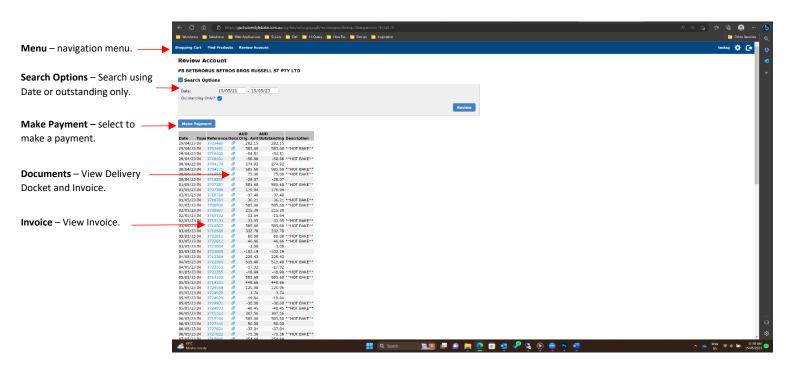


Where To Access 'Review Account'

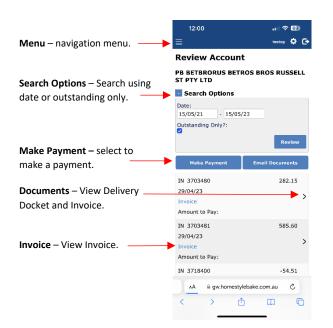
To access 'Review Account' navigate to our online ordering portal and <u>login</u>. Once signed in you will see 'Review Account' along the top blue ribbon bar.

'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'.