
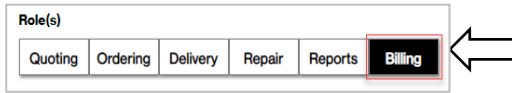




How to View Invoices Job Aid

Getting Started | Things to Know

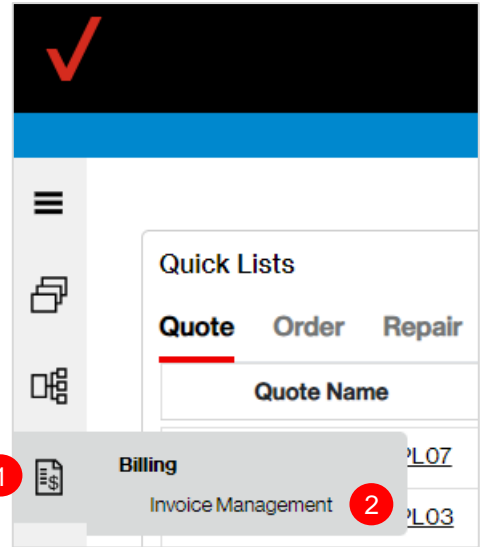
Your User ID (found in **Profile**  on the top toolbar) must have the **Billing Role** enabled to view Invoices.



1. Select **the Billing icon** from the hamburger menu
2. Select **Invoice Management**

Note: The **Billing accounts available** for invoice download are

- Prime Biller (Optimized Accounts)
- IBRS
- Prime Biller Wholesale (fka WIN)



Search Invoices

From the **Invoices** page, you can:

1. Search for a **Billing Account Number or Invoice Number**
2. Customize Invoice search using the **filter or sort** function(s)
3. Click on the download **icon** to download an Invoice (PDF)
4. Click on the **Download List** button to download the full Invoice List
5. Click on the Billing Account Number to view Invoice Summary Details and download invoice detail files

Invoices

Search Billing Account Number or Invoice Number 1

City State Apply Clear All 4

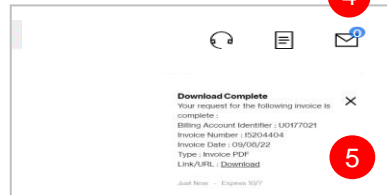
Group ID 2	Billing Account Number 5	Billing Name	Billing Address	Invoice Date	Invoice Number	Current Charges	Download 3
0010138CG	U111111	VERIZON COMMUNICATIONS IN...	6929 N LAKEWOOD AVE TULSA OK 741171808 USA	09/08/22	IS204404	\$43,245.30	
0010138CG	U111112	VERIZON COMMUNICATIONS IN...	6929 N LAKEWOOD AVE TULSA OK 741171808 USA	08/08/22	IS204275	\$43,399.54	
0010138CG	U111113	VERIZON COMMUNICATIONS IN...	6929 N LAKEWOOD AVE TULSA OK 741171808 USA	07/08/22	IS204143	\$43,399.54	
0010138CG	U111114	VERIZON COMMUNICATIONS IN...	6929 N LAKEWOOD AVE TULSA OK 741171808 USA	06/08/22	IS204002	\$41,638.61	
0010138CG	U111115	VERIZON COMMUNICATIONS IN...	6929 N LAKEWOOD AVE TULSA OK 741171808 USA	06/08/22	IS203882	\$41,638.61	

Download List

How to View Invoices Job Aid

Invoice Summary

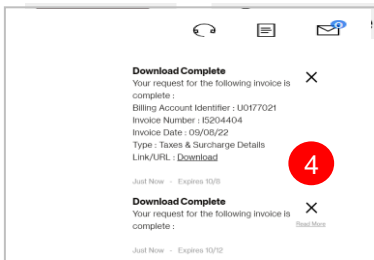
1. View current **Invoice Summary**
2. Click dropdown to view **Invoice by date** (optional)
3. Click to **Download Invoice**
4. Retrieve **Download link** from Messages
5. Download Bill Invoice (PDF) from **Messages**
6. Return to **Invoice Management List**



Name	Date Uploaded	Uploaded By	Download
Statement of Account	09/10/2024	Verizon	Download

Billing Data Files

1. Click **Download Files** (to download all invoice data files)
2. Click **Individual Invoice files** for download (optional)
3. Retrieve **Download link** from Messages
4. Download invoice and data files from **Messages**
5. Use the **+more** link to **download additional data files** (when applicable)



Note *Bill Invoice files are CSV format

Name	Date Uploaded	Uploaded By	Download
Statement of Account	09/10/2024	Verizon	Download

Name	Date Uploaded	Uploaded By	Download
Statement of Account	09/10/2023	Verizon	Download
Taxes and Surcharges Detail	09/10/2023	Verizon	Download
Call Details	09/10/2023	Verizon	Download

Name	Date Uploaded	Uploaded By	Download
<input type="checkbox"/> Service Summary By Originator/Termination Location	09/10/2023	Verizon	Download
<input checked="" type="checkbox"/> Service Termination Summary By Terminating Location - MFA/NOI	09/10/2023	Verizon	Download
<input type="checkbox"/> Service Originator Summary By Originating Location - MFA/NOI	09/10/2023	Verizon	Download
<input type="checkbox"/> International Summary By Originator/Termination Location	09/10/2023	Verizon	Download
<input type="checkbox"/> Advanced Toll-Free Call, Originator Summary by MFA/NOI	09/10/2023	Verizon	Download
<input type="checkbox"/> Advanced Toll-Free Call, Terminating Summary by MFA/NOI	09/10/2023	Verizon	Download
<input type="checkbox"/> Advanced Toll-Free Call, Originator Summary by OCI	09/10/2023	Verizon	Download
<input type="checkbox"/> Advanced Toll-Free Call, Terminating Summary by OCI	09/10/2023	Verizon	Download