

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

with your question and details to ar@navitor.com

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

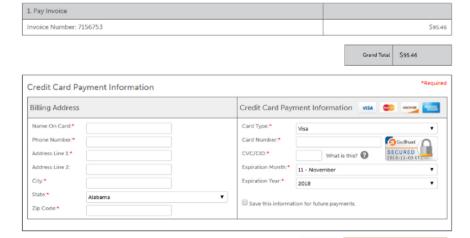


Account Information:		
Account Number:	11111	
Customer Name:	Test Account	
Address:	1625 Roe Crest Drive	
Primary Plant:		

Pay Invoice: (7)	Payment Type:	Payment Status:	Date:▼	Invoice #:	Amount Open:	Due By:
	Invoice		11/07/2018	1234567	\$49.66	12/17/2018
	Invoice		11/07/2018	1234568	\$124.18	12/17/2018
	Invoice		11/02/2018	1234569	\$19.20	12/12/2018
	Invoice		11/01/2018	1234570	\$125.63	12/11/2018
	Invoice		10/29/2018	1234571	\$91.37	12/8/2018
	Invoice	Payment Pending	10/25/2018	1234572	\$18.07	12/4/2018
	Invoice	Payment Pending	10/24/2018	1234573	\$76.24	12/3/2018
	Invoice	Payment Pending	10/24/2018	1234574	\$19.19	12/3/2018
	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



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	100000024	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.