



Instructions

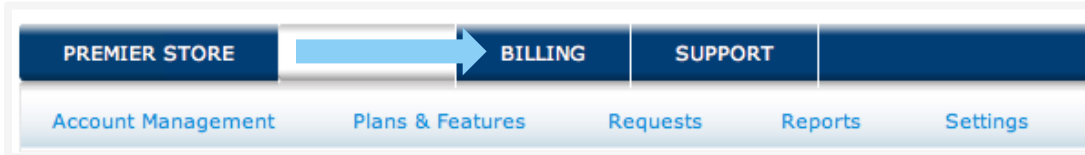
# How to Retrieve Invoices & Inventory Reports

from Your Current Carrier

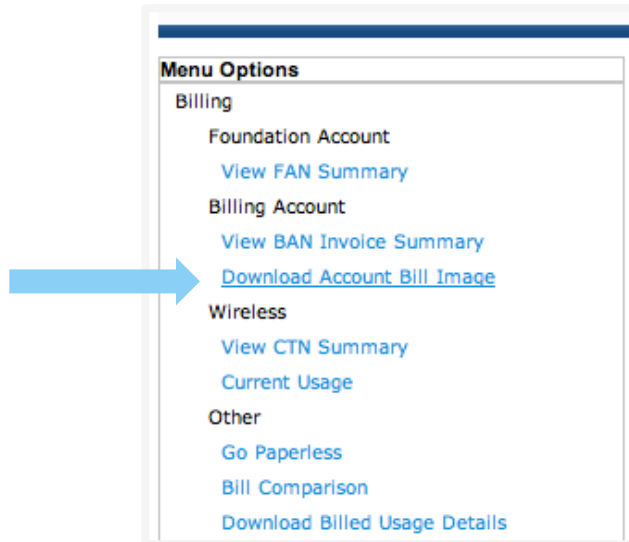
# AT&T

## Get Invoices

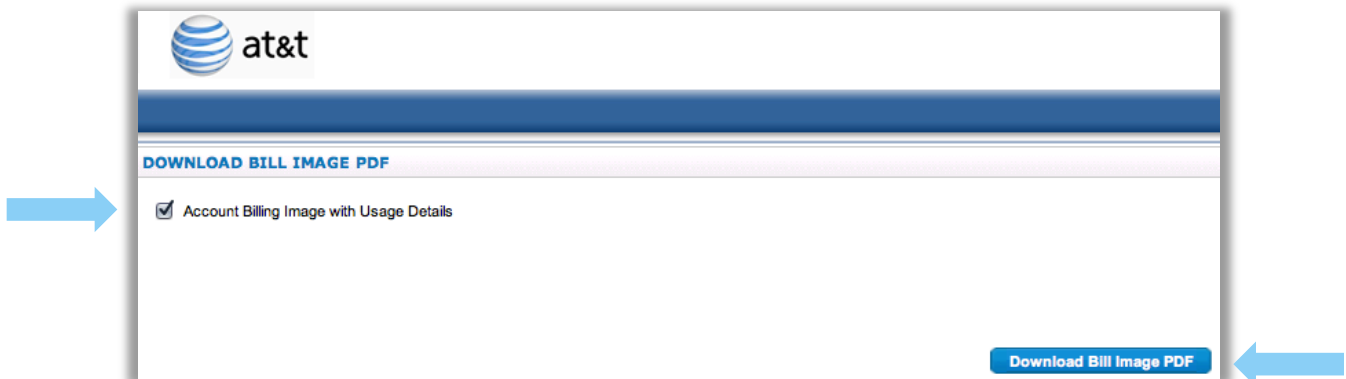
1. Go to: <https://www.wireless.att.com/business/>
2. Sign in using AT&T user name and password.
3. Click on “Billing” on top blue navigation bar.



4. Under “Menu Options” on the left side of the page, click “Download Account Bill Image.”

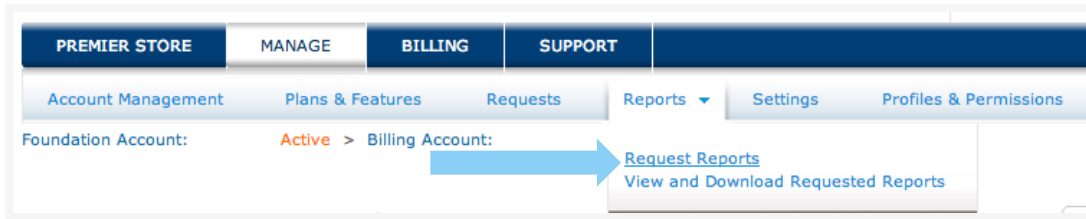


5. A screen will pop up. Click on the “Account Billing Image with Usage Details” check mark. Click on “Download Bill Image PDF” button.



## Get Inventory

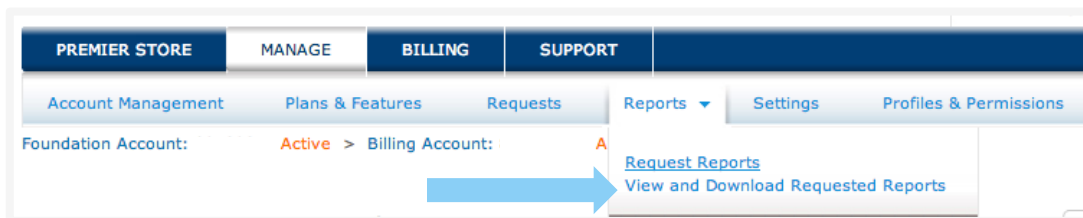
6. Hover over “Reports” in the white navigation bar and click on “Request Reports.”



7. In the “Reports” table, click on “Expanded Wireless User Inventory Report.”



8. Select file format (Microsoft Excel is recommended), and click “Continue.”
9. On the next screen, name the file and click “Continue.”
10. Verify information and click “Request Report.” AT&T will generate the report and notify the email on record when the report is complete (typically within a few hours).
11. After the notification is received, sign back in to AT&T.
12. Hover over “Reports” and click on “View and Download Requested Reports.”

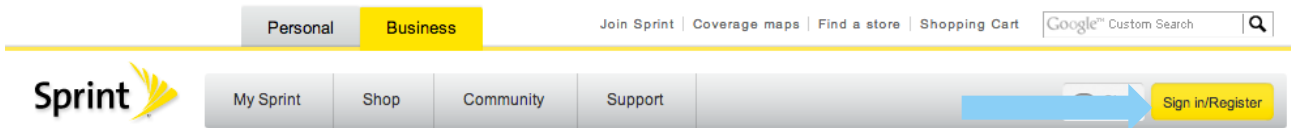


13. Find “Expanded Wireless User Inventory Report” and click “Download.”

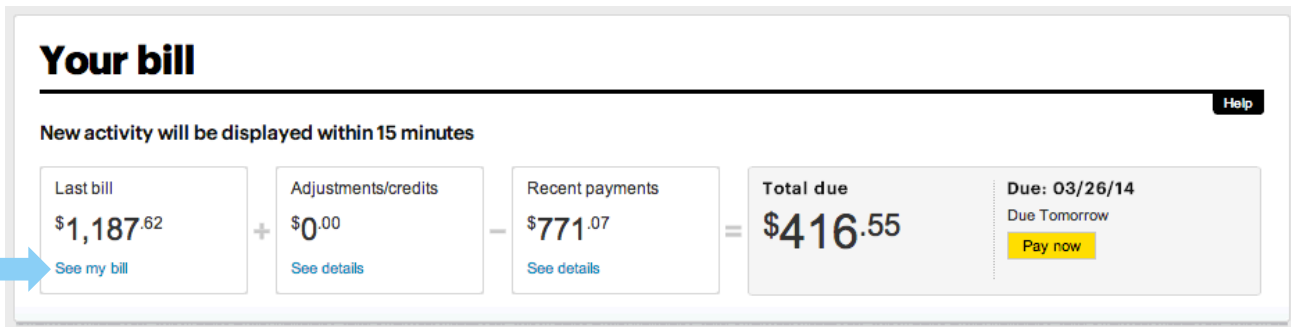
# SPRINT

## Get Invoices

1. Go to: [www.sprint.com](http://www.sprint.com)
2. Click on Sign in/Register button in upper-right corner.



3. Sign in using Sprint user name and password.
4. Scroll down to “Your bill” section. Click on “See my bill” in the “Last bill” box.



5. Click “Printer-friendly Version (PDF)” on top right side of Monthly Invoice Summary to download bill.



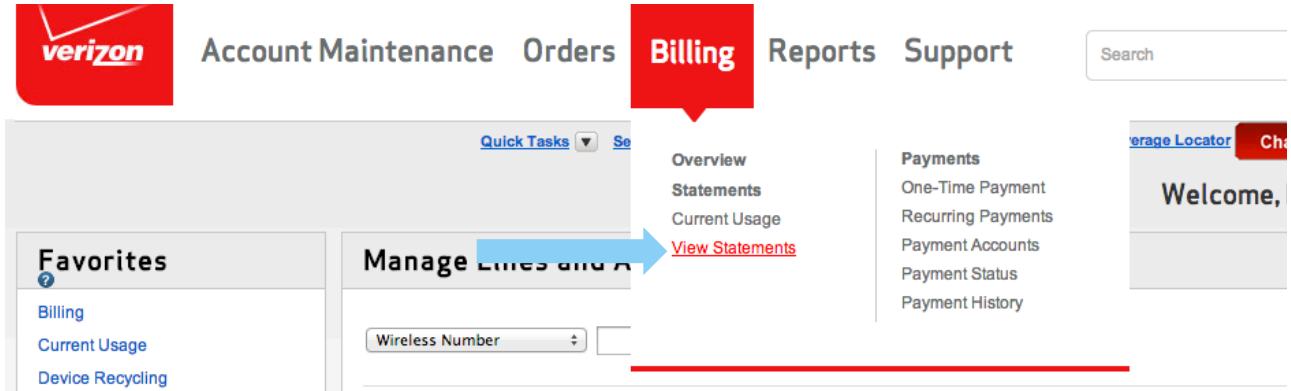
## Get Inventory

6. Contact your Sprint representative for an inventory report that includes contract end dates.

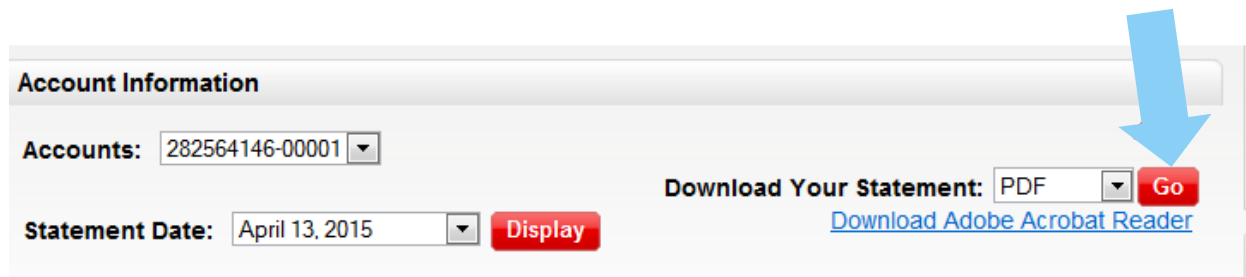
# VERIZON

## Get Invoices

1. Go to: <https://b2b.verizonwireless.com/>
2. Sign in using Verizon user name and password.
3. Hover over “Billing” in the main top navigation and click on “View Statements.”

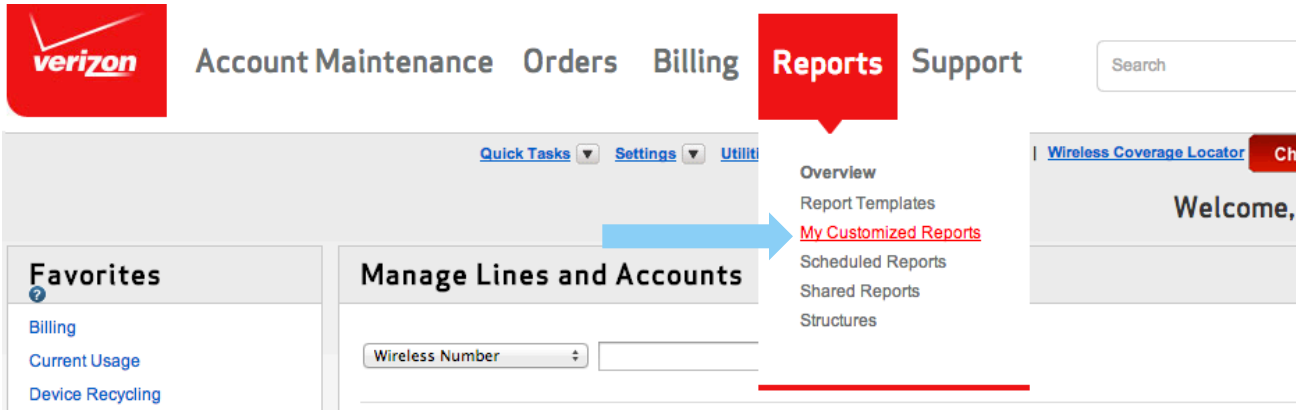


4. Click the “GO” button on the top right side of Billing Account Summary page to download PDF invoice.

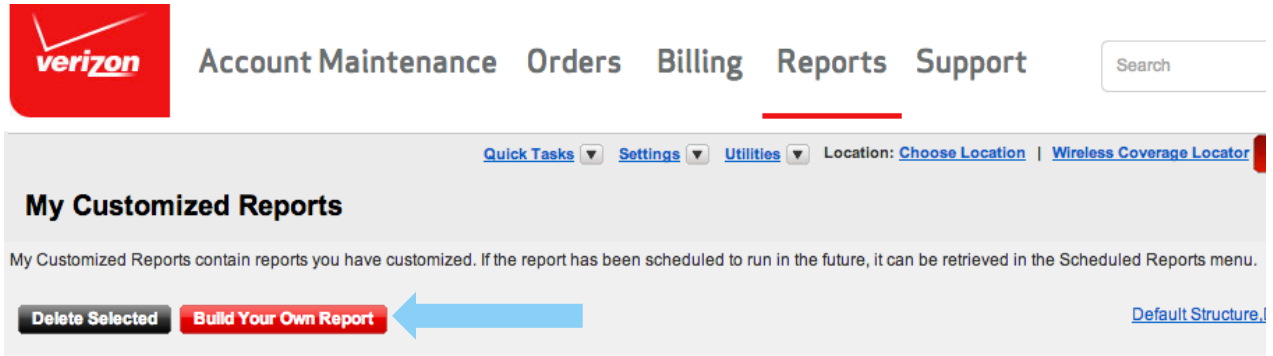


## Get Inventory

5. Hover over on “Reports” in the main top navigation and click on “My Customized Reports.”



6. Click “Build Your Own Report” button under “My Customized Reports” section.



7. Click on “+ Contract Information” under “All Available Columns.” Highlight “Contract End Date” and “Original Early Termination Fee.” Click “Add” button to add it to the report. Click “Submit” at the bottom of the page.

### Build Your Own Report - Select Fields

BYOR (Build Your Own Report) allows you to build a report to your specification, using the available fields in the builder.

Report Type:  **Refresh**

View By:

#### All Available Columns

- + [Global](#)
- + [Contact Information](#)
- [Contract Information](#)
  - Contract Activation Date
  - Contract End Date**
  - Contract Length**
  - Original Early Termination Fee**
- + [Device Information](#)
- + [Line Information](#)
- + [Plan Information](#)
- + [Summary Charges](#)

#### Columns Included In Your Report



- Wireless Number
- Account Number
- Billing Cycle Date
- Cost Center
- Device ID
- Device Manufacturer
- Device Model
- Email Address
- Price Plan Description
- Price Plan ID
- SIM
- User ID
- User Name

**Up**

**Down**

**Add >**

**< Remove**



8. Pull down “Select Actions,” click “Download to CSV” and save.