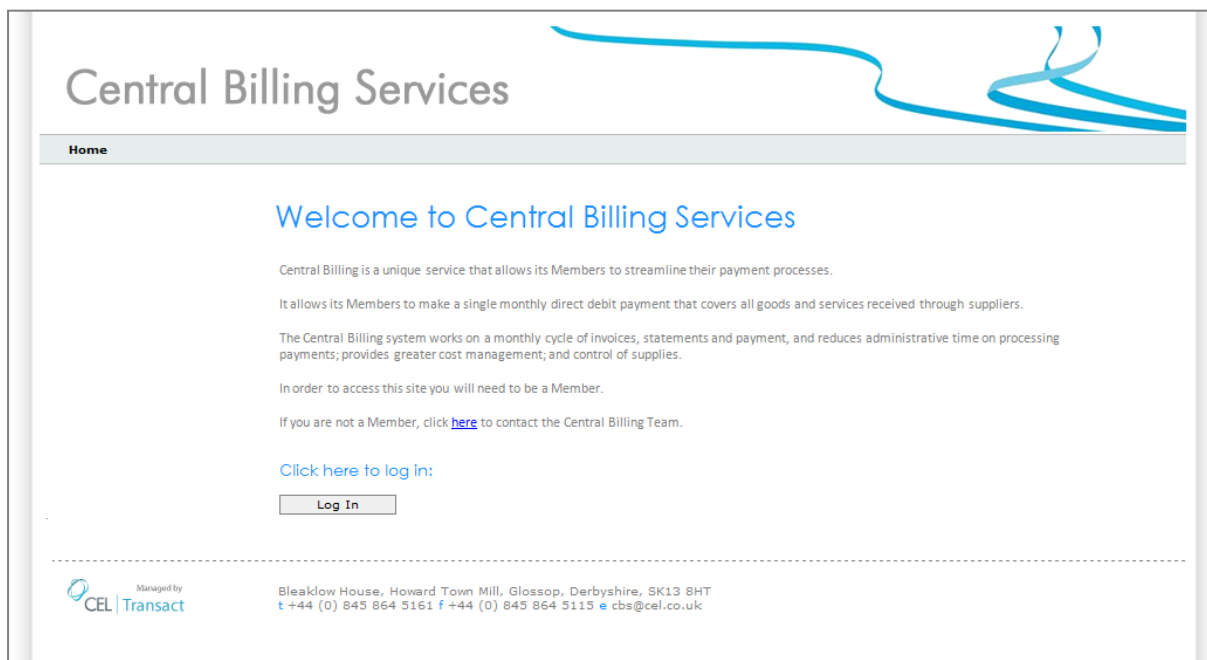


CENTRAL BILLING SERVICES

WEBSITE USER GUIDE



The screenshot shows the homepage of the Central Billing Services website. At the top, there is a navigation bar with a 'Home' link. The main heading is 'Central Billing Services'. Below this, a blue ribbon graphic flows across the page. The main content area features a 'Welcome to Central Billing Services' heading, followed by a brief description of the service, its benefits, and a 'Log In' button. The footer contains contact information for CEL Transact, including the address, phone numbers, and email address.

Central Billing Services

Home

Welcome to Central Billing Services

Central Billing is a unique service that allows its Members to streamline their payment processes.

It allows its Members to make a single monthly direct debit payment that covers all goods and services received through suppliers.

The Central Billing system works on a monthly cycle of invoices, statements and payment, and reduces administrative time on processing payments; provides greater cost management; and control of supplies.

In order to access this site you will need to be a Member.

If you are not a Member, click [here](#) to contact the Central Billing Team.

Click here to log in:

[Log In](#)

Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

Central Billing Services

USER GUIDE

Contents

System Background.....	3
Log In	3
Homepage	5
Statements	6
Saving the Statement - save as a PDF.....	9
Saving the statement - save as an Excel file	10
Invoices.....	11
Saving an Invoice – as a PDF	14
Saving Invoice data – as a CSV.	15
About Us.....	16
Contact Us.....	16
Change Password.....	17

Central Billing Services

USER GUIDE

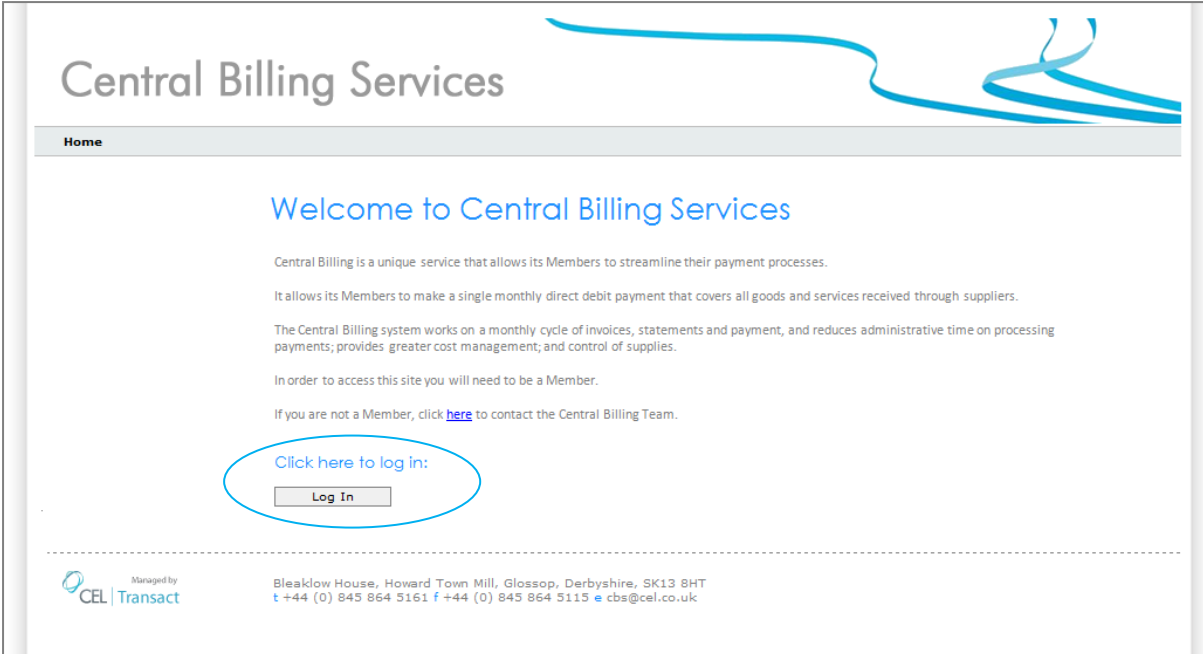
System Background

The Central Billing Service is a web based software application designed for the processing and consolidated billing of invoices, credit notes and statements.

The new secure website allows Members easy access to their invoice, credit note and statement information, and the ability to 'drill down' to more detailed information, including the ability to select by supplier. All customer information accessible on the website can be either downloaded into spreadsheet format or saved and/or printed in a PDF format.

Log In

The website can be accessed from: www.centralbilling.co.uk. To log into the website click on the Log In button, if you are not a Member contact the Central Billing Team.



Central Billing Services

Home

Welcome to Central Billing Services

Central Billing is a unique service that allows its Members to streamline their payment processes.

It allows its Members to make a single monthly direct debit payment that covers all goods and services received through suppliers.

The Central Billing system works on a monthly cycle of invoices, statements and payment, and reduces administrative time on processing payments; provides greater cost management; and control of supplies.

In order to access this site you will need to be a Member.

If you are not a Member, click [here](#) to contact the Central Billing Team.

Click here to log in:

Log In

Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

When you have logged into the site, you will then be taken to the Member Log In area.

Central Billing Services

USER GUIDE

To log into the site, enter your Email Address and Password and click Log In.

Central Billing Services

Home

Member Log In

Email Address:

Password:

Remember me next time:

Log In

Forgotten your password?

To obtain the username and password for your organisation, [click here](#)

Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

If you have forgotten your password you can choose the '*forgotten my password*' prompt. This will ask you for your email address, and your password will be sent to your email.

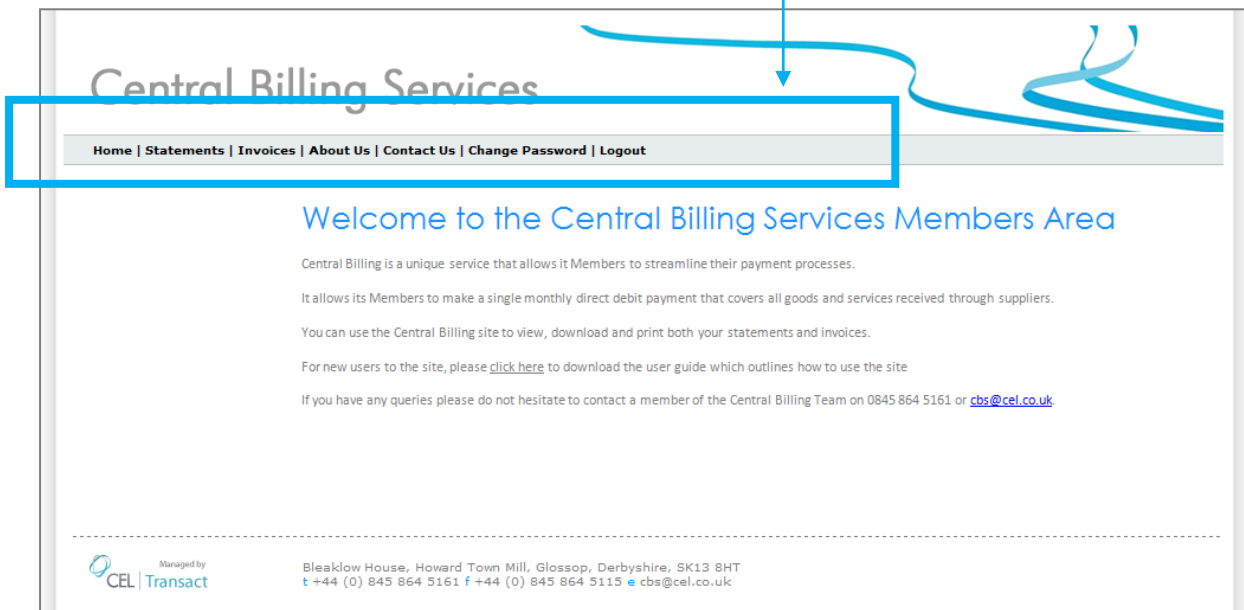
Central Billing Services

USER GUIDE

Homepage

Once you have logged into the site you will get to the site homepage. The Central Billing Services site will allow you to view, print and download your statements and invoices.

Use the menu along the top to navigate through the site.



Central Billing Services

USER GUIDE

Statements

The statements section of the site allows you to view, print and download your current and previous statements, effective from the 1st June 2010. *Previous statements for PfH Members are available through the PfH website.*

To view a statement use the 'Member Reference' drop down to select which Member you wish to view.
(Please note that you will only be able to view member statements within your responsibility.)

Then, using the 'Statement Date' drop down, select which statement date you wish to view.

Select 'Member Reference'

Select 'Statement Date'

Once you have selected which Member and statement period you wish to view, the statement will appear on the page.

Central Billing Services

USER GUIDE

Once the statement has appeared on the page you can then view the statement summary and statement detail.

You then have the option to 'Save as a PDF document' or 'Save as Excel File' (at the bottom of the screen).

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Statements

Member Reference:

Statement Date:

member statement

statement information

statement period: 01 August 2009 to 14 August 2009
member code: ER015
member details: A.N. Other H.A.
Test Street
Test Town
Test County

AN25 6DD

notes: Please find attached your statement summary for Month Ending 14/08/2009. IMPORTANT - if you wish to make any amendments to your Direct Debit please contact CBS before 29/08/2009 on 0845 864 5161. Please note any failed Direct Debits incur a charge of £26.50 + VAT.

statement summary

supplier	net	vat	gross	disputed gross
Carlsberg UK	£204.98	£30.75	£235.73	£0.00
Coors	£1,425.86	£213.88	£1,639.74	£0.00
Heineken	£1,647.29	£247.10	£1,894.39	£0.00
Totals	£3,278.13	£491.73	£3,769.86	£0.00

The amount shown will be taken by Direct Debit on 30 August 2009

statement detail

invoice number	date	net	vat	gross	disputed gross
EW50040673	03/08/2009	£204.98	£30.75	£235.73	£0.00
Totals		£204.98	£30.75	£235.73	£0.00

[save as PDF document](#) [save as Excel file](#)

CEL | Transact
Managed by
Bleakow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
+44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

You also have the facility to click on the invoice number, in the statement detail section, to view the invoice breakdown (overleaf).

Central Billing Services

USER GUIDE

The below is the view of the invoice detail when you have clicked on the invoice number in the statement detail section of your statement.

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Invoices

Member: A.N. Other H.A. (ER015) [Save invoice data as csv](#)

Statement Period: 01/08/2009 - 14/08/2009 [Save invoice data as csv](#)

Supplier: Carlsberg UK [Save invoice data as csv](#)

Account:	Account Number:	Cost Centre:	Job Number:
A.N. Other Club	9101350		

[Save invoice data as csv](#)

Invoice Number:	Date:	Disputed:	Net Total:	Vat Total:	Gross Total:
EW50040673	03/08/2009	No	£204.98	£30.75	£235.73

[Save invoice data as csv](#)

Invoice Details

Custom Field 1	Custom Field 2	Description	Quantity	Unit Price	Line Value	VAT	Gross
		BRITVIC ORANGE	2.00	£6.25	£12.50		
		CANADA DRY GINGER ALE	2.00	£5.78	£11.56		
		BRITVIC TONIC	1.00	£5.76	£5.76		
		SCHWEPPES TOMATO	1.00	£6.41	£6.41		
		BRITVIC ORANGE SQUASH	1.00	£11.85	£11.85		
		PEPSI COLA	2.00	£34.17	£68.34		
		R WHITES LEMONADE	2.00	£31.18	£62.36		
		BUDWEISER	1.00	£21.20	£21.20		
		BUSWEISER SUMMER PROMO PACK 1	1.00	£0.00	£0.00		
		DELIVERY CHARGE	1.00	£5.00	£5.00		
Totals					£204.98	£30.75	£235.73

[save a copy of this invoice as a PDF file](#)

Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

Central Billing Services

USER GUIDE

Saving the Statement - save as a PDF

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Statements

Member Reference:

Statement Date:

member statement

statement information

statement period: 01 August 2009 to 14 August 2009
member code: ER018
member details: A. N. Other H. A.
Test Street
Test Town
Test County
AN25 6DD

Notes: Please find attached your statement summary for Month Ending 14/08/2009. [INFO] If you wish to make any amendments to your Direct Debit please contact CBS before 28/08/2009 on 01487 883400. Please note any failed Direct Debits incur a charge of £26.50 + VAT.

statement summary

supplier	net	vat	gross	disputed gross
Supplier A	£422.86	£63.43	£486.29	£0.00
Supplier B	£1,425.86	£213.88	£1,639.74	£0.00
Supplier C	£1,647.29	£247.10	£1,894.39	£0.00
Totals	£3,496.01	£524.41	£4,020.42	£0.00

The amount shown will be taken by Direct Debit on 30 August 2009

statement detail

Invoice number	date	net	vat	gross	disputed gross
EW92056873	03/08/2009	£204.98	£30.75	£235.73	
EW9216783	02/02/2009	£217.88	£32.68	£250.56	
Totals		£422.86	£63.43	£486.29	£0.00

[Save as PDF document](#) [Save as Excel file](#)

Managed by
CEL Transact

Bleaklow House, Hovedon Town Mill, Glossop, Cheshire, SK13 8HT
t: +44 (0) 845 864 5161 f: +44 (0) 845 864 5115 e: cbs@cel.co.uk

File Download

Do you want to open or save this file?

Name: Statement_BostonRailw_01072009-31072009.pdf
Type: Adobe Acrobat Document, 56.9KB
From: www.centralbilling.co.uk

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Central Billing Services
Member Statement

From: 01 August 2009
To: 14 August 2009
Generated: 26 August 2009

Member Details **ER018**

Name: A. N. Other H.A. Notes: Please find attached your statement summary for Month Ending 14/08/2009.
Address: Test Street
Test Town
Test County
AN25 6DD
Group: The National Association of Recreational Clubs

Notes: [INFO] If you wish to make any amendments to your Direct Debit please contact CBS before 28/08/2009 on 01487 883400.
Please note any failed Direct Debits incur a charge of £26.50 + VAT.

Statement Summary

Supplier	Net	Vat	Gross	Disputed Gross
Supplier A	£422.86	£63.43	£486.29	£0.00
Supplier B	£1,425.86	£213.88	£1,639.74	£0.00
Supplier C	£1,647.29	£247.10	£1,894.39	£0.00
Grand total for all suppliers			£4,020.42	

The amount shown will be taken by Direct Debit on 30 August 2009

Statement Details

Supplier A **10**

A. N. Other Club acc. number: 9101350

Invoice Number	Date	Net	Vat	Gross	Disputed Gross
EW92056873	03/08/2009	£204.98	£30.75	£235.73	
EW9216783	02/02/2009	£217.88	£32.68	£250.56	
Total		£422.86	£63.43	£486.29	£0.00

Supplier B **2**

A. N. Other Club acc. number: 0552821

Invoice Number	Date	Net	Vat	Gross	Disputed Gross
4481335	03/08/2009	£1,164.46	£174.67	£1,339.13	
448604	06/08/2009	£261.40	£39.21	£300.61	
Total		£1,425.86	£213.88	£1,639.74	£0.00

Supplier C **3**

A. N. Other Club acc. number: 261365

Invoice Number	Date	Net	Vat	Gross	Disputed Gross
026554370	04/08/2009	£1,341.92	£201.29	£1,543.21	
026568006	06/08/2009	£305.37	£45.81	£351.18	
Total		£1,647.29	£247.10	£1,894.39	£0.00

13/08/2009 1 10:30:30

Managed by
CEL Transact

Bleaklow House, Hovedon Town Mill, Glossop, Cheshire, SK13 8HT
t: +44 (0) 845 864 5161 f: +44 (0) 845 864 5115 e: cbs@cel.co.uk

Central Billing Services

USER GUIDE

Saving the statement - save as an Excel file

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Statements

Member Reference:

Statement Date:

member statement

statement information

statement period: 01 August 2009 to 14 August 2009
member code: ER015
member details: A. N. Other H.A.
Test Street
Test Town
Test County
AN25 6DD

notes: Please find attached your statement summary for Month Ending 14/08/2009. [IMPORTANT] - If you wish to make any amendments to your Direct Debit please contact CBS before 29/08/2009 on 01457 863400. Please note any failed Direct Debits incur a charge of £26.50 + VAT.

statement summary

supplier	net	vat	gross	disputed gross
Supplier A	£422.86	£63.43	£486.29	£0.00
Supplier B	£1,425.86	£213.88	£1,639.74	£0.00
Supplier C	£1,647.29	£247.10	£1,894.39	£0.00
Totals	£3,496.01	£524.41	£4,020.42	£0.00

The amount shown will be taken by Direct Debit on 30 August 2009

statement detail

Invoice number	date	net	vat	gross	disputed gross
EW50040673	03/08/2009	£204.98	£30.75	£235.73	
EW99216783	02/02/2009	£217.88	£32.68	£250.56	
Totals		£422.86	£63.43	£486.29	£0.00

[View as PDF](#) [save as Excel file](#)

Managed by
CEL | Transact

Breaklow House, Hovedon Town Mill, Glossop, Derbyshire, SK13 8HT
t: +44 (0) 845 864 5161 f: +44 (0) 845 864 5115 e: cbs@cel.co.uk

Central Billing Services

From: 01 August 2009
To: 14 August 2009
Generated: 26 August 2009

Member Statement

Member Details: ER015

Name: A.N. Other H.A.
Address: Test Street
Test Town
Test County

Notes: Please find attached your statement summary for Month Ending 14/08/2009.
IMPORTANT - If you wish to make any amendments to your Direct Debit please contact CBS before 29/08/2009 on 01457 863400.
Please note any failed Direct Debits incur a charge of £26.50 + VAT.

AN25 6DD
Group: The National Association of Recreational Clubs

Statement Summary

Supplier	Net	Vat	Gross	Disputed Gross
Supplier A	£422.86	£63.43	£486.29	£0.00
Supplier B	£1,425.86	£213.88	£1,639.74	£0.00
Supplier C	£1,647.29	£247.10	£1,894.39	£0.00
Grand total for all suppliers			£4,020.42	

The amount shown will be taken by Direct Debit on 30 August 2009

Statement Details

Supplier A

A.N. Other Club acc. number: 9101930

Invoice Number	Date	Net	Vat	Gross	Disputed Gross
EW50040673	03/08/2009	£204.98	£30.75	£235.73	
EW99216783	02/02/2009	£217.88	£32.68	£250.56	
Total		£422.86	£63.43	£486.29	£0.00

12/04/2010 1 15:35:54

Managed by
CEL | Transact

Breaklow House, Hovedon Town Mill, Glossop, Derbyshire, SK13 8HT
t: +44 (0) 845 864 5161 f: +44 (0) 845 864 5115 e: cbs@cel.co.uk

File Download

Do you want to open or save this file?

Name: Statement_BostonRailw_01072009-31072009.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 24.5KB
From: www.centralbilling.co.uk

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Central Billing Services

USER GUIDE

Invoices

This section of the website allows you to view, print and download your invoices.

To view an invoice you will need to select which Member you wish to view, using the 'Member' drop down field.

Next, select which period you wish to view by using the 'Statement Period' drop down field. You can then break it down further by specific supplier using the 'Supplier' drop down box.

The screenshot displays the 'View & Save Invoices' page on the Central Billing Services website. The page header includes navigation links: Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout. The main heading is 'View & Save Invoices'. Below this, there are three dropdown menus: 'Member:', 'Statement Period:', and 'Supplier:'. Each dropdown menu has a 'Save invoice data as csv' link below it. The 'Member' dropdown menu is highlighted with a callout box showing a list of members, with 'A.N. Other H.A. (ER015)' selected. The 'Statement Period' dropdown menu is highlighted with a callout box showing a list of statement periods, with '01/08/2009 - 14/08/2009' selected. The 'Supplier' dropdown menu is highlighted with a callout box showing a list of suppliers, with 'Supplier A' selected. The page also features a table with columns for 'Disputed:', 'Net Total:', and 'Vat Tot'. At the bottom of the page, there is a footer with the CEL | Transact logo and contact information: Managed by Bleaklow House, t +44 (0) 845 864 5161.

Central Billing Services

USER GUIDE

Once you have selected which information you wish to view the information will then appear on the page.

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Invoices

Member: A.N. Other H.A. (ER015) [Save invoice data as csv](#)

Statement Period: 01/07/2009 - 31/07/2009 [Save invoice data as csv](#)

Supplier: Supplier A [Save invoice data as csv](#)

Account:	Account Number:	Cost Centre:	Job Number:
A.N. Other Club	9101350		

[Save invoice data as csv](#)

Invoice Number:	Date:	Disputed:	Net Total:	Vat Total:	Gross Total:
-----------------	-------	-----------	------------	------------	--------------

[Save invoice data as csv](#)

Managed by **CEL Transact**

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

Select the Account you wish to view, the associated invoices will then appear in the box below.

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Invoices

Member: A.N. Other H.A. (ER015) [Save invoice data as csv](#)

Statement Period: 01/07/2009 - 31/07/2009 [Save invoice data as csv](#)

Supplier: Carlsberg UK [Save invoice data as csv](#)

Account:	Account Number:	Cost Centre:	Job Number:
A.N. Other Club	9101350		

[Save invoice data as csv](#)

Invoice Number:	Date:	Disputed:	Net Total:	Vat Total:	Gross Total:
EW99647709	06/07/2009	No	£179.73	£26.96	£206.69

[Save invoice data as csv](#)

Managed by **CEL Transact**

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

Central Billing Services

USER GUIDE

You can then click on the Invoice Number and the invoice detail appears at the bottom of the page.

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

View & Save Invoices

Member: A.N. Other H.A. (ER015) [Save invoice data as csv](#)

Statement Period: 01/07/2009 - 31/07/2009 [Save invoice data as csv](#)

Supplier: Carlsberg UK [Save invoice data as csv](#)

Account: A.N. Other Club **Account Number:** 9101350 **Cost Centre:** **Job Number:**

[Save invoice data as csv](#)

Invoice Number:	Date:	Disputed:	Net Total:	Vat Total:	Gross Total:
EW99647709	06/07/2009	No	£179.73	£26.96	£206.69

[Save invoice data as csv](#)

Invoice Details

Custom Field 1	Custom Field 2	Description	Quantity	Unit Price	Line Value	VAT	Gross
		PEPSI COLA DIET	1.00	£34.17	£34.17		
		DIET PEPSI	5.00	£7.63	£38.15		
		TANGO ORANGE	4.00	£11.04	£44.16		
		BRITVIC LOW CAL TONIC	5.00	£6.82	£34.10		
		BRITVIC ORANGE	2.00	£6.25	£12.50		
		BRITVIC 55 ORANGE	1.00	£11.65	£11.65		
		DELIVERY CHARGE	1.00	£5.00	£5.00		
Totals					£179.73	£26.96	£206.69

[save a copy of this invoice as a PDF file](#)

Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

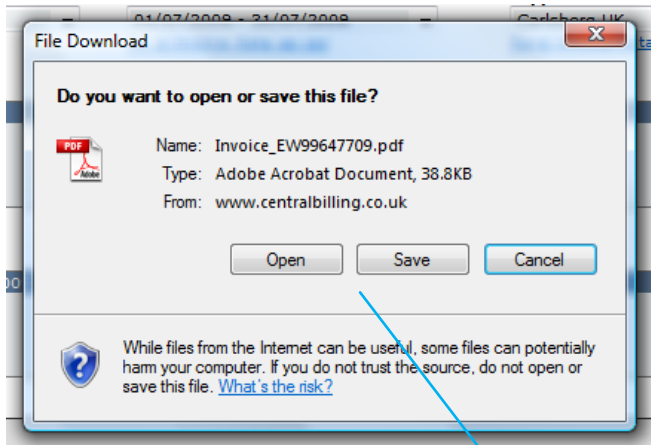
You can then save a copy of the invoice as a PDF, by select the 'Save a copy' option

Central Billing Services

USER GUIDE

Saving an Invoice – as a PDF

When you have selected 'save a copy of this invoice as a PDF', the below box will appear.



Select Open or Save.

The invoice then appears as a document.

You should also receive a paper copy of the invoice from your supplier for VAT purposes.

Central Billing Services
Invoice Details

Invoice Information

Invoice Number:	EW99647709	Supplier Codes:	10
Invoice Date:	06/07/2009	Account Numbers:	9101350
Supplier Name:	Carlsberg UK	Status:	OK
Account Name:	A.N. Other Club		

Invoice Data

Custom Field 1	Custom Field 2	Description	Quantity	Unit Price	Line Value	Vat	Gross
		PEPSI COLA DIET	1.00	£34.17	£34.17		
		DIET PEPSI	5.00	£7.63	£38.15		
		TANGO ORANGE	4.00	£11.04	£44.16		
		BRITVIC LOW CAL TONIC	5.00	£6.82	£34.10		
		BRITVIC ORANGE	2.00	£6.25	£12.50		
		BRITVIC 35 ORANGE	1.00	£11.65	£11.65		
		DELIVERY CHARGE	1.00	£5.00	£5.00		
Totals:					£179.73	£26.96	£206.69

25/05/2010 16:29:54
1
CELT Transact
Blacklour House, Howard Town Mill, Glossop, Derbyshire, S65 0HT
t: +44 (0) 845 864 5161 f: +44 (0) 845 864 5115 e: cbs@cel.co.uk

Central Billing Services

USER GUIDE

Saving Invoice data – as a CSV.

You can also save invoice data as a CSV which will be useful for statistical purposes. On the View & Save Invoices screen you will see a 'Save invoice data as CSV' option.

When you select this it will download all invoices into a spreadsheet as above for all periods showing all detail of products for every invoice.

Member: A.N. Other H.A. (ER015) **Statement Period:** 01/07/2009 - 31/07/2009 **Supplier:** Carlsberg UK

Account: A.N. Other Club **Account Number:** 9101350 **Cost Centre:** **Job Number:**

Invoice Number: EW99647709 **Date:** 06/07/2009 **Disputed:** No **Net Total:** £179.73 **Vat Total:** £26.96 **Gross Total:** £206.69

Custom Field 1	Custom Field 2	Description	Quantity	Unit Price	Line Value	VAT	Gross
		PEPSI COLA DIET	1.00	£34.17	£34.17		
		DIET PEPSI	5.00	£7.63	£38.15		
		TANGO ORANGE	4.00	£11.04	£44.16		
		BRITVIC LOW CAL TONIC	5.00	£6.82	£34.10		
		BRITVIC ORANGE	2.00	£6.25	£12.50		
		BRITVIC 55 ORANGE	1.00	£11.65	£11.65		
		DELIVERY CHARGE	1.00	£5.00	£5.00		
Totals					£179.73	£26.96	£206.69

save a copy of this invoice as a PDF file

File Download
Do you want to open or save this file?
Name: invoicedata.csv
Type: Microsoft Office Excel Comma Separated Values ...
From: www.centralbilling.co.uk

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Central Billing Services

USER GUIDE

About Us

This page gives an overview of Central Billing and some of the customers of Central Billing. You can also download the FAQ's and monthly cycle process.

Central Billing Services

[Home](#) | [Statements](#) | [Invoices](#) | [About Us](#) | [Contact Us](#) | [Change Password](#) | [Logout](#)

About Us

Central Billing has been providing its service for a number of different purchasing consortia since 1987.


These purchasing consortia cover a wide range of sectors including, social housing, hospitality, university catering and independent hospitals and care homes.

The Central Billing Team process around £100 million of invoices per year and cover a wide range of product areas provided by more than 200 national and local suppliers.

Central Billing works on a monthly cycle of invoices, statements and payment, and reduces administrative time on processing payments; provides greater cost management; and control of supplies. [Click here](#) to download the monthly cycle process.

The Central Billing service provides an essential business tool for obtaining management information and streamlining purchase payments into one consolidated monthly payment.

[Click here](#) to download our FAQ's, or if you have any queries contact a member of the Central Billing Team 0845 864 5161 or cbs@cel.co.uk

 Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

Contact Us

This provides the contact details for the Central Billing team, should you have any queries.

Central Billing Services


[Home](#) | [Statements](#) | [Invoices](#) | [About Us](#) | [Contact Us](#) | [Change Password](#) | [Logout](#)

Contact Us

To contact a member of the Central Billing Services team:

Central Billing Services
c/o CEL Group
Bleaklow House
Howard Town Mill
Glossop
SK13 8HT

t +44 (0) 845 864 5161
f +44 (0) 845 864 5115
e cbs@cel.co.uk

 Managed by
CEL | Transact

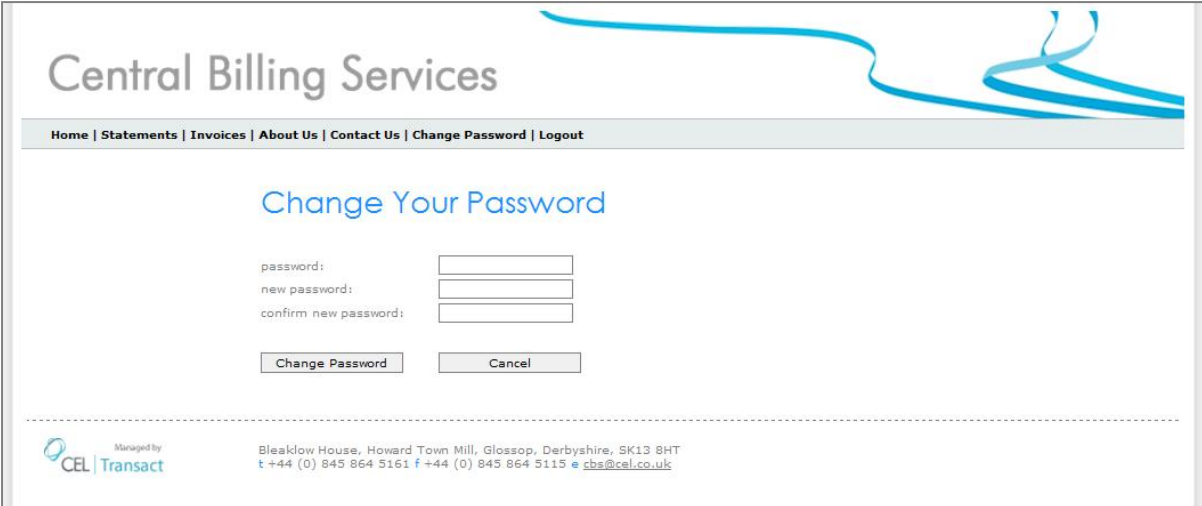
Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t +44 (0) 845 864 5161 f +44 (0) 845 864 5115 e cbs@cel.co.uk

Central Billing Services

USER GUIDE

Change Password

If you wish to change your password for accessing the site, change your password here.



The screenshot shows a web page titled "Central Billing Services" with a navigation menu: Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout. The main heading is "Change Your Password". Below this are three input fields: "password:", "new password:", and "confirm new password:". At the bottom of the form are two buttons: "Change Password" and "Cancel".

Central Billing Services

Home | Statements | Invoices | About Us | Contact Us | Change Password | Logout

Change Your Password

password:

new password:

confirm new password:

Managed by
CEL | Transact

Bleaklow House, Howard Town Mill, Glossop, Derbyshire, SK13 8HT
t: +44 (0) 845 864 5161 f: +44 (0) 845 864 5115 e: cbs@cel.co.uk