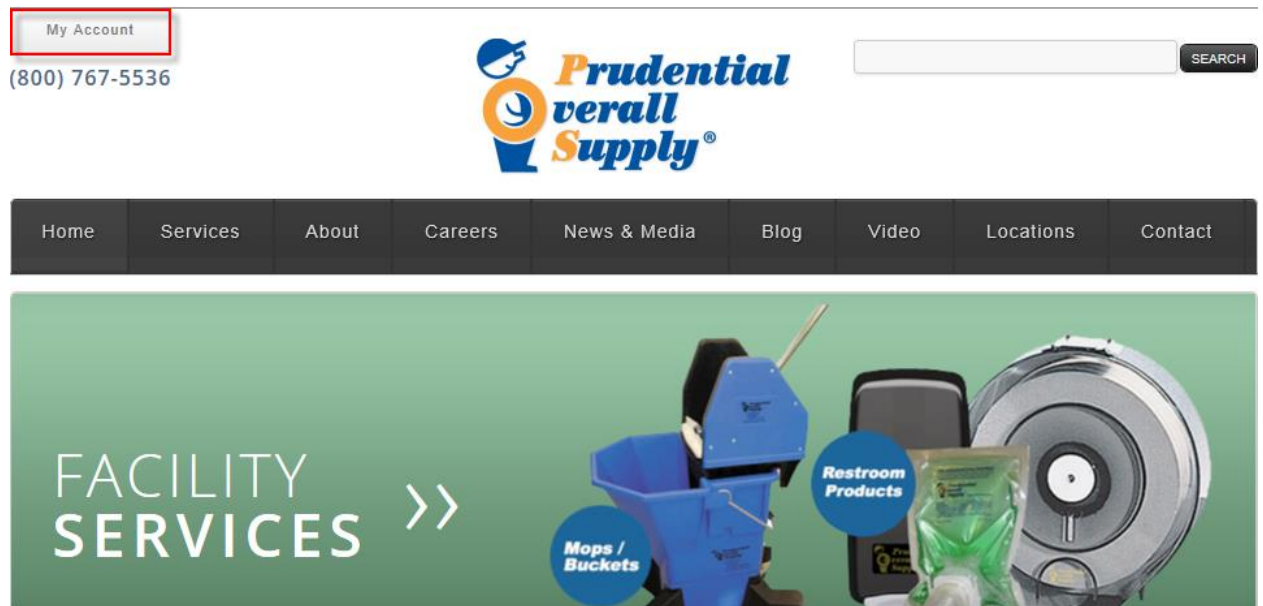


Prudential Overall Supply Customer Portal

User's Manual

1. Portal Login

- a. Enter the following address: <http://online.pos-clean.com/> or visit the Prudential website, <http://www.prudentialuniforms.com/> and click on the link below.



- b. Then follow the screen shot below. The view for this page is being redesigned but the link will not change.

CURRENT LOCATION: HOME » MY ACCOUNT

MY ACCOUNT

Please select any of the following options to access your account:

INVOICES AND STATEMENTS


CUSTOMER PORTAL

WHAT PEOPLE ARE SAYING

"Well, the guy that comes here..he has mood swings. Sometimes he is happy and other times, he is VERY happy! I don't know his..."

- ALLSTATE VEHICLES, INC.

- c. Enter your Login and Password. If Internet explorer prompts to save your login information, click no.



Log on

Username


Password

If you forgot your password, please visit [this link](#).

Version 8.03.04.k.p21Powered by ABS

2. Navigating the Customer Portal, Billing Information.

- a. Each Customer has (2) types of account numbers. The Bill To Number is (7) characters and contains in this case all of the invoice history. The Deliver To Number is (8) characters and contains all available garment reports.
- b. To view invoicing first start by selecting the Customer to the right of the (7) character billing number.



30 Chula Vista (Industrial)
740 F Street , 91910 , Chula Vista , Ca
Phone 619-427-1240 Fax 619-426-0898

Main

⌵ Change Email

⌵ Change Password

⌵ Log Off

Choose Customer

Welcome

Number ⌵	Name ⌵	Address ⌵	City ⌵	
<input style="width: 80px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 80px;" type="text"/>	
5484101	SAN DIEGO	P.O. BOX 120551	SAN DIEGO	
5482150	SAN I	PO BOX 120551	SAN DIEGO	
10311110	SD	2920 ZOO DRIVE	SAN DEIGO	
10311120	SD	2920 ZOO DRIVE	SAN DIEGO	
10311123	SD	2920 ZOO DRIVE	SAN DIEGO	

- c. When the screen refreshes click on Financial Information and then select “View Invoices”.

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E-mail Log off Change Customer

Financial Information
Financial Details
View Invoices
Delivery Documents
Main

Welcome

- d. When the screen refreshes you can select a show from date and then click “Show” to load.

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E-mail Log off Change Customer

Financial Information
Financial Details
View Invoices
Delivery Documents
Main

Invoices

Show From 01/01/2013 Show All invoices Show

- e. Highlight a given invoice, a drop down menu will appear, select “View Invoice”.

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Phone 619-427-1240 Fax 619-426-0898

E-mail Log off Change Customer

Main
Change Email
Change Password
Log Off

Welcome

Number	Name	Address	City
		P.O. BOX 120551	SAN DIEGO
		PO BOX 120551	SAN DIEGO
		2920 ZOO DRIVE	SAN DEIGO
10311110	SD	2920 ZOO DRIVE	SAN DIEGO
10311120	SD	2920 ZOO DRIVE	SAN DIEGO
10311123	SD	2920 ZOO DRIVE	SAN DIEGO
10311124	SD	2920 ZOO DRIVE	SAN DIEGO
10311126	SD	2920 ZOO DRIVE	SAN DIEGO

3. Navigating the Customer Portal, Delivery and Garment Reporting.

- a. To Switch from one account to another, select the “Change Customer” tab.

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Phone 619-427-1240 Fax 619-426-0898

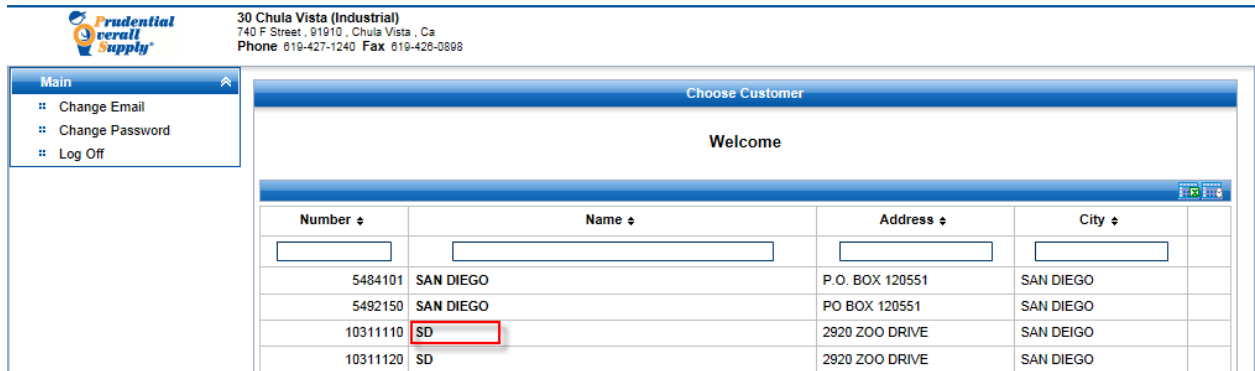
E-mail Log off Change Customer

Financial Information
Financial Details
View Invoices
Delivery Documents
Main

Invoices

Show From 01/01/2013 Show All invoices Show

- b. To view Garment/ Delivery information. Select the Customer name to the right of a Deliver To Number.



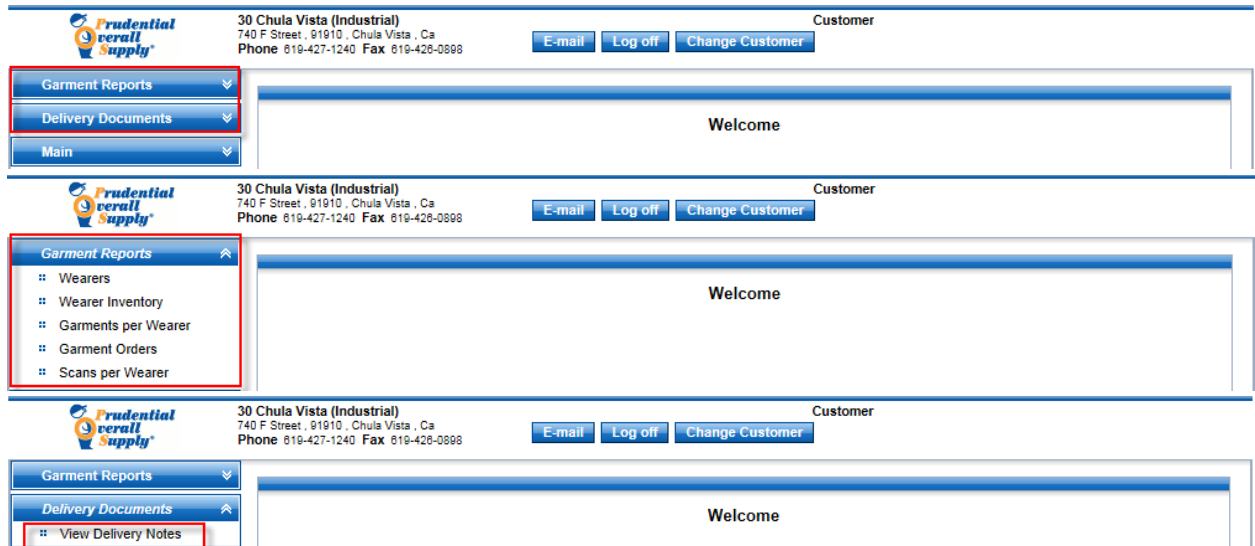
30 Chula Vista (Industrial)
740 F Street, 91910, Chula Vista, Ca
Phone 619-427-1240 Fax 619-428-0898

Choose Customer

Welcome

Number	Name	Address	City
5484101	SAN DIEGO	P.O. BOX 120551	SAN DIEGO
5492150	SAN DIEGO	PO BOX 120551	SAN DIEGO
10311110	SD	2920 ZOO DRIVE	SAN DIEGO
10311120	SD	2920 ZOO DRIVE	SAN DIEGO

- c. When the screen refreshes you can select to view “Garment Reports” or “Delivery Documents”. There are 5 Garment Report types. There is only one form of Delivery Document,



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Customer

E-mail Log off Change Customer

Welcome

Garment Reports

Delivery Documents

Main

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Customer

E-mail Log off Change Customer

Welcome

Garment Reports

Wearers

Wearer Inventory

Garments per Wearer

Garment Orders

Scans per Wearer

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Customer

E-mail Log off Change Customer

Welcome

Garment Reports

Delivery Documents

View Delivery Notes

d. Wearers Report selection criteria view and report example.

Report Wearers

Filters

Cost Center

All

...

Department

All

...

Delivery Point

All

...

Function

All

...

Show Wearers

☐ All
 ☒ Only Active
 ☐ Only Inactive

The only selection criteria needed for the Wearers Report is the employees status.

Grouping & Sorting

Sort Order

Department

▼

☐ Condensed Report (One Line per Wearer)

Show Totals by

Grand Total Only

▼

Options

☐ Print Selections

Submit

150 150 Los Angeles (Cleanroom)

03/18/2013 11:25:14

Wearers

Customer 41578062

Wearer number: 5
 Search name: SHOP COAT LT BL
 Name: SHOP COAT LT BL
 First name:
 Emblem name: SHOP COAT LT BL
 Department: 1 -
 Function:
 Consumption point: 1 -
 Garment dispenser:
 Delivery point: 1 -

Admin number:
 Gender: Male
 Start date: 07/01/2010
 End date:
 Employment: 1
 Employment: 1
 Costcenter: - -

Wearer number: 105
 Search name: SHOP COAT YELLO
 Name: SHOP COAT YELLO
 First name:
 Emblem name: SHOP COAT YELLO
 Department: 1 -
 Function:
 Consumption point: 1 -
 Garment dispenser:
 Delivery point: 1 -

Admin number:
 Gender: Male
 Start date: 07/01/2010
 End date:
 Employment: 1
 Employment: 1
 Costcenter: - -

e. Wearer Inventory Report selection criteria view and report example.

Report Wearer Inventory

Filters

Cost Center

All

...

Department

All

...

Delivery Point

All

...

Function

All

...

Product

All

...

Show Wearers

☒ All
 ☐ Only Active
 ☐ Only Inactive

The only required criteria is the wearers status. Select "Only Active" and then Submit.

Grouping & Sorting

Sort Order

Department

▼

Submit

150 150 Los Angeles (Cleanroom)

03/18/2013 12:18:25 PM

Wearer Inventory

Sort Order	Department											
Show Wearers	Only active											
Customer:	4157806		EL SEGUNDO									
Department	1 -											
Wearer	: 5 SHOP COAT LT BL		Employment		: 1		Cupboard / Locker		:			
Function	:		Admin Number		:		Garment dispenser		:			
			Cost center		: -		-					
Description			Size	Max Inventory	Chang. p/ week	Circ. Inv	Modifi- cation	Start Date	End Date	Finishing Method	Emblem template	
UNSEX LAB COAT LONG - C-3 - L			LG	47	47	43	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - L			MED	31	31	29	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - L			XLG	87	87	91	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - L			2XLG	55	55	56	0	07/01/2010	-	-		
Total products per Employment			1	220		219						
Wearer	: 105 SHOP COAT YELLO		Employment		: 1		Cupboard / Locker		:			
Function	:		Admin Number		:		Garment dispenser		:			
			Cost center		: -		-					
Description			Size	Max Inventory	Chang. p/ week	Circ. Inv	Modifi- cation	Start Date	End Date	Finishing Method	Emblem template	
UNSEX LAB COAT LONG - C-3 - Y			LG	14	14	14	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - Y			MED	9	9	9	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - Y			SM	3	3	4	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - Y			XLG	14	14	22	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - Y			2XLG	9	9	9	0	07/01/2010	-	-		
UNSEX LAB COAT LONG - C-3 - Y			3XLG	4	4	4	0	07/01/2010	-	-		
Total products per Employment			1	53		62						
Total products per Department			1	273		281						
Total products per Customer			41578062	273		281						

f. Garments Per Wearer selection criteria view and report example.

Report Garments per Wearer

Filters

Cost Center ...

Department ...

Delivery Point ...

Function ...

Product ...

Show Wearers ☐ All ☒ Only Active ☐ Only Inactive

Grouping & Sorting

Sort Order ▼

Options

Show ☐ Modifications ☐ Flags

Submit

Garments Per Wearer									
Sort Order	Department								
Show Modifications	No								
Show Flags	No								
Show Wearers	Only active								
Customer:	41578062		EL SEGUNDO						
Department:	1								
Wearer:	5		SHOP COAT LT BL		Employment:	1		Cupboard/Locker:	Date Active
Function:					Admin Number:			Garment dispenser:	: 07/01/2010
					Cost center:	-			Date Inactive
									:
ID Code	Product Code	Description	Size	Seq. Nr.	Issue Date	Number of W Rep	Last Scandate	Issue Reason	Cust Own
1590000000575372	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	42 2	02/13/2013	R1	N
1590000000575374	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	35 0	07/11/2012	R1	N
1590000000575375	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	1 0	09/22/2006	R1	N
1590000000575377	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	38 0	11/27/2012	R1	N
1590000000575379	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	42 0	03/13/2013	R1	N
1590000000575380	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	19 0	11/10/2010	R1	N
1590000000575381	UNISEX LAB COAT LONG - C-3 - L		MED	1	09/20/2006	22 0	02/29/2012	R1	N

g. Scans Per Wearer selection criteria view and report example.

Report Scans per Wearer

Filters

Scan Date

From

03/08/2013

To

03/14/2013

Cost Center

All

Department

All

Delivery Point

All

Function

All

Product

All

Transaction

All

Options

☐ Print Selections

Submit

This report requires a From and To date range for scans. Then submit.

03/18/2013 12:32:10 PM

Extended Scan Report per Wearer

Customer : 41578062

Department : 1 -

Wearer	ID-code	Product	Size	Transaction	Scandate	Year	Week	Day	Time
5	SHOP COAT LT BL								
	1590000000575521	UNISEX LAB COAT LONG - C-3 - L	XXL Large	In Scan	03/12/2013	2013	11	TU	04.34.14
				Out Scan	03/13/2013	2013	11	WE	07.16.33
	1590000000575525	UNISEX LAB COAT LONG - C-3 - L	XXL Large	In Scan	03/12/2013	2013	11	TU	04.31.14
				Out Scan	03/13/2013	2013	11	WE	06.52.18
	1590000001131101	UNISEX LAB COAT LONG - C-3 - L	XXL Large	In Scan	03/12/2013	2013	11	TU	04.41.59
				Out Scan	03/13/2013	2013	11	WE	07.07.55
	1599900000347972	UNISEX LAB COAT LONG - C-3 - L	XXL Large	In Scan	03/12/2013	2013	11	TU	04.40.31
				Out Scan	03/13/2013	2013	11	WE	06.52.13
	1590000000575404	UNISEX LAB COAT LONG - C-3 - L	L Large	In Scan	03/12/2013	2013	11	TU	04.39.27
				Out Scan	03/13/2013	2013	11	WE	07.40.00
	1590000000575428	UNISEX LAB COAT LONG - C-3 - L	L Large	In Scan	03/12/2013	2013	11	TU	04.37.42
				Out Scan	03/13/2013	2013	11	WE	06.49.24
	1590000000575440	UNISEX LAB COAT LONG - C-3 - L	L Large	In Scan	03/12/2013	2013	11	TU	04.32.23
				Out Scan	03/13/2013	2013	11	WE	06.54.26
	1590000000575448	UNISEX LAB COAT LONG - C-3 - L	L Large	In Scan	03/12/2013	2013	11	TU	04.36.44
				Out Scan	03/13/2013	2013	11	WE	07.17.23

h. Delivery Notes selection criteria view and report example.

Delivery Notes					
Search for <input type="text" value="Delivery Date"/> is after <input type="text" value="01/02/2013"/> <input type="button" value="Find"/>					
Delivery Notes					
Note #	Delivery Date	Invoice #	Department	Delivery Point	
150079076	03/14/2013	150075798	-	-	The Portal will automatically show the last delivery. If you use the selection "is after" and enter a past date then you will be able to view multiple Delivery Notes. Click on the Delivery Note that you would like to view.
150077787	03/07/2013	150075027	-	-	
150076495	02/28/2013	150074510	-	-	
150075245	02/21/2013	150073356	-	-	
150073955	02/14/2013	150072562	-	-	
150072753	02/07/2013	150071902	-	-	
150071502	01/31/2013	150070851	-	-	
150070334	01/24/2013	150070058	-	-	
150069040	01/17/2013	150069263	-	-	
150067665	01/10/2013	150068470	-	-	
150066472	01/03/2013	150067731	-	-	



150 Los Angeles Cleanroom
6948 Bandini Blvd
90040 Commerce

Phone : 323-722-0636
Fax : 323-722-2346

DELIVERYNOTE

Note Number : 150079076
Year / week : 2013 / 11

Delivery Date : 03/14/2013

Route : 78 78
Stop : 360

Customer : **41578062**
1921 MARIPOSA AVE
90245 EL SEGUNDO

Packed by :
Reference :

Department : 1 -
Distribution point : 1 -
Delivery point : 1 -



Product		Size	Fin method	Delivered		Unit
				Log	Cog	
<u>Cleanroom</u>						
LK0649LA	UNISEX LAB COAT LONG - C-3 -	LG	-	4	0 -	
LK0649LA	UNISEX LAB COAT LONG - C-3 -	MED	-	3	0 -	
LK0649LA	UNISEX LAB COAT LONG - C-3 -	XLG	-	7	0 -	
LK0649LA	UNISEX LAB COAT LONG - C-3 -	2XLG	-	4	0 -	
LK0688LA	UNISEX LAB COAT LONG - C-3 -	LG	-	2	0 -	
LK0688LA	UNISEX LAB COAT LONG - C-3 -	MED	-	4	0 -	
LK0688LA	UNISEX LAB COAT LONG - C-3 -	SM	-	2	0 -	
LK0688LA	UNISEX LAB COAT LONG - C-3 -	XLG	-	4	0 -	
LK0688LA	UNISEX LAB COAT LONG - C-3 -	2XLG	-	1	0 -	
			Total	31	0	

4. Portal Tools

- a. The “Log Off” function should always be used when exiting the Portal.
- b. The “Change Customer” function allows you to move from account to account.
- c. The “Email” function allows you to communicate with the Prudential Location that provides the service for your account.

150 Los Angeles (Cleanroom)
6948 Bandini Blvd , 90040 , Commerce , Ca
Phone 323-722-0838 **Fax** 323-722-2346

[E-mail](#) [Log off](#) [Change Customer](#)

Customer RAYTHEON E03/P1430 (41578062)
1921 MARIPOSA AVE ,
90245 , EL SEGUNDO , CA , United States