



## Where To Access 'Review Account'

To access 'Review Account' navigate to our online ordering portal and [login](#). Once signed in you will see 'Review Account' along the top blue ribbon bar.

## 'Review Account' Homepage

### Desktop View

Menu – navigation menu.

Search Options – Search using Date or outstanding only.

Make Payment – select to make a payment.

Documents – View Delivery Docket and Invoice.

Invoice – View Invoice.

Date	Type	Reference	Docs	Orig.	AMT	Outstanding	Description
29/04/23	IN	3703480			282.15	282.15	
29/04/23	IN	3703481			585.60	585.60	**HOT BAKE**
29/04/23	IN	3718400			-54.51	-54.51	
29/04/23	IN	3718401			-50.86	-50.86	**HOT BAKE**
30/04/23	IN	3704174			274.92	274.92	
30/04/23	IN	3704177			583.50	583.50	**HOT BAKE**
30/04/23	IN	3718402			75.00	75.00	**HOT BAKE**
30/04/23	IN	3718551			-28.07	-28.07	**HOT BAKE**
01/05/23	IN	3707387			583.50	583.50	**HOT BAKE**
02/05/23	IN	3707388			179.94	179.94	
01/05/23	IN	3718769			-36.21	-36.21	**HOT BAKE**
02/05/23	IN	3708006			585.60	585.60	**HOT BAKE**
02/05/23	IN	3708907			213.30	213.30	
02/05/23	IN	3719132			-11.64	-11.64	
02/05/23	IN	3719133			-31.95	-31.95	**HOT BAKE**
03/05/23	IN	3710507			585.60	585.60	**HOT BAKE**
03/05/23	IN	3710508			332.78	332.78	
02/05/23	IN	3724411			60.00	60.00	**HOT BAKE**
03/05/23	IN	3723612			-46.86	-46.86	**HOT BAKE**
03/05/23	IN	3723604			-1.00	-1.00	
03/05/23	IN	3723005			-102.19	-102.19	
04/05/23	IN	3712394			229.43	229.43	
04/05/23	IN	3712395			515.40	515.40	**HOT BAKE**
04/05/23	IN	3723523			-17.92	-17.92	
04/05/23	IN	3723335			-48.99	-48.99	**HOT BAKE**
05/05/23	IN	3714102			585.60	585.60	**HOT BAKE**
05/05/23	IN	3714103			448.58	448.58	
05/05/23	IN	3724564			120.96	120.96	
05/05/23	IN	3724008			3.24	3.24	
05/05/23	IN	3724029			-19.84	-19.84	
05/05/23	IN	3724832			-30.00	-30.00	**HOT BAKE**
05/05/23	IN	3724931			-48.45	-48.45	**HOT BAKE**
06/05/23	IN	3715163			307.56	307.56	
06/05/23	IN	3715164			585.60	585.60	**HOT BAKE**
06/05/23	IN	3727541			80.00	80.00	
06/05/23	IN	3727821			-37.04	-37.04	
06/05/23	IN	3727822			-78.36	-78.36	**HOT BAKE**
02/05/23	IN	3716264			-54.89	-54.89	

### Mobile View

Menu – navigation menu.

Search Options – Search using date or outstanding only.

Make Payment – select to make a payment.

Documents – View Delivery Docket and Invoice.

Invoice – View Invoice.

IN 3703480	282.15
29/04/23	
Invoice	
Amount to Pay:	
IN 3703481	585.60
29/04/23	
Invoice	
Amount to Pay:	
IN 3718400	-54.51



## Make Payment

### Making a Payment

1. From the 'Review Account' homepage click the blue 'Make Payment' button.
2. From here you can select an invoice or multiple invoices for payment by clicking the box '' in the 'Pay' column.  
Once the invoice is selected the box will show a tick ''.
3. After you have selected the invoice/s you would like to pay click the blue 'Confirm Payment' button.
4. This will take you to the secure ANZ payment portal. From here you will select your preferred payment method and complete your payment.

### Making a Part Payment

1. From the 'Review Account' homepage click the blue 'Make Payment' button.
2. From here you can select an invoice or multiple invoices for payment by clicking the box '' in the 'Pay' column.  
Once the invoice is selected the box will show a tick ''.
3. After you have selected the invoice/s you would like to pay you can adjust the amount you would like to pay in the 'Amt To Pay' Column.
4. After you have selected the invoice/s you would like to pay and the amount click the blue 'Confirm Payment' button.
5. This will take you to the secure ANZ payment portal. From here you will select your preferred payment method and complete your payment.

## Search Options

### Search by Date

Use the search function 'Date' to search for a particular invoice.

### Search by Outstanding Only

Search for Outstanding Invoice by clicking the check box.



## View and Email Invoice and Delivery Dockets

### View Documents

1. From the 'Review Account' homepage click the 'Paper Clip' icon in the 'Docs' column.
2. From the 'Documents' page you can click on 'Daily Invoice' or 'Delivery Docket' to view these documents in a pop-up window.

### Save Documents

1. From the 'Review Account' homepage click the 'Paper Clip' icon in the 'Docs' column.
2. Next click on either the 'Daily Invoice' or 'Delivery Docket' to view these documents in a pop-up window.
3. In the pop-up window click the 'Floppy Disc' icon in the top right hand corner or right click on the document and select 'Save'.

### Email Documents

1. From the 'Review Account' homepage click the 'Paper Clip' icon in the 'Docs' column.
2. From the 'Documents' page use the check box field in the 'Email' column to select the document/s you would like to email.
3. Once you have selected the document/s you would like to email click the 'Envelope' icon.
4. A pop-up email window will appear.
5. Complete the email details and select 'Send Email'.