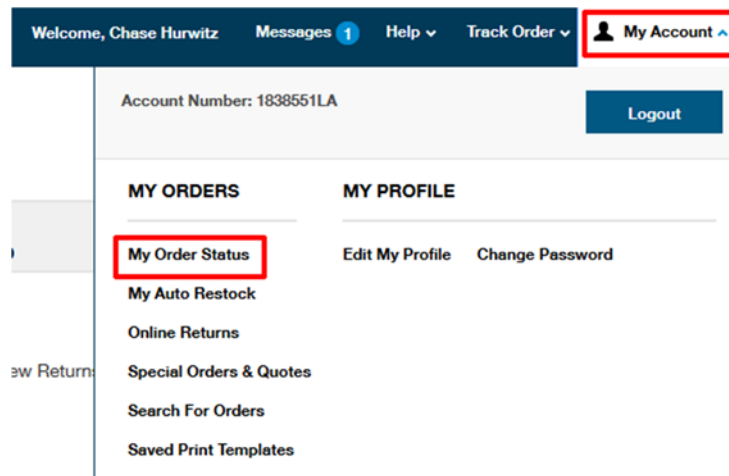


How to Download Receipts from Staples Business Advantage

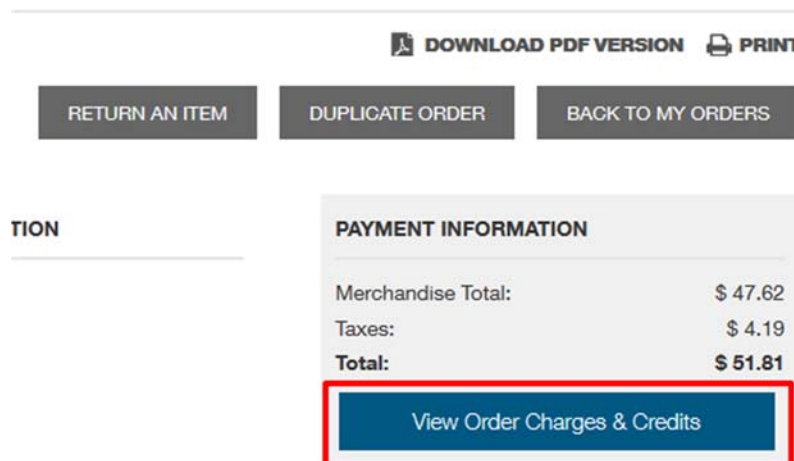
After logging into your account, click on “My Account” in the top right corner, then “My Order Status”



Locate the order that contains the charge that you intend to reconcile and click on the Order Number

Order Number	PO Number	Order Status	Order Date	Order Method	Order Total
7193909958	PVC09	Delivered Track Order	03/12/2018	Online	\$0.30
7192055010	PVC09	Delivered Track Order	02/09/2018	Online	\$13.58
7191953088	PVC09	Delivered Track Order	02/08/2018	Online	\$51.81

In the top right corner under Payment Information, click on “View Order Charges & Credits”



Order Charges and Credits


This is not an invoice

Order Number:
Date Order Placed: Feb 8, 2018
Business Unit: PVC09
PO Number:

CHASE HURWITZ
PARADISE VALLEY CC (PVCC)
18401 N 32ND STREET
RECEIVING DOCK, 9A-12P, 1P-3P
PHOENIX, AZ, 85032


INVOICE ISSUED

Item(s) Shipped | Invoice #

Item Number	Item Description		Price	Quantity	Subtotal
616321	Clorox® Disinfecting Wipes, Lemon Fresh, 75 Count Canister	 ON CONTRACT	\$3.85	6	\$23.10
795283	EXPO® Retractable DryErase Marker, Fine Tip, Assorted, 3/Pack		\$8.29	1	\$8.29
					Merchandise Total: \$31.39
					Tax: \$2.76
					Total Invoiced: \$34.15

INVOICE ISSUED

Item(s) Shipped | Invoice #3368723315

Item Number	Item Description		Price	Quantity	Subtotal
464050	Duracell® CopperTop™ AA Alkaline Batteries, 36/Pk	 ON CONTRACT	\$16.23	1	\$16.23
					Merchandise Total: \$16.23
					Tax: \$1.43
					Total Invoiced: \$17.66

This page is a PDF document that can be saved to your desktop

The document divides the order into each separate time the card was charged, making it much easier to match to the ProCard transactions