Directions for Suppose U Drive (Customer Web Access AP Instructions)

I. Login
   A. Two ways to Log-in
      1. Go to our website: www.supposeudrive.com and select the Customer Web Access Icon on the right hand side of our website.
      2. Or, go directly to the CWA address: customer.supposeudrive.com
   B. Enter your user name
      1. This will be your own email address.
   C. Enter a Password
      1. All Passwords will be assigned via email and set to expire in 12 months time.
         - To obtain a password, please contact your Suppose U Drive Sales or Accounting Rep.

II. My Account
   A. Customer Details
      1. Select your Customer ID number on left to view correct information
   B. Invoices
      1. Here you will have to select your criteria for search, if you immediately select the search button, you will be able to see an aging report.
      2. Otherwise you can use the search criteria including the calendar function to be more specific in finding information.
         a. If you see a (*) or (asterisk symbol), this indicates an "all" search function, for any criteria, ie. (*) next to the unit will pull up all units and (*) next to the invoices will pull up all invoices regardless of type.
         b. You can search by total, outstanding, aging, etc. simply select the desired look up highlighted in blue.
         c. To look up by date search, select either invoice date or due date and select the calendar accordingly
            - To activate the calendar, click on the calendar icon and again input your date range you wish to look at.
            - Don't forget to hit ok
            - You can look up a period as well, but this is not a preferred way to review your account as our fiscal periods may be different than yours.
         d. You can also choose the sort button for different search criteria and invoice types
         e. You can also look up a specific Unit Number instead of all units
         f. You can select the open/fully paid button to review all invoices of either nature.
            - Fully paid invoices will line up with amounts highlighted in blue. To view the payment number (check #) select the highlighted amount.
         g. Remember that your aging starts with current which is any invoice under 30 days. 1-29 days past due is actually a 30-59 day balance and anything in the 30-59 days past due is actually 60-90 days over -due.
         h. ***Don't forget to select the Search Button in the middle of the screen after you enter all criteria in order for the program to load your data.***

C. Contract Details
   1. This will allow you to review your lease, rental, gma contracts accordingly.
      a. You can again choose to look at one contract or all contracts, select the unit/ equipment type function if looking at a particular unit.
      b. Again, the (*) function will indicate a total lookup of all contracts accordingly.
      c. All truck numbers will line up on the left hand side of the page with a contract number highlighted in blue.
         - All the truck information can be achieved in either this section or the other header sections ie. My assets, maintenance, rental and fuel by clicking on the truck number.
         - For the contract information, select contract number to the right of the truck number to view the details.

D. Non-Contract Details
   1. This section is really not applicable, as any non-contract information can be achieved through all other header sections ie. My assets, maintenance, rental and fuel

E. Downloading to Excel
   1. You may download to excel any particular group of invoices, trucks and truck info, etc. based on your search criteria.
      a. Simply select your information, and hit the excel icon to view in Excel.
         - This is a great way to organize your information onto an external spreadsheet.

III. My Assets

A. Meter Management
   1. You can review or even add a meter reading at any time.
      a. Simply select the unit as mentioned above and select the “meter reading” icon.
         - To add a current reading select “add meter reading” icon.
         - Enter the reading on the next page and select “submit”

B. Mileage
   1. This section is for reviewing current mileages against the contracted.
      - Simply select the truck or group of trucks and you can review accordingly
      - This is a great tool to avoid per truck over-mileage penalties

F. Downloading to Excel
   1. You may download to excel any particular group of invoices, trucks and truck info, etc. based on your search criteria.
      b. Simply select your information, and hit the excel icon to view in Excel.

IV. Rental

A. Rental Spend
   1. All Rentals and Rental Contracts will appear
      a. The RA Numbers, dates and costs will also be shown on this screen.
      b. You can review an individual RA or you can again download to Excel to create a spreadsheet for your review.
   2. Select your criteria for search.

a. If you see a (*) (asterisk symbol), this indicates a "all" search function, for any criteria, ie. (*) next to the unit will pull up all units and (*) next to the invoices will pull up all invoices regardless of type.
b. You can search by all units or for a particular unit.
c. To look up by period, select the date range or due date and select the calendar accordingly
   - To activate the calendar, click on the calendar icon and again input your date range you wish to look at.
   - Don't forget to hit ok
   - You can look up a period as well, but this is not a preferred way to review your account as our fiscal periods may be different than yours.

V. Security Levels & Additional User Rules
   A. There are three levels of security at this time
      1. All system User
      2. AP & Invoicing
      3. Mileage Entry Only
   B. For any additional users, please provide us with the name of the user and what information you wish to give them access to.
      1. We will need the Name, Email Address and Position as we will then grant them access accordingly.
      2. Should you wish to change your passwords, please let your Sales/AR Rep know.
         - We can also set an expiration date for each user as we can always renew immediately upon expiration.

***DON'T FORGET TO HIT THE SEARCH BUTTON AFTER YOU ENTER YOUR SEARCH CRITERIA**