

Payment Notifications

Updated May 11, 2009

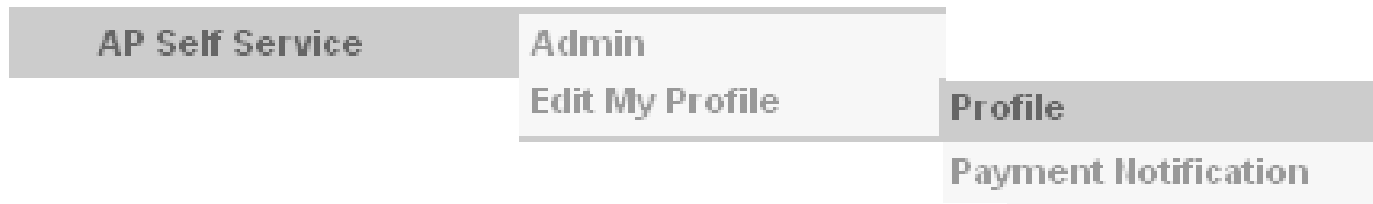


Payment Notification

AP Self Service supports daily notifications for payments made to GSL + Sites you have access to.

You can choose to enable, disable send emails to your account or a list of valid email addresses

Access Payment Notifications



To access select 'Payment Notification' from 'Edit My Profile' submenu under the 'Admin' menu

Notification Setup

Update Payment Notification

GSL's	Receive Notification
1XXXXXX.01	<input type="checkbox"/>
1XXXXXX.05	<input type="checkbox"/>

Send it to profile e-mail.
 Send it to this e-mail list.

E-Mails:
Please write emails separated by ;

1. Click the check box next to each GSL + Site in order to enable daily payment notifications
2. Next choose to deliver the email to the email address assigned to your profile or to a list of emails you specify in the Email box.
3. Last click Save

From:
ENERGY APSS Admin
(GE Energy)

Subject Line

From: ENERGY APSS Admin (GE Energy)
To:
Cc:
Subject: GE Energy Accounts Payable Payment Notification For GSL #XXXXXXSite : XXX

Sent: Thu 3/26/2009 2:39 PM

This is a system generated message. Please do not reply.

Summary Payment Info

Vendor Name YOUR VENDOR NAME

GSL #: XXXXXX
Site : XXXXXX XXXXXX

Payment #: XXXXXX XXXXXX
Payment Date: 20-MAR-09

Please note payment date is the date payment was issued. It is not the date the payment will necessarily be received.

Amount: 48133.27 USD
Method: WIRE

-----Invoice Detail-----

List of invoices paid by
payment

Invoice #: XXXXXX
Invoice Date: 19-FEB-09
Gross Amount: 2805.1
Discount Amout: 14.03
Paid Amount: 2791.07
PO Number: XXXXXX XXXXXX