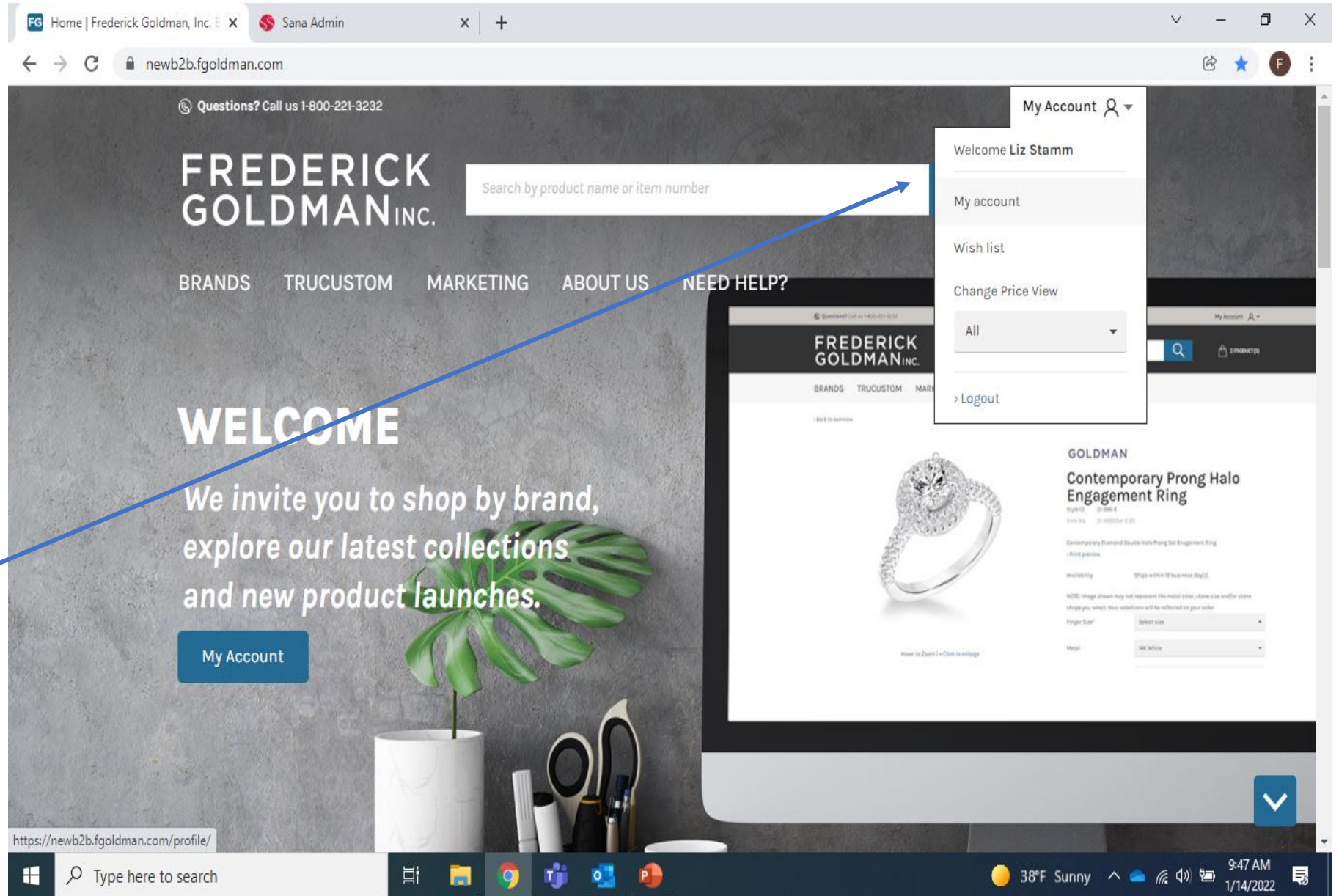


Downloading Invoices from the B2B

Account Admins may
download invoices.

- 1) Go to the FGI B2B
Newb2b.fgoldman.com
- 2) Select 'My Account'



Downloading Invoices from the B2B

3) Select 'Invoices'

4) Filter to find the invoice

5) Select 'View Details'

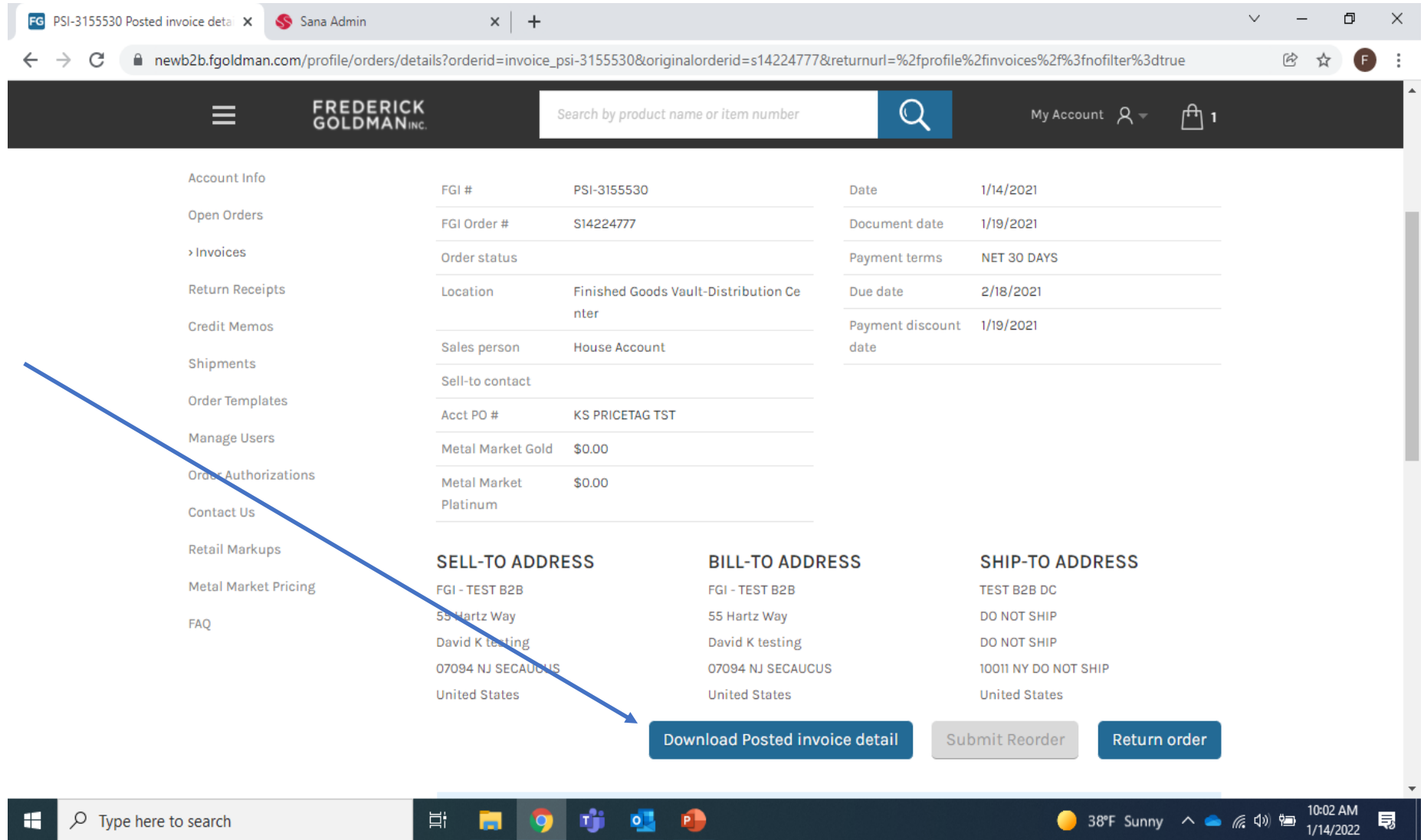
The screenshot shows the 'Invoices history' page in a web browser. The browser tabs include 'Invoices history | Frederick Goldm...' and 'Sana Admin'. The address bar shows 'newb2b.fgoldman.com/profile/invoices/'. The page has a dark header with 'GOLDMAN INC.' and a navigation bar with links: 'BRANDS', 'TRUCUSTOM', 'MARKETING', 'ABOUT US', and 'NEED HELP?'. The main heading is 'Invoices history'. Below it, there's a 'Back' link and a search instruction: 'You can search for a recent invoice by entering details pertaining to that invoice into the boxes listed below. Then click the Search button to begin the search.' A left sidebar contains a menu with items: 'Dashboard', 'Account Info', 'Open Orders', '> Invoices' (highlighted with a blue arrow from step 3), 'Return Receipts', 'Credit Memos', 'Shipments', 'Order Templates', 'Manage Users', 'Order Authorizations', 'Contact Us', and 'Retail Markups'. The main content area is titled 'Recent invoices' and contains a table with columns: 'FGI Order #', 'Date', 'Location', 'Total', 'Status', and 'Tracking'. Below this is a search form with input fields for each column and a 'Search' button. Below the search form is a table of recent invoices with columns: 'FGI #', 'FGI Order #', 'Date', 'Location', 'Total', 'Outst. total', and '> View details'. The table lists four invoices, with the last one (PSI-3112065) highlighted by a blue arrow from step 5.

FGI #	FGI Order #	Date	Location	Total	Outst. total	> View details
PSI-3194213	SI4267815	3/11/2021	FGI - TEST B2B	\$0.00	\$0.00	> View details
PSI-3162911	SI4233946	1/29/2021	FGI - TEST B2B	\$0.00	\$0.00	> View details
PSI-3155530	SI4224777	1/19/2021	FGI - TEST B2B	\$0.00	\$0.00	> View details
PSI-3112065		11/23/2020	FGI - TEST B2B	\$9.06	\$0.00	> View details

Downloading Invoices from the B2B

6) Select 'Download Posted
Invoice Detail'

7) View, print and/or save
the PDF file



The screenshot shows the Frederick Goldman B2B portal interface. The browser address bar displays the URL: `newb2b.fgoldman.com/profile/orders/details?orderid=invoice_psi-315530&originalorderid=s14224777&returnurl=%2fprofile%2finvoices%2f%3fnofilter%3dtrue`. The page header includes the company logo, a search bar, and user account information.

The main content area is divided into three columns:

- Account Info:** A sidebar menu with options like Account Info, Open Orders, Invoices, Return Receipts, Credit Memos, Shipments, Order Templates, Manage Users, Order Authorizations, Contact Us, Retail Markups, Metal Market Pricing, and FAQ.
- Order Details:** A table showing order information for FGI # PSI-315530, including FGI Order #, Order status, Location, Sales person, Sell-to contact, Acct PO #, Metal Market Gold, Metal Market Platinum, Date, Document date, Payment terms, Due date, and Payment discount date.
- Addresses:** Three columns for Sell-to Address, Bill-to Address, and Ship-to Address, each listing the address details for FGI - TEST B2B.

At the bottom of the page, there are three buttons: **Download Posted invoice detail**, **Submit Reorder**, and **Return order**. A blue arrow points from the text 'Download Posted Invoice Detail' to the **Download Posted invoice detail** button.