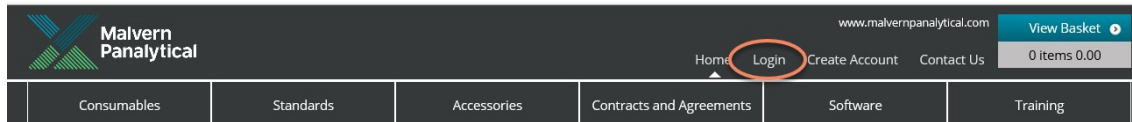


Guide for customers to gain access to invoices.

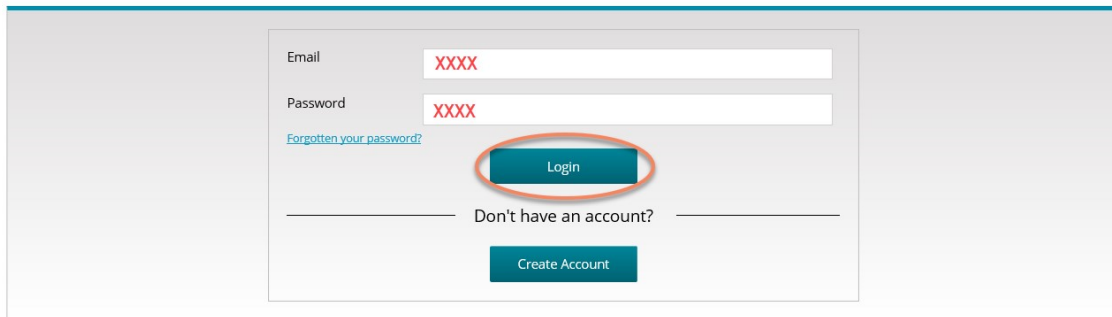
Direct link to the site -
www.malvernstore.com

Firstly click 'Login' –



Log in using your email address and password –

Login



The screenshot shows the login form on the Malvern Panalytical website. It includes fields for Email (XXXX) and Password (XXXX). A 'Forgotten your password?' link is present. The 'Login' button is circled in red. Below the form, there is a 'Don't have an account?' link and a 'Create Account' button.

Go to 'MY ACCOUNT' –



Under MY ACCOUNT you have the options to see 'Open Invoices' and 'Invoice History'

My Account

> **BACK TO THE HOMEPAGE**

> **DETAILS**

> **ORDERS**

- > Open orders
- > Order history
- > Open quotes
- > Quote history

> **INVOICES**

- > Open Invoices
- > Invoice History

Open Invoices – invoices where Malvern Panalytical has not received payment.

To gain access to the invoice, double click the 'Show Invoice PDF' to open it.

A copy of the invoice will open and can be printed off if necessary.

My Account - Open Invoices

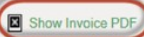
Invoice Ref	Order Ref	PO Ref	Billing Date	Value	PDF
1096082574	0007074637		13/06/2017	£114.00	

Invoice History – invoices where Malvern Panalytical has received payment.

To gain access to the invoice, double click the 'Show Invoice PDF' to open it.

A copy of the invoice will open and can be printed off if necessary.

My Account - Invoice History

Ref	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	<input type="button" value="Go"/>
Invoice Ref	Order Ref	PO Ref	Billing Date	Value	PDF	
1096081389	0007074637	4502564840	19/09/2012	1074.60 GBF		

Within 'Invoice History' you also have the ability to set a date range to view particular invoices and the invoice number itself –

My Account - Invoice History



Ref From To

[Invoice Ref](#) [Order Ref](#) [PO Ref](#) [Billing Date](#) [Value](#) [PDF](#)

After setting your date options or invoice number click 'Go' and the results will appear.

To gain access to the invoice, double click the 'Show Invoice PDF' to open it.

A copy of the invoice will open and can be printed off if necessary.