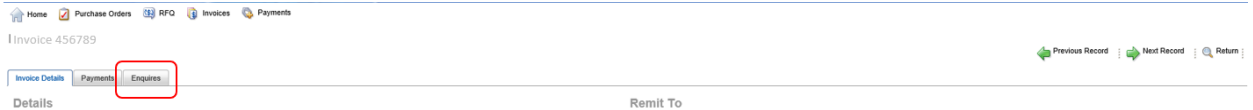


06 - Ask a Question

Assumption: You have queried a specific invoice and are reviewing its details.

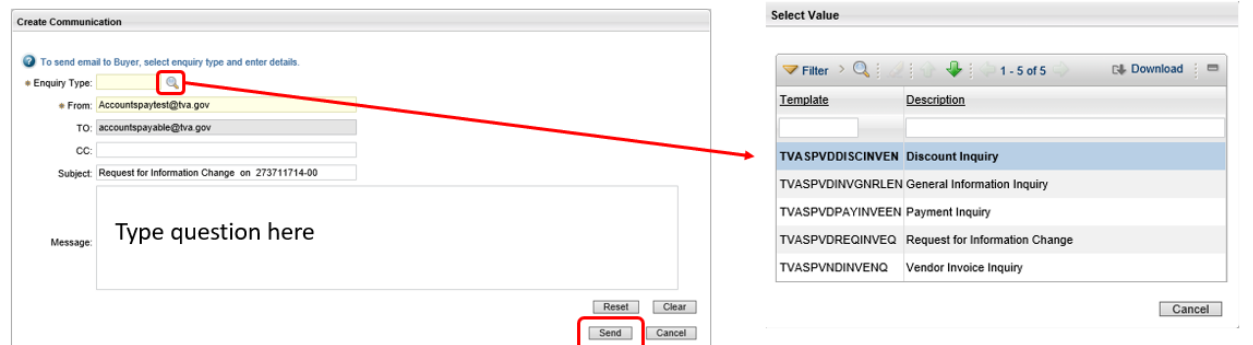
1. Left click the Enquires tab.



2. Left click the Inquire With AP button.



3. When the Create Communication box appears, left click the magnifying glass to select the type of question. Then, fill in the blanks and click Send.



Your question will be routed to the best department to obtain an answer to your question.