Go Green by signing up for e-Invoicing. It's easy, convenient, and secure to get your invoice by email delivery. Sign up today and enjoy all the benefits of paperless billing.

- **Easy for you** – just open an email instead of an envelope
- **Good for the environment** – less paper means less waste
- **Secure for your office** – invoice pdf is emailed to a designated party or parties

(1)

Easy Import (CSV) is a new functionality as of August 13, 2020 that provides invoice data electronically for any invoice created after this date. Once signed up to receive the Easy Import it will arrive with your future e-Invoicing emails along with your invoice pdf.

Learning more about Easy Import (CSV)
- Easy Import is only available to customers who are signed up for e-Invoicing
- Easy Import cannot be provided separately to customers who only receive paper invoices
- Currently this feature is available for New Sale/Print Debit Invoices, Subscription Invoices, and Credits
- A future enhancement will also bring this feature to our Online invoices

(2)

Signing up for Easy Import is quick and can be done directly from your e-Invoicing email. At the bottom of your e-Invoicing email there is a section titled '**Need help and support?**'; click on the link within the third bullet point to find out more and to sign up.

(3)

After clicking on the link you will be brought to an information and sign up page. Select the first option of 'TRUSLEGAL-Custom Easy Import Invoice Summary', then click '**Save Selection**'.

Acct No. 1004315216: Your Invoice From TR eBill Delivery is Attached

TE TR eBill Delivery
To

ⓘ You forwarded this message on 8/18/2020 1:25 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.

📄 1004315216_20200817_18252389_6493777627.pdf
104 KB

📊 TRUSLEGAL_1004315216_20200817075218_22.csv
2 KB   **(1)**

This is an automatically generated email, please do not reply.

Need help and support?

• You can now find answers 24/7 to commonly asked questions.

• If you want to sign up for Auto Pay, it's fast, convenient, & secure.   **(2)**

• Want to save some time and effort? We now can provide your invoice information in an Easy Import file. Click Here to find out more and get setup today.

Thomson Reuters US Legal   **Email Easy Import**

You can generate a data file containing all the Invoices you have selected. The data file will contain your Invoice information which you can import directly into your accounting system. Instead of spending time keying each Invoice into your accounting system, you can import the file in just two steps.

First, choose your preferred import file format. You can select from any of the packages listed in the drop down below. For example, you can select an Excel file (CSV) that can be imported into most accounting systems or a file format designed specifically to be imported into selected accounting systems, such as QuickBooks. We're always expanding our list of available accounting systems. If you don't see yours, Click Here and tell us what you use.

Depending on the accounting package you select, you will want to make sure the Options are set properly for importing into your accounting system. For example, if you use QuickBooks make sure the vendor name matches how you have the vendor name set up in your accounting system.

Second, click "Save Selection"

Please Choose A Format:

| TRUSLEGAL-Custom Easy Import Invo |
| None |
| CSV |
| CSV Detail |
| Forefront Construction Suite |
| PeachTree Premium |

(3)

TRUSLEGAL-Custom Easy Import Invoice Summary - Select this option to include a comma separated value (CSV) text file of selected invoices.

Save Selection Cancel

(4) A confirmation message will appear at the top of the same page. You may need to scroll to the top of the page after clicking 'Save Selection'. You can expect to receive your first Easy Import file with your next e-Invoicing email.

(5) Your Easy Import file will open as a .csv Excel file. The column headers that are populated with data will depend on which billing document type the Easy Import file is covering; some columns will remain blank. Please see below for a directory of column headers:

A - Property Header: Thomson Reuters use only
B - Billing Document Type: This code correlates to the title of your document:
  ZCMI - Subscription Invoice
  ZPDM - Invoice
  ZINV - New Sale Invoice
  ZRET, ZPCM, ZWCM - Credit Note
C - Payer Account #: Main Account set up to pay this invoice
D - Payer Name: Main Account name
E - Invoice #: Invoice number associated with the entire document
F - Billing Date: Date invoice was created
G - Due Date: Due Date of the invoice
H-M Bill To: Represents the physical location where bill documents were mailed to
N - Item Posting Date: Date of item posted to account
O - Delivery #: Delivery number of a shipment, if applicable
P - Item Reference #: Unique billing reference number associated with each product
Q - Item Line #: Specific line item within each unique billing reference number
R - Item Product Description: Description of each line item within the unique billing reference number
S - Service Period Start: Billing date start for monthly or annual subscription charge(s), if applicable
T - Service Period End: Billing date end for monthly or annual subscription charge(s), if applicable
U - Item Unit Price: Price per unit of line item
V - Item Quantity: Total quantity of product
W - Total Item Base Price: Total item price not including tax
X - Item Branding Charge: Branding charge for item, if applicable
Y - Item Shipping & Handling Charge: Shipping & Handling for item, if applicable
Z - Item GST/HST (Canada): Global Standard Tax / Harmonized Sales Tax, if applicable
AA - Item PST/QST (Canada): Providence Sales Tax / Quebec Sales Tax, if applicable
AB - Item Total Tax: Tax for individual item

Thomson Reuters US Legal   **Email Easy Import**

(4)

> Your Email Easy Import options have been updated and will be effective with your next email delivery of Invoices!

You can generate a data file containing all the Invoices you have selected. The data file will contain your Invoice information which you can import directly into your accounting system. Instead of spending time keying each Invoice into your accounting system, you can import the file in just two steps.

First, choose your preferred import file format. You can select from any of the packages listed in the drop down below. For example, you can select an Excel file (CSV) that can be imported into most accounting systems or a file format designed specifically to be imported into selected accounting systems, such as QuickBooks. We're always expanding our list of available accounting systems. If you don't see yours, Click Here and tell us what you use.

Depending on the accounting package you select, you will want to make sure the Options are set properly for importing into your accounting system. For example, if you use QuickBooks make sure the vendor name matches how you have the vendor name set up in your accounting system.

Second, click "Save Selection"

Please Choose A Format:

| TRUSLEGAL-Custom Easy Import Invo |
| None |
| CSV |
| CSV Detail |
| Forefront Construction Suite |
| PeachTree Premium |

TRUSLEGAL-Custom Easy Import Invoice
Summary - Select this option to include a comma separated value (CSV) text file of selected invoices.

[Save Selection]   [Cancel]

(5)

	A	B	C	D	E	F	G
1	Property Header	Billing Document Type	Payer Account #	Payer Name	Invoice #	Billing Date	Due Date
2		ZPDM	1004315216	**TEST FOR TANYA 9-14**	6136649792	8/14/2020	8/21/2020

H	I	J	K	L	M	N
Bill To Name	Bill To Address	Bill To City	Bill To State/Region	Bill To Postal Code	Bill To Country	Item Posting Date
TEST FOR TANYA 9-14	610 OPPERMAN DR	EAGAN	MN	55123-1340	USA	

O	P	Q	R	S	T	U	V
Delivery #	Item Reference #	Item Line #	Item Product Description	Service Period Start	Service Period End	Item Unit Price	Item Quantity
			WCX FILING FEE			2	1

W	X	Y	Z	AA	AB
Total Item Base Price	Item Branding Charge	Item Shipping & Handling Charge	Item GST/HST (Canada)	Item PST/QST (Canada)	Item Total Tax
2	0	0	0	0	0

Directory of column headers continued:

AC - Item Total Amount: Item total including tax
AD - Currency: The currency the bill is due in
AE - Purchase Order: Customer PO Number associated with product or account
AF-AL - Invoice Level Shipping: Physical shipping location of item(s)
AM - Item Bundle ID #: Unique identifier for product if in a bundled contract
AN-AQ - Advertising Attributes: Details on SuperLawyers product(s) purchased such as edition, issue, product, or dimension
AR-AS - Product Attributes: Some FindLaw/SuperLawyers products describe the Practice Area and Location for the product that is being purchased
AT - Original Order #: Order number, if applicable
AU - Original Order Date: Date item was ordered if not on ongoing subscription

The following columns will be populated on Easy Import files for credit documents:

AV - Credit Reason Description: Reason for credit given
AW - Credit for Reference #: Original unique billing reference number that credit was issued against
AX - Credit for Invoice #: Original invoice number, if available

If you still have questions, please have your billing account number available when contacting us to ensure you are routed in the most efficient way.

Call us Monday through Friday
7:00 a.m. - 7:00 p.m. CST

1-800-328-4880

Note: All prices and account details on this CSV have been modified and are for example purposes only.

AC	AD	AE	AF	AG
Item Total Amount	Currency	Purchase Order	Invoice Level Shipping / Subscriber Account #	Invoice Level Shipping / Subscriber Name
2	USD		1004315216	**TEST FOR TANYA 9-14**

AH	AI	AJ
Invoice Level Shipping / Subscriber Address	Invoice Level Shipping / Subscriber City	Invoice Level Shipping / Subscriber State/Region
610 OPPERMAN DR	EAGAN	MN

AK	AL	AM	AN
Invoice Level Shipping / Subscriber Postal Code	Invoice Level Shipping / Subscriber Country	Item Bundle ID #	Advertsing Attribute #1
55123-1340	USA		

AO	AP	AQ	AR	AS	AT
Advertsing Attribute #2	Advertsing Attribute #3	Advertsing Attribute #4	Product Attribute #1	Product Attribute #2	Original Order #
					67087091

AU	AV	AW	AX
Original Order Date	Credit Reason Description	Credit for Reference #	Credit for Invoice #
8/14/2020			