



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.

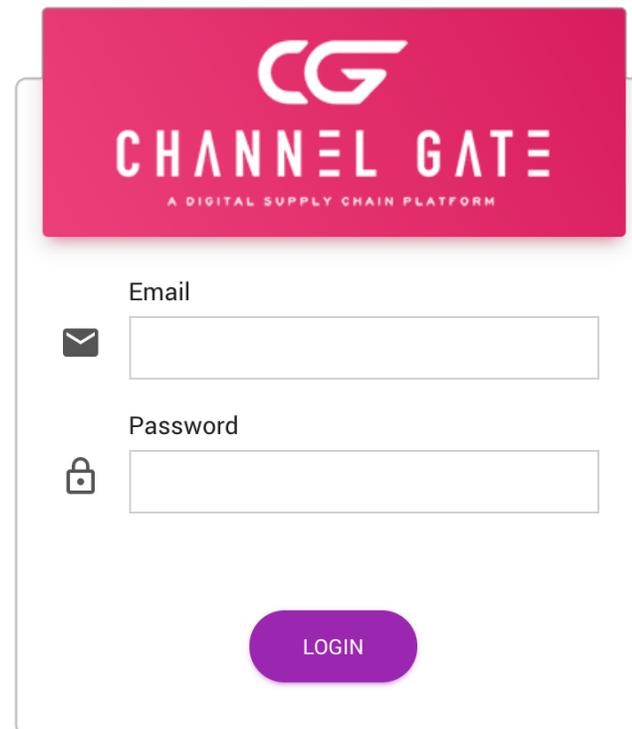
This process will eliminate the need to send us weekly statements, as you will be able to see if invoices that show overdue/outstanding in your system are missing/rejected in our system and be able to send us that information accordingly. Each vendor will also be sent a notification when a payment is 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>

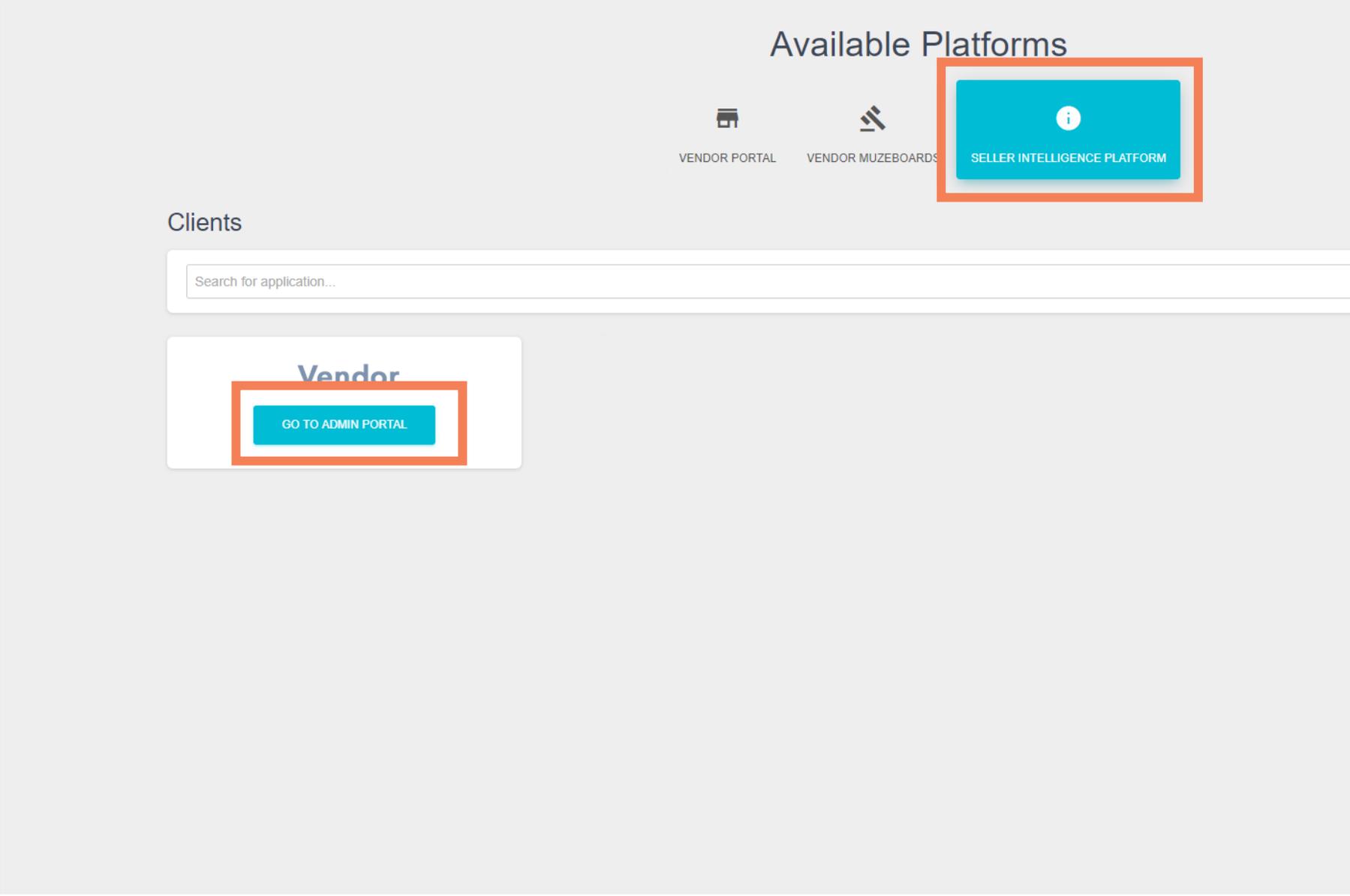
Please go to your Channel Gate Admin Portal. You will be provided with a Username/Password to login to the portal.



The screenshot shows the Channel Gate login interface. At the top is a pink header with the Channel Gate logo and the text "CHANNEL GATE A DIGITAL SUPPLY CHAIN PLATFORM". Below the header are two input fields: "Email" with an envelope icon and "Password" with a lock icon. At the bottom center is a purple rounded button labeled "LOGIN".

Navigation Menu

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



Navigation Menu

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

- Operational
- Scorecard
- Best Sellers
- Marketing
- Damage & Returns
- Applied Payables**
- Open Payables
- Industry Insight
- Gap Analysis
- Geo Analysis
- Keyword Analysis
- Settings
- Brands
- Subscriptions
- Team
- Report Testing

CHANGE CLIENT stephen.l@cymax.com

BRAND

Scorecard

Date

1/1/2018 5/21/2019

Category

All

Good Caution Bad

% Contribution

11.2%

Goal: 5.00%, 10.00%

% Cancel Rate

0.85%

Goal: 2.50%, 3.00%

% Freight Cost

22.9%

Goal: 20.00%, 25.00%

% Catalogue Backordered

2.85%

Goal: 5.00%, 15.00%

% Damage Rate

1.23%

Goal: 3.00%, 6.00%

% On time

97.34%

Goal: 95.00%, 97.00%

Profit & Loss (P&L) Statement

Line Item	Value	% of Sales (After Cancellations)
1) Gross Sale - Merchandise	\$14,844,247	100.9%
2) Cancellations	(\$125,739)	0.9%
3) Returns	(\$305,437)	2.1%
4) Sales Adjustment	(\$54,366)	0.4%
5) Net Sales	\$14,361,121	97.6%
6) Product Cost	(\$8,483,506)	57.6%
7) Freight	(\$3,306,075)	22.9%
8) Marketing & Operating Expenses	(\$1,945,702)	17.4%
9) Contribution	\$1,651,513	11.2%

P&L item trend (Please Select 1 P&L item to review the trend)

● Selected Item Value ● Selected Item % of Sales (After Cancellation)

Month	Selected Item Value	Selected Item % of Sales (After Cancellation)
2018/01	\$11.5M	6.01%
2018/02	\$10.5M	7.40%
2018/03	\$11.0M	9.04%
2018/04	\$10.5M	10.21%
2018/05	\$9.5M	9.60%
2018/06	\$8.5M	
2018/07	\$8.0M	
2018/08	\$9.5M	10.09%
2018/09	\$9.0M	
2018/10	\$11.5M	11.42%
2018/11	\$11.0M	12.10%
2018/12	\$11.5M	12.46%
2019/01	\$13.5M	13.76%
2019/02	\$12.5M	14.25%
2019/03	\$12.5M	12.34%
2019/04	\$13.5M	
2019/05	\$9.0M	14.64%

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.

Operational

- Scorecard
- Best Sellers
- Marketing
- Damage & Returns
- Applied Payables**
- Open Payables
- Industry Insight
- Gap Analysis
- Geo Analysis
- Keyword Analysis
- Settings
- Brands
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CHANGE CLIENT stephen.l@cymax.com

BRAND Select brands to filter report

Applied Payables

DocumentDate: All | Document Number: All | DocumentType: Applied Credit Payment | Applied to Invoice: All

VendorID	INC	LLC	SVC	Total
	358,903.95	5,077,857.40	3,383.05	5,440,144.40
Total	358,903.95	5,077,857.40	3,383.05	5,440,144.40

DocumentDate	DocumentType	DocNumber	Applied to Invoice	OrderNumber	Company	InvoiceAmount
4/16/2019 12:00:00 AM	Applied Credit	1031126CM	0091478247	17668603	LLC	20.00
4/16/2019 12:00:00 AM	Applied Credit	1042402CM	0091474535	17640638	LLC	12.00
4/16/2019 12:00:00 AM	Applied Credit	1073080CM	0091478247	17668603	LLC	15.00
7/6/2018 12:00:00 AM	Applied Credit	1076673CM	0091309147	16337574	LLC	10.70
7/13/2018 12:00:00 AM	Applied Credit	1091511CM	0091311932	16355432	LLC	61.98
6/24/2018 12:00:00 AM	Applied Credit	1100928CM	0091307476	16316055	LLC	18.00
8/1/2018 12:00:00 AM	Applied Credit	1114298CM	0091322843	16464986	LLC	19.00
4/16/2019 12:00:00 AM	Applied Credit	1116508CM	0091478247	17668603	LLC	24.00
9/27/2018 12:00:00 AM	Applied Credit	1125229CM	0091357397	16755695	LLC	37.91
4/16/2019 12:00:00 AM	Applied Credit	1140083CM	0091478247	17668603	LLC	20.00
9/17/2018 12:00:00 AM	Applied Credit	1144663CM	0091348496	16685588	LLC	19.00
4/16/2019 12:00:00 AM	Applied Credit	1149712CM	0091478247	17668603	LLC	10.00
10/3/2018 12:00:00 AM	Applied Credit	1151932CM	0091360937	16778940	LLC	22.00
11/7/2018 12:00:00 AM	Applied Credit	1154777CM	0091380998	16952391	LLC	48.23
11/7/2018 12:00:00 AM	Applied Credit	1154777CM	0091380999	16952494	LLC	94.31
11/7/2018 12:00:00 AM	Applied Credit	1154777CM	0091381000	16952496	LLC	62.36
11/7/2018 12:00:00 AM	Applied Credit	1154777CM	0091381001	16952590	LLC	94.31
11/7/2018 12:00:00 AM	Applied Credit	1154777CM	0091381002	16952592	LLC	94.31
11/7/2018 12:00:00 AM	Applied Credit	1154777CM	0091381003	16952597	LLC	50.83
4/16/2019 12:00:00 AM	Applied Credit	1162440CM	0091478247	17668603	LLC	10.00
4/16/2019 12:00:00 AM	Applied Credit	1169014CM	0091478247	17668603	LLC	8.00
4/16/2019 12:00:00 AM	Applied Credit	1181955CM	0091478246	17668601	LLC	3.16
4/16/2019 12:00:00 AM	Applied Credit	1181955CM	0091478247	17668603	LLC	20.84
12/7/2018 12:00:00 AM	Applied Credit	1191654CM	0091398180	17056835	LLC	14.18
12/7/2018 12:00:00 AM	Applied Credit	1191654CM	0091398183	17059656	LLC	0.82
12/26/2018 12:00:00 AM	Applied Credit	1201829CM	0091407165	17128988	LLC	15.00
						5,440,144.40

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, or if you want to search by a specific date range.

The screenshot displays the 'Open Payables' dashboard. On the left is a dark sidebar menu with options: Operational, Scorecard, Best Sellers, Marketing, Damage & Returns, Applied Payables, Open Payables (selected), Industry Insight, Gap Analysis, Geo Analysis, Keyword Analysis, Settings, Brands, Subscriptions, Team, and Report Testing. At the top right, there is a 'CHANGE CLIENT' button and the user email 'stephen.l@cymax.com'. Below the sidebar is a 'BRAND' search bar with the text 'Select brands to filter report'. The main content area is titled 'Open Payables' and contains two tables. The 'Open Payables' table shows a list of invoices with columns for DOCDATE, Credit Memo, Invoice, and Total. The 'Payable Details' table shows a list of invoices with columns for DOCNUMBR, DOCAMNT, DOCTYPE, PORDNUMBR, and DOCDATE. A red box highlights the 'Document Number' and 'Document Date' filters at the top right of the main content area.

DOCDATE	Credit Memo	Invoice	Total
5/20/2019 12:00:00 AM		2,536.40	2,536.40
5/17/2019 12:00:00 AM	-50.00	1,417.93	1,367.93
5/16/2019 12:00:00 AM	-156.98	773.48	616.50
5/15/2019 12:00:00 AM		5,567.43	5,567.43
5/14/2019 12:00:00 AM	-2,500.00	2,112.16	-387.84
5/13/2019 12:00:00 AM		4,422.86	4,422.86
5/10/2019 12:00:00 AM		367.09	367.09
5/9/2019 12:00:00 AM	-2,025.00	2,027.71	2.71
5/8/2019 12:00:00 AM	-160.53	4,716.98	4,556.45
5/7/2019 12:00:00 AM	-49.07	2,069.06	2,019.99
5/6/2019 12:00:00 AM		3,137.37	3,137.37
5/3/2019 12:00:00 AM		487.41	487.41
5/2/2019 12:00:00 AM		2,040.38	2,040.38
5/1/2019 12:00:00 AM		3,267.51	3,267.51
4/30/2019 12:00:00 AM		6,097.61	6,097.61
4/29/2019 12:00:00 AM		1,447.19	1,447.19
4/28/2019 12:00:00 AM		57.30	57.30
4/26/2019 12:00:00 AM		2,589.58	2,589.58
4/25/2019 12:00:00 AM		1,919.63	1,919.63
4/24/2019 12:00:00 AM		1,858.49	1,858.49
4/23/2019 12:00:00 AM		5,347.90	5,347.90
4/22/2019 12:00:00 AM		3,351.04	3,351.04
4/19/2019 12:00:00 AM		1,898.02	1,898.02
4/18/2019 12:00:00 AM		3,721.20	3,721.20
4/17/2019 12:00:00 AM		4,583.39	4,583.39
4/16/2019 12:00:00 AM		3,632.44	3,632.44
4/15/2019 12:00:00 AM		2,514.18	2,514.18
4/12/2019 12:00:00 AM		2,478.75	2,478.75
4/11/2019 12:00:00 AM		1,645.26	1,645.26
Total	-4,941.58	78,319.57	73,377.99

DOCNUMBR	DOCAMNT	DOCTYPE	PORDNUMBR	DOCDATE
21286156	233.82	Invoice	17718759	3/29/2019 12:00:00 AM
21279289	328.57	Invoice	17732781	4/11/2019 12:00:00 AM
21279290	156.98	Invoice	17754971	4/11/2019 12:00:00 AM
21279291	313.96	Invoice	17755238	4/11/2019 12:00:00 AM
21279295	156.98	Invoice	17728622	4/11/2019 12:00:00 AM
21279296	156.98	Invoice	17743344	4/11/2019 12:00:00 AM
21279321	531.79	Invoice	17781035	4/11/2019 12:00:00 AM
21279589	156.98	Invoice	17782854	4/12/2019 12:00:00 AM
21279592	156.98	Invoice	17764366	4/12/2019 12:00:00 AM
21279593	171.59	Invoice	17765171	4/12/2019 12:00:00 AM
21279595	156.98	Invoice	17766556	4/12/2019 12:00:00 AM
21279660	263.27	Invoice	17733211	4/12/2019 12:00:00 AM
21279663	329.07	Invoice	17762821	4/12/2019 12:00:00 AM
21279683	79.95	Invoice	17791561	4/12/2019 12:00:00 AM
21279760	349.38	Invoice	17796979	4/12/2019 12:00:00 AM
21279761	329.07	Invoice	17797429	4/12/2019 12:00:00 AM
21279762	92.18	Invoice	17795652	4/12/2019 12:00:00 AM
21279813	196.36	Invoice	17796041	4/12/2019 12:00:00 AM
21279840	196.94	Invoice	17788474	4/12/2019 12:00:00 AM
21280521	156.98	Invoice	17790684	4/15/2019 12:00:00 AM
21280522	205.92	Invoice	17796014	4/15/2019 12:00:00 AM
21280527	156.98	Invoice	17797655	4/15/2019 12:00:00 AM
21280531	156.98	Invoice	17800676	4/15/2019 12:00:00 AM
21280532	156.98	Invoice	17800798	4/15/2019 12:00:00 AM
21280551	228.58	Invoice	17803907	4/15/2019 12:00:00 AM
21280556	116.38	Invoice	17804685	4/15/2019 12:00:00 AM
21280584	152.35	Invoice	17808304	4/15/2019 12:00:00 AM
Total	73,377.99			

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