

EZFurn Website Accounts Payable Guidelines

Please see below instructions on how to access the EZFurn Website to view orders, print invoices, track shipments and make payments.

To login into the website, click on 'Log In' and then enter your Username and Password listed below.

www.ezfurn.com.au/login

USERNAME –

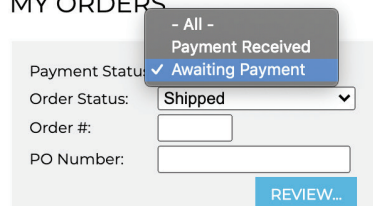
PASSWORD –

VIEWING, PRINTING AND PAYING INVOICES

Once you have logged into the website, please click on 'My Orders' at the top of the page.

[My Cart](#) [My Orders](#) [My Master List](#)

MY ORDERS



← **Select Payment Status:** Payment Received/ Awaiting Payment

← **Select Order Status:** Awaiting Shipment/ Awaiting Freight Quote

In this section you can filter which orders/invoices you would like to display from the dropdown menu options. These filters can show all orders, shipped orders, orders to be shipped, orders paid and orders to be paid.

Click on review and the associated orders will display, You also have the option to search via your Purchase order Number or Order ID Number. Once you view the report, you then have the option to view the Invoice, download a PDF, or select invoices for payment by Credit Card.

CREDIT CARD PAYMENTS

My Cart My Orders My Master List

Test Settings

MY ORDERS

Payment Status:

Order Status:

Order #:

PO Number:

[REVIEW...](#)

Tick one or multiple orders to make a credit card payment for multiple orders.

STATUS	ORDER INFO	PAID		
Awaiting Payment	Order ID: 100001	Product & Service Cost (AUD):	\$ 694.28	VIEW
Awaiting Shipment	Payment Method:	Shipping Cost (AUD):	\$ 0.00	PDF
	Shipping Service: Personal Pickup	GST (AUD):	\$ 69.43	
	Purchase Order Number: HOLD 13 aug	Total (AUD):	\$ 763.71	
	Order Created: 13/08/2020 13:31:35	Paid (AUD):	\$ 0.00	
	Dispatch Date: 04/09/2020	Total Owed (AUD):	\$ 763.71	
Awaiting Payment	Order ID: 100002	Product & Service Cost (AUD):	\$ 4,105.50	VIEW
Awaiting Shipment	Payment Method:	Shipping Cost (AUD):	\$ 0.00	PDF
	Shipping Service: Personal Pickup	GST (AUD):	\$ 410.55	
	Purchase Order Number: Hold - Powder Coat	Total (AUD):	\$ 4,516.05	
	Order Created: 11/08/2020 10:39:06	Paid (AUD):	\$ 0.00	
	Dispatch Date: 30/09/2020	Total Owed (AUD):	\$ 4,516.05	
Awaiting Payment	Order ID: 100002	Product & Service Cost (AUD):	\$ 581.27	VIEW
Awaiting Shipment	Payment Method:	Shipping Cost (AUD):	\$ 0.00	PDF
	Shipping Service: Personal Pickup	GST (AUD):	\$ 58.12	
	Purchase Order Number: Hold Showroom Table tops	Total (AUD):	\$ 639.39	
	Order Created: 16/01/2020 16:28:40	Paid (AUD):	\$ 0.00	
	Dispatch Date: 07/01/2022	Total Owed (AUD):	\$ 639.39	

Payment Confirmation

Order Number:

Payment Amount:

Payment Options:

☒ Credit Card

Comments:

[Confirm](#)

Option to view or download invoice.

EFT PAYMENTS

If you are paying by EFT, a remittance should be emailed to accounts@ezfurn.com.au.

TRACKING SHIPMENTS

Payment Received
[Shipped Track Progress](#)



Order ID: 100007
Payment Method:
Shipping Service: Custom Freight Charge
Consignment Number: 100000007
Purchase Order Number:
Order Created: 06/08/2020 6:51:08
Dispatch Date: 19/08/2020

If an order has been shipped by an Express Carrier you can click on the “Shipped Track Progress” link which will allow you to track the shipment, see when the item/s are due for delivery, and see who has received the order if the order has been delivered.