

Reprint Account Invoices

Is this feature disabled?



Contact To Enable

This feature needs to be switched on for your site by Commerce Vision.

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Overview



This guide is for use of non-PRONTO ERP systems only. For PRONTO, see [Invoice Reprints \(PRONTO\)](#).

Let your B2B customers reprint account invoices for all orders online 24/7.

They can do this online without your assistance in Pay Accounts by selecting the invoices, entering an email address, and clicking Send Reprint Request.

Your Customer Experience

Your B2B user with Customer Account access logs on to your website. They access Pay Account (on the Dashboard navigation menu or via the quick access button.)

The screenshot displays the Commerce Vision user dashboard. At the top, there's a navigation bar with 'Switch Account' (set to 'Affaire (WAFFA)'), 'Role' (set to 'Business To Business User (B2B Default)'), 'Logout', and 'Dashboard'. Below this is a search bar and a main navigation menu with links like 'Shop By Category', 'Static Content Examples', 'News', 'Contact Us', and 'Store Locator'. The main content area is titled 'Update your email address'. It features two sections: 'My Profile' with options like 'Change Password', 'My Details', and 'My Preferences'; and 'My Pages' with various tools like 'Invoice Approval', 'Order History', 'Approve Orders', 'Price Book Export', 'My Favourites', 'Orders On Hold', 'Pay Account', 'Report Generator', 'Order Templates', 'Account Enquiry', 'Flyer Creator', and 'Subscription Maintenance'. A red arrow points to the 'Pay Account' option in the 'My Pages' section. On the right, a dropdown menu is open, showing a list of options including 'Invoice Approval', 'My Favourites', 'Report Generator', 'Report Subscription', 'Order History', 'Orders On Hold', 'Order Templates', 'Order Import', 'Approve Orders', 'Pay Account' (highlighted with a red arrow), 'Account Enquiry', 'User Maintenance', 'My Details', 'My Preferences', 'Change Password', 'Price Book Export', 'Flyer Creator', 'Subscription Maintenance', and 'Quote Review'.

They simply search for the invoice or invoices, then click **Reprint Selected**.

Dashboard / Pay Account

Pay outstanding invoices

Invoice Details

Invoice / Order Number

Q Search

☒ Invoice No.

☐ Order No.

You can choose from the day based periods below, to auto-select the invoices for those time spans.

☐ Current: \$0.00

☐ 30 Days: \$0.00

☐ 60 Days: \$0.00

☐ 90+ Days: \$135,456.19

Unallocated Payments: \$0.00

6 records

Date	Invoice #	Due Date	Invoice Amount	Owing	Discount	Payment Amount	<input type="checkbox"/> Pay <input type="checkbox"/> Reprint
31/10/2016	10001089	31/10/2016	\$409.66	\$409.66		<div>\$0.00</div>	<input type="checkbox"/> Pay <input checked="" type="checkbox"/> Reprint
31/10/2016	10001090	31/10/2016	\$409.66	\$1,638.64		<div>\$0.00</div>	<input type="checkbox"/> Pay <input type="checkbox"/> Reprint
04/07/2007	5833	04/07/2007	\$14,630.55	\$14,630.55		<div>\$0.00</div>	<input type="checkbox"/> Pay <input checked="" type="checkbox"/> Reprint
07/07/2007	5852	07/07/2007	\$8,932.00	\$8,932.00		<div>\$0.00</div>	<input type="checkbox"/> Pay <input type="checkbox"/> Reprint
24/07/2007	5891	24/07/2007	\$87,086.34	\$87,086.34		<div>\$0.00</div>	<input type="checkbox"/> Pay <input type="checkbox"/> Reprint
15/08/2007	5906	15/08/2007	\$22,759.00	\$22,759.00		<div>\$0.00</div>	<input type="checkbox"/> Pay <input type="checkbox"/> Reprint

Unallocated Receipt Amount:

0.00

Total Payment Amount

\$0.00

Reprint Selected

Continue

In the popup, they enter their email address, then click **Submit Reprint Request**.

Invoice Reprint Request:

Please enter your valid email address to receive your copy invoice.

i

Please Note: If your account is setup with consolidated invoicing, you will receive a copy of your delivery docket only.

Email Address:

jane.smith.cv123@gmail.com

Cancel

Submit Reprint Request

5852

07/07/2007

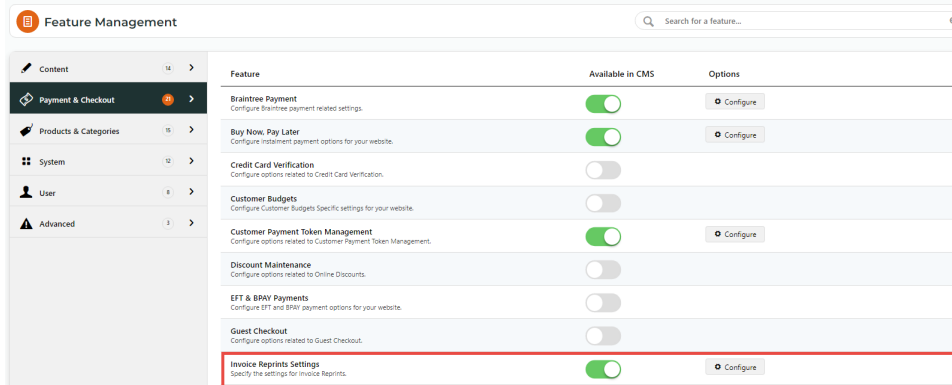
\$8,932.00

\$8,932.00

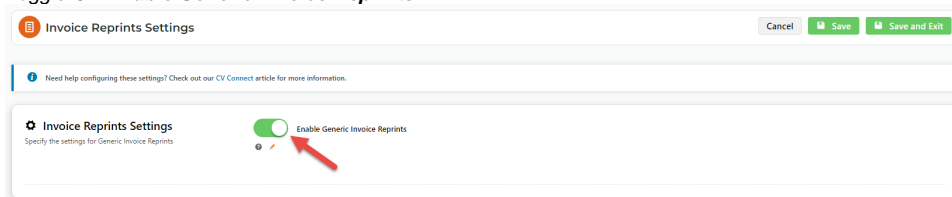
Step-by-step guide

Enable Reprint Settings

1. In the CMS, go to **Settings Settings Feature Management Payment & Checkout**.
2. Ensure **Invoice Reprint Settings** is ON.



3. Click **Configure**.
4. Toggle ON **Enable Generic Invoice Reprints**.



5. Click **Save & Exit**.

Edit Invoice Reprint Template

To change text, labels and prompts on the page :

1. Go to **Content Pages & Templates Invoice Reprint Page**.
2. Click **Edit** for the **Invoice Reprint Widget**.

Additional Information

- Reduces cost to serve by eliminating contact with Accounts Receivable staff for invoice reprints.
- Ability for end users to get invoice reprints 24 / 7.

Minimum Version Requirements	4.37
Prerequisites	See required items .

Self Configurable	Yes
Business Function	Ordering
BPD Only?	No
B2B/B2C/Both	B2B
Third Party Costs	

Related help

- [Cost Centres](#)
- [Force User to Select Customer Upon Login](#)
- [Assign Multiple Customer Accounts to a User](#)
- [Add Cost Centre for Whole Order](#)
- [Reprint Account Invoices](#)

Related widgets

- [Invoice Reprint Widget](#)