

# OpenAir Online Payment Center

## Invoice Detail Instructions

Thank you for choosing OpenAir and using the Online Payment center. If you have any questions, please don't hesitate to contact OpenAir Billing at [billing@openair.com](mailto:billing@openair.com).

For customers with usage information, you can access your monthly activity from the Usage Detail link.



**NETSUITE**  
ONE SYSTEM. NO LIMITS.

Customer Center

Customer Center > NetSuite, Inc. - 916445 OpenAir (Customer)

**Welcome**

- You are logged in as a Customer of NetSuite, Inc..

**Settings**

- Set Preferences
- Campaign Subscription Center
- Change Email/Password

**Quick Search**

Type:

Date:  [Pick](#)

Number:

PO/Check Number:

**Customer Center - Home Links**

**Billing**

- [Make a Payment](#)
- [Print a Statement](#)
- [See A/R Register](#)
- [See All Transactions](#)

**Support**

- [Customer Support Menu Options](#)
- [Edit Your Profile](#)

**Custom**

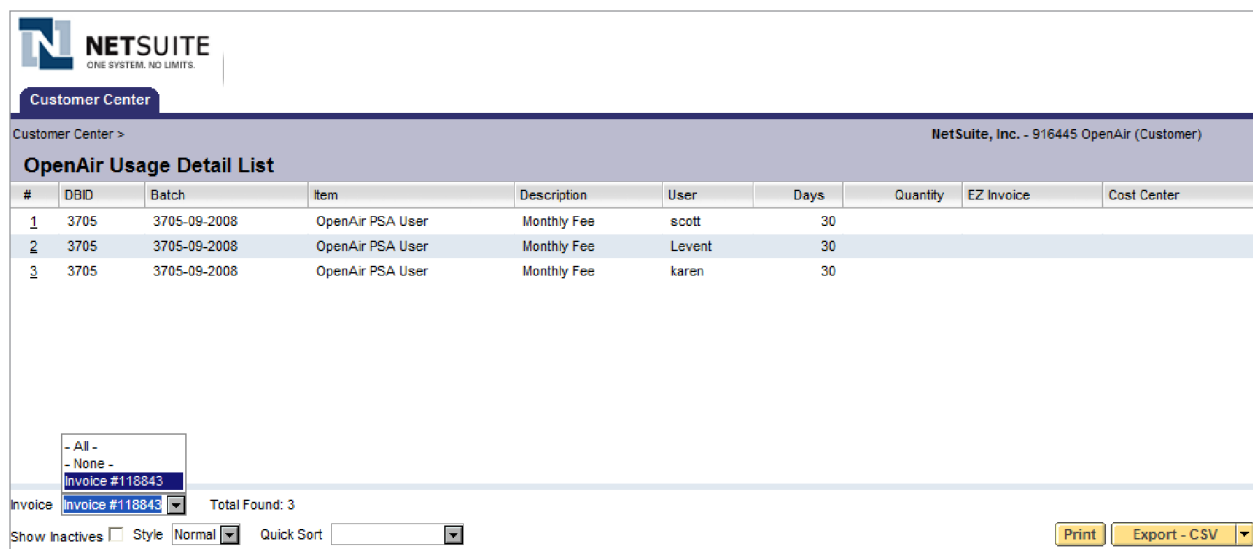
- [Usage Detail](#)

**Quick View**

- Outstanding Balance \$55
- [Refresh All](#)

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Once you drill down from this link, you will see the details of your invoice. You will also have the option to select an invoice from the footer so that you can summarize the results.



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**OpenAir Usage Detail List**

#	DBID	Batch	Item	Description	User	Days	Quantity	EZ Invoice	Cost Center
1	3705	3705-09-2008	OpenAir PSA User	Monthly Fee	scott	30			
2	3705	3705-09-2008	OpenAir PSA User	Monthly Fee	Levent	30			
3	3705	3705-09-2008	OpenAir PSA User	Monthly Fee	karen	30			

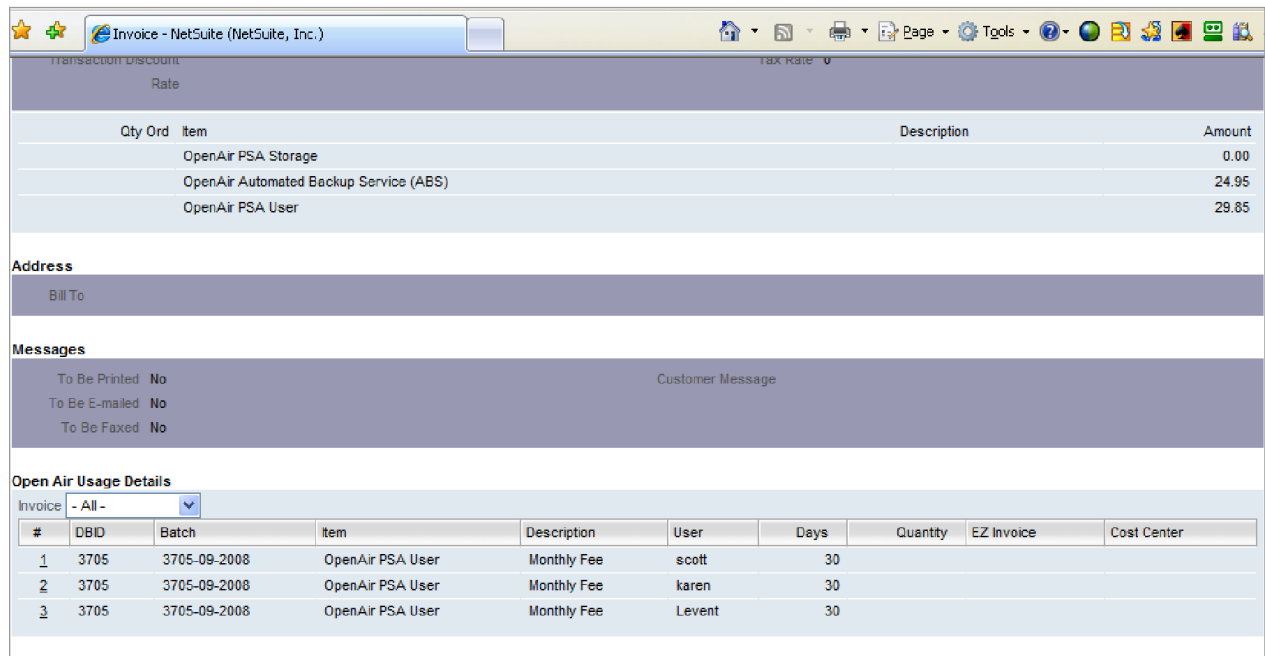
Invoice:  Total Found: 3

Show Inactives  Style:  Quick Sort:

[Print](#) [Export - CSV](#)

# OpenAir Online Payment Center

You can also view the usage details from the invoice itself. Go to View Transactions > select the invoice and drill down. There's a section titled "OpenAir Usage Details." This is where you can see all of your OpenAir account activity for the month.



The screenshot shows a browser window with the address bar displaying "Invoice - NetSuite (NetSuite, Inc.)". The main content area is divided into several sections:

- Transaction Discount** and **Tax Rate** fields.
- Rate** section.
- Table:**

Qty	Ord	Item	Description	Amount
		OpenAir PSA Storage		0.00
		OpenAir Automated Backup Service (ABS)		24.95
		OpenAir PSA User		29.85
- Address** section with a "Bill To" field.
- Messages** section with options: "To Be Printed: No", "To Be E-mailed: No", "To Be Faxed: No".
- Open Air Usage Details** section with a dropdown menu set to "All".
 

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