



CAPLINK



*Streamlining the way we connect
with our supplier network*

Dear Supplier

Welcome, and congratulations on connecting to CAPlink – the new way of doing business with Capricorn.

During the first months of using CAPlink, there will be a “transition phase” where you are required to send transactions and statements in the conventional manner, until you are informed by us to stop.

You are now required to actively check CAPlink reports against your accounting system, by using reports such as the “CAPlink Transactional Report by month” on a daily/weekly basis. For more information on the reconciliation process please see the attached handbook or go to www.capricorn.com.au and read the CAPlink Reconciliation guide.

If you have any queries regarding CAPlink then please contact IT Service Desk on:

Australia – TOLL FREE	1800 005 322
New Zealand – FREECALL	0800 401 444
Republic of South Africa – FREECALL	0800 993 129

We look forward to sharing the benefits of CAPlink with you, and adding more features in the near future.

Regards,

Christine Campbell
Member Services Manager
Capricorn Society Ltd

Capricorn... We help people in the automotive industry to make more money and have more time

