

INVOICE PRESENTMENT

Mohawk Electronic customers will no longer receive invoices through the mail. Instead, they will receive an e-mail from their credit analyst advising that they have invoices available for viewing by signing onto their MohawkNet account.



Figure 1

1. To view Invoices, sign onto MohawkNet. Go to the “**Financials**” option on the navigation menu, and then select the “**Invoices**” button. (Figure 2) Alternatively, if you have the Financials privilege, you can go to the “**Financials**” option on the navigation menu and select the “**Open Receivables**” link. (Figure 3) The “**Open Receivables**” option will show you all of the invoices that have not been paid, as well as show all available Credit Memos.

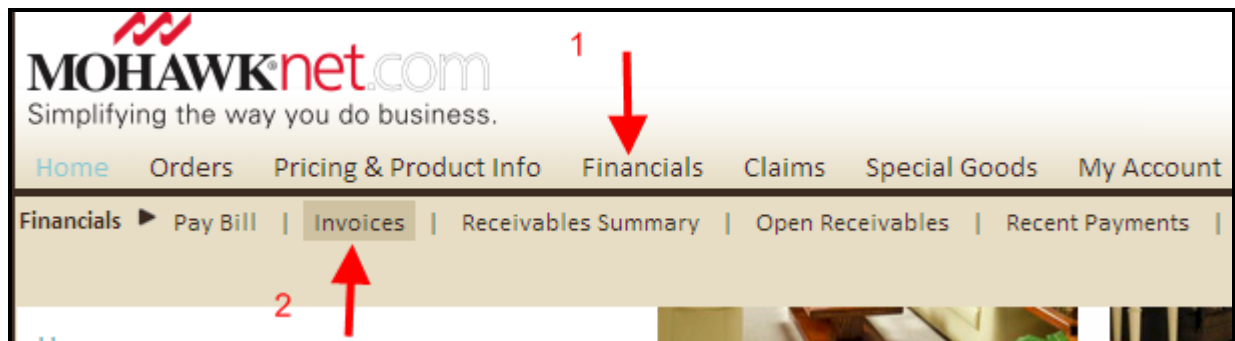


Figure 2

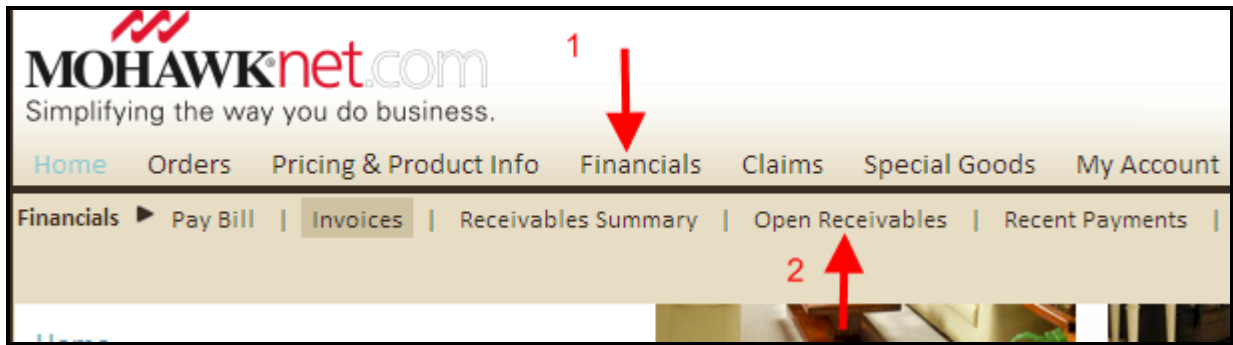


Figure 3

USING THE “INVOICES” OPTION

2. To retrieve an invoice, fill in **only one** of the fields listed below. Invoices can be searched by a specific Invoice Number, selecting a Date Range, selecting a specific Date, entering an order number, a P.O. Number, or entering the Sidemark. Select the “**Get Invoice(s)**” button after filling out **one** of the fields.

MOHAWKnet.com
Simplifying the way you do business.

Home Orders Pricing & Product Info Financials Claims Special Goods My Account

Financials ▶ Pay Bill | Invoices | Receivables Summary | Open Receivables | Recent Payments |

Invoices - Invoice Inquiry

(Fill in one of the search options below then click Get Invoice button)

Invoice Number

Date Range From To

Date (MM/DD/YYYY)

Order Number

PO Number

Sidemark

Figure 4

- Based on the selection criteria used, the system will display the invoice(s) requested. To view the invoice, place a check-mark in the invoice selection field and then select the “Get PDF” button at the top, or bottom, of the page.

Invoice Inquiry - Invoices

*You must have the Adobe Acrobat Reader plug-in installed to view invoices which you can get [*here*](#).*

Click on Invoice Number to display, or select multiple invoices and click Get PDF.

May take a minute to retrieve invoice from archives.

Company	Customer	Invoice Number	Invoice Date	Select
C	ACCOM BIG HRB KRS MOC DRH	3978866	07/17/08	<input type="checkbox"/>
C	ACCOM BIG HRB KRS MOC DRH	3998568	07/25/08	<input type="checkbox"/>
C	ACCOM BIG HRB KRS MOC DRH	4030778	08/01/08	<input type="checkbox"/>
C	ACCOM BIG HRB KRS MOC DRH	4069268	08/04/08	<input checked="" type="checkbox"/>

Figure 5

- The invoice will display, and it can then be printed or saved to your computer.

USING THE “OPEN RECEIVABLES” OPTION

- To retrieve an invoice, click on the underlined “**Document Number**” that corresponds to the Invoice Number you are searching for.

Open Receivable - Open Items

[Legend](#)

Select Company: Aging: Sort By: Locate Document Number: Show Field:

Company	Type	Document Number	Transaction Date	Final Due Date	Invoice Amount	Purchase Order#/Job#
MOHAWK COMMERCIAL	D/M	CF002	5/19/2008	5/19/2008	\$21.85	CREDIT CARD FEE
MOHAWK COMMERCIAL	INV	C38	5/06/2008	6/06/2008	\$218.57	CLAIM#B
MOHAWK COMMERCIAL	INV	C385	5/08/2008	6/07/2008	\$241.38	D
LEE'S DOMESTIC	INV	C38	5/09/2008	6/08/2008	\$113.47	SONY-
LEE'S DOMESTIC	INV	C39:	5/15/2008	6/14/2008	\$1584.91	
MOHAWK COMMERCIAL	INV	C394	5/16/2008	6/15/2008	\$956.79	.
LEE'S DOMESTIC	INV	C3947	5/16/2008	6/15/2008	\$2263.89	
LEE'S DOMESTIC	C/B	ER	9/17/2007	9/17/2007	-\$55.69	

Figure 6