

TBS-Tier 1 Diversity Supplier with Office Depot

To begin shopping , select the “Click Here To Begin Shopping” Button.

The screenshot shows the website's navigation menu with links for Approvals, Profile, Suppliers, Searches, Reports, Help, and Administration. A shopping cart icon indicates 0 items. A 'Return to Home Page' link with a right-pointing arrow is visible. The main content area features a blue banner with the text 'Welcome to Today's Business Solutions' and 'Click the button below to start shopping...'. To the right is the 'TierOne SUPPLIER DIVERSITY' logo. Below the banner is a large image of a city skyline. On the left side of the page, there is a blue button with the text 'Click Here To Begin Shopping' and the 'Office DEPOT Max' logo. Below the button, the text reads 'Our Goal is to save you time and money so you can focus on the things that matter!' followed by a bulleted list: 'quality products', 'knowledgeable product managers', 'timely and dependable next day delivery', 'personalized customer service', and 'savings'. At the bottom of the page, it says 'To place an order, check the status of an order, check item availability or to process a return, please contact customer service: Phone: (877) 895-6532 | Email: info@tbsbx.com'.

- This will direct you into Today's Business Solutions online catalog.
- Once you are in the Today's Business Solutions punchout site, you will search for your desired items, add the items to your cart and then transfer them back to the ordering site.

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbsbx.com

WAYS TO SHOP

1. Search by Keyword or Item#
2. Order by Item #
3. Category
4. My Shopping Lists
5. Ink & Toner

Search by Keyword or Item#

The search field allows you to shop for items by simply entering in a keyword or Part ID in the SEARCH field and selecting the search icon.

Order by Item Number

Located at the top of the screen is the "Order by Item #" feature which allows you to simply list the part ID and quantity of the item(s) you wish to add to your cart.

Category

By moving your mouse over the category headings, you can narrow your search by selecting your desired item category.

Shopping List

You may create a shopping list to locate items you purchase frequently in one easy to find place. Selecting My Shopping Lists on the home page will allow you to create a new list or view previously created shopping lists.

Ink & Toner

This is where you can easily filter through various printing supplies to find the appropriate ink or toner for your machine.

MY SHOPPING LISTS

The screenshot shows the Office Depot website interface. At the top left is the Office Depot logo. To its right is a search bar with the text "Search by Keyword or Item#" and a magnifying glass icon, labeled with a circled '1'. Above the search bar are links for "Order by Item Number", "Bulletin Board", and "My Shopping Lists", with the "Order by Item Number" link labeled with a circled '2'. Below the search bar is a horizontal navigation menu with categories: "Office Supplies", "Paper", "Breakroom", "Ink & Toner", "Cleaning", "Technology", "Furniture", and "School Supplies", with "Ink & Toner" labeled with a circled '3'. On the right side of the header, there are icons for "My Account", "Orders", "Quick Entry", "My Lists", and "Cart", with the "Cart" icon showing "0 items \$0" and labeled with a circled '4'. A "Logout" link is also present. The main content area features a promotional banner for "BUY 1 GET 1 FREE select HP Officejet Pro X Printers" with a "SHOP NOW" button, labeled with a circled '5'. To the right of the banner is a "Quick Order" form with fields for "Item Number" (with a note "6 or 9-digit number"), "Qty", and "Comments", and an "ADD TO CART" button. At the bottom of the banner area are "Message" and "News updates" buttons.

To create a shopping list . . .

- Locate the item that you would like to add to the shopping list
- Select “Add to Shopping List”
- A window will pop up. This window gives you the ability to create a new list or add the selected item to an existing shopping list.

To add an item to an existing shopping list

- Select the Shopping list name of where you want to add the item
You will receive a pop up window that indicates your item was added successfully

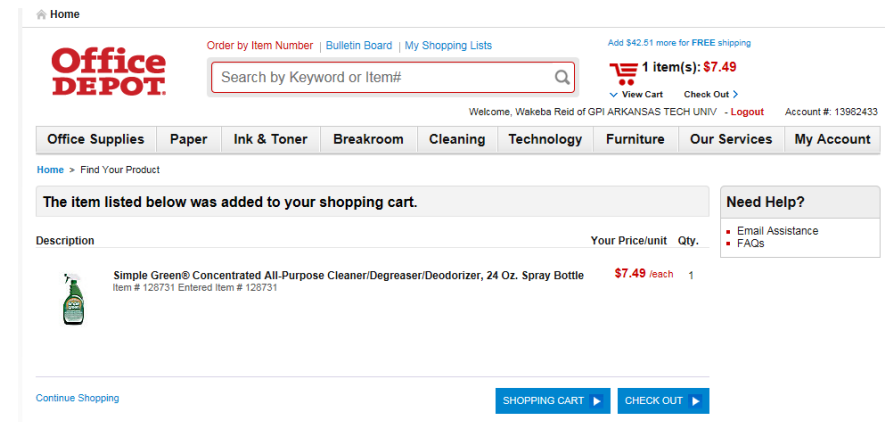
Create a new shopping list

- Select “Create List”
- Enter the name of your new shopping list and select SAVE

You can access your shopping lists from the Office Depot homepage under My Tools. Click on the appropriate Shopping Lists. Select the item(s) to add to your cart and adjust the quantity. Select “Add to Cart” to add the items into your shopping cart.

CHECKING OUT

To complete your order select, CHECK OUT. All items added into the shopping cart will be displayed.
Select Continue. Your items will be transferred from the Office Depot punchout to the TierOne shopping site shopping cart.



Transferring your items from the Office Depot shopping cart to the TierOne site (homepage) will save your items in your shopping cart. The items will be saved in the cart until they are removed or the order is placed. Click the cart icon on the homepage to access your items.

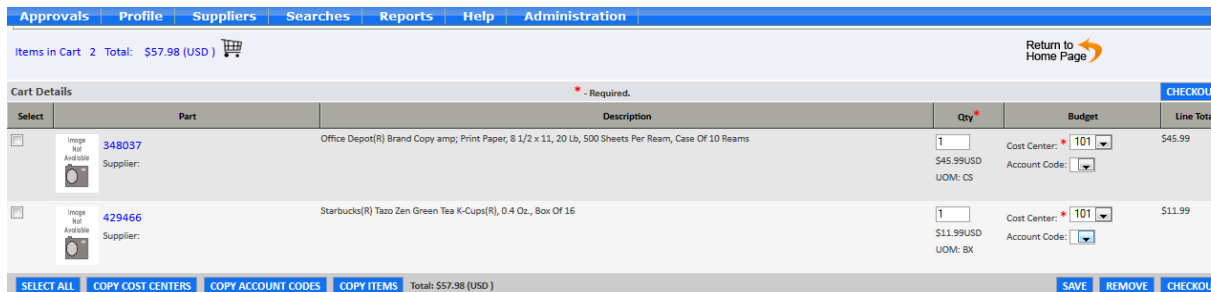
You will be able to view all items entered into your shopping cart from your Cart Details screen.

- To update the quantity per line item, change the quantity in the open quantity field and select SAVE.
- To remove an item from your cart select the box next to the line item and select REMOVE.

Cost Center

- The cost center will default to what is set in your profile.
- If you have access to multiple cost centers click on the dropdown to select the appropriate cost center.

To proceed to checkout select CHECKOUT.



CHECKING

OUT (cont'd)

Shipping and Billing

- The shipping and billing will default to what is set in your profile.
- If you have access to multiple shipping and/ or billing addresses click on the shipping and billing address drop down to select the appropriate address id.

Payment Type

- Preload Credit Card
 - If you have a preloaded credit card it will automatically default as payment type id
 - If you would like your credit card preloaded, contact TBS Customer Service.
- Enter credit card at the time of checkout
 - Populate the required credit card fields with your credit card information
 - Your credit card number will be encrypted as soon as it is entered into the system.

CHECKOUT | REVIEW | COMPLETE CHECKOUT

CHECKOUT DETAILS Shipping Policies CHECKOUT

* -Required.

<p>Shipping Info</p> <p>Ship To Attention: <input type="text" value="Alicia Brown"/></p> <p>Shipping Address ID: <input type="text" value="ePS Procure Demo Customer"/></p> <p>Street1: 691 N. Squirrel Rd</p> <p>Street2: Ste 107</p> <p>City: Auburn Hills</p> <p>State: Michigan</p> <p>PostalCode: 48326</p>	<p>Billing Info</p> <p>Buyer Contact: Alicia Brown</p> <p>Billing Address ID: <input type="text" value="ePS Procure Demo - Billing"/></p> <p>Street1: 691 N. Squirrel Rd</p> <p>Street2: <input type="text"/></p> <p>City: Auburn Hills</p> <p>State: Michigan</p> <p>PostalCode: 48326</p>																																				
<p>Payment Info</p> <p>Payment Type ID: <input type="text" value="User Input Credit Card"/></p> <p>Name On Card: <input type="text"/> Street 1: <input type="text"/></p> <p>Credit Card Type: <input type="text" value="Visa"/> City: <input type="text"/></p> <p>Card Number: <input type="text"/> State/Province: <input type="text"/></p> <p>Expiration Date: <input type="text" value="01-Jan"/> <input type="text" value="2014"/> Zip/Postal Code: <input type="text"/></p>	<p>Additional Info</p> <p>External PO Number: <input type="text"/></p> <p>Ship Via: <input type="text" value="Java Ship Via"/></p> <p>Alternate Email: <input type="text"/></p> <p>VW: <input type="text"/></p>																																				
<p>Note To Approver: <input type="text"/></p> <p>Note To Supplier: <input type="text"/></p>																																					
<p>Line Items Info</p> <table border="1"> <thead> <tr> <th>Part</th> <th>Description</th> <th>Unit Price</th> <th>UOM</th> <th>Qty</th> <th>Account Code</th> <th>Cost Center</th> <th>Required Date</th> <th>Sub Total</th> </tr> </thead> <tbody> <tr> <td>676</td> <td>TOMATO SHARK,ECONOMY/LIGHT DUTY</td> <td>\$0.31 USD</td> <td>EA</td> <td>1</td> <td>Demost AC123</td> <td>Demo CC 456</td> <td>09/18/2014</td> <td>\$0.31</td> </tr> <tr> <td>503G</td> <td>END CAP FOR SQUEEZE BOTTLE</td> <td>\$0.44 USD</td> <td>EA</td> <td>5</td> <td>Demost AC123</td> <td>Demo CC 456</td> <td>09/18/2014</td> <td>\$2.20</td> </tr> <tr> <td colspan="8" style="text-align: right;">Total:</td> <td>\$2.51</td> </tr> </tbody> </table>		Part	Description	Unit Price	UOM	Qty	Account Code	Cost Center	Required Date	Sub Total	676	TOMATO SHARK,ECONOMY/LIGHT DUTY	\$0.31 USD	EA	1	Demost AC123	Demo CC 456	09/18/2014	\$0.31	503G	END CAP FOR SQUEEZE BOTTLE	\$0.44 USD	EA	5	Demost AC123	Demo CC 456	09/18/2014	\$2.20	Total:								\$2.51
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Total:								\$2.51																													

CHECKOUT

Once all required fields are populated, select Checkout and then select Submit

Depending on your department, one of the following two will occur

- If you have an approver and you place an order above your approval limit, a Requisition ID will be generated. An email notification will be sent to your approver for approval. Once the Requisition ID has been approved, you will receive an email notification with your Purchase Order and the order will be sent directly to Office Depot.
- If your orders do not need to be approved, a Purchase Order ID will be generated and the order will be sent directly to Office Depot.

APPROVING REQUISITIONS

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbstx.com

Requisitions are escalated when a user creates an order above the user's approval limit. When a Requisition is escalated to the approver, an email notification is sent to the approver.

To approve a Requisition an approver will need to log into the TierOne Ordering site, go to the Approvals tab and select "Requisitions". This displays all Requisitions waiting for approval.

To Approve/Reject a Requisition

Select the box next to the appropriate Requisition ID and select APPROVE or REJECT.

When A Requisition is approved a Purchase Order number is assigned to the order and sent Office Depot to be filled.

An email notification will be sent to the user indicating their Requisition has been approved or rejected.

Approvals Profile Suppliers Searches Reports Help Administration									
Items in Cart 0 Total:								Return to Home Page	
Requisition Approval									
Select	Submission Date	Requisition ID	Cost Center ID	Buyer Name		Approver	Required Date	Status	Total
<input type="checkbox"/>	2014-08-25 14:39:29.0	ePS-R-945		User, GTC (GTCUser)		Approver, GTC (GTCApprover)		Escalated	\$195.65
<input type="checkbox"/>	2014-08-25 14:40:19.0	ePS-R-946		User, GTC (GTCUser)		Approver, GTC (GTCApprover)		Escalated	\$241.60
SELECT ALL								APPROVE	REJECT

APPROVING REQUISITIONS (cont'd)

To Modify a Requisition

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbstx.com

Click on the Requisition ID (This will take you to the Requisition ID Details screen)

Fields that may be modified per line include: quantity, cost center, and account code.

Some departments may require the approver to modify the Requisition by entering the Customer PO#.

Make any desired change, and then click SAVE.

An approver may also remove items from a Requisition by checking the delete box and selecting DELETE ITEM.

(A comment must be entered in the comments field when deleting an item)

Select APPROVE to approve the Requisition or REJECT to reject a Requisition.

An email notification of the Requisition status will be sent to the user.

The screenshot shows the 'GPI REQUEST DETAILS' screen. At the top, there are navigation tabs: Approvals, Profile, Suppliers, Searches, Reports, Help, and Administration. Below the tabs, there is a shopping cart icon and a 'Return to Home Page' link. The main content area is titled 'Requisition Details' and contains the following information:

- Requisition ID: ePS-R-945
- Status: Escalated
- Date Created: 08/25/2014 2:39:29 PM
- Date Approved: (empty)
- Shipping Address ID: Gateway Technical College Shipping in Kenosha, Wisconsin
- Ship Via ID: Ground - 20432045
- Agency#: (empty)
- Customer PO#: 1234
- Note to Supervisor: (empty)
- Comments: (empty)
- External Purchase Order ID: (empty)
- Approver User ID: GTCApprover
- Created By User ID: GTCUser
- Billing Address ID: Gateway Technical College Billing in Kenosha, Wisconsin
- Payment Type ID: Gateway Pcard

Below the requisition details is a table for 'Line Item Details':

Part ID	Description	Qty	Currency	Your Price	Tax	Line Total	Req. Date	Purchase Order ID	Supplier ID	Cost Center ID	Account Code ID	Department	Delete	Reason
PoloOB-xxxxl-6	Outer Banks - Pique Sport Shirt - 1 Color Screen print logo - 19 Colors	7	USD	\$27.95	N	\$195.6508/26/2014			VictoryStore.com PSP	GTC CC 456	GTC AC 321		<input type="checkbox"/>	

At the bottom of the screen, there is a summary bar showing 'Total: \$195.65 (USD)' and buttons for 'APPROVAL FLOW', 'SAVE', 'APPROVE', 'REJECT', and 'PDF'.

ORDER TRACKING

To locate your order, use the Office Depot Order Tracking located in the Office Depot punchout. Enter the search criteria to locate your order.

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbstx.com

Add \$50.00 more for FREE shipping

0 item(s): \$0.00

[View Cart](#) [Check Out >](#)

CUREMENT SERVICES LLC - [Logout](#) Account #

[Furniture](#) [Our Services](#) [My Account](#)

My Orders

[Order Tracking](#)

My Tools

[My Shopping Lists](#)
[Order by Item#](#)

Showing All Orders Copy & Print Depot

Find Your Order

Search by item or order number, order status, or order date range

Search By: Order Number

Status: ALL

From: 08/17/2014 To: 09/17/2014

Date Range:

Min: Max:

Dollar Range:

Approver:

[SEARCH ORDERS](#)

Click an order number to see the details of your order, or to view delivery tracking information.

Orders Pending Approval

No orders were found

Processed Orders

Result 1 - 6 of 6

Order Number	Order Date	Total	Status	Delivery Date	Changeable	PO Number	Cost Center	Release	Contact	Type
730046762-001	09/15/2014	\$45.43	Shipped	09/16/2014	No	EPS-PO-489			Teresa Stefani	Order

Status

- All orders will be listed based on the criteria selecting showing the appropriate status.

Reorder

- Allows you to take a previous order and add all items to your cart. From this point you can modify the items if necessary.

Cancellation

- There is a very small window for canceling orders. The window is less than 5 minutes from the time the order was created.
- To cancel an order the field that states "Changeable" must be YES for that order. Click on the order number and select cancel order.

Return

- Returns can be placed directly through the Office Depot punchout site, no need to call Customer Service.

REORDER

For order questions or product information please contact TBS Customer Service

Add \$50.00 more for FREE shipping

0 item(s): \$0.00

[View Cart](#) [Check Out >](#)

ne, Wakeba Reid of GPI LITTLE ROCK SCH DIST - [Logout](#) Account #: 10192692

[Technology](#) [Furniture](#) [Our Services](#) [My Account](#)


My Orders

[Order Tracking](#)



My Tools

[My Shopping Lists](#)
[Order by Item#](#)

[SHOP NOW >](#)

- Locate your order in Office Depot Order Tracking.
- Click on your order number.
- Scroll to the bottom of your order and select  (All items will be added to your shopping cart)
- You can add additional items, remove items or change quantities.
- Follow the steps to checkout.




	Office Depot® Brand Correction Tape, 394", Pack Of 2 Item # 576481 Contract Items	\$0.920 / pack	10	0	10	\$9.20	\$0.92 / pack	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
	Office Depot® Brand Grip Ballpoint Pens, Medium Point, 1.0 mm, White Barrel, Red Ink, Pack Of 12 Item # 732132 BEST VALUE	\$1.660 / dozen	2	0	2	\$3.32	\$1.66 / dozen	<input type="text" value="2"/>	<input checked="" type="checkbox"/>

Subtotal:	\$198.10
Delivery Fee:	\$0.00
Miscellaneous:	\$0.00
Taxes:	\$0.00
Discount:	(\$1.98)
Total:	\$196.12

[Print Order](#)
[Email Us](#)
[Back to Order Tracking](#)

[View Search Results](#) | [Begin Return](#) | [ADD TO LIST](#)

All selected items will be added to your shopping cart.



RETURNS

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbstx.com

- Locate your order in Office Depot Order Tracking.
- Click on your order to view in the “Order Details” screen.
- Scroll to the bottom of your order and select “Begin Return”.
- Follow steps 1 through 3 to submit your return.

Home > My Account > Order Detail > Return Form

Place Return (Step 1 of 3)

1. Verify Return Address 2. Select Your Items 3. Review Information

Return Address

Your address:

891 SQUIRREL RD
EPS INTERNAL ORDERING
891 N SQUIRREL RD STE 22
STE 220
AUBURN HILLS, MI 48326-2846
USA

[CONTINUE](#)

- Select Continue to begin the return process (The returnable items will be displayed)
- Enter the quantity to return
- Select the return action: Exchange or Return for Credit
- Enter the number of boxes to be returned and select Continue (You will receive a return authorization number)
- Print the page by selecting the “Print This Page” link and attach the return authorization document to your order to be returned.

REPORTING

To create a Purchase order report, select the “Reports” tab and “Purchase Order”.

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbstx.com

	Office Depot® Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, White, Pack Of 12 Item # 533400	\$12.490 / dozen	2	0	2	\$24.98	\$12.99 / dozen	2	<input type="checkbox"/>
	Soy Nondairy Creamer, 12 Oz. Canisters, Pack Of 3 Item # 814301	\$5.870 / pack	1	0	1	\$5.87	\$5.87 / pack	1	<input type="checkbox"/>

Subtotal: \$87.52
Delivery Fee: \$0.00
Miscellaneous: \$0.00
Taxes: \$4.90
Total: \$92.42

Print Order Email Us Back to Order Tracking View Search Results | **Begin Return** | [ADD TO LIST](#) [REORDER](#)

All selected items will be added to your shopping cart.

Place Return (Step 2 of 3)

1. Verify Return Address 2. Select Your Items 3. Review Information [Print This Page](#)

Need Help?

- Email Assistance
- FAQs

Select the item(s) you would like to return by providing the following details:

- Quantity to return
- Return for Credit or Even Exchange
- Reason for return
- Number of boxes to return

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
	Porelon 42-2 Replacement Ink Rollers, Black/Red, Pack Of 2 Item # 0848564	\$2.170 / pack	2	2

* Return action: Exchange Return for Credit

* Number of boxes to return.

Why is this important?

[CONTINUE](#)

Purchase Order Report

- This reporting feature allows you to create a custom report.
 - The report criteria acts as your funnel for filtering data to only show what you want to see.
 - The report columns allow you to select the data you want to populate in your report.
 - Selecting your location is required; all other fields are optional. (It should automatically default for you).
- Enter criteria of report, and then select Submit.
- You can export your report into excel by selecting the Excel button.
- You can save your report by entering the name of the report and selecting who you want the report available for.

ORDER REPORT CRITERIA | ORDER REPORT RESULTS

Saved Reports
Choose from saved reports SAVE DELETE

Order Report Criteria

PO Created From (MM/dd/yyyy) To (MM/dd/yyyy)

Total Amount From

Location ID

User (Buyer) Name

Cost Center ID

Part ID (Select at least one Line Item Column)

UNSPSC Family Code

To

Status

Supplier ID

Account Code ID

Line Item Action

Include all child locations

Order Report Columns

<input checked="" type="checkbox"/> PO - Created Date	<input type="checkbox"/> PO - Ship Charges	<input type="checkbox"/> Line Item - Cost Center Budget
<input checked="" type="checkbox"/> PO - Purchase Order ID	<input type="checkbox"/> PO - Additional Charges	<input type="checkbox"/> Line Item - Account Code ID
<input checked="" type="checkbox"/> PO - Customer Location ID	<input type="checkbox"/> PO - Custom Field 1	<input type="checkbox"/> Line Item - Cost Center ID
<input type="checkbox"/> PO - Shipping Address ID	<input type="checkbox"/> PO - Custom Field 2	<input type="checkbox"/> Line Item - Line Total
<input checked="" type="checkbox"/> PO - User ID	<input type="checkbox"/> Line Item - Manufacturer ID	<input type="checkbox"/> Line Item - Qty Returned
<input type="checkbox"/> PO - Ship Via ID	<input checked="" type="checkbox"/> Line Item - Manufacturer Part ID	<input type="checkbox"/> Line Item - Qty Received
<input type="checkbox"/> PO - External PO ID	<input checked="" type="checkbox"/> Line Item - Part ID	<input type="checkbox"/> Line Item - Qty Cancelled
<input type="checkbox"/> PO - Requisition ID	<input checked="" type="checkbox"/> Line Item - Description	<input type="checkbox"/> Line Item - Qty Shipped
<input type="checkbox"/> PO - Credit Card ID	<input type="checkbox"/> Line Item - Price	<input type="checkbox"/> Line Item - UNSPSC Family Code
<input type="checkbox"/> PO - Total Amount	<input type="checkbox"/> Line Item - UOM	<input type="checkbox"/> Line Item - Custom 3
<input type="checkbox"/> PO - Tax	<input type="checkbox"/> Line Item - Qty	<input type="checkbox"/> Line Item - Custom 4
<input type="checkbox"/> PO - Supplier ID	<input type="checkbox"/> Line Item - Tax	<input type="checkbox"/> Line Item - Ship Date
<input checked="" type="checkbox"/> PO - Status	<input type="checkbox"/> Line Item - Date Required	<input type="checkbox"/> Line Item - Line Origin

SELECT ALL UNSPSC Family Codes RESET SUBMIT EXCEL

Save this report
Report Name Make it available for SAVE AS NEW

**LOCATING
INVOICE**

YOUR

Transaction Log Report

The Transaction Log is an e-Library of all your invoices. From the Reports tab, select Transaction Log. Enter the order creation date range of the orders you want to yield invoice results. The results will display with a header bar in bold and the line item detail listed below.

The report will generate within the TierOne site.

TRANSACTION LOG REPORT CRITERIA																
Transaction Log Report Criteria																
Date From		02/01/2014					To					02/07/2014				
																SUBMIT
Transaction Log Results																
Date	Supplier Name	Description of Purpose	Item Qty	Item Price	Subtotal	Freight	Tax	Total	Account Code	Project #	Cost Center	Business Purpose	Comments / Ref #	Invoice #	Shipped Date	Received Date
02/07/2014 2:12:32 AM	Choctaw-Kaul (AM)	Order Summary			\$28.48	\$5.00	\$1.71	\$35.19					ePS-880	2826065		
02/07/2014 2:12:32 AM	Choctaw-Kaul (AM)	GLOVES,ZORBIT X-SMALL	1	\$28.48	\$28.48			\$28.48	MSU Account Code 456		MSU Cost Center 456		ePS-880	2826065	02/10/2014	02/07/2014
02/07/2014 2:19:15 AM	Choctaw-Kaul (AM)	Order Summary			\$28.48	\$0.00	\$1.71	\$30.19					ePS-880	2826067		
02/07/2014 2:19:15 AM	Choctaw-Kaul (AM)	GLOVES,ZORBIT SPONGE NIT RILE NYLON LINER SZ 7	1	\$28.48	\$28.48			\$28.48	MSU Account Code 456		MSU Cost Center 456		ePS-880	2826067	02/09/2014	02/07/2014
Log Total					\$56.96	\$5.00	\$3.42	\$65.38								
																EXCEL

- If you click on an **Invoice #** the supplier invoice will display in a new window. If you click on the **Purchase Order #** a copy of the PO will display with any cancellations, ship notices, invoices and/or returns. This invoice or PO can be printed.
- Export the report to Excel by scrolling to the bottom of the report and clicking on the Excel button.

Payment Report

Found under Reports Tab, the Payment Report provides a detailed report of all paid invoices within a date range. The results of this report can be used to reconcile general ledger accounts as it provides full purchase order line item details. Report results will include all invoices with a paid date within the specified range regardless of payment type.

PAYMENT REPORT | INVOICE REPORT

Payment Report Criteria

Date From To

SUBMIT

The report generates in Excel with header information listed first for all paid invoices, followed with the line item detail is listed below.

1	Record ID	Type	Supplier Name	Paid Date	Payment Terms	Invoice Status	PO Number	Invoice Date	Supplier Invoice #	EPS Inv
2	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1394	9/8/2010	New_Haven_Receipts_20100908_1757.cs	
3	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1405	9/20/2010	received on receipt file	
4	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1409	9/17/2010	New_Haven_Receipts_20100917_1757.cs	
5	Record ID	Type	Supplier Name	Supplier Invoice #	Payment Terms	Invoice Status	EPS Invoice #	Inv Create Date	Inv Paid Date	Creat
6	Detail	PAYMENT	St Louis Safety Inc 16096	New_Haven_Receipts_20100908_1757.cs	CREDITLINE	Paid	969314	9/8/2010	11/8/2010	Caitlin
7	Detail	PAYMENT	St Louis Safety Inc 16096	received on receipt file	CREDITLINE	Paid	980105	9/20/2010	11/8/2010	Caitlin
8	Detail	PAYMENT	St Louis Safety Inc 16096	New_Haven_Receipts_20100917_1757.cs	CREDITLINE	Paid	979334	9/17/2010	11/8/2010	Ron Ak

• A

Additional header fields include Subtotal, Freight, Additional Charges, Tax Rate %, Taxes, Invoice Amount, Currency

- Additional line item detail fields include full shipping address, Description, item #, Received QTY, UOM, Unit Price, Extended Price, Taxes, Freight, Additional Charges, Total, PO Number, Payment Reference, Cost Center, Account Code and Item Type.

Invoice Report

Found under Reports Tab, the Invoice Report provides a detailed report of all invoices within a date range. The results of this report can be used to reconcile general ledger accounts as it provides full purchase order line item details and pending invoices. Report results will include all invoices generated within the specified date range regardless of payment type.

PAYMENT REPORT | INVOICE REPORT

Invoice Report Criteria

Date From: 02/01/2014 To: 02/17/2014

PO Number:

Supplier Invoice#:

Customer Location ID: ePS Procure Demo Customer

Supplier ID:

Account Code:

EPS Invoice ID:

Cost Center:

Include Line Item Detail:

SUBMIT

The report generates in Excel with header information listed first for all invoices, followed with the line item detail is listed below.

Record ID	Type	Supplier Name	Paid Date	Payment Terms	Invoice Status	PO Number	Invoice Date	Supplier Invoice #	EPS Invoice #	External PO #	Subtotal
2	Header	Bunn-O-Matic		CREDITLINE	Hold	ePS-P-1465	2/12/2014	91217315	2833844	1981059	\$1
3	Header	Bunn-O-Matic		CREDITLINE	Hold	ePS-P-1511	2/12/2014	91217316	2833845	1993820	\$1
4	Header	Wasserstrom	2/15/2014	CREDITCARD	Paid	ePS-P-1536	2/15/2014	9405184460	2840290		
5	Header	Staples	2/15/2014	CREDITCARD	Paid	ePS-P-1534	2/15/2014	3223166309	2840478		
6	Header	CDW		CREDITCARD	Hold	ePS-P-1489	2/10/2014	JT35707	49479		(\$
7	Header	Cartridge Solutions	2/7/2014	CREDITCARD	Credited	ePS-P-1447	2/6/2014	2550587	49411		
Record ID	Type	Supplier Name	Supplier Invoice #	Payment Terms	Invoice Status	EPS Invoice #	Inv Create Date	Inv Paid Date	Created By	Ship to Attn	Shp Addr1
9	Detail	Bunn-O-Matic	91217315	CREDITLINE	Hold	2833844	2/12/2014		John Smith	store manager	310 N. Greer Blvd.
10	Detail	Bunn-O-Matic	91217316	CREDITLINE	Hold	2833845	2/12/2014		John Smith	Store Manager	1101 McCann Rd.
11	Detail	Front Line Sales	520845m	CREDITLINE	Hold	2833145	2/11/2014		John Smith	EBCO	3750 Lamar Ave.
12	Detail	Front Line Sales	544788	CREDITLINE	Hold	2841572	2/17/2014		John Smith	store manager	1917 BELL
13	Detail	Front Line Sales	544788	CREDITLINE	Hold	2841572	2/17/2014		John Smith	store manager	1917 BELL
14	Detail	Sub Technologies	1410452	CREDITCARD	Hold	2816162	2/3/2014		Jane Smith	Mark Lapierre	201 W. Main