# NET ONLINE PLATFORM
# ORDERING/SHIPPING/INVOICING HISTORY
# QUICK GUIDE

Dear Customer,

thank you for purchasing our products.

You may be already familiar with the online platform NET has been using from October 2021 to share product certificates and software with you. From June 2024, our online platform has added a new section with your complete Ordering/Shipping/Invoicing history. You will be able to check order status and delivery dates, track your shipments and your invoices. All in real time and all from within your same, password-protected account.

The interface is quite intuitive, but here's a short guide walking you through the main features of the platform.

If you have any doubt in using the platform or encounter problems during its use, please do not hesitate to contact us.

Thank you for being an NET customer!

Sincerely,

**The NET Team**

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E salesnet@nenvitech.com
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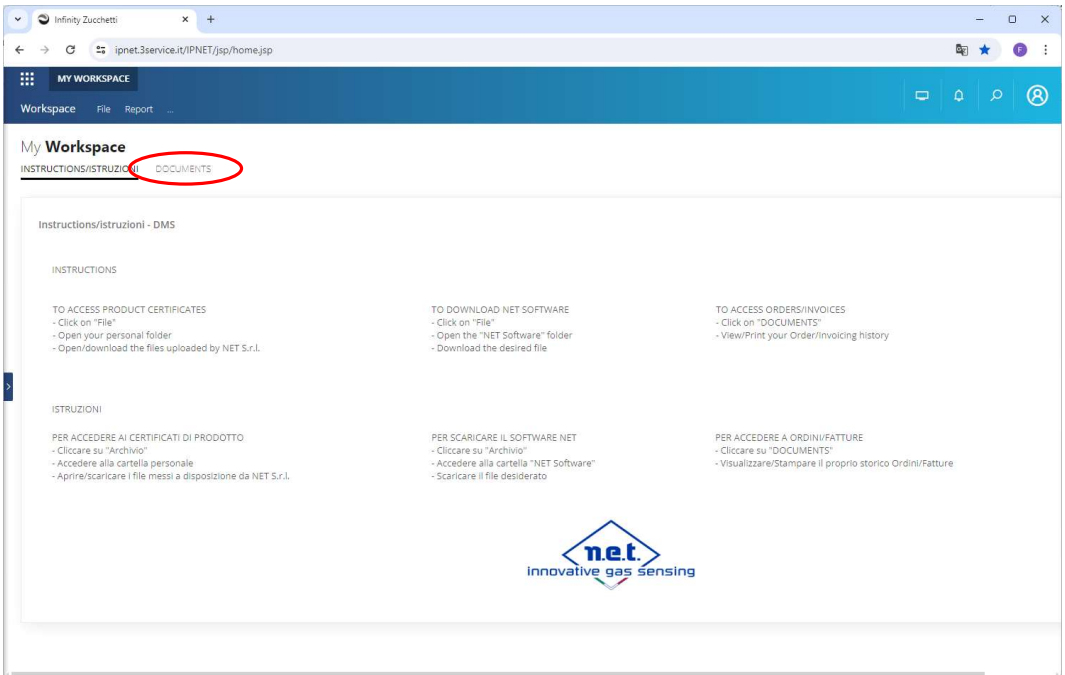C.F. + P. IVA (VAT number) 03231490966

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To access your account, please connect to https://ipnet.3service.it/ and log in using the credentials previously shared with you. If you lost your credentials or you did not receive it, please contact us. Keep in mind that we generally share those credentials initially with purchasing teams.
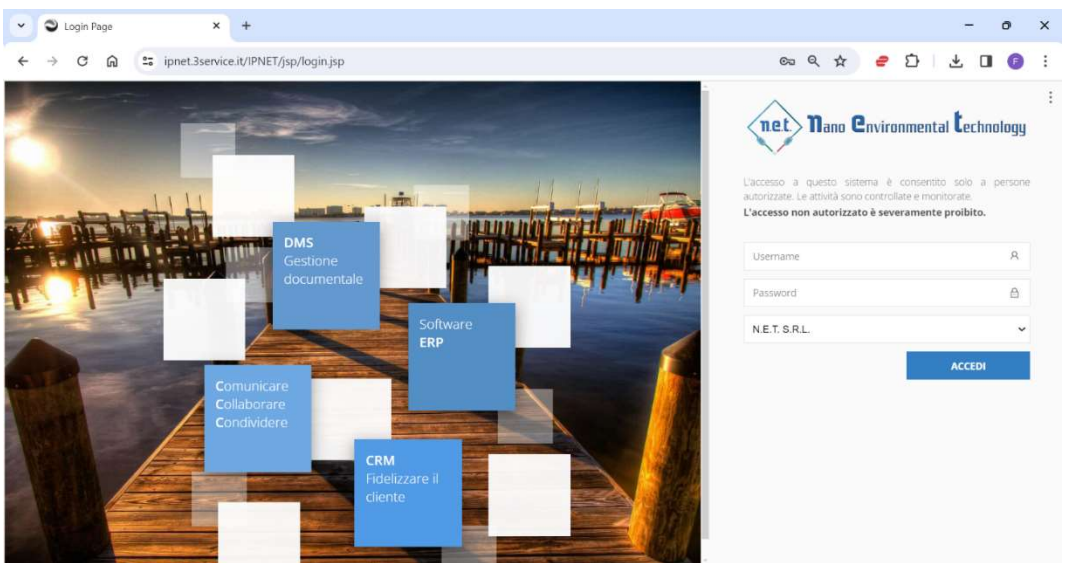


After logging in, click on "DOCUMENTS" in the top-left menu.

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The workspace area will display your Purchase Order history at the top. Scrolling down you, you will also visualize Delivery notes and Invoices. Items will be ordered by date, with the most recent item at the top.

## PURCHASE ORDERS

Purchase Orders will display the following fields:

- **Order date**: the date when the order is entered in the NET system.
- **NET Ref.**: NET Internal Order reference
- **Order Type**: OV = Sales order, CAMP = Free Samples, R = Repair Order
- **Customer**: You should always have your company name here (if not, please contact us!)
- **Customer Ref.**: your Order reference
- **Customer Ref. Date**: your Order date
- **Order Total Amount** (displayed in Euros or US Dollars, according to your currency preferences)
- **Order Status**:
  - *Awaiting Confirmation* – order entered into our system but not confirmed yet.
  - *Order Confirmed – O/C ready* – order confirmed, Order Confirmation not sent.
  - *Order Confirmed – O/C sent* – order confirmed, Order Confirmation sent to your registered main contact.
  - **Order Awaiting Payment** – for orders with advanced payment, order entered and to be confirmed once the payment has been received.
- **Shipment Status**:
  - *Pending*: order yet to be shipped.
  - *Partially Shipped*: order partially shipped (some lines shipped).
  - *Fully Shipped*: order fully shipped.

Clicking on a specific line, you will be able to access the print preview of the corresponding document. You will then be able to display it, save it as PDF or print it.



For Purchase orders, the print preview will allow you to display the complete Order Confirmation and the confirmed shipment date for each single line of your order:

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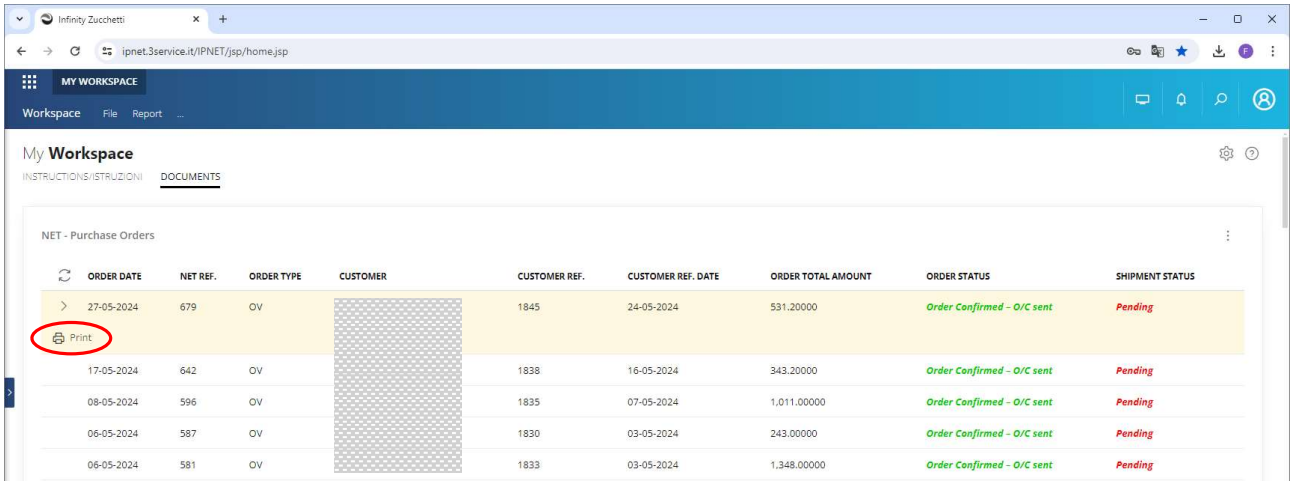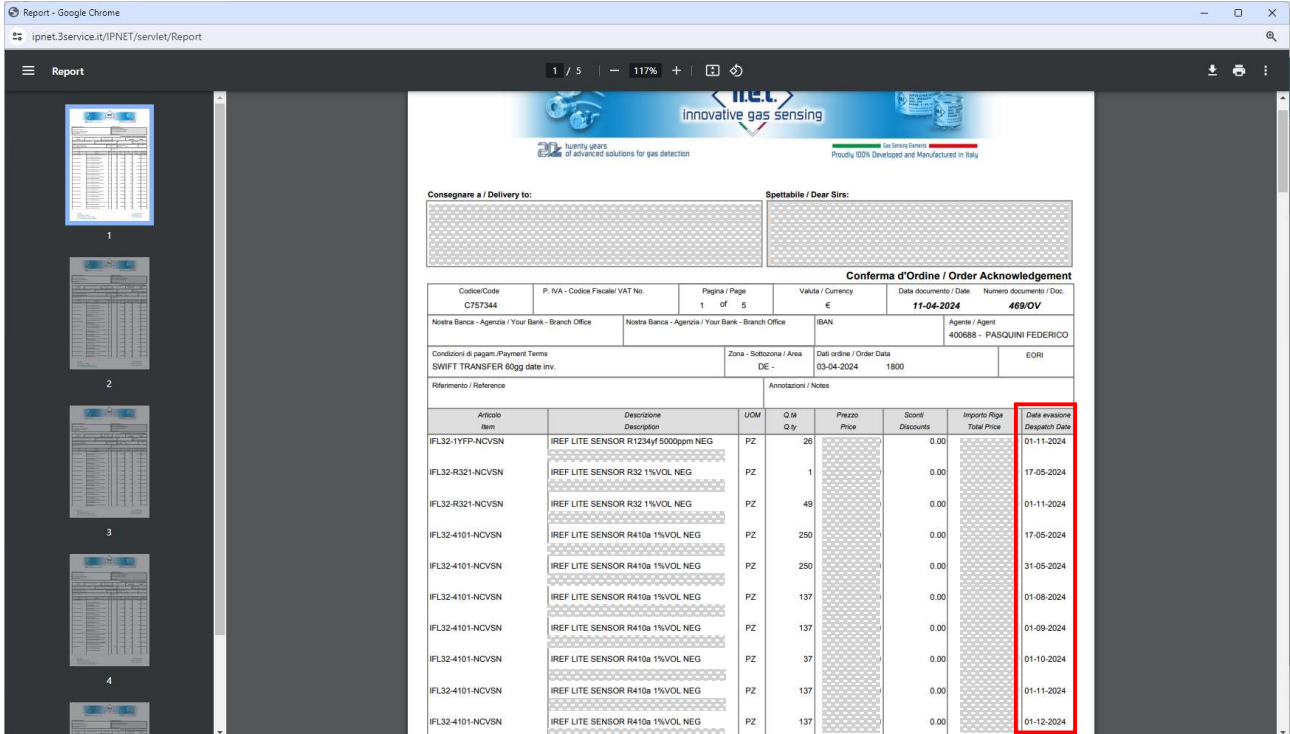www.nenvitech.com

You will be able to filter and order by each column by clicking on it:



Each section (Purchase Orders, Delivery Notes, Invoices) will display 20 rows at the time. You will be able to expand the number of rows by clicking on the + icon at the bottom of each section:



You will be able to close each section by clicking on its header (i.g., clicking on **NET – Purchase Orders** will close the Purchase Orders section). Clicking again on the header will reopen the section.

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## DELIVERY NOTES

Delivery Notes will display the following fields:

- **Delivery Note Date**
- **NET Ref.**: NET Internal Delivery Note reference.
- **Delivery Note Type**: V = for sales orders, R = for repaired goods
- **Customer**: You should always have your company name here (if not, please contact us!).
- **Delivery Note Total Amount** (displayed in Euros or US Dollars, according to your currency preferences)
- **Invoicing Status**:
  - Fully Invoiced: goods fully invoiced
  - Pending: goods not invoiced
- **Tracking Number**: if available, tracking reference number for the shipment.
- **Carrier**: if available, selected carrier for the shipment.



| DELIVERY NOTE DATE | NET REF. | DELIVERY NOTE TYPE | CUSTOMER | DELIVERY NOTE TOTAL AMOUNT | INVOICING STATUS | TRACKING NUMBER | CARRIER |
|---|---|---|---|---|---|---|---|
| 17-05-2024 | 460 | V | | 32,225.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 24-04-2024 | 391 | V | | 2,883.20000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 12-04-2024 | 345 | V | | 672.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 02-04-2024 | 307 | V | | 15,282.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 28-03-2024 | 296 | V | | 5,200.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 22-03-2024 | 278 | V | | 621.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 15-03-2024 | 255 | V | | 8,469.20000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 26-02-2024 | 181 | V | | 296.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 09-02-2024 | 127 | V | | 12,976.00000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |
| 31-01-2024 | 92 | V | | 993.60000 | *Fully Invoiced* | | CORRIERE UPS ITALIA SRL |

## INVOICES

Invoices will display the following fields:

- **Invoice Date**
- **NET Ref.**: NET Internal Invoice reference.
- **Invoice Type**: IT = for invoices issued for Italy, EU = for invoices issued in the European Union, EX = for invoices issued outside the European Union
- **Customer**: You should always have your company name here (if not, please contact us!).
- **Invoice Total Amount**
- **Payment Terms** for the corresponding invoice



| INVOICE DATE | NET REF. | INVOICE TYPE | CUSTOMER | INVOICE TOTAL AMOUNT | PAYMENT TERMS |
|---|---|---|---|---|---|
| 17-05-2024 | 197 | EX | | 32,225.00000 | SWIFT TRANSFER 30 days date inv. |
| 24-04-2024 | 170 | EX | | 2,883.20000 | SWIFT TRANSFER 60gg date inv. |
| 12-04-2024 | 150 | EX | | 672.00000 | SWIFT TRANSFER 60gg date inv. |
| 02-04-2024 | 132 | EX | | 15,282.00000 | SWIFT TRANSFER 30 days date inv. |
| 28-03-2024 | 127 | EX | | 5,200.00000 | SWIFT TRANSFER 60gg date inv. |
| 22-03-2024 | 118 | EX | | 621.00000 | SWIFT TRANSFER 60gg date inv. |
| 15-03-2024 | 109 | EX | | 8,469.20000 | SWIFT TRANSFER 30 days date inv. |
| 26-02-2024 | 91 | EX | | 206.00000 | SWIFT TRANSFER 60gg date inv. |