

CUSTOMER PORTAL NAVIGATIONAL GUIDE:

- Go to: <https://msczone.com>
- At login page, use your assigned username and password shown below and click "Login."

Log in to the M.S.C. Zone

Email address

[Forgot Email?](#)

Password

[Forgot Password?](#)

Login

Don't have an account?

[Sign up here](#)

INVOICES

- Once logged in, "Your Dashboard" appears. Shown will be invoices from the plant selected during initial set-up. From here you can search for invoices, view invoices, or choose to pay invoices.

Your Dashboard

Invoices Tickets

TOTAL BALANCE DUE	Payment Pending
\$742,827.64	\$0.00
Pay Invoices	Balance Overdue
	\$0.00

Search for invoices

Search by invoice, po, or order

Payment Due **144**

Invoice #: 12/05/2021
Plant: Piedmont Sand Company

- You can toggle your invoice viewing options by clicking the up or down arrows located to the right, as shown below. These arrows will either expand or condense what's being shown based on your personal preference.

The screenshot shows the 'Your Dashboard' interface. At the top, there are tabs for 'Invoices' and 'Tickets'. Below this, a summary card displays 'TOTAL BALANCE DUE' as '\$742,827.64' with a 'Pay Invoices' button. To the right, it shows 'Payment Processing' and 'Balance Overdue' both at '\$0.00'. Below the summary is a search bar for invoices with a search icon and a filter icon. At the bottom, there are three expandable sections: 'Payment Due' (144), 'Payment Processing' (0), and 'Paid Invoices', each with an up or down arrow.

- To search for an invoice, you can either enter the invoice number or filter your search by clicking the symbol located to the right of the search bar. *Shown Below.*



- The filtering allows you to search for invoices either by date range and/or by plant. Once filters are selected, click "apply filters" for your changes to be saved.

The screenshot shows the 'Filter Invoices' dialog box overlaid on the dashboard. The dialog has a title bar with a close button (X). It contains two dropdown menus: 'Select a Date Range' and 'Select a Plant'. At the bottom, there are two buttons: 'Apply Filters' (in blue) and 'Clear Filters' (in white).

- To view an invoice, you simply click "view invoice."

Amount Due \$4,209.76

Pay Invoice

View Invoice

- When viewing an invoice, you are given the ability to print invoice copies or pay invoice by clicking the blue "pay" bar.

Note: If you're printing an invoice from a desk top computer, you will need to change the layout to "landscape."

Copies

1

Layout

Portrait

Landscape

Print

Invoice

Plant:

Invoice #:

Date: 12/05/2021

Status: **Due**

Due Date: 01/04/2022

Customer:

Order:

PO Number:

Ticket	Date	PO Number	Order	Location	Product	Qty	Material Rate	Material Amount
	12/01/2021	--		03102	2 MS CONCRETE SAND	25.66 T	\$	\$
	12/01/2021	--		03102	2 MS CONCRETE SAND	24.82 T	\$	\$
	12/01/2021	--		03102	2 MS CONCRETE SAND	24.7 T	\$	\$
	12/01/2021	--		03102	2 MS CONCRETE SAND	24.61 T	\$	\$
	12/01/2021	--		03102	2 MS CONCRETE SAND	25.49 T	\$	\$

[Load Tickets 5 - 21 of 21 Total Tickets](#)

Subtotal: \$4,209.76

Freight: \$0.00

Tax: \$0.00

Amount Due: \$4,209.76

Pay \$4,209.76

- Single invoices can also be paid from your main dashboard by clicking “pay invoice” located under each invoice shown, or multiple invoices can be selected and paid by clicking “Pay Invoices” located under “Total Balance Due.”

Amount Due \$4,209.76

Pay Invoice

View Invoice

TOTAL BALANCE DUE
\$742,827.64

Payment Pending
\$0.00

Balance Overdue

Pay Invoices

<input type="checkbox"/>	Invoice ID	Due Date	Amount Due
<input checked="" type="checkbox"/>		01/04/2022	\$18,429.93
<input checked="" type="checkbox"/>		01/04/2022	\$12,548.24
<input checked="" type="checkbox"/>		01/04/2022	\$798.48
<input checked="" type="checkbox"/>		01/04/2022	\$4,877.33
<input checked="" type="checkbox"/>		01/04/2022	\$4,209.76
<input checked="" type="checkbox"/>		01/04/2022	\$586.00
<input checked="" type="checkbox"/>		01/04/2022	\$2,215.44

Pay \$742,827.64

I have read and agree to the [Terms and Conditions](#) and [Privacy Policy](#).

- To proceed with your payment, the box will need to be checked acknowledging the Terms and Conditions and Private Policy have been read.

Amount Due:

\$18,429.93

Pay \$18,429.93

I have read and agree to the [Terms and Conditions](#) and [Privacy Policy](#).

- When paying an invoice, a pop-up will appear instructing you to enter your credit or debit card information, billing address, phone number, and email address. A 3% site fee is accessed on all website payment transactions and is calculated into the total shown.

Pay Invoice >

A 3% Site Fee will be added to all website payment transactions.

Order Summary

Description	\$40620.00 (+3% Site Fee)
Total	\$ 41,838.60

Card Number *
 Exp. Date * Card Code *

Billing Address

First Name * Last Name *
 Billing Country *
 USA ▼ Zip *
 Street Address * City *
 State * Phone Number
 Email *

TICKETS

- To access the ticket side of the portal, click "tickets" located at the top of your dashboard.

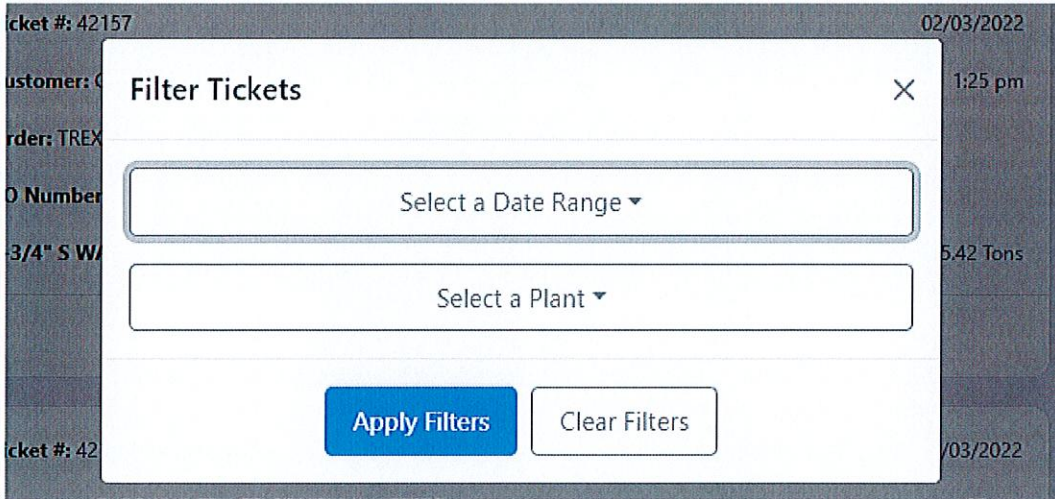


- Tickets appear in real time and can be searched using ticket #, PO, Order, or by product.

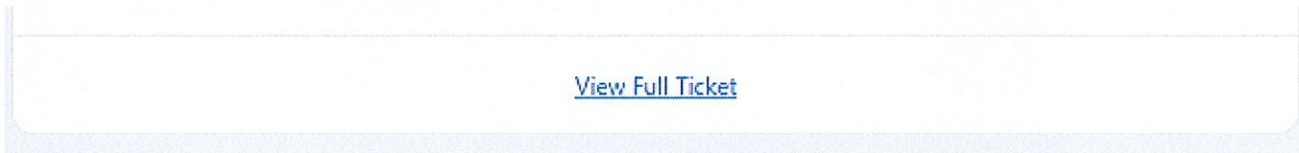
Search for tickets

Search by ticket, po, order, or product

- The filtering allows you to search for tickets either by date range and/or by plant. Once filters are selected, click “apply filters” for your changes to be saved.



- All tickets will appear on your dashboard in order according to the date and time the ticket was generated. To view more tickets, you can utilize the scroll bar to the right or use the search bar. The dashboard is designed to give you some details of the ticket. To view it in full, simply click “View Full Ticket.”



- The full ticket view provides the information shown below. A ticket copy can be printed on this screen by clicking “print.”

[Back to Tickets](#)

Ticket

[Print](#)

Plant: 02/03/2022

Ticket #: 2:23 pm

Customer:

PO Number:

Order:

Product:

Quantity:

Amount:

Price: 1

Freight:

Carrier:

Vehicle ID:

Gross:

Tare:

Net: