

# **Present and Pay**

## **User Manual – Payer Analyst**



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## 1.0 Glossary of Terms

| Term                  | Definition  |
|-----------------------|---|
| Attachment            | A file that is associated with any type of invoice. Only .jpeg, .jpg, .png, .pdf, .msg file formats are accepted.   |
| Dispute               | A disagreement with an invoice or non-invoice payment that results in an under payment or an over payment. A dispute is associated with a specific invoice and be created during the payment process.       |
| Entitlement           | Allows access to specific features in the system. Also describes the invoices and payments of a particular customer or Access to the invoices and payments of a particular customer or groups of customers. |
| Non-Invoice payment   | A payment made to a customer that does not have a formal invoice associated with it.  |
| Non-Invoice Deduction | An existing deduction to an invoice. Non-invoice deductions are associated with a particular customer and are created in advance before being applied during the payment process.                           |
| Pre Invoice           | An invoice that has not been formally submitted for approval and payment. Once created by the biller, the pre invoice expires in after 10 business days and is not accessible past the expiration date.     |

### Invoice and Non-Invoice Payment Statuses:

| Status         | Description  |
|----------------|--|
| Unapproved     | Assigned as soon invoice or non-invoice payment is loaded.   |
| Approved       | The payer analyst or administrator reviews the invoice and approves it if it is valid. Once approved, a payment can be initiated.<br>There are also invoices that are automatically approved.<br>When a payment is returned, the invoice or non-invoice payment is given this status for review and repayment. |
| Initiated      | Assigned by system as soon as payment is scheduled. The payment can be cancelled up to 3:00PM on the day it is scheduled to be paid.   |
| Partially Paid | Assigned by system when the partial amount is paid and past the cutoff time on the scheduled date.   |
| Paid           | Assigned by system when the payment is past the cutoff time on the scheduled date.   |

| <b>Status</b> | <b>Description</b>                |
|---------------|-----------------------------------|
| Paid by other | Assigned manually by biller admin |
| Pending       | Assigned manually by biller admin |

**Payment Statuses:**

| <b>Payment Status</b> | <b>Description</b>  | <b>Corresponding Invoice Status</b> |
|-----------------------|---|-------------------------------------|
| Initiated             | When the invoice is scheduled for payment.                    | Initiated                           |
| Paid                  | Status Is changed after the cutoff time on the scheduled date | Paid / Partially Paid               |
| Returned              | When there is a ACH return for the transaction                | Approved                            |
| Cancel                | When the transaction is cancelled by the user.                | Approved/Pending                    |

## 2.0 How to Use this Manual

Instructions are presented in the “Action, Result” format. To complete a particular function, follow the instruction in the particular step of the “Action”. The expected result will be described and displayed in the “Result” column.

| STEP | ACTION  | RESULT   |
|------|---|--|
| #    | <p>Instruction to be completed by the end user.</p> <p>❖ <b>Note:</b> Any information important to a particular step is presented in this format.</p> <p>⚠ <b>WARNING!</b> If an action might cause data loss or cannot be undone, the information is presented in this format.</p> | <p>The result of the step is displayed here.</p> |

❖ **Note:** It is assumed that the user is logged into Present and Pay before completing any function, not including the logging in.

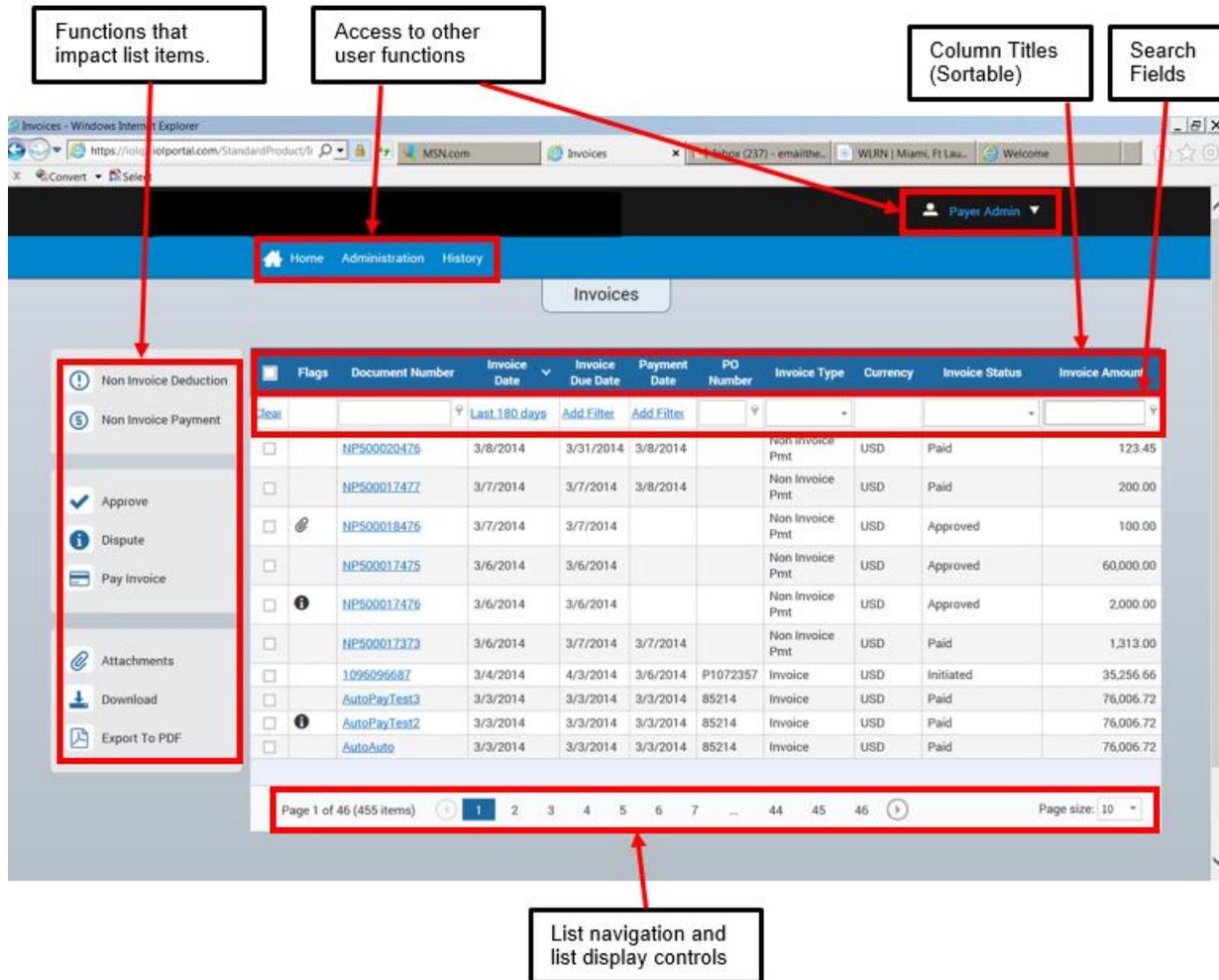
## 3.0 Common User Features and Functions

Present and Pay has a consistent user interface starting with the home page (once the user has logged in). There are also common user functions when a list of items (Invoices, Disputes, Users, etc.) are displayed on a page:

- Search List
- Sort List
- Change Number of Items Displayed

### 3.1 Present and Pay User Interface

Present and Pay has a generally consistent user interface starting with the home page once the user has logged in.



### 3.2 Search List

Often, Present and Pay contains large number of items in a list. To find a particular item, the user can use the search function. A search is possible on most every column, based on what is being displayed in the list – invoices, payments, users, etc.

❖ **Note:** Not all lists have the same column titles and won't have the same search options.

There are several ways to complete a search:

- Enter a specific number or enter a partial number in the field directly under the column name. There are several search options when entering a specific number or word. Click the option icon -  - to display and change the search option.

- ✓ Begins with
- Contains
- Doesn't contain
- Ends with
- Equals
- Doesn't equal

- Enter a specific date or date range. Click on the link directly below column title

▼

Last 180 Days  
 Last 120 Days  
 Last 90 Days  
 Last 60 Days  
 Last 30 Days  
 Next 30 Days  
 Next 60 Days  
 Custom Range:

[Apply](#) [Remove](#) [Cancel](#)

For a custom range, a calendar is available. Click the open calendar icon - ▼ - to display the calendar.

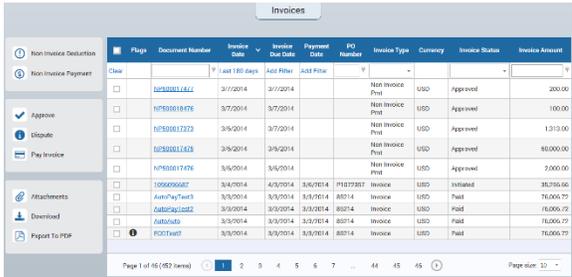
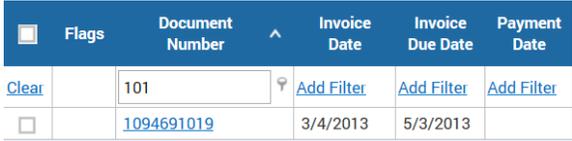
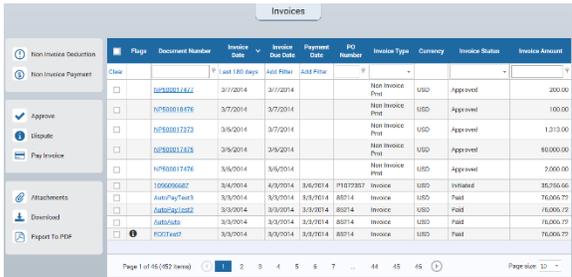
September, 2013

|    | SUN | MON | TUE | WED | THU | FRI | SAT |
|----|-----|-----|-----|-----|-----|-----|-----|
| 36 | 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 37 | 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 38 | 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 39 | 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 40 | 29  | 30  | 1   | 2   | 3   | 4   | 5   |
| 41 | 6   | 7   | 8   | 9   | 10  | 11  | 12  |

- Search an item's status. Most items have some sort of status assigned. As well, an item might be classified as a type. Click the open menu icon - ▼ - to display and select the status or type of the item.

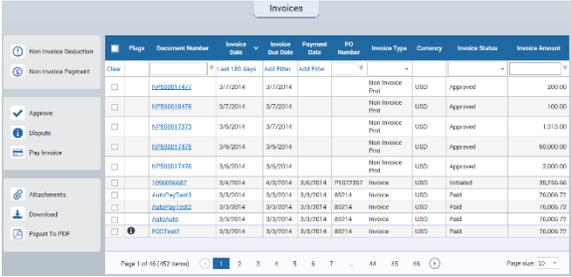
- ALL
- Invoice
- Non Invoice Pmt
- Pre Invoice

❖ **Note:** A combination of these of searches can be used.

| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | <p>Open a list page or navigate to the Home page to display invoices.</p>    | <p>A list page is displayed.</p>    |
| 2.   | <p>Determine the best filter to apply to the search. The more precise the filter (or combination of filters) the fewer items displayed after the search is completed.</p>   | <p>The search approach has been decided.</p>  |
| 3.   | <p>Enter the appropriate search parameters press the Enter key.</p> <p>❖ <b>Note:</b> For a date, click the apply link to perform the search.</p>  | <p>The search is completed and results are displayed.</p>  <p>❖ <b>Note:</b> If the search yields no results, a message is displayed.</p> <p style="text-align: center;">No data to display</p> |
| 4.   | <p>Click the Clear link.</p>   | <p>The original list prior to the search is displayed.</p>    |

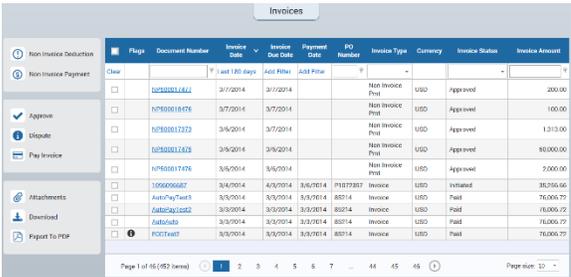
### 3.3 Sort List

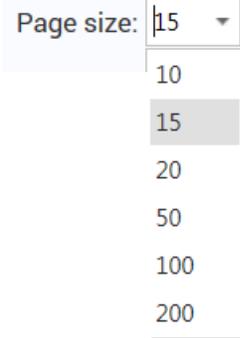
The order of the displayed items can be sorted in ascending or descending order.

| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | <p>Open a list page or navigate to the Home page to display invoices.</p>  | <p>A list page is displayed.</p>    |
| 2.   | <p>Click the column title to sort in ascending (numeric, date, or alphanumeric) order.</p>  | <p>The list is re-sorted and the sort indicator is displayed next to the column title.</p>   |
| 3.   | <p>Click the column title again to sort descending order.</p>   | <p>The list is re-sorted and the sort indicator is displayed next to the column title.</p>  |

### 3.4 Change Number of Items Displayed

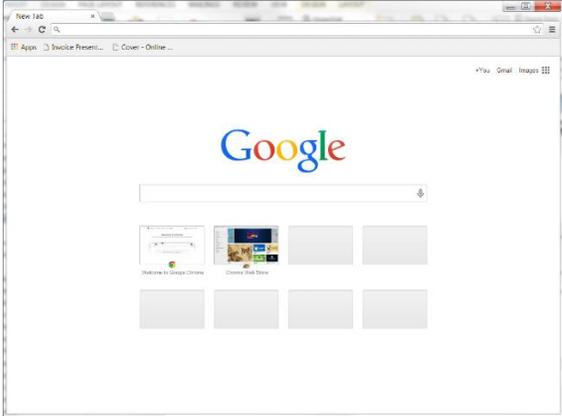
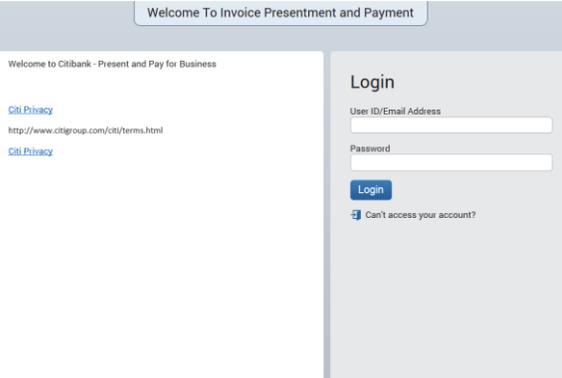
The number of items displayed can be changed. The default number is 15.

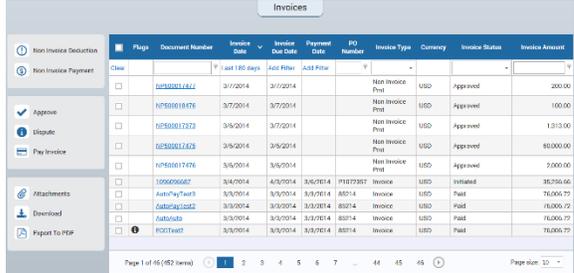
| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | <p>Open a list page or navigate to the Home page to display invoices.</p>  | <p>A list page is displayed.</p>  |

| STEP | ACTION   | RESULT   |
|------|--|--|
| 2.   | Click the open icon ▼ (Lower right-hand side of the page).   | <p>The list length menu is displayed.</p>   |
| 3.   | <p>Select the number to display in the list.</p>  | <p>The number of items in the list is changed to the selected number. The number of pages required for the list changes accordingly.</p>  <p>❖ <b>Note:</b> To display other pages of items, click the page number or the arrow icons.</p> |

## 4.0 Log in to Present and Pay

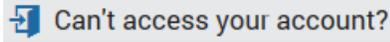
A user must log in to Present and Pay with a valid and active user account. A system administrator validates and approves those accounts and the user then completes the registration process.

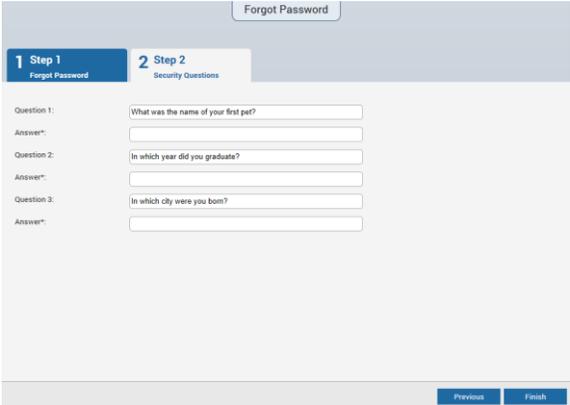
| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | <p>Open an Internet browser.</p> <p>❖ <b>Note:</b> The application can be used with the following Internet browsers:</p> <ul style="list-style-type: none"> <li>• Microsoft Internet Explorer (Version 9 and above is the preferred browser)</li> <li>• Mozilla Firefox (Version 3 and above)</li> <li>• Google Chrome (Version 28 and above)</li> <li>• Apple Safari</li> </ul> | <p>The home page of the browser is displayed. In this example, the browser is Microsoft Internet Explorer.</p>   |
| 2.   | <p>Open the Present and Pay website.</p>   | <p>The Present and Pay login page is displayed.</p>  <p>❖ <b>Note:</b> It is strongly recommended to add this address to the favorites list (bookmarking).</p> |
| 3.   | <p>Enter the user name (email address) in the User ID/Email Address field.</p> <p>User ID/Email Address</p> <input data-bbox="302 1583 834 1654" type="text"/>   | <p>The user name is displayed in the field.</p> <p>User ID/Email Address</p> <input data-bbox="870 1583 1432 1633" type="text" value="payeradmin@di.com"/>   |

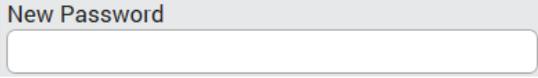
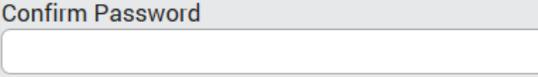
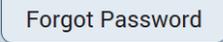
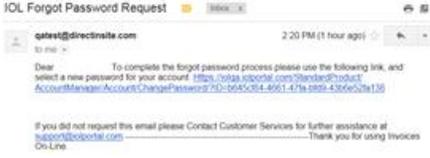
| STEP | ACTION   | RESULT   |
|------|--|--|
| 4.   | Enter the password in the Password field.<br>   | The password is displayed in the field.<br> <p>❖ <b>Note:</b> The password characters are hidden for security reasons.</p> |
| 5.   | Click the Login button.<br> <p>❖ <b>Note:</b> If the user attempts to log in more than six times with an incorrect password, the system prevents further login attempts and the user is locked. The user can be unlocked by resetting the password.</p> | The user is logged in and the Invoices page is displayed.<br>  |

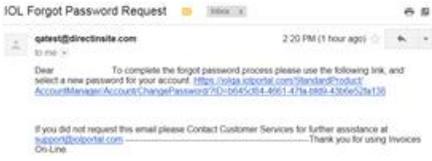
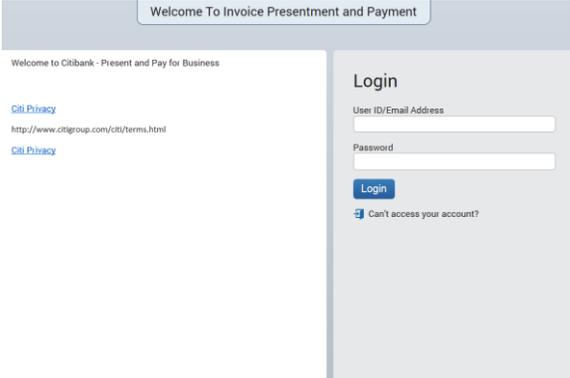
## 4.1 Create New Password (Forgotten Password)

If a password is forgotten, the user can create a new password.

| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | Click the “Can’t access your account?” Link or icon.<br> | The Forgot Password, Step 1 page is displayed.<br> |
| 2.   | Enter User ID in the User ID field.<br>                  | The user ID is displayed in the field.<br>         |

| STEP | ACTION   | RESULT  |
|------|--|---|
| 3.   | <p>Click the Next button.</p>   | <p>The Forgot Password, Step 2 page is displayed.</p>   |
| 4.   | <p>Enter the answers to the three security questions in the appropriate fields.</p> <p>Question 1: <input type="text" value="What was the name of your first pet?"/></p> <p>Answer*: <input type="text"/></p> <p>Question 2: <input type="text" value="In which year did you graduate?"/></p> <p>Answer*: <input type="text"/></p> <p>Question 3: <input type="text" value="In which city were you born?"/></p> <p>Answer*: <input type="text"/></p> | <p>The answers are displayed in the appropriate fields.</p> <p>Question 1: <input type="text" value="What was the name of your first pet?"/></p> <p>Answer*: <input type="text" value="Lucy"/></p> <p>Question 2: <input type="text" value="In which year did you graduate?"/></p> <p>Answer*: <input type="text" value="1985"/></p> <p>Question 3: <input type="text" value="In which city were you born?"/></p> <p>Answer*: <input type="text" value="Boston"/></p> |
| 5.   | <p>Click the Finish button.</p>  <p>❖ <b>Note:</b> To display the Forgot Password, Step 1 page, click the Previous button.</p>   | <p>The Change Password page is displayed.</p>   |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 6.   | <p>Enter a new password in the New Password field.</p>  <p>❖ <b>Note:</b> The password must comply with the following conditions in order for it to be valid:</p> <ul style="list-style-type: none"> <li>• It requires at least 6 characters.</li> <li>• At least 1 capital (uppercase) character is required.</li> <li>• At least 1 numeric character is required.</li> </ul> <p>At least 1 special character is required (!@#%\$%^&amp;*).</p> | <p>The password is displayed in the field.</p>  <p>❖ <b>Note:</b> The characters are hidden for security reasons.</p>   |
| 7.   | <p>Enter the password again in the Confirm Password field.</p>   | <p>The password is displayed in the field.</p>  <p>❖ <b>Note:</b> The characters are hidden for security reasons.</p>   |
| 8.   | <p>Click the Change Password button.</p>   | <p>The password is changed, a confirmation message is sent to the user with a link to log in to Present and Pay.</p>  <p>A confirmation e-mail has been sent to the e-mail address submitted. Please follow the link in the email to change your password. If you do not receive the email, please contact support@iolportal.com</p> |
| 9.   | <p>Open confirmation email that indicates the password has been successfully changed.</p>   | <p>The email is displayed.</p>    |

| STEP | ACTION   | RESULT   |
|------|--|--|
| 10.  | <p>Click the link in the message. Change name</p>  <p>The screenshot shows an email interface. The subject is "IOL Forgot Password Request". The sender is "gates@directmail.com" and the time is "2:20 PM (1 hour ago)". The body of the email says: "Dear [redacted], To complete the forgot password process please use the following link, and select a new password for your account: https://iolqa.sgiportal.com/StandardProduct/AccountManager/Accounts/ChangePassword?ID=1645x314.4561.47%20859-4326%20a156". Below this, it says: "If you did not request this email please Contact Customer Services for further assistance at support@copoim.com. Thank you for using Invoices On-Line."</p> | <p>The Login Page is displayed.</p>  <p>The screenshot shows a web page titled "Welcome To Invoice Presentment and Payment". Below the title, it says "Welcome to Citibank - Present and Pay for Business". There are two links: "Citibank Privacy" and "http://www.citigroup.com/citi/terms.html". On the right side, there is a "Login" section with two input fields: "User ID/Email Address" and "Password". Below the fields is a blue "Login" button. At the bottom of the login section, there is a link: "Can't access your account?".</p> |

## 5.0 Manage Users

The payer analyst role is able to perform the following user management functions:

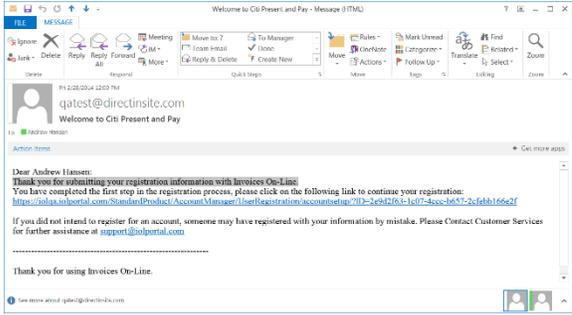
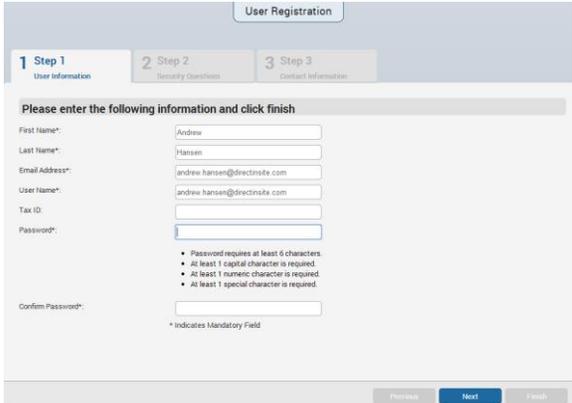
- Register as New User
- View User Profile

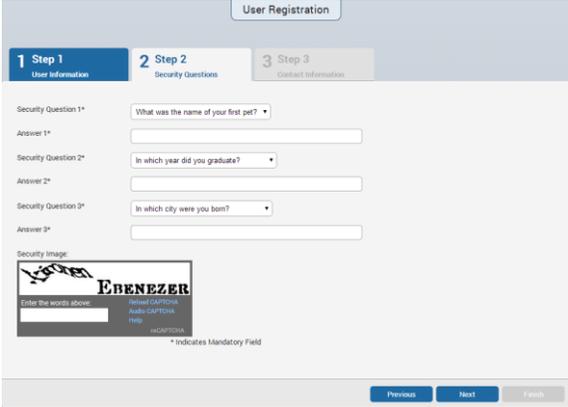
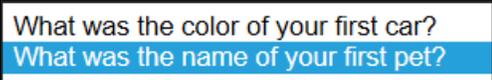
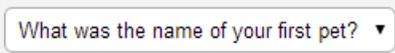
These functions are available through the user list page.

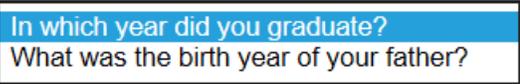
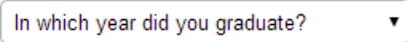
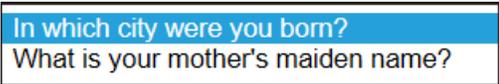
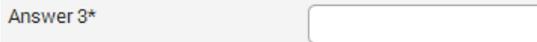
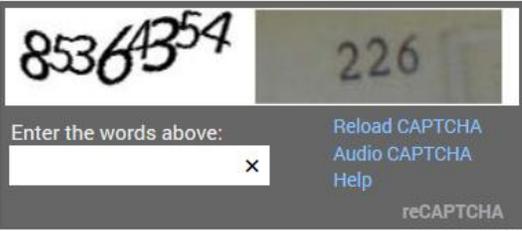
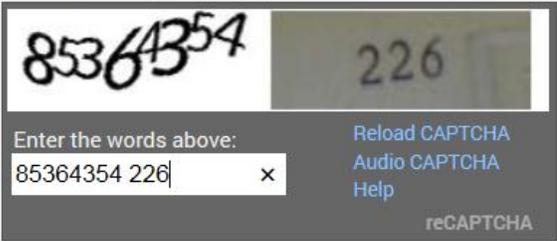
### 5.1 Register User

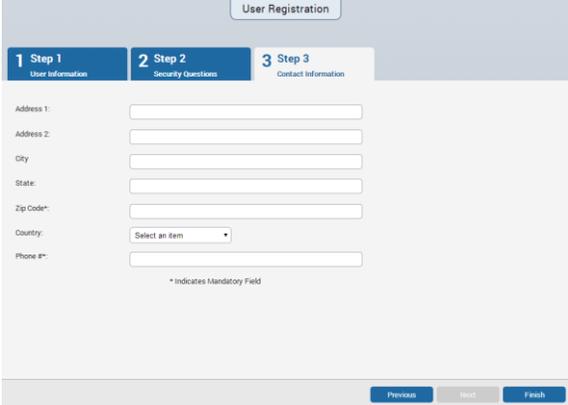
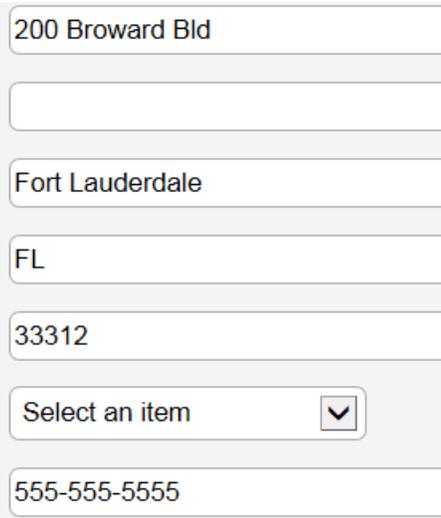
The new user must complete registration process.

1. The administrator starts the process by entering information about the user.
2. When the administrator completes that process, the system notifies the new user via an email message. That email contains a link to a website where the user registers by entering more information (steps detailed below).
3. When the user completes his or her own registration process, the administrator reviews the information and either approves or rejects the new user. The system notifies the user that he or she has been approved or rejected.

| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | Open confirmation email that indicates the administrator has created a new user account.                              | <p>The message is displayed.</p>                         |
| 2.   | Click on the link provided in the email. If the link doesn't open automatically, copy it the browser's address field. | <p>The User Registration, Step 1 page is displayed.</p>  |

| STEP | ACTION  | RESULT   |
|------|---|--|
| 3.   | If necessary, enter a Tax ID number in the Tax ID field<br>  | The information is displayed in the field.<br>   |
| 4.   | Enter a password in the Password field.<br><br><b>Note:</b> The password must comply with the following conditions in order for it be valid: <ul style="list-style-type: none"> <li>It requires at least 6 characters.</li> <li>At least 1 capital (uppercase) character is required.</li> <li>At least 1 numeric character is required.</li> <li>At least 1 special character is required (!@#%&amp;^*).</li> </ul> | The information is displayed in the field.<br><br><b>Note:</b> The characters are hidden for security reasons. |
| 5.   | Click the Next button.<br><br><b>Note:</b> To display the User Registration, Step 1 page, click the Previous button.<br>  | The User Registration, Step 2 page is displayed.<br>  |
| 6.   | Click the open icon in the Security Question 1 field:<br>  | The Security Question 1 menu is displayed.<br>   |
| 7.   | Select an alternate question or keep the existing question.   | The question is displayed in the field.<br>  |
| 8.   | Enter the answer to the question in the Answer 1 field.<br>  | The information is displayed in the field.<br>  |

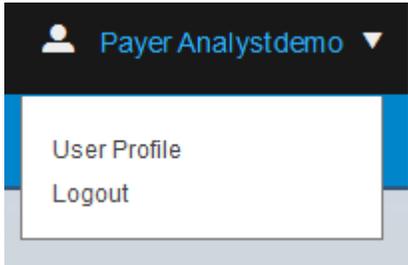
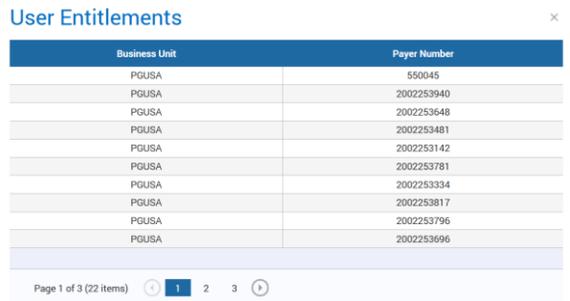
| STEP | ACTION  | RESULT  |
|------|---|---|
| 9.   | Click the open icon in the Security Question 2 field:<br>  | The Security Question 2 menu is displayed.<br>                      |
| 10.  | Select an alternate question or keep the existing question.   | The question is displayed in the field.<br>                         |
| 11.  | Enter the answer to the question in the Answer 2 field.   | The information is displayed in the field.<br>                     |
| 12.  | Click the open icon in the Security Question 3 field:<br>  | The Security Question 3 menu is displayed.<br>                      |
| 13.  | Select an alternate question or keep the existing question.   | The question is displayed in the field.<br>                         |
| 14.  | Enter the answer to the question in the Answer 3 field.<br>  | The information is displayed in the field.<br>                   |
| 15.  | In available field in the Security Image, enter the characters displayed.<br><br><b>Note:</b> A space is required between the two sets of characters. If the characters are not legible enough, click the Reload CAPTCHA link. A different set of characters is displayed. | The information is displayed in the field.<br>Security Image:<br> |

| STEP | ACTION  | RESULT   |
|------|---|--|
| 16.  | <p>Click the Next button.</p> <div style="text-align: center;">  </div> <p>❖ <b>Note:</b> To display the User Registration, Step 2 page, click the Previous button.</p> <div style="text-align: center;">  </div>   | <p>The User Registration, Step 3 page is displayed.</p>    |
| 17.  | <p>Enter the new user contact information in the empty fields.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text" value="Select an item"/></p> <p>Phone #*: <input type="text"/></p> </div> <p>❖ <b>Note:</b> The asterisk next to the field name indicates that the field is mandatory.</p> | <p>The information is displayed in the appropriate fields.</p>    |
| 18.  | <p>Click the open icon in the Country field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Country: <input type="text" value="Select an item"/> </p> </div>   | <p>The country menu is displayed.</p>  |
| 19.  | <p>Select the appropriate country.</p>  | <p>The selected country is display.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Country: <input type="text" value="United States"/> </p> </div> |

| STEP | ACTION   | RESULT  |
|------|--|---|
| 20.  | Click the Finish button.  | The registration process is finalized and the confirmation page is displayed.  <p>❖ <b>Note:</b> The administrator must approve the user before Present and Pay can be accessed. The user is notified via an email message that the user account has been approved (or rejected).</p> |

## 5.2 View User Profile

The profile of the currently logged in user can be viewed.

| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | Click the Payer Analyst link (upper right-hand side of the page).   | The Payer Admin menu is displayed.              |
| 2.   | Click the User Profile link.<br>                   | The profile of the current user is displayed.  |
| 3.   | Click the View link in the Entitlement column.<br> | The User Entitlements Window is displayed.     |

| STEP | ACTION  | RESULT   |
|------|---|--|
| 4.   | Click the Close icon.  | The User Entitlements window is closed.  |

## 6.0 Manage Invoices & Non-Invoice Payments

The payer analyst is responsible for managing invoices and non-invoice payments. This includes the following functions:

- View Detail
- Approve
- Add Non-Invoice Deduction
- Download to .xls
- Add Attachment
- View Attachment(s)
- Export to PDF

These functions are available through the invoice list page (home page).

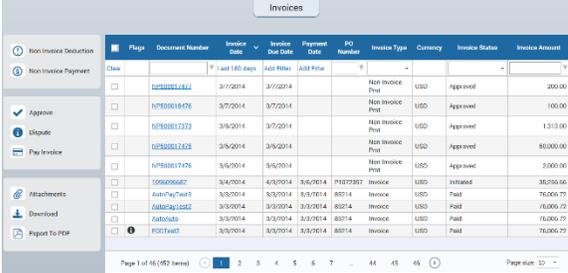
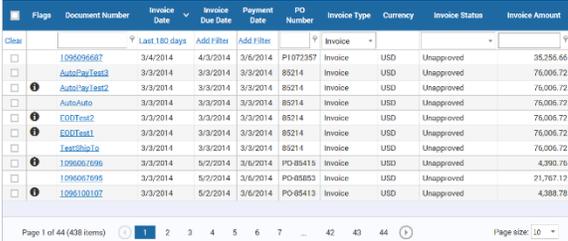
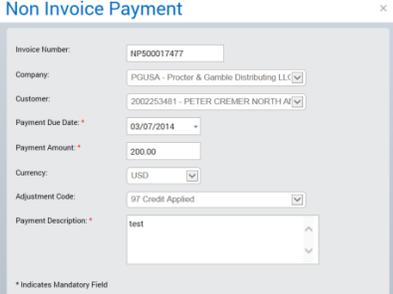
### Invoice and Non-Invoice Payment Statuses:

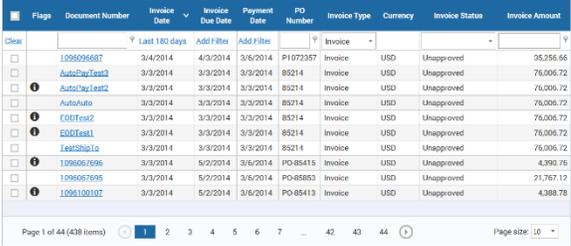
| Status         | Description  |
|----------------|--|
| Unapproved     | Assigned as soon as invoice or non-invoice payment is loaded.  |
| Approved       | The payer analyst or administrator reviews the invoice and approves it if it is valid. Once approved, a payment can be initiated.<br>There are also invoices that are automatically approved.<br>When a payment is returned, the invoice or non-invoice payment is given this status for review and repayment. |
| Initiated      | Assigned by system as soon as payment is scheduled. The payment can be cancelled up to 3:00PM on the day it is scheduled to be paid.   |
| Partially Paid | Assigned by system when the partial amount is paid and past the cutoff time on the scheduled date.   |
| Paid           | Assigned by system when the payment is past the cutoff time on the scheduled date.   |
| Paid by other  | Assigned manually by biller admin  |
| Pending        | Assigned manually by biller admin  |

## 6.1 View Detail

A detailed view of the invoice or non-invoice payment is available.

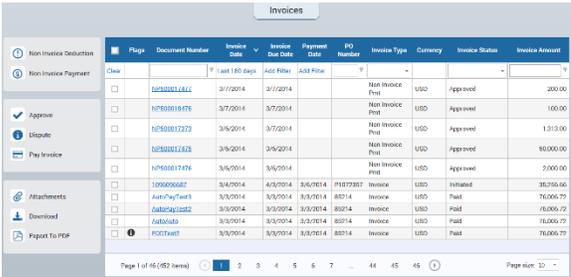
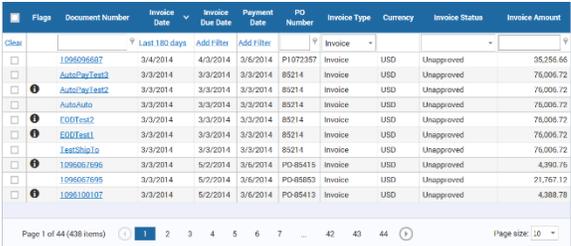
| STEP | ACTION | RESULT |
|------|--------|--------|
|------|--------|--------|

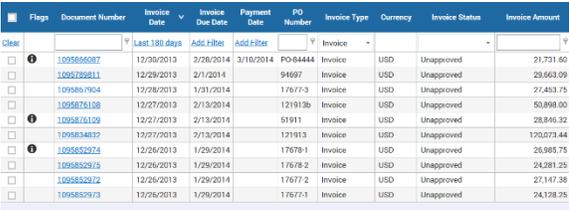
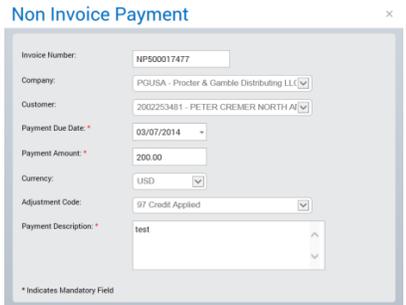
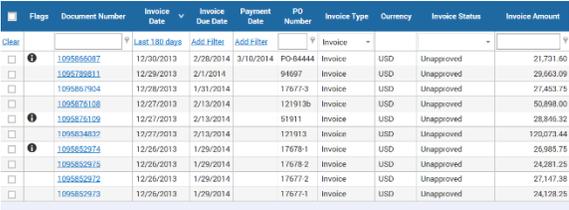
| STEP | ACTION   | RESULT  |
|------|--|---|
| 1.   | <p>If the invoice list is not already displayed, click the Home page icon or link.</p>  | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p><b>Note:</b> This list includes all items including Non-invoice payments and Pre Invoices.</p> |
| 2.   | <p>Search for the invoice or non-invoice payment to be displayed.</p> <p><b>Note:</b> See the <i>Search List</i> section for search instructions.</p>                    | <p>The results of the search are displayed.</p>    |
| 3.   | <p>Click the invoice (document) number link.</p> <p><a href="#">1096009208</a></p>   | <p>The invoice detail is displayed.</p>  <p>Non-Invoice Payment detail.</p>   |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 4.   | Click the Home icon or link.<br> | The list of invoices or non-invoice payment is displayed.<br> |

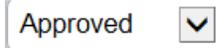
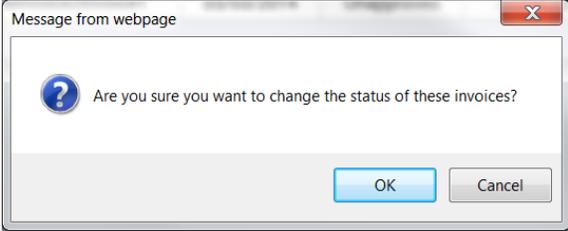
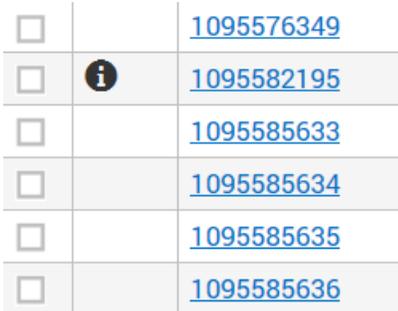
## 6.2 Approve

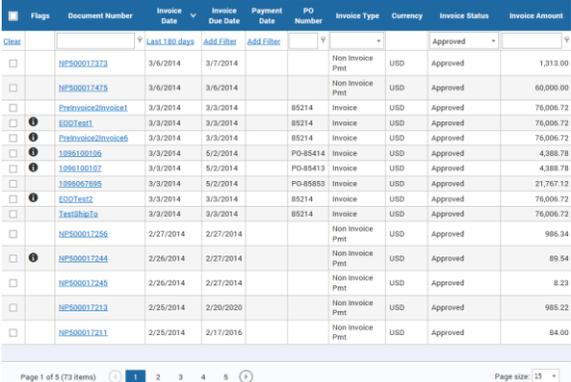
This is the process of reviewing and approving invoices or non-invoice payments.

| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br> | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br><br><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices. |
| 2.   | Search for invoices or non-invoice payments with a status of Unapproved.<br><b>Note:</b> See the <i>Search List</i> section for search instructions.                  | All invoices or non-invoice payments with a status of Unapproved are displayed.<br>   |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 3.   | <p>If necessary, search for the list of invoices or non-invoice payments to be approved in this session.</p>  | <p>The list of specific invoices or non-invoice payments to be approved is displayed.</p>   |
| 4.   | <p>Click the Document Number of the individual invoice or non-invoice payment to be reviewed for approval.</p> <p style="text-align: center;"><a href="#">1095866087</a></p>  | <p>The invoice detail is displayed.</p>  <p>Non-Invoice Payment detail.</p>  |
| 5.   | <p>Review the invoice or non-invoice payment to determine if it can be approved.</p> <p>❖ <b>Note:</b> A dispute can be added to the invoice if necessary. See the <i>Manage Disputes</i> section for instructions.</p> | <p>The invoice or non-invoice payment is determined to be approvable.</p>   |
| 6.   | <p>Click the Home icon or link.</p>    | <p>The invoice list is displayed.</p>  <p>❖ <b>Note:</b> The list maintains its search results.</p>   |

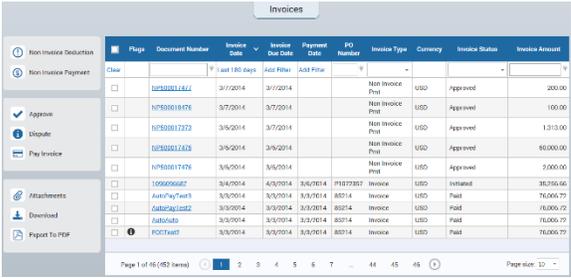
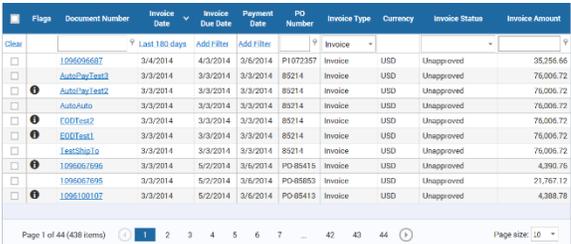
| STEP                                | ACTION  | RESULT  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
|-------------------------------------|---|---|--------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|---|---|----------------------------|---|---|----------------------------|---|---|---|--------------------------|----------|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|
| 7.                                  | <p>If the invoice or non-invoice payment is valid, select it by clicking the checkbox.</p> <table border="1" data-bbox="350 352 782 663"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>  |                          | <a href="#">1095576349</a> | <input type="checkbox"/>   |                                     | <a href="#">1095577233</a> | <input type="checkbox"/>   |                                     | <a href="#">1095582004</a> | <input type="checkbox"/>   |  | <a href="#">1095582195</a>  | <input type="checkbox"/>   |  | <a href="#">1095582214</a>  | <input type="checkbox"/>   |  | <a href="#">1095582217</a>  | <p>The invoice or non-invoice payment is selected. A selected invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="946 380 1356 690"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |          | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095577233</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582004</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582214</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582217</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |   | <a href="#">1095577233</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582004</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582214</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582217</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 8.                                  | <p>Repeat steps 4 through 7 to review additional invoices.</p>  | <p>Additional invoices or non-invoice payments are selected for approval.</p> <table border="1" data-bbox="946 808 1347 1119"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> <p><b>Note:</b> Up to 10 invoices or non-invoice payments can be selected.</p> | <input type="checkbox"/> |                            | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095577233</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095582004</a> | <input type="checkbox"/>  |  | <a href="#">1095582195</a> | <input checked="" type="checkbox"/>   |  | <a href="#">1095582214</a> | <input checked="" type="checkbox"/>   |  | <a href="#">1095582217</a>  |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |   | <a href="#">1095577233</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |   | <a href="#">1095582004</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |    | <a href="#">1095582214</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |    | <a href="#">1095582217</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 9.                                  | <p>Click the Approve icon.</p>   | <p>The Approve window is displayed with the selected invoices or non-invoice payments.</p> <div data-bbox="865 1318 1437 1661"> <p><b>Approve</b> <span style="float: right;">×</span></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Date</th> <th>Status</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1095577233</td> <td>09/27/2013</td> <td>Unapproved</td> <td>18555.05</td> </tr> <tr> <td>1095582004</td> <td>10/04/2013</td> <td>Unapproved</td> <td>5234.52</td> </tr> <tr> <td>1095582214</td> <td>10/22/2013</td> <td>Unapproved</td> <td>114942.79</td> </tr> <tr> <td>1095582217</td> <td>10/22/2013</td> <td>Unapproved</td> <td>26909.25</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="text" value="Select Status"/> <input type="button" value="Save"/> </p> </div>   | Number                   | Date                       | Status                     | Amount                              | 1095577233                 | 09/27/2013                 | Unapproved                          | 18555.05                   | 1095582004                 | 10/04/2013  | Unapproved  | 5234.52                    | 1095582214  | 10/22/2013  | Unapproved                 | 114942.79   | 1095582217  | 10/22/2013  | Unapproved               | 26909.25 |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| Number                              | Date  | Status  | Amount                   |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 1095577233                          | 09/27/2013  | Unapproved  | 18555.05                 |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 1095582004                          | 10/04/2013  | Unapproved  | 5234.52                  |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 1095582214                          | 10/22/2013  | Unapproved  | 114942.79                |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 1095582217                          | 10/22/2013  | Unapproved  | 26909.25                 |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 10.                                 | <p>Click the open menu icon in Select Status field.</p>    | <p>The Status menu is displayed.</p> <div data-bbox="1040 1745 1263 1829"> <p>Select Status<br/>Approved</p> </div>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |   |   |                            |   |   |                            |   |   |   |                          |          |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |

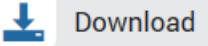
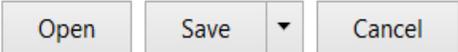
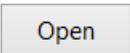
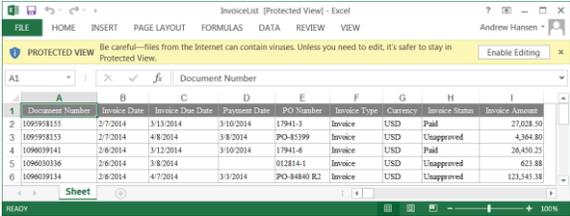
| STEP                     | ACTION  | RESULT   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
|--------------------------|---|--|--------------------------|------|----------------------------|--------------------------|------------|----------------------------|--------------------------|----------|----------------------------|--------------------------|----------|----------------------------|--------------------------|------------|----------------------------|--------------------------|------------|----------------------------|----------|----------|
| 11.                      | Select the Approved status.   | The status is displayed in the field.<br>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 12.                      | Click the Save button.<br>         | The status change confirmation popup is displayed.<br>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 13.                      | Click the OK button.<br>           | The status of the invoice(s) or non-invoice payment(s) is changed to Approved and a confirmation window is displayed.<br> <table border="1" data-bbox="878 905 1425 1104"> <thead> <tr> <th>Number</th> <th>Date</th> <th>Status</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1095577233</td> <td>09/27/2013</td> <td>Approved</td> <td>18555.05</td> </tr> <tr> <td>1095582004</td> <td>10/04/2013</td> <td>Approved</td> <td>5234.52</td> </tr> <tr> <td>1095582214</td> <td>10/22/2013</td> <td>Approved</td> <td>114942.79</td> </tr> <tr> <td>1095582217</td> <td>10/22/2013</td> <td>Approved</td> <td>26909.25</td> </tr> </tbody> </table> <p style="color: green; font-size: small;">Document status transitioned successfully.</p>  | Number                   | Date | Status                     | Amount                   | 1095577233 | 09/27/2013                 | Approved                 | 18555.05 | 1095582004                 | 10/04/2013               | Approved | 5234.52                    | 1095582214               | 10/22/2013 | Approved                   | 114942.79                | 1095582217 | 10/22/2013                 | Approved | 26909.25 |
| Number                   | Date  | Status   | Amount                   |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 1095577233               | 09/27/2013  | Approved   | 18555.05                 |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 1095582004               | 10/04/2013  | Approved   | 5234.52                  |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 1095582214               | 10/22/2013  | Approved   | 114942.79                |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 1095582217               | 10/22/2013  | Approved   | 26909.25                 |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| 14                       | Close the close window icon.<br> | The Approve window is closed and the approved invoices or non-invoice payments are no longer displayed in the unapproved invoice list.<br> <table border="1" data-bbox="951 1381 1349 1692"> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td><a href="#">1095576349</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>i</b></td> <td><a href="#">1095582195</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><a href="#">1095585633</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><a href="#">1095585634</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><a href="#">1095585635</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><a href="#">1095585636</a></td> </tr> </tbody> </table> | <input type="checkbox"/> |      | <a href="#">1095576349</a> | <input type="checkbox"/> | <b>i</b>   | <a href="#">1095582195</a> | <input type="checkbox"/> |          | <a href="#">1095585633</a> | <input type="checkbox"/> |          | <a href="#">1095585634</a> | <input type="checkbox"/> |            | <a href="#">1095585635</a> | <input type="checkbox"/> |            | <a href="#">1095585636</a> |          |          |
| <input type="checkbox"/> |   | <a href="#">1095576349</a>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| <input type="checkbox"/> | <b>i</b>  | <a href="#">1095582195</a>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| <input type="checkbox"/> |   | <a href="#">1095585633</a>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
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| <input type="checkbox"/> |   | <a href="#">1095585635</a>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |
| <input type="checkbox"/> |   | <a href="#">1095585636</a>   |                          |      |                            |                          |            |                            |                          |          |                            |                          |          |                            |                          |            |                            |                          |            |                            |          |          |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 15.  | When all the invoices in the session have been approved and the status requires review, search for invoices and non-invoice payments with a status of approved. | <p>The search results are displayed in the invoice list.</p>  |

### 6.3 Download to XLS File

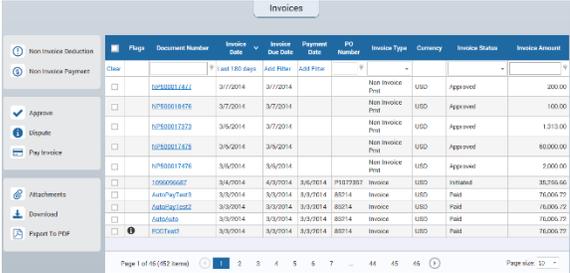
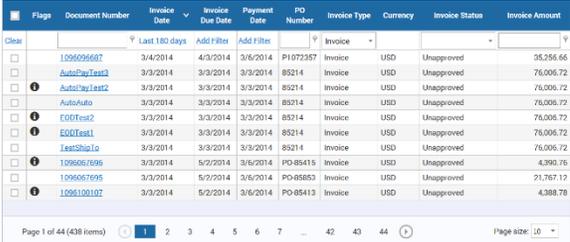
Invoices or non-invoice payments can be downloaded to an .xls file. To open the downloaded file, a spreadsheet application that can open an .xls is required on the destination workstation.

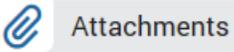
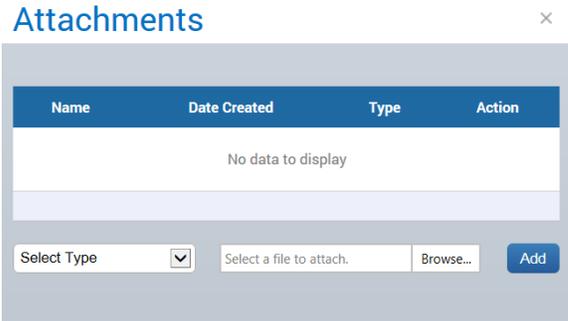
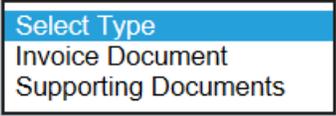
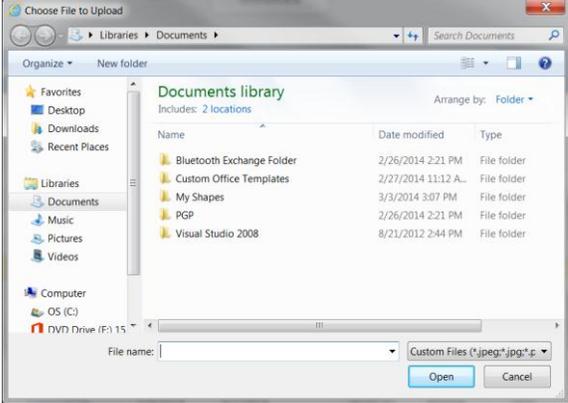
| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | <p>If the invoice list is not already displayed, click the Home page icon or link.</p>           | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |
| 2.   | <p>Use the search function to display to invoice(s) or non-invoice payment(s) to be downloaded.</p> <p><b>Note:</b> See the <i>Search List</i> section for search instructions.</p> | <p>The search results are displayed in the invoice list.</p>   |

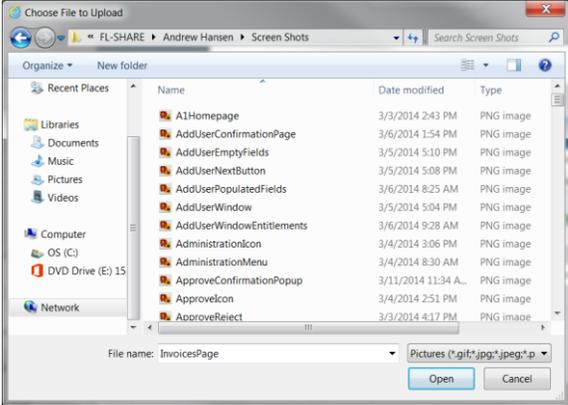
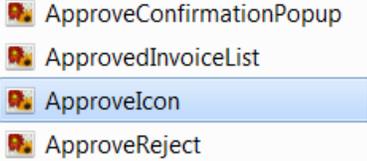
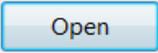
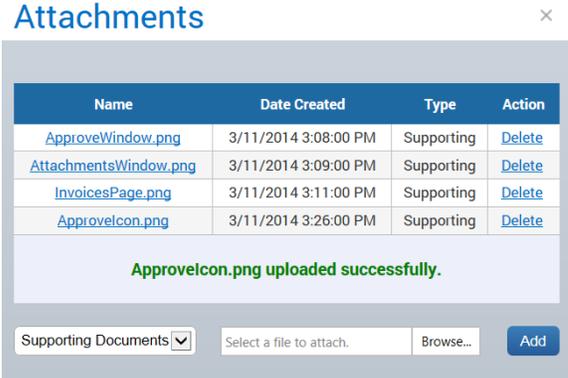
| STEP                                | ACTION   | RESULT   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
|-------------------------------------|--|--|--------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|--------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|--|--------------------------|--|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|----------|----------------------------|--------------------------|----------|----------------------------|--------------------------|----------|----------------------------|
| 3.                                  | <p>If the invoice or non-invoice payments is to be downloaded, select it by clicking the checkbox.</p> <table border="1" data-bbox="350 380 782 695"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>   |                          | <a href="#">1095576349</a> | <input type="checkbox"/>   |                                     | <a href="#">1095577233</a> | <input type="checkbox"/>   |                                     | <a href="#">1095582004</a> | <input type="checkbox"/>   | <b>i</b>                 | <a href="#">1095582195</a> | <input type="checkbox"/>   | <b>i</b>                            | <a href="#">1095582214</a> | <input type="checkbox"/>   | <b>i</b>                            | <a href="#">1095582217</a> | <p>The invoice or non-invoice payment is selected. A selected invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="946 380 1356 695"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |  | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> | <b>i</b> | <a href="#">1095582195</a> | <input type="checkbox"/> | <b>i</b> | <a href="#">1095582214</a> | <input type="checkbox"/> | <b>i</b> | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            |  | <a href="#">1095577233</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582195</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582214</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582217</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582195</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582214</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582217</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| 4.                                  | <p>Repeat Step 3 to select additional invoices or non-invoice payments.</p>  | <p>Additional invoices or non-invoice payments are selected for downloading.</p> <table border="1" data-bbox="946 810 1347 1125"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582195</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582214</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |                            | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095577233</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095582004</a> | <input type="checkbox"/> | <b>i</b>                   | <a href="#">1095582195</a> | <input checked="" type="checkbox"/> | <b>i</b>                   | <a href="#">1095582214</a> | <input checked="" type="checkbox"/> | <b>i</b>                   | <a href="#">1095582217</a>   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095582004</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input type="checkbox"/>            | <b>i</b>   | <a href="#">1095582195</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input checked="" type="checkbox"/> | <b>i</b>   | <a href="#">1095582214</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| <input checked="" type="checkbox"/> | <b>i</b>   | <a href="#">1095582217</a>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| 3.                                  | <p>Click the Download icon.</p>   | <p>The browser displays a prompt to open or save the file.</p>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| 4.                                  | <p>Click the Open button</p>    | <p>The spreadsheet application is started and the downloaded file is opened.</p>   |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |
| 5.                                  | <p>If required, save the file to a network or a local workstation.</p>   | <p>The file is saved.</p>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |          |                            |                          |          |                            |                          |          |                            |

## 6.4 Add Attachment

Files can be attached to an invoice.

| STEP                                | ACTION   | RESULT   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
|-------------------------------------|--|--|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--|--------------------------|--|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|
| 1.                                  | <p>If the invoice list is not already displayed, click the Home page icon or link.</p>    | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 2.                                  | <p>Use the search function to display the invoice or non-invoice payment that will receive the attachment.</p> <p><b>Note:</b> See the <i>Search List</i> section for search instructions.</p>   | <p>The search results are displayed in the invoice list.</p>    |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 3.                                  | <p>If the invoice or non-invoice payment is to receive an attachment, select it by clicking the checkbox.</p> <table border="1" data-bbox="350 1310 784 1625"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>   |  | <a href="#">1095576349</a> | <input type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> | <p>The invoice or non-invoice payment is selected. A selected invoice or non-invoice payment is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="948 1341 1357 1650"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |  | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |  | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |

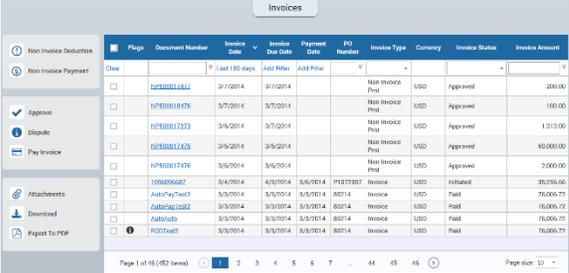
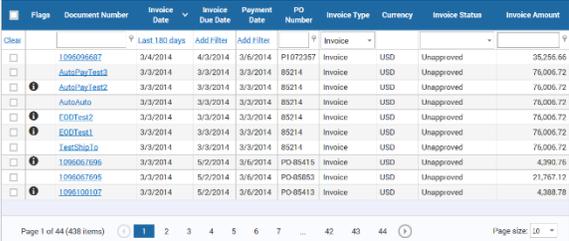
| STEP | ACTION  | RESULT   |
|------|---|--|
| 4.   | Click the Attachments logo.<br>                    | The Attachments window is displayed.<br>             |
| 5.   | Click the open menu icon in Select Type field.<br> | The attachments menu is displayed.<br>               |
| 6.   | Select attachment type.   | The selected type is displayed in the field.<br>     |
| 7.   | Click the Browse button.<br>                     | The Choose File to Upload window is displayed.<br> |

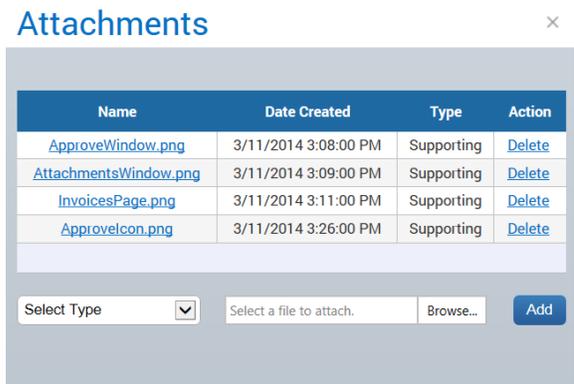
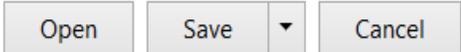
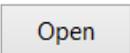
| STEP | ACTION  | RESULT  |
|------|---|---|
| 8.   | Navigate to the folder where the file is located.   | <p>The folder is opened and the list of files is displayed.</p>   |
| 9.   | <p>Click the file to be attached.</p> <p>❖ <b>Note:</b> Only .jpeg, .jpg, .png, .pdf, .msg file types are accepted.</p> | <p>The file is selected.</p>   |
| 10.  | <p>Click the Open button.</p>        | <p>The Windows Explorer window is closed and the file name is displayed in the browse field.</p>  <p>❖ <b>Note:</b> The field can be cleared by clicking the cancel icon.</p>  |
| 11.  | <p>Click the Add button.</p>         | <p>The file is attached to the invoice or non-invoice payment, added to the list of attachments in the Attachments window, and a confirmation message is displayed in the window.</p>   |

| STEP | ACTION   | RESULT   |
|------|--|--|
| 12.  | Repeat steps 5 through 11 to attach additional files to the Invoice. | The files are attached to the invoice or non-invoice payment.  |
| 13.  | Click the close icon   | The Attachments window is closed and an Attachments icon is displayed next to the invoice.<br> <a href="#">1095958153</a> |

## 6.5 View Attachment(s)

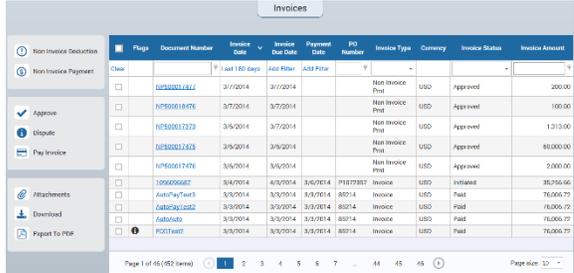
Once attached, an attachment can be viewed.

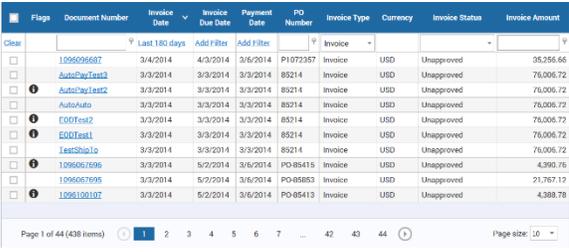
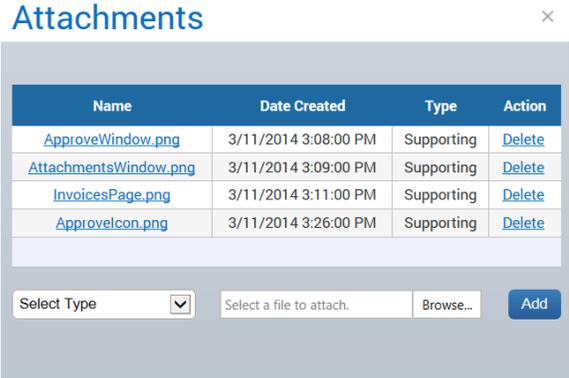
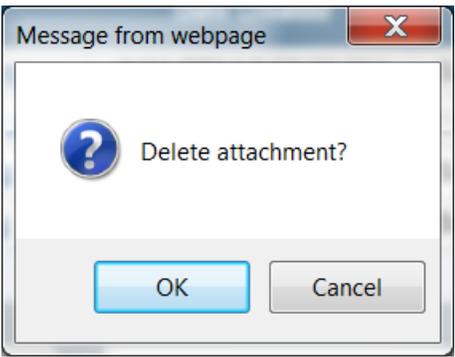
| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br>              | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br><br><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.  |
| 2.   | Use the search function to display the invoice or non-invoice payment with the attachment(s) to view.<br><b>Note:</b> See the <i>Search List</i> section for search instructions. | The search results are displayed in the invoice list.<br><br>Invoices or non-invoice payment with attachments are indicated with the Attachments icon.<br> <a href="#">1095958153</a> |

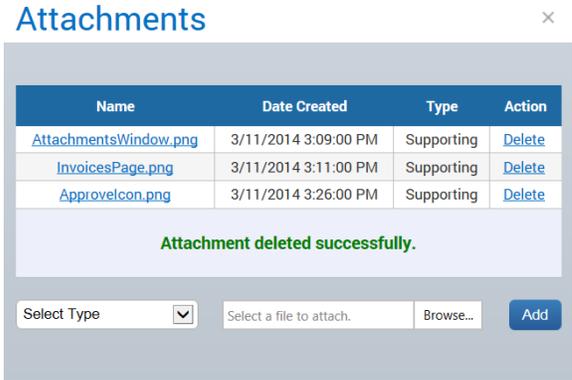
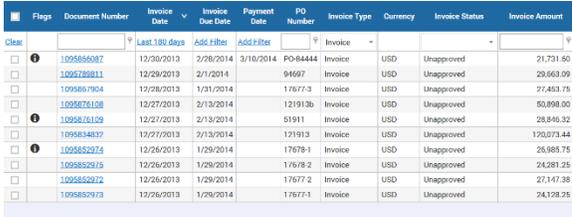
| STEP | ACTION   | RESULT  |
|------|--|---|
| 3.   | Click the Attachments icon.<br> | The Attachments window is displayed.<br>                    |
| 4.   | Click the attachment link to display.<br><a href="#">ApproveWindow.png</a>                                       | The browser displays a prompt to open or save the file.<br> |
| 5.   | Click the Open button<br>      | Depending on the file format, the attachment is opened with the appropriate software application.   |
| 6.   | If required, save the file to a network or a local workstation.  | The file is saved.  |

## 6.6 Delete Attachment(s)

Attachments can be deleted from invoices and non-invoice payments.

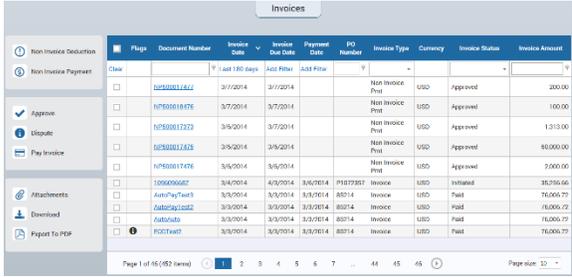
| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br> | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br><br><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices. |

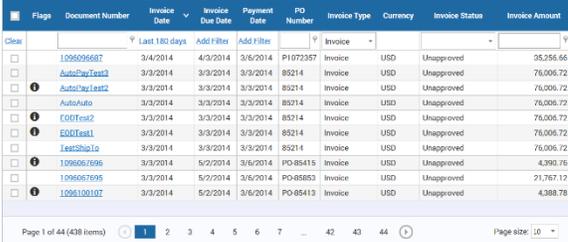
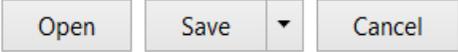
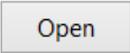
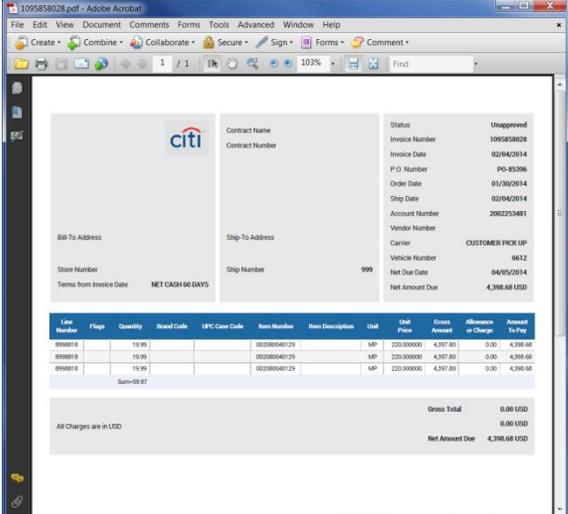
| STEP | ACTION  | RESULT  |
|------|---|---|
| 2.   | <p>Use the search function to display the pre invoice with the attachment(s) to view.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p> | <p>The search results are displayed in the invoice list.</p>  <p>Invoices with attachments are indicated with the Attachments icon.</p>  |
| 3.   | <p>Click the Attachments icon.</p>   | <p>The Attachments window is displayed.</p>    |
| 4.   | <p>Click the Delete link for the appropriate attachment.</p>                             | <p>The delete attachment confirmation popup is displayed.</p>   |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 5.   | Click the OK button.<br>         | The attachment is deleted and removed from the attachment list and a confirmation message is displayed.<br> |
| 6.   | Click the close window icon.<br> | The Attachments window is closed and list of invoices is displayed.<br>                                    |

## 6.7 Export to PDF

An invoice or non-invoice payment can be exported to a PDF file.

| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br> | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br><br><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices. |

| STEP                                | ACTION   | RESULT   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
|-------------------------------------|--|--|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--|--------------------------|--|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|
| 2.                                  | <p>Use the search function to display the invoice or non-invoice payment to be exported to a PDF.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>  | <p>The search results are displayed in the invoice list.</p>                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| 3.                                  | <p>If the invoice or non-invoice payment is to be exported, select it by clicking the checkbox.</p> <table border="1" data-bbox="350 705 782 1020"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>   |  | <a href="#">1095576349</a> | <input type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> | <p>The invoice or non-invoice payment is selected. A selected invoice or non-invoice payment is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="948 768 1354 1073"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |  | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| 4.                                  | <p>Click the Export To PDF icon.</p>    | <p>The browser displays a prompt to open or save the file.</p>                                 |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| 5.                                  | <p>Click the Open button</p>    | <p>The invoice or non-invoice payment is displayed as a PDF in a separate browser window.</p>  |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |

| STEP | ACTION  | RESULT             |
|------|---|--------------------|
| 6.   | If required, save the file to a network or a local workstation. | The file is saved. |

## 7.0 Manage Pre Invoices

The payer analyst is responsible for managing pre invoices. This includes the following functions:

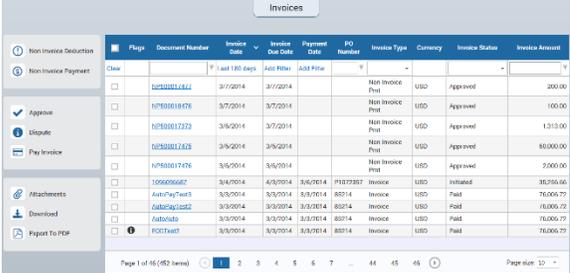
- View Detail
- Download to .xls
- Add Attachment
- View Attachment(s)
- Delete Attachment(s)
- Export to PDF

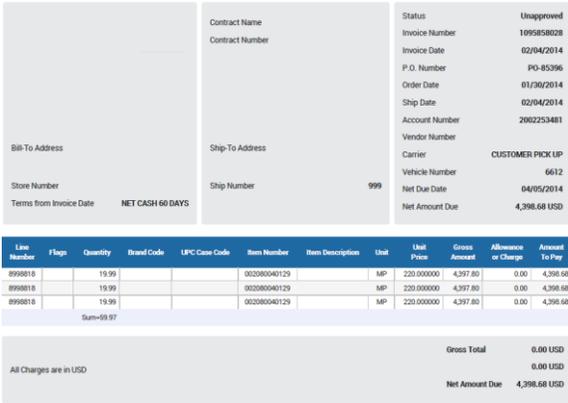
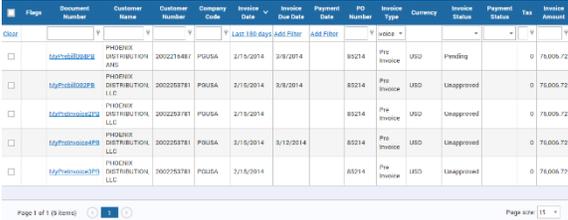
These functions are available through the invoice list page (home page).

❖ **Note:** Once loaded, a pre invoice is available for 14 calendar days and expires on the following business day.

### 7.1 View Pre Invoice Detail

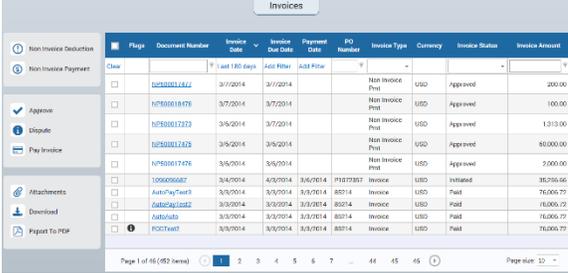
A detailed view of the pre invoice is available.

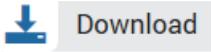
| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | <p>If the invoice list is not already displayed, click the Home page icon or link.</p>  | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |
| 2.   | <p>Search for the pre invoice to be displayed.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>                                       | <p>The results of the search are displayed.</p>    |

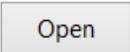
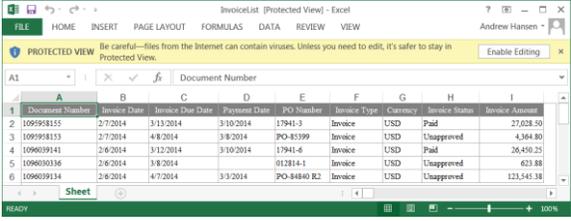
| STEP | ACTION  | RESULT   |
|------|---|--|
| 3.   | Click the pre invoice (document) number link.<br><a href="#">1096009208</a>                                       | The pre invoice detail is displayed.<br> |
| 4.   | Click the Home icon or link.<br> | The list of invoices is displayed.<br>  |

## 7.2 Download Pre Invoice(s)

Pre invoices can be downloaded to an .xls file. To open the downloaded file, a spreadsheet application that can open an .xls is required on the destination workstation.

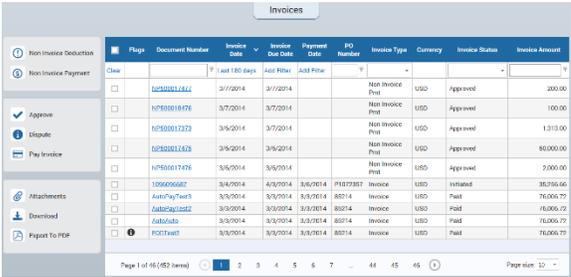
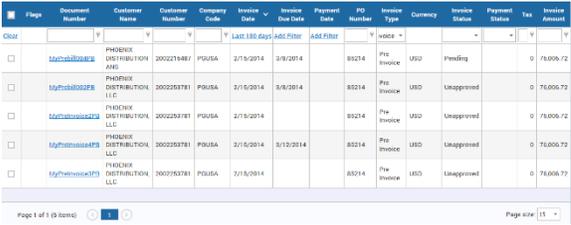
| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br> | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br> <p><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |

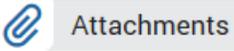
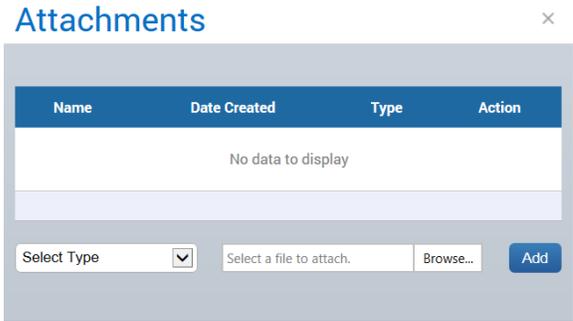
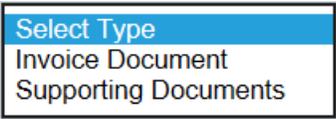
| STEP                                | ACTION   | RESULT  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
|-------------------------------------|--|---|--------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|--------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|----------------------------|-------------------------------------|----------------------------|--|--------------------------|--|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|
| 2.                                  | <p>Use the search function to display to pre invoice(s) to be downloaded.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>  | <p>The search results are displayed in the invoice list.</p>    |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| 3.                                  | <p>If the pre invoice is to be downloaded, select it by clicking the checkbox.</p> <table border="1" data-bbox="349 682 787 997"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>  |                          | <a href="#">1095576349</a> | <input type="checkbox"/>   |                                     | <a href="#">1095577233</a> | <input type="checkbox"/>   |                                     | <a href="#">1095582004</a> | <input type="checkbox"/>   |                          | <a href="#">1095582195</a> | <input type="checkbox"/>   |                                     | <a href="#">1095582214</a> | <input type="checkbox"/>   |                                     | <a href="#">1095582217</a> | <p>The pre invoice is selected. A selected pre invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="950 703 1356 1018"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |  | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095577233</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582195</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582214</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582217</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582004</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582195</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582214</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582217</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| 4.                                  | <p>Repeat Step 3 to select additional pre invoices payments.</p>   | <p>Additional pre invoices are selected for downloading.</p> <table border="1" data-bbox="950 1134 1356 1449"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |                            | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095577233</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095582004</a> | <input type="checkbox"/> |                            | <a href="#">1095582195</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095582214</a> | <input checked="" type="checkbox"/> |                            | <a href="#">1095582217</a>   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095576349</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095582004</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input type="checkbox"/>            |  | <a href="#">1095582195</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095582214</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| <input checked="" type="checkbox"/> |  | <a href="#">1095582217</a>  |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |
| 3.                                  | <p>Click the Download icon.</p>   | <p>The browser displays a prompt to open or save the file.</p>    |                          |                            |                            |                                     |                            |                            |                                     |                            |                            |                          |                            |                            |                                     |                            |                            |                                     |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |                          |  |                            |

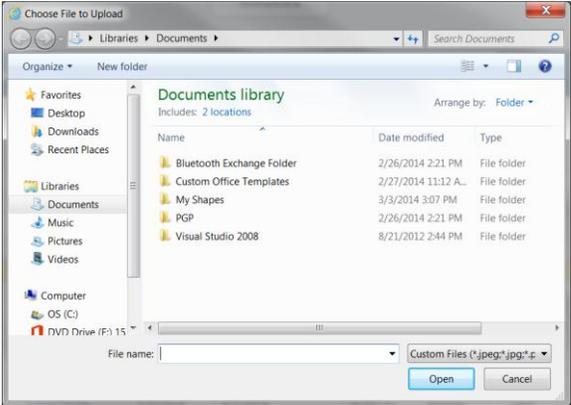
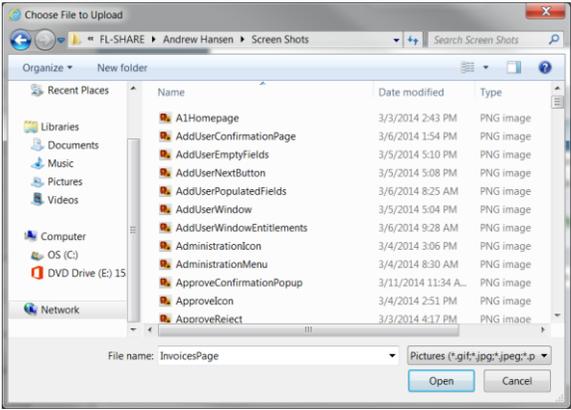
| STEP | ACTION   | RESULT  |
|------|--|---|
| 4.   | Click the Open button<br> | The spreadsheet application is started and the downloaded file is opened.<br> |
| 5.   | If required, save the file to a network or a local workstation.  | The file is saved.  |

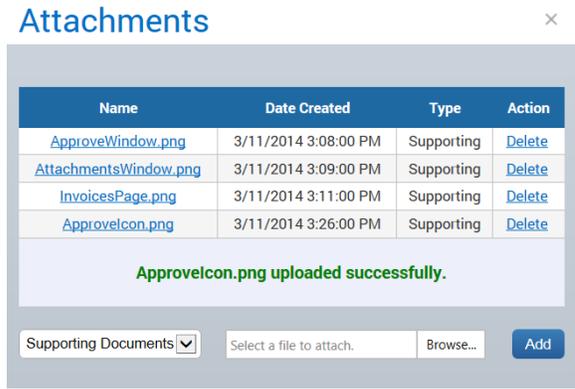
### 7.3 Add Attachment to Pre Invoice

Files can be attached to a pre invoice.

| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br>    | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br> <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |
| 2.   | Use the search function to display the pre invoice that will receive the attachment.<br><p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p> | The search results are displayed in the pre invoice list.<br>  |

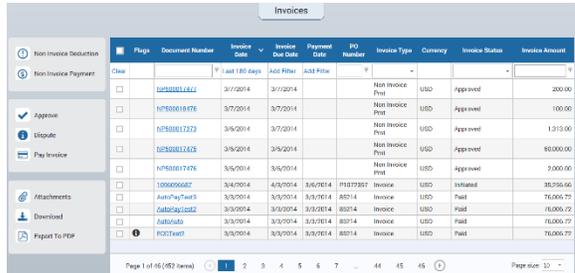
| STEP                                | ACTION  | RESULT   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
|-------------------------------------|---|--|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|---|--------------------------|--|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|
| 3.                                  | <p>If the pre invoice is to receive an attachment, select it by clicking the checkbox.</p> <table border="1" data-bbox="350 352 784 663"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>   |  | <a href="#">1095576349</a> | <input type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> | <p>The pre invoice is selected. A selected pre invoice highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="946 380 1357 690"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |  | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |   | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 4.                                  | <p>Click the Attachments logo.</p>   | <p>The Attachments window is displayed.</p>           |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 5.                                  | <p>Click the open menu icon in Select Type field.</p>    | <p>The attachments menu is displayed.</p>            |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 6.                                  | <p>Select attachment type.</p>  | <p>The selected type is displayed in the field.</p>  |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |   |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |

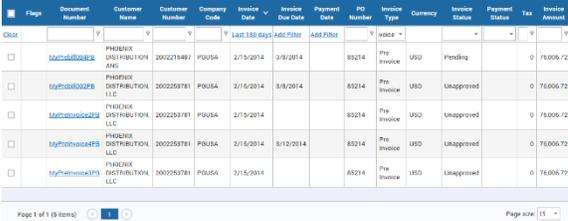
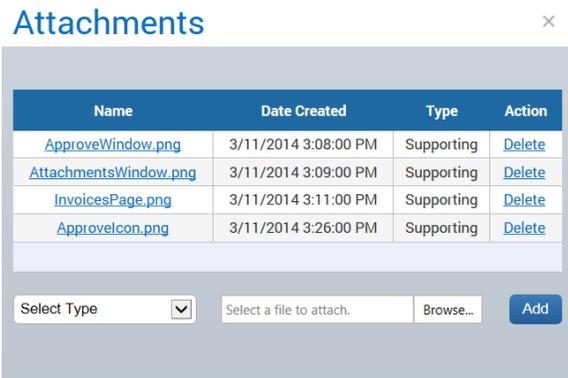
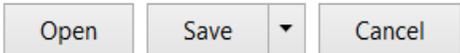
| STEP | ACTION   | RESULT  |
|------|--|---|
| 7.   | Click the Browse button. <div data-bbox="505 317 630 369" style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 10px;">Browse...</div> | The Choose File to Upload window is displayed.    |
| 8.   | Navigate to the folder where the file is located.  | The folder is opened and the list of files is displayed.   |
| 9.   | Click the file to be attached. <p data-bbox="293 1360 820 1430">❖ <b>Note:</b> Only .jpeg, .jpg, .png, .pdf, .msg file types are accepted.</p>                   | The file is selected. <div data-bbox="971 1325 1338 1486" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  ApproveConfirmationPopup<br/>  ApprovedInvoiceList<br/>  ApproveIcon<br/>  ApproveReject           </div>     |
| 10.  | Click the Open button. <div data-bbox="488 1570 646 1623" style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 10px;">Open</div>      | The Windows Explorer window is closed and the file name is displayed in the browse field. <div data-bbox="922 1604 1377 1646" style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 10px;">             ApproveIcon.png <span style="color: red; font-size: 2em; vertical-align: middle;">✕</span> Browse...           </div> <p data-bbox="867 1661 1430 1724">❖ <b>Note:</b> The field can be cleared by clicking the cancel icon.</p> <div data-bbox="1138 1745 1170 1776" style="color: red; font-size: 2em; text-align: center; margin-top: 10px;">✕</div> |

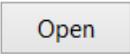
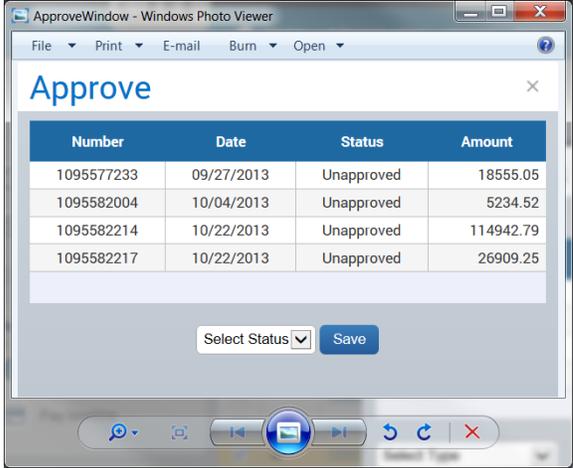
| STEP | ACTION   | RESULT  |
|------|--|---|
| 11.  | Click the Add button.<br> | The file is attached to the pre invoice, added to the list of attachments in the Attachments window, and a confirmation message is displayed in the window.<br> |
| 12.  | Repeat steps 5 through 11 to attach additional files to the Invoice.                                       | The files are attached to the pre invoice.  |
| 13.  | Click the close icon   | The Attachments window is closed and an Attachments icon is displayed next to the invoice.<br>   |

## 7.4 View Pre Invoice Attachment(s)

Once associated with a pre invoice, an attachment can be viewed.

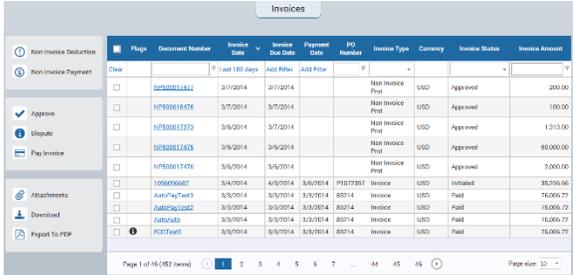
| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | If the invoice list is not already displayed, click the Home page icon or link.<br> | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br><br><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices. |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 2.   | <p>Use the search function to display the pre invoice with the attachment(s) to view.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p> | <p>The search results are displayed in the pre invoice list.</p>  <p>Invoices or non-invoice payments with attachments are indicated with the Attachments icon.</p>  |
| 3.   | <p>Click the Attachments icon.</p>   | <p>The Attachments window is displayed.</p>    |
| 4.   | <p>Click the attachment link to display.</p> <p><a href="#">ApproveWindow.png</a></p>   | <p>The browser displays a prompt to open or save the file.</p>    |

| STEP | ACTION   | RESULT  |
|------|--|---|
| 5.   | Click the Open button<br> | Depending on the file format, the attachment is opened with the appropriate software application.<br> |
| 6.   | If required, save the file to a network or a local workstation.  | The file is saved.  |

## 7.5 Delete Pre Invoice Attachment(s)

Attachments can be deleted from pre invoices.

|    |  |  |
|----|--|--|
| 1. | If the invoice list is not already displayed, click the Home page icon or link.<br> | The home page (Invoices page) is displayed with the list of all invoices, regardless of status.<br> <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |
|----|--|--|

2. Use the search function to display the pre invoice with the attachment(s) to delete.

**Note:** See the *Search List* section for search instructions.

The search results are displayed in the pre invoice list.

| Page | Document Number  | Customer Name            | Customer Number | Company Code | Invoice Date | Invoice Due Date | Payment Date | PO Number | Invoice Type | Currency | Invoice Status | Payment Status | Tax | Invoice Amount |
|------|--|--------------------------|-----------------|--------------|--------------|------------------|--------------|-----------|--------------|----------|----------------|----------------|-----|----------------|
|      |  <a href="#">1095958153</a>   | PHOENIX DISTRIBUTION INC | 0002219487      | POUSA        | 2/15/2014    | 3/8/2014         |              | 89214     | Pre Invoice  | USD      | Pending        |                |     | 0 / 76,006.72  |
|      |  <a href="#">MyPhenix0228</a> | PHOENIX DISTRIBUTION LLC | 0002283781      | POUSA        | 2/15/2014    | 3/8/2014         |              | 89214     | Pre Invoice  | USD      | Unapproved     |                |     | 0 / 76,006.72  |
|      |  <a href="#">MyPhenix0224</a> | PHOENIX DISTRIBUTION LLC | 0002283781      | POUSA        | 2/15/2014    |                  |              | 89214     | Pre Invoice  | USD      | Unapproved     |                |     | 0 / 76,006.72  |
|      |  <a href="#">MyPhenix0219</a> | PHOENIX DISTRIBUTION LLC | 0002283781      | POUSA        | 2/15/2014    | 3/13/2014        |              | 89214     | Pre Invoice  | USD      | Unapproved     |                |     | 0 / 76,006.72  |
|      |  <a href="#">MyPhenix0210</a> | PHOENIX DISTRIBUTION LLC | 0002283781      | POUSA        | 2/15/2014    |                  |              | 89214     | Pre Invoice  | USD      | Unapproved     |                |     | 0 / 76,006.72  |

Invoices with attachments are indicated with the Attachments icon.

 [1095958153](#)

3. Click the Attachments icon.



The Attachments window is displayed.

### Attachments

| Name                                  | Date Created         | Type       | Action                 |
|---------------------------------------|----------------------|------------|------------------------|
| <a href="#">ApproveWindow.png</a>     | 3/11/2014 3:08:00 PM | Supporting | <a href="#">Delete</a> |
| <a href="#">AttachmentsWindow.png</a> | 3/11/2014 3:09:00 PM | Supporting | <a href="#">Delete</a> |
| <a href="#">InvoicesPage.png</a>      | 3/11/2014 3:11:00 PM | Supporting | <a href="#">Delete</a> |
| <a href="#">Approvelcon.png</a>       | 3/11/2014 3:26:00 PM | Supporting | <a href="#">Delete</a> |

Select Type  Select a file to attach.  Browse...

4. Click the Delete link for the appropriate attachment.

[Delete](#)

The delete attachment confirmation popup is displayed.

Message from webpage

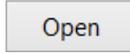
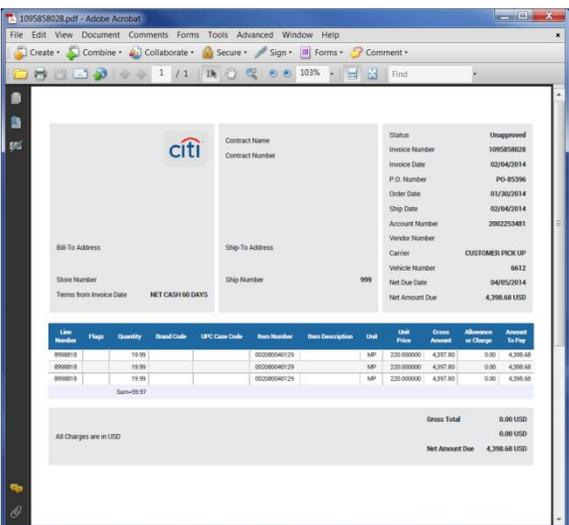
 Delete attachment?

| 5.                                    | <p>Click the OK button.</p> <div style="text-align: center;">  </div>         | <p>The attachment is deleted and removed from the attachment list and a confirmation message is displayed.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">Attachments</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Date Created</th> <th>Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><a href="#">AttachmentsWindow.png</a></td> <td>3/11/2014 3:09:00 PM</td> <td>Supporting</td> <td><a href="#">Delete</a></td> </tr> <tr> <td><a href="#">InvoicesPage.png</a></td> <td>3/11/2014 3:11:00 PM</td> <td>Supporting</td> <td><a href="#">Delete</a></td> </tr> <tr> <td><a href="#">Approvalcon.png</a></td> <td>3/11/2014 3:26:00 PM</td> <td>Supporting</td> <td><a href="#">Delete</a></td> </tr> </tbody> </table> <p style="text-align: center; color: green; font-weight: bold;">Attachment deleted successfully.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select Type <span style="font-size: 0.8em;">▼</span></span> <span>Select a file to attach. <span style="font-size: 0.8em;">Browse...</span></span> <span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span> </div> </div>  | Name                   | Date Created    | Type          | Action           | <a href="#">AttachmentsWindow.png</a> | 3/11/2014 3:09:00 PM | Supporting       | <a href="#">Delete</a> | <a href="#">InvoicesPage.png</a> | 3/11/2014 3:11:00 PM | Supporting | <a href="#">Delete</a> | <a href="#">Approvalcon.png</a> | 3/11/2014 3:26:00 PM | Supporting     | <a href="#">Delete</a>   |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
|---------------------------------------|--|---|------------------------|-----------------|---------------|------------------|---------------------------------------|----------------------|------------------|------------------------|----------------------------------|----------------------|------------|------------------------|---------------------------------|----------------------|----------------|--------------------------|-----------------------------|--------------------------|-----------|-------|-----------|----------|--|-------|-------------|-----|---------|--|---|-----------|--------------------------|------------------------------|---------------------------|------------|-------|-----------|----------|--|-------|-------------|-----|------------|--|---|-----------|--------------------------|-------------------------------|---------------------------|------------|-------|-----------|--|--|-------|-------------|-----|------------|--|---|-----------|--------------------------|------------------------------|---------------------------|------------|-------|-----------|-----------|--|-------|-------------|-----|------------|--|---|-----------|--------------------------|------------------------------|---------------------------|------------|-------|-----------|--|--|-------|-------------|-----|------------|--|---|-----------|
| Name                                  | Date Created   | Type  | Action                 |                 |               |                  |                                       |                      |                  |                        |                                  |                      |            |                        |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <a href="#">AttachmentsWindow.png</a> | 3/11/2014 3:09:00 PM   | Supporting  | <a href="#">Delete</a> |                 |               |                  |                                       |                      |                  |                        |                                  |                      |            |                        |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <a href="#">InvoicesPage.png</a>      | 3/11/2014 3:11:00 PM   | Supporting  | <a href="#">Delete</a> |                 |               |                  |                                       |                      |                  |                        |                                  |                      |            |                        |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <a href="#">Approvalcon.png</a>       | 3/11/2014 3:26:00 PM   | Supporting  | <a href="#">Delete</a> |                 |               |                  |                                       |                      |                  |                        |                                  |                      |            |                        |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| 6.                                    | <p>Click the close window icon.</p> <div style="text-align: center;">  </div> | <p>The Attachments window is closed and list of invoices is displayed.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Flags</th> <th>Document Number</th> <th>Customer Name</th> <th>Customer Number</th> <th>Company Code</th> <th>Invoice Date</th> <th>Invoice Due Date</th> <th>Payment Date</th> <th>PO Number</th> <th>Invoice Type</th> <th>Currency</th> <th>Invoice Status</th> <th>Payment Status</th> <th>Tax</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">Attachments</a></td> <td>PHOENIX DISTRIBUTION AND</td> <td>000221487</td> <td>PGUSA</td> <td>2/15/2014</td> <td>3/8/2014</td> <td></td> <td>89214</td> <td>Pre Invoice</td> <td>USD</td> <td>Pending</td> <td></td> <td>0</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">MyPhotoset2F</a></td> <td>PHOENIX DISTRIBUTION, LLC</td> <td>0002259781</td> <td>PGUSA</td> <td>2/15/2014</td> <td>3/8/2014</td> <td></td> <td>89214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td>0</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">Attachments2F</a></td> <td>PHOENIX DISTRIBUTION, LLC</td> <td>0002259781</td> <td>PGUSA</td> <td>2/15/2014</td> <td></td> <td></td> <td>89214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td>0</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">MyPhotoset4F</a></td> <td>PHOENIX DISTRIBUTION, LLC</td> <td>0002259781</td> <td>PGUSA</td> <td>2/15/2014</td> <td>3/12/2014</td> <td></td> <td>89214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td>0</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">MyPhotoset5F</a></td> <td>PHOENIX DISTRIBUTION, LLC</td> <td>0002259781</td> <td>PGUSA</td> <td>2/15/2014</td> <td></td> <td></td> <td>89214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td>0</td> <td>76,006.72</td> </tr> </tbody> </table> <p style="font-size: 0.7em;">Page 1 of 1 (8 items) <span style="float: right;">Page size 15</span></p> </div> | Flags                  | Document Number | Customer Name | Customer Number  | Company Code                          | Invoice Date         | Invoice Due Date | Payment Date           | PO Number                        | Invoice Type         | Currency   | Invoice Status         | Payment Status                  | Tax                  | Invoice Amount | <input type="checkbox"/> | <a href="#">Attachments</a> | PHOENIX DISTRIBUTION AND | 000221487 | PGUSA | 2/15/2014 | 3/8/2014 |  | 89214 | Pre Invoice | USD | Pending |  | 0 | 76,006.72 | <input type="checkbox"/> | <a href="#">MyPhotoset2F</a> | PHOENIX DISTRIBUTION, LLC | 0002259781 | PGUSA | 2/15/2014 | 3/8/2014 |  | 89214 | Pre Invoice | USD | Unapproved |  | 0 | 76,006.72 | <input type="checkbox"/> | <a href="#">Attachments2F</a> | PHOENIX DISTRIBUTION, LLC | 0002259781 | PGUSA | 2/15/2014 |  |  | 89214 | Pre Invoice | USD | Unapproved |  | 0 | 76,006.72 | <input type="checkbox"/> | <a href="#">MyPhotoset4F</a> | PHOENIX DISTRIBUTION, LLC | 0002259781 | PGUSA | 2/15/2014 | 3/12/2014 |  | 89214 | Pre Invoice | USD | Unapproved |  | 0 | 76,006.72 | <input type="checkbox"/> | <a href="#">MyPhotoset5F</a> | PHOENIX DISTRIBUTION, LLC | 0002259781 | PGUSA | 2/15/2014 |  |  | 89214 | Pre Invoice | USD | Unapproved |  | 0 | 76,006.72 |
| Flags                                 | Document Number  | Customer Name   | Customer Number        | Company Code    | Invoice Date  | Invoice Due Date | Payment Date                          | PO Number            | Invoice Type     | Currency               | Invoice Status                   | Payment Status       | Tax        | Invoice Amount         |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <input type="checkbox"/>              | <a href="#">Attachments</a>  | PHOENIX DISTRIBUTION AND  | 000221487              | PGUSA           | 2/15/2014     | 3/8/2014         |                                       | 89214                | Pre Invoice      | USD                    | Pending                          |                      | 0          | 76,006.72              |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <input type="checkbox"/>              | <a href="#">MyPhotoset2F</a>   | PHOENIX DISTRIBUTION, LLC   | 0002259781             | PGUSA           | 2/15/2014     | 3/8/2014         |                                       | 89214                | Pre Invoice      | USD                    | Unapproved                       |                      | 0          | 76,006.72              |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <input type="checkbox"/>              | <a href="#">Attachments2F</a>  | PHOENIX DISTRIBUTION, LLC   | 0002259781             | PGUSA           | 2/15/2014     |                  |                                       | 89214                | Pre Invoice      | USD                    | Unapproved                       |                      | 0          | 76,006.72              |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <input type="checkbox"/>              | <a href="#">MyPhotoset4F</a>   | PHOENIX DISTRIBUTION, LLC   | 0002259781             | PGUSA           | 2/15/2014     | 3/12/2014        |                                       | 89214                | Pre Invoice      | USD                    | Unapproved                       |                      | 0          | 76,006.72              |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |
| <input type="checkbox"/>              | <a href="#">MyPhotoset5F</a>   | PHOENIX DISTRIBUTION, LLC   | 0002259781             | PGUSA           | 2/15/2014     |                  |                                       | 89214                | Pre Invoice      | USD                    | Unapproved                       |                      | 0          | 76,006.72              |                                 |                      |                |                          |                             |                          |           |       |           |          |  |       |             |     |         |  |   |           |                          |                              |                           |            |       |           |          |  |       |             |     |            |  |   |           |                          |                               |                           |            |       |           |  |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |           |  |       |             |     |            |  |   |           |                          |                              |                           |            |       |           |  |  |       |             |     |            |  |   |           |

## 7.6 Export Pre Invoice to PDF

A pre invoice can be exported to a PDF file.

| STEP                     | ACTION  | RESULT   |                  |                 |              |                  |              |                |                |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
|--------------------------|---|--|------------------|-----------------|--------------|------------------|--------------|----------------|----------------|----------|----------------|----------------|--------------------------|----------------------------|----------|----------|--|--|------------------|-----|----------|--------|--------------------------|-----------------------------|----------|----------|--|--|------------------|-----|----------|--------|--------------------------|-----------------------------|----------|----------|--|--|------------------|-----|----------|----------|--------------------------|----------------------------|----------|----------|--|--|------------------|-----|----------|-----------|--------------------------|-----------------------------|----------|----------|--|--|------------------|-----|----------|----------|--------------------------|----------------------------|----------|----------|----------|----------|---------|-----|-----------|-----------|--------------------------|------------------------------|----------|----------|----------|-------|---------|-----|------|-----------|--------------------------|------------------------------|----------|----------|----------|-------|---------|-----|------|-----------|--------------------------|-------------------------|----------|----------|----------|-------|---------|-----|------|-----------|--------------------------|--------------------------|----------|----------|----------|-------|---------|-----|------|-----------|
| 1.                       | <p>If the invoice list is not already displayed, click the Home page icon or link.</p> <div style="text-align: center; margin-top: 10px;">  </div> | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Invoices</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Flags</th> <th>Document Number</th> <th>Invoice Date</th> <th>Invoice Due Date</th> <th>Payment Date</th> <th>PO Number</th> <th>Invoice Type</th> <th>Currency</th> <th>Invoice Status</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">US90011444</a></td> <td>3/1/2014</td> <td>3/1/2014</td> <td></td> <td></td> <td>Non Invoice Paid</td> <td>USD</td> <td>Approved</td> <td>200.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">NPS00118476</a></td> <td>3/7/2014</td> <td>3/7/2014</td> <td></td> <td></td> <td>Non Invoice Paid</td> <td>USD</td> <td>Approved</td> <td>100.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">NPS00117273</a></td> <td>3/6/2014</td> <td>3/7/2014</td> <td></td> <td></td> <td>Non Invoice Paid</td> <td>USD</td> <td>Approved</td> <td>1,313.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">US90011413</a></td> <td>3/5/2014</td> <td>3/5/2014</td> <td></td> <td></td> <td>Non Invoice Paid</td> <td>USD</td> <td>Approved</td> <td>80,000.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">NPS00117476</a></td> <td>3/5/2014</td> <td>3/5/2014</td> <td></td> <td></td> <td>Non Invoice Paid</td> <td>USD</td> <td>Approved</td> <td>2,000.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">1090906687</a></td> <td>3/4/2014</td> <td>4/3/2014</td> <td>3/6/2014</td> <td>P1137937</td> <td>Invoice</td> <td>USD</td> <td>Initiated</td> <td>35,256.60</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">AuthPayTest3</a></td> <td>3/3/2014</td> <td>3/3/2014</td> <td>3/3/2014</td> <td>89214</td> <td>Invoice</td> <td>USD</td> <td>Paid</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">AuthPayTest2</a></td> <td>3/3/2014</td> <td>3/3/2014</td> <td>3/3/2014</td> <td>89214</td> <td>Invoice</td> <td>USD</td> <td>Paid</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">AuthPay</a></td> <td>3/3/2014</td> <td>3/3/2014</td> <td>3/3/2014</td> <td>89214</td> <td>Invoice</td> <td>USD</td> <td>Paid</td> <td>76,006.72</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">R0174407</a></td> <td>3/3/2014</td> <td>3/3/2014</td> <td>3/3/2014</td> <td>89214</td> <td>Invoice</td> <td>USD</td> <td>Paid</td> <td>76,006.72</td> </tr> </tbody> </table> <p style="font-size: 0.7em;">Page 1 of 46 (92 items) <span style="float: right;">Page size 10</span></p> </div> <p style="margin-top: 10px;"><b>❖ Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> | Flags            | Document Number | Invoice Date | Invoice Due Date | Payment Date | PO Number      | Invoice Type   | Currency | Invoice Status | Invoice Amount | <input type="checkbox"/> | <a href="#">US90011444</a> | 3/1/2014 | 3/1/2014 |  |  | Non Invoice Paid | USD | Approved | 200.00 | <input type="checkbox"/> | <a href="#">NPS00118476</a> | 3/7/2014 | 3/7/2014 |  |  | Non Invoice Paid | USD | Approved | 100.00 | <input type="checkbox"/> | <a href="#">NPS00117273</a> | 3/6/2014 | 3/7/2014 |  |  | Non Invoice Paid | USD | Approved | 1,313.00 | <input type="checkbox"/> | <a href="#">US90011413</a> | 3/5/2014 | 3/5/2014 |  |  | Non Invoice Paid | USD | Approved | 80,000.00 | <input type="checkbox"/> | <a href="#">NPS00117476</a> | 3/5/2014 | 3/5/2014 |  |  | Non Invoice Paid | USD | Approved | 2,000.00 | <input type="checkbox"/> | <a href="#">1090906687</a> | 3/4/2014 | 4/3/2014 | 3/6/2014 | P1137937 | Invoice | USD | Initiated | 35,256.60 | <input type="checkbox"/> | <a href="#">AuthPayTest3</a> | 3/3/2014 | 3/3/2014 | 3/3/2014 | 89214 | Invoice | USD | Paid | 76,006.72 | <input type="checkbox"/> | <a href="#">AuthPayTest2</a> | 3/3/2014 | 3/3/2014 | 3/3/2014 | 89214 | Invoice | USD | Paid | 76,006.72 | <input type="checkbox"/> | <a href="#">AuthPay</a> | 3/3/2014 | 3/3/2014 | 3/3/2014 | 89214 | Invoice | USD | Paid | 76,006.72 | <input type="checkbox"/> | <a href="#">R0174407</a> | 3/3/2014 | 3/3/2014 | 3/3/2014 | 89214 | Invoice | USD | Paid | 76,006.72 |
| Flags                    | Document Number   | Invoice Date   | Invoice Due Date | Payment Date    | PO Number    | Invoice Type     | Currency     | Invoice Status | Invoice Amount |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">US90011444</a>  | 3/1/2014   | 3/1/2014         |                 |              | Non Invoice Paid | USD          | Approved       | 200.00         |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">NPS00118476</a>   | 3/7/2014   | 3/7/2014         |                 |              | Non Invoice Paid | USD          | Approved       | 100.00         |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">NPS00117273</a>   | 3/6/2014   | 3/7/2014         |                 |              | Non Invoice Paid | USD          | Approved       | 1,313.00       |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">US90011413</a>  | 3/5/2014   | 3/5/2014         |                 |              | Non Invoice Paid | USD          | Approved       | 80,000.00      |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">NPS00117476</a>   | 3/5/2014   | 3/5/2014         |                 |              | Non Invoice Paid | USD          | Approved       | 2,000.00       |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">1090906687</a>  | 3/4/2014   | 4/3/2014         | 3/6/2014        | P1137937     | Invoice          | USD          | Initiated      | 35,256.60      |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">AuthPayTest3</a>  | 3/3/2014   | 3/3/2014         | 3/3/2014        | 89214        | Invoice          | USD          | Paid           | 76,006.72      |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">AuthPayTest2</a>  | 3/3/2014   | 3/3/2014         | 3/3/2014        | 89214        | Invoice          | USD          | Paid           | 76,006.72      |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">AuthPay</a>   | 3/3/2014   | 3/3/2014         | 3/3/2014        | 89214        | Invoice          | USD          | Paid           | 76,006.72      |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |
| <input type="checkbox"/> | <a href="#">R0174407</a>  | 3/3/2014   | 3/3/2014         | 3/3/2014        | 89214        | Invoice          | USD          | Paid           | 76,006.72      |          |                |                |                          |                            |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |        |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |  |  |                  |     |          |           |                          |                             |          |          |  |  |                  |     |          |          |                          |                            |          |          |          |          |         |     |           |           |                          |                              |          |          |          |       |         |     |      |           |                          |                              |          |          |          |       |         |     |      |           |                          |                         |          |          |          |       |         |     |      |           |                          |                          |          |          |          |       |         |     |      |           |

| STEP                                | ACTION  | RESULT   |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
|-------------------------------------|---|--|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|---|--------------------------|----------------------------|-------------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|-------------|-----|---------|--|--|-------------|----|------------|--------------------------|------------|-------|-----------|-----------|--|-------|-------------|-----|------------|--|--|-------------|--|------------|--------------------------|------------|-------|-----------|--|--|-------|-------------|-----|------------|--|--|-------------|--|------------|--------------------------|------------|-------|-----------|-----------|--|-------|-------------|-----|------------|--|--|-------------|--|------------|--------------------------|------------|-------|-----------|--|--|-------|-------------|-----|------------|--|--|-------------|
| 2.                                  | <p>Use the search function to display the pre invoice to be exported to a PDF.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>  | <p>The search results are displayed in the pre invoice list.</p>  <table border="1"> <thead> <tr> <th>Flag</th> <th>Document Number</th> <th>Customer Name</th> <th>Customer Number</th> <th>Company Code</th> <th>Invoice Date</th> <th>Invoice Due Date</th> <th>Payment Date</th> <th>PO Number</th> <th>Invoice Type</th> <th>Currency</th> <th>Invoice Status</th> <th>Payment Status</th> <th>Tax</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>1095576349</td> <td>PHOENIX DISTRIBUTION LLC</td> <td>2002293781</td> <td>PGUSA</td> <td>2/15/2014</td> <td>3/8/2014</td> <td></td> <td>85214</td> <td>Pre Invoice</td> <td>USD</td> <td>Pending</td> <td></td> <td></td> <td>0 76,006.72</td> </tr> <tr> <td></td> <td>1095577233</td> <td>PHOENIX DISTRIBUTION LLC</td> <td>2002293781</td> <td>PGUSA</td> <td>2/15/2014</td> <td>3/8/2014</td> <td></td> <td>85214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td></td> <td>0 76,006.72</td> </tr> <tr> <td></td> <td>1095582004</td> <td>PHOENIX DISTRIBUTION LLC</td> <td>2002293781</td> <td>PGUSA</td> <td>2/15/2014</td> <td></td> <td></td> <td>85214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td></td> <td>0 76,006.72</td> </tr> <tr> <td></td> <td>1095582195</td> <td>PHOENIX DISTRIBUTION LLC</td> <td>2002293781</td> <td>PGUSA</td> <td>2/15/2014</td> <td>3/13/2014</td> <td></td> <td>85214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td></td> <td>0 76,006.72</td> </tr> <tr> <td></td> <td>1095582214</td> <td>PHOENIX DISTRIBUTION LLC</td> <td>2002293781</td> <td>PGUSA</td> <td>2/15/2014</td> <td></td> <td></td> <td>85214</td> <td>Pre Invoice</td> <td>USD</td> <td>Unapproved</td> <td></td> <td></td> <td>0 76,006.72</td> </tr> </tbody> </table> | Flag                       | Document Number          | Customer Name              | Customer Number          | Company Code               | Invoice Date             | Invoice Due Date           | Payment Date             | PO Number                  | Invoice Type             | Currency                   | Invoice Status  | Payment Status           | Tax                        | Invoice Amount                      |                            | 1095576349               | PHOENIX DISTRIBUTION LLC   | 2002293781               | PGUSA                      | 2/15/2014                | 3/8/2014                   |                          | 85214                      | Pre Invoice | USD | Pending |  |  | 0 76,006.72 |    | 1095577233 | PHOENIX DISTRIBUTION LLC | 2002293781 | PGUSA | 2/15/2014 | 3/8/2014  |  | 85214 | Pre Invoice | USD | Unapproved |  |  | 0 76,006.72 |  | 1095582004 | PHOENIX DISTRIBUTION LLC | 2002293781 | PGUSA | 2/15/2014 |  |  | 85214 | Pre Invoice | USD | Unapproved |  |  | 0 76,006.72 |  | 1095582195 | PHOENIX DISTRIBUTION LLC | 2002293781 | PGUSA | 2/15/2014 | 3/13/2014 |  | 85214 | Pre Invoice | USD | Unapproved |  |  | 0 76,006.72 |  | 1095582214 | PHOENIX DISTRIBUTION LLC | 2002293781 | PGUSA | 2/15/2014 |  |  | 85214 | Pre Invoice | USD | Unapproved |  |  | 0 76,006.72 |
| Flag                                | Document Number   | Customer Name  | Customer Number            | Company Code             | Invoice Date               | Invoice Due Date         | Payment Date               | PO Number                | Invoice Type               | Currency                 | Invoice Status             | Payment Status           | Tax                        | Invoice Amount  |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
|                                     | 1095576349  | PHOENIX DISTRIBUTION LLC   | 2002293781                 | PGUSA                    | 2/15/2014                  | 3/8/2014                 |                            | 85214                    | Pre Invoice                | USD                      | Pending                    |                          |                            | 0 76,006.72   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
|                                     | 1095577233  | PHOENIX DISTRIBUTION LLC   | 2002293781                 | PGUSA                    | 2/15/2014                  | 3/8/2014                 |                            | 85214                    | Pre Invoice                | USD                      | Unapproved                 |                          |                            | 0 76,006.72   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
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|                                     | 1095582195  | PHOENIX DISTRIBUTION LLC   | 2002293781                 | PGUSA                    | 2/15/2014                  | 3/13/2014                |                            | 85214                    | Pre Invoice                | USD                      | Unapproved                 |                          |                            | 0 76,006.72   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
|                                     | 1095582214  | PHOENIX DISTRIBUTION LLC   | 2002293781                 | PGUSA                    | 2/15/2014                  |                          |                            | 85214                    | Pre Invoice                | USD                      | Unapproved                 |                          |                            | 0 76,006.72   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| 3.                                  | <p>If the pre invoice is to be exported, select it by clicking the checkbox.</p> <table border="1"> <tbody> <tr><td><input type="checkbox"/></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582217</a></td></tr> </tbody> </table> | <input type="checkbox"/>   | <a href="#">1095576349</a> | <input type="checkbox"/> | <a href="#">1095577233</a> | <input type="checkbox"/> | <a href="#">1095582004</a> | <input type="checkbox"/> | <a href="#">1095582195</a> | <input type="checkbox"/> | <a href="#">1095582214</a> | <input type="checkbox"/> | <a href="#">1095582217</a> | <p>The pre invoice is selected. A selected pre invoice is highlighted in yellow and the checkbox contains a check mark. (Can you select/export multiple?)</p> <table border="1"> <tbody> <tr><td><input type="checkbox"/></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td><a href="#">1095582217</a></td></tr> </tbody> </table> | <input type="checkbox"/> | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> | <a href="#">1095577233</a> | <input type="checkbox"/> | <a href="#">1095582004</a> | <input type="checkbox"/> | <a href="#">1095582195</a> | <input type="checkbox"/> | <a href="#">1095582214</a> | <input type="checkbox"/> | <a href="#">1095582217</a> |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095576349</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095577233</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582004</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582195</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582214</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582217</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095576349</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input checked="" type="checkbox"/> | <a href="#">1095577233</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582004</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582195</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582214</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| <input type="checkbox"/>            | <a href="#">1095582217</a>  |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| 4.                                  | <p>Click the Export To PDF icon.</p>   | <p>The browser displays a prompt to open or save the file.</p>   |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| 5.                                  | <p>Click the Open button</p>   | <p>The pre invoice is displayed as a PDF in a separate browser window.</p>  <p>Contract Name: [Redacted]<br/>Contract Number: [Redacted]</p> <p>Status: Unapproved<br/>Invoice Number: 1095582004<br/>Invoice Date: 02/14/2014<br/>P.O. Number: PG-85296<br/>Order Date: 01/29/2014<br/>Ship Date: 02/14/2014<br/>Account Number: 2002293781<br/>Vendor Number: [Redacted]<br/>Carrier: CUSTOMER PICK UP<br/>Vehicle Number: 6412<br/>Net Due Date: 04/05/2014<br/>Net Amount Due: 4,398.68 USD</p> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Flag</th> <th>Quantity</th> <th>Base Code</th> <th>UPC Case Code</th> <th>Item Number</th> <th>Item Description</th> <th>Unit</th> <th>Unit Price</th> <th>Gross Amount</th> <th>Allowance</th> <th>Amount To Pay</th> </tr> </thead> <tbody> <tr> <td>899818</td> <td></td> <td>19.99</td> <td></td> <td></td> <td>00208040129</td> <td>MP</td> <td>220.000000</td> <td>4,397.80</td> <td>0.00</td> <td>0.00</td> <td>4,398.68</td> </tr> <tr> <td>899818</td> <td></td> <td>19.99</td> <td></td> <td></td> <td>00208040129</td> <td>MP</td> <td>220.000000</td> <td>4,397.80</td> <td>0.00</td> <td>0.00</td> <td>4,398.68</td> </tr> <tr> <td colspan="11">Sum=49.97</td> </tr> </tbody> </table> <p>All Charges are in USD<br/>Gross Total: 6.00 USD<br/>Net Amount Due: 4,398.68 USD</p>   | Line Number                | Flag                     | Quantity                   | Base Code                | UPC Case Code              | Item Number              | Item Description           | Unit                     | Unit Price                 | Gross Amount             | Allowance                  | Amount To Pay   | 899818                   |                            | 19.99                               |                            |                          | 00208040129                | MP                       | 220.000000                 | 4,397.80                 | 0.00                       | 0.00                     | 4,398.68                   | 899818      |     | 19.99   |  |  | 00208040129 | MP | 220.000000 | 4,397.80                 | 0.00       | 0.00  | 4,398.68  | Sum=49.97 |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| Line Number                         | Flag  | Quantity   | Base Code                  | UPC Case Code            | Item Number                | Item Description         | Unit                       | Unit Price               | Gross Amount               | Allowance                | Amount To Pay              |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| 899818                              |   | 19.99  |                            |                          | 00208040129                | MP                       | 220.000000                 | 4,397.80                 | 0.00                       | 0.00                     | 4,398.68                   |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| 899818                              |   | 19.99  |                            |                          | 00208040129                | MP                       | 220.000000                 | 4,397.80                 | 0.00                       | 0.00                     | 4,398.68                   |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |
| Sum=49.97                           |   |  |                            |                          |                            |                          |                            |                          |                            |                          |                            |                          |                            |   |                          |                            |                                     |                            |                          |                            |                          |                            |                          |                            |                          |                            |             |     |         |  |  |             |    |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |           |  |       |             |     |            |  |  |             |  |            |                          |            |       |           |  |  |       |             |     |            |  |  |             |

| STEP | ACTION  | RESULT             |
|------|---|--------------------|
| 6.   | If required, save the file to a network or a local workstation. | The file is saved. |

## 8.0 Manage Payments

The payer analyst is responsible for managing invoices and non-invoice payments. This includes the following functions:

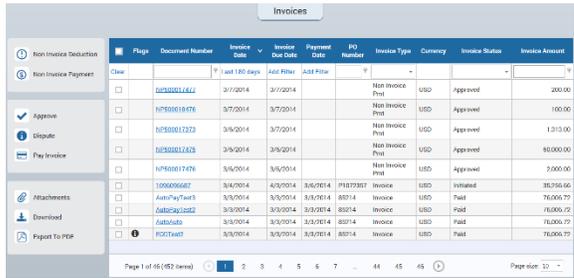
- Create New Non-voice Deduction
- View Payment Profile
- View Payment History

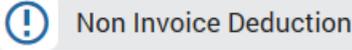
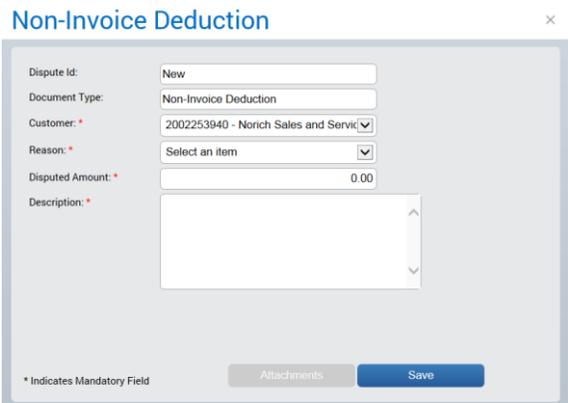
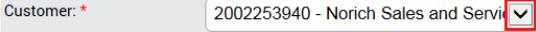
### Payment Statuses:

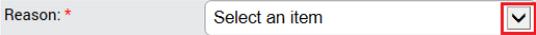
| Payment Status | Description   | Corresponding Invoice Status |
|----------------|---|------------------------------|
| Initiated      | When the invoice is scheduled for payment.                    | Initiated                    |
| Paid           | Status is changed after the cutoff time on the scheduled date | Paid / Partially Paid        |
| Returned       | When there is a ACH return for the transaction                | Approved                     |
| Cancel         | When the transaction is cancelled by the user.                | Approved/Pending             |

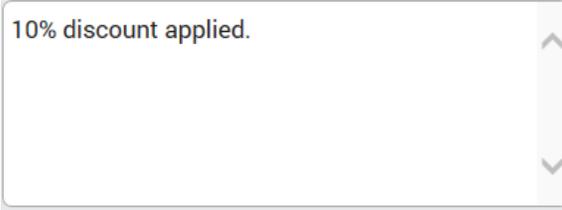
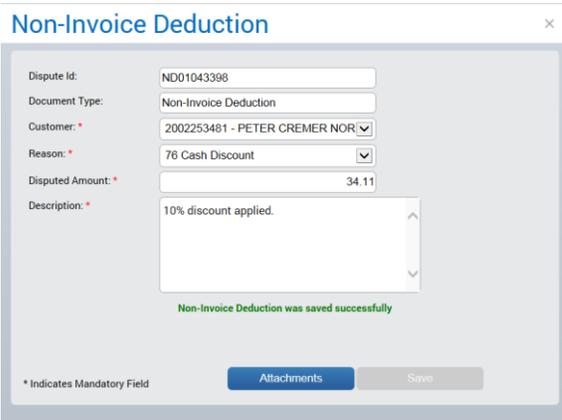
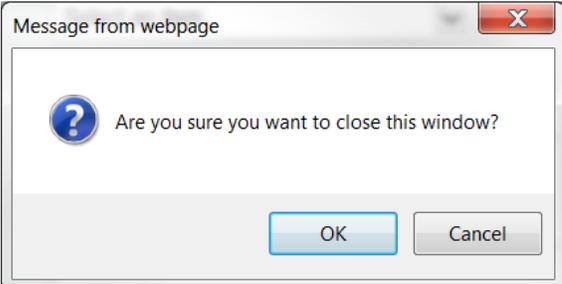
## 8.1 Create New Non-Invoice Deduction

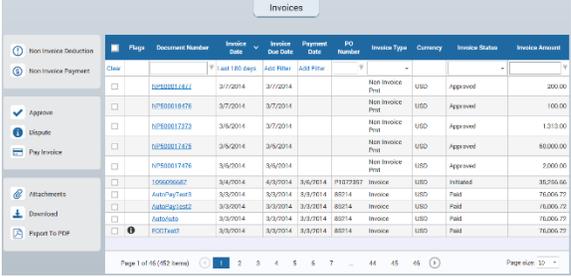
Before an invoice or non-invoice is paid, a non-invoice deduction can be applied to it. These deductions are assigned to individual customers before invoices are paid.

| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | <p>If the invoice list is not already displayed, click the Home page icon or link.</p>  | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |

| STEP | ACTION  | RESULT   |
|------|---|--|
| 2.   | <p>Click the Non-Invoice Deduction icon.</p>                             | <p>The Non-Invoice Deduction window is displayed.</p>  |
| 3.   | <p>Click the open icon in the Customer field.</p>                        | <p>The Customer menu is displayed.</p>                |
| 4.   | <p>Select the appropriate customer for the non-invoice deduction.</p>  | <p>The customer is displayed in the field.</p>       |

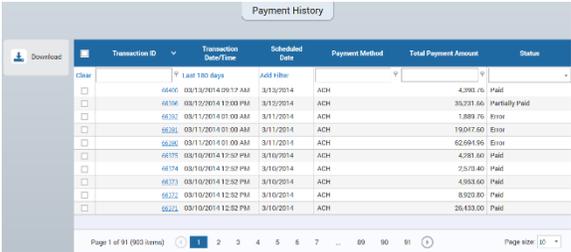
| STEP | ACTION  | RESULT   |
|------|---|--|
| 5.   | <p>Click the open icon in the Reason field.</p>                        | <p>The Reason menu is displayed. The list below is an example.</p> <div data-bbox="873 348 1430 1220" style="border: 1px solid black; padding: 5px;"> <p>Select an item</p> <ul style="list-style-type: none"> <li>01 Pricing Error</li> <li>04 Damanged Item not Accepted</li> <li>06 Shortage</li> <li>19 Duplicate Billing</li> <li>31 CPU Freight Allowance</li> <li>52 BillerAdjCodeTaxRetention</li> <li>53 Payment Received</li> <li>55 Tax Adjustment</li> <li>72 Authorized Return</li> <li>76 Cash Discount</li> <li>77 Allowance Off Invoice</li> <li>97 Credit Applied</li> <li>98 Biller Supplied General Inv Adjustment</li> <li>99 Biller Supplied Line Adjustment</li> <li>A2 Misshipped Wrong Product</li> <li>A4 NonReceipt of Goods</li> <li>A5 Overage</li> <li>A8 Advertising/Promotion</li> <li>ALMTest</li> <li>Bad Data</li> <li>Jan Test</li> <li>L7 Miscellaneous Deduction</li> <li>Myreason</li> <li>New Reason Workflow</li> <li>Personal</li> <li>XQA Test 1</li> <li>ZZ Other/Miscellaneous</li> </ul> </div> |
| 6.   | <p>Select the appropriate reason for the non-invoice deduction.</p>  | <p>The reason is displayed in the field.</p>   |
| 7.   | <p>Enter amount in Disputed Amount field.</p>                        | <p>The amount is displayed in the field.</p>   |

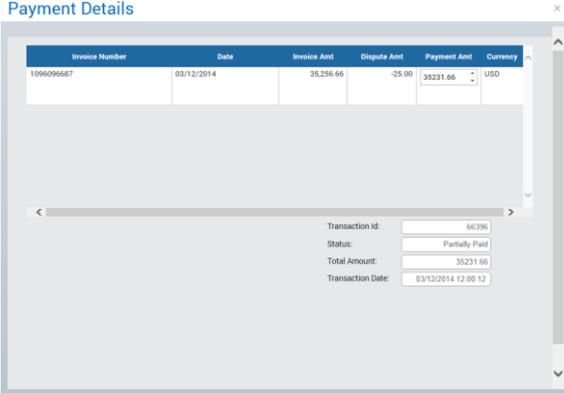
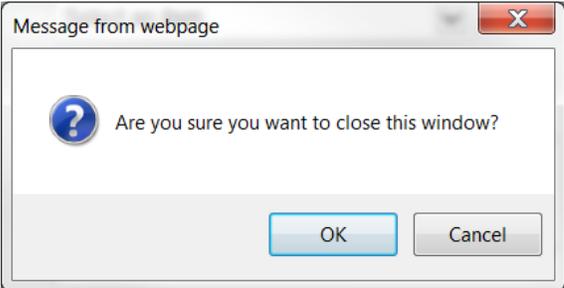
| STEP | ACTION   | RESULT  |
|------|--|---|
| 8.   | Enter a description in the Description field.<br> | The description is displayed in the field.<br>  |
| 9.   | Click the Save button.<br>                        | The non-invoice deduction is created and a confirmation message is displayed.<br> <p>❖ <b>Note:</b> An attachment can now be added to the non-invoice deduction. Click the Attachments button. See the <i>Add Attachment to Invoice</i> (Steps 4 through 11) section for instructions.</p> |
| 10.  | Click the close icon.<br>                       | The close window popup is displayed.<br>  |

| STEP | ACTION  | RESULT   |
|------|---|--|
| 11.  | Click the OK button.<br> | The window is closed and the home page is displayed.<br> |

## 8.2 View Payment History & Details

Past payments can be viewed as a list and a detailed view of individual payments.

| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | Click the History link.<br>   | The History menu is displayed.  |
| 2.   | Select the Payment History option.<br>                                   | The Payment History page is displayed.<br>  |
| 3.   | Use the search function to display the payment whose details will be displayed.<br><b>Note:</b> See the <i>Search List</i> section for search instructions. | The search results are displayed in the payment list.<br><br><b>Note:</b> The payment list can be downloaded to an .xls file. See the <i>Download Dispute History</i> section for instructions. |

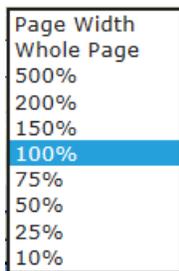
| STEP | ACTION  | RESULT   |
|------|---|--|
| 4.   | Click the Transaction ID link.<br><a href="#">66396</a>   | The Payment Details window is displayed.<br>   |
| 5.   | Click the close icon.<br>  | A confirmation popup is displayed.<br>  |
| 6.   | Click the OK button.<br> | The window is closed and the list of payments from the results of the search is displayed.<br> |

## 9.0 Manage Payment History Report

A payment history report is available. To manage this report, the following functions are available:

- Search
- Export
- Refresh

The report display can be changed by entering a specific page number or clicking the forward and back icons. The report text size can be changed by clicking the open menu icon and selecting a different text size.

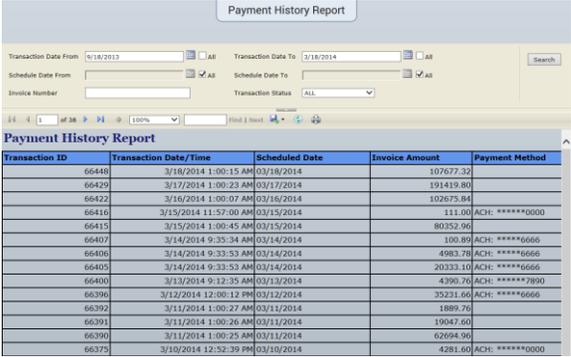


To print a report, export it to a file format that allows for printing, for example, PDF.

## 9.1 View Report

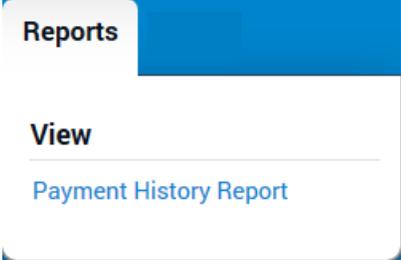
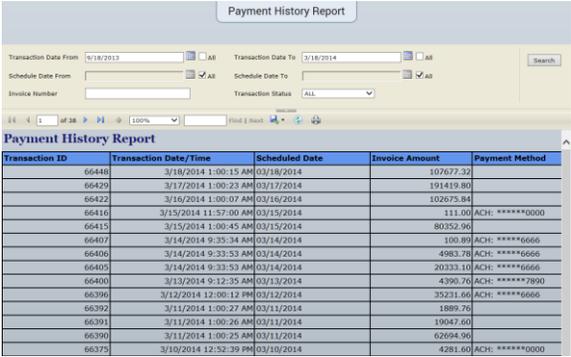
Six months of transactions is automatically displayed.

| STEP | ACTION   | RESULT   |
|------|--|--|
| 1.   | Click the Reports link.<br> | The Reports menu is displayed.<br> |

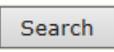
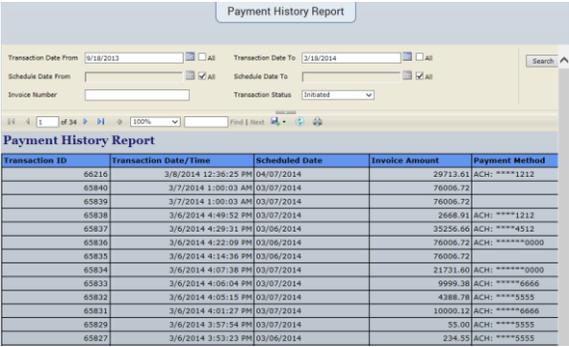
| STEP | ACTION   | RESULT  |
|------|--|---|
| 2.   | Select the Payment History Report option.<br><br><b>Payment History Report</b> | The Payment History Report page is displayed.<br><br> |

## 9.2 Search Report

To display a specific payment transaction, there is a search function based on transaction date, schedule date, invoice number, and transaction status.

| STEP | ACTION   | RESULT  |
|------|--|---|
| 1.   | Click the Reports link.<br><br><b>Reports</b>                                  | The Reports menu is displayed.<br><br>                |
| 2.   | Select the Payment History Report option.<br><br><b>Payment History Report</b> | The Payment History Report page is displayed.<br><br> |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 3.   | <p>Click the calendar icon in the Transaction Date From</p> <p><input type="text" value="9/18/2013"/>  <input type="checkbox"/> All</p> <p><b>❖ Note:</b> All dates can be selected by clicking the All checkbox.</p> <p><input checked="" type="checkbox"/> All</p> | <p>The calendar is displayed.</p>   |
| 4.   | <p>Display the appropriate month and year by click the forward and back icons.</p> <p> <b>September, 2013</b> </p>  | <p>The changed month is displayed.</p>   |
| 5.   | <p>Click on the appropriate date within the month.</p>   | <p>The new date is selected and displayed in the field.</p> <p><input type="text" value="1/9/2014"/>  <input type="checkbox"/> All</p> |
| 6.   | <p>Repeat steps 3 through 5 to enter the other date search ranges.</p>  | <p>The fields are changed appropriately.</p>  |

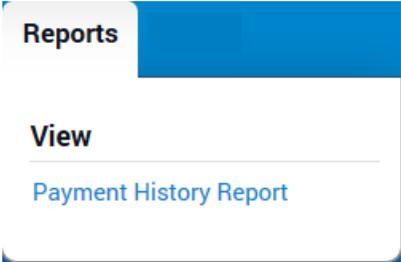
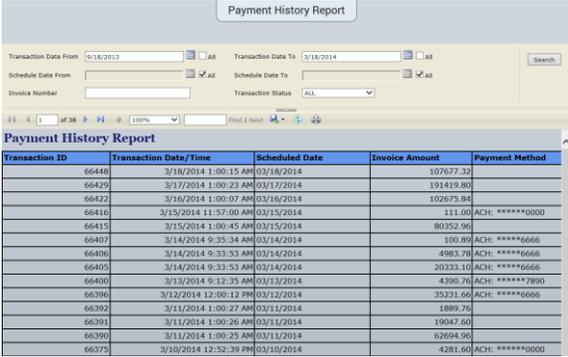
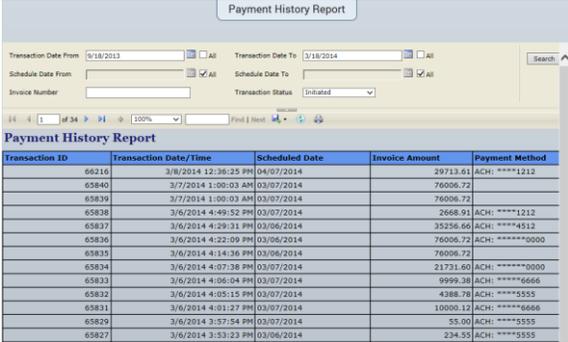
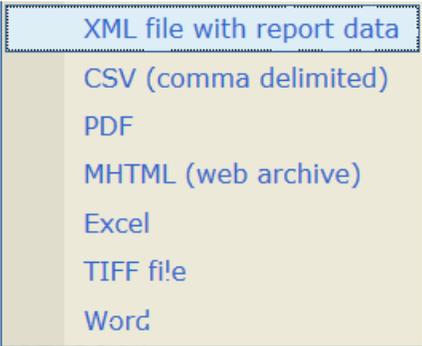
| STEP | ACTION  | RESULT   |
|------|---|--|
| 7.   | Click the open icon in the Transaction Status field.<br> | The search payment status menu is displayed.<br>  |
| 8.   | Select the appropriate payment status.<br>               | The new status is displayed in the field.<br>   |
| 9.   | Click the Search button.<br>                             | The report is searched for the payment transactions that match the search information and the found transactions are displayed on the page.<br> |

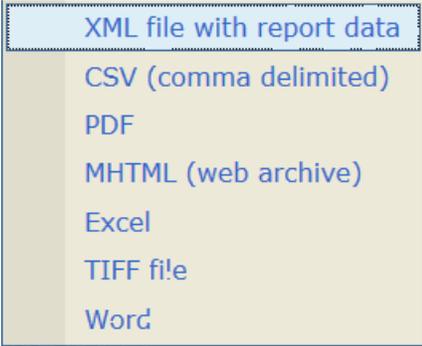
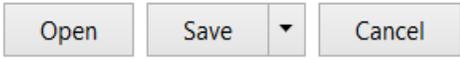
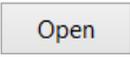
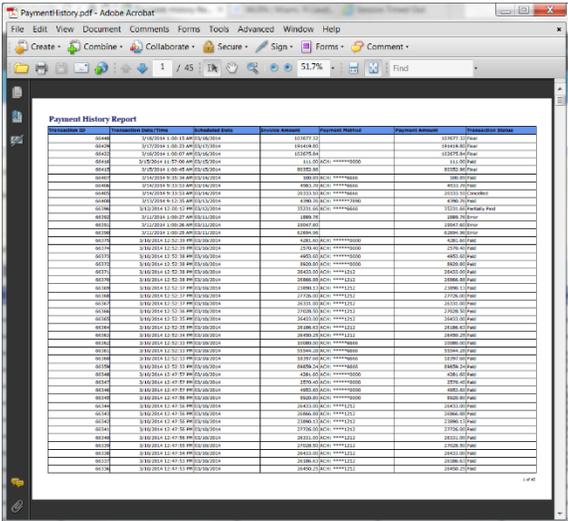
### 9.3 Export Report

The report can be exported to the following file formats:

- XML
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- XLS (Excel)
- TIFF
- DOC (Word)

| STEP | ACTION | RESULT |
|------|--------|--------|
|------|--------|--------|

| STEP | ACTION  | RESULT   |
|------|---|--|
| 1.   | Click the Reports link.<br>  | The Reports menu is displayed.<br>                 |
| 2.   | Select the Payment History Report option.<br>                          | The Payment History Report page is displayed.<br> |
| 3.   | Use the search functions to display the appropriate payment transactions.<br><b>Note:</b> See the <i>Search Report</i> section for search instructions. | The found transactions are displayed.<br>        |
| 4.   | Click the Export icon.<br>   | The export menu is displayed.<br>                |

| STEP | ACTION  | RESULT   |
|------|---|--|
| 5.   | Select the file format for the export.<br> | The browser displays a prompt to open or save the file.<br>                      |
| 6.   | Click the Open button<br>                  | The report is opened with the appropriate software. In this example, a PDF.<br> |
| 7.   | The file can be saved on a network or the local workstation. The file can also be printed, as well.                         | The file is saved or printed.  |

# 10.0 Manage Disputes

The payer administrator is responsible for managing disputes. This includes the following functions.

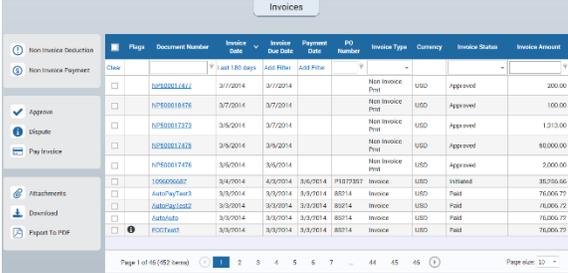
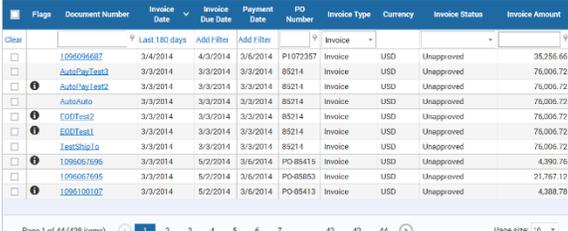
- Add Dispute to Invoice
- Add Dispute to Invoice Line Items
- View Dispute History & Details
- Download Dispute History
- Edit Dispute
- View Dispute Audits

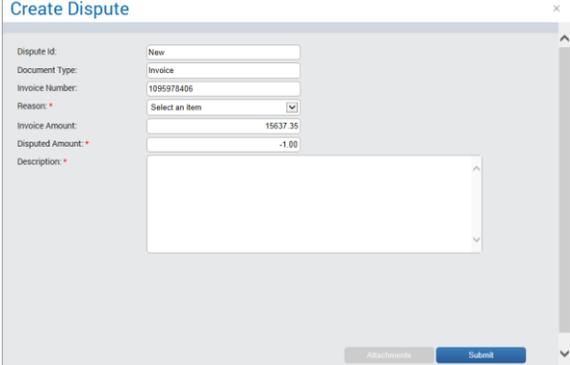
Disputes can be added to the entire invoice and to individual line items within an invoice.

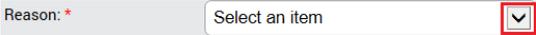
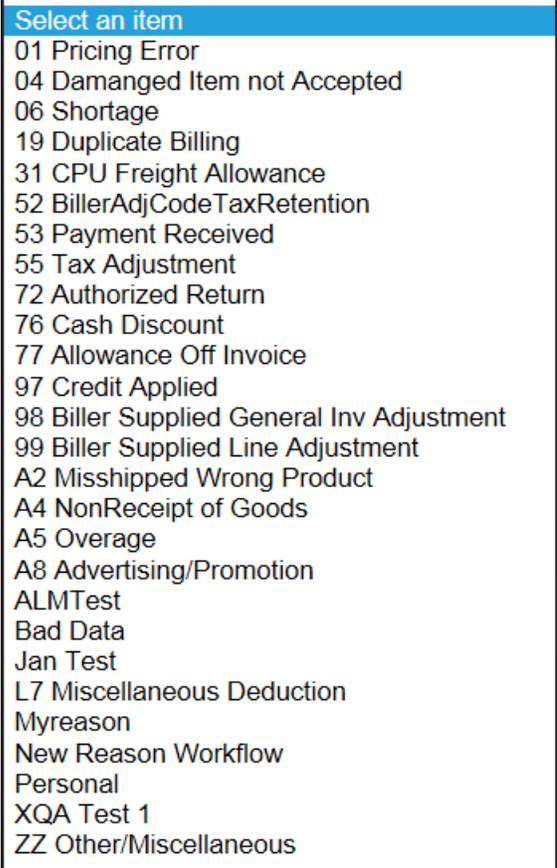
## 10.1 Add Dispute to Invoice

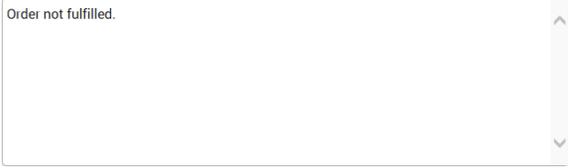
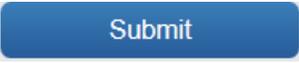
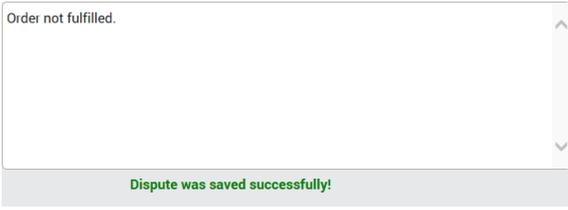
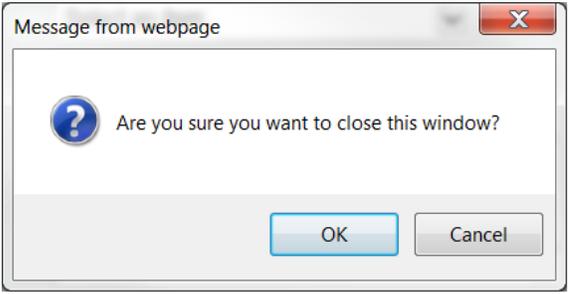
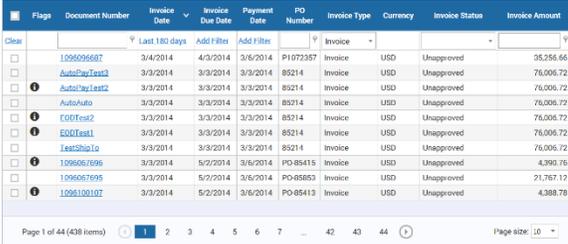
Disputes must be associated with an invoiced with a status of Unapproved.

❖ **Note:** A dispute can also be added during the payment process. See the *Make Payment* section, Step 5, for instructions.

| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | <p>If the invoice list is not already displayed, click the Home page icon or link.</p>                                | <p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p> |
| 2.   | <p>Search for Invoices with a status of Unapproved or use other search methods to find the invoice(s) to be paid.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p> | <p>All invoices with a status of Unapproved are displayed.</p>    |

| STEP                                | ACTION  | RESULT   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
|-------------------------------------|---|--|--|----------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--|--------------------------|--|----------------------------|-------------------------------------|--|----------------------------|--------------------------|--|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|--------------------------|---|----------------------------|
| 3.                                  | <p>Click the checkbox of the invoice to be paid.</p> <table border="1" data-bbox="350 317 782 636"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/>   |  | <a href="#">1095576349</a> | <input type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> | <p>The invoice is selected. A selected invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1" data-bbox="946 380 1356 690"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> | <input type="checkbox"/> |  | <a href="#">1095576349</a> | <input checked="" type="checkbox"/> |  | <a href="#">1095577233</a> | <input type="checkbox"/> |  | <a href="#">1095582004</a> | <input type="checkbox"/> |  | <a href="#">1095582195</a> | <input type="checkbox"/> |  | <a href="#">1095582214</a> | <input type="checkbox"/> |  | <a href="#">1095582217</a> |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095576349</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input checked="" type="checkbox"/> |   | <a href="#">1095577233</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |   | <a href="#">1095582004</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582195</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582214</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| <input type="checkbox"/>            |    | <a href="#">1095582217</a>   |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |
| 4.                                  | <p>Click the Dispute icon.</p>   | <p>The Create Dispute window is displayed.</p>  |  |                            |                          |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |  |                          |  |                            |                                     |  |                            |                          |  |                            |                          |   |                            |                          |   |                            |                          |   |                            |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 5.   | <p>Click the open icon in the Reason field.</p>                        | <p>The Reason menu is displayed. This menu is an example.</p>  |
| 6.   | <p>Select the appropriate reason for the non-invoice deduction.</p>  | <p>The reason is displayed in the field.</p>                  |
| 7.   | <p>Enter amount in Disputed Amount field.</p>                        | <p>The amount is displayed in the field.</p>                  |

| STEP | ACTION   | RESULT   |
|------|--|--|
| 8.   | Enter a description in the Description field.<br> | The description is displayed in the field.<br>   |
| 9.   | Click the Submit button.<br>                      | The dispute is created and a confirmation message is displayed.<br> <p>❖ <b>Note:</b> An attachment can be added to the dispute. See the <i>Add Attachment to Invoice</i> section, starting at Step 4, for instructions.</p> |
| 10.  | Click the close icon.<br>                       | The close window popup is displayed.<br>   |
| 11.  | Click the OK button.<br>                        | The window is closed and the list of invoices is displayed.<br>  |

## 10.2 Add Dispute to Invoice Line Item

A dispute can be applied to a specific line item within an invoice.

| STEP | ACTION | RESULT |
|------|--------|--------|
|------|--------|--------|

1. If the invoice list is not already displayed, click the Home page icon or link.



The home page (Invoices page) is displayed with the list of all invoices, regardless of status.

| Flags                    | Document Number | Invoice Date | Invoice Due Date | Payment Due Date | PO Number | Invoice Type | Currency | Invoice Status | Invoice Amount |
|--------------------------|-----------------|--------------|------------------|------------------|-----------|--------------|----------|----------------|----------------|
| <input type="checkbox"/> | 1095096687      | 3/4/2014     | 4/3/2014         | 3/6/2014         | P1072357  | Invoice      | USD      | Unapproved     | 85,295.66      |
| <input type="checkbox"/> | AutoPayTest1    | 3/3/2014     | 3/3/2014         | 3/3/2014         | 85214     | Invoice      | USD      | Unapproved     | 76,006.72      |
| <input type="checkbox"/> | AutoPayTest2    | 3/3/2014     | 3/3/2014         | 3/3/2014         | 85214     | Invoice      | USD      | Unapproved     | 76,006.72      |
| <input type="checkbox"/> | AutoAuto        | 3/3/2014     | 3/3/2014         | 3/3/2014         | 85214     | Invoice      | USD      | Unapproved     | 76,006.72      |
| <input type="checkbox"/> | COOTest1        | 3/3/2014     | 3/3/2014         | 3/3/2014         | 85214     | Invoice      | USD      | Unapproved     | 76,006.72      |
| <input type="checkbox"/> | COOTest2        | 3/3/2014     | 3/3/2014         | 3/3/2014         | 85214     | Invoice      | USD      | Unapproved     | 76,006.72      |
| <input type="checkbox"/> | Test3toLo       | 3/3/2014     | 3/3/2014         | 3/3/2014         | 85214     | Invoice      | USD      | Unapproved     | 76,006.72      |
| <input type="checkbox"/> | 1096061696      | 3/3/2014     | 5/2/2014         | 3/6/2014         | PO-85415  | Invoice      | USD      | Unapproved     | 4,398.78       |
| <input type="checkbox"/> | 1096061695      | 3/3/2014     | 5/2/2014         | 3/6/2014         | PO-85415  | Invoice      | USD      | Unapproved     | 4,398.78       |
| <input type="checkbox"/> | 1096100107      | 3/3/2014     | 5/2/2014         | 3/6/2014         | PO-85413  | Invoice      | USD      | Unapproved     | 4,398.78       |

**Note:** This list includes all items including Non Invoices payments and Pre Invoices.

2. Search for Invoices with a status of Approved or use other search methods to find the invoice(s) where a line item dispute is to be added.

**Note:** See the Search List section for search instructions.

All invoices with a status of Approved are displayed.

| Flags                    | Document Number | Invoice Date | Invoice Due Date | Payment Due Date | PO Number | Invoice Type | Currency | Invoice Status | Invoice Amount |
|--------------------------|-----------------|--------------|------------------|------------------|-----------|--------------|----------|----------------|----------------|
| <input type="checkbox"/> | 1096061696      | 3/3/2014     | 5/2/2014         | 3/6/2014         | PO-85415  | Invoice      | USD      | Unapproved     | 4,398.78       |
| <input type="checkbox"/> | 1096061695      | 3/3/2014     | 5/2/2014         | 3/6/2014         | PO-85415  | Invoice      | USD      | Unapproved     | 4,398.78       |
| <input type="checkbox"/> | 1096100107      | 3/3/2014     | 5/2/2014         | 3/6/2014         | PO-85413  | Invoice      | USD      | Unapproved     | 4,398.78       |

3. Click the invoice (document) number link.

[1096009208](#)

The invoice detail is displayed.

**Contract Name**  
Contract Number

**Bill To Address**

Store Number

Terms from Invoice Date: **NET CASH 60 DAYS**

**Status**  
Unapproved

**Invoice Number**  
1095850028

**Invoice Date**  
02/04/2014

**P.O. Number**  
PO-85396

**Order Date**  
01/30/2014

**Ship Date**  
02/04/2014

**Account Number**  
2802253481

**Vendor Number**

**Carrier**  
CUSTOMER PICK UP

**Vehicle Number**  
6612

**Net Due Date**  
04/05/2014

**Net Amount Due**  
4,398.68 USD

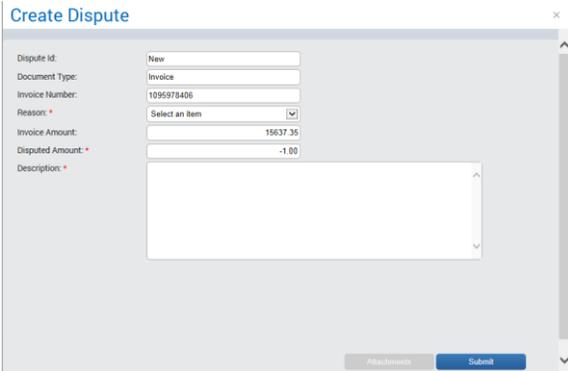
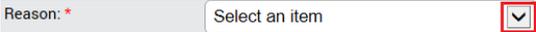
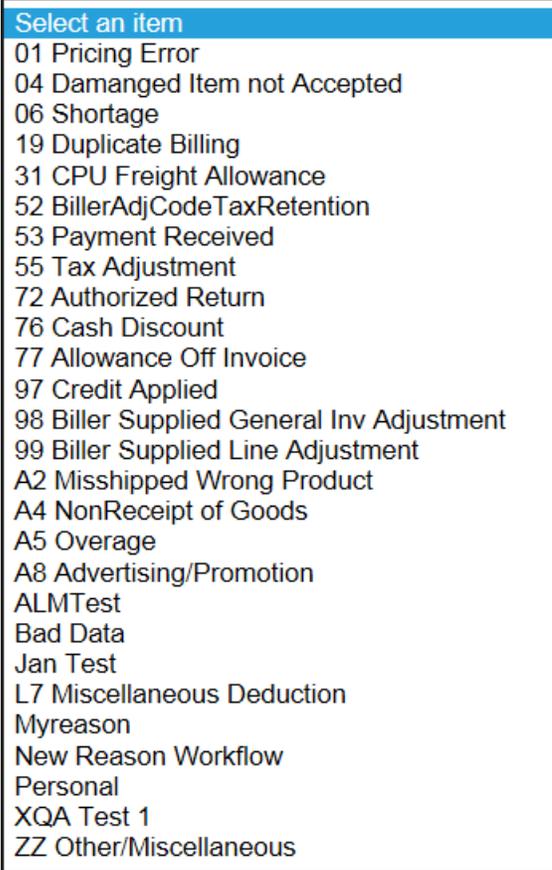
| Line Number                   | Flags | Quantity | Brand Code | UPC Case Code | Item Number  | Item Description | Unit | Unit Price | Gross Amount | Allowance or Charge | Amount To Pay |
|-------------------------------|-------|----------|------------|---------------|--------------|------------------|------|------------|--------------|---------------------|---------------|
| 895818                        |       | 19.99    |            |               | 002080040129 |                  | MP   | 220.000000 | 4,397.80     | 0.00                | 4,398.68      |
| 895818                        |       | 19.99    |            |               | 002080040129 |                  | MP   | 220.000000 | 4,397.80     | 0.00                | 4,398.68      |
| 895818                        |       | 19.99    |            |               | 002080040129 |                  | MP   | 220.000000 | 4,397.80     | 0.00                | 4,398.68      |
| Sum=99.97                     |       |          |            |               |              |                  |      |            |              |                     |               |
| <b>Gross Total</b>            |       |          |            |               |              |                  |      |            |              | <b>0.00 USD</b>     |               |
| <b>All Charges are in USD</b> |       |          |            |               |              |                  |      |            |              | <b>0.00 USD</b>     |               |
| <b>Net Amount Due</b>         |       |          |            |               |              |                  |      |            |              | <b>4,398.68 USD</b> |               |

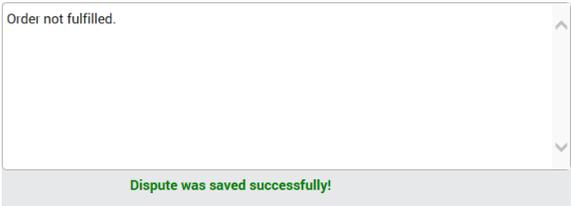
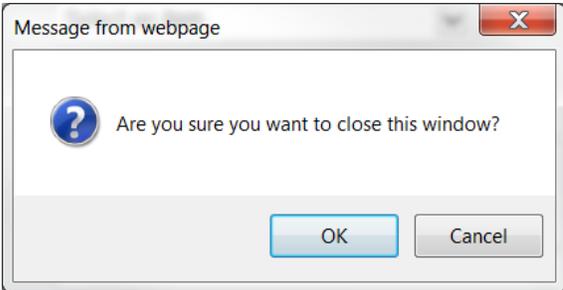
4. Click on the line item where the dispute is to be added.

| Line Number | Flags | Quantity | Brand Code | UPC Case Code | Item Number  | Item Description | Unit | Unit Price | Gross Amount | Allowance or Charge | Amount To Pay |
|-------------|-------|----------|------------|---------------|--------------|------------------|------|------------|--------------|---------------------|---------------|
| 8981951     |       | 74.75    |            |               | 002080040993 |                  | MP   | 375.000000 | 28,031.25    | 0.00                | 28,032.00     |
| 8981951     |       | 74.75    |            |               | 002080040993 |                  | MP   | 375.000000 | 28,031.25    | 0.00                | 28,032.00     |
| 8981951     |       | 74.75    |            |               | 002080040993 |                  | MP   | 375.000000 | 28,031.25    | 0.00                | 28,032.00     |
| Sum=224.25  |       |          |            |               |              |                  |      |            |              |                     |               |

The selected line item is highlighted in yellow.

| Line Number | Flags | Quantity | Brand Code | UPC Case Code | Item Number  | Item Description | Unit | Unit Price | Gross Amount | Allowance or Charge | Amount To Pay |
|-------------|-------|----------|------------|---------------|--------------|------------------|------|------------|--------------|---------------------|---------------|
| 8981951     |       | 74.75    |            |               | 002080040993 |                  | MP   | 375.000000 | 28,031.25    | 0.00                | 28,032.00     |
| 8981951     |       | 74.75    |            |               | 002080040993 |                  | MP   | 375.000000 | 28,031.25    | 0.00                | 28,032.00     |
| 8981951     |       | 74.75    |            |               | 002080040993 |                  | MP   | 375.000000 | 28,031.25    | 0.00                | 28,032.00     |
| Sum=224.25  |       |          |            |               |              |                  |      |            |              |                     |               |

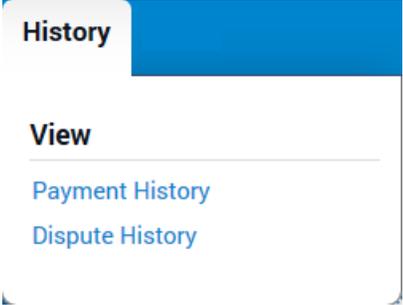
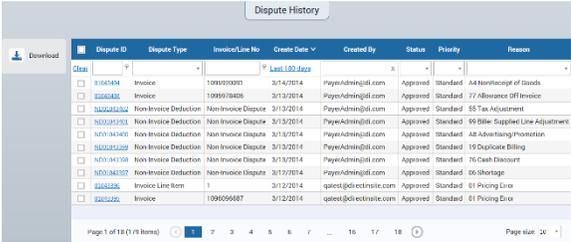
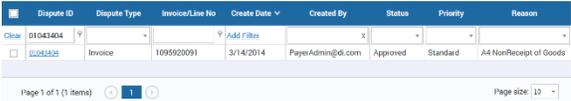
| STEP | ACTION  | RESULT  |
|------|---|---|
| 5.   | Click the Dispute icon.<br>                  | The Create Dispute window is displayed.<br> |
| 6.   | Click the open icon in the Reason field.<br> | The Reason menu is displayed.<br>          |

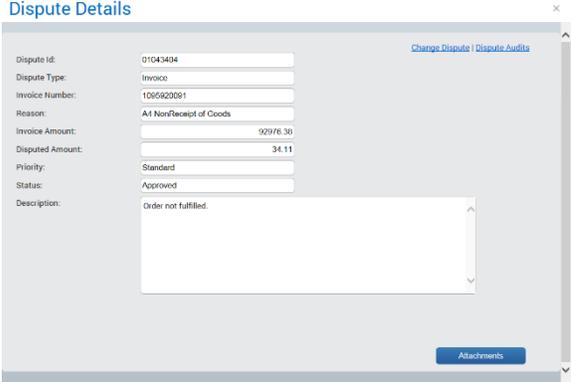
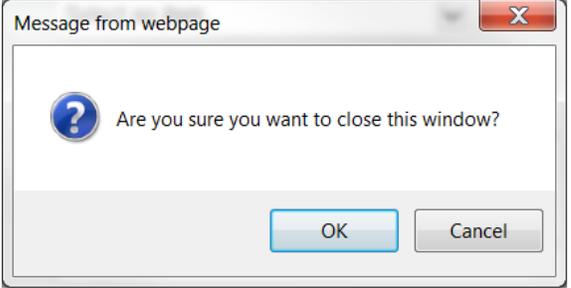
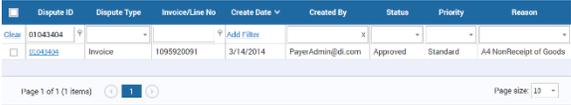
| STEP | ACTION  | RESULT   |
|------|---|--|
| 7.   | <p>Select the appropriate reason for the non-invoice deduction.</p>  | <p>The reason is displayed in the field.</p>   |
| 8.   | <p>Enter amount in Disputed Amount field.</p>                        | <p>The amount is displayed in the field.</p>   |
| 9.   | <p>Enter a description in the Description field.</p>                | <p>The description is displayed in the field.</p>   |
| 10.  | <p>Click the Submit button.</p>                                    | <p>The dispute is created and a confirmation message is displayed.</p>  <p>❖ <b>Note:</b> An attachment can be added to the dispute. See the <i>Add Attachment to Invoice</i> section, starting at Step 4, for instructions.</p> |
| 11.  | <p>Click the close icon.</p>                                       | <p>The close window popup is displayed.</p>    |

| STEP        | ACTION  | RESULT  |             |       |          |         |  |       |         |   |       |         |  |       |
|-------------|---|---|-------------|-------|----------|---------|--|-------|---------|---|-------|---------|--|-------|
| 12.         | Click the OK button. <div style="text-align: center; margin: 10px 0;">  </div> | The window is closed and the invoice is displayed with the dispute icon in the Flags column for that line item. <div style="text-align: center; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Flags</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>8981649</td> <td></td> <td>54.00</td> </tr> <tr> <td>8981648</td> <td style="text-align: center;"></td> <td>72.00</td> </tr> <tr> <td>8981650</td> <td></td> <td>54.00</td> </tr> </tbody> </table> </div> | Line Number | Flags | Quantity | 8981649 |  | 54.00 | 8981648 |  | 72.00 | 8981650 |  | 54.00 |
| Line Number | Flags   | Quantity  |             |       |          |         |  |       |         |   |       |         |  |       |
| 8981649     |   | 54.00   |             |       |          |         |  |       |         |   |       |         |  |       |
| 8981648     |    | 72.00   |             |       |          |         |  |       |         |   |       |         |  |       |
| 8981650     |   | 54.00   |             |       |          |         |  |       |         |   |       |         |  |       |

### 10.3 View Dispute History & Details

Disputes can be viewed as a list and a detailed view of individual disputes.

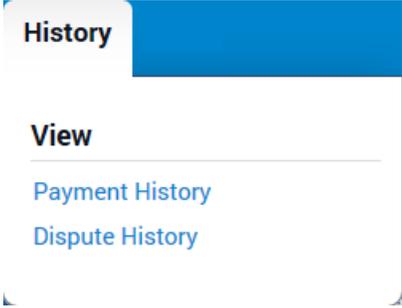
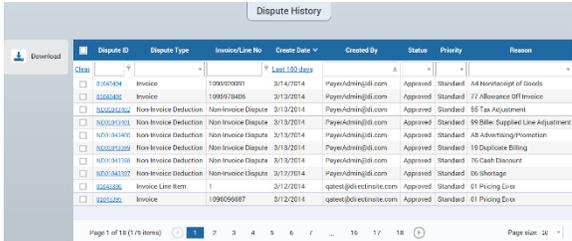
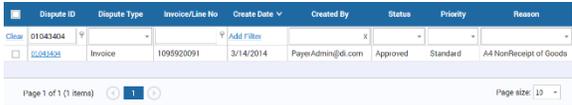
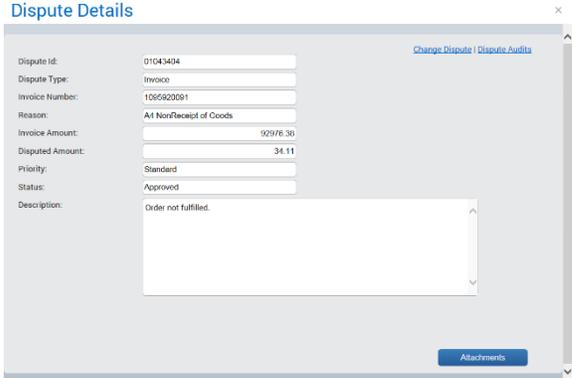
| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | Click the History link. <div style="text-align: center; margin: 10px 0;">  </div>   | The History menu is displayed. <div style="text-align: center; margin: 10px 0;">  </div>                         |
| 2.   | Select the Dispute History option. <div style="text-align: center; margin: 10px 0;">  </div>   | The Dispute History page is displayed. <div style="text-align: center; margin: 10px 0;">  </div>                |
| 3.   | Use the search function to display the dispute whose details will be displayed. <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p> </div> | The search results are displayed in the dispute list. <div style="text-align: center; margin: 10px 0;">  </div> |

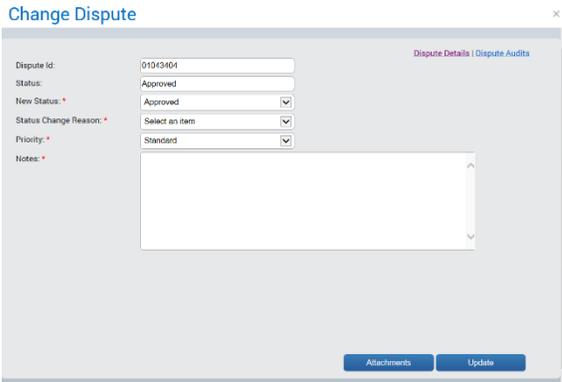
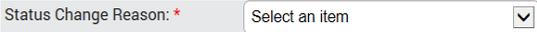
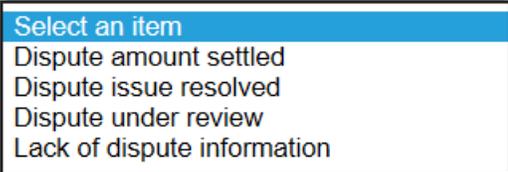
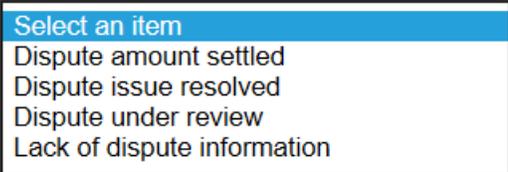
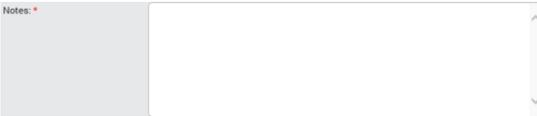
| STEP | ACTION  | RESULT   |
|------|---|--|
| 4.   | Click the Dispute ID link.<br><a href="#">01043404</a>  | The Dispute Details window is displayed.<br>   |
| 5.   | Click the close icon.<br>  | A confirmation popup is displayed.<br>  |
| 6.   | Click the OK button.<br> | The window is closed and the list of disputes from the results of the search is displayed.<br> |

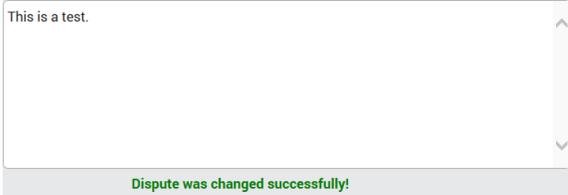
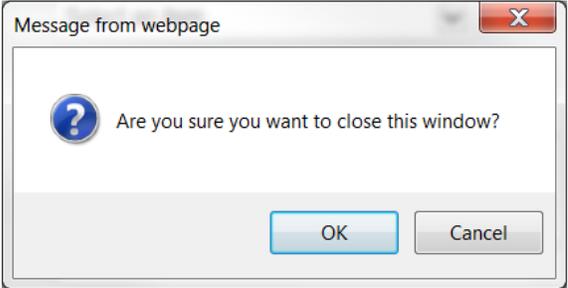
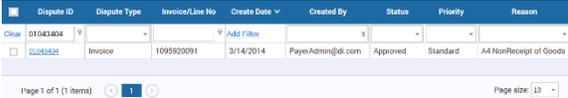
## 10.4 Edit Dispute

Disputes can be changed once they have been created and saved.

| STEP | ACTION | RESULT |
|------|--------|--------|
|------|--------|--------|

| STEP | ACTION  | RESULT  |
|------|---|---|
| 1.   | Click the History link.<br>  | The History menu is displayed.<br>                          |
| 2.   | Select the Dispute History option.<br>                                     | The Dispute History page is displayed.<br>                  |
| 3.   | Use the search function to display the dispute whose details will be displayed.<br><b>Note:</b> See the <i>Search List</i> section for search instructions. | The search results are displayed in the dispute list.<br> |
| 4.   | Click the Dispute ID link.<br><a href="#">01043404</a>  | The Dispute Details window is displayed.<br>              |

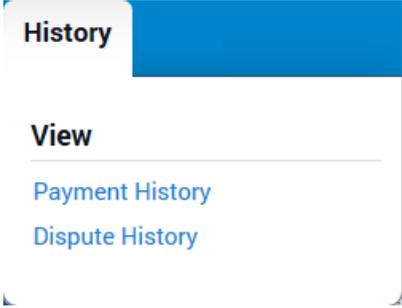
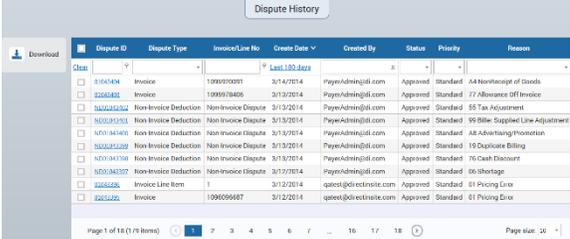
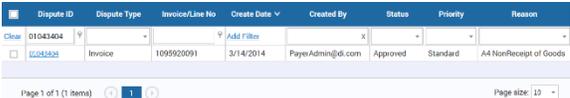
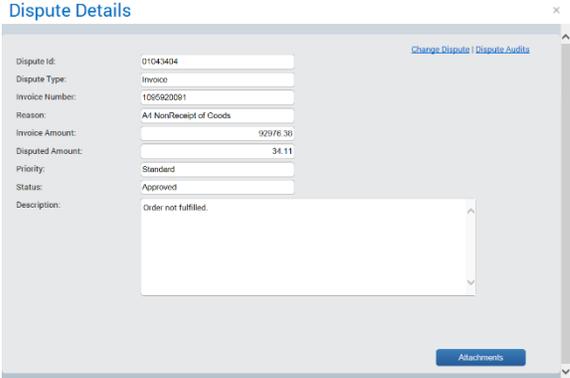
| STEP | ACTION   | RESULT  |
|------|--|---|
| 5.   | Click the Change Dispute link.<br>  | The Change Dispute window is displayed.<br>     |
| 6.   | Click the open icon in the Status Change Reason field.<br>  | The Status Change Reason menu is displayed.<br> |
| 7.   | Select the reason for the status change.<br> <p>❖ <b>Note:</b> The New Status and Priority fields only have one option and those options are displayed automatically.</p> | The reason is displayed in the field.<br>     |
| 8.   | Enter the notes for the status change.<br>  | The notes are displayed in the field.<br>     |

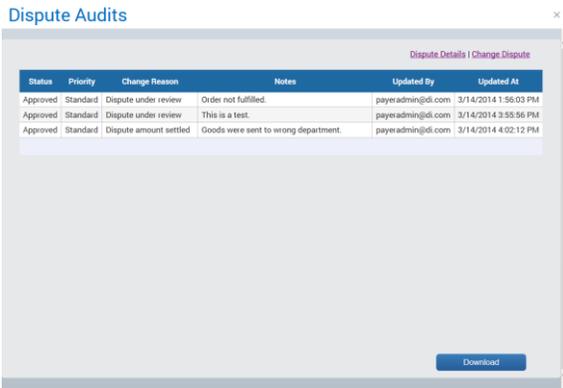
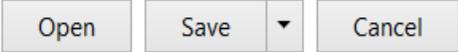
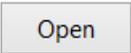
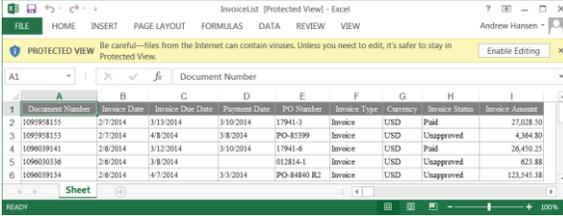
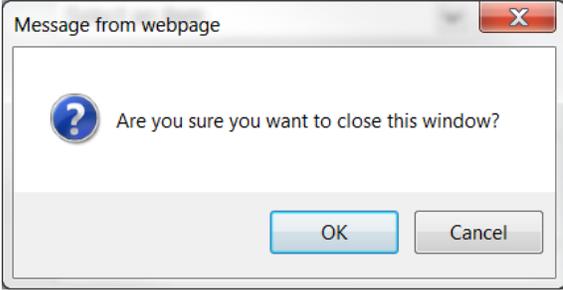
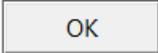
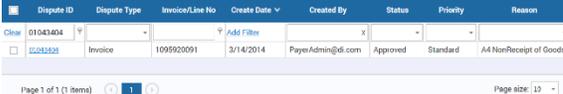
| STEP | ACTION  | RESULT   |
|------|---|--|
| 9.   | Click the Update button.<br> | The dispute is changed and a confirmation message is displayed.<br><br><b>Note:</b> An attachment can be added to the dispute. See the <i>Add Attachment to Invoice</i> section, starting at Step 4, for instructions.   |
| 10.  | Click the close icon.<br>    | A confirmation popup is displayed. (Add Note: the payment has already been scheduled, this will not cancel or make you lose your work...)<br><br><b>Note:</b> The payment has already been scheduled. This will not cancel the transaction or lead to loss of work. |
| 11.  | Click the OK button.<br>   | The window is closed and the list of disputes from the results of the search is displayed.<br>   |

## 10.5 View Dispute Audits

A list of changes (in chronological order) to the dispute can be displayed and downloaded.

| STEP | ACTION | RESULT |
|------|--------|--------|
|------|--------|--------|

| STEP | ACTION   | RESULT  |
|------|--|---|
| 1.   | Click the History link. <div style="text-align: center; margin-top: 20px;">  </div>                                     | The History menu is displayed. <div style="text-align: center; margin-top: 20px;">  </div>                          |
| 2.   | Select the Dispute History option. <div style="text-align: center; margin-top: 20px;">  </div>                          | The Dispute History page is displayed. <div style="text-align: center; margin-top: 20px;">  </div>                  |
| 3.   | Use the search function to display the dispute whose details will be displayed. <div style="margin-top: 10px;"> <p><b>❖ Note:</b> See the <i>Search List</i> section for search instructions.</p> </div> | The search results are displayed in the dispute list. <div style="text-align: center; margin-top: 20px;">  </div> |
| 4.   | Click the Dispute ID link. <div style="text-align: center; margin-top: 20px;">  </div>                                | The Dispute Details window is displayed. <div style="text-align: center; margin-top: 20px;">  </div>              |

| STEP | ACTION  | RESULT  |
|------|---|---|
| 5.   | Click the Dispute Audits link.<br> | The Dispute Audits window is displayed.<br>   |
| 6.   | Click the Download button.<br>     | The browser displays a prompt to open or save the file.<br>                         |
| 7.   | Click the Open button<br>         | The spreadsheet application is started and the downloaded file is opened.<br>      |
| 8.   | If required, save the file to a network or a local workstation.   | The file is saved.  |
| 9.   | Click the close icon.<br>        | The close window popup is displayed.<br>  |
| 10.  | Click the OK button.<br>         | The window is closed and the list of disputes from the results of the search.<br> |

