How to lodge a credit claim online

Call Marie on 0433 841 021 and quote your account code

We will email you your username and password

Go to acpbuyonline.com.au and login

Click on MY ACCOUNT at the very top right hand corner

Under MYORDERS to lodge a credit claim

Select the Invoice you want to apply your credit against. Your most recent invoice will be at the top.
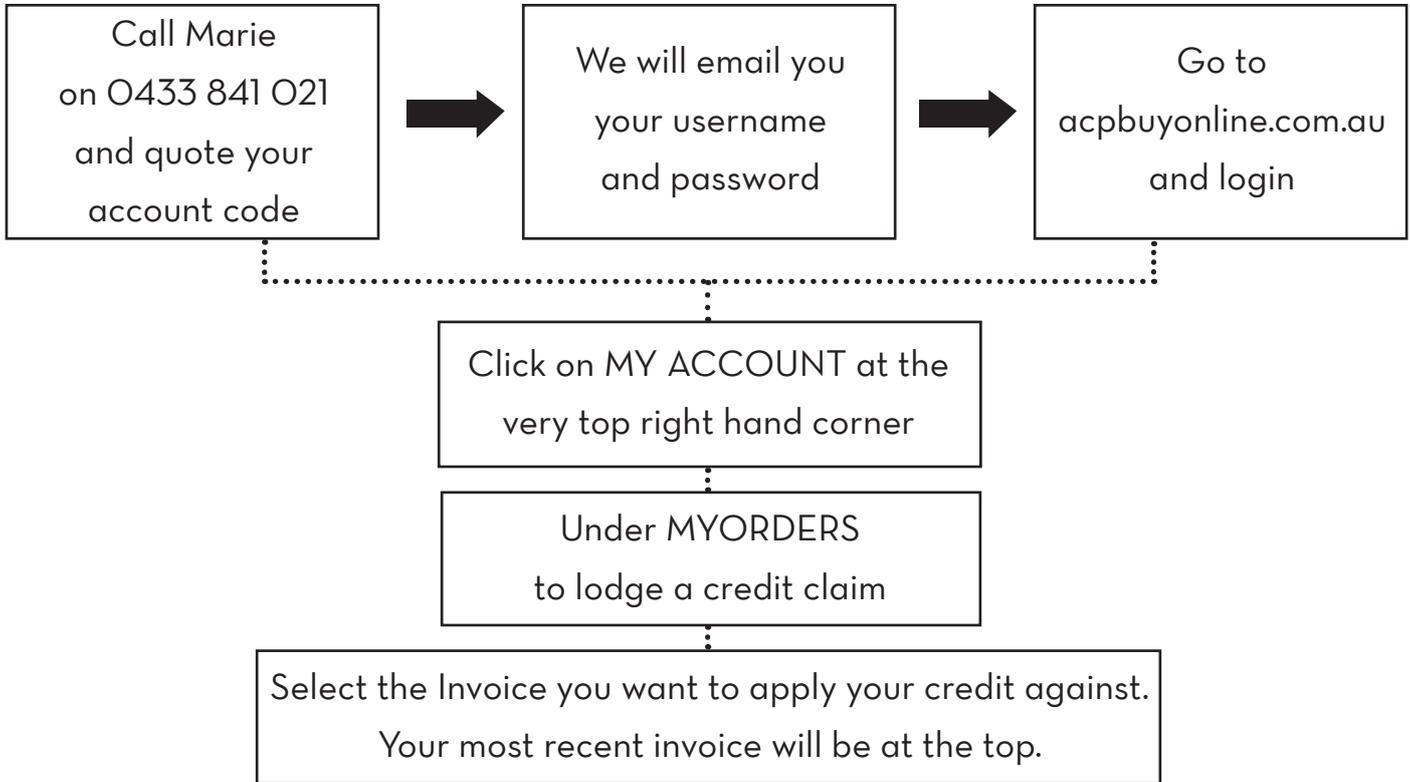
Enter the quantity and credit reason

Invoice No. 290825

Code	Product Description	Quantity	Price	Total	Qty Applied	Total Credit	Credit Reason
XE2056	CELLO WRAP EASTER 76X3.65M 6 ASST IN DISPLAY	3	$1.63	$3.91		$0.00	
XE2084	EASTER HUNT BAG 29X30 CM 2 ASST CLRS	5	$1.38	$5.52		$0.00	

Attach any supporting photos or comments

Credit Notes		**Status : Pending**	**Amount Approved : $0.00**
Date Added	Status	Comment	Attached Files
No note present.			

Credit Comments

You must leave a comment

Image files

(should not be more than 1 mb in size and only jpg, png, bmp and pdf are allowed)

Choose File — No file chosen
Choose File — No file chosen
Choose File — No file chosen

Click continue and you're done!
*You will receive an email to confirm lodgement
Credit note will be emailed within 24 hours