



Online Payment Service

User Guide



ONLINE PAYMENT PORTAL USER GUIDE

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ONLINE PAYMENT PORTAL USER GUIDE

Introduction

This is the User Guide for Polyaire's customer service offering of Polybiz Online Payment Service.

Polybiz is Polyaire's registered name for our new Business to Business systems which are being developed to improve customer service.

Features

- Access to your Polyaire account information via the Internet.
- View and print Invoices and Credit Notes.
- View and print your Statement of Account.
- Pay your account by Direct Debit or Credit Card (Visa, Mastercard or Amex accepted)
- Record the reason for short paying or not paying an invoice.
- Download invoice & credit note details into your Accounting Software in CSV format.

Security

The payments service provided by Polyaire is hosted on a secure fault tolerant telecommunications and server infrastructure hosted within the Australian Securities Commission (ASX) Data Centre in Melbourne. This service is used by a number of Banks. The facility is monitored 24 hours per day, 7 days a week and 365 days a year.

The Polybiz Online Payment Service is hosted by IP Payments who ensures confidential information remains secure through the use of multiple layers of security and industry standard encryption technology.

From the moment you submit your payment, confidential data including credit card details are encrypted using 128-bit SSL certificates, and in accordance with Visa & MasterCard standards your credit card details are never stored in clear text.

You can confirm you have established a secure SSL connection by looking for the locked padlock in the status bar of your browser. You can confirm the validity of the certificate by double clicking the padlock and checking the certificate:

- Has been issued to 'www.ippayments.com.au';
- Issued by Thawte Premium Server CA; and
- The date range is valid.

If the certificate appears invalid then do not proceed with the transaction, take a screen shot of the certificate and email support@ippayments.com.au for further assistance.

A Security Statement is available from the Polybiz page on the Polyaire website at www.polyaire.com.au/payment.htm



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Accessing Polybiz Online Payment Service

Customer Number & Password

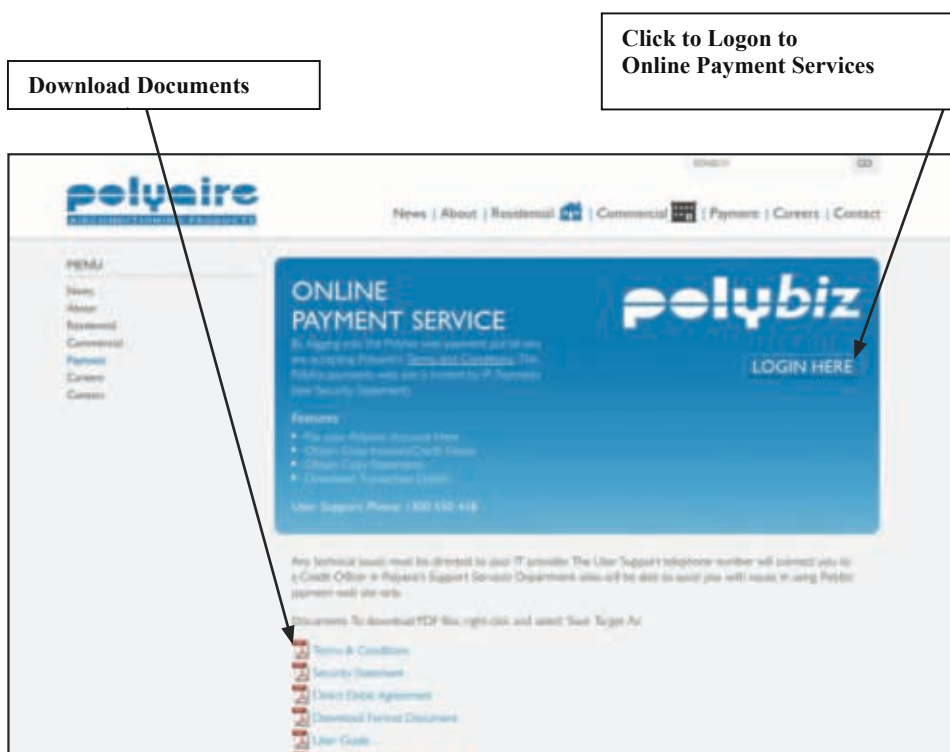
You will receive an email from Polyaire informing you of your 5 digit Polyaire customer account number and your 8 digit numeric password.

Have your Polyaire customer number handy and your password and logon to www.polyaire.com.au/payment.htm

If you have not received your password to access Polybiz Online Payment Service, then email supportservices@polyaire.com.au

Accessing the Polybiz web page

Use you Internet Browser to log onto www.polyaire.com.au/payment.htm you have accessed the Polybiz page on the Polyaire website.



Save this URL as your Favorites by selecting Favorites - Add to Favorites.





ONLINE PAYMENT PORTAL USER GUIDE

Logon to Online Payment Services

Enter your 5 digit customer number and 8 digit password as supplied by Polyaire and click the 'Logon' button to access your information on the Online Payment Services website.



polyaire Online Payment Service

Customer No:	<input type="text" value="65238"/>
Password:	<input type="password" value="*****"/>

Please use your 5 digit Customer Number to log on,
(excluding the check digit which appears on your Statement of Account and is used for BPay only)
Your password is allocated by Polyaire Support Services.

By logging on to the Online Payment Service you are accepting the Terms and Conditions of Use,
a pdf copy of which is available from the Polyaire website.

To log on, enter your customer no and password and click on the 'Log On' button.

[If you have forgotten your password, click here](#)

Forgotten your password? Click here and a new password will be emailed to you.

Please Note: By logging onto the Online Payment Service you are accepting the Terms and Conditions of Use. You can view and download a copy from the Polybiz page on the Polyaire website at www.polyaire.com.au/payment.htm

Agreeing to the Terms & Conditions of Use is a requirement of the website host and our bankers.

PC Compatibility

Polyaire has applied its best endeavour to ensure compatibility with the majority of users and environments.

Polybiz is compatible with the following web browsers:

- MS Internet Explorer V6 and above
- Netscape 8 and above
- Mozilla Firefox V2 and above

Polybiz is not compatible with Mac Safari browser.

Navigation of Online Payment Service

The menu options appear on the left of the screen.

Your Details

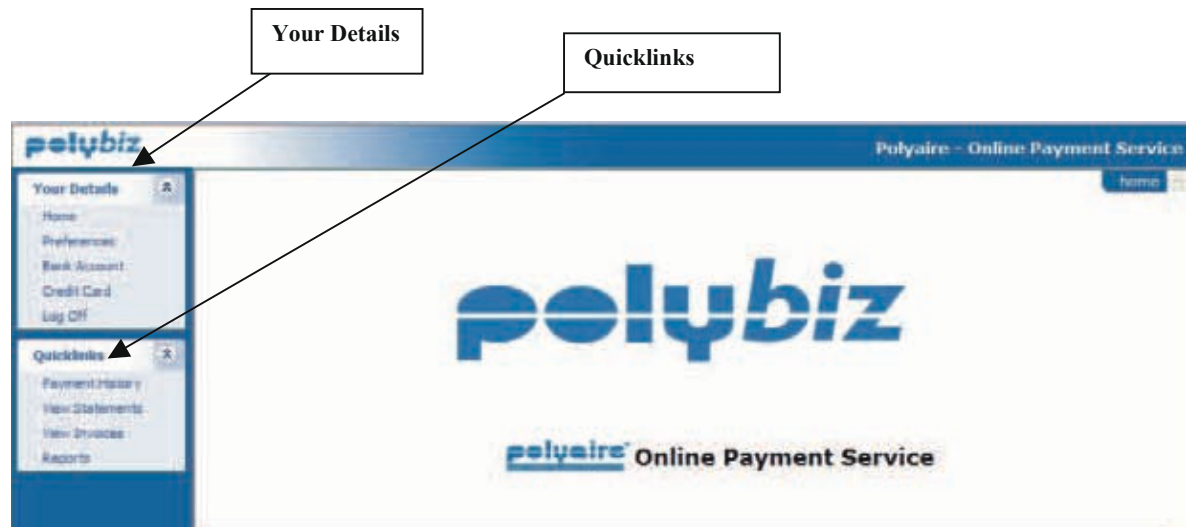
Click on the appropriate menu option to maintain your details:

- Home
- 'Preferences' – your contact information and password
- Bank Account
- Credit Card
- Log Off

Quicklinks

Under the 'Quicklinks' menu options you can:

- View your payment history
- View & print Statements
- View Invoices and Credit Notes plus print copies and pay your Polyaire account.
- Download reports



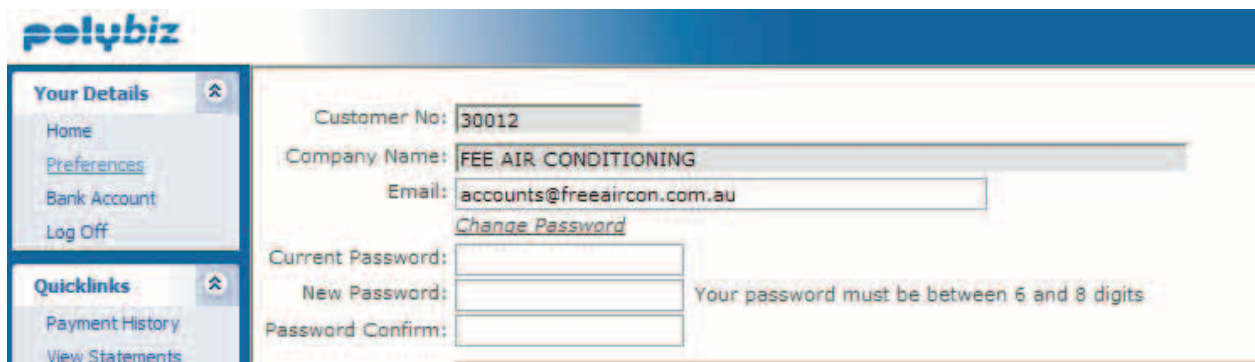
Setting Up Your Details

It's important to maintain your contact details.

Preferences

Email

The email address should be your preferred email address for receiving account information such as payment receipts and correspondence relating to your account.



The screenshot shows the Polybiz online payment portal interface. On the left, there is a navigation menu with two sections: 'Your Details' and 'Quicklinks'. The 'Your Details' section includes links for Home, Preferences, Bank Account, and Log Off. The 'Quicklinks' section includes links for Payment History and View Statements. The main content area displays the user's details: Customer No: 30012, Company Name: FEE AIR CONDITIONING, and Email: accounts@freeaircon.com.au. Below the email field is a 'Change Password' link. There are three password input fields: 'Current Password', 'New Password', and 'Password Confirm'. A note next to the 'New Password' field states: 'Your password must be between 6 and 8 digits'.

Password

On first logon to the Online Payment Service you must change your password.

The password on the website is encrypted. However, it is your responsibility to make sure you keep your password secure. We recommend that you change your password at regular intervals.

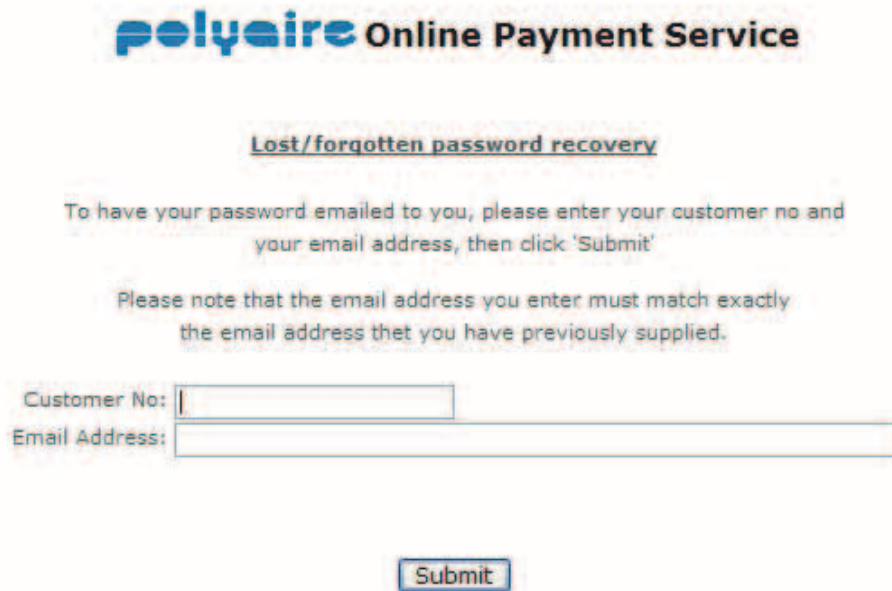
If you forget your password, email supportservices@polyaire.com.au and you will be emailed a new password which you will need to change when you logon.

Forgotten your Password?

Click here.



Enter your five digit customer number and your email address, which must match the email address registered on the Polybiz website and then press 'Submit' and a new password will be emailed to you.



Still having problems email supportservices@polyaire.com.au

Invoice & Statement Delivery Options

Do your part for the environment and get your Invoices and Statements by email instead of postal delivery. Or download them from our Polybiz website.

It's faster and more environmentally friendly!

It's easy to signup.

Select how you would like your Invoices and Statements delivered to you.

Just click on one option for Invoices and one option for Statements and then press the 'Save' button.

Choose your preferences for invoice and statement delivery method

- Invoice:
- No Delivery (manual download)
 - Email Reminder
 - Email with invoice attachment
 - Standard Postal Mail
- Statement:
- No Delivery (manual download)
 - Email Reminder
 - Email statement attachment
 - Standard Postal mail

Trading terms & Conditions

In choosing either of the first three options it is your responsibility to (a) ensure that the correct email address is maintained on this portal and/or (b) download invoice details from the Online Payment Service portal. Failure to do so will not be accepted as a reason for non payment of invoices within agreed trading terms.

Save

Bank Account

By selecting menu option 'Bank Account' under 'Your Details' you can enter your Bank Account details for direct debit payments from your Bank Account. We stress that these direct debit payments are initiated by you our Customer and not by Polyaire.

Once you have entered your Bank Account details, click the 'Update' button. You will now be asked to agree to the Direct Debit Request Service Agreement and the following screen will appear.

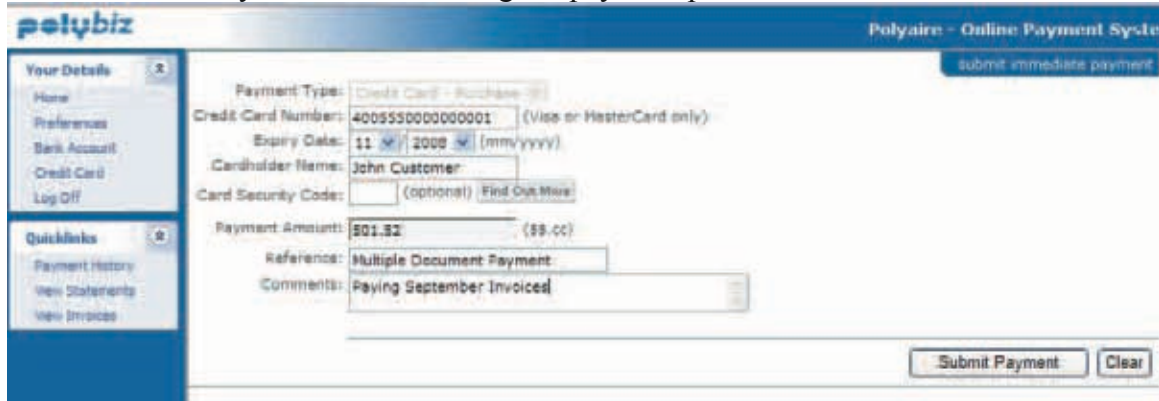
Direct Debit Service Agreement

This Direct Debit Service Agreement is a standard agreement provided by our Banker's the National Australia Bank Ltd. In order to use the Direct Debit payment method you must agree by clicking on the "I Accept" button and entering your Logon Password and then press the 'Confirm' button. A PDF copy of this Agreement is available from the Polybiz page on the Polyaire website.

Confirm your Acceptance at the bottom of the Agreement.

Credit Card

If you choose to pay by Visa, Mastercard or Amex Credit Card then these details can be entered into the Online Payment Service during the payment process.



The screenshot shows the Polybiz Online Payment System interface. The left sidebar contains navigation links: "Your Details" (Home, Preferences, Bank Account, Credit Card, Log Off) and "Quicklinks" (Payment History, View Statements, View Invoices). The main content area is titled "Polyaire - Online Payment System" and includes a "submit immediate payment" button. The form fields are: "Payment Type" (Credit Card - Purchase), "Credit Card Number" (400555000000001), "Expiry Date" (11/2008), "Cardholder Name" (John Customer), "Card Security Code" (optional), "Payment Amount" (\$01.52), "Reference" (Multiple Document Payment), and "Comments" (Paying September Invoices). At the bottom right are "Submit Payment" and "Clear" buttons.

Upon entering the credit Card details you will be asked to agree to the following:

"By selecting "I accept" and clicking the "Confirm" button below, I confirm that I am the owner of the credit card and/or am authorised to make payments to Polyaire Pty Ltd to debit the credit card identified on the previous page for any payments until this authority is cancelled."

I Accept : Enter Password

I Decline



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View Invoices

Functionality

To pay your account just tick 'Select All' next to the amount due and click on the Calculate Total button at the bottom of the screen. The amount to be paid will be calculated, then click on the 'Next' button to proceed to the next screen and enter your Credit Card Details or pay by the EFT previously set up under 'Preferences'.

Example Polybiz Screen

Payment Type: Credit Card - Purchase

Summary	Current 3 items 3,381.62	Due 18 items 13,789.55	30 Days 0 items 0.00	60 Days 0 items 0.00	90+ Days 0 items 0.00	Cleared
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To pay your account

- Tick 'Select All' box to pay all invoices in the period then
- Click on 'Calculate Total' to calculate amount to be paid
- Select 'Next' to process payment

To view invoices

- Click on the period tab above.
- You can unselect individual invoices
- Change Invoice amount to be paid selecting the 'Variation Reason'
- When finished, Click on 'Calculate Total' to calculate amount to be paid
- Select 'Next' to process payment

Tick to select for payment

Current: 3,381.62 Select All:

Due: 13,789.55 Select All:

30 Days: 0.00 Select All:

60 Days: 0.00 Select All:

90+ Days: 0.00 Select All:

To unselect an individual Invoice or Short pay an Invoice, just click on the appropriate period in the grey area and a list of invoices will appear. Unselect the Invoice and select a reason from the dropdown box. You can also change the invoice amount being paid, but you must select a reason.

291632	03-Mar-2008	15-May-2008	INV	657.16	0.00	Unpaid	<input checked="" type="checkbox"/>	657.16	-
292562	03-Mar-2008	15-May-2008	INV	1241.25	0.00	Unpaid	<input checked="" type="checkbox"/>	1241.25	-
290585	03-Mar-2008	15-May-2008	INV	228.27	0.00	Unpaid	<input checked="" type="checkbox"/>	228.27	-
291228	03-Mar-2008	15-May-2008	INV	961.12	0.00	Unpaid	<input type="checkbox"/>	961.12	Proof of Delivery Required
291626	03-Mar-2008	15-May-2008	INV	1593.88	0.00	Unpaid	<input checked="" type="checkbox"/>	1593.88	-

To return to the previous screen click on 'Summary'.



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Sorting the transactions is easy! Just click on the heading to sort by any of the columns.
Use scroll bar to navigate up and down the screen.

Doc. Number	Date	Due Date	Description	Doc. Amnt	Discount	Status	Select	Pay Amnt	Variation Reason
CN203837	07-May-2007	01-Jul-2007	CRN	-95.70	0.00	Unpaid	<input type="checkbox"/>	-95.70	-
CN203840	07-May-2007	01-Jul-2007	CRN	-62.72	0.00	Unpaid	<input type="checkbox"/>	-62.72	-
235228	28-Aug-2007	30-Sep-2007	INV	46.86	0.00	Unpaid	<input type="checkbox"/>	46.86	-
236856	03-Sep-2007	30-Oct-2007	INV	908.67	0.00	Part Paid	<input type="checkbox"/>	181.73	-
236397	04-Sep-2007	30-Oct-2007	INV	1226.11	0.00	Part Paid	<input type="checkbox"/>	245.22	-
CN240497	10-Sep-2007	30-Oct-2007	CRN	-97.98	0.00	Unpaid	<input type="checkbox"/>	-97.98	-
241631	20-Sep-2007	30-Oct-2007	INV	1010.87	0.00	Part Paid	<input type="checkbox"/>	38.50	-
246954	03-Oct-2007	30-Nov-2007	INV	41.13	1.87	Unpaid	<input type="checkbox"/>	41.13	-
247037	03-Oct-2007	30-Nov-2007	INV	157.77	7.17	Unpaid	<input type="checkbox"/>	157.77	-

Use Internet explorer Print button to print a transaction report from the Invoice list above.



The 'Discount' and 'Status' columns are not sortable.

Pay Invoices

Firstly select the Payment Type at the top of the screen;

Both options of Direct Debit and Credit Card will only be available if you have set the details up under 'Your Details', 'Bank Account' or 'Credit Card'.

Select the Invoices to be paid by clicking on the box next to the 'Pay Amount'.

The screenshot shows the Polybiz Online Payment System interface. On the left, there are navigation menus for 'Your Details' (Home, Preferences, Bank Account, Credit Card, Log Off) and 'Quicklinks' (Payment History, View Statements, View Invoices). The main area displays a table of invoices with columns for Invoice Number, Date, Due Date, Invoice Type, Amount, Settlement Discount, Status, and Pay Amount. An arrow points to the checkbox in the 'Pay Amount' column for invoice 243967. At the bottom, there are buttons for 'Calculate Total' (showing 276.07) and 'Next >>' (showing 0.00).

Invoice Number	Date	Due Date	Invoice Type	Amount	Settlement Discount	Status	Pay Amount
240296	17-Sep-2007	30-Oct-2007	INV	582.12	0.00	Unpaid	582.12
239960	17-Sep-2007	30-Oct-2007	INV	17.73	0.00	Unpaid	17.73
239499	17-Sep-2007	30-Oct-2007	INV	746.66	0.00	Unpaid	746.66
240970	19-Sep-2007	30-Oct-2007	INV	16.15	0.00	Unpaid	16.15
240347	20-Sep-2007	30-Oct-2007	INV	427.46	0.00	Unpaid	427.46
243967	25-Sep-2007	30-Oct-2007	INV	503.45	0.00	Unpaid	503.45
243989	26-Sep-2007	30-Oct-2007	INV	74.85	0.00	Unpaid	74.85
244331	26-Sep-2007	30-Oct-2007	INV	156.21	0.00	Unpaid	156.21
245121	27-Sep-2007	30-Oct-2007	INV	45.01	0.00	Unpaid	45.01

Note: The oldest Invoices which are due for payment will appear at the top of the screen with the current (newest) Invoices appearing at the bottom of the data. The due date is shown under the column headed 'Due Date'.

Settlement Discount is only calculated if a Settlement Discount forms part of the terms and conditions of a Supply Agreement between your business and Polyaire and the payment is being made within the agreed settlement discount period.

When finished, selecting the Invoices to be paid, click on the 'Calculate Total' button and the total of the selected Invoices will be calculated for payment. Settlement Discount will automatically calculate if applicable as explained above.

Short Paying an Invoice

To short pay (part pay) an Invoice, select the Invoice for payment and enter the amount to be paid, and then select the 'Reason' for the short payment from the drop down selection. Whilst this will highlight the reason for the short payment to your Polyaire Credit Office, it is your responsibility to advise the Polyaire selling branch that an error has occurred so that the matter can be investigated and if required an adjustment raised.

The screenshot shows the Polybiz Online Payment Service interface. On the left is a navigation menu with 'Your Details' (Home, Preferences, Bank Account, Log Off) and 'Quicklinks' (Payment History, View Statements, View Invoices, Reports). The main area displays a table of invoices with columns for Doc. Number, Dates, Type, Amounts, Status, and Reason Code. Below the table is a summary section with 'Discount Total: 187.46' and 'Calculate Total: 2490.63' buttons. A 'Next >>' button is also visible.

Doc. Number	Invoice Date	Due Date	Type	Net Amount	Discount	Status	Reason Code
269321	23-Nov-2007	30-Dec-2007	INV	431.19	23.92	Unpaid	
259863	23-Nov-2007	30-Dec-2007	INV	573.22	31.27	Unpaid	
CH263965	26-Nov-2007	30-Dec-2007	CRN	-77.00	0.00	Unpaid	
262848	26-Nov-2007	30-Dec-2007	INV	2088.06	123.80	Unpaid	Incorrect Pricing
265838	26-Nov-2007	30-Dec-2007	INV	368.57	20.10	Unpaid	
266020	26-Nov-2007	30-Dec-2007	INV	194.61	12.98	Unpaid	
262961	26-Nov-2007	30-Dec-2007	INV	2302.47	151.18	Unpaid	

If you are not paying an invoice because of a valid reason, then tick for payment but enter zero dollars and select the reason code. This will communicate to Polyaire that there is a problem with the Invoice.

265936	27-Nov-2007	30-Dec-2007	INV	91.21	4.98	Unpaid	<input checked="" type="checkbox"/>	0	Duplicated Invoice
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If you make a mistake an error message will appear. Just click on 'Retry' and correct the entry.



Doc. Number 265063 amount is not numeric

When you have finished approving the Invoices for payment, then click the 'Calculate Total' button. If you are entitled to a Settlement Discount this will be calculated and recorded against 'Discount Total'. The amount appearing against 'Calculate Total' is the amount to be paid. Once this screen has been completed, click the 'Next' button to move to the payment screen.

Processing the Payment

The screenshot shows the 'Payment Processing' screen in the Polybiz portal. On the left is a navigation menu with 'Your Details' (Home, Preferences, Bank Account, Log Off) and 'Quicklinks' (Payment History, New Statements, New Invoices, Reports). The main form contains the following fields: Payment Type (Credit Card - Card Payment), Credit Card Number (4005*****001), Expiry Date (10/2008), Cardholder Name (John Customer), Card Security Code (optional), Payment Amount (2490.63), Reference (Multiple Document Payment), and a Comments field. A 'Submit Payment' button and a 'Clear' button are at the bottom right.

You must have selected the Payment Type from the drop down list on the previous screen to determine if you are paying by Credit Card or Direct Debit. You can however, enter new credit Card details at this stage. When you are sure the information is correct click on 'Submit Payment'. If the payment is approved, the following message and receipt number will appear at the bottom of the screen.

Polybiz will remember and securely store your Credit Card details and will store multiple credit card details.

Payment Receipt

The screenshot shows the 'Payment Receipt' screen. It displays the following information: Payment Result: APPROVED, Receipt: 74482977, Settlement Date: 27-Nov-2007, Timestamp: 27-Nov-2007 09:55:03, and Details: Credit Card Number: 4005*****001, Expiry Date: 10/2008, Cardholder Name: John Customer, Payment Amount: 2490.63, Reference: Multiple Document Payment. Below this is a section titled 'Send Approved Payment Receipt by Email' with fields for Recipient Name (optional) and Email Address (accounts@freeaircon.com.au), and a 'Send' button.

You can choose to email a Payment Receipt to the email address which you have set up in Preferences or change the email address at the time of processing your payment. You can also print a copy by selecting the print option on your browser toolbar.

Forgot to print a Payment Receipt?

Then go to Payment History and print a copy Payment Receipt.



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Print a Copy Invoice

You can view and print PDF copy Invoices from the Online Payment Service. There is no need for you to wait to receive an Invoice in the mail.

Just click on the document number which will launch ADOBE to view and print a copy Invoice or Credit Note.

Document Number	Date	Due Date	Type	Net Amount	GST	Total	Status	Payment Method	Balance	Payment Method
236397	04-Sep-2007	30-Oct-2007	INV	89.52	4.07	93.59	Unpaid		89.52	+
236397	04-Sep-2007	30-Oct-2007	INV	1226.11	55.73	1281.84	Unpaid		1226.11	+
227231	04-Sep-2007	30-Oct-2007	INV	1320.00	60.00	1380.00	Unpaid		1320.00	+
229162	05-Sep-2007	30-Oct-2007	INV	96.98	7.22	104.20	Unpaid		96.98	+
236892	05-Sep-2007	30-Oct-2007	INV	935.19	46.96	982.15	Unpaid		935.19	+
239138	06-Sep-2007	30-Oct-2007	INV	96.24	4.37	100.61	Unpaid		96.24	+
238874	06-Sep-2007	30-Oct-2007	INV	156.20	7.10	163.30	Unpaid		156.20	+
239131	07-Sep-2007	30-Oct-2007	INV	115.31	5.24	120.55	Unpaid		115.31	-
CH240097	07-Sep-2007	30-Oct-2007	CRN	-1011.72	0.00	-1011.72	Unpaid		-1011.72	-

Example of Invoice PDF.



If a copy Invoice is not available email credit@polyaire.com.au for a copy.



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View Statements

Your Polyaire Statement will be available from the Online Payment Service on the second working day of the calendar month.

Select the menu option 'View Statements' to view the statement with ADOBE Reader.

Print Statement

To print your Polyaire Statement, select the Statement you want and click on 'View'.

If you need to download ADOBE Reader, click 'here'.

Statement Number	Actions
31/08/07	View

(To view statements, you must have the free Adobe (c) Acrobat viewer installed on your PC. You can download this from [here](#))

11-13 White Road, Gepps Cross S.A. 5054
P.O. Box 2038, Regency Park S.A. 5942
Phone: (08) 8349 8466 Fax: (08) 8349 8446

STATEMENT
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STATEMENT DATE
31/08/07

TRADING TERMS
STATEMENT 30 DAYS

CUSTOMER ACCOUNT 40011
Air Conditioning World
O'HALLORAN HILL SA 5158

ACCOUNT ENQUIRIES & CREDIT CARD PAYMENTS 1300 560 418 (8am to 6pm CST)

SALES OFFICES

Gepps Cross SA Phone 08 8349 8466 Fax 08 8349 8446	Thornhill VIC Phone 02 9425 6022 Fax 02 9425 6024	Seven Hills NSW Phone 02 9622 6038 Fax 02 9622 6038	Dubbo NSW Phone 02 9884 4323 Fax 02 9884 4322	Balratta WA Phone 08 9241 0520 Fax 08 9240 1434
Colindale ACT Phone 02 6120 3600 Fax 02 6228 1338	Cardinals VIC Phone 02 8710 7000 Fax 02 9750 2799	Mossbank NSW Phone 02 9610 6799 Fax 02 9610 6115	Wagga Wagga NSW Phone 02 9521 1906 Fax 02 9521 1947	Newcastle NSW Phone 02 4954 0677 Fax 02 4954 0633

ACCOUNT SUMMARY

CURRENT	6-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	TOTAL PAYABLE
6184.72	5831.20	321.52	0.00	536.32	17254.05

PAY ONLINE @ www.polyaire.com.au
OR
PAY BY TELEPHONE 1300 560 418

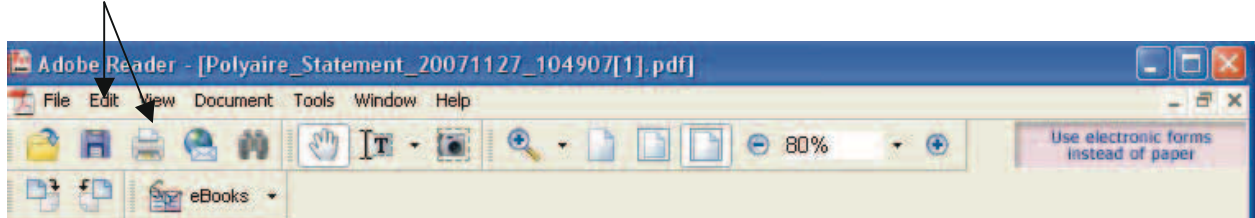
Payment Terms and Conditions
(1) All accounts are to be settled in full within 30 days from the end of the month in which the goods/services are purchased or as per contracted trading terms.
(2) That should the customer default payment of any monies due under this agreement then all monies to the Supplier shall immediately become due and payable and shall be paid by the customer within seven (7) days of the date of demand and the Supplier shall be entitled to charge interest on all amounts not paid by due date for payment and the Customer undertakes to pay any interest so charged. Such interest shall be calculated on a daily basis from the due date for payment until the date the Supplier receives payment at such rate up to but not exceeding 2% per month.
(3) Any expenses, costs or disbursements incurred by the Supplier in recovering any outstanding monies including debt collection agency fees, solicitors and court costs, shall be paid by the Customer providing that these fees do not exceed the scale charged by that debt collection agency, solicitor or court.
(4) The Supplier shall be entitled without notice to terminate any credit arrangement with the Customer in the event of the Customer defaulting.

11-13 White Road, Gepps Cross S.A. 5054
P.O. Box 2038, Regency Park S.A. 5942
Phone: (08) 8349 8466 Fax: (08) 8349 8446

STATEMENT
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REFERENCE	TRANS CODE	TRANS DATE	DEBIT	CREDIT	BALANCE	REFERENCE	BALANCE
148964	INV	26/01/07	928.32		928.32	148964	928.32
218308	INV	27/06/07	178.96		178.96	218308	178.96
218312	INV	27/06/07	142.96		142.96	218312	142.96
218913	INV	06/07/07	87.80		87.80	218913	87.80
221797	INV	06/07/07	769.32		769.32	221797	769.32
220410	INV	13/07/07	85.26		85.26	220410	85.26
220580	INV	13/07/07	458.48		458.48	220580	458.48
221583	INV	13/07/07	458.91		458.91	221583	458.91
221868	INV	13/07/07	911.80		911.80	221868	911.80
220213	INV	15/07/07	1017.94		1017.94	220213	1017.94
222305	INV	15/07/07	358.82		358.82	222305	358.82
223040	INV	15/07/07	1069.96		1069.96	223040	1069.96
224090	INV	16/07/07	209.90		209.90	224090	209.90
218182	INV	18/07/07	909.42		909.42	218182	909.42
220759	INV	23/07/07	32.82		32.82	220759	32.82
224995	INV	25/07/07	1322.83		1322.83	224995	1322.83
225276	INV	25/07/07	608.30		608.30	225276	608.30
226922	INV	25/07/07	54.16		54.16	226922	54.16
228165	INV	25/07/07	414.81		414.81	228165	414.81
226533	INV	25/07/07	191.00		191.00	226533	191.00
228891	INV	25/07/07	5.32		5.32	228891	5.32
228650	INV	27/07/07	58.26		58.26	228650	58.26
228761	INV	27/07/07	710.80		710.80	228761	710.80
227965	INV	03/08/07	538.22		538.22	227965	538.22
232010	INV	10/08/07	655.80		655.80	232010	655.80
232102	INV	13/08/07	10.56		10.56	232102	10.56
232591	INV	14/08/07	63.14		63.14	232591	63.14
232065	INV	15/08/07	1015.74		1015.74	232065	1015.74
231862	INV	15/08/07	585.02		585.02	231862	585.02
229938	INV	23/08/07	991.76		991.76	229938	991.76
231868	INV	23/08/07	691.02		691.02	231868	691.02
232036	INV	23/08/07	310.67		310.67	232036	310.67
232394	INV	23/08/07	85.53		85.53	232394	85.53
233902	INV	23/08/07	480.70		480.70	233902	480.70
233424	INV	24/08/07	743.51		743.51	233424	743.51
					17254.06		17254.06

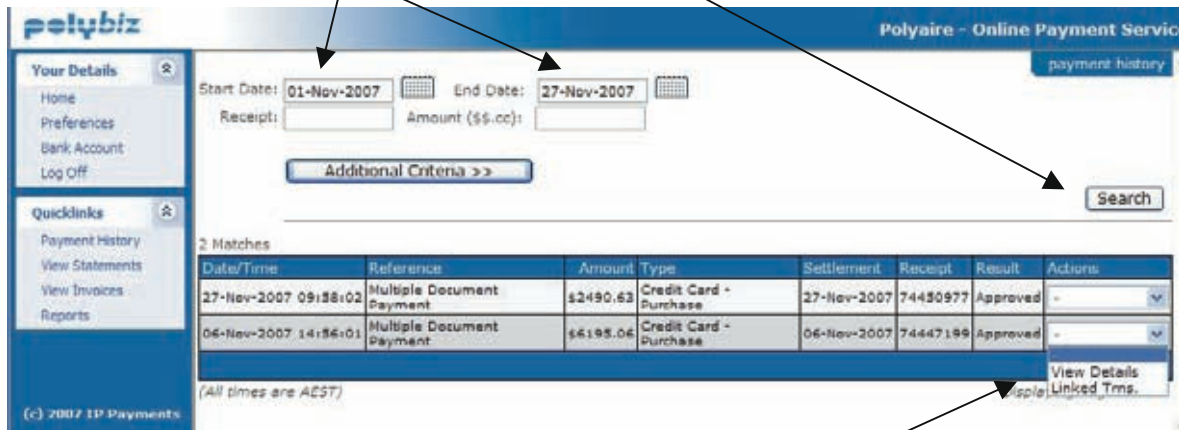
To either save the Statement PDF to a file or print a copy select the option from the ADOBE Reader tool bar.



Payment History

By selecting 'Payment History' from the menu option you can review your payments and confirm the last payment made.

Select Start and End Dates, and the click on 'Search'.



Click on Actions / View details to view payment details.

Document Details

Doc. Number	Amount	Paid Amount	Discount	Card Fee	Net Amount	Variation Reason
264231	162.62	162.62	8.87	0.00	153.75	
265321	431.19	431.19	23.52	0.00	407.67	
259863	573.22	573.22	31.27	0.00	541.95	
CN265965	-77.00	-77.00	0.00	0.00	-77.00	
262948	2088.06	1588.06	123.80	0.00	1464.26	Incorrect Pricing

[Back](#)

By selecting 'Additional Criteria' you can filter your query.

<< [Additional Criteria](#)

Credit Card Transactions

First 4 Digits: Last 3 Digits:

Bank Reference: Interface Reference:

Record Criteria

Max. # Records: Records Per Page:

Reports

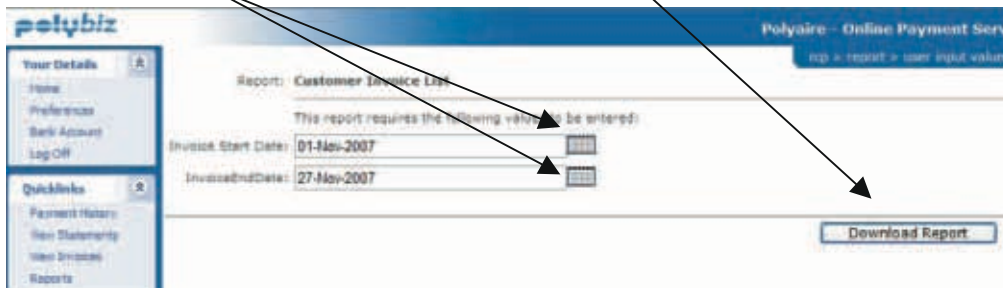
You can download your invoice details in a CSV format for loading into your own accounting software.

Select 'Reports' from the menu option and then click on the report.

Report #	Description
00012895	Customer Invoice List Summary (CSV only, download)
00010597	Customer Invoice List Detail (CSV only, download)

Report Format: Displaying P
 (To view Adobe (c) Acrobat reports, you must have the free acrobat viewer installed on your PC. You can download this from [here](#). All tin AEST)

Select the date range and the click on 'Download Report'.



Example download format which will automatically be opened in MS Excel.

Type	Document Date	Document Number	Delivery Address 1	Delivery Address 2	Delivery Address 3	Delivery Address 4	Delivery Address 5	Total	GST	Document Due Date	Customer Order Number
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You should then be able to upload the data into your own Accounting Software.

The file specifications can be downloaded from the Polyaire website at www.polyaire.com.au/payment.htm

You will need to consult your service provider for your accounting software if assistance is required to import this file into your Accounts Payable module.

Polyaire will be adding to the number of reports, as the product matures and to meet the customer requirements.



ONLINE PAYMENT PORTAL USER GUIDE

Documents (Available for Download)

The following documents are available from the Polybiz page on the Polyaire website at www.polyaire.com.au/payment.htm

- **Terms & Conditions of Use**
- **Security Statement**
- **Direct Debit Service Agreement**
- **User Guide**
- **Download Format Document**

Support

You can ring the following telephone number to obtain assistance in using the Online Payment Service.

User Support 1300 550 418

However, for technical issues consult your IT provider.

The User Support telephone number will connect you to a Credit Officer in Polyaire's Support Services Department who will be able to assist you with issues in using Polybiz payment web site only. Any technical issues must be directed to your IT provider.

You can also email supportservices@polyaire.com.au with requests for information or your suggestions on how we can improve the Online Payment Service.