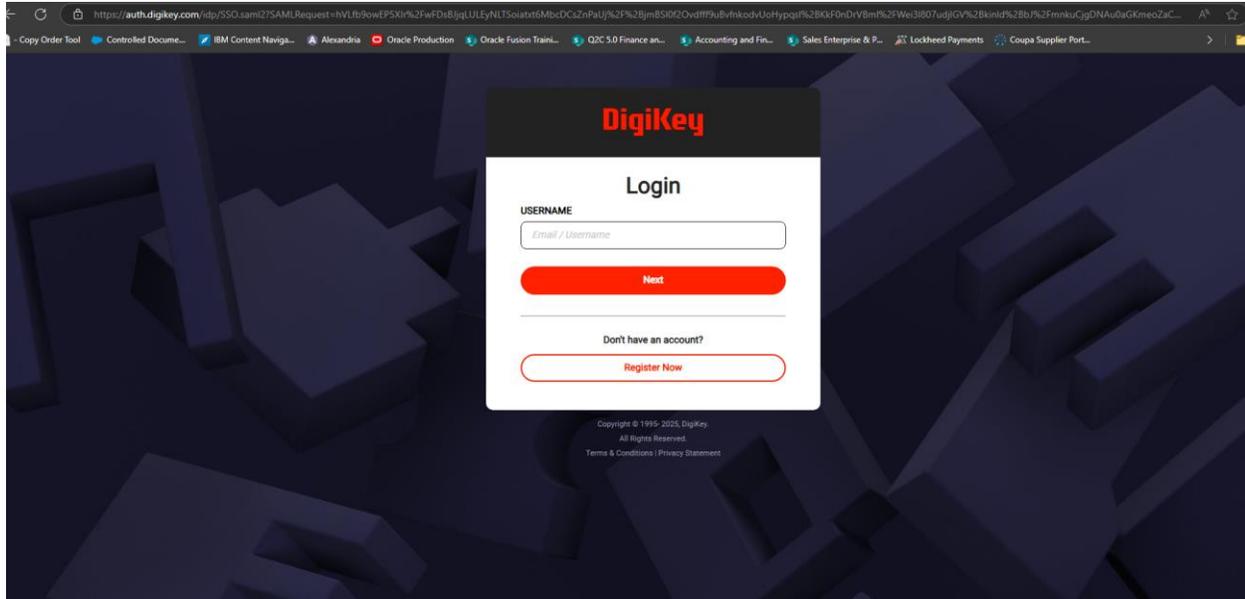


How to view the activities

Step 1: Enter username and password.

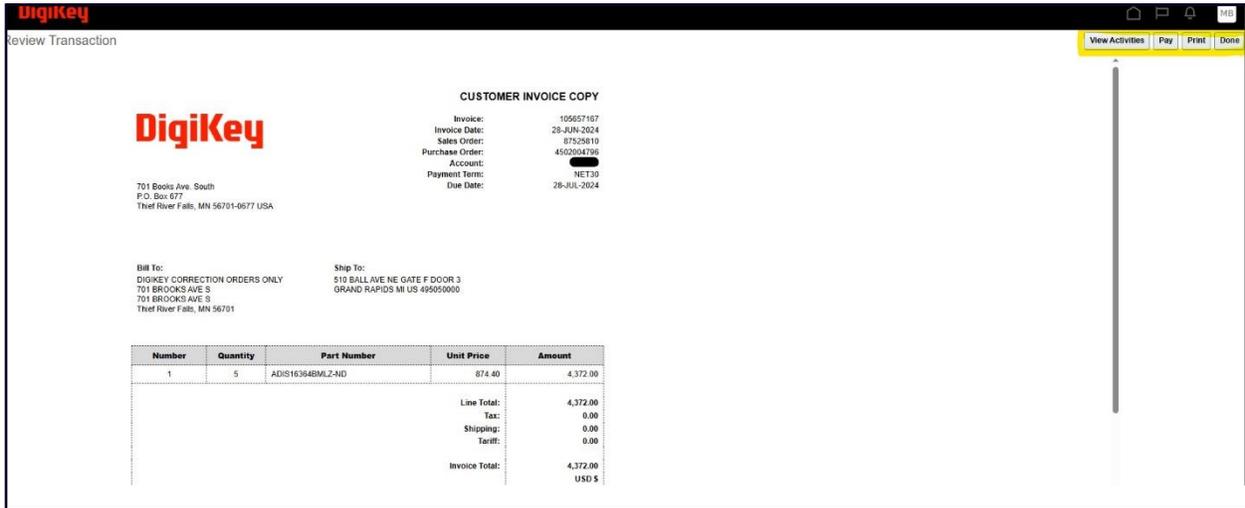


Step 2: Choose the invoice or credit memo you wish to view or print.

The screenshot displays the "Account Overview" page for "DigiKey CORRECTION ORDERS ONLY". The page includes a search bar, a "Transaction History" link, and a table of transactions. On the left, there are summary cards for "Total" (40), "Invoices" (35), and "Credit Memos" (5). The table lists transactions with checkboxes, invoice numbers, dates, and amounts.

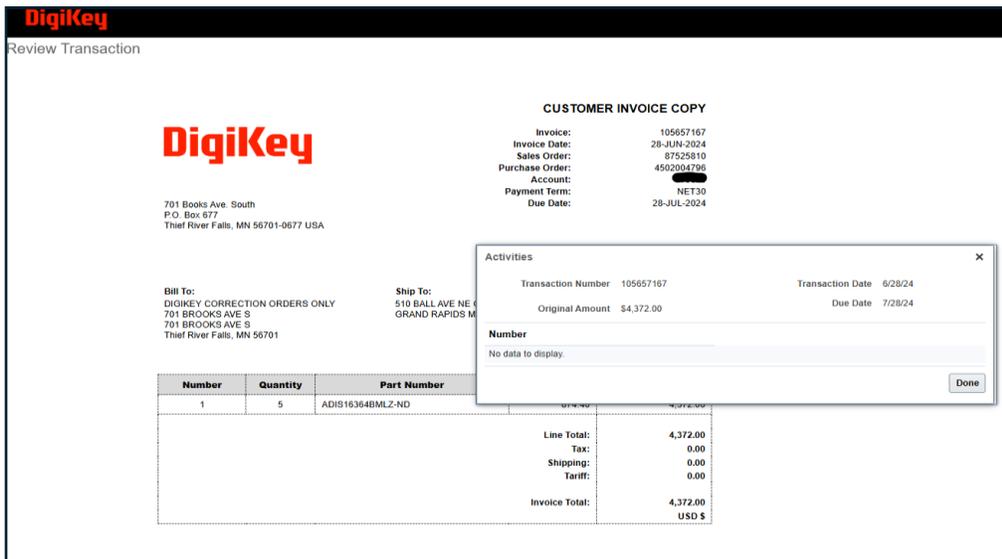
Invoice Number	Date	Amount
105657167	9/28/24	4,372.00 USD
105984672	7/15/24	4,427.99 USD
106113867	7/23/24	366.45 CAD
106264502	7/30/24	1,488.16 USD
106354555	8/5/24	277.98 USD
106539192	8/13/24	363,701.52 INR

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



Step 4: To view the activity of a document, once the document loads, click on the “View Activities” button.

View 1: Full Invoice Amount.



View 2: Shows what has been “Applied”, “Partial Payment”, or “Credit Memo”.

Activities x				
Transaction Number	109143371	Transaction Date	19-Dec-2024	
Original Amount	\$8.17	Due Date	2-Feb-2025	
Number	Type	Date	Status	Amount
24335_44	Pa...	27-Fe...	Applied	-7.55 USD
4368_173	Pa...	2-Apr-...	Applied	0.62 USD
4368_173	Pa...	2-Apr-...	Applied	-0.62 USD
<input type="button" value="Done"/>				