

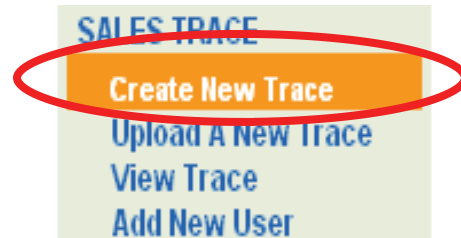


e-Abbott Distributor User Guide



How to Submit a Sales Trace

To submit a new Sales Trace, click on “Create New Trace” in the “Sales Trace” section of the menu on the left side of the



The system will ask you to indicate the ship to address of the Wholesaler and enter a Sales Trace ID. After you do this, click “Continue.”

Sales Trace Process:



Please choose a Ship To Address

Ship To: 0050765122,CUST SVC WEB TEST,625 CLEVELAND AVE,COLUMBUS,OH,43215

Please enter a Sales Trace ID.

Sales Trace Information

Sales Trace ID: 555555

Sales Trace Date: 10/28/2009

Clear

Continue

The system will ask you to identify the End User for the Sales Trace. You can search for the End User, or you can select it using the radio buttons on the left side of the screen.

Search end user in current claim using any of the following criteria.

End User id
End User Name

SEARCH

	End User ID	Name	Address
<input type="radio"/>	1 04	TEST END USER 2	1700 S STREET SARASOTA, OH 34239
<input checked="" type="radio"/>	2 10	TEST END USER 3	2776 ROAD AVE FORT MYERS, OH 33901



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How to Submit a Sales Trace

Sales Trace Process:

Trace Header → End User Selection → Trace

Sales Trace Information
Sale Trace ID: test

The system will display the Sales Trace number and End User information that you provided.

End User Information 1 End user(s) saved. Click to view. **Location**

End User ID: 10	TEST END USER 3 2776 ROAD AVE FORT MYERS, OH 33901
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The system will prompt you to enter Invoice Information for the Sales Trace.

Invoice Information 0 Invoice(s) saved.

Invoice #:

Invoice Date:

Enter information from the invoice on the screen and then click “Add Lines.”

Item Search **Add Lines** Delete Lines Add Invoice Add End User

Item #	Description	Qty	UOM
<input type="checkbox"/> 1 50460	ENSURE COMPLETE, BALANCED NUTRITION READY TO USE (VANILLA) 8	15	Case
2 <input type="text"/>		<input type="text" value="15"/>	<input type="text" value="Case"/>

Cancel Save **SUBMIT**

Item Search Add Lines **Delete Lines** Add Invoice Add End User

Item #	Description	Qty	UOM
<input checked="" type="checkbox"/> 1 50460	ENSURE COMPLETE, BALANCED NUTRITION READY TO USE (VANILLA) 8	15	Case

If you need to delete a line, click on the checkbox on the left and click on “Delete Lines.”



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Item Search Add Lines Delete Lines Add Invoice Add End User

Item #	Description	Qty	UOM
<input type="checkbox"/> 1 50240	GLUCERNA SPECIALIZED NUTRITION WITH FIBER FOR PATIENTS WITH	5	Case
2 <input type="text"/>		<input type="text" value="5"/>	<input type="text" value="Case"/>

You can submit volume in Cases, Eaches or Cartons.

To add additional invoices, click "Add Invoice."

Invoice Information 1 Invoice(s) saved. Click to view.

Invoice #:

Invoice Date:

The system will prompt you to enter an invoice number and date.

Item Search Add Lines Delete Lines **Add Invoice** Add End User

Item #	Description	Qty	UOM
1 <input type="text"/>		<input type="text" value="5"/>	<input type="text" value="Case"/>

To add additional End Users, click "Add End User."

Item Search Add Lines Delete Lines Add Invoice **Add End User**

The system will prompt you to select an End User.

End User ID	Address
<input type="radio"/> 1 01 TEST END USER 2	1700 S STREET SARASOTA, OH 34239
<input checked="" type="radio"/> 2 10 TEST END USER 3	2776 ROAD AVE FORT MYERS, OH 33901
<input type="radio"/> 3 15 TEST END USER 5	13681 DOC ROAD FORT MYERS, OH 33912
<input type="radio"/> 4 20 TEST END USER 1	9981 MAIN STREET FORT MYERS, OH 33908



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How to Submit a Sales Trace

To view the End Users and Invoices on the Sales Trace, click on the links to view them.

End User Information [1 End user\(s\) saved. Click to view.](#)

End User ID: 04

Location

TEST END USER 2
1700 S STREET
SARASOTA, OH 34239

Invoice Information [2 Invoice\(s\) saved. Click to view.](#)

Invoice #:

Invoice Date:

When you are finished entering information for the Sales Trace, click "Submit."

[Item Search](#) [Add Lines](#) [Delete Lines](#) [Add Invoice](#) [Add End User](#)

Item #	Description	Qty	UOM
<input type="checkbox"/> 1 50462	ENSURE (CHOCOLATE) 8-FL-OZ CAN	3	Case
2 <input type="text"/>		<input type="text" value="3"/>	<input type="text" value="Case"/>

You can view Sales Tracings you submitted by clicking on "View Trace" on the left side of the screen. This will allow you to search for Sales Tracings you have submitted.

View Sales Tracings

CHARGEBACK

[Create New Claim](#)

[Upload A New Claim](#)

[View Claims](#)

[Acknowledgements](#)

SALES TRACE

[Create New Trace](#)

[Upload A New Trace](#)

Search sales tracings using any of the following criteria.
All sales tracings for the past 90 days are displayed below.

Sales Trace id:

Status:

Sales Trace Date From: To: Please enter in MM/DD/YYYY format