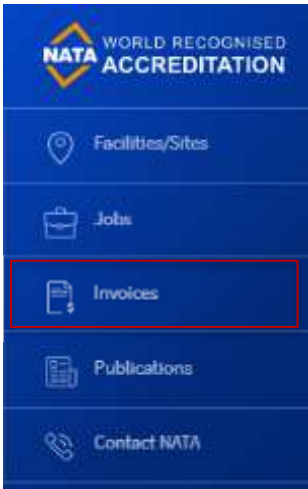


NATA Portal - Facility Reference Guide

Invoices




Users can view outstanding invoices information from across all the facilities/sites they are registered for on the NATA Portal. Invoices cannot be paid via the portal.

To access invoices, click on the 'Invoices' tab from the left-hand side menu and the system will load the 'Invoices' page.

Each invoice listing will show the Invoice ID, Invoice type, due by date, Facility Name, Job number (if applicable) and amount due.

Invoices can be searched/filtered by Invoice ID, Invoice Type, due by date, job number (if applicable) and amount due by entering the relevant keyword in the search boxes listed under the respective headings.

Invoices can also be sorted by ascending or descending order by any of the listed fields. To sort by a particular field, click on the sort  icon next to that respective field heading and the system will sort the entries for you.

Invoices

Outstanding Invoices

Clear Filters

Invoice ID	Invoice Type	Due By	Facility Name	Job Number	Amount Due
<input type="text" value="Invoice ID"/>	<input type="text" value="all"/>	<input type="text" value="Select"/>		<input type="text" value="Job Number"/>	<input type="text" value="Amount Due"/>
PRO000742	Prorata Invoice	11/10/2020	Site 1 - Sydney laboratories		\$1046.88
TAW706847	Time @ Work Invoice	28/10/2020	Melbourne Laboratories	076871	\$6531.94
TAW706734	Time @ Work Invoice	28/10/2020	Brisbane Laboratories	075800	\$554.40
CRD7853	Credit Invoice	19/10/2020	Site 1 - Sydney laboratories		\$-2001.00
TAW706715	Time @ Work Invoice	28/10/2020	Melbourne Laboratories	Multiple	\$831.60

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