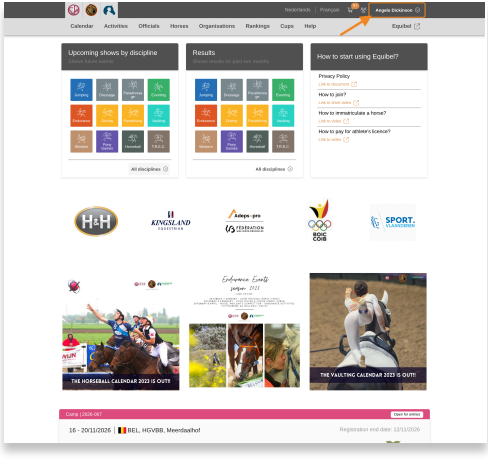
How to Pay Your Club's Orders

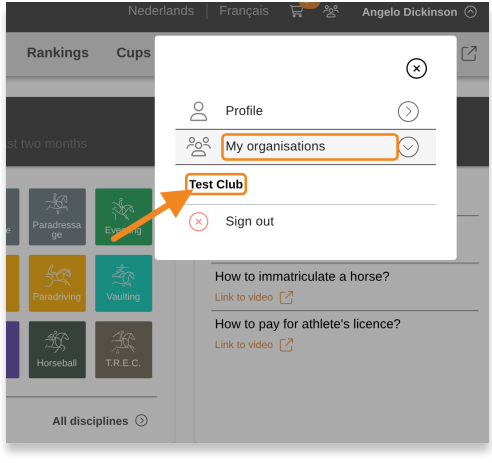
Step 1

Click your profile button in the upper-right corner of any page.



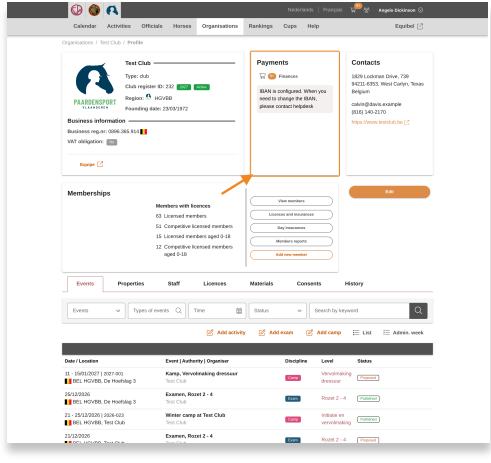
Step 2

Open **"My organisations"** and select your club.



Step 3

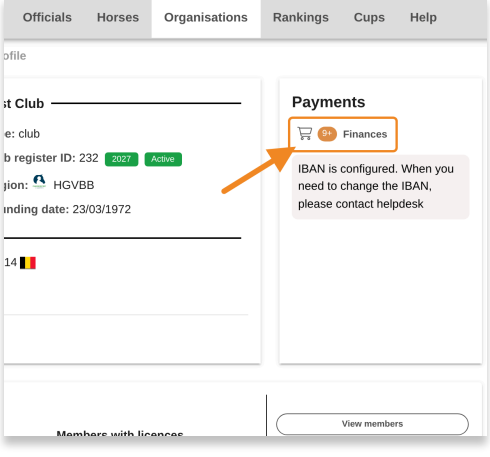
On your club page, find the **"Payments"** section.



How to Pay Your Club's Orders

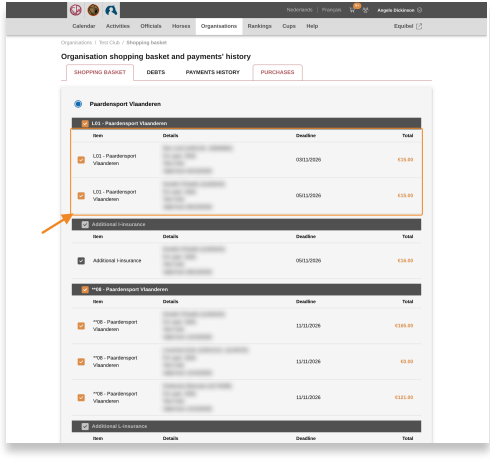
Step 4

Click **"Finances"**. Your club's shopping basket opens.



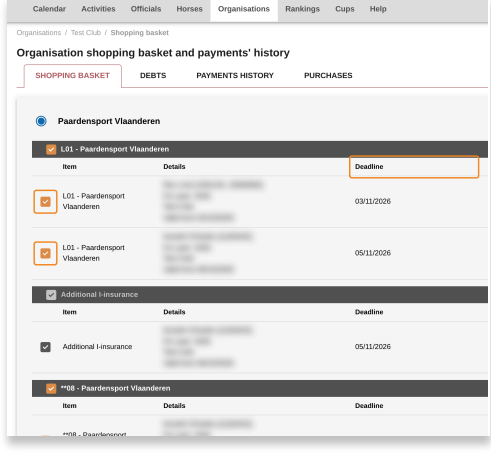
Step 5

The basket lists your club's open orders by product, each with the member it is for.



Step 6

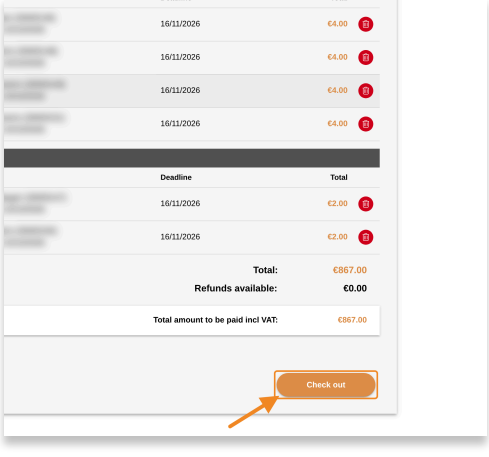
Each order is due by its **"Deadline"**, 30 days after ordering. Untick an order to pay it later.



How to Pay Your Club's Orders

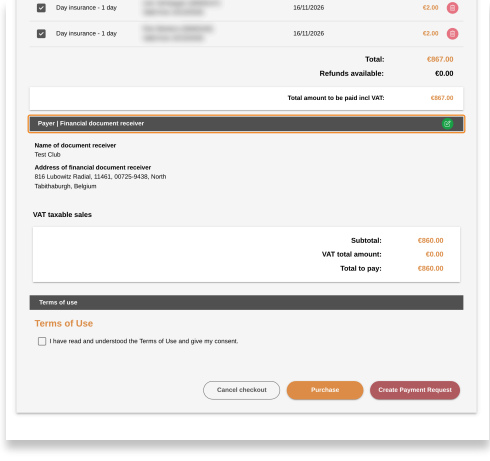
Step 7

Check the total. Click **"Check out"**.



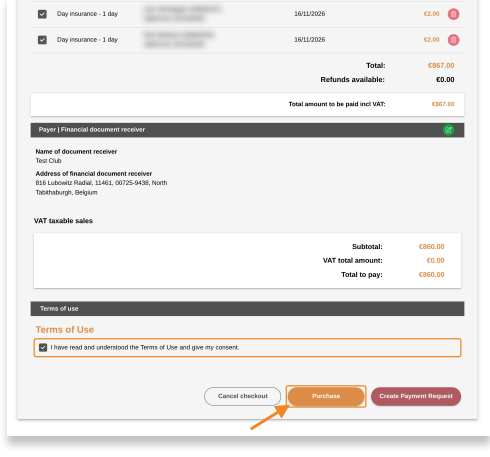
Step 8

Check your club's name and address under **"Payer | Financial document receiver"**. To correct them, click the pencil icon.



Step 9

Tick the box to accept the terms of use. Click **"Purchase"**.

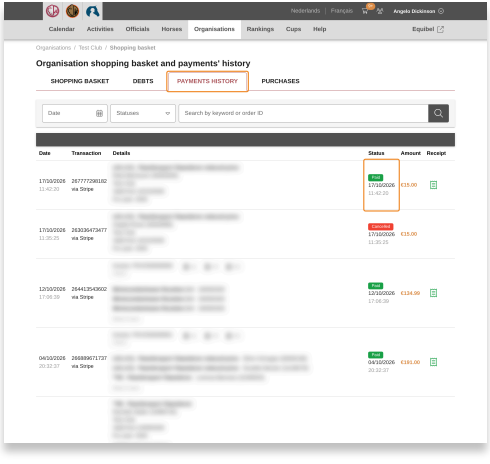


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How to Pay Your Club's Orders

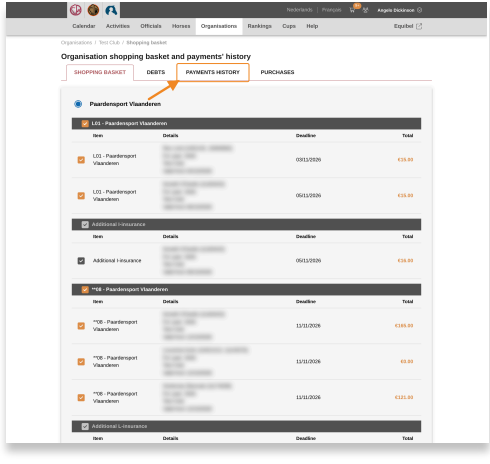
Step 10

Choose how to pay, for example Bancontact. Click **"Pay"** and confirm with your bank. You return to your club's payments.



Step 11

Paid orders leave the basket. To find a payment later, open the **"Payments history"** tab.



Step 12

Click the receipt icon of a payment to download your club's proof of payment.

