



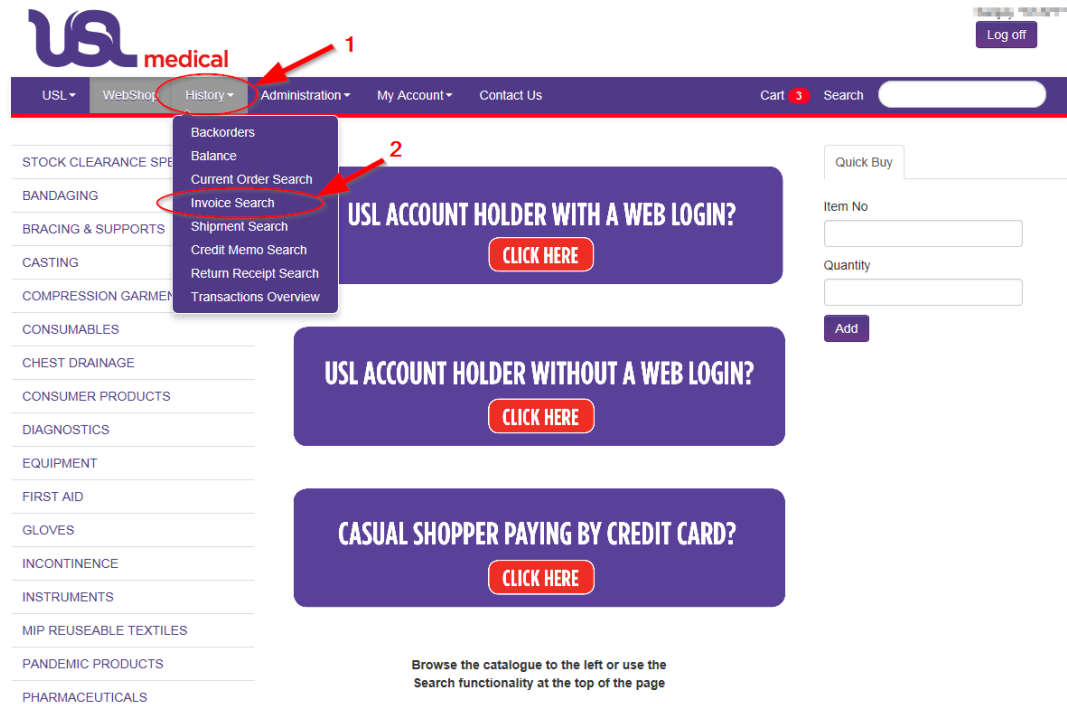
USL WEBSITE USER MANUAL

Reprint an Invoice or Packing Slip

*End user
instructions*

Reprint an Invoice or Packing Slip

1. Logon to your Account using the credentials provided to you when you created the account.



2. Click on the “History” menu at the top of the webpage
3. From the drop down menu select “Invoice Search” or “Shipment Search” if the order was sent with a packing slip only and has yet to be invoiced.
4. You can search an Invoice or Shipment by the number or date range. Alternatively you can click on the desired invoice/shipment that as listed.

Backorders
Balance
Current Order Search
Invoice Search
Shipment Search
Credit Memo Search
Return Receipt Search
Transactions Overview

Search Document

No
From
To

Search

Search using Invoice No.
Search using Date Range

Open Invoice in PDF format for view or Print

Open Invoice in web view

No	Your Reference	Order Date	Amount	PDF
PSI1059087		14/03/2014	(15.66)18.01	PDF
PSI1045521		28/01/2014	(38.53)44.31	PDF
PSI1038099		19/12/2013	(4.21)4.84	PDF
PSI1037898		18/12/2013	(5.30)6.10	PDF
PSI1029282		20/11/2013	(16.45)18.92	PDF
PSI1027372		13/11/2013	(15.88)18.26	PDF
PSI1003518		16/08/2013	(24.34)27.99	PDF
PSI982068		04/06/2013	(16.13)18.55	PDF
PSI969937		22/04/2013	(28.04)32.25	PDF
PSI956993		07/03/2013	(1.95)2.24	PDF

<<1234567>>

click on page number to see older invoices

5. After locating the Invoice click on the Invoice No to view it.

Ship To Customer

Click this to add the item in invoice to cart for purchase

No	Description	Unit Price	Quantity	Amount
18886	Glove Exam Latex USL Powder Free Medium		1.00	
10276	HealthE Chlorhexidine Hand Rub 500ml		1.00	
11982	Reynard Wipes Soft Dry Patient 330x290mm		1.00	

Copy items to shopping cart PDF

Click to open Invoice in PDF

6. You can view the invoice /packing slip in this window.
7. Clicking on to “Copy Items to shopping Cart” will add those item in the invoice/packing slip to your shopping cart allowing you to purchase them again.
8. To print the invoice/packing slip, click on “PDF” this will open the invoice/packing slip in PDF application on your computer and allow you print from there.

USL Medical
NATIONAL SUPPORT OFFICE
 494 Rosebank Road,
 Auckland,
 P.O. Box 15-045 New Lynn
 Auckland 0640, New Zealand
 Telephone 09 829 0960 FreePhone 0800 858 814
 Facsimile 09 829 0962 FreeFax 0800 830 660

COPY TAX INVOICE
 GST Regn No. 10-190-697

www.uslmedical.co.nz
Christchurch Distribution Address
 308 Port Hills Road
 Warehouse 3, Hillborough, Christchurch
 P.O. Box 15045 New Lynn Auckland 0640
 Telephone 03 338 0886 FreePhone 0800 804 546
 Facsimile 03 338 3463 FreeFax 0800 804 547

Page 1
Invoice To
 [Redacted]



Delivered To
 [Redacted]

Customer No.	Charged to	Shipment No.	Invoice Date	Invoice No.	Sales Order No.	Customer Order No.	Operator
888887	888887	SS1652420	17/03/14	PSI1059087	SO1682090	SANJAY	SERENA.C

Item No.	Description	Unit Of Measure	Backorder		Shipped		Unit Price	Amount
			Order Qty	Qty	Qty	Qty		
18896	Glove Exam Latex USL Powder Free Medium	Box 100	1		1			
10276	HealthE Chloroxidine Hand Rub 500ml	EACH	1		1			
11982	Reynard Wipes Soft Dry Patient 330x290mm	Pkt 100	1		1			

Invoice No. PSI1059087

Total NZD [Redacted]
15% GST [Redacted]
Total NZD Incl. GST [Redacted]

Our bank account number is - 12-3108-0005501-00. Universal Specialities Ltd trading as USL Medical

PLEASE NOTE Ownership of the goods does not pass to the Customer until payment in full for the goods is received by USL Medical. Our Terms and Conditions of Sale are available on request