

## How to

## Print a tax invoice



First ensure you are logged into the MyPSA portal



For instructions to login to the MyPSA portal you can view the "How to: Login to MyPSA portal" video

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## How to

## Print a tax invoice

On the My PSA homepage click on "MY PSA"

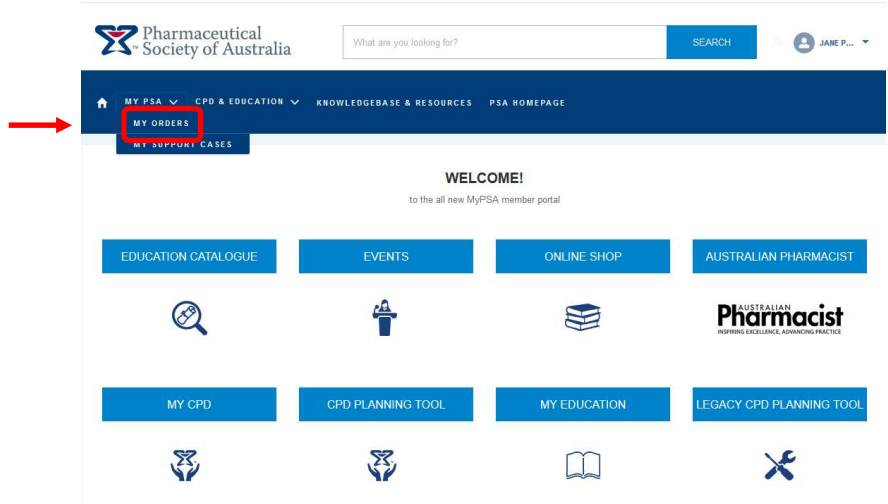
The screenshot displays the Pharmaceutical Society of Australia (PSA) website. At the top, there is a search bar with the text "What are you looking for?" and a "SEARCH" button. To the right of the search bar is a user profile icon labeled "JABE P...". Below the search bar is a dark blue navigation menu with a home icon and the following items: "MY PSA" (highlighted with a red box and a red arrow), "CPD & EDUCATION", "KNOWLEDGE & RESOURCES", and "PSA HOMEPAGE". The main content area features a "WELCOME!" message followed by "to the all new MyPSA member portal". Below this are eight blue buttons arranged in two rows of four. The top row contains: "EDUCATION CATALOGUE" (with a magnifying glass icon), "EVENTS" (with a podium icon), "ONLINE SHOP" (with a stack of books icon), and "AUSTRALIAN PHARMACIST" (with the Australian Pharmacist logo). The bottom row contains: "MY CPD" (with a person icon), "CPD PLANNING TOOL" (with a person icon), "MY EDUCATION" (with an open book icon), and "LEGACY CPD PLANNING TOOL" (with a wrench icon).

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From the drop down menu click on "MY ORDERS"

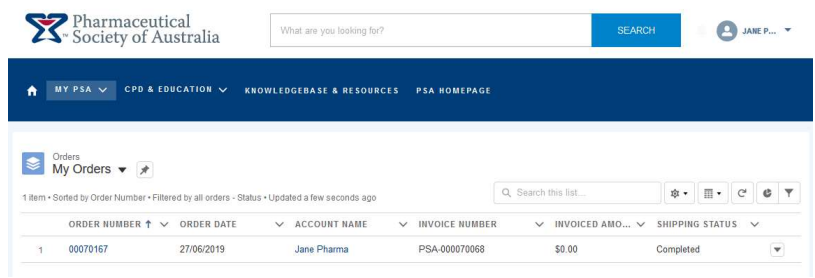


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# How to

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An order summary page will open



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# How to

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Click on the order from the list

Pharmaceutical Society of Australia

What are you looking for?   JANE P...

MY PSA CPD & EDUCATION KNOWLEDGEBASE & RESOURCES PSA HOMEPAGE

Orders  
My Orders

1 item • Sorted by Order Number • Filtered by all orders • Status • Updated a few seconds ago

ORDER NUMBER	ORDER DATE	ACCOUNT NAME	INVOICE NUMBER	INVOICED AMO...	SHIPPING STATUS
00070167	27/06/2019	Jane Pharma	PSA-000070068	\$0.00	Completed

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# Print a tax invoice

The order details will open

Pharmaceutical Society of Australia

What are you looking for?   JANE P...

MY PSA CPD & EDUCATION KNOWLEDGEBASE & RESOURCES PSA HOMEPAGE

Account Name: Jane Pharma  
Invoiced Amount: \$0.00  
Order Start Date: 27/06/2019  
Payment Amount: \$0.00  
Status: Activated  
Outstanding Amount: \$0.00

Order Products (1)

PRODUCT	QUANTITY	TOTAL PRICE
PSA Membership - 3rd Year	1.00	\$0.00

View All

Notes & Attachments (1)

PSA-000070068.pdf  
27/06/2019 • Attachment

Upload Files

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# Print a tax invoice

In the Notes & Attachments section click on the pdf file

Pharmaceutical Society of Australia

What are you looking for?   JANE P...

MY PSA CPD & EDUCATION KNOWLEDGEBASE & RESOURCES PSA HOMEPAGE

Account Name: Jane Pharma  
Invoiced Amount: \$0.00  
Order Start Date: 27/06/2019  
Payment Amount: \$0.00  
Status: Activated  
Outstanding Amount: \$0.00

PRODUCT	QUANTITY	TOTAL PRICE
PSA Membership – 3rd Year	1.00	\$0.00

Notes & Attachments (1)

- PSA-000070068.pdf  
27/06/2019 - Attachment

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# How to

# Print a tax invoice

The tax invoice for that order will open

Pharmaceutical Society of Australia  
PO BOX 42  
DEAKIN WEST ACT 2600  
ASN: 49 008 532 072  
F: 1300 359 772  
www.psa.org.au  
finance@psa.org.au

PSA ID: 929313  
Invoice date: 27/6/2019  
Invoice number: PSA-000070068

**TAX INVOICE**

Quantity	Description	Unit Price	Discount %	Extended Price
1.00	PSA Membership – 3rd Year	470.45	0	0.00

Purchase order number: Amount due (incl tax): \$0.00  
GST: \$0.00  
**TOTAL: \$0.00**  
Received: \$0.00  
Amount due: \$0.00

Payment Terms: 14 days

Pharmaceutical Society of Australia

Bill Code: 220160  
Ref: 9293135

Credit Card: call 1800 303 270 with your credit card name, number and expiry date

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# How to

# Print a tax invoice

From here you can save or print your tax invoice

 Pharmaceutical Society of Australia  
PO BOX 42  
DEAKIN WEST ACT 2600  
ABN: 49 006 232 072  
P: 1800 369 772  
www.psa.org.au  
finance@psa.org.au

PSA ID:	929313
Invoice date:	27/6/2019
Invoice number:	PSA-000070068

### TAX INVOICE


<b>Bill to:</b>	<b>Ship to:</b>
Jane Phama	Jane Phama

Quantity	Description	Unit Price	Discount %	Extended Price
1.00	PSA Membership - 3rd Year	470.45	0	0.00

Purchase order number:	Amount due (excl tax): \$0.0
	GST: \$0.0
	<b>TOTAL: \$0.0</b>
	Received: \$0.0
	Amount due: \$0.0

Payment Terms: 14 days

 Pharmaceutical Society of Australia

 Biller Code: 220160 Ref: 9293135
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Credit Card: call 1800 303 270 with your credit card name, number and expiry date