

FALCON INET PROCEDURES

The customer will access the Bison web page via their ISP (www.bisonbuilding.com). There will be a button on this web page (currently located at the bottom of the home page) for the link to the Falcon iNet product. The contractor will choose this selection and then be requested for the login.

Once a valid login/password has been entered, the system will display the following screen.

On the left side of the screen you will be able to access the following:

ORDER HISTORY

ORDER HISTORY selection gives the contractor the option of viewing orders as well as the items on the orders with quantities and shipment dates. The customer's PO number is displayed for easy identification.

- Date Range
- Shipped/Unshipped Orders
- Job-Site Specific
- Order #
- Purchase Order #

ACCOUNT INQUIRY

ACCOUNT INQUIRY selection displays all open invoices, credits, and unapplied cash and payments. Statements can be printed as well as any invoice. Items can be reviewed by entering the PO number, invoice number or looking at all transactions. Once the invoices are displayed, the contractor can <CLICK> on the invoice number to view the product that was shipped on that invoice.

- Date Range
- Paid/Unpaid Invoices
- Invoice #
- Purchase Order #
- Retrieve Current Statement