

# ULwebCerts Tutorials

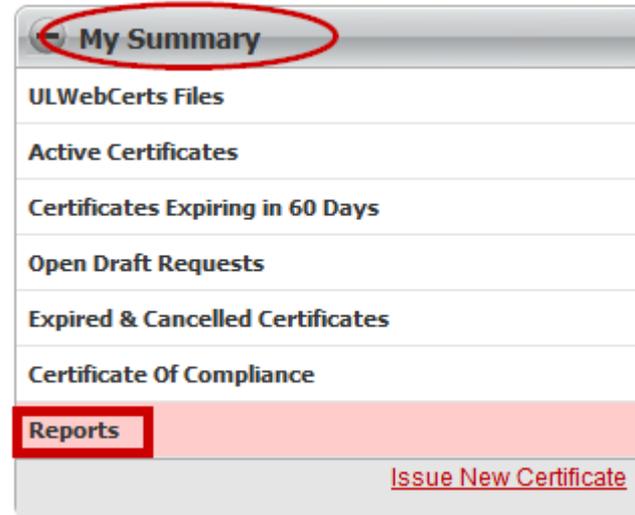
## Generating an Invoice Analysis



# Generating an Invoice Analysis



- Login to your MyHome account ([my.home.ul.com](http://my.home.ul.com))
  - Click on 'ULwebCerts' under 'Quick Links'
- Select 'Reports' under 'My Summary' on your ULwebCerts homepage
- Under 'My Reports', Select 'Invoice Analysis'



# Generating An Invoice Report



- In the 'Invoice Analysis' pop-up window:
  - Fill out all **required information** (highlighted in the picture)
  - Select how you would like the report generated
    - PDF, or
    - Exported to Microsoft Excel
  - Click '**Generate Report**'

*If you would like the report emailed to you, be sure to enter an '**Email Id**'*

The screenshot shows a web application interface. On the left, there is a sidebar with three main sections: 'My Summary', 'My Reports', and 'Certificate Search'. 'My Reports' is expanded to show 'Invoice Analysis' (highlighted in red), 'Issuing Inventory Report', and 'Monitoring Inventory Report'. Below this is a search box labeled 'Enter a Keyword'. On the right, the 'Invoice Analysis' pop-up window is open. It contains the following fields: 'Applicant No:' with a dropdown menu, 'Manufacturer No:' with a dropdown menu, 'SCNo:' with a dropdown menu, and 'Email Id:' with a text input field. Below these fields is a 'Reports' section with two radio buttons: 'PDF' (selected and circled in red) and 'Excel' (circled in red). Below the radio buttons are two buttons: 'Generate Report' (circled in red) and 'Send Email'. At the bottom of the pop-up window, there is an 'iReceivables' section with two links: 'Login' and 'New User'. A red arrow points to the 'Send Email' link.

# Contact Us



For any additional questions, please contact:

- Your UL Auditor
- Your local Certificate Services Office
  - USA – [alarmcertificateservices@ul.com](mailto:alarmcertificateservices@ul.com)
  - Canada – [trt.certificate@ul.com](mailto:trt.certificate@ul.com)

**THANK YOU.**

