

Invoice Gateway

As an approved, registered user of Wolseley Express, you will enjoy all the time-saving features including Invoice Gateway.*

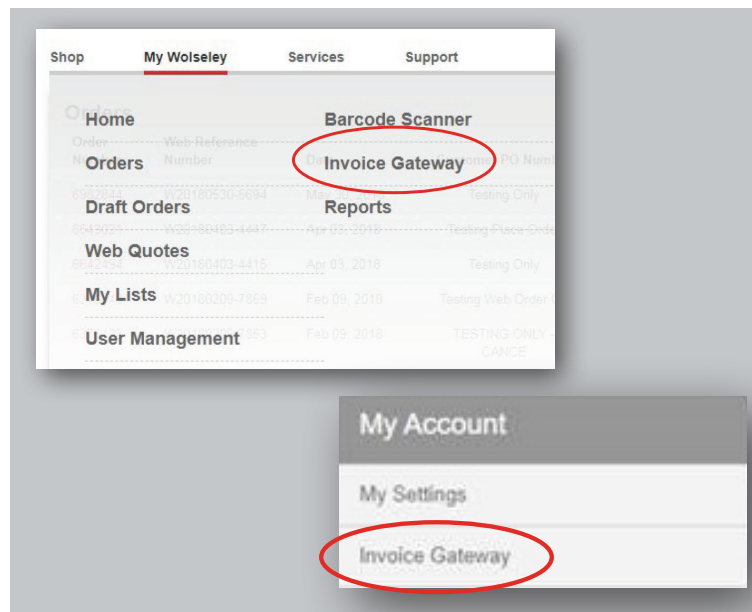
*You must be approved with the Invoice Gateway user right to access this feature.



Invoice Gateway is a secure portal supported by BillTrust, allowing you to view all your invoices and statements and make convenient online payments. Invoice Gateway is only available through WolseleyExpress.com. Register for access at <https://www.wolseleyexpress.com/UserRegistration/Registration>

HOW TO PAY INVOICES ONLINE:

- Once you log in to Wolseley Express, you will be automatically taken to the My Wolseley landing page.
- Access Invoice Gateway from the My Wolseley page or the My Wolseley drop-down menu.
- Once you click on Invoice Gateway, you will be directed in a new tab to the secure portal, supported by BillTrust.
- View all unpaid invoices in the Open tab. Your total balance will show in the grey box at the top left.
- To pay an invoice, click the box next to the appropriate invoice. If you want to pay more than one invoice, you can select multiple boxes and the total payment amount will be displayed in the bottom right corner.



Open

Closed

Payment History

Settings

Total Balance:
\$163,689.27

PAY BILLS

PRINT

DOWNLOAD

MOVE TO CLOSED

PDF	Note	Group	Acct#	Invoice #	Order Number	PO Number	Inv Date	Total Due	Due Date	Disc Date	Disc Amt	Amt Paid	Open Balance	Unld
<input type="checkbox"/>		Default Group		7679136	7825702-03		01/22/2019	4323.38	02/28/2019	01/22/2019	0.00	0.00	4323.38	N
<input type="checkbox"/>		Default Group		50071	8430531-01		01/19/2019	-1214.23			0.00	0.00	-1214.23	N
<input type="checkbox"/>		Default Group		7668482	8340264-01		01/18/2019	292.67	02/28/2019	01/18/2019	0.00	0.00	292.67	N
<input type="checkbox"/>		Default Group		7668529	8321614-01		01/18/2019	836.20	02/28/2019	01/18/2019	0.00	0.00	836.20	N
<input type="checkbox"/>		Default Group		7663007	8406714-01		01/17/2019	819.25	02/28/2019	01/17/2019	0.00	0.00	819.25	N
<input type="checkbox"/>		Default Group		7663040	8415256-01		01/17/2019	497.57	02/28/2019	01/17/2019	0.00	0.00	497.57	N
<input type="checkbox"/>		Default Group		7657730	8227078-01		01/16/2019	1412.50	02/28/2019	01/16/2019	0.00	0.00	1412.50	N
<input checked="" type="checkbox"/>		Default Group		49023	8403276-01		01/15/2019	-315.29			0.00	0.00	-315.29	N
<input checked="" type="checkbox"/>		Default Group		7651330	8396095-01		01/15/2019	14.04	02/28/2019	01/15/2019	0.00	0.00	14.04	N
<input checked="" type="checkbox"/>		Default Group		7651331	8398347-01		01/15/2019	53.01	02/28/2019	01/15/2019	0.00	0.00	53.01	N
<input checked="" type="checkbox"/>		Default Group		7651332	8399567-01		01/15/2019	5.70	02/28/2019	01/15/2019	0.00	0.00	5.70	N
<input type="checkbox"/>		Default Group		7651333	8402458-01		01/15/2019	97.55	02/28/2019	01/15/2019	0.00	0.00	97.55	N

Total Documents: 82 (0 selected)

(CAD) Total Amount: \$0.00

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- Once the invoices are selected, click on PAY BILLS.

The screenshot shows the top navigation bar with 'Open', 'Closed', 'Payment History', and 'Settings'. Below this, a 'Total Balance: \$163,689.27' is displayed. A row of buttons includes 'PAY BILLS' (circled in red), 'PRINT', 'DOWNLOAD', and 'MOVE TO CLOSED'. Below the buttons is a table header with columns: PDF, Note, Group, Acct#, Invoice #, Order Number, PO Number, Inv Date, and Total Due.

- This brings you to the Payment Details page where you can choose your payment account. Payment account can be either credit card or pre-authorized debit. You can also select a future date for scheduled payments.

The screenshot shows the 'Payment Details' page with a progress bar for 'Payment Details', 'Authorization', and 'Confirmation'. A note states: 'Bank account payments that are made after 3:00 pm Eastern will be scheduled for the next business day.' The 'Payment Account' dropdown is set to 'My Credit Card' and the 'Payment Date' is '01/24/2019'. Below this is a table of invoices with columns: Account, Invoice #, PO #, Inv Date, Due Date, Discount, Discount Date, Inv Amt, Amt Paid, Open Balance, and Pay Amt. The table lists four invoices with a total amount of \$170.30. At the bottom are 'CANCEL' and 'NEXT' buttons.

Account	Invoice #	PO #	Inv Date	Due Date	Discount	Discount Date	Inv Amt	Amt Paid	Open Balance	Pay Amt
7651330	7651330		01/15/2019	02/28/2019	0.00	01/15/2019	14.04	0.00	14.04	14.04
7651331	7651331		01/15/2019	02/28/2019	0.00	01/15/2019	53.01	0.00	53.01	53.01
7651332	7651332		01/15/2019	02/28/2019	0.00	01/15/2019	5.70	0.00	5.70	5.70
7651333	7651333		01/15/2019	02/28/2019	0.00	01/15/2019	97.55	0.00	97.55	97.55

(CAD) Total Amount: \$170.30

- Once all the details are correct, click on NEXT to take you to the Authorization page.
- To pay by pre-authorized debit you must authorize the transaction by agreeing to the Subscriber Agreement.

The screenshot shows the 'Authorization' page with a disclaimer: 'By clicking 'Authorize', you acknowledge that you have read and agree to the Subscriber Agreement for this payment.' Below this is a statement: 'I authorize Walseley Canada to electronically debit/charge my account (and, if necessary, electronically credit my account to correct erroneous debits as indicated on the input form above). I understand the payment will be debited from the account within 24-48 hours from the selected payment date and there is no revocation.' A checkbox labeled 'Check this box to authorize this transaction.' is shown. At the bottom are 'CANCEL', 'BACK', and 'AUTHORIZE' buttons. A large blue arrow points to the checkbox.

Invoice Gateway

Open Closed Payment History Settings

Payment Details Authorization Confirmation

Bank account payments that are made after 3:00 pm Eastern will be scheduled for the next business day.

Payment Account: **My Credit Card** Payment Date: **01/24/2019**

Account	Invoice #	PO #	Inv Date	Due Date	Discount	Discount Date	Inv Amt	Amt Paid	Open Balance	Pay Amt
WALSELEY	7651330	BONREALUS	01/15/2019	02/28/2019	0.00	01/15/2019	14.04	0.00	14.04	14.04
WALSELEY	7651331	BONREALUS	01/15/2019	02/28/2019	0.00	01/15/2019	53.01	0.00	53.01	53.01
WALSELEY	7651332	BONREALUS	01/15/2019	02/28/2019	0.00	01/15/2019	5.70	0.00	5.70	5.70
WALSELEY	7651333	JOHN WILSON	01/15/2019	02/28/2019	0.00	01/15/2019	97.55	0.00	97.55	97.55

(CAD) Total Amount: \$170.30

By clicking 'Authorize', you acknowledge that you have read and agree to the [Subscriber Agreement](#) for this payment.

CANCEL BACK AUTHORIZE

- By clicking on AUTHORIZE, your payment will be processed, and you will then be directed to the Confirmation page where you can print, save or download the payment confirmation. Please ensure you print or save the confirmation from this screen before clicking DONE.

Open Closed Payment History Settings

Payment Details Authorization Confirmation

Your payment has been processed. [Print Confirmation](#)

Payment Account: **Avion** Payment Date: **01/24/2019**

Confirmation #	Account	Invoice #	PO #	Inv Date	Due Date	Pay Amount
74293698	WALSELEY	7580969	1942	12/20/2018	01/30/2019	19.78
74293698	WALSELEY	7575248	18177	12/19/2018	01/30/2019	67.81
74293698	WALSELEY	7569517	1942	12/18/2018	01/30/2019	80.51
74293698	WALSELEY	7546474	2679	12/12/2018	01/30/2019	65.38
74293698	WALSELEY	7540580	1942	12/11/2018	01/30/2019	190.15
74293698	WALSELEY	7540581	1942	12/11/2018	01/30/2019	632.64

(CAD) Total Amount: \$2,041.80

DONE

- Once paid, the invoices will automatically move to the Closed tab.
- You can view payments that have been made or scheduled in the Payment History tab.

NOTE: Payments are applied to the account twice a day at 8am and 3pm EST. Payments made after 3pm will reflect on the account the next morning after 8am.

Invoice Gateway

HOW TO MANAGE CREDIT CARDS AND BANK ACCOUNTS IN INVOICE GATEWAY:

You can view, add or delete credit cards or bank accounts in the Settings tab.

NOTE: For security purposes, credit card numbers cannot be updated. Please delete and re-enter the credit card if it needs to be changed. Once entered, only the last four digits of your credit card number will be displayed.

New bank accounts added have a three-day waiting period before payment can be scheduled.

The screenshot shows the 'Payment Settings' page in the Invoice Gateway. The top navigation bar includes 'Open', 'Closed', 'Payment History', and 'Settings'. The left sidebar lists 'Profile Settings', 'Payment Settings' (selected), 'User Management', 'Account Management', and 'Group Management'. The main content area is titled 'Payment Settings' with the subtitle 'Manage your payment settings and payment accounts.' It features two tabs: 'Payment Accounts' (active) and 'Payment Options'. A message states 'Your payment account details have been successfully saved.' Below this is a table with columns: 'Friendly Name', 'Account Type', 'Group', and an action column. The table contains two rows: 'My Credit Card' (Credit Card, Default Group) and 'My Bank Account' (Bank Account, Default Group). Each row has 'EDIT' and 'DELETE' links. At the bottom are two red buttons: 'ADD BANK ACCOUNT' and 'ADD CREDIT CARD'.

Friendly Name	Account Type	Group	
My Credit Card	Credit Card	Default Group	EDIT DELETE
My Bank Account	Bank Account	Default Group	EDIT DELETE



If you have any questions, please contact us:

Monday to Friday	6:00 AM EST - 20:00 PM EST
Saturday	7:00 AM EST - 16:00 PM EST

Western Canada	1-855-214-6456
Ontario/Atlantic	1-888-419-9969
Quebec	1-800-557-7331

You can also email us at: Collections@wolsleyinc.ca