



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



ONLINE PAYMENT PORTAL USER GUIDE

Accessing Polybiz Online Payment Service

Customer Number & Password

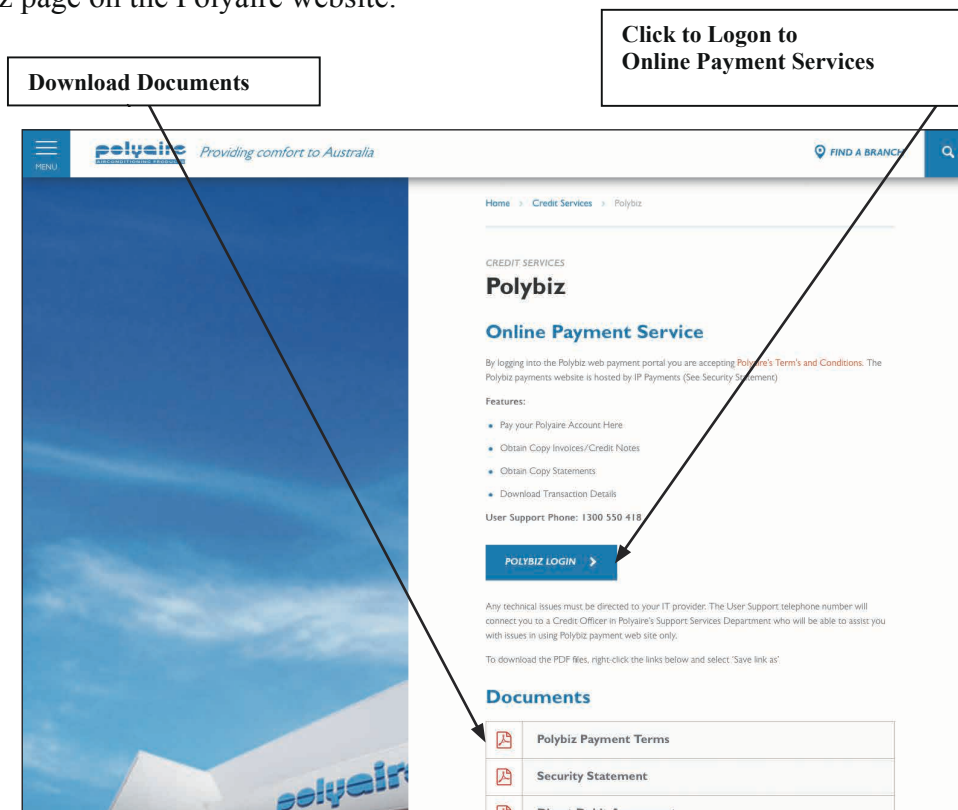
You will receive an email from Polyaire informing you of your 5 digit Polyaire customer account number and your 8 digit numeric password.

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.

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

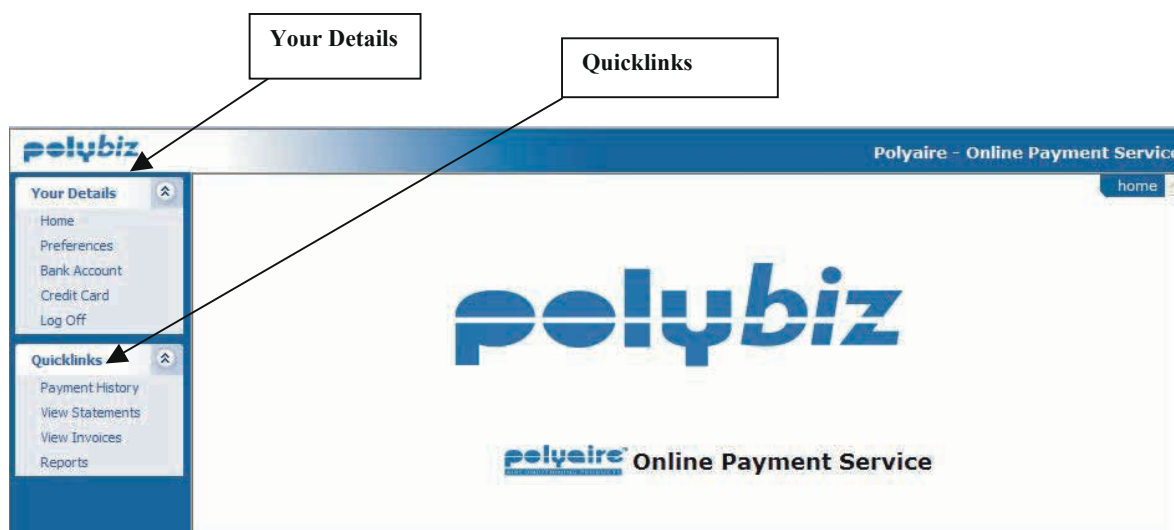
Click on the appropriate menu option to maintain your details:

- 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 displays the 'Your Details' section of the Polybiz portal. On the left is a navigation menu with 'Your Details' (selected), 'Home', 'Preferences', 'Bank Account', and 'Log Off'. Below this is a 'Quicklinks' section with 'Payment History' and 'View Statements'. The main content area contains the following fields:

- Customer No: 30012
- Company Name: FEE AIR CONDITIONING
- Email: accounts@freeaircon.com.au
- A link to [Change Password](#)
- Current Password: [text input]
- New Password: [text input]
- Password Confirm: [text input]

A note next to the password fields states: 'Your password must be between 6 and 8 digits'.

Password

On first login 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.



polyaire Online Payment Service

Customer No: 40011
Password:

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.

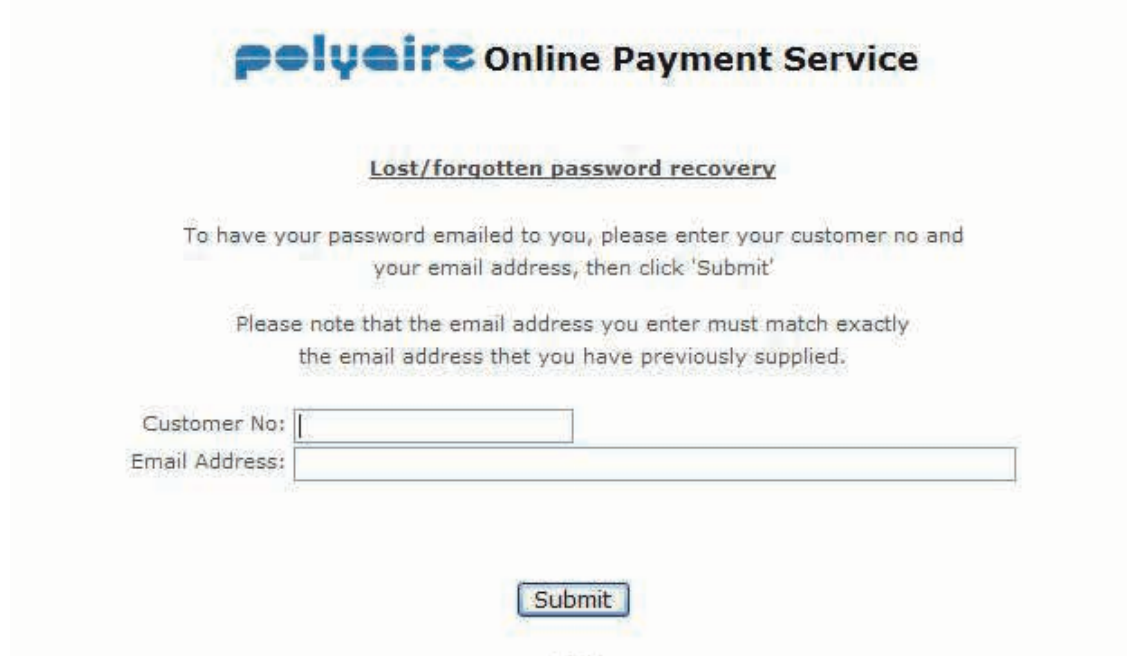
Log On

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

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

WEB2

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.



polyaire Online Payment Service

Lost/forgotten password recovery

To have your password emailed to you, please enter your customer no and your email address, then click 'Submit'

Please note that the email address you enter must match exactly the email address that you have previously supplied.

Customer No:
Email Address:

Submit

WEB2

Still having problems email supportservices@polyaire.com.au



ONLINE PAYMENT PORTAL USER GUIDE

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.

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.

polybiz Polyaire - Online Payment Service

bank account

Your Details

- Home
- Preferences
- Bank Account
- Log Off

Quicklinks

- Payment History
- View Statements
- View Invoices
- Reports

Direct Debit Request

Please update the fields below to begin making direct debit payments with Polyaire immediately.

This form is to authorise Polyaire (ACN 007 673 690), User ID 338559, until further notice to process your Polyaire payments by direct debit from your nominated account upon initiation by you. It will allow you to use innovative Polyaire online payment service.

Please fill in the details below ensuring the BSB number is entered in the format of xxx-xxx, then click 'Update'.

Note that these details will not be saved until you accept the Direct Debit Service Agreement on the next page.

Account Number: 00865439

BSB: 065-000

Name of Account: John Customer

Financial Institution

Name: Commonwealth Bank

Suburb: Adelaide

State: SA

No bank account details registered

Update

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.

polybiz Polyaire - Online Payment Service

Your Details

- Home
- Preferences
- Bank Account
- Log Off

Quicklinks

- Payment History
- View Statements
- View Invoices
- Reports

By selecting "I accept" and clicking the "Confirm" button below, I:

1. Request and authorise Polyaire Pty Ltd to direct debit the Account identified on the previous page for any payments until cancelled; and
2. Acknowledge and agree that this DDR authorisation is governed by the terms and conditions of the Direct Debit Request Service Agreement below.

Polyaire Air Conditioning Products
ACN 007 673 690
11-13 WHITE ROAD, GEPPS CROSS, SA 5094
TELEPHONE: 1300 550 418

Direct Debit Request Service Agreement

The following is your Direct Debit Service Agreement with **Polyaire Pty Ltd**. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between you and us.

☐ I Accept : Enter Password

☐ I Decline

Confirm

Confirm your Acceptance at the bottom of the Agreement.



ONLINE PAYMENT PORTAL USER GUIDE

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. On the left is a navigation menu with 'Your Details' (Home, Preferences, Bank Account, Credit Card, Log Off) and 'Quicklinks' (Payment History, View Statements, View Invoices). The main area is titled 'Polyaire - Online Payment System' and contains a 'submit immediate payment' button. The form fields are as follows:

- Payment Type: Credit Card - Purchase
- Credit Card Number: 4005550000000001 (Visa or MasterCard only)
- Expiry Date: 11 / 2008 (mm/yyyy)
- Cardholder Name: John Customer
- Card Security Code: (optional) Find Out More
- Payment Amount: 501.52 (\$\$.cc)
- Reference: Multiple Document Payment
- 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



ONLINE PAYMENT PORTAL USER GUIDE

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
----------------	---------------------------------------	-------------------------------------	-----------------------------------	-----------------------------------	------------------------------------	----------------

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'.



ONLINE PAYMENT PORTAL USER GUIDE

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.

Payment type: **Credit Card - Purchase** View All Invoices: ☐

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'.

Polybiz Polyaire - Online Payment System

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

(To view a document, click on 'Doc. Number'. You must have the free Adobe (c) Acrobat viewer installed on your PC. You can download this from [here](#))

Discount Total: 0.00 **Next >>**

Calculate Total 276.07

(c) 2007 IP Payments

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.

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Your Details
Home
Preferences
Bank Account
Log Off

Quicklinks
Payment History
View Statements
View Invoices
Reports

(c) 2007 IP Payments

265321	23-Nov-2007	30-Dec-2007	INV	431.19	23.52	Unpaid	<input checked="" type="checkbox"/>	431.19	-	
259863	23-Nov-2007	30-Dec-2007	INV	573.22	31.27	Unpaid	<input checked="" type="checkbox"/>	573.22	-	
CN265965	26-Nov-2007	30-Dec-2007	CRN	-77.00	0.00	Unpaid	<input checked="" type="checkbox"/>	-77.00	-	
262948	26-Nov-2007	30-Dec-2007	INV	2088.06	123.80	Unpaid	<input checked="" type="checkbox"/>	1588.06	Incorrect Pricing	
265838	26-Nov-2007	30-Dec-2007	INV	368.57	20.10	Unpaid	<input type="checkbox"/>	368.57	-	
266020	26-Nov-2007	30-Dec-2007	INV	194.61	12.98	Unpaid	<input type="checkbox"/>	194.61	-	
262961	26-Nov-2007	30-Dec-2007	INV	2503.47	151.18	Unpaid	<input type="checkbox"/>	2503.47	-	

(To view a document, click on 'Doc. Number'. You must have the free Adobe (c) Acrobat viewer installed on your PC. You can download this from [here](#))

Discount Total: 187.46

2490.63

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
--------	-------------	-------------	-----	-------	------	--------	-------------------------------------	---	--------------------

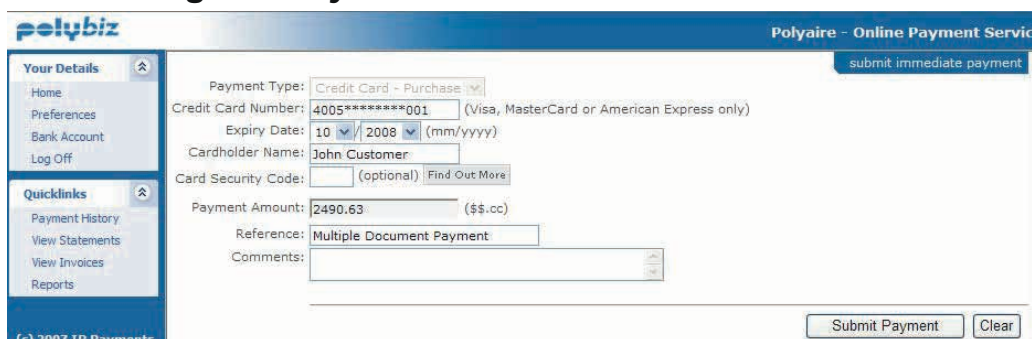
If you make a mistake an error message will appear. Just click on 'Retry' and correct the entry.



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



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



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.

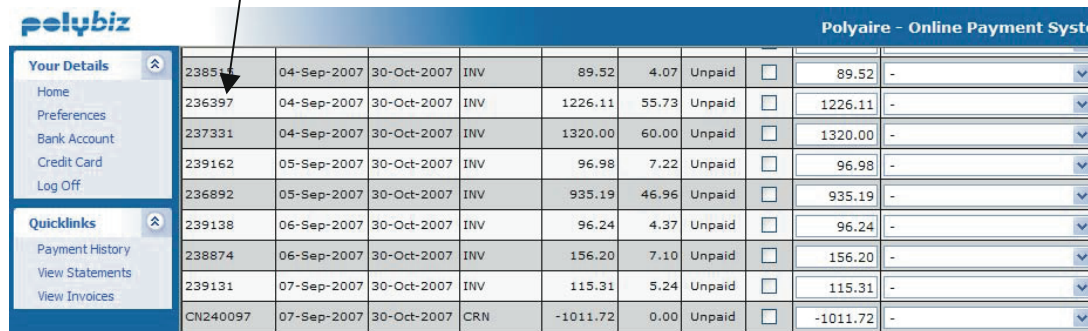


ONLINE PAYMENT PORTAL USER GUIDE

Print a Copy Invoice

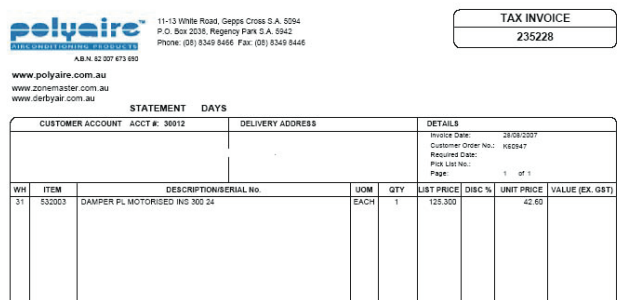
You can view and print PDF copy Invoices from the Online Payment Service. There is no need for you to wait to receive an Invoice in the mail.

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



Document Number	Date	Status	Amount
238514	04-Sep-2007	Unpaid	89.52
236397	04-Sep-2007	Unpaid	1226.11
237331	04-Sep-2007	Unpaid	1320.00
239162	05-Sep-2007	Unpaid	96.98
236892	05-Sep-2007	Unpaid	935.19
239138	06-Sep-2007	Unpaid	96.24
238874	06-Sep-2007	Unpaid	156.20
239131	07-Sep-2007	Unpaid	115.31
CN240097	07-Sep-2007	Unpaid	-1011.72

Example of Invoice PDF.



TAX INVOICE
235228

WH	ITEM	DESCRIPTION/SERIAL No.	UOM	QTY	LIST PRICE	DISC %	UNIT PRICE	VALUE (EX GST)
31	530003	DAMPER PL MOTORISED INS 300 24	EACH	1	125.300		42.60	

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

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. 5094
P.O. Box 2038, Regency Park S.A. 5942
Phone: (08) 8349 8456 Fax: (08) 8349 8446

A.B.N. 62 007 673 690

CUSTOMER ACCOUNT 40011

Air Conditioning World
O'HALLORAN HILL SA 5156

ACCOUNT ENQUIRIES & CREDIT CARD PAYMENTS 1300 660 418 (8am to 6pm CST)

SALES OFFICES

Gepps Cross SA
Phone 08 8349 5093
Fax 08 8349 6503

Carbeners ACT
Phone 02 9122 3600
Fax 02 9122 1336

Virginia Gold
Phone 07 3256 6908
Fax 07 3256 6718

Thornhill VIC
Phone 03 9425 0022
Fax 03 9425 5484

Dandenong VIC
Phone 03 8710 7000
Fax 03 8710 2799

Gold Coast QLD
Phone 07 5578 8955
Fax 07 5578 8975

Seven Hills NSW
Phone 02 8911 1333
Fax 02 9622 9688

Moreland VIC
Phone 03 9602 8798
Fax 03 9602 8197

Alexandria NSW
Phone 02 9557 0948
Fax 02 9557 5954

Dulwich WA
Phone 08 9241 0533
Fax 08 9240 1484

Wagga Wagga NSW
Phone 02 9221 7606
Fax 02 9221 1987

Newcastle NSW
Phone 02 4934 6677
Fax 02 4934 6033

CURRENT 6-30 DAYS 31-48 DAYS 49-60 DAYS OVER 61 DAYS TOTAL PAYABLE

6164.72 5831.20 321.82 0.00 936.32 17254.05

PAY ONLINE @ www.polyaire.com.au

OR

PAY BY TELEPHONE 1300 660 418


STATEMENT

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STATEMENT DATE 31/08/07

TRADING TERMS

STATEMENT 30 DAYS



11-13 White Road, Gepps Cross S.A. 5094
P.O. Box 2038, Regency Park S.A. 5942
Phone: (08) 8349 8456 Fax: (08) 8349 8446

A.B.N. 62 007 673 690

REF NO. 40011

REFERENCE	TRANS CODE	TRANS DATE	DEBIT	CREDIT	BALANCE
143854	INV	26/01/67	936.32		936.32
193868	INV	27/06/67	178.06		178.06
218312	INV	27/06/67	142.96		142.96
219913	INV	06/07/67	97.90		97.90
221797	INV	08/07/67	760.32		760.32
225410	INV	13/07/67	85.26		85.26
225860	INV	13/07/67	458.48		458.48
221563	INV	13/07/67	458.81		458.81
221868	INV	13/07/67	911.90		911.90
220213	INV	18/07/67	1017.94		1017.94
222265	INV	18/07/67	358.62		358.62
223040	INV	18/07/67	1069.96		1069.96
224090	INV	18/07/67	209.90		209.90
219192	INV	18/07/67	903.42		903.42
230673	INV	23/07/67	32.62		32.62
232263	INV	23/07/67	1322.63		1322.63
232578	INV	25/07/67	606.30		606.30
236022	INV	25/07/67	54.16		54.16
238165	INV	25/07/67	414.81		414.81
238533	INV	25/07/67	191.09		191.09
239881	INV	26/07/67	6.32		6.32
239860	INV	27/07/67	55.26		55.26
238761	INV	27/07/67	710.80		710.80
227093	INV	03/08/67	528.22		528.22
223210	INV	10/08/67	655.80		655.80
232162	INV	13/08/67	10.56		10.56
232591	INV	14/08/67	63.14		63.14
230565	INV	18/08/67	1015.74		1015.74
231862	INV	18/08/67	588.02		588.02
229938	INV	23/08/67	961.76		961.76
231958	INV	24/08/67	469.102		469.102
232936	INV	23/08/67	310.87		310.87
222294	INV	23/08/67	85.53		85.53
233807	INV	23/08/67	480.75		480.75
233424	INV	24/08/67	743.51		743.51
			TOTAL		17254.06

STATEMENT

Page 2 of 2

REF NO. 40011

REFERENCE	TRANS CODE	TRANS DATE	DEBIT	CREDIT	BALANCE
143854	INV	26/01/67	936.32		936.32
193868	INV	27/06/67	178.06		178.06
218312	INV	27/06/67	142.96		142.96
219913	INV	06/07/67	97.90		97.90
221797	INV	08/07/67	760.32		760.32
225410	INV	13/07/67	85.26		85.26
225860	INV	13/07/67	458.48		458.48
221563	INV	13/07/67	458.81		458.81
221868	INV	13/07/67	911.90		

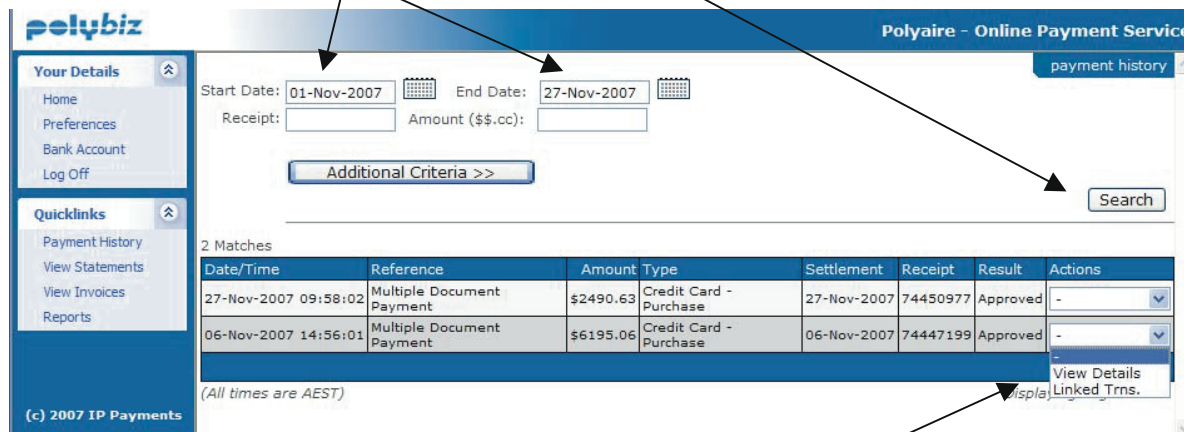
To either save the Statement PDF to a file or print a copy select the option from the ADOBE Reader tool bar.



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'.



polybiz Polyaire - Online Payment Service

payment history

Your Details: Home, Preferences, Bank Account, Log Off

Quicklinks: Payment History, View Statements, View Invoices, Reports

(c) 2007 IP Payments

Start Date: 01-Nov-2007 End Date: 27-Nov-2007

Receipt: Amount (\$\$.cc):

Additional Criteria >>

Search

2 Matches

Date/Time	Reference	Amount	Type	Settlement	Receipt	Result	Actions
27-Nov-2007 09:58:02	Multiple Document Payment	\$2490.63	Credit Card - Purchase	27-Nov-2007	74450977	Approved	-
06-Nov-2007 14:56:01	Multiple Document Payment	\$6195.06	Credit Card - Purchase	06-Nov-2007	74447199	Approved	-

(All times are AEST)

View Details Linked Trns.

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: 100 Records Per Page: 20

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: Adobe Acrobat (PDF) ▾ 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
------	---------------	-----------------	--------------------	--------------------	--------------------	--------------------	--------------------	-------	-----	-------------------	-----------------------

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.