

ABOUT **CUSTOMER CENTRAL**

Your Online
Self-Service
Application





About Customer Central

Customer Central is an online self-service application accessed via the CDL website. It can be used to view and manage invoices and payments.

You can easily access information on your current or past payments and invoices, print invoices or download them to either store or send to others, and determine which invoices have been paid, unpaid or are overdue.

Customer Central also allows you to create new quotations.

For those who have an administrator role, you have the ability to:

- Edit user's details, including name, email and password, and save customer preferences to receive reminder emails about overdue invoices
- Add and delete users, assign user roles.

Customer Central Roles

Customer Central Role	Capability
User Manager	This role is the highest level role and provides the user full access to the account and also ability to pay bills, update details, create quotes and create/edit/delete Customer Account users such as User Manager and Normal User
Normal User	This role provides the user access to the account but without the ability to create/edit/delete any users or pay invoices. Also has the capability to dispute invoices.

The site Administrator can assign these roles.

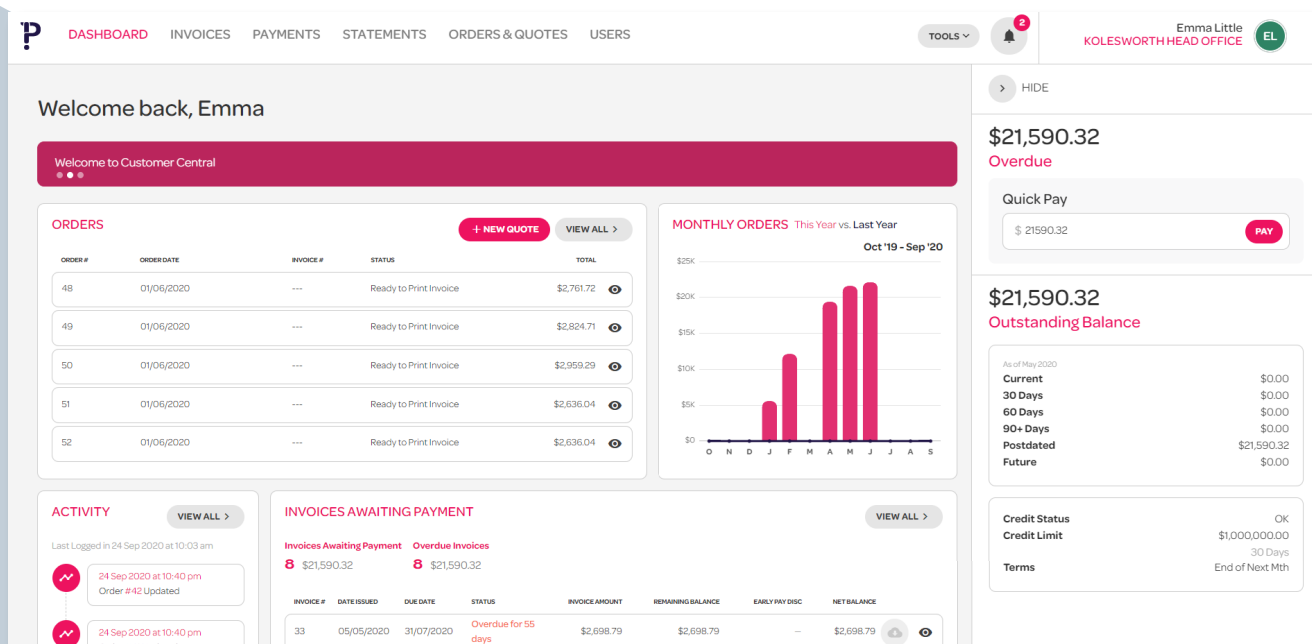


Login to Customer Central

<https://www.cdlnz.com/my-account>



Customer Central Dashboard



Dashboard Overview:

- Welcome back, Emma**
- ORDERS:** Table with columns: ORDER #, ORDER DATE, INVOICE #, STATUS, TOTAL. Includes a '+ NEW QUOTE' button and 'VIEW ALL >' link.
- MONTHLY ORDERS:** Bar chart showing 'This Year vs. Last Year' for 'Oct '19 - Sep '20'.
- ACTIVITY:** Log of recent actions, e.g., '24 Sep 2020 at 10:40 pm Order #42 Updated'.
- INVOICES AWAITING PAYMENT:** Table with columns: INVOICE #, DATE ISSUED, DUE DATE, STATUS, INVOICE AMOUNT, REMAINING BALANCE, EARLY PAY DISC, NET BALANCE. Includes a 'VIEW ALL >' link.
- Summary Cards:**
 - \$21,590.32 Overdue:** Quick Pay button with amount \$21590.32.
 - \$21,590.32 Outstanding Balance:** Breakdown by terms (Current, 30 Days, 60 Days, 90+ Days, Postdated, Future).
 - Credit Status:** OK, Credit Limit: \$1,000,000.00, Terms: 30 Days End of Next Mth.

You can access the following pages from the top menu navigation.

Page	Description
Dashboard	<p>This page provides:</p> <ul style="list-style-type: none"> ▪ A real-time view into the status of your orders ▪ Highlights invoices awaiting payment ▪ Information through graphs ▪ Quick pay and price enquiry features ▪ Balances section to help you make better decisions.
Invoices	<p>This page displays all the unpaid invoices.</p> <p>What you see on this page depends on the settings your Customer Central administrator has set up for your user.</p>
Payments	<p>This page displays all your payments details, including:</p> <ul style="list-style-type: none"> ▪ Date, invoice number ▪ The amount paid details.
Statements	<p>This page allows you to view and download statements.</p>
Orders & Quotes	<p>This page lists all the orders and quotations.</p> <p>It allows you to view their details and create quotations.</p> <p>What you see in this page depends on the settings your Customer Central administrator has set up for your user.</p>
Users	<p>This page displays a list of all your business users.</p> <p>You can see this page only if you have been assigned the User Manager role</p>



Press the Tools button and it will display the following options:

- **Price Enquiry:** Allow to check pricing and stock availability by entering the item code and quantity. All prices are ex GST. Refer to Price Enquiry

Price Enquiry

Enter an item code and quantity to check pricing and stock availability. All prices are ex GST.

ITEM CODE

QTY

Item Code

-

1

+

SEARCH

Price	Qty	Total	Stock Level	Units
--	--	--	--	--

Send Enquiry

Fill out the below contact form to send us an enquiry and we'll get back to you as soon as possible.

YOUR CONTACT EMAIL ADDRESS:

emma.little@mailinator.com

YOUR MESSAGE:

Your message or enquiry

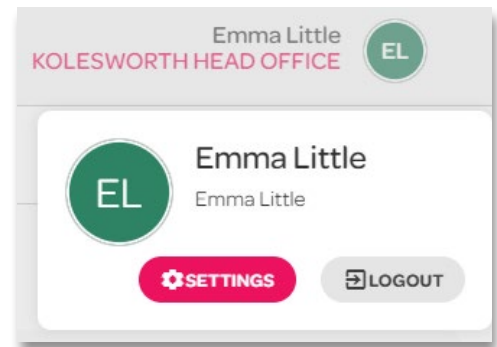
SEND

- **Send Enquiry:** Is a contact form to send enquiries to the Computer Dynamics team for Support or troubleshooting. Refer to Send Enquiry
- **Help:** Opens the Customer Central specific help documentation.



Access your account

- 1 Click **User Menu** at the top right-corner.
- 2 Then Click on **Settings**.



My Account

CUSTOMER DETAILS
KOLESWORTH HEAD OFFICE
800 TOORAK RD, HAWTHORN EAST, VIC 3123
Account Code: KW
Phone: 039-8293111
Email: ---
Primary Contact: ---

YOUR REP
BRENDA MARY STIRLING

USER DETAILS
GIVEN NAME
Emma
FAMILY NAME
Little
EMAIL
emma.little@mailinator.com
SAVE

CUSTOMER PREFERENCES
☐ Invoice Emails ☐ Newsletter
SAVE

CHANGE PASSWORD
NEW PASSWORD
New Password
CONFIRM PASSWORD
Confirm New Password
UPDATE

You can view:

- Customer details
- Your representative details
- User's given name and email address
- Customer preferences
- Option to change the password for your account



Add a User

Click on the **Users** option from the top menu.

User Management			
Filters		+ NEW USER	
<input type="checkbox"/>	NAME ↕	EMAIL ↕	USER ROLE ↕
<input type="checkbox"/>	JS John Smith	john.smith@mailinator.com	Normal User
<input type="checkbox"/>	EL Emma Little	emma.little@mailinator.com	User Manager
<input type="checkbox"/>	JC John Citizen	john.citizen@mailinator.com	User Manager

- 1 Click 'Add User'.
- 2 Complete the details then click 'Save'.
- 3 The user is created, and displayed on the Users page list.

ADD USER

GIVEN NAME

e.g. Jane

FAMILY NAME

e.g. Smith

EMAIL ADDRESS

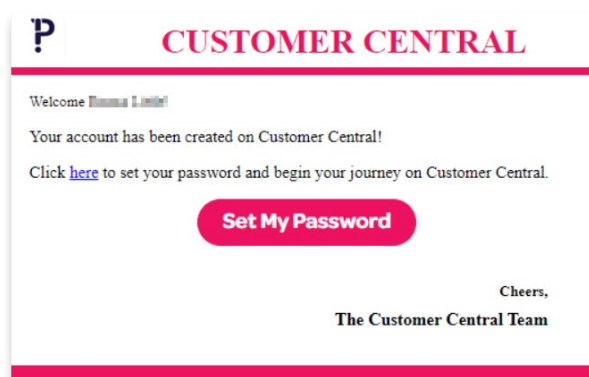
e.g. jane.smith@email.com

USER ROLE

☒ Normal User
 ☐ User Manager

SAVE

New users will receive a welcome email from Customer Central.



Orders

The dashboard will show the five latest orders created in your account.

- 1 You also have option to 'View all'.
- 2 Click the 'eye' icon to view full order details.

ORDERS					+ NEW QUOTE	VIEW ALL >
ORDER #	ORDER DATE	INVOICE #	STATUS	TOTAL		
98	01/09/2020	105	Updated	\$8,207.44		
99	01/09/2020	106	Updated	\$7,682.97		
100	01/09/2020	107	Updated	\$8,108.50		
101	01/09/2020	108	Updated	\$7,841.42		
102	01/09/2020	109	Updated	\$8,055.95		



Invoices

The dashboard also shows the five oldest unpaid invoices related to your account.

INVOICES AWAITING PAYMENT								VIEW ALL >	
Invoices Awaiting Payment		Overdue Invoices							
16	\$94,361.23	8	\$29,342.12						
INVOICE #	DATE ISSUED	DUE DATE	STATUS	INVOICE AMOUNT	REMAINING BALANCE	EARLY PAY DISC	NET BALANCE		
91	01/08/2020	31/08/2020	Overdue for 28 days	\$3,491.95	\$3,491.95	—	\$3,491.95		
92	01/08/2020	31/08/2020	Overdue for 28 days	\$3,491.95	\$3,491.95	—	\$3,491.95		
93	01/08/2020	31/08/2020	Overdue for 28 days	\$3,570.36	\$3,570.36	—	\$3,570.36		
94	01/08/2020	31/08/2020	Overdue for 28 days	\$3,649.63	\$3,649.63	—	\$3,649.63		
95	01/08/2020	31/08/2020	Overdue for 28 days	\$3,758.85	\$3,758.85	—	\$3,758.85		

Submit an invoice dispute

To dispute an invoice, click the dispute invoice icon.

Invoice #103

Account KW001

Date Issued 01/09/2020	Due Date 30/09/2020	Status Overdue for 2 days	Invoice Amount \$8,057.10	Remaining Balance \$8,057.10	Early Pay Discount —	Net Balance \$8,057.10	PAY NOW
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Sales Orders

No Sales Orders appear to be linked to this Invoice.

Transaction History

TRANSACTION DATE	TYPE	DETAILS	AMOUNT (INC. GST)
01/09/2020	Invoice	KW903	(\$8,057.10)

SUBMIT AN INVOICE DISPUTE

INVOICE #
103

INVOICE AMOUNT
\$8,057.10

BALANCE
\$8,057.10

REASON FOR DISPUTE:

Why are you disputing this invoice?

[LODGE DISPUTE](#)



Order Tracking

Click the cloud icon next to the order you want to track.

The tracking information is entered in the **'Deliver To:'** section of the invoice.

Rushmore Distributors (NZ) Limited
130 Bush Road
Rosedale
Auckland 0632
Phone: 09 415-9002
GST 133-483-217

Sold To:

Phone:

Deliver To:

Tracking No. :
Your tracking number will appear here

DASHBOARD INVOICES PAYMENTS STATEMENTS ORDERS & QUOTES
USERS

Welcome back,

ORDERS [+ NEW QUOTE](#) [VIEW ALL >](#)

ORDER #	ORDER DATE	INVOICE #	CUSTOMER REFERENCE	STATUS	TOTAL	
	13/11/25	---		Picking Printed	\$17.25	
	13/11/25	---		Picking Printed	\$113.85	
	13/11/25	---		Picking Printed	\$629.28	
	13/11/25	---		Picking Printed	\$19.37	
	13/11/25	---		Picking Printed	\$684.25	

MONTHLY ORDERS This Year vs. Last Year
Dec '24 - Nov '25

Quick Pay
\$ 91.24 [PAY](#)

Outstanding Balance
As of November 2025

Current	
30 Days	
60 Days	
90+ Days	\$0.00
Future	\$0.00

ACTIVITY [VIEW ALL >](#)

- 13 Nov 2025 at 02:19 pm
Order Ready to ...
- 13 Nov 2025 at 02:16 pm
Order Ready fo...
- 13 Nov 2025 at 02:01 pm
Order Ready...
- 13 Nov 2025 at 01:46 pm
Order Ready ...
- 13 Nov 2025 at 01:44 pm
Order Finished

INVOICES AWAITING PAYMENT [VIEW ALL >](#)

Invoices Awaiting Payment **847** \$844,483.71 Overdue Invoices **0** \$0.00

INVOICE #	DATE ISSUED	DUE DATE	STATUS	CUSTOMER REFERENCE	INVOICE AMOUNT	REMAINING BALANCE	NET BALANCE		
	01/10/25	20/11/25	Generated		\$33.71	\$33.71	\$33.71		
	01/10/25	20/11/25	Generated	---	\$58.62	\$58.62	\$58.62		
	01/10/25	20/11/25	Generated		\$136.30	\$136.30	\$136.30		
	01/10/25	20/11/25	Generated	---	\$20.59	\$20.59	\$20.59		
	01/10/25	20/11/25	Generated	---	\$86.62	\$86.62	\$86.62		

Courier	Numbers	Links to Track
NZ Post	20 digit numeric starting with 00	Track Here
NZ Couriers	10 digit alpha/numeric number	Track Here
Mainfreight	8 digit alpha/numeric number	Track Here



Make a Payment

To pay an invoice, navigate to the invoices page. You can pay a single invoice or multiple invoices. Select the check box on the side of the invoice and press **'Pay Now'** icon located at the bottom of the page.

P DASHBOARD INVOICES PAYMENTS STATEMENTS ORDERS & QUOTES USERS

Invoices

Filters

<input type="checkbox"/>	INVOICE #	DATE ISSUED	DUE DATE	STATUS	INVOICE AMOUNT	REMAINING BALANCE	EARLY PAY DISC	NET BALANCE	
<input type="checkbox"/>	103 Account KW001	01/09/2020	30/09/2020	Overdue for 2 days	\$8,057.10	\$8,057.10	—	\$8,057.10	
<input type="checkbox"/>	104 Account KW002	01/09/2020	30/09/2020	Overdue for 2 days	\$7,229.78	\$7,229.78	—	\$7,229.78	
<input type="checkbox"/>	106 Account KW004	01/09/2020	30/09/2020	Overdue for 2 days	\$7,682.97	\$7,682.97	—	\$7,682.97	
<input type="checkbox"/>	108 Account KW006	01/09/2020	30/09/2020	Overdue for 2 days	\$7,841.42	\$7,841.42	—	\$7,841.42	
<input type="checkbox"/>	109 Account KW007	01/09/2020	30/09/2020	Overdue for 2 days	\$9,094.66	\$9,094.66	—	\$9,094.66	
<input type="checkbox"/>	110 Account KW008	01/09/2020	30/09/2020	Overdue for 2 days	\$8,797.24	\$8,797.24	—	\$8,797.24	

0 Invoices Selected

\$0.00 TOTAL
PAY NOW

Pay Invoices

Saved Card New Card

CARD NUMBER

Card Number

CARD HOLDER NAME

Card Holder Name

EXPIRY DATE

Month

Year

CVV

CCV

☐ Save this card for future payments

PAY NOW

\$8,108.50
To Pay

1 Invoice
Selected

INVOICE #	BALANCE
107	\$8,108.50

Return to Invoices

Once paid the invoice status will change from **'To Pay'** to **'Paid'**