

DealerBase Instructions - Generating Invoices / Statements

These instructions refer to the attached diagram for generating copies of your Trade Me Motors statements and invoices.

If you have forgotten your DealerBase login details, please e-mail our support team on motorsinfo@trademe.co.nz . Please note that these details will only be given to the authorised Administration contact(s) on your account.

To navigate to the appropriate window to view your statements and invoices in DealerBase, click on the **My Company** tab near the top of the screen. Beneath this, click on the sub-heading **Invoices/Statements**. Once in this window, follow the instructions below to generate invoice or statement copies.

- 1.** Select your preferred method to receive statements/invoices by ticking the appropriate box - either **Paper** or **Email**. By default, Email will be selected, as per our notifications sent in February and March 2013.
- 2.** Click **Save Receive Option(s)** to save your preferred method.
- 3.** To receive an automated e-mail copy of an invoice, tick the box next to the required invoice, to select it.
- 4.** To have the selected invoice(s) e-mailed to you, click the **Send Invoices** button. This will be e-mailed to the e-mail address currently loaded in our system as your Accounts contact.
- 5.** To receive an automated e-mail copy of a statement, select the start date of the statement you would like to receive (format as **dd/mm/yyyy**)
- 6.** To have the selected statement e-mailed to you, click the **Send Statement** button.

If you have any other account queries, please contact us on motorsaccounts@trademe.co.nz or call **0800 42 88 62**.

Manage Stock Leads **My Company** My Website Reports Resources Contact Us
Settings Company Details Company Staff Account Status **Invoices/Statements** Dashboard

Invoices / Statements

Receive Options

Select the correct choices you like to receive your periodic Statements/ Invoices

- ☐ Paper
☒ Email



Save Receive Option(s)

Send Invoices

Please find following a list of your invoices. You can **Show Last 10**, **Show All** or **Show Outstanding** invoices. You can sort this list by **Invoice Number**, **Amount Due** or **Total Amount**. You can also request a copy of an invoice (or more than one) selecting the associated tick box on the right hand side, and clicking the **Send Invoices** button.

☒ Show Last 10 ☐ Show All ☐ Show Outstanding

5 Records Found.

Sort by: Invoice Number  Amount Due 

| Number | Invoice Date | Payment Due | Total Amount | Amount Due | |
|----------|--------------|-------------|--------------|------------|--------------------------|
| 10998719 | 02/05/13 | 20/05/13 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| 10998718 | 01/05/13 | 20/05/13 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| 10997711 | 01/05/13 | 20/05/13 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| 10990388 | 25/09/12 | 20/10/12 | \$ 207.00 | \$ 0.00 | <input type="checkbox"/> |
| 10989308 | 20/08/12 | 20/09/12 | \$ 69.00 | \$ 0.00 | <input type="checkbox"/> |

3

4

Send Invoices

Send Statement

Please provide the start date of the statement you would like to receive. The statement period will be from the starting date up to the date of last transaction entry.

Click the **Send Statement** button once you select the start date.

Statement from 01/06/2013

Send Statement

6

5