

Supagas Customer Portal Documentation

Frequently Asked Questions

How to create make a Payment on the Portal

Step 1: There are two areas on the Portal where you can make a payment to outstanding invoices

- i. From the 'Invoices Awaiting Payment' section in the Account Overview page

INVOICES AWAITING PAYMENT View All >

Invoices Awaiting Payment
\$1,946.01

<input type="checkbox"/>	STATEMENT REF	REMAINING BALANCE	STATUS
<input type="checkbox"/>	C [redacted] 2021	\$57.20	Overdue for 90+ days
<input type="checkbox"/>	C [redacted] 2021	\$661.66	Overdue for 90+ days
<input checked="" type="checkbox"/>	C [redacted] 2021	\$1,227.15	Overdue for 90+ days

Invoices Selected \$1,227.15 TOTAL Pay now

Select the Invoice to be paid and click on 'Pay now'.

- ii. From the 'My Invoices' page

Account Overview My Orders My Invoices Document Delivery My Profile Logout Customer Selected [redacted] PTY LTD

<input type="checkbox"/>	Statement Ref	Remaining Balance	Status	
<input type="checkbox"/>	C [redacted] 21	\$57.20	Overdue for 90+ days	+
<input type="checkbox"/>	C [redacted] 21	\$661.66	Overdue for 90+ days	+
<input checked="" type="checkbox"/>	C [redacted] 21	\$1,227.15	Overdue for 90+ days	+

Invoices Selected \$1,227.15 TOTAL Pay now

Select the Invoice to be paid and click on 'Pay now'. This will take you to Pay Invoices page.

Step 2: The Pay Invoices page looks as below

Account Overview My Orders My Invoices Document Delivery My Profile Logout Customer Selected [redacted] PTY LTD

Pay Invoices

Invoice No.	Invoice Date	Due Date	Amount
56 [redacted]	07/06/2021	31/07/2021	\$201.49
57 [redacted]	15/06/2021	31/07/2021	\$402.97
70 [redacted]	30/06/2021	31/07/2021	\$57.20
Total to be Paid			\$661.66

Pay your Order
Enter your payment details

Payment reference C226052|20220324133747
Amount 661.00 AUD

Accepted Card Types

Name on Card

Credit Card Number

Card Expiry Date MM / YY /

CVV

Continue Cancel

The Pay Invoices page shows the invoices that you have selected for payment. The key columns are:

- Invoice No. – The Invoice Number
- Invoice Date – The Invoice Date
- Due Date – Due Date of the Invoice.
- Amount – The Amount on the Invoice.

Enter the Credit Card details in the 'Pay your Order' section of the page.

Upon successful payment, the site following message will be displayed.



✔ Your payment has been received.