

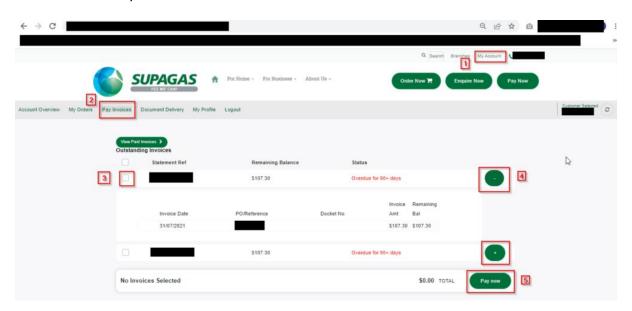
How to Pay an Outstanding Invoice

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 of your screen and follow the steps in the screenshot below

- 1. Click "My Account"
- 2. Click "Pay Invoice"
- 3. Check the box
- 4. Hit expand to view the details of the invoice i.e., Invoice Date, PO/Reference, Amount and balance
- 5. Hit "Pay Now"



Step 3: Please use your Credit\Debit card to pay the invoice

