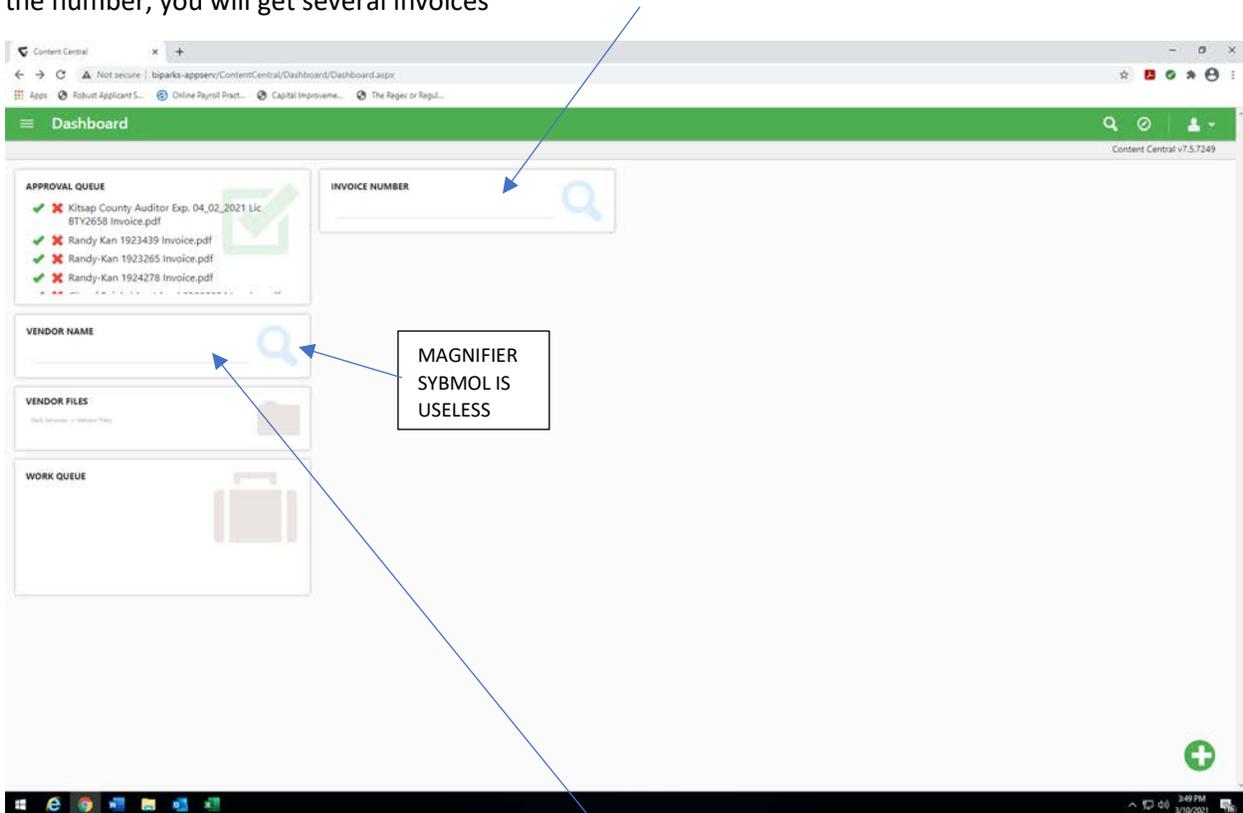


How to look up an invoice or search for an invoice

If you know the invoice number: You can put in all or part of the invoice number. If you put in part of the number, you will get several invoices

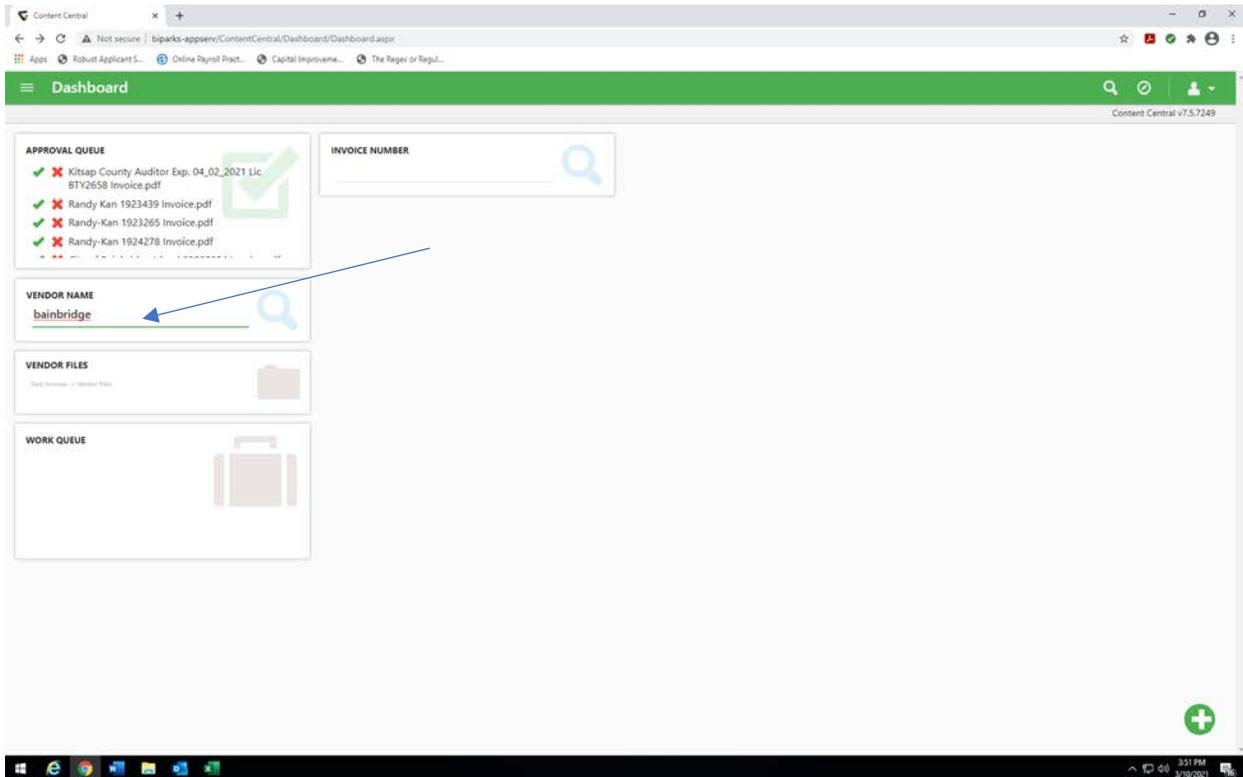


If you don't know the invoice number, you can search by vendor. You can put in part of the name or the full name – you will just get more results if you put in part of the name.

ALWAYS HIT ENTER AFTER YOU INPUT THE VENDOR NAME OR INVOICE NUMBER. THE MAGNIFIER SYMBOL DOESNT WORK.

SEE SEARCH EXAMPLE BELOW

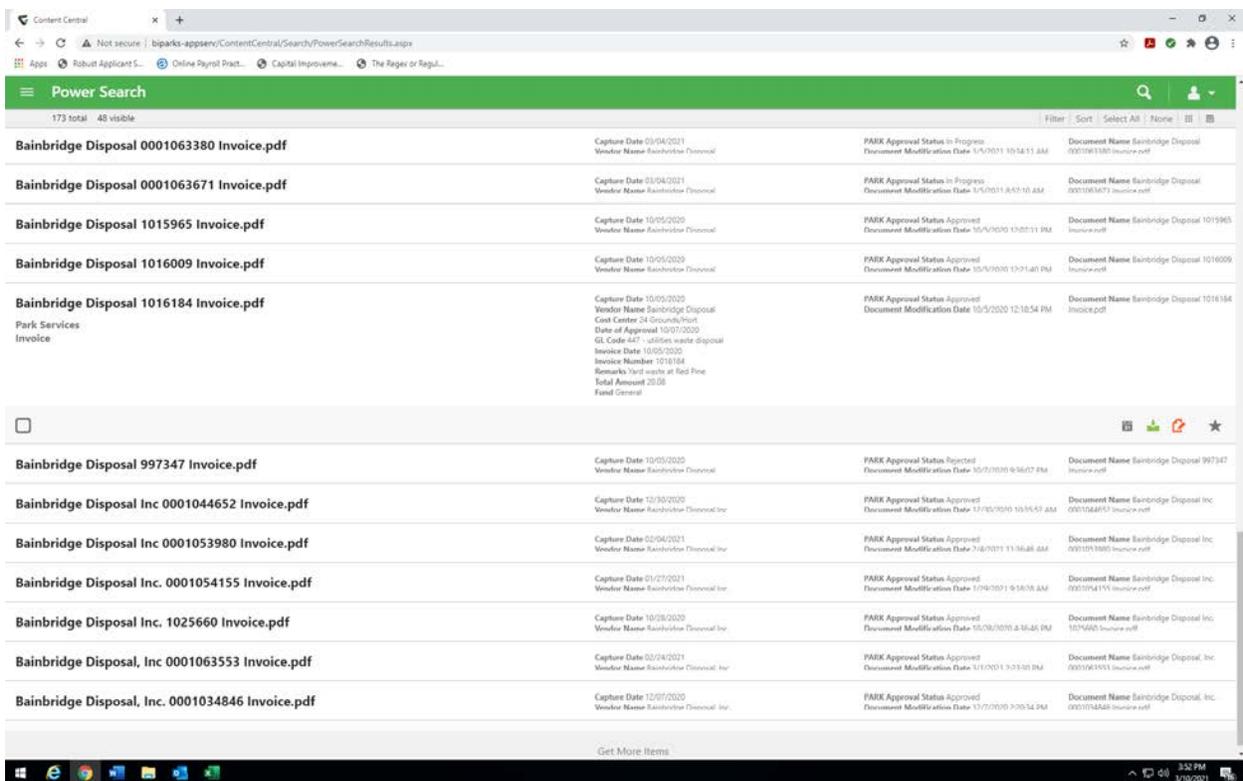
example:



The screenshot shows the 'Content Central' Dashboard. At the top, there is a navigation bar with a hamburger menu, the word 'Dashboard', and a search icon. Below the navigation bar, the dashboard is divided into several sections:

- APPROVAL QUEUE:** A list of invoices with status indicators (green checkmarks and red X's). The items include 'Kitsap County Auditor Exp. 04_02_2021 Lic. BTY2658 Invoice.pdf' and three 'Randy-Kan' invoices with numbers 1923439, 1923265, and 1924278.
- INVOICE NUMBER:** A search input field with a magnifying glass icon.
- VENDOR NAME:** A search input field containing the text 'bainbridge'.
- VENDOR FILES:** A folder icon representing a collection of files.
- WORK QUEUE:** A briefcase icon representing a queue of tasks.

A blue arrow points from the 'APPROVAL QUEUE' section to the 'VENDOR NAME' search field.



The screenshot shows the 'Power Search' results page. The header indicates '173 total 48 visible' items. The table below lists search results for 'Bainbridge Disposal' invoices. Each row includes the invoice title, capture date, vendor name, approval status, and document name.

Invoice Title	Capture Date	Vendor Name	Approval Status	Document Name
Bainbridge Disposal 0001063380 Invoice.pdf	03/04/2021	Rainbridge Disposal	In Progress	Bainbridge Disposal 0001063380 Invoice.pdf
Bainbridge Disposal 0001063671 Invoice.pdf	03/04/2021	Rainbridge Disposal	In Progress	Bainbridge Disposal 0001063671 Invoice.pdf
Bainbridge Disposal 1015965 Invoice.pdf	10/05/2020	Rainbridge Disposal	Approved	Bainbridge Disposal 1015965 Invoice.pdf
Bainbridge Disposal 1016009 Invoice.pdf	10/05/2020	Rainbridge Disposal	Approved	Bainbridge Disposal 1016009 Invoice.pdf
Bainbridge Disposal 1016184 Invoice.pdf Park Services Invoice	10/05/2020	Bainbridge Disposal Cost Center 24 Ground/Port	Approved	Bainbridge Disposal 1016184 Invoice.pdf
Bainbridge Disposal 997347 Invoice.pdf	10/05/2020	Rainbridge Disposal	Rejected	Bainbridge Disposal 997347 Invoice.pdf
Bainbridge Disposal Inc 0001044652 Invoice.pdf	12/30/2020	Rainbridge Disposal Inc	Approved	Bainbridge Disposal Inc 0001044652 Invoice.pdf
Bainbridge Disposal Inc 0001053980 Invoice.pdf	02/04/2021	Rainbridge Disposal Inc	Approved	Bainbridge Disposal Inc 0001053980 Invoice.pdf
Bainbridge Disposal Inc. 0001054155 Invoice.pdf	01/27/2021	Rainbridge Disposal Inc	Approved	Bainbridge Disposal Inc. 0001054155 Invoice.pdf
Bainbridge Disposal Inc. 1025660 Invoice.pdf	10/08/2020	Rainbridge Disposal Inc	Approved	Bainbridge Disposal Inc. 1025660 Invoice.pdf
Bainbridge Disposal, Inc 0001063553 Invoice.pdf	02/04/2021	Rainbridge Disposal Inc	Approved	Bainbridge Disposal, Inc 0001063553 Invoice.pdf
Bainbridge Disposal, Inc. 0001034846 Invoice.pdf	12/07/2020	Rainbridge Disposal Inc	Approved	Bainbridge Disposal, Inc. 0001034846 Invoice.pdf