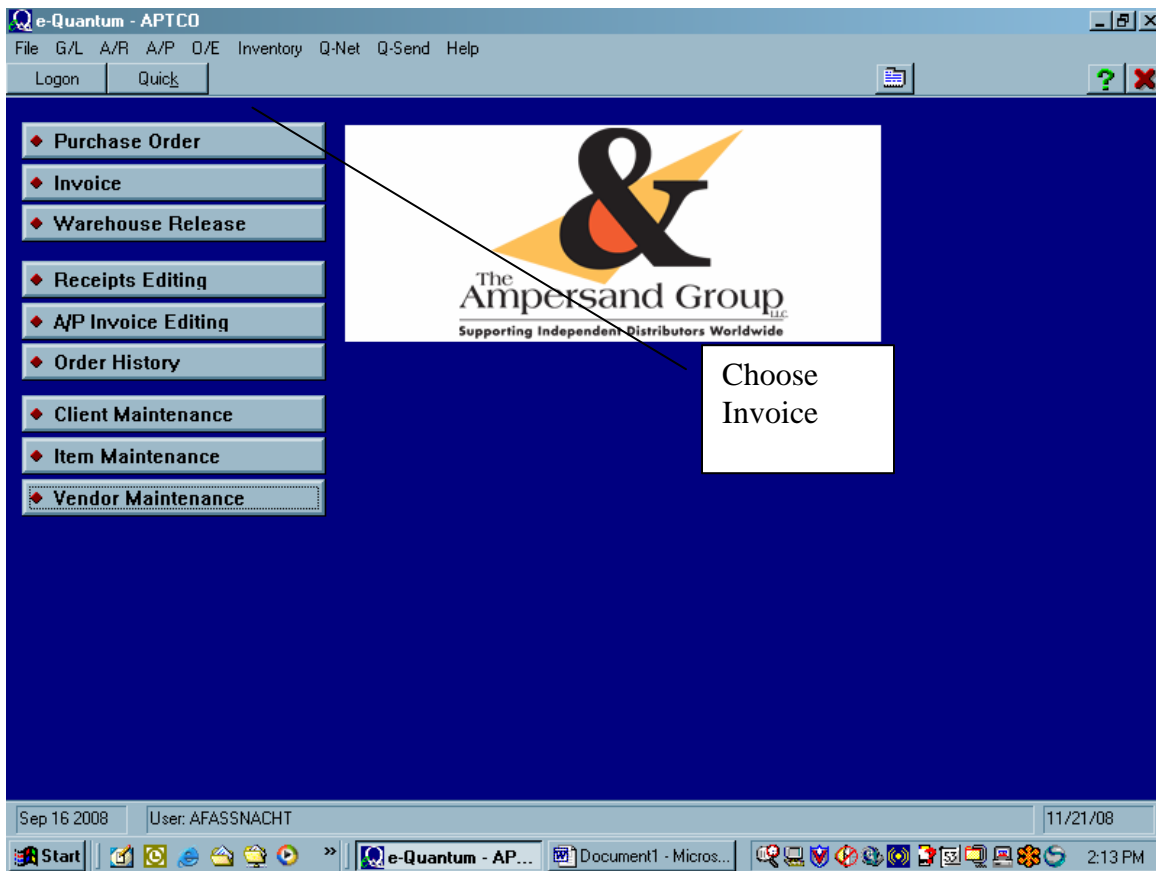
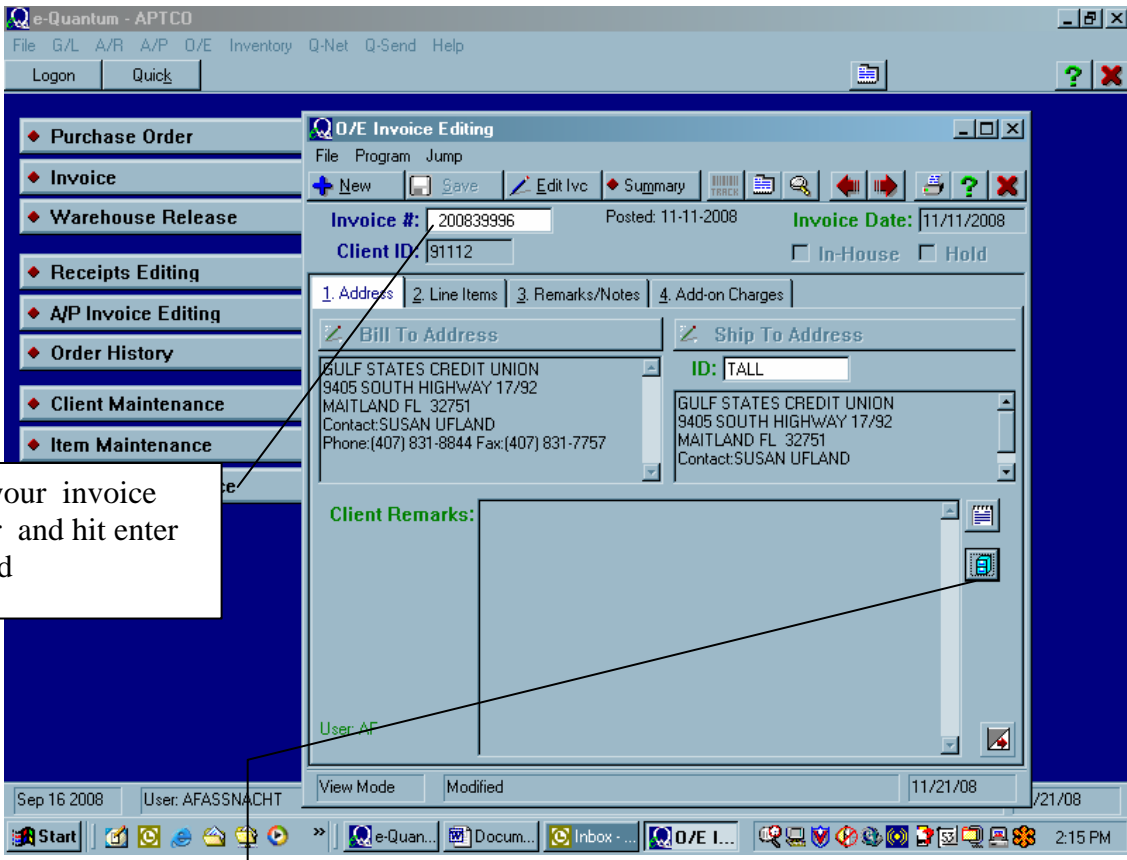


Ampersand Docu-Manage

In an effort to make your life easier, we are proud to announce our new Doc-Manage feature. This will allow us to electronically store your scan packs for you. These are the same packets you get in your weekly mailings but will be tied individually to each invoice for future retention.

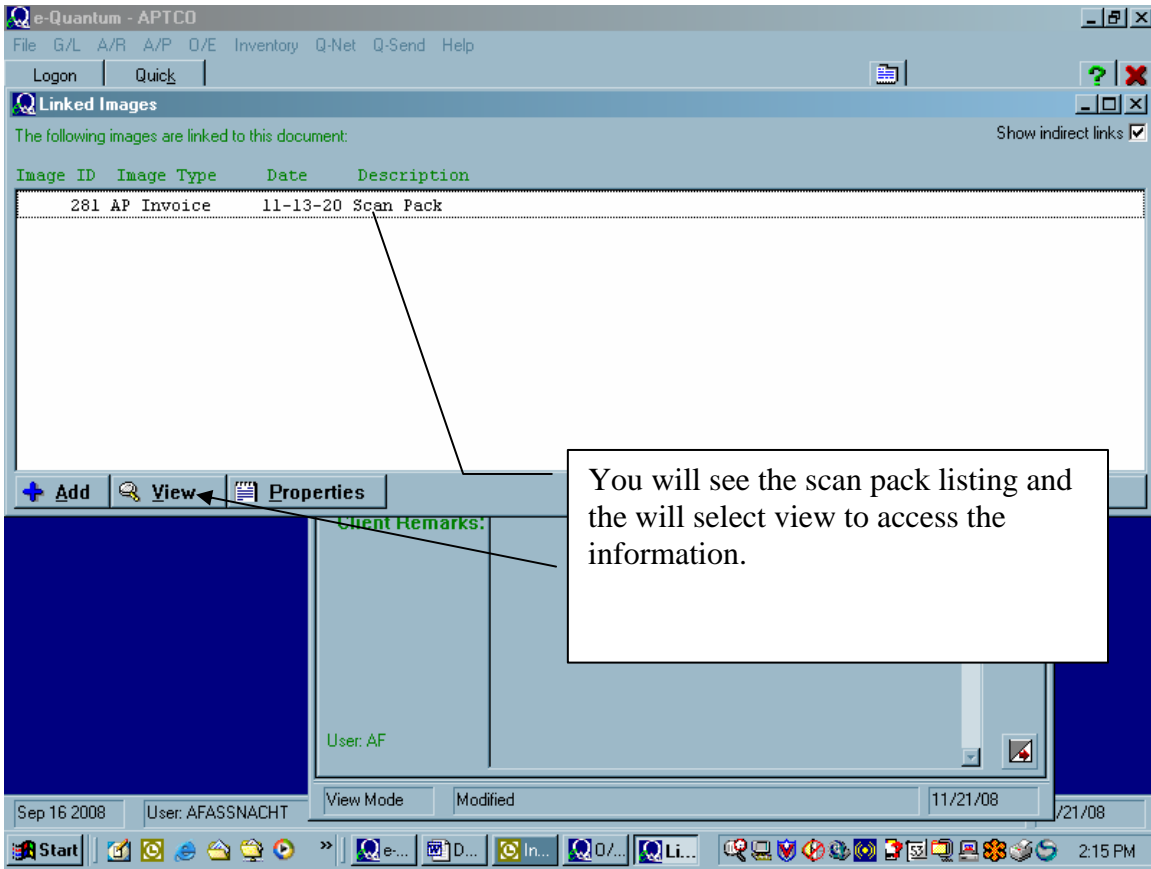
Please see the procedure below to access Docu-Manage scan packs.





Put in your invoice number and hit enter and and

Then click the filing cabinet that is located in the first screen in invoicing.



Inside you will find the AP invoices associate with the billing, the purchase order copy, and the invoice copy.