

Printing a Credit Memo

Log into the portal using Internet Explorer; please use **birkenstockb2b** in your web browser (without the www)

Make sure the computer, which is trying to open the .pdf file, does have the Adobe Acrobat Reader program installed. It is a free download, from <http://adobe.com/acrobat>.

User ID:

P/W:

Now you are at the home page

Click on the statement up at the top of the screen in gray.

The screenshot shows the Birkenstock Customer Information Portal. The main content area displays account information for Co/Div: BIRKENSTOCK USA. Below this, there are four tables: BOOKING, SHIPMENTS, STYLE, and RETURNS. A Bulletin Board is located at the bottom of the main content area.

BOOKING				SHIPMENTS			
Booking Day	Units	Amount		Ship Day	Units	Amount	
10/17/2006	1	\$35.00		10/13/2006	1	\$00.00	54
10/16/2006	5	\$290.00		10/12/2006	18	\$970.28	
10/13/2006	2	\$85.00		10/10/2006	24	\$156.00	
10/11/2006	5	\$265.00		10/09/2006	16	\$895.00	
10/09/2006	2	\$117.50					

STYLE				RETURNS			
Booking Day	Style	Units	Amount	Return Day	Units	Amount	
10/17/2006	4345	1	\$35.00	10/05/2006	1	\$41.89	
10/16/2006	6046	3	\$165.00	6/27/2006	1	\$32.20	
10/16/2006	56046	2	\$125.00	6/13/2006	1	\$32.20	
10/13/2006	5419	1	\$50.00	5/25/2006	9	\$712.23	
10/13/2006	5475	1	\$35.00	5/17/2006	9	\$712.20	

Now you are here

Under the Reference type you can see if it is a credit. Where the Ref # is you will want to click on this.

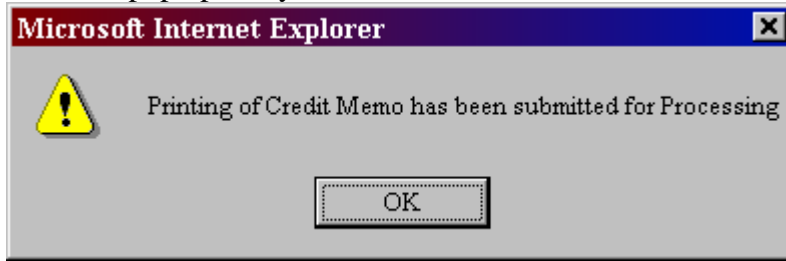
The screenshot shows the Aging Summary as of 10/17/2006. It includes a table for Aging Category and Amount, a summary of the last payment, credit limit, and available credit, and a detailed Reference Lookup table.

Aging Category	Amount
BALANCE	\$16321.12
CURRENT	\$9895.80
FUTURE	\$5388.58
1-30 DAYS	\$1036.74
31-60 DAYS	
61-90 DAYS	
OVER 90 DAYS	
LATE CHARGES	

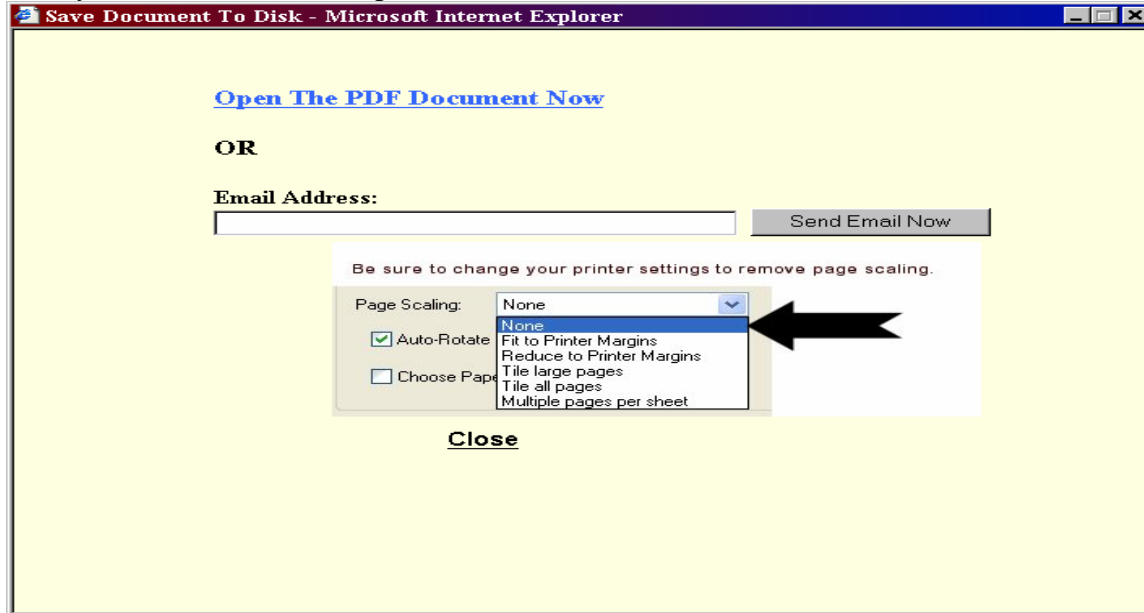
Last Payment:	Check#: ADJ WO	Date: 10/16/2006	Amount:
Credit Limit: 60,000		Available Credit:	

Ref #	Due Date	Ref Date	Reference Type	Ref Amt	Adj	Freight	Tax	Ship To
900353	11/14/2006	10/05/2006	CREDIT	\$38.54				1
804091	10/17/2006	8/18/2006	INVOICE	\$509.03				1
806704	10/23/2006	8/24/2006	INVOICE	\$191.28				1
806705	10/23/2006	8/24/2006	INVOICE	\$136.62				1
806708	10/23/2006	8/24/2006	INVOICE	\$546.50				1
808820	10/10/2006	8/31/2006	INVOICE	\$63.51		\$7.91		1
808821	10/10/2006	8/31/2006	INVOICE	\$44.50		\$7.30		1
808822	10/10/2006	8/31/2006	INVOICE	\$68.11		\$7.91		1
808823	10/10/2006	8/31/2006	INVOICE	\$152.28		\$48.38		1
808824	10/10/2006	8/31/2006	INVOICE	\$255.02				1
808825	10/10/2006	8/31/2006	INVOICE	\$44.14		\$11.94		1
808826	10/10/2006	8/31/2006	INVOICE	\$52.37				1

This will pop up and you need to click Ok



Now you are here click on Open The PDF Document Now



If you would like to print just click on the printer at the top on the left.

