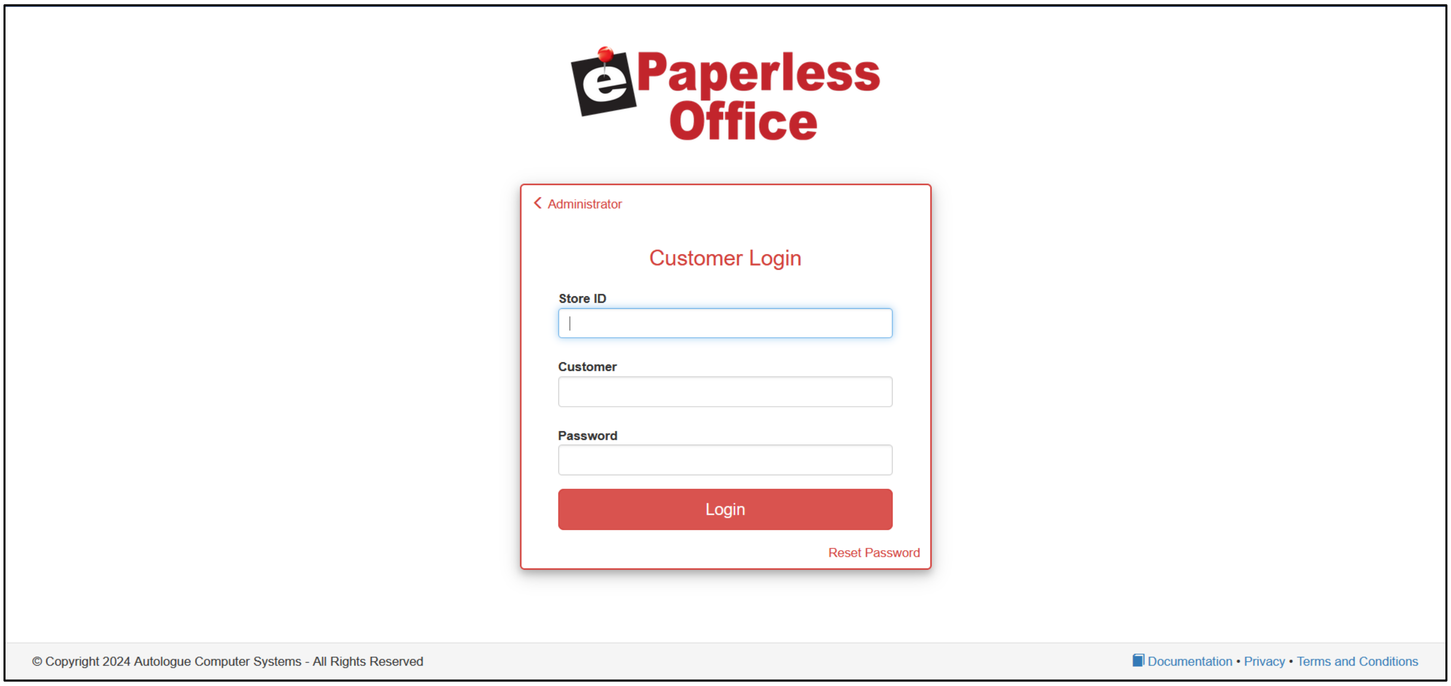
Table of Contents

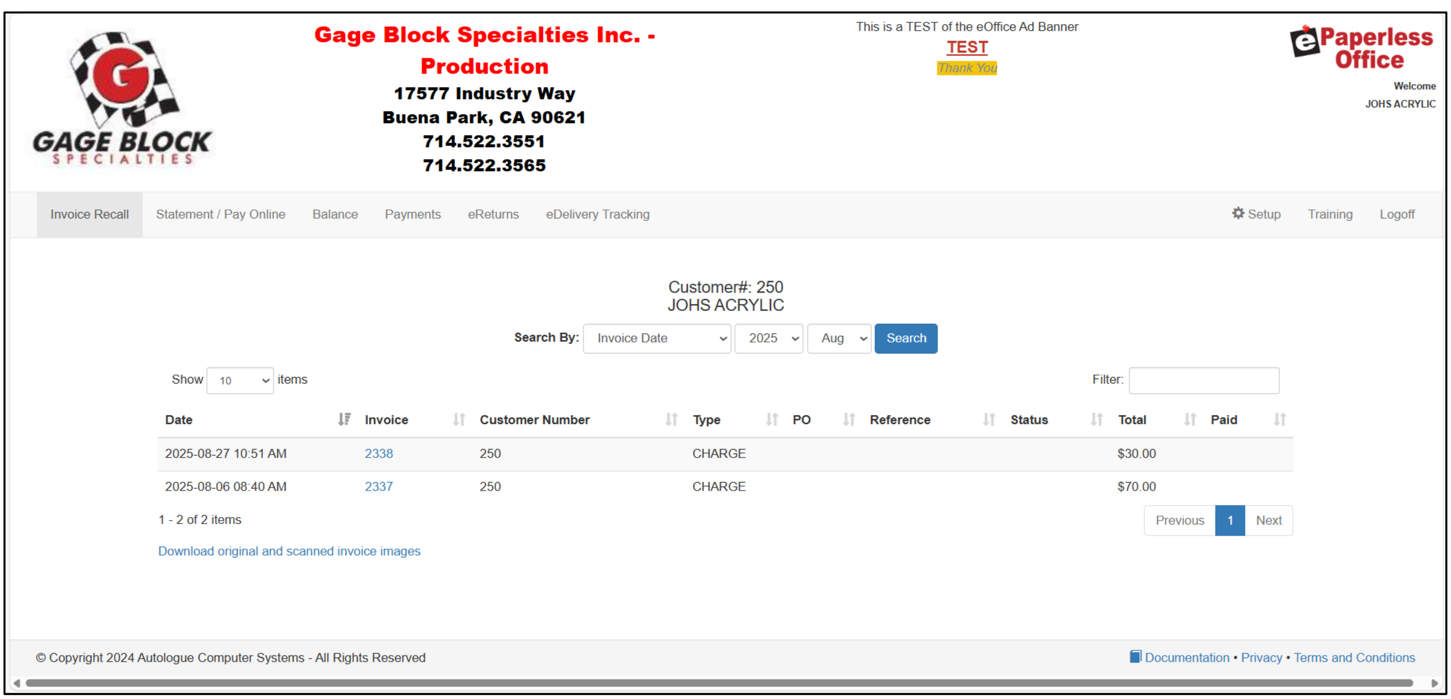
Logging Into eOffice

To login into your ePaperless Office account from your supplier and view all invoices, payments, statements and even find out your current balance, enter the following URL within your internet browser: https://eoffice.epartconnection.com and the following screen will be displayed:



- Enter in the *Store ID*, *Customer* account number and *Password* assigned to you and then clicking on the `Login` button.

The *Invoice Recall* tab screen will now be displayed when you have successfully logged into your account as shown:



Using the various screen tabs along the top, you can perform the following functions:

- View current and past invoices, and optionally download original, signed, and attached invoice images into a PDF file
- View current and past statements (and optionally make a payment online)
- View your current balance
- View current and past payments
- View eDelivery tracking information (if the supplier has eDelivery)
- Setup your email addresses for receiving invoices and statements
- View an online training video

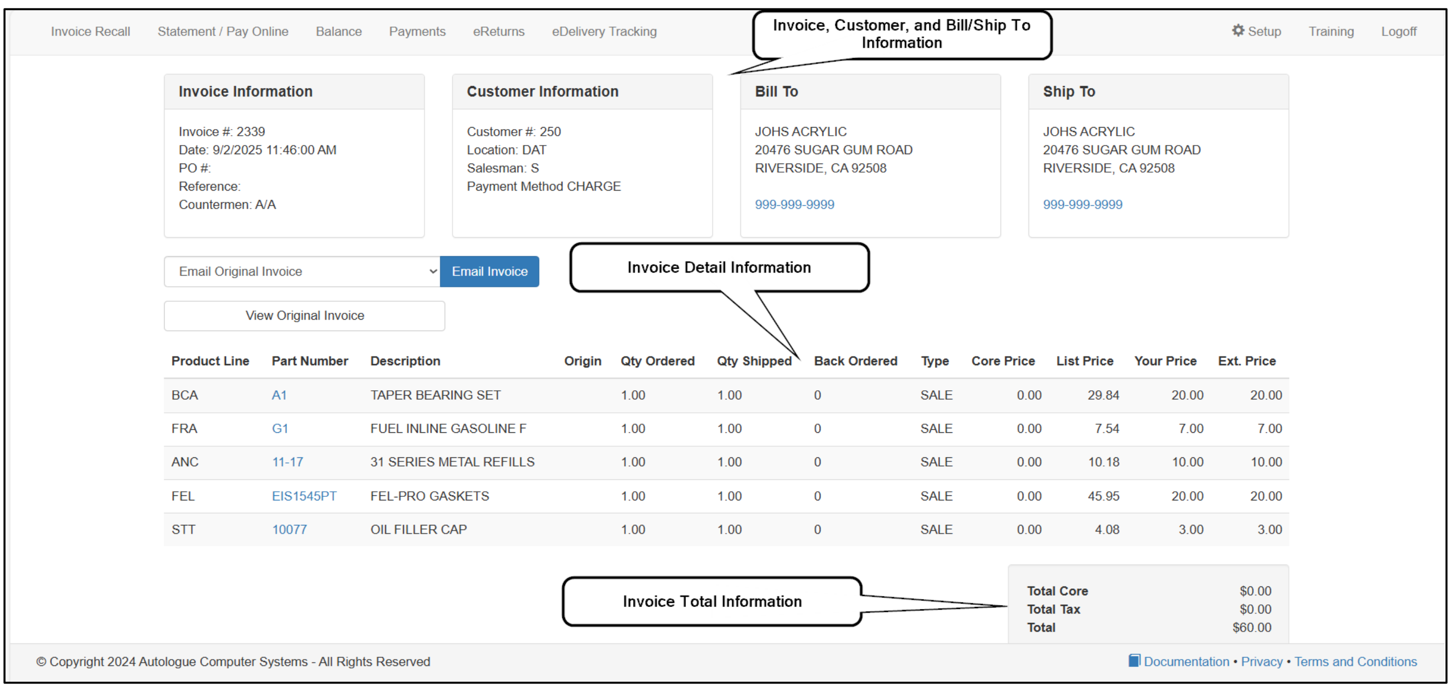
Viewing Your Invoices (Invoice Recall)

The *Invoice Recall* tab screen is the default screen shown when logging into your eOffice account. The screen will default to showing your last 10 invoices in descending date order from the year and month of your last purchase.

Viewing The Invoice Information

- To display the specific invoice information (part numbers, descriptions, quantities, etc.,) and other information for a specific invoice listed on the screen, left click on the blue invoice number link.

The screen will now display the invoice data information for the specific invoice number as shown:



The top portion of the screen will display header sections for the Invoice, Customer, Bill/Ship To information.

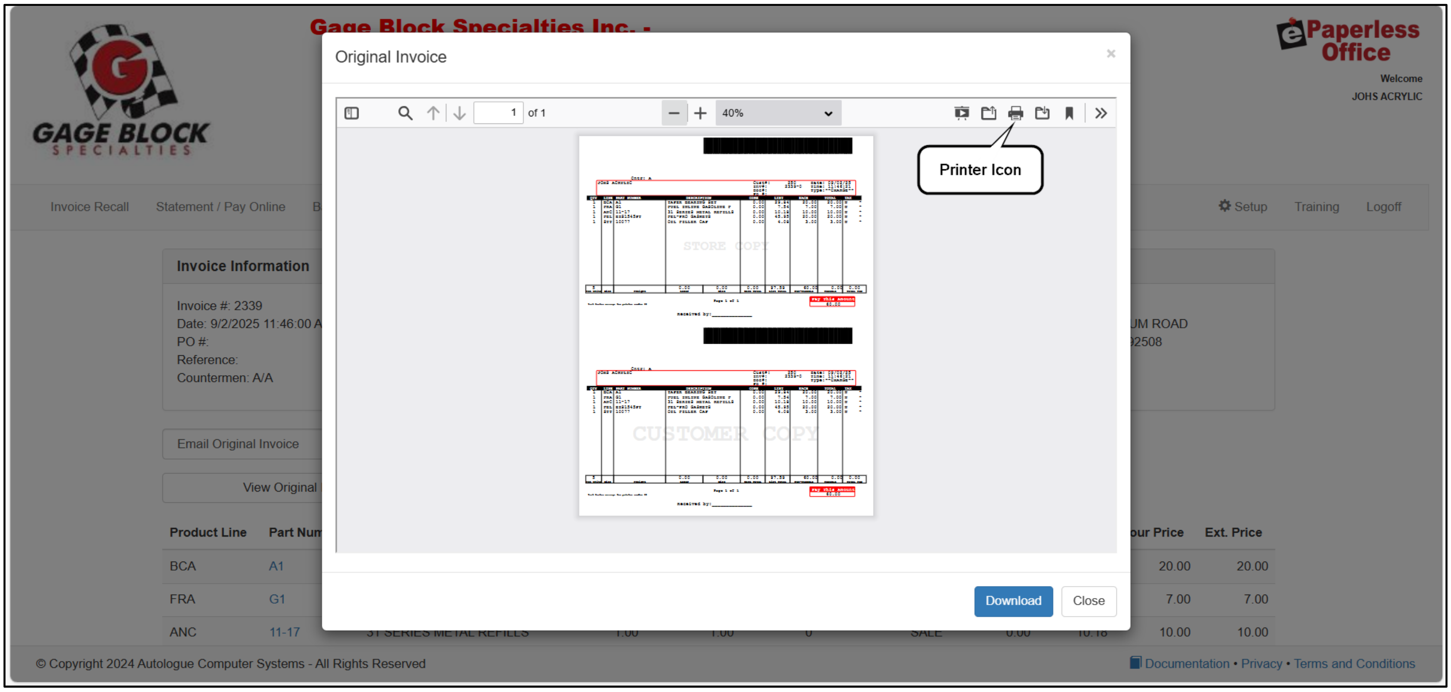
Email Invoice

- To email the current invoice being viewed, simply click on the blue `Email Invoice` button.

The drop-down selection list field displayed to the left of the blue `Email Invoice` button allows you to select from the various available invoice types (*Text Only*, *Original*, *Scanned, Delivery Signature*) when emailing.

Viewing The Original Invoice Image

If the original invoice was printed on a laser printer in a PDF format, a `View Original Invoice` button will be displayed. Clicking on this button will pop up a window displaying the original PDF formatted invoice image as shown:



You have the option to download and save the file as a PDF formatted file by clicking on the blue `Download` button. The filename would be the invoice number with a .pdf filename extension (i.e. *891.pdf*).

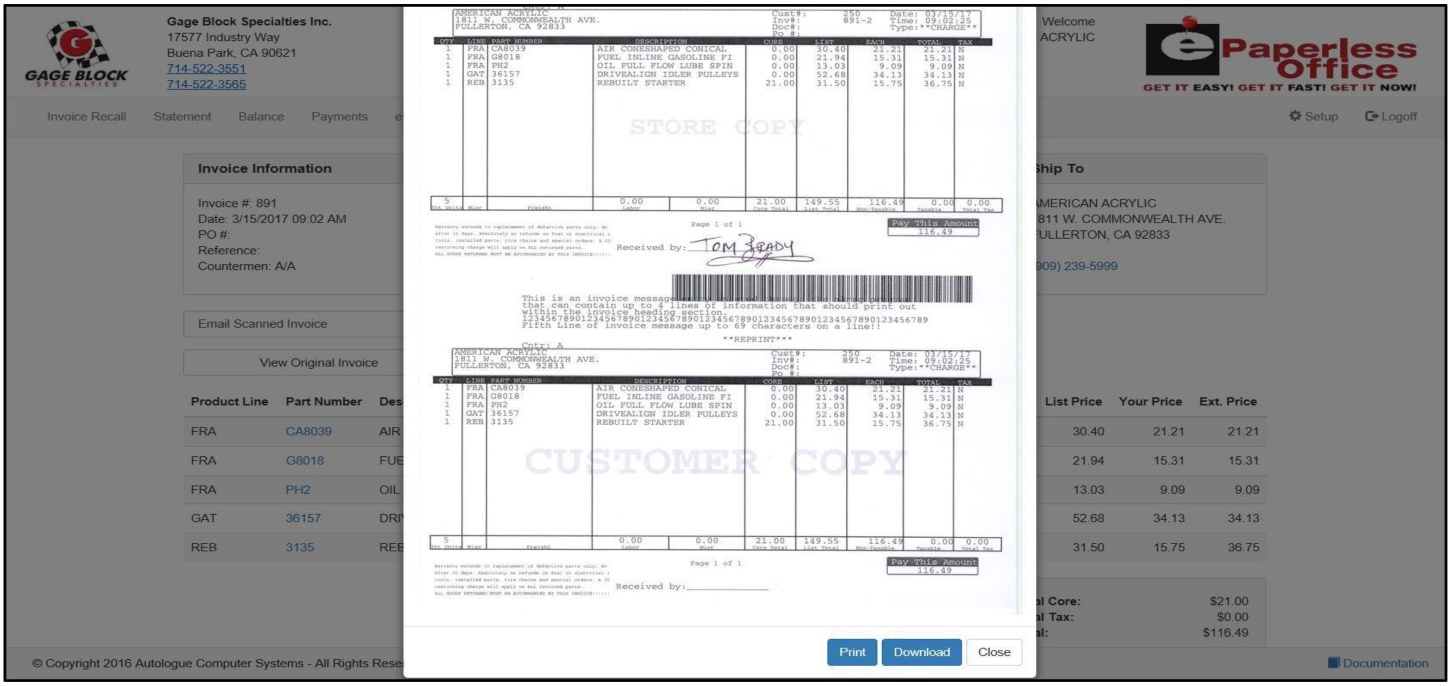
You have the option to print a copy of the file being displayed by clicking on the printer (🖶) icon button that is displayed on the top right bar of the pop-up window.

- Click on the `Close` button to return to the invoice data information screen.

Viewing The Scanned Invoice Image

If the original invoice was printed on a laser printer and a signature was written on it and scanned/uploaded using the *Invoice Uploader* program, a `View Scanned Invoice` button will be displayed.

Clicking on this button will pop up a window displaying the scanned invoice image as shown:



You have the option to download and save the file as a .jpg or .tif formatted file by clicking on the blue `Download` button. The filename would be the invoice number with a .jpg or .tif filename extension (i.e. *891.jpg*).

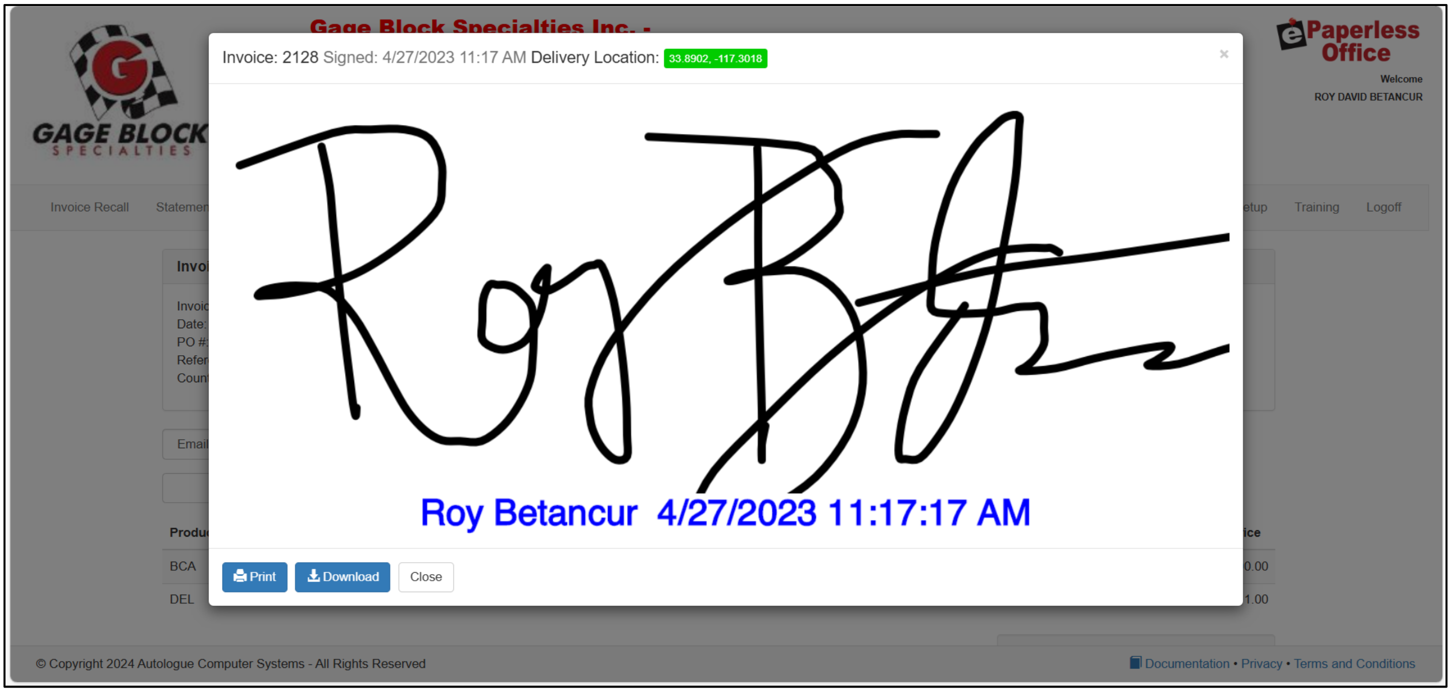
You have the option to print a copy of the file being displayed by clicking on the blue `Print` button that is displayed on the bottom of the pop-up window.

- Click on the `Close` button to return to the invoice data information screen.

Viewing The Signature Image

If the original invoice was signed for by the customer on a mobile device using the *eDelivery* mobile application, a `View eDelivery Signature` button will be displayed.

Clicking on this button will display an *eDelivery Signature* screen as shown:



You have the option to download and save the file as a .png formatted file by clicking on the blue `Download` button. The filename would be the invoice number with a .png filename extension (i.e. *891.png*).

You have the option to print a copy of the file being displayed by clicking on the blue `Print` button that is displayed below the signature pop-up window.

- Click on the `Close` button to return to the invoice data information screen.

Showing Invoice Items And Paging

If there are more than 10 invoices purchased within the year and month being displayed, the bottom right of the screen will display page number links (*2, 3, 4, Next*) to allow you to click on to see the next 10 invoices or to jump to a specific page of invoices.

- To show 10, 25, 50 or all invoices for year and month currently being displayed, click within the *Show N items* drop down field and click on the desired menu selection (*10, 25, 50, All*) and the screen will redraw with the selected number of invoice items to display.

Filter

You can enter a value within the *Filter:* field and the screen will then match the entered value to any invoice that contains this information within any of the columns listed. The screen will redraw and display only the matching invoice items.

Invoice Column Information Displayed

The screen will display the following columns of information for each of the invoices listed:

• Invoice Date	• Invoice Number
• Invoice Origin (with multiple locations)	• Invoice Type
• PO Number	• Reference Number
• Status	• Invoice Total
• Paid Status	

Column Sorting

The invoice recall screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Search By

The *Search By* field displayed within the upper middle portion of the screen allows you to search by the following drop-down field options:

• Invoice Date	• Invoice Number
• Part Number	• Reference Number
• PO Number	• Manufacturer Code
• Description	• Selling Price

Search By Invoice Date

- To display invoice information for a specific year and month, left click within the *Search By:* drop down field list and left click on the *Invoice Date* menu selection.
- Left click within the year drop down field list and left click on the desired year.
- Left click within the month drop down field list and left click on the desired month.

The screen will now display the invoice information (newest to oldest) for the selected year and month.

Search By Invoice Number

- To display invoice information for a specific invoice number, left click within the *Search By:* drop down field list and left click on the *Invoice Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific invoice number to search for and then left click on the blue `Search` button to the right of the entry field.

If the invoice number was found, the screen will now display the matching invoices information (newest to oldest). If the invoice number was NOT found, the screen will now display a *No data available in table* message.

Search By Part Number

- To display invoices that contain a specific part number, left click within the *Search By:* drop down field list and left click on the *Part Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific part number (without mfr code) to search by and then left click on the blue `Search` button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain the entered part number.

Search By Reference Number

- To display invoices that contain a specific reference number, left click within the *Search By:* drop down field list and left click on the *Reference Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific reference number to search by and then left click on the blue `Search` button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain the entered reference number.

Search By PO Number

- To display invoices that contain a specific PO number, left click within the *Search By:* drop down field list and left click on the *PO Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific PO number to search by and then left click on the blue `Search` button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain the entered PO number.

Search By Manufacturer Code

- To display invoices that contain a specific manufacturer code, left click within the *Search By:* drop down field list and left click on the *Manufacturer Code* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific manufacturer code to search by and then left click on the blue `Search` button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain part numbers with the entered manufacturer code.

Search By Description

- To display invoices that contain a specific part number's description, left click within the *Search By:* drop down field list and left click on the *Description* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific description to search by and then left click on the blue `Search` button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain part numbers with the entered description.

Search By Selling Price

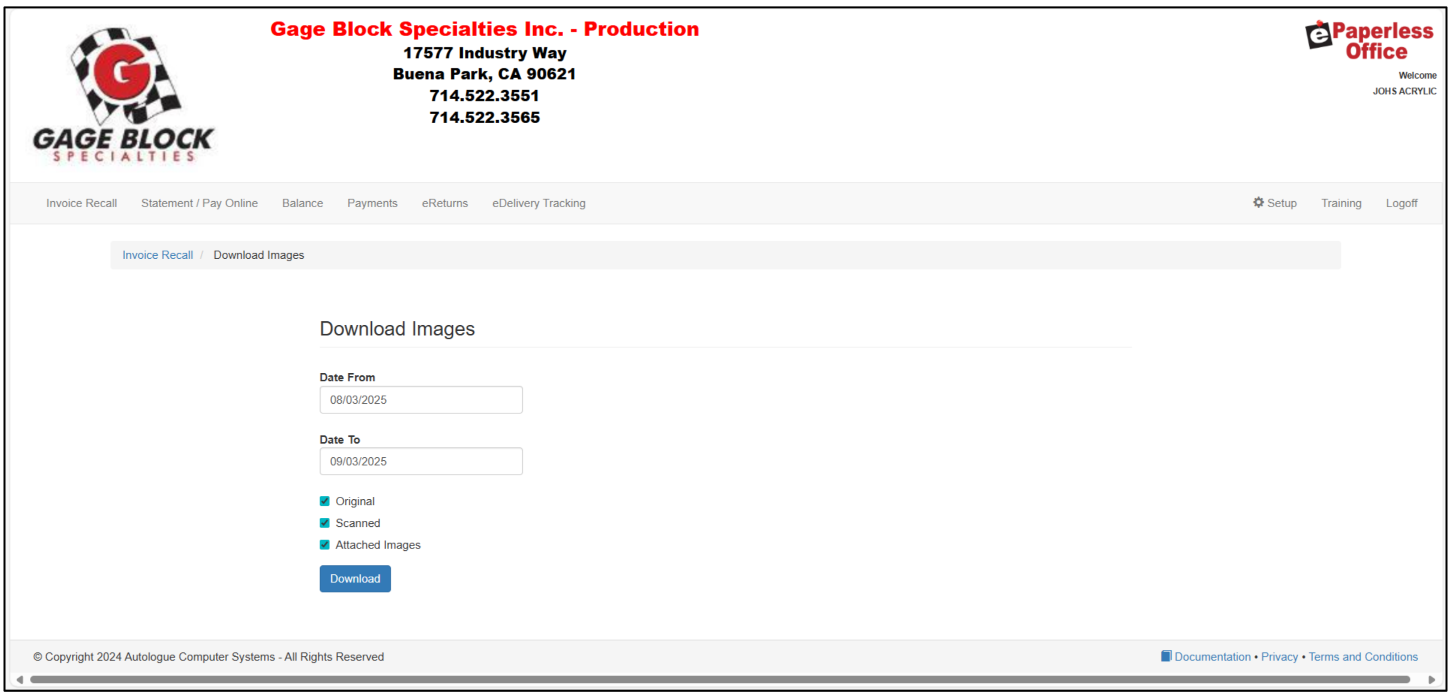
- To display invoices that contain part numbers with a specific selling price, left click within the *Search By:* drop down field list and left click on the *Selling Price* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific selling price to search by and then left click on the blue `Search` button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain part numbers with the entered selling price.

Download Original And Signed Invoice Images

- You can download original (PDF), signed (scanned) and/or attached images (pictures) for a date range of invoices by left clicking on the `Download original and scanned invoice images` blue link that is shown below the listing of invoice items of the *Invoice Recall* screen.

The *Download images* screen will now be displayed as shown:



By default, the *Date From* and *Date To* range fields will display from one month prior to the current date, and all the specific types of invoices (*Original*, *Signed*, *Attached Images*) will be check marked.

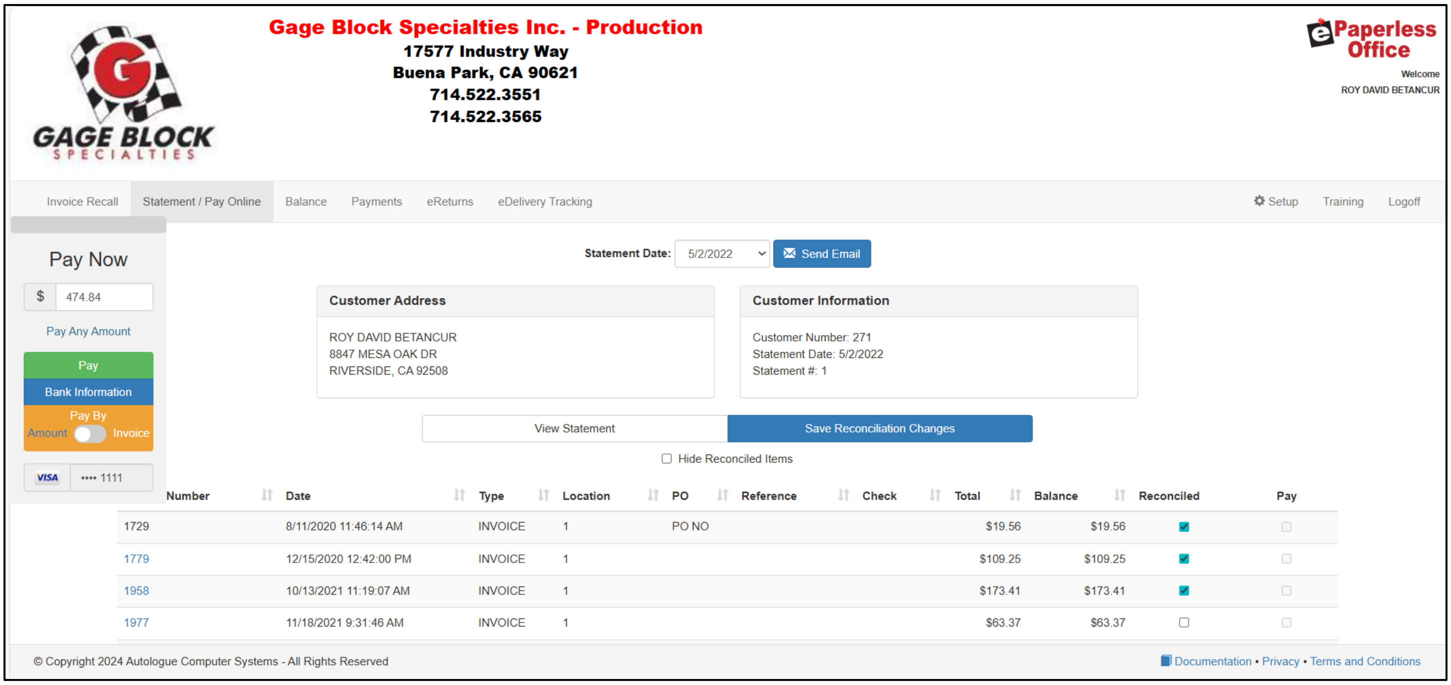
- Click within the *Date From* and *Date To* range fields to change the selected date ranges of the invoices.
- Check or uncheck the specific types and then click on the blue `Download` button to create a consolidated *Invoices.pdf* formatted file that you can now save.

Viewing Your Statements

- To view past statements, click on the *Statement* tab at the top of the screen.

☞ **<u>Note:</u> If your supplier is setup to take online payments, the *Statement* tab will instead display *Statement / Pay Online* at the top of the screen.**

The screen will default to showing your last statement from the year and month of your open balance as shown:



The top portion of the screen will display the header sections of information for the *Customer Address* and *Customer Information*.

Selecting A Statement By Date

- To display a specific statement for a specific year and month, left click within the *Statement Date:* drop down field selection list and left click on any of the available statement dates listed.

The screen will now display the statement information for the selected date.

Statement Column Information Displayed

The screen will display the following columns of information for each of the invoices listed on the statement being viewed:

• Invoice Number	• (Invoice) Date
• (Invoice) Type	• Location
• PO (Number)	• Reference (Number)
• Check (Number)	• (Invoice) Total
• Balance	• Reconciled
• Pay (optionally displays when you can pay by invoice with check/credit card)	

The bottom right-hand portion of the screen will display the statement totals information.

Column Sorting

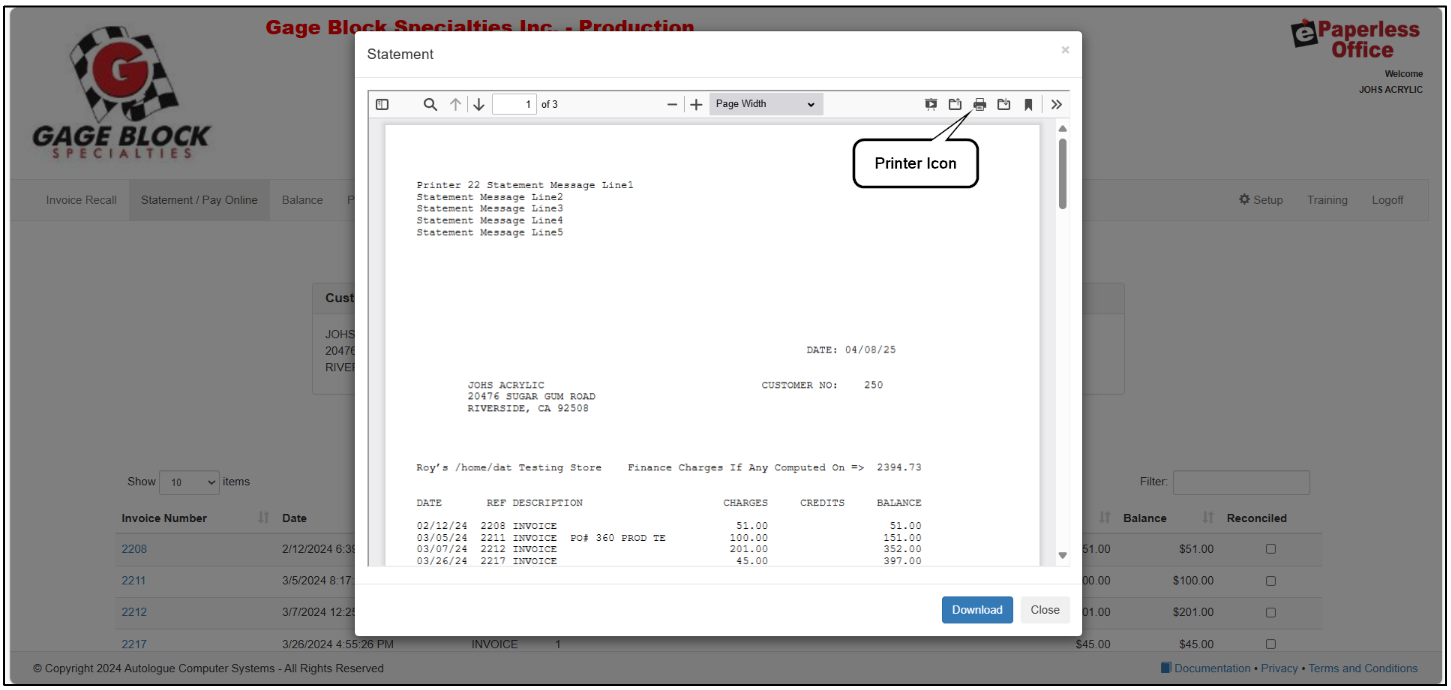
The statement screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Send Email

- To email the current statement being viewed, simply click on the blue ✉ `Send Email` button that is displayed to the right of the *Statement Date:* drop down field.

View Statement Button

If the original statement was printed on a laser printer in a PDF format, a `View Statement` button will be displayed. Clicking on this button will pop up a window displaying the original PDF formatted statement image as shown:



You have the option to download and save the file as a PDF formatted file by clicking on the blue `Download` button. The filename would be the date of the statement with a .pdf filename extension (i.e. *4_8_2025.pdf*).

You have the option to print a copy of the file being displayed by clicking on the printer (🖶) icon button that is displayed on the top right bar of the pop-up window.

- Click on the `Close` button to return to the statement data information screen.

Save Reconciliation Changes

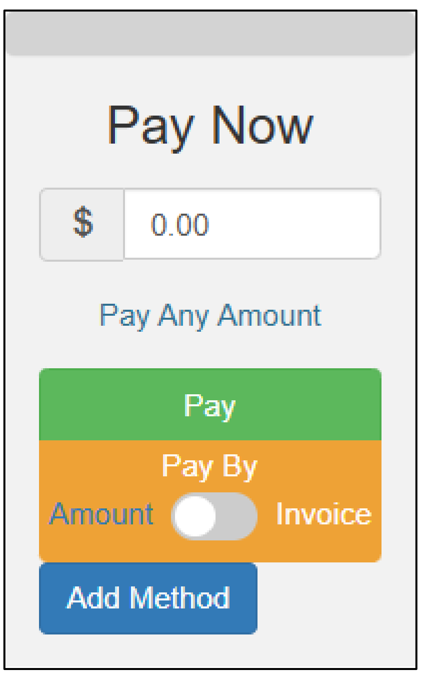
- You have the option to mark specific invoices as being reconciled by clicking on and check marking their respective *Reconciled* check box field and then clicking on the blue `Save Reconciliation Changes` button that is displayed below the *Customer Information* heading section of the statement. Optionally, you can have the screen redrawn and hide the invoices that have been check marked and saved by clicking on the *Hide Reconciled Items* check box.

Paying The Statement

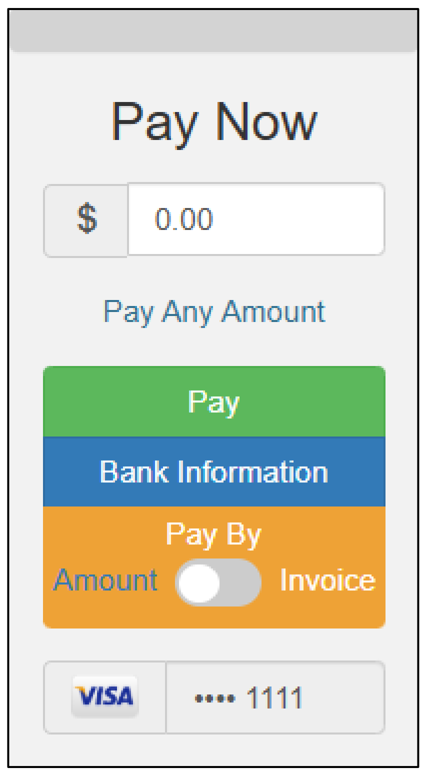
If your supplier is setup to accept electronic payments, a *Pay Now* pop-up window will be displayed in the upper left portion of the *Statement / Pay Online* screen. When viewing the last statement, the amount (*$*) field will automatically default to the total amount due. An extra column check box field (*Pay*) will be displayed for each of the invoices listed on the statement screen. You have the option to pay specific invoices or a flat dollar amount. This is based upon the *Pay By* option slider that is displayed (*Amount* or *Invoice*).

Pay Now Window

The *Pay Now* pop-up window shows the dollar amount (within the *$* field) that will be paid when specific invoices have been check marked for paying or a flat dollar amount has been entered. By default, the amount (*$*) field will automatically display the total amount due on the last statement. The bottom portion of the *Pay Now* pop-up window will either display a blue `Add Method` button (which means there currently is no payment method setup), or a blue `Bank Information` button along with a gold `Pay By Amount` or `Pay By Invoice` slider along with a green `Pay` button (which means there is a method setup). The very bottom of the window will display the current payment method symbol (*Visa*, *Master Card*, *eCheck*, etc.).



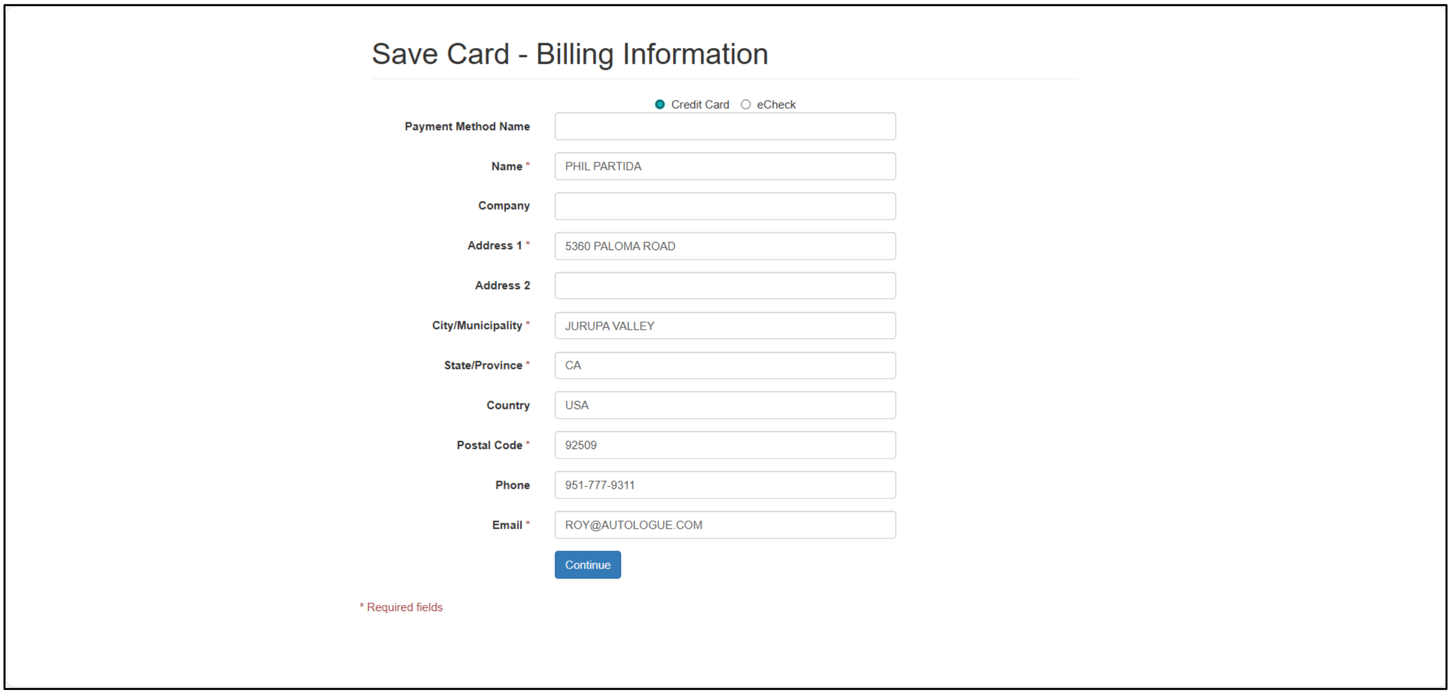
Payment Method Not Setup



Payment Method Setup

Adding A Payment Method

- To add a payment method (Credit Card or eCheck), click on the blue `Add Method` button and a *Save Card – Billing Information* screen will be displayed that will need to be filled in to process a payment:



Save Card - Billing Information

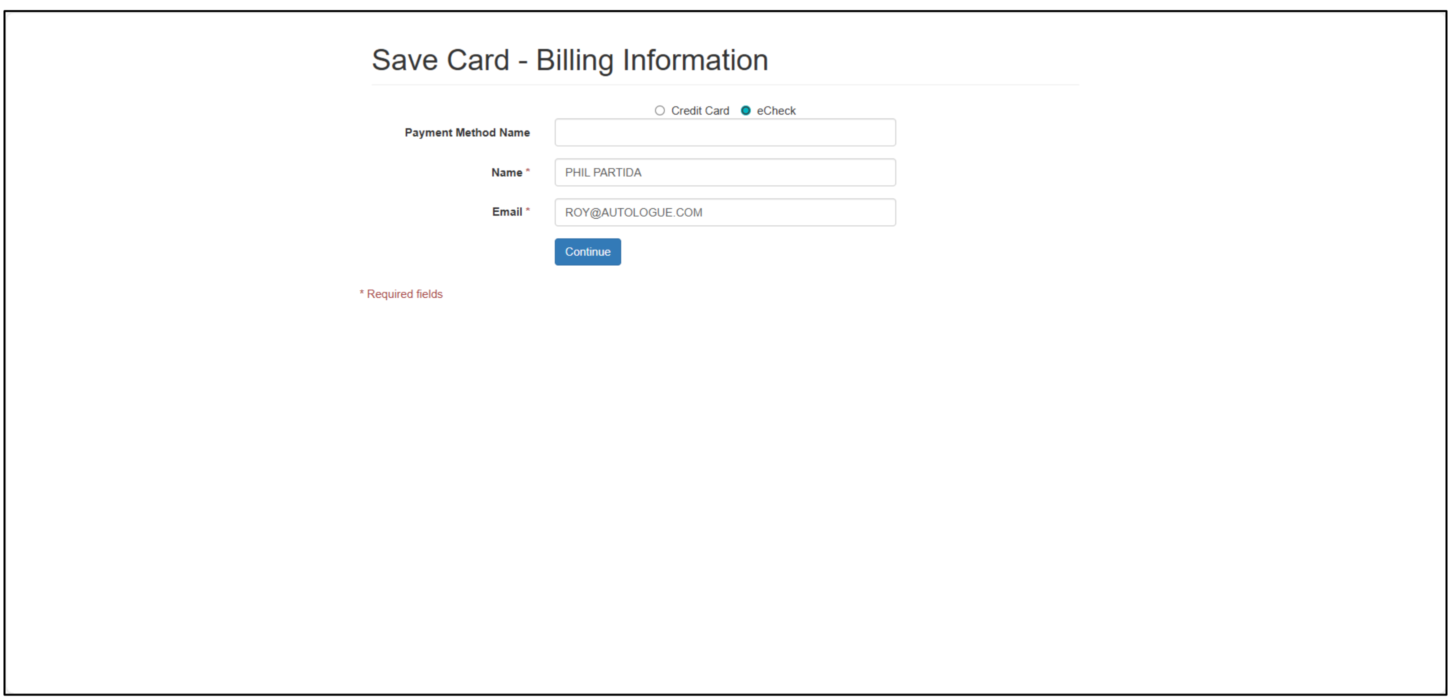
Credit Card (selected) / eCheck

Payment Method Name	
Name *	PHIL PARTIDA
Company	
Address 1 *	5360 PALOMA ROAD
Address 2	
City/Municipality *	JURUPA VALLEY
State/Province *	CA
Country	USA
Postal Code *	92509
Phone	951-777-9311
Email *	ROY@AUTOLOGUE.COM

Continue

* Required fields

Credit Card Form



Save Card - Billing Information

Credit Card / eCheck (selected)

Payment Method Name	
Name *	PHIL PARTIDA
Email *	ROY@AUTOLOGUE.COM

Continue

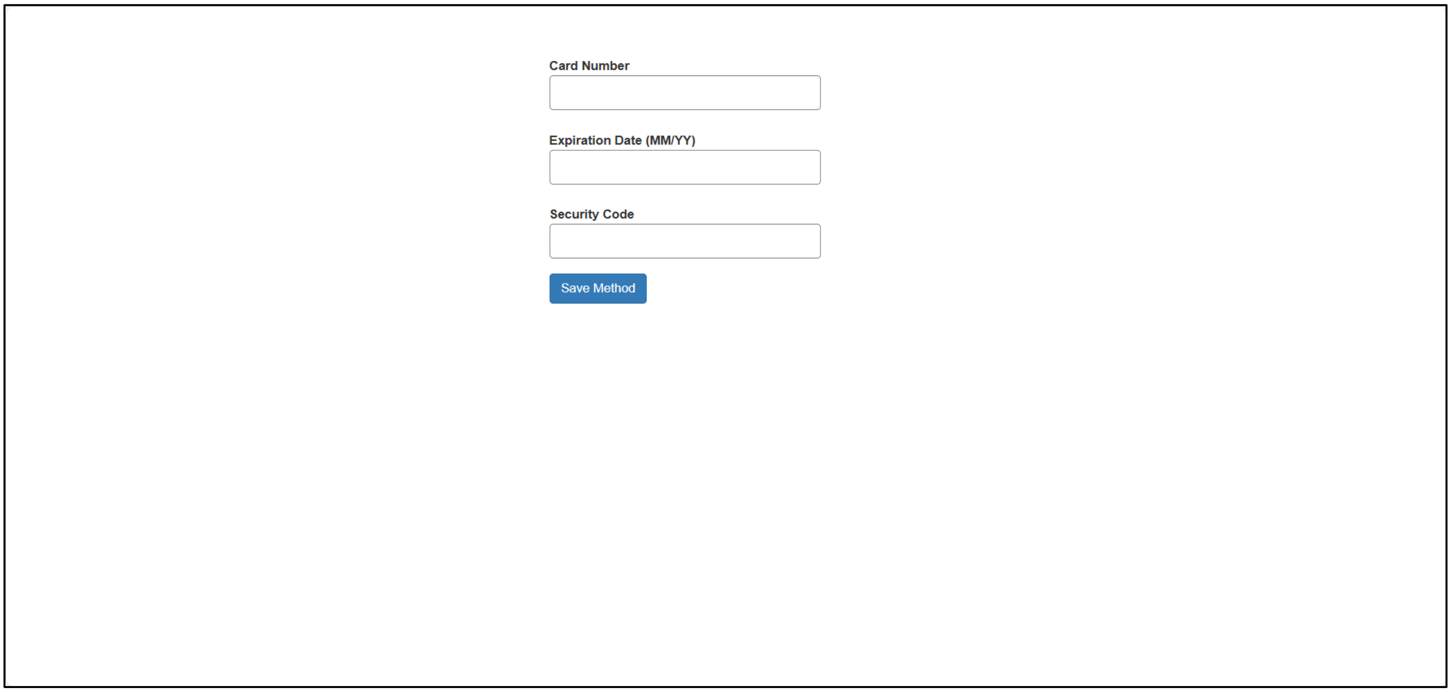
* Required fields

eCheck Form

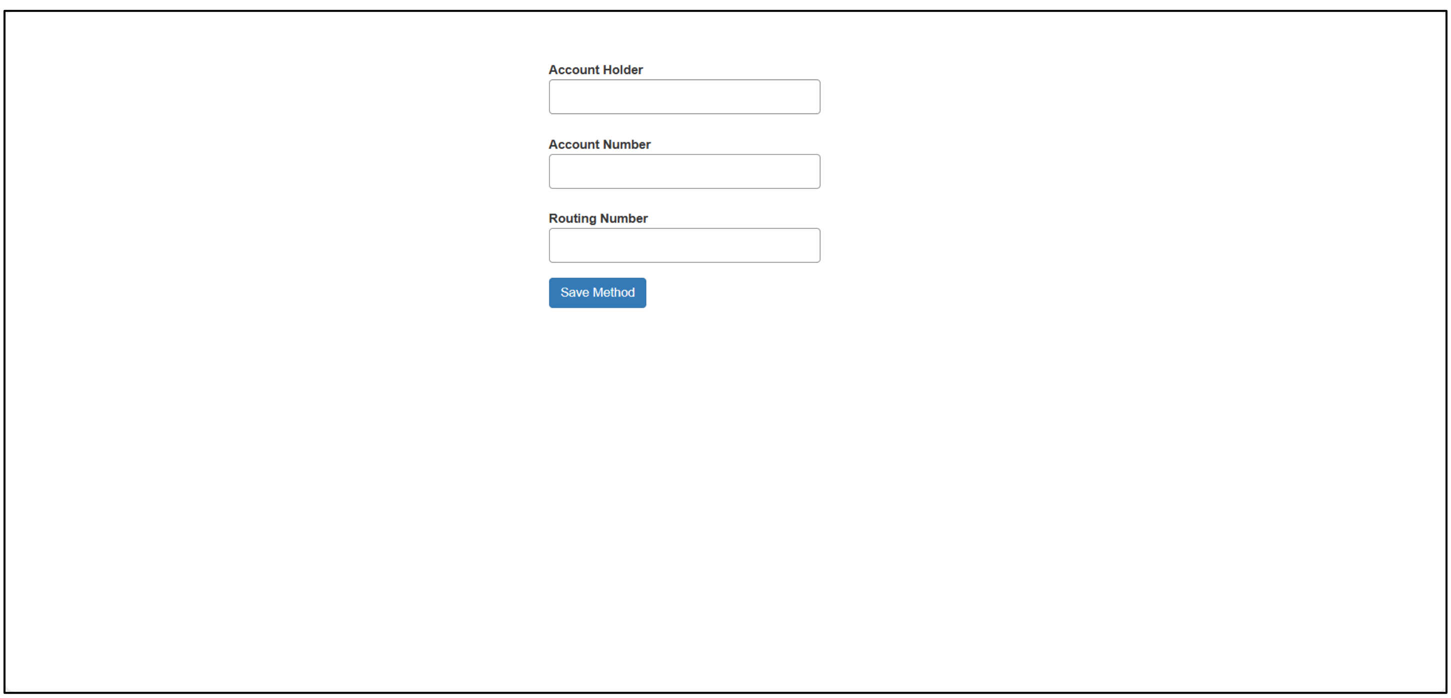
By default, the screen will display the *Credit Card* form which is denoted at the top of the screen. If you want to fill out an *eCheck* form, click on the *eCheck* selection at the top of the screen and a new eCheck form will be displayed.

Fill in the form as completely as possible. Please note that all the required fields are denoted in red and each must be filled out. Once all the required fields have been entered, click on the blue `Continue` button and the payment method information will be saved.

If the Credit Card form was selected, the following screen will be displayed:



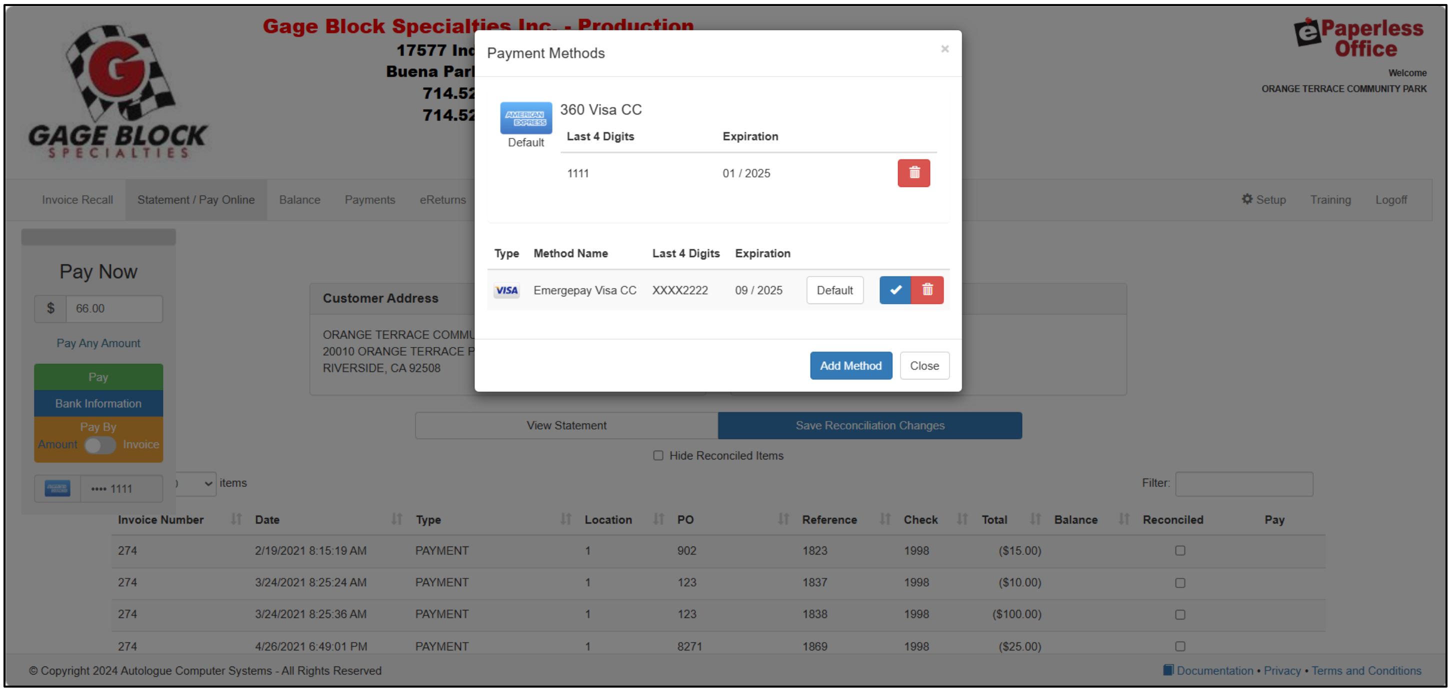
If the eCheck form was selected, the following screen will be displayed:



Once all the required fields have been entered, click on the blue `Save Method` button and the payment method information will be saved.

Changing A Payment Method

- To select or add a secondary payment method (*Credit Card* or *eCheck*), click on the blue `Bank Information` button. The following *Payment Methods* pop up window will be displayed:



The *Payment Methods* window shows the primary payment (default) method at the top, with a list of other available payment methods below it. It will display the (payment) *Type*, *Method Name*, *Last 4 Digits* (of the account/credit card), and the *Expiration* (month/year).

- To select a different payment method to be the primary payment (default) method, click on the `Default` button and that payment method will now be selected and will return to the statement screen.
- To just select a different payment method, click on the blue check mark button for the desired payment method and the screen will return to the statement screen.
- You have the option to delete a specific payment method by clicking on the red trash can button for the desired payment method and the screen will return to the statement screen.
- To add another payment method (*Credit Card* or *eCheck*), click on the blue `Add Method` button and a *Save Card – Billing Information* screen will be displayed that will need to be filled in as previously described in the *Adding A Payment Method* section.

Pay By Amount/Invoice

The gold button bar displays whether payments are setup to pay by invoice or dollar amount.

- To select a different payment type, click on the gold button and slide the button to either the *Pay By Amount* or *Pay By Invoice* selection.

Making A Payment

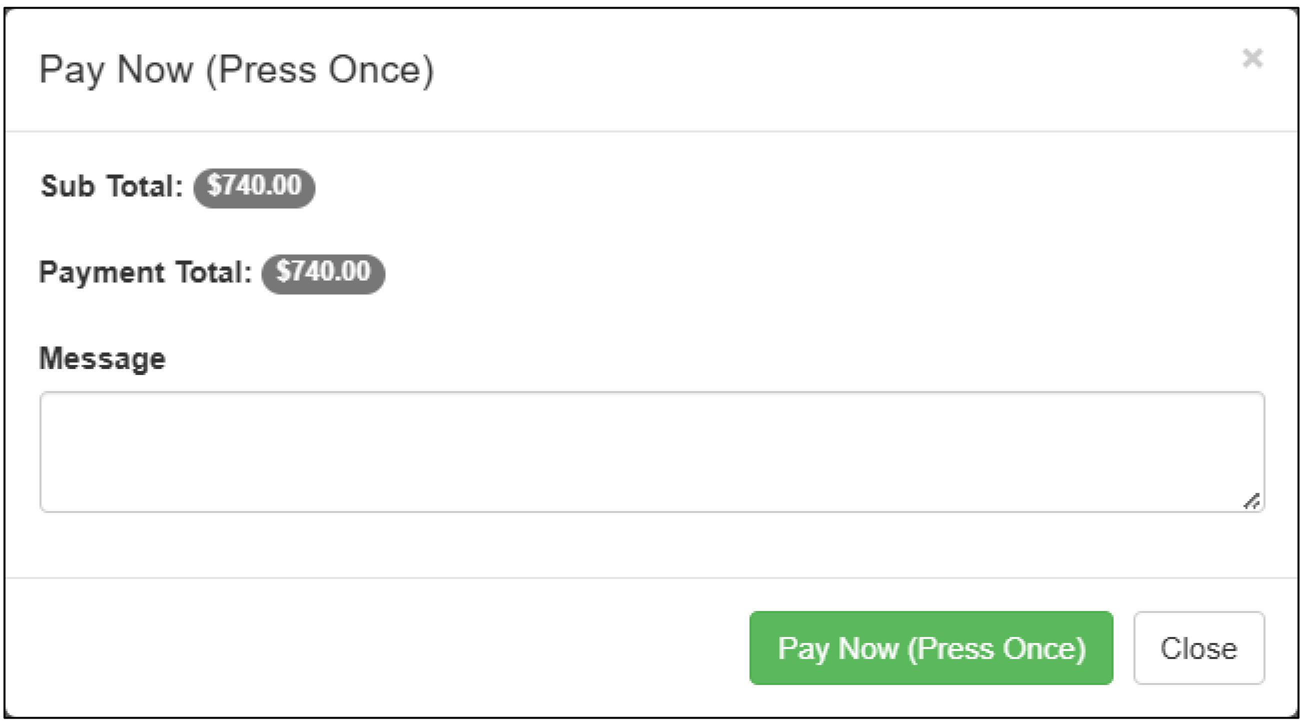
Payments are made using one of two ways. The first is entering a specific dollar amount (*Pay By Amount*) to be paid. The second is paying by invoice, which means you specifically check mark the individual invoices to be paid and the dollar amount is automatically calculated and displayed within the amount (*$*) field.

Pay By Amount

- To pay a specific dollar amount, click on the gold button and slide the button to the *Pay By Amount* option.
- Click within the $ field and enter in the specific dollar amount (including the decimal point) to be paid and then click on the green `Pay` button.

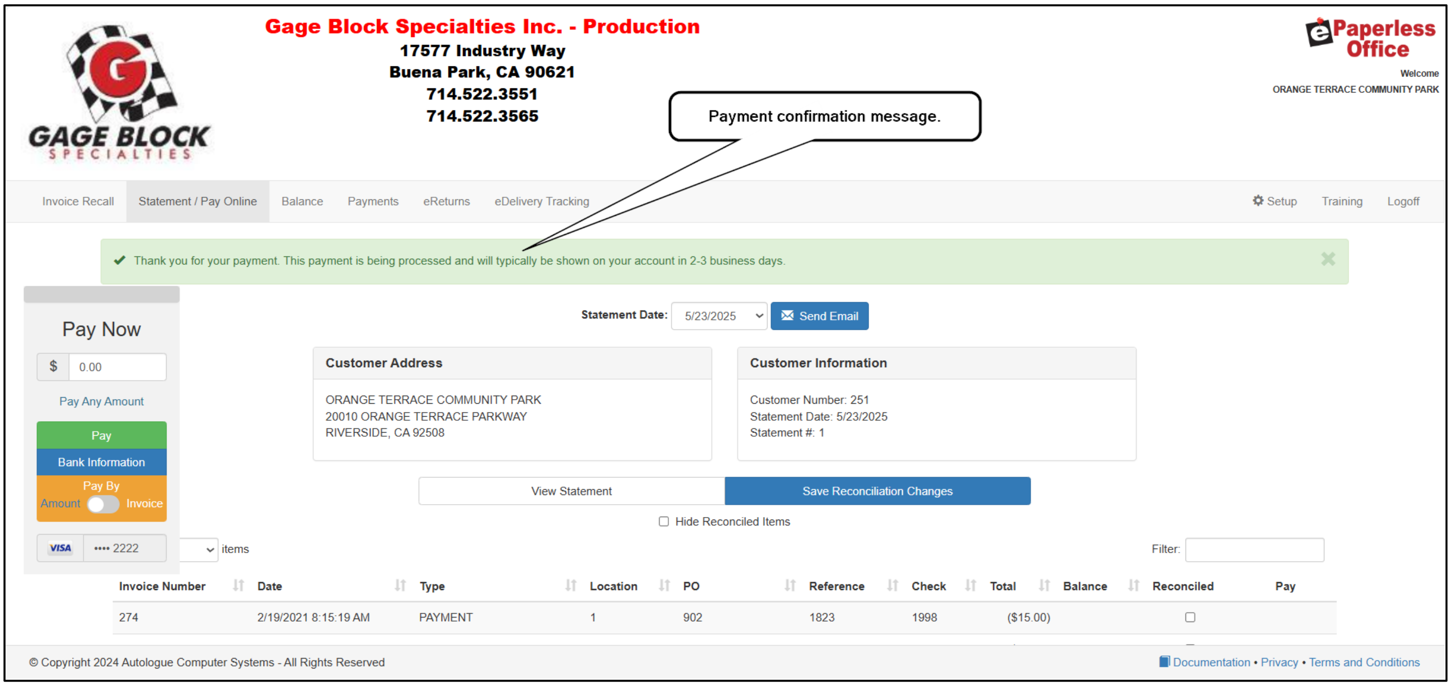
☞ **<u>Note:</u> The amount (*$*) field can be automatically populated with a specific dollar amount by clicking on any of the dollar amounts listed within the Statement Balance section.**

A pop-up message window will now be displayed showing the dollar amount that will be paid:



- With the cursor positioned within the *Message* field, enter in any message information that you want sent to your vendor explaining what specific invoices or balances you are paying.
- Click on the green `Pay Now (Press Once)` button.

If the payment was successfully processed, a green bar a payment confirmation message will be displayed across the top of the statement screen.



Both you and the vendor will receive a payment confirmation email that shows the payment amount and message information entered.

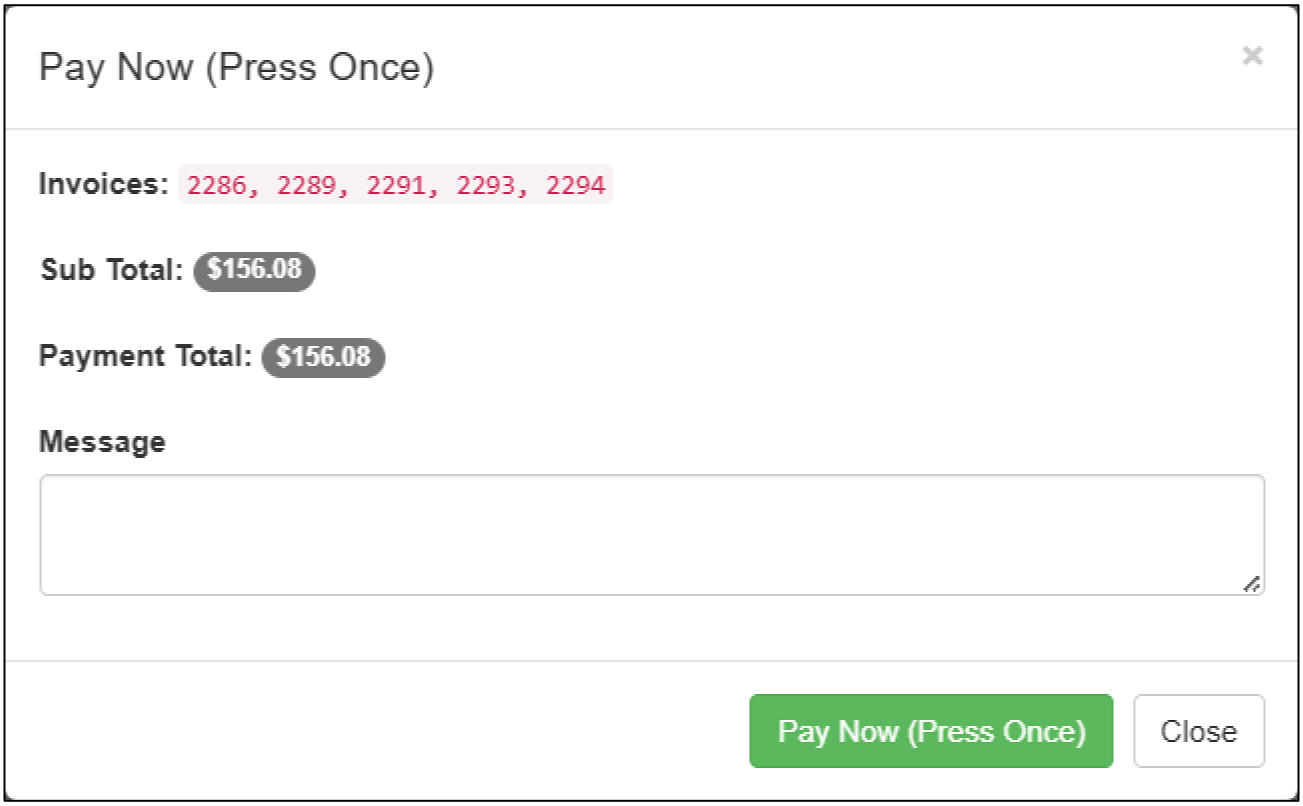
Pay By Invoice

- To pay specific invoices, click on the gold button and slide the button to the *Pay By Invoice* option.
- All the unpaid invoices and credits listed can be quickly selected (check marked) by clicking on the checkbox (□) besides the *Pay* heading.
- Alternatively, you can just click on the *Pay* check box besides only the specific invoices and credits you want to pay.

Invoices that have been previously paid will not display a check box and will instead display *Paid*.

- Once all the desired invoices to be paid have been selected, click on the green `Pay` button.

A pop-up message window will now be displayed showing the invoices selected and the total dollar amount that will be paid:



- With the cursor positioned within the *Message* field, enter in any message information that you want sent to your vendor explaining what specific invoices or balances you are paying.
- Click on the green `Pay Now (Press Once)` button.

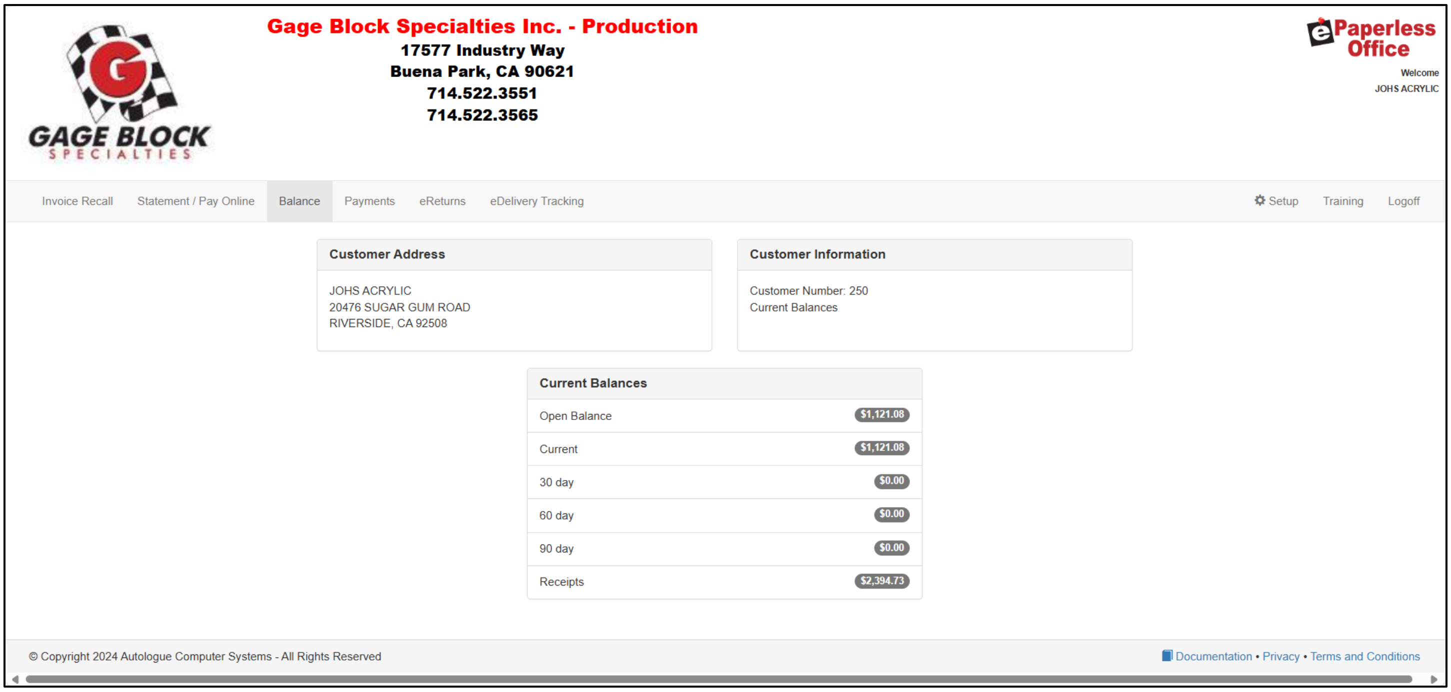
If the payment was successfully processed, a green bar a payment confirmation message will be displayed across the top of the statement screen.

Both you and the vendor will receive a payment confirmation email that shows the payment amount and message information entered.

Viewing Your Balance

- To view your current balance, click on the *Balance* tab at the top of the screen.

The screen will show a breakdown of your current balances as shown:

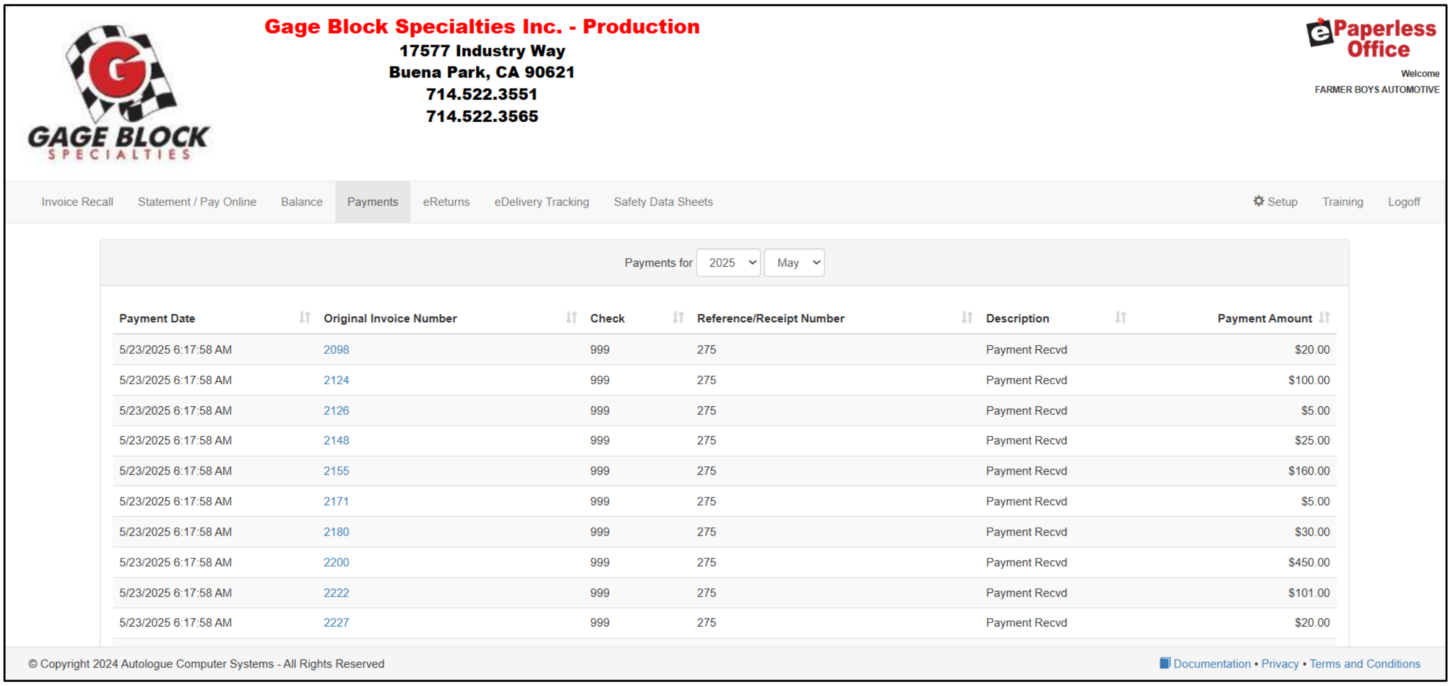


Most management systems will usually show open balance, current, 30 day, 60 day, 90 day, receipts and last payment date and amount. The top portion of the screen will display the header sections of information for the *Customer Address* and *Customer Information*.

☞ **Note: Some management systems may not have the ability to send real time Balance information. When this occurs, a red bar will display above the *Customer Address* and *Customer Information* headings that contains a *Can't get open balance* message.**

Viewing Your Payments

- To view your past payments that occurred on the management system, click on the *Payments* tab at the top of the screen and the following screen will be displayed:



Payment Date	Original Invoice Number	Check	Reference/Receipt Number	Description	Payment Amount
5/23/2025 6:17:58 AM	2098	999	275	Payment Recvd	$20.00
5/23/2025 6:17:58 AM	2124	999	275	Payment Recvd	$100.00
5/23/2025 6:17:58 AM	2126	999	275	Payment Recvd	$5.00
5/23/2025 6:17:58 AM	2148	999	275	Payment Recvd	$25.00
5/23/2025 6:17:58 AM	2155	999	275	Payment Recvd	$160.00
5/23/2025 6:17:58 AM	2171	999	275	Payment Recvd	$5.00
5/23/2025 6:17:58 AM	2180	999	275	Payment Recvd	$30.00
5/23/2025 6:17:58 AM	2200	999	275	Payment Recvd	$450.00
5/23/2025 6:17:58 AM	2222	999	275	Payment Recvd	$101.00
5/23/2025 6:17:58 AM	2227	999	275	Payment Recvd	$20.00

The screen will default to showing your last 10 paid invoices in descending date order from the year and month of your last payment.

Showing Paid Invoice Items And Paging

If there are more than 10 paid invoices within the year and month being displayed, the bottom right of the screen will display page number links (*2, 3, 4, Next*) to allow you to click on to see the next 10 paid invoices or to jump to a specific page of paid invoices.

To show 10, 25 or all paid invoices for year and month currently being displayed, click within the *Show N items* drop down field and click on the desired menu selection (*10, 25, All*) and the screen will redraw with the selected number of paid invoice items to display.

Filter

You can enter a value within the *Filter:* field and the screen will then match the entered value to any paid invoice that contains this information within any of the columns listed. The screen will redraw and display only the matching invoice items.

Payment Column Information Displayed

The screen will display the following columns of information for each of the paid invoices listed:

• Payment Date	• Original Invoice Number
• Check (Number)	• Reference/Receipt Number
• Description (Payment Received/Partial Paid)	• Payment Amount

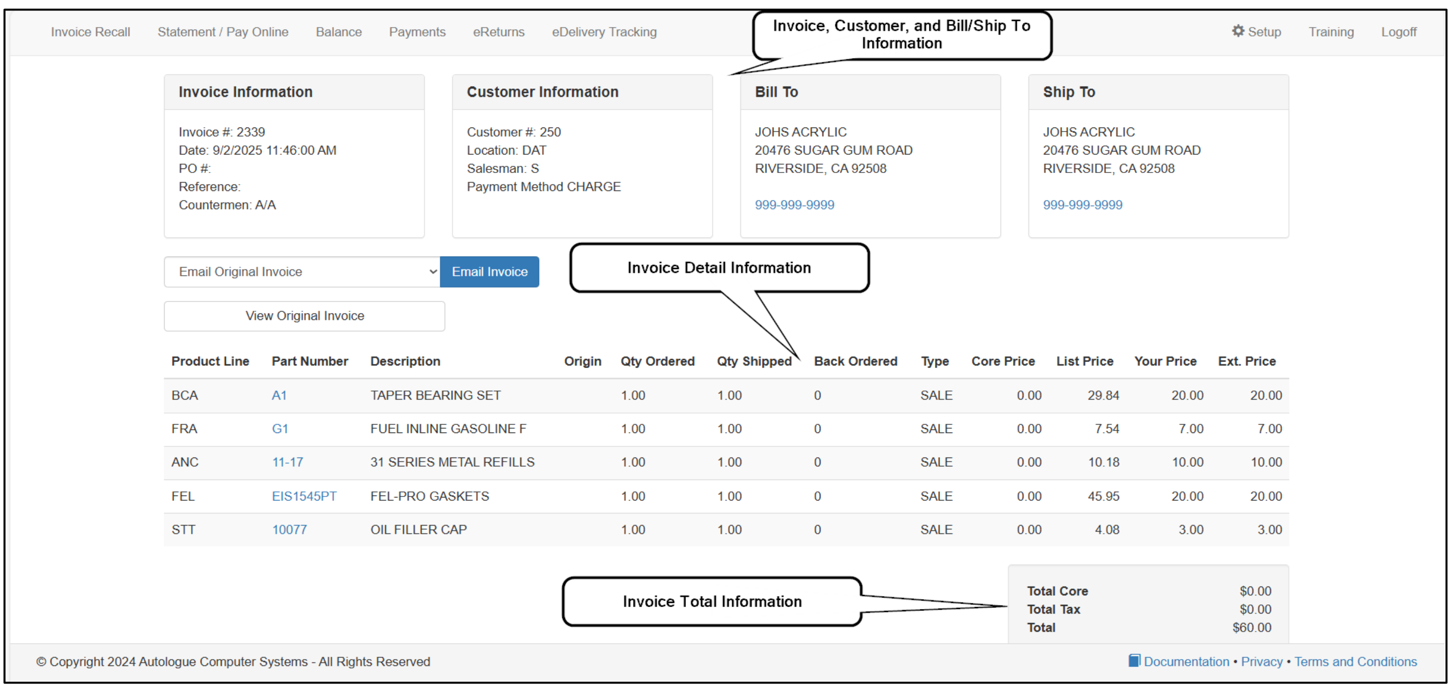
Column Sorting

The payment screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Viewing The Paid Invoice Information

- To display the specific invoice information (part numbers, descriptions, quantities, etc.,) and other information for a specific paid invoice listed on the screen, left click on the blue invoice number link.

The screen will now display the invoice data information for the specific invoice number as shown:



The top portion of the screen will display header sections for the Invoice, Customer, Bill/Ship To information.

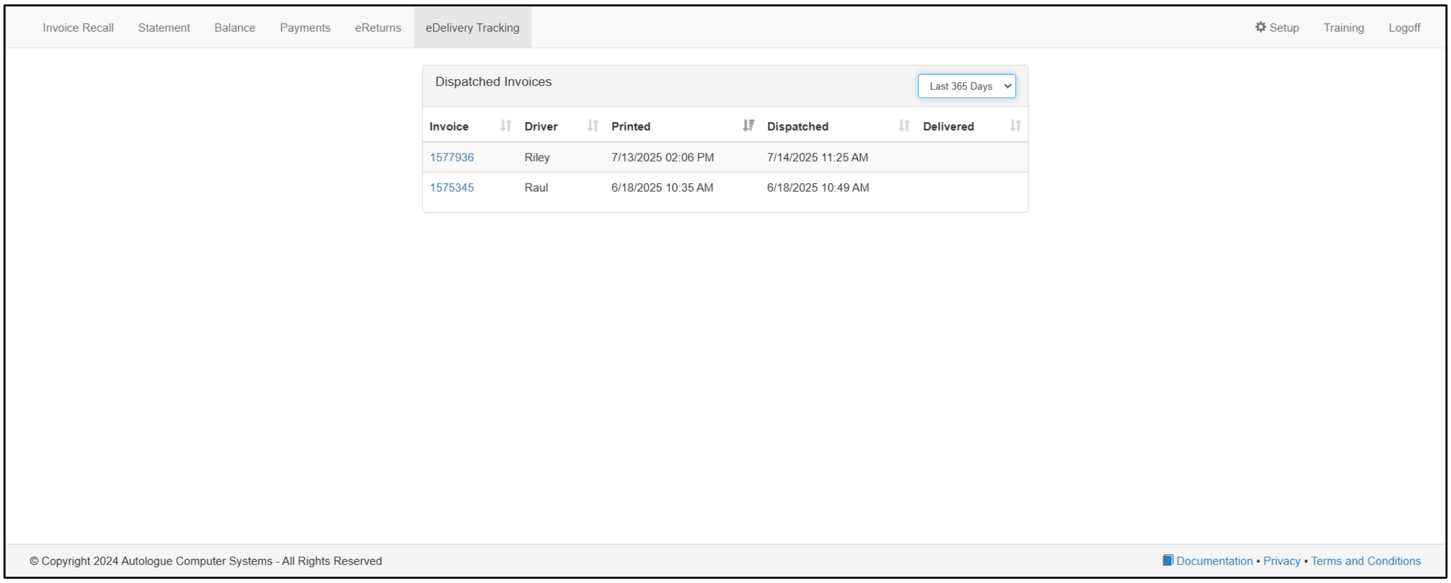
eReturns

The *eReturns Home* screen is where you can create and submit return requests for specific parts. There is separate *eReturn User Guide* document that explains all the functionality within the eReturns application.

Tracking Your Deliveries

- If your supplier uses *eDelivery* and you want to track your invoices and see whether they have been printed, assigned to an eDelivery dispatch, and/or delivered, click on the *eDelivery Tracking* tab at the top of the screen.

The screen will now display any invoices sent up to *eDelivery* within the last 365 days as shown:



eDelivery Tracking Column Information Displayed

The screen will display the following columns of information for each of the invoices listed:

• Invoice (Number)	• Driver (Name)
• Printed (Invoice Date/Time)	• Dispatched (Invoice Date/Time)
• Delivered (Invoice Date/Time)	

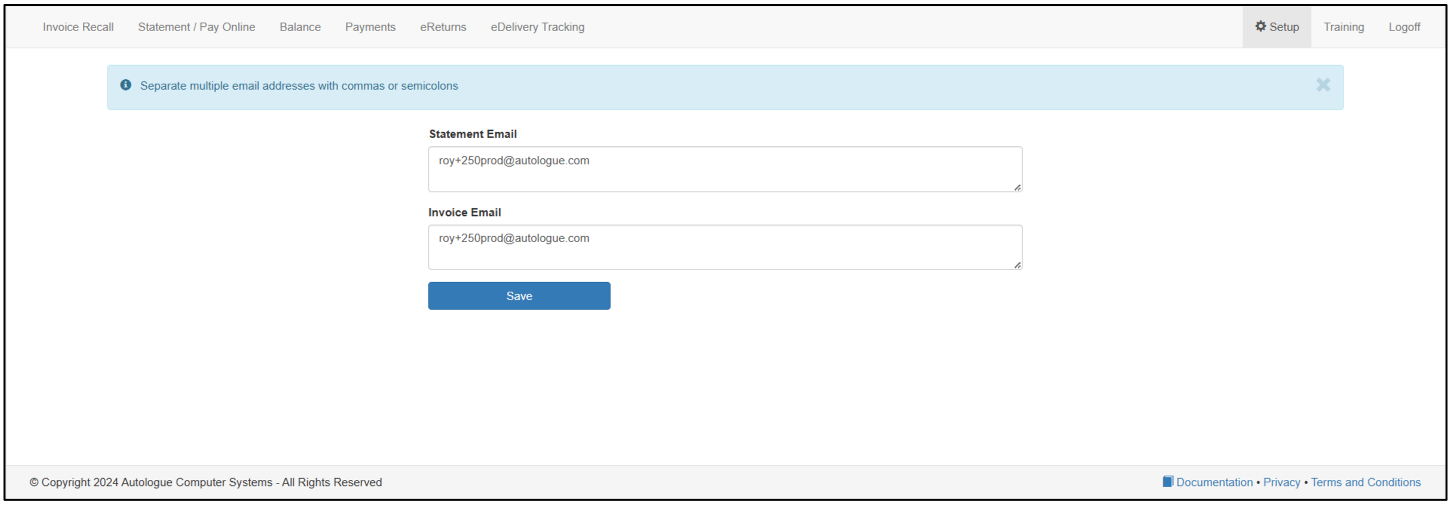
Column Sorting

The *eDelivery Tracking* screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Setup

- To setup specific email addresses that you want to receive invoices and/or statement notifications, click on the ☼*Setup* tab at the top right-hand side of the screen.

The following screen will now be displayed as shown:



Statement Email

- Within the *Statement Email* field, enter the specific email addresses that you want to notifications sent to when your supplier sends out statements and then click on the blue `Save` button.

Invoice Email

- Within the *Invoice Email* field, enter the specific email addresses that you want your finalized invoices sent to whenever you make purchases from your supplier and then click on the blue `Save` button.

☞ **<u>Note:</u> separate multiple email addresses with commas or semicolons (maximum of 150 characters).**

Logging Out Of ePaperless Office

- To log out of the *ePaperless Office* website, click on the *Logoff* tab at the top right-hand side of the screen.