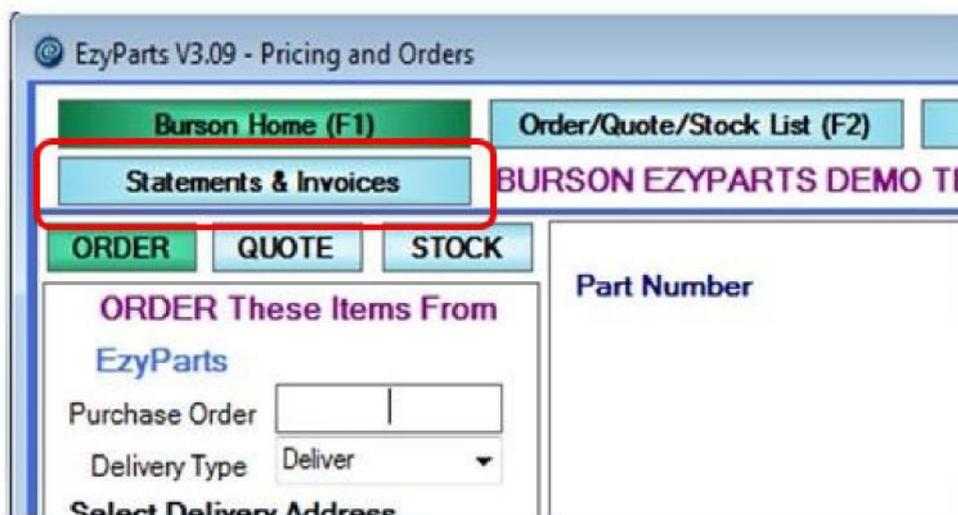
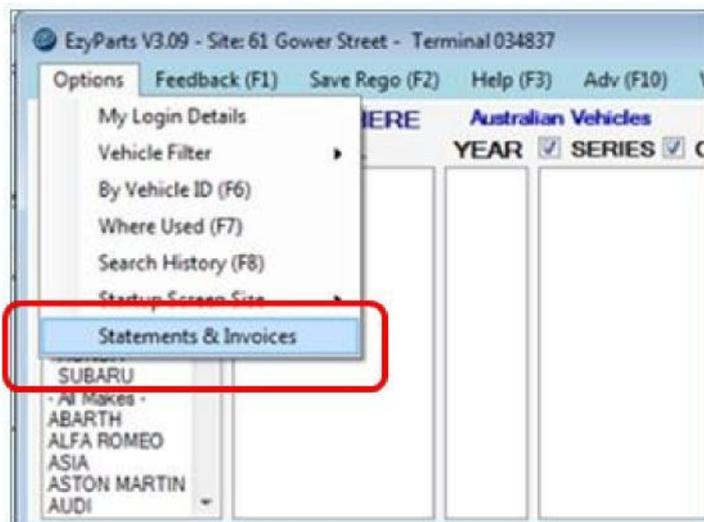




Burson has expanded the functions in EzyParts to allow you to:

1. **View and Email invoices**
2. **Email statements**

You can access this new feature from two 'login' areas within EZYPARTS.



Clicking on either of these functions will automatically log you into the system to view your invoices and statements.

** Please note that it will initially take between 10 – 15 seconds to log you into the system.

The initial screen highlights your current Account Balance information as well as provides the ability to email a statement.

Home | Logout
Currency: AUD

Hi Tolly Psimarist

ACCOUNT COMPANY

Quick Search: INVOICES [] Go

Home

Account Balance

Here is the current status of your account with us.

Total Account Balance: \$0.00 AUD Your Credit Limit is: \$0.00 AUD
Due for Payment Now: \$0.00 AUD

Request a Statement

Request a statement to be emailed for prior periods.

Statement Period: 2014,15 10 April [v]
Email: robw@burson.com.au * Get Statement

*You must enter information in these fields.

NOTE: The above information reflects our current records at this point in time. It does not include unprocessed cheques or payments not yet received.

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To email a Statement

Just select the required month

Request a Statement

Request a statement to be emailed for prior periods.

Statement Period: 2014,15 10 April [v]
2014,15 09 March
2014,15 08 February
2014,15 07 January
2014,15 06 December
2014,15 05 November
2014,15 04 October
2014,15 03 September
2014,15 02 August
2014,15 01 July
2013,14 12 June
2013,14 11 May

Email: robw@burson.com.au * Get Statement

*You must enter information in these fields.

NOTE: The above information reflects our current records at this point in time. It does not include unprocessed cheques or payments not yet received.

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The email address we hold for your account will be displayed. If this is not the address where you would like the document sent, then simply enter the required email address. Click on **Get Statement**

Statement Period: 2014,15 08 February [v]

Email: demo@bigpond.com * Get Statement

*You must enter information in these fields.

The statement will immediately be emailed to you.

Viewing and Emailing Invoices

Note: invoices are available in this system as soon as they are produced at your Burson store

1. Searching for Invoices

- a. If you know the invoice number, or you supplied a P/O number
Enter the invoice number, or your P/O number, and hit enter or click on **GO**

Hi Tolly Psimaris!

ACCOUNT	COMPANY
Quick Search:	INVOICES <input type="text" value="65060903"/> <input type="button" value="Go"/>

- b. If you don't know the invoice number you can use the **Invoice History** function
Click on **ACCOUNT** and then **Invoice History**

Hi Tolly Psimaris!

ACCOUNT	COMPANY
Account Balance	<input type="text"/> <input type="button" value="Go"/>
Invoice History	

Home > Account > Invoice History

Invoice History

Date Range Filter

Choose or enter a date range to search your invoice history:

From: To:

DATE	INVOICE	TYPE	YOUR P/O	OUR ORDER	TOTAL
10-Apr-2015	65061128	Credit Note	jj	55353508	-29.77 AUD
10-Apr-2015	65060903	Invoice	jj	55353508	29.77 AUD
25-Mar-2014	58047213	Credit Note		48421106	-8.57 AUD
25-Mar-2014	58046178	Invoice		48421106	8.57 AUD

Invoices will be displayed, latest ones first.

You can select a Date Range if you know an approximate date of when the invoice was produced.

2. Displaying an invoice Clicking on the required invoice line will display the invoice details

Invoice - 65060903

Request a copy of this Invoice to be sent via email: ×*

[Get Invoice](#)

INVOICE

Company: **BURSON EZYPARTS DEMO TEST ACCOUNT**

Invoice No: **65060903**

Date: **10-Apr-2015**

Location: **HEI**

Your P/O: **jj**

Our Order No: **55353508**

Delivered to: **[DL] BURSON EZYPARTS DEMO TEST ACCOUNT**

Carrier:

Con Note No:

Subtotal: **27.06**

Tax Total: **2.71**

Invoice Total: **29.77**

PRODUCT	DESCRIPTION	QTY	PRICE	TAX TOTAL	EXTENDED
R2637P	RYCO PREMIUM OIL FILTER	1	27.06	2.71	29.77

3. Email the invoice Your default email address is displayed, and can be overridden if required.

Click on **Get Invoice** and it will be emailed to you.

Request a copy of this Invoice to be sent via email: ×*

[Get Invoice](#)

Common Questions

Q: I hit the Log Out button. How do I get back in?

A: You can only log in to this system from within EzyParts. If you 'Log out', then go back to EzyParts and click on either of the 2 login areas again.

Q: The 2 login areas don't appear

A: Call the EzyParts HelpDesk on 1300 733 849

Q: My email address is wrong

A: Call the EzyParts HelpDesk on 1300 733 849 who will correct it for you.

Q: I selected a month for the statement, but nothing was emailed to me

A: This can happen if no statement was produced for your account for that month. If you don't believe this is the case, then call the EzyParts HelpDesk