



Access all your credit notes

Why?

Schedule to receive your credit notes via email, in a format of your choice or view, download and print PDF copies of your credit notes online, without the hassle of searching through piles of paper.

Get all your credit notes sent directly to your email inbox

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Credit notes
These are commercial documents notifying a credit has been made to your account.

Activate	Frequency	Format
<input type="checkbox"/>	Choose...	Choose...

Please enter up to 10 email addresses that you would like to receive your credit notes. To enter more than 1, please separate with a comma.

example@email.com,example2@email.com,example3@email.com

Click on 'My Account' and then 'Account preferences' and select your 'eDocument preferences'

Activate credit notes, then choose the frequency and format you would like to receive your credit notes in

Add the email addresses that you would like to receive your credit notes

Then click 'Save changes'



You will now receive emails at your scheduled frequency containing a link to download your credit notes in the format of your choice

Top tips

Only the Account Administrator, Approvers and Buyers (terms) user permission types can view the Account preference or My eDocuments pages

The frequency options are:

- Daily
- Weekly

The format options are:

- Individual PDF (separate documents in a Zip file)
 - Consolidated PDF (all documents in one file) You can add up to 10 email addresses. To enter more than 1, please separate with a comma
- The download link within the email will expire after 31 days

Access all your credit notes via My eDocuments at any time from anywhere

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Search eDocuments

Issued from	To	Document types
28-04-2021	05-05-2021	<input checked="" type="checkbox"/> ePODs (proof of delivery) <input checked="" type="checkbox"/> Invoices <input checked="" type="checkbox"/> Credit notes <input checked="" type="checkbox"/> Statements

Customer reference
Your reference for the order

Order reference
The branch sales order number

Invoice number
The 8 digit invoice number

Credit note number
The 8 digit credit note number

Click on 'My Account' and then 'My eDocuments'

You can search for your credit notes using the filters:

- Date
- Customer reference
- Order reference
- Invoice number
- Credit note number

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Search results

Now showing results 1-7 of 7 eDocuments issued between 05-05-2014 and 05-05-2021

Sort by: Invoice number (newest first) | Download format: Individual PDF |

Select all	Date	Reference	Document type	View	
<input type="checkbox"/>	20-11-2019	Customer PO/11345678	Order Invoice	Credit	<input type="button" value="View"/>

Individual PDF |

Click to view, download or print a specific credit note in PDF

Select the credit notes you would like to download

Choose the download format and click 'Download'

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When the download finishes, you'll see it at the bottom of your window. Alternatively you will be prompted to save the files to a location of your choice

Want to go paperless?

It's simply to replace all your paper documents with eDocuments.

Activate through your [eDocument preferences](#).

You can search for all your Credit notes issued within the last seven years.

The download format options are:

- Individual PDF (separate documents in a Zip file)
- Consolidated PDF (all documents in one file)

For queries directly relating to your eDocuments, please email accounts.receivable@wolsley.co.uk

