

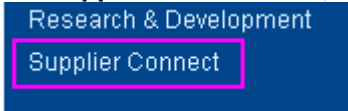
Invoice Inquiry

Invoice and payment status can be accessed through the pb.com web site. Follow the steps below to access the Invoice Inquiry report. Note that invoices are accessed on an individual basis, and that invoice status is updated nightly.

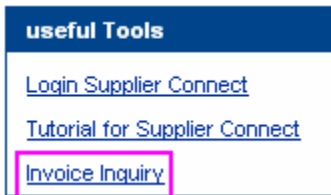
1. Go to <http://www.pb.com>
2. Select **"Our Company"**, located on the left-hand bottom of the page.



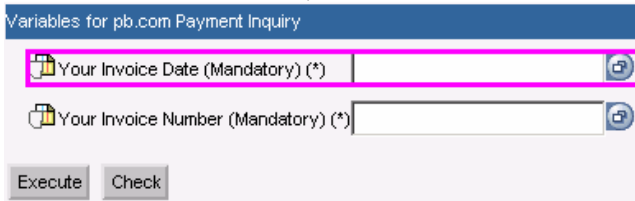
3. Select **Supplier-Connect link**, on the Our Company page, located on the left-hand side of the screen.



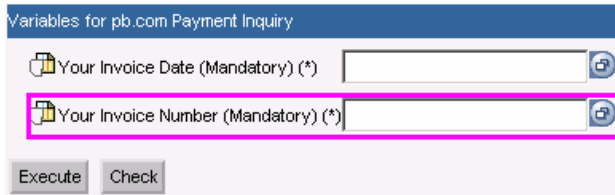
4. Select **Invoice Inquiry**, on the Supplier Connect web page, located on the lower right-hand side.



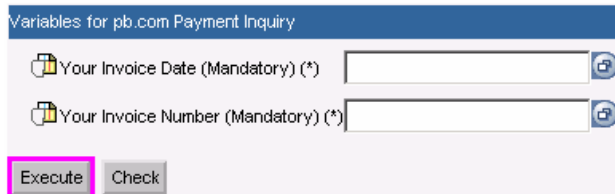
5. Invoice Selection Screen will display.
6. Enter Your Invoice Date; this is the date on the invoice itself.

A screenshot of a form titled "Variables for pb.com Payment Inquiry". It has two input fields: "Your Invoice Date (Mandatory) (*)" and "Your Invoice Number (Mandatory) (*)". The first field is highlighted with a pink rectangular box. Below the fields are "Execute" and "Check" buttons.

7. Enter Your Invoice Number

A screenshot of the same form as above. The "Your Invoice Number (Mandatory) (*)" field is highlighted with a pink rectangular box. The "Execute" and "Check" buttons are visible below.

8. Click Execute button

A screenshot of the same form as above. The "Execute" button is highlighted with a pink rectangular box. The "Check" button is also visible.

9. Report will display, the following explains each column;

- **Currency** - Currency the invoice will be paid
- **Purchasing document** - Pitney Bowes purchase order number
- **Item** - Item number on the purchase order
- **Material** - Pitney Bowes part number as noted on the Purchase order, # indicates there was no material number on the purchase order
- **Invoice No.** - Supplier's invoice number.
- **Delivery No.** - Supplier's packing slip number, entered when goods receipt performed
- **Blocking Reason** - Highlights invoices that are blocked due to the invoice and purchase order number matching. Blocked invoices are not in queue for payment.
- **Payment block** - Status of the invoice, Blocked or Free for payment. This applies to open invoice.
- **Payment method** - Method of payment dispersal
- **Check Number** - Check number on check issued for payment if you elected to be paid by check. 'Non-check' means it is an ACH or a Wire payment.
- **Payment Date** - Date payment made
- **Net Due Date** - For invoices pending payment, when payment date will be made
- **Quantity** - Quantity of the item invoiced
- **Effective Unit Cost** - Price per unit
- **Net Line Item Amount** - Line item price which equals quantity times unit cost for that specific line
- **Gross Invoice Amount** - Sum of all lines on invoice before discount plus any taxes if applicable.
- **Discount Amount** - Amount of discount taken based upon payment terms
- **Net Invoice Amount** - Final amount of payment made against invoice

10. Report can be downloaded to Excel and printed by clicking the  button

11. Click on  to look up another invoice

12. Use your browser back-button to exit.