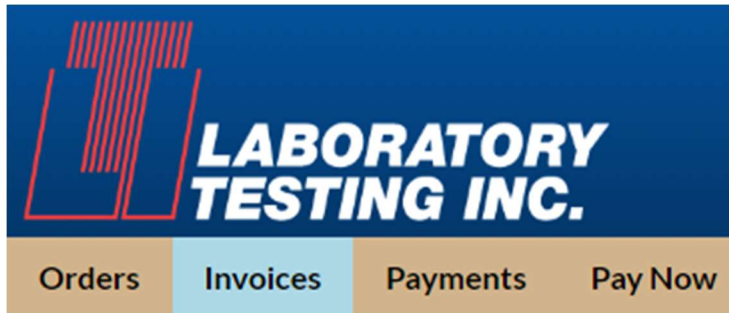


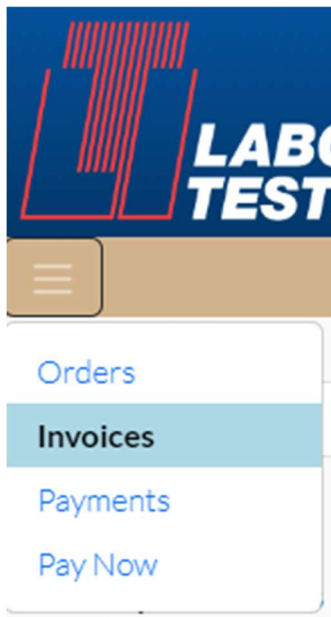
LTI Customer Portal Invoice Search:

You can search for, view, download and pay invoices via the LTI Customer Portal.

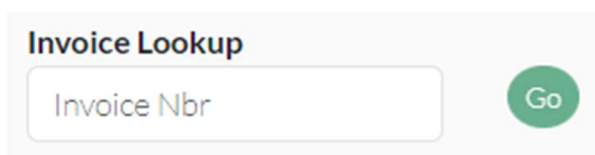
To search for Invoices, click Invoices in the top-left corner of the menu under the LTI logo.



On smaller devices, tap the "hamburger" button in the top-left corner and then select Invoices.



If you know the number of a specific invoice you want to view, you may enter the invoice number and click Go to immediately view the invoice details.

The image shows a form titled 'Invoice Lookup'. It has a light gray background. At the top, the title 'Invoice Lookup' is in bold. Below the title is a text input field with the placeholder text 'Invoice Nbr'. To the right of the input field is a green circular button with the word 'Go' in white text.

The default search options let you search for invoices where payment is due, past due or paid in full. You also may search by your full or a partial purchase order number or by LTI's order number, which will begin with either CO or CAL. If you have access to invoices for more than one customer, a dropdown menu will allow you to select a specific customer. By default, all customers are searched simultaneously.

Invoice Search

Payment Status

Payment Due ▾
Payment Due
Past Due
Paid in Full
All Invoices

Purchase Order

LTI Order ID

Customer ID

All Customers ▾

Apply Filters
Reset Filters
Advanced Search

When you are ready to search, click "Apply Filters." You also may click "Reset Filters" to return all search parameters to their defaults, or you may click the "Advanced Search" button for more search options, including the balance due, invoice date, invoice amount and invoice due date. From the Advanced Search page, click "Basic Search" to be returned to the default search options.

Invoice Search

Payment Status

Payment Due ▾

Bal. Due From

Bal. Due To

Purchase Order

LTI Order ID

Customer ID

All Customers ▾

Invoices From

Invoices To

Invoice Amt From

Invoice Amt To

Paymt Due From

Paymt Due To

Invoices/Page (max 200)

Sort By

Balance Due ▾

Sort By:

ASC
DESC

Apply Filters
Reset Filters
Basic Search

Depending on how many invoices would be returned by your search, it is possible that not all of them will be displayed. By default, the invoice search returns details for up to 50 invoices at a time, but from the "Advanced Search" options you can change this limit to a maximum of 200. You also can select one of eight options to specify how your invoices will be sorted, and you can specify whether you want those invoices sorted in Ascending or Descending order.

Sort By

Balance Due ▾
Balance Due
Payment Status
Invoice Amount
Invoice Number
Invoice Date
Due Date
Purchase Order
LTI Order ID

Sort By:

ASC
DESC

If your search results would return more invoices than can be displayed, the Customer Portal will supply paging controls that you can use to navigate through the invoices. The double left- and right-pointing arrows will take you to the first and last pages of invoices respectively whereas the single arrows will take

you back or forward one page. The paging controls also tell you how many invoices are included in your search results, how many pages are needed to display all of the invoices and the current page.

Invoices

<<

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Invoices 101 to 150 of 232

>

>>

Page 3 of 5

In your search results, each invoice is displayed as a card with a few basic details, including the invoice date and amount and the total balance due. An indicator in the top-right corner of the card will specify whether payment is due or past due or if the invoice has been paid in full. You also will find buttons you can click to download a copy of the invoice in PDF format or to view the invoice details online.

PO: DEPT 41

Past Due

Invoice: 610614

LTI Order ID: CAL2002068

View

Invoice Date: Jun 6, 2020

Invoice Amount: \$49.50

Due Date: Jun 6, 2020

Balance Due: \$49.50

PDF

Here is an example of how invoice details might appear:

Invoice 610614

Payment Due

PDF

Balance Due: \$49.50

Invoice To: C004376

Purchase Order: DEPT 41

LTI-41 Ultrasonic Testing 310

Order Number: CAL2002068

2331 Topaz Drive

Invoice Date: Jun 6, 2020

Hatfield PA 19440

Due Date: Jun 6, 2020

Deliver To:

Salesperson: LTI

LTI-41 Ultrasonic Testing 310

2331 Topaz Drive

Hatfield PA 19440

Payment Terms: On Receipt

Sales Amount: \$49.50

Pay in USD

Freight: \$0.00

Remit To: Laboratory Testing Inc.

Sales Tax: \$0.00

P.O. Box 738

Prepaid Amount: \$0.00

Souderton, PA 18964

Invoice Total: \$49.50