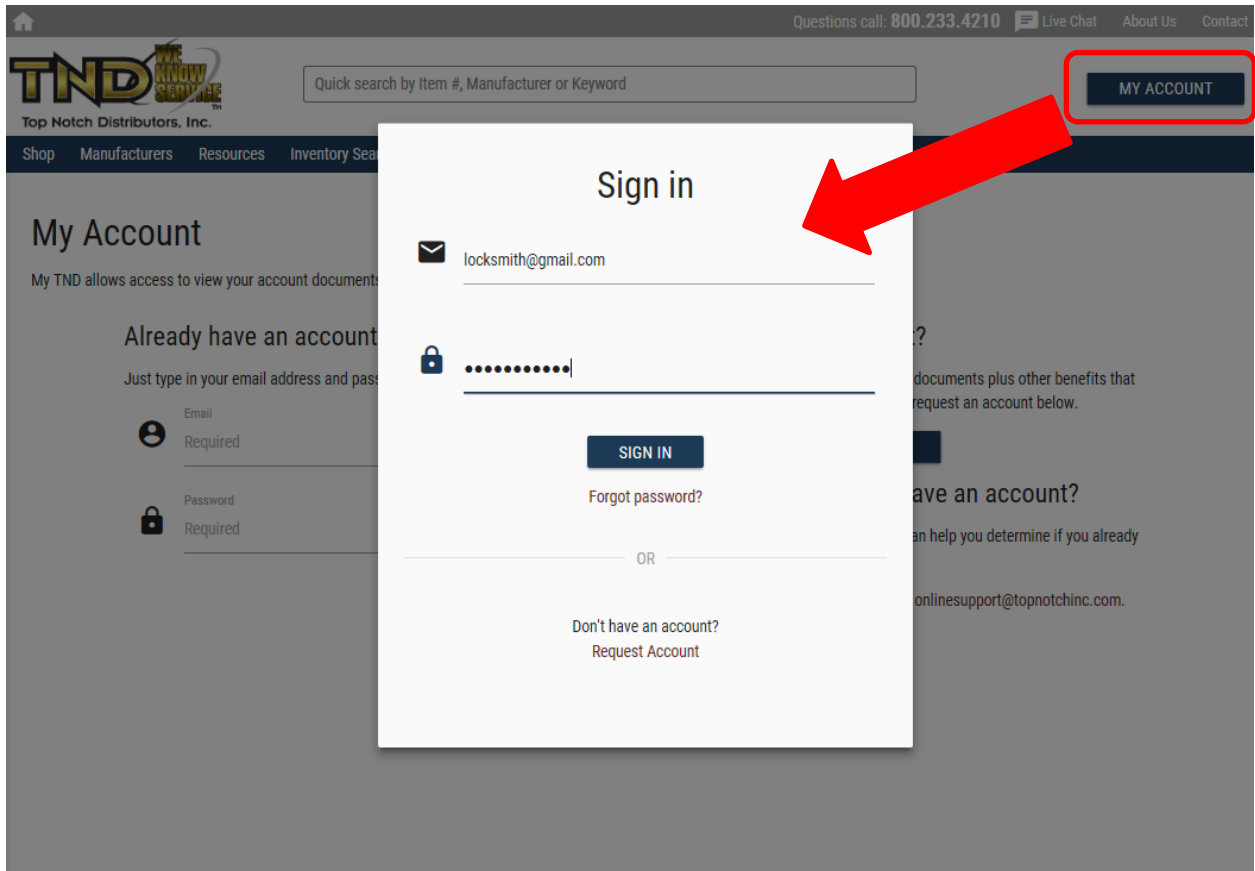


Checking Order Status and Tracking Packages

**This document assumes you have a valid topnotch.com account. If you do not currently have an account for the topnotchinc.com website, please refer to the "Gaining Access to TND/B & C's Online Services" document.*

1. To login with your existing topnotchinc.com account, navigate the TND/B & C's website at <http://www.topnotchinc.com> and click on "My Account" link. Input your email address into the textbox provided as well as your password and click the "Sign In" button.



2. After login, you will be taken to your account summary page. On this page, your summary will appear at the top of the page. The summary includes your terms, MTD/YTD purchases and your current account balance. Below the account summary is your order summary. The order summary allows you to view Open orders (currently being process by TND/B & C) and Closed orders (all product shipped and invoice generated).

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- To view open orders, click on the "Orders" link. By default, all open orders will appear. To narrow down your results, you can use the Search field to enter the Order #, PO #, Tracking #, or Total Price.

- When an order is found that you would like to review, you can click on the order number within the "Order #" column. This will show you the details of the order.

Questions call: 800.233.4210 [Live Chat](#) [About Us](#) [Contact](#)

TND THE NEW DYNAMIC SERVICE
Top Notch Distributors, Inc.

Quick search by Item #, Manufacturer or Keyword

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Order Detail - 77777

Entry Date: 9/15/0016	Invoice #: 0
Due Date: 1/1/0001	Invoice Date: 1/1/0001
PO #:	Terms: 2% 10 Days, Net 30
Sales Rep:	Payment Type: Company
Ship Via:	
Bill To:	Ship To:

Item	Description	U/M	Ordered	Shipped	Sell Price	Total
6461L-10B	DEL 6461L-10B US10B SAVANNA LEVER ENTR LH	EA	1	1	\$13.50	\$13.50
KCHGSTD	KEYING CHG.PER STD. CYL. LOCK(S) KEYED TO 74523	EA	1	0	\$2.00	\$2.00
** FREIGHT FREE **						
** PRODUCT DROP SHIPPING FROM FACTORY **						
THANK YOU, JAKE 800-233-4210 EXT 7697/jgardas@topnotchinc.com						

SubTotal:	\$15.50
Sales Tax:	\$0.00
Total:	\$15.50
Deposit:	\$0.00
Amount Due:	\$15.50

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5. To review closed orders, click on the "Closed Orders" link. To narrow down your results, you can use the Search field to enter the Order #, PO #, Tracking #, Total Price or date range.

The screenshot shows a web interface for managing orders. At the top, there are six tabs: ORDERS, CLOSED ORDERS, WEB QUOTES, ESTIMATES, SALES QUOTES, and RETURNS. The 'CLOSED ORDERS' tab is currently selected and underlined. Below the tabs, there are two input fields: 'StartDate' with the value '6/6/2017' and 'EndDate' with the value '7/6/2017'. To the right of these fields is a dark blue button labeled 'SEARCH'. Below the date fields, there is a 'Show' dropdown menu with '10' selected and a downward arrow. Below the dropdown is the text 'entries'. To the right of the dropdown is a 'Search:' label followed by a horizontal line for text input.

6. When you find the Closed order you want to work with, you have two options. You can view the order detail or view the invoice for the order. Viewing the detail of the order is the same as in Open orders. Simply click the order number within the "Order #" column and you will be brought to the detail page for that order. To view the invoice for the order, click the Invoice number within the "Invoice #" column for your order. The invoice will appear in a new window/tab and will be generated in PDF format (Adobe Reader Required). You can review and print the invoice from this window

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Top Notch Distributors, Inc.
 Call 800-233-4210 or 800-722-4210
 Fax 800-854-4146 or 800-248-3620
www.topnotchinc.com
 Pennsylvania | Missouri | Texas | Nevada

Remit To:
 Top Notch Distributors, Inc.
 P.O. Box 189
 Honesdale, PA 18431-0189
 Phone: (800) 233-4210
 Fax: (866) 460-5228

INVOICE REPRINT FROM HISTORY*

1 of 1

Invoice Date: 7/5/2017

Bill To:

Ship To:

Co/Cust No	Customer PO	Sales Rep	Wh	Ship Via
		5 Sales Fax	MO	

Terms: 2% 10 Days, Net 30

Pay Type: Company Check

Invoice #	Order #	Due 7/15/2017
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Item Number / Description	U/M	Ordered	Shipped	Sell Price	Total
** ORDERS OVER \$250 - FREIGHT F REE **					
5056112 5056 112 SQUARE ROSE 2	PR	7.00	7.00	23.25	162.75
Shipping & Handling					9.00
** DO NOT CHANGE TOTAL **					
** ORDER ACKNOWLEDGMENT SENT **					
** THANK YOU FOR YOUR ORDER **					
PARCEL 01 TRACKING:					
PARCEL 1 WEIGHT: 4.92					
Receive your invoices via email or fax Contact our Credit Department with your request				Sub Total:	171.75
				Sales Tax:	0.00
				Total:	171.75
				Deposit:	0.00
				Amount Due:	171.75

Checking Order Status and Tracking Packages

- Tracking.** If items have shipped from your order, you will see a Tracking number for open or closed orders. Clicking on the Tracking # will open a new window/tab to your carrier's website with the most current shipment info for your package(s). (UPS example below)

The screenshot shows the UPS Tracking Detail page. At the top, there is a navigation bar with the UPS logo, 'QUICK START', and tabs for 'Tracking', 'Shipping', and 'Services'. A search bar and 'Customer Service' link are also present. The main heading is 'Tracking Detail' with utility icons for share, print, help, and font size. The page is updated as of 07/06/2017 2:39 P.M. EASTERN TIME.

The tracking status is 'In Transit: On Time'. A progress bar shows the package is currently 'In Transit: On Time', with previous stages 'Out for Delivery' and 'Delivered Business Day(s) Left 3'. Key information includes:

- Scheduled Delivery:** Tuesday, 07/11/2017, By End of Day
- Last Location:** Departed - Earth City, MO, United States, Thursday, 07/06/2017
- Delivery Options:** 'Notify me with Updates' and 'Change Delivery' buttons.
- Delivery Estimate:** 'What time will your package be delivered to your home? Get FREE estimated Delivery Windows on most UPS packages.' with a 'Continue' button.
- Member Status:** 'I am already a UPS My Choice® Member'.

The 'SHIPMENT PROGRESS' section shows the next scheduled event: Monday, 07/10/2017 by 11:59 P.M. A table lists the shipment activities:

LOCATION	DATE	LOCAL TIME	ACTIVITY
Earth City, MO, United States	07/06/2017	7:38 A.M.	Departure Scan
Earth City, MO, United States	07/05/2017	8:17 P.M.	Origin Scan
United States	07/05/2017	2:10 A.M. (ET)	Order Processed: Ready for UPS

The 'ADDITIONAL INFORMATION' section provides details:

- Shipment Category:** Package
- Shipped/Billed On:** 07/05/2017
- Weight:** 4.90 lbs

On the right side, there are sections for 'Need more information?' (with a 'Get Help' button), 'SHIPPING INFORMATION' (To: NEWPORT BEACH, CA, US), and 'SERVICE' (UPS Ground).