



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”

The screenshot shows the Supagas Customer Portal interface. At the top, there is a navigation bar with the Supagas logo and tagline 'YES WE CAN!'. Below this is a search bar and a 'My Account' link (labeled 1). The main navigation menu includes 'Account Overview', 'My Orders', 'Pay Invoices' (labeled 2), 'Document Delivery', 'My Profile', and 'Logout'. The 'Pay Invoices' section is active, displaying a table of 'Outstanding Invoices'. The table has columns for 'Statement Ref', 'Remaining Balance', and 'Status'. One invoice is listed with a remaining balance of \$107.30 and a status of 'Overdue for 90+ days'. A checkbox (labeled 3) is next to the invoice. To the right of the invoice, there is a green circular button with a minus sign (labeled 4). Below the table, there is a 'Pay now' button (labeled 5) and a 'TOTAL' of \$0.00.

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

