



## ACCOUNT OVERVIEW

Home / Account Overview

ACCOUNT OVERVIEW

MY BALANCE AND PAYMENTS

MY INVOICES

LOGOUT

### Company Details

Email mark@swadlings.net.au

Account Code 600008

Given Names Mark

Family Name Swadling

Company Address SWADLINGS JOINERY

2023 LINDSAY SPRING ROAD

ST PETERS NSW

2044

ABN

SUBMIT

### Change My Password

New Password New Password - minimum 4 characters

Confirm Password Confirm New Password

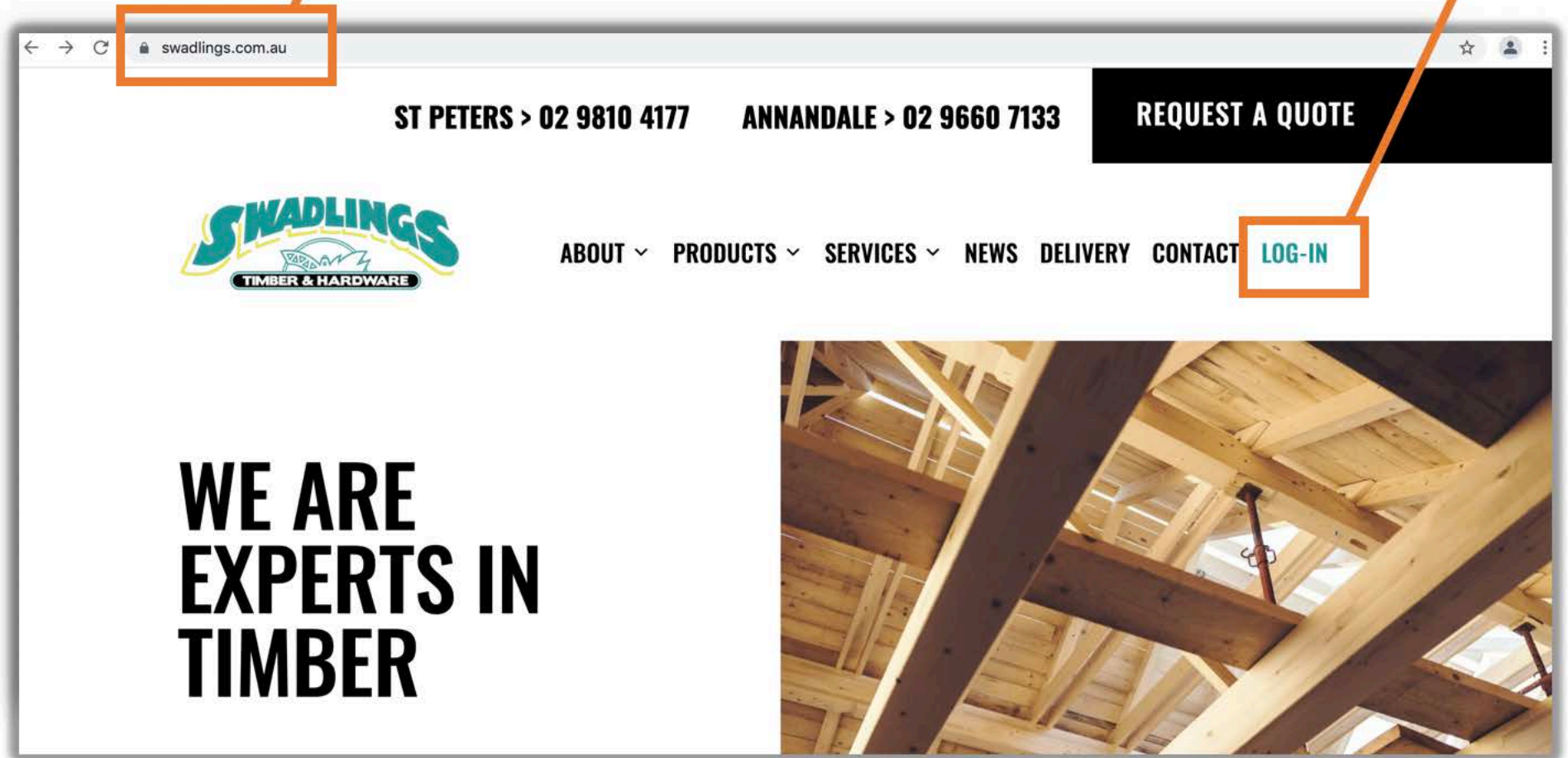
SUBMIT

# Swadlings Timber & Hardware Accounts Portal How-To Guide

# FIND LOG-IN PAGE

Website address to access

Log-In button



# LOG-IN PAGE

Log-in with email and password

Forgot your password function

**SWADLINGS**  
TIMBER & HARDWARE

You must login to view this page: /account

**LOGIN** Home / Login

### Account Login

Email Address\*:

Password\*:

LOGIN

### Forgotten Your Account ID or Password?

Enter your email address to send your reset password email.

Email Address\* :

SUBMIT

**CONTACT:**  
SWADLINGS TIMBER & HARDWARE ACCOUNTS  
MARGARET PICKERING  
SWADLINGS@SWADLINGS.NET.AU  
(02) 9810 4177

# ACCOUNT OVERVIEW PAGE

Home button to Account Overview page

Menu options

Company Information

Password reset

The screenshot shows the 'ACCOUNT OVERVIEW' page for Swadlings Timber & Hardware. The page has a teal header with the title 'ACCOUNT OVERVIEW' and a breadcrumb 'Home / Account Overview'. On the left is a sidebar menu with options: ACCOUNT OVERVIEW, MY BALANCE AND PAYMENTS, MY INVOICES, and LOGOUT. The main content area is divided into two sections: 'Company Details' and 'Change My Password'. The 'Company Details' section contains a form with fields for Email (mark@swadlings.net.au), Account Code (600008), Given Names (Mark), Family Name (Swadling), Company Address (SWADLINGS JOINERY, 21-23 UNWINS BRIDGE ROAD, ST PETERS NSW, 2044), Phone (98104177), and ABN. A 'SUBMIT' button is at the bottom of this section. The 'Change My Password' section contains fields for New Password (New Password - minimum 4 characters) and Confirm Password (Confirm New Password), with a 'SUBMIT' button below.

**SWADLINGS**  
TIMBER & HARDWARE

## ACCOUNT OVERVIEW

Home / Account Overview

ACCOUNT OVERVIEW

- MY BALANCE AND PAYMENTS
- MY INVOICES
- LOGOUT

### Company Details

Email: mark@swadlings.net.au

Account Code: 600008

Given Names: Mark

Family Name: Swadling

Company Address: SWADLINGS JOINERY  
21-23 UNWINS BRIDGE ROAD  
ST PETERS NSW  
2044

Phone: 98104177

ABN

SUBMIT

### Change My Password

New Password: New Password - minimum 4 characters

Confirm Password: Confirm New Password

SUBMIT

# MY INVOICES PAGE

Search invoices by Customer Reference or Invoice Number

Search invoices by Date

Invoice information and list

The screenshot shows the 'MY INVOICES' page for 'SWADLINGS JOINERY'. It features a search section with two filters: 'Customer Reference' and 'Invoice Number', and a date filter section with 'Start Date' and 'End Date'. Below the filters is a table of invoices with columns for Invoice No., Cust. Reference, Date, Status, and Total. The page also includes a sidebar with navigation links and a 'Print' button for the invoice list.

**SWADLINGS**  
TIMBER & HARDWARE

## MY INVOICES

Home / My Invoices

ACCOUNT OVERVIEW  
MY BALANCE AND PAYMENTS  
MY INVOICES  
LOGOUT

Customer Reference:   
Invoice Number:

Start Date:    
End Date:

### Invoices for: SWADLINGS JOINERY

Invoice No.	Cust. Reference	Date	Status	Total
1040594	STOCK	2021-08-05	Invoiced	\$2.17
1040106	BILL WORKSHOP	2021-08-04	Invoiced	\$63.09
1039409	SAM /MACHINING	2021-08-02	Invoiced	\$22.52
1039513	STOCK	2021-08-02	Invoiced	\$4.68
1039052	BILL VARIOUS JOBS	2021-07-31	Invoiced	\$267.00
1038611	DISPLAY/SAMP[LE	2021-07-29	Invoiced	\$24.66
1038628	STOCK	2021-07-29	Invoiced	\$2.60

# VIEW AN INVOICE

**SWADLINGS**  
TIMBER & HARDWARE

ACCOUNT OVERVIEW  
MY BALANCE AND PAYMENTS  
MY INVOICES  
LOGOUT

**SWADLINGS**  
TIMBER & HARDWARE

**Tax Invoice**  
Swadlings Timber and Hardware  
ABN: 75 071 645 973  
Invoice No: 950830  
Invoice Date: 04/11/2020

SWADLINGS JOINERY  
21-23 LINWINS BRIDGE ROAD  
2044

PICKUP

Account	Order Ref	Our Order No
600008	STOCK	950830

Item Code	Item Description	Ordered	Shipped	UOM	Item Price	Line Total
204400	SPINDING DISC 100MM #125 BHP13	1	1	2017	6.79	6.79
203440	PAPER GLOVES 100% COTTON 12MM X 8.5MM	2	2	2017	2.99	5.98

Total Discount	\$0.00
Invoice Total	\$10.67
Includes GST	\$0.97

**Email**  
Email to:  
This field is required  
Name/Message:

Invoice selected to View

Choose to Print, Save (print to PDF), or Email the selected invoice

# ACCOUNTS BALANCES PAGE

Balance Total and status of Balance

Invoices Ready to Pay

Choose to View Invoice in a separate browser

The screenshot shows the 'ACCOUNT BALANCES' page for Swadlings Timber & Hardware. The page includes a sidebar with navigation options: ACCOUNT OVERVIEW, MY BALANCE AND PAYMENTS (selected), MY INVOICES, and LOGOUT. The main content area is titled 'Account Balances' and features a summary table and an invoice list.

Balance	Amount
Balance	\$11,261.65
Current	\$92.46
30 Days	\$3,774.80
60 Days	\$790.60
90+ Days	\$6,603.79

Select	Invoice No.	Reference	Invoice Date	Due Date	Amount	Action
<input type="checkbox"/>	Select All					
<input type="checkbox"/>	838254		11/11/2019	31/12/2019	\$7.00	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	838580		12/11/2019	31/12/2019	\$20.37	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	839115		13/11/2019	31/12/2019	\$25.98	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	840718		19/11/2019	31/12/2019	\$14.48	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	841185		20/11/2019	31/12/2019	\$3.35	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	841221		20/11/2019	31/12/2019	\$37.28	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	842674		25/11/2019	31/12/2019	\$105.60	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	843105		26/11/2019	31/12/2019	\$1.15	<a href="#">VIEW INVOICE</a>
<input type="checkbox"/>	1040594	STOCK	05/08/2021	30/09/2021	\$217	<a href="#">VIEW INVOICE</a>

Total to be Paid: \$0.00

[PAY BY CREDIT CARD](#)

Scroll down page to Pay By Credit Card button

Click to Pay By Credit Card

**CONTACT:**  
SWADLINGS TIMBER & HARDWARE ACCOUNTS  
MARGARET PICKERING  
SWADLINGS@SWADLINGS.NET.AU  
(02) 9810 4177

# INVOICE PAYMENT PAGE

Invoices about to be paid

The screenshot shows the Swadlings 'INVOICE PAYMENT' page. On the left is a navigation menu with 'ACCOUNT OVERVIEW', 'MY BALANCE AND PAYMENTS', 'MY INVOICES', and 'LOGOUT'. The main content area has a teal header with 'INVOICE PAYMENT' and a breadcrumb 'Home / Invoice Payment'. Below this is a 'Pay Invoices' table with one invoice listed. Underneath is a 'Pay By Credit Card' section with radio buttons for VISA, MasterCard, and AMEX, and input fields for First Name, Last Name, Credit Card Number, Expiry Date (Month and Year), and CCV. At the bottom left is a 'PAY BY CREDIT CARD' button. Three orange callout boxes point to the table, the credit card form, and the button.

Invoice No.	Invoice Date	Due Date	Amount
1040594	05/08/2021	30/09/2021	\$2.17
Total to be Paid			\$2.17

Pay By Credit Card

VISA  MasterCard  AMEX

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Credit Card Number\*: \_\_\_\_\_

Expiry Date\*: Month: \_\_\_\_\_ Year: \_\_\_\_\_

CCV\*: \_\_\_\_\_

PAY BY CREDIT CARD

Complete credit card information

Click to confirm payment



# CONTACT DETAILS

## ACCOUNT OVERVIEW

Home / Account Overview

- ACCOUNT OVERVIEW
- MY BALANCE AND PAYMENTS
- MY INVOICES
- LOGOUT

### Company Details

Email	mark@swadlings.net.au
Account Code	600008
Given Names	Mark
Family Name	Swadling
Company Address	SWADLINGS JOINERY 21-23 UNWINS BRIDGE ROAD ST PETERS NSW 2044
Phone	98104177
ABN	

### Change My Password

New Password	New Password - minimum 4 characters
Confirm Password	Confirm New Password

Any questions please contact  
**swadlings@swadlings.net.au**  
**Margaret Pickering**  
**(02) 9810 4177**

**CONTACT:**  
SWADLINGS TIMBER & HARDWARE ACCOUNTS  
MARGARET PICKERING  
SWADLINGS@SWADLINGS.NET.AU  
(02) 9810 4177