

Your Invoice, Statement, and Payment Options



WOLF CREEK CO.
DISTRIBUTION

You have choices for managing your billing and payments with our company. Please check off which method (**eInvoice** or **Traditional**) you prefer and your desired options.

eInvoice Method- Use our online **eInvoice** system (*suggested method*)

Your invoices post to eInvoice daily, login to view, print, or pay online.

Once set up, your invoices remain in the system for future look up.

Pick one of the following to get registered for eInvoice:

- Click link at the bottom of our emailed invoice and follow instructions.
- Email Credit Manager Lori Critz at lcritz@wolfcreekcompany.com
- Call Lori Critz at **937-529-2154**.

You may change many of the options below once logged into our eInvoice system.

eInvoice Notifications:

Email notification when a new Invoice, Statement, or Payment is posted to eInvoice.

- Receive an email notification each time an Invoice or Statement is posted
 - Include a PDF copy of the Invoice or Statement
- Receive an email notification confirming each of your Payments

Invoice Delivery: (*Choose one*)

- Receive an **emailed** PDF of each Invoice. Sent daily. Select an option below:
 - A single email with all Invoices combined into a single PDF file
 - A single email with each Invoice as a separate PDF file
 - Separate emails for each Invoice PDF file
 - Mailed a paper copy of all Invoices and Statements along with emailed PDFs.
- Receive a **Mailed** Paper copy of each Invoice. Mailed on Tuesday every week.
- Receive a **Fax** copy of each Invoice. Sent daily.
- Do not send any Invoices. (*You can view, print, and pay Invoices online in eInvoice*)

Statement Delivery:

All Statements are sent the first day of the month. Choose one.

- Receive an **emailed** PDF of each Statement
- Receive a **Mailed** Paper copy of each Statement
- Receive a **Fax** copy of each Statement
- Do not send Statements. (*You can view, print, and pay Statements online in eInvoice*)

CUSTOMER:

CUSTOMER ID:

CONTACT:

PHONE:



eInvoice Invoice Download Files:

If you want invoice import files for your accounting system sent with your invoices, visit the Easy Import tab when logged into eInvoice to select the download format. The following file formats are currently available:

CSV (spreadsheet)	QuickBooks	Timberline
CSV Detail	Peachtree Premium	Timberline Summery
Forefront Construction	Peachtree Quantum	Viewpoint Construction
Universal Business Language (XML)		

eInvoice Payments: (Three options available, use one or all)

- Use eInvoice online **Credit Card** payment system.
- Use eInvoice online **ACH payments**. (Online payment from your bank account)
- Mail Checks to: **Wolf Creek Company, PO Box 74007605, Chicago, IL 60674-7605**

Traditional Method- Emailed, Mailed, or Fax documents, no online services:

Invoice Delivery: (Choose one)

- Receive an emailed PDF of each Invoice. Sent daily.
- Receive a Mailed Paper copy of each Invoice. Mailed on Tuesdays.
- Receive a Fax copy of each Invoice. Sent daily.

Statement Delivery: (All Statements are sent the first day of the month. Choose one)

- Receive an emailed PDF of each Statement
- Receive a Mailed Paper copy of each Statement
- Receive a Fax copy of each Statement
- Do not send Statements.

Traditional Payments:

- Mail checks per your due date to: **Wolf Creek Company, PO Box 74007605, Chicago, IL 60674-7605**
- Call Lori Critz at **937-529-2154** to make a Credit Card payment.

Ship-To Locations- Allows product orders to be segregated for billing and reporting/tracking.

Useful for your branch locations, stock locations, or long-term jobs. Invoices are sent to your Bill-To entity, which is normally your company office or headquarters. You can have many Ship-To locations. Statement separate invoices for each Ship-To. Choose below to have your prices printed on our Pick ticket or Delivery forms. Leave blank for no prices.

- Your prices print on your Ship-To **Pick Tickets**. Typically showing Detailed prices and Discounts.
- Your prices print on Ship-To **Delivery Tickets**. Typically showing Detailed prices and Discounts.

