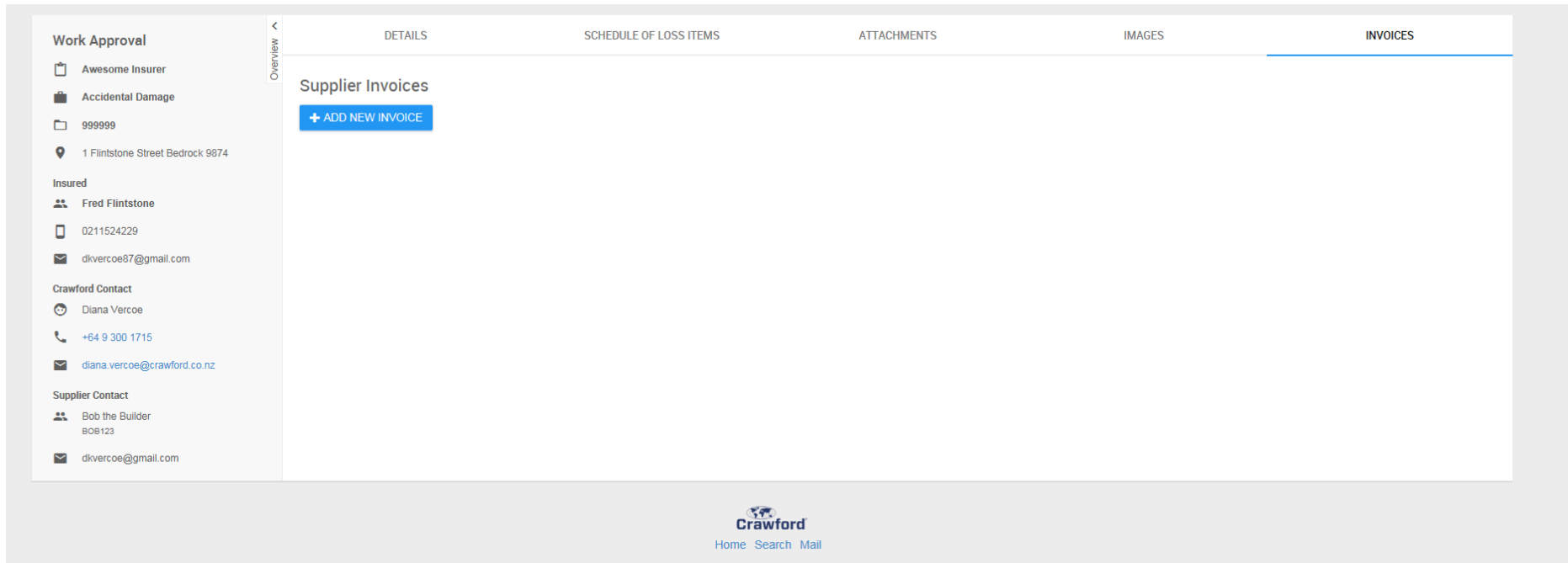


Submitting your invoices

Once you have clicked to “accept” a work approval, a new tab called “invoices” will become available.



The screenshot displays the Crawford system interface. On the left is a sidebar with a vertical 'Overview' menu. The main content area has a top navigation bar with tabs: DETAILS, SCHEDULE OF LOSS ITEMS, ATTACHMENTS, IMAGES, and INVOICES. The 'INVOICES' tab is selected. Below the tabs, the 'Supplier Invoices' section is visible, featuring a blue button labeled '+ ADD NEW INVOICE'. The sidebar contains the following information:

- Work Approval**
 - Awesome Insurer
 - Accidental Damage
 - 999999
 - 1 Flintstone Street Bedrock 9874
- Insured**
 - Fred Flintstone
 - 0211524229
 - dkvercoe87@gmail.com
- Crawford Contact**
 - Diana Vercoe
 - +64 9 300 1715
 - diana.vercoe@crawford.co.nz
- Supplier Contact**
 - Bob the Builder
 - BOB123
 - dkvercoe@gmail.com

The footer of the interface includes the Crawford logo and links for Home, Search, and Mail.

When you click on the add new invoice button you will be given further options for uploading your invoice.

Proceed to fill out the required details like invoice date, invoice number, gross amount, what the payment is for and your bank account details (if we already have them on file then they will pre-populate) and press save

Work Approval

Awesome Insurer

Accidental Damage

999999

1 Flintstone Street Bedrock 9874

Insured

Fred Flintstone

0211524229

dkvercoe87@gmail.com

Crawford Contact

Diana Vercoe

+64 9 300 1715

diana.vercoe@crawford.co.nz

Supplier Contact

Bob the Builder
BOB123

dkvercoe@gmail.com

Overview

DETAILS

SCHEDULE OF LOSS ITEMS

ATTACHMENTS

IMAGES

INVOICES

Supplier Invoices

[+ ADD NEW INVOICE](#)

Invoice Details – DRAFT

Invoice Date	Invoice Number	Gross Amount	GST	Bank Account Name
15/11/2016	1234	\$ 5000	<input checked="" type="radio"/> Inc <input type="radio"/> Ex	Bob the Builder

Details

Payment for work

Please upload a document confirming your Banking details

Documents Attached

12	3456	7891012	345
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[SAVE](#)

[SUBMIT](#)

[UPLOAD INVOICE](#)

[DELETE](#)

Use the “upload invoice” button to attach a copy of your invoice and “submit” once you are finished.

This will send an email to Crawford to alert them that there is a payment to approve and submit for processing.

Please note that you are able to upload multiple invoices.