



Access all your invoices

Why?

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

Get all your invoices sent directly to your email inbox

1

Invoices

These are commercial documents relating to the supply of goods or services.

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

Please enter up to 10 email addresses that you would like to receive your invoices. 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 invoices, then choose the frequency and format you would like to receive your invoices in

Add the email addresses that you would like to receive your invoices

Then click 'Save changes'



You will now receive emails at your scheduled frequency containing a link to download your invoices 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 invoices via My eDocuments at any time from anywhere

1

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 invoices using the filters:

- Date
- Customer reference
- Order reference
- Invoice number

2

Search results

Now showing results 1-10 of 96 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"/>	30-03-2021	Customer PO/12345678	Order Invoice 476989 7a200681	<input type="button" value="View"/>

Individual PDF |

Click to view, download or print a specific invoice in PDF

Select the invoices you would like to download

Choose the download format and click 'Download'

3

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 simple to replace all your paper documents with eDocuments.

Activate through your [eDocument preferences](#).

You can search for all your invoices 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@wolseley.co.uk

