



HOW TO USE INVOICES, CREDIT NOTES & STATEMENTS

www.cclsolar.eu | sales@cclsolar.eu | NL: +31 30 80 80 205 | PL: +48 22 10 41 619

Log in to your Account

The dashboard consists of nine tiles arranged in a 3x3 grid. Each tile has an icon, a brief description, and a blue button. The 'INVOICES, CREDIT NOTES & STATEMENTS' tile is highlighted with a blue arrow pointing to its button.

<p>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.</p> <p>QUICK ORDER</p>	<p>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.</p> <p>ACTIVE QUOTES</p>	<p>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.</p> <p>FAVOURITES & ORDERING TEMPLATE</p>
<p>View all of your order history, repeat ordering and generate a returns request. You can also view the status of your orders here.</p> <p>ORDER HISTORY</p>	<p>View aged debt, status of invoices and make payment against invoices.</p> <p>AGED DEBT & ACCOUNT PAYMENT</p>	<p>Use to View/Download Invoices, Credit Notes and Statements.</p> <p>INVOICES, CREDIT NOTES & STATEMENTS</p>
<p>Update password, view/increase credit limit and subscribe to our newsletter.</p> <p>USER PROFILE</p>	<p>Manage your delivery addresses for quick checkout.</p> <p>DELIVERY ADDRESSES</p>	<p>Generate a pricelist specific to you - subject to change.</p> <p>PRICELIST</p>

- Login to your account and you will see your account dashboard with various tiles.
- Click on 'Invoices, Credit Notes & Statements'

Functionality

Home > Documents

Document Number: Customer Ref: Filter Documents By:

Start Date: End Date:

Document Number	Customer Ref	Document Name	Document Type	Date	Action
		1111_CHR006_200121_Statement.pdf	Statement	20/01/2021	Download View
		0000073293_CHR006_140121_Invoice.PDF	Invoice	14/01/2021	Download View
		0000073292_CHR006_140121_Invoice.PDF	Invoice	14/01/2021	Download View
		0000073259_CHR006_130121_Invoice.PDF	Invoice	13/01/2021	Download View
		0000073156_CHR006_080121_CreditNote.PDF	Credit	08/01/2021	Download View
		0000073155_CHR006_080121_Invoice.PDF	Invoice	08/01/2021	Download View
		0000073151_CHR006_080121_Invoice.PDF	Invoice	08/01/2021	Download View
		0000073149_CHR006_070121_Invoice.PDF	Invoice	07/01/2021	Download View
		0000073149_CHR006_070121_Credit Note.PDF	Credit	07/01/2021	Download View

- You can use the 'Filter Documents By:' to select either Invoice, Credit or Statement.
- Document Number will be populated with your CCL Invoice Number and Customer Ref will be populated with your PO Number (both coming soon).
- You can View or Download a PDF copy of the document for your records.
- You can also get a copy of any product serial numbers from the Invoice.
- Please note that Invoices and Credit Notes are produced at the end of each day so will not show until then, goods are also only invoiced once shipped.
- Statements will only be up to date as at the time and date it was produced.