



Customer Connect

Customer Instruction Manual | May 2020

Customer Connect is a secure portal where customers can access and download their invoices for all NEBCO companies. To option in for Customer Connect, visit nebcoinc.com/connect or contact NEBCO Credit at Credit@nebcoinc.com for more information. You will need to provide a valid customer generic email address that can be transferred or accessed by other employees as needed.

Email Notifications

Once you have optioned in, you will then begin to receive an email notification when your company has new invoices.

Your Company Email Address [c.com <noreply@nebcoinc.com>](mailto:noreply@nebcoinc.com)

Sent: Tuesday, April 21, 2020 8:00 AM
To: AP@YourCompanyEmail.com; NebcoAR <NebcoAR@nebcoinc.com>
Subject: NEBCO company invoices

Your customer account documents can be accessed here: <https://app.sharebase.com/YourCompanyFolder>

The following documents are available for download:

Company	Invoice #	Date	Job or Address	PO #	Total
WATKINS CONCRETE BLOCK CO.	ZZ00717015	04/20/2020	OMAHA		251.40

If you have questions, please contact the NEBCO Credit Department at Credit@nebcoinc.com or 402-434-1863. For technical support, contact ITSupport@nebcoinc.com. Please do not reply to this email.
 Thank you for your business.

Click the link provide to access the Sharebase application site to view and export your invoices.

Viewing and Downloading

Once you have accessed the Sharebase site, you will see folders for the NEBCO companies of which you have had invoices. These folders are organized by Company and once selected, invoices for a given month and year.

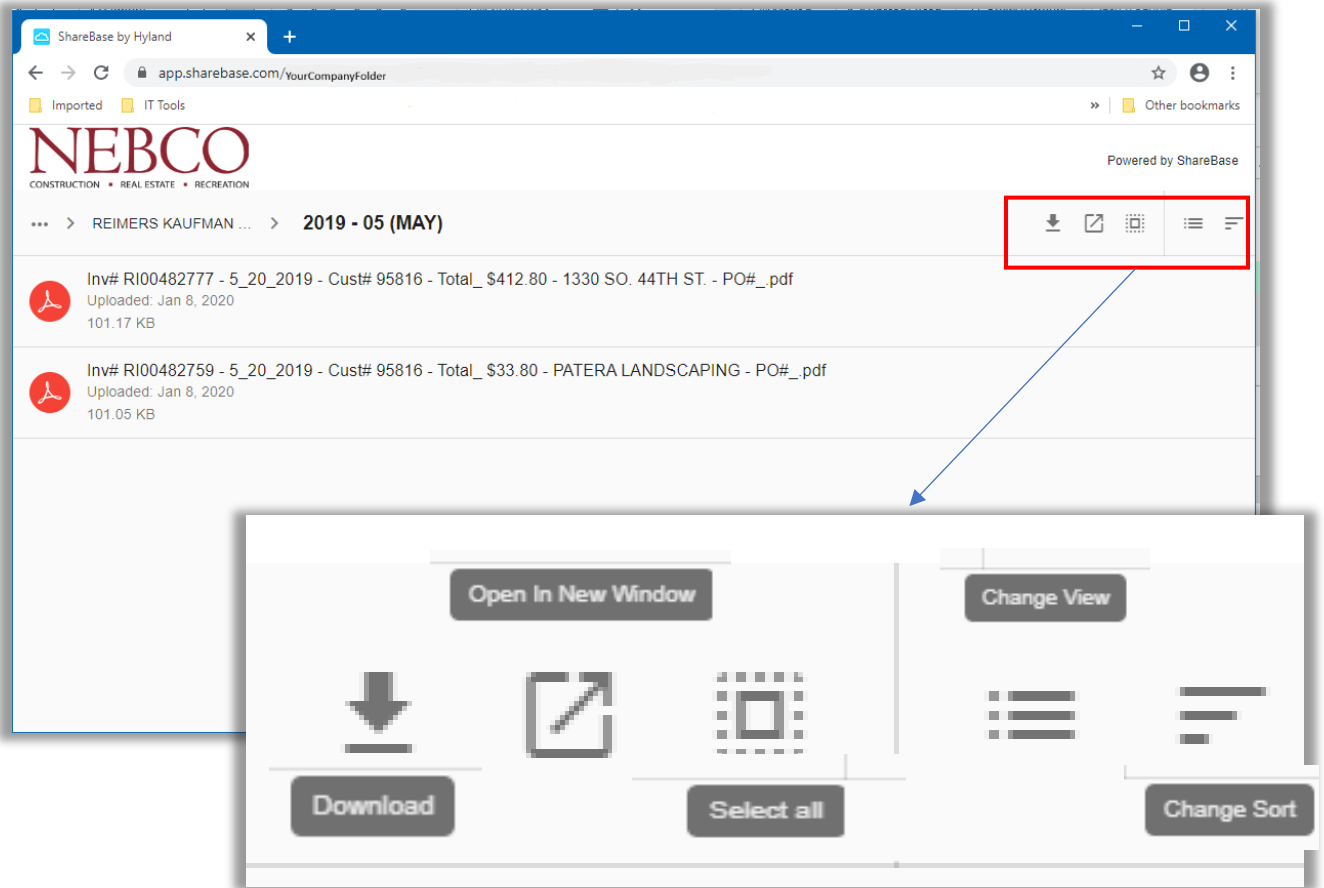
Invoices are first separated by NEBCO companies of which you have invoices.

Once a company has been selected, invoices are sorted by Month and Year for easy selection.

Downloading and Viewing (continued)

Action Buttons and Features

Action buttons are located in the top right corner of the page. To see the action for each button, hover your mouse over to see a display of those functions.



Action buttons Features and Functions as follows:

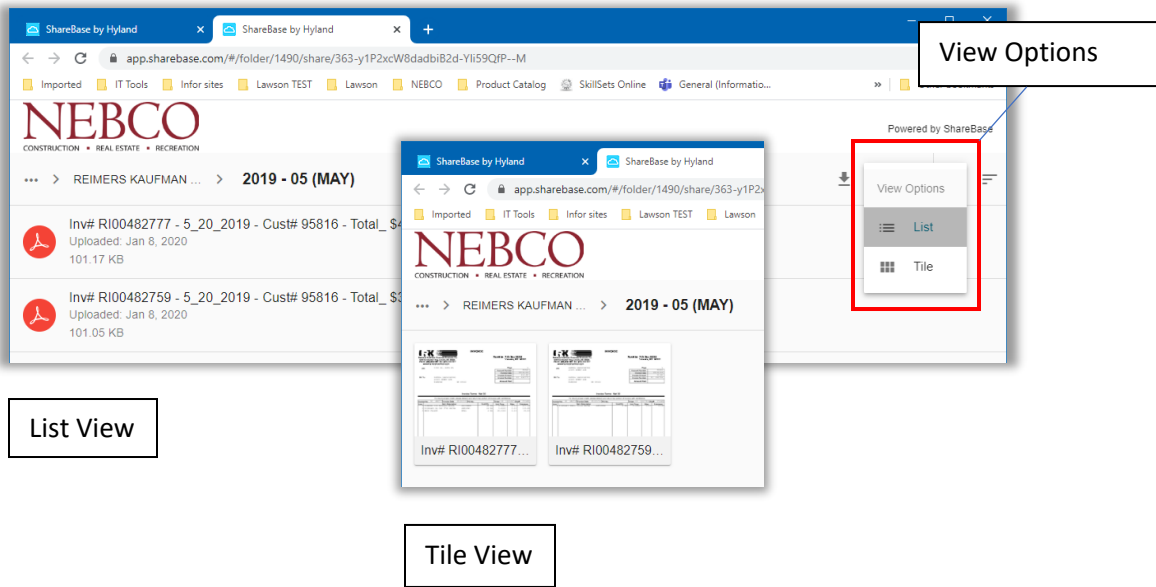
Functions (click the button to create the action)

- Download – Download the invoice to zip or PDF.
- Open in New Window – Opens another browser window of Sharepoint and invoices.
- Select All – Allows Selection of all the displayed invoices for download.

Features (click the button and select the action)

- Change View – List View or Tile View
- Change Sort – Name, Date, Size, Type

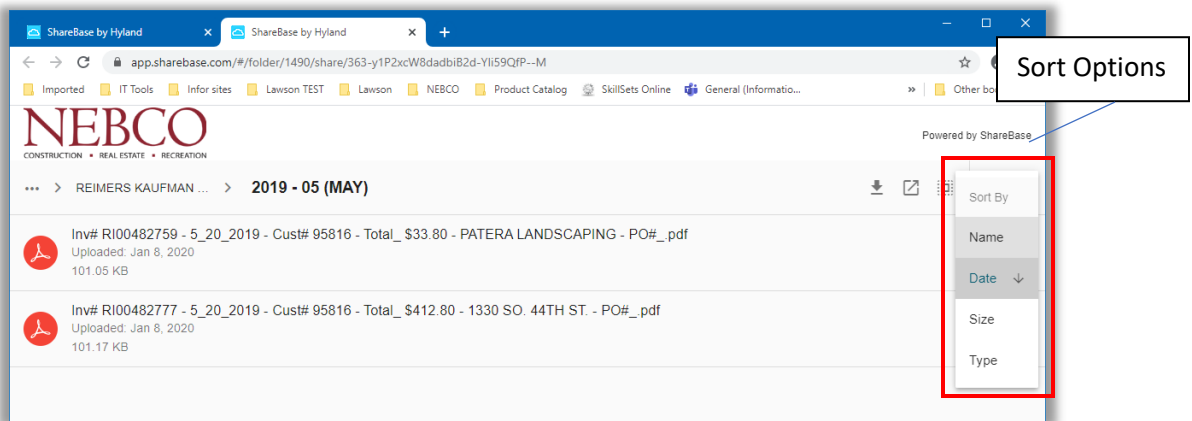
View Options



It is recommended that you change your View to a List View for better results at accessing your invoices.

- Click the View Option Button.
- View Options Displays (List, Tile), Select List View.

Sort Options



It is recommended that you change your Sort to be by Date for better results at accessing your invoices.

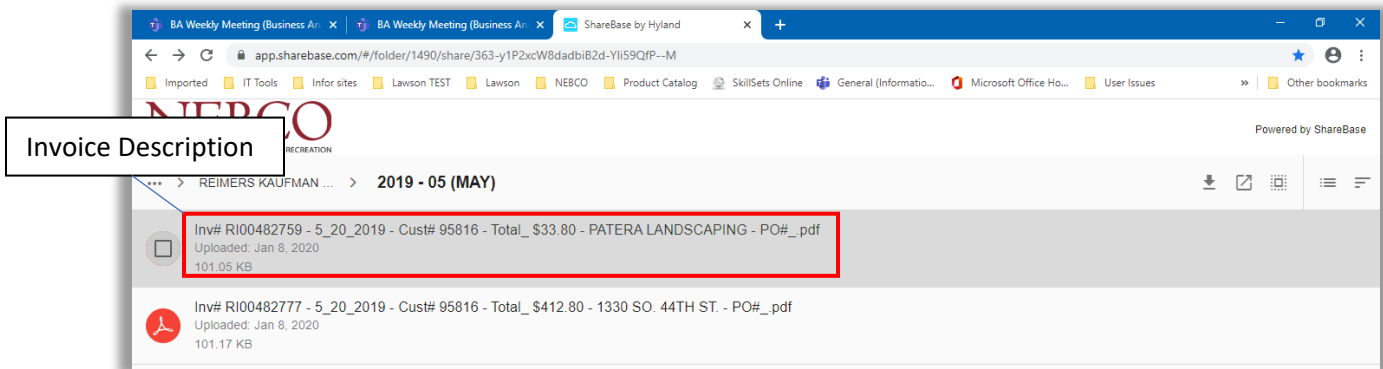
- Click the View Option Button.
- View Options Displays (Name, Date, Size, Type), Select Date.

NOTE: To clear the previous display, you may need to click the selection twice to get the requested results.

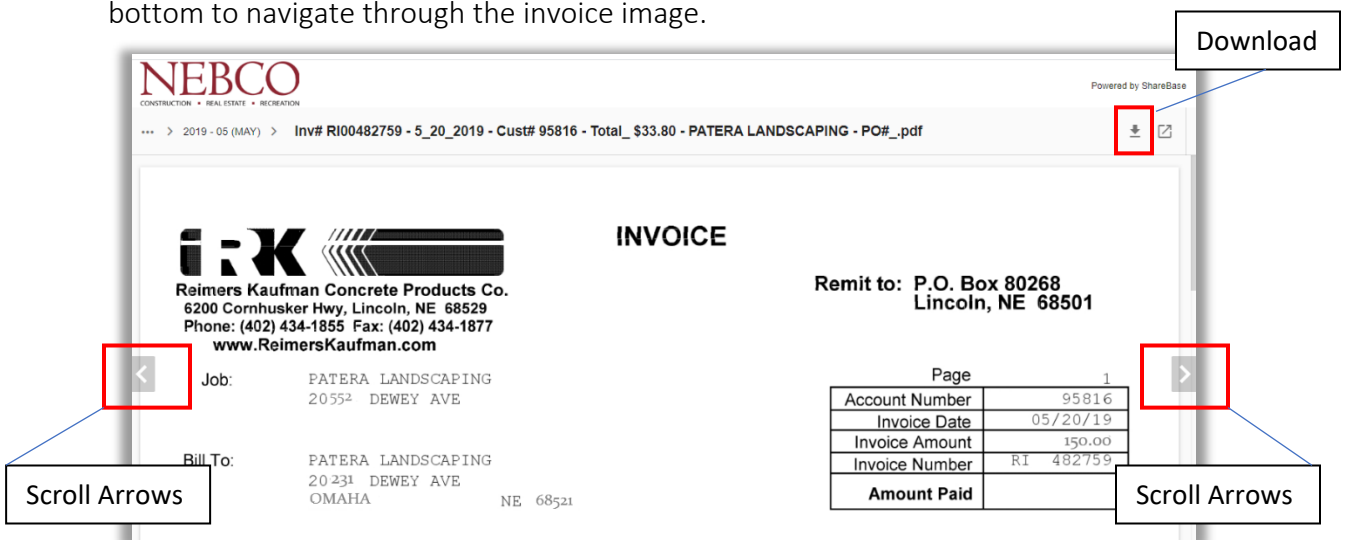
Downloading and Viewing (continued)

Viewing

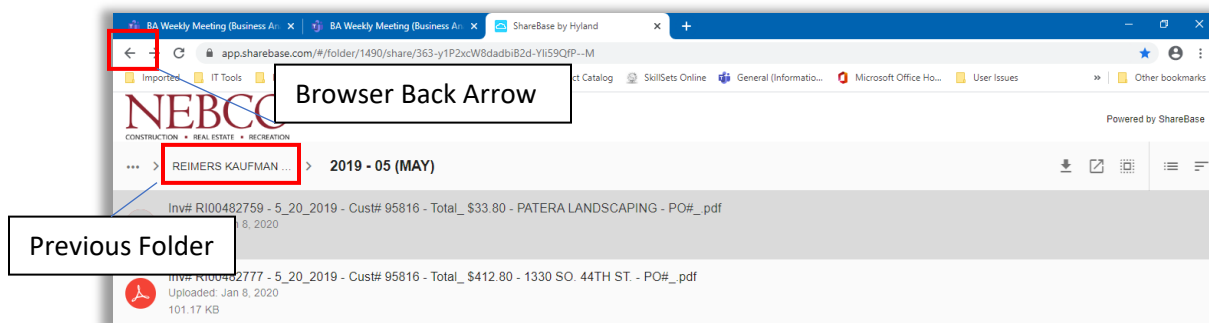
Once you have selected a folder to view, click on the invoice description to view



This will allow you to view a full screen image of the invoice, use the scroll bars on the side and bottom to navigate through the invoice image.



Use the arrows on the right and left of the image to view the other invoices in the folder. Once in a PDF format, you can download to save in PDF, click the down arrow and "save as".

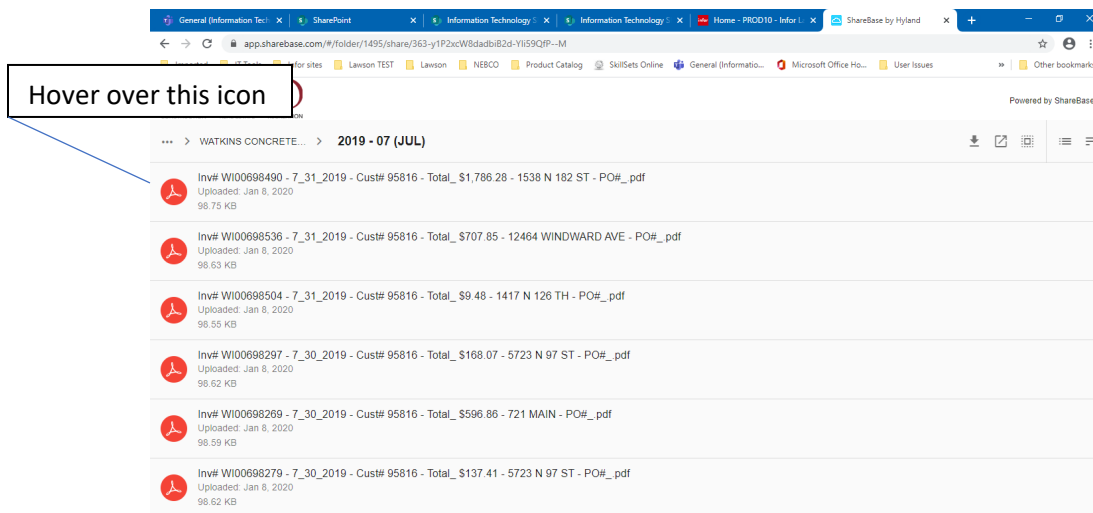




Click the folder name at the top or "back arrow in your browser to return to the list view.

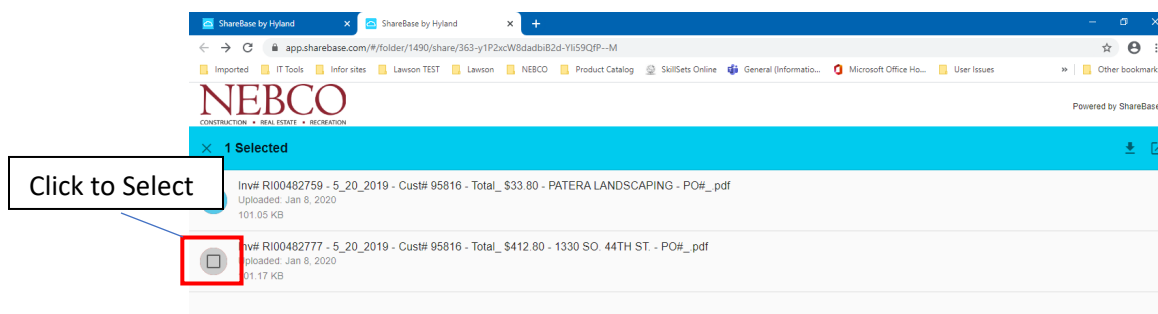
Downloading and Viewing (continued)


Downloading selected invoices

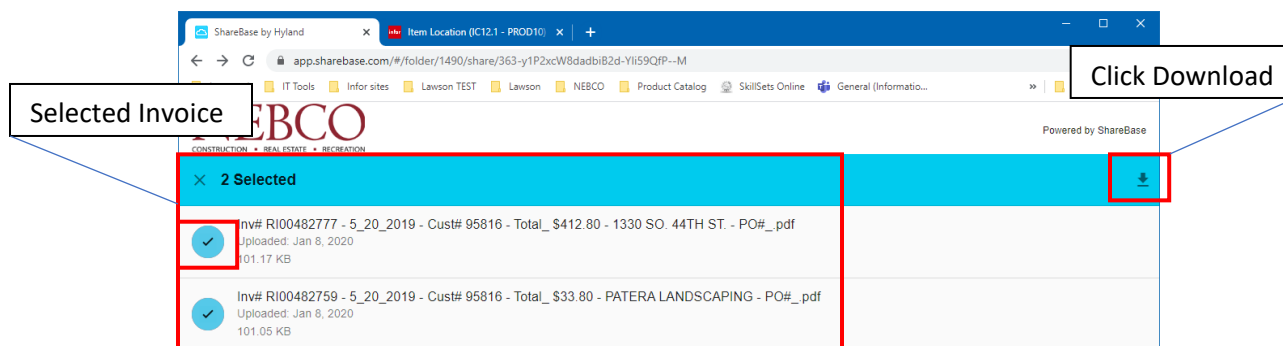
From your list view of invoices, you can also create a download of selected invoices within that folder.



Select invoices to view or download on the left of the invoice number you are selecting, hover on this icon  which changes to  and click to activate the selection.



Once selected, this icon will update to  and will indicate at the top how many invoices have been selected.



Once you have selected your invoices, click download to create a Zip file of the selected invoices.

NOTE: If you are exporting one document to PDF, if there is only one item in the folder your only option is to ZIP the file and then open to access a PDF, see viewing for single invoice options.

Download

Downloading selected invoices (Zip File)

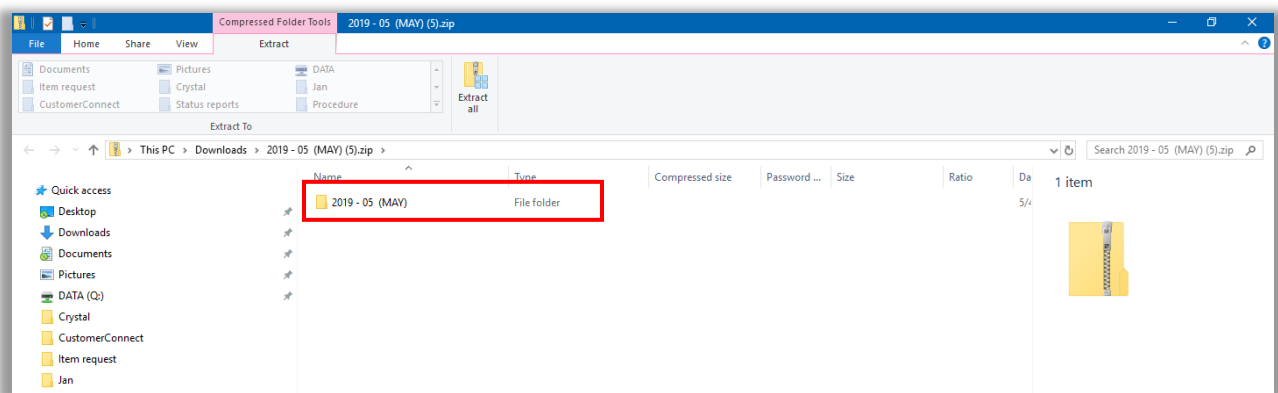
From your list view of invoices, you can create a Zip file format download of selected invoices. Zip formatted files are a compression of items which are grouped in a folder and make transporting, emailing, downloading and storing data faster and more efficient.

NOTE: If you have selected several files, it may take a lot of time to complete this task. You may want to narrow your selection and create a smaller download.

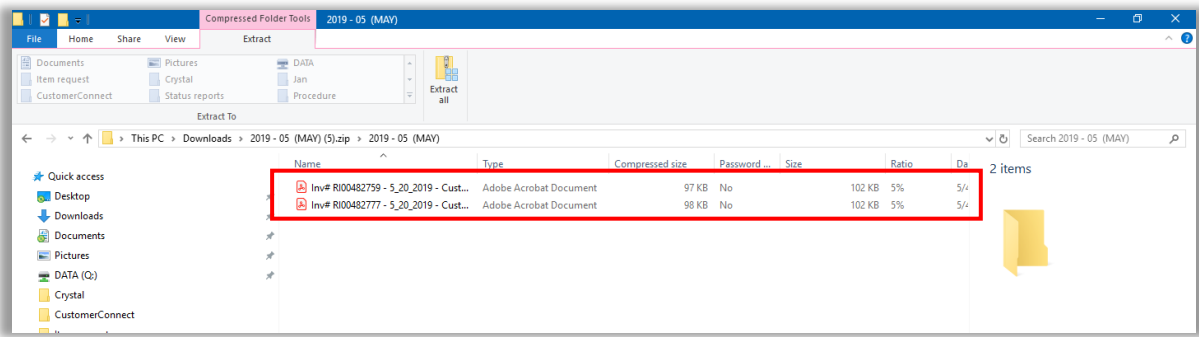
The screenshot shows a web browser window displaying the ShareBase interface. At the top, there is a navigation bar with the NEBCO logo and the text "CONSTRUCTION • REAL ESTATE • RECREATION". Below this, a blue bar indicates "2 Selected" items. Two invoice entries are listed, each with a checkmark icon. A red box highlights a download icon (a downward arrow) in the top right corner of the list. A callout box labeled "Click Download" points to this icon. Another callout box labeled "Action indicates a zip file is being created. Click the X to stop the action." points to a red box around a progress bar at the bottom of the page. The progress bar shows "Generating zip file for 2019 - 05 (MAY) download" and has a close button (X). Below the progress bar, a red box highlights a file icon and the text "2019 - 05 (MAY) (5).zip". A callout box labeled "Zip File Download" points to this file icon.

Select the invoices to add to the Zip file.

Click the Download arrow, this feature will create a Zip file of the selected invoices.



Once the process is complete, this will create a zip folder on your PC, this is usually located in your download folder on your computer. Double click the folder to open and view the created PDF files.

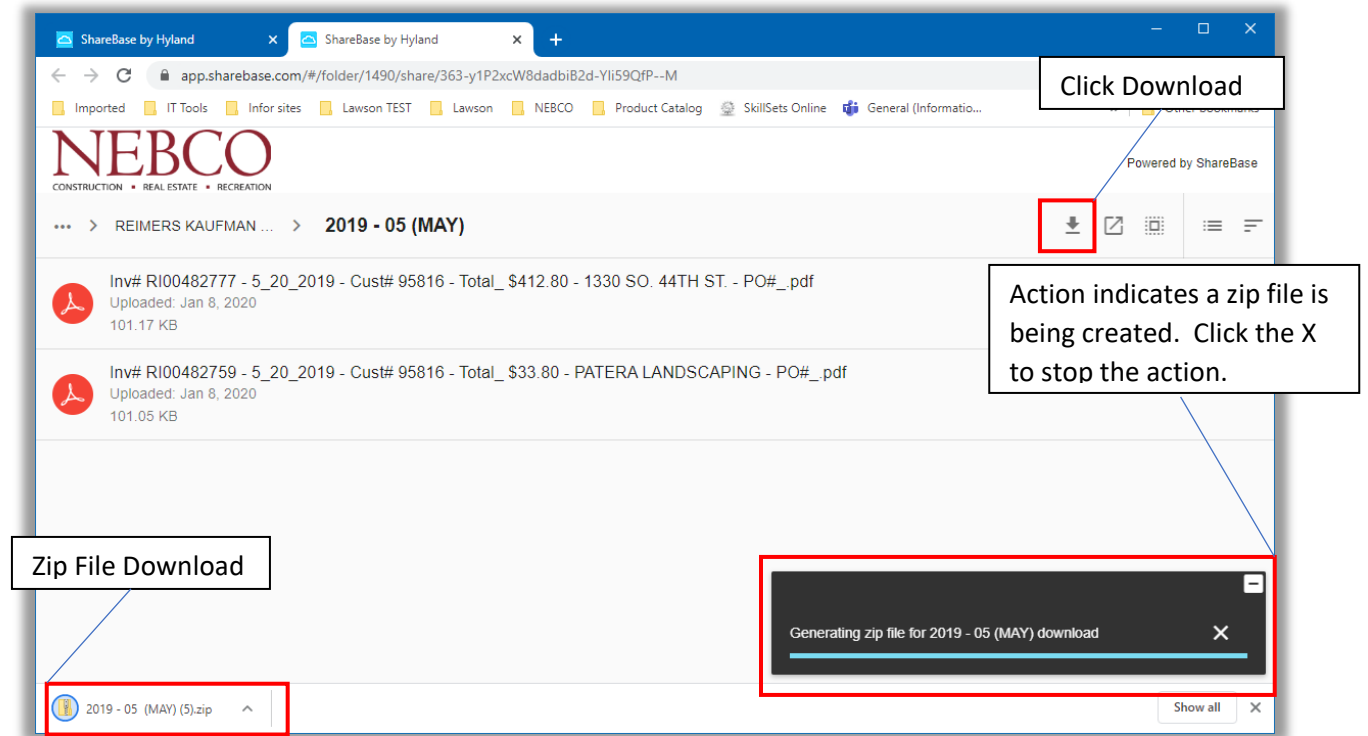


Click on the PDF file to view the invoice and save as needed.

Downloading Folder Contents

From your list view of invoices, you can also create a Zip download of all invoices from the selected folder.

NOTE: If there are quite a few invoices in the selected file, this may take a lot of time to complete this task. You may want to narrow your selection and create a smaller download using selection.

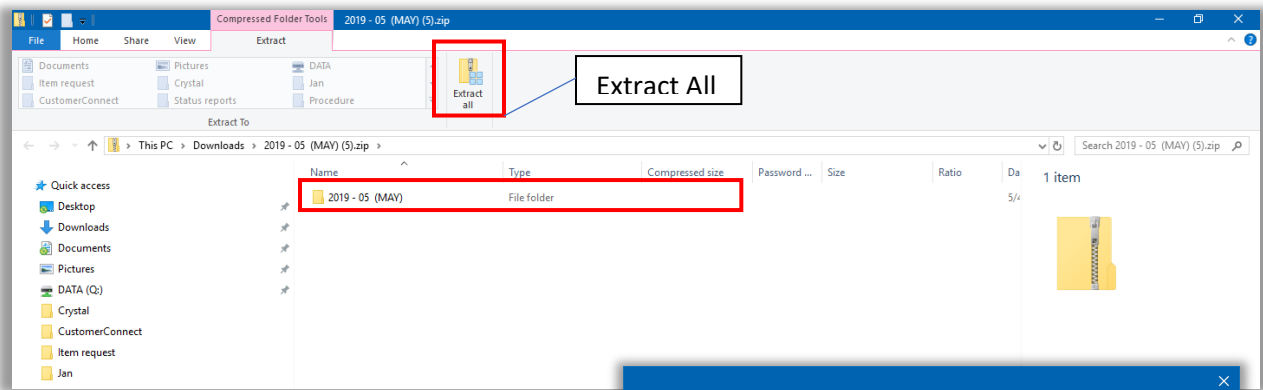


Click the Download arrow, this feature will download the selected files from the folder. This will begin the process to download all the invoices in a folder. Message will prompt “Generating zip file”.

Once complete you will see the zip file download (left corner)

To best utilize the files in a Zip Format, it is best to extract the file to a useable format.

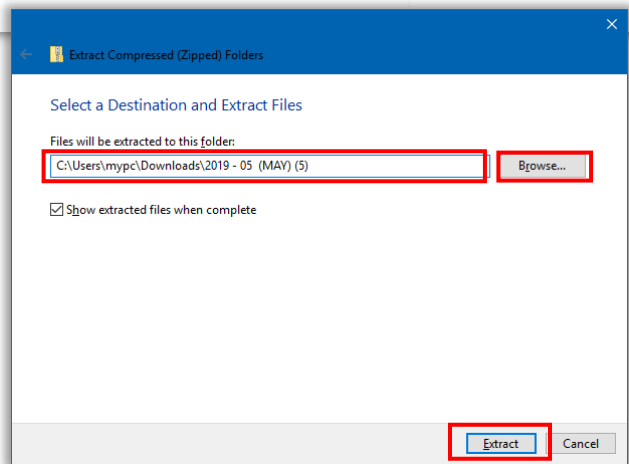
Click on the file to extract the folder or files from the zip folder.



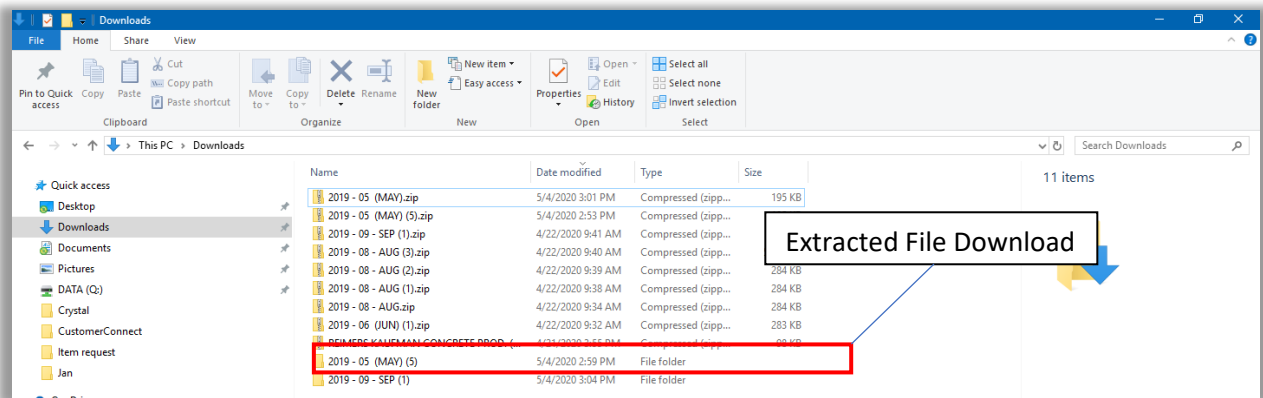
Click Extract all.

You will then be prompted to indicate where the file will be extracted to. The default is the original file location.

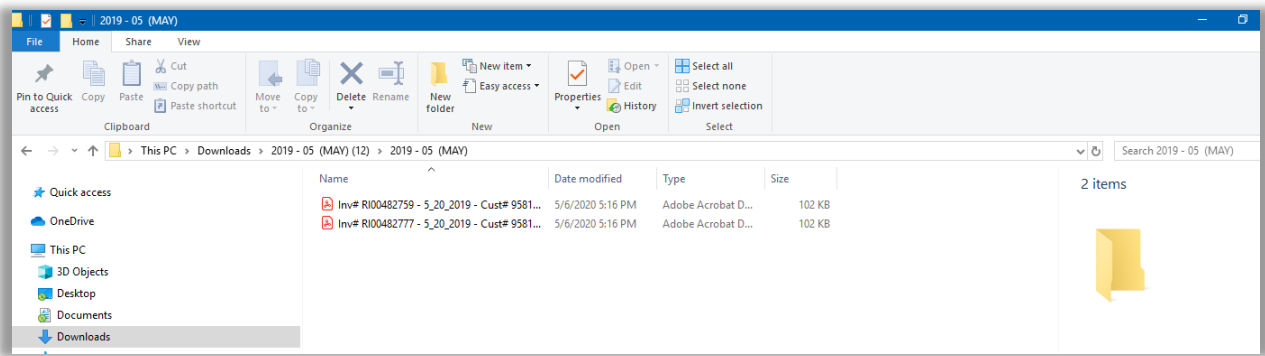
Click Browse to select another location.



Click Extract or Cancel.

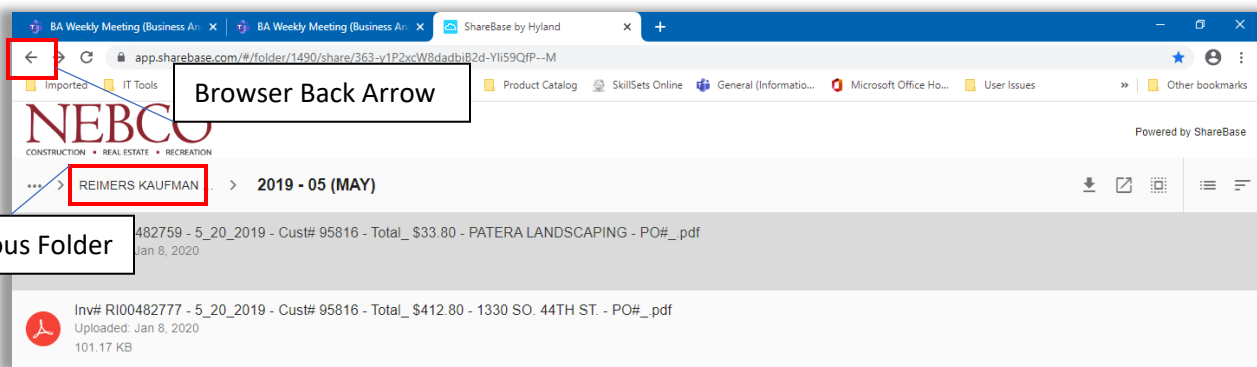


Double click the folder that has the same name as the extracted zip file and the file type will be, File folder.

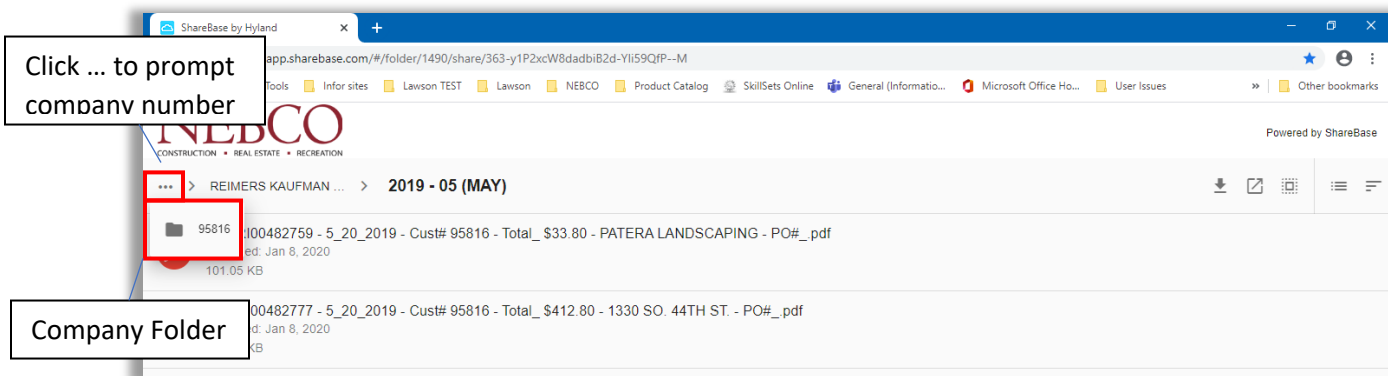


The extract created a folder with the same name as the folder from Sharebase. The folder or files within can be saved as needed.

Navigation



Click the folder name at the top or "back arrow in your browser to return to the list view.



You can also return to the original folder that displays all of the NEBCO companies by clicking the ..., which will then display your company ID, Click to return to the main screen.

Optional training video is available at <https://youtu.be/nFUxeYV4e9c>