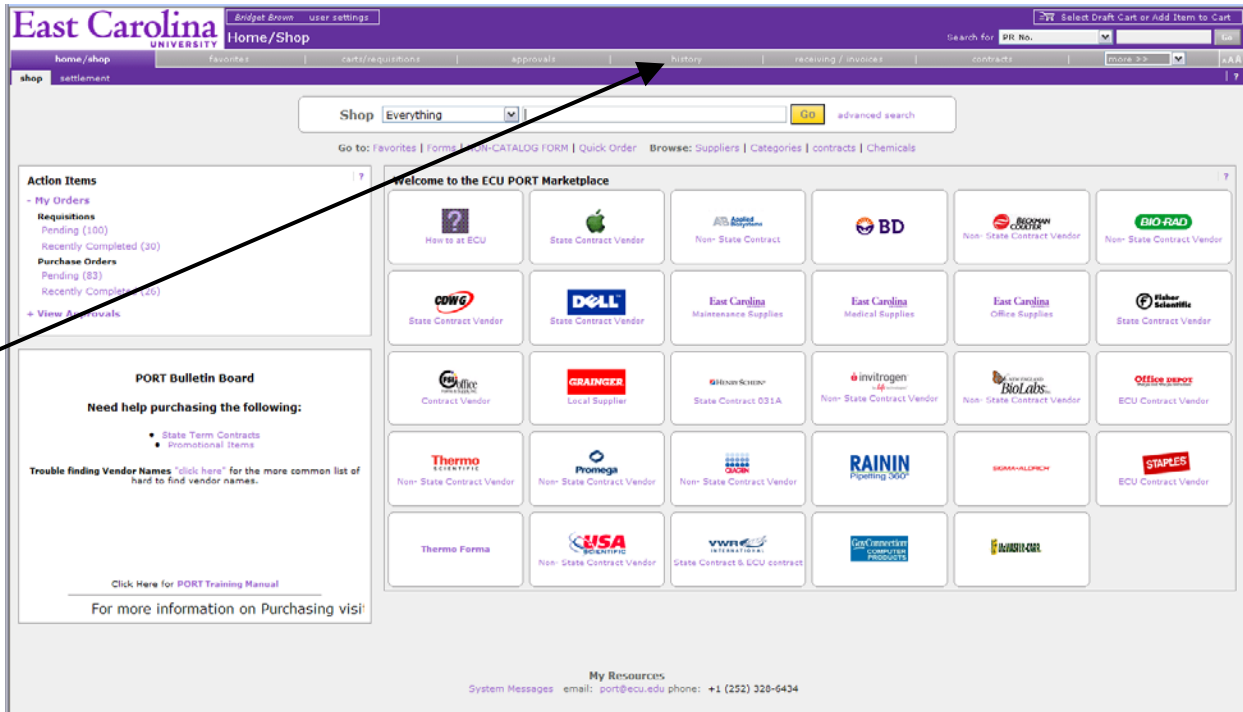
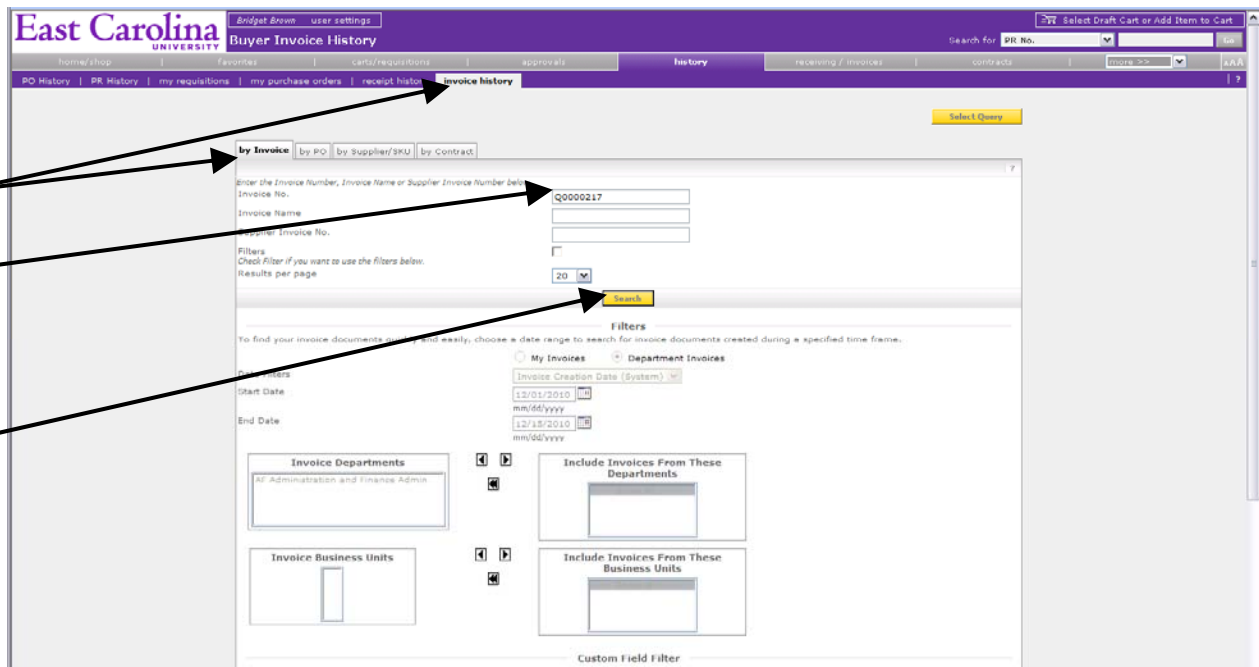


HISTORY BY INVOICE

Last Updated on: 12/15/2010



1. Click on the **History** tab. **Note:** Invoices in PORT will only be for the following suppliers: Dell, Fisher, VWR, & Applied Biosystem



2. Ensure that the **invoice history** and **by invoice** tabs are selected.
3. Enter the PO # in the **Invoice No.** text box.
4. Click on the **Search** button.

HISTORY BY INVOICE

Last Updated on: 12/15/2010

The screenshot displays the 'Summary - Buyer Invoice Q000217' page for Dell Marketing LP. The page is divided into several sections: Invoice details (Invoice Number: Q000217, Supplier Name: Dell Marketing LP), Addresses (Remit To and Bill To), Payment Information, Discount, Tax, Shipping & Handling, and Codes. The 'Invoice' tab is selected, and the 'Summary' sub-tab is active. The 'Summary' sub-tab contains a table with columns for Invoice Number, Invoice Date, Invoice Due Date, Invoice Amount, and Invoice Status. The 'Summary' table shows the following data:

| Invoice Number | Invoice Date | Invoice Due Date | Invoice Amount | Invoice Status |
|----------------|--------------|------------------|----------------|----------------|
| Q000217 | 12/9/2010 | 1/8/2011 | 0% 0, Net 30 | Unmatched |

The 'Summary' sub-tab also includes a 'Contains substituted item(s)' checkbox which is checked with a red 'X'. The 'Payment Information' section shows the Accounting Date as 12/9/2010, P.O.S. as N/A, and Payment Method as Unknown. The 'Discount, Tax, Shipping & Handling' section shows a total of 1,145.65 USD. The 'Codes' section shows the following data:

| LINE | Chart | Fund | Organization | Account | Program | Activity | Location |
|------|-------|--------|--------------|---------|---------|----------|----------|
| | E | 111101 | 230601 | 72110 | 0000 | | |

5. From here you can review **Summary, Discount, Tax, Shipping & Handling, Approvals, Matching, Comments, History, and Codes.**
6. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.