CHANNEL GATE

A DIGITAL SUPPLY CHAIN PLATFORM

Payment Statements

A step by step guide to accessing your invoices, overdue and outstanding balances

In order for us to provide timely and relevant information about the outstanding payables for each of our vendors, we have released a new tool in our Channel Gate Portal. This tool will allow each vendor to view in detail all past payments that were applied, including the Credit Memos that were included, and what is the current balance.

This process will eliminate the need to send us weekly statements, as you will be able to see if invoices that show overdue/outstanding in your system are missing/rejected in our system and be able to send us that information accordingly. Each vendor will also be sent a notification when a payment is authorized, so you can look at this tool to apply the payments correctly with a better view of the application.
We will provide the standard operating procedure below that will take each vendor through the steps on how to use the tool below.
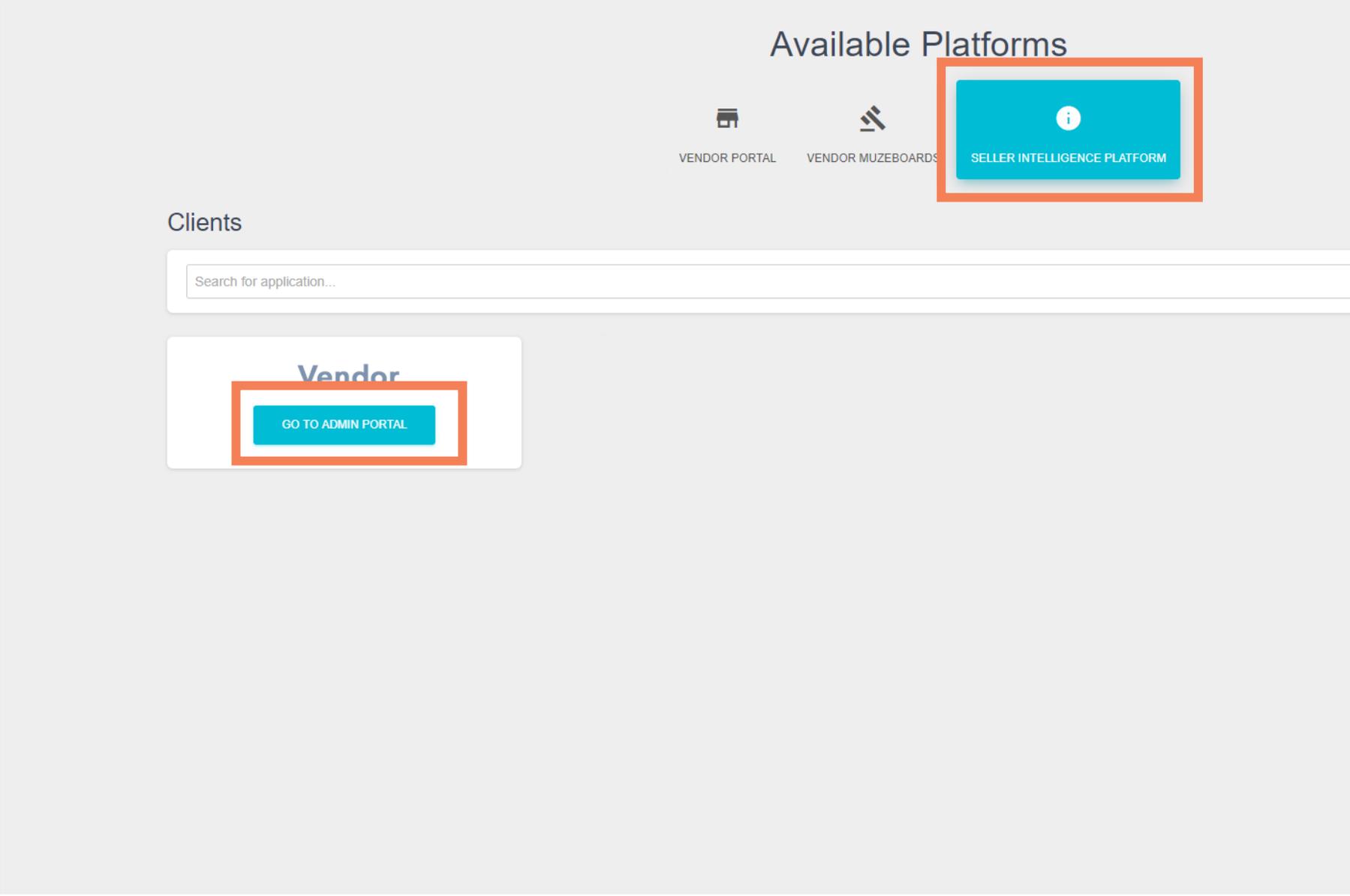
Login

https://apps.channelgate.io/login

Please go to your Channel Gate Admin Portal. You will be provided with a Username/Password to login to the portal.
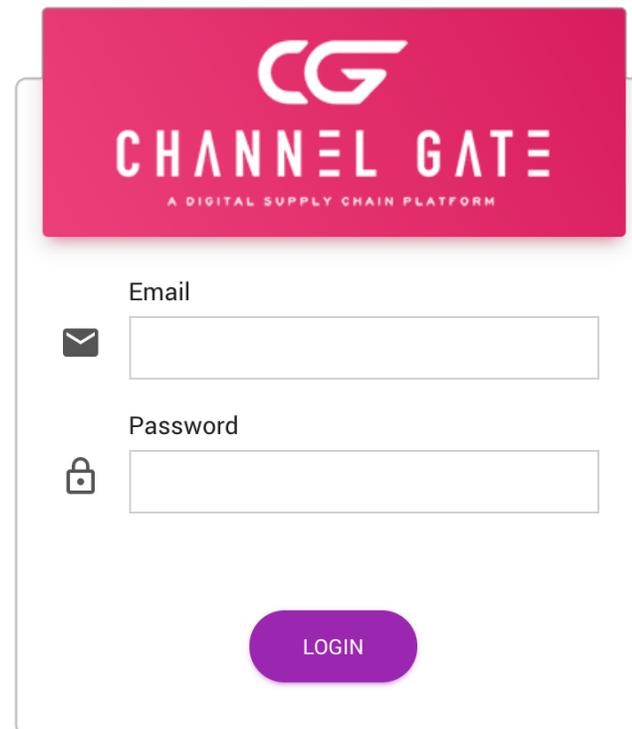
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Email

Password

LOGIN

Navigation Menu

Once the vendor has logged in, select **Seller Intelligence Platform**, then **Go to Admin Portal.**

Available Platforms

VENDOR PORTAL

VENDOR MUZEBOARDS

SELLER INTELLIGENCE PLATFORM

Clients

Search for application...

Vendor

GO TO ADMIN PORTAL

Navigation Menu

Once the vendor logins into the portal they will see two options on the left hand side of the page, "**Applied Payables**," and "**Open Payables**."

Applied Payables

If you click on "**Applied Payables**," this will show all the payments that have been made for the vendor on the left hand side of the page.

The vendor can click any of the payments that have been sent and the details will populate on the right hand side of the page. You can also search for specific payments by date, invoice number, the type of document or if a Credit Memo was applied to a specific order number.

Open Payables

If you click on "**Open Payables**," it will show what we show outstanding as per date, if the invoices are past due/current, and the total amount on the left hand side of the page.

If you click the date it will populate the details of each invoice on the right hand side of the page.

You can also do a search function, if you are looking for a specific PO Number, of if you want to search by a specific date range.

Questions?

This new tool should help eliminate any concerns on how payment needs to be applied, or sending routine statements to us for reconciliation. Again, this will help each vendor see on a daily basis what their account looks like in our system and drill down to see details of the outstanding balance.

If there are any questions regarding the new tool, inquiries can be sent to gurraj.d@cymax.com and mohammed.b@cymax.com

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