



Access all your statements

Why? Schedule to receive your statements via email or view, download and print PDF copies of your statements online, without the hassle of searching through piles of paper.

Get all your statements sent directly to your email inbox

1

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

Activate statements

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

Then click 'Save changes'

2



You will now receive a monthly email containing a link to download your statement in PDF format

Access all your statements via My eDocuments at any time from anywhere

1

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

You can search for your statements by issued date

2

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

Select the statements 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

Top tips

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

The frequency option is:

- Monthly

The format option is:

- Individual PDF

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

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 statements 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