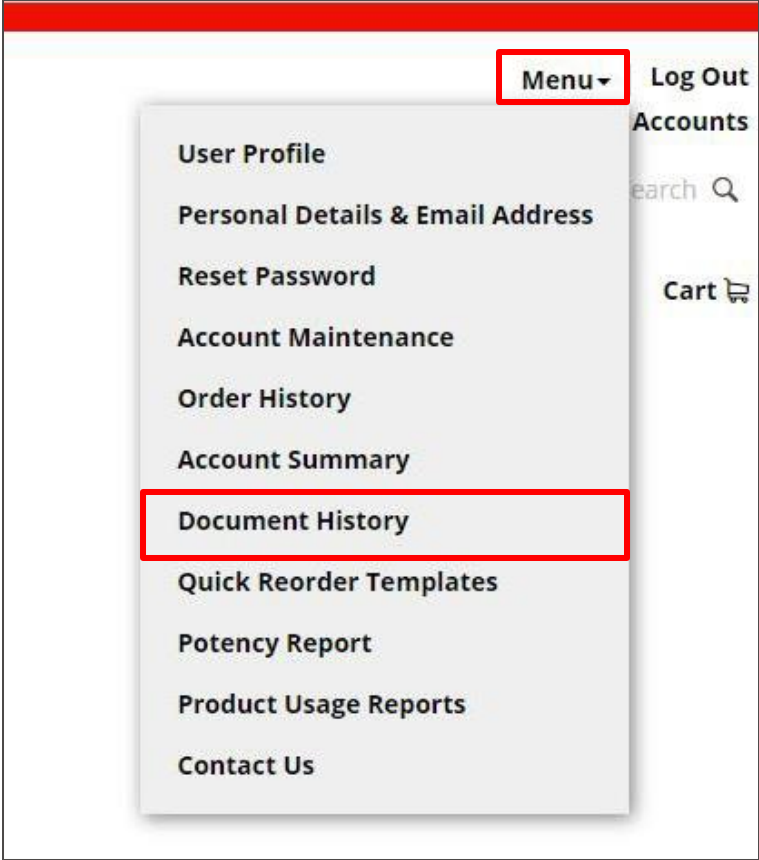


Printing Invoices

This Quick Reference Guide outlines the instructions for customers to print invoices.



For any orders placed prior to 2/5/18, the credit and collections team (Collections.US@Takeda.com) is able to help you retrieve invoices. The Digital Commerce site will show your documents online for all orders placed past 2/5/18.

Step No.	Step	Screen Details
1.	<p>From the Menu drop-down, click Document History.</p> <p>The Document History page will be displayed.</p>	 <p>The screenshot shows a user interface with a 'Menu' dropdown highlighted in red. The dropdown menu is open, listing several options: User Profile, Personal Details & Email Address, Reset Password, Account Maintenance, Order History, Account Summary, Document History (highlighted in red), Quick Reorder Templates, Potency Report, Product Usage Reports, and Contact Us. Other UI elements visible include 'Log Out', 'Accounts', a search bar, and a 'Cart' icon.</p>



Useful Resources



Key Contacts



Step No.	Step	Screen Details
2.	From the Search Account Transactions section, select Invoice as the document type.	<div data-bbox="743 399 1196 1790"> <h3>Search Account Transactions</h3> <p>Document # <input type="text" value="Document #"/></p> <p>PO # <input type="text" value="PO #"/></p> <p>Order # <input type="text" value="Order #"/></p> <p style="text-align: center;">Search</p> <p>Start Posting Date End Posting Date <input type="text" value="05/03/2016"/> <input type="text" value="05/12/2020"/> </p> <p><small>Searching for Open or Past Due documents will search across all dates.</small></p> <p>Sold To Account <input type="text" value="All"/> </p> <p>Ship To Account <input type="text" value="All"/> </p> <p>Document Status <input type="text" value="All"/> </p> <p>Document Type <input type="text" value="All"/> </p> <ul style="list-style-type: none"> All <li style="border: 2px solid red;">Invoice Chargebacks Late Payment Residual Credit Memo </div>




Useful Resources



Key Contacts



Step No.	Step	Screen Details																														
3.	<p>Click the checkbox for the invoice(s) you want to select.</p> <p>Click the View & Print Invoices button to view/print the selected invoice(s).</p> <div data-bbox="222 783 568 1120" style="border: 1px dashed blue; padding: 5px;"> <p> For any orders placed prior to 2/5/18, the credit and collections team (Collections.US@Takeda.com) is able to help you retrieve invoices.</p> </div>	<p>Your search returned 4 results</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Date</th> <th>Due Date</th> <th>Days Past Due</th> <th>PO #</th> <th>Document #</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/02/2020</td> <td>06/01/2020</td> <td>-24</td> <td>TEST DATA 61</td> <td>0001000044</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>05/01/2020</td> <td>05/31/2020</td> <td>-23</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>05/01/2020</td> <td>05/31/2020</td> <td>-23</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/01/2020</td> <td>05/31/2020</td> <td>-23</td> <td>TEST DATA 60</td> <td>0001000043</td> </tr> </tbody> </table> <p> <input type="button" value="Select All"/> <input type="button" value="Clear Selection"/> <input checked="" type="button" value="View & Print invoices"/> <input type="button" value="Excel"/> </p>	Document	Date	Due Date	Days Past Due	PO #	Document #	<input type="checkbox"/>	05/02/2020	06/01/2020	-24	TEST DATA 61	0001000044	<input checked="" type="checkbox"/>	05/01/2020	05/31/2020	-23			<input checked="" type="checkbox"/>	05/01/2020	05/31/2020	-23			<input type="checkbox"/>	05/01/2020	05/31/2020	-23	TEST DATA 60	0001000043
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The data shown in this document is from a system test environment, with example pricing figures and masking of some data elements.



Useful Resources



Key Contacts