Procurement & Contractual Services

Sparkletts (DS Services) Office Water Services

P Card holders will be required to attach your monthly Sparkletts (DS) Water invoice to your monthly P Card reconciliation that is sent to AP. Please follow the instructions below if you need assistance in printing your invoice.

1. Log in to your <u>Sparkletts online account</u>. Click on View Past Invoices

| | Sparkletts, my delivery delivery schedule shop my account paym | NENTS FAQ CALLOS 800-201-6218 |
|---------------------------|--|---|
| | Welcome, Angelina E | Service for Delivery Address 1250 N Bellfower Blvd, Bh-346, Long Beach, CA |
| | Make a Payment | v |
| | 1250 No. 12 ²⁰ 10 10 10 10 10 10 10 10 10 10 10 10 10 | CURRENT BALANCE Make a Payment |
| 11 | | |
| 111 | | |
| | | |
| | | |
| e d ^a conserva | | |
| | | |

Procurement & Contractual Services

2. Click on Undelivered Tickets

| Make a Payr | |
|-------------|--|
| | |
| | |
| | |
| | |
| | |

3. Open the Delivery Ticket/Invoice you are looking for.

| | Sparkletts. MINIMUM | Unbilled Delivery Tickets | × | O un court O unor secure 800-201-6218 | |
|-----------|--|--------------------------------------|---------------------|--|--------------------|
| | | | | | |
| | 3 | adar fit. | | | |
| | 1987 Handbourd Tands An Brands Long Bands (A. 1997) Ball | | | | |
| ower Blvd | | Cose | | | 250 N E ong Bea |
| STEELO | Payment Received | Current balance may not reflect your | Sign Up for Autopay | | ange > |
| | 10/23/10 | must recent activity | Ves Pat two re | | |
| | | | | Vi | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Procurement & Contractual Services

| DELEVERY TICKET Spriktering Spriktering < | | | | | |
|--|---|----------------------------|-------------|----------|-------------------|
| Location# : 147543 CSUB 1255 N BELLFLOWER BLVD Route : 101622019 Route : 101622019 Hitting CSUB Hitting CSUB HITTING HITTING CSUB HITTING CSUB HITTI | | Sparkletts 800-4-Waters | | | |
| | Location# : 164754 CSULE 1250 N BH-346 | BELLFLOWER BLVD | PO# Date | 10/16/20 | |
| | | | nW | ***** | yamali |
| | ບ <mark>ພັບມີດີ</mark> ສຸເຫຼົາສາ | | ä. | | |
| | | | | | |
| | | | | | |
| | | | | | ALCONE CONTRACTOR |
| | | | | | |
| | _ | | | | |
| | — | | | | |
| | | | | | |
| | | | | | |
| | • | | | | |
| | • | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| · · · · · · · · · · · · · · · · · · · | | | | | |
| | | | | | |

4. Print out the Delivery Ticket/Invoice and attach this to your monthly P Card reconciliation statement for AP processing.