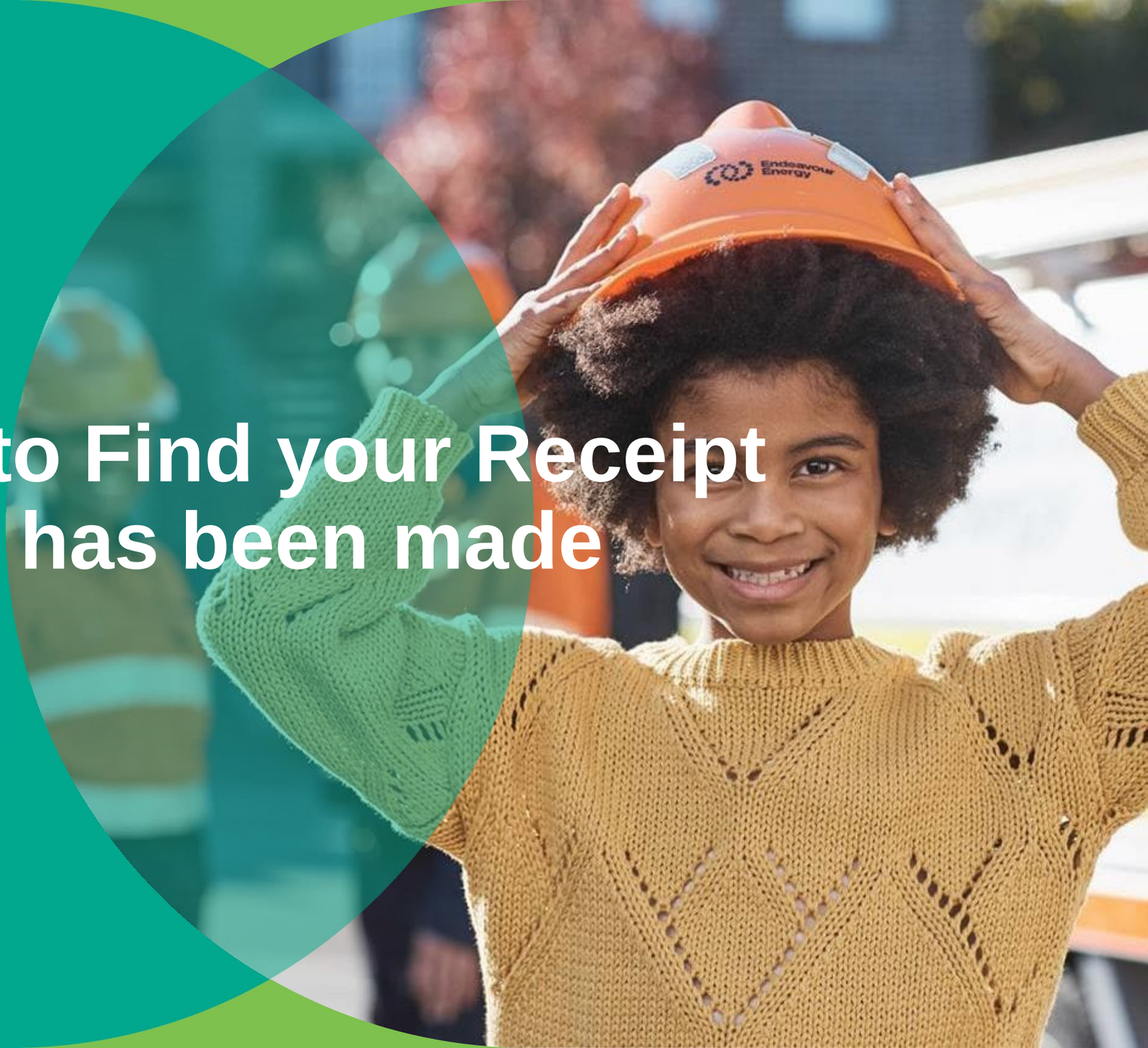
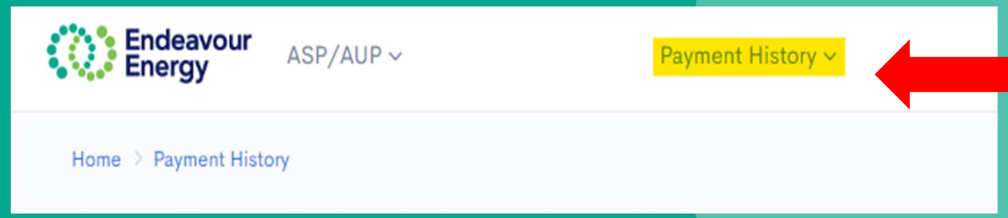
Endeavour Energy

A Guide How to Find your Receipt after Payment has been made



POWER together

All receipts can be found in the Payment History Tab



Click On Payment History

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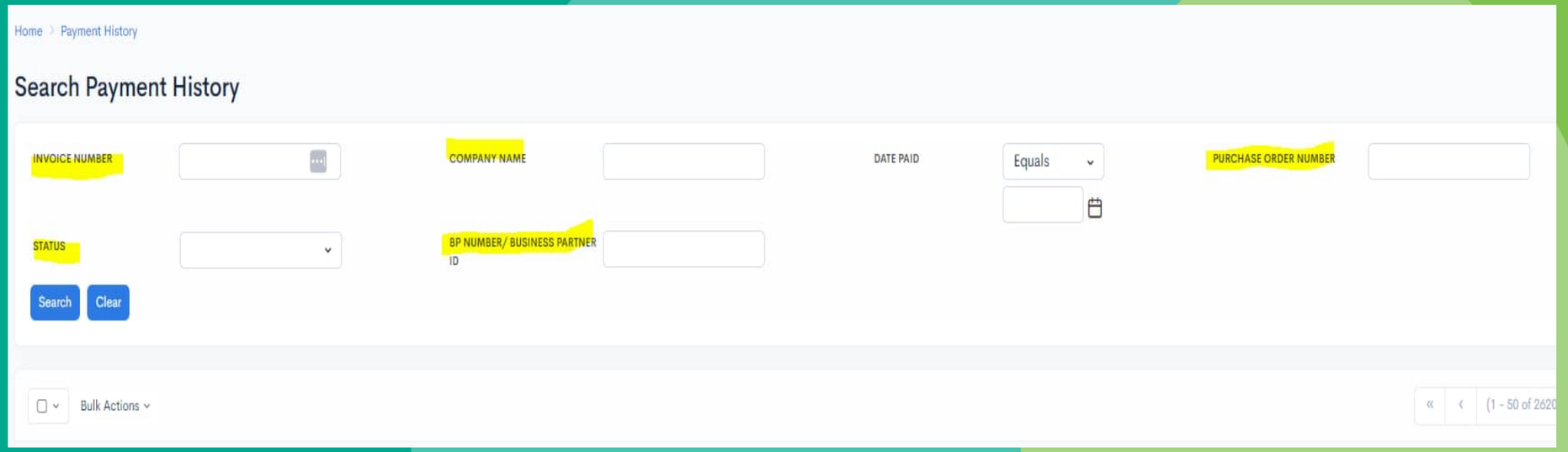
How to Search in Payment History

Various search fields can be used to find an invoice, You can search by:

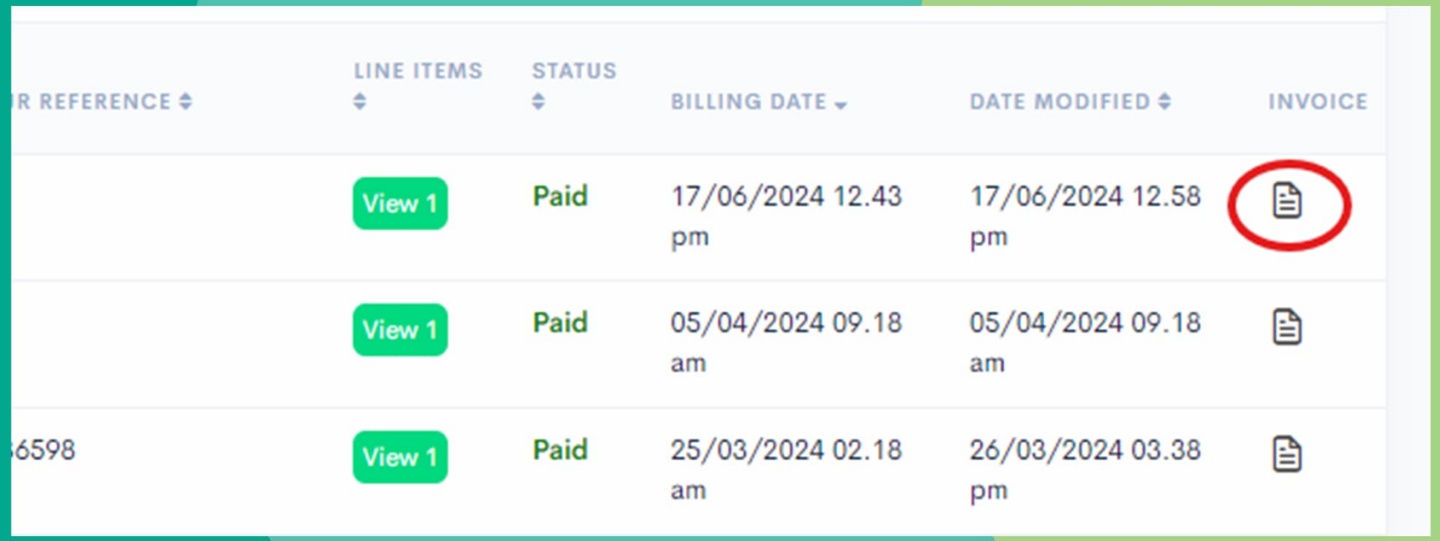
- Invoice number
- Company Name
- Status
- BP Number/Business Partner ID
- Purchase Order Number

Enter Any One Entry in Any Search Field



	INVOICE NUMBER	PAYMENT ID	DOCUMENT NUMBER	CONTACT PERSON	COMPANY NAME	AMOUNT PAYABLE	DATE PAID	DUE DATE	YOUR REFERENCE	LINE ITEMS	STATUS	BILLING DATE	DATE MODIFIED	INVO
☐	INVOICE_2996	718593116896689620 3005		Orange Yellow	Yellow Electrical Pty Ltd	$590.04	17/06/2024 12.58 pm	17/06/2025		View 1	Paid	17/06/2024 12.43 pm	17/06/2024 12.58 pm	
☐	INVOICE_2754	712269120322604 0703003		Orange Yellow	Yellow Electrical Pty Ltd	$590.04	05/04/2024 09.18 am	05/04/2025		View 1	Paid	05/04/2024 09.18 am	05/04/2024 09.18 am	
☐	INVOICE_2740	709183918548631 7604001		Orange Yellow	Yellow Electrical Pty Ltd	$590.04	25/03/2024 02.18 am	25/03/2025	1236598	View 1	Paid	25/03/2024 02.18 am	26/03/2024 03.38 pm	
☐	INVOICE_2739	710817767591652 4303005		Orange Yellow	Yellow Electrical Pty Ltd	$590.04	19/03/2024 02.09 pm	20/03/2025	ADAM DELACOUR 890784648	View 1	Paid	29/02/2024 10.33 am	26/03/2024 03.35 pm	

All Receipts can be downloaded
By clicking on the small file under Invoice
This will be downloaded to your Download folder as a pdf



R REFERENCE	LINE ITEMS	STATUS	BILLING DATE	DATE MODIFIED	INVOICE
	View 1	Paid	17/06/2024 12.43 pm	17/06/2024 12.58 pm	
	View 1	Paid	05/04/2024 09.18 am	05/04/2024 09.18 am	
6598	View 1	Paid	25/03/2024 02.18 am	26/03/2024 03.38 pm	

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