

Network Services Company – Customer Invoice Portal

Registration Instructions

Registration for the Network Services Company Customer Invoice Portal can be completed in just a few easy steps. A valid registration includes the following 3 pieces of matching data: Invoice Number, Year of the Invoice and Invoice Amount. If all pieces match, the individual registering will be prompted for contact information which includes an email address and phone number. Please fill in all required information during the registration process.

Upon successfully completing the registration process an email is sent to the email address provided at the time of registration. The data will be validated by Network Services Company and a confirmation email will be sent when the account is “Activated”.

When the account is “Activated”, customer account information and the ability to “Print” invoice copies is available.

Registration Process for New Users

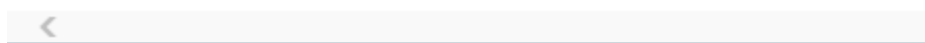
- Pull up Network Services Company www.networkdistribution.com



- Click on the “Customer Access” tab at the top of the page




- Click on “Customer Invoices”



■ Click “New User Registration”

WELCOME TO THE INVOICE PORTAL



User Name

Password

[Forgot Password?](#)

Sign In

New User Registration


Trouble logging in? Call 1.224.361.4007 or Email customerinvoices@networkdistribution.com

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ABOUT SSL CERTIFICATES

■ Fill in the “Account Verification” fields

- Required information includes: Invoice Number, Year of the Invoice and Invoice Amount
- Click “Verify Data”



HOME |

Account Verification

Invoice Number

Year

Invoice Amount

Verify Data

Cancel

- Fill in the “New User Registration” fields
 - Complete all Mandatory fields marked with an “*”
 - The Phone Number requires dashes (Ex. xxx-xxx-xxxx)
 - There is a field for “Comments” which is optional
 - Click “Register” to submit the registration

New User Registration/Add New Payer Accounts

Mandatory Fields are marked with “*”. Please fill in all mandatory fields and click “Register”.
If you need assistance with the Registration process, please contact customerinvoices@networkdistribution.com or call 224-361-4007.
Please leave your contact information for us to get back to you.

*Email Address	Company Name	CHRISTUS Health
*Confirm Email	Address Line 1	919 Hidden Ridge Dr
*First Name	Address Line 2	
*Last Name	Country	United States of America
<input type="checkbox"/> Contact Us Comments	State	Texas
* Enter the answer of the following equation: 	City	Irving
	Zip Code	75038
	*Phone Number	

- The New User Registration is submitted for review by Network Services Company



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New User Registration/Add New Payer Accounts

Your User Registration is submitted for review. You will receive an email with your User Name and Password shortly from customerinvoices@networkdistribution.com.
If you have any questions regarding the Registration process, please contact customerinvoices@networkdistribution.com or call 224-361-4007.
Please leave your contact information for us to get back to you.

- An email is sent to the new user showing registration received. A New Password is included for the initial login to the invoice portal.

Your registration is being reviewed and your account will be activated soon. Please use the UserID and New Password provided below on your initial login. The password is case-sensitive. You will be prompted to change your password for logging into the Network Services Company Invoice Portal.

If you have any questions, please contact customerinvoices@networkdistribution.com or call 224-361-4007.

UserID: gwetzell@networkdistribution.com
 New Password: yawhgq
 Registration received, activation in progress. Please wait for an email confirmation.

- An email confirmation will be received when a new user registration is “Approved”. Customer account information and invoices can be accessed by the user. Enter the “UserID” and “New Password” from the first email received.



Your information has been reviewed and approved. Your account is now active.

If you have any questions, please contact customerinvoices@networkdistribution.com or call 224-361-4007.

UserID: jpetras@networkdistribution.com
Account 0328002457 is activated.



- Login to the Customer Invoice Portal
 - If it is the first time, change your password
 - View the account by clicking on “List of Invoices”



Jim Petras (Last Sign In: 06/24/2016 11:58:10)
Current Customer: 0328002457 - Catholic Care Center

HOME

LIST OF INVOICES

Choose your account

Currently Selected Customer: 0328002457 - Catholic Care Center

Customer

Name

Address

Find

	Customer	Name ▲	Address
●	0328002457	Catholic Care Center	6700 E 45th St N Wichita KS 67226

- To pull up Account Information and Reprint Invoices click “List of Invoices” to display information.

Open Invoices

Search

Company

0328002457 - Catholic Care Center

Due Status

All

Invoice Number

Find

Reprint

Summary

Total Open Invoices

17

Total Open Amount

6,925.30

Note: Please click the link to download an Invoice or to view/download multiple invoices select corresponding check boxes and click Reprint. If the Invoice Number shows an underline, then there is a hyperlink and the invoice can be reprinted. Line items without a hyperlink are not invoices and not available for reprint.

Ship To	Invoice Number	PO Number	Payment Terms	Invoice Date	Invoice Due Date ▲	Arrears	Original Invoice Amount	Open Invoice Amount	Reference
<input type="checkbox"/>	0328002457 893530	PAULA	Net 30 Days	03/11/2016	04/10/2016	79	414.09	414.09	
<input type="checkbox"/>	0328002457 906289	MARK	Net 30 Days	05/27/2016	06/26/2016	2	257.12	257.12	
<input type="checkbox"/>	0328002457 906290	GEORGE	Net 30 Days	05/27/2016	06/26/2016	2	723.17	723.17	
<input type="checkbox"/>	0328002457 906515	MARK	Net 30 Days	05/31/2016	06/30/2016	-2	392.96	392.96	



- To Print an Invoice Copy or more than one Invoice Copy, click on the check box(s) to the left of the Invoice Number and click “Reprint”.

Open Invoices

Search

Company

0328002457 - Catholic Care Center

Due Status

All

Invoice Number

Find

Reprint

Summary

Total

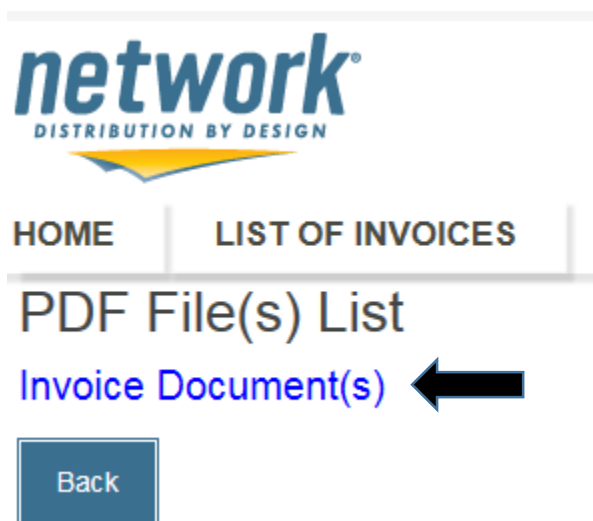
Total

Note: Please click the link to download an Invoice or to view/download multiple invoices select corresponding check boxes and click Reprint. If the Invoice Number shows an underline, then there is a hyperlink and the invoice can be reprinted. Line items without a hyperlink are not invoices and not available for reprint.

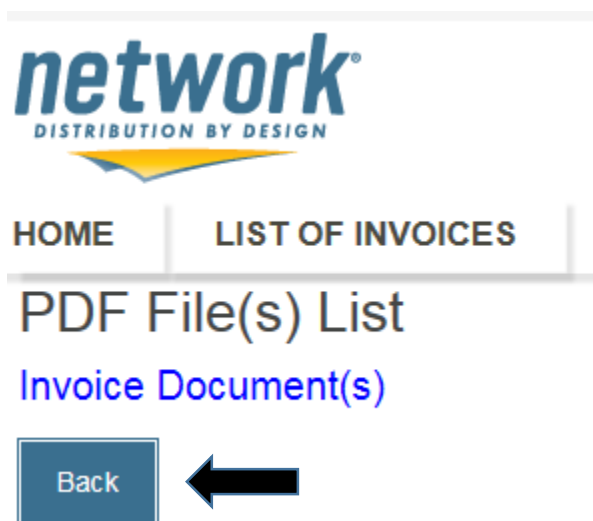
Ship To	Invoice Number	PO Number	Payment Terms	Invoice Date	Invoice Due Date ▲	Arrears	Original Invoice Amount	Open Invoice Amount	Reference
<input type="checkbox"/>	0328002457 893530	PAULA	Net 30 Days	03/11/2016	04/10/2016	79	414.09	414.09	
<input checked="" type="checkbox"/>	0328002457 906289	MARK	Net 30 Days	05/27/2016	06/26/2016	2	257.12	257.12	
<input checked="" type="checkbox"/>	0328002457 906290	GEORGE	Net 30 Days	05/27/2016	06/26/2016	2	723.17	723.17	
<input type="checkbox"/>	0328002457 906515	MARK	Net 30 Days	05/31/2016	06/30/2016	-2	392.96	392.96	



- Click on “Invoice Document(s)” to view the invoice copy. It will show as a PDF file.



- To return to the Customer Account, click the “Back” button.



- The “Open Invoices” list is displayed.

Open Invoices

Search

Company

0328002457 - Catholic Care Center

Due Status

All

▼

Invoice Number

Find

Reprint

Summary


Total

Total

Note: Please click the link to download an invoice or to view/download multiple invoices select corresponding check Number shows an underline, then there is a hyperlink and the invoice can be reprinted. Line items without a hyperlink reprint.

Ship To	Invoice Number	PO Number	Payment Terms	Invoice Date	Invoice Due Date ▲	Arrears	Original Invoice Amount	Open Invoice Amount	Reference
<input type="checkbox"/>	0328002457 893530	PAULA	Net 30 Days	03/11/2016	04/10/2016	79	414.09	414.09	
<input type="checkbox"/>	0328002457 906289	MARK	Net 30 Days	05/27/2016	06/26/2016	2	257.12	257.12	
<input type="checkbox"/>	0328002457 906290	GEORGE	Net 30 Days	05/27/2016	06/26/2016	2	723.17	723.17	
<input type="checkbox"/>	0328002457 906515	MARK	Net 30 Days	05/31/2016	06/30/2016	-2	392.96	392.96	

- To find an Invoice with a specific “PO Number”
 - Hold “Ctrl” key and the “F” key (Hold - Control F)
 - Type in the PO Number
 - The PO Number will highlight on the open invoice screen
- In the example below, Control F shows the “Find” box at the top of the screen.

Find: 

Previous

HOME

LIST OF INVOICES


Open Invoices

Search

Company

0665000091 - Baptist Health Systems

Next, type in the PO Number to find the line item. In this example, the line item is at the bottom of the screen print below.

Find: Previous Next  Options ▾ 1 match

Note: Please click the link to download an Invoice or to view/download multiple invoices select corresponding Number shows an underline, then there is a hyperlink and the invoice can be reprinted. Line items without a link reprint.

Ship To	Invoice Number	PO Number	Payment Terms	Invoice Date	Invoice Due Date ▲	Arrears	Original Invoice Amount	Open Invoice Amount	R
<input type="checkbox"/>	0665000091	998065	8000034840	Net 30 Days	05/23/2016	06/22/2016	85	-35.30	-35.30
<input type="checkbox"/>	0665000091	10407658	8000035583	Net 30 Days	05/23/2016	06/22/2016	85	289.24	289.24
<input type="checkbox"/>	0665000091	10434220	8000038135	Net 30 Days	06/02/2016	07/02/2016	75	1,387.28	1,387.28
<input type="checkbox"/>	0665000091	902969	8000038135	Net 30 Days	06/06/2016	07/06/2016	71	-259.96	-259.96
<input type="checkbox"/>	0665000091	10528878	8000047767	Net 30 Days	07/11/2016	08/10/2016	36	1,749.67	1,749.67
<input type="checkbox"/>	0665000091	10611796	8000056102	Net 30 Days	08/11/2016	09/10/2016	5	1,267.59	1,267.59
<input type="checkbox"/>	0665000091	10615147	000808000564	Net 30 Days	08/12/2016	09/11/2016	4	157.00	157.00
<input type="checkbox"/>	0665000091	10625674	8000056102	Net 30 Days	08/17/2016	09/16/2016	-1	62.31	62.31
<input type="checkbox"/>	0665000091	10630077	8000058041	Net 30 Days	08/18/2016	09/17/2016	-2	1,224.98	1,224.98
<input type="checkbox"/>	0665000091	10633398	8000058380	Net 30 Days	08/19/2016	09/18/2016	-3	701.30	701.30
<input type="checkbox"/>	0665000091	10633326	8000058310	Net 30 Days	08/19/2016	09/18/2016	-3	31.41	31.41
<input type="checkbox"/>	0665000091	10644354	8000059436	Net 30 Days	08/24/2016	09/23/2016	-8	1,375.75	1,375.75
<input type="checkbox"/>	0665000091	10651773	8000034840	Net 30 Days	08/26/2016	09/25/2016	-10	35.51	35.51
<input type="checkbox"/>	0665000091	10665748	80000616417	Net 30 Days	09/01/2016	10/01/2016	-16	2,748.22	2,748.22
<input type="checkbox"/>	0665000091	10682068	8000063139	Net 30 Days	09/08/2016	10/08/2016	-23	1,735.03	1,735.03
<input type="checkbox"/>	0665000091	10690330	8000063907	Net 30 Days	09/12/2016	10/12/2016	-27	1,218.58	1,218.58
<input type="checkbox"/>	0665000091	10690254	<u>1200024219</u>	Net 30 Days	09/12/2016	10/12/2016	-27	395.29	395.29

Other features available:

- Due Status shows a drop-down option to view Past Due, Current Due or All Invoices.
- Search by Invoice Number – Click “Find” and type the invoice number.
- To Reprint a single invoice, Click on the hyperlink in the “Invoice Number” column. This is the highlighted invoice number with an “Underline”.