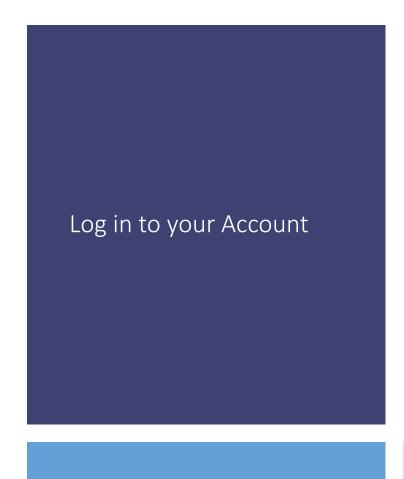
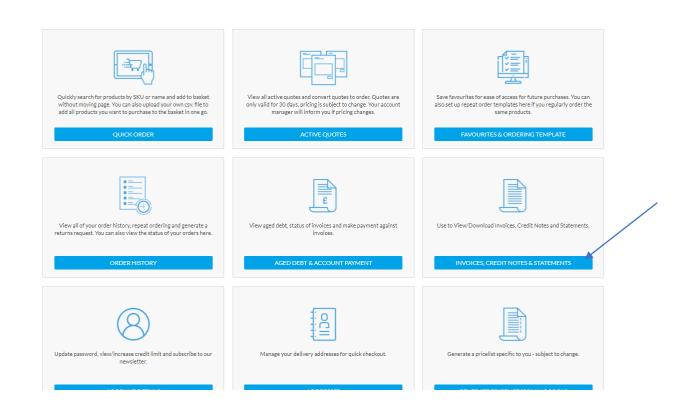
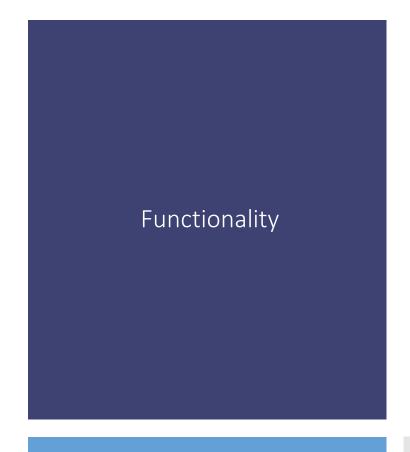


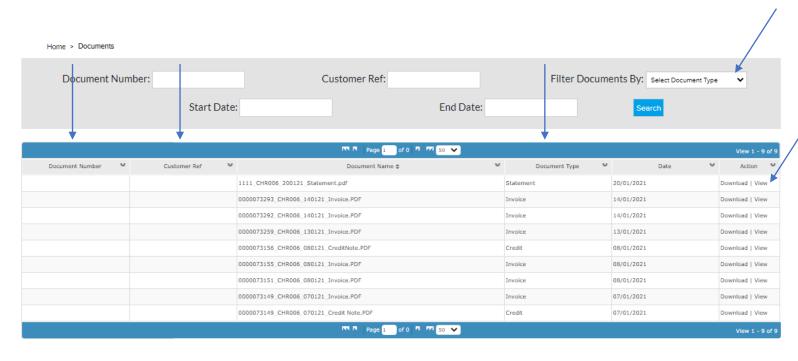
HOW TO USE INVOICES, **CREDIT NOTES & STATEMENTS**





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





- 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.