

ACCOUNT STATEMENT / INVOICE SEARCH and ACCOUNT STATEMENT EXPORT

1. Log into the IMOnline website <http://nz.ingrammicro.com/>

2. Click on My Account>Account Statement or use Quick Links

3. You can search for Invoices – see the different search options in the selections.

4. You can also Export your account statement up to 500 invoices to a CSV file.

Invoice list/Account statement

The screenshot displays the Ingram Micro website interface. At the top, the Ingram Micro logo and navigation menu are visible. The user is logged in as Jayne van den Berg. A red box highlights the 'My Account' link in the navigation menu. Below the navigation menu, a search bar is present. A red box highlights the 'Invoice list/Account statement' link in the 'Quick Links' section. The main content area shows the 'Account Statements' page. A red box highlights the 'Account Statements' link in the left sidebar. The 'Account Statements' page displays search filters for Document Type (Invoice, Credit Memo, Debit Memo), Search By (All), and Date (From, To). A red box highlights the 'Export' button at the bottom right of the search results area.