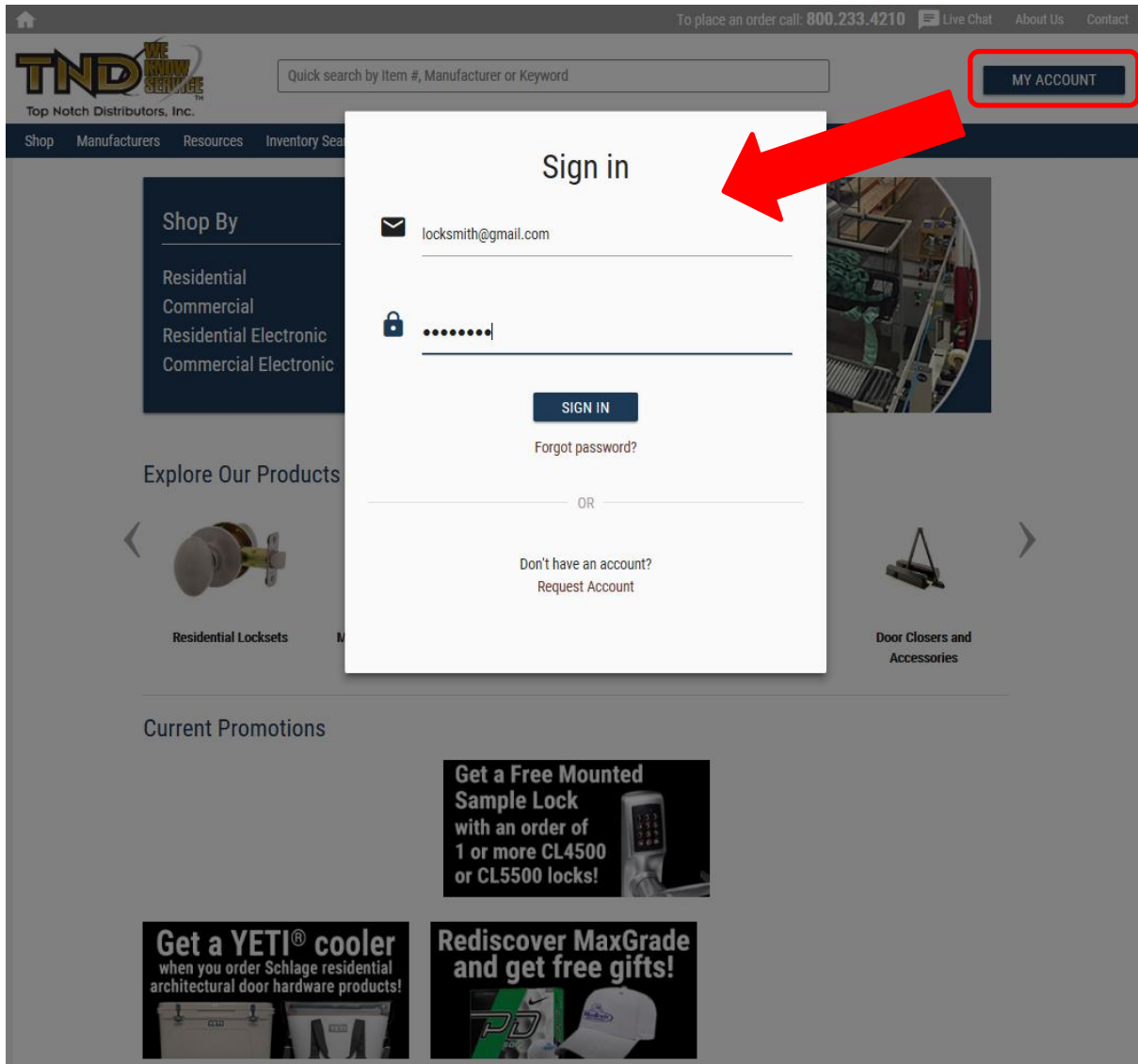


Reviewing Account Status and Open Invoices

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

1. To login with your existing topnotchinc.com account, navigate to 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.



Reviewing Account Status and Open Invoices

- Account Status:** After you 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.

Account Number:

Amount Due: \$0.00

CUSTOMER
dba XYZ COMPANY
123 MAIN ST
HONESDALE, PA 18431
Terms: COD

Month-to-date Purchases: \$0.00
Year-to-date Purchases: \$0.00
Last Year Purchases: \$0.00
Date of Last Sale: 12/6/2013
Date of Last Payment: 1/24/2014

Shop Manufacturers Resources Inventory Search Request Online Account

ORDERS CLOSED ORDERS WEB QUOTES ESTIMATES SALES QUOTES RETURNS

Future Amount: \$0.00
Current Period: \$0.00
Over 30 days: \$0.00
Over 45 days: \$0.00
Over 60 days: \$0.00
Over 90 days: \$0.00

Showing 1 to 2 of 2 entries

Previous 1 Next

Recently Purchased

Reviewing Account Status and Open Invoices

- Invoices:** Open invoices can be found by clicking the corresponding Order #. You will see a small summary showing the total for the invoice as well as the amount due.

Top Notch Distributors, Inc. | To place an order call: 800.233.4210 | Live Chat | About Us | Contact

Quick search by Item #, Manufacturer or Keyword

My Account

Shop | Manufacturers | Resources | Inventory Search | Request Online Account

Order Detail - 76399/0

Entry Date: 2/10/0017	Invoice #: 0
Due Date: 1/1/0001	Invoice Date: 1/1/0001
PO #: TEST	Terms: COD
Sales Rep: 1 Default	Payment Type: Company
Ship Via:	

Bill To: CUSTOMER dba XYZ COMPANY 123 MAIN ST SUITE A HONESDALE, PA 18431	Ship To: LINDA 123 MAIN ST Suite A HONESDALE, PA 18431
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Item	Description	U/M	Ordered	Shipped	Sell Price	Total
						SubTotal: \$0.00
						Sales Tax: \$0.00
						Total: \$0.00
						Deposit: \$0.00
						Amount Due: \$0.00

Shop | Customer Credit Application | Quote Request | Keying Documentation | Employment Application | TND Team | Locations | Shipping Maps | Contact | About Us | Privacy Policy | E-store Training Documents

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