

Viewing Fleet Billings

There are two ways to access the Fleet Billing on the Web. Both sites currently take you to the same screen for viewing the bills.

Method #1

Go to www.ebuy.psu.edu

Click on “Confirm Direct Bill Accounts” located under Quick Links on the left side of screen.

Log on using your “Access” userid and password.

Click on “View Invoicing/Billing”

Method #2

Go to

https://www2.absecom.psu.edu/PSU_SALES_PORTAL/USER_PAGES/PSU_SALES_PORTAL.cfm

Click on down arrow next to “Current System: Please select a system” and select the system you want to view – (Fleet Operations).

On the direct Bill History (tab) – select a beginning and ending date for invoice date range (first selectable item). Enter any other appropriate criteria. And click to Submit.

At listing of invoices, click on invoice number to view particular invoice.