



6/24/2009

## Procedure for Viewing Email Invoice Links in Outlook

Depending on how customers email is set up by their IT departments, certain companies will not allow a hyperlink to be opened from an internal email program for security reasons. Omega's "Going Green" initiative provides for invoicing to our customers via sending an email link as invoice notification. Customer simply clicks on the email to open their invoice, and then, can print or save it accordingly in their business system. Email notifications for invoices are sent from Omega's business live and in real time, at the time the invoice is processed.

Below is a typical email notification of an invoice.

### **Omega Sales Invoice 288225**

Invoice Manager [aromega@omega-usa.com]

Sent: Fri 11/20/2009 9:12 AM

To: Tommy France; Jim Davis (jdavis@4intranets.com)

## **Invoice Alert 11/19/2009**

Here is your omega invoice # 288225  
click [here](#) to see your documents

To view your invoice, click on the word [here](#) in the email, which will direct link you to the invoice on the Omega Corporate Website. Click on the View button to view your invoice.

The screenshot shows the Omega Environmental Technologies website. The header includes the Omega logo and the text "ENVIRONMENTAL TECHNOLOGIES". A "My Omega Account" link is in the top right. Below the header is a navigation menu with "Online Catalog", "Company Info", "Products", "Request Info", and "Customer Service". On the left side, there are several buttons: "Application Guide", "Warranty Registration", "Become a registered member! CLICK HERE", and "Join Our Mail List!". Below these is a box stating "OMEGA Environmental Technologies is a proudly certified & registered ISO 9001:2000 company". The main content area displays a table of invoices:

VIEW	DOC ID	TYPE	DOC NUMBER	DATE	CONFIRM
	1717	Invoice	288225	11/20/2009 10:11:39 AM	

For those customers who have a secure email site, that will not allow hyperlinking, the following process will allow you to open your invoices

Place your cursor on the word here hyperlink, and select copy hyperlink to copy the information contained in the hyperlink to your windows clipboard. Now Open up Internet Explorer, and paste the hyperlink data to your explorer menu bar, and hit the enter key.

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Automotive Air Conditioning Parts and Systems - Windows Internet Explorer". The address bar contains the URL: [http://www.omega-usa.com/user/Accounting.asp?DocNo=/TEST01/TEST01\\_I\\_20091120\\_288225.Pdf&sdid=1717](http://www.omega-usa.com/user/Accounting.asp?DocNo=/TEST01/TEST01_I_20091120_288225.Pdf&sdid=1717). The browser interface includes a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help", and a toolbar with "Favorites" and "Web Slice Gallery".

You will now be connected with your invoice on the Omega Website

Online Catalog

Company Info

Products

Request Info



Customer Service

Application Guide

Warranty Registration

Become  
a registered  
member!

[CLICK HERE](#)

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Click on View to view your invoice.