



## INVOICE FINANCE ONLINE

### HOW TO REQUEST A PAYMENT

Video transcript

Welcome to Invoice Finance Online, helping you grow your business by unlocking the Working Capital tied up in your invoices.

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With Invoice Finance Online you can unlock Working Capital within hours of a schedule being submitted and approved. This demonstration shows you how.

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Look for Request Funds on your summary screen.

The amount you can take is shown as your Available Funds.

All you need to do, is decide how you want to receive your payment and how much you want to take.

You can either accept the full amount available, or overtype this with a smaller payment.

To finish, click on Request Funds.

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If you make your request before 3pm on a working day, your payment will be processed straight away.

Faster and same day Payments will reach your account that day, while BACS takes three working days.

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And as you begin to use Invoice Finance Online to manage your facility we'll be there every step of the way.