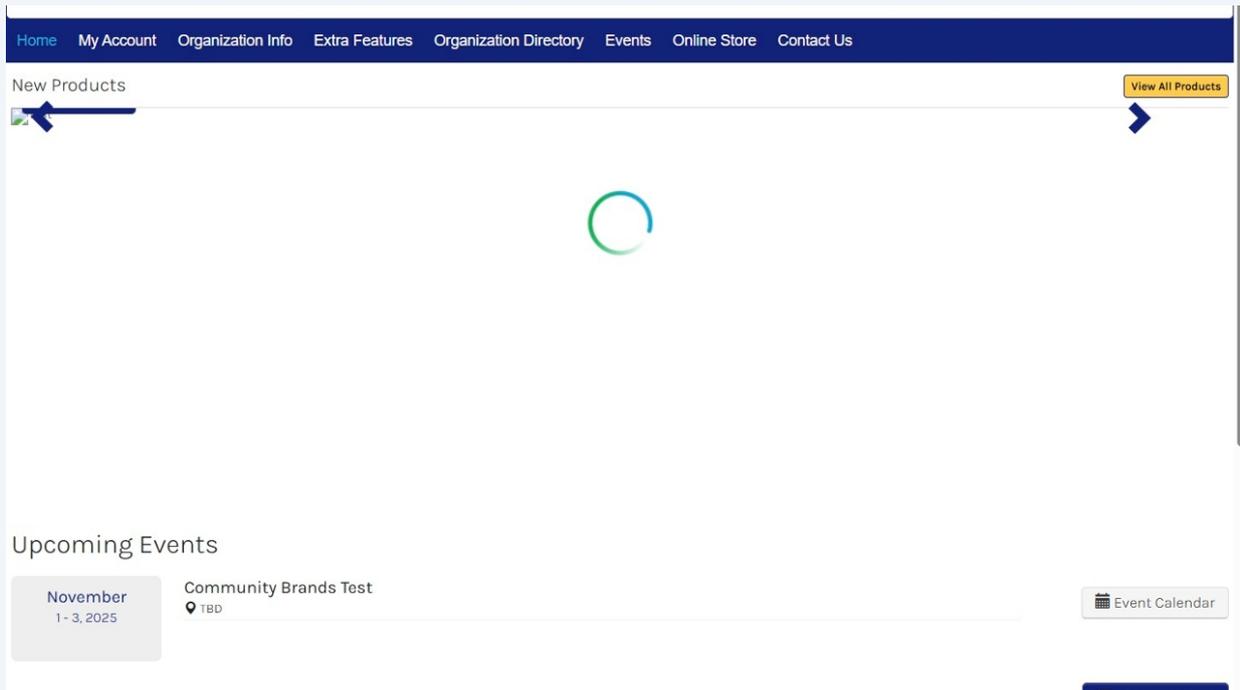


# How To Print An Invoice And Add To Cart



1

Navigate to <https://netforum.naspaa.org/eweb/>



## 2 Click "and shopping as {Your Name}"

Welcome, you are signed in **and shopping as Stacy Drudy** Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

New Products [View All Products](#)

Upcoming Events

November Community Brands Test

## 3 Select Your Institution

Welcome, you are signed in **and shopping as Stacy Drudy** Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

Change Customer | Shop as - Bill to

shop as - bill to Network of Schools Of Public

change customer

Cancel

NASPAA 1029 Vermont Avenue, NW, Suite 1100 202.628.8965 naspaa@naspaa.org

f i t y in

#### 4 Click Change Customer.

Welcome, you are signed in and shopping as Stacy Drudy Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

Change Customer | Shop as - Bill to

shop as - bill to Network of Schools Of Public

change customer

Cancel

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f i t y in

#### 5 Click "My Account"

Welcome, you are signed in and shopping as Network of Schools Of Public Policy, Affairs, and Administration Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

My Transactions My Committees

Online

Browse store categories...

My Payment Info | My Invoices | My Wishlist | My Discounts

My Cart View Cart

There is 0 item(s) in your cart. Sub-total 0.00

★ Featured Products

Premier Opportunities \$12,000

Premier Opportunitie...

Test

Test

## 6 Click "My Invoices"

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

### My Profile Go Back

Association: NASPAA / Membership Type: Associate Member / Expires: 6/30/2025

**Profile Details (Visible Online: Yes)** Edit Primary Info

**Name:** Stacy Drudy  
Please Share Your Preferred Pronouns

**Company:** Network of Schools Of Public Policy, Affairs, and Administration

985 Connecticut St  
San Francisco, CA, 94107  
UNITED STATES  
Add/Edit Bio

Edit Demographics

**My Account Links**

- My Profile
- My Full Profile
- My Full Contact Info
- View All My Invoices**
- My Communities Links
- My Invoices
- My Membership
- My Events
- My Downloads
- My Committees
- My Expertise
- My Interests
- My Saved Payment Info
- My Transactions
- My Communication Preferences
- Change My Password

**My Recent Invoice**

## 7 Click the Invoice you wish to view

Welcome, you are signed in and shopping as Network of Schools Of Public Policy, Affairs, and Administration Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

### My Invoices Back to My Profile My Account Menu

**My Open Invoices**

Invoice	Date	Total	Paid	Due	
10056	27/2024	\$1,800.00	\$0.00	\$1800.00	<span>View Invoice Details</span> <span>Add to Cart</span>
10056-1	03/27/2024	\$50.00	\$0.00	\$50.00	<span>View Details</span> <span>Add to Cart</span>

**All Invoices**

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Washington, DC 20005 202.628.8965  
naspaa@naspaa.org

[f](#) [@](#) [t](#) [v](#) [in](#)

8

Click "Print Invoice" if you would like to print a copy of the invoice

Welcome, you are signed in and shopping as Network of Schools Of Public Policy, Affairs, and Administration Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

### Invoice Details

Go Back

**Invoice #: 10056**  
Invoice Date: 03/27/2024  
Tracking #: - not available -

Print This Invoice  
Print Invoice

Invoice Total: **\$1850.00**  
Paid: \$0.00  
Due: \$1850.00

#### Line Items

Product	Price	Qty	Shipped	Paid	Cancel Qty
Site Visit Reimbursement	\$1800.00	1.00		No	0.00
2024 Sim Competition	\$50.00	1		No	0.00

#### Payment

Paid For:	Paid Amount	Date	Method	Type
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Click "Add to Cart" to pay the invoice

Welcome, you are signed in and shopping as Network of Schools Of Public Policy, Affairs, and Administration Sign Out Cart(0)

Home My Account Organization Info Extra Features Organization Directory Events Online Store Contact Us

### Invoice Details

Go Back

Add to Cart  
Add to Cart  
Print Invoice

**Invoice #: 10056**  
Invoice Date: 03/27/2024  
Tracking #: - not available -

Invoice Total: **\$1850.00**  
Paid: \$0.00  
Due: \$1850.00

#### Line Items

Product	Price	Qty	Shipped	Paid	Cancel Qty
Site Visit Reimbursement	\$1800.00	1.00		No	0.00
2024 Sim Competition	\$50.00	1		No	0.00

#### Payment

Paid For:	Paid Amount	Date	Method	Type
-----------	-------------	------	--------	------

## 10 Review the Invoice and Click Add to Cart

Customer: Network of Schools Of Public Policy, Affairs, and Admsinstration

Transaction Date: 3/27/2024

Invoice code: 10056

Proforma? No

Invoice Items									
Item	Quantity	Price	Tax	Shipping	Discount	Net Total	Paid Amount	Balance Due	
Site Visit Reimbursement	1.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	
2024 Sim Competition	1.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	

[Add To Cart](#)

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## 11 Click Check out

Welcome, you are signed in and shopping as Network of Schools Of Public Policy, Affairs, and Admsinstration [Sign Out](#) [Cart\(2\)](#)

[Home](#) [My Account](#) [Organization Info](#) [Extra Features](#) [Organization Directory](#) [Events](#) [Online Store](#) [Contact Us](#)

### Online Store Shopping Cart

Shopping Cart | [View](#)

[Continue to Shop](#) [Check-Out](#)

Line Items									
Item	Quantity	Price	Tax	Shipping	Discount	Net total	Paid Amount	Balance Due	
10056 Site Visit Reimbursement	1.0000	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	
10056-1 2024 Sim Competition	1.0000	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	

**Cart Total**

Subtotal: 1850.00

## 12 Update any information you need to update

Shopping Cart | [Payment](#)

### Customer Information

Customer: **Network of Schools Of Public Policy, Affairs, and Admsinstration**

Phone:   

Email:   

### Billing Information

Billing contact:

Billing address:     
Required

### Payment Information

Bill me later:

Invoice total: **1850.00**

Payment amount: **1850.00**

## 13 Click Credit/Debit

Phone:   

Email:   

### Billing Information

Billing contact:

Billing address:     
Required

### Payment Information

Bill me later:

Invoice total: **1850.00**

Payment amount: **1850.00**



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Enter Your Billing information and click the Green Make Payment Button

The screenshot shows a shopping cart checkout page with a modal window titled "Enter Payment Details". The modal is overlaid on the main page, which is partially visible in the background. The main page has sections for "Customer Information", "Billing Information", and "Payment Information". The modal contains a "Payment Info" section with a total amount of \$1850.00, a "Billing Contact Info" section with fields for Name, Billing Address, City, Province/State, Postal Code, and Email, and a "Make Payment" button. There is also a "Save for future use?" checkbox and "Cancel" and "Complete Payment" buttons at the bottom of the modal. A "Complete Order" button is visible at the bottom of the main page.

Shopping Cart | Payment

Customer Information

Customer: Network of Schools Of P

Phone: Please select

Email: Please select

Billing Information

Billing contact: Drudy Stacy /Primary C

Billing address: Institution: 7900 Jones

Required

Payment Information

Bill me later:

Invoice total: 1850.00

Payment amount: 1850.00

Credit/Debit

Enter Payment Details

Payment Info \$1850.00

Billing Contact Info

Name Network of Schools Of Public Policy, Affa

Billing Address 1029 Vermont Ave NW

City Washington DC

Province/State DC

Postal Code 20005

Email naspaa@naspaa.org

Make Payment Reset

SECURED BY CARDSPACE Secure Payment Processing

Save for future use?

Cancel Complete Payment

Complete Order