

BENDIGO ADELAIDE BANK ORDER A VOUCHER

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



STEP 1

HOME SCREEN



1. On accessing the Advance Records home screen (as above)
2. Click Order a voucher

STEP 2

VOUCHER DETAILS

To order a voucher, fill out the following details

Enter your department/branch number *

Contact Name *

Phone Number *

Email *

Confirm email *


Box no *	Name	Account number *	Date *	Amount *	Type *	
						▼
						▼
						▼
						▼
						▼
						▼
						▼
						▼
						▼
						▼

[click here to add another 10 rows](#)

Additional instructions

You will be emailed a copy of these details including an order number. On completion of your order, you will receive an email with a secure link to your pdf.

ORDER



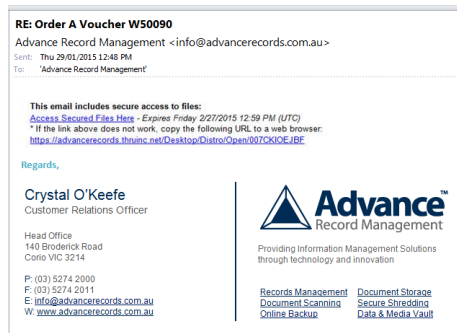
1. Enter your contact information
 2. Enter the voucher details. (Box numbers can be found on the Bendigo Adelaide Bank Intranet)
 3. A window will appear confirming your order has been placed.
 4. You will receive a confirmation email.
- IMPORTANT! Keep the confirmation email as it will have your order 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



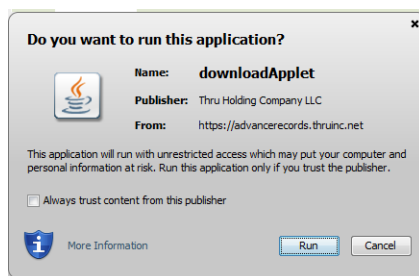
To view the PDF of your requested item.

STEP 1



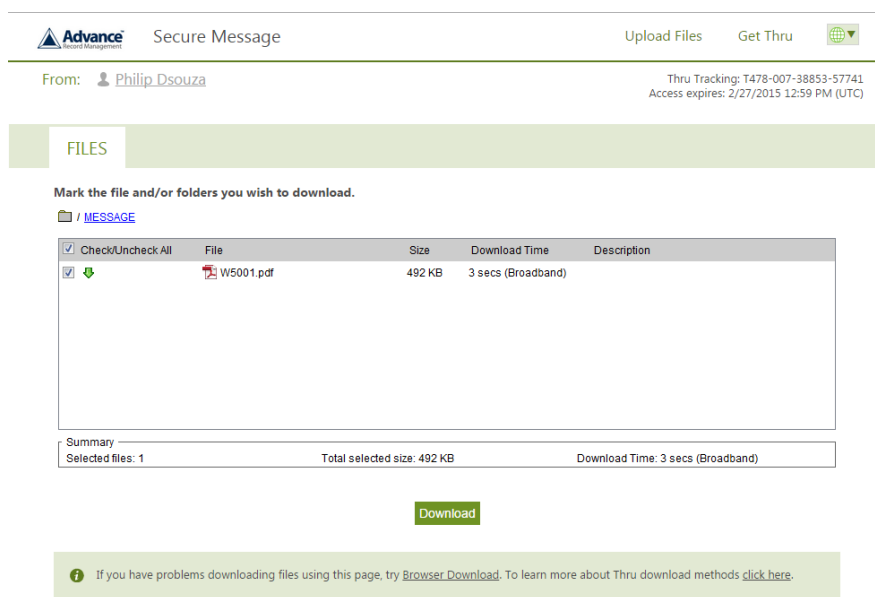
1. Receive an email from Advance Records
2. Click the link 'Access Secured Files Here'
3. A new window will open

STEP 2



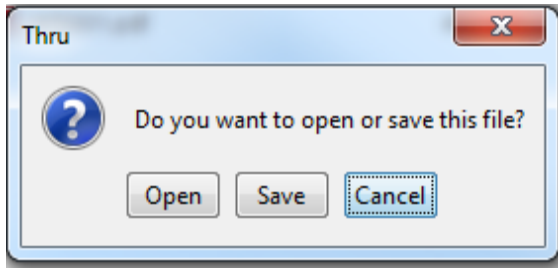
1. Click Run

STEP 3

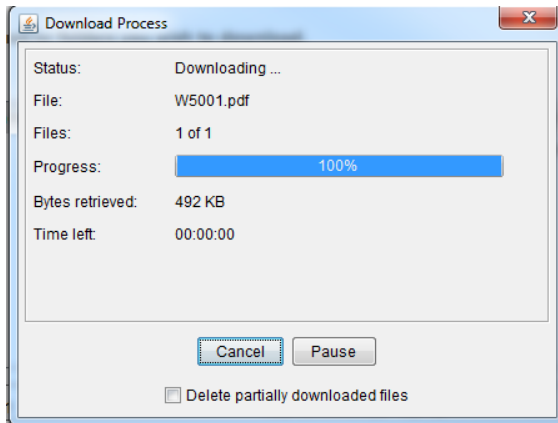


1. Click Download
2. A new window will appear

STEP 4

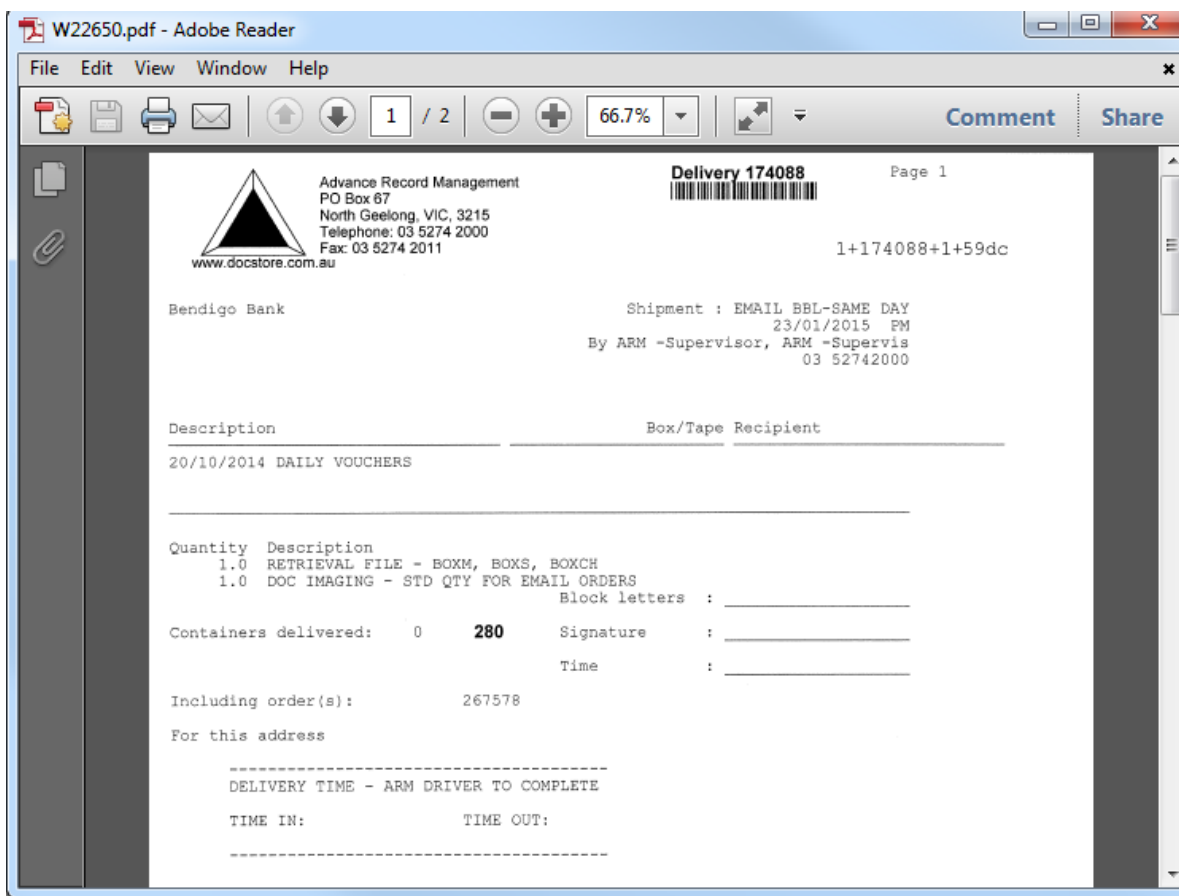


1. Click Open
2. A new window will appear



3. Wait for file to Download

STEP 5



1. Adobe will open showing your requested PDF item.