



# Payment Coding for Invoices

This tutorial will show you how to add the proper payment coding to a pdf copy of an invoice.

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If you need any assistance please contact the IT Helpdesk in one of the following ways.

Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu), or stop by the Computer Center on the lower level of the administration building.

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# Open the PDF file in Adobe Acrobat Reader DC

**REMIT PAYMENT TO:** CDW Government, 75 Rembrandt Drive, Suite 1515, Chicago, IL 60675-1515

**INVOICE**

**ACD INFORMATION:** THE NORTHERN TRUST, 55 SOUTH LA Salle STREET, CHICAGO, IL 60607

**Invoice Summary:**

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
2158705	09/30/20	4454993
<b>SUBTOTAL</b>	<b>SHIPPING</b>	<b>SALES TAX</b>
\$68.66	\$0.00	\$0.00
<b>AMOUNT DUE</b>		<b>\$68.66</b>

**ITEMS:**

ITEM NUMBER	DESCRIPTION	QTY	SHIP	BO	UNIT PRICE	TOTAL
267038	APPLE USB-C VGA MP ADAPTER,AME Manufacturer Part Number: MJ12AM/A	1			68.66	68.66

**Received**  
OCT 09 2020  
Business Office

**GO GREEN!**  
CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your Customer number or an Invoice number in your email for faster processing.

**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**  
Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

**ACCOUNT MANAGER:** ROBERT BATES, 312-709-5090, [robertb@cdw.com](mailto:robertb@cdw.com)

**SALES ORDER NUMBER:** 122VY9

**SHIPPING ADDRESS:** THOMAS MORE COLLEGE, ATTN: SHELLEY KELLEY, 333 THOMAS MORE PARKWAY, IT SERVICES - ATTN: SHELLEY, CRESTVIEW HILLS KY 41017

**SHIPPING:** \$0.00  
**SALES TAX:** \$0.00  
**AMOUNT DUE:** \$68.66

**CDW**  
001:001

**Have Questions About Your Account?**  
PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)  
VISIT US ON THE INTERNET AT [www.cdw.com](http://www.cdw.com)

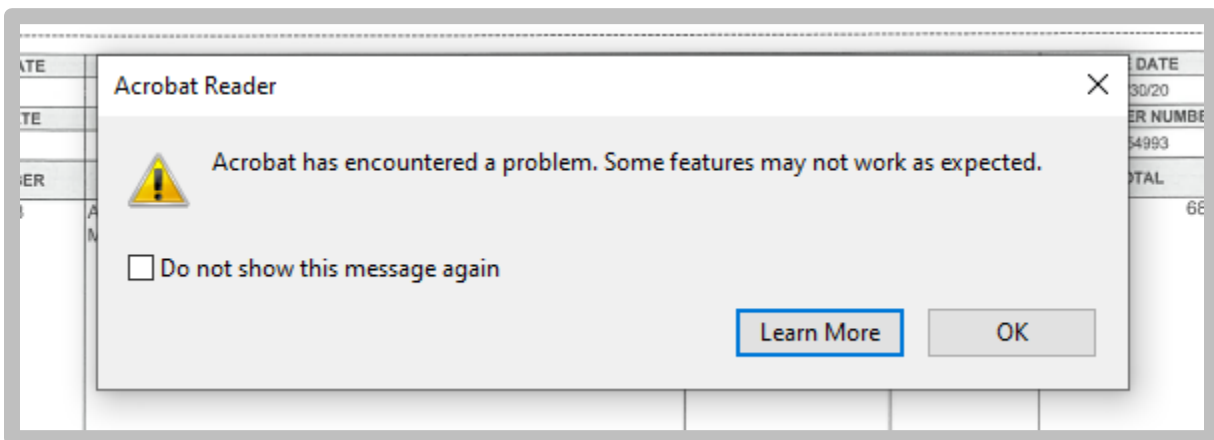
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## Select the sign button



If a warning from Acrobat Reader shows on your screen just click “Do not show this message again” and then click “OK”

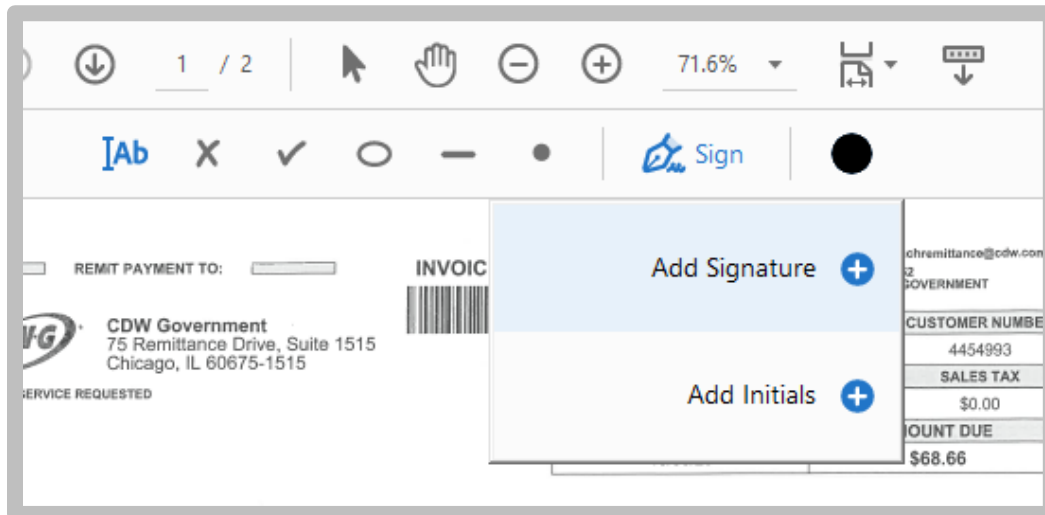


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## Click “Add Signature”

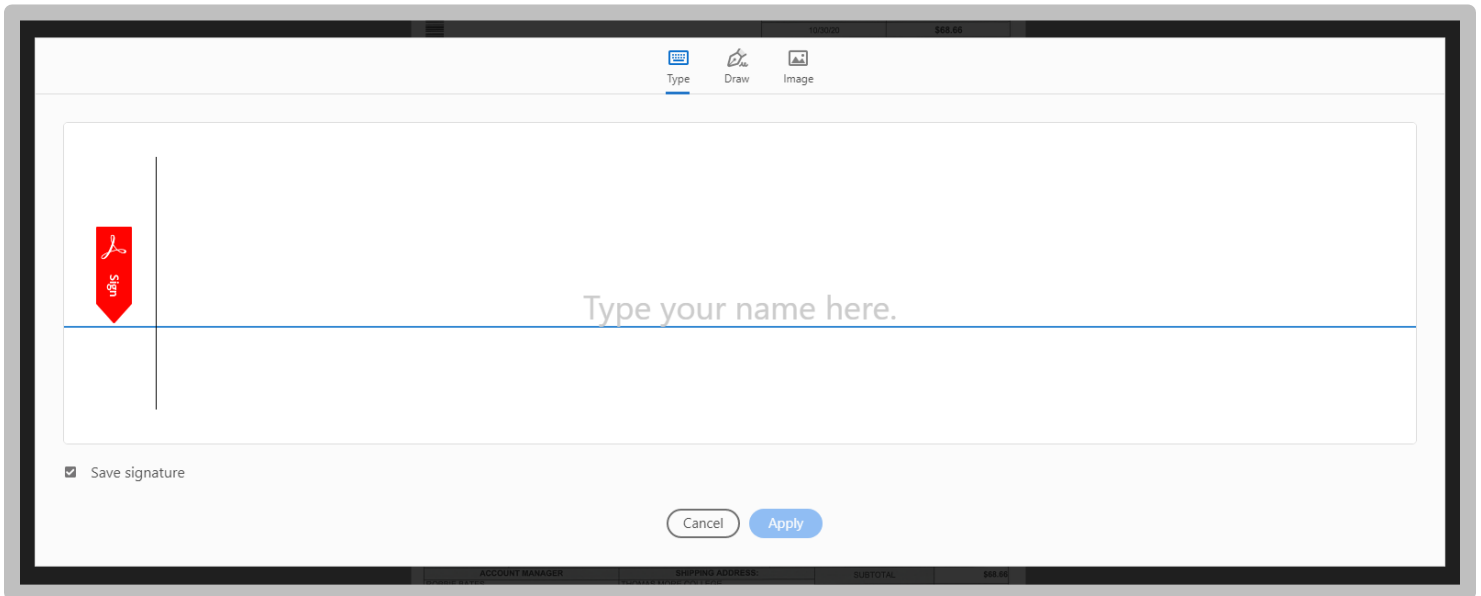


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The signature box will appear and then you are able to type your signature. After typing, click “Apply”



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Click the button on top to add text. This button is only visible while in “Fill & Sign”



Your cursor will become the icon for you to click on the screen. After clicking on the screen, you can type your text in the text box. You can click enter to go to the next line. You can edit the font size if you grab the text box to move it around. Once you are done just click outside of the box to finish the text box

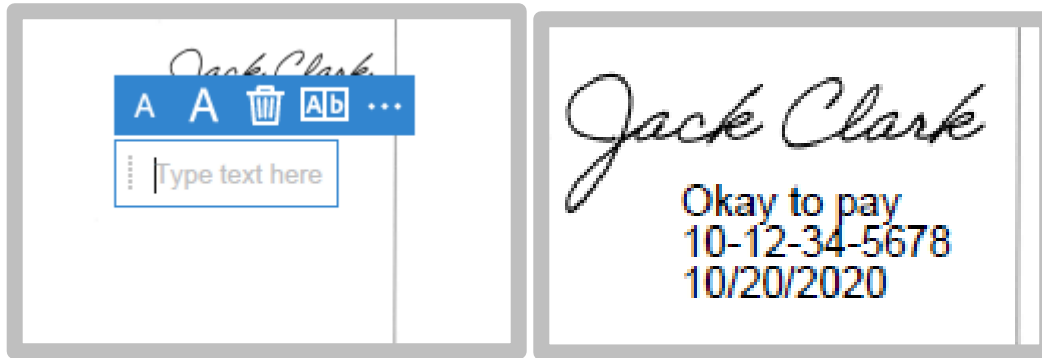
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## You should then be able to save your completed file

It can be attached to an email for further signatures and/or payment processing.



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