

# BRAINWARE DISTILLER GATEWAY

Give your vendors  
24/7 direct access to  
the status and details  
of all their invoices  
from the comfort of  
their computer.

Brainware Portal Statement

Source ID: [5075200]  
Selected Date Range: 09/01/2009 - 11/02/2009  
Organization: ALL  
Project: ALL  
Vendor ID: 5075200

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Amount Total	PO Number	Current State	Status Date	Link
5075200	ABEL TECHNOLOGIES LLC	10/30/08	2692	2820.00	51612	Paid	09/02/09	Open Document
5075200	ABEL TECHNOLOGIES LLC	04/01/08	2023898	12594.85		Paid	09/02/09	Open Document
5075200	ABEL TECHNOLOGIES LLC	08/31/08	2887	12049.50	52223	Paid	09/02/09	Open Document
5075200	ABEL TECHNOLOGIES LLC	03/27/08	91396636	100.99		Paid	09/02/09	Open Document
				27565.34				

## DIRECT ACCESS FOR YOUR VENDORS

As the vendor portal module for Brainware Distiller for Invoices, Gateway provides web-based self-service for vendors to access their invoice status anywhere anytime. Free up your AP staff to focus on value-added business initiatives and make vendor payment calls a thing of the past!

Vendors can see the status of their invoices in real-time, 24/7. Gateway allows them to view, download or email reports detailing which invoices have been received, processed, approved, posted and/or paid - alleviating the need to call in to get status updates.

## SEARCH ON A VARIETY OF PARAMETERS

- | CURRENT STATE/STATUS
- | INVOICE NUMBER
- | INVOICE AMOUNT
- | INVOICE DATE OR DATE RANGE
- | VENDOR ID
- | VENDOR NAME

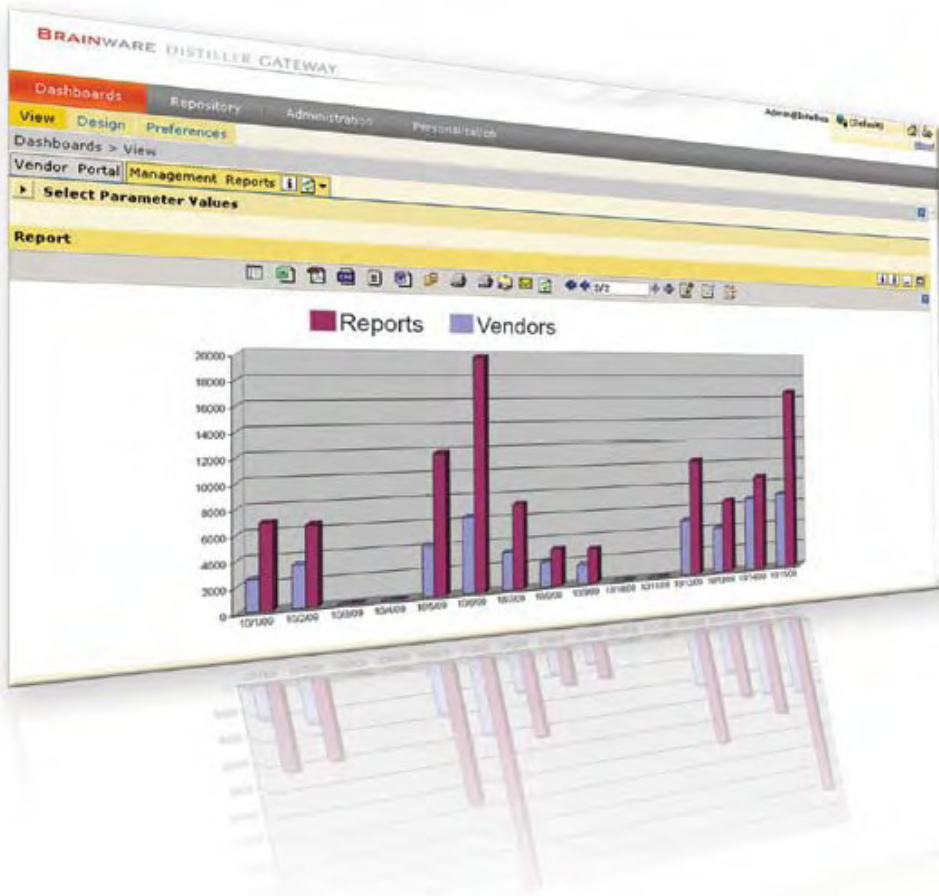
## PERFORM A NUMBER OF ACTIVITIES

- | DOWNLOAD OR EMAIL ALL OF THEIR INVOICE DETAILS
- | SEARCH AND FILTER BY ANY FIELD
- | CUSTOMIZE THEIR DASHBOARD
- | VIEW AN IMAGE OF THE INVOICE

## EASILY BRING VENDORS ON BOARD

Setup one or thousands of vendors at a time – simply upload your vendor master file (or any part of it) into Gateway’s vendor loading tool. Gateway then generates an email to each vendor with login credentials based on pre-defined user preferences. Additional onboarding and vendor management capabilities include:

- | RECORDS OF LOGINS AND PASSWORDS BY VENDOR ID
- | ALLOWING THE USER TO RESET PASSWORDS
- | RECOGNIZING DUPLICATES VENDOR ID’S
- | “STARTS WITH” OR “CONTAINS” SEARCH ON VENDOR ID



## REPORTING

Monitor the usage of Gateway by your vendors. Gateway’s management report provides an at-a-glance history report detailing which vendors have logged in, how often they’ve logged in, the session length, Top 50 users, etc. You can use these metrics to provide guidance to vendors that are not utilizing the portal.

www.brainware.com | info@brainware.com | US +1.703.948.5800 | UK +44 (0) 208 196 9505  
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