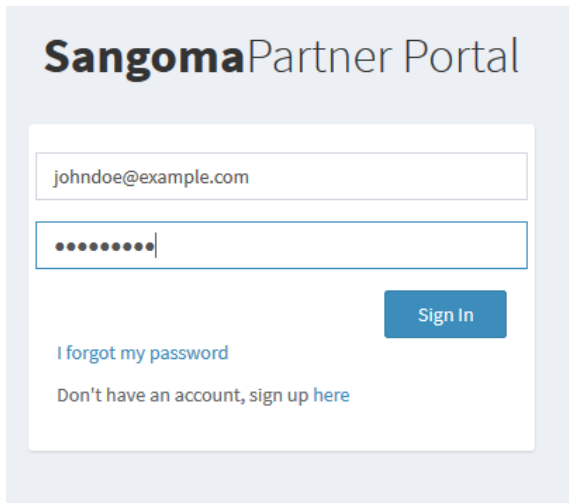


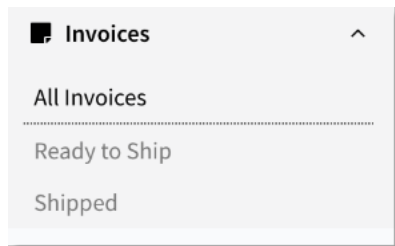
# Viewing Invoices

- Once a order has been processed and shipped a invoice gets created on the system for your order. To view invoices please follow these steps.
- Log into the Portal at <https://portal.sangoma.com>. If you do not have an account, please see [How to Create a Portal Account](#).

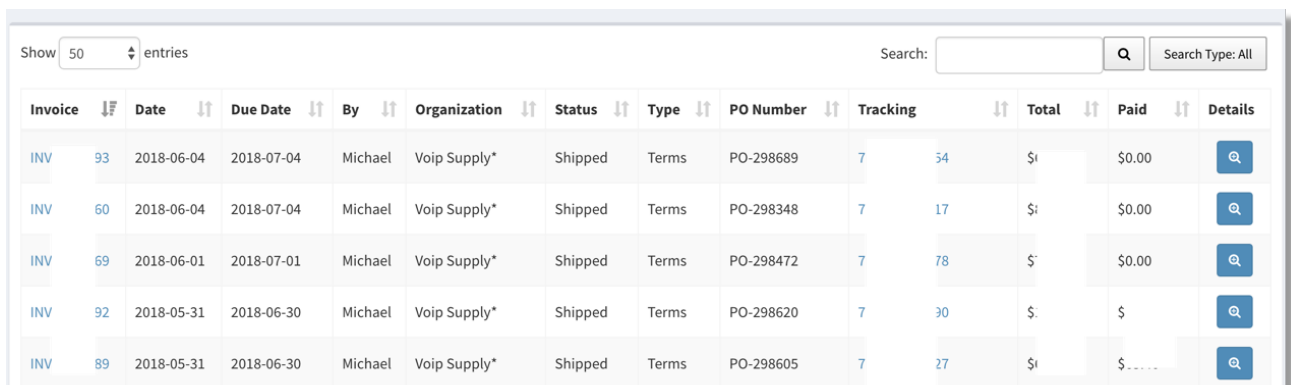


*Forgot your password? Click the **I forgot my password** link if you need assistance.*

- Viewing Invoices can be seen by clicking on the Invoice option at the left menu
  - Ready to Ship – Invoices that are drafted, but waiting tracking to be added. Invoices in this state are not here very long as we only generate an invoice when we are ready to ship.
  - Shipped – Invoices that have been shipped and completed
  - All Invoices – Shows both Ready to Ship and Shipped invoices




- You will now see a list of invoices. At a glance you can see the Invoice amount and how much of the invoice has been paid.



Invoice	Date	Due Date	By	Organization	Status	Type	PO Number	Tracking	Total	Paid	Details
INV 93	2018-06-04	2018-07-04	Michael	Voip Supply*	Shipped	Terms	PO-298689	7 54	\$r	\$0.00	
INV 60	2018-06-04	2018-07-04	Michael	Voip Supply*	Shipped	Terms	PO-298348	7 17	\$r	\$0.00	
INV 69	2018-06-01	2018-07-01	Michael	Voip Supply*	Shipped	Terms	PO-298472	7 78	\$	\$0.00	
INV 92	2018-05-31	2018-06-30	Michael	Voip Supply*	Shipped	Terms	PO-298620	7 30	\$	\$	
INV 89	2018-05-31	2018-06-30	Michael	Voip Supply*	Shipped	Terms	PO-298605	7 27	\$r	\$....	

- Click on the Details button to view a copy of the invoice
  - At the top right is a link to the Order and Tracking Number for the invoice
  - From here you can see the items and price for each item
  - To view the serial numbers for each item, click the + icon next to each item
  - At the bottom you can see any payments that have been applied against the invoice

- You can view the invoice as a PDF and print or save a copy


Creation date: 2018-07-12

<b>Sangoma US</b> 2414 Industrial Drive Unit D Neenah, WI 54956 US 920-886-8130	<b>Billing Address</b> <b>Voip Supply*</b> 80 Pineview Dr buffalo, NY 14228 US 8003988647	<b>Shipping Address</b> <b>Brad Peacher</b> 6909 DAVIDSON ST APT 21 THE COLONY, TX 75056-5233 US 9132081750	<b>Invoice #:</b> INV-1242588 <b>Order #:</b> ORD-1245768 <b>PO #:</b> PO-300890 <b>Due Date:</b> 2018-09-10 <b>Tracking Number #:</b> 772690540125
--	--	--	---

Item Name	Revision / SKU	Item Description	Quantity	Unit Price	Discount	Total Price
S305 Phone	PHON-S305	Sangoma S305 Entry Level Phone. SKU#	1	\$ .50	\$0.00	\$ .50
+ Hardware Information (hardware name / serial number)						
<a href="#">S305 Phone - 5b4770ea / 005058517D9A</a>						
Shipping		Customer Provided Shipping: FDX-	1	\$0.00	\$0.00	\$0.00
<b>Total:</b>						50
<b>Payments:</b>						00
<b>Balance Due:</b>						50

- You can view the invoice as a PDF and print or save a copy