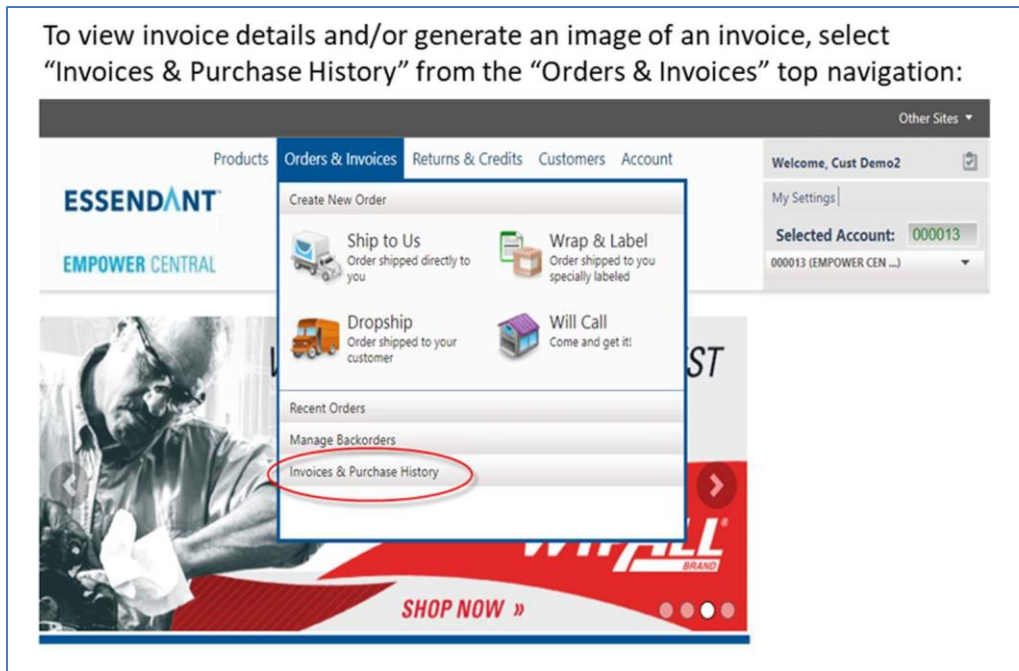


INVOICE HISTORY

To view invoice details and/or generate an image of an invoice, select “Invoices & Purchase History” from the “Orders & Invoices” top navigation:



<input type="checkbox"/>	Item #	PO#	Shipped To	Ship To#	Bill To#	Sold To#	Invoice Date	Inv Amt	Ret/Cred
<input type="checkbox"/>	018BGC	USFL3665	USFL				01/17/2024	\$276.39	N
<input type="checkbox"/>	018BW9	LUFL8265	LUFL				01/17/2024	\$52.20	N
<input type="checkbox"/>	018P267	R 018P267	U3HZNX	MARION MOLDINGS			01/17/2024	\$10.18	N
<input type="checkbox"/>	018P2JW	R 018P2JW	135407	JACKSON PAPER COMPA			01/17/2024	\$225.80	N
<input type="checkbox"/>	018P2JW	R 40WKWSZ	135407	JACKSON PAPER COMPA			01/17/2024	\$225.80	N
<input type="checkbox"/>	018P6XK	R 018P6XK	U3HZPK	PO-LARGO MEDICAL CE			01/17/2024	\$719.28	N
<input type="checkbox"/>	018P782	R 018P782	PWFL1925	PWFL			01/17/2024	\$66.70	N

- From the 'Invoice Inquiry' screen, you can generate a PDF image of your invoice(s) to save, print, or view additional details
- Use the Filter or Search functionality to locate a specific invoice more easily
- Click on the Invoice # to view additional order details without generating a PDF
- To create a PDF image of an invoice
 - Select the check box next to the Invoice #
 - You can select multiple invoices at once
 - Once you have clicked the boxes for the desired invoices, click the 'View' button and a PDF file will be generated
- To export invoices into an Excel file
 - Select the check box next to the Invoice #
 - You can select multiple invoices at once
 - Once you have clicked the boxes for the desired invoices, click the 'Export' button, select Export to XLS or CSV and an Excel file will be generated
- Note:** Monthly statements are not accessible in Empower. To request a copy of your statement, please contact Accounts Receivable
ARcheckremittances@essendant.com