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Unpaid Orders: Reminders and Debts

Step 1

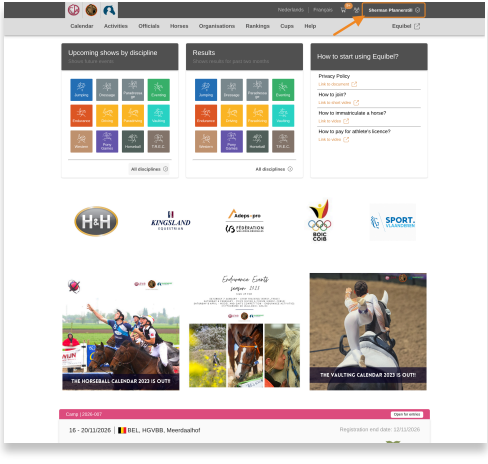
Click your profile button in the upper-right corner of any page.

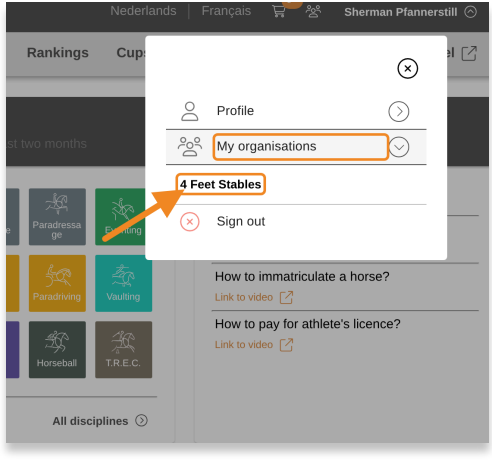
Step 2

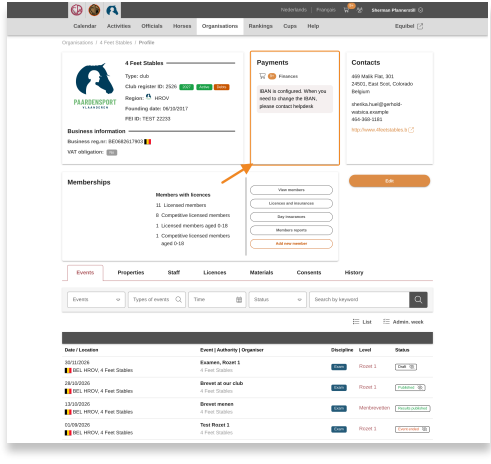
Open **“My organisations”** and select your club.

Step 3

On your club page, find the **“Payments”** section.



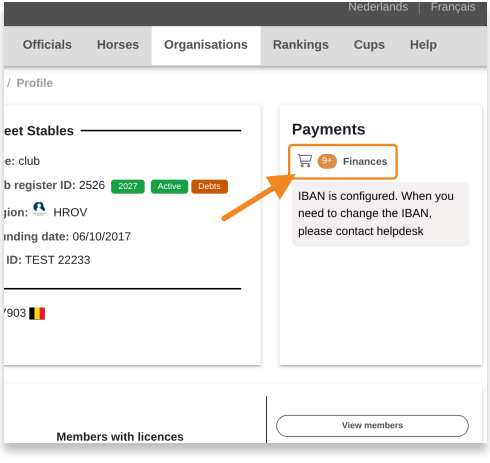




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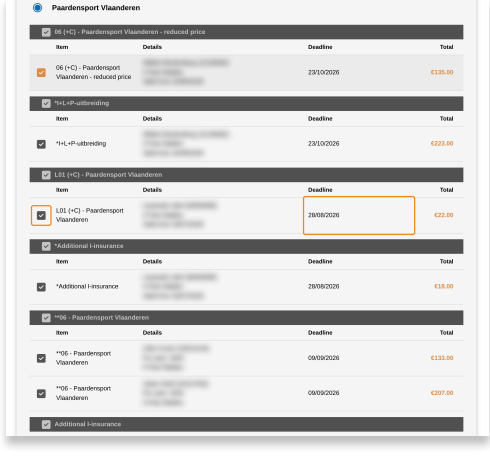
Step 4

Click **“Finances”**. Your club’s shopping basket opens.



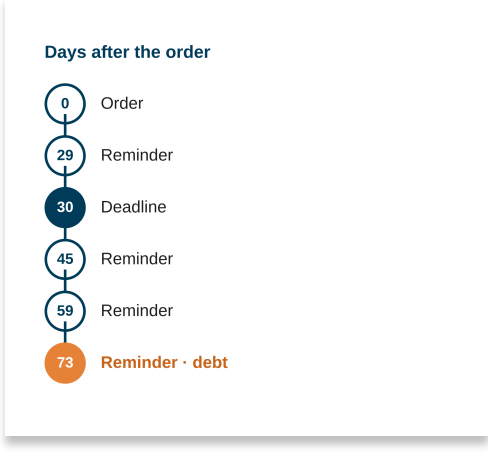
Step 5

Every order is due 30 days after ordering. An order past its **“Deadline”** stays ticked and must be paid first.



Step 6

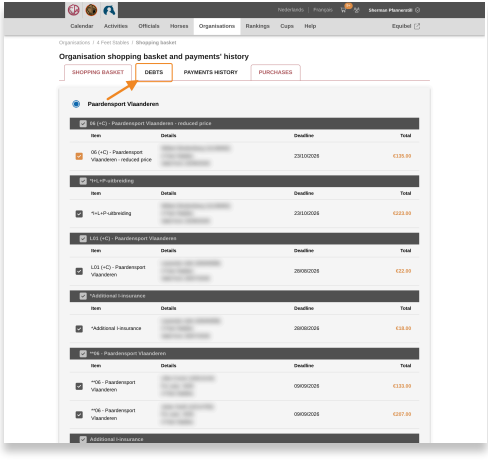
Your club administrators get email reminders 1 day before the deadline, then 45, 59 and 73 days after ordering.



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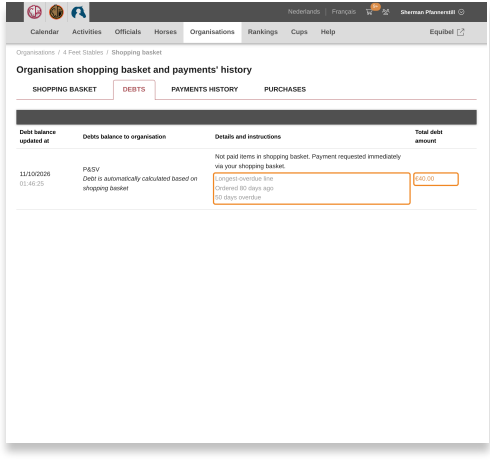
Step 7

Still unpaid 73 days after ordering, an order becomes a debt of your club. Open the **“DEBTS”** tab to see it.



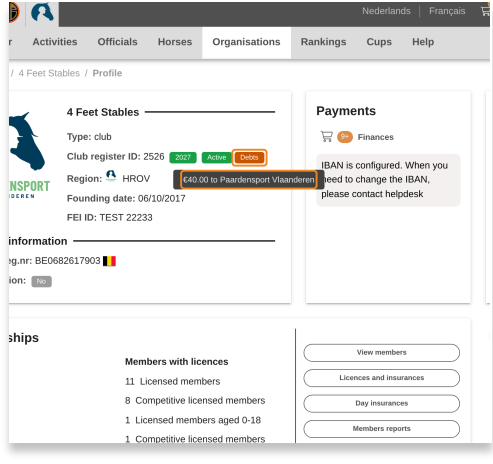
Step 8

Each debt shows whom it is owed to, the amount, and how long the oldest order in it is overdue.



Step 9

While **“Debts”** shows on your club page, your club cannot order, renew its membership or organise activities and exams.



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Step 10

Pay the overdue orders from the shopping basket. The debt disappears at once, and your club can order again.

