

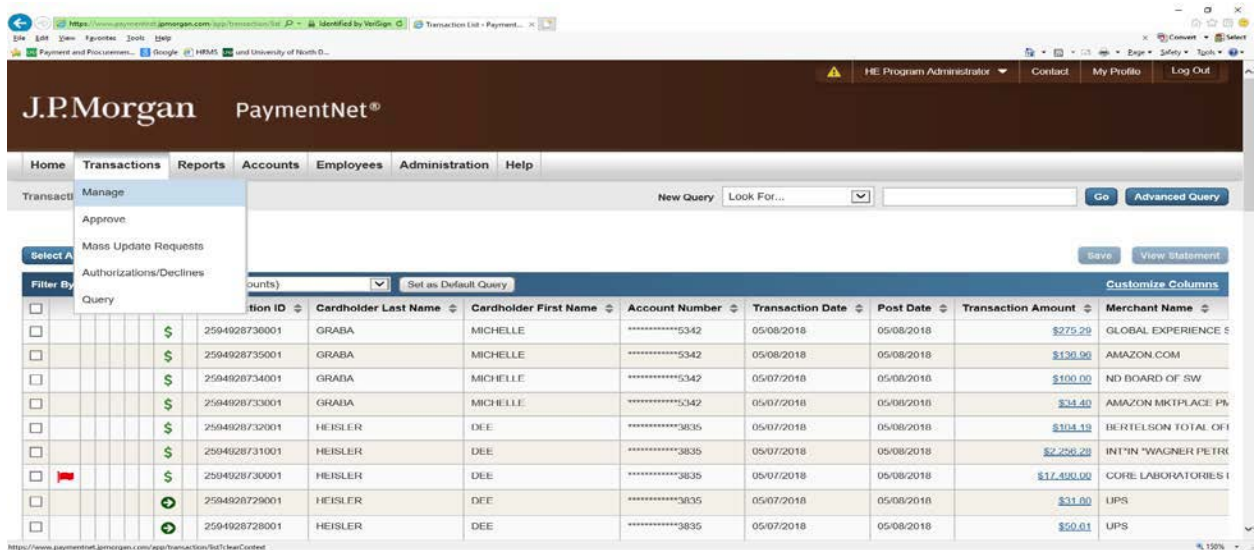
Sign into PaymentNet [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)

Org ID: ndakota

User ID: first name last name, no dot, EXP; Jonsmith

Password: Cardholders are emailed a password from JP Morgan when their P-Card is ordered. A new password will need to be set up the first time a cardholder logs in.

1. Under the Transaction tab, select **Manage**.



2. Click on the transaction you want to add notes to.

|    | Transaction ID | Cardholder Last Name | Cardholder First Name | Account Number | Transaction Date | Post Date  | Transaction Amount | Merchant Name         |
|----|----------------|----------------------|-----------------------|----------------|------------------|------------|--------------------|-----------------------|
| \$ | 2586212861001  | ISEMINGER            | CARL                  | *****1085      | 04/23/2018       | 04/24/2018 | \$199.99           | LASER SYSTEMS         |
| \$ | 2580875047001  | ISEMINGER            | CARL                  | *****1085      | 04/13/2018       | 04/16/2018 | \$225.00           | ACT*THE ORDINARY SUCE |

3. Click on Transactions Notes (lower right corner). Add the business purpose of purchase, etc. and click save (bottom left).

## Transaction Notes

MICR toner cartridge for check printer

2962 characters remaining.

| Item | Item Description | # of Units | Unit Price | Taxable % | Total | Action |
|------|------------------|------------|------------|-----------|-------|--------|
|------|------------------|------------|------------|-----------|-------|--------|

Save

Dispute

The notes will print on your monthly statement of account report.

### Statement of Account Portrait NDAKOTA

Date/Time Printed: 03/06/2019 03:36:43 AM

Orientation: Portrait

Selection Criteria: Post Date Is Between '02/01/2019' AND '02/28/2019'

| Transaction ID | Transaction Post Date | Original Merchant Name | Merchant Name | Merchant City | Merchant State/Province | MCC | Original Amount | Exchange Rate | Sales Tax | Transaction Amount |
|----------------|-----------------------|------------------------|---------------|---------------|-------------------------|-----|-----------------|---------------|-----------|--------------------|
|----------------|-----------------------|------------------------|---------------|---------------|-------------------------|-----|-----------------|---------------|-----------|--------------------|

Notes : toner cartridge for Carl's printer

Business Unit:UND01|PSFT Account:536015|Fund:31400|Dept ID:3130

**Purchase Addendum Data**

| Quantity | Description | Unit Price | Extension | Product Code |
|----------|-------------|------------|-----------|--------------|
|----------|-------------|------------|-----------|--------------|

|               |            |            |               |               |            |    |      |          |      |        |          |
|---------------|------------|------------|---------------|---------------|------------|----|------|----------|------|--------|----------|
| 2763840878001 | 02/18/2019 | 02/19/2019 | LASER SYSTEMS | LASER SYSTEMS | 7012936865 | ND | 5943 | \$199.99 | 0.00 | \$0.00 | \$199.99 |
|---------------|------------|------------|---------------|---------------|------------|----|------|----------|------|--------|----------|

Notes : MICR toner cartridge for check printer

Business Unit:UND01|PSFT Account:536015|Fund:31400|Dept ID:3130