

## PADNOS Business Portal Overview and Instructions

The PADNOS Business Portal is an application that runs in a web browser to give our vendors, customers, and other trading partners real time convenient access to information in a secure application.

By using this program you are provided with the opportunity as a PADNOS vendor or customer to access transactions that are already in the PADNOS database.

### Security

#### **Successful Login**

To gain access to the Business Portal you must successfully log in to the web application. Users are setup to only have access to specific parts of the application and specific accounts within those parts. Because of this security measure, other users will not be able to see information related to your account(s).

#### **Failed Login**

If the Username or Password entries fail to match those in the database you will be notified and returned to the home page. Three consecutive failed attempts to login result in your user account being deactivated. You will remain deactivated until a PADNOS administrator is notified. **Please call the PADNOS IT Helpdesk at (616)-796-7070 if assistance is needed with your Username and Password.**

The PADNOS Business Portal has a built-in time-out security system. If a session experiences thirty minutes of inactivity it will automatically end. Time-out security ensures that someone else would not be able to use your account should you leave your workstation.

### Logging into the PADNOS Business Portal

When entering the PADNOS Business Portal you will be presented with two fields. These fields need to all be filled in before the submit button is clicked.

1. *Username* – This is the user code given to you by your sales or customer service representative.
2. *Password* – This should also have been given to you by a PADNOS representative.  
Note: **This field is case sensitive**

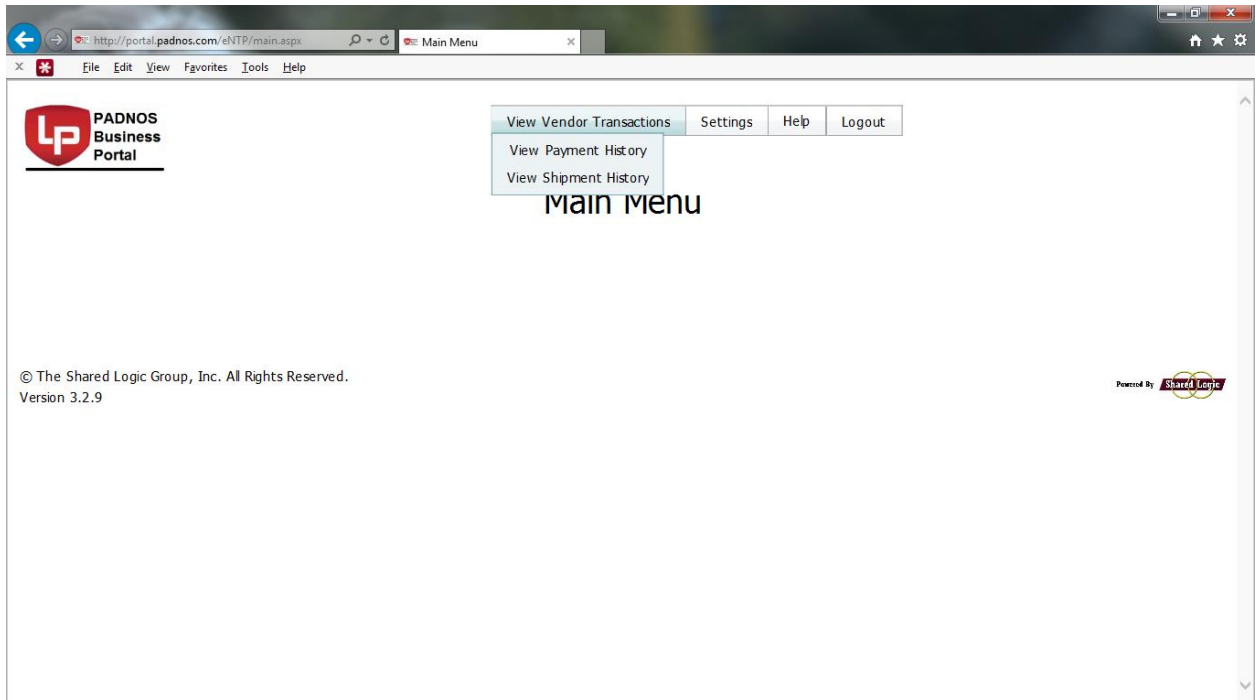


The screenshot shows the PADNOS Business Portal logo at the top, followed by the text "User Login". Below this is a light blue rectangular form containing two input fields: "Username" and "Password". A "Login" button is positioned below the "Password" field.

## Menu Screen

The programs that your user account has authority to work with will appear under **View Vendor** or **View Customer Transactions**. Any programs that your user account does not have access will not appear.

**Logout** - logs you out of the system and takes you to the login screen.



## History/Inquiry Screen Options, Buttons, and Commands

Entering search information in the History or Inquiry programs returns a results grid. The information contained in the grid reflects the entries in the Select tab. Clicking "View Details" on any of the records in the results grid will display the corresponding record in the Detail tab. In both the Summary and Detail tabs a report can be created by selecting the Report button towards the bottom of the screen.

### **Special notes:**

- **Transactions may not appear until they are "posted" in the PADNOS accounting system. If you are not seeing transactions as expected please contact your account executive to see if there is a delay in posting.**
- **Prices and amounts for transactions may not appear until the transaction is marked as paid.**

## View Payment History

Payment History includes a list of all open or paid invoices for the account with check numbers, dates and detail capability with receiver information.

### **Conducting a Payment Inquiry**

1. **Account** – Select the account for which you want to view invoices.
2. The **From Recv Date** and **Thru Recv Date** fields have dropdown calendars. The default dates are the first day of current month and the current day and can be changed.
3. **Payment Status** – Select which types of invoices you would like to view (*Open, Paid, or All*).
4. The **From Pay Date** and **Thru Pay Date** fields have dropdown calendars. The default dates are the first day of current month and the current day and can be changed.
5. **Commodity** – If you would like to limit your inquiry to invoices for a certain commodity type you can select the commodity here. Leaving it blank will give invoices for all commodities.
6. **Vehicle** – By using this field you can limit the inquiry to all invoices listing a certain vehicle.
7. **Trailer** – By using this field you can limit the inquiry to all invoices listing a certain trailer.
8. Click the **View Summary** button. A grid will appear with listing all invoices specified in the inquiry.

	Receive Date	Receiver	Reference	Gross Weight	Tare Weight	Net Weight	Amount	Status	Pay Date
<a href="#">View Details</a>	03/02/2015	8009517	3022015LB2	6,255	656	5,599	41.69	Selected	03/23/2015
<a href="#">View Details</a>	03/03/2015	8010786	3032015LB3	14,036	1,306	12,730	62.64	Selected	03/23/2015
<a href="#">View Details</a>	03/04/2015	8011528	03042015LB3	13,165	856	12,309	193.79	Selected	03/23/2015
<a href="#">View Details</a>	03/05/2015	8012452	03052015LB3	13,351	1,301	12,050	81.64	Selected	03/23/2015
<a href="#">View Details</a>	03/06/2015	8013398	03062015LB3	15,883	1,452	14,431	82.09	Selected	03/23/2015
<a href="#">View Details</a>	03/09/2015	8014439	03092015LB3	10,994	1,922	9,072	57.78	Selected	03/23/2015
<a href="#">View Details</a>	03/10/2015	8015727	03092015LB2	11,995	1,281	10,714	44.88	Selected	03/23/2015
<a href="#">View Details</a>	03/11/2015	8016873		20,437	1,450	18,987	182.98	Open	
<a href="#">View Details</a>	03/13/2015	8019305		17,489	1,697	15,792	59.44	Open	
<a href="#">View Details</a>	03/14/2015	8020410		11,808	1,012	10,796	74.35	Open	
				139,099	13,309	125,790	893.95		

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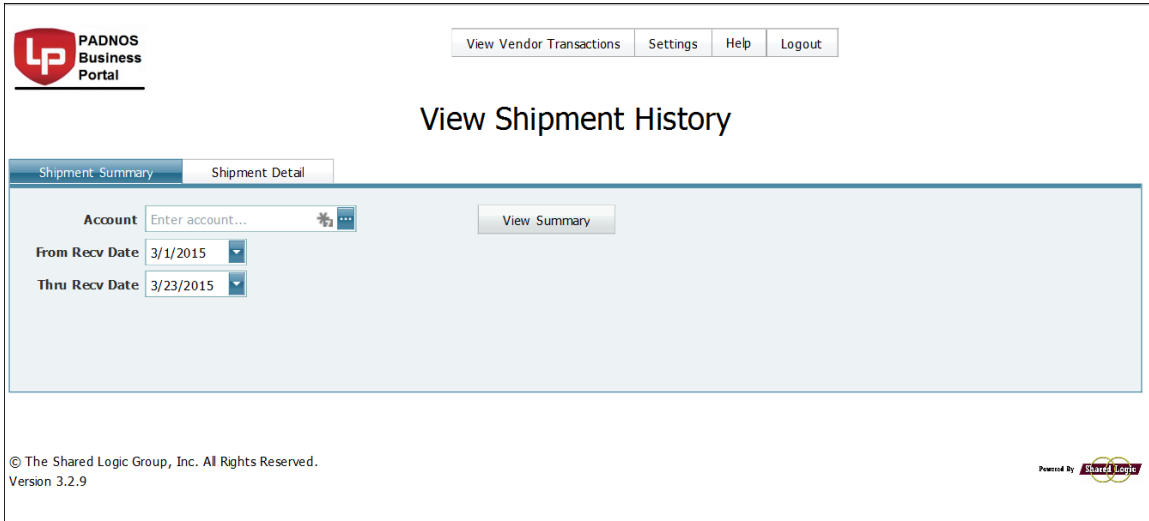
Click "View Details" to bring up the detailed information.

Select the Print Summary Report button to redisplay the detail information in the Reports tab. This will allow you to print out the Payment History Report.


**"View All Details"** will allow you export all transaction details for a period into one csv file. This is helpful for vendors and customers who want to analyze data in Excel.

## View Shipment History

Shipment History shows shipment detail but not payment details. The detail shows date, commodity, weights and price.



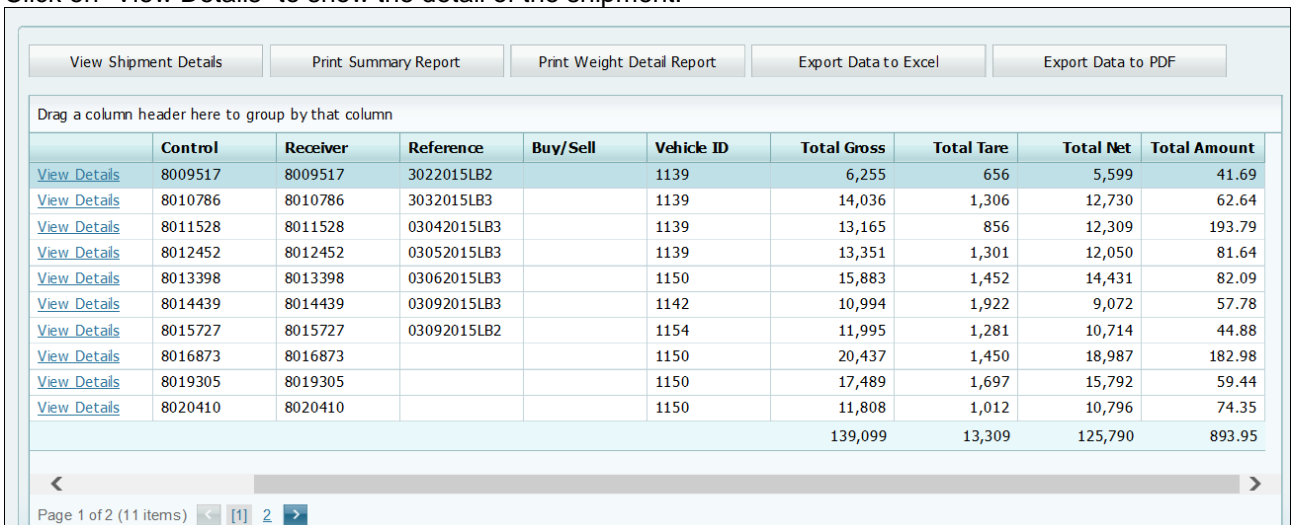
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### **Conducting a Shipment Inquiry**

1. **Account** – Select the account for which you want to view shipments.
2. The **From Recv Date** and **Thru Recv Date** fields have dropdown calendars. The default dates are the first day of current month and the current day and can be changed.
3. Select **View Summary** to show shipments within the specified criteria.

Click on “View Details” to show the detail of the shipment.



	Control	Receiver	Reference	Buy/Sell	Vehicle ID	Total Gross	Total Tare	Total Net	Total Amount
<a href="#">View Details</a>	8009517	8009517	3022015LB2		1139	6,255	656	5,599	41.69
<a href="#">View Details</a>	8010786	8010786	3032015LB3		1139	14,036	1,306	12,730	62.64
<a href="#">View Details</a>	8011528	8011528	03042015LB3		1139	13,165	856	12,309	193.79
<a href="#">View Details</a>	8012452	8012452	03052015LB3		1139	13,351	1,301	12,050	81.64
<a href="#">View Details</a>	8013398	8013398	03062015LB3		1150	15,883	1,452	14,431	82.09
<a href="#">View Details</a>	8014439	8014439	03092015LB3		1142	10,994	1,922	9,072	57.78
<a href="#">View Details</a>	8015727	8015727	03092015LB2		1154	11,995	1,281	10,714	44.88
<a href="#">View Details</a>	8016873	8016873			1150	20,437	1,450	18,987	182.98
<a href="#">View Details</a>	8019305	8019305			1150	17,489	1,697	15,792	59.44
<a href="#">View Details</a>	8020410	8020410			1150	11,808	1,012	10,796	74.35
						139,099	13,309	125,790	893.95

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Select the Print Detail Report button to redisplay the detail information in the Reports tab. This will allow you to print out the Shipment History Report.