

To access the Guy Brown Print ordering site, you will login with the information provided below.

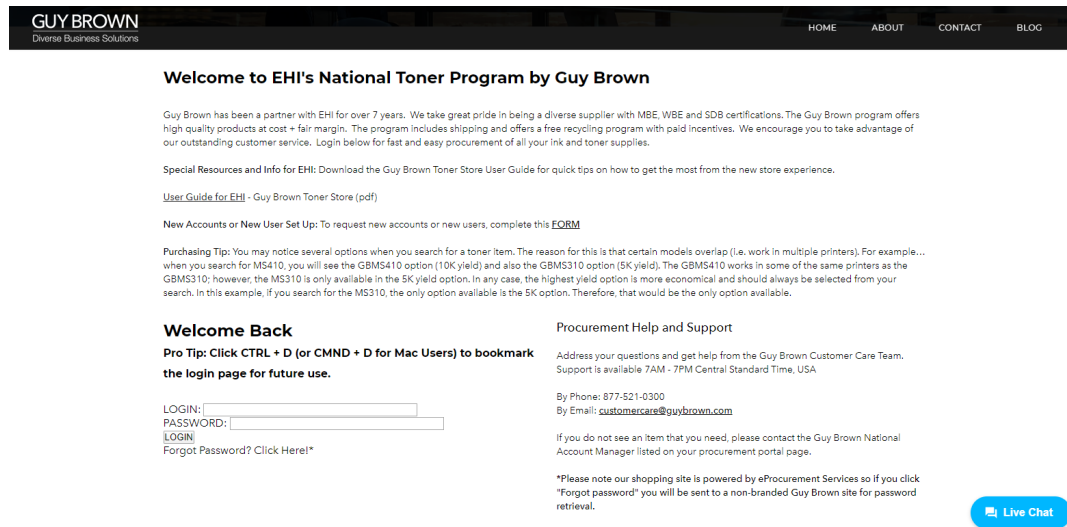
URL: ehi.myguybrown.com

LOGIN ID: Your Full Email Address




PASSWORD: Welcome1

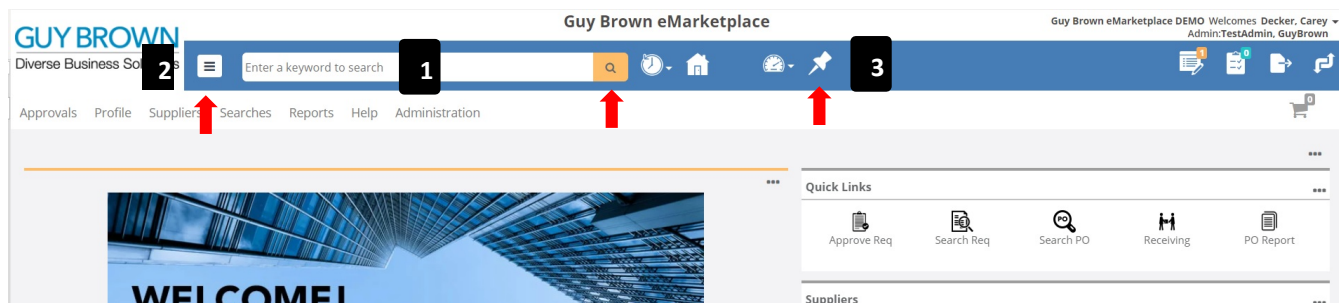
\*When you login with Welcome1 as your password, the system will prompt you to create a new password.

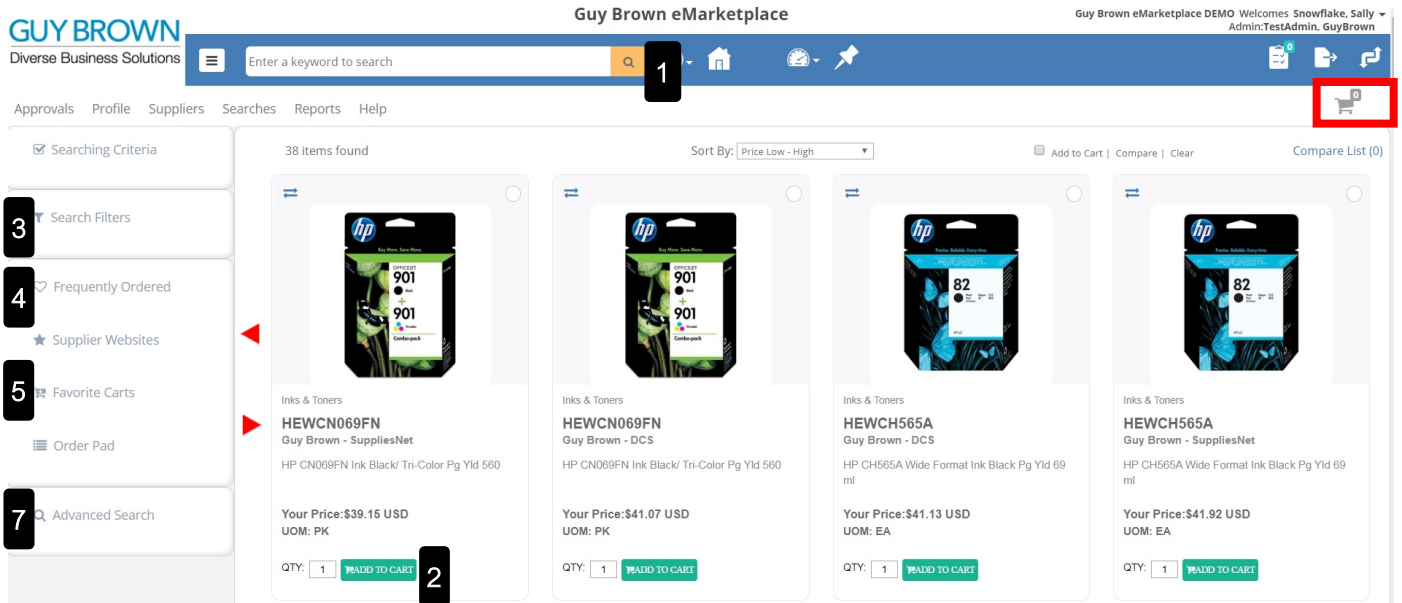
\*If you forget your password, select the Forgot Password link to receive a new password.



Let's Shop!

1. Enter a keyword or part ID in the search field and select the magnifying glass icon  to shop within the catalog.
2. Click on a category icon button  to shop within a specific category.
3. Click on the Frequently Ordered icon  to view and/or add items from the most frequently ordered items.

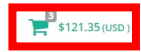







1. Enter the printer model, cartridge SKU or description into the Search bar then click the magnifying glass button to display search results. To access the search results without using search criteria click on the magnifying glass button. Please note: steps 2 – 6 can only be accessed by following step 1.
2. Click the green “Add to Cart” button to add the item to your shopping cart or update the qty then add to cart. You will see the number of items and dollar amount change in your shopping cart located at the top of your screen.
  - For more part detail information click on the part ID to open the product detail page.
3. To Search by Category: Select Search Filters, Select Category, then choose the category you wish to view by clicking on the name.
4. Frequently Ordered: Lists the top-most frequently purchased items at your location. Enter the quantity next to the item you wish to purchase and click Add to Cart.
5. Favorite Carts: Allow you to create lists of items you purchase frequently in one easy to find place.
  - View Favorites by clicking on Favorite Carts, then selecting the type of cart.
  - To create a new favorite cart, select one or more items, give your Favorite cart a name, select the cart type, then click Save.
  - Add items to an existing cart, view your User Favorites, select the item(s) then click the Green + next to the Favorite’s name.
  - Items can be added to an existing cart direct from results.
  - The red X will permanently delete your Favorite cart: to remove items from a User Favorite, select the user cart created, then click the red X at the item level.
  - Simply add your search results to Favorites, you do NOT need to add items to your shopping cart before adding to Favorites.
6. Advanced Search feature functions like a “Google” search, the more words entered = the more specific the search results.

After adding items into your cart, click on the Green Cart icon  to view the items in your cart.

Approvals Profile Suppliers Searches Reports Help



Items in your cart ☐ Select all CHECKOUT (3) items

	<b>HEWCH565A</b> Supplier: Guy Brown - DCS Description lists HP CH565A Wide Format Ink Black Pg Yld 69 ml	Cost Center: 5991 Account Code: 1234501 Bar Code: Custom 4:	1 \$41.13USD UOM: EA	\$41.13
	<b>HEWCN069FN</b> Supplier: Guy Brown - DCS Description lists HP CN069FN Ink Black/ Tri-Color Pg Yld 560	Cost Center: 5991 Account Code: 1234501 Bar Code: Custom 4:	1 \$41.07USD UOM: PK	\$41.07
	<b>HEWCN069FN</b> Supplier: Guy Brown - SuppliesNet Description lists HP CN069FN Ink Black/ Tri-Color Pg Yld 560	Cost Center: 5991 Account Code: 1234501 Bar Code: Custom 4:	1 \$39.15USD UOM: PK	\$39.15

☐ Select all

[COPY COST CENTERS](#) [COPY ACCOUNT CODES](#) [COPY ITEMS](#) [SAVE](#) [REMOVE](#) [CHECKOUT](#)

Total \$121.35USD

Cart Summary

Total  
**\$121.35USD**

[CHECKOUT](#)

Favorite Cart

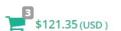
Shopping Cart Name  Shopping Cart Type  Location  [SAVE AS FAVORITE](#)

### Cost Center and Account Codes




- If you are 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 drop down to select the appropriate cost center or account code.

Confirm your order quantities and then proceed to checkout by selecting [CHECKOUT](#)

Approvals Profile Suppliers Searches Reports Help



Items in your cart ☐ Select all CHECKOUT (3) items

	<b>HEWCH565A</b> Supplier: Guy Brown - DCS Description lists HP CH565A Wide Format Ink Black Pg Yld 69 ml	Cost Center: 5991 Account Code: 1234501 Bar Code: Custom 4:	1 \$41.13USD UOM: EA	\$41.13
	<b>HEWCN069FN</b> Supplier: Guy Brown - DCS Description lists HP CN069FN Ink Black/ Tri-Color Pg Yld 560	Cost Center: 5991 Account Code: 1234501 Bar Code: Custom 4:	1 \$41.07USD UOM: PK	\$41.07
	<b>HEWCN069FN</b> Supplier: Guy Brown - SuppliesNet Description lists HP CN069FN Ink Black/ Tri-Color Pg Yld 560	Cost Center: 5991 Account Code: 1234501 Bar Code: Custom 4:	1 \$39.15USD UOM: PK	\$39.15

☐ Select all

[COPY COST CENTERS](#) [COPY ACCOUNT CODES](#) [COPY ITEMS](#) [SAVE](#) [REMOVE](#) [CHECKOUT](#)

Total \$121.35USD

Cart Summary

Total  
**\$121.35USD**

[CHECKOUT](#)

Favorite Cart

Shopping Cart Name  Shopping Cart Type  Location  [SAVE AS FAVORITE](#)

### 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.


Approvals Profile Suppliers Searches Reports Help \$121.35 (USD)

CHECKOUT > REVIEW > COMPLETE CHECKOUT CHECKOUT

CHECKOUT DETAILS \*-Required.

#### Shipping Info

ShipTo Attention:\* Sally Snowflake

Shipping Address ID:\* 691 N. Squirrel Road 

Street1: 691 N. Squirrel Road

Street2: Suite 220


City: Auburn Hills

State: Michigan

PostalCode: 48326

#### Billing Info

Buyer Contact: Sally Snowflake

Billing Address ID:\* 691 N. Squirrel Road - Billing 

Street1: 691 N. Squirrel Road

Street2: Suite 220

City: Auburn Hills

State: Michigan

PostalCode: 48326

### Payment Type

- Credit line (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.

Approvals Profile Suppliers Searches Reports Help \$121.35 (USD)

CHECKOUT > REVIEW > COMPLETE CHECKOUT CHECKOUT

CHECKOUT DETAILS \*-Required.

#### Shipping Info

ShipTo Attention:\* Sally Snowflake

Shipping Address ID:\* 691 N. Squirrel Road

Street1: 691 N. Squirrel Road

Street2: Suite 220

City: Auburn Hills

State: Michigan

PostalCode: 48326

#### Billing Info

Buyer Contact: Sally Snowflake

Billing Address ID:\* 691 N. Squirrel Road - Billing

Street1: 691 N. Squirrel Road


Street2: Suite 220

City: Auburn Hills

State: Michigan

PostalCode: 48326

#### Payment Info

Payment Type ID:\* Select One 

Name On Card: Select One

Credit Card Type: CREDITLINE

Card Number:

Expiration Date:

#### Additional Info

External PO Number:

Ship Via: Standard - Free

Alternate Email:

Once everything has been selected, click the CHECKOUT button which will take you to a confirmation page.

### Additional Info

- External PO Number: enter your internal PO Number (if you have one)
- Ship Via
  - Standard – Free
  - Overnight – Add'l Charge
    - NOTE: if you select Overnight Ship Via Option – you will be responsible for the shipping charge payment
- Note to Supplier: if you choose Overnight Ship Via and you would like Guy Brown to charge your FedEx Account, you will enter that information here. If your FedEx Account information is not provided the charge will be added to your invoice.
  - EXAMPLE: Charge FE # XXXXXXXX
- Note To Approver: if your location has an approval process, you can use this field to communicate information to your approver; the note will transfer to the email notification sent to your approver

CHECKOUT DETAILS

\*-Required.

#### Shipping Info

ShipTo Attention:\*   
 Shipping Address ID:\*   
 Street1:  
 Street2:  
 City:  
 State:  
 PostalCode:

#### Billing Info

Buyer Contact: Mary Unsworth  
 Billing Address ID:\*   
 Street1:  
 Street2:  
 City:  
 State:  
 PostalCode:

#### Payment Info

Payment Type ID:\*   
 Name On Card:  
 Credit Card Type:  
 Card Number:  
 Expiration Date:

#### Additional Info

External PO Number:   
 Ship Via:   
 Alternate Email:   
 Custom 1:   
 Custom 2:

Note To Approver:

Note To Supplier:

Once at the confirmation page, make sure to confirm that the information populated is correct. If changes need to be made, click the Back button which will take you back to the previous page. If everything looks correct, click **SUBMIT**

Approvals Profile Suppliers Searches Reports Help

CHECKOUT > REVIEW > COMPLETE CHECKOUT

\$121.35 (USD)

**SUBMIT**

### Shipping Info

ShipTo Attention: Sally Snowflake  
Shipping Address ID: 691 N. Squirrel Road  
Street1: 691 N. Squirrel Road  
Street2: Suite 220  
City: Auburn Hills  
State: Michigan  
PostalCode: 48326

### Billing Info

Buyer Contact: Sally Snowflake  
Billing Address ID: 691 N. Squirrel Road - Billing  
Street1: 691 N. Squirrel Road  
Street2: Suite 220  
City: Auburn Hills  
State: Michigan  
PostalCode: 48326

### Payment Info

Payment Type ID: CREDITLINE  
Name On Card:  
Credit Card Type:  
Card Number:  
Expiration Date:

### Additional Info

External PO Number:  
Ship Via: Standard - Free  
Alternate Email:  
Custom 1:  
Custom 2:

Note To Approver:

Note To Supplier:

### Line Items Info

Part	Description	Unit Price	UOM	Qty	Account Code	Cost Center	Required Date	Bar Code	Custom 4	Sub Total
HEWCN069N	HP CNO69N Ins Black/ Tri-Color Pg Yld 560	\$41.07 USD	PK	1			10/09/2019			\$41.07
HEWCN065A	HP CH055A Wide Format Ins Black Pg Yld 69 ml	\$41.13 USD	EA	1			10/03/2019			\$41.13
HEWCN069N	HP CNO69N Ins Black/ Tri-Color Pg Yld 560	\$39.15 USD	PK	1			10/03/2019			\$39.15
										Total: \$121.35

**BACK** **PRINT**

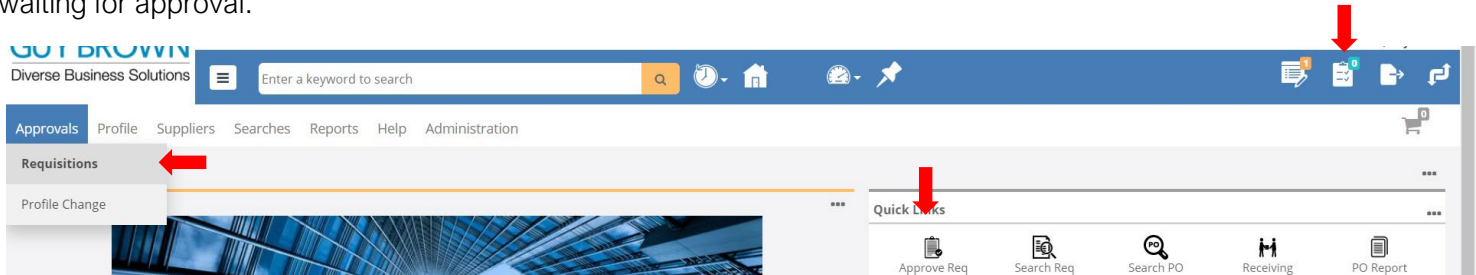
**SUBMIT**

Depending on the location approval hierarchy, one of the following two will occur:

- If your location 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 has been approved, you will receive an email notification with your Purchase Order ID and the order will be sent directly to the supplier to be filled.
- If your location has no approval hierarchy, a Purchase Order ID will be generated and sent directly to Guy Brown.

### Approving Requisitions

Click on the **Approve Req Quick Link** or 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 is sent to Guy Brown 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"/>	10/02/2019	Fall2019-R-33	2019, Pumpkin Pumpkin 2019	2019, Black Cat (BlackCat 2019)	Escalated	\$200.00	✓	✗
<input type="checkbox"/>	10/02/2019	Fall2019-R-34	2019, Pumpkin Pumpkin 2019	2019, Black Cat (BlackCat 2019)	Escalated	\$153.00	✓	✗
<input type="checkbox"/>	10/02/2019	Fall2019-R-35	2019, Pumpkin Pumpkin 2019	2019, Black Cat (BlackCat 2019)	Escalated	\$151.04	✓	✗
<input type="checkbox"/>	10/02/2019	Fall2019-R-36	2019, Pumpkin Pumpkin 2019	2019, Black Cat (BlackCat 2019)	Escalated	\$150.00	✓	✗

### Approving Requisitions (continued)

#### To Modify a Requisition

- Click on the requisition ID (this will take you to the Requisition Details screen)
- Fields that may be modified per line include: quantity, cost center and account code.
  - 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.

**NOTE:** A comment must be entered in the comments field when deleting an item.

- Select APPROVE to approve the requisition or REJECT to reject the requisition.
- An email notification of the requisition status will be sent to the user.

[SEARCH REQUISITIONS](#)
[REQUISITION DETAILS](#)
[CREATE REQUISITION](#)

Requisition Details

Requisition ID	Fall2019-R-35	External Purchase Order ID	
Status	Escalated	Approver User ID	BlackCat 2019
Date Created	10/02/2019 12:18:31 PM	Created By User ID	Pumpkin 2019
Date Approved			
Shipping Address ID	Fall2019 in Halloween, Massachusetts	Billing Address ID	Fall2019 in Halloween, Massachusetts
Ship Via ID	My Broom	Payment Type ID	Fall 2019
Comments			

Line Item Details

Part ID	Description	Qty	Currency	Your Price	Tax	Line Total	Req. Date	Purchase Order ID	Cost Center ID	Account Code ID	Delete	Reason
test	test	8	USD	\$12.99	N	\$103.92	10/03/2019		Spooky Code	FallCode	<input type="checkbox"/>	
test	test	7	USD	\$5.36	N	\$37.52	10/03/2019		Spooky Code	FallCode	<input type="checkbox"/>	
test	test	3	USD	\$2.65	N	\$7.95	10/03/2019		Spooky Code	FallCode	<input type="checkbox"/>	
test	test	1	USD	\$1.65	N	\$1.65	10/03/2019		Spooky Code	FallCode	<input type="checkbox"/>	

Total: \$151.04 (USD )

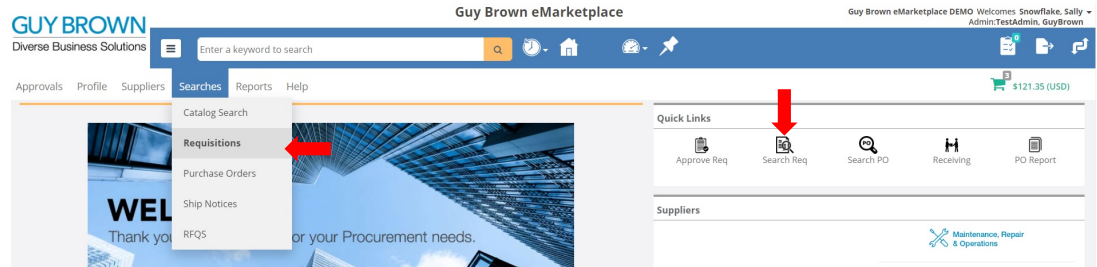
[APPROVAL FLOW](#)
[SAVE](#)
[ADD ITEM](#)

[APPROVE](#)
[REJECT](#)
[PDF](#)



### Search Requisitions

To search for requisitions, click on the **Search Req Quick Link** or go to the Searches Tab and select Requisitions.



- You can filter by:
  - Requisition ID
  - Date range requisition was created from
  - Date range requisition was approved from
  - Status
  - Created by User ID
- Select Submit

SEARCH REQUISITIONS    REQUISITION DETAILS    CREATE REQUISITION

Requisition Search Criteria

Requisition ID	<input type="text"/>	External Purchase Order ID	<input type="text"/>
Date Created From (MM/dd/yyyy)	<input type="text"/>	To (MM/dd/yyyy)	<input type="text"/>
Date Approved From (MM/dd/yyyy)	<input type="text"/>	To (MM/dd/yyyy)	<input type="text"/>
Status	<input type="text"/>	Created By User ID	<input type="text"/>

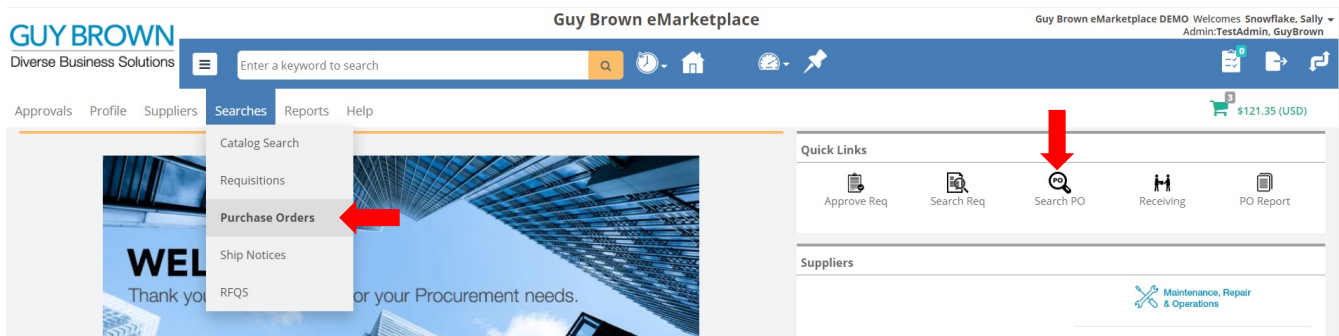
Search Results

Displaying items 1 to 10 of 29 results. Number of results per page: 10    Next Page >    Last Page >>

Requisition ID	Status	Date Created	Created By User ID	Date Approved	Approver	Total
Fall2019-R-1	PO Generated	09/04/2019 10:29:15 AM	Pumpkin 2019	09/10/2019 8:06:34 AM	BlackCat 2019	\$110.00
Fall2019-R-2	PO Generated	09/04/2019 10:30:37 AM	Pumpkin 2019	09/04/2019 10:47:16 AM	BlackCat 2019	\$104.00
Fall2019-R-3	PO Generated	09/04/2019 10:31:34 AM	Pumpkin 2019	09/04/2019 10:45:12 AM	BlackCat 2019	\$404.55
Fall2019-R-4	PO Generated	09/04/2019 10:35:17 AM	Pumpkin 2019	09/04/2019 10:35:17 AM	Pumpkin 2019	\$7.96
Fall2019-R-5	PO Generated	09/04/2019 10:38:31 AM	Pumpkin 2019	09/04/2019 10:38:31 AM	Pumpkin 2019	\$12.94
Fall2019-R-13	PO Generated	09/18/2019 8:47:00 AM	Pumpkin 2019	09/25/2019 2:29:27 PM	BlackCat 2019	\$197.78
Fall2019-R-14	PO Generated	09/25/2019 2:10:51 PM	Pumpkin 2019	09/25/2019 2:29:36 PM	BlackCat 2019	\$113.68
Fall2019-R-15	PO Generated	09/25/2019 2:11:31 PM	Pumpkin 2019	09/25/2019 2:11:31 PM	Pumpkin 2019	\$17.76
Fall2019-R-16	PO Generated	09/25/2019 2:27:56 PM	Pumpkin 2019	09/25/2019 2:29:38 PM	BlackCat 2019	\$149.75
Fall2019-R-17	PO Generated	09/26/2019 9:59:35 AM	Pumpkin 2019	09/30/2019 7:59:14 AM	BlackCat 2019	\$375.00

### Search Purchase Orders

To search for purchase orders, click on the **Search PO Quick Link** or go to the Searches Tab and select Purchase Orders



- You can filter by:
  - External purchase order ID
  - Date range purchase order was created from
  - Status
  - Account Code
  - Created or Approved by User ID
  - Cost Center
- Select Submit or Report

SEARCH PURCHASE ORDERS PURCHASE ORDER DETAILS PURCHASE ORDER RECEIVING DETAILS

Purchase Order Search Criteria

Purchase Order ID		External Purchase Order ID	
Date Created From (MM/dd/yyyy)		To (MM/dd/yyyy)	
Total Cost From		To	
Credit Card ID		Part ID	
Supplier ID		Ship to City	
Supplier Account ID		Supplier Confirmation ID	
Date Transmitted From (MM/dd/yyyy)		To (MM/dd/yyyy)	
Status		Created or Approved by User ID	
Account Code		Cost Center	

Search Results

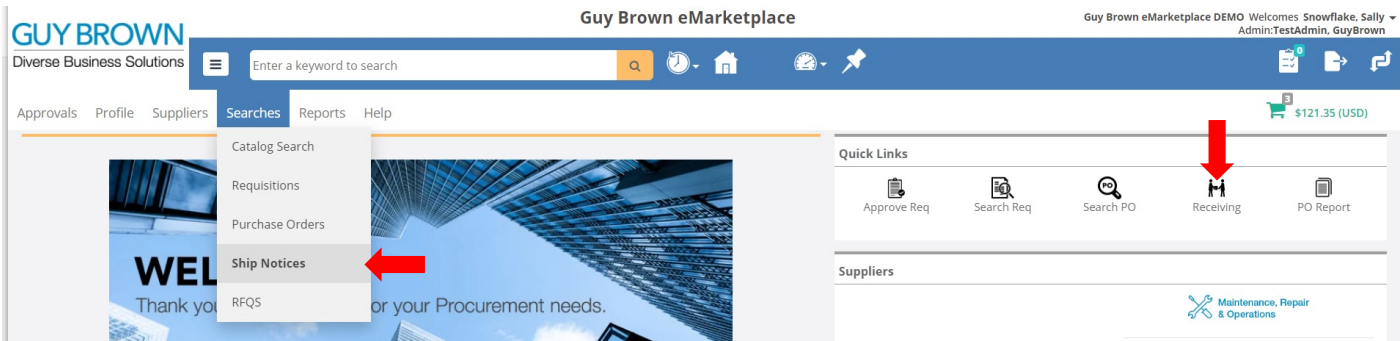
Displaying range 1 to 10 of 28 records. Number of records per page: 10 Next Page > Last Page >>

Purchase Order ID	Status	Supplier ID	Date Created	Created By User ID	Approved By User ID	Requisition ID	Total
Fall2019-2	Cancelled	Halloween Town	09/04/2019	Pumpkin 2019	Pumpkin 2019	Fall2019-8-4	\$7.96
Fall2019-3	Open	Halloween Town	09/04/2019	Pumpkin 2019	Pumpkin 2019	Fall2019-8-5	\$12.94
Fall2019-4	Shipped	Halloween Town	09/04/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-3	\$404.55
Fall2019-5	Received	Halloween Town	09/04/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-2	\$104.00
Fall2019-13	Shipped	Halloween Town	09/10/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-1	\$110.00
Fall2019-14	Open	Halloween Town	09/25/2019	Pumpkin 2019	Pumpkin 2019	Fall2019-8-15	\$17.76
Fall2019-15	Open	Halloween Town	09/25/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-13	\$197.78
Fall2019-16	Open	Halloween Town	09/25/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-14	\$113.68
Fall2019-17	Open	Halloween Town	09/25/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-16	\$148.75
Fall2019-18	Open	Halloween Town	09/30/2019	Pumpkin 2019	BlackCat 2019	Fall2019-8-17	\$375.00

SUMMIT REPORT

### Search Ship Notices

To search for ship notices, click on the **Receiving Quick Link** or go to the Searches Tab and select Ship Notices



- You can filter by:
  - External Purchase Order Number
  - Ship Notice ID
  - Date range order was shipped from
  - Supplier Invoice Number
  - PO created by User ID
  - Account Code
  - Cost Center
- Select Submit, Excel, or Excel with Details

Approvals Profile Suppliers Searches Reports Help

SEARCH SHIP NOTICES SHIP NOTICE DETAILS

Purchase Order Number

Delivery Receipt Number

Ship Date From (MM/dd/yyyy)

Supplier ID

Supplier Invoice Number

Supplier Confirmation ID

Confirmation Status

Account Code

Ship Notice ID

External Purchase Order ID

To (MM/dd/yyyy)

PO Created By User ID

Carrier ID

Shipment Type

Cost Center

Excel Excel with Details Submit

Search Results

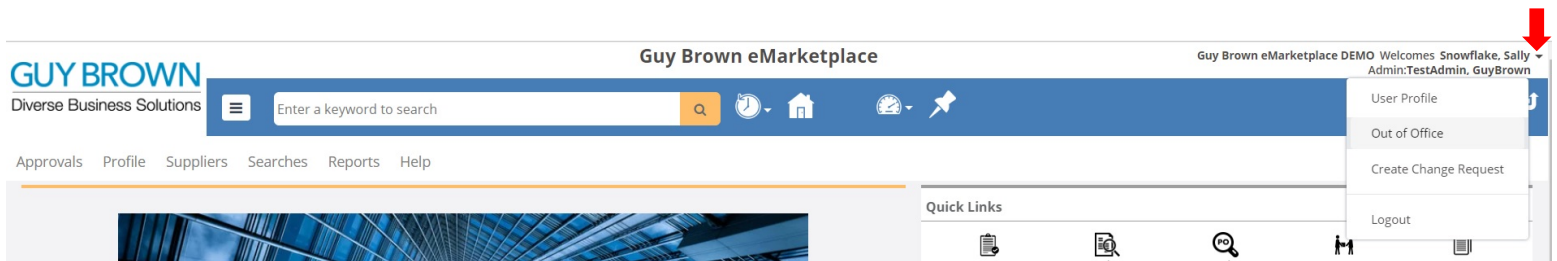
Ship Notice ID	Supplier ID	Purchase Order ID	Notes	Date Received	Shipped By	Delivery Receipt Number	Total	Confirmation Status
2670376	Halloween Town	Fall2019.5		09/04/2019	FedEx	dswet64651654562	\$85.60	Ship Notice Confirmed
2670377	Halloween Town	Fall2019.5		09/04/2019	DHL	36156456515	\$25.68	Waiting for confirmation
2670442	Halloween Town	Fall2019.13	Shipping in separate packages	09/11/2019	FedEx	Test-99999	\$117.70	Waiting for confirmation
2670449	Halloween Town	Fall2019.4	Back order 15 items ship out in 2 weeks.	09/12/2019	FedEx	yeu152185629	\$288.58	Waiting for confirmation
2670450	Halloween Town	Fall2019.4		09/12/2019	FedEx	opt8594654845	\$144.29	Waiting for confirmation

### Out of Office Feature

When an approver is going to be out of the office it is imperative that he/she uses the Out of Office feature. This feature allows the approver to enter the date range that he/she is going to be unavailable and select a substitute approver who will be responsible for approving requisitions in the approver's absence.

To turn this feature on:

- In the top right corner near your name click on the down arrow and select Out of Office



Once you've selected Out of Office from the dropdown

- Select the Out of the Office circle
- Enter the date range that you will be out
- Select a user from the Substitute User ID dropdown

**NOTE:** this user will be the designated individual who will be receiving the email notifications for requisitions that require approval. All requisition notifications will be emailed only to the substitute approver during the out of office time frame.

- Select SAVE

To turn this feature off:

- Select the In the Office circle to turn off the Out of Office feature. All requisition notifications will be emailed to the original approver.

Out of Office

☐ In the Office ☒ Out of the Office

From (MM/dd/yyyy)

To (MM/dd/yyyy)

Substitute User Id

Anderson, Penny (Penny.anderson@guybrown.com)

Arend, Travis (travis.arend@guybrown.com)

Arrants, Kimberly (kimberly.arrants@guybrown.com)

Bales, Alisha (Alisha.bales@guybrown.com)

Benesch, Danny (Danny.benesch@guybrown.com)

Brewer, Debbie (debbie.brewer@guybrown.com)

Brubaker, Ashley (ashley.brubaker@guybrown.com)

Brumfield, Teresa (teresa.brumfield@guybrown.com)

Bunn, Zach (zach.bunn@guybrown.com)

Carner, Karen (karen.carner@guybrown.com)

Cappetto, Dan (dan.cappetto@guybrown.com)

Caputo, Will (Will.Caputo@guybrown.com)

Carico, Deborah (Deborah.carico@guybrown.com)

Carver, Jolene (jolene.carver@guybrown.com)

Castillo, Joyce (joyce.castillo@guybrown.com)

Childress, Lorie (Lorie.childress@guybrown.com)

Childress, Teresa (Teresa.childress@guybrown.com)

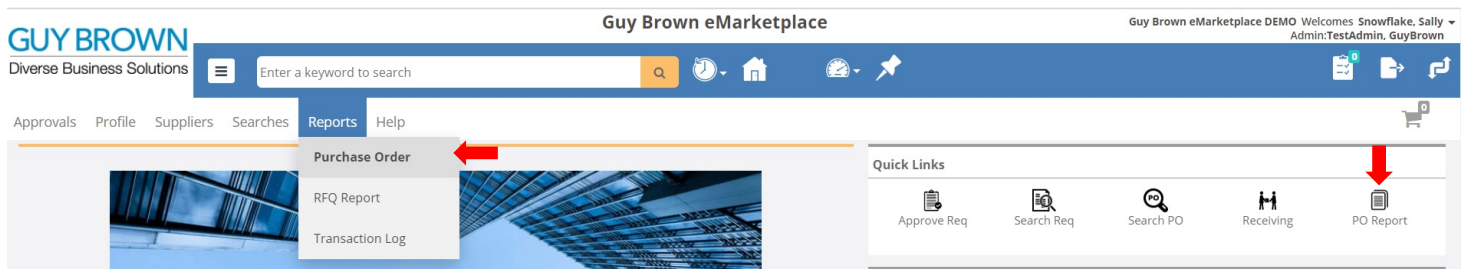
Cobb, Cheriele (Cheriele.cobb@guybrown.com)

Danner, Susan (susan.danner@guybrown.com)

### Purchase Order Report

The Purchase Order Report allows you to create a custom report of the purchase order history. The report criteria acts as a funnel for filtering data to only show what you want to see.

Go to the **PO Report Quick Link Reports Tab** and select Purchase Order.



- To create a report you will need to select a Location ID (all other fields are optional) and then select Submit.
- If you select “include all child locations”, this will run the report against the location ID selected plus all child locations underneath that location ID.

**NOTE:** This is used for reporting across an entire customer with multiple locations.

- Admins can create and save a PO report and make it available at the company, location, or user level.
- A user can create and save a PO report and make it available for their use only.

Saved Reports

Choose from saved reports  SAVE DELETE

Create Report

Report Name  Make it available for Company SAVE AS NEW

Order Report Criteria

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

Order Report Columns

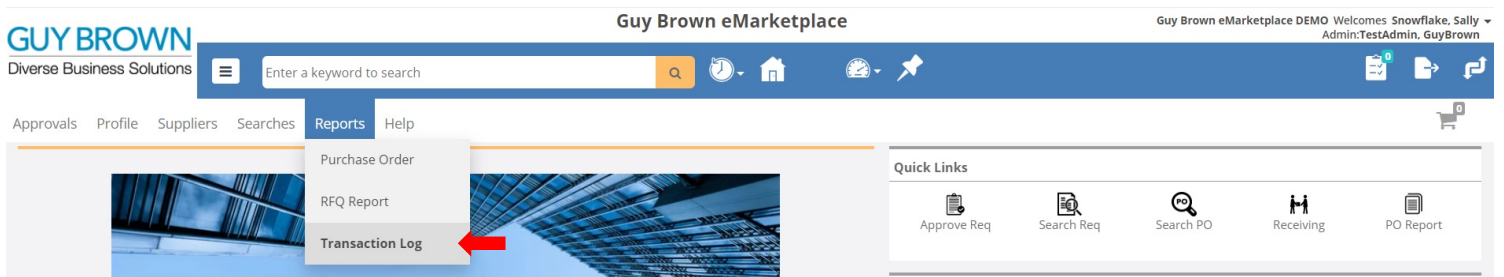
<input type="checkbox"/> PO - Created Date	<input type="checkbox"/> PO - Ship Charges	<input type="checkbox"/> Line Item - Cost Center Budget
<input type="checkbox"/> PO - Purchase Order ID	<input type="checkbox"/> PO - Additional Charges	<input type="checkbox"/> Line Item - Account Code ID
<input type="checkbox"/> 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		

SELECT ALL UNSPSC Family Codes RESET SUBMIT EXCEL

### Transaction Log Report

The Transaction Log is an e-Library of all your invoices.

- Go to the Reports Tab and click on Transaction Log



- Enter a date range and select Submit
- If you click on Comments/Ref # - a copy of the PO will open in a new window
- If you click on Invoice # - a copy of the invoice will open in a new window
- Export the report to Excel by selecting Excel

**NOTE:** When admins pull a transaction log, they can see invoices against POs that were created at entire location. When a user pulls a transaction log, they can only see invoices against the POs they created

#### Transaction Log Report Criteria

Date From  To

#### Transaction Log Results

Date	Supplier Name	Description of Purpose	Item Qty	Item Price	Subtotal	Freight	Tax	Total	Account Code	Project #	Cost Center	Business Requisition Purpose #	Comments Invoice / Ref #	Shipped Date	Received Date
03/06/2019 1:56:26 AM	Veteran Toner	Order Summary			\$23.34	\$0.00	\$2.28	\$25.62					GBDEMO-4 8176254		
03/06/2019 1:56:26 AM	Veteran Toner	Gestetner, 885261/89868, 1302 * 1302F, OEM Compatible	1	\$8.45	\$8.45			\$8.45	1234501		1040		GBDEMO-4 8176254	3/06/2019	03/06/2019
03/06/2019 1:56:26 AM	Veteran Toner	Konica Royal, 947-109, 1112, OEM Compatible	1	\$8.32	\$8.32			\$8.32	1234501		1040		GBDEMO-4 8176254	3/06/2019	03/06/2019
03/06/2019 1:56:26 AM	Veteran Toner	Okidata, 42103001, OEM Compatible	1	\$6.58	\$6.58			\$6.58	1234501		1040		GBDEMO-4 8176254	3/06/2019	03/06/2019
03/06/2019 2:08:59 AM	Veteran Toner	Order Summary			\$5.36	\$0.00	\$0.32	\$5.68					GBDEMO-5 8176261		
03/06/2019 2:08:59 AM	Veteran Toner	Omnifax, WTL 62, OEM Compatible	1	\$5.36	\$5.36			\$5.36	1234501		1040		GBDEMO-5 8176261	3/06/2019	03/06/2019
03/06/2019 2:09:49 AM	Grainger-Demo	Order Summary			\$8.87	\$0.00	\$0.53	\$9.40					GBDEMO-6 8176262		
03/06/2019 2:09:49 AM	Grainger-Demo	TK26739328T Double Sided Tape Tape Adhesive Acrylic Tape Thickness 43.00 mil Tape Width 1 In. Tape Length 5 ft. Tape Shape Continuous Roll Tape Color Black -40 Degrees F 230 Degrees F Tape Tensile Strength 30 lb/in. Tape Adhesive Strength Not Rated Tape C	1	\$8.87	\$8.87			\$8.87	1234501		1040		GBDEMO-6 8176262	3/06/2019	03/06/2019
03/06/2019 3:12:31 AM	OD Guy Brown Demo	Order Summary			\$13.28	\$0.00	\$0.00	\$13.28					GBDEMO-8 8176334		
03/06/2019 3:12:31 AM	OD Guy Brown Demo	BIC(R) Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens	2	\$6.64	\$13.28			\$13.28	1234501	Core	1040		GBDEMO-8 8176334	3/06/2019	03/06/2019
Log Total					\$50.85	\$0.00	\$3.13	\$53.98							

EXCEL