

# Log-in Instructions ONLINE INVOICE PORTAL

*What's Changing: As we are no longer emailing PDF copies of invoices, you will need to view or download your invoices from our new Online Invoice Portal.*

**SUCCESSFUL PURCHASE CONFIRMATION**

You have won this item

as of 21.08.2024 08.22.11

Dear NATHAN J H DONNISON,

Congratulations, you are successful on the below item.

Description:	HYOSUNG/GT250R
Sales Text:	
Rego :	
VIN :	KM4MJ51E971106003
Auction No/Lot No:	DWM353/3023
Stock number:	6691024
Amount Due :	5 221.00

The Amount Due is inclusive of Fees and less any Deposits paid.

How To Pay:

- Pay securely via Cox's Invoice Payment Portal for immediate Release of the vehicle.
- View/Download a copy of the Invoice from the Portal to see alternate payment options.

You, or your Nominated Payer, can access the Payment Portal via the links within Manheim's Website or from here: <https://invoices.coxautoinc.com.au/au/en/AUD/>  
If you have any issues logging in, please contact your local Manheim office.

Thank you for using Manheim's Auction Services.

## STEP ONE - EMAIL NOTIFICATION:

You will receive a successful purchase confirmation notification email which will direct you to visit the Online Invoice Portal. Use the website address in the email and copy and paste it into your web browser.

## STEP TWO - ACCESSING THE ONLINE INVOICE PORTAL:

- No more PDF invoices
- Invoices now accessible in the Online Invoice Portal
- Past invoices accessible in the online invoice portal
- Payments can also be made via the Portal directly

<https://invoices.coxautoinc.com.au/au/en/AUD/>

COX AUTOMOTIVE
LOGIN →

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**Login**

Mobile Login via Email

1

2

4

## STEP THREE - LOGGING-IN:

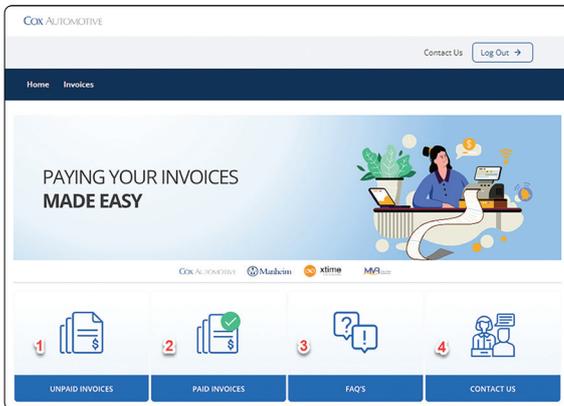
Click the 'Log in' button

1. Enter your email address or your mobile phone number in order to receive a security code
2. Click 'Send Code'
3. Enter the code into the 'OTP' box
4. Click 'Login'

Please note you must use the email address or the phone number held against your account

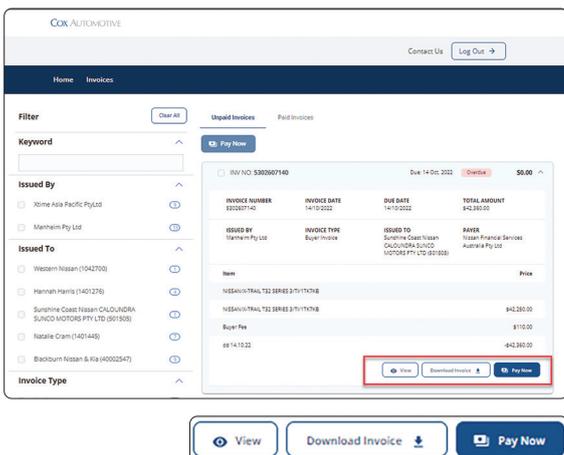
# Log-in Instructions

## ONLINE INVOICE PORTAL



### STEP FOUR - USING THE PORTAL

1. View your **Unpaid** invoices
2. View any past invoices already **Paid**
3. Our **FAQs** will give you more information
4. **Contact** details for more help



### STEP FIVE - VIEWING YOUR INVOICE

- Click on 'Unpaid Invoices' to view your invoices.
- Click on an invoice to display the details
- To download an invoice click the 'Download Invoice' button

**Complete your payment**  
Make payments to Cox Automotive using Visa, Mastercard, or your PayPal account.

**Card Payment Fees**

A Card payment fee applies based on the card type and the country listed associated with the account address. The fees are not subject to GST and are equal to the fees that Cox Automotive incurs from the banker. The card payment fees will appear in the next step and are the following\*:

- 2.0% + \$0.00 for **CROSSBORDER** cards (applicable for all card types)
- 1.5% + \$0.20 for **DOMESTIC** cards (applicable for all card types)

\* PayPal Terms and Conditions apply

**PAYMENT METHOD**

PAY WITH PAYPAL    PAY WITH CARD

Saved Cards

Select Saved Card

New Card

Card Information\*

XXXX XXXX XXXX XXXX

MM / YY    CCV

Name On Card\*

Billing Address\*

Address line 1

City

State    Postcode

--Select a country--

Save card for future payments

**Complete Payment**

### STEP SIX - PAYING YOUR INVOICE

- Click on the 'Pay Now' button
- Payments can also be made via the Portal directly using **PayPal** or **Credit Card** (note – fees apply which are outlined in the Portal)
- You can also pay your invoice via **BPAY** or **EFT** as per the details listed on your invoice
- You can still pay your invoice at a Manheim **site** if you prefer this option, especially if you have attended an **in-person** auction