

Online Portal Instructions

To view invoices, you can click the heading "Pay Invoices" from the menu, then "Choose Customer" to select the account you would like to view. You can use the Invoice Filters to select various Invoices and Aging Status. Then, click "Done".

The screenshot shows the 'Invoices' page with a sidebar menu on the left containing 'Home', 'Pay Invoices', 'Reports', 'Maintenance', 'Options', and 'Sign out'. The 'Pay Invoices' option is highlighted. The main area is titled 'Invoices'. On the right, there are 'Invoice filters' and a 'View' dropdown menu. The 'View' menu is open, showing options: 'Open Invoices', 'Delivery Tickets', 'Open Invoices' (checked), and 'Closed Invoices'. Below the filters, there are sections for 'Customers' (METROPOLITAN LINEN SERVICES), 'View' (Open Invoices), 'A/R aging status' (All), and 'Dates' (All). A 'Done' button is at the bottom of the filters. Red arrows point from the 'Pay Invoices' menu item to the 'View' dropdown and from the 'Done' button to the 'A/R aging status' dropdown.

Any Invoices highlighted in Red/Pink are considered past due invoices. You can select all invoices to be paid, including any credits to be applied. Then, you can select to "View" invoices prior to paying or proceed to "Pay Selected" invoices.

Invoices Filter

☐ Select all

Selected	Date	Invoice	Amount	Owed	Customer number	Customer name
☐	2/28/2025	D1858196	\$0.00	\$(229.02)	989999-1-00000	METROPOLITAN LINEN SERVICES
☒	11/4/2024	F1837083	\$0.00	\$(357.94)	989999-1-00000	METROPOLITAN LINEN SERVICES
☐	10/10/2024	P1828936	\$0.00	\$(267.20)	989999-1-00000	METROPOLITAN LINEN SERVICES

View Selected Pay Selected

You can enter your payment information, whether credit card or ACH, with the option to save on file for future payments. To request authorization to automatically withdraw payments, please contact our Accounting Department @ ar@metropolitanlinen.com.

Pay Invoices

New Card New ACH

Required fields

**** *
MM / YYYY

Name on card
Street address
Zip code

☐ Save card on file

Date	Invoice	Owed
1/30/2025	1851288	\$432.96

Total payment: \$432.96

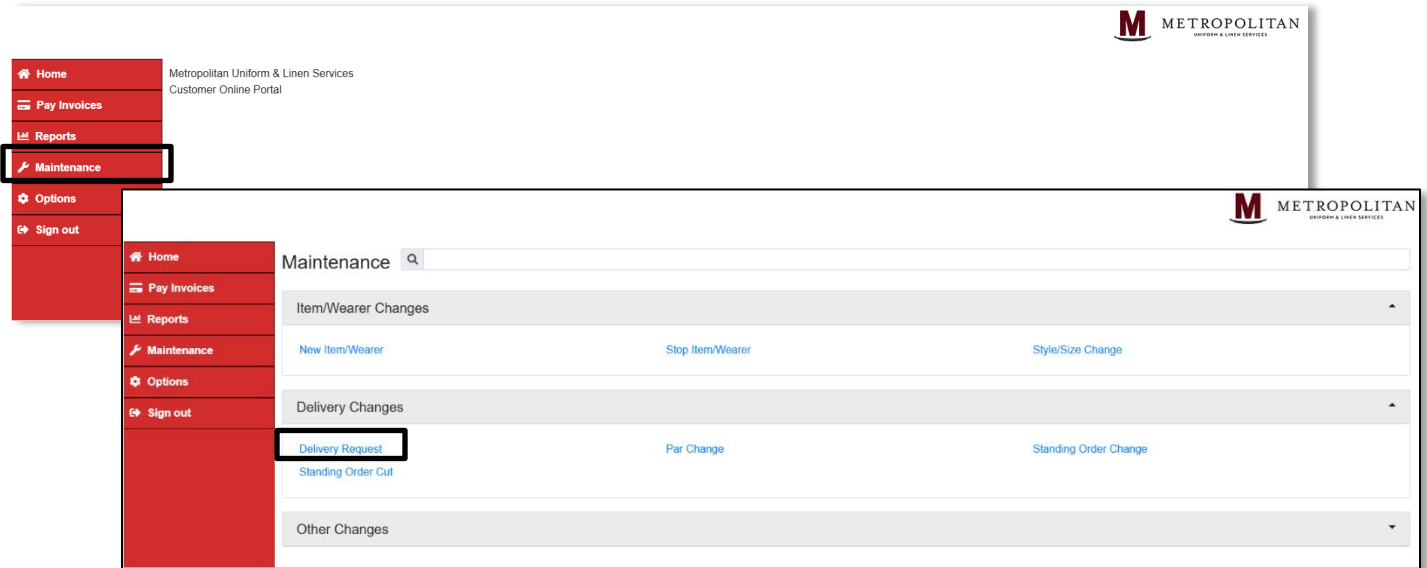
Submit Cancel

Payment Processing may take a few minutes. Please do not refresh the screen until the payment has completed. Refreshing the screen could result in multiple transactions.

You can access all invoices, payment history and statements through our "Reports" tab.

The screenshot shows the 'Reports' page with a sidebar menu on the left containing 'Home', 'Pay Invoices', 'Reports', 'Maintenance', 'Options', and 'Sign out'. The 'Reports' option is highlighted. The main area is titled 'Reports' and contains three tabs: 'Invoices', 'Payment Activity', and 'Statements'. A red arrow points from the 'Reports' tab in the sidebar to the 'Reports' title in the main area. Below the tabs, there is a 'Customer' section with a 'Customer Inquiry' link.

To add items to your next scheduled delivery, you create a "Delivery Request". On our Home Page, you can click the heading "Maintenance" from the menu, then "Delivery Request" for a one-time order.



Choose "Customer" to select the account you would like to view, then "Select a Date" for the corresponding delivery date.

**Please note that it will only allow you to select a date that falls on your scheduled delivery day.*

For any special orders outside of your delivery day, you can contact our Customer Services to place your order.

Create Delivery Request

You can enter your items in the Request column as full quantities per piece. You can view any items that are automatically scheduled for delivery on the "Standard" column. The requested quantities will override the amounts on each standard item. You can also enter "0" to request no delivery of an item. Once you are done entering all items, click "Submit" to finalize your order.

Create Delivery Request

Wearer	SKU	Description	Sizes	Standard	Request
	12001	WHITE NAPKIN		600	800
	12003	BLACK NAPKIN		0	100
	16101	61" WHITE TC		120	
	16103	61" BLACK TC		0	
	21001	WHITE BIB APRON		10	
	31001	KITCHEN TOWEL		300	
	31312	GREEN MICRO FIBER TOWEL		50	
	50001	LAUNDRY BAG		35	

Once the order is submitted, you will receive confirmation that the order was added successfully. A confirmation email will also be sent with your order details.

Delivery requests added successfully

Create Delivery Request

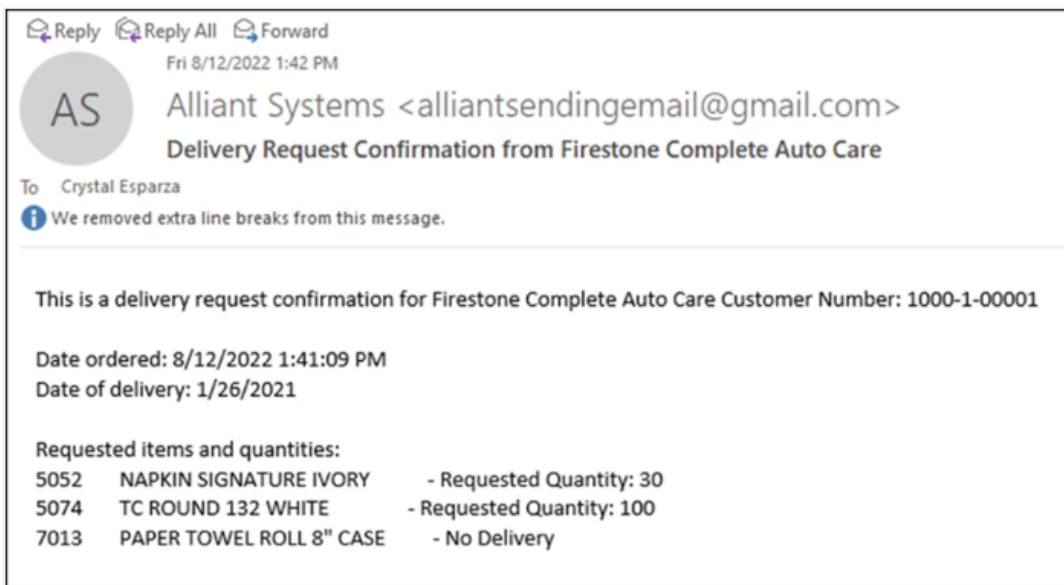
Customer

Customer

METROPOLITAN LINEN (989999-1-00000) [Choose Customer](#)

Next

Cancel



*If you do not see the message that your Delivery Request was submitted or a Delivery Confirmation Email within the hour, please contact Customer Services to ensure your order was received.