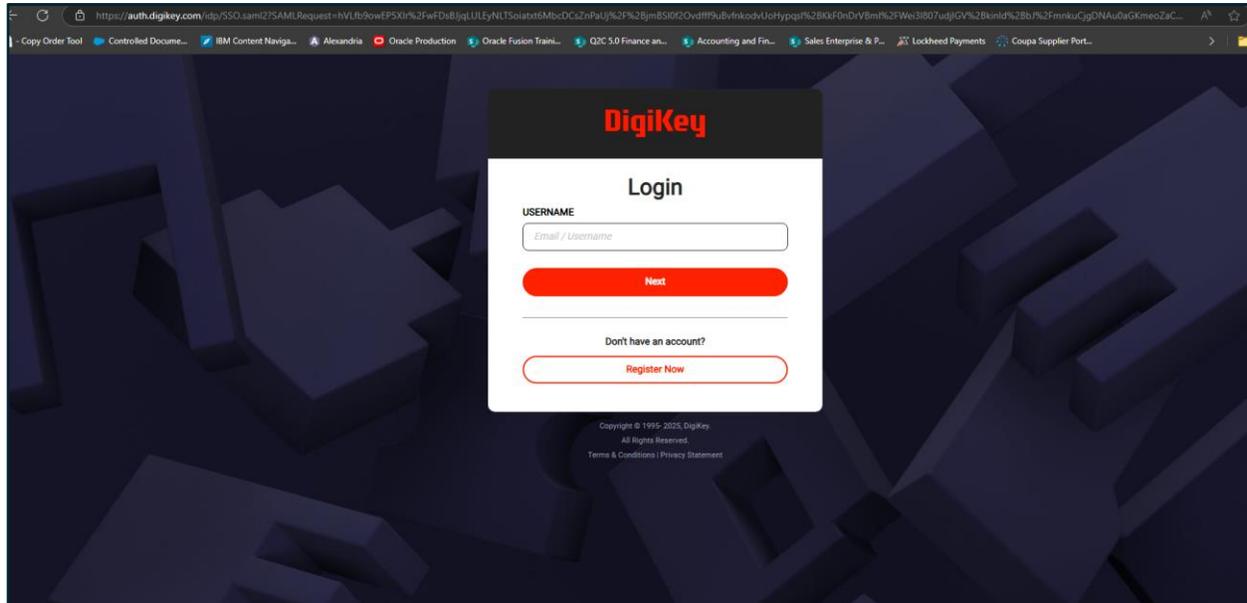


How to download a transaction to print

Step 1: Enter username and password.

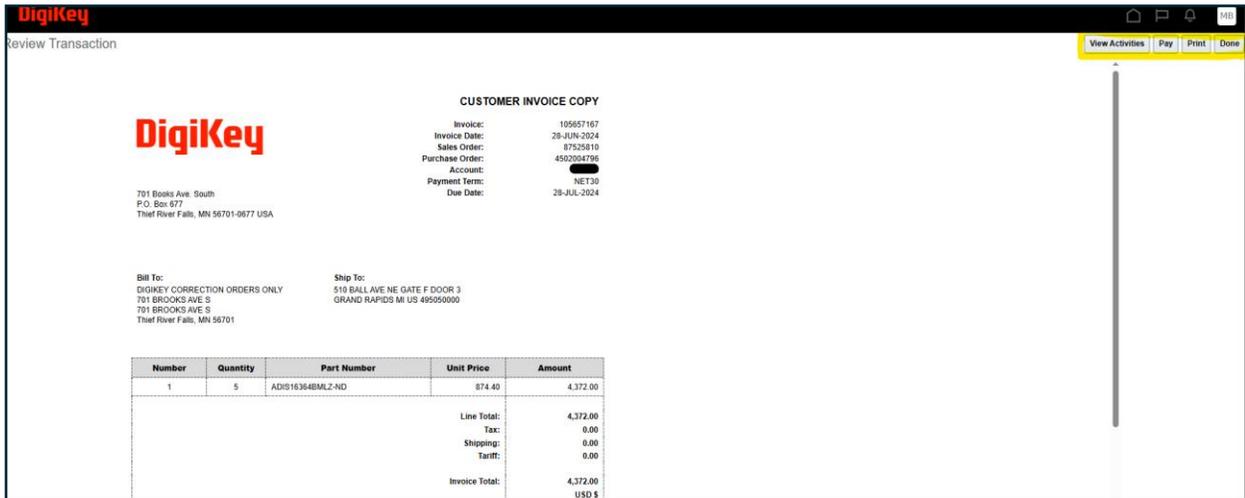


Step 2: Choose the invoice you wish to view or print.

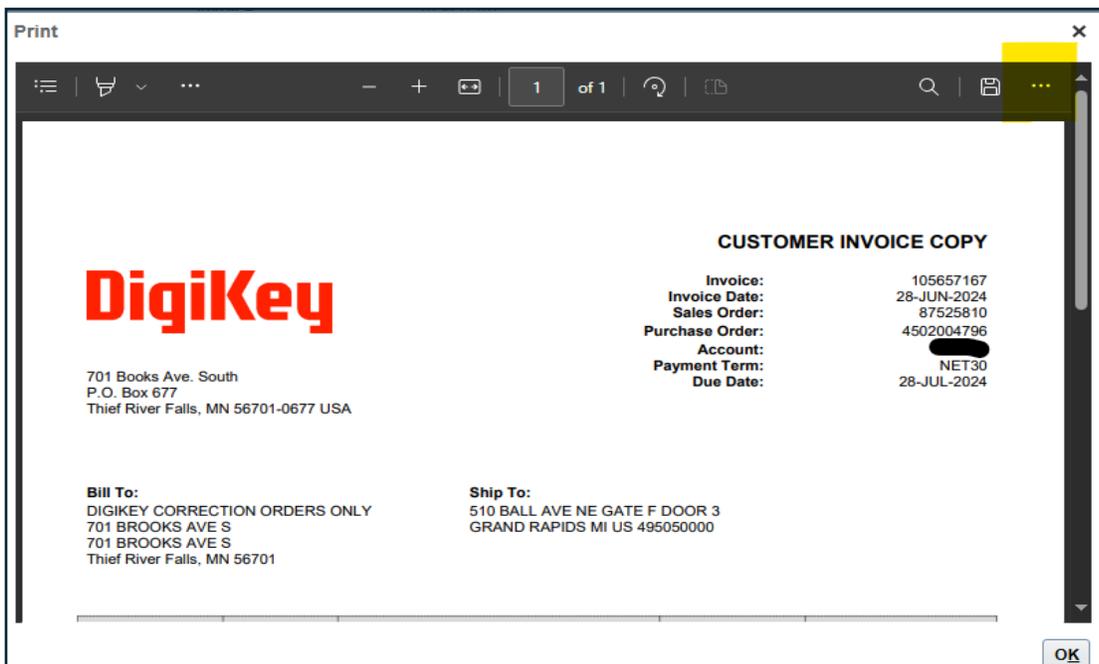
A screenshot of the DigiKey Account Overview page. The page shows a list of invoices with columns for invoice number, date, terms, location, and amount. On the left side, there are summary cards for 'Total' (40), 'Invoices' (35), and 'Credit Memos' (5). The top of the page includes navigation options like 'Account Overview', 'DIGIKEY CORRECTION ORDERS ONLY', 'All Currencies', and 'DigiKey-US-USD'. A search bar and a 'Transaction History' link are also visible.

Invoice Number	Date	Terms	Location	Amount
105657167	6/28/24	NET30	THIEF RIVER FALLS	4,372.00 USD
105964672	4/50/2004796	NET30	THIEF RIVER FALLS	4,427.99 USD
106113867	7/15/24	NET30	THIEF RIVER FALLS	366.45 CAD
106264502	4/504828275	NET30	THIEF RIVER FALLS	1,488.16 USD
106354555	7/23/24	NET30	THIEF RIVER FALLS	277.98 USD
106539192	1/9/32	NET30	THIEF RIVER FALLS	363,701.52 INR

Step 3: Once the document loads, in the upper right-hand corner you have the option to “View Activities”, “Pay”, or “Print”.



Step 4: To print, click “Print” in the upper right-hand corner. Once the document loads, click the three dots in the upper right-hand corner.



DigiKey

Step 5: Click “Print”.

