Our system is set up as follows:

You will still act as the salesperson for your winery but you will be acting on behalf of the coop.

1. You deliver your wine along with the invoice you create using our website to your customer. Make sure to inform them that they will be paying Badger State Winery Cooperative as outlined on the invoice.

2. When your payment and invoice stub is received by Benton Bank, they will post the payment on the invoice website, marking it as paid.

3. On the closest business day to the 15 and 30 of each month Benton Bank will ACH your balance to your account.

If the bank sends the payment to your account at another bank they charge a 3% fee of the total invoice. If you set up an account with Benton Bank they charge a 2% fee instead. (Please contact me if you set up a Benton Bank account, as I will need to manually lower your bank fee for that to take effect.) Badger State Winery Cooperative charges a $1/9L case fee.

To create invoices, go to: [www.badgerstatewinecoop.com](http://www.badgerstatewinecoop.com/)

Go to Member Login, then click on Login, enter your username and password.

Feel free to contact info@badgerstatewinecoop.com if you are having trouble logging in and need your password reset.

To enter an invoice:

1. Click the Invoice tab in the lefthand menu bar. Fill out the date, order number (Your order number can be whatever you want, as long as they go in sequential order.) The system will automatically assign your unique two letter member code to the front of each order number to create an invoice number so that your invoice numbers will be unique to you.

2. Create a customer or select an existing one. The required reseller number should be supplied by the retailer. It is their Sales & Use Tax account number.

2. Fill in the boxes for each line item. Add items with the blue add item button as needed. Save your invoice when it is complete. Invoices can be adjusted for 24 hours after creation. If you change an invoice, be sure to save the changes to the invoice before navigating away from the page. If you need to make a change after 24 hours have passed, please send an email with the invoice number and details and I will void your old invoice and you can enter a new one.

The cooperative uses the volumes you enter on invoices to submit co-op reports to the DOR so it is important that your invoices reflect accurate quantities and volumes. Only you, the treasurer, and secretary will see your sales information.

3. When complete, save the invoice and print.
\*\*You are required to save a hard copy of all your invoices for your records.\*\* You may keep them in paper or electronic format.

All your invoices will also be saved online.

The bank will have access to a separate report of your invoices, they will mark your invoices paid when they receive payment.

You can use the reporting tab to run reports on your invoices and to locate which invoices correspond with your payments from Benton Bank.

Please Note:

What information does Benton Bank need to properly credit a payment?
1. The member winery being paid.
2. The invoice number(s) being paid.
3. The check amount must match the total(s) of the invoice(s) being paid.

If Benton Bank does not receive enough information, or the check amount does not match the invoice(s), they must return the check to the issuing vendor.
Benton Bank cannot make changes to invoices you have created, and they are not legally allowed to hold checks for several days pending resolution.

Some members choose to have payments written to Badger State Wine Co-op mailed to them and then the member winery forwards payments to Benton Bank themselves (with proper invoice stubs) in order to control the process and catch potential issues.