# elnvoicing: Online Payments



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	GRAND&TOY <sub>®</sub>				Search by K	eyword or Product Q	
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	1234563	I 01/01/2019	A125	\$20.00	\$20.00	Awaiting ship to approver	
	1234564	I 01/01/2019	A126	\$20.00	• \$20.00	Awaiting ship to approver	
	1234565	I 01/01/2019	A127	\$20.00	\$20.00	Awaiting ship to approver	
	1234566	I 01/01/2019	A128	\$20.00	\$20.00	Awaiting ship to approver	
	1234567	I 01/01/2019	A129	\$20.00	\$20.00	Awaiting ship to approver	PAGE 3



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	Orders	Accounts Too	ls Produ	ucts Ink & Ton	er Services					3	
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		1234567	I	01/01/2019	A129	\$20.00		\$20.00	Aw app	aiting ship to prover	PAGE 3
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	1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver			
	1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver			
	1234564		01/01/2019	A126	\$20.00		\$20.00	Awaiting ship to			
fied Invoices Only ize the multi-select checkbox to specify which invoice items you'd like to pay. After your selection, two action buttons will appear on the upper right of the container. Click on the ed Invoice(s)" to proceed to payment. se items displayed on a page can be selected. Please utilize the "Display" feature to display more items per page if you wish to select more. Please see page 9.											
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LEGEND A = On A	LEGEND         A = On Account       C = Credit Note       L = Late Payment       I = Invoice       O = Overpayment       R = Returned Cheque       S = Service Charge       U = Underpayment										
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		Balance \$140.00 Pay Account Balance		Balance: <b>\$140.00</b> Account Number: <b>12</b> Last Statement Upda <i>For Account Inquiries</i>	<b>3456</b> ite: <b>01/01/2019</b> <i>Call 123-456-7891</i>				Billed To: <b>Company Name</b> 123 Address Street Toronto, Ontario A1B 2C3		
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		1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver		
		1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver		
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You can "Pay Sel

\*Only in

Payment terms are net 30 days from date of invoice. Past due accounts are subject to a late payment charge. Grand & Toy reserves the right to withhold shipments to customers that do not meet these terms.



Stat	ement (10) Per	nding (0)	History (125)	
	Invoice Number 🜲	Type 🜲	Invoice Date 💲	Purchase Order N
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	1234562	I	01/01/2019	A124
	1234563	I	01/01/2019	A125
	1234564	I	01/01/2019	A126
	1234565	I	01/01/2019	A127
	1234566	I	01/01/2019	A128
	1234567	I	01/01/2019	A129
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### LEGEND

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do not meet these terms.

Billed To: Company Name 123 Address Street Toronto, Ontario A1B 2C3

	2 Se	elected Pay S	Selected Invoice	e(s) Export 👻
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	\$20.00		\$20.00	Awaiting ship to approver
	\$20.00		\$20.00	Awaiting ship to approver
	\$20.00		\$20.00	Awaiting ship to

### **Exporting Invoices**

You can utilize the multi-select checkbox to specify which invoice items you'd like to export.

After making your selection, select "Export" on the upper right hand of the container. Click this, and you will be given the option to pick which format you'd like to export your invoice items into (PDF, Comma Delimited Tab or Tab Delimited Text)

\*Only invoice items displayed on a page can be selected. Please utilize the "Display" feature to display more items per page if you wish to select more. Please see page 9.

A = On AccountC = Credit NoteL = Late PaymentI = InvoiceO = OverpaymentR = Returned Cheque

**S** = Service Charge

U = Underpayment

approver





rrders       Accounts       Tools       Products       Ink & Toner       Servis         Invoicing       Balance       Balance: \$140.00       Balance: \$140.00       Account Number: 123456       Last Statement Update: 01/01/2019         For Account Balance       For Account Inquiries Call 123-456-74						
Balance       Balance: \$140.00         \$140.00       Account Number: 123456         Last Statement Update: 01/01/2019       For Account Inquiries Call 123-456-74	Orders	Accounts	Tools	Products	Ink & Toner	Servi
Balance       Balance: \$140.00         \$140.00       Account Number: 123456         Pay Account Balance       For Account Inquiries Call 123-456-7	ools					
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Filtering Invoices	Use the you ente	fields provid er your inforr	led to spec nation, clic	ify which invoid k "Filter".	ce item you are lo	oking f

To remove filter, click "Clear" and then click "Filter" again.

1234563	I	01/01/2019	A125
1234564	I	01/01/2019	A126
1234565	I	01/01/2019	A127
1234566	I	01/01/2019	A128
1234567	I	01/01/2019	A129





Orders	Accounts	Tools	Products	Ink & Toner	Service
Tools					

## E-Invoicing

Balance	Balance: <b>\$140.00</b>
\$140.00	Account Number: 123456
<b>Q</b> 1 10.00	Last Statement Update: 01/01/2019
Pay Account Balance	For Account Inquiries Call 123-456-789

Stat	ement (10) Pe	ending (0)	History (125)	
	Invoice Number 💲	Type 🜲	Invoice Date 💲	Purchase 0
	1234561	I	01/01/2019	A123

### Viewing Invoice Details

To view details of your invoice items, select the invoice number. This will redirect you to

	1234564		01/01/2019	A126
	1234565	I	01/01/2019	A127
	1234566	I	01/01/2019	A128
	1234567	I	01/01/2019	A129

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			Search by Keyword	l or Product Q			
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				100456			
			Select Sold TO Acco	unt. 123456 ▼			
				Print Statement	t		
				Billed To: Company Name			
				123 Address Street			
391				Toronto, Ontario A1B 2C3			
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			Display: 30 Items	▼ <b>≓</b> Filter			
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	\$20.00		\$20.00	Awaiting ship to approver			
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the Invoice D	Details Page.		\$20.00	Awaiting ship to approver			
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	\$20.00		\$20.00	Awaiting ship to approver			
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	\$20.00		\$20.00	Awaiting ship to approver		PAGE 7	



Orders	Accounts	Tools	Products	Ink & Toner	Services
Tools					
E-Invo	oicing				
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E-Invo	oicing						Select Sold To Acc	ount: 123456 🔻
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	1234561	I	01/01/2019	A123	\$20.00		\$20.00	Awaiting ship to approver
	1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver
	1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver
	1234564	I	01/01/2019	A126	\$20.00		• \$20.00	Awaiting ship to approver
	1234565	1	01/01/2019	A127	\$20.00		\$20.00	Awaiting ship to approver
	1234566	I	01/01/2019	A128	\$20.00		\$20.00	Awaiting ship to approver
	1234567	I	01/01/2019	A129	\$20.00		\$20.00	Awaiting ship to approver

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Search by Keyword or Product

### 3

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Orders	Accounts	Tools	Products	Ink & Toner	Service
Tools					

## E-Invoicing

F	Balance \$140.000 Pay Account Balance			Balance: <b>\$140.00</b> Account Number: <b>123456</b> Last Statement Update: <b>01/01/2019</b> <i>For Account Inquiries Call</i> <b>123-456-78</b>					
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	1234561	I	0						
	1234562	I	0	1/01/2019	A124				
	1234563	I	0	1/01/2019	A125				
	1234564	I	0	1/01/2019	A126				
	1234565	I	0	1/01/2019	A127				
	1234566	I	0	1/01/2019	A128				
	1234567	1	0	1/01/2019	A129				

GRAND&TOY							$\bigcirc \text{ Help } \cdot \text{ Don Mills, ON } \cdot \text{ Sign Out } \cdot \text{ FR}$ Search by Keyword or Product $\mathbf{Q}$				
Orders	Accounts Too	ls Produ	ucts Ink & Tone	er Services				3			
Tools											
E-Inv	oicing						Select Sold To Acco	unt: 123456 <b>•</b>			
								Print Statement			
	Balance \$140.00 Pay Account Balance		Balance: <b>\$140.00</b> Account Number: <b>12</b> Last Statement Upda <i>For Account Inquiries</i>	3456 ate: 01/01/2019 a Call 123-456-7891				Billed To: <b>Company Name</b> 123 Address Street Toronto, Ontario A1B 2C3			
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	1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver			
	1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver			
	1234564	I	01/01/2019	A126	\$20.00		• \$20.00	Awaiting ship to approver			
	1234565	I	01/01/2019	A127	\$20.00		\$20.00	Awaiting ship to approver			
	1234566	I	01/01/2019	A128	\$20.00		\$20.00	Awaiting ship to approver			
	1234567	I	01/01/2019	A129	\$20.00		\$20.00	Awaiting ship to approver		PAGE 9	



	Orders	Accounts	Tools	Products	Ink & Toner	Services			
	Tools	'							
	E-Invc	picing							
	Pa	Balance \$140.0 ay Account Bal	Oance	Balance Accoun Last Sta For Acc	Balance: <b>\$140.00</b> Account Number: <b>123456</b> Last Statement Update: <b>01/01/2019</b> <i>For Account Inquiries Call</i> <b>123-456-7</b>				
	State	ment (10)	Pendin	g (0) His	story (125)				
		nvoice Number	D	ate 🜲	Purchase Ord	der No.			
<b>Pending Tab</b> All invoices that went throug until we process your payme Invoices with successful pay History. This process may ta	h Online Payı ent. /ment transac ike up to 24 h	ment will be ho ctions will be m ours to comple	oused here hoved to ete.		You Hav	e No Iter			
	LEGEND								

**A** = On Account **C** = Credit Note **L** = Late Payment **I** = Invoice **O** = 0

		Q	Help • Don Mills, O	N • Sign O	ut • FR		
		Sea	arch by Keyword or F	Product	Q		
vices					3		
		Selec	t Sold To Account:	123456			
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				Company N	lame		
19			12:	3 Address S	treet		
-7891				A1B	2C3		
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Items Per	nding For Payment						
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1					>		
<b>)</b> = Overpaymer	nt <b>R</b> = Returned Cheque	<b>S</b> = Service Charge	U = Underpaym	nent			



	\$140.00 Pay Account Balan	Account Last Stat	Number: <b>123456</b> tement Update: <b>01/01/2019</b> ount Inquiries Call <b>123-456-7891</b>			Company Name 123 Address Street Toronto, Ontario A1B 2C3
	Statement (10)	Pending (0) Hist	tory (125)		Display: 3	0 Items ▼ ₹ Filter
	Invoice Number	Date 🜲	Purchase Order No.	Cheque/Auth Number	Applied Date 💲	Payment Amount
	1234521	11/13/2017		12345678	11/13/2017	\$28.73
	1234522	10/31/2017	G8189	12345678	10/31/2017	\$157.33
	1234523	10/31/2017	G8181	12345678	10/31/2017	\$459.24
	1234524	10/30/2017	G8143	12345678	10/30/2017	\$89.27
	1234525	10/30/2017	G8149	12345678	10/30/2017	\$57.49
	1234526	10/30/2017	G8189	12345678	10/30/2017	\$28.73
History Tab		10/30/2017	G8181	12345678	10/30/2017	\$157.33
History Tab will house all invoices that has been successfully paid along with their corresponding cheque/Authorization number. *You also have the option to export their invoice details using the multi-select functionality. Please see page 5		10/30/2017	G8143	12345678	10/30/2017	\$459.24
		10/30/2017	G8149	12345678	10/30/2017	\$89.27
		10/30/2017	G8149	12345678	10/30/2017	\$57.49
	<			1		>
	LEGEND					

Orders	Accounts	Tools	Products	Ink & Toner	Service
Tools E-Invo	oicing				

## Invoice Online Payment

	Invoice Summary		Billing Information	
	Account Number: Bill To:	123456 Company Name	Please Pay	\$140.00
	Invoiced By:	123 Address Street Toronto, Ontario A1B 2C3 Office Max Grand & Toy	<ul> <li>Lump Sum Payment ?</li> <li>Bill Per Invoice Transaction ?</li> </ul>	Ya pa m ya bi
The invoice items you've selected from the statement page will	Items		<ul> <li>Credit Card on File</li> <li>My Wallet</li> <li>Use New Credit Card (One Time Use)</li> </ul>	OI Ya Se Se
selection and the calculated total amount from this container.	1234561 1234562 1234563 1234564	\$20.00 \$20.00 \$20.00 \$20.00	Pay Now	"Β           Τ           p           "F
	1234565 1234566 1234567	\$20.00 \$20.00 \$20.00		
	Items	\$140.00		

e is where you choose /'d you would like to pay.

have the option to either a Lump Sum Payment, which ans that the total balance of r selected invoices will be ed in a single transaction

can choose to have your ected invoices be billed as arate transactions using Per Invoice Transaction"

proceed, select your ment method and click / Now".





Orders	Accounts	Tools	Products	Ink & Toner	Servic
Tools > E-Inv	oicing → Online Pa	ayment			

## Invoice Online Payment

### Payment Received

Your payment has been received. Please allow up to 24 hours to process your transaction.

To see the status of your payment, please go to the 'Pending' tab found on the Statement page.

## You paid a total amount of \$300.00

### **Transaction Details**

Item 4	\$ 100.00
Item 5	\$ 100.00
Item 3	\$ 100.00
Item 4	\$ 100.00
Item 5	\$ 100.00

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Search by Keyword or Product

### 3

Q









Orders	Accounts	Tools	Products	Ink & Toner	Service
Tools > E-Invo	Dicing > Online P	ayment			

## Invoice Online Payment

If you see a "Payment Processing" Payment Processing confirmation page, this means That our system has gone offline Your payment request has been received. Please allow up to 24 hours to process your transaction. for maintenance, or communication You will receive an email confirmation on the status of your payment once processed. **Back to Statement** with our payment processing partner has been delayed. \*Authorization number(s) will be available in the "History" tab for successful payments. Payment requests are securely stored, and you will receive an email confirmation on completion of your payment. If a transaction **Transaction Details** Status: fails, we will notify you by email and on your `Statement` tab when Payment Processing you next sign-in. Payment Processing Payment Processing Payment Processing **Payment Processing** 

Item 4	\$100.00
Item 5	\$100.00
Item 3	\$100.00
Item 4	\$100.00
Item 5	\$100.00

### Shopping Office Products Technology

### Business

Get An Account

Get a Federal Government Account

Search by Keyword or Product

### 3

Q

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