

Retrieving an Invoice from ipage®

✔ Log in to ipage®

✔ Hover over the My Account tab, and click either **Open Invoices** or **Closed Invoices** to view a list of invoices

The screenshot shows the Ingram IPAGE web application. At the top is a navigation bar with links: Browse, Search, Orders, Reports, IPS, My Account, Home, Lists, Help, and Logout. Below this is a sidebar on the left with the Ingram | ipage logo, a search bar for books and authors, a 'Customize My Home Page' button, and a 'Trade Bestsellers - New York Times Hardcover' section featuring books like 'The Order' by Daniel Silva and 'Peace Talks' by Jim Butcher. The main content area is a dropdown menu for 'My Account'. It contains several sections: 'ADMINISTRATOR SETTINGS' (ipage Account Settings, Company Contacts & Information), 'MY SETTINGS' (Change Settings, Access a Different Account, View Alert Archive, Sign up for Ingram E-mail Communications), 'INGRAM SERVICES' (Integration Services & Data Services, Fulfillment Services, Marketing Materials, Claims Management, Indie Vault), 'FINANCIAL INFORMATION' (ACCOUNTING & INVOICES: Account Info Summary, Recent or Pending Electronic Payments, All Open Accounting Items, Open Invoices, Closed Invoices, Open Credit Memos, Closed Credit Memos, Unapplied Cash, Chargebacks, Late Payment Charges, Advanced Account & Invoice Search; RETURNS & SHORTAGES: Create Returns, Returns Status, IPS Return Status, Report Shortages, Returns/Shortage History), and 'Advanced Account Info Search'.

✔ NOTE: From either of these pages, you can click the **Advanced Account Info Search** link on the right-hand side to bring up a search feature where you can locate a specific invoice

The screenshot shows the 'Account Info' page. It has a header 'Account Info' and a section 'Account Info Easy Clicks'. This section contains three columns of links: the first column has 'All Open Accounting Items', 'Open Invoices', and 'Closed Invoices'; the second column has 'Open Credit Memos', 'Closed Credit Memos', and 'Late Payment Charges'; the third column has 'Unapplied Cash' and 'Chargebacks'. A yellow box highlights the 'Advanced Account Info Search' link in the top right corner of the page.

✔ The Ingram Reference # column includes a list of invoice numbers. Click on an invoice number, and you will have options to print it or save it