BENDIGO ADELAIDE BANK ORDER A VOUCHER

To order an image of vouchers (WDL, DEP, CHQ. TRANS only)



<u>STEP 1</u>

HOME SCREEN



1. On accessing the Advance Records home screen (as above)

2. Click Order a voucher

<u>STEP 2</u>

VOUCHER DETAILS

| To orde | r a voucher, fill out th | e following details | i | | | DEPOSIT |
|---------------|---------------------------|---------------------|--|----------|--------------|---------|
| Enter your d | epartment/branch number * | | | | | ORDER A |
| | | | | | | VOUCHER |
| Contact Na | me * | | | | | |
| | | | | | | |
| Phone Num | ber * | | | | | |
| * | | | | | | |
| Email * | | | | | | |
| Confirm em | ail * | | | | | |
| | | | | | | |
| Box no * | Name | Account number * | Date * | Amount * | Туре * | |
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| | add another 10 rows | | | | | |
| Additional in | structions | | | | | |
| | | | | | | |
| | | 11 | | | | |
| | | details inclu | be emailed a copy (ding an order numt your order, you will th a secure link to y | ber On 🧹 | ORDER | |
| | | an offidi wi | and becare mix to y | our pui. | | |

1. Enter your contact information

- 2. Enter the voucher details. (Box numbers can be found on the Bendigo Adelaide Bank Intranet)
- 3. A window will appear confirming your order has been placed.

4. You will receive a confirmation email.

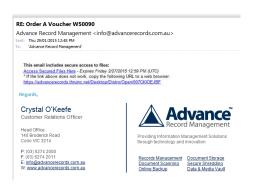
IMPORTANT! Keep the confirmation email as it will have your order number for reference.

5. Receive an email from Advance Records containing a secure link to your PDF (see View a PDF instructions)

BENDIGO ADELAIDE BANK VIEW YOUR PDF



To view the PDF of your requested item. <u>STEP 1</u>



- 1. Receive an email from Advance Records
- 2. Click the link 'Access Secured Files Here'
- 3. A new window will open

<u>STEP 2</u>



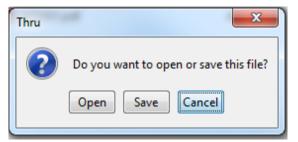
1. Click Run

STEP 3

| Advance Record Management | Secure Message | | | Upload Files | Get Thru | |
|------------------------------|-------------------------------------|----------------------------------|--------------------------------|----------------------------|---|---------|
| From: 🙎 Phili | <u>p Dsouza</u> | | | | king: T478-007-38 s: 2/27/2015 12:59 | |
| FILES | | | | | | |
| Mark the file an | d/or folders you wish to down | load. | | | | |
| Check/Unche | ck All File | Size | Download Time | Description | | |
| | | | | | | |
| Summary Selected files: 1 | T | otal selected size: 492 KB | | Download Time: 3 secs (Bro | adband) | |
| | | Downlo | bad | | | |
| 1 If you hav | re problems downloading files using | this page, try <u>Browser Do</u> | <u>ownload</u> . To learn more | e about Thru download meth | nods <u>click here</u> . | |
| | | | | | Support A | bout Th |

2. A new window will appear

<u>STEP 4</u>



1. Click Open

2. A new window will appear

| 🛓 Download Proce | | | | | |
|------------------|-----------------------------------|--|--|--|--|
| Status: | Downloading | | | | |
| File: | W5001.pdf | | | | |
| Files: | 1 of 1 | | | | |
| Progress: | 100% | | | | |
| Bytes retrieved: | 492 KB | | | | |
| Time left: | 00:00:00 | | | | |
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| Cancel Pause | | | | | |
| | Delete partially downloaded files | | | | |

3. Wait for file to Download

<u>STEP 5</u>

| 🔁 w2 | 22650. |).pdf - Adobe Reader | |
|----------------|--------|---|--------------|
| File | Edit | View Window Help | × |
| 1 | | | omment Share |
| . () | | Advance Record Management PO Box 67 North Geelong, VIC, 3215 Telephone: 03 5274 2000 Fax: 03 5274 2011 www.docstore.com.au | 59dc |
| | | Bendigo Bank Shipment : EMAIL BBL-SAME DAY 23/01/2015 PM By ARM -Supervisor, ARM -Supervis 03 52742000 | |
| | | Description Box/Tape Recipient 20/10/2014 DAILY VOUCHERS | - 1 |
| | | Quantity Description 1.0 RETRIEVAL FILE - BOXM, BOXS, BOXCH 1.0 DOC IMAGING - STD QTY FOR EMAIL ORDERS Block letters : | |
| | | Containers delivered: 0 280 Signature : Time : | _ |
| | | Including order(s): 267578 | |
| | | For this address | |
| | | DELIVERY TIME - ARM DRIVER TO COMPLETE | |
| | | TIME IN: TIME OUT: | |
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1. Adobe will open showing your requested PDF item.