

Quick Reference Guide

Welcome to your new TierOne site



LOGIN

www.faisonopc.com/supplier-plus

The screenshot shows the Faison Office Products logo and tagline "Diversity, Expertise & Innovation". Below the logo is a navigation bar with links: Approvals, Profile, Suppliers, Searches, Reports, and Help. A shopping cart icon shows "Items in Cart 2 Total: \$22.28 (USD)". A red message states: "You have items in your cart. You may proceed to checkout or continue shopping." On the right, there is a login form with fields for User Name (Delahunty, Tricia), Company (Faison Office Products Inc - DEMO), Location (Faison Office Products Inc - DEMO), and Administrator (Ferry, Michelle). Links for Home and Logout are also present.

The screenshot shows the Faison Office Products logo and tagline "Diversity, Expertise & Innovation". Below the logo is a navigation bar with links: Approvals, Profile, Suppliers, Searches, Reports, and Help. A shopping cart icon shows "Items in Cart 2 Total: \$22.28 (USD)". A red message states: "You have items in your cart. You may proceed to checkout or continue shopping." On the right, there is a login form with fields for User Name (Delahunty, Tricia), Company (Faison Office Products Inc - DEMO), Location (Faison Office Products Inc - DEMO), and Administrator (Ferry, Michelle). Links for Home and Logout are also present.

Welcome to Faison Supplier Plus

The Smart Choice for Complete Office Solutions

- No Minimum Orders
- Next Day Delivery
- Flexible programs
- Dedicated Account Managers
- Knowledgeable Customer Service

SHOP NOW

Questions?
Contact Customer Service
Phone: 800.434.0924
Fax: 800.434.0925
Email: faisongcare@faisonopc.com

HOME PAGE

To begin shopping , select the “Shop Now” Button.

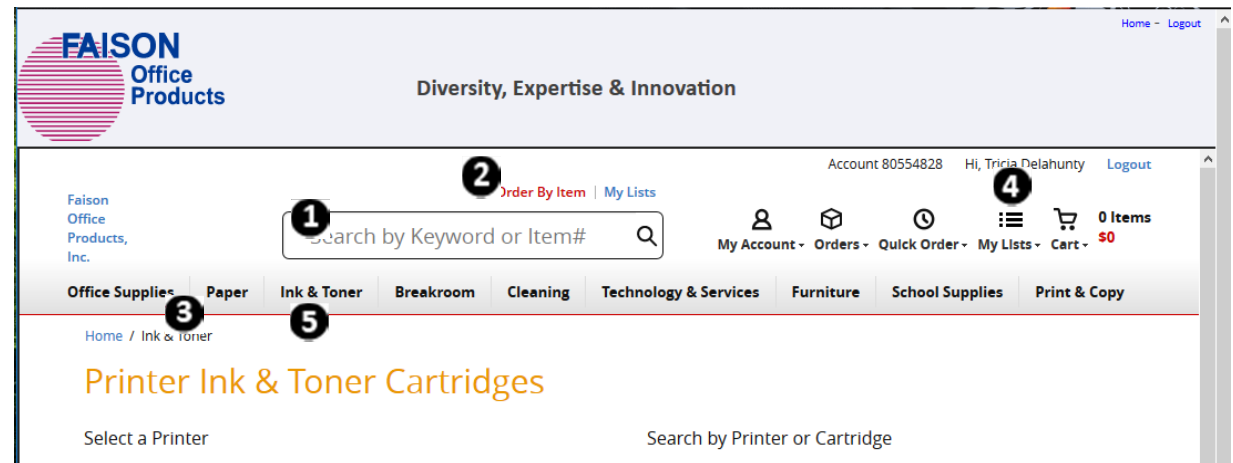
- This will direct you into online catalog specific to your location.
- Once you are in the ordering site, you will search for your desired items, add the items to your cart and then transfer them back to the Faison Supplier Plus Online Ordering site.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



WAYS TO SHOP In the Faison/Office Dept Site

1. Search by Keyword or Item#
2. Order by Item #
3. Category
4. My Shopping Lists
5. Ink & Toner



Search by Keyword or Item#

The search field allows you to shop for items by simply entering in a keyword or Part ID in the SEARCH field and selecting the search icon.

Order by Item Number

Located at the top of the screen is the “Order by Item #” feature which allows you to simply list the part ID and quantity of the item(s) you wish to add to your cart.

Category

By moving your mouse over the category headings, you can narrow your search by selecting your desired item category.

Shopping / Favorites List

You may create a shopping list to locate items you purchase frequently in one easy to find place. Selecting My Shopping Lists on the home page will allow you to create a new list or view previously created shopping lists.

Ink & Toner

This is where you can easily filter through various printing supplies to find the appropriate ink or toner for your machine.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage

MY SHOPPING LISTS

To create a shopping list . . .

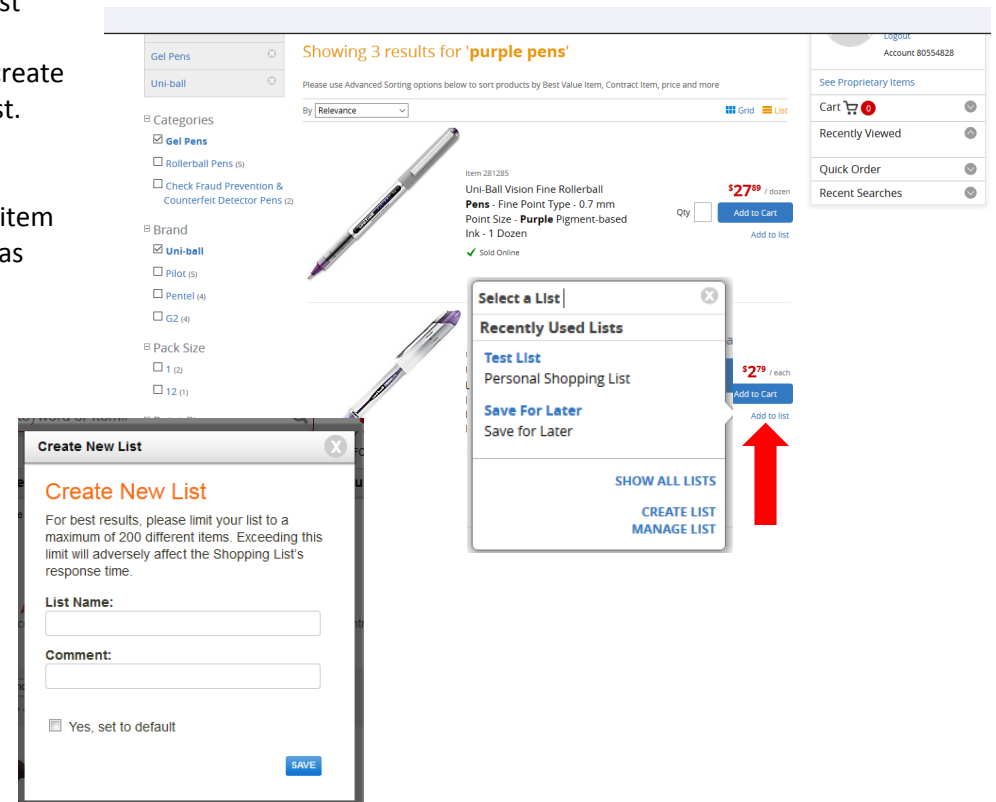
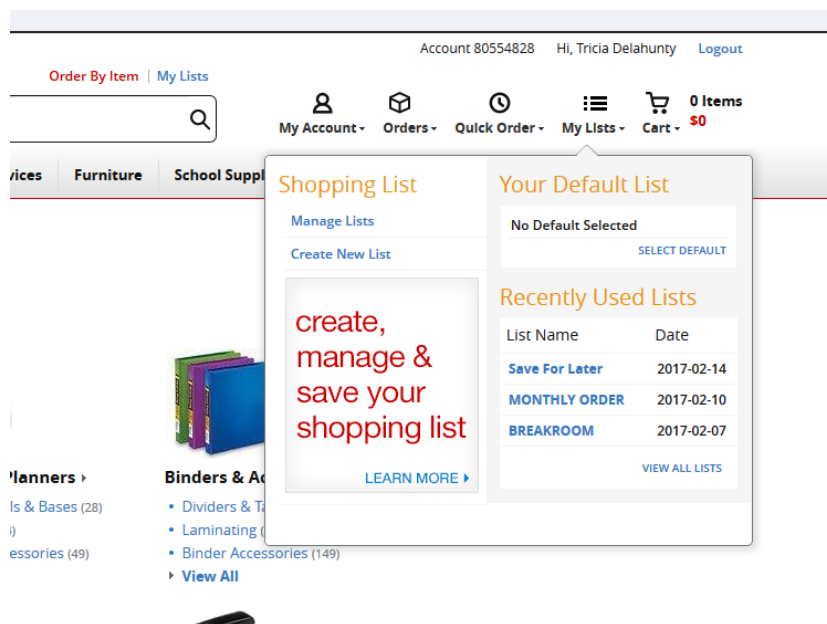
- Locate the item that you would like to add to the shopping list
- Select “Add to Shopping List”
- A window will pop up. This window gives you the ability to create a new list or add the selected item to an existing shopping list.

To add an item to an existing shopping list

- Select the Shopping list name of where you want to add the item
You will receive a pop up window that indicates your item was added successfully

Create a new shopping list

- Select “Create List”
- Enter the name of your new shopping list and select SAVE

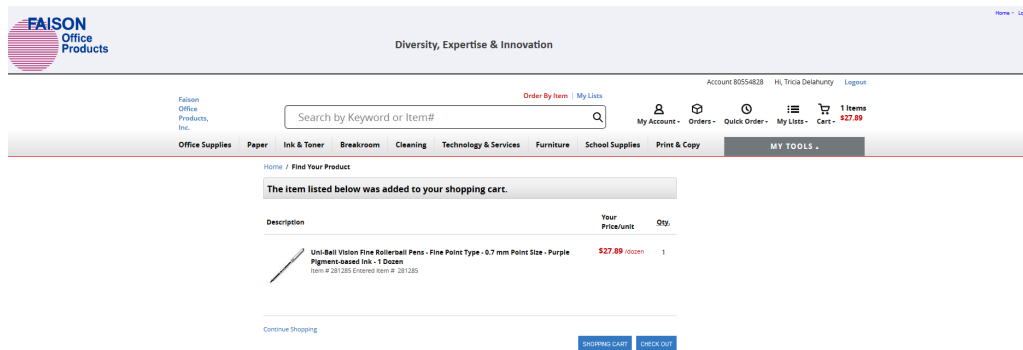


You can access your shopping lists from the Navigation Bar under My Lists. Click on the appropriate Shopping Lists. Select the item(s) to add to your cart and adjust the quantity. Select “Add to Cart” to add the items into your shopping cart.

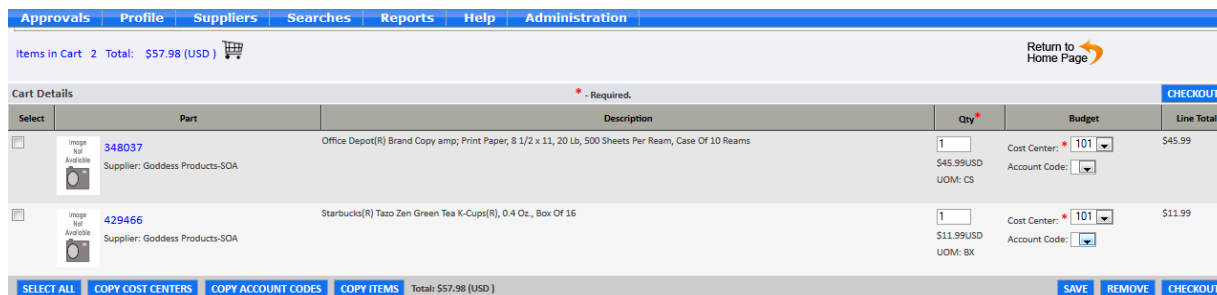
For order questions or product info please contact Faison Office Products Customer Service located on the homepage

CHECKING OUT

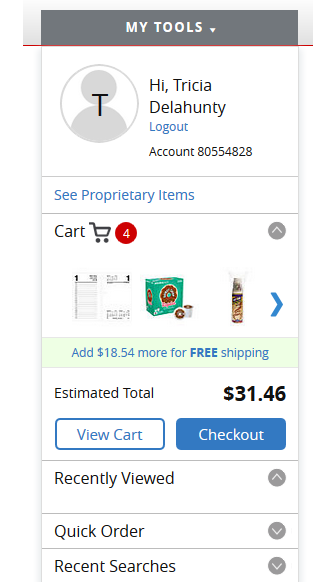
To complete your order you can VIEW CART - All items added into the shopping cart will be displayed and CHECK OUT or Select CHECK OUT for the MY TOOLS Menu. Your items will be transferred from the online ordering site to the Faison SupplierPlus shopping cart.



- To update the quantity per line item, change the quantity in the open quantity field and select SAVE.
- To remove an item from your cart select the box next to the line item and select REMOVE.



- If your location is using cost centers or account codes, the cost center or account code will default to what is set in your profile.
- If you have access to multiple cost centers and/or account codes click on the dropdown to select the appropriate cost center or account Code
Select CHECKOUT to complete Order



Transferring your items from the online shopping cart to the Faison Supplier Plus site (homepage) will save your items in your shopping cart. The items will be saved in the cart until they are removed or the order is placed. Click the cart icon on the homepage to access your items.

You will be able to view all items entered into your shopping cart from your Cart Details screen.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



CHECKING OUT (cont'd)

Shipping and Billing

- The shipping and billing will default to what is set in your profile.
- If you have access to multiple shipping and/or billing addresses click on the shipping and billing address drop down to select the appropriate address id.

Payment Type

- Creditline (Account Bill)
- Preload Credit Card
 - If you have a preloaded credit card it will automatically default as payment type id
- Enter credit card at the time of checkout
 - Populate the required credit card fields with your credit card information
 - Your credit card number will be encrypted as soon as it is entered into the system.

CHECKOUT | REVIEW | COMPLETE CHECKOUT

CHECKOUT DETAILS * -Required. [Shipping Policies](#) [CHECKOUT](#)

Shipping Info Ship To Attention: Alicia Brown Shipping Address ID: ePS Procure Demo Customer Street1: 691 N. Squirrel Rd Street2: Ste 107 City: Auburn Hills State: Michigan Postal Code: 48326	Billing Info Buyer Contact: Alicia Brown Billing Address ID: ePS Procure Demo - Billing Street1: 691 N. Squirrel Rd Street2: Ste 107 City: Auburn Hills State: Michigan Postal Code: 48326																																				
Payment Info Payment Type ID: User Input Credit Card Name On Card: Credit Card Type: Visa Card Number: Expiration Date: 01-Jan 2014 Street 1: City: State/Province: Zip/Postal Code:	Additional Info External PO Number: Ship Via: Java Ship Via Alternate Email: VW:																																				
Note To Approver: Note To Supplier:																																					
Line Items Info																																					
<table border="1"><thead><tr><th>Part</th><th>Description</th><th>Unit Price</th><th>UOM</th><th>Qty</th><th>Account Code</th><th>Cost Center</th><th>Required Date</th><th>Sub Total</th></tr></thead><tbody><tr><td>676</td><td>TOMATO SHARK, ECONOMY, LIGHT DUTY</td><td>\$0.31 USD</td><td>EA</td><td>1</td><td>Demost AC123</td><td>Demo CC 456</td><td>09/18/2014</td><td>\$0.31</td></tr><tr><td>503G</td><td>END CAP FOR SQUEEZE BOTTLE</td><td>\$0.44 USD</td><td>EA</td><td>5</td><td>Demost AC123</td><td>Demo CC 456</td><td>09/18/2014</td><td>\$2.20</td></tr><tr><td colspan="8"></td><td>Total: \$2.51</td></tr></tbody></table>		Part	Description	Unit Price	UOM	Qty	Account Code	Cost Center	Required Date	Sub Total	676	TOMATO SHARK, ECONOMY, LIGHT DUTY	\$0.31 USD	EA	1	Demost AC123	Demo CC 456	09/18/2014	\$0.31	503G	END CAP FOR SQUEEZE BOTTLE	\$0.44 USD	EA	5	Demost AC123	Demo CC 456	09/18/2014	\$2.20									Total: \$2.51
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								Total: \$2.51																													

[CHECKOUT](#)

Once all required fields are populated, select Checkout and then select Submit

Depending on your department, one of the following two will occur

- If your department has an approval hierarchy and you place an order above your approval limit, a Requisition ID will be generated. An email notification will be sent to your approver for approval. Once the Requisition ID has been approved, you will receive an email notification with your Purchase Order and the order will be sent directly to the fulfillment center.
- If your department has no approval hierarchy, a Purchase Order ID will be generated and the order sent directly to the fulfillment center.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



APPROVING REQUISITIONS

Requisitions are escalated when a user creates an order above the user's approval limit. When a Requisition is escalated to the approver, an email notification is sent to the approver.

To approve a Requisition an approver will need to log into the Faison Supplier-Plus site, go to the Approvals tab and select "Requisitions". This displays all Requisitions waiting for approval.

To Approve/Reject a Requisition

Select the box next to the appropriate Requisition ID and select APPROVE or REJECT.

When A Requisition is approved a Purchase Order number is assigned to the order and sent the fulfillment center.

An email notification will be sent to the user indicating their Requisition has been approved or rejected.

Approvals

Profile

Suppliers

Searches

Reports

Help

Administration

Items in Cart 0

Total:

Return to Home Page

Requisition Approval

Select	Submission Date	Requisition ID	Cost Center ID	Buyer Name	Approver	Required Date	Status	Total
☐	2014-08-25 14:39:29.0	ePS-R-945		User, GTC (GTCUser)	Approver, GTC (GTCApprover)		Escalated	\$195.65
☐	2014-08-25 14:40:19.0	ePS-R-946		User, GTC (GTCUser)	Approver, GTC (GTCApprover)		Escalated	\$241.60
SELECT ALL							APPROVE REJECT	

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



APPROVING REQUISITIONS (cont'd)

To Modify a Requisition

Click on the Requisition ID (This will take you to the Requisition ID Details screen)

Fields that may be modified per line include: quantity, cost center, and account code.

Some departments may require the approver to modify the Requisition by entering the Customer PO#.

Make any desired change, and then click SAVE.

An approver may also remove items from a Requisition by checking the delete box and selecting DELETE ITEM. (A comment must be entered in the comments field when deleting an item)

Select APPROVE to approve the Requisition or REJECT to reject a Requisition.

An email notification of the Requisition status will be sent to the user.

[Approvals](#) | [Profile](#) | [Suppliers](#) | [Searches](#) | [Reports](#) | [Help](#) | [Administration](#)

Items in Cart 0 Total:

[Return to Home Page](#)

[SEARCH GPI REQUESTS](#) | [GPI REQUEST DETAILS](#) | [CREATE GPI REQUEST](#)

Requisition Details

Requisition ID

ePS-R-945

Status

Escalated

Date Created

08/25/2014 2:39:29 PM

Date Approved

Shipping Address ID

Gateway Technical College Shipping in Kenosha, Wisconsin

Ship Via ID

Ground - 20432045

Agency#

Customer PO#

1234

Note to Supervisor

Comments

External Purchase Order ID

Approver User ID

GTCApprover

Created By User ID

GTCUser

Billing Address ID

Gateway Technical College Billing in Kenosha, Wisconsin

Payment Type ID

Gateway Pcard

Line Item Details

Total: \$195.65 (USD)

[APPROVAL FLOW](#) | [SAVE](#)[APPROVE](#) | [REJECT](#) | [PDF](#)

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



ORDER TRACKING

To locate your order, use the online Order Tracking tool located in the catalog. Enter the search criteria to locate your order.

Add \$50.00 more for FREE shipping

0 item(s): \$0.00

[View Cart](#) [Check Out >](#)

CUREMENT SERVICES LLC - [Logout](#) Account #: 43917884

Furniture **Our Services** **My Account**

My Orders

- Order Tracking

My Tools

- My Shopping Lists
- Order by Item#

Showing **All Orders** Copy & Print Depot

Find Your Order
Search by item or order number, order status, or order date range

Search By: Order Number

Status: ALL

From: 08/17/2014 To: 09/17/2014

Date Range:

Min: Max:

Dollar Range:

Approver:

[SEARCH ORDERS](#)

Click an order number to see the details of your order, or to view delivery tracking information.

Orders Pending Approval

No orders were found

Processed Orders

Result 1 - 6 of 6

Order Number	Order Date	Total	Status	Delivery Date	Changeable	PO Number	Cost Center	Release	Contact	Type
730046762-001	09/15/2014	\$45.43	Shipped	09/16/2014	No	EPS-PO-489			Teresa Stefani	Order

Status

- All orders will be listed based on the criteria selecting showing the appropriate status.

Reorder

- Allows you to take a previous order and add all items to your cart. From this point you can modify the items if necessary.

Cancellation

- There is a very small window for canceling orders once the order has been submitted. To cancel an order the field that states "Changeable" must be YES for that order. Click on the order number and select cancel order.

Return

- In most cases returns can be placed directly through the online catalog once the order status shows as delivered, no need to call Customer Service. If the begin return link does not appear on your order, please reach out to customer service for assistance with your return.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage

REORDER

- Locate your order in online Order Tracking tool.
- Click on your order number.
- Scroll to the bottom of your order and select **REORDER** 
- (All items will be added to your shopping cart)
- You can add additional items, remove items or change quantities.
- Follow the steps to checkout.

	Office Depot® Brand Correction Tape, 394", Pack Of 2 Item # 576481 Contact Items	\$0.920 / pack	10	0	10	\$9.20	\$0.92 / pack	10	☒
	Office Depot® Brand Grip Ballpoint Pens, Medium Point, 1.0 mm, White Barrel, Red Ink, Pack Of 12 Item # 732132 BEST VALUE	\$1.660 / dozen	2	0	2	\$3.32	\$1.66 / dozen	2	☒

Subtotal:	\$198.10
Delivery Fee:	\$0.00
Miscellaneous:	\$0.00
Taxes:	\$0.00
Discount:	(\$1.98)
Total:	\$196.12

[Print Order](#) [View Search Results](#) | [Begin Return](#) [ADD TO LIST](#)

[Email Us](#) [Back to Order Tracking](#) All selected items will be added to your shopping cart. **REORDER** 



Add \$50.00 more for FREE shipping



 **0 item(s): \$0.00**

[View Cart](#) [Check Out](#)

me, Wakeba Reid of GPI LITTLE ROCK SCH DIST - [Logout](#) Account #: 10192692

[Technology](#) [Furniture](#) [Our Services](#) [My Account](#)

My Orders

- [Order Tracking](#)

My Tools

- [My Shopping Lists](#)
- [Order by Item#](#)

 **SHOP NOW**

For order questions or product info please contact Faison Office Products Customer Service located on the homepage

RETURNS

- Locate your order in online Order Tracking tool.
- Click on your order to view in the “Order Details” screen.
- Scroll to the bottom of your order and select “Begin Return”.
- Follow steps 1 through 3 to submit your return.

[Home](#) > [My Account](#) > [Order Detail](#) > [Return Form](#)

Place Return (Step 1 of 3)

1. Verify Return Address
2. Select Your Items
3. Review Information

Return Address

Your address:
691 SQUIRREL RD
EPS INTERNAL ORDERING
691 N SQUIRREL RD STE 22
STE 220
AUBURN HILLS, MI 48326-2846
USA

CONTINUE

- Select Continue to begin the return process (The returnable items will be displayed)
- Enter the quantity to return
- Select the return action: Exchange or Return for Credit
- Enter the number of boxes to be returned and select Continue (You will receive a return authorization number)
- Print the page by selecting the “Print This Page” link and attach the return authorization document to your order to be returned.



Office Depot® Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, White, Pack Of 12
Item # 533400

\$12.490 / dozen 2 0 2 \$24.98 \$12.99 / dozen 2

REVIEW THIS PRODUCT

Soy Nondairy Creamer, 12 Oz. Canisters, Pack Of 3
Item # 814301

\$5.870 / pack 1 0 1 \$5.87 \$5.87 / pack 1

REVIEW THIS PRODUCT

Subtotal: \$87.52
Delivery Fee: \$0.00
Miscellaneous: \$0.00
Taxes: \$4.90
Total: \$92.42

Print Order View Search Results | Begin Return ADD TO LIST
Email Us Back to Order Tracking REORDER

All selected items will be added to your shopping cart.

Place Return (Step 2 of 3)

1. Verify Return Address
2. Select Your Items
3. Review Information

Select the item(s) you would like to return by providing the following details:

- Quantity to return
- Return for Credit or Even Exchange
- Reason for return
- Number of boxes to return

Returnable Items

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
Porelon 42-2 Replacement Ink Rollers, Black/Red, Pack Of 2 Item # 0848564	\$2.170 / pack	2	2	

Return action: Exchange Return for Credit

Number of boxes to return.

Why is this important?

CONTINUE

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



REPORTING

To create a Purchase order report, select the “Reports” tab and “Purchase Order”.

Purchase Order Report

- This reporting feature allows you to create a custom report.
 - The report criteria acts as your funnel for filtering data to only show what you want to see.
 - The report columns allow you to select the data you want to populate in your report.
 - Selecting your location is required; all other fields are optional. (It should automatically default for you).
- Enter criteria of report, and then select Submit.
- You can export your report into excel by selecting the Excel button.
- You can save your report by entering the name of the report and selecting who you want the report available for.

ORDER REPORT CRITERIA | ORDER REPORT RESULTS

Saved Reports

Choose from saved reports [SAVE](#) [DELETE](#)

Order Report Criteria

PO Created From (MM/dd/yyyy)

Total Amount From

Location ID *

User (Buyer) Name

Cost Center ID

Part ID (Select at least one Line Item Column)

UNSPSC Family Code

To (MM/dd/yyyy)

To

Status

Supplier ID

Account Code ID

Line Item Action

Include all child locations ☐

Order Report Columns

☒ PO - Created Date	☐ PO - Ship Charges	☐ Line Item - Cost Center Budget
☒ PO - Purchase Order ID	☐ PO - Additional Charges	☐ Line Item - Account Code ID
☒ PO - Customer Location ID	☐ PO - Custom Field 1	☐ Line Item - Cost Center ID
☐ PO - Shipping Address ID	☐ PO - Custom Field 2	☐ Line Item - Line Total
☒ PO - User ID	☐ Line Item - Manufacturer ID	☐ Line Item - Qty Returned
☐ PO - Ship Via ID	☒ Line Item - Manufacturer Part ID	☐ Line Item - Qty Received
☐ PO - External PO ID	☒ Line Item - Part ID	☐ Line Item - Qty Cancelled
☐ PO - Requisition ID	☒ Line Item - Description	☐ Line Item - Qty Shipped
☐ PO - Credit Card ID	☐ Line Item - Price	☐ Line Item - UNSPSC Family Code
☐ PO - Total Amount	☐ Line Item - UOM	☐ Line Item - Custom 3
☐ PO - Tax	☐ Line Item - Qty	☐ Line Item - Custom 4
☐ PO - Supplier ID	☐ Line Item - Tax	☐ Line Item - Ship Date
☒ PO - Status	☐ Line Item - Date Required	☐ Line Item - Line Origin

[SELECT ALL](#) [UNSPSC Family Codes](#) [RESET](#) [SUBMIT](#) [EXCEL](#)

Save this report

Report Name Make it available for Company [SAVE AS NEW](#)

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



LOCATING YOUR INVOICE

Transaction Log Report

The Transaction Log is an e-Library of all your invoices. From the Reports tab, select Transaction Log. Enter the order creation date range of the orders you want to yield invoice results. The results will display with a header bar in bold and the line item detail listed below.

The report will generate within the Faison Supplier Plus site.

TRANSACTION LOG REPORT CRITERIA

Transaction Log Report Criteria

Date From

02/01/2014

To

02/07/2014

SUBMIT

Transaction Log Results

Date	Supplier Name	Description of Purpose	Item Qty	Item Price	Subtotal	Freight	Tax	Total	Account Code	Project #	Cost Center	Business Purpose	Comments / Ref #	Invoice #	Shipped Date	Received Date
02/07/2014 2:12:32 AM	Choctaw-Kaul (AM)	Order Summary			\$28.48	\$5.00	\$1.71	\$35.19					ePS-880	2826065		
02/07/2014 2:12:32 AM	Choctaw-Kaul (AM)	GLOVES,ZORBIT X-SMALL	1	\$28.48	\$28.48			\$28.48	MSU Account Code 456		MSU Cost Center 456		ePS-880	2826065	02/10/2014	02/07/2014
02/07/2014 2:19:15 AM	Choctaw-Kaul (AM)	Order Summary			\$28.48	\$0.00	\$1.71	\$30.19					ePS-880	2826067		
02/07/2014 2:19:15 AM	Choctaw-Kaul (AM)	GLOVES,ZORBIT SPONGE NIT RILE NYLON LINER SZ 7	1	\$28.48	\$28.48			\$28.48	MSU Account Code 456		MSU Cost Center 456		ePS-880	2826067	02/09/2014	02/07/2014
Log Total					\$56.96	\$5.00	\$3.42	\$65.38								

EXCEL

- If you click on an **Invoice #** the supplier invoice will display in a new window. If you click on the **Purchase Order #** a copy of the PO will display with any cancellations, ship notices, invoices and/or returns. This invoice or PO can be printed.
- Export the report to Excel by scrolling to the bottom of the report and clicking on the Excel button.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



Payment Report

Found under Reports Tab, the Payment Report provides a detailed report of all paid invoices within a date range. The results of this report can be used to reconcile general ledger accounts as it provides full purchase order line item details. Report results will include all invoices with a paid date within the specified range regardless of payment type.

PAYMENT REPORT | INVOICE REPORT

Payment Report Criteria

Date From
06/01/2014
To
06/24/2014
SUBMIT

The report generates in Excel with header information listed first for all paid invoices, followed with the line item detail is listed below.

1	Record ID	Type	Supplier Name	Paid Date	Payment Terms	Invoice Status	PO Number	Invoice Date	Supplier Invoice #	EPS Inv
2	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1394	9/8/2010	New_Haven_Receipts_20100908_1757.cs	
3	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1405	9/20/2010	received on receipt file	
4	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1409	9/17/2010	New_Haven_Receipts_20100917_1757.cs	
5	Record ID	Type	Supplier Name	Supplier Invoice #	Payment Terms	Invoice Status	EPS Invoice #	Inv Create Date	Inv Paid Date	Creat
6	Detail	PAYMENT	St Louis Safety Inc 16096	New_Haven_Receipts_20100908_1757.cs	CREDITLINE	Paid	969314	9/8/2010	11/8/2010	Caitlin
7	Detail	PAYMENT	St Louis Safety Inc 16096	received on receipt file	CREDITLINE	Paid	980105	9/20/2010	11/8/2010	Caitlin
8	Detail	PAYMENT	St Louis Safety Inc 16096	New_Haven_Receipts_20100917_1757.cs	CREDITLINE	Paid	979334	9/17/2010	11/8/2010	Ron Ak

- Additional header fields include Subtotal, Freight, Additional Charges, Tax Rate %, Taxes, Invoice Amount, Currency
- Additional line item detail fields include full shipping address, Description, item #, Received QTY, UOM, Unit Price, Extended Price, Taxes, Freight, Additional Charges, Total, PO Number, Payment Reference, Cost Center, Account Code and Item Type.

For order questions or product info please contact Faison Office Products Customer Service located on the homepage



Invoice Report

Found under Reports Tab, the Invoice Report provides a detailed report of all invoices within a date range. The results of this report can be used to reconcile general ledger accounts as it provides full purchase order line item details and pending invoices. Report results will include all invoices generated within the specified date range regardless of payment type.

PAYMENT REPORT | INVOICE REPORT

Invoice Report Criteria

Date From	02/01/2014	To	02/17/2014
PO Number		Supplier Invoice#	
Customer Location ID	ePS Procure Demo Customer	Account Code	
Supplier ID		Cost Center	
EPS Invoice ID			
Include Line Item Detail	☒		

SUBMIT

The report generates in Excel with header information listed first for all invoices, followed with the line item detail is listed below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record ID	Type	Supplier Name	Paid Date	Payment Terms	Invoice Status	PO Number	Invoice Date	Supplier Invoice #	EPS Invoice #	External PO #	Subtotal
2	Header	INVOICE	Bunn-O-Matic		CREDITLINE	Hold	ePS-P-1465	2/12/2014	91217315	2833844	1981059	\$1
3	Header	INVOICE	Bunn-O-Matic		CREDITLINE	Hold	ePS-P-1511	2/12/2014	91217316	2833845	1993820	\$1
4	Header	INVOICE	Wasserstrom	2/15/2014	CREDITCARD	Paid	ePS-P-1536	2/15/2014	9405184460	2840290		
5	Header	INVOICE	Staples	2/15/2014	CREDITCARD	Paid	ePS-P-1534	2/15/2014	3223166309	2840478		
6	Header	INVOICE	CDW		CREDITCARD	Hold	ePS-P-1489	2/10/2014	JT35707	49479		(\$
7	Header	INVOICE	Cartridge Solutions	2/7/2014	CREDITCARD	Credited	ePS-P-1447	2/6/2014	2550587	49411		(
8	Record ID	Type	Supplier Name	Supplier Invoice #	Payment Terms	Invoice Status	EPS Invoice #	Inv Create Date	Inv Paid Date	Created By	Ship to Attn	Shp Addr1
9	Detail	INVOICE	Bunn-O-Matic	91217315	CREDITLINE	Hold	2833844	2/12/2014		John Smith	store manager	310 N. Greer Blvd.
10	Detail	INVOICE	Bunn-O-Matic	91217316	CREDITLINE	Hold	2833845	2/12/2014		John Smith	Store Manager	1101 McCann Rd.
11	Detail	INVOICE	Front Line Sales	520845m	CREDITLINE	Hold	2833145	2/11/2014		John Smith	EBCO	3750 Lamar Ave.
12	Detail	INVOICE	Front Line Sales	544788	CREDITLINE	Hold	2841572	2/17/2014		John Smith	store manager	1917 BELL
13	Detail	INVOICE	Front Line Sales	544788	CREDITLINE	Hold	2841572	2/17/2014		John Smith	store manager	1917 BELL
14	Detail	INVOICE	Sub Technologies	1410452	CREDITCARD	Hold	2816162	2/3/2014		Jane Smith	Mark Lapierre	201 W. Main

For order questions or product info please contact Faison Office Products Customer Service located on the homepage