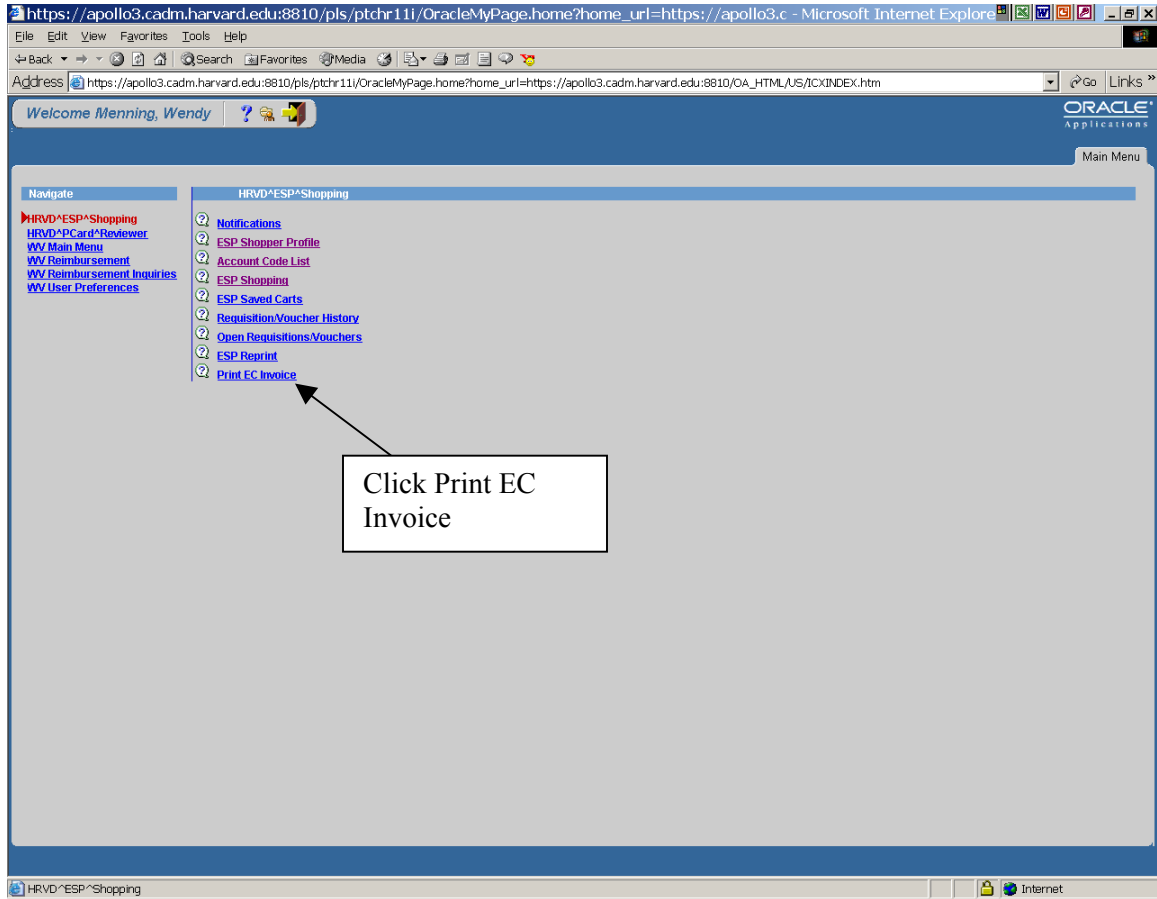


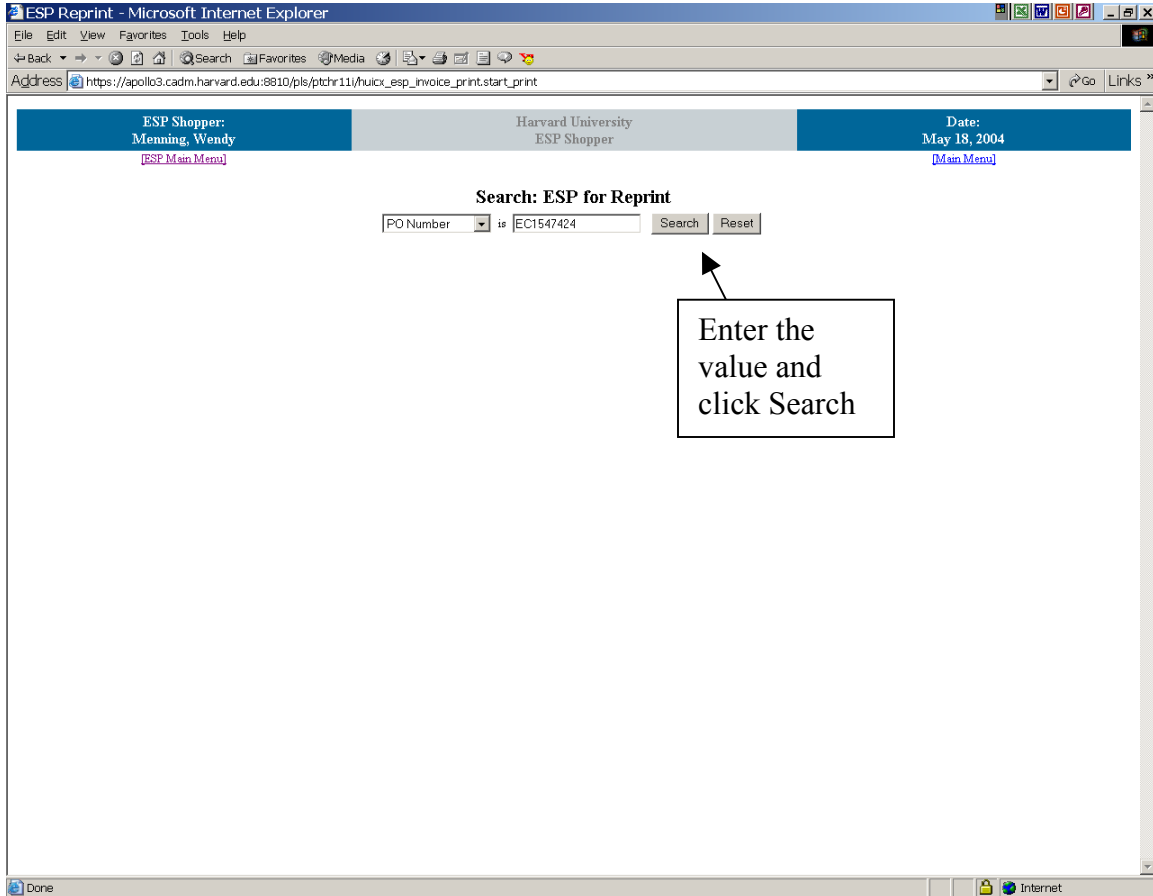
Printing an Electronic Copy of an Invoice

Effective June 14, ESP will provide a feature entitled “Print EC Invoice.” This functionality will allow you to print an electronic copy of the invoice information – as well as an associated credit memo – as it is recorded in Accounts Payable.

From the ESP Shopping menu, select the **Print EC Invoice** menu option.



Enter the PO number associated with the transaction starting with the EC prefix and click **Search**. Remember, you must be the preparer of this PO to obtain this information. Also, Accounts Payable must already have received the invoice that correlates to the PO for you to view it in the system. Otherwise, you will receive an error message saying “Invoice for PO ECXXXXXX was NOT found or you were NOT the preparer.”



A copy of the invoice information will appear. You can review this information on the screen and you may also print a copy for your records. Purchases that were partially shipped or that have credit memos will have multiple pages presented. Scroll down to see all documents.

Return Print this page

IMAGE OF ELECTRONIC INVOICE

Supplier Number: 8561
Supplier Name: STAPLES BUSINESS ADVANTAGE
Supplier Site: SBA DEPT BOS, PO BOX 30851
HARTFORD, CT 06190-0851

PO Number: EC1547424
Invoice Number: 123
Invoice Date: 05/18/04
Invoice Total: \$20.30

LINE DESCRIPTION	QTY	PRICE	TOTAL
Mechanical Pencil, 5 MM, Gray Barrel	1	2.90	2.90
Sharpie? Markers, Extra-Fine Tip, Black, 12-Pack	1	8.69	8.69
Evidence? Cross Section Pads, 10 Sq Per Inch	1	2.63	2.63
Post-it? Aquatic Pop-up Notes, 3" x 3", Assorted	1	6.08	6.08

SUBTOTAL: 20.30

FREIGHT: .00

TAX: .00

INVOICE TOTAL: 20.30

DO NOT SEND THIS IMAGE TO HOLYOKE ACCOUNTS PAYABLE!

THIS IS A COPY OF AN ELECTRONIC INVOICE

Done Internet