

eInvoicing: Online Payments

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E-Invoicing

Select Sold To Account: 123456 

 [Print Statement](#)

<p>Balance</p> <p>\$140.00</p> <p>Pay Account Balance</p>	<p>Balance: \$140.00</p> <p>Account Number: 123456</p> <p>Last Statement Update: 01/01/2019</p> <p><i>For Account Inquiries Call 123-456-7891</i></p>	<p>Billed To:</p> <p>Company Name</p> <p>123 Address Street</p> <p>Toronto, Ontario</p> <p>A1B 2C3</p>
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Pay Whole Account Balance

Use this global button to pay for your whole account balance. This will direct you to the Online Payment Page with ALL of the eligible invoices selected.

Please see page 12 for the Online Payment Page.

 [Filter](#)

Status 

<input type="checkbox"/>	Invoice Number	Status	Date	Product	Amount	Balance	Description
<input type="checkbox"/>	1234562	I	01/01/2019	A124	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234563	I	01/01/2019	A125	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234565	I	01/01/2019	A127	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234566	I	01/01/2019	A128	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234567	I	01/01/2019	A129	\$20.00	\$20.00	Awaiting ship to approver

Balance
\$140.00

Pay Account Balance

Balance: \$140.00
Account Number: 123456
Last Statement Update: 01/01/2019
For Account Inquiries Call 123-456-7891

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

Statement (10)

Pending (0)

History (125)

2 Selected

Pay Selected Invoice(s)

Export

<input type="checkbox"/>	Invoice Number	Type	Invoice Date	Purchase Order No.	Current	Past Due	Amount Due	Status
<input checked="" type="checkbox"/>	1234561	I	01/01/2019	A123	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver
<input checked="" type="checkbox"/>	1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00		\$20.00	Awaiting ship to

Pay Specified Invoices Only

You can utilize 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 "Pay Selected Invoice(s)" to proceed to payment.

*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.



1



LEGEND

A = On Account C = Credit Note L = Late Payment I = Invoice O = Overpayment R = Returned Cheque S = Service Charge U = Underpayment

IMPORTANT

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.

Balance
\$140.00

[Pay Account Balance](#)

Balance: \$140.00
Account Number: 123456
Last Statement Update: 01/01/2019
For Account Inquiries Call 123-456-7891

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

Statement (10)

Pending (0)

History (125)

2 Selected

[Pay Selected Invoice\(s\)](#)

[Export](#)

<input type="checkbox"/>	Invoice Number	Type	Invoice Date	Purchase Order No.	Current	Past Due		
<input checked="" type="checkbox"/>	1234561	I	01/01/2019	A123	\$20.00			
<input type="checkbox"/>	1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver
<input checked="" type="checkbox"/>	1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234565	I	01/01/2019	A127	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234566	I	01/01/2019	A128	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234567	I	01/01/2019	A129	\$20.00		\$20.00	Awaiting ship to approver

- PDF
- Comma Delimited Tab
- Tab Delimited Text

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.

LEGEND

A = On Account C = Credit Note L = Late Payment I = Invoice O = Overpayment R = Returned Cheque S = Service Charge U = Underpayment

IMPORTANT

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E-Invoicing

Select Sold To Account: 123456 

 [Print Statement](#)

<p>Balance</p> <p>\$140.00</p> <p>Pay Account Balance</p>	<p>Balance: \$140.00</p> <p>Account Number: 123456</p> <p>Last Statement Update: 01/01/2019</p> <p><i>For Account Inquiries Call 123-456-7891</i></p>	<p>Billed To:</p> <p>Company Name</p> <p>123 Address Street</p> <p>Toronto, Ontario</p> <p>A1B 2C3</p>
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[Statement \(10\)](#)
 [Pending \(0\)](#)
 [History \(125\)](#)

Display: 30 Items 
  [Filter](#)

Filtering Invoices

Use the fields provided to specify which invoice item you are looking for. After you enter your information, click "Filter".

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

Invoice Number

PO Number

Statement Date

Month: Day: Year:

[Filter](#) [Clear](#)

<input type="checkbox"/>	1234563	I	01/01/2019	A125	\$20.00
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00
<input type="checkbox"/>	1234565	I	01/01/2019	A127	\$20.00
<input type="checkbox"/>	1234566	I	01/01/2019	A128	\$20.00
<input type="checkbox"/>	1234567	I	01/01/2019	A129	\$20.00

	\$20.00	Awaiting ship to approver
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E-Invoicing

Select Sold To Account: 123456 ▼

 [Print Statement](#)

<p>Balance</p> <p>\$140.00</p> <p>Pay Account Balance</p>	<p>Balance: \$140.00</p> <p>Account Number: 123456</p> <p>Last Statement Update: 01/01/2019</p> <p><i>For Account Inquiries Call 123-456-7891</i></p>	<p>Billed To:</p> <p>Company Name</p> <p>123 Address Street</p> <p>Toronto, Ontario</p> <p>A1B 2C3</p>
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Statement (10) Pending (0) History (125) Display: 30 Items ▼ [Filter](#)

<input type="checkbox"/>	Invoice Number ▼	Type ▼	Invoice Date ▼	Purchase Order No. ▼	Current ▼	Past Due ▼	Amount Due ▼	Status ▼
<input type="checkbox"/>	1234561	I	01/01/2019	A123	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>							\$20.00	Awaiting ship to approver
<input type="checkbox"/>							\$20.00	Awaiting ship to approver
<input type="checkbox"/>							\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234565	I	01/01/2019	A127	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234566	I	01/01/2019	A128	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234567	I	01/01/2019	A129	\$20.00		\$20.00	Awaiting ship to approver

Viewing Invoice Details

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

Tools

E-Invoicing

Select Sold To Account: 123456

Changing Sold-To Account
 At the upper right hand of the page, you will see a selection dropdown where you can toggle between your Sold-To accounts.

- 223456
- 324567

<p>Balance</p> <h2 style="color: green;">\$140.00</h2> <p>Pay Account Balance</p>	<p>Balance: \$140.00</p> <p>Account Number: 123456</p> <p>Last Statement Update: 01/01/2019</p> <p><i>For Account Inquiries Call 123-456-7891</i></p>	<p>Billed To:</p> <p>Company Name</p> <p>123 Address Street</p> <p>Toronto, Ontario</p> <p>A1B 2C3</p>
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Statement (10)
Pending (0)
History (125)
Display: 30 Items
 Filter

<input type="checkbox"/>	Invoice Number	Type	Invoice Date	Purchase Order No.	Current	Past Due	Amount Due	Status
<input type="checkbox"/>	1234561	I	01/01/2019	A123	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234562	I	01/01/2019	A124	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234563	I	01/01/2019	A125	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234565	I	01/01/2019	A127	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234566	I	01/01/2019	A128	\$20.00		\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234567	I	01/01/2019	A129	\$20.00		\$20.00	Awaiting ship to approver

Tools

E-Invoicing

Select Sold To Account: 123456

[Print Statement](#)

<p>Balance</p> <h2 style="color: green;">\$140.00</h2> <p>Pay Account Balance</p>	<p>Balance: \$140.00</p> <p>Account Number: 123456</p> <p>Last Statement Update: 01/01/2019</p> <p><i>For Account Inquiries Call 123-456-7891</i></p>	<p>Billed To:</p> <p>Company Name</p> <p>123 Address Street</p> <p>Toronto, Ontario</p> <p>A1B 2C3</p>
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Statement (10)		Pending (0)					
<input type="checkbox"/>	Invoice Number	Type	In				Status
<input type="checkbox"/>	1234561	I	0			\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234562	I	01/01/2019	A124	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234563	I	01/01/2019	A125	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234564	I	01/01/2019	A126	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234565	I	01/01/2019	A127	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234566	I	01/01/2019	A128	\$20.00	\$20.00	Awaiting ship to approver
<input type="checkbox"/>	1234567	I	01/01/2019	A129	\$20.00	\$20.00	Awaiting ship to approver

Invoice Items Per Page

Control how many invoice items are displayed per page using this dropdown. You have the option to display up to 100 items per page.

Display: 30 Items Filter

Display 50 Items

Display 100 Items

E-Invoicing

Select Sold To Account: 123456 

 [Print Statement](#)

<p>Balance</p> <p>\$140.00</p> <p>Pay Account Balance</p>	<p>Balance: \$140.00</p> <p>Account Number: 123456</p> <p>Last Statement Update: 01/01/2019</p> <p><i>For Account Inquiries Call 123-456-7891</i></p>	<p>Billed To:</p> <p>Company Name</p> <p>123 Address Street</p> <p>Toronto, Ontario</p> <p>A1B 2C3</p>
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[Statement \(10\)](#)
 [Pending \(0\)](#)
 [History \(125\)](#)

<input type="checkbox"/>	Invoice Number	Date ↕	Purchase Order No.	Payment Amount	Applied Date ↕	Payment Method
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Pending Tab

All invoices that went through Online Payment will be housed here until we process your payment.

Invoices with successful payment transactions will be moved to History. This process may take up to 24 hours to complete.



You Have No Items Pending For Payment

1 

LEGEND

A = On Account
 C = Credit Note
 L = Late Payment
 I = Invoice
 O = Overpayment
 R = Returned Cheque
 S = Service Charge
 U = Underpayment

\$140.00

Pay Account Balance

Account Number: 123456

Last Statement Update: 01/01/2019

For Account Inquiries Call 123-456-7891

Company Name
123 Address Street
Toronto, Ontario
A1B 2C3

Statement (10)

Pending (0)

History (125)

Display: 30 Items

Filter

<input type="checkbox"/>	Invoice Number	Date	Purchase Order No.	Cheque/Auth Number	Applied Date	Payment Amount
<input type="checkbox"/>	1234521	11/13/2017		12345678	11/13/2017	\$28.73
<input type="checkbox"/>	1234522	10/31/2017	G8189	12345678	10/31/2017	\$157.33
<input type="checkbox"/>	1234523	10/31/2017	G8181	12345678	10/31/2017	\$459.24
<input type="checkbox"/>	1234524	10/30/2017	G8143	12345678	10/30/2017	\$89.27
<input type="checkbox"/>	1234525	10/30/2017	G8149	12345678	10/30/2017	\$57.49
<input type="checkbox"/>	1234526	10/30/2017	G8189	12345678	10/30/2017	\$28.73
		10/30/2017	G8181	12345678	10/30/2017	\$157.33
		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

History Tab

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



1



LEGEND

A = On Account C = Credit Note L = Late Payment I = Invoice O = Overpayment R = Returned Cheque S = Service Charge U = Underpayment

Invoice Online Payment

Invoice Summary

Account Number: **123456**

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

Invoiced By: **Office Max Grand & Toy**

Items

1234561	\$20.00
1234562	\$20.00
1234563	\$20.00
1234564	\$20.00
1234565	\$20.00
1234566	\$20.00
1234567	\$20.00

Items **\$140.00**

Billing Information

Please Pay **\$140.00**

- Lump Sum Payment ?
- Bill Per Invoice Transaction ?

- Credit Card on File
- My Wallet
- Use New Credit Card (One Time Use)

Pay Now

The invoice items you've selected from the statement page will be housed here. Review your selection and the calculated total amount from this container.

Here is where you choose how'd you would like to pay.

You have the option to either pay a Lump Sum Payment, which means that the total balance of your selected invoices will be billed in a single transaction

OR

You can choose to have your selected invoices be billed as separate transactions using "Bill Per Invoice Transaction"

To proceed, select your payment method and click "Pay Now".

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.

[Back to Statement](#)

You paid a total amount of **\$300.00**

Transaction Details

Status:

Authorization Number:

Transaction Details	Status:	Authorization Number:
Item 4	✗ Failed	
Item 5	✗ Failed	
Item 3	✓ Success	#1234567
Item 4	✓ Success	#1234567
Item 5	✓ Success	#1234567

Details of your payment will be displayed on the confirmation page after you submit.

All invoice transactions will take up to 24 hours to process, and will be found in the "Pending" tab in your statement page during this time.

Invoice items with status "Failed" will be brought back to your statement tab for payment.

Invoice Online Payment

Payment Processing

Your payment request has been received. Please allow up to 24 hours to process your transaction. You will receive an email confirmation on the status of your payment once processed.

[Back to Statement](#)

*Authorization number(s) will be available in the "History" tab for successful payments.

Transaction Details		Status:
Item 4	\$100.00	Payment Processing
Item 5	\$100.00	Payment Processing
Item 3	\$100.00	Payment Processing
Item 4	\$100.00	Payment Processing
Item 5	\$100.00	Payment Processing

If you see a "Payment Processing" confirmation page, this means That our system has gone offline for maintenance, or communication with our payment processing partner has been delayed.

Payment requests are securely stored, and you will receive an email confirmation on completion of your payment. If a transaction fails, we will notify you by email and on your `Statement` tab when you next sign-in.

Shopping

- Office Products
- Technology

Business

- Get An Account
- Get a Federal Government Account

About Us

- Corporate Profile
- Corporate Citizenship

Support

- Order Tracking
- Privacy Policy
- Terms & Conditions