

Billing Invoices Payments Credits Statements

RECENT INVOICES
XLS PDF

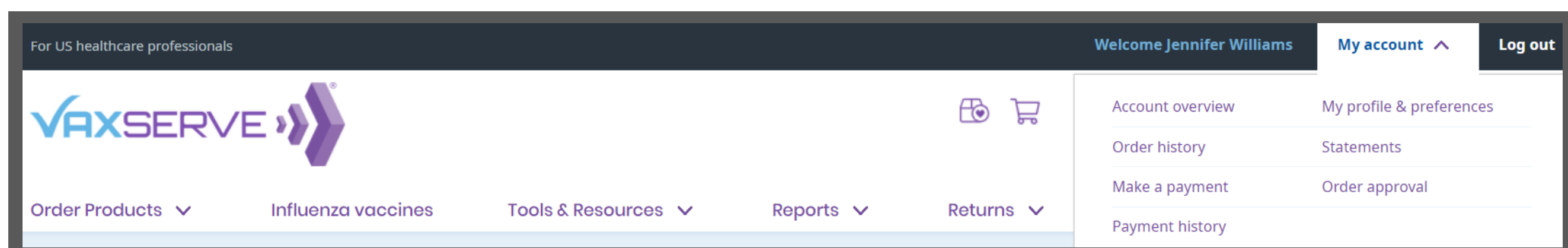
| Date | Due date | Account # | Invoice # | Invoice amount | Prompt Pay discount | Amount due | |
|------------|------------|-----------|-----------|----------------|---------------------|-------------|----|
| 09/30/2021 | 11/30/2021 | 33058560 | 917439398 | \$2,358.10 | \$46.41 | \$2,311.69 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917439380 | \$1,886.48 | \$37.13 | \$1,849.35 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917438883 | \$1,664.10 | \$31.78 | \$1,632.32 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917438406 | \$1,664.10 | \$31.78 | \$1,632.32 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917438405 | \$1,664.10 | \$31.78 | \$1,632.32 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917437683 | \$943.24 | \$18.56 | \$924.68 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917437288 | \$7,074.30 | \$139.24 | \$6,935.06 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917437287 | \$9,432.40 | \$185.65 | \$9,246.75 | -- |
| 09/30/2021 | 11/30/2021 | 33058560 | 917437228 | \$13,454.60 | \$263.84 | \$13,190.76 | -- |
| 10/04/2021 | 12/04/2021 | 33058560 | 917467042 | \$1,414.86 | \$27.85 | \$1,387.01 | -- |

[View all open invoices](#)

Once logged into VaxServe.com, under the *Billing* header on the Account overview page you can see your most recent invoices.

Clicking on an invoice number will open a pdf copy of the invoice in a new page.

From the top right of the *Billing* section, you can select to view Payments, Credits, and Statements. You can also export recent invoices as Excel or pdf files.



For US healthcare professionals

Welcome Jennifer Williams My account ^ Log out

Account overview My profile & preferences

Order history Statements

Make a payment Order approval

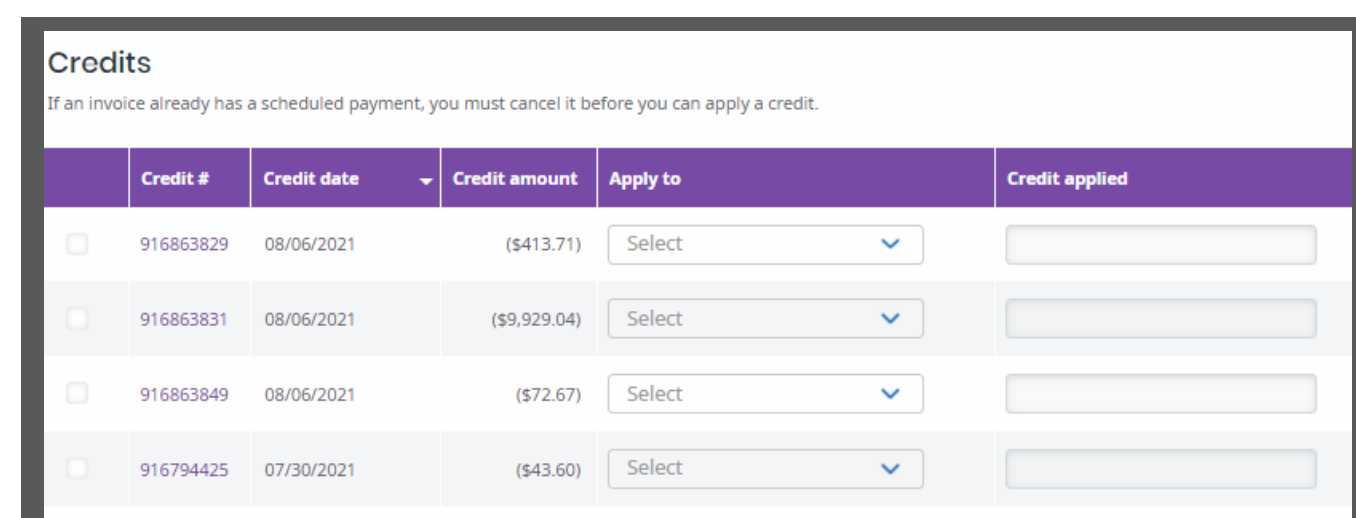
Payment history

Order Products v Influenza vaccines Tools & Resources v Reports v Returns v

You can also access this page from the top right navigation under My account > Make a payment.

Clicking *View all open invoices* will take you to all open credits and invoices.

Apply a credit to an invoice by checking the box next to the credit number and selecting an invoice under the *Apply to* column.

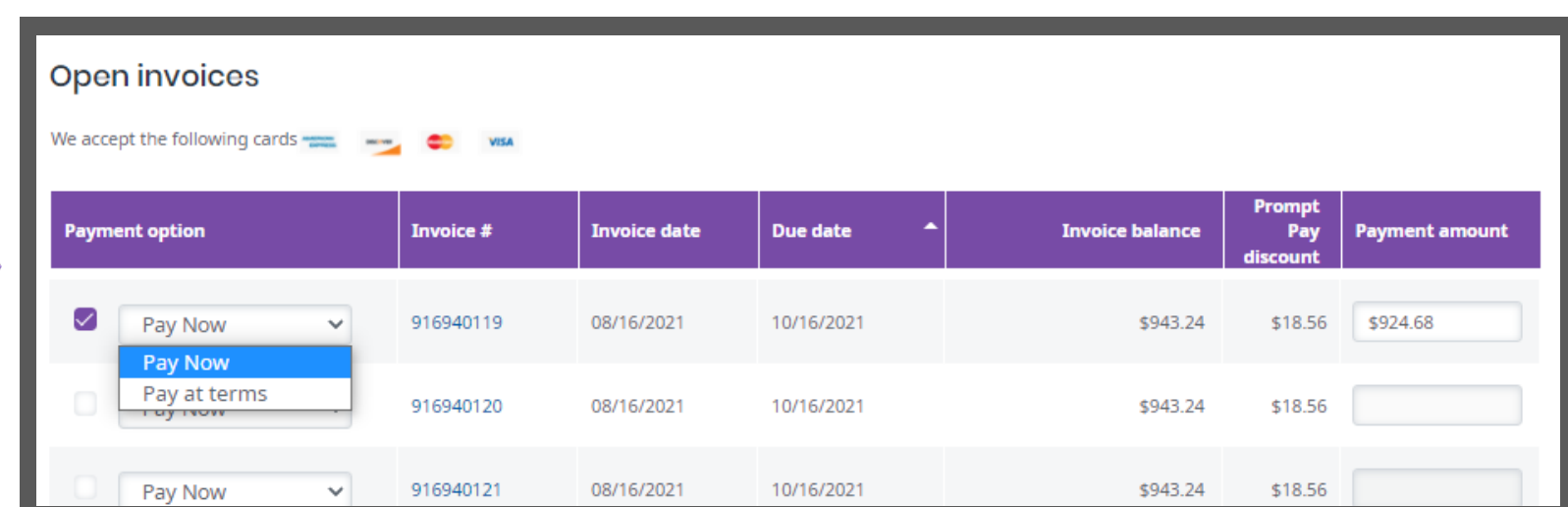



Credits
If an invoice already has a scheduled payment, you must cancel it before you can apply a credit.

| | Credit # | Credit date | Credit amount | Apply to | Credit applied |
|--------------------------|-----------|-------------|---------------|----------|----------------|
| <input type="checkbox"/> | 916863829 | 08/06/2021 | (\$413.71) | Select | |
| <input type="checkbox"/> | 916863831 | 08/06/2021 | (\$9,929.04) | Select | |
| <input type="checkbox"/> | 916863849 | 08/06/2021 | (\$72.67) | Select | |
| <input type="checkbox"/> | 916794425 | 07/30/2021 | (\$43.60) | Select | |

To pay an invoice, select the box next to the invoice(s) you wish to pay and select *Pay now*.

If applicable, you can choose to schedule payment using the *Pay at terms* option in the drop-down.



Open invoices
We accept the following cards: 

| Payment option | Invoice # | Invoice date | Due date | Invoice balance | Prompt Pay discount | Payment amount |
|---|-----------|--------------|------------|-----------------|---------------------|----------------|
| <input checked="" type="checkbox"/> Pay Now | 916940119 | 08/16/2021 | 10/16/2021 | \$943.24 | \$18.56 | \$924.68 |
| <input type="checkbox"/> Pay at terms | 916940120 | 08/16/2021 | 10/16/2021 | \$943.24 | \$18.56 | |
| <input type="checkbox"/> Pay Now | 916940121 | 08/16/2021 | 10/16/2021 | \$943.24 | \$18.56 | |

Invoice balance includes any applicable discounts.

Any scheduled payments will appear at the bottom of the *View all open invoices* page.

The screenshot shows a web interface for paying open invoices. At the top, there are three steps: 1. Payment, 2. Review, and 3. Confirmation. Below this, there is a section titled 'Pay open invoices' with a text input field for 'Name of person authorizing payment'. A table lists the following invoice details:

| Payment option | Invoice # | Due date | Invoice balance | Payment amount | Payment method | Payment date |
|----------------|-----------|------------|-----------------|----------------|-------------------------|--------------|
| Pay now | 916940119 | 10/16/2021 | \$924.68 | \$924.68 | Pay by checking account | 10/07/2021 |

Below the table, there is a dropdown menu for 'Add new checking account'. At the bottom right, there is a 'Pay now' button with the amount \$924.68 and a note: 'Total amount to be charged to your account(s) immediately. Please choose a card.' Below the button are 'Continue' and 'Cancel' options.



Clicking *Continue* at the bottom of the page will begin the three step payment process:

Step 1 - Select payment method

Step 2 - Review payment information

Step 3 - Confirmation of payment

*Completion of this process is required for both *Pay now* and *Pay at terms*.

***Pay at terms* invoices will process on the scheduled payment date.