

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, the Unionline logo and navigation links are visible. The page is divided into a left sidebar with navigation options and a main content area. The main content area includes a customer selection dropdown, a title, a list of checkboxes for enrolling or canceling paperless invoicing, a 'Paperless Effective Date' field, a table of contract types (Direct Purchase, Distribution, S&T) with checkboxes for each, a section for 'Invoice Notification Contact Information' with an 'Add New Contact' link and a list of existing contacts, and finally, 'Save Enrolment' and 'Submit' buttons. Eight numbered callouts (1-8) are placed over the page to highlight key elements: 1 points to the enrolling checkbox, 2 to the canceling checkbox, 3 to the effective date field, 4 to the contract checkboxes, 5 to the 'Add New Contact' link, 6 to the 'Existing Contact' list, 7 to the 'Save Enrolment' button, and 8 to the 'Submit' button.

Customer
ABC COMPANY

unionline Paperless Invoice Election

Please enrol the selected contracts in environmentally-friendly paperless invoicing. Email the notifications to the delegate(s) listed below. **1**

Please cancel paperless invoicing and resume mailing a paper copy. **2**

Paperless Effective Date October 01, 2008 * Your request will be processed within two business days **3**

Direct Purchase	Distribution	S&T
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="checkbox"/> SA 1111 ABC CO	<input type="checkbox"/> SA 2222 ABC 2 COMPANY	<input type="checkbox"/> ST00555555 4
	<input type="checkbox"/> SA 3333 ABC 3 COMPANY	
	<input type="checkbox"/> SA 4444 ABC 4 COMPANY	

Invoice Notification Contact Information

Please Note: If the delegate does not have Unionline access, please enrol them now. [Access Request Form](#)

[Add New Contact](#) **5**

Existing Contact

<input type="checkbox"/> JOE JONES	Edit	Remove	Detail
<input type="checkbox"/> MARY SMITH	Edit	Remove	Detail
<input type="checkbox"/> JANE DOE	Edit	Remove	Detail
<input type="checkbox"/> JACK SPRAT	Edit	Remove	Detail
<input type="checkbox"/> MARY POPPINS	Edit	Remove	Detail
<input type="checkbox"/> JOHN DOE	Edit	Remove	Detail
<input type="checkbox"/> LARRY JONES	Edit	Remove	Detail

Save Enrolment **7**

Submit **8**

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.