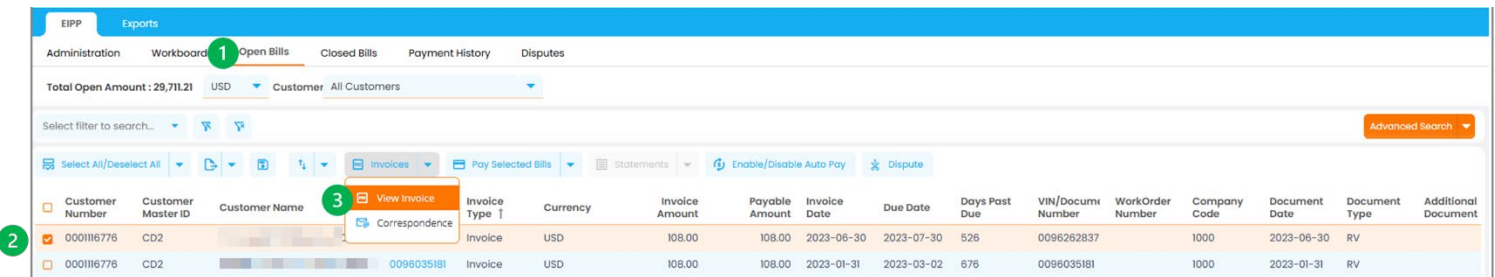


# How to View Invoices in the Cox Automotive Payment Portal

This quick-reference guide walks through viewing and emailing invoices in the Cox Automotive Payment Portal.

## How to View Invoices

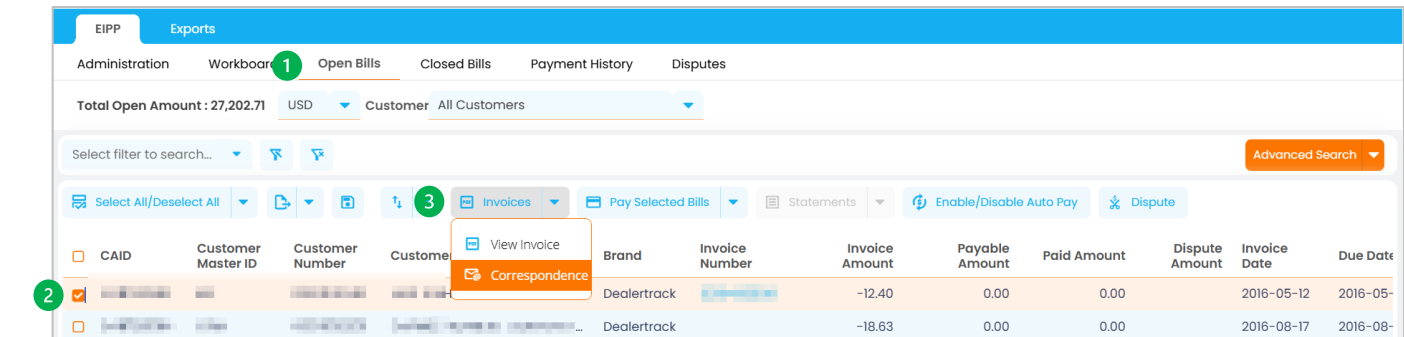
1. Go to the **Open Bills** tab.
2. Select the **Invoice** you want to view. **Note:** You may have to do an Advanced Search to locate a specific invoice.
3. Click on the **Invoices** menu and click **View Invoice**. A PDF will be opened in a new window that you can print.



Customer Number	Customer Master ID	Customer Name	Invoice Type	Currency	Invoice Amount	Payable Amount	Invoice Date	Due Date	Days Past Due	VIN/Docum Number	WorkOrder Number	Company Code	Document Date	Document Type	Additional Document
0001116776	CD2		Invoice	USD	108.00	108.00	2023-06-30	2023-07-30	526	0096262837		1000	2023-06-30	RV	
0001116776	CD2		Invoice	USD	108.00	108.00	2023-01-31	2023-03-02	676	0096035181		1000	2023-01-31	RV	

## How to Email Invoices

1. Go to the **Open Bills** tab.
2. Select the **Invoice(s)** you want to email. **Note:** You may have to do an Advanced Search to locate a specific invoice.
3. Click on the **Invoices** menu and click **Correspondence**. An Email Invoices window will open that you can fill out and send to the chosen address.



CAID	Customer Master ID	Customer Number	Customer	Brand	Invoice Number	Invoice Amount	Payable Amount	Paid Amount	Dispute Amount	Invoice Date	Due Date
				Dealertrack		-12.40	0.00	0.00		2016-05-12	2016-05-
				Dealertrack		-18.63	0.00	0.00		2016-08-17	2016-08-