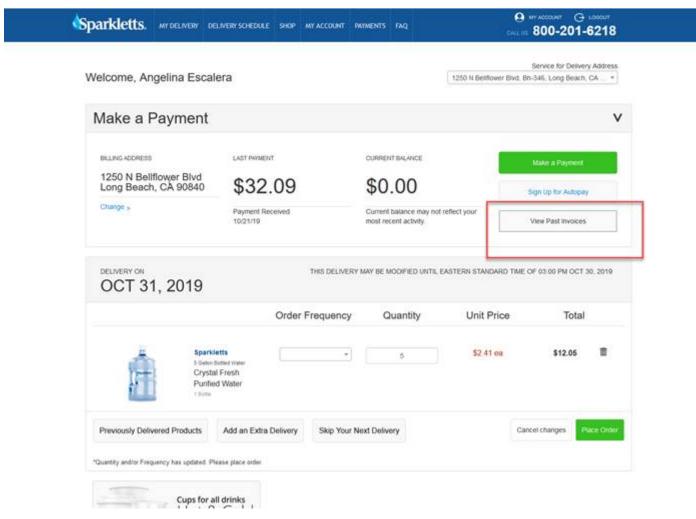
Sparkletts (DS Services) Office Water Services

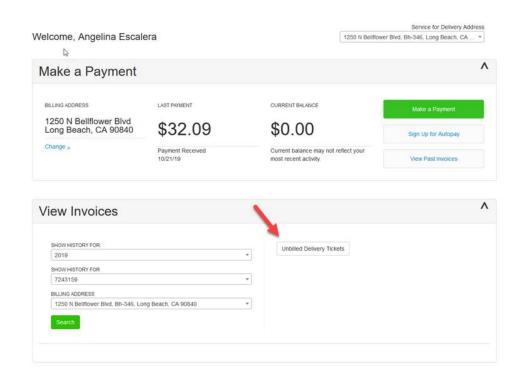
P Card holders will be required to attach your monthly Sparkletts (DS) Water invoice to your monthly P Card reconciliation that is sent to AP. Please follow the instructions below if you need assistance in printing your invoice.

1. Log in to your **Sparkletts online account**. Click on **View Past Invoices**

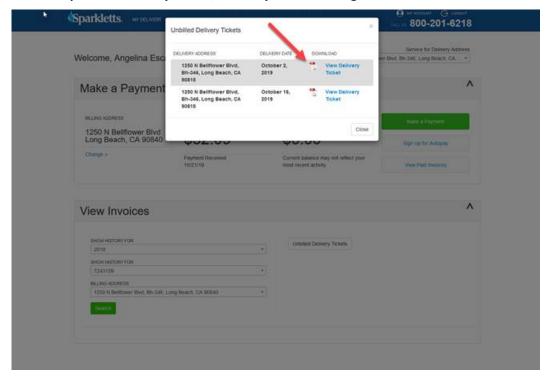


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2. Click on Undelivered Tickets



3. Open the Delivery Ticket/Invoice you are looking for.



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4. Print out the Delivery Ticket/Invoice and attach this to your monthly P Card reconciliation statement for AP processing.

Customer# 7243159 Ticket# : 192894518014 Location# : 16475453 PO# :	Location# 16475453	Location# 16475453		Spark 800-4	ERY TICKET letts -Waters vater.com		
5.0 GALLON BOTTLE	5.0 GALLON BOTTLE	5.0 GALLON BOTTLE		: 16475453 CSULB 1250 N BELLFLOWER BI BH-346	PO# Date VD Route	10/10	5/2019
SPARKLETTS 5G CRYSTAL FRESH DRINKING WATER 5 2.41 12.05	SPARKLETTS 5G CRYSTAL FRESH DRINKING WATER 5 2.41 12.05	SPARKLETTS 5G CRYSTAL FRESH DRINKING WATER 5 2.41 12.05	Delivered Items		Qty	Price	Amount
5.0 GALLON BOTTLE 5 0.00 0.00 (5Bottles Delivered - 5Bottles Returned = 0Bottle Deposits) Subtotal Sales Sales Tax Delivery Ticket Total 5 0.00 12.00	5.0 GALLON BOTTLE 5 0.00 0.00 (5Bottles Delivered - 5Bottles Returned = 0Bottle Deposits) Subtotal Sales Sales Tax Delivery Ticket Total 5 0.00 12.00	5.0 GALLON BOTTLE 5 0.00 0.00 (5Bottles Delivered - 5Bottles Returned = 0Bottle Deposits) Subtotal Sales Sales Tax Delivery Ticket Total 5 0.00 12.00	5.0 GALLON BO	TTLE	-5	0.00	0.00
(5Bottles Delivered - 5Bottles Returned = 0Bottle Deposits) Subtotal Sales Sales Tax Delivery Ticket Total	(5Bottles Delivered - 5Bottles Returned = 0Bottle Deposits) Subtotal Sales Sales Tax Delivery Ticket Total	(5Bottles Delivered - 5Bottles Returned = 0Bottle Deposits) Subtotal Sales Sales Tax Delivery Ticket Total	SPARKLETTS 5	G CRYSTAL FRESH DRINKING WA	TER 5	2.41	12.05
Subtotal Sales 12.0 Sales Tax 0.0 Delivery Ticket Total 12.0	Subtotal Sales 12.0 Sales Tax 0.0 Delivery Ticket Total 12.0	Subtotal Sales 12.0 Sales Tax 0.0 Delivery Ticket Total 12.0	5.0 GALLON BO	TTLE	5	0.00	0.00

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