

Quick Reference Guide

Welcome to the State of Arkansas Marketplace

HOMEPAGE

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

The screenshot displays the State of Arkansas Marketplace homepage. At the top left is the Arkansas logo. The main header is blue with the text 'STATE OF ARKANSAS MARKETPLACE' and a user greeting 'State of Arkansas Welcomes White, Michelle Admin: Oliver, Michelle'. Below the header is a navigation menu with links for Approvals, Profile, Suppliers, Searches, Reports, Favorite Carts, Help, and Administration. The main content area is titled 'Welcome to the Office Depot Purchasing Portal!' and contains the following text: 'Contract Number 4600045698 - AASIS Vendor Number 100215316', 'Click below to begin shopping with Office Depot', the Office Depot logo, and 'Office Depot National Customer Service: ecsupport@officedepot.com | 888-777-4044'. A copyright notice 'Copyright 2011 EPS' is visible at the bottom of the page.

- This will direct you into Office Depot’s online catalog specific to your location.
- Once you are in the Office Depot punchout site, you will search for your desired items, add the items to your cart and then transfer them back to the TierOne Online Ordering site.

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.

The screenshot shows the Office Depot website interface. At the top, there is a navigation bar with a Home icon, a search bar, and links for 'Order by Item Number', 'Bulletin Board', and 'My Shopping Lists'. The search bar contains the text 'Search by Keyword or Item#' and a magnifying glass icon. To the right of the search bar are icons for 'My Account', 'Orders', 'Quick Entry', 'My Lists', and 'Cart' (showing 0 items for \$0). Below the navigation bar is a category menu with links for 'Office Supplies', 'Paper', 'Breakroom', 'Ink & Toner', 'Cleaning', 'Technology', 'Furniture', and 'School Supplies'. 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. To the right of the banner is a 'Quick Order' form with fields for 'Item Number' (with a sub-field for '6 or 9-digit number') and 'Qty', a 'Comments' field, and an 'ADD TO CART' button. The page also includes a 'Welcome, Wakeba Reid' message and a 'Logout' link in the top right corner.

MY SHOPPING LISTS

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

Home > My Lists > Edit My List

View & Edit List Details

For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

Name:

Comment:

Yes, set to default



First time user?
Set up reminders for yourself.

Once your list is created, simply click the Email Reminder button. Enter the start date and frequency that you would like to be reminded, then click "Save". It's that simple!

If you'd like to be reminded of specific products from your list, simply select the desired product, then click the Move button to transfer the item(s) to a new list. Then proceed to set up a reminder for that new list following the instructions above.

Email Your Shopping List
You can email your entire shopping list to others by selecting the button below.

Items In Your List

Description	Your price	Quantity	Total
 Control Group SafeLok Tamper-Evident Bags, 9" x 12", White, Pack Of 100 Item Number 621320 Entered Item # 621320 Manufacturer # G73709W BEST VALUE	\$23.53 / pack	0	\$0.00
<input type="text" value="HFHSCC"/> Category <input type="text" value="Banking & Money-Handling Sup"/> Group <input type="text"/>			
 Control Group SafeLok Tamper-Evident Bags, 9" x 12", Clear, Pack Of 100 Item Number 639490 Entered Item # 639490 Manufacturer # G73709C BEST VALUE	\$24.19 / pack	0	\$0.00
<input type="text" value="HFHSCC"/> Category <input type="text" value="Banking & Money-Handling Sup"/> Group <input type="text"/>			

Page 1 Subtotal: \$0.00
Total: \$0.00

Advanced Sorting Available!

Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

Sort By:

Showing 1-12 of 171 Results

Items per page:

1 2 3 4 5 6 7 8 9 10 | Next

Select a List

Recently Used Lists

OD Test Shopping List 1
Personal Shopping List

Nephrology 2013
Personal Shopping List

H2 Inventory
Personal Shopping List

Old English® Lemon Oil Spray, 12 Oz

Item # 928129

Joe Ready-to-Use All-Purpose

Create New List

For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

List Name:

Comment:

Yes, set to default

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.

The screenshot shows the Office Depot website interface. At the top, there's a search bar and navigation links. Below that, a banner indicates '1 item(s) - \$7.49'. The main content area shows a table with one item:

Description	Your Price/unit	Qty.	Available	B/O	Total
Simple Green® Concentrated All-Purpose Cleaner/Degreaser/Deodorizer, 24 Oz. Spray Bottle Item # 120731 Entered Item # 120731	\$7.49 / each	1	1	0	\$7.49

Buttons for 'SHIPPING CART', 'CHECK OUT', and 'CONTINUE' are visible at the bottom of the cart area.

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 and Account Codes

- If your location is using cost centers or account codes, the cost center or account code will default to what is set in your profile.
- If you have access to multiple cost centers and/ or account codes, click on the dropdown to select the appropriate cost center or account code.

To proceed to checkout, select CHECKOUT.

The screenshot shows the 'Cart Details' screen. At the top right, a shopping cart icon indicates a total of \$58.27 USD. The main area is titled 'Items in your cart' and contains two items:

Item ID	Supplier	Description	Cost Center	Account Code	Quantity	Price	Total
348037	Office Depot(R)	Office Depot(R) Copy And Print Paper, Letter Size (8-1/2 x 11), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams	033003	248-993-0376	1	\$45.78 USD	\$45.78
429466	Office Depot(R)	Tazo Zen Green Tea K-Cup(R) Pods, 0.4 Oz, Box Of 16 Pods	033003	248-993-0376	1	\$12.49 USD	\$12.49

At the bottom, there are buttons for 'COPY COST CENTERS', 'COPY ACCOUNT CODES', 'COPY ITEMS', 'SAVE', 'REMOVE', and 'CHECKOUT'. A 'Cart Summary' box on the right shows a total of \$58.27 USD and a 'CHECKOUT' button.

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

- Creditline (Account Bill)
- Preload Credit Card
 - If you have a preloaded credit card it will automatically default as payment type id
- 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: Ste 107</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;">Totals</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	Totals								\$2.51
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503G	END CAP FOR SQUEEZE BOTTLE	\$0.44 USD	EA	5	Demost AC123	Demo CC 456	09/18/2014	\$2.20																													
Totals								\$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 your department has an approval hierarchy 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 department has no approval hierarchy, a Purchase Order ID will be generated and the order sent directly to Office Depot.

APPROVING REQUISITIONS

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.

My Requisition Approval APPROVE REJECT

<input type="checkbox"/>	Submission Date ▾	Requisition ID ▾	Buyer Name ▾	Approver ▾	Status	Total	APPROVE	REJECT
<input type="checkbox"/>	08/16/2017	EPS-R-2143	Unsworth, Mary munsworth@eprosvcs.com	Unsworth, Mary (munsworth@eprosvcs.com)	Pending	\$183.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/05/2017	GB-R-3	Unsworth, Mary munsworth@eprosvcs.com	Unsworth, Mary (munsworth@eprosvcs.com)	Escalated	\$693.67	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	04/05/2018	EPS-R-2221	Unsworth, Mary munsworth@eprosvcs.com	Unsworth, Mary (munsworth@eprosvcs.com)	Pending	\$18.77	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	06/22/2018	EPS-R-2274	Unsworth, Mary munsworth@eprosvcs.com	Unsworth, Mary (munsworth@eprosvcs.com)	Pending	\$96.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To Modify a Requisition

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

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.

Add \$50.00 more for FREE shipping

 0 item(s): \$0.00

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

CUREMENT SERVICES LLC - [Logout](#) Account #: 43917884

[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:

Status:

From:

To:

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

Results 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


- Locate your order in Office Depot Order Tracking.
- Click on your order number.
- Scroll to the bottom of your order and select **REORDER** (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 Contact 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](#) | [View Search Results](#) | [Begin Return](#) | [ADD TO LIST](#)
[Email Us](#) | [Back to Order Tracking](#) | All selected items will be added to your shopping cart. **REORDER**

Add \$50.00 more for FREE shipping



 **0 item(s): \$0.00**

[View Cart](#) [Check Out >](#) [Logout](#) Account #:


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

My Orders

- [Order Tracking](#)

My Tools

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



SHOP NOW >

RETURNS

- 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:

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

Place Return (Step 2 of 3)

1. Verify Return Address


2. Select Your Items

3. Review Information

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

Returnable Items



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	<input type="text"/>

Return action: Exchange Return for Credit

Number of boxes to return.

Why is this important?

CONTINUE ▶

	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	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
REVIEW THIS PRODUCT									
	Soy Nondairy Creamer, 12 Oz. Canisters, Pack Of 3 Item # 814301	\$5.870 / pack	1	0	1	\$5.87	\$5.87 / pack	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
REVIEW THIS PRODUCT									

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.

Print

Need Help?

- [Email Assistance](#)
- [FAQs](#)


- 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”.

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.

Approvals Profile Suppliers Searches Reports Favorite Carts Help Administration 

ORDER REPORT CRITERIA ORDER REPORT RESULTS

Saved Reports

Choose from saved reports

Create Report

Report Name Make it available for Company

Order Report Criteria

PO Created From (MM/dd/yyyy) <input type="text"/>	To (MM/dd/yyyy) <input type="text"/>
Total Amount From <input type="text"/>	To <input type="text"/>
Location ID <input type="text" value="State of Arkansas"/>	Supplier ID <input type="text" value="All"/>
Include all child locations <input type="checkbox"/>	Cost Center ID <input type="text"/>
User (Buyer) Name <input type="text" value="All"/>	Account Code ID <input type="text"/>
Status <input type="text" value="All"/>	Part ID (Select at least one Line Item Column) <input type="text"/>
	Line Item Action <input type="text" value="All"/>

Order Report Columns

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

- 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.

LOCATING YOUR INVOICE

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.

Approvals Profile Suppliers Searches Reports Help Administration



PAYMENT REPORT INVOICE REPORT LINE ITEMS REPORT

Invoice Report Criteria

Date From	<input type="text"/>	To	<input type="text"/>
PO Number	<input type="text"/>	Supplier Invoice#	<input type="text"/>
Customer Location ID	<input type="text"/>	Include Child Locations	<input type="checkbox"/>
Supplier ID	<input type="text"/>	EPS Invoice ID	<input type="text"/>
Include Line Item Detail	<input type="checkbox"/>		

[SUBMIT](#)

- 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 LINE ITEMS REPORT

Payment Report Criteria

Date From To


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 Ab

- 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.

Approvals Profile Suppliers Searches Reports Help Administration 

PAYMENT REPORT **INVOICE REPORT** LINE ITEMS REPORT

Invoice Report Criteria

Date From	<input type="text"/>	To	<input type="text"/>
PO Number	<input type="text"/>	Supplier Invoice#	<input type="text"/>
Customer Location ID	<input type="text"/>	Include Child Locations	<input type="checkbox"/>
Supplier ID	<input type="text"/>	EPS Invoice ID	<input type="text"/>
Include Line Item Detail	<input type="checkbox"/>		

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