



ONCE YOU HAVE BEEN NOTIFIED THAT YOUR ACTION GROUPS EXTENSION PLAN IS APPROVED AND YOUR FACILITATOR SUBMITS THEIR INVOICE FOR PAYMENT AS THE LEAD FARMER YOU WILL RECEIVE AN EMAIL ADVISING YOU THAT THE AN INVOICE IS READY FOR YOU TO APPROVE FOR PAYMENT."

APPROVING YOUR ACTION GROUP INVOICE FOR PAYMENT

1

LOG IN TO YOUR ACTION GROUP AT WWW.BEEFLAMBENZ.COM THE SAME WAY YOU DID TO SUBMIT THE EXTENSION PLAN

2

ONCE IN YOUR GROUP HEAD TO THE FINANCE TAB FOUND ACROSS THE TOP OF THE PAGE

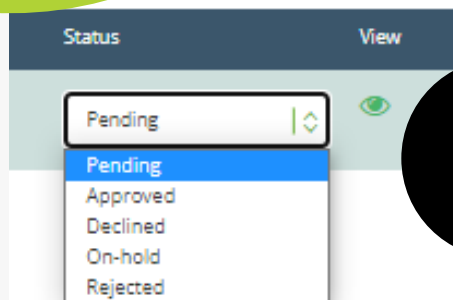


Finance

GROUP PLANS FINANCE FAVOURITES

3

UNDER THE B+LNZ INVOICES YOU WILL FIND THE INVOICE FOR APPROVAL. CHECK THE DETAILS ARE CORRECT AND CHANGE THE STATUS & SAVE CHANGES



Following this process and the invoice being approved, the invoice will be added to the next payment run for payment. Note like all accounts this is 20th of each month.