HOW TO PAY AN INVOICE

From the Account Dashboard you can navigate to the Finance Page to pay an invoice by:

a) Clicking on the 'Finance' text within the dark blue banner.

b) Clicking on the 'Invoices' box underneath the dark blue banner.

c) Clicking on the green 'MAKE A PAYMENT' button at the top of the Account Dashboard.

d) Typing an invoice number in the 'QUICK SEARCH' search box within the dark blue banner, selecting 'Invoices' from the drop down menu alongside then clicking on the green magnifying glass icon.

1. From the Finance Page you can also filter by date, invoice number, PO number or status to find the invoice you want to pay.

2. Click on the check box next to the invoice you want to pay then click on the green 'PAY NOW' button.

3. A pop up box will appear which will detail the total to pay. Simply enter you card details then click on the green 'PAY' button.

4. You will receive a notification from Worldpay to confirm that your payment has been processed.