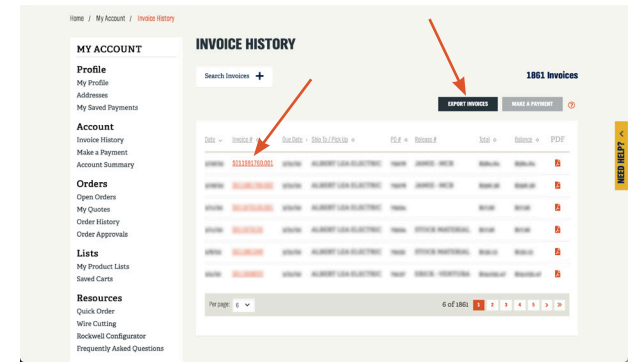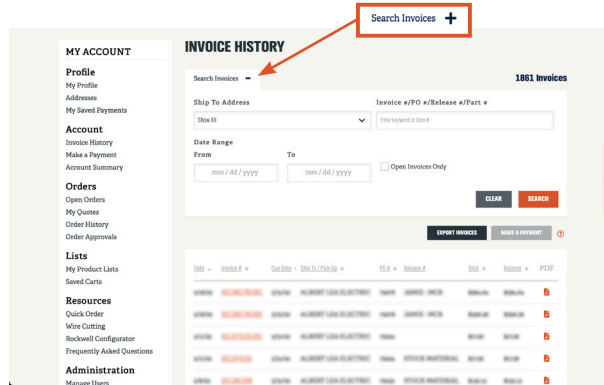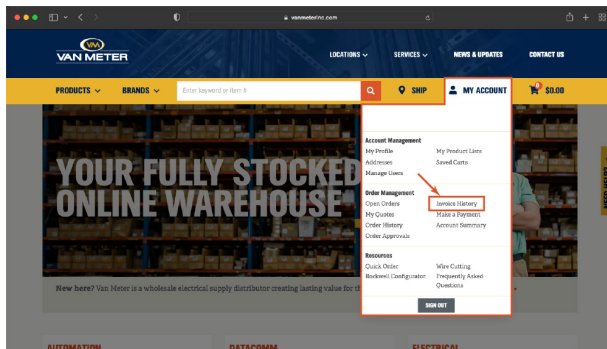# HOW TO ACCESS INVOICES

VAN METER

1. Sign into VanMeterInc.com
2. Click *Invoice History* from the *My Account* drop down menu or click *My Account* in the yellow navigation bar, then click *Invoice History* in the left sidebar menu

3. The *Invoice History* page will display the most recent Invoices first. Click *Search Invoices* and use the search parameters to narrow down the results to quickly find what you need.

4. To access invoice details, select a specific invoice by clicking on the *Invoice #*. You also have the ability to export all or filtered invoices to an Excel spreadsheet by clicking *Export Invoices*.

5. On the invoice details page, you have the ability to email, print, or export to an Excel spreadsheet. Line item details will display in the bottom section of the page.

DON'T SEE INVOICE HISTORY IN YOUR ACCOUNT DASHBOARD?

To access Invoices, you must be designated with the Administrator or Finance user role. Reach out to one of the Administrator of your account to get access or contact the commerce team at *VM.Ecommerce@vanmeterinc.com*.

If you have questions or have trouble accessing invoices, please contact the Van Meter ecommerce team at *VM.Ecommerce@vanmeterinc.com*.

Learn more about invoices, other online ordering tips, tricks, and how-to videos at *vanmeterinc.com/howto*.