

A decorative L-shaped frame made of thick black lines, with the top-left corner on the left and the bottom-right corner on the right, framing the central text.

HOW TO ACCESS INVOICES ONLINE

A walkthrough on how a customer can access
invoices at www.royalcupcoffee.com



ROYAL CUP
COFFEE AND TEA

On the home page, click the Shop icon.

SUSTAINABILITY

OUR PEOPLE

OUR STORY

MEDIA

FAQ

CONTACT US

Shop

Your Business ▾

Blended Solutions

Learn to Brew

Blog

**No matter what you
drink, drink Royal
Cup.**



[Back to royalcupcoffee.com](#)

Not Registered Yet? [Create an Account](#)

Forgot Password? [Reset](#)

[SIGN IN](#)



ROYAL CUP
COFFEE AND TEA

Need Help?
Call 1-800-366-5836



Then enter the assigned username and password here and click Sign In.



[Coffee](#)

[Tea](#)

[Other Beverages](#)

[Condiments](#)

[Supplies](#)

[Equipment](#)

You are here: [Home](#)



[Back to royalcupcoffee.com](#)

You are logged in as: [webjava@royalcupcoffee.com](#)
Customer: Royal Cup, Inc., BIRMINGHAM



ROYAL CUP
COFFEE AND TEA

Once you log in, you will see your account information here.



MY ACCOUNT



MY DOCUMENTS

Search



Gifts

Coffee

Tea

Other Beverages

Condiments

Supplies

Equipment

F

You are here: Home





ROYAL CUP
COFFEE AND TEA

Need Help?
Call 1-800-366-5836



MY ACCOUNT



MY DOCUMENTS



Coffee

You can then click on My Documents.

You are here: Home





ROYAL CUP
COFFEE AND TEA

Need Help?
Call 1-800-366-5836



MY ACCOUNT



MY DOCUMENTS

Search



Coffee

You are here: Home

From the My Documents
Drop down menu, click
Invoices/Payments.

- Order templates
- Orders
- Deliveries
- Invoices/Payments
- Make Payments

**REAL ONE
CO**



You are here: Home » Documents » Invoices/Payments

Search for Invoices/Payments

Select "Open or completed"
to pull up all invoices.

Status

Open or completed ⇅

Payments status

Due or not due ⇅

Period

last 365 days ⇅

until

Characteristics

(Choose feature) ⇅

Due til

04/24/2017

Also select the time period
you are looking for.

Search

Then click the Search icon to
generate the invoices.

Status

Open or completed ▾

Payments status

Due or not due ▾

Period last 365 days ▾ until **Search****Characteristics**(Choose feature) ▾ **Due til**

04/24/2017

Once the invoices are generated,
scroll down to view them.

 CSV-download Items per page 25 ▾

Status ▾	Invoice Number ▾	Date ▾	PO Number ▾	Total ▾	Paid ▾	Open ▾	Date due ▾	Date of payment ▾	Days to payment ▾	IN
Completed	██████████	05/16/2016	██████████7	██████	██████		06/15/2016	05/31/2016		
Completed	██████████	05/27/2016	██████████	██████	██████		06/26/2016	08/16/2016		
Completed	██████████	08/25/2016	██████████	██████	██████		09/24/2016	09/06/2016		

Click on the PDF icon to open an invoice.