FIDELIS
INFORMATION SYSTEMS CORP.

ProcessorLink ProcessorLink Sales Verification Process

ProcessorLink provides an effective process for recording sales transactions reported by a distributor and enabling recipient agencies to review and record each transaction's accuracy through a variety of different mediums. Manufacturers have reports in ProcessorLink to identify any and all transactions designated as Incorrect by the recipient agency so that a quick resolution can be achieved. Upon review of the sales transactions in ProcessorLink, recipient agencies can also directly contact the appropriate manufacturer to seek a resolution to any issue related to the Net Off Invoice sales program.

Participation in the Net Off Invoice program requires that school districts verify related sales transactions electronically.

To Verify Net Off Invoice Sales in ProcessorLink:

- Log into ProcessorLink (located at https:www.ProcessorLink.com)

- Click the month in which your school district has transactions under the **Not Verified** column in the Verify Delivery section on the Home Page (see below).

Verify Delivery
Click on a row below to verify

Month	Correct	Incorrect	Not Verified
July	0	0	0
August	0	0	1
September	14	0	0
October	18	0	0
November	24	0	0
December	14	0	0
January	25	0	0
February	13	0	0
March	17	0	6

- Upon clicking a row in Verify Delivery section, ProcessorLink will present the **Shipment Verification** Screen.

- The Shipment Verification summary screen enables the school district user to review the total discount provided by product and month (see Total DF Value below)

- If the summary level information is correct, the user can complete the Sales Verification process by clicking the button **Mark sales as Correct** (see green button above).

  > ProcessorLink will then mark each individual sales transaction related to that sales verification period that is not already categorized as **Correct**

  > The school district user can repeat this process should it have sales for any other manufacturers that are currently **Not Verified**.

- If the summary level information (shown above) is not correct OR the user wishes to review individual sales transactions, the user can simply click the link **Verify/review individual sales transactions reported to ProcessorLink** (see the link circled above).

- ProcessorLink will then present the Shipment Verification (Transaction) screen in which the user can verify the accuracy per individual sales transaction reported by the distributor.

  > The user simply clicks the Correct or Incorrect radio button per sales transaction indicating the accuracy.

  > Note that the user must click the Save button located at the bottom right of the screen to commit these verifications to ProcessorLink.

- Should you have any questions, please contact your manufacturer or send an email to ProcessorLinkSupport@fidelis-systems.com.