



## GETTING STARTED WITH OUR WEB PORTAL: HOW TO ACCESS YOUR INVOICES ONLINE

Thank you for joining in our E-invoice initiative.

Quick access to your invoices online 24/7, anywhere, anytime! Go green!

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## YOUR CONNECTION AND LOGIN INFORMATION

You will receive a Welcome E-mail from Fuji Xerox along with your company's identifier and password  
– password may be modified once you are successfully connected.

To access to your E-invoice, click on your notification E-mail sent by [e.invoice@sgp.fujixerox.com](mailto:e.invoice@sgp.fujixerox.com) under the subject title “Your account has been created” or by going to the website listed on your printed invoice. (Best viewed in Google Chrome)

### STEP #1: YOUR FIRST LOGIN

Dear customer,

We are pleased to inform you that your invoices are now available online.

Your login information is as follows:

- Identifier: 123456 → Company account number
- Password: [Click here to create your password](#) → Create password here

[Click here to access all your invoices online.](#) Or copy the following URL in your browser:

<https://az3.ondemand.esker.com/ondemand/webaccess/CustomerLogon.aspx?uid=7679623277472E3B365F6A394A2C384D77&user=76796245774D6C69686F6A4A5B2F&language=EN&skin=skin15>

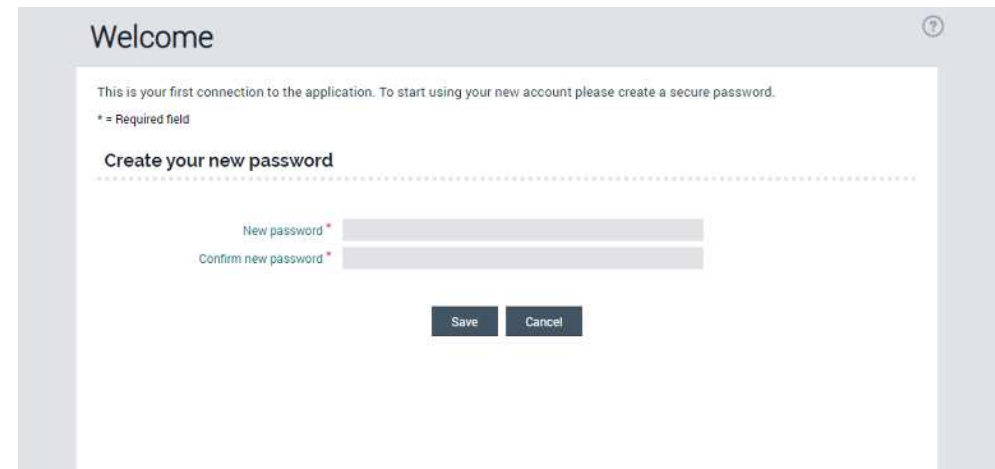
Please keep this link for future access to your invoices.

Best Regards,

Fuji Xerox Singapore Billing Team

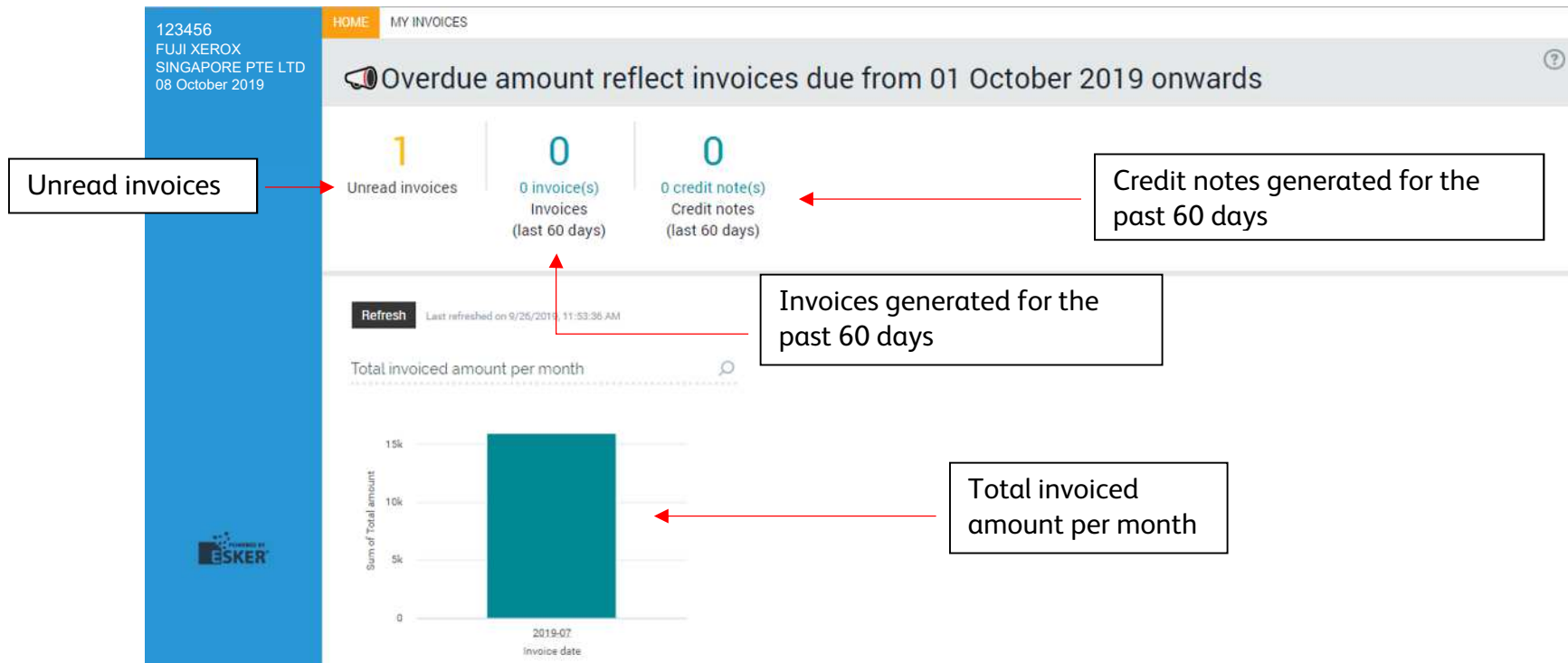
Note: This is an automated message. Please do not respond.

### STEP #2 - CREATE YOUR NEW PASSWORD



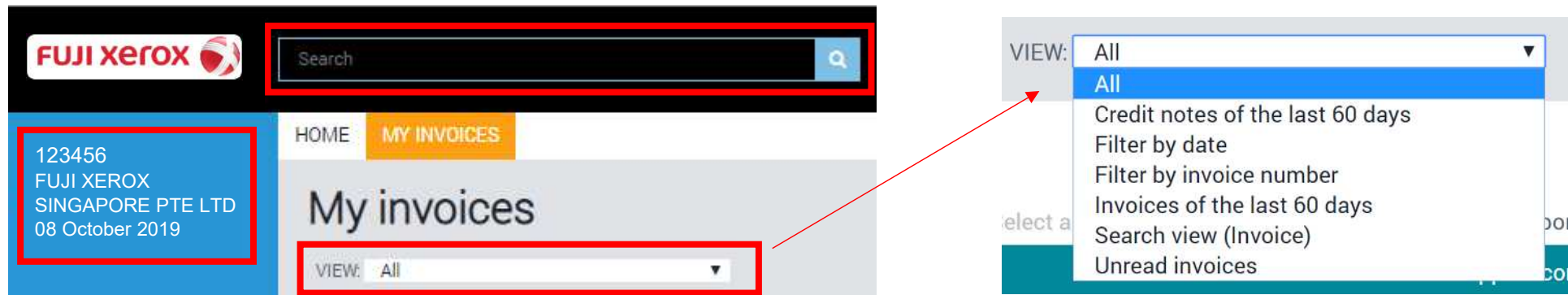
## WELCOME PAGE OVERVIEW

Announcements from FXS will be reflected on the top of the home page. At one glance, you will be able to see total number of “Unread invoices”, “Invoices that have been generated for the past 60 days”, “Credit Notes that have been generated for the past 60 days”. In addition, there is a Bar Chart which displays the total invoiced amount per month for your reference.



## YOUR INVOICES

To view all your invoices, click on “My Invoices” and you can access to all the invoices that has been billed under your account.



Your company account number, company name and current date will be shown on the left side of the page.

1. Search function: You can look for a specific invoice by searching the invoice number on the search bar on top of the page.
2. Filter Function: Click on “view” to filter your invoices based on:
  - Credit notes of the last 60 days
  - Filter by date
  - Filter by invoice number
  - Invoices for the last 60 days
  - Search view (Invoices)
  - Unread invoices

# INVOICE OVERVIEW

HOME **MY INVOICES**

## My invoices ?

VIEW: All ▼

Refresh

Select all   Select the page   Unselect all   Export all...

Invoice date ▼	Due date	Supplier company	Document type	Invoice number	Total amount	Outstanding	Currency
View 25/07/2019		Fuji Xerox Singapore	Invoice	580007326	3,987.94	0.00	SGD

Invoice date – Date of invoice that has been issued by FXS

Due date – Payment must be made before the given date

Document type – Invoice / credit note / payment advice

Total amount – Invoiced amount with GST

Outstanding – Outstanding amount due


Currency – SGD

**\*Export function (optional):** Click on “Export all” for a CSV formatted file. From here, you will have a summary of invoice date, due date, supplier company, document type, invoice number, total amount, outstanding amount and currency.

**Step #1:** Click on “**view**” for invoice image. You will be notified by email each time a new invoice is available.

Alternatively, you can click on “**Invoice number**” to view invoice details and invoice image as shown below.

Left View		Right View	
The following information will be shown:		A soft copy of your tax invoice is shown for your reference, which includes:	
<ul style="list-style-type: none"> <li>- Supplier</li> <li>- Invoice date</li> <li>- Due date</li> <li>- Payment date</li> <li>- Total amount</li> <li>- Payment amount</li> <li>- Outstanding amount</li> </ul>	Under more details <ul style="list-style-type: none"> <li>- Invoice Details</li> <li>- Invoice Archiving</li> <li>- Email grouping</li> <li>- Sender details</li> <li>- Invoice information</li> </ul>	<ul style="list-style-type: none"> <li>- Invoice address</li> <li>- Invoice date</li> <li>- Invoice No.</li> <li>- Payment due</li> <li>- Amount</li> </ul>	<ul style="list-style-type: none"> <li>- Customer A/C No.</li> <li>- Purchase Order No.</li> <li>- Agreement No.</li> <li>- Description</li> <li>- Subtotal before GST</li> <li>- GST @ 7 %</li> <li>- Total</li> <li>- Payment Advice</li> </ul>

Payment status:  **PAID** will be shown after payment made for the invoice.

**Step #2:** Click on “X” to exit viewing.

You will be brought back to “My Invoices” page.



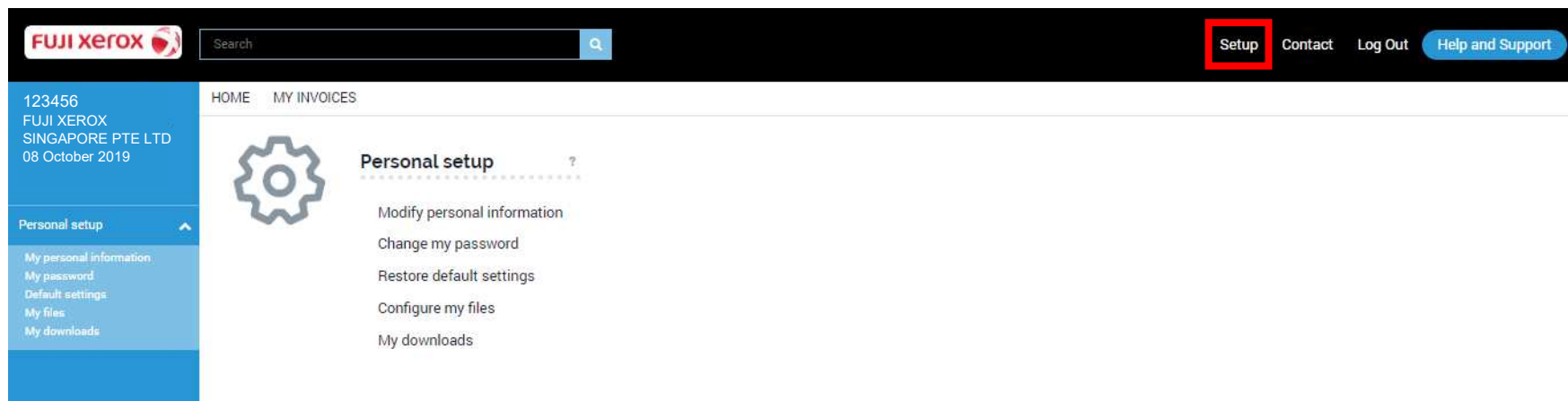
	 <b>PAID</b>
<hr/>	
Total amount	3,987.94 SGD
Payment amount	-3,987.94 SGD
Outstanding	0.00 SGD

# ACCOUNT CONFIGURATION

**Step #1:** To view your personal information, click on “Setup” on the top right-hand corner of the page.

**Step #2:** In the “Personal setup” section, five sub-menus are available:  
Modify personal information, Change my password, Restore default settings, Configure my files and My downloads.

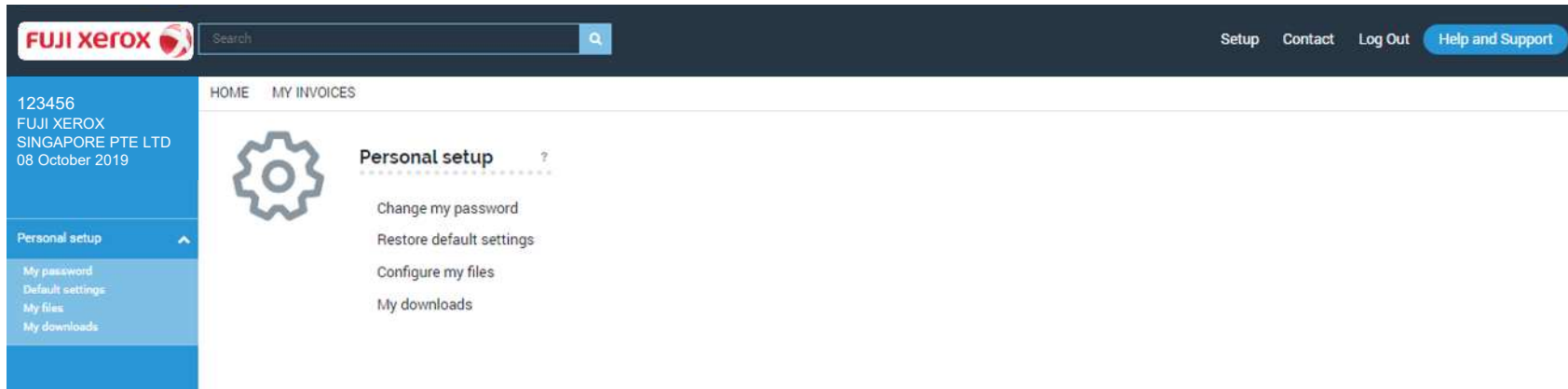
Note: For any modifications of the personal information (including change of email address, billing address etc) please email to [E.invoice@sgp.fujixerox.com](mailto:E.invoice@sgp.fujixerox.com)





- **My password**

Change your password under “My password” section



- **Default settings**

Changing of default time zone settings



- **My files**

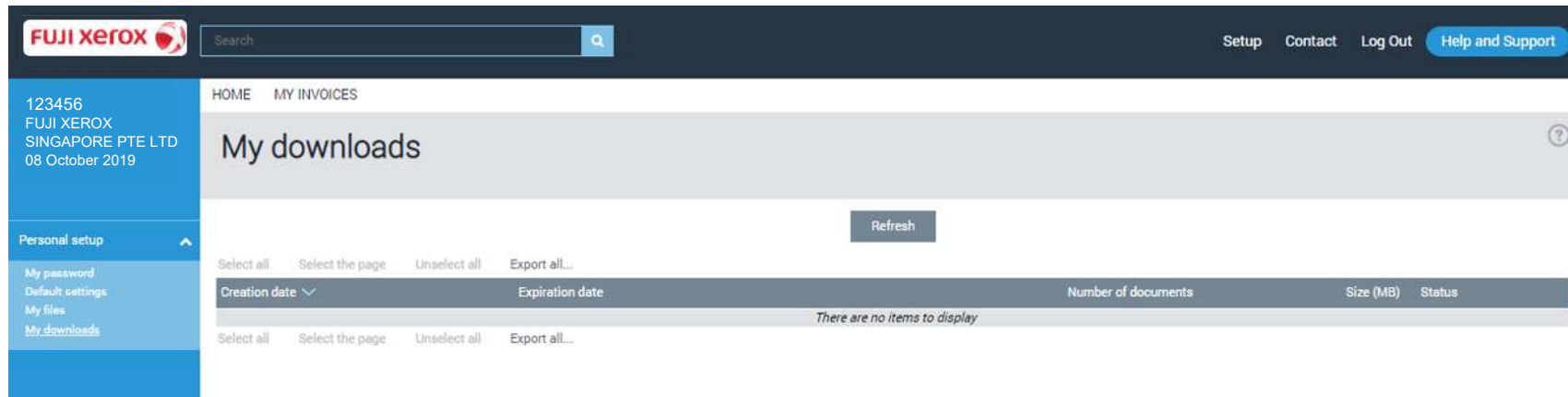
Convert to other file types listed



The screenshot shows the 'My files' page. At the top, there is a search bar and navigation links for 'Setup', 'Contact', 'Log Out', and 'Help and Support'. The user's account information is displayed on the left: '123456 FUJI XEROX SINGAPORE PTE LTD 08 October 2019'. Below this is a 'Personal setup' menu with options for 'My password', 'Default settings', 'My files', and 'My downloads'. The main content area is titled 'My files' and includes a help icon. Below the title, there is a text block: 'You can define files that can be used in form processes. The following formats are supported: PDF,DOC,DOCX,RTF,CSV,XLS,XLSX,PPT,PPTX,PPS,PPSX,TXT,TIF,HTM,HTML,GIF,JPG,JPEG,PNG,XML,PS,PCL,RPT,EPMF,ZIP,ESK.' Below this is a table with columns 'Action', 'File name', and 'Size'. The table is currently empty, displaying the message 'There are no items to display'. A 'Choose File' button is visible at the bottom left of the table area.

- **My downloads**

Download invoices will appear at “My downloads”



The screenshot shows the 'My downloads' page. It has the same header and user information as the 'My files' page. The main content area is titled 'My downloads' and includes a help icon. Below the title, there is a 'Refresh' button. Below the button, there are selection controls: 'Select all', 'Select the page', 'Unselect all', and 'Export all...'. Below these is a table with columns: 'Creation date', 'Expiration date', 'Number of documents', 'Size (MB)', and 'Status'. The table is currently empty, displaying the message 'There are no items to display'. At the bottom of the table, there are more selection controls: 'Select all', 'Select the page', 'Unselect all', and 'Export all...'.

# Thank You!

If you have any questions accessing your invoices online,  
please do not hesitate to contact us at [6766 8888 \(ext.3\)](tel:67668888) or by email at [E.invoice@sgp.fujixerox.com](mailto:E.invoice@sgp.fujixerox.com).