



**AUTO SUPPLY**

# Welcome to WebDocs

WebDocs Provides anytime access to search your purchase history and view or print your invoices, credits, proof of delivery slips, and statements.

Using WebDocs, you can choose to have your statements automatically emailed to you in addition to or in lieu of your mailed statement copy.

Should you choose to receive emailed statements, you can also choose to automatically receive copies of all invoice and credit memos listed on the statement in question.

WebDocs will not have records from our old invoicing system, so if you need paperwork for an invoice dated prior to 12/31/16 please give us a call.

Please note if you are a Nexpart customer your Nexpart login **DOES NOT** work with WebDocs. Please follow the steps in this guide to setup a WebDocs account.

This guide was created to assist you in registering to use WebDocs and configuring the system to your personal preferences.

Please give us a call if you encounter any problems registering or using WebDocs.  
We are happy to help!

**Thank you from all of us here at Mid-Nite Auto Supply**

**Mid-Nite Auto Supply 4009 South Cloverleaf Drive St Peters Mo 63376**

# Let's Get Started.

To get WebDocs, you can always find a link on our main website

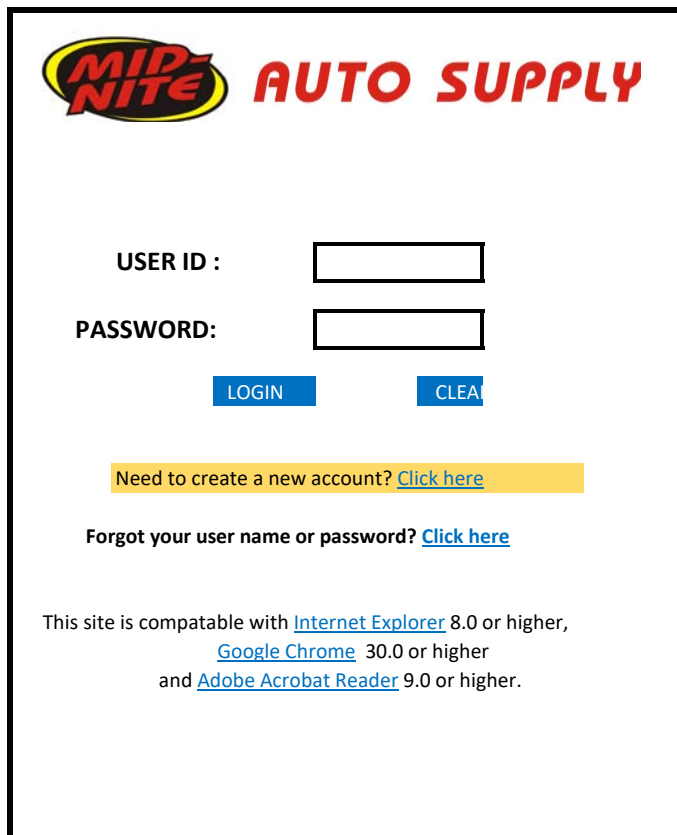
<http://www.mid-niteautosupply.com>

The link is under the "Customer Support" heading on the navigation menu.

Alternatively if you would like to go WebDocs right now, please [click here](#).

On the login page for WebDocs you will find a link to create your account.

This will take you to the first step in self registration.



**MID-NITE AUTO SUPPLY**

USER ID :

PASSWORD:

Need to create a new account? [Click here](#)

Forgot your user name or password? [Click here](#)

This site is compatible with [Internet Explorer](#) 8.0 or higher,  
[Google Chrome](#) 30.0 or higher  
and [Adobe Acrobat Reader](#) 9.0 or higher.

From here you just need to verify a few details from the top of any Midnite Auto Supply invoice you have that is **dated on or after 12/31/16**.

### Self-registration

Please enter information below. Your answers will be matched against **Invoices** we have on file. If the information checks out, you can create a user account.

Enter your API account # here -

99999


Enter one of your invoice #'s here -

01IW0000

Enter date of your selected invoice here -

08/30/16

[Cancel](#) [Register >](#)



**AUTO SUPPLY**  
Mid-Nite Auto Supply  
4009 S Cloverleaf DR  
St Peters MO 63376  
Store 636.447.4000

Customer#	99999	INVOICE :	01IW0000
		8/30/16	

QUANTITY	LINE	DESCRIPTION	CORE	LIST EA.	YOUR COST	XTENSIC	TAX
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Upon acceptance of the information provided, you will be prompted to create your account.  
Go ahead and click proceed to continue.

### Create Account

You will now be asked to create an account. Once you create an account, you can use it to view your documents.

[Proceed >](#)

On the first page of account creation many of the fields are optional. Only the Name field is required.

The name being requested on this page is your business name.

**Please fill out the following information for your account.** Only name is required. The rest of the fields are optional.

*Name	Sample Auto Repair
Address	1700 SE Grand Ave.
City	Portland
State	OR
ZIP Code	97214 - 3535
Phone:	503 - 234 - 5241
Fax:	503 - 230 - 0789
FEIN:	12 - 3456789

[< Previous](#)   [Cancel](#)   [Proceed >](#)

The next page will be requesting information on the administrative user for your account.

It is also where you will choose your username and password for login page.

Please observe the password complexity rules noted in the picture below.

**Please fill out the information below for your account.**

After registering, you can create other users and groups through the **Manage Users And Groups** wizard. You may change this information, except Login ID, throughout the **My Account** screen.

*First name	Sample
*Last name	Customer
Phone	503 - 234 - 5241
*E-mail	sample@sampleautorepair.com
Password hint	Year & model of my first car
*Login ID	sample
*Password	.....
*Reconfirm Password	.....

[< Previous](#)   [Cancel](#)   [Create Account >](#)

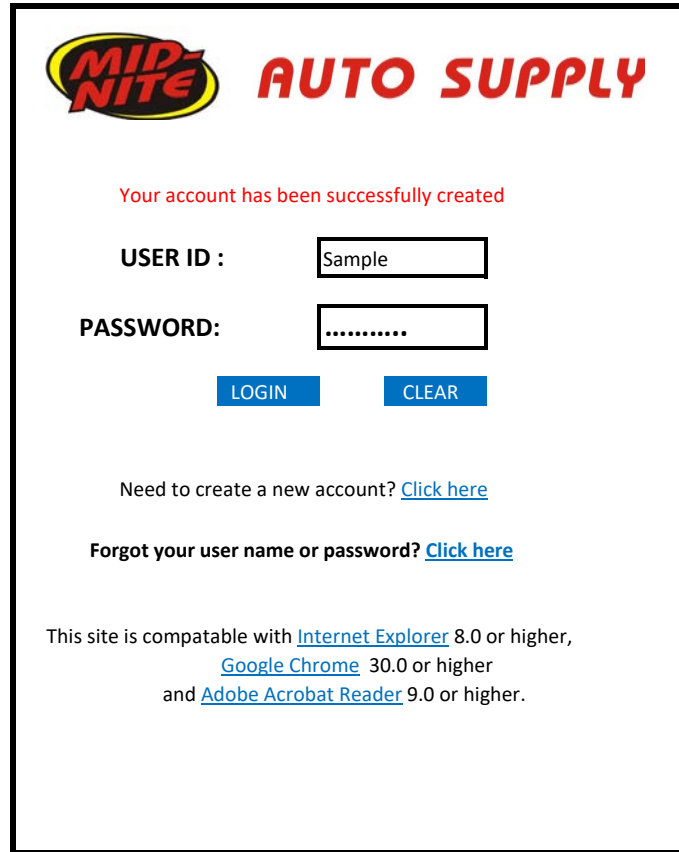
Please keep in mind the following password rules.

The password must:

- Be at least 8 characters

- Contain at least one of the following special characters  
\$&#\_!@%^\*()+~\;,<,>.?!/

Upon successful account creation, you will be returned to the login page which will now have a message in red indicating the successful account creation.



**MID-NITE AUTO SUPPLY**

Your account has been successfully created

USER ID :

PASSWORD:

Need to create a new account? [Click here](#)

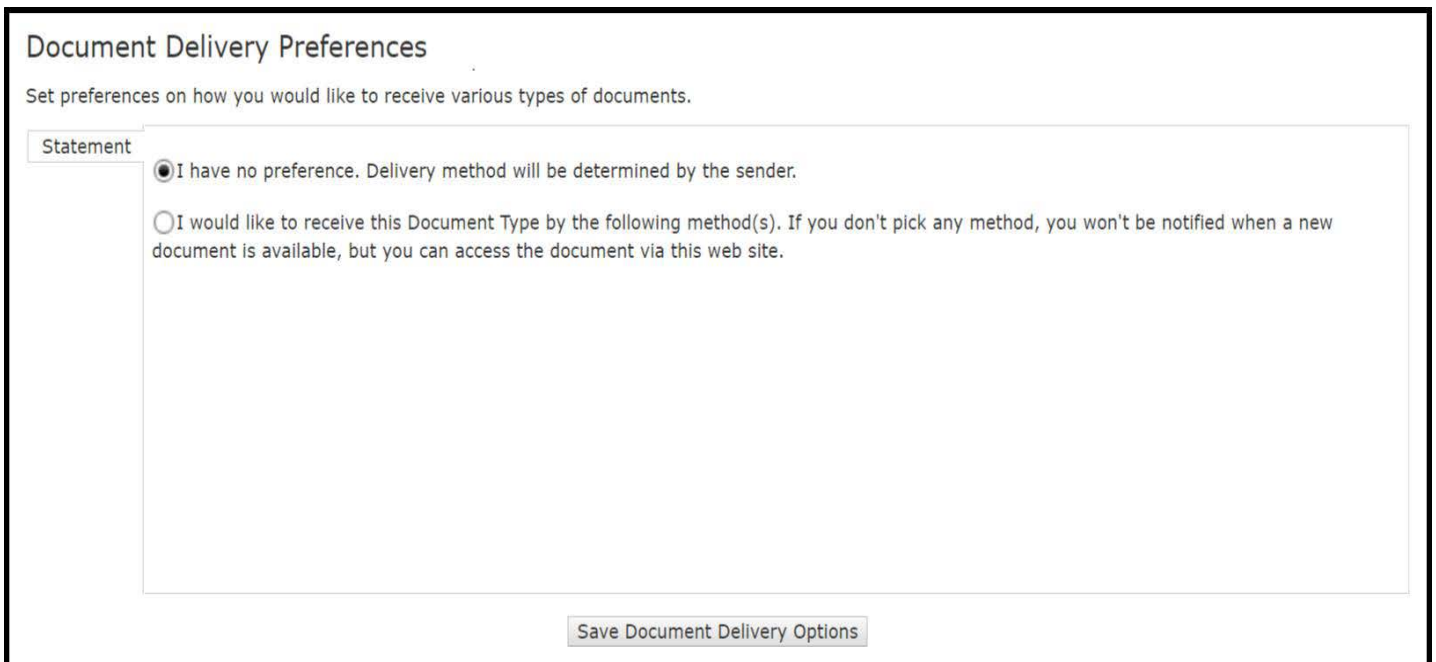
Forgot your user name or password? [Click here](#)

This site is compatible with [Internet Explorer](#) 8.0 or higher,  
[Google Chrome](#) 30.0 or higher  
and [Adobe Acrobat Reader](#) 9.0 or higher.

Please login using the username and password you chose in the previous step.

After logging in for the first time, you will be asked from a few options for statement delivery.

The preferences can easily be changed at a later time if you change your mind.



**Document Delivery Preferences**

Set preferences on how you would like to receive various types of documents.

Statement

I have no preference. Delivery method will be determined by the sender.

I would like to receive this Document Type by the following method(s). If you don't pick any method, you won't be notified when a new document is available, but you can access the document via this web site.

Selecting " I have no preference" will mean you will not automatically receive your statements and or invoice copies via email, but you will continue to receive your mailed statement as normal.

## Document Delivery Preferences

Set preferences on how you would like to receive various types of documents.

Statement

I have no preference. Delivery method will be determined by the sender.

I would like to receive this Document Type by the following method(s). If you don't pick any method, you won't be notified when a new document is available, but you can access the document via this web site.

Paper (mail)

Email

Fax

### Email

Even if supporting documents are available, I do not want to receive them

I would like to receive all e-mails for linked folders as combined e-mail(s)

Do not send e-mails to linked folders

How would you like to receive Statement documents via e-mail?

As a PDF attachment to the e-mail

ZIP (password protected zip )

An e-mail that contains a link back to this site

Who would you like to receive the e-mail?

Customer, Sample  
[sample@sampleautorepair.com]

Additional email recipients (separate email addresses by semi-colon)

Save Document Delivery Options

Selecting " I would like to receive this document type by the following methods" will provide you with several options for statement delivery.

You can choose to receive only paper statement, only an email statement or you may choose to receive both.

By default with email statements, the WebDocs system will also send copies of all invoices and credit memos associated with the statement in question. If you do not want to automatically receive invoice and credit memos with your emailed statement, please check the box that states "Even if supporting documents are available, I do not want to receive them."

You will notice there are also toggles to choose between receiving the emailed statement as a PDF attached to the email or instead receiving a link to view the statement online.

Should you choose to receive your statement as a PDF you can also set a password to protect it from unauthorized viewing, which may be useful if the file will be going to a shared account.

Pictured below is the page you will normally see upon logging into WebDocs from now on.

The screenshot shows the search interface with the following elements:

- Navigation tabs: Search, Utilities, Delivery, Folders, Logout
- Document Type: [Select All] [Deselect All]
  - Invoice
  - Credit
  - Statement
- Document Indexes:
  - Date: From: [ ] To: [ ]
  - Invoice/Credit: [ ]
  - Release #: [ ]
  - PO #: [ ]
  - Part #: [ ]
- Advanced search:
- Buttons: Clear, Search
- Message: \*Please enter search criteria and click the Search button

There are checkboxes towards the top to toggle the document type(s) you are searching for.

You can enter as much or as little detail as you like to narrow your search.

Pictured below is a sample search for invoices dated between **08/22/16** and **08/31/16** with a purchase order of **"Test"**. To view an individual invoice you can click the magnifying glass icon next to the line in question, this will open the invoice in a new window. If you would like to view all current search results at once, you may click the [magnifying glass with multiple pages icon](#) to combine them into one file which will open in a new window.

The screenshot shows the search results page with the following elements:

- Navigation tabs: Search, Utilities, Delivery, Folders, Logout
- Cabinets: API Customer
- Document Type: [Select All] [Deselect All]
  - Invoice
  - Credit
  - Statement
- Document Indexes:
  - Date: From: 08/22/2016 To: 08/31/2016
  - Invoice/Credit: [ ]
  - Release #: [ ]
  - PO #: TEST
  - Part #: [ ]
- Advanced search:
- Buttons: Clear, Search
- Results table:

Account #	Account Name	Invoice/Credit	# Pages	Release #	Date	PO #
99999	SAMPLE NAME	01IV0002	1	01AB0000002	08/31/2016	TEST
99999	SAMPLE NAME	01IV0001	1	01AB0000001	08/23/2016	TEST
- Buttons: Magnifying glass icon (highlighted with a blue arrow), Magnifying glass with multiple pages icon
- Footer: Results Count: 2 Page Count: 2 Export Results >

Below we have an example of a broader search.

The search pictured below is looking for all invoices between **08/22/16 and 08/31/16** regardless of what the purchase order was.

To view a specific selection of invoices from the search results, you may highlight multiple lines (shown below in blue) by holding down the CTRL key on your keyboard while you click on the ones you want.

Once you have highlighted your selections, you can again click the magnifying glass with multiple pages icon to open only the selected invoices together in a new window.

	Account #	Account Name	Invoice/Credit	# Pages	Release #	Date
	99999	SAMPLE NAME	01IV0010	2	01AB0000010	08/31/2016
	99999	SAMPLE NAME	01IV0009	2	01AB0000009	08/31/2016
	99999	SAMPLE NAME	01IV0008	1	01AB0000008	08/31/2016
	99999	SAMPLE NAME	01IV0007	1	01AB0000007	08/26/2016
	99999	SAMPLE NAME	01IV0006	2	01AB0000006	08/26/2016
	99999	SAMPLE NAME	01IV0005	1	01AB0000005	08/25/2016
	99999	SAMPLE NAME	01IV0004	1	01AB0000004	08/25/2016
	99999	SAMPLE NAME	01IV0003	2	01AB0000003	08/25/2016
	99999	SAMPLE NAME	01IV0002	2	01AB0000002	08/24/2016
	99999	SAMPLE NAME	01IV0001	1	01AB0000001	08/24/2016

Finally please note you can create additional users to view your online documents using the menu at the top of the page under **Utilities- Users** if you would like to give another employee, bookkeeper or accountant access.

Search	Utilities	Delivery	Folders	Logout
	Users			
	Session Options			
	My Account			

Under the **Delivery** heading of the menu, you can change your statement delivery preferences that were configured during registration if your preferences have changed.

Thank you for taking the time to read this guide and register.

We hope you find WebDocs to be a very easy to use and useful resource for all your records!