



How to find past Paid Invoices

Step 1: Login to Supagas Customer Portal using your Credentials

If you need help for password reset then refer to our FAQ document for help on Password Reset

Step 2: Click on “My Account” on top right corner and follow the steps in screenshot

The screenshot shows the Supagas Customer Portal interface. At the top right, the 'My Account' link is highlighted with a red box and a '1' in a red square. Below the navigation bar, the 'Pay Invoices' link is highlighted with a red box and a '2' in a red square. In the main content area, the 'View Paid Invoices' button is highlighted with a red box and a '3' in a red square. Below this button is a table of outstanding invoices.

<input type="checkbox"/>	Statement Ref	Remaining Balance	Status	
<input type="checkbox"/>	[REDACTED]	\$107.30	Overdue for 90+ days	+
<input type="checkbox"/>	[REDACTED]	\$107.30	Overdue for 90+ days	+

At the bottom of the table, it says 'No Invoices Selected' on the left, '\$0.00 TOTAL' in the middle, and a 'Pay now' button on the right.

Step 3: Click on View Paid Invoices as per the above screenshot and click on + to expand the invoice you want to see more details on. You can download the invoice by clicking on the 'Download' button. This will open the invoice statement on a new page in PDF format.



Make an order

Account Overview My Orders My Invoices Document Delivery My Profile Account Details FAQ's Logout

Customer Selected
[Redacted]

Statement Ref	Full Amount		
C [Redacted]	\$139.01	Download	-
Invoice Date	PO/Reference	Docket No.	Invoice Amt
19/07/2022	[Redacted]	5 [Redacted]	\$50.00
31/07/2022	[Redacted]	9 [Redacted]	\$14.01
05/07/2022	[Redacted]	5 [Redacted]	\$75.00
C [Redacted]	\$114.01	Download	+
C [Redacted]	\$12.01	Download	+