



Vendor Information User Instructions

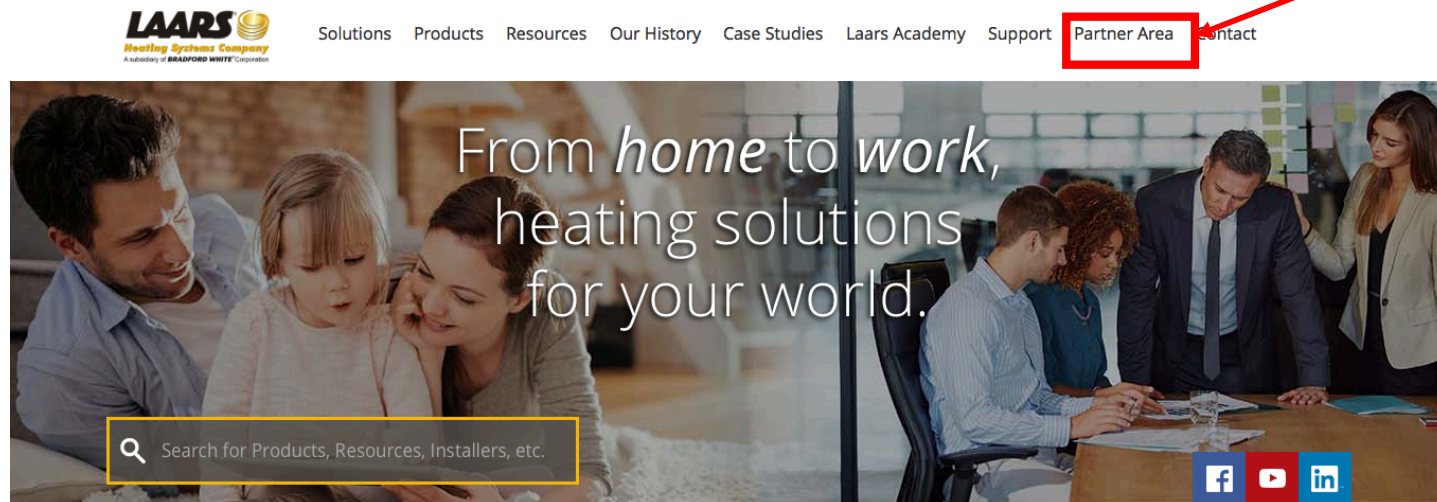
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To access the Vendor Information Center, you must be a registered user.

With questions about registering, call Cindy Taylor at 603-335-6300 x516 or e-mail at ctaylor@Laars.com

The Vendor Information Center is available through the Partner Area on www.Laars.com. Click on “Partner Area”



Choose What's Right For You

Homeowners

Heating 101
Boiler/Heater Selector Tool
Reach a Certified Installer

Get Info/Literature
Warranty Information
More...

Contractors and Distributors

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LAARSDoc
Find a Distributor

Sales Support
Service Videos
More...

Commercial Users

Revit Drawings
MasterSpec
LaarsSize


Specification Sheets
Manuals
More...

Learn About Who We Are


Laars Heating Systems is one of the nation's leading boiler and water heater manufacturers for both residential and commercial heating.

From high-efficiency, combination systems for residential heating and hot water to systems that supply entire stadiums, the Laars family of more than two dozen heating products and supporting accessories and controls meets the needs of today's demanding heating system applications.

Under the Vendor Area heading click on “Login to the Vendor Information Center”

[Solutions](#) [Products](#) [Resources](#) [Our History](#) [Case Studies](#) [Laars Academy](#) [Support](#) [Partner Area](#) [Contact](#)

Vendor Information Center



Vendor Information Center

Vendor Information Center

[Login to the Vendor Information Center](#)
[First Time Registration](#)

[Instructions](#)
[Purchasing Terms and Conditions](#)

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SOLUTIONS

Homeowners
Contractors
Commercial

PRODUCTS

Residential
Commercial
Pool Heaters
Controls
Tanks
Accessories
Parts

RESOURCES

Document Downloads
Order Literature
Parts Identifier
LaarsSize
Revit Drawings
Master Spec Documents
Videos

OUR HISTORY

Articles
Laars News

CASE STUDIES

Commercial
Residential

LAARS ACADEMY

Laars Customer Center
Training Classes
Regional Training
Mobile Training

SUPPORT

Sales Representatives
Service Centers
Find a Distributor
Parts Identifier
Warranty Registration & Claims
Order Literature
Become A Distributor
Training Classes
Laars FTP
Tax Credit Information

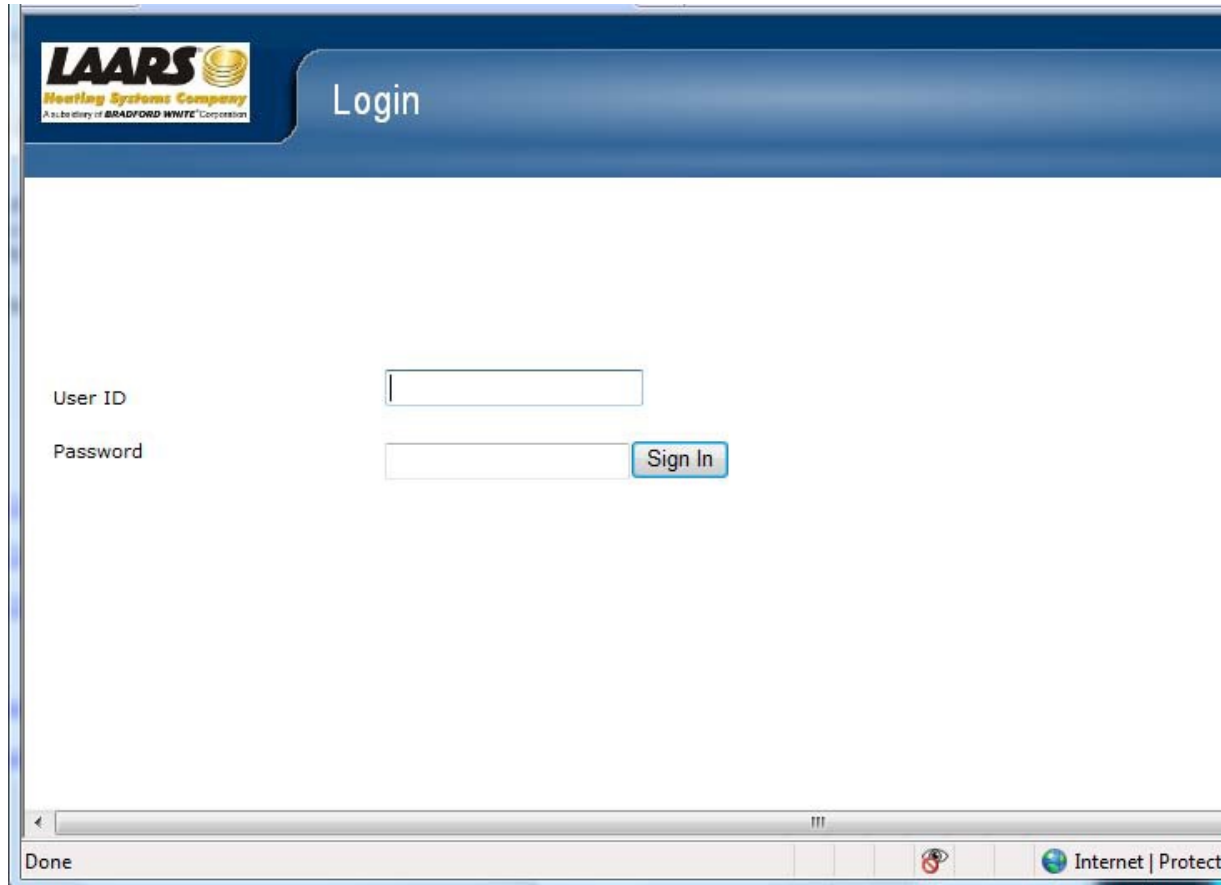
PARTNER AREA

Customer Information Center
Vendor Information Center
Order Literature
Co-op Merchandise
Representative Resource Center
Login

CONTACT

Careers

The first screen that will be displayed is the login screen, shown below:



The image shows a web browser window displaying the LAARS Heating Systems Company login page. The page has a blue header with the LAARS logo and the text "Login". Below the header, there are two input fields: "User ID" and "Password". To the right of the "Password" field is a "Sign In" button. The browser's address bar shows "Done" and "Internet | Protect".

LAARS Heating Systems Company
A subsidiary of BRADFORD WHITE Corporation

Login

User ID

Password


Done Internet | Protect

Enter your username and password and click the “Sign In” button.

When you log in the first time you will be asked to change your password. The new password must have a combination of letters or numbers, must be at least 8 characters long, and must contain at least one special character: !@#\$%^&*/

We strongly suggest that you enter a password hint question and response. This will help to recover your password if it is lost or forgotten.

You will receive your new password via e-mail. Please use your new password to log on.



Password

To Make Any Changes, Please Enter Your Current Password .

Current Password: *

New password must be between 8 and 20 characters in length consisting of numbers, letters and special characters: !@#\$%^&*/

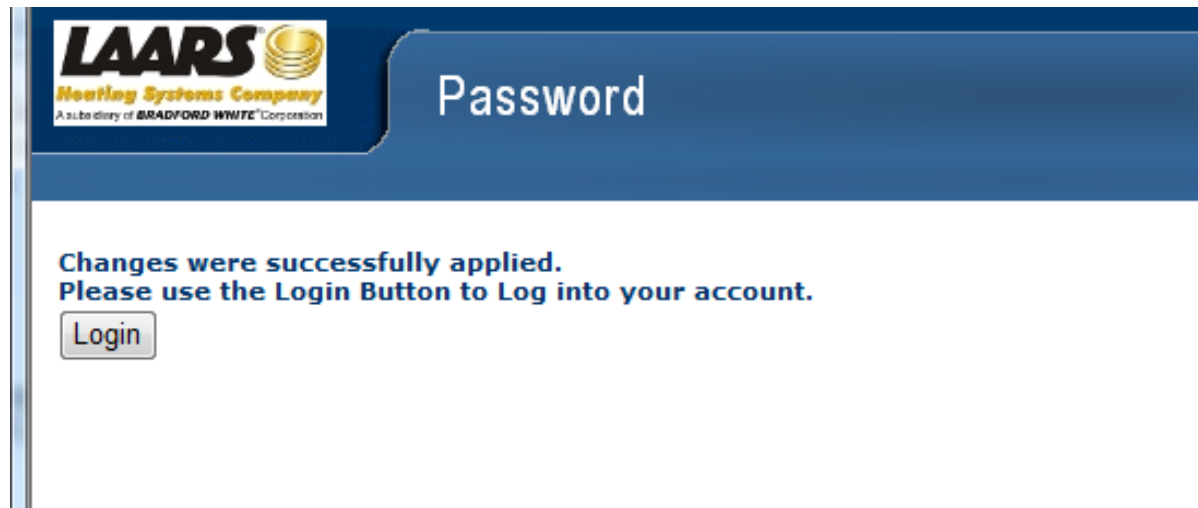
New Password: *

Confirm New Password: *

Password Hint Question:

Password Hint Response:

Once you've entered your new password, the following screen will be displayed and you can click the "Login" button to proceed to the Vendor Information Center.



The first display will be the home page for the Vendor Information Center. Your home page will display what you have access to. In this example, the Vendor can access Reports, Open Purchase Orders, Open Invoices and Payment History.

In the upper right corner of each page, you will find “Home Page,” “Terms and Conditions” and “Logoff.” You may return to this home page at any time by clicking on “Home Page” and you may logoff at any time by clicking “Logoff.”



Important note: There is a time limit for inactivity on the Vendor Information Center. If you are idle for 10 minutes, you will be automatically logged off.

The next several pages will walk you through what you can access through Reports, Open Purchase Orders, Open Invoices and Payment History.

Using “Reports”

PLEASE NOTE – not all Vendors will have the Reports option. This section is strictly for Vendors that are participating in the Scorecard reporting or VMI programs. Please call your contact at Laars if you have questions.

“Open Purchase Orders”

Open Purchase Orders will display all of the **active** purchase orders that have been issued to the Vendor. The columns found on the report are:

Purchase order number, purchase order date, drop ship P/O, the buyers initials that issued the purchase order, part numbers that are on the purchase order, expected delivery date, purchase order quantity, balance open on the purchase order, the unit price and the extended price.



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Vendor Open Purchase Orders

Vendor Number 22071
AIREX FILTER CORP.
14 CLEMENT RD.
Hudson, NH 03051

Phone Number 603-821-3065
800 Number 800-660-2298
Fax Number 603-821-3070
Contact Cindy Taylor

Purch Order Number	Purchase Order Date	Dp Sh PO	Buyer	Part Nbr	Expected Delivery Date	Purchase Quantity Ordered	Purchase Balance Qty Due	Net Pur Price	Unit	Extended Purchase Price
167113	03/18/2011	RC		10C3800 02	03/18/2011	300	100.00	50.0000		5,000.0000
167113	03/18/2011	RC		10G2521 02	03/18/2011	350	150.00	45.0000		6,750.0000
167110	03/17/2011	CT		PLEATED FILTER	03/17/2011	10	10.00	20.0000		200.0000
167111	03/18/2011	CT		2400-079 02	03/18/2011	100	50.00	14.5900		729.5000
167111	03/18/2011	CT		1-100 02	03/18/2011	1,000	1,000.00	0.0100		10.0000
167111	03/18/2011	CT		1-062 02	03/18/2011	1,000	1,000.00	0.1000		100.0000
167112	03/18/2011	RC		10105800 02	03/18/2011	250	250.00	16.0000		4,000.0000
167112	03/18/2011	RC		1-350 02	03/18/2011	250	250.00	35.0000		8,750.0000

[Filter](#)

Welcome, Cindy Taylor

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- By double clicking on the purchase order number, it will expand the purchase order showing the details for that order.
- By double clicking the column headers, you can change the data sort.

You may return to your home page (welcome page) at any time by clicking on “Home Page” and you may logoff at any time by clicking “Logoff.”



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Home Page | Terms And Conditions | Logoff

Purchase Order Delivery Receipts

Purchase Order 167113

Vendor 22071 AIREX FILTER COR

Vendor Contact Cindy Taylor

Buyer RC RICK CHAPMAN

Buyer Phone 603-834-6831

Order Date 03/18/2011

Status Open

Order Total 30,750.00

Currency US U.S. DOLLARS

Payment Terms NET 30

FOB DESTINATION

Ship Via

Freight Type PPD & BILL

Ship To Address

Ship to Code: 02

LAARS HEATING SYSTEMS

20 Industrial Way

Rochester, NH 03867

U.S.A.

Spec Inst

Ship Complete

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Line Number	Item Number	Line Quantity	Balance Quantity	Purchase UM	Extended Price	Balance Price											
1	10C3800 02 WELDMENT, ENCL AIR FILTER	300.00	100.00	EA	15,000.00	5,000.00											
	<table border="1"> <thead> <tr> <th>Delivery Number</th> <th>Delivery Date</th> <th>Delivery Quantity</th> <th>Balance Quantity</th> <th>Extended Price</th> <th>Balance Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>03/18/2011</td> <td>300.00</td> <td>100.00</td> <td>15,000</td> <td>5,000</td> </tr> </tbody> </table>	Delivery Number	Delivery Date	Delivery Quantity	Balance Quantity	Extended Price	Balance Price	1	03/18/2011	300.00	100.00	15,000	5,000				
Delivery Number	Delivery Date	Delivery Quantity	Balance Quantity	Extended Price	Balance Price												
1	03/18/2011	300.00	100.00	15,000	5,000												
2	10G2521 02 WELDMENT, AIR FILTER BOX	350.00	150.00	EA	15,750.00	6,750.00											
	<table border="1"> <thead> <tr> <th>Delivery Number</th> <th>Delivery Date</th> <th>Delivery Quantity</th> <th>Balance Quantity</th> <th>Extended Price</th> <th>Balance Price</th> </tr> </thead> <tbody> </tbody> </table>	Delivery Number	Delivery Date	Delivery Quantity	Balance Quantity	Extended Price	Balance Price										
Delivery Number	Delivery Date	Delivery Quantity	Balance Quantity	Extended Price	Balance Price												

Done

Internet 100%

The buyer's name and phone number will be displayed in the information portion at the top of the Purchase Order Delivery Receipt page.

Please note you may return to your home page (welcome page) at any time by clicking on "Home Page" and you may logoff at any time by clicking "Logoff."

Purchase Order Delivery Receipts

Purchase Order 167113 **Order Date** 03/18/2011
Vendor 22071 AIREX FILTER COR **Status** Open
Vendor Contact Cindy Taylor **Order Total** 30,750.00
Buyer RC RICK CHAPMAN **Currency** US U.S. DOLLARS
Buyer Phone 603-834-6831 **Payment Terms** NET 30
Ship Via **FOB** DESTINATION
Freight Type PPD & BILL

Ship To Address
 Ship to Code: 02
 LAARS HEATING SYSTEMS
 20 Industrial Way
 Rochester, NH 03867
 U.S.A.

Spec Inst
Ship Complete

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Line Number	Item Number	Line Quantity	Balance Quantity	Purchase UM	Extended Price	Balance Price
1	10C3800 02 WELDMENT, ENCL AIR FILTER	300.00	100.00	EA	15,000.00	5,000.00
	Delivery Number 1 Delivery Date 03/18/2011 Delivery Quantity 300.00 Balance Quantity 100.00 Extended Price 15,000 Balance Price 5,000					
	Receipt Date 03/18/2011 Quantity Received 200.00 Packslip Number 4158					
2	10G2521 02 WELDMENT, AIR FILTER BOX	350.00	150.00	EA	15,750.00	6,750.00
	Delivery Number 1 Delivery Date 03/18/2011 Delivery Quantity 350.00 Balance Quantity 150.00 Extended Price 15,750 Balance Price 6,750					

Internet 100%

+ Sign can be expanded to see delivery receipts.

Please note you may return to your home page (welcome page) at any time by clicking on "Home Page" and you may logoff at any time by clicking "Logoff."

“Open Invoices”

Vendor Open Invoices will list open/unpaid invoices. The invoice number, invoice date, purchase order number, invoice amount, due date and payment terms.

Vendor Number 22071
AIREX FILTER CORP.
14 CLEMENT RD.
Hudson, NH 03051

Phone Number 603-821-3065
800 Number 800-660-2298
Fax Number 603-821-3070
Contact Cindy Taylor

Contact Accounts Payable At (603) 335-6300 X524 or Send Email To lhuwe@laars.com

Invoice Number	Invoice Date	Po Nbr	Invoice Amount	Due Date	Terms Code Desc
45123	03/18/2011	167111	729.50	04/17/2011	NET 30
98765	03/18/2011		1,500.00	04/02/2011	NET 15
4158	03/18/2011	Multiple	19,000.00	04/17/2011	NET 30

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The Accounts Payable contact and phone number is listed for your convenience.

Please note you may return to your home page (welcome page) at any time by clicking on “Home Page” and you may logoff at any time by clicking “Logoff.”

“Payment History”

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Vendor Payment History

Vendor Number 22071
AIREX FILTER CORP.
14 CLEMENT RD.
Hudson, NH 03051

Phone Number 603-821-3065
800 Number 800-660-2298
Fax Number 603-821-3070
Contact Cindy Taylor

Contact Accounts Payable At (603) 335-6300 X524 or Send Email To jhuwe@laars.com
Payment History Updated On Monday Morning

Payment Information

Date	Check Number	Check Amount	Description
03/18/2011	M*37186	109.32	U.S. DOLLARS

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Vendor payment history will list the date, check number(s), check amount and currency. Please note this is updated on Monday morning. Check numbers are subject to change until Monday. The Accounts Payable contact and phone number is listed for your convenience.

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Vendor Check Information

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Vendor Check Information

Vendor Number 22071
AIREX FILTER CORP.
14 CLEMENT RD.
Hudson, NH 03051

Phone Number 603-821-3065
800 Number 800-660-2298
Fax Number 603-821-3070
Contact Cindy Taylor

Contact Accounts Payable At (603) 335-6300 X524 or Send Email To lhuwe@laars.com

Check Number 37186
Check Date 03/18/2011
Currency US U.S. DOLLARS

Gross Amount 109.32
Discount Amount 0.00
Net Amount 109.32

Invoices Paid	Invoice Date	Invoice Amount	Discount Amount	Invoice Net Amt Paid
138236	03/18/2011	109.32	0	109.32

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Double click on the check number to see the invoices paid on that check.

Please note you may return to your home page (welcome page) at any time by clicking on "Home Page" and you may logoff at any time by clicking "Logoff."