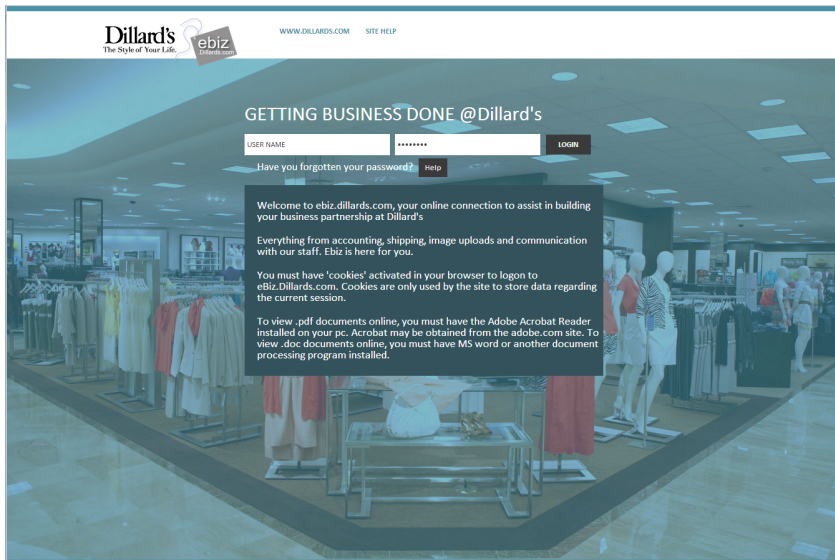


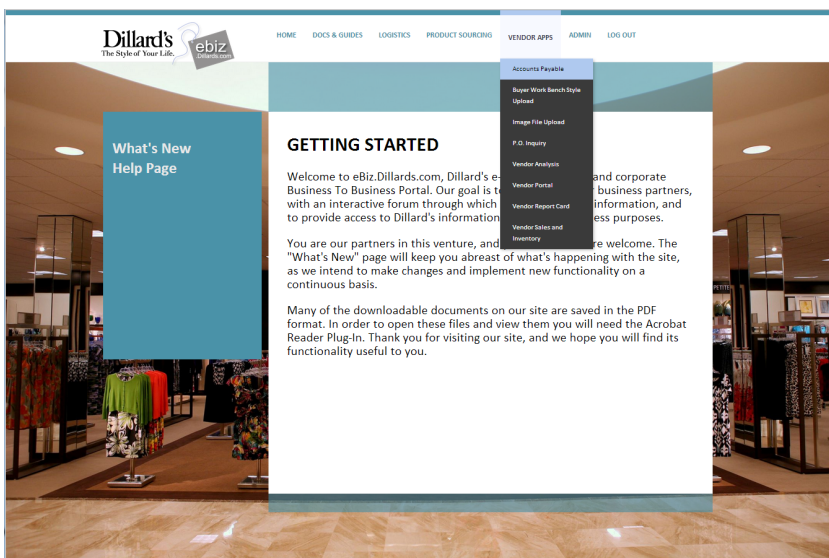
Accounts Payable

STEP 1 Go to eBiz.dillards.com on your browser's address bar.

STEP 2 Login using; Internal users will login using RACF userid; External users will use assigned userid starting with a \$ symbol.

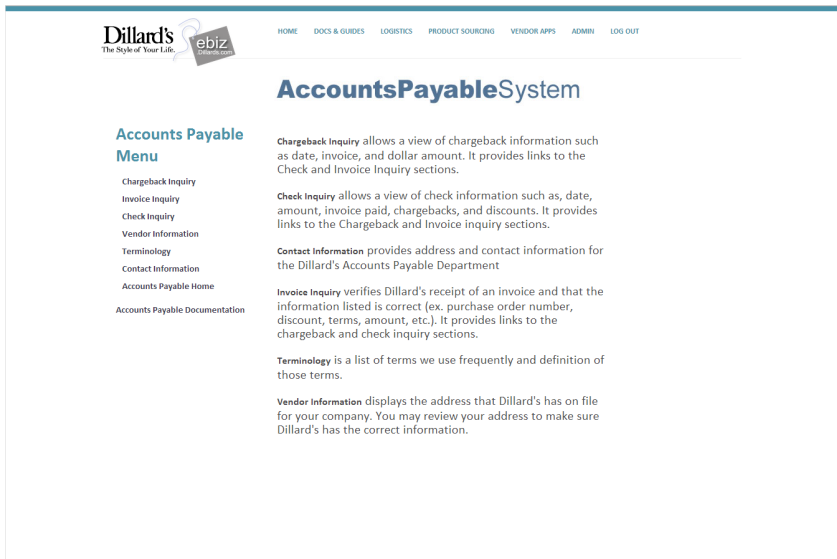


STEP 3 Click on Accounts Payable.



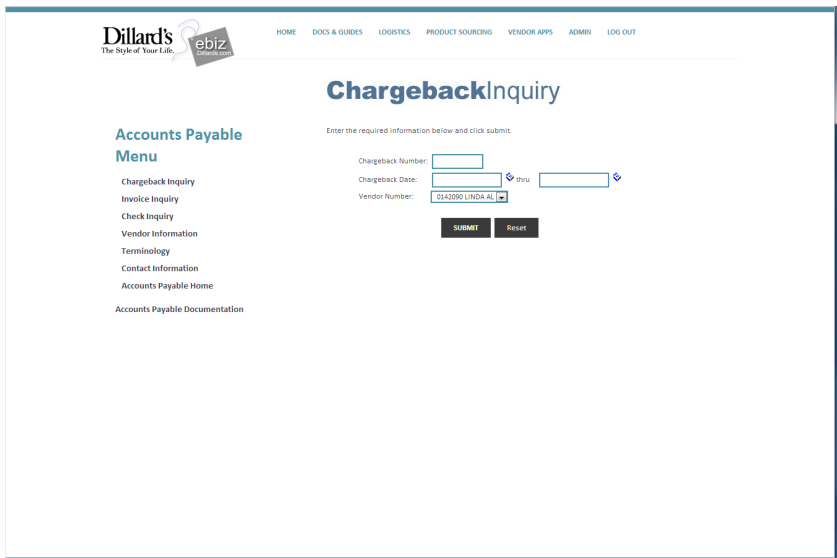
ACCOUNTS PAYABLE

STEP 4 Click on *Accounts Payable* Menu; choose *Chargeback Inquiry*, *Invoice Inquiry*, *Check Inquiry*, *Vendor Information* or *Contact Information*.



CHARGEBACK INQUIRY

STEP 1 Select *Chargeback Inquiry* from Accounts Payable menu. Key required fields; *Chargeback/Credit Memo Number* and *Vendor Number* or Select *To/From* date range using the pop up calendars and *Vendor Number*.



STEP 2 Click *submit*; page displays results. Use scroll bar to review the results.

ACCOUNTS PAYABLE

Results; Chargeback Inquiry

Chargeback Inquiry Results
 Chargeback Dates: 2004-02-01 - 2004-02-29
 Vendor #:

Displaying page 1 of 1 [Previous] 1 [Next]

Chargeback #:	Chargeback Number	Chargeback Date	Amount	Chargeback Number	Chargeback Date	Amount
1040205193	1040205193	2004-02-04	\$2,046.48	1040208919	2004-02-05	\$551.00
1040217638	1040217638	2004-02-09	\$305.00	1040222498	2004-02-13	\$749.00
1040222499	1040222499	2004-02-13	\$941.02	1040222440	2004-02-13	\$130.00
1040223870	1040223870	2004-02-14	\$2,491.02	1040227001	2004-02-17	\$204.67
1040231426	1040231426	2004-02-19	\$28.00	1040231427	2004-02-19	\$28.00
1040234607	1040234607	2004-02-20	\$99.00	1040234609	2004-02-20	\$199.80
1040234699	1040234699	2004-02-20	\$24.25	1040236687	2004-02-23	\$27.50
1040240016	1040240016	2004-02-25	\$62.20	1040243637	2004-02-27	\$1,159.04
1040249939	1040249939	2004-02-27	\$306.95	1040244000	2004-02-27	\$14.25
1040244302	1040244302	2004-02-27	\$1,544.00	1040244303	2004-02-27	\$2,107.00
1040246284	1040246284	2004-02-28	\$27.50	2040202363	2004-02-04	\$2,032.24
2040204205	2040204205	2004-02-05	\$933.00	2040206625	2004-02-13	\$95.00
2040208620	2040208620	2004-02-13	\$159.75	2040216166	2004-02-20	\$14.25
2040217361	2040217361	2004-02-24	\$748.00	2040217362	2004-02-24	\$941.02
2040217366	2040217366	2004-02-24	\$130.00	2040220404	2004-02-27	\$2,491.02
2040220406	2040220406	2004-02-27	\$1,159.04			

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Chargeback Inquiry Results using To/From date range and Vendor Number.

Note: Selecting the *Chargeback/Credit memo number* will take you to the Chargeback Inquiry Results.

Chargeback Number: 1060701077
 Chargeback Date: 2006-07-02 thru 2006-08-18
 Vendor Number: [REDACTED]

Submit Reset View/Print Chargeback

Chargeback Inquiry Results [view notes >](#) [back >](#)

Chargeback #: 1060701077 Chargeback Date: [REDACTED] Vendor #: [REDACTED] DC LOC: Store: 0212 Status: Deducted	Authorization #: [REDACTED] Authorization Name: PC #: Check #: 89248 Paid Date: 2006-07-14
Markdown Event: Event Date: Markdown Total: \$.00 Markdown %: 0 % Authorized by: Ad #: Ad Date: Ad Description:	Inbound Carrier: FB#: Shipped: Cartons: 0
Merchandise Subtotal: \$885.00 Less Volume Discount: 0% \$.00 Less Damage Discount: 0% \$.00 Less Term Discount: 0% \$.00 Merchandise net Total: \$885.00 Plus Other Costs: \$.00 Total amount due to Dillard's: \$885.00	

General Information
 Receiver #: No Information Available

Chargeback Inquiry results using Chargeback number and Vendor Number.

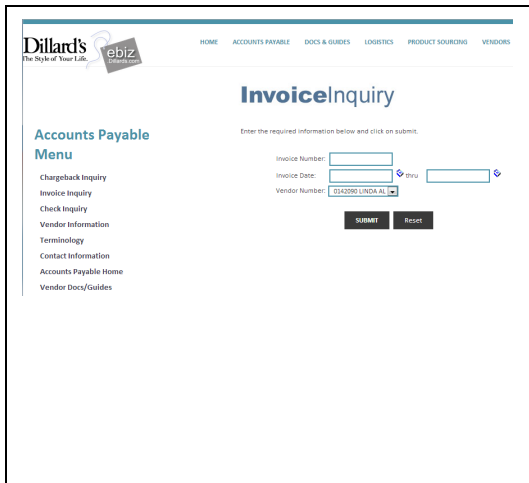
Selecting *View/Print Chargeback* will display a PDF document with all details, notes and references for the chargeback

Note: Selecting *View Notes, Check Number, Invoice Number* or *Chargeback Details* will display additional information.

ACCOUNTS PAYABLE

INVOICE INQUIRY

STEP 1 Select Invoice Inquiry from Accounts Payable menu. Key required fields; invoice number and Vendor Number or Select To/From date range using the pop up calendars and Vendor Number.



The screenshot shows the 'Invoice Inquiry' page on the Dillard's ebiz website. The page has a navigation bar at the top with links for HOME, ACCOUNTS PAYABLE, DOCS & GUIDES, LOGISTICS, PRODUCT SOURCING, and VENDORS. On the left, there is a sidebar menu titled 'Accounts Payable Menu' with options: Chargeback Inquiry, Invoice Inquiry, Check Inquiry, Vendor Information, Terminology, Contact Information, Accounts Payable Home, and Vendor Docs/Guides. The main content area is titled 'Invoice Inquiry' and contains the instruction 'Enter the required information below and click on submit.' Below this are three input fields: 'Invoice Number' (a text box), 'Invoice Date' (a date picker with a calendar icon), and 'Vendor Number' (a dropdown menu with '0142000 UNDA AL' selected). At the bottom of the form are two buttons: 'SUBMIT' and 'Reset'.

STEP 2 Click submit; page displays results. Use scroll bar to review the results.

ACCOUNTS PAYABLE

Results; Invoice Inquiry

Invoice Inquiry Results
 Invoice Date: 2004-02-01 - 2004-02-14
 Vendor #:

Displaying page 1 of 8 [Previous] 1, 2, 3, 4, 5, 6 [Next]

Invoice #s:	Invoice Number	Invoice Date	Amount	Invoice Number	Invoice Date	Amount
411532	2004-02-06	\$103.50	411533	2004-02-06	\$98.00	
411534	2004-02-06	\$143.00	411535	2004-02-06	\$20.50	
411536	2004-02-06	\$102.00	411537	2004-02-06	\$207.50	
411538	2004-02-06	\$1,513.60	411539	2004-02-06	\$483.00	
411540	2004-02-06	\$53.50	411541	2004-02-06	\$60.00	
411542	2004-02-06	\$696.70	411543	2004-02-06	\$53.00	
411544	2004-02-06	\$144.50	411545	2004-02-06	\$230.50	
411546	2004-02-06	\$217.00	411547	2004-02-06	\$54.00	
411618	2004-02-06	\$103.50	411619	2004-02-06	\$275.20	
413346	2004-02-06	\$32.00	413347	2004-02-06	\$21,140.00	
413348	2004-02-06	\$395.00	413349	2004-02-06	\$846.50	
413360	2004-02-06	\$130.00	414320	2004-02-06	\$90.00	
414321	2004-02-06	\$40.00	414322	2004-02-06	\$27.50	
414323	2004-02-06	\$20.00	414324	2004-02-06	\$29.25	
414325	2004-02-06	\$10.00	414326	2004-02-06	\$15.00	
414327	2004-02-06	\$20.00	414328	2004-02-06	\$120.00	
414329	2004-02-06	\$15.00	414330	2004-02-06	\$5.00	
414331	2004-02-06	\$15.00	414332	2004-02-06	\$65.00	
414333	2004-02-06	\$5.00	414334	2004-02-06	\$30.00	
414335	2004-02-06	\$15.00	414336	2004-02-06	\$75.00	
414337	2004-02-06	\$10.00	414338	2004-02-06	\$30.00	
414340	2004-02-06	\$30.00	414341	2004-02-06	\$48.00	
414342	2004-02-06	\$25.00	414343	2004-02-06	\$38.00	
414344	2004-02-06	\$25.00	414346	2004-02-06	\$25.00	
414347	2004-02-06	\$24.00	414348	2004-02-06	\$72.00	
414349	2004-02-06	\$96.00	414350	2004-02-06	\$15.00	
414351	2004-02-06	\$32.75	414352	2004-02-06	\$140.00	
414353	2004-02-06	\$25.00	414354	2004-02-06	\$15.00	
414355	2004-02-06	\$66.25	414356	2004-02-06	\$28.50	
414357	2004-02-06	\$30.00	414359	2004-02-06	\$24.25	
414360	2004-02-06	\$19.00	414361	2004-02-06	\$24.00	
414362	2004-02-06	\$20.00	414363	2004-02-06	\$7.50	
414364	2004-02-06	\$27.50	414365	2004-02-06	\$48.00	
414366	2004-02-06	\$15.00	414367	2004-02-06	\$72.00	
414368	2004-02-06	\$53.00	414370	2004-02-06	\$15.00	
414371	2004-02-06	\$32.00	414372	2004-02-06	\$25.00	
414373	2004-02-06	\$24.00	414374	2004-02-06	\$96.00	
414375	2004-02-06	\$28.50	414376	2004-02-06	\$95.00	
414377	2004-02-06	\$30.00	414378	2004-02-06	\$10.00	
414379	2004-02-06	\$15.00	414380	2004-02-06	\$30.00	
414381	2004-02-06	\$31.52	414382	2004-02-06	\$130.00	
414383	2004-02-06	\$15.00	414384	2004-02-06	\$25.50	
414385	2004-02-06	\$15.00	414387	2004-02-06	\$10.00	

Invoice Inquiry Results using To/From Date range and Vendor Number.

Note: Selecting the Invoice memo number will take you to the Invoice Inquiry Results.

Invoice Inquiry Results back >

Invoice Number: 411532 Vendor Number:
 Invoice Date: 2004-02-06 Invoice Entered: 2004-02-07
 Store: 0071

Detail

Invoice Activity	Invoice Status
Cost: \$103.50	Processed <input type="checkbox"/> Received <input type="checkbox"/> Paid <input checked="" type="checkbox"/>
Less Volume Discount: \$0.00	Offset <input type="checkbox"/>
Less Damage Discount: \$0.00	Check #: 59950
Less Trade Discount: \$0.00	Chargeback #: _____
Discount Total: \$0.00	P.O.#: 0061870703
Freight: \$0.00	
Misc. Charge: \$0.00	
Net Invoice Amount: \$103.50	
Misc. Allowance: \$0.00	
Invoice Terms: 0% 0/30	
P.O. Terms: 0% 0/30	
Discount: 0%	
(Blended of Trade, Volume and Damage)	

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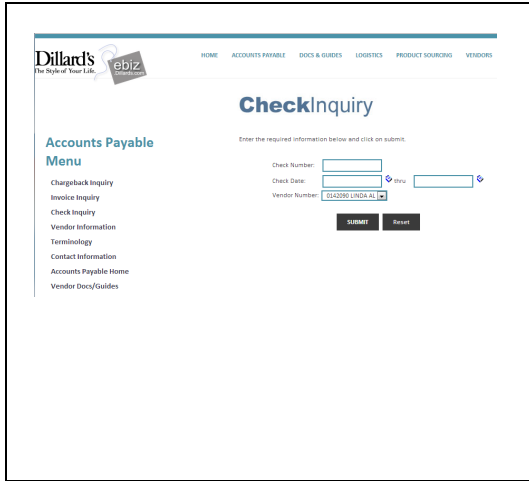
Invoice Inquiry Results using Invoice number and Vendor Number.

Note: Selecting Check Number will take you to the Check Detail result, Vendor Number will link you to Vendor Information Inquiry.

ACCOUNTS PAYABLE

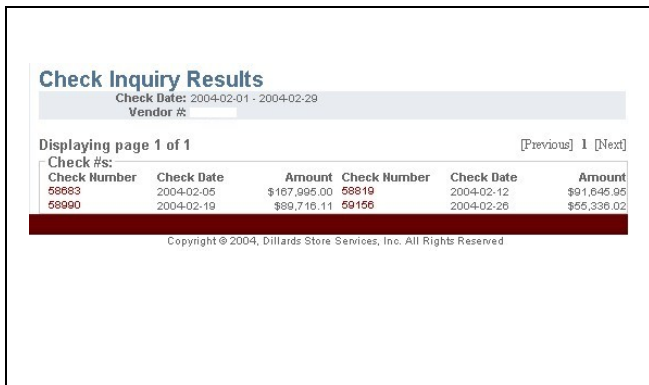
CHECK INQUIRY

STEP 1 Select Check Inquiry from Accounts Payable menu. Key required fields; Check number and Vendor Number or Select To/From date range using the pop up calendars and Vendor Number.



STEP 2 Click submit; page displays results. Use scroll bar to review the results.

Results; Check Inquiry



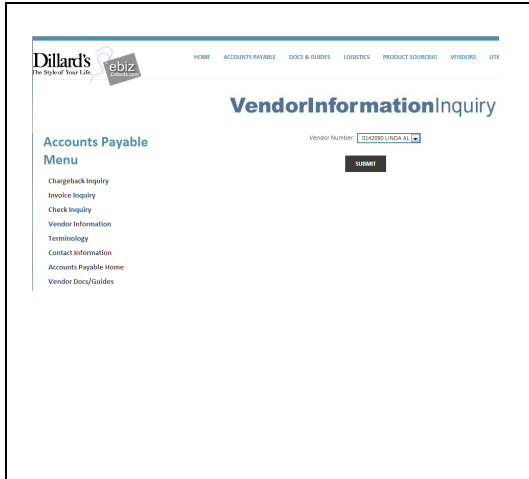
Check Inquiry using Check Number and Vendor number or To/From Date Range and Vendor Number.

Note: Selecting the detail link will display Invoice or Chargeback/Credit memo results.

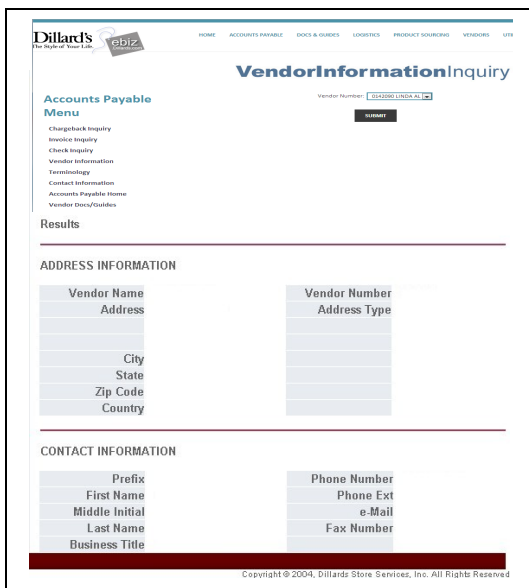
ACCOUNTS PAYABLE

Additional selections available from the Accounts Payable menu:

- Click on Accounts Payable Menu; choose Vendor Information Inquiry.
- Key 7-digit Vendor

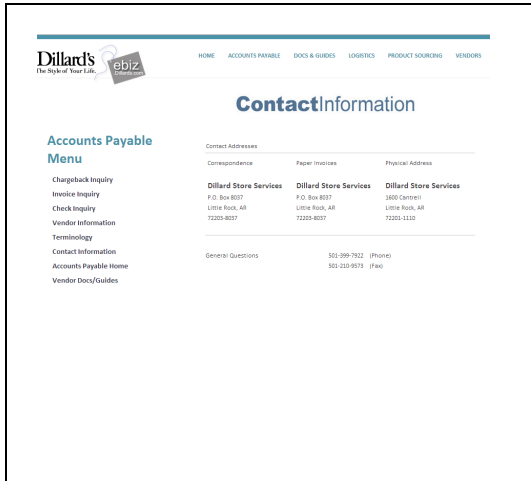


- Click submit; page will display all Address and Contact information associated with Vendor Number.



ACCOUNTS PAYABLE

- Click on Accounts Payable Menu; choose Contact Information for Dillards Accounts Payable.



- Click on Accounts Payable Menu; choose Terminology.

