How to use Invoice History

Once logged in, from the main Menu, click Invoice History.



Select the applicable Bill to address you want to check an order for.

201231 - NATIONAL PROCESS EQUIP (DXP) From 06/17/2021 09/15/2021 PO # Order # 3017312 Invoice Order Costumer PO Number Number Sold To Invoice Gross Open Invoice Date Amount Amount Details				Invoice #					
From To 06/17/2021 09/15/2021 PO # Order # 3017312 Search Reset Search Invoice Order Costumer PO Number Number Sold To Invoice Gross Open Invoice Amount Amount	201231 -	NATIONAL PROC	ESS EQUIP (DXP)	~					
08/17/2021 09/15/2021 C	From				То				
PO # Order # 3017312 Search Reset Search Reset Search Invoice Gross Open Invoice Date Amount Details	06/17/202	21			09/15/202	1			Ċ
3017312 Search Reset Search	PO #				Order #				
Search Reset Search Invoice Order Costumer PO Sold To Number Number Invoice Gross Open Invoice Date Amount Details					3017312				
	Invoice Number	Order Number	Costumer PO Number	Search Sold To	Reset Search	Invoice Date	Gross Amount	Open Amount	Invoice Details

You can then use the other search features by the Invoice #, Order Date From and To defaults to 3 months, but you can change as needed, Customer PO #, or Sundyne Order #.

Bill To #				Invoice #				
201231 - M	NATIONAL PROC	ESS EQUIP (DXP)						
From				То				
06/17/202	1			09/15/2	021			
PO #				Order #				
				3017312				
Invoice	Order	Costumer PO	Search	Reset Searc	h	Gross	Open	Invoice
Invoice Number	Order Number	Costumer PO Number	Search Sold To	Reset Searc	h Invoice Date	Gross Amount	Open Amount	Invoice Details

Enter the applicable search criteria and click on the Search button.

Click Reset Search if modifying the selection criteria.

Click More to review the specific order Invoice Details.

First section shows overall order information including Notes.

Invoice Details							
Invoice Number: 4578759	Order Number: 3017312	Customer PO: 7628519*					
Invoice Date: 8/26/2021	Net Due Date: 9/25/2021	Payment Terms: N30					
Gross Amount: \$1,755.02	Open Amount: \$1,755.02	Currency Code: USD					
Non Taxable Amount: \$1,755.02	Tax: \$0.00						
Invoice Header Text Note							
Under 70 LBS./small package: UPG Ground Collect Acct# 019-888 Over 70 LBS/LTL freight ABF Freight Collect Acct # 091352 ****USE BGL BROKERAGE LTD.(1-800-800-9245) AS BROKER***********************************							

Second section shows Bill to, Ship to addresses for that order.

Billing Address	Shipping Address
201231 - NATIONAL PROCESS EQPT	203900 - NATIONAL PROCESS EQPT
ACCOUNTING DEPARTMENT	TORONTO BRANCH
10685-176 STREET NW	109 WILKINSON RD
EDMONTON	BRAMPTON
Alberta	Ontario
T5S 1G5	L6T 4X1
Canada	Canada

Third section shows all the detail line information.

Line Number	Item Number	Item Description	Quantity Ordered	UOM	Net Price	Total Price	Status	Ship Date
1	JM01FL02DB02	IMPELLER P1-33	1	EA	\$375.89	\$375.89	Invoiced	8/24/2021
2	RJ09UT01RJ	ROTATING FACE P2-25	1	EA	\$292.94	\$292.94	Invoiced	8/24/2021
3	SE04UT15RA11UC	SEAL, MECH, REVERSE, P2-30	1	EA	\$230.30	\$230.30	Invoiced	8/24/2021
4	SE12UT01GC	SEAL, TAIL BUSHING, SINGLE	1	EA	\$213.53	\$213.53	Invoiced	8/24/2021
5	SE12UT02GC	SEAL, DOUBLE LIP, GEARBOX P2-261	1	EA	\$300.00	\$300.00	Invoiced	8/24/2021
6	SL02FL01DB	SLEEVE P1-22	1	EA	\$342.36	\$342.36	Invoiced	8/24/2021
			्रदर		>>> Page 1 of	1 Go to page:	1	Show 10 ¥

On the bottom of the page, you can go page to page or expand the quantity of rows shown.

Please contact Sundyne Finance Dept. if you need a formal copy of the financial invoice.