

DAIRYMAN'S SUPPLY CO. INC.

STEEL PRODUCTS



BUILDING MATERIALS

SINCE 1925

www.dairymanssupply.com

Welcome to **WebDocs**

A 24/7 online access to
Invoice, Proof of Delivery, Credit and
Statement documents.

If you have any questions, please contact Karen or Lisa at our
Mayfield office (800) 626-3903

Thank You

Dairyman's Supply Co., Inc.

Instructions to set up account access through Web Docs:

To set up access to your account, go to www.dairymanssupply.com. Select the WEBDOCS tab on the Home page. This will take you to a set up screen.

Step 1: Select "Need to create a new account? Click here"

USER ID:

PASSWORD:

Need to create a new account? [Click here.](#)

Forgot your user name or password? [Click here](#)

This site is compatible with Internet Explorer 7.0 or higher
and Adobe Acrobat Reader 6.0 or higher.

Step 2: You will need your customer code, transaction number, and transaction date. This is located on the left side of an invoice under "Sold To". Enter your customer code (ALL CAPS) as the account number, transaction number as the invoice number, and transaction date as the invoice date.

Click "Register"

Self-registration

Please enter information below. Your answers will be matched against **Invoicess** we have on file. If the information checks out, you can create a user account.

What is your account number? -

Enter one of your invoice numbers -

Enter the invoice date for the selected invoice -

Cancel

[Register >](#)

Step 3: Click "Proceed"

Create Account

You will now be asked to create an account. Once you create an account, you can use it to view your documents.

Proceed >

Step 4: Fill in information. Click "Proceed"

Please fill out the following information for your account. Only name is required. The rest of the fields are optional.

*Name	<input type="text" value="your company name"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="(choose)"/> ▾
ZIP Code	<input type="text"/> - <input type="text"/>
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>
FEIN:	<input type="text"/> - <input type="text"/>

< Previous Cancel Proceed >

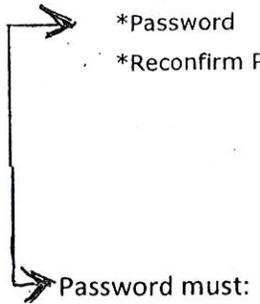
Step 5: Fill in formation. Please see criteria for password. Click "Create Account"

Please fill out the information below for your account.

After registering, you can create other users and groups through the **Manage Users And Groups** wizard. You may change this information, except Login ID, through the **My Account** screen.

*First name	<input type="text"/>
*Last name	<input type="text"/>
Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>
*E-mail	<input type="text"/>
Password hint	<input type="text"/>
*Login ID	<input type="text"/>
*Password	<input type="password"/>
*Reconfirm Password	<input type="password"/>

< Previous Cancel **Create Account >**



→ Password must:
Be at least 7 characters
Contain at least one number
Contain at least of the following special characters:
\$ & # _ ! @ % ^ * () - = + ~ \ ; ; < , > . ? /

Step 6: Document Delivery Preferences. This has to be done for each tab on the left side – Invoices – Credits -- Statements

Select “I would like to receive this Document Type . . .”

Select “Email”

Indicate who you would like to receive the documents. Select the name or enter additional email recipients.

Click “Save Doc Delivery Options”



Search	Utilities	Delivery	Logout
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Document Delivery Preferences

Set preferences on how you would like to receive various types of documents.

Invoices	<input type="radio"/> I don't have a preference. Delivery method will be determined by the sender.
Credits	
Statements	<input checked="" type="radio"/> I would like to receive this Document Type by the following method(s). If you don't pick any method, you will receive the document on our web site. <input type="checkbox"/> Paper (mail) <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax

Email

Would you like to receive this Document Type as an attachment, or a link back to this site?

As an attachment (PDF)
ZIP (password protected zip)

A link back to this site

Who would you like to receive the e-mail?

Additional email recipients (separate email addresses by semi-colon)

Step 7: Select the **Document Type**. When choosing invoices, both invoices and orders have to be checked in order to view/print the order, invoice, and proof of delivery (POD).

When choosing credits, enter in credit memo number, PO number, and/or enter document date from/to.

When choosing statements, enter statement date from/to.

Under **Document Indexes**, fill in information that you have.

When looking up invoice, must fill in both invoice number and order number followed by an asterisk*. This will be the same number.

Click "Search"

Search View:

Document Type [Select All Deselect All]

Invoices
 Credits
 Statements
 Orders

Document Indexes

Doc Date From:
To:

Invoice # 57678*
Order # 57678*
PO #
Location
Job Name

Doc Type	# Pages	Invoice #	Order #	PO #	Location	Job N
 Orders	2		67678	2312	1	

Documents will appear at the right of the screen.

Click the magnifying glass to view desired document. The green icon next to the magnifying glass will show any documents associated to the highlighted line.

Scroll cursor to the bottom-center of screen and a gray bar will appear to print/save document.

Click X at the top to exit out of screens.

Click logout.