

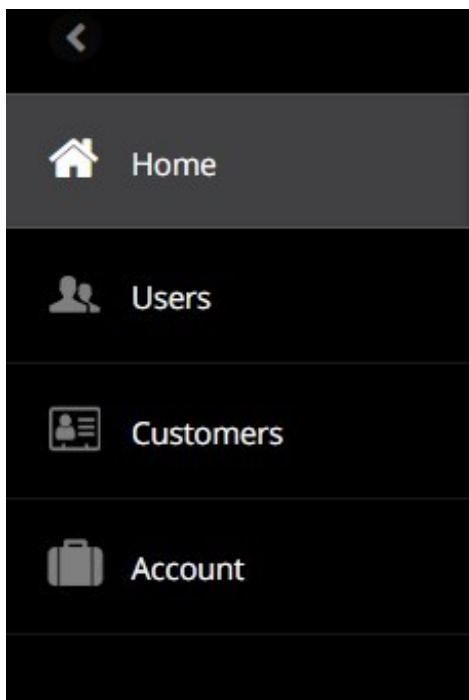
Viewing Invoices

Last Modified on 18/09/2018 10:10 am BST

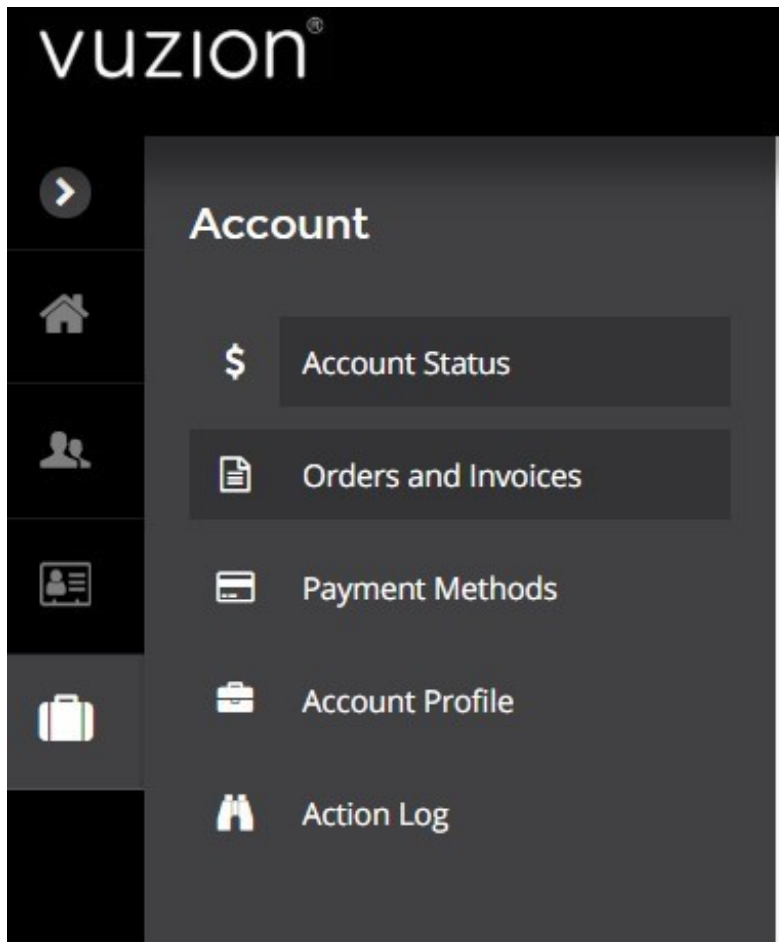
How to View Invoices and Recent Orders on CORE

To view recent invoices and orders, please follow the steps below

1. Login to Vuzion CORE
2. Click **Account**, on the left side navigation pane



3. Click **Orders and Invoices**



4. From the tiles, click on either Pending Orders, Invoice History, or Order History to view these documents.

Orders and Invoices

PENDING ORDERS

0 Total

[VIEW PENDING ORDERS](#)

INVOICE HISTORY

[List All Invoices](#)

[VIEW INVOICE HISTORY](#)

ORDER HISTORY

[List All Orders](#)

[VIEW ORDER HISTORY](#)

If any invoices are outstanding, you will be able to pay these by ticking the invoice document and clicking **Pay Documents**.

Unpaid (£77.91 total)

[PAY DOCUMENTS](#)

<input type="checkbox"/>	NUMBER	DESCRIPTION	DUE AMOUNT	DUE DATE ▲	DATE	STATUS	TYPE
<input checked="" type="checkbox"/>	VUK000018	Monthly Invoice	£12.11	Feb 12, 2018	Feb 12, 2018	● Unpaid	Invoice

This will present you with a payment screen which will allow you to pay the invoice using your preferred payment method.

Confirm Your Payment

Documents To Pay

DOCUMENT	DESCRIPTION	DOCUMENT TOTAL
VUK0000018	Monthly Invoice	£12.11
		Total: £12.11

Payment Information

Select Payment Method to Pay £12.11

- Credit Card
- Direct Debit
You will be redirected to external payment system to process the payment.

CANCEL

PAY