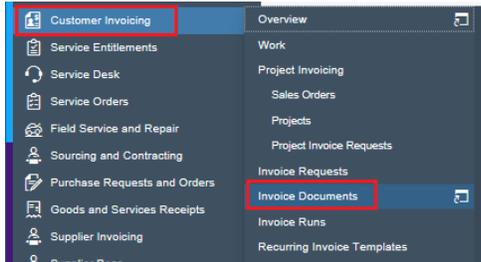
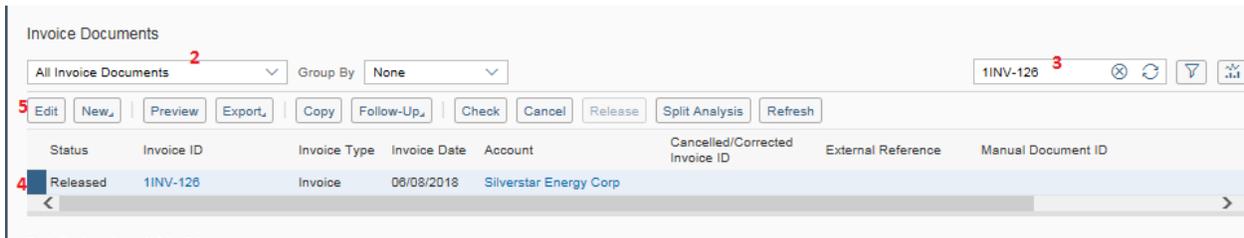


How to Reprint an Invoice

1. Open the Invoice Documents worklist (Customer Invoicing > Invoice Documents)



2. Select the “All Invoice Documents” in the View drop down.
3. Enter the Customer Invoice Number in the Search Box.
4. Select the row for the Invoice you want to print.
5. Click Edit.



6. Click View All.



7. Click Output History.
8. Click the Document Name. This will open the Customer Invoice print out. This is the version that was printed at the time the Customer Invoice was Created and Released.

Invoice: 1INV-126

Status: Released Account: Silverstar Energy Corp Invoice Date: 06/08/2018 Total: 0.00 USD

Release Save Close Preview New... Cancel

7

General Items Pricing Involved Parties Document Flow Changes Output History Feed

Resubmit Set to Successful View Data XML Refresh

File T...	Document Name	Status	Recipient	Sent By	Sender	Submitted On	Output On	Retained L
	Customer Invoice 1INV-126	Pending	CP100110 Silverstar Energy...	Printer	8000000191 EMA NICOLAS	06/08/2018 10:16 AM MST	06/08/2018 10:16 AM MST	12/31/9999

Details: Customer Invoice 1INV-126

Output Details

Document Details

Document Name:
Status:
Submitted On:
Sender:
Output On:
Retained Until:

Invoice: 1INV-126

Silverstar Energy Corp 146 Seneca Street Buffalo NY 14204	Date: Jun 8, 2018 Invoice Number: 1INV-126 Fulfillment Date: Jun 8, 2018 Customer Number: CP100110
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