

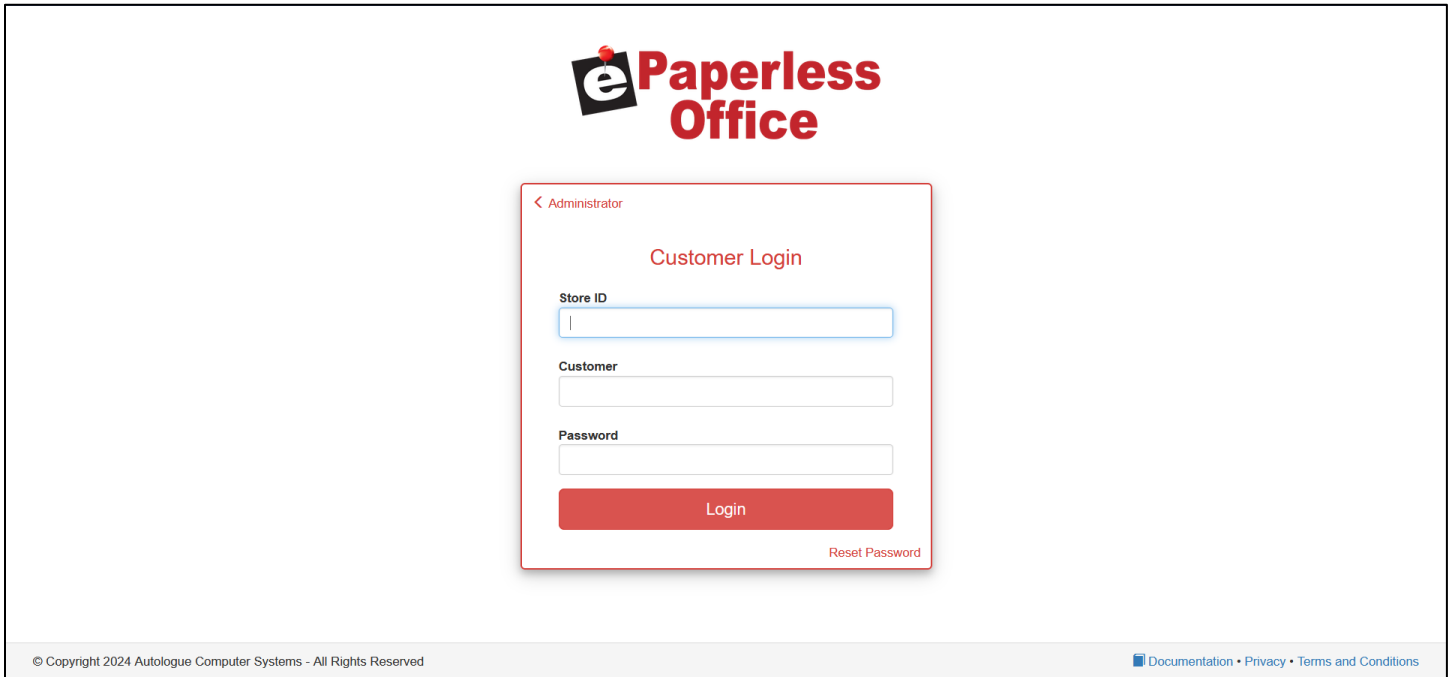
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Logging Into eOffice

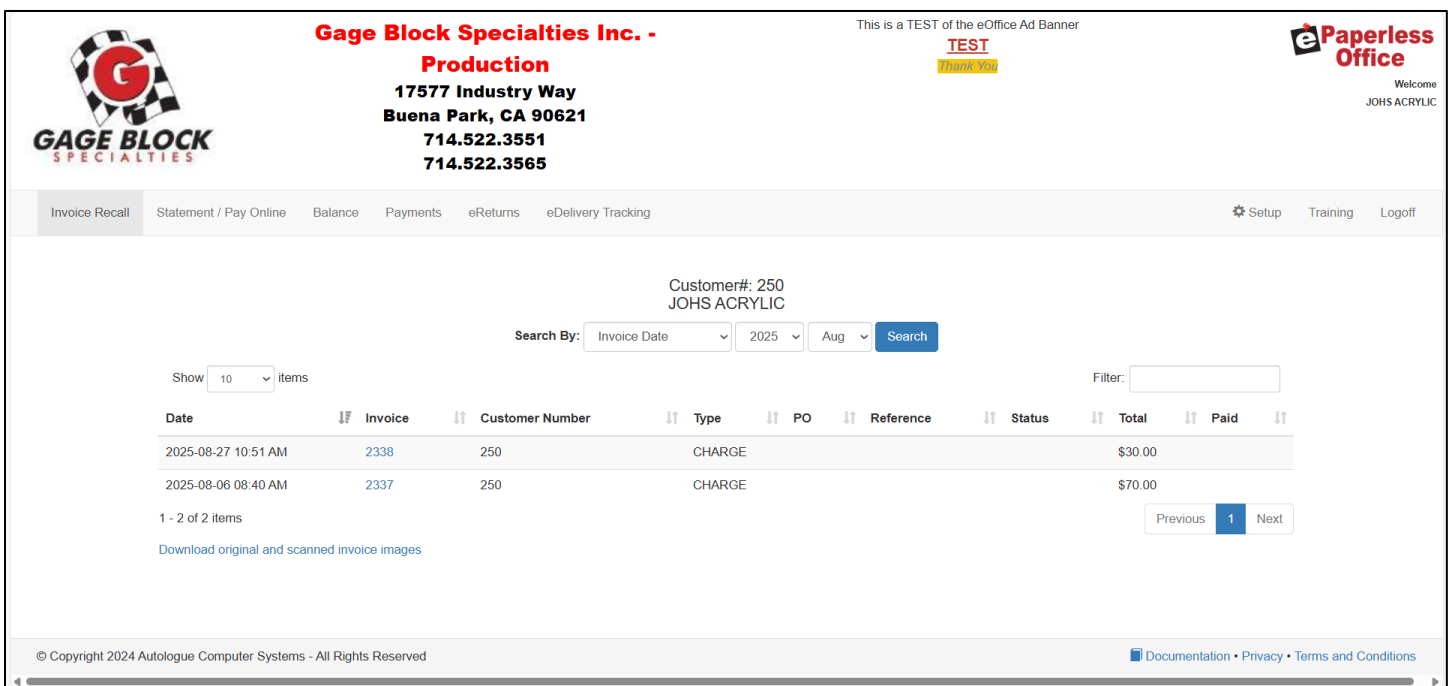
To login into your ePaperless Office account from your supplier and view all invoices, payments, statements and even find out your current balance, enter the following URL within your internet browser: <https://eoffice.epartconnection.com> and the following screen will be displayed:



The screenshot shows the ePaperless Office login interface. At the top is the ePaperless Office logo. Below it is a red-bordered box titled "Customer Login". Inside this box are three input fields: "Store ID", "Customer", and "Password". Below these fields is a red "Login" button. To the right of the "Login" button is a link that says "Reset Password". Above the "Store ID" field is a small red arrow pointing left with the text "< Administrator". At the bottom of the page, there is a copyright notice: "© Copyright 2024 Autologue Computer Systems - All Rights Reserved" and a link to "Documentation • Privacy • Terms and Conditions".

- 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:



The screenshot shows the ePaperless Office "Invoice Recall" screen. At the top, there is a banner for "Gage Block Specialties Inc. - Production" with their address and phone numbers. To the right of the banner is a "TEST" button. The ePaperless Office logo is in the top right corner. Below the banner is a navigation bar with tabs: "Invoice Recall", "Statement / Pay Online", "Balance", "Payments", "eReturns", and "eDelivery Tracking". To the right of the tabs are links for "Setup", "Training", and "Logoff". Below the navigation bar, the "Customer#" is displayed as "250" and "JOHS ACRYLIC". Below this is a search bar with "Search By:" and dropdowns for "Invoice Date", "2025", and "Aug", followed by a "Search" button. Below the search bar is a "Show" dropdown set to "10" and "items". Below this is a table with the following columns: "Date", "Invoice", "Customer Number", "Type", "PO", "Reference", "Status", "Total", and "Paid". The table contains two rows of data:

Date	Invoice	Customer Number	Type	PO	Reference	Status	Total	Paid
2025-08-27 10:51 AM	2338	250	CHARGE				\$30.00	
2025-08-06 08:40 AM	2337	250	CHARGE				\$70.00	

Below the table, it says "1 - 2 of 2 items" and "Download original and scanned invoice images". To the right of the table is a "Filter:" dropdown and a pagination bar with "Previous", "1", and "Next" buttons. At the bottom of the page, there is a copyright notice: "© Copyright 2024 Autologue Computer Systems - All Rights Reserved" and a link to "Documentation • Privacy • Terms and Conditions".

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

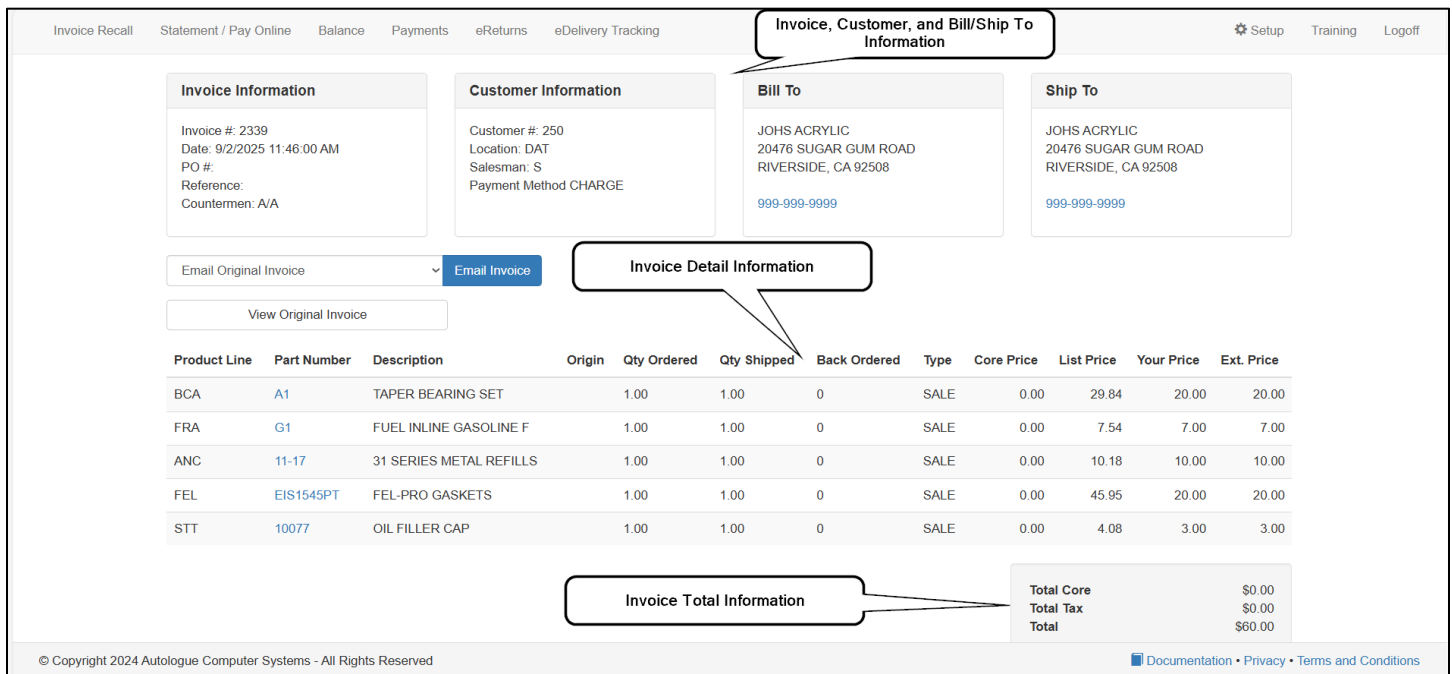
Viewing Your Invoices (Invoice Recall)

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 screenshot displays the 'Invoice Recall' screen with the following sections:

- Header:** Invoice Recall | Statement / Pay Online | Balance | Payments | eReturns | eDelivery Tracking | Setup | Training | Logoff
- Invoice Information:**
 - Invoice #: 2339
 - Date: 9/2/2025 11:46:00 AM
 - PO #:
 - Reference:
 - Countermen: A/A
- Customer Information:**
 - Customer #: 250
 - Location: DAT
 - Salesman: S
 - Payment Method: CHARGE
- Bill To:**
 - JOHS ACRYLIC
 - 20476 SUGAR GUM ROAD
 - RIVERSIDE, CA 92508
 - 999-999-9999
- Ship To:**
 - JOHS ACRYLIC
 - 20476 SUGAR GUM ROAD
 - RIVERSIDE, CA 92508
 - 999-999-9999
- Actions:**
 - Email Original Invoice (dropdown)
 - Email Invoice (button)
 - View Original Invoice (button)
- Invoice Detail Information Table:**

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Ext. Price
BCA	A1	TAPER BEARING SET		1.00	1.00	0	SALE	0.00	29.84	20.00	20.00
FRA	G1	FUEL INLINE GASOLINE F		1.00	1.00	0	SALE	0.00	7.54	7.00	7.00
ANC	11-17	31 SERIES METAL REFILLS		1.00	1.00	0	SALE	0.00	10.18	10.00	10.00
FEL	EIS1545PT	FEL-PRO GASKETS		1.00	1.00	0	SALE	0.00	45.95	20.00	20.00
STT	10077	OIL FILLER CAP		1.00	1.00	0	SALE	0.00	4.08	3.00	3.00
- Invoice Total Information:**
 - Total Core: \$0.00
 - Total Tax: \$0.00
 - Total: \$60.00

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

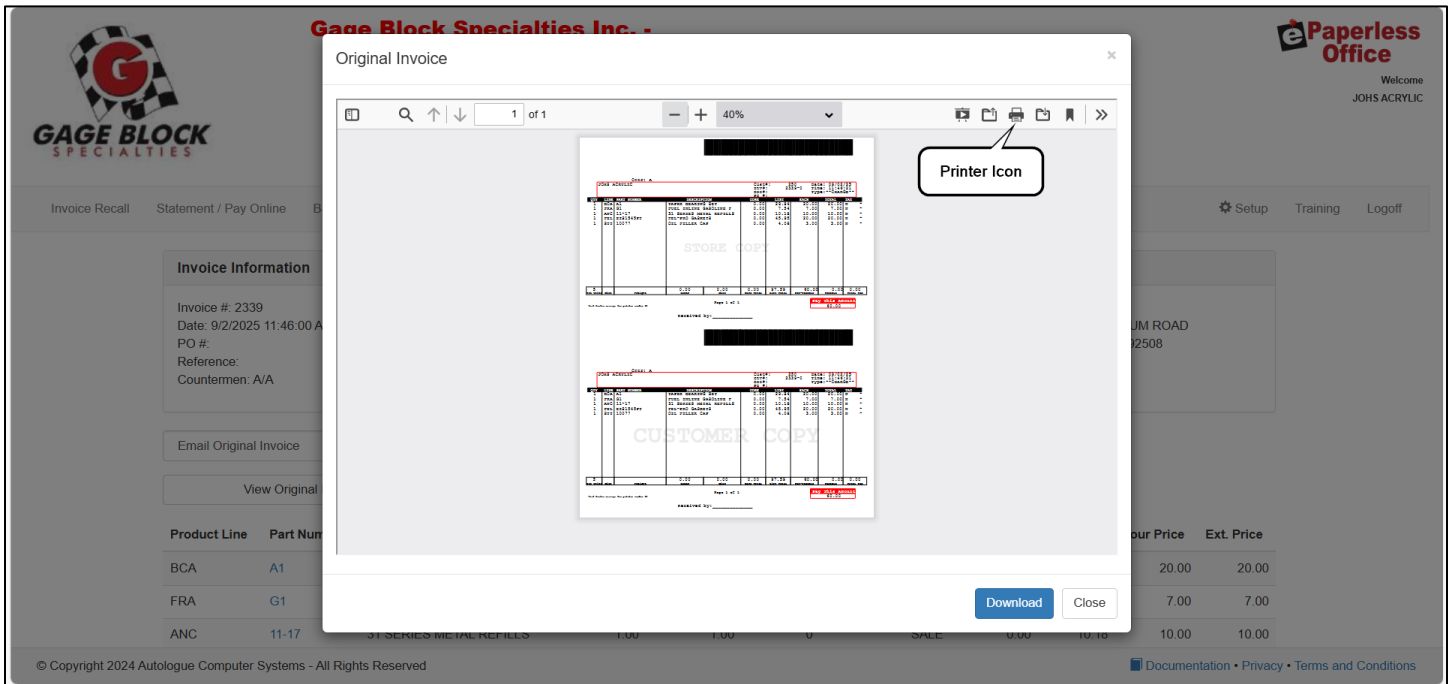
Email Invoice

- 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:

The screenshot shows the ePaperless Office web application. On the left is a sidebar with the company logo and navigation links: Invoice Recall, Statement, Balance, and Payments. The main content area displays a scanned invoice for 'AMERICAN ACRYLIC'. The invoice has a 'STORE COPY' watermark and a signature. Below the invoice image are buttons for 'Print', 'Download', and 'Close'. The invoice details include:

Customer Information:
AMERICAN ACRYLIC
1811 W. COMMONWEALTH AVE.
FULLERTON, CA 92833
CUST#: 891-2 Date: 03/15/17
Type: CHARGE

Invoice Information:
Invoice #: 891
Date: 3/15/2017 09:02 AM
PO #:
Reference:
Counter: A/A

Product Line Table:

Product Line	Part Number	Description	Unit Price	Quantity	Total Price
FRA	CA8039	AIR CONDRAVED CONICAL	30.40	1	30.40
FRA	G8018	FUEL INLINE GASOLINE FI	21.94	1	21.94
FRA	PH2	OIL FULL FLOW LUBE SPIN	13.03	1	13.03
GAT	36157	DRIVEALIGN IDLER PULLEYS	52.68	1	52.68
REB	3135	REBUILT STARTER	31.50	1	31.50

Totals:
Sub Total: 149.55
Tax: 116.49
Total: 266.04

Payment Information:
Pay This Amount: 116.49

Signature: Received by: TOM JERRY

Footer:
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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).

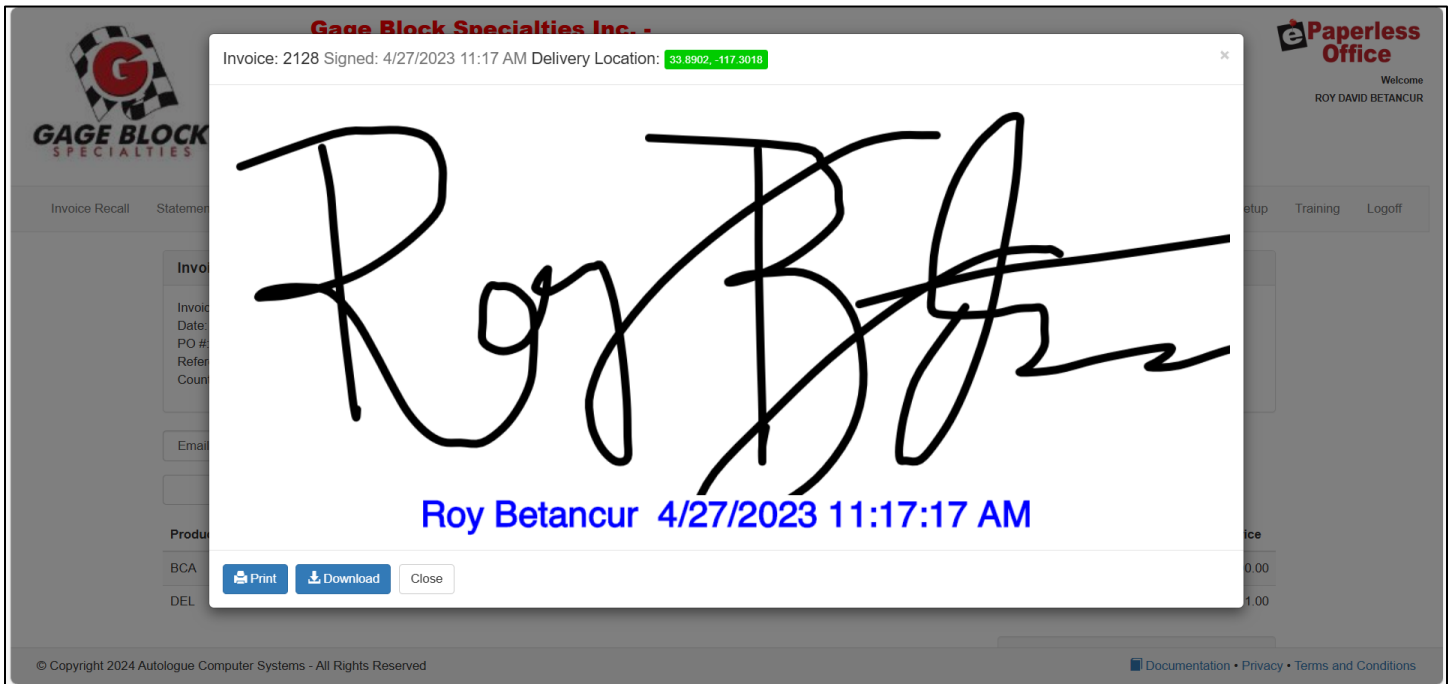
You have the option to print a copy of the file being displayed by clicking on the blue [Print](#) button that is displayed on the bottom of the pop-up window.

- 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

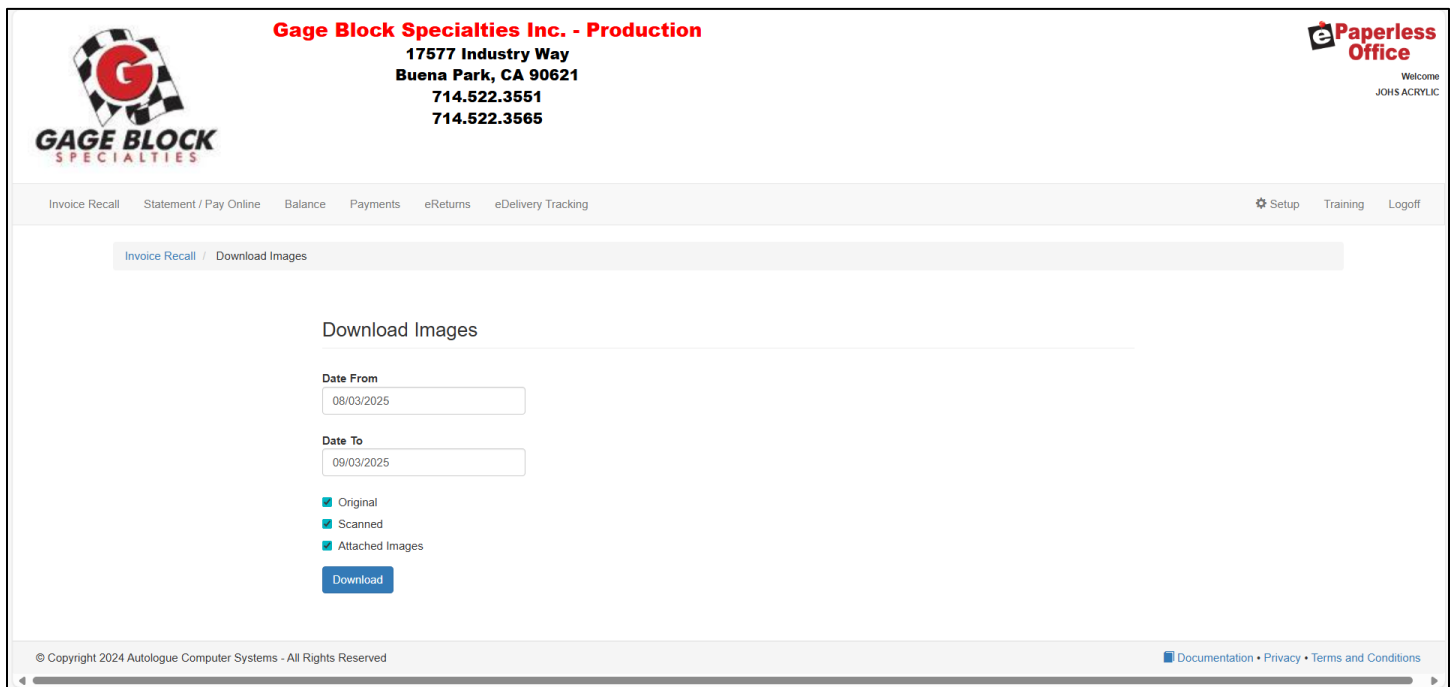
- To display invoices that contain part numbers with a specific selling price, left click within the *Search By*: drop down field list and left click on the *Selling Price* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific selling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

Note: 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:

Gage Block Specialties Inc. - Production
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

Customer Address
ROY DAVID BETANCUR
8847 MESA OAK DR
RIVERSIDE, CA 92508

Customer Information
Customer Number: 271
Statement Date: 5/2/2022
Statement #: 1

Pay Now
\$ 474.84
Pay Any Amount
Pay
Bank Information
Pay By Amount Invoice
VISA **** 1111

Statement Date: 5/2/2022 Send Email

View Statement Save Reconciliation Changes

☐ Hide Reconciled Items

Number	Date	Type	Location	PO	Reference	Check	Total	Balance	Reconciled	Pay
1729	8/11/2020 11:46:14 AM	INVOICE	1	PO NO			\$19.56	\$19.56	☒	☐
1779	12/15/2020 12:42:00 PM	INVOICE	1				\$109.25	\$109.25	☒	☐
1958	10/13/2021 11:19:07 AM	INVOICE	1				\$173.41	\$173.41	☒	☐
1977	11/18/2021 9:31:46 AM	INVOICE	1				\$63.37	\$63.37	☐	☐

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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

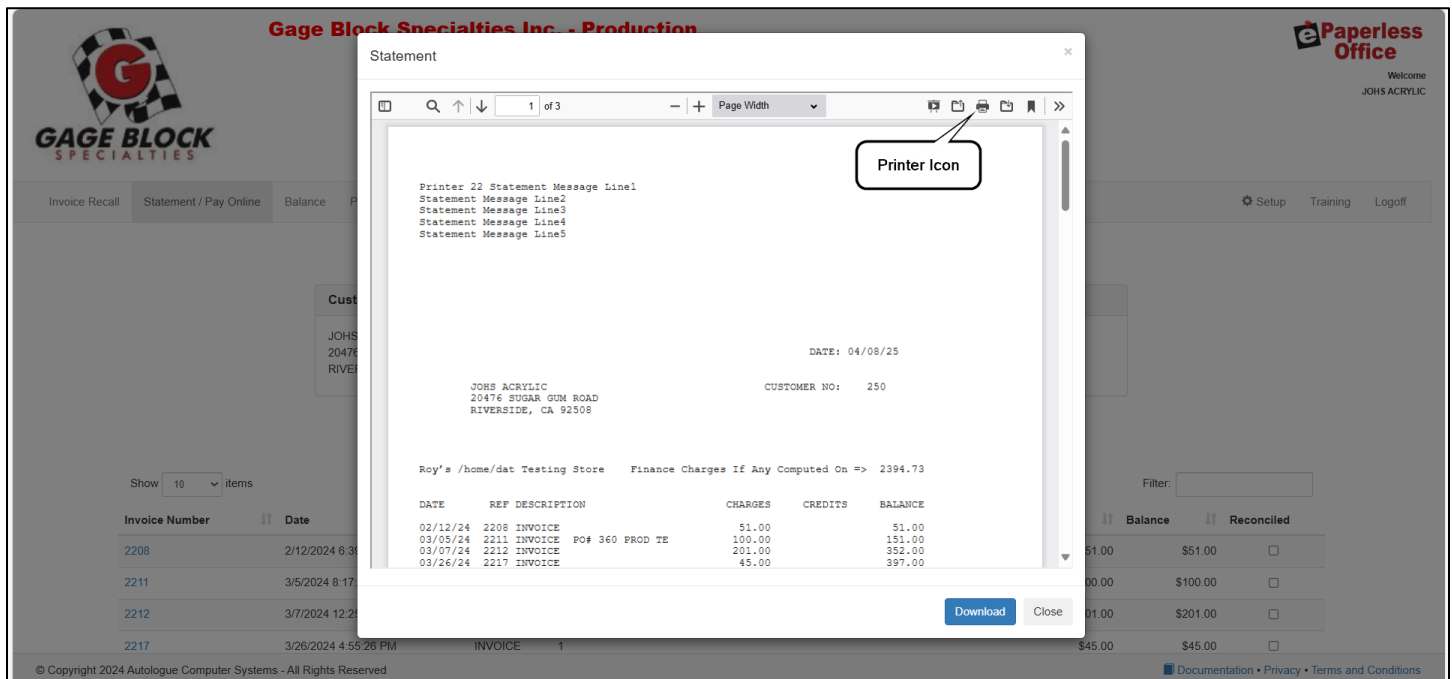
The statement screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

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.*).

The screenshot shows a mobile app interface for the 'Pay Now' window. At the top, the title 'Pay Now' is displayed. Below it is a text input field with a dollar sign icon and the value '0.00'. Underneath the field is the text 'Pay Any Amount'. Below this is a green button labeled 'Pay'. Below the green button is an orange button labeled 'Pay By'. Inside the orange button is a toggle switch currently set to 'Amount', with 'Invoice' as the alternative option. At the bottom of the window is a blue button labeled 'Add Method'.

Payment Method Not Setup

The screenshot shows a mobile app interface for the 'Pay Now' window. At the top, the title 'Pay Now' is displayed. Below it is a text input field with a dollar sign icon and the value '0.00'. Underneath the field is the text 'Pay Any Amount'. Below this is a green button labeled 'Pay'. Below the green button is a blue button labeled 'Bank Information'. Below the blue button is an orange button labeled 'Pay By'. Inside the orange button is a toggle switch currently set to 'Amount', with 'Invoice' as the alternative option. At the bottom of the window is a grey button labeled 'VISA' followed by a card number '.... 1111'.

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 ☐ 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

Payment Method Name

Name *

PHIL PARTIDA

Email *

ROY@AUTOLOGUE.COM

Continue

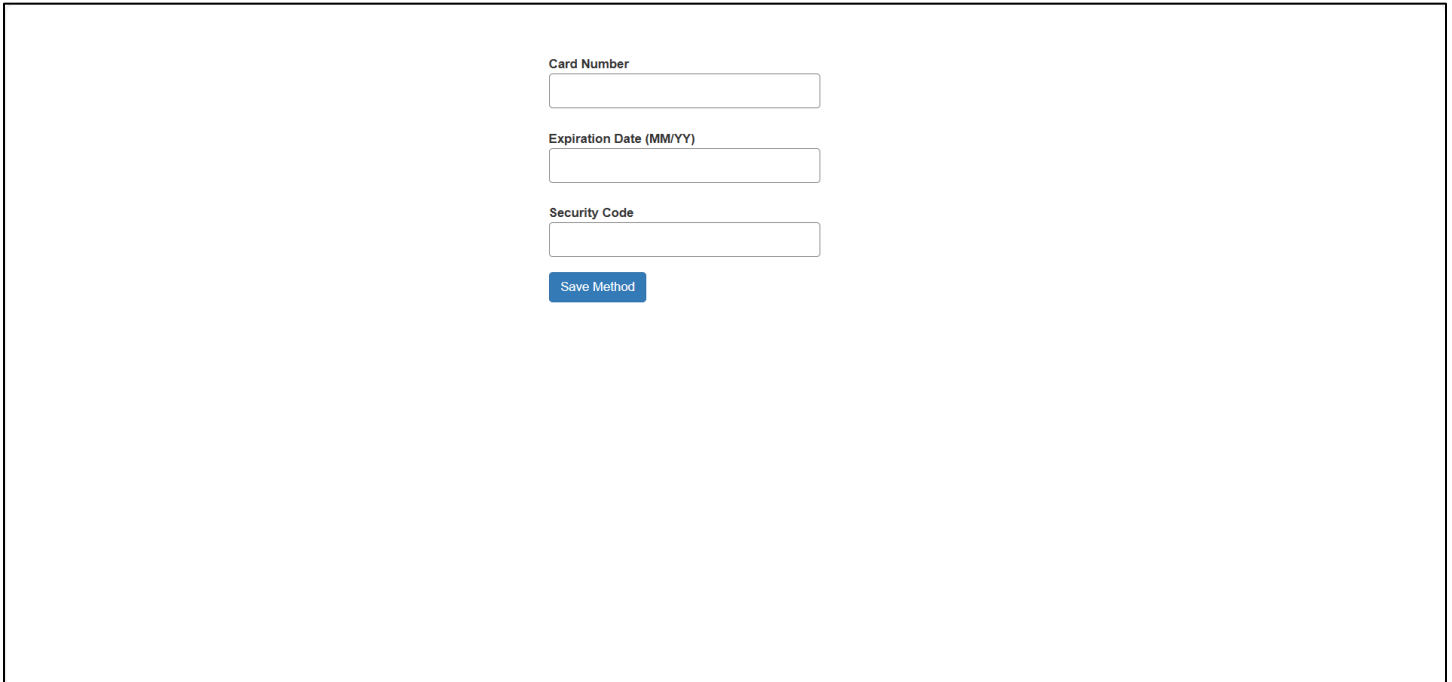
* Required fields

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:



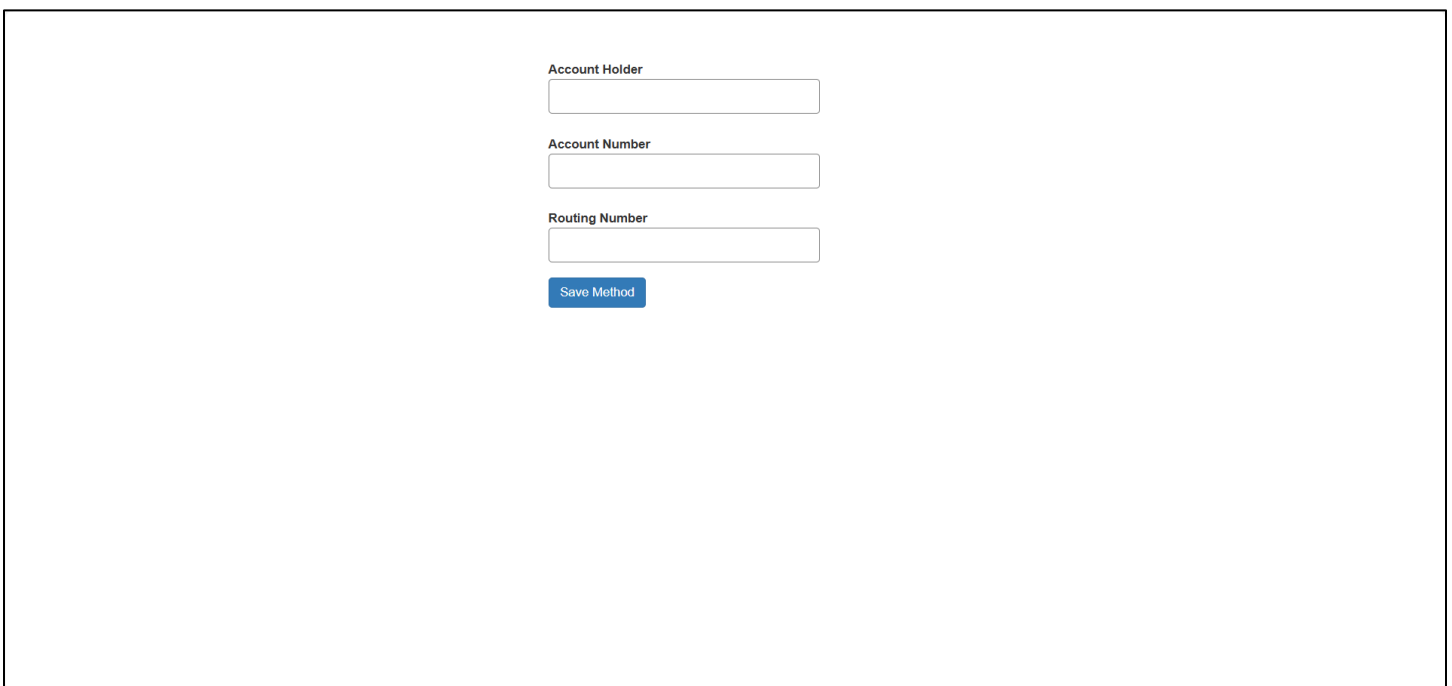
Card Number

Expiration Date (MM/YY)

Security Code

[Save Method](#)

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



Account Holder

Account Number

Routing Number

[Save Method](#)

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 screenshot shows the ePaperless Office interface. A 'Payment Methods' pop-up window is centered. It lists two payment methods:

Type	Method Name	Last 4 Digits	Expiration	Default	Action
360 Visa CC		1111	01 / 2025	Default	[Trash]
VISA	Emergepay Visa CC	XXXX2222	09 / 2025	[Default]	[Checkmark] [Trash]

Buttons at the bottom of the window: [Add Method](#), [Close](#).

The background interface shows the 'Pay Now' section with a 'Pay By' toggle set to 'Amount'. Below it is a table of invoices:

Invoice Number	Date	Type	Location	PO	Reference	Check	Total	Balance	Reconciled	Pay
274	2/19/2021 8:15:19 AM	PAYMENT	1	902	1823	1998	(\$15.00)		☐	
274	3/24/2021 8:25:24 AM	PAYMENT	1	123	1837	1998	(\$10.00)		☐	
274	3/24/2021 8:25:36 AM	PAYMENT	1	123	1838	1998	(\$100.00)		☐	
274	4/26/2021 6:49:01 PM	PAYMENT	1	8271	1869	1998	(\$25.00)		☐	

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

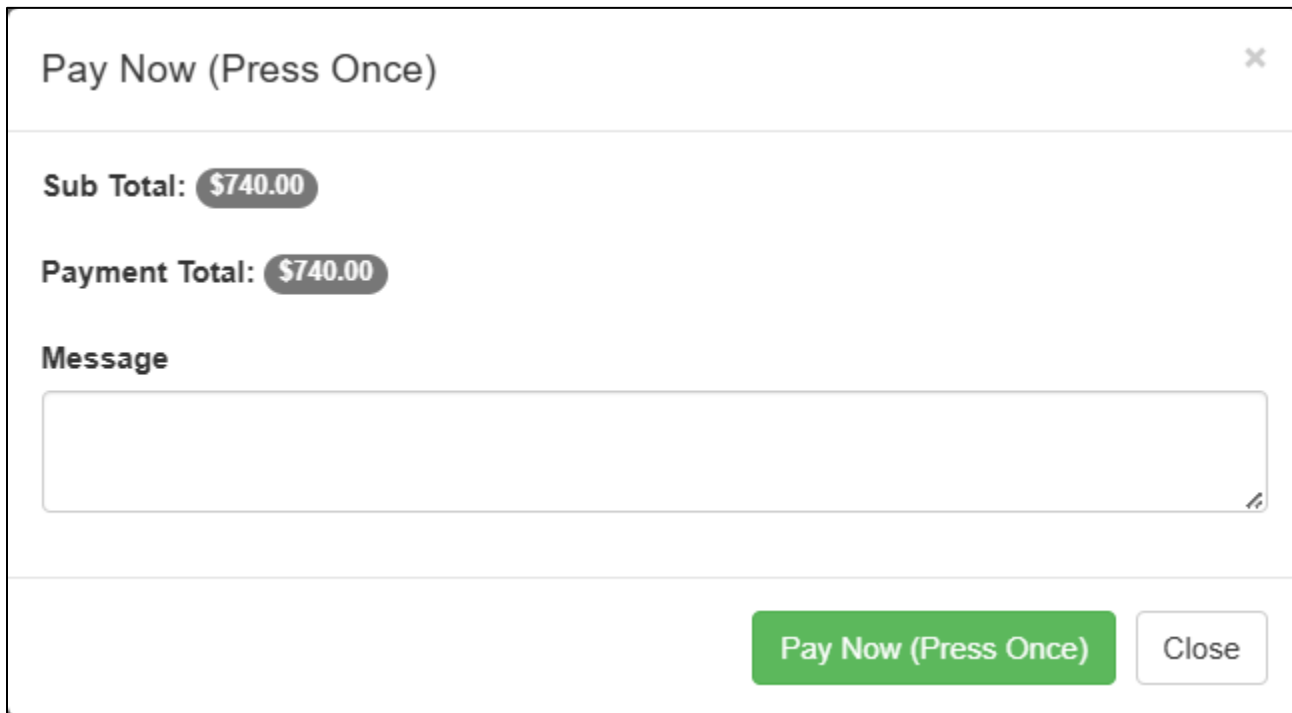
Payments are made using one of two ways. The first is entering a specific dollar amount (*Pay By Amount*) to be paid. The second is paying by invoice, which means you specifically check mark the individual invoices to be paid and the dollar amount is automatically calculated and displayed within the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

☞ **Note:** 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:



The image shows a pop-up window titled "Pay Now (Press Once)" with a close button (X) in the top right corner. Inside the window, the "Sub Total" is displayed as "\$740.00" and the "Payment Total" is also displayed as "\$740.00". Below these, there is a section labeled "Message" with a large text input field. At the bottom of the window, there are two buttons: a green button labeled "Pay Now (Press Once)" and a white button labeled "Close".

- 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.

Gage Block Specialties Inc. - Production
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

GAGE BLOCK SPECIALTIES

ePaperless Office
Welcome
ORANGE TERRACE COMMUNITY PARK

Invoice Recall | Statement / Pay Online | Balance | Payments | eReturns | eDelivery Tracking | Setup | Training | Logoff

✓ Thank you for your payment. This payment is being processed and will typically be shown on your account in 2-3 business days.

Statement Date: 5/23/2025 [Send Email](#)

Pay Now

\$ 0.00

Pay Any Amount

[Pay](#)

[Bank Information](#)

[Pay By Amount](#) [Pay By Invoice](#)

[VISA](#) **** 2222

items

Customer Address

ORANGE TERRACE COMMUNITY PARK
20010 ORANGE TERRACE PARKWAY
RIVERSIDE, CA 92508

Customer Information

Customer Number: 251
Statement Date: 5/23/2025
Statement #: 1

[View Statement](#) [Save Reconciliation Changes](#)

☐ Hide Reconciled Items

Filter:

Invoice Number	Date	Type	Location	PO	Reference	Check	Total	Balance	Reconciled	Pay
274	2/19/2021 8:15:19 AM	PAYMENT	1	902	1823	1998	(\$15.00)		☐	

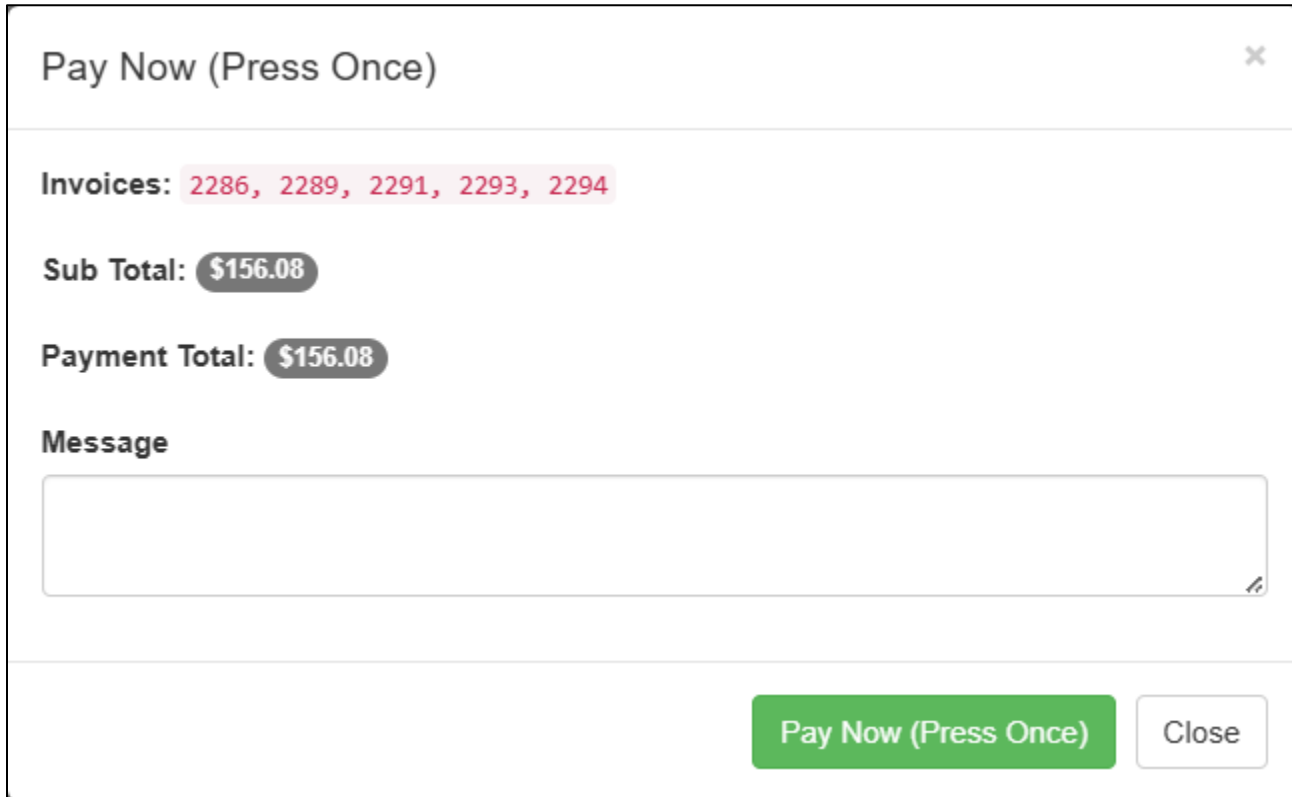
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Both you and the vendor will receive a payment confirmation email that shows the payment amount and message information entered.

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:



The pop-up window is titled "Pay Now (Press Once)" with a close button (X) in the top right corner. It displays the following information:

- Invoices:** 2286, 2289, 2291, 2293, 2294
- Sub Total:** \$156.08
- Payment Total:** \$156.08
- Message:** A text input field for entering a message.

At the bottom right, there are two buttons: a green "Pay Now (Press Once)" button and a white "Close" button.

- 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.

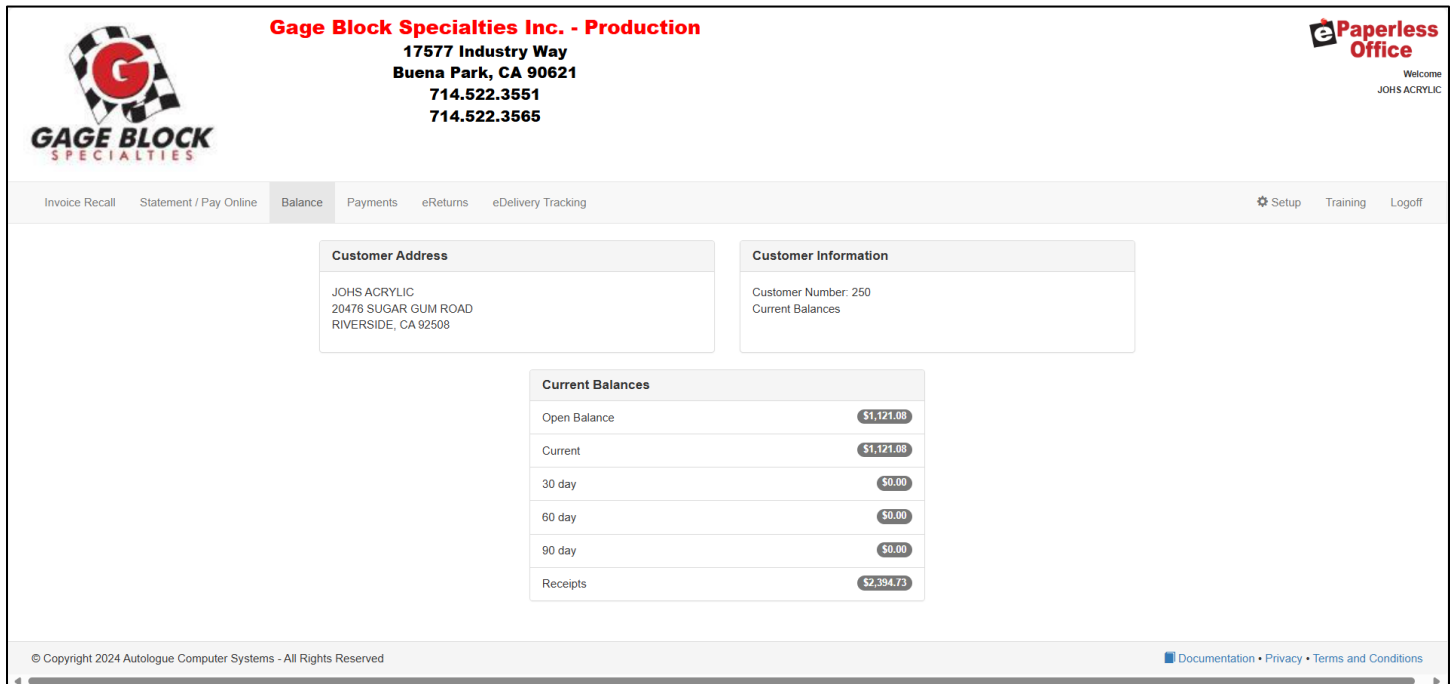
If the payment was successfully processed, a green bar a payment confirmation message will be displayed across the top of the statement screen.

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:



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Buena Park, CA 90621
714.522.3551
714.522.3565

Customer Address
JOHS ACRYLIC
20476 SUGAR GUM ROAD
RIVERSIDE, CA 92508

Customer Information
Customer Number: 250
Current Balances

Current Balances	
Open Balance	\$1,121.08
Current	\$1,121.08
30 day	\$0.00
60 day	\$0.00
90 day	\$0.00
Receipts	\$2,394.73

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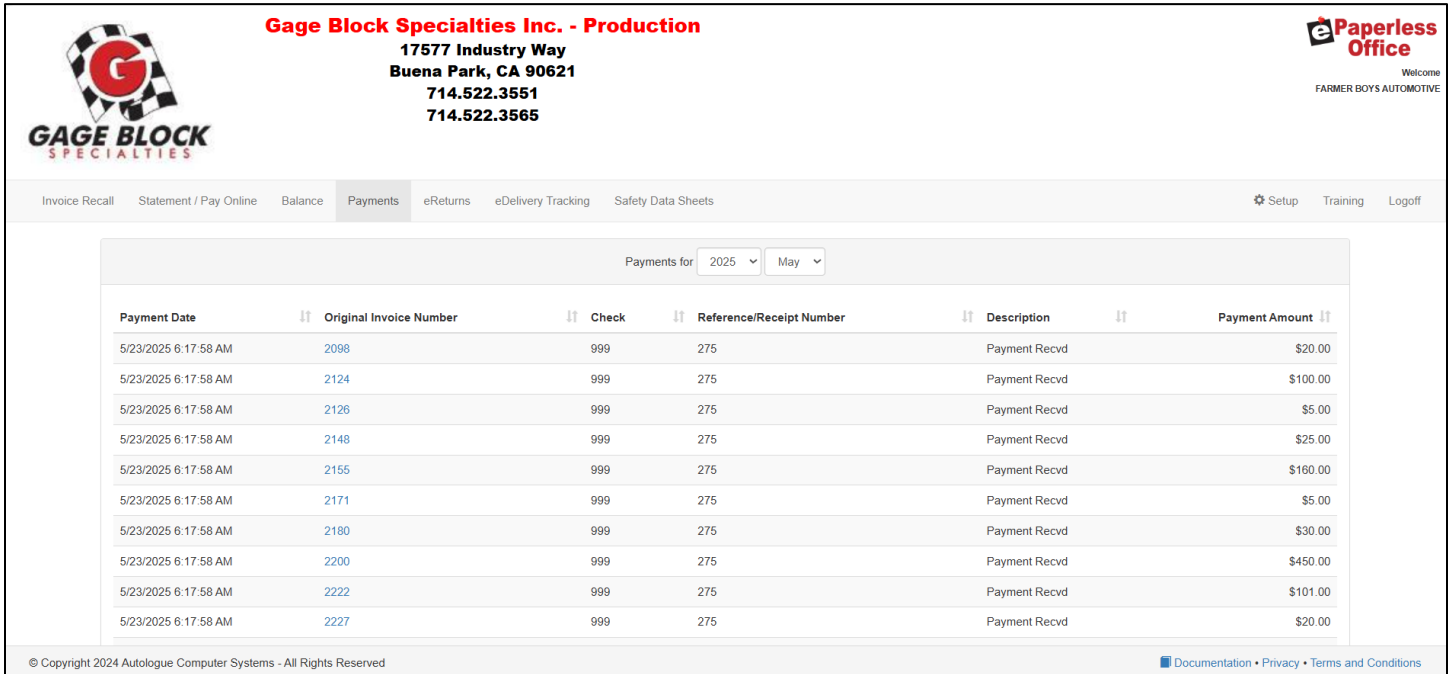
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Most management systems will usually show open balance, current, 30 day, 60 day, 90 day, receipts and last payment date and amount. The top portion of the screen will display the header sections of information for the *Customer Address* and *Customer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



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Buena Park, CA 90621
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GAGE BLOCK SPECIALTIES

ePaperless Office
Welcome
FARMER BOYS AUTOMOTIVE

Invoice Recall | Statement / Pay Online | Balance | **Payments** | eReturns | eDelivery Tracking | Safety Data Sheets | Setup | Training | Logoff

Payments for: 2025 May

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

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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

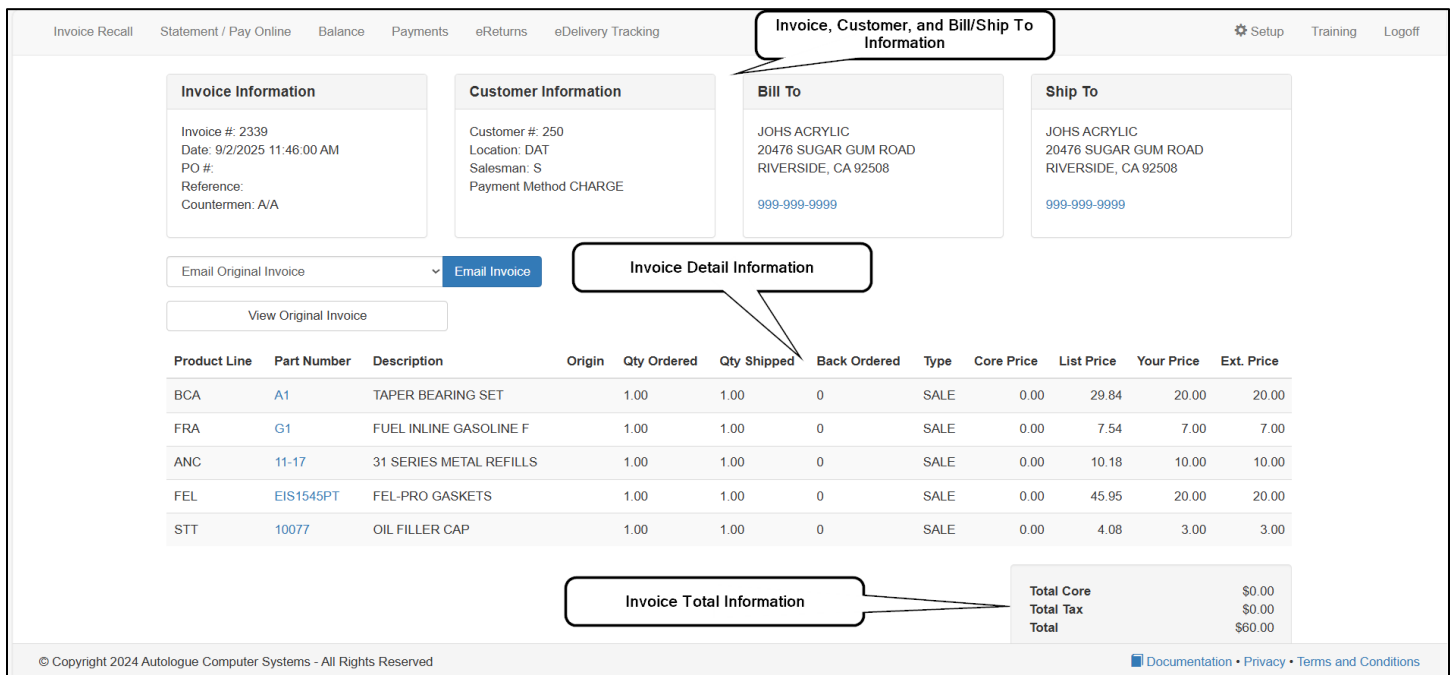
Column Sorting

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:



Invoice, Customer, and Bill/Ship To Information

Invoice Information
 Invoice #: 2339
 Date: 9/2/2025 11:46:00 AM
 PO #:
 Reference:
 Countermen: A/A

Customer Information
 Customer #: 250
 Location: DAT
 Salesman: S
 Payment Method CHARGE

Bill To
 JOHS ACRYLIC
 20476 SUGAR GUM ROAD
 RIVERSIDE, CA 92508
[999-999-9999](tel:999-999-9999)

Ship To
 JOHS ACRYLIC
 20476 SUGAR GUM ROAD
 RIVERSIDE, CA 92508
[999-999-9999](tel:999-999-9999)

Email Original Invoice

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Ext. Price
BCA	A1	TAPER BEARING SET		1.00	1.00	0	SALE	0.00	29.84	20.00	20.00
FRA	G1	FUEL INLINE GASOLINE F		1.00	1.00	0	SALE	0.00	7.54	7.00	7.00
ANC	11-17	31 SERIES METAL REFILLS		1.00	1.00	0	SALE	0.00	10.18	10.00	10.00
FEL	EIS1545PT	FEL-PRO GASKETS		1.00	1.00	0	SALE	0.00	45.95	20.00	20.00
STT	10077	OIL FILLER CAP		1.00	1.00	0	SALE	0.00	4.08	3.00	3.00

Invoice Total Information

Total Core	\$0.00
Total Tax	\$0.00
Total	\$60.00

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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:

Invoice Recall

Statement

Balance

Payments

eReturns

eDelivery Tracking

⚙️ Setup

Training

Logoff

Dispatched Invoices

Last 365 Days

Invoice	Driver	Printed	Dispatched	Delivered
1577936	Riley	7/13/2025 02:06 PM	7/14/2025 11:25 AM	
1575345	Raul	6/18/2025 10:35 AM	6/18/2025 10:49 AM	

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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)	

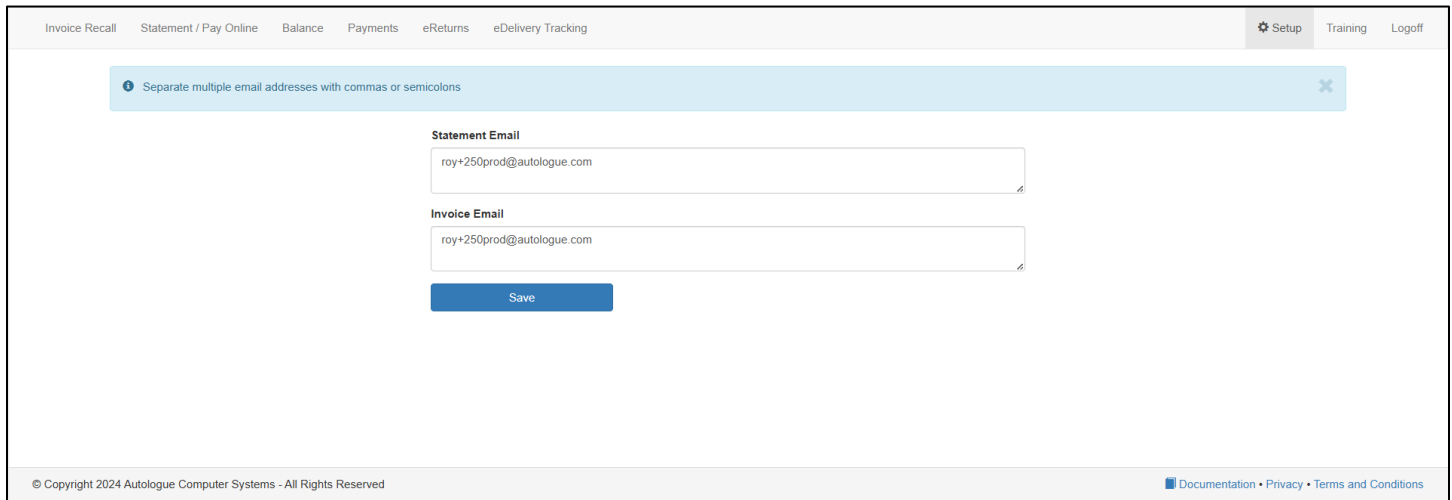
Column Sorting

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:



The screenshot shows the 'Setup' tab selected in the top navigation bar. A light blue banner at the top contains the instruction: 'Separate multiple email addresses with commas or semicolons'. Below this, there are two text input fields. The first is labeled 'Statement Email' and contains the text 'roy+250prod@autologue.com'. The second is labeled 'Invoice Email' and also contains 'roy+250prod@autologue.com'. A blue 'Save' button is positioned below the 'Invoice Email' field. At the bottom of the page, there is a copyright notice: '© Copyright 2024 Autologue Computer Systems - All Rights Reserved' and links for 'Documentation', 'Privacy', and 'Terms and Conditions'.

Statement Email

- Within the *Statement Email* field, enter the specific email addresses that you want 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.

 **Note:** 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.