



Welcome to the new eBilling website offered by Pittsburgh Glass Works.

PGW has developed a training guide designed especially to help you with the most common functions that you use today in your Accounts Payable process on the current PGW eBilling site.

This guide will assist you step by step on viewing, sorting, printing and paying your PGW invoices as needed. If you have additional questions that are not answered in this training guide, please feel free to contact our eBilling Helpdesk and we will be happy to assist you!



eBilling Training Guide Main Menu

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You may access PGW eBilling from:

<http://www.ebilling.pgwglass.com/>

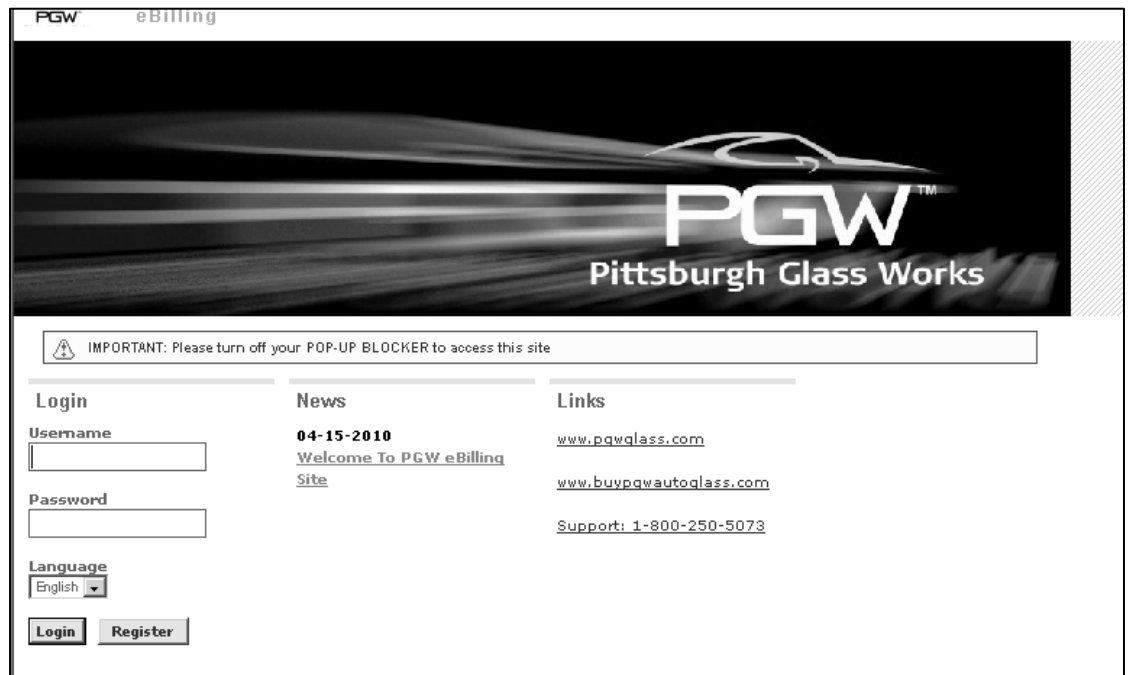
Registering with PGW eBilling

Existing customers accessing the eBilling site should use their existing username. Your password is the same as your username. **You do not need to register again. Please jump ahead to page 5, "Navigating Through the eBilling Site".**

New Administrators accessing the eBilling site should have a unique username and password. The PGW eBilling Help Desk will email you your username and initial password along with some training material. You will be required to change your password once you register on the site.

Existing Customers Login with current Username and Password then click "Login"

New to eBilling? Just click "Register"

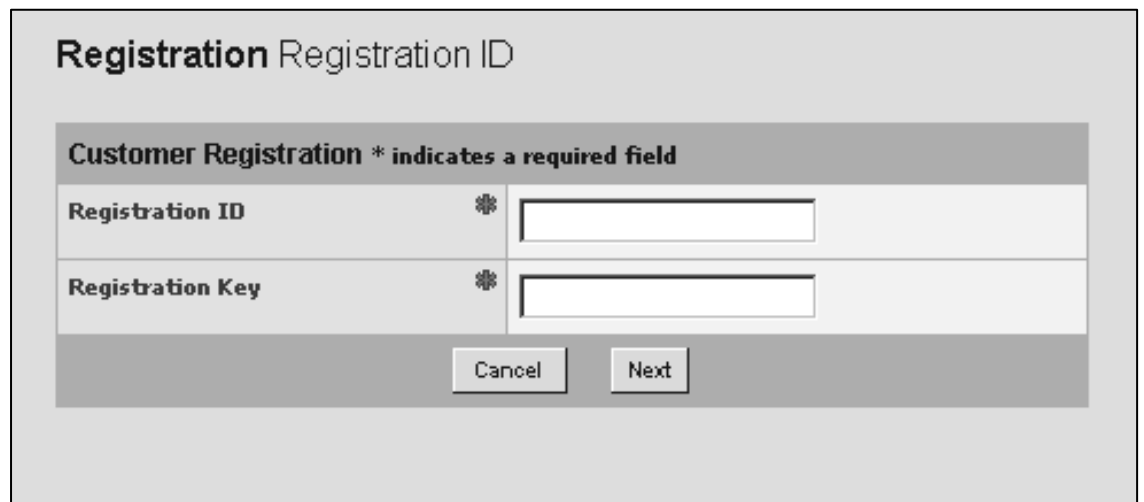


The screenshot shows the PGW eBilling website interface. At the top, there is a banner with the PGW logo and the text "Pittsburgh Glass Works". Below the banner, there is a warning message: "IMPORTANT: Please turn off your POP-UP BLOCKER to access this site". The main content area is divided into three columns: "Login", "News", and "Links". The "Login" column contains fields for "Username" and "Password", a "Language" dropdown menu set to "English", and "Login" and "Register" buttons. The "News" column displays the date "04-15-2010" and a link to "Welcome To PGW eBilling Site". The "Links" column lists "www.pqwglass.com", "www.buypqwautoqlass.com", and "Support: 1-800-250-5073".

Step 1:

New eBilling customers should enter Registration ID and Key given by PGW.

Click "Next"



The screenshot shows the "Registration" form. The title is "Registration Registration ID". Below the title, there is a section titled "Customer Registration * indicates a required field". This section contains two rows of input fields: "Registration ID" and "Registration Key", both marked with an asterisk to indicate they are required. At the bottom of the form, there are "Cancel" and "Next" buttons.

Step 2:

Verify Address

Verify time zone

Click "Next"

Customer Registration	
Pay To Name	Pittsburgh Glass Works LLC.
eBilling ID	R00011835
Company Name	AG TEST CUSTOMER

Address Information	
Address	ONE EBILLING PLACE
City	RECEIVABLES
Country	UNITED STATES
State/Province	Pennsylvania
Postal Code	12345
Time Zone	(GMT-05:00) Eastern Time (USCanada) -New York, Montreal

Step 3:

Enter name of Administrator, Choose Type (User or User Contact) and job title. Create User ID and Password. Please confirm Password.

User Preferences You have the ability to change the date format, theme (coloring), and number format.

Please enter Contact Information including email address.

User Profile			
User Information			
Name		Type	User
Job Title			
Security Information			
User ID			
New Password		Confirm New Password	
Read Only	<input type="checkbox"/>	Sales Representative	
User Preferences			
Date Format	MM-dd-yyyy hh:mm:ss a zzz	Theme	Mercury
Language	English	Number Format	##,###.00
Contact Information			
Address		Work Phone	
		Home Phone	
		Cellular Phone	
City		Pager	
Country		Fax	
State/Province		Work Email	
Postal Code		Home Email	
Time Zone	(GMT-05:00) Eastern Time (USCanada) -New York, Montreal		

Then click "Next"

You can view the "Ship To" location details.

Click on a Ship To and click "View" to see the information.

Click "Next" to continue.

The screenshot shows a web interface titled "Setup Customer Ship Tos". Below the title is a section header "Customer Ship To Selection". Underneath, there is a list box containing one entry: "AG TEST CUSTOMER". To the right of the list box is a "View" button.

Final Step:

Set Password expiration

Set Contact here
(Contact is usually the administrator)

Please verify address information.

Click "Finish" when done!

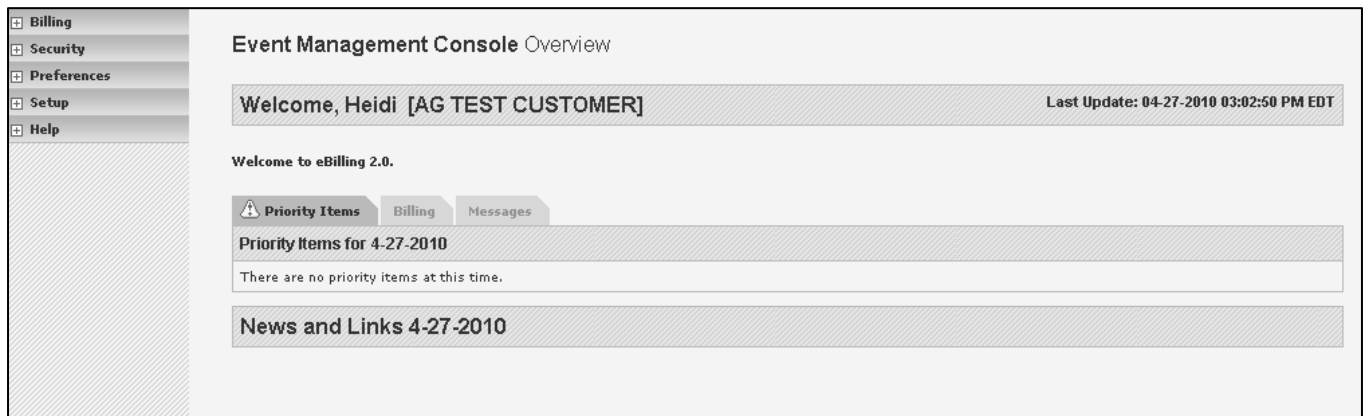
The screenshot shows a web interface titled "Setup Customer Profile". The form is organized into several sections:

- Customer Profile:** Customer Name (AG TEST CUSTOMER)
- Customer Preferences:** Password Expiration Days (input field), Contact Name (dropdown menu)
- Address Information:** Address (ONE EBILLING PLACE), City (IRCEIVABLES), Country (UNITED STATES), State/Province (Pennsylvania), Postal Code (12345), Time Zone ((GMT-05:00) Eastern Time (USCanada) -New York, Montreal)

A "Finish" button is located at the bottom right of the form.

Navigating Through the eBilling Site

The first screen you will see when you log in is the **Event Management Console Overview**.



BILLING: **INVOICE DASHBOARD** - View account summary.
INVOICES – view invoices - all, closed, open, within time frame. Add to payment (once payment is created).
MAINTAIN PAYMENT REQUESTS – View existing payments or create a new payment.
MAINTAIN GROUPS – Use existing groups or create new groups.
MAINTAIN PAYMENT METHODS – Choose Credit Card or ACH (checking).

COMMUNICATIONS:
PGW will set up these items for you.

SECURITY:
DEFINE RESTRICTIONS – create restricted groups
DEFINE ROLLS – Choose who will be receiving alerts, emails
EDIT USER PROFILE – Update user profiles
DEFINE USERS – add or edit users
UNLOCK USER LIST – unlock restricted users

PREFERENCES:
CONFIGURE ALERTS – Choose user to receive ebilling alerts
CONFIGURE EMC – Adjust the EMC layout by selecting the module you'd like to appear in each section of the page.

SETUP:
CUSTOMER PROFILE – password expiration date (if any) and contact name
SHIP TO – view ship to address

HELP:
**CONTACT SUPPORT
ABOUT APPLICATION
1-800-250-5073**

Viewing Invoice Summary

You can click on **Billing** to expand it. Then click **Invoice Summary**.

Billing Invoice Summary

Invoice Filter	
Facility	PITTSBURGH GLASS WORKS,LLC
Plant	PITTSBURGH GLASS WORKS LLC
Customer Ship To	All
Invoice Due Date Range (MM-dd-yyyy)	<input type="text"/> to <input type="text"/>

Show aging

Click on **Show Aging**

Click on the **plus sign** under **Aging/Discount Summary** to expand it.

Billing Invoice Summary

Invoice List

Search Criteria

Facility	Plant	Customer (Invoice-To)	Ship-To Name	Invoice Due Date Start	Invoice Due Date End
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	All	All	All	All

Summary 1 to 1 of 1

Customer (Pay-By)	Customer (Invoice-To)	Unpaid	Disputed	Paid	Past Due	Total Open	Open Payments	Account Balance	Disputed Amount	Aging/Discount Summary
AG TEST CUSTOMER	AG TEST CUSTOMER	<u>1155</u>	<u>1</u>	0	173.27	151,162.37	0.00	151,162.37	15.00	<input type="checkbox"/>

Invoice Aging	
Current	<u>150,989.10</u>
1 - 30	0.00
31 - 60	0.00
Over 60	<u>173.27</u>

Discount Summary	
Total Discounts	<u>6.94</u>
Expiring in 7 Days	0.00
Expiring in 8 - 15 Days	<u>6.94</u>
Expiring in 16 - 30 Days	0.00
Expiring after 30 Days	0.00

Sorting Invoice

Under **Billing**, choose **Invoices**.

You can enter an **invoice number** to view only that invoice or you may choose **groups, date range or status**.

Click **Continue** when ready.

Billing Invoices

Invoices

Facility	PITTSBURGH GLASS WORKS,LLC
Plant	PITTSBURGH GLASS WORKS LLC
Customer Ship To	AG TEST CUSTOMER
Invoice Number	<input type="text"/>
Invoice Status	Open
Invoice Due Date Range (MM-dd-yyyy)	<input type="text"/> to <input type="text"/>
Invoice Group	All
Discounts	Not Applicable

Viewing Invoice Detail

To View Invoice Detail, Go to Invoice, choose one or you may choose all invoices using transaction number, continue.

Click on eyeglasses  to get invoice detail.

Billing Invoices

Invoice print format Truck Load Print Invoice

Search Criteria

Facility	Plant	Pay By	Invoice Number	Status	Due Start Date	Due End Date
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER	All	Open	All	All

Invoice List 1 to 25 of 1154

View	Facility	Customer Ship To	Invoice Number	Due Date	Original Amount	Open Amount	Status	Group	Last Payment Request	Discount
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_35963	04-30-2010	-52.62	-52.62	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36272	04-30-2010	45.96	45.96	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36522	04-30-2010	119.27	119.27	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36632	04-30-2010	75.98	75.98	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36854	04-30-2010	46.04	46.04	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36985	04-30-2010	68.80	68.80	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_37041	04-30-2010	42.39	42.39	Open	Pending		
	<input type="checkbox"/> PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_37098	04-30-2010	61.60	61.60	Open	Pending		

Navigating Through Your Invoices

To navigate through multiple pages of Invoices, use the Previous and Next buttons in the lower right and left of the invoice screen or you may enter a page number beside Showing Page.

Previous Showing Page 2 of 47 Go Next

Search For Invoice

Click Billing then Invoices.

Enter

Billing Invoices

Invoices

Facility

Plant

Customer Ship To

Invoice Number

Invoice Status

Invoice Due Date Range (MM-dd-yyyy) to

Invoice Group

Discounts

Continue

Invoice Number.

Click **Continue** when ready.

Printing an Invoice

You can pull invoices by **Group, Date Range, Status and Discount.**

Choose one invoice, click on eyeglasses  or choose all by checking top box Click on **Print Invoice.**

Billing

- Invoice Summary
- Invoices
- Maintain Payment Requests
- Maintain Groups
- Maintain Payment Methods

Security

Preferences

Setup

Help





Billing Invoices

Invoice print format

Search Criteria

Facility	Plant	Pay By	Invoice Number	Status	Due Start Date	Due End Date
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER	All	Open	All	All

Invoice List 1 to 25 of 1154

View	<input type="checkbox"/>	Facility	Customer Ship To	Invoice Number	Due Date	Original Amount	Open Amount	Status	Group	Last Payment Request	Discount
	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_35963	04-30-2010	-52.62	-52.62	Open	Pending		
	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36272	04-30-2010	45.96	45.96	Open	Pending		
	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36522	04-30-2010	119.27	119.27	Open	Pending		
	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36632	04-30-2010	75.98	75.98	Open	Pending		

Exporting Invoices

You can pull invoices by **Group, Date Range, Status and Discount**

Select Invoice(s)

Click on **Download** at bottom of the page to export.

Showing Page of 47

Disputing an Invoice

Click **Billing**, then **Invoices**. Choose **Invoice** then click on **eyeglass**.



Billing View Invoice

Invoice Summary
Invoices
Maintain Payment Requests
Maintain Groups
Maintain Payment Methods

Security
Preferences
Setup
Help

Invoice

Invoice print format Truck Load Print Invoice

Invoice Information

Facility	Plant	Pay By	Customer Ship To	Mailing Address
PITTSBURGH GLASS WORKS,LLC 30 Isiabelle St Pittsburgh,PA 15212 UNITED STATES	PITTSBURGH GLASS WORKS LLC 30 Isiabelle St Pittsburgh,PA 15212 UNITED STATES	AG TEST CUSTOMER ONE EBILLING PLACE IRECEIVABLES,PA 12345 UNITED STATES	AG TEST CUSTOMER ONE EBILLING PLACE IRECEIVABLES,PA 12345 UNITED STATES	1513 HAMPSHIRE PIKE COLUMBIA,TN 12345 UNITED STATES

Invoice Header Information

A/R Number	Invoice Number	InvoiceDate	Due Date	Net Amount	Total Amount	Open Amount
R00011835	303_530_36488	03-10-2010 12:00:00 AM EST	04-30-2010 12:00:00 AM EDT	33.71	33.71	33.71

Shipping Information

PO Number	Order Date	Shipment Date	Terms
	03-10-2010 12:00:00 AM EST	04-30-2010 12:00:00 AM EDT	

Cash Discount Information

Discount Amount	Discount Due Date	Effective
0.67	04-10-2010 12:00:00 AM EDT	

Line Item Information

Part Number	Part Description	Quantity	List Unit Price	Net Unit Price	Discount	Total Amount	Notes	Dispute
	DW01168 GBN	1.00	687.82	33.71		33.71		

Add To Payment Request | Add To Group | Download | Return

Click on **Dispute**

Choose **Dispute Code** (ie: credit, pricing, freight), input amount in dispute and explain in detail under **note**.

Billing Dispute

Dispute Details

Invoice Number	303_530_36488
A/R Number	R00011835
Total Amount Due	33.71
Total disputed amount on this line item.	0.00
Dispute Code	DP - Damaged Product
Dispute Amount	9.55
New Note	damaged in transit

Update | Cancel

Update

Configure Alerts and Preferences

Select **Preferences**, Click on **Configuration Alerts** Choose **User**, check mark all alerts the contact is to receive. **Invoice published** – Would you like an

Preferences Alert Configuration

Contact Information

User Heidi

eBilling Alerts

Alert	Send
Invoice Dispute Response	<input type="checkbox"/>
Credit Card Expiring	<input type="checkbox"/>
PGW eBilling Payment Status	<input type="checkbox"/>
Payment Scheduled to be Submitted	<input type="checkbox"/>

Save

email every time you order?

Invoice Dispute Response – Would you like an email for disputed responses?

Click **Save** when finished.

Configure Preferences

From **Preferences**, click **Configure EMC**.

Choose **Positioning** (what do you want to see when you log in?)

The screenshot shows the 'Preferences EMC Configuration' page. The left sidebar has 'Billing', 'Security', 'Preferences', 'Setup', and 'Help' sections. Under 'Preferences', there are links for 'Edit User Profile', 'Configure Alerts', and 'Configure EMC'. The 'Messages' tab is selected. The 'Event Modules' section has a 'Show All' checkbox checked. The 'Events' table is as follows:

Events	Show	Priority
Unviewed Messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The 'Positioning' section has a text box: 'Adjust the EMC layout by selecting the module you'd like to appear in each section of the page.' Below it are two dropdown menus: 'Billing' and 'Messages'. At the bottom are 'Submit' and 'Reset' buttons.

Choose **Billing** to check what you would like to see when logging in.

The screenshot shows the 'Preferences EMC Configuration' page with the 'Billing' tab selected. The 'Event Modules' section has a 'Show All' checkbox checked. The 'Events' table is as follows:

Events	Show	Priority
Invoices Published Past 7 Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open Invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invoices past due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The 'Positioning' section has a text box: 'Adjust the EMC layout by selecting the module you'd like to appear in each section of the page.' Below it are two dropdown menus: 'Billing' and 'Messages'. At the bottom are 'Submit' and 'Reset' buttons.

Set Up Payment Methods

Select **Billing** then click **Maintain Payment Method**.

Choose **New Credit Card** or **New EFT** (for checking).

The screenshot shows the 'Billing Payment Methods' page. The left sidebar has 'Billing', 'Security', 'Preferences', 'Setup', and 'Help' sections. Under 'Billing', there are links for 'Invoice Summary', 'Invoices', 'Maintain Payment Requests', 'Maintain Groups', 'Maintain Payment Methods', 'Security', 'Preferences', 'Setup', and 'Help'. The 'Search Criteria' section is as follows:

Facility	Plant	Customer Ship To
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER

The 'Payment Method List' section is as follows:

Edit	Payment Type	Account Description	Account Type	Account Number	Account Holder	Create Date	Default Method
<input type="checkbox"/>	Credit Card	YISA7777	Visa	XXXXXXXXXXXX7777	AG Test	2010-04-19 13:02:42 GMT	<input checked="" type="checkbox"/>

At the bottom are 'New Credit Card', 'New EFT', and 'Delete' buttons.

Enter Account Information *required

Submit

You may have multiple payment methods

Billing Payment Methods

Search Criteria		
Facility	Plant	Customer Ship To
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER

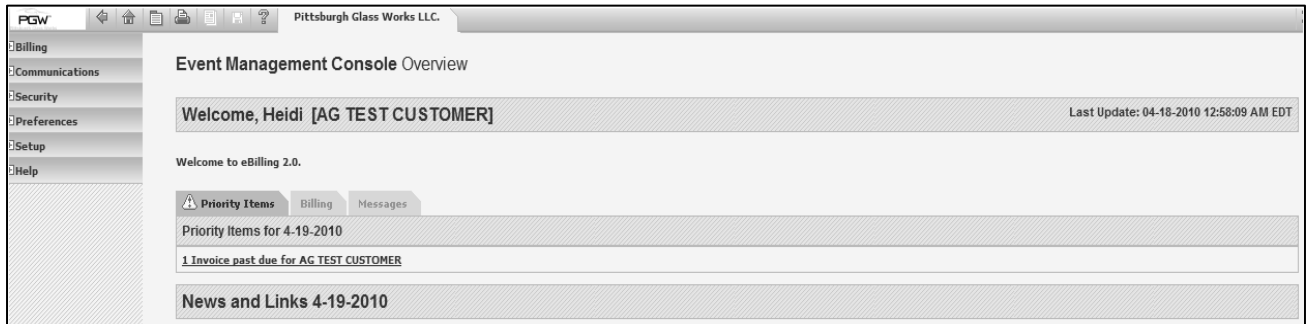
Payment Method List

Edit	Payment Type	Account Description	Account Type	Account Number	Account Holder	Create Date	Default Method
AG TEST CUSTOMER - R00011835							
<input type="checkbox"/>	Credit Card	VISA7777	Visa	XXXXXXXXXXXX7777	AG Test	2010-04-19 13:02:42 GMT	<input checked="" type="checkbox"/>

New Credit Card New EFT Delete

Making A Payment


Once you have set up your account, your main screen will look like this:

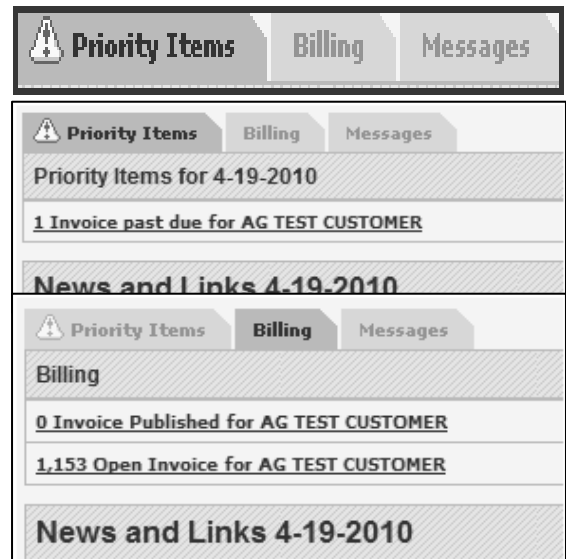


Choose **Priority Items** (past due invoices) or **Billing** (current invoices)

Choose **Messages** to view any messages from PGW

Click on **Priority Items**
Or **Billing**
Open Invoices will list.

Check mark invoices you wish to pay or Check mark box  at the top of the page to pay all the bottom of the page.



Billing Invoices

Invoice print format Truck Load

Search Criteria

Facility	Plant	Pay By	A/R Number	Invoice Number	Status	Due Start Date	Due End Date
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER		All	Open	All	All

Invoice List 26 to 50 of 1154

View	<input type="checkbox"/>	Facility	Customer Ship To	Invoice Number	Due Date	Original Amount	Open Amount	Status	Group	Last Payment Request	Discount
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_38094	04-30-2010	19.29	19.29	Open	Pending		
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_38123	04-30-2010	69.57	69.57	Open	Pending		
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_38525	04-30-2010	58.25	58.25	Open	Pending		
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_37359	04-30-2010	42.94	42.94	Open	Pending	000000015	
	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_37365	04-30-2010	38.70	38.70	Open	Pending	000000015	
	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_37522	04-30-2010	2.00	2.00	Open	Pending	000000015	

Scroll to bottom of the page.

You may choose to **pay the invoices immediately (Pay Now)**; you may **Schedule Payments or Add invoices to an Existing Payment Request**.

<input type="button" value="Pay Now"/>	<input type="button" value="Schedule Payment"/>	<input type="button" value="Add to Existing Payment Request"/>	<input type="button" value="Add To Group"/>	<input type="button" value="Download"/>
--	---	--	---	---

You may also **print invoices and download to an excel spreadsheet from this screen**.

Choose Invoices.

Click on Pay Now, Schedule Payment or Add to Existing Payment.

	<input type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36263	04-30-2010	33.71	33.71	Open	Pending
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36352	04-30-2010	168.00	168.00	Open	Pending
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36440	04-30-2010	42.86	42.86	Open	Pending
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36442	04-30-2010	57.10	57.10	Open	Pending
	<input checked="" type="checkbox"/>	PITTSBURGH GLASS WORKS,LLC	AG TEST CUSTOMER	303_530_36463	04-30-2010	32.51	32.51	Open	Pending

<input type="button" value="Pay Now"/>	<input type="button" value="Schedule Payment"/>	<input type="button" value="Add to Existing Payment Request"/>	<input type="button" value="Download"/>
--	---	--	---

This leads you to the **Payment Submission Screen**.

Payment Submission

Payment Method * VISA7777

Transaction Number * 000000017

Transaction Description * 000000017(04-28-2010)

Transaction Status Open

Notes

Payment Schedule

Pay On (MM-dd-yyyy)

Transaction Detail Information

<input type="checkbox"/>	Invoice Number	InvoiceDate	Invoice Due Date	On Other Payments	Total Due Amount
<input type="checkbox"/>	303_530_37530	03-19-2010 12:00:00 AM EDT	04-30-2010 12:00:00 AM EDT		44.64
<input type="checkbox"/>	303_530_37639	03-22-2010 12:00:00 AM EDT	04-30-2010 12:00:00 AM EDT		49.38
<input type="checkbox"/>	303_530_37944	03-24-2010 12:00:00 AM EDT	04-30-2010 12:00:00 AM EDT		77.48
Total Discount as of 04-28-2010					0.00
Total Disputed					0.00
Total Payment Amount					171.50

Press Pay Now to complete payment.

Scheduling a Payment

Transaction Information

Facility	Plant	Pay By	Customer Ship To
PITTSBURGH GLASS WORKS,LLC 30 Isibelle St Pittsburgh,PA 15212 UNITED STATES	PITTSBURGH GLASS WORKS LLC 30 Isibelle St Pittsburgh,PA 15212 UNITED STATES	AG TEST CUSTOMER ONE EBILLING PLACE IRECEIVABLES,PA 12345 UNITED STATES	AG TEST CUSTOMER ONE EBILLING PLACE IRECEIVABLES,PA 12345 UNITED STATES

Transaction Header Information

Payment Method * VISA7777

Transaction Number * 000000020

Transaction Description * 000000020(04-28-2010)

Transaction Status Open

Notes

Microsoft Internet Explorer [X]

⚠ Please enter the Pay On.

Payment Schedule

Pay On (MM-dd-yyyy)

Transaction Detail Information

<input type="checkbox"/>	Invoice Number	InvoiceDate	Invoice Due Date	On Other Payments	Total Due Amount
<input type="checkbox"/>	303_530_37479	03-19-2010 12:00:00 AM EDT	04-30-2010 12:00:00 AM EDT	+	42.35
<input type="checkbox"/>	303_530_37530	03-19-2010 12:00:00 AM EDT	04-30-2010 12:00:00 AM EDT	+	44.64
<input type="checkbox"/>	303_530_37639	03-22-2010 12:00:00 AM EDT	04-30-2010 12:00:00 AM EDT	+	49.38
Total Discount as of 04-28-2010					0.00
Total Disputed					0.00
Total Payment Amount					136.37

Click on OK.

Enter Date payment is to be made.

Click on **Pay Later**.

Reviewing Payments

Go to **Billing** then click **Maintain Payment Requests**.

You may choose a **Date Range**, or under **opened**, **submitted**, **cleared** or **rejected**.

Continue

Billing

- Invoice Summary
- Invoices
- Maintain Payment Requests
- Maintain Groups
- Maintain Payment Methods
- +** Communications
- +** Security
- +** Preferences
- +** Setup
- +** Help

Billing Payment Requests

Payment Requests

Facility	PITTSBURGH GLASS WORKS,LLC ▼
Plant	PITTSBURGH GLASS WORKS LLC ▼
Customer Ship To	AG TEST CUSTOMER ▼
Transaction Number	<input type="text"/>
Transaction Date Range (MM-dd-yyyy)	<input type="text"/> to <input type="text"/>
Transaction Status	All ▼

Click on eyeglasses  to view any payment.

Billing Payment Requests								
Search Criteria								
Facility	Plant	Pay By	A/R Number	Customer Ship To				
PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER		AG TEST CUSTOMER				
Payment Request List 1 to 3 of 3								
View	Transaction Number	Facility	Plant	Customer Ship To	Transaction Date	Payment Method	Transaction Amount	Status
	000000019	PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER	04-28-2010 08:24:52 AM EDT	VISA7777	136.37	Open
	000000015	PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER	04-28-2010 08:17:36 AM EDT	VISA7777	572.70	Open
	000000004	PITTSBURGH GLASS WORKS,LLC	PITTSBURGH GLASS WORKS LLC	AG TEST CUSTOMER	04-19-2010 09:11:15 AM EDT	VISA7777	135.41	Open
<input type="button" value="Create New Payment"/>					<input type="button" value="Return"/>			

Reset Password

Go to **Security** then **Define Users**.

Click on **pencil**



User List						
Edit	User Name	Login ID	Admin	Contact	Roles	Restriction Groups
	Agostino Heidi	aheidi	✓	✓		

The **Administrator** may update or change the user's password.

User Profile					
User Information					
Name *	<input type="text" value="Agostino Heidi"/>	Type	<input type="text" value="Contact and User"/>		
Job Title	<input type="text" value="Admin"/>				
Security Information					
User ID	aheidi	Admin Current Password *	<input type="password"/>	Admin User	<input checked="" type="checkbox"/>
New Password	<input type="password"/>	Confirm New Password	<input type="password"/>		
Role *	<input type="text"/>	Restriction Group *	<input type="text"/>		
Read Only	<input type="checkbox"/>	Sales Representative	<input type="text"/>		

Support/Service Desk

If you need assistance, please contact the **eBilling Service Desk** by phone at **1-800-250-5073** or by email at ebilling@pgwglass.com and our trained **Customer Service Representatives** will help answer all of your questions!

