

AP Online Payment Notification

How does it work?



Payment notifications

Each user can choose to receive payment notifications on daily or weekly bases

Daily:

- User receives an email if a payment has been issued on previous day

Weekly:

- User receives an email if only on selected weekday and only if a payment has been issued between (today – 7 days) and previous day



Payment notifications

Example:

Today is Thursday Sept 24th

Payment is issued to vendor Xxx on Sep 23rd
(yesterday)

If user selects **Daily** email:

- User will receive daily payment notification email today

If user selects **Weekly**

- and Thursday -> user will receive weekly payment notification email today
- and Friday-> user will NOT receive payment notification email today. He will receive payment notification tomorrow



User Profile

The screenshot shows a Mozilla Firefox browser window displaying the APOnline User Profile page. The browser's address bar shows the URL <https://g5t0259g.atlanta.hp.com/apo>. The page features a navigation menu with links for HP Home, Products & Services, Support & Drivers, and Solutions. A search bar is located in the top right corner. The main content area is titled "APOnline Search" and includes the HP logo. A sidebar on the left lists navigation options: Search, APOnline Help, and User Profile. The central section is titled "Edit User Profile" and contains a form with the following fields:

User ID	marcinkonapka
Payment Notification Email Address	<input type="text" value="marcin.konopka@hp.cc"/>
Language	EN
Payment Notification Frequency	Daily
Day of the Week	Sunday

A "Save" button is located at the bottom of the form. At the bottom of the page, there are links for "Privacy statement", "Using this site means you accept its terms", and "Terms and conditions of sale and service". The browser's status bar at the bottom shows "Done".

Payment Notification email - Weekly

Dear AP Online user,

Hewlett Packard has issued one or more payments to your company.
Click below to review remittance details.

[Payments issued between 01/28/2009 and 02/04/2009](#)

Regards,
Hewlett Packard Payment Team

You are receiving this email because you have chosen to receive payment notifications in your AP Online user profile. To stop receiving such messages, please login to [AP Online](#) and adjust your settings.



Payment Notification email - Daily

Dear AP Online user,

Hewlett Packard has issued one or more payments to your vendors.
Click below to review remittance details.

[Payments issued on 02/02/2009](#)

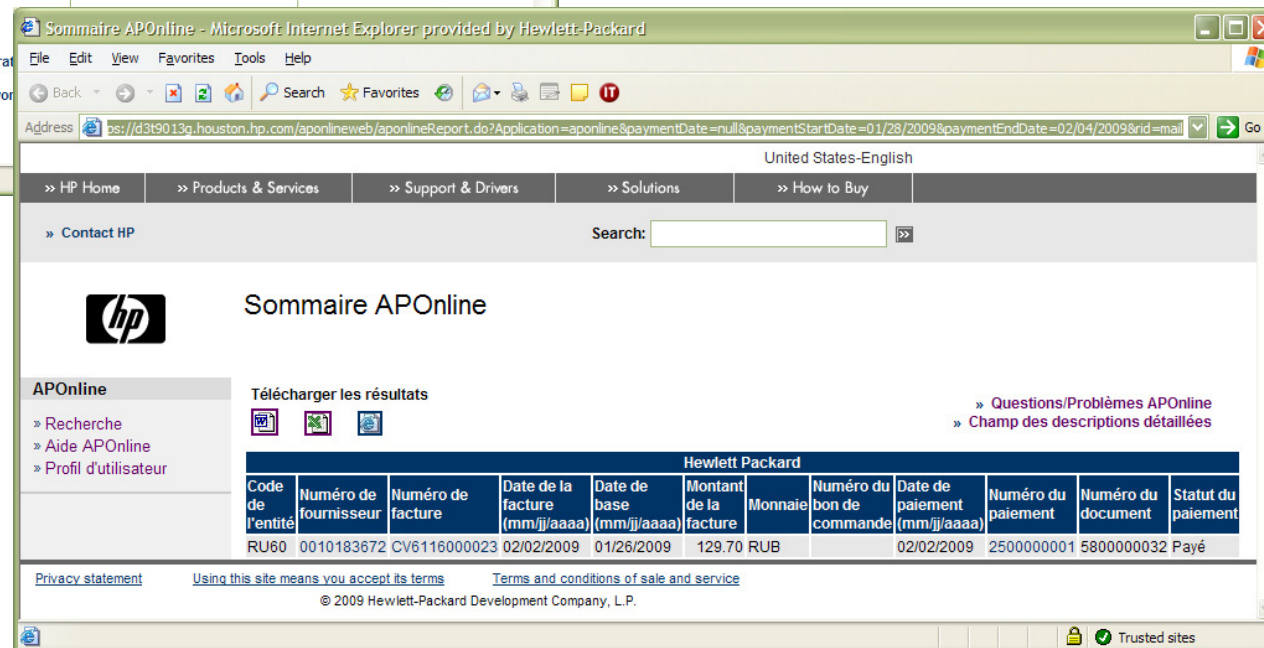
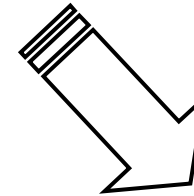
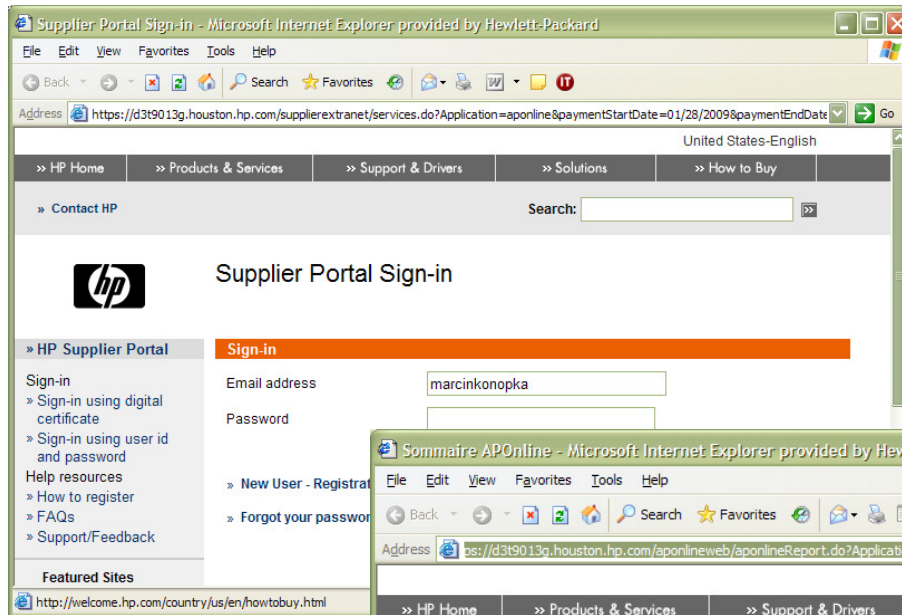
Regards,
Hewlett Packard Payment Team

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Payment Notification

E-mail link click-through



Payment Notification

- Invoices shown:
 - in status Paid
 - with Payment Date:
 - Daily message: on day previous to the notification date
 - Weekly message: between (notification date – 7 days) and (notification date – 1 day)

