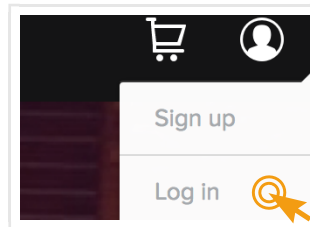
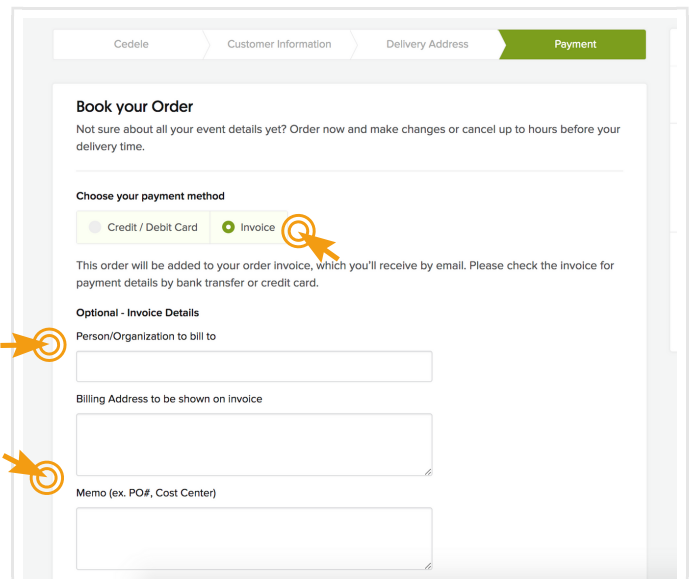


Single-Order Invoice - Steps to Order & Download Invoice

1 Sign in to your account



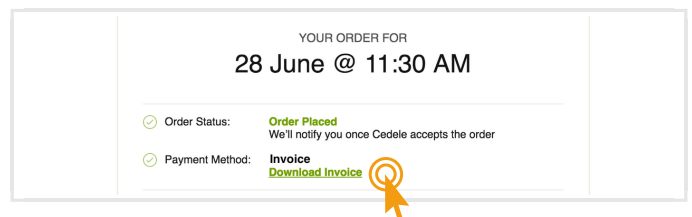
2 User "Invoice" as your payment method on checkout



3 Add the Company Name & Address to bill to and any special details
Ex. If your company requires a PO# or cost centre to be shown on the invoice, use the Memo field

4 Download your invoice

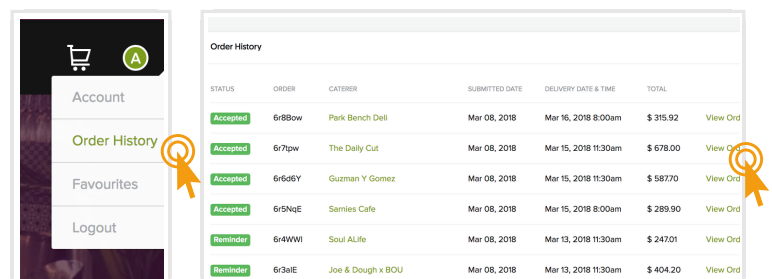
i) Invoice download link will be included in the order confirmation email sent to you immediately after you place your order



ii) You can also download invoices from your account history

When logged in, click on top-right corner for account menu. Select "Order History"

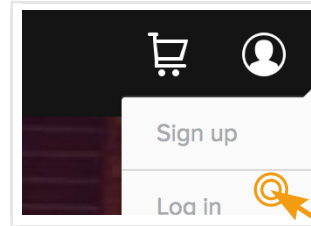
View the order you want and click the button "Download Receipt"



Consolidated Invoice - Steps to Order & Download Invoice

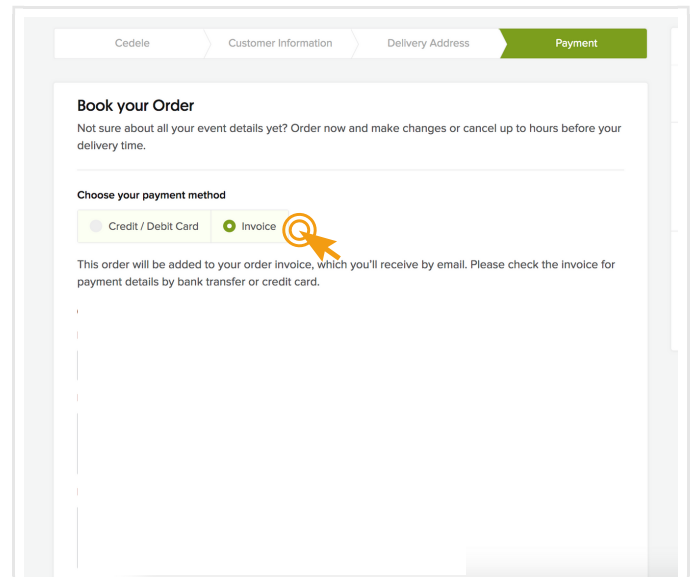
1

Log in to your account



2

Use "Invoice" as your payment method on checkout



3

Your order will be added to your company's invoice

Your order will be added to your company's regular invoice and sent to your company's corporate contact and/or finance / AP team