

Introducing **MyAccount** for Universal Engraving!

At Universal Engraving, we're always looking for ways to make your job easier. We've listened to your requests for online account visibility and the ability to pay invoices online. In response, we've rolled out the all-new MyAccount customer portal!

MyAccount gives you the ability to:

- ✔ Access all of your past and current orders
- ✔ Order date
- ✔ Item(s) ordered and shipped
- ✔ Sold to/ship to/bill to
- ✔ Order status
- ✔ Sales order acknowledgement
- ✔ Track shipments
- ✔ View statements
- ✔ View invoices
- ✔ Pay invoices online
- ✔ Best of all, it's quick and easy to learn and use.

Setting Up MyAccount

Setting up your MyAccount takes only a few minutes.

- 1** Use **this link** to access the MyAccount login screen. You can also access MyAccount anytime from the website header.
- 2** Click Request Account and fill out the needed information. We'll email you with a login and simple instructions to complete the setup process.

That's it! You can edit your profile by changing your email, password and security questions as you see fit.

MyAccount Features

MyAccount offers a variety of features that let you view and download documentation, check your AR balance, track shipments, pay your invoices online and more.

1. Access current and past orders



Select Order	Order Lines	Shipments	Invoices	Statement	Select Company
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Select Order

Purchase Order	<input type="text"/>	<input type="button" value="Search"/>
Part Number	<input type="text"/>	<input type="button" value="Search"/>
Sales Order	<input type="text"/>	<input type="button" value="Search"/>
Invoice Number	<input type="text"/>	<input type="button" value="Search"/>

Search By Date

Start Date	<input type="text"/>
End Date	<input type="text"/>
<input type="button" value="Search"/>	

Sales Order	Purchase Order	Date	Status
000000	000000	3/11/2021	Open
000000	000000	3/11/2021	Open
000000	000000	3/10/2021	Open

Trying to remember the details of a previous order? Need to check your order status, or pull up your order status, or pull up Sales Acknowledgement documentation? The Select Order tab of MyAccount gives you these abilities and more.

You can look up a specific order by purchase order, sales order or invoice number. You can also pull up orders within a specified date range.

Click into a specific order to see more detail.
 You can view and download the Sales Acknowledgement form for the order.

2. Track Shipments

To look up the shipping status of an order, first open the desired order on the Select Order tab, then navigate to the Shipments tab. There you can see the estimated ship date of your order. If the order has shipped, you can track it via the provided link.

The screenshot displays the Universal Engraving website interface. At the top right, there are contact details: 800.221.9059 (Toll Free), 913.541.0503, and a user profile for Bob Smith with a Logout link. The main header features the Universal Engraving logo and the text 'A UEI GROUP COMPANY'. Below the header is a navigation menu with tabs: Select Order, Order Lines, Shipments (active), Invoices, Statement, and Select Company. The main content area shows order details for Order No. 000000, Order Date 3/19/2021, Order Status Closed, Purchase Order 000000, Contact 555-555-5555, Sold To 1234 KS Label House, Ship To 1234 KS Label House, and Bill To 1234 KS Label House. A 'Shipments' section follows, containing a table with columns: Shipment, Warehouse, Ship Date, Shipped Items, Ship Via, Status, and Tracking Number. The table lists one shipment with ID 209354, Warehouse CFF-31, Ship Date 3/19/2021, Shipped Items 1/4" (250") COPPER FLATSTAMP 25296, Ship Via FX P1, Status INVOICED, and Tracking Number 78902093545645. Below the table, there is a section for 'Open Items' which is currently empty. The footer includes the Universal Engraving logo, address (9090 Nieman Road, Overland Park, Kansas 66214, U.S.), contact numbers (800.221.9059, 913.541.0503), navigation links (Orders & Sales, Info & Questions), social media icons, and copyright information (©2021 Universal Engraving, Inc.).

800.221.9059 (Toll Free) | 913.541.0503 | Bob Smith
Info & Questions | Logout
Orders & Sales | 1234

UNIVERSAL ENGRAVING
A UEI GROUP COMPANY

Select Order	Order Lines	Shipments	Invoices	Statement	Select Company
Order No: 000000 Order Date: 3/19/2021 Order Status: Closed Purchase Order: 000000 Contact: Phone: 555-555-5555		Sold To: 78902 1234 KS Label House 123 Main St. Anywhere, CA 12345 UNITED STATES	Ship To: 78902 1234 KS Label House 123 Main St. Anywhere, CA 12345 UNITED STATES	Bill To: 78902 1234 KS Label House 123 Main St. Anywhere, CA 12345 UNITED STATES	

Shipments

Shipment	Warehouse	Ship Date	Shipped Items	Ship Via	Status	Tracking Number
209354		3/19/2021		FX P1	INVOICED	78902093545645

Ship Line	Part Number	Description	Ship Qty
1	CFF-31	1/4" (250") COPPER FLATSTAMP 25296	1

No open items

Open Items


9090 Nieman Road
Overland Park, Kansas 66214, U.S.
800.221.9059 (Toll Free)
913.541.0503
Orders & Sales
Info & Questions


UNIVERSAL ENGRAVING
A UEI GROUP COMPANY

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3. Download Invoices

To view and download an invoice, first open the desired order on the Select Order tab. Then, in the Invoices tab, choose the invoice you want from the list. Click into it for more detail and a downloadable PDF.


800.221.9059 (Toll Free) \ 913.541.0503  Bob Smith
[Info & Questions](#) [Logout](#)
[Orders & Sales](#) 1234

 **UNIVERSAL[®]**
ENGRAVING
A U E I GROUP COMPANY

[Select Order](#) | [Order Lines](#) | [Shipments](#) | **[Invoices](#)** | [Statement](#) | [Select Company](#)

Invoices

Invoice detail - [Click Here To Return To Customer Statement](#)

 [Download Invoice](#)

Bill To: 1234 KS Label House 123 Main St. Anywhere, CA 12345 UNITED STATES	Sold To: 1234 KS Label House 123 Main St. Anywhere, CA 12345 UNITED STATES
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Inv No	456547	Inv Date	1/19/2021
Ship No	952379	Ship Date	1/19/2021
So No	234546	Due Date	3/20/2021
PO No	023452	Disc Due	2/8/2021

Line	Part Number	Description	Quantity	Price	Discount	Extended	
1	ECONOFOIL MANDREL	ECONOFOIL MANDREL, NILPETER FA4, 136T GEAR INCLUDED: Yes	1	\$\$\$	\$\$\$	\$\$\$	
						Tax	\$\$\$
						Freight	\$\$\$
						Invoice Amount	\$\$\$
						Paid Amount	\$\$\$
						Open Amount	\$\$\$

4. View Your AR Balance

Never again wonder what you owe and when! The Statement tab shows your AR balance, amounts due, and due dates.

Info & Questions
Orders & Sales

Logout
1234

UNIVERSAL ENGRAVING
A UEI GROUP COMPANY

Select Order Order Lines Shipments Invoices **Statement** Select Company

Statement

Customer Statement - [Click Here for Order Invoices](#)

AR Balance \$\$\$
Amount Past Due \$0.00

Download Statement Play Selected

Current	1 - 29 days past due	30 - 59 days past due	60 - 89 days past due	90 + days past due	All Open Invoices			
\$60,029.89	\$0.00	\$0.00	\$0.00	\$0.00	\$\$\$			
Inv Date	Due Date	Inv No	PO #	Description Reference	Inv Amt	Inv Paid	Balance	
1/19/2021	3/20/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/3/2021	4/4/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/25/2021	4/26/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/26/2021	4/27/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>
2/26/2021	4/27/2021	00000	11111	Shipment 22222	\$\$\$	0.00	\$\$\$	<input type="checkbox"/>

Enjoy **MyAccount!**

Please contact us if you have any questions about MyAccount or would like assistance accessing any of the features.

We want you to get the most out of this new account management tool!

Please contact us at info@ueigroup.com

