

Customer Zone

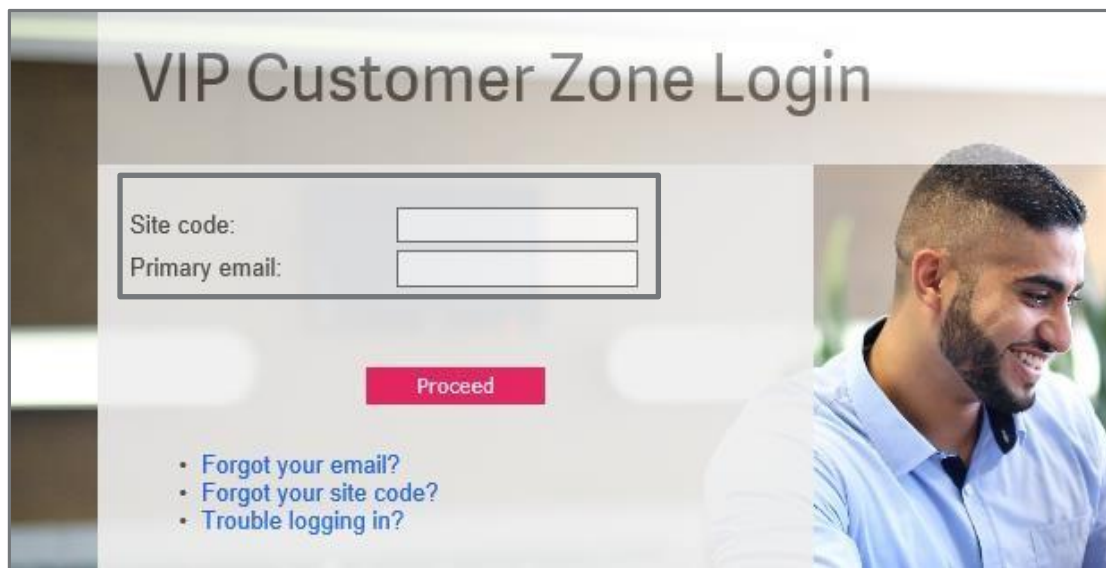
Account Information

To access Customer Zone

Click on: <https://customerzone.sagevip.co.za/newlogin.php>

Input your Site Code and Primary email address.

Click on Proceed



VIP Customer Zone Login

Site code:

Primary email:

Proceed

- [Forgot your email?](#)
- [Forgot your site code?](#)
- [Trouble logging in?](#)

Click on Account



sage HR & Payroll

VIP Home Customer Zone ALF Renewal Account Updates Order Stationery Support Base Training Logout

Account Update
Account Enquiry
Credit Card Payment

BOOK BEFORE
31 JULY 2017
AND SAVE!

Announcements
September Support

- Account Update - On this section, the company information can be edited and updated. Contact persons can be added, changed and deactivated.

Account Update

Company Information

[Edit Information](#)

Company Name:

Address:

City:

Country:

Postal Code:

Phone number:

Fax number:

Email:

Contact Persons

[Add a contact person](#)

Displaying 33 contact persons over 3 pages. **Display inactive contacts**

Active	Contact	Email	Default	Financial	Payroll	HR	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Account Enquiry - Details regarding your Company Credit Information will display.
 - Query this account – an email will be sent to Credit Control.
 - View last statement – the last statement emailed to you can also be downloaded from here again.
 - All Outstanding Invoices and information regarding your invoices will be listed. You can open your Outstanding Invoices in PDF or email it to a specified account.

Company Credit Information

On Hold: No
 Date of Last Statement: 2017/10/01
 Date of Last Payment: 2017/09/26
 Last Statement Total:
 Open Documents:
 Balance Due:
 Currency Code: ZAR

[Query this account](#)
[View last statement](#)

Outstanding Invoices

You have 27 outstanding invoices.

Type	Invoice No	Invoice Date	Purchase Order	Amount	Due
Consulting					
Consulting					
Consulting					
Consulting					
Consulting					
Consulting					

- Credit Card Payment
 Payments can be made via Sage Pay

Products

Credit Card Payments

[Click here to make payments](#)

**Please note a separate window will open where payments can be processed.*

Please take note of the following:

- A statement will not be sent out if your account balance is “0”.
- All statements and invoices are send at the end of the month. The mail gets send from Credit.control.shp@sage.com. Please check your spam/junk folder for the email.
- If more than one person should receive the statement, specify a contact and select the contact for Financial. The email address specified can be setup as a distribution list on your email server. Contact your internal IT for more information.

Payment Information:

Sage uses certain information (such as 'payment reference') to connect your payments received to your customer account. An incorrect payment reference or payment to the incorrect bank account will significantly delay payment allocation to your customer account. There are three things you need to do when making a payment to Sage:




Credit Card Payment

Invoice Number:

Description:

Amount:

Budget: Yes

Payments by   

- When payment is made to Sage, the bank details reflected on the Invoice or Statement should be used.

Bank detail:
Sage South Africa (Pty) Ltd
Nedbank
Branch: 198765
Acc No: 1602073910
Swift Code : NEDSZAJJ

- Your unique Site Code or Customer Reference number must be referenced on the payment.
- Proof of payment must be sent to SHP.Remittance@sage.com