



Factor Portal v2

(2/16/2018)

Login Page:

The screenshot shows a web browser window displaying the "ANRO FACTOR PORTAL" login page. The page has a white background with a light gray header and footer. In the top right corner, the date "Thursday, December 21, 2017" is displayed. The main heading "ANRO FACTOR PORTAL" is centered. Below it is a "Sign in" form with two input fields: "Factor login" containing the text "rondo" and "Factor password" containing five asterisks. There is a "Remember me" checkbox and a "Sign in" button. The footer contains the address "ANRO | 9876 Fake St | Boulder, CO 80303 | 123-456-7890" and the Aljex logo.

1 ANRO FACTOR PORTAL

2 Thursday, December 21, 2017

3 ANRO | 9876 Fake St | Boulder, CO 80303 | 123-456-7890

4 Factor login

5 Factor password

Sign in

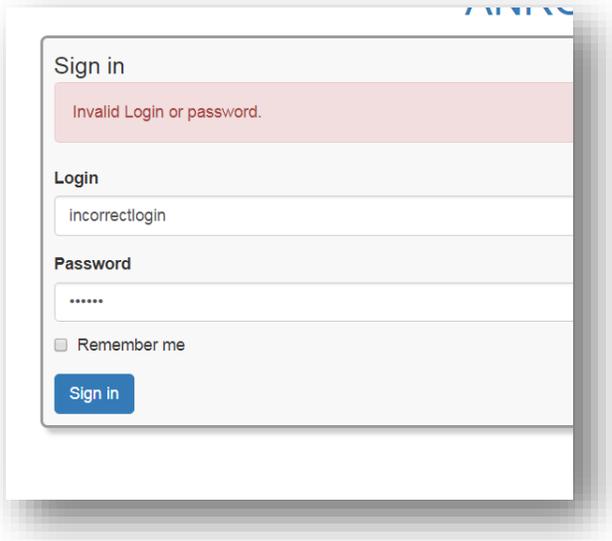
Remember me

Sign in

Aljex

1. Broker name
2. Today's date
3. Broker name, address and main phone number
4. Factor login name
5. Factor password

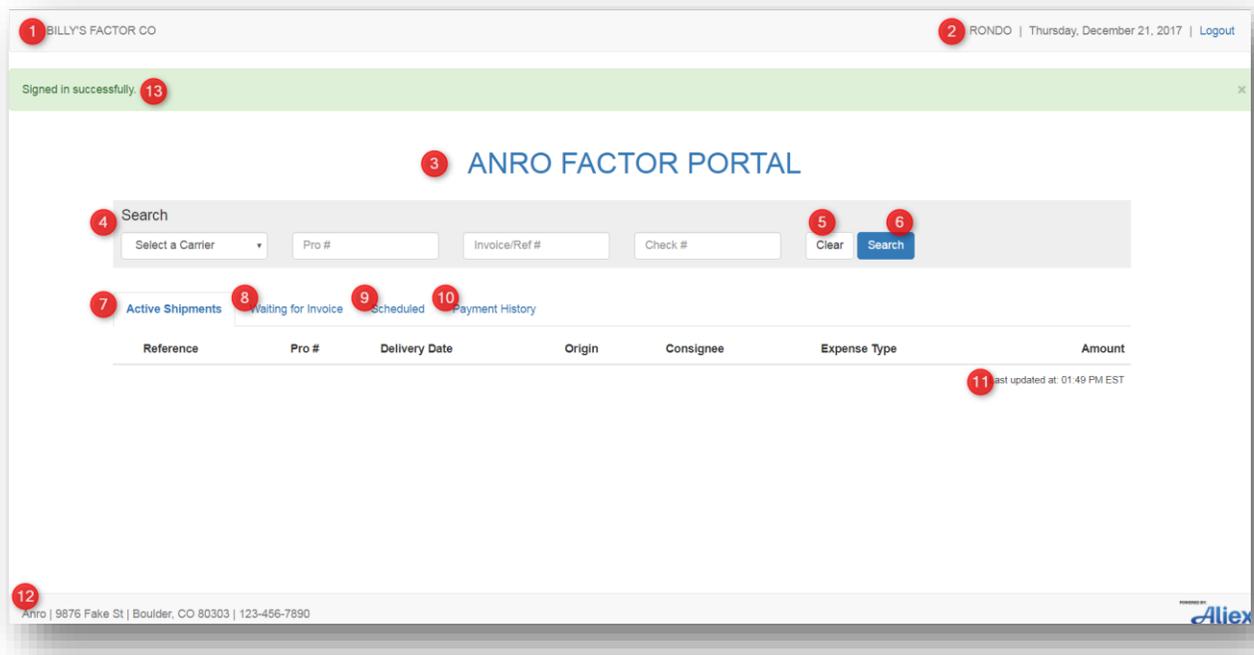
Factor must enter valid login and password (not case-sensitive) to access the portal:



The image shows a sign-in form with the following elements:

- Sign in** header
- Invalid Login or password.** error message in a red box
- Login** field containing the text "incorrectlogin"
- Password** field containing six asterisks "*****"
- Remember me checkbox
- Sign in** button

Landing Page:



1. Factor company name
2. Factor user name
3. Broker name
4. Search Bar:
 - a. Must select a carrier and click search to return results. **Carrier name is required to return results.**
 - b. Once a carrier is selected, can search by Pro #, Invoice #, or Check #.
 - c. The portal will automatically display the tab (active, waiting, scheduled or history) which contains that #
5. Clear- remove search criteria
6. Search: must click search after entering selection
7. Active shipments Tab: Shipments in the Delivered Status which have not been released from dispatch
8. Waiting for Invoice: 'Expected' loads in Aljex TMS. Broker has not received carrier invoice.
9. Scheduled: 'Aging' loads in Aljex TMS. Broker has scheduled the payment for a future date based on established pay terms and/or quick pay discounts
10. Payment History: payment history for the past 90 days
11. Last update: the last time the page refreshed data
12. Broker's information
13. Successful sign in notification

Functionality:

Select a carrier from the drop down, click **Search**:

Search

L R L TRANSPORTS ▾ Pro # Invoice/Ref # Check # Clear Search

Active Shipments **Waiting for Invoice** Scheduled Payment History

Reference	Pro #	Delivery Date	Hold	Expense Type	Amount
▼ LINE	523969	02/07/18			-

The user is taken to the first tab which contains data for that particular carrier. In the example above, the carrier did not have any active shipments so the system automatically jumped to 'Waiting for Invoice'

Use the down arrow associated with each Pro # to **expand** the line items of that shipment:

Search

ERIC'S TRUCK IS TH ▾ Pro # Invoice/Ref # Check # Clear Search

Active Shipments **Waiting for Invoice** Scheduled Payment History

Reference	Pro #	Delivery Date	Hold	Expense Type	Amount
▼	72137				\$8343.01

Expanded:

Search

ERIC'S TRUCK IS TI ▾ Pro # Invoice/Ref # Check # Clear Search

Active Shipments **Waiting for Invoice** Scheduled Payment History

Reference	Pro #	Delivery Date	Hold	Expense Type	Amount
⬆	72137				\$8343.01
				FUEL	\$75.00
				LUMP	\$90.00
				INS	\$15.75
				MISC	\$111.00
				FOTB	\$25.00
				KEVS	\$5.00
				BRK	\$10.00
				PERD	\$12.26
				LINE	\$7999.00

If a carrier payment was placed **on Hold** by the broker, a red 'X' appears in the hold column:

Search

A & A LOGISTICS IN ▾ Pro # Invoice/Ref # Check # Clear Search

Active Shipments **Waiting for Invoice** Scheduled Payment History

Reference	Pro #	Delivery Date	Hold	Expense Type	Amount
⌵	FUEL	71957	11/04/15	⊗	\$211.00
⌵		72059			\$178.00
⌵		72063			\$100.00
⌵	LINE	72625	06/19/17	⊗	\$5125.00

Hold

Payment is on hold. Please contact Accounts Payable for more information.

Search

Select a Carrier Pro # Invoice/Ref # Check # Clear

1 Active Shipments 2 Waiting for Invoice 3 Scheduled 4 Payment History

Reference	Pro #	Delivery Date	Origin	Consignee	Expense Type	Amount
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1. In the **Active Shipments Tab**, user can see shipments which are Delivered but not Released from dispatch. This will display Carrier reference number, Pro #, Delivery Date, Origin, Consignee, Expense Type and Amount.
2. In the **Waiting for Invoice Tab**, user can see shipments in the Expected Status of Accounts Payable. This will display Carrier reference number, pro #, Delivery date, Hold, Expense Type, and Amount.
3. In the **Scheduled Tab**, user can see Carrier shipments in the Aging Status of Accounts Payable. This will display reference number, Pro # Invoice date, Aging date, due date, Pay Method, Hold, Expense Type, and Amount for each shipment.
4. In the **Payment History Tab**, user can see Payments processed in the last 90 days. This will display Carrier reference number, Pro #, Amount, Check Date, and Check #.