

Paperless Invoicing Enrolment Process

Enrolling in the option to eliminate paper invoices requires that all those requesting and viewing invoices on-line must have Unionline Access.

After signing onto Unionline, navigate to your invoice screen (Direct Purchase, Distribution or S&T). At the bottom of the invoice screen, you will find a link to the Paperless Invoice Election Form.

The screenshot shows the 'unionline Paperless Invoice Election' page. At the top left is the Unionline logo and navigation menu. At the top right are links for 'www.uniongas.com', 'Contact Us', and 'Logoff'. The main content area is titled 'unionline Paperless Invoice Election' and includes a 'Customer' dropdown menu set to 'ABC COMPANY'. Below this are two checkboxes: 'Please enrol the selected contracts in environmentally-friendly paperless invoicing. Email the notifications to the delegate(s) listed below.' (circled 1) and 'Please cancel paperless invoicing and resume mailing a paper copy.' (circled 2). A 'Paperless Effective Date' field is set to 'October 01, 2008' with a note '* Your request will be processed within two business days' (circled 3). A table below has three columns: 'Direct Purchase', 'Distribution', and 'S&T'. Each column has a 'Select All' checkbox and a list of contract IDs with checkboxes. The 'Direct Purchase' column has SA 1111 ABC CO (circled 4). The 'Distribution' column has SA 2222 ABC 2 COMPANY, SA 3333 ABC 3 COMPANY, and SA 4444 ABC 4 COMPANY. The 'S&T' column has ST00555555. Below the table is the 'Invoice Notification Contact Information' section, which includes a 'Please Note' and an 'Add New Contact' link (circled 5). A table of 'Existing Contact' entries follows, with columns for name, 'Edit', 'Remove', and 'Detail'. The entries are: JOE JONES, MARY SMITH, JANE DOE, JACK SPRAT (circled 6), MARY POPPINS, JOHN DOE, and LARRY JONES. At the bottom are 'Save Enrolment' (circled 7) and 'Submit' (circled 8) buttons. The browser's taskbar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.

Paperless Election Form functionality

1. Check this box for enrolment in paperless invoicing eliminating the need for the mailed copy including a monthly email notification of when your invoice is ready to view.
2. Check this box for Cancellation of previously enrolled paperless invoicing, resuming the mailed paper copy
3. During your enrolment an effective date will be displayed indicating when you can expect the paperless invoicing to begin. If the request is received 5 business days prior to the end of the month the request will take effect the first day of the next month.
4. All of the contracts that you have access to will be displayed allowing you to select specific contracts to associate with different company contacts for the email notification.
5. Add a new company contact to receive the email notifications
 - a. You will be able to assign specific contracts to each of your company contacts.
 - b. When selecting "Add a New Contact" a dialogue box will pop up for you to add the company contact information including the email address for notification of the availability of the invoice for viewing on Unionline. Once the information has been entered please click on the "Save Contact" button to save the information.
6. Edit, Remove or review the Detail for each of your employee contacts
 - a. Edit will allow you to update the employee contact information
 - b. Remove will cancel the email notification of employee contact
 - c. Detail presents the contracts that are associated with the employee contact
7. You must click Save Enrolment to save the contact/invoice relationship information before you click Submit. If you do not click the Save Enrolment button your contact/invoice relationship information will be lost.
8. Clicking the Submit button notifies Union Gas to take appropriate action to enrol you in Paperless Invoicing, including a return email notifying you of the successful completion of your request.

You are now enrolled in Paperless Invoicing and together we are building a greener business environment.