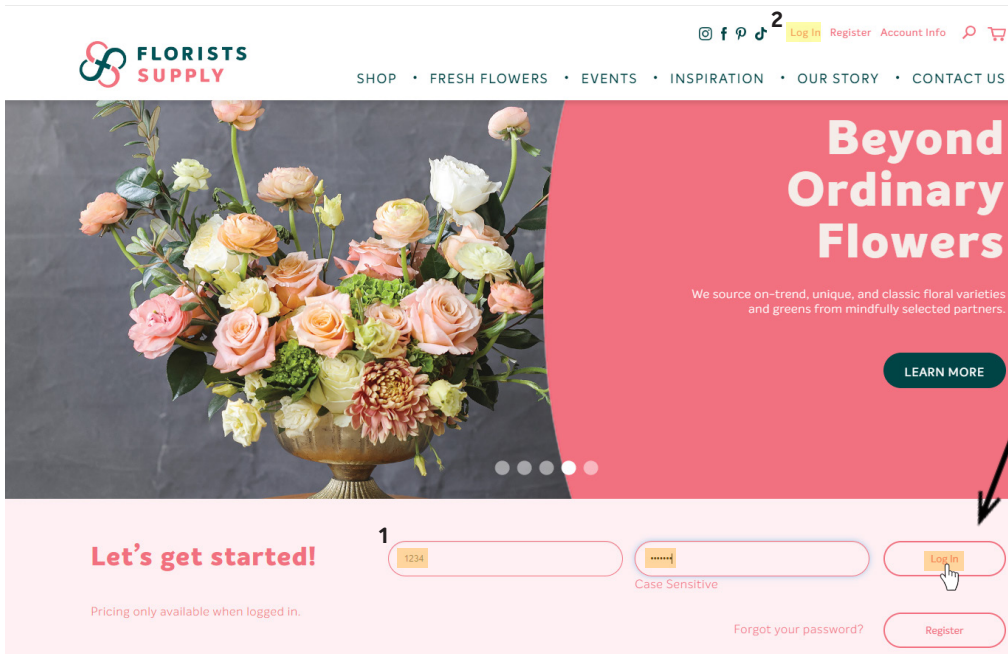
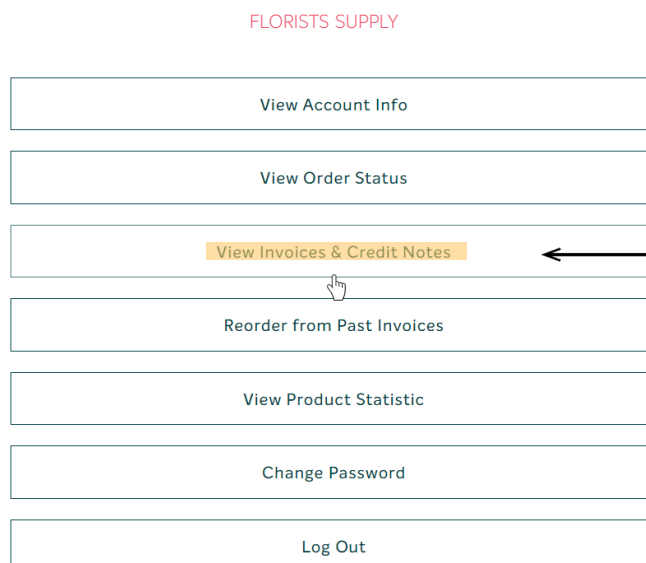


Step 1: Logging In



Visit www.floristssupply.com and log in to your Customer Account with your **customer number** and **password**. You can use the fields beside “Let’s get started!” (1) or the log in button at the top of the page highlighted in yellow (2).

Step 2: Select View Invoices and Credit Notes in Customer Portal



Logging in will take you directly to your Customer Portal — a menu to access your account information.

To access you invoices, credits and balances, click **View Invoices and Credit Notes**.

Step 3: Populating Your Invoices at a Glance

INVOICE/CREDIT NOTE STATUS FOR
FLORISTS SUPPLY

Limit Results

Transaction Type **Invoice**

Type	Document No.	Date	Orig. Amt.	Applied	Current Balance
Invoice	IN0000002384298	12/13/2023	\$ 109.54	\$ 109.54	\$ 0.00
Invoice	IN0000002308843	12/22/2022	\$ 9.82	\$ 9.82	\$ 0.00
Invoice	IN0000002308738	12/22/2022	\$ 24.74	\$ 24.74	\$ 0.00
Invoice	IN0000002255840	05/20/2022	\$ 10.91	\$ 10.91	\$ 0.00
Invoice	IN0000002235427	03/04/2022	\$ 4.71	\$ 4.71	\$ 0.00
Invoice	IN0000002231649	02/14/2022	\$ 34.17	\$ 34.17	\$ 0.00
Invoice	IN0000002219134	12/16/2021	\$ 23.29	\$ 23.29	\$ 0.00

Back

You will now be on the **Invoice/Credit Note Status** page. Here you will find an overview of your account transactions.

Make sure the **Transaction Type** is set to **Invoice** in the toggle menu to see a listing of your invoices by date.

This will also enable you to see the invoice's original amount, what has been applied toward the invoice (the amount you have paid on that invoice), and your current balance at a glance (the difference between the invoice's original amount, and what has been applied to it.)

Transaction Type **Invoice**

Orig. Amt.	Applied	Current
\$ 109.54	\$ 109.54	\$ 0.00
\$ 9.82	\$ 9.82	\$ 0.00
\$ 24.74	\$ 24.74	\$ 0.00
\$ 10.91	\$ 10.91	\$ 0.00
\$ 4.71	\$ 4.71	\$ 0.00

Transaction Type menu options: All, Invoice, Debit Note, Credit Note, Interest, Unapplied Cash, Prepayment, Receipt, Refund

The **Transaction Type** toggle menu also allows you to filter what information you would like to see if you wish to view only one type of transaction.

Step 4: Selecting an Invoice to Print

INVOICE/CREDIT NOTE STATUS FOR
FLORISTS SUPPLY

Limit Results

Transaction Type **Invoice**

Type	Document No.	Date	Orig. Amt.	Applied	Current Balance
Invoice	IN0000002384298	12/13/2023	\$ 109.54	\$ 109.54	\$ 0.00
Invoice	IN0000002308843	12/22/2022	\$ 9.82	\$ 9.82	\$ 0.00
Invoice	IN0000002308738	12/22/2022	\$ 24.74	\$ 24.74	\$ 0.00
Invoice	IN0000002255840	05/20/2022	\$ 10.91	\$ 10.91	\$ 0.00
Invoice	IN0000002235427	03/04/2022	\$ 4.71	\$ 4.71	\$ 0.00
Invoice	IN0000002231649	02/14/2022	\$ 34.17	\$ 34.17	\$ 0.00
Invoice	IN0000002219134	12/16/2021	\$ 23.29	\$ 23.29	\$ 0.00

Back

Now, your invoices will be populated. To print, you must select an invoice number under the **Document No.** column highlighted in orange.

Here, we have selected the first Invoice number, but any invoice can be selected.

Step 5: Reviewing and Printing an Invoice

DETAILS FOR
IN0000002384298

Document Number IN0000002384298
Date 12/13/2023
Status Invoiced

Billing Info
Contact Name
Address 35 AIRPORT RD
City WINNIPEG
Province MB
Country
Postal Code R3H 0V5
Phone/Fax

Shipping Info
Contact Name
Address 35 AIRPORT RD
City WINNIPEG
Province MB
Country
Postal Code R3H 0V5
Phone / Fax

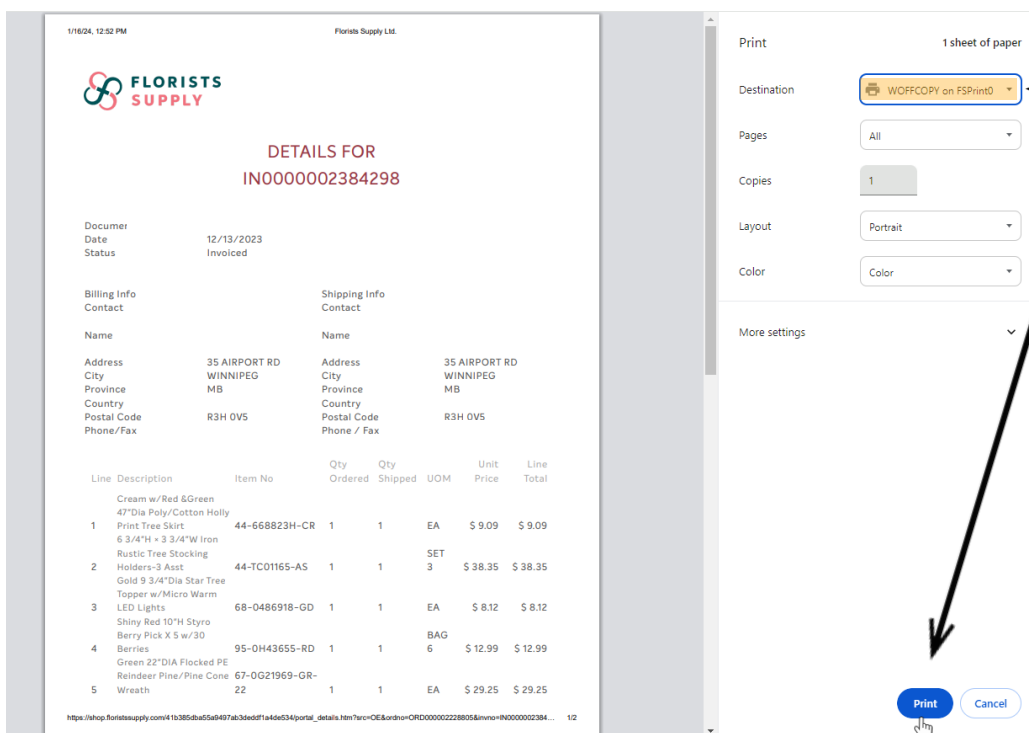
Line	Description	Item No	Qty Ordered	Qty Shipped	UOM	Unit Price	Line Total
1	Cream w/Red &Green 47"Dia Poly/Cotton Holly Print Tree Skirt 6 3/4"H x 3 3/4"W Iron Rustic Tree Stocking	44-668823H-CR	1	1	EA	\$ 9.09	\$ 9.09
2	Holders-3 Asst Gold 9 3/4"Dia Star Tree Topper w/Micro Warm LED Lights	44-TC01165-AS	1	1	SET 3	\$ 38.35	\$ 38.35
3	Shiny Red 10"H Styro Berry Pick X 5 w/30 Berries	68-0486918-GD	1	1	EA	\$ 8.12	\$ 8.12
4	Green 22"DIA Flocked PE Reindeer Pine/Pine Cone Wreath	95-0H43655-RD	1	1	BAG 6	\$ 12.99	\$ 12.99
5		67-0G21969-GR-22	1	1	EA	\$ 29.25	\$ 29.25

Item Subtotal: \$ 97.80
Shipping Subtotal: \$ 0.00
Subtotal: \$ 97.80
Tax: \$ 11.74
TOTAL: \$ 109.54
OUTSTANDING: \$ 109.54

Selecting the invoice number will bring you to the **Detailed Invoice page**. Here, you will see an itemized list of what was purchased, quantity ordered, price, and line total.



To print, select the **"print"** button at the bottom right of the page.



The screenshot shows the invoice details page on the Florists Supply website. The page includes the company logo, invoice number (IN0000002384298), document number, date, and status. It also displays billing and shipping information, and a table of items with their descriptions, quantities, and prices. A print dialog box is open on the right side of the page, showing the destination (WOFFCOPY on FSPrint0), pages (All), copies (1), layout (Portrait), and color (Color). The print button is highlighted with a mouse cursor.

Now, your computer's printing program will pop up on your screen. Ensure you have selected a printer to send the invoice. Then click the **"print"** button.

You have successfully printed an invoice.

We're here to help! If you have any questions or difficulties, please email: hello@floristssupply.com.