



QUICK GUIDE • PAY INVOICES

You had the options to view your invoices online now you can pay your invoices online.

When you are on the My Account page click on View/Pay Invoices.

Order Center

Saved Carts (6)

- [20181107-01 | Project-PO# BLANK \(Current\)](#)
- [20181031-01 | Project-PO# BLANK](#)
- [20181003-02 | Project-PO# BLANK](#)
- [20181003-01 | Project-PO# BLANK](#)
- [20180910-01 | Project-PO# BLANK](#)

[More Carts](#)

Order History

- [Reorders \(online orders only\)](#)
- [Pending Orders \(0\)](#)
- [View/Pay Invoices](#)



Once here you can check your balance, view invoices, see which invoices have payments pending and pay invoices online.

To pay an invoice click on the check box on the invoice line that you would like to pay, (click on as many invoices as you want to pay) then click on the “Submit Payment” button.

Note: if a payment has already been processed it will say “Payment Pending” in the “Payment Status” column.

View/Pay Invoices

view your open invoices and credits below. If you have questions, please call our Accounts Receivable team at 1-800-320-0365, or send an email with your question and details to ar@navitor.com

Online payments may take up to 24 - 48 hours to process.

Accounts Receivable Information:		Account Information:	
Total Amount Open:	\$804.17	Account Number:	11111
Total Past Due:	\$0	Customer Name:	Test Account
Total Unapplied Credit:	\$-376.2	Address:	1625 Roe Crest Drive
Oldest Open Invoice:	24 Day(s)	Primary Plant:	
Days Allowed:	30		

Pay Invoice:	Payment Type:	Payment Status:	Date:	Invoice #:	Amount Open:	Due By:
<input type="checkbox"/>	Invoice		11/07/2018	1234567	\$49.66	12/17/2018
<input type="checkbox"/>	Invoice		11/07/2018	1234568	\$124.18	12/17/2018
<input type="checkbox"/>	Invoice		11/02/2018	1234569	\$19.20	12/12/2018
<input type="checkbox"/>	Invoice		11/01/2018	1234570	\$125.63	12/11/2018
<input type="checkbox"/>	Invoice		10/29/2018	1234571	\$91.37	12/8/2018
<input type="checkbox"/>	Invoice	Payment Pending	10/25/2018	1234572	\$18.07	12/4/2018
<input type="checkbox"/>	Invoice	Payment Pending	10/24/2018	1234573	\$76.24	12/3/2018
<input type="checkbox"/>	Invoice	Payment Pending	10/24/2018	1234574	\$19.19	12/3/2018
<input type="checkbox"/>	Invoice	Payment Pending	10/23/2018	1234575	\$20.60	12/2/2018

The next page that will be shown is the Pay Invoice page. Here you will see the invoices that you have selected and the total of those invoices. You will also enter in the credit card payment information on this page and click on “Submit Payment”

Pay Invoices

1. Pay Invoice	
Invoice Number: 7156753	\$95.46
Grand Total \$95.46	

Credit Card Payment Information *Required

Billing Address	Credit Card Payment Information
Name On Card: <input type="text"/> Phone Number: <input type="text"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Alabama"/> Zip Code: <input type="text"/>	Card Type: <input type="text" value="Visa"/> Card Number: <input type="text"/> CVC/CID: <input type="text"/> <small>What is this? ?</small> Expiration Month: <input type="text" value="11 - November"/> Expiration Year: <input type="text" value="2018"/> <input type="checkbox"/> Save this information for future payments.

After the Submit Payment is clicked, a Payment confirmation page will appear. You can email or print the confirmation for your records.

[Email Payment Confirmation](#) | [Print Payment Confirmation](#)

Payment Confirmation

An email confirmation has been sent with your payment confirmation number and all other payment information.

Account Information	Payment Confirmation Number	Payment Date
Account # 11111 Test Account 1625 Roe Crest Drive North Mankato, MN 56003	1000000024	10/26/2018 3:12:37 PM CST

Payment Summary

Line	Invoice	Price
1		\$19.19
2	7175030	\$76.24
3	7180706	\$18.07
*Grand Total		\$113.50

Note: Online payments may take up to 24-48 hours to process.