## **Printing an Invoice**

Log into the portal using Internet Explorer; please use **birkenstockb2b** in your web browser (without the www)

Make sure the computer which is trying to open the .pdf file does have the Adobe Acrobat Reader program installed. It is a free download, from http://www.adobe.com/acrobat. User ID:

P/W:

Now you are at your home page

Click on the Statement up at the top of the screen in gray.



When you click on Ref # this will pop up click <b>OK</b>											
Microsoft Internet Explorer											
Printing of Order Invoice has been submitted for Processing											
OK											
Click on <b>Open The PDF Document Now</b>											
🖉 Save Document To Disk - Microsoft Internet Explorer											
Open The PDF Document Now											
	OR										
	Email Address:										
	Send Email Now										
	Be sure to observe your printer settings to remove page section										
	Page Scaling: None										
	Page Scaling: None										
	Auto-Rotate   Fit to Printer Margins Reduce to Printer Margins										
	Li Uhoose Pape Trie lal pages Multiple pages per sheet										
You can print this invoice by clicking on the printer.											
http://172.16.64.20/IMAGES/TMP/01010802048.PDF - Microsoft Internet Explorer											
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FI	(	Customer Numb	er PO	Numb	er	Order N	umber	Invoice Number	Invoice Amount	- 11	
nails		AR	AR8-8SJ Shipmont Date		Due Date		B02048	\$1,782.44			
Iquini		Shipi	8/09/06	ate	9/18/06		8/09/06	UPS GROUND PREP			
É				Weight		#Cartons	Total Units	Terms	Pick Ticket		
			1	01		5	154	NET 30 DAYS	3624		
	tem # Description Size & Quantity Total City Unit While Price Unit Prigm Disc Net								Unit Prgm Dise Net Amount		
	R 1010	R 1010 1 RESOLE BROWN 12 12				43 44 12 12		60 6.00	360.00		
	R 1019 1 RESOLE BLACK			37 4	0 44 8 12			41 6.00	246.00		
	R 1412	1 FOOTBED UN	ED	8 4 6 1	2 6	12		36 22.00	792.00		
	R 1412	3 FOOTBED UN	ED	6	6			12 22.00	264.00		
	R 10006	0 RESOLE SHE	ET BLACK 1	2				2 32.00	64.00		
	R 950	O CORKLIFE SE	ALER OT	3				3 26.00	78.00		

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