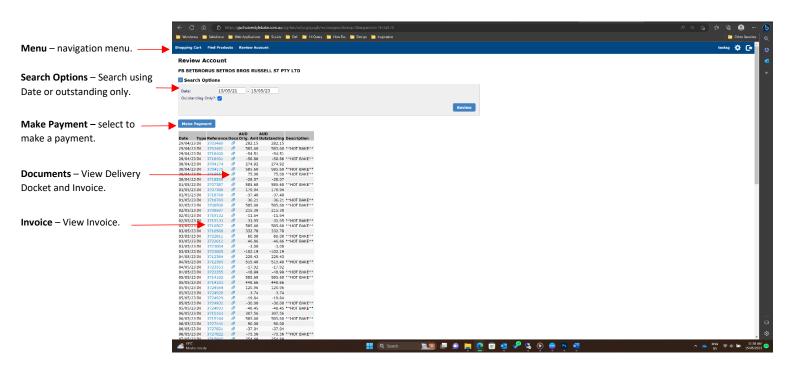


## Where To Access 'Review Account'

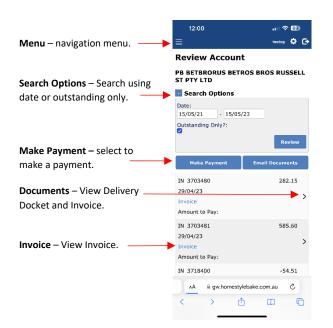
To access 'Review Account' navigate to our online ordering portal and <u>login</u>. Once signed in you will see 'Review Account' along the top blue ribbon bar.

# 'Review Account' Homepage

**Desktop View** 



Mobile View





## 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 ' $\blacksquare$ '.

- 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 ' $\square$ '.

- 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'.