

Helping your school to run better.

Schools asked, we listened; the brand new 'My Account' section is now live, giving you the information you need when it comes to reviewing your past purchases, managing your AtoZ account, or restocking your school with essential supplies. Need to re-order must-have resources in one click? You got it.

Ready to clear outstanding payments? Easy. With the new AtoZ 'My Account' section, we are helping schools run smoother.

Orders.

Welcome to the new home of your orders, your hub of information to quickly find the status of your orders. From understanding what is not dispatched, downloading your orders via csv or PDF or being able to cancel and return products, you will have easy, super quick information to make your life a lot easier.

Ability to search different date ranges

Download order history to csv/Excel

View order history; Not yet despatched, all orders and returns

Order date

Order no.

Improved order details

Track Order

Easy re-ordering with the buy again feature

Cancel any unfulfilled items

Improved status information with due dates

Product Code	Product Description	Unit Price	Qty	SubTotal	Buy Again	Statuses
A471542	Recycled Popper Wallet Clr P5	£5.99	5	£29.95	C	Order received Due 09 Oct 2023
A1832498	Popper Wallet Blue P25	£17.99	1	£17.99	C	Order received Due 09 Oct 2023
A1832481	A4 Popper Wallet Yellow	£5.99	5	£29.95	C	Order received Due 09 Oct 2023

Statements.

Accessing invoices and credits is easy with the new statements section, supporting you with managing budgets. With an option to pay selected invoices, and a full history of your school's spending with us, our consolidated invoicing facility makes managing supplies and payments simple and efficient.

Download statements as a PDF, csv/Excel

Current balance

Click to pay

Overdue balance

Full up to date statement

View, download or print your invoices and credits

Pay/clear individual invoice

Search by reference, invoice/order number

Your reference

Date	Due Date	Doc Reference	Type	Your Reference	Order Number	Status	Invoice	Credit	Balance
<input type="checkbox"/>	21 Sep 2023	21 Oct 2023	98777835	Invoice	58389	9926501	Open	£798.94	£798.94
<input type="checkbox"/>	29 Sep 2023	29 Oct 2023	98795880	Invoice	59151	9940903	Open	£43.01	£841.95
<input type="checkbox"/>	02 Oct 2023	01 Nov 2023	98798510	Invoice	59206	9942773	Open	£23.51	£865.46
<input type="checkbox"/>	03 Oct 2023	02 Nov 2023	98801303	Invoice	59290	9945244	Open	£481.79	£1,347.25
<input type="checkbox"/>	03 Oct 2023	02 Nov 2023	98801304	Invoice	59292	9945995	Open	£520.10	£1,867.35
<input type="checkbox"/>	03 Oct 2023	02 Nov 2023	98801305	Invoice	59314	9946519	Open	£10.27	£1,877.62
<input type="checkbox"/>	04 Oct 2023	03 Nov 2023	98804008	Invoice	59404	9948616	Open	£328.50	£2,206.12
Current balance:									£2,206.12

Ready to access the new function in your account? Here is everything you will find...

- ✓ Easily locate outstanding orders
- ✓ Up to date delivery date information
- ✓ Improved order status information
- ✓ Cancel orders option
- ✓ Self-managed returns
- ✓ Up to 12 months order history
- ✓ End to end order tracking
- ✓ Easy access to delivery notes
- ✓ Order details include who ordered and delivery instructions
- ✓ Access to current balance
- ✓ Ability to use credits to pay your balance
- ✓ View and download statements
- ✓ Access, download and print your invoices and credits
- ✓ Improved search function

Take a look for yourself, access My Account at atozsupplies.co.uk

If you would like to talk to us about the My Account area, please contact the Customer Service team via enquiries@atozsupplies.co.uk, drop us a call **03451 228 853**, or chat with us