



# HOW TO USE INVOICES, CREDIT NOTES & STATEMENTS

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Log in to your Account

QUICK ORDER

ACTIVE QUOTES

FAVOURITES & ORDERING TEMPLATE

ORDER HISTORY

AGED DEBT & ACCOUNT PAYMENT

INVOICES, CREDIT NOTES & STATEMENTS

- Login to your account and you will see your account dashboard with various tiles.
- Click on 'Invoices, Credit Notes & Statements'

# Functionality

Home > Documents

Document Number:  Customer Ref:  Filter Documents By:

Start Date:  End Date:

Document Number	Customer Ref	Document Name	Document Type	Date	Action
		1111_CHR006_200121_Statement.pdf	Statement	20/01/2021	Download   View
		0000073293_CHR006_140121_Invoice.PDF	Invoice	14/01/2021	Download   View
		0000073292_CHR006_140121_Invoice.PDF	Invoice	14/01/2021	Download   View
		0000073259_CHR006_130121_Invoice.PDF	Invoice	13/01/2021	Download   View
		0000073156_CHR006_080121_CreditNote.PDF	Credit	08/01/2021	Download   View
		0000073155_CHR006_080121_Invoice.PDF	Invoice	08/01/2021	Download   View
		0000073151_CHR006_080121_Invoice.PDF	Invoice	08/01/2021	Download   View
		0000073149_CHR006_070121_Invoice.PDF	Invoice	07/01/2021	Download   View
		0000073149_CHR006_070121_Credit Note.PDF	Credit	07/01/2021	Download   View

- You can use the 'Filter Documents By:' to select either Invoice, Credit or Statement.
- Document Number will be populated with your CCL Invoice Number and Customer Ref will be populated with your PO Number (both coming soon).
- You can View or Download a PDF copy of the document for your records.
- You can also get a copy of any product serial numbers from the Invoice.
- Please note that Invoices and Credit Notes are produced at the end of each day so will not show until then, goods are also only invoiced once shipped.
- Statements will only be up to date as at the time and date it was produced.