

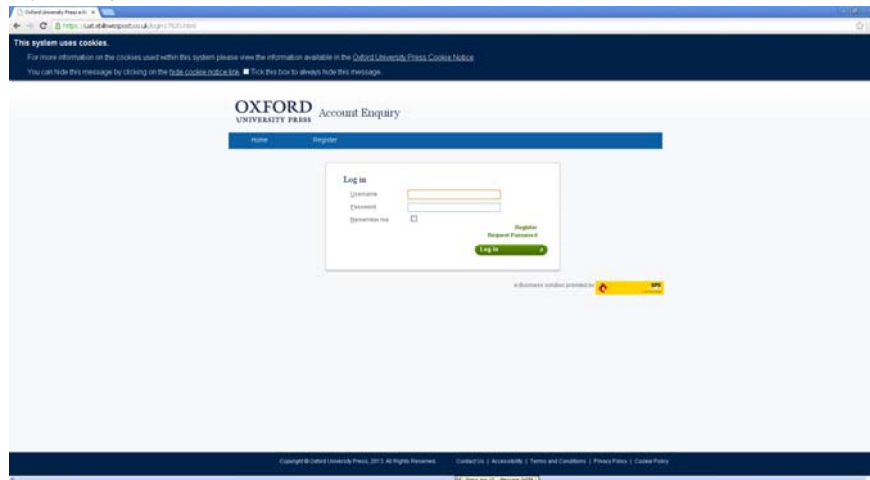
Oxford University Press e-Billing User Guide

1.1. Logging in

Firstly log in by entering your User ID and password, which have been confirmed to you separately, on the link below;

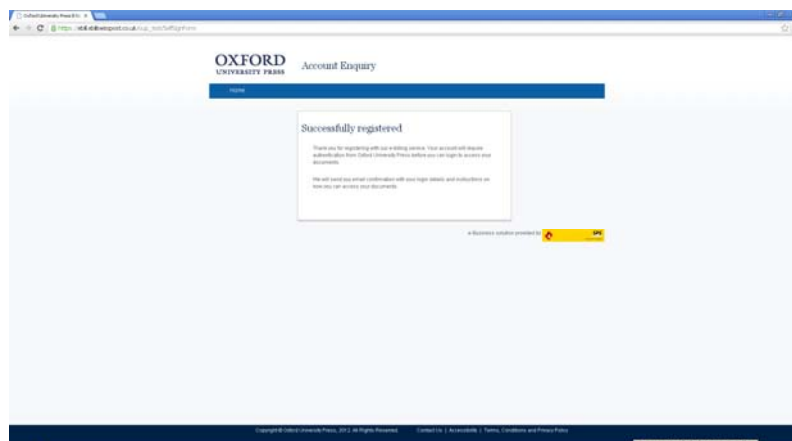
<https://billerdirect.oup.com>

(Please note your login details are case sensitive.)



Forgotten your password? Click the “request password” option which can be found just above the *login button* on the right hand side.

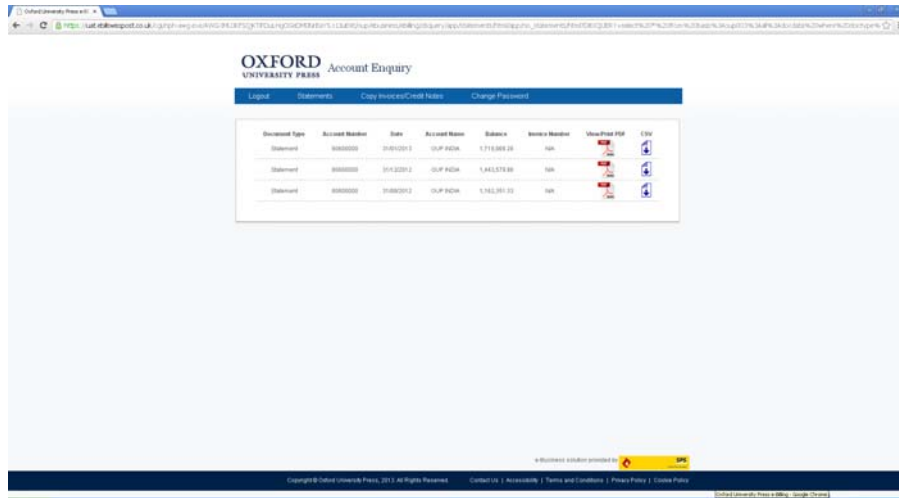
A separate window will appear, then simply enter your username and email address and if the details are correct you will receive an email with a password reminder.



If you do not know your username or have any technical problems please contact the SPS helpdesk for assistance either by calling on 0333 123 0146 or email customers@ebillswisspost.co.uk.

1.2. Viewing Statements

Once logged on you will be able to view your documents in one of two ways, using a simple point and click procedure:

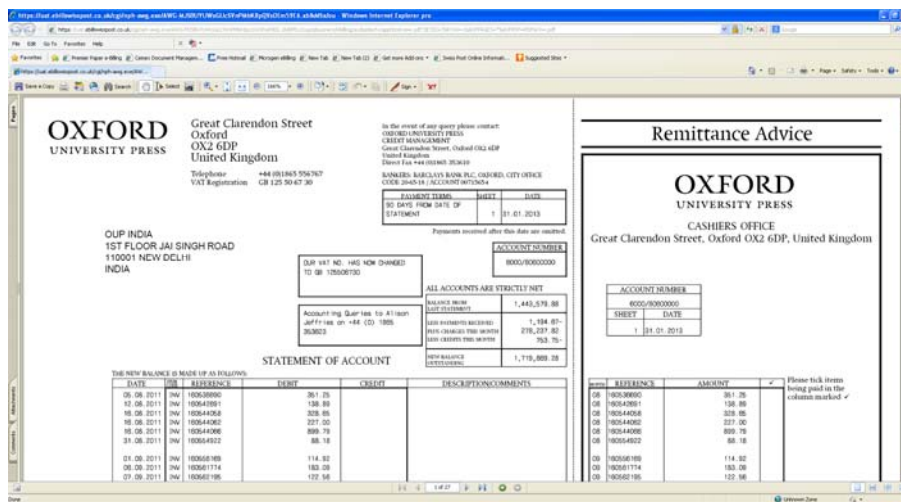


PDF: If you click on the PDF icon, the document will be presented as it would appear on the traditional paper statement. Upon first viewing of your statement you will be presented with a box to confirm receipt of the original document. You will be required to print or save the statement as any future viewings of this document will be shown as a “Copy”.

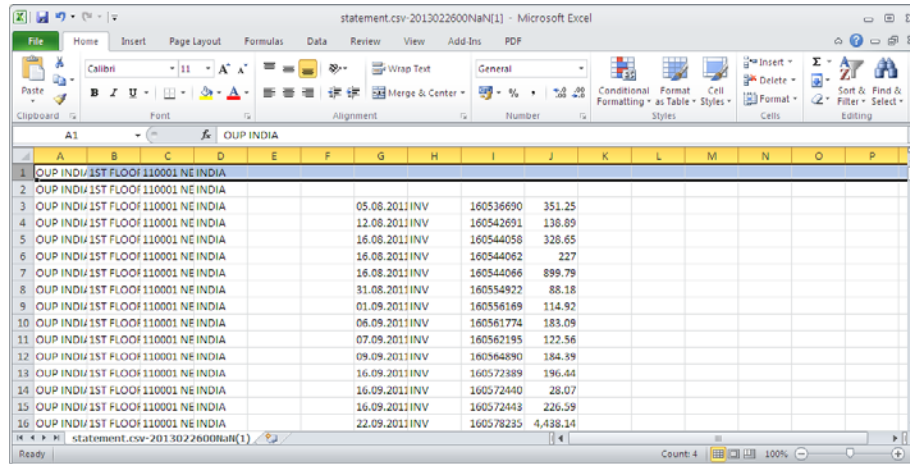
In order to view PDF documents, Adobe Acrobat™ Reader software will have to be installed on your PC. This can be downloaded free of charge from www.adobe.com.

Printing: If you wish to print your document please ensure that you use the printer icon within the Adobe tool bar.

Saving: If you wish to save your document please also ensure you use the save icon within the Adobe tool bar.



CSV: In addition to PDF, your documents may be presented as a data file, specifically in CSV format (“comma separated variable” file). This is a standard data format that can be imported into most databases and spreadsheet packages. By selecting the CSV option, the statement details are downloaded into a spreadsheet that can then be uploaded to an accounting package or into other relevant software.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	OUP INDIA 1ST FLOOR 110001 NE INDIA															
2	OUP INDIA 1ST FLOOR 110001 NE INDIA															
3	OUP INDIA 1ST FLOOR 110001 NE INDIA															
4							05.08.2011	INV	160536690	351.25						
5							12.08.2011	INV	160542691	138.89						
6							16.08.2011	INV	160544058	328.65						
7							16.08.2011	INV	160544062	227						
8							16.08.2011	INV	160544066	899.79						
9							31.08.2011	INV	160554922	88.18						
10							01.09.2011	INV	160556169	114.92						
11							06.09.2011	INV	160561774	183.09						
12							07.09.2011	INV	160562195	122.56						
13							09.09.2011	INV	160564890	184.39						
14							16.09.2011	INV	160572389	196.44						
15							16.09.2011	INV	160572440	28.07						
16							16.09.2011	INV	160572448	226.59						
17							22.09.2011	INV	160578235	4,438.14						

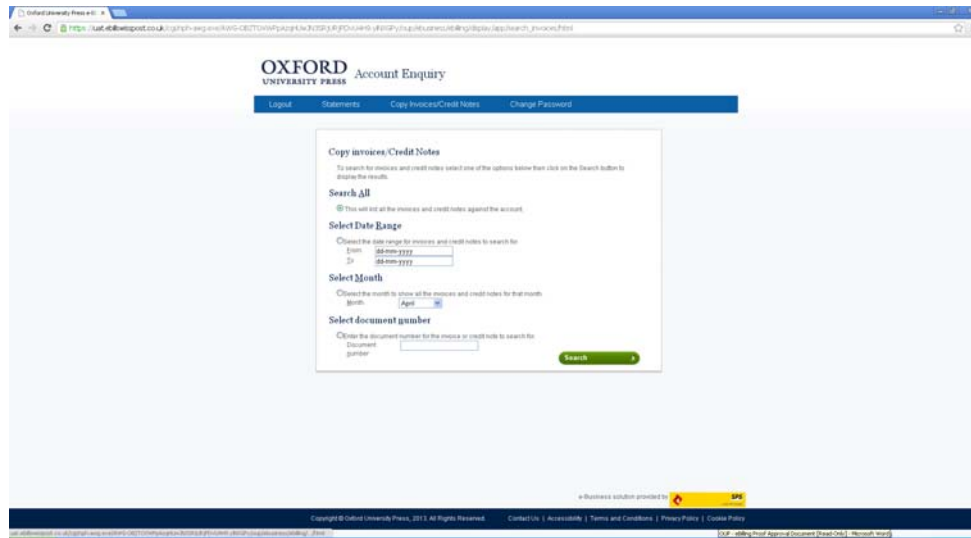
Please note you will have access to a rolling six months worth of statements.

1.3. Copy Invoices and Credit Notes

Should you require a copy of an invoice or credit note, simply select the 'Copy Invoice/Credit Note' link from the menu options.

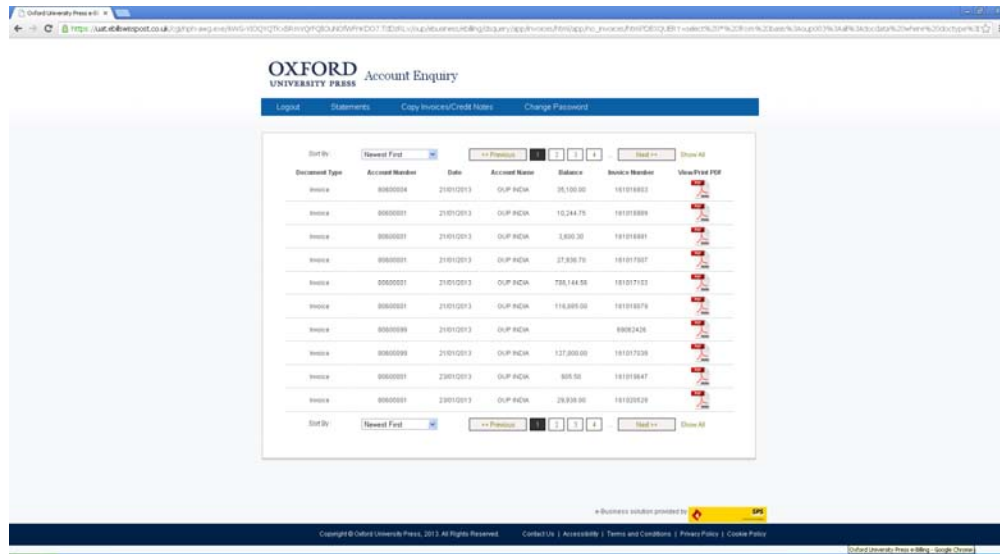
This will present the following screen, then you can search for the document you require using any of the following methods listed;

- Search All
- Date Range
- Month
- Document Number



Once you have selected the search criteria you will be presented with the results screen shown below.

Please note all documents are copy documents and these are only available to download in PDF format



Sort By: you are able to sort the results page via the following options;

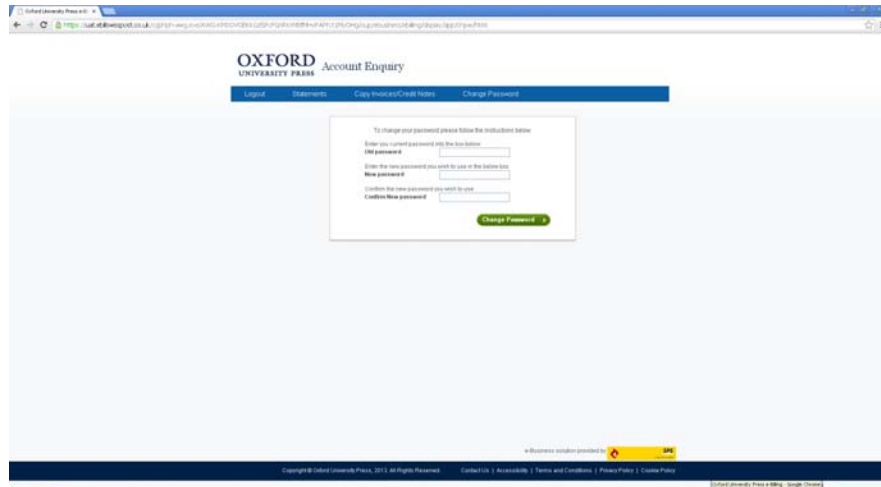
- Newest First
- Oldest First
- Highest Value
- Lowest Value
- Invoices Ascending
- Invoices Descending

Navigation Buttons: There are navigation buttons, to enable you to select a specific page, navigate previous and next page and an option to show all documents.

Please note you will have access to 180 days' worth of invoices and credit notes generated from the date of registration.

1.4. Change Password

Simply click on the ‘Change Password’ option on the menu bar and follow the instructions on screen to change your password



1.5. Logout

To logout please select the “Logout” button on the menu bar, this will return you to the login screen.

