# Online invoicing

To support our customers and the running of their business, we have improved our website to allow them to now **access, download, and email invoices 24/7.** This guide illustrates how this helpful function works.

**1**


Customer logs into their **account** (if they are not yet registered go to the smart card for 'how to register')

**2**


Once logged in to account dashboard, select **'My Orders'** from the left menu

**3**


From the drop down, select **'posted invoice detail'**

**4**


Add dates and other search criteria if required

**5**


Click **Search**

**6**


To date orders will be shown below, select which ones to view

**Dulux DECORATOR CENTRE**

**AkzoNobel**