

About PW Standard Invoice Forms

- Effective July 1, 2018, custom invoice form changes require Sales Order (SO) funding.
- However, customers should still make enhancement requests for their invoice forms. PWS Product Management will evaluate all requests and will attempt to change a PW Standard invoice form as Roadmap so that the requester, and the entire PW community, benefit from the change.
- Therefore, the requester may need to migrate from their custom invoice form to a PW Standard invoice form. PWS will assist with the migration to ensure a seamless transition.
- Everyone benefits using a PW Standard invoice form because they can use any of the new features or options continuously added to the PW Standard invoice forms.

The following PW Standard commercial invoice forms are now available:

- USA:
 - PW Half Pg Invoice (#634)
 - PW Full Pg Invoice (#614)
 - PW Full Pg Invoice w/Pics (#604)
 - PW Full Pg Invoice Opt 2 (#616)
 - PW Cash Slip (#644)
- Canada:
 - PW Half Pg Invoice CAN (#635)
 - PW Full Pg Invoice CAN (#615)
 - PW Cash Slip CAN (#645)
- The following options are available on the PW Standard commercial invoice forms:
 - Print store only, or customer only, copy of invoices to save paper.
 - Print invoice header information:
 - Your custom logo to the left of the store address block or print a logo that includes your store address across the left and center of the invoice.
 - Your email, web address or phone number under your store address block.
 - Two forty-character messages (from Invoice Messages).
 - Print invoice footer information:
 - Five or seven thirty-two character messages (from Invoice Messages).
 - PW application or Autologue eDelivery barcode.
 - A graphical picture at the bottom of a full page invoice.
 - Print account information:

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PWS PartsWatch R57.3

- Invoice Notes
- Truck Route and Truck Stop
- Delivery Instructions
- Customer Phone Number in Bill To / Ship To section
- Tax Exempt ID
- AR Balance on ROA
- Print part information:
 - Warranty Information
 - Part Description 2
 - Word Wrap Part Description
 - Part Notes
 - Catalog Vehicle
 - Zone/Bin
 - Weight
 - Vendor Source information
 - List Price
- Other features:
 - New tender section including credit card information to avoid printing credit card separate receipts.
 - New subtotal section at the bottom right of the invoice.
 - Option to print Promotional Information (on cash slips only).
 - Print text “Core Deferred” under part if using Deferred Core Billing function.
 - Print CREDIT to more easily identify credit invoices.
 - Print MODE 2 to more easily identify invoices started in Mode 2.
 - For multi stores, print text “Multi Store PO #” on transfer invoices when using Multi Store Distributed POs.