



CARPET INSTALLATIONS, INC.
AN  COMPANY

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Online Account Service and E-Invoicing

Here are some of the features provided by Online Account Services and E-Invoicing:

- Receive invoices and statements electronically.
- View account details such as work order, installation scheduling, and unit history information.
- View account statement detail including invoice.

E-Invoicing

- In an effort to be more “green” Dixie Carpet is now offering E-Invoicing.
- You can request to receive your invoices by email.
 - To make this request email accounting@dixiecarpet.com.
 - Please specify the email address that you would like the invoices sent to.
 - Property and/or Company email address (It can be a personal email ONLY if company email is unavailable)

Web Portal - Online Account Service

Step 1:

You will need to register your online account by emailing accounting@dixiecarpet.com and CC your sales representative.

You must include the below:

- Property Name
- Property Address
- Property and/or Company email address (It can be a personal email ONLY if company email is unavailable)
- Property phone number

Step 2:

After step 1 is completed you will receive an email within 24 hours similar to the below with your user ID, password and a link to log in.

Good Afternoon,
Your online account set up is complete. Please click on the 'Dixie Online' below and use the following information for log in.

USER ID 11111111
PASSWORD 000000



Or you can log in by going to <https://www.dixiecarpet.com/>
and entering your User ID and Password that you received.

NOTE:

- *If you have issues logging on the website, it works best with Google Chrome or Fire Fox.*
- *Please be patient after log in, as the website is in real-time and is actively loading as orders are being entered into Dixie's system.*



Register to receive invoices and statements electronically.



View account details such as work order, installation scheduling, and unit history information.



View account statement detail including invoice and payment history information.

Forgot your User ID or Password? [Click here.](#)
Update JavaScripts and CSS? [Click here.](#)

Step 3:

After you log in you will see your account status, this will be your home page.

NOTE:

- Do not hit the back button on the Internet browser or you will be logged out.

Do not press the back button or it will log you out.

Click here to view job history, install date, unit numbers, invoices, etc.

Balance	Current	30 Days	60 Days	90 Days	120 Days
3,366.80	0.00	3,366.80	0.00	0.00	0.00

Invoice No	Type	Inv Date	Inv Due Date	Amount	Balance	Customer PO No/Comment
	Invoice	10/01/2015	10/31/2015	844.01	844.01	
	Invoice	10/01/2015	10/31/2015	847.16	847.16	
	Invoice	10/01/2015	10/31/2015	844.01	844.01	
	Invoice	10/07/2015	11/06/2015	831.62	831.62	

This page is just an account balance preview, you cannot view anything by clicking on the above. YOU MUST CLICK ON SVC SITE BUTTON.

Step 4:

Click on the **"SVC Site"** button to view information about: job history, install dates, unit numbers, invoices, etc.

Do not press the back button or it will log you out.

Click here to return to the home page.

Site ID	Site Name	Address 1	Address 2	City	State	Zip Code	Open Job
				HOUSTON	TX	77099	57.00

Click here to view job history, install dates, unit numbers, invoices, etc.

Step 5:

After clicking on the **“Site Name”** you will be to the **“Job Listing”** page.

You can sort columns by clicking on the header name. (Schedule Date, Unit Number, PO Number, etc.)

Do not press the back button or it will log you out.

All invoicing is updated twice a week. Please check back if invoice is not yet available.

To return to the previous page click on the "red x".

The screenshot shows a web browser window with the URL `dixiemissouricity.selfip.com`. The page title is "Svc Job Listing By AR Account:". Below the title is a search bar and buttons for "Export Data", "Search", "Ticket Filter: Open", and "Refresh". The main content is a table with the following data:

Schedule Date	Status Code	Unit	Invoice Available	PO Number	Ordered By	Job Type	Svc_Job_Num
10/30/2015	CMP	1015				Carpet	
10/30/2015	CMP	307				Carpet	
10/29/2015	CMP	605				Repair	
10/27/2015	CMP	404				Carpet	
10/27/2015	CMP	607				Carpet	
10/27/2015	CMP	701				Carpet	
10/27/2015	CMP	404		ALREADY BILLED		Carpet	
10/07/2015	CMP	706	Yes			Carpet	

A modal window titled "Svc Job Invoice Document" is open, showing a text input field with the value "01000254B_SO_1360077IN_20151007_000.PDF". Below this is a table with two rows:

10/01/2015	CMP	601	Yes			Carpet	
10/01/2015	CMP	410	Yes			Carpet	

Annotations with red arrows point to various elements: the back button, the "ALREADY BILLED" text, the "red x" close button, the PDF link, and the "Yes" buttons in the modal window.

Congratulations! You are now finished!

We hope that you will utilize these services provided by Dixie Carpet in an effort to:

- Eliminate paper invoices by moving to an E-Invoice platform.
- Make doing business with Dixie Carpet easier by providing you with immediate and easy access to all of your information via Dixie’s Online Account Service.

We hope you will utilize this service with your Assistant Manager, Maintenance Supervisor, Book Keeper, etc.