



QUICK START GUIDE TO

EMPIRE

ONLINE

<https://ecommerce.empiremerchants.com>



Empire Online

This flexible web-based tool can provide:

- Invoice information
 - See what is owed and when
 - See open invoices and credits
- Payment and order history and details (including Back Orders)
- Ability to pay bills (the next day or scheduled dates)

You do NOT have to pay bills online to see all this information.

Your email will NOT be used for marketing purposes.

LOG IN

This is the Log-in Page. You must first register in order to get a Password. Click on “Login” and the login box appears.

To login enter your User email and password and click “Sign In.”



Welcome to Empire Merchants Account

Best viewed by: Internet Explorer 6.0 or higher on windows box, Mozilla Firefox 3.0 or higher on windows box.

[Forgot Password?](#)

Web Page

Chrome 4.0 or higher on windows box, Apple Safari 4.0 or higher on windows box.



METRO
NEW YORK'S
LEADING
distributor of
fine wines &
spirits



Becoming a Customer



News & Events



Community Relations

Empire Online Homepage

Account Inquiry Menu



**EMPIRE
MERCHANTS**

[HOME](#)

[LOGOUT](#)

[MY ACCOUNT](#)


[ACCOUNT INFO](#)

[REVIEW ACCOUNT INFO](#)

[MAKE PAYMENTS](#)

erp web
powered by cdi

Welcome to Empire Merchants Account Management Web Page



ORDER INQUIRY
INVOICE INQUIRY
VIEW ONLINE PAYMENTS
PAYMENT HISTORY

REVIEW ACCOUNT INFO MENU:

1. ORDER INQUIRY
2. INVOICE INQUIRY
3. VIEW ONLINE PAYMENTS
4. PAYMENT HISTORY

1. ORDER INQUIRY – To See Order Details



**EMPIRE
MERCHANTS**

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS

erp web
powered by cdi

Order Inquiry

Key to Order Types:

SO = Sales Order; SH = Bill & Store Order; SR = Rush/Transit; CR = Partial Invoice Credit; CV = Full Credit/Reship; CO = Pickup
For additional Invoice and/or Order type information please refer to the FAQ document.

Order #	<input type="text"/>	Reference/PO #	<input type="text"/>
Order Date From (MM/DD/YYYY)	<input type="text" value="05/29/2017"/>	Order Date To (MM/DD/YYYY)	<input type="text" value="06/28/2017"/>
Order Type	<input type="text" value="All"/>	Order Status	<input type="text" value="All"/>
Item #	<input type="text"/>	Ship Date (MM/DD/YYYY)	<input type="text"/>

Select order and click
"Show Details"

Select	Order Date	Reference/PO #	Ship To	Sold To
<input type="radio"/>	8876221 SO	06/20/2017	1291807	1291807
<input type="radio"/>	8843935 SO	05/30/2017	1291807	1291807

Back Show Details



Order Details

Billing Address
.....

Shipping Address
.....

Company	00001	Ship To	1291807
Order Type	SO	Order#	8843935
Order Date	05/30/2017	Branch Plant	1001
Reference/PO #		Delivery Instr. 1	18
Delivery Instr. 2		Sold To	1291807

Item Number Item Description Order Line Status

Select	Line #	Item #	Description	Ship To	Last Status	UOM	Quantity Ordered	Quantity Shipped	Qty Backordered	Unit Price	Extended Price	Invoice #	Requested Date	Actual Shipped
<input type="radio"/>	1.00	14667	EL TORO SILVER TEQ	1291807	Shipped	CA	1	1	0	106.54	106.54	6557063	05/31/2017	05/31/2017
<input type="radio"/>	2.00	15747	NEW AMSTERDAM VODKA 80	1291807	Shipped	BT	3	3	0	17.30	51.90	6557063	05/31/2017	05/31/2017
<input type="radio"/>	3.00	22106	MAISON ROUGE VS COGNAC	1291807	Shipped	BT	3	3	0	21.60	64.80	6557063	05/31/2017	05/31/2017
<input type="radio"/>	4.00	22531	NEW AMSTERDAM COCONUT VODKA	1291807	Shipped	BT	1	1	0	17.30	17.30	6557063	05/31/2017	05/31/2017
<input type="radio"/>	5.00	23094	CROWN ROYAL	1291807	Shipped	BT	1	1	0	41.43	41.43	6557063	05/31/2017	05/31/2017
<input type="radio"/>	6.00	24658	ANCHO REYES 6PK	1291807	Shipped	BT	1	1	0	37.33	37.33	6557063	05/31/2017	05/31/2017
<input type="radio"/>	7.00	27404	DELEON PLATINUM 6PK	1291807	Shipped	BT	4	4	0	29.87	119.48	6557063	05/31/2017	05/31/2017
<input type="radio"/>	8.00	28820	JACK DANIEL TENNESSEE FIRE	1291807	Shipped	BT	1	1	0	39.17	39.17	6557063	05/31/2017	05/31/2017
<input type="radio"/>	9.00	32275	DON Q COCO RUM	1291807	Shipped	BT	1	1	0	18.91	18.91	6557063	05/31/2017	05/31/2017
<input type="radio"/>	10.00	51004	BELVEDERE VODKA 6PK 1L	1291807	Shipped	BT	1	1	0	42.47	42.47	6557063	05/31/2017	05/31/2017



Click on a selection

1. ORDER INQUIRY – To View Bill & Store Balances



**EMPIRE
MERCHANTS**

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS



Order Inquiry

Key to Order Types:

SO = Sales Order; SH = Bill & Store Order; SR = Rush/Transit; CR = Partial Invoice Credit; CV = Full Credit/Reship; CO = Pickup
For additional Invoice and/or Order type information please refer to the FAQ document.

Order #

Order Date From (MM/DD/YYYY)

Order Type

Item #

Order Status

Ship Date (MM/DD/YYYY)

1. Select "SH" Order Type

2. Click "Find"

Select	Order #	Date	Reference/PO #	Ship To	Sold To
<input type="radio"/>	88762	017		1291807	1291807
<input type="radio"/>	88439	017		1291807	1291807

Back

Show Details

1. ORDER INQUIRY - Viewing Bill & Store balances



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)

erp web
powered by cdi

Order Inquiry

Key to Order Types:

SO = Sales Order; SH = Bill & Store Order; SR = Rush/Transit; CR = Partial Invoice Credit; CV = Full Credit/Reship; CO = Pickup
For additional Invoice and/or Order type information please refer to the FAQ document.

Order #	<input type="text"/>	Reference/PO #	<input type="text"/>
Order Date From (MM/DD/YYYY)	<input type="text" value="05/29/2017"/>	Order Date To (MM/DD/YYYY)	<input type="text" value="06/28/2017"/>
Order Type	<input type="text" value="SH - Bill & Store"/>	Order Status	<input type="text" value="All"/>
Item #	<input type="text"/>	Ship Date (MM/DD/YYYY)	<input type="text"/>



Select	Order #	Order Type	Order Date	Reference/PO #	Ship To	Sold To
<input type="radio"/>	220750	SH	05/31/2017		1051926	1051926

**3. Select an order and
click "Show Details"**

Back

Show Details

1. ORDER INQUIRY – Bill & Store Balances are shown



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)

erp web
powered by cdi

Order Details

Billing Address

Shipping Address

Company	00001	Ship To	1051926
Order Type	SH	Order#	220750
Order Date	05/31/2017	Branch Plant	1003
Reference/PO #		Delivery Instr. 1	41 NO REPACKS
Delivery Instr. 2	NO REPACKS	Sold To	1051926

Item Number Item Description Order Line Status

Select	Line #	Item #	Description	Ship To	Last Status	UOM	Quantity Ordered	Quantity Shipped	Qty Backordered	Unit Price	Extended Price	Invoice #	Requested Date	Actual Shipped
<input type="radio"/>	10.10	34752	J WALKER GREEN 15YR 6PK	1051926		CA	46	46	0	244.75	0.00	6568557	06/07/2017	

Back

Print Order

Download to Excel

Invoice Details

2. INVOICE INQUIRY SCREEN

There are three functions to this screen:

- 1. See a scanned invoice
- 2. Get Invoice detail
- 3. See Payment Detail



EMPIRE MERCHANTS

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS

Invoice Inquiry

Key to Invoice Types:

RI = Invoice; RM = Credit; RH = Bill & Store Related Charges; RU = Unapplied Payment; RF = Finance Charge
For additional Invoice and/or Order type information please refer to the FAQ document.

Invoice Number
Invoice Date From (MM/DD/YYYY)

Invoice Status
Invoice Date To (MM/DD/YYYY)



	Invoice #	Invoice Type	Item Details	Invoice Date	Due Date	Gross Amount	Open Amount	Payment Terms	Date Closed	Bill To
<input type="radio"/>	1243528	RM	001	05/26/2017	05/26/2017	-394.68	-394.68	P30		1051926
<input type="radio"/>	1244716	RM	001	06/01/2017	06/01/2017	-112.50	-112.50	P30		1051926
<input type="radio"/>	1244942	RM	001	06/02/2017	06/02/2017	-854.62	-854.62	P30		1051926
<input type="radio"/>	6550869	RI					7.91	P30		1051926
<input type="radio"/>	6550917	RI					9.44	P30		1051926
<input type="radio"/>	6550918	RI					3.76	P30		1051926
<input type="radio"/>	6551932	RI	001	05/23/2017	06/24/2017	35,024.59	35,024.59	P30		1051926
<input type="radio"/>	6551932	RI	001	05/31/2017	06/30/2017	35,618.14	35,618.14	P30		1051926
<input type="radio"/>	6555729	RI	001	05/31/2017	06/30/2017	15,015.80	15,015.80	P30		1051926
<input type="radio"/>	6561029	RI	001	05/31/2017	06/30/2017	2,959.04	2,959.04	P30		1051926

1. To see a scanned invoice, hover over the invoice number and then click

1 2

Back Show Invoice Details Payment Details

THE SCANNED INVOICE APPEARS:

GOVERNMENT COPY/DELIVERY RECEIPT

PAGE 1

EMPIRE
MERCHANTS

16 Bridgewater Street, Brooklyn, NY 11222-9964 KING LL 1185688
19-50 48th Street Astoria NY 11105-1232 QUEE LL 1185692

OFFICE TEL.: 718-383-5500
ORDER DEPT.: 1-800-382-3820
FAX: 1-800-441-5596



6550918

INVOICE

Invoice No 6550918 RI
Invoice Date 05/25/17
Ship Date 05/25/17
Order No 8838910 SO
License No

CUSTOMER

CUST. NO.

05/25/17 3 49:59 NAME
DBA
ADDRESS

Ship To
STATUS
TEL.

Route 043 Q2 018 666

Cust PO

41 NO REPACKS

CASES	SIZE	BOT.	LOC.	DESCRIPTION	ITEM NO.	REFERENCE	UNIT PRICE	DISCOUNT %	TOTAL AMOUNT INCLUDING TAXES	
3	375 ML			1800 REPOSADO TEQ 12PK	7530	AYZ120A	129.000	15.58	201.24-	359.64
2	1.75 L			1800 REPOSADO TEQ	7525	AYZ120A	127.000	48.59	160.80-	422.28
3	750 ML			1800 REPOSADO TEQ	7529	AYZ120A	128.000	28.29	298.80-	719.64
3	1 L			ALIZE APPLE 6PK	35124	ABL100A	122.000	22.50	81.18-	323.82
1	750 ML			BRIZARD ANISETTE 6PK	510298		123.000	92.24	13.80-	78.44
1	750 ML			BRIZARD BLACKBERRY 6PK	35010		117.000	92.24	13.86-	78.38
1	750 ML			BRIZARD ORANGE CURACAO 6PK	35015		118.000	92.24	13.86-	78.38
1	1.75 L			BUSHMILLS	27944	ANL000A	112.000	280.38	63.60-	216.78
3	1 L			BUSHMILLS	28223	ANL000A	113.000	438.12	435.60-	878.76
2	750 ML			BUSHMILLS	28231	ANL000A	114.000	343.32	175.20-	511.44
5	750 ML			CASILL DIABLO DEVILISH SAUV BL 2016	33638		116.000	99.99	170.45-	329.50
8	1 L			CUERVO GOLD	86576	AYS000A	131.000	262.73	489.60-	1,612.24
3	100 ML			CUERVO SILVER ESPECIAL	24824		111.000	102.24		204.48
8	1.75 L			CUERVO SILVER ESPECIAL	9503	AYW050A	133.000	38.19	374.40-	1,458.72
8	1 L			CUERVO SILVER ESPECIAL	9505	AYW050A	134.000	21.89	489.60-	1,611.84
Total Cases		Total Bottles		Ltrs. Liq. Over 24%	Ltrs. Liq. Under 24%	Ltrs. Still Wine	Ltrs. Spkl. Wine			

2. INVOICE INQUIRY SCREEN

There are three functions to this screen:

- 1. See a scanned invoice
- 2. **Get Invoice detail**
- 3. See Payment Detail



EMPIRE MERCHANTS

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS



Invoice Inquiry

Key to Invoice Types:

RI = Invoice; RM = Credit; RH = Bill & Store Related Charges; RU = Unapplied Payment; RF = Finance Charge
For additional Invoice and/or Order type information please refer to the FAQ document.

Invoice Number
Invoice Date From (MM/DD/YYYY)

Invoice Status
Invoice Date To (MM/DD/YYYY)



	Invoice #	Invoice Type	Item Details	Invoice Date	Due Date	Gross Amount	Open Amount	Payment Terms	Date Closed	Bill To
<input type="radio"/>	1243528	RM	001	05/26/2017	05/26/2017	-394.68	-394.68	P30		1051926
<input type="radio"/>	1244716	RM	001	06/01/2017	06/01/2017	-112.50	-112.50	P30		1051926
<input type="radio"/>	1244942	RM	001	06/02/2017	06/02/2017	-854.62	-854.62	P30		1051926
<input type="radio"/>	6550869	RI	001	05/25/2017	06/24/2017	72,357.91	72,357.91	P30		1051926
<input type="radio"/>	6550917	RI	001	05/25/2017	06/24/2017	1,119.44	1,119.44	P30		1051926
<input type="radio"/>					06/24/2017	20,993.76	20,993.76	P30		1051926
<input type="radio"/>					06/24/2017	58,024.59	58,024.59	P30		1051926
<input type="radio"/>					06/30/2017	35,618.14	35,618.14	P30		1051926
<input type="radio"/>					06/30/2017	15,015.80	15,015.80	P30		1051926
<input type="radio"/>	6561029	RI	001	05/31/2017	06/30/2017	2,959.04	2,959.04	P30		1051926

2. To get invoice details, select an invoice and click

Back Show Invoice Details Payment Details

THE INVOICE DETAILS APPEAR:



**EMPIRE
MERCHANTS**

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS

Invoice Inquiry

Order Number 8838910(SO) Invoice Number

Billing Address

Shipping Address

Invoice #	6550869	Invoice Date	05/25/2017
Due Date	06/24/2017	Gross Amount	72,357.91
Open Amount	72,357.91		

Order #	Line #	Item #	Item Description	Size	Status	Quantity Shipped	UOM	Unit Price	Extended Price
8838910	1.00	10193	JACK DANIEL SINGLE BARREL NEW	750 ML	Shipped	1	CA	44.99	269.94
8838910	2.00	1103	LLORD'S SOUR APPLE SCHNAPPS	1 L	Shipped	1	CA	52.25	52.25
8838910	3.00	1107	LLORD'S SOUR WATERMELON SCH	1 L	Shipped	1	CA	52.25	52.25
8838910	4.00	1113	LLORD'S PEACH BLOSSOM	1 L	Shipped	1	CA	52.25	52.25
8838910	5.00	1120	LLORD'S TRIPLE SEC 30@	1 L	Shipped	4	CA	46.09	184.36
8838910	6.00	1318	GEORGI PEACH	1 L	Shipped	1	CA	101.16	101.16
8838910	7.00	1324	GEORGI VODKA 80	750 ML	Shipped	30	CA	72.00	2,160.00
8838910	8.00	1327	GEORGI VODKA 80	200 ML	Shipped	18	CA	85.00	1,530.00
8838910	9.00	1328	GEORGI VODKA 80 48PK	100 ML	Shipped	7	CA	57.80	404.60
8838910	10.00	1329	GEORGI VODKA 80	050 ML	Shipped	10	CA	70.00	700.00

1 2 3 4 5 6 7 8 9 10 ...

Back

Print Invoice

Download to Excel

2. INVOICE INQUIRY SCREEN

There are three functions to this screen:

- 1. See a scanned invoice
- 2. Get Invoice detail
- 3. See Payment Detail



EMPIRE MERCHANTS

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS



Invoice Inquiry

Key to Invoice Types:

RI = Invoice; RM = Credit; RH = Bill & Store Related Charges; RU = Unapplied Payment; RF = Finance Charge
For additional Invoice and/or Order type information please refer to the FAQ document.

Invoice Number
Invoice Date From (MM/DD/YYYY)

Invoice Status
Invoice Date To (MM/DD/YYYY)



	Invoice #	Invoice Type	Item Details	Invoice Date	Due Date	Gross Amount	Open Amount	Payment Terms	Date Closed	Bill To
<input type="radio"/>	1243528	RM	001	05/26/2017	05/26/2017	-394.68	-394.68	P30		1051926
<input type="radio"/>	1244716	RM	001	06/01/2017	06/01/2017	-112.50	-112.50	P30		1051926
<input type="radio"/>	1244942	RM	001	06/02/2017	06/02/2017	-854.62	-854.62	P30		1051926
<input type="radio"/>	6550869	RI	001	05/25/2017	06/24/2017	72,357.91	72,357.91	P30		1051926
<input type="radio"/>	6550917	RI	001	05/25/2017	06/24/2017	1,119.44	1,119.44	P30		1051926
<input type="radio"/>							20,993.76	P30		1051926
<input type="radio"/>							58,024.59	P30		1051926
<input type="radio"/>	6557487	RI	001	05/31/2017	06/30/2017	35,618.14	35,618.14	P30		1051926
<input type="radio"/>	6555729	RI	001	05/31/2017	06/30/2017	15,015.80	15,015.80	P30		1051926
<input type="radio"/>	6561029	RI	001	05/31/2017	06/30/2017	2,959.04	2,959.04	P30		1051926

3. To get payment details, select an invoice and click

1 2

Back Show Invoice Details Payment Details

THE PAYMENT DETAILS APPEAR:



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)



Payment History Details

Invoice Number	1231615	Pay Item	002
Invoice Date	04/04/2017	Invoice Due Date	05/04/2017
Invoice Total Amount	8,126.32	Invoice Open Amount	0.00
Closed Date	05/05/2017	Sales Doc Number	64706
Sales Doc Type	C\$		

Payment Details:

Line ID	Receipt Number	Payment ID	Payment Date	Payment	Original Invoice #	Transaction Originator	Transaction Made By	Bank Account Used	Account Type Used
3	1256	3488148	05/05/2017	-8,126.32	6478842 / 6477466	MYNOA			

[Back](#)

3. VIEW ONLINE PAYMENTS – ONLY PAYMENTS MADE ONLINE

Enter your Customer ID in the “Bill To” box



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)

View Online Payments

Please enter search criteria and then hit the search button to see the results.

Payment Id	<input type="text"/>
Bill To	<input type="text"/>
Payment Amount	<input type="text"/>
Status	All <input type="button" value="v"/>



Payment Scheduled Date	<input type="text"/>	<input type="button" value="Calendar"/>
Payment Approved Date	<input type="text"/>	<input type="button" value="Calendar"/>
Payment Date	<input type="text"/>	<input type="button" value="Calendar"/>
AR Processed Date	<input type="text"/>	<input type="button" value="Calendar"/>



[Back](#)

3. VIEW ONLINE PAYMENTS – ONLY PAYMENTS MADE ONLINE



**EMPIRE
MERCHANTS**

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS



View Online Payments

Please enter search criteria and then hit the search button to see the results.

Payment Id

Bill To

Payment Amount

Status

Payment Scheduled Date

Payment Approved Date

Payment Date

AR Processed Date



**Notice
the AR
Status**

Select payment and click "Show Details"

Select	PaymentId	Bill To	Account Number	Total Scheduled Amount	Total Approved Amount	Payment Date	Total Paid Amount	Payment Status	Processing Fee Status	AR Status
<input type="radio"/>	IP00001055	1237093	XXXXX6789	2,877.60	2,877.60	05/15/2017	2,877.60	Paid	OPEN	Completed
<input type="radio"/>	IP00001054	1237093	XXXXX6789	999.00	999.00	05/15/2017	999.00	Paid	OPEN	Completed
<input type="radio"/>	IP00001053	1237093	XXXXX6789	7,777.00	7,777.00	05/11/2017	7,777.00	Paid	OPEN	Completed
<input type="radio"/>	IP00001052	1237093	XXXXX6789	5,824.00	5,824.00	05/04/2017	5,824.00	Paid	OPEN	Completed
<input type="radio"/>	IP00001051	1237093	XXXXX6789	3,160.00	3,160.00	05/02/2017	3,160.00	Paid	OPEN	Completed
<input type="radio"/>	IP00001050	1237093	XXXXX6789	1,480.20	1,480.20	05/02/2017	1,480.20	Paid	OPEN	Completed
<input type="radio"/>	IP00001049	1237093	XXXXX6789	426.00	426.00	04/26/2017	426.00	Paid	OPEN	Completed
<input type="radio"/>	IP00001046	1237093	XXXXX6789	6,200.70	6,200.70	12/07/2015	6,200.70	Paid	OPEN	Completed
<input type="radio"/>	IP00001045	1237093	XXXXX6789	500.00	500.00	11/13/2015	500.00	Paid	OPEN	Completed
<input type="radio"/>	IP00001044	1237093	XXXXX6789	77,313.87	77,313.87	11/06/2015	77,313.87	Paid	OPEN	Completed

1 2

Back Show Details

PAYMENT DETAIL APPEARS:



View Payment Details

Payment ID	IP00001055	Bill To	1237093	Payment Date	05/15/2017
------------	------------	---------	---------	--------------	------------

Invoice Number	Invoice Type	Invoice Pay Item	Amount Scheduled	Scheduled By	Scheduled Date	Approved By	Approval Date	Payment Status	Payment Date	AR Status	AR Batch Number	AR Processed Date	Comment
6524509	RI	001	2,877.60	emcsr	05/15/2017	emcsr		Success	05/15/2017	True	5396797	05/15/2017	

[Back](#)

4. PAYMENT HISTORY SCREEN



**EMPIRE
MERCHANTS**

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS



Payment History

Payment Reference
From Date (MM/DD/YYYY)

Bill To
To Date (MM/DD/YYYY)



Select	Payment Reference	Payment Date	Payment Amount	Bill To
<input type="radio"/>	IP00322699	06/03/2017	1,427.40	667882
<input type="radio"/>	IP00325838	06/03/2017	2,100.00	1014965
<input type="radio"/>	IP00327265	06/03/2017	283.95	1055943
<input type="radio"/>	IP00327263	06/03/2017	8,991.68	1086459
<input type="radio"/>	IP00324882	06/03/2017	1,110.96	1090431
<input type="radio"/>	IP00324834	06/03/2017	873.81	1090546
<input type="radio"/>	IP00325225	06/03/2017	2,285.58	1107109
<input type="radio"/>	IP00327281	06/03/2017	4,339.81	1136743
<input type="radio"/>	IP00326940	06/03/2017	9,117.60	1138001
<input type="radio"/>	IP00327264	06/03/2017	1,591.03	1142318

To get payment details, select one and click "Show Details"

- 1 2 3 4 5 6 7 8 9 10 ...

Back Show Details

PAYMENT HISTORY DETAILS APPEAR:



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)



Payment History Details

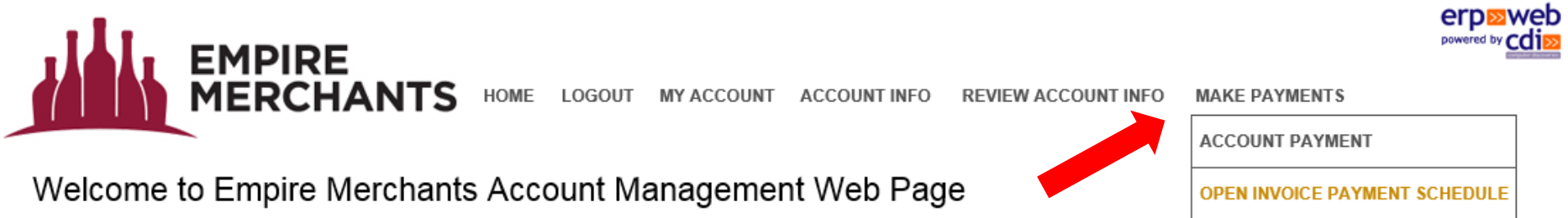
Payment Reference	IP00322699	Bill To Customer	667882
--------------------------	------------	-------------------------	--------

Invoice Number	Invoice Type	Payment Amount	Payment Date	Comment	Invoice Date
6522925	RI	-1,427.40	06/03/2017	Sales Order8812058	05/04/2017

[Back](#)

Empire Online Homepage

Make Payments Menu



The screenshot shows the top navigation bar of the Empire Merchants website. On the left is the logo for Empire Merchants, featuring a silhouette of wine bottles. To the right of the logo are navigation links: HOME, LOGOUT, MY ACCOUNT, ACCOUNT INFO, REVIEW ACCOUNT INFO, and MAKE PAYMENTS. A red arrow points to the MAKE PAYMENTS link. Below the navigation bar, the text "Welcome to Empire Merchants Account Management Web Page" is visible. In the top right corner, there is a logo for "erp web powered by cdi".

EMPIRE MERCHANTS HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS

Welcome to Empire Merchants Account Management Web Page

erp web powered by cdi

ACCOUNT PAYMENT
OPEN INVOICE PAYMENT SCHEDULE

MAKE PAYMENTS MENU:

1. ACCOUNT PAYMENT –for a payment against your account but not for a specific invoice
2. OPEN INVOICE PAYMENT SCHEDULE – to make a payment against a specific invoice

1. ACCOUNT PAYMENT SCREEN





**EMPIRE
MERCHANTS**

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS

erp web
powered by cdi

On-Account Payment

Customer 10519 : Payment Terms P30 : EMPIRE NET 30 DAYS

Amount To Pay	<input type="text"/>
Date To Pay	<input type="text"/> 
Comment	<input type="text"/>
Bank Accounts	Checking - XXXXXX1156 
Routing Number	XXXXX0247
Account Number	XXXXXX1156
Account Type	Checking
Account Holder's Name	Empire
Name Of the Bank	Chase

**To make payment,
enter the amount
and date then click
"Continue"**

Schedule New

Continue

SCHEDULED PAYMENT WILL APPEAR:



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)



erp web
powered by cdi

On-Account Payment

Amount successfully scheduled. If your payment is to release an order you must contact the Credit Department prior to 3pm for your order to be released for next day delivery. Please call 1-800-441-5614 and ask for the COD department after you receive the confirmation email that your payment has been processed.

Customer 1051

Payment Terms P30 : EMPIRE NET 30 DAYS

Amount To Pay	<input type="text" value="2.00"/>
Date To Pay	<input type="text" value="07/07/2017"/> 
Comment	<input type="text"/>
Bank Accounts	<input type="text" value="Checking - XXXXXX1156"/> 
Routing Number	XXXXX0247
Account Number	XXXXXX1156
Account Type	Checking
Account Holder's Name	Empire
Name Of the Bank	Chase

Schedule New

2. OPEN INVOICE PAYMENT SCHEDULE SCREEN



Address Selection

Sold To:

Address:



Enter your Customer ID then click the 'find' button



2. OPEN INVOICE PAYMENT SCHEDULE SCREEN



Schedule Invoice Payment

No Color = Current; **Yellow = Due**; **Red = 5 Days Past Due**

Key to Invoice Types:

RI = Invoice; RM = Credit; RH = Bill & Store Related Charges; RU = Unapplied Payment; RF = Finance Charge
For additional Invoice and/or Order type information please refer to the FAQ document.

Note the color of the rows and the Key to Invoice Types

Customer : CUSTOMER NAME

VC : Payment Terms P30 : EMPIRE NET 30 DAYS

Select	Invoice Number	Invoice Type	Original Invoice Type/Number	Invoice Date	Due Date	Order Number	Order Type	Gross Amount	Open Amount	Scheduled Amount	Amount To Pay	Date To Pay	Comments
<input type="checkbox"/>	1212909	RM	*RI 6330547	12/30/2016	12/30/2016	64163	C\$	-1,318.14	-27.72	0.00	-27.72	06/29/2017	
<input type="checkbox"/>	1220657	RM	8681483/6402797	02/14/2017	02/14/2017	969115	CO	-109.32	-109.32	0.00	-109.32	06/29/2017	
<input type="checkbox"/>	1222030	RM	*RI 6401413	02/21/2017	02/21/2017	64450	C\$	-6,191.50	-346.50	0.00	-346.50	06/29/2017	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 1234957	RM	6443427 & 6437585	04/19/2017	04/19/2017	64831	C\$	-96.05	-96.05	0.00	-96.05	06/29/2017	
<input type="checkbox"/>	1237841	RM	RI 6515560	05/02/2017	05/02/2017	1102132	CR	-860.00	-860.00	0.00	-860.00	06/29/2017	
<input type="checkbox"/>	1238485	RM	RI 6519372	05/04/2017	05/04/2017	1102498	CR	-518.28	-518.28	0.00	-518.28	06/29/2017	
<input type="checkbox"/>	1238291	RM	WDRE-010090	05/04/2017	05/04/2017	1102387	CA	-67,813.20	-67,813.20	0.00	-67813.20	06/29/2017	
<input type="checkbox"/>	24920	RN		05/05/2017	05/05/2017	0		-45.00	-45.00	0.00	-45.00	06/29/2017	
<input type="checkbox"/>	1238742	RM	RI 6519372	05/05/2017	05/05/2017	1102498	CR	-143.76	-143.76	0.00	-143.76	06/29/2017	
<input type="checkbox"/>	1240018	RM	6519372	05/10/2017	05/10/2017	975556	CO	-21,767.76	-21,767.76	0.00	-21767.76	06/29/2017	
<input type="checkbox"/>	1240160	RM	RI 6529010	05/11/2017	05/11/2017	1103514	CR	-95.92	-95.92	0.00	-95.92	06/29/2017	
<input type="checkbox"/>	1240885	RM	RI 6532803	05/15/2017	05/15/2017	1104009	CR	-9,545.94	-9,545.94	0.00	-9545.94	06/29/2017	
<input type="checkbox"/>	1240678	RM	6521870 / 6526451	05/15/2017	05/15/2017	64990	C\$	-232.20	-232.20	0.00	-232.20	06/29/2017	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 1241006	RM	6521991 / 6526451	05/16/2017	05/16/2017	64999	C\$	-76.84	-76.84	0.00	-76.84	06/29/2017	
<input type="checkbox"/>	1241293	RM	RI 6535636	05/17/2017	05/17/2017	1104204	CR	-1,896.92	-1,896.92	0.00	-1896.92	06/29/2017	
<input type="checkbox"/>	1242134	RM	6535636	05/22/2017	05/22/2017	976179	CO	-558.62	-558.62	0.00	-558.62	06/29/2017	
<input type="checkbox"/>	1242326	RM	RI 6541293	05/23/2017	05/23/2017	1104757	CR	-245.65	-245.65	0.00	-245.65	06/29/2017	
<input type="checkbox"/>	1242957	RM	RI 6545482	05/24/2017	05/24/2017	1105292	CR	-4,788.50	-4,788.50	0.00	-4788.50	06/29/2017	
<input type="checkbox"/>	1243528	RM	RI 6550869	05/26/2017	05/26/2017	1105625	CR	-394.68	-394.68	0.00	-394.68	06/29/2017	
<input type="checkbox"/>	6513782	RI		04/28/2017	05/28/2017	218809	SH	5,824.00	5,824.00	0.00	5824.00	06/29/2017	

2. OPEN INVOICE PAYMENT SCHEDULE SCREEN



EMPIRE MERCHANTS

HOME LOGOUT MY ACCOUNT ACCOUNT INFO REVIEW ACCOUNT INFO MAKE PAYMENTS



Schedule Invoice Payment

No Color = Current; **Yellow = Due**; **Red = 5 Days Past Due**

Key to Invoice Types:

RI = Invoice; RM = Credit; RH = Bill & Store Related Charges; RU = Unapplied Payment; RF = Finance Charge
For additional Invoice and/or Order type information please refer to the FAQ document.

Customer 105 CUSTOMER NAME : Payment Terms P30 : EMPIRE NET 30 DAYS

Select	Invoice Number	Invoice Type	Original Invoice Type/Number	Invoice Date	Due Date	Order Number	Order Type	Gross Amount	Open Amount	Scheduled Amount	Amount To Pay	Date To Pay	Comments
<input type="checkbox"/>	1212909	RM	*RI 6330547	12/30/2016	12/30/2016	64163	C\$	-1,318.14	-27.72	0.00	-27.72	06/29/2017	
<input type="checkbox"/>	1220657	RM	8681483/6402797	02/14/2017	02/14/2017	969115	CO	-109.32	-109.32	0.00	-109.32	06/29/2017	
<input type="checkbox"/>	1222030	RM	*RI 6401413	02/21/2017	02/21/2017	64450	C\$	-6,191.50	-346.50	0.00	-346.50	06/29/2017	
<input type="checkbox"/>	1234957	RM	6443427 & 6437585	04/19/2017	04/19/2017	64831	C\$	-96.05	-96.05	0.00	-96.05	06/29/2017	
<input type="checkbox"/>	1237841	RM										7	
<input type="checkbox"/>	1238485	RM										7	
<input type="checkbox"/>	1238291		WDRE-010090	05/04/2017	05/04/2017	1102387	CA	-67,813.20	-67,813.20	0.00	-67813.20	06/29/2017	
<input type="checkbox"/>	24920	RN		05/05/2017	05/05/2017	0		-45.00	-45.00	0.00	-45.00	06/29/2017	
<input type="checkbox"/>	1238742	RM	RI 6519372	05/05/2017	05/05/2017	1102498	CR	-143.76	-143.76	0.00	-143.76	06/29/2017	
<input type="checkbox"/>	1240018	RM	6519372	05/10/2017	05/10/2017	975556	CO	-21,767.76	-21,767.76	0.00	-21767.76	06/29/2017	
<input type="checkbox"/>	1240160	RM	RI 6529010	05/11/2017	05/11/2017	1103514	CR	-95.92	-95.92	0.00	-95.92	06/29/2017	
<input type="checkbox"/>	1240885	RM	RI 6532803	05/15/2017	05/15/2017	1104009	CR	-9,545.94	-9,545.94	0.00	-9545.94	06/29/2017	
<input type="checkbox"/>	1240678	RM	6521870 / 6526451	05/15/2017	05/15/2017	64990	C\$	-232.20	-232.20	0.00	-232.20	06/29/2017	
<input type="checkbox"/>	1241006	RM	6521991 / 6526451	05/16/2017	05/16/2017	64999	C\$	-76.84	-76.84	0.00	-76.84	06/29/2017	
<input type="checkbox"/>	1241293	RM	RI 6535636	05/17/2017	05/17/2017	1104204	CR	-1,896.92	-1,896.92	0.00	-1896.92	06/29/2017	
<input type="checkbox"/>	1242134	RM	6535636	05/22/2017	05/22/2017	976179	CO	-558.62	-558.62	0.00	-558.62	06/29/2017	
<input type="checkbox"/>	1242326	RM	RI 6541293	05/23/2017	05/23/2017	1104757	CR	-245.65	-245.65	0.00	-245.65	06/29/2017	
<input type="checkbox"/>	1242957	RM	RI 6545482	05/24/2017	05/24/2017	1105292	CR	-4,788.50	-4,788.50	0.00	-4788.50	06/29/2017	
<input type="checkbox"/>	1243528	RM	RI 6550869	05/26/2017	05/26/2017	1105625	CR	-394.68	-394.68	0.00	-394.68	06/29/2017	
<input type="checkbox"/>	6513782	RI		04/28/2017	05/28/2017	218809	SH	5,824.00	5,824.00	0.00	5824.00	06/29/2017	

To see an invoice, hover over the invoice number and click

INVOICE WILL APPEAR:

GOVERNMENT COPY/DELIVERY RECEIPT

EMPIRE
MERCHANTS

PAGE

16 Bridgewater Street, Brooklyn, N.Y. 11222-9964 KING LL 1185688
 19-50 48th Street, Astoria, N.Y. 11105-1232 QUEE LL 1185692

OFFICE TEL.: 718-383-5500
 ORDER DEPT.: 1-800-382-3820
 FAX: 1-800-441-5596



6513782

INVOICE

1

Invoice No 6513782 RI
 Invoice Date 04/28/17
 Ship Date
 Order No 218809 SH
 License No L-1015809

CUSTOMER

CUST. NO.

04/28/17 10:31:41
 NAME
 DBA
 ADDRESS

Ship To
 STATUS
 TEL

P30
 516 371-2285

Cust PO

41 NO REPACKS

Contract # WDRE-010090

CASES	SIZE	BOT.	LOC.	DESCRIPTION	ITEM NO.	REFERENCE	UNIT PRICE	DISCOUNT %	TOTAL AMOUNT INCLUDING TAXES
56	750 ML			JADOT MACON VILLAGES 15	33914	BQN000C	1.000	144.00	2,240.00- 5,824.00
Total Cases		Total Bottles		Ltrs. Liq. Over 24%	Ltrs. Liq. Under 24%	Ltrs. Still Wine	Ltrs. Spkl. Wine		

2. OPEN INVOICE PAYMENT SCHEDULE SCREEN

<input type="checkbox"/>	6537487	RI		05/17/2017	06/16/2017	8829287	SO	2,561.36	2,561.36	0.00	2561.36	06/29/2017		
<input type="checkbox"/>	6539148	RI		05/17/2017	06/16/2017	25040	SR	23,782.60	23,782.60	0.00	23782.60	06/29/2017		
<input type="checkbox"/>	6539670	RI		05/18/2017	06/17/2017	8830823	SO	5,112.00	5,112.00	0.00	5112.00	06/29/2017		
<input type="checkbox"/>	6542188	RI		05/19/2017	06/18/2017	8832499	SO	15,355.36	15,355.36	0.00	15355.36	06/29/2017		
<input type="checkbox"/>	6541293	RI		05/19/2017	06/18/2017	8832499	SO	67,748.94	67,748.94	0.00	67748.94	06/29/2017		
<input type="checkbox"/>	6543913	RH		05/22/2017	06/21/2017	0		1,052.75	1,052.75	0.00	1052.75	06/29/2017		
<input type="checkbox"/>	6545482	RI		05/23/2017	06/22/2017	8836516	SO	55,061.75	55,061.75	0.00	55061.75	06/29/2017		
<input type="checkbox"/>	6547526	RI		05/23/2017	06/22/2017	219438	SH	3,998.40	3,998.40	0.00	3998.40	06/29/2017		
<input type="checkbox"/>	6549756	RI		05/24/2017	06/23/2017	25052	SR	74,497.84	74,497.84	0.00	74497.84	06/29/2017		
<input type="checkbox"/>	6550918	RI		05/25/2017	06/24/2017	8838910	SO	20,993.76	20,993.76	0.00	20993.76	06/29/2017		
<input type="checkbox"/>	6550869	RI		05/25/2017	06/24/2017	8838910	SO	72,357.91	72,357.91	0.00	72357.91	06/29/2017		
<input type="checkbox"/>	6550917	RI		05/25/2017	06/24/2017	8798819	SO	1,119.44	1,119.44	0.00	1119.44	06/29/2017		
<input type="checkbox"/>	6551932	RI		05/25/2017	06/24/2017	25054	SR	58,024.59	58,024.59	0.00	58024.59	06/29/2017		
<input type="checkbox"/>	6555729	RI		05/31/2017	06/30/2017	8846658	SO	15,015.80	15,015.80	0.00	15015.80	06/29/2017		
<input type="checkbox"/>	6561029	RI		05/31/2017	06/30/2017	228750	SH	2,050.04	2,050.04	0.00	2050.04	06/29/2017		
<input type="checkbox"/>	6557487	RI										14	06/29/2017	
<input type="checkbox"/>	6561030	RI										40	06/29/2017	
<input type="checkbox"/>	6559537	RI										37	06/29/2017	
<input type="checkbox"/>	6558193	RI										66	06/29/2017	
<input type="checkbox"/>	6558083	RI										32	06/29/2017	
<input type="checkbox"/>	6563572	RI										30	06/29/2017	

To pay an invoice:

- Select the invoice box
- You can change the "Amount to Pay" and/or the "Date to Pay"
- Click "Next" at the bottom of the page

Total Amount Open: \$1,895,339.34
Number of Transactions Selected:
Total Charge Amount:

Bank Accounts

Checking - XXXXXX1156

Routing Number
Account Number
Account Type
Account Holder's Name
Name of the Bank

XXXXX0247
XXXXXX1156
Checking
Empire
Chase

Next

INVOICE PAYMENT SUMMARY



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)



Invoice Payment Summary

Invoice Number	Document Type	Original Invoice Type/Number	Invoice Date	Due Date	Gross Amount	Open Amount	Scheduled Amount	Payment Date	Comments
6561029	RI		05/31/2017	06/30/2017	2,959.04	2,959.04	2,959.04	06/29/2017	

ACH Payment Summary:

Customer Account Number:
Customer Name:
Account Number:
Routing Number:
Account Type:
Account Holder's Name:
Bank Name:

CUSTOMER NAME

XXXXX0247
Checking
Empire
Chase

**If the total is correct, click "SUBMIT"
otherwise click "BACK" to edit.**



Payment Summary:

Invoice Count: 1
Invoice Payment Amount: \$2,959.04
Total Payment Amount: \$2,959.04

[Back](#)

[Submit](#)

CONFIRM YOUR PAYMENT



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)

erp web
powered by cdi

Invoice Payment Summary

Invoice Number	Document Type	Original Invoice Type/Number	Invoice Date	Due Date	Gross Amount	Open Amount	Scheduled Amount	Payment Date	Comments
6561029	RI		05/31/2017	06/30/2017	2,959.04	2,959.04	2,959.04	06/29/2017	

ACH Payment Summary:

Customer Account Number:

Customer Name:

Account Number:

Routing Number:

Account Type:

Account Holder's Name:

Bank Name:

Customer Name

XXXXXX1156

XXXXX0247

Checking

Empire

Chase

Payment Summary:

Invoice

Total

Please confirm your Payment.

OK

Cancel

Back

Submit

PAYMENT CONFIRMED



**EMPIRE
MERCHANTS**

[HOME](#) [LOGOUT](#) [MY ACCOUNT](#) [ACCOUNT INFO](#) [REVIEW ACCOUNT INFO](#) [MAKE PAYMENTS](#)



Invoice Payment Summary

Selected invoice(s) submitted successfully.

Invoice Number	Document Type	Original Invoice Type/Number	Invoice Date	Due Date	Gross Amount	Open Amount	Scheduled Amount	Payment Date	Comments
6561029	RI		05/31/2017	06/30/2017	2,959.04	2,959.04	2,959.04	06/29/2017	

ACH Payment Summary:

Customer Account Number:

Customer Name:

Account Number:

Routing Number:

Account Type:

Account Holder's Name:

Bank Name:

CUSTOMER NAME

XXXXXX1156

XXXXXX0247

Checking

Empire

Chase

Payment Summary:

Invoice Count: 1

Invoice Payment Amount: \$2,959.04

Total Payment Amount: \$2,959.04

[Back](#)

EMAIL CONFIRMATION

From: Online_Payments@EmpireMerchants.com
To: Customer Name
Cc:
Subject: Empire Merchants, LLC Open Invoice Payment E-mail Notification:: Customer Name

Online Invoice Payment Details are as follows.

Your Online Invoice Payment has been successfully processed.

Bill To : 123456

Bill To Name: Customer Name

Bank Account: XXXXXX1156

Check Transaction Amount: 2959.04

Invoice Details:

Invoice #	Invoice Type	Invoice Suffix	Payment Date	Pay Amount
6561029	RI	001	06/29/2017	2959.04

Thank You for using the Empire Merchants, LLC Online Invoice Payment facility.

Contact Information

Customer Service: 1-800-441-5614

Email: customerservice@empiremerchants.com



EMPIRE ONLINE

<https://ecommerce.empiremerchants.com>