

How to reprint an invoice

Do you need to reprint an invoice for a job ad that you've created? Here's how:

Login from the Advertiser Centre

CharityVillage.com®
Dream big. Make it happen.

Fast, friendly, affordable e-training

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Main Street : Advertiser Centre

Login **Register**

Welcome to the Advertiser Centre
Canada's best-loved place to connect with great staff and supporters!
First time here? [Click to learn more.](#)

Suppliers:
Banners, E-letters
Marketplace Supplier Directory
>>>

Let us help you connect

Login

Register

Jobs/RFPs (\$)
Volunteer Opportunities (free)
Event Listings (free)

Advertiser FAQ

[Rates](#)

100% Satisfaction Guarantee

Who can advertise here?

What can I advertise here?

Advertising Tutorials

More answers . . .

Who's in the Village?

50,000+ registered users

28,000+ daily unique visitors

45% are management level

59% have 5+ years in NPOs

10,000+ organizations like yours

More demographics . . .

Client Feedback

We completed our interview process for an Executive Director at Social Services Network — we had 40 applicants and the majority of them came through the CharityVillage website. We definitely chose the perfect means of outreach to the community and individuals that we were targeting.

— Yasmin Mawani, Board Member

More feedback . . .

From the Advertiser Centre (or any page with a "Login" button), **click the "Login" button.**

Login



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Main Street : Login

Login

Email:

moira@applefest.ca



Remember my email

Password:

.....



Registered on our old system?

Just enter your email address and your current CharityVillage.com password.

Log In



[Forgot Password?](#)

[Not Registered?](#)

[Register to advertise](#)

[Register for alerts](#)



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1. Enter your email address.
2. Enter your password.
3. Click the "Login" button.

If you can't remember your password, click the "Forgot Password?" link.

Open History Tab

My History

Looking for your listings? Click [Listings Tab](#).

	Date ▼	Document Code	Total	Paid
+	Type: Invoice			
+	Type: Receipt			

1. When you're logged into your Desk, **click the "History" tab**.
2. To expand the list of invoices? **Click the [+]** sign beside "Type: Invoice".

Open the Invoice

	Date ▼	Document Code	Total	Paid
☐	Type: Invoice			
	6/23/2009	INV-010594	269.85	No
	6/23/2009	INV-010593	269.85	No
	6/22/2009	INV-010592	269.85	No
	6/22/2009	INV-010591	269.85	No
	6/17/2009	INV-010586	269.85	No
	3/19/2009	INV-008578	269.85	Yes
	1/21/2009	INV-007137	269.85	Yes
	1/19/2009	INV-007084	269.85	Yes
	1/9/2009	INV-006814	269.85	Yes
	1/8/2009	INV-006795	269.85	Yes

Click the invoice number for the invoice that you want to reprint.

The invoice will open in a new web browser window and you can print it from there.

Please Note: To reprint invoices from before July, 2008, please contact our [Billing](#) guru.

That's all there is to it!

Still have questions about billing information or your invoice/receipt history? Please contact our [Billing](#) team.