

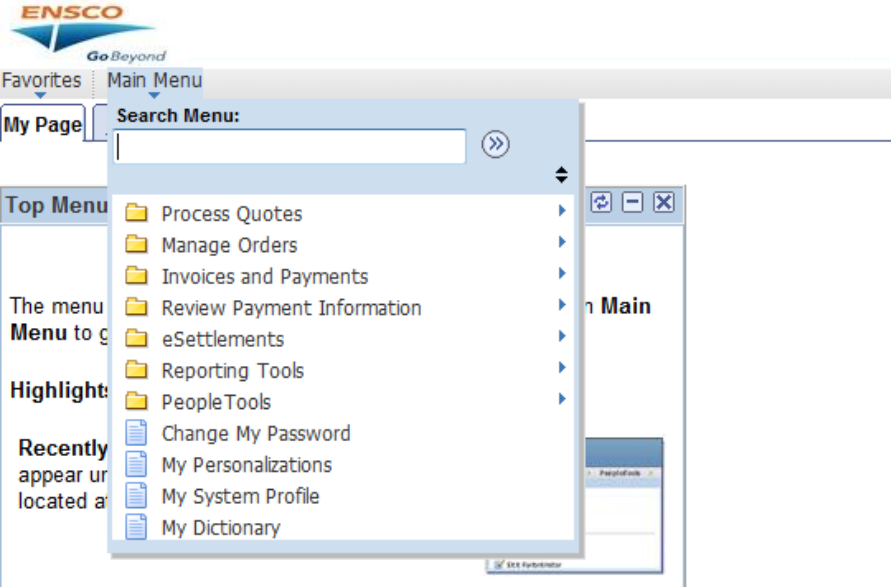
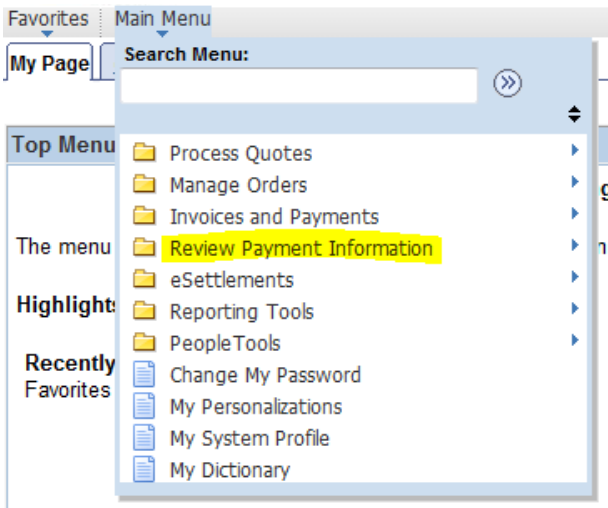


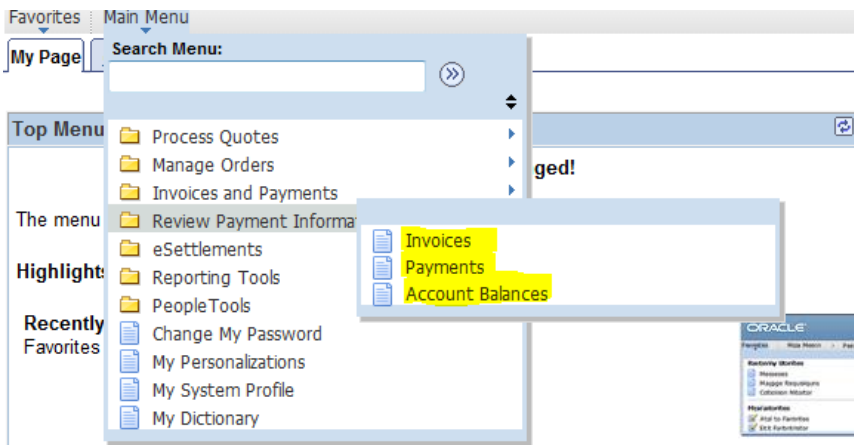
E-Settlement – Review Payment Information.

| | |
|----|--|
| 1. | Enter the desired information into the User ID field. Enter a valid value e.g. “35461janedoe”. |
| 2. | Enter the desired information into the Password field. Enter a valid value e.g. “123456”. |
| 3. | Click Sign In  |
| 4. | Screen will display as per Screen Set-Up Instructions  |
| 5. | Click the Main Menu tab  |

6. Click the **Review Payment Information** link.



You will see three different options: **Invoices**, **Payments** and **Account Balances**



7. Click the [Invoices](#) link.

The Review Invoices page pulls up; here you can search for Invoices.

You can input a specific **invoice number**. Or you can use the **date search** which will pull up all invoices between the two dates you input. You can also limit the search by inputting the **approval status**.

[Review Invoices](#)

Filter Options

VALUED SUPPLIER

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Invoice Number:

To Invoice Number:

Item ID:

Vendor Item ID:

From Date: (example: 01/31/2000)

To Date: (example: 01/31/2000)

From Amount:

To Amount:

Approval Status:

Then hit the button.

8. A list of invoices will appear:

[Set filter options](#)

| Invoice List | | | | | | |
|--------------------------------|--------------|------------|-----|-----------------|------------|----------|
| Invoice Number | Invoice Date | Gross Amt | | Approval Status | Due Date | Voucher |
| 2014-06-1001 | 06/24/2014 | \$334.50 | USD | Approved | 06/24/2014 | 00695831 |
| 2014-06-1002 | 06/24/2014 | \$883.50 | USD | Approved | 06/24/2014 | 00695832 |
| MAR3012 | 06/19/2014 | \$2,007.00 | USD | Approved | 08/18/2014 | 00695830 |
| 999999999999hj | 06/05/2014 | \$1,003.50 | USD | Approved | 08/04/2014 | 00695828 |

Click in the Invoice Number [MAR3012](#) link.

9. All the information for that invoice will open:

Review Invoices

Invoice Details

VALUED SUPPLIER

Invoice Number: MAR3012
 Invoice Date: 06/19/2014
 Due Date: 08/18/2014
 Discount End Date:
 Approval Status: Pending Approval
 Payment Status: To be Paid
 Terms:

| Invoice Total | | |
|---------------|------------|-----|
| Gross Amount: | \$2,007.00 | USD |
| Discount: | \$0.00 | USD |
| Net Amount: | \$2,007.00 | USD |

| Invoice Line Details | | | | | | |
|----------------------|--------------------------------|------------------|-----|------------|-----------------|-----|
| Item ID | Description | Statistic Amount | UOM | Unit Price | Merchandise Amt | |
| 0000349 | BAG-GAS,SHAFFER,0000349,VALVE- | | EA | 334.50000 | \$2,007.00 | USD |

| Payment Schedule | | | | | | | | | |
|------------------|----------------|----------------|------------|--------|------------|---------|------------|--|--|
| Scheduled to Pay | Payment Number | Gross Amt | Discount | Method | Status | On Hold | Withd Hold | | |
| 08/18/2014 | | \$2,007.00 USD | \$0.00 USD | ACH | Unselected | No | No | | |

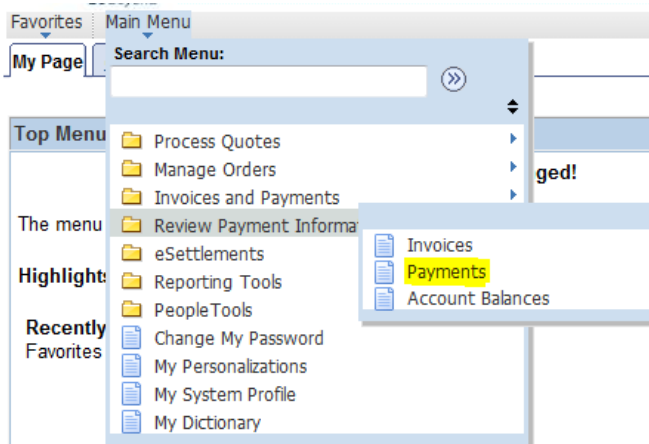
| Payments Made | | | |
|---------------|------|---------|--|
| Reference | Date | Amount | |
| | | \$0.000 | |

No Payments Made

| Purchase Orders | | |
|----------------------------|------------|------------|
| Purchase Order | PO Date | Status |
| 0000326385 | 06/04/2014 | Dispatched |

| Receipts | | | |
|---------------|----------------|----------------|--------------|
| Received Date | Receipt Number | Bill of Lading | Packing Slip |
| | | | |

10. Going back to Step 5 & 6 : Click the **Payments** link.



11. The Review Payments page will appear; here you can search for specific payments.

You can search by inputting an **Invoice Number**, **Payment Reference** or use the **Date Search** function.

Review Payments

Filter Options

VALUED SUPPLIER

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number: ←

Payment Reference: ←

From Payment Date: (example: 12/31/2000) ←

To Payment Date: (example: 12/31/2000) ←

Click the button.

12. This will pull up all the Payments that have been made.

Review Payments

Payments Made

VALUED SUPPLIER

Set filter options

| Payments Made | | | | |
|----------------------------|----------------|--------------|------------|-----|
| Reference | Invoice Number | Payment Date | Amount | |
| 0020069373 | 2014-06-1001 | 07/09/2014 | \$1,218.00 | USD |
| 0020069373 | 2014-06-1002 | 07/09/2014 | \$1,218.00 | USD |

Click on the Reference number [0020069373](#)

13. The Payment Details will display:

Review Payments
Payment Details

VALUED SUPPLIER

0020069373

| | | | |
|------------------------|-----------------|----------------------|------------|
| Invoice Number: | 2014-06-1001 | Payment Date: | 07/09/2014 |
| Method: | EnsChk | Pay Status: | Paid |
| Amount: | \$1,218.00 | Currency: | USD |
| Paid To: | VALUED SUPPLIER | | |

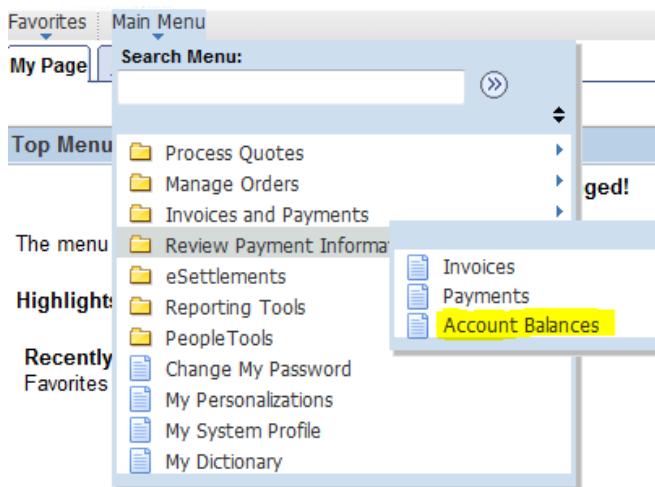
Country: USA United States
Address 1: 5847 SAN FELIPE ST STE 3800
Address 2:
Address 3:

City: HOUSTON
County: Postal: 77057
State: TX Texas

From: Wells Fargo Bank, N.A.

| Payment Advice | | | | | | | | | |
|----------------|--------------|-----|----------|-----|----------------|-----|-------------|-----|--|
| Invoice | Gross Amount | | Discount | | Discount Taken | | Paid Amount | | |
| 2014-06-1001 | 334.50 | USD | 0.00 | USD | 0.00 | USD | 334.50 | USD | |
| 2014-06-1002 | 883.50 | USD | 0.00 | USD | 0.00 | USD | 883.50 | USD | |

14. Going back to Steps 5 & 6: Click the **Account Balances** link.



15. The Accounts Balances Page will appear.

Account Balances
Invoice List

VALUED SUPPLIER

Amount: **\$3,010.50 USD**

| Invoice List | | | | | | |
|--------------------------------|--------------|----------------|------------|----------|----------|--|
| Invoice Number | Invoice Date | Amount | Due Date | Status | Voucher | |
| MAR3012 | 06/19/2014 | \$2,007.00 USD | 08/18/2014 | Approved | 00695830 | |
| 999999999999hj | 06/05/2014 | \$1,003.50 USD | 08/04/2014 | Approved | 00695828 | |

Click on the Invoice Number [999999999999hj](#) link.

16. The Invoice Details will display:

Note: This shows you when the payment is scheduled to be paid.

Account Balances
Invoice Details

VALUED SUPPLIER

Invoice Number: 999999999999hj Invoice Date: 06/05/2014
Gross Invoice Amount: \$1,003.50 Due Date: 08/04/2014

| Invoice Lines | | | | | | |
|---------------|--------------------------------|------------------|------------|--------------------|------------|-----|
| Item ID | Description | Statistic Amount | Unit Price | Merchandise Amount | | |
| 0000349 | BAG-GAS,SHAFFER,0000349,VALVE- | | EA | 334.50000 | \$1,003.50 | USD |

| Payment Schedule | | | | | | | | |
|------------------|---|----------------|----------|--------|------------|---------|------------|--|
| Scheduled to Pay | Payment | Amount | Discount | Method | Status | On Hold | Withd Hold | |
| 08/04/2014 |  | \$1,003.50 USD | \$0.00 | ACH | Unselected | No | No | |

12. **End of Procedure** you have successfully reviewed your Payment Information.