

A thick black L-shaped frame surrounds the text. The top-left corner is a horizontal bar extending to the right, and the bottom-right corner is a vertical bar extending upwards. The rest of the frame is implied by the corners.

# HOW TO PAY INVOICES ONLINE

A walkthrough on how a customer can access  
invoices at [www.royalcupcoffee.com](http://www.royalcupcoffee.com)



**ROYAL CUP**  
COFFEE AND TEA

On the home page, click the Shop icon.

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**No matter what you  
drink, drink Royal  
Cup.**



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**Need Help?**  
Call 1-800-366-5836

Then enter the assigned username and password here and click Sign In.



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**SOUTHERN  
STYLE TEA**

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You are logged in as: [webjava@royalcupcoffee.com](mailto:webjava@royalcupcoffee.com)  
Customer: Royal Cup, Inc., BIRMINGHAM



**ROYAL CUP**  
COFFEE AND TEA

Once you log in, you will see your account information here.



MY ACCOUNT



MY DOCUMENTS

Search



Coffee

Tea

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MY ACCOUNT



MY DOCUMENTS



Coffee

You can then click on My Documents.

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MY DOCUMENTS

Search



Coffee

- Order templates
- Orders
- Deliveries
- Invoices/Payments
- Make Payments

You are here: Home

From the My Documents  
Drop down menu, click  
Make Payments.

**REAL ONE  
CO**



You are here: Home » Documents » Make Payments

## Search for

Due til

04/24/2017



Show all open items

Check the box under  
"Show all open items".

Search

Then click search.

Due til

04/24/2017

Show all open items



Search

CSV-download Items per page 25

Pay	Status	Reference	Number	Date	Total	Paid	Open	Over-payment	Date due	Days to payment	IN
<input checked="" type="checkbox"/>	Open										
<input checked="" type="checkbox"/>	Open										
					Total USD						
					Amount assigned USD						

Select all

Deselect All

Refresh

Continue

Check the box next to the invoices you want to pay.

Then click continue

You are here: Home » Documents » Make Payments » Payment Execution

## Items Selected for Payment

**Pay**



Amount assigned USD

**My Credit Cards**

**Name on card**

**Back**

**Add Credit Card**

On the payment page, click "Add Credit Card" to add a card or select a previously added card.

Once payment method is selected, continue through checkout process.

You will receive a confirmation that your payment was received.