

Superior Ready Mix Document Retrieval

Logon to the Superior Ready Mix website: www.superiorm.com and choose the link for document retrieval.

Enter user name (Your customer number) and password which you will choose and we will activate for you. (password to be a combination of letters and numbers, minimum 5 characters and maximum 10 characters)

Upon login a screen will appear that provides for Search options, including by ticket number, invoice number, etc. The most effective means is often by the date range where you may enter "11/03/06 thru 11/03/06 and all documents related to that days deliveries that have been invoiced will appear for you.

Once the documents retrieved appear in a list form you may click on the pdf icon to view and print as needed.

In the case of delivery tickets (concrete) there will be a "form" ticket and a "scan" ticket available. The "form" ticket is simply the document as it appeared when printed out of the computer system. The "scan" ticket is a scanned copy of the ticket that was provided by our driver at the jobsite.

Uses:

When you receive your monthly statement you may notice an invoice number that you don't have in your office. You may then simply log onto the website and search by that invoice number, view and print a copy for your records and processing.

Your field person does not turn in a delivery ticket to the office from the jobsite? Simply log onto the website and enter the day in question and print the ticket copy. (Please allow a few days for the documents to be returned to our office for scanning/invoicing)

Misplaced last months statement? Soon, all you do is logon and retrieve it for your records. This part is expected to be active within the next several weeks.

Wish to avoid having preliminary notices sent to your customers? You can retrieve the invoice copy on the day after it is generated by our billing department and process for payment immediately, thus avoiding the prelim notice.

Wish to see all the invoices for a particular job? **Provided you completed a Job Information Sheet** and submitted it prior to the start of the job, you will have the ability to search the system for all invoices related to that Job Description/Job Address.