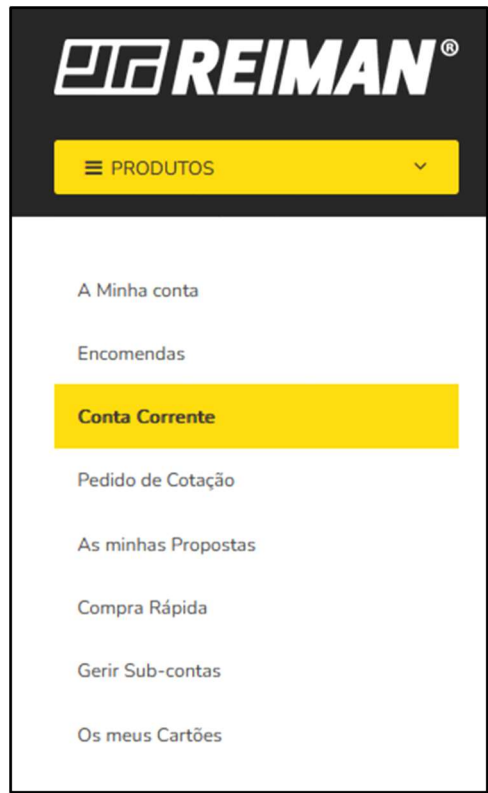


Payment of Outstanding Invoices

To pay your outstanding invoices, go to the **Customer Area** via the **Dashboard** in the upper right corner of the page, and select **“Account Balance”**.



Next, select **“Account Balance”** from the navigation bar on the left.



After selecting **“Account Balance”**, a page similar to the one shown below will be displayed, where you can:

- Check the outstanding and overdue amounts;
- Download the PDF files of the invoices;
- View the details of each invoice, including number, issue date, amount, and other relevant information.

A Minha conta

Encomendas

Conta Corrente

Pedido de Cotação

As minhas Propostas

Compra Rápida

Gerir Sub-contas

Os meus Cartões

BEST SELLERS

Conta Corrente

Total em Aberto

Total Vencido

☐	Documento	Data Do Doc.	Data De Vencimento	Dias Em Atraso	Valor Do Doc.	Valor Em Aberto	Total Vencido	Ações
☐	N/Factura	29/08/2025	28/09/2025	15	€	€	€	Descarregar PDF
☐	N/Factura	04/09/2025	04/10/2025	9	€	€	€	Descarregar PDF
☐	N/Factura	04/09/2025	04/10/2025	9	€	€	€	Descarregar PDF

To make a payment, check the box corresponding to the invoice(s) you wish to settle.

Make sure the checkmark appears in the box, confirming that the invoice has been correctly selected before proceeding with the payment.

☐	Documento	Data Do Doc.	Data De Vencimento	Dias Em Atraso	Valor Do Doc.	Valor Em Aberto	Total Vencido	Ações
☒	N/Factura	29/08/2025	28/09/2025	15	€	€	€	Descarregar PDF
☒	N/Factura	04/09/2025	04/10/2025	9	€	€	€	Descarregar PDF

After selecting the invoice(s) you wish to pay, scroll to the bottom of the page, where you will find the **“Make Payment”** option.

1 Documentos Seleccionados

Total: 23,59 €

Efetuar Pagamento

By selecting this option, you will be directed to a page where you can choose your preferred **payment method** and complete the transaction securely.

← Voltar

Método de Pagamento

Pagamento por Cartão

Pagamento por Multibanco

RESUMO

Total

23,59 €

1 DOCUMENTOS