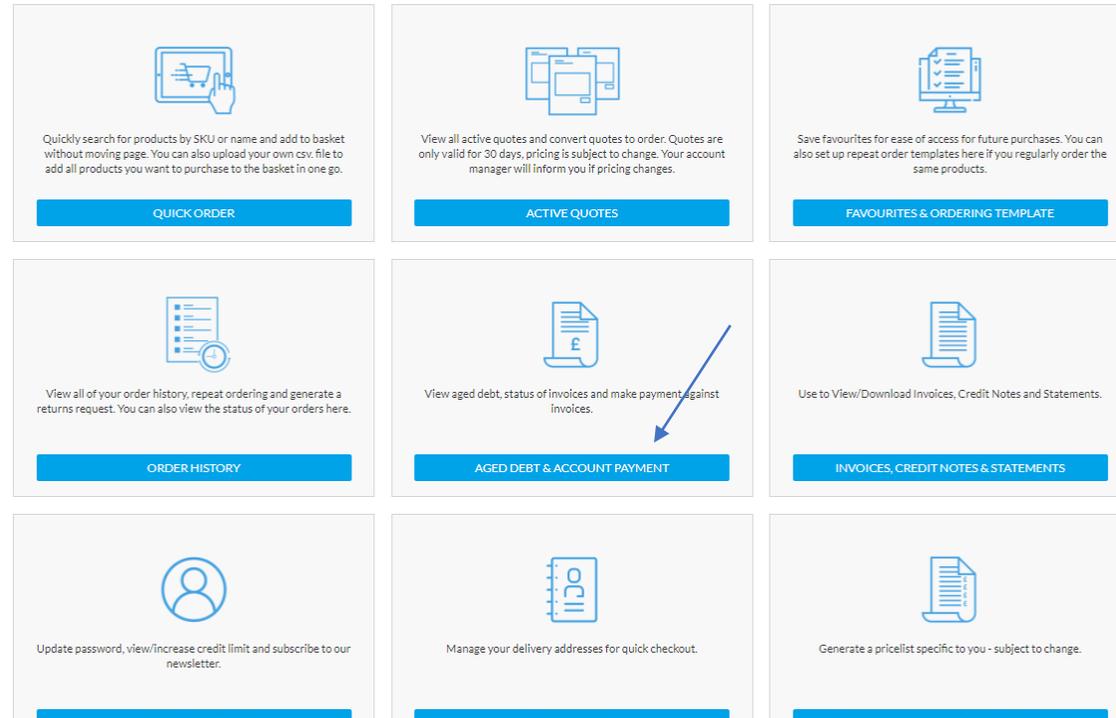




# HOW TO USE AGED DEBT & ACCOUNT PAYMENT

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Log in to your Account



Quickly search for products by SKU or name and add to basket without moving page. You can also upload your own csv file to add all products you want to purchase to the basket in one go.

QUICK ORDER

View all active quotes and convert quotes to order. Quotes are only valid for 30 days, pricing is subject to change. Your account manager will inform you if pricing changes.

ACTIVE QUOTES

Save favourites for ease of access for future purchases. You can also set up repeat order templates here if you regularly order the same products.

FAVOURITES & ORDERING TEMPLATE

View all of your order history, repeat ordering and generate a returns request. You can also view the status of your orders here.

ORDER HISTORY

View aged debt, status of invoices and make payment against invoices.

AGED DEBT & ACCOUNT PAYMENT

Use to View/Download Invoices, Credit Notes and Statements.

INVOICES, CREDIT NOTES & STATEMENTS

Update password, view/increase credit limit and subscribe to our newsletter.

Manage your delivery addresses for quick checkout.

Generate a pricelist specific to you - subject to change.

- Login to your account and you will see your account dashboard with various tiles.
- Click on 'Aged Debt & Account Payment'

## Functionality

Account Aged Debt

Find an Invoice

Search using any information... Invoice Date From: Invoice Date To: Export to Excel Refresh Pay Invoices

Last updated on: 16/12/2020

Invoice ID	Invoice Number	Order ID	External Order ID	Invoice Time	Invoice Date	Payment Term	Invoice Total	Invoice Tax Total	Outstanding Balance	Status	View	Download
127453	000072304		000068308	00:00:00	24-Nov-2020	30 Days	£4,601.35	£766.89	£4,601.35	Unpaid		
127374	000072325		000068228	00:00:00	20-Nov-2020	30 Days	£1,761.45	£292.41	£1,761.45	Unpaid		
127376	000072227		000068230	00:00:00	20-Nov-2020	30 Days	£671.04	£111.84	£671.04	Unpaid		
127379	000072230		000068236	00:00:00	20-Nov-2020	30 Days	£3,957.46	£659.58	£3,957.46	Unpaid		
127312	000072163		000067736	00:00:00	19-Nov-2020	30 Days	£1,029.68	£173.28	£1,029.68	Unpaid		
127319	000072170		000068101	00:00:00	19-Nov-2020	30 Days	£2,069.72	£348.12	£2,069.72	Unpaid		
127332	000072183		000068172	00:00:00	19-Nov-2020	30 Days	£607.14	£101.19	£607.14	Unpaid		
127345	000072196		000068192	00:00:00	19-Nov-2020	30 Days	£20,082.97	£3,347.16	£20,082.97	Unpaid		
127324	000072206		000068197	00:00:00	16-Nov-2020	30 Days	£1,098.03	£181.74	£1,098.03	Unpaid		

- When discussing your account with CCL please either quote the 'Invoice Number' or the 'External Order ID', this will allow us to find your order quickly.
- Status will change when our accounts department allocate money to your account, the status will not change instantly so please keep this in mind.

## Functionality – Paying Invoices via the Online Portal

The screenshot displays the 'Account Aged Debt' interface. At the top, it says 'Account Aged Debt' and 'Last updated on: 16/12/2020'. Below this is a search bar labeled 'Find an Invoice' with a search icon and a placeholder 'Search using any information...'. There are also fields for 'Invoice Date From' and 'Invoice Date To', and buttons for 'Export to Excel', 'Refresh', and 'Pay Invoices'. The main area is a table of invoices with columns: Invoice ID, Invoice Number, Order ID, External Order ID, Invoice Type, Invoice Date, Payment Terms, Invoice Total, Invoice Tax Total, Outstanding Balance, Status, View, and Download. Three invoices are selected with blue checkmarks. Below the table is a 'Pay Invoices' modal window. It contains a table with columns: INVOICE ID, INVOICE DATE, AMOUNT, and AMOUNT AFTER PAYMENT. The table lists three invoices and a 'GRAND TOTAL' row. To the right of the table is a 'Payment method' section with a radio button selected for 'Commercial Credit Card (2.2% Surcharge)'. Below the table and payment method is a 'Pay Invoices' button. Blue arrows point to the 'Pay Invoices' button in the top right of the main interface, the 'Pay Invoices' button in the modal, and the 'Pay Invoices' button in the modal.

Invoice ID	Invoice Number	Order ID	External Order ID	Invoice Type	Invoice Date	Payment Terms	Invoice Total	Invoice Tax Total	Outstanding Balance	Status	View	Download
127455	000072384		000006255	00:00:00	24-Nov-2020	30 Days	£4,601.25	£766.89	£4,601.25	Unpaid		
127374	000072322		000006238	00:00:00	20-Nov-2020	30 Days	£1,761.63	£293.61	£1,761.63	Unpaid		
127376	000072327		000006239	00:00:00	20-Nov-2020	30 Days	£671.04	£111.84	£671.04	Unpaid		
127375	000072326		000006238	00:00:00	20-Nov-2020	30 Days	£3,897.46	£659.86	£3,897.46	Unpaid		
127313	000072183		0000067798	00:00:00	19-Nov-2020	30 Days	£1,859.89	£375.28	£1,859.89	Unpaid		
127318	000072170		0000061031	00:00:00	19-Nov-2020	30 Days	£2,086.73	£348.12	£2,086.73	Unpaid		
127332	000072183		000006172	00:00:00	19-Nov-2020	30 Days	£607.14	£01.19	£607.14	Unpaid		
127343	000072196		000006192	00:00:00	19-Nov-2020	30 Days	£22,082.87	£2,247.16	£22,082.87	Unpaid		
127346	000072196		000006192	00:00:00	19-Nov-2020	30 Days	£1,886.00	£161.39	£1,886.00	Unpaid		

INVOICE ID	INVOICE DATE	AMOUNT	AMOUNT AFTER PAYMENT
127374	20/11/2020	£1,761.63	£0
127376	20/11/2020	£671.04	£0
127455	24/11/2020	£4,601.58	£0
GRAND TOTAL		£7,034.24	£0

- Tick the invoices you wish to make payment against and then click Pay Invoices.
- You will then be taken to a pay invoice screen where you can double check the amount you are paying/edit the amount. Once you are happy tick the terms and conditions and then click Pay Invoices.
- You will be taken to our secure payment gateway to enter card details. If you are paying by commercial credit card, you will be charged an additional 2.2% of the transaction value.