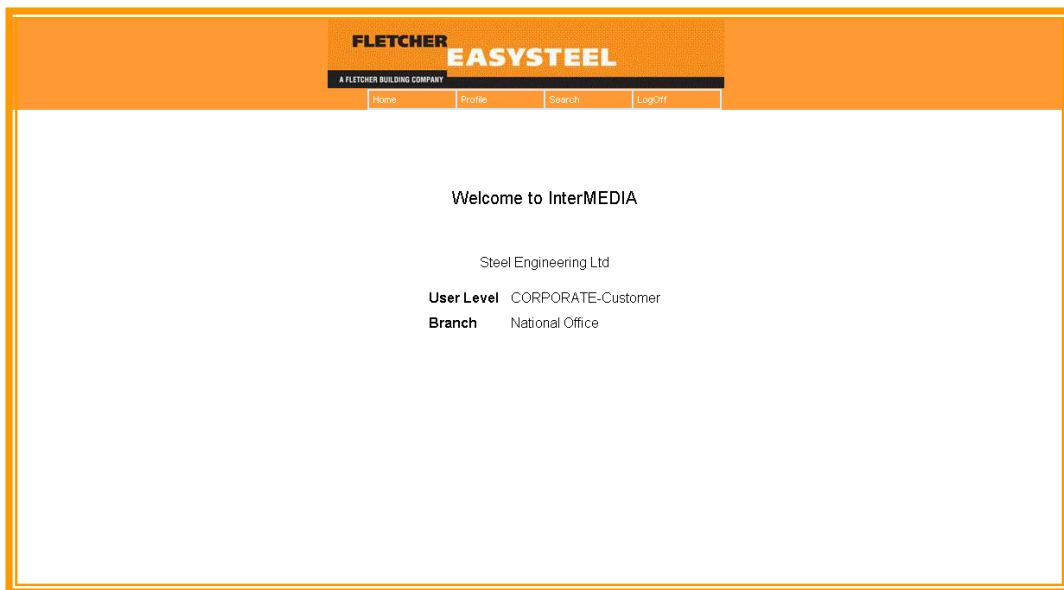


Easysteel Customer Invoice and Statement Database



A Users Guide

**How to search for and copy your Easysteel Statements
and Invoices from the Internet.**

**Please contact your Easysteel account manager with any queries
and requests for assistance**

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Easysteel Invoice & Statement Database

Introduction

Easysteel stores copies of monthly statements and invoices for every customer in a database that is accessible from the Internet. This enhanced service will allow you to search, view and save or print copies of your own statements and invoices as and when required, 24 hours of the day.

The database is secure and requires every user to have an individual and unique password so that they can only view and print copies of their own statements and invoices.

Logons and Passwords

As an Easysteel customer you will be provided with your logon and password

1. The logon is your customer account code
2. The initial Password will be advised by Easysteel and you will be required to change it when logging on for the first time.
3. Passwords can be reset by your local branch administrator at your request. This could occur when a user leaves a customer's employ or the password has been forgotten.
4. Customers with more than one account may request access to each of the accounts.

Support and Assistance

If you experience difficulty with using the database, please contact your Easysteel Account Manager.

Acrobat Reader

Acrobat Reader must be installed on the user's PC in order to view the documents in the database. Acrobat Reader can be downloaded free from www.adobe.com

Logging on

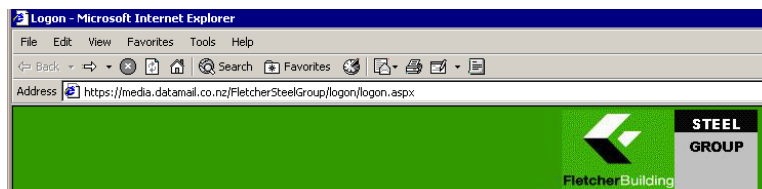
Two access methods

The InterMedia database may be accessed in either of two ways:

1. Go to the Easysteel Internet Website at www.easysteel.co.nz and click the InterMedia Logo on the home page.
2. Type the following in the URL Address bar of the internet browser and press enter.

<https://media.datamail.co.nz/FletcherSteelGroup>

See example below.



Enter your logon details here

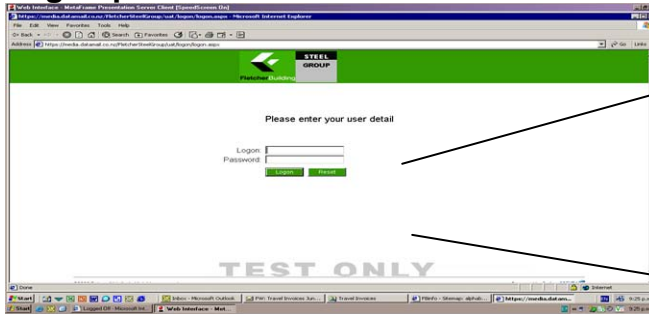


Please enter your user detail

Logon:

Password:

Logon procedure



Type your customer number
Type your password
And click **Logon** to enter database

Click **Reset** to delete your password and enter a new one

Please change your password

* indicates a required field.

Old Password*
 New Password*
 Verify*

If this is the first time you have logged on you will be prompted to change the password

Old password:

Type the password issued by Easysteel

New Password:

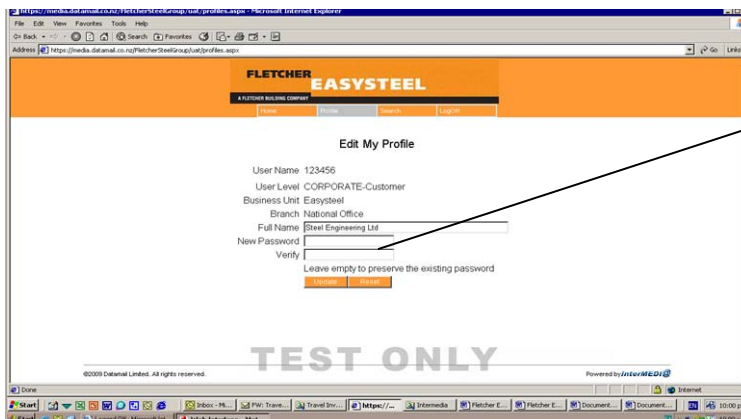
Type a new password that is unique to you.

Verify: Type the new password again.

Change your password



Once you have logged on, click **PROFILE**



If you elect to change your password, click **RESET**, type the new password, verify it by retyping it and then click **UPDATE**.

Searching for an invoice or statement

This function allows the user to search for an invoice or statement for a selected time period.

Notes:

Invoices are updated daily (48hrs after purchase)

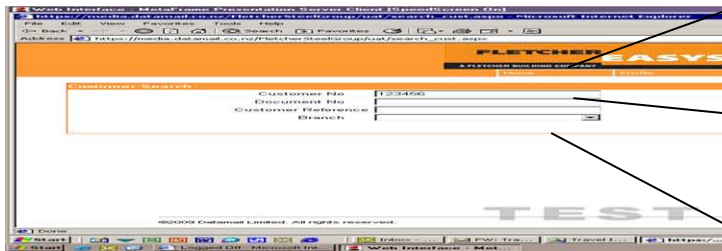
Statements are available on the 2nd of each month.



Once you have logged on, click **SEARCH**

There are 4 search options:

Left side of the screen

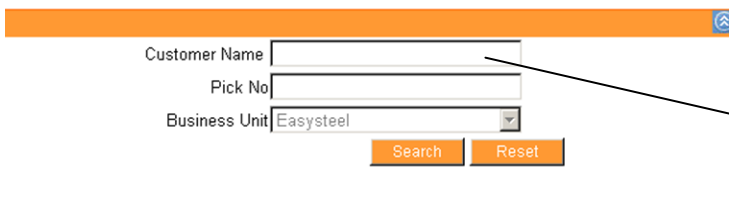


Customer Code:
Enter the account code required and click **SEARCH**

Document Number:
If you know the exact number enter it in this field and click **SEARCH**

Customer Reference:
Type your PO number or part of it and click **SEARCH** (Invoices only)

Right side of the screen



Customer Name: (if you have multiple accounts)
Type the name of the account, one word will do.
Eg. Action Coating Ltd etc.

Date Fields:
The screen shows the last 40 days only, 14 lines max. Change the date range if a wider time period is required.

If the **Customer Number** or your **Customer Name** is used a list of invoices and statements will be displayed

If all invoices and statements are to be listed, click the tick box for **ALL DATES**

Date	Document Type	Document No	Value	Customer Reference	Pick No	Processing Flag
30-06-2009	STMT		\$8,734.33			MAIL
19-06-2009	INV	875127	\$386.97	STOCK	732666	MAIL
19-06-2009	INV	875128	\$278.22	BINS	732667	MAIL
19-06-2009	INV	875129	\$3,354.43		732668	MAIL
19-06-2009	INV	875130	\$433.60		732669	MAIL
19-06-2009	INV	875131	\$3,427.01	SHED	732670	MAIL
19-06-2009	INV	875132	\$854.10		732671	MAIL

The number of screens available to display the list is shown at the right side of the screen. In this example there is only 1 page of documents available.

Date	Document Type	Document No	Value	Customer Reference	Pick No	Processing Flag
30-06-2009	STMT		\$8,734.33			MAIL
19-06-2009	INV	875127	\$386.97	STOCK	732666	MAIL
19-06-2009	INV	875128	\$278.22	BINS	732667	MAIL

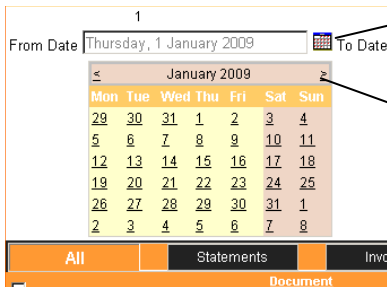
Note: The column titles can be clicked to sort the documents.

Filters:
You can sort or filter the data so that only one type of document is displayed.

The primary filters run across the screen - Click the button to sort by:
Statement, Invoice or Credit Note

NB: Credit note numbers are NOT prefixed with 'C' in this database

Extending the date range



Click the Icon at the right hand end of the date field to display a calendar.

Select and click a date and it will be reset.

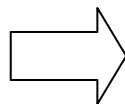
To change a month: click the < or > signs at either end of the name of the month.

Viewing the document

Date	Document Type	Document No	Value
30-06-2009	STMT		\$8,734.33
19-06-2009	INV	875127	\$386.97
19-06-2009	INV	875128	\$278.22

To view the Statement or invoice double click the listing

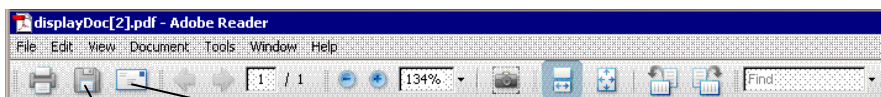
TIP: To view more than one document use the tick boxes to select the documents you wish to view and then click on the **Consolidate** button which will open the pdf file containing all the documents selected.



The document will take a few moments to download and display.

Acrobat Reader or an alternative PDF Reader must be installed on your PC in order to display the document.

Go to: www.adobe.com to download and install a free version of **Acrobat Reader**



Choose "Attach to e-mail" if you wish to forward the document.

Choose "Save a copy" if you wish to save the document to a folder on your Hard Drive