

SQP ONLINE PAPERWORK



How to access your paperwork online via our website

1. Enter the SQP website at www.sqpgrain.com.au
2. Click on the link 'Online Paperwork Portal' located on the bottom right hand side of the page.
3. A page will load which will require your *Online Paper Work* username and password. If you have not received or are unsure on this information please contact your local SQP office and they will provide you with it.
4. Once you have entered your username and password click on the 'Login' button on the right hand side of the page.
5. If you are logging in for the first time, it will request for you to change your password.
6. Once you have changed your password click the 'Ok' button on the right hand side of the screen.
7. It will then take you to the 'Document History' page. This page includes *Payment Advices* and *Invoices*.

Results per page

At the bottom in the middle of the 'Document History' screen there is a drop down box 'Results per page' this will allow you to chose how many files to be viewed per page.

Search via date

You can search by date, on the top left hand side, of the 'Document History' page, by selecting dates from the drop down calendars, then selecting 'Apply Filter' located on the right hand side.

Search via Document Amount

You can search via the payment amount by entering amounts into the cells provided, next to the 'Document Amount' in either 'From \$' or 'To \$' then select the 'Apply Filter' button located on the right hand side.

Search via Document Type

You can search by the Document type, by clicking on the drop down cell next the 'Document Type' then click the 'Apply Filter' button located on the right hand side.

Clearing the Search

When you have finished with a search and want to clear the search information entered, click the 'Clear Filter', then 'Apply Filter'. This will bring up all the documents you have access to through the Online Paper work.

Viewing a Document

To view a document, click the 'View' button on the right hand side of the document's row.

Viewing Multiple Documents

To view multiple documents, select the documents by clicking the white blank box located on the left side of the row the document is on, this will then create a tick in that box, tick / select as many documents as you would like to view, then on the bottom right hand corner of the table is a 'View Selected' button, this it will then open the documents selected.

To view the Online Tutorials, please visit www.sqpgrain.com.au