



# Customer Portal How To

## Download Invoice

# 1. Log in to portal home

<https://portal.stotthoare.com.au/>

Hi

Welcome to the Customer Portal



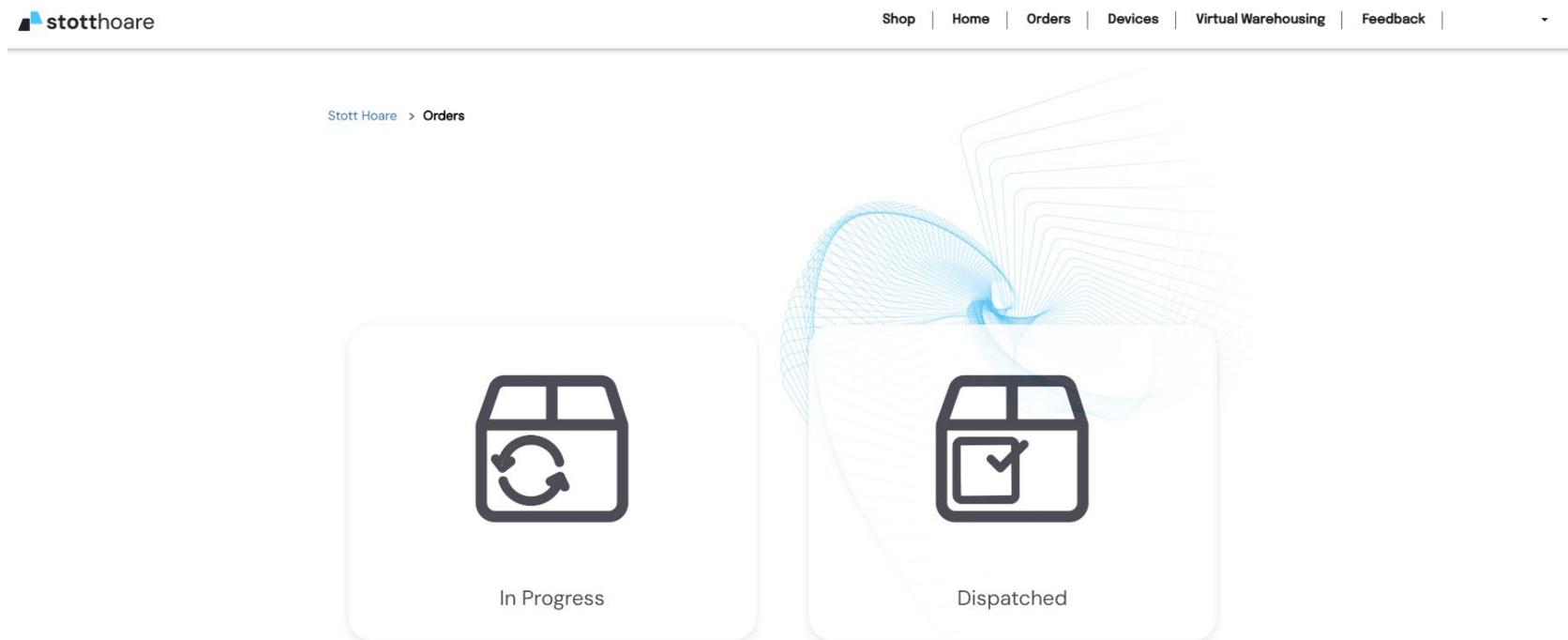
Orders



Devices



## 2. Select 'Orders'



3. Select In Progress (for active orders)  
or Dispatched (for Invoiced orders)



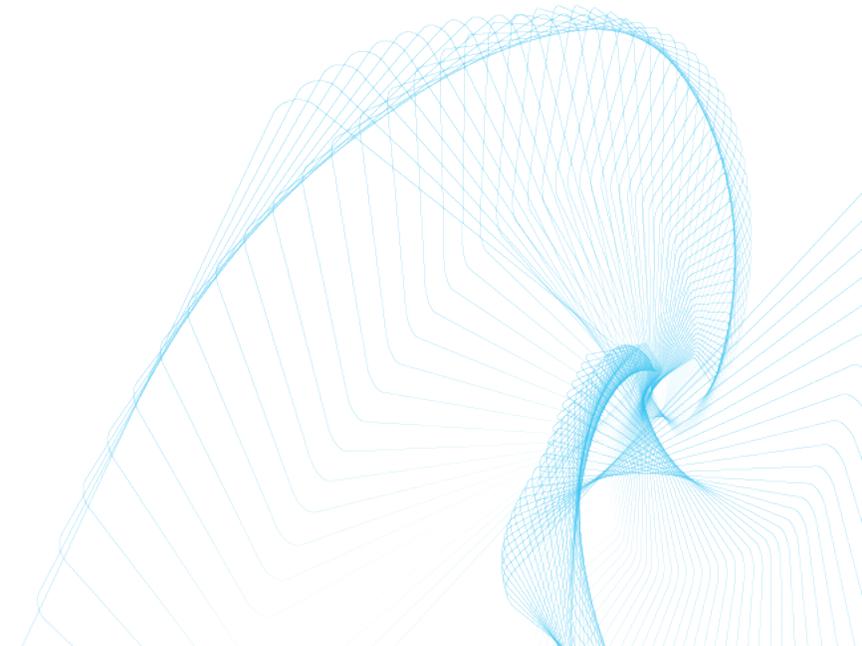
Stott Hoare &gt; Orders &gt; Dispatched Orders

Dispatched Orders (Including Subsidiaries) -

To search partial text...

Order Number ↓	PO Number	Total (Ex GST)	Total (Inc GST)	Date Submitted	Account Name	Dispatch Date	Ship To Address	Delivery Contact	Description	First Device	Quote
000123123	DEMO	\$18,464.00	\$20,310.40	1/4/2025	Customer Portal Demo	15/4/2025	123 Main Street				

4. Locate the order and click the order number to open it



Stott Hoare > Orders > Order Details

Order No 000123123

PO Number DEMO

Description

Salesperson Email Address stotthoare.com.au

Delivery Contact

Ordered By

Created On 01/04/2025

### Shipping

Address1

Address2

Contact

City

Busselton

State

Western Australia

Post Code

6280

Download Invoice

Product Number

Product Name

Qty

Unit ex GST

Total ex GST

Total Inc GST

5. Select 'Download Invoice'



# Thank You



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