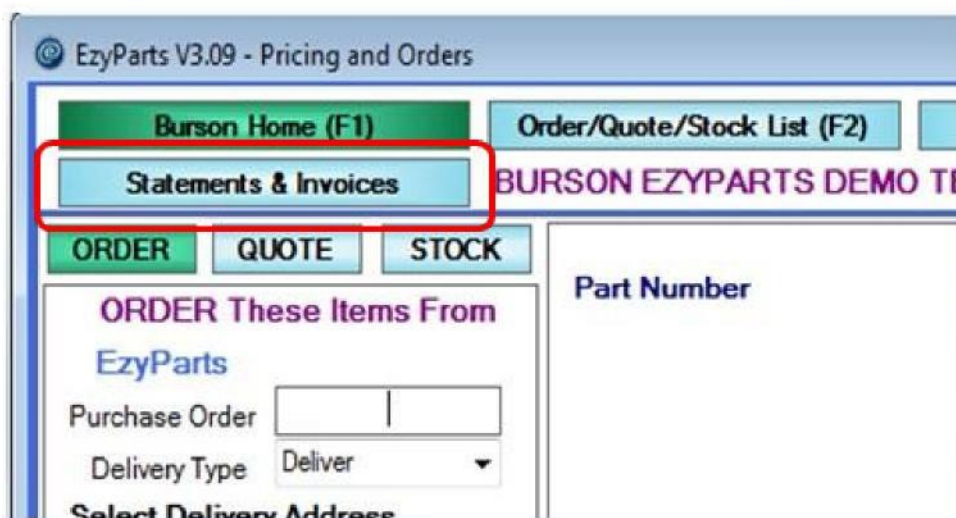




Burson has expanded the functions in EzyParts to allow you to:

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.

The screenshot shows the Burson Auto Parts account dashboard. At the top left is the Burson Auto Parts logo. To the right, it says "Hi Tolly Psimarist" and "Currency: AUD". Below this is a navigation bar with "ACCOUNT" and "COMPANY" tabs. A search bar contains "INVOICES" and a "Go" button. The main content area has a "Home" link and a section titled "Account Balance" with the text "Here is the current status of your account with us." Below this is a box showing "Total Account Balance: \$0.00 AUD" and "Your Credit Limit is: \$0.00 AUD", and "Due for Payment Now: \$0.00 AUD". There is a "Request a Statement" section with the text "Request a statement to be emailed for prior periods." Below this is a form with a "Statement Period:" dropdown menu set to "2014,15 10 April", an "Email:" field with "robw@burson.com.au", and a "Get Statement" button. A note at the bottom states: "NOTE: The above information reflects our current records at this point in time. It does not include unprocessed cheques or payments not yet received." At the very bottom are links for "About Us", "Contact Us", "Privacy Policy", and "Terms & Conditions".

## To email a Statement

Just select the required month

This is a close-up of the "Request a Statement" form. The "Statement Period:" dropdown menu is open, showing a list of months from "2014,15 10 April" down to "2013,14 11 May". The "Email:" field contains "robw@burson.com.au" and the "Get Statement" button is visible. A note at the bottom states: "NOTE: The above information reflects our current records at this point in time. It does not include unprocessed cheques or payments not yet received." At the bottom are links for "About Us", "Contact Us", "Privacy Policy", and "Terms & Conditions".

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**

This is a close-up of the "Request a Statement" form. The "Statement Period:" dropdown menu is open, showing a list of months from "2014,15 10 April" down to "2013,14 11 May". The "Email:" field now contains "demo@bigpond.com" and the "Get Statement" button is visible. A note at the bottom states: "NOTE: The above information reflects our current records at this point in time. It does not include unprocessed cheques or payments not yet received." At the bottom are links for "About Us", "Contact Us", "Privacy Policy", and "Terms & Conditions".

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