

# CapLink

Supplier online portal – Member Search

Last Updated 21/08/2020 – v3

## CONTENTS

1. Contacts: .....	3
2. Document overview .....	3
3. Checking a Capricorn Member’s status online: .....	4
Instructions: .....	4
Example of a member that is good to trade .....	5
Example of a member that is on stop .....	5

## 1. Contacts:

For all your CapLink related queries and issues, you can contact the CapLink Support team at Capricorn Society Limited.

**Ph:** 1800 327 437 (AU) or 0800 401 444 (NZ) → Ask for CapLink Support

**Email:** [caplink.support@capricorn.coop](mailto:caplink.support@capricorn.coop)

**Location:** Western Australia      Time: +08

For all transaction related queries, you can contact the Supplier Support team at Capricorn Society Limited.

**Ph:** 1800 327 437 (AU) or 0800 401 444 (NZ) → Ask for Supplier Support

**Email:** [input@capricorn.coop](mailto:input@capricorn.coop)

**Location:** Western Australia      Time: +08

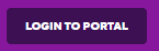
## 2. Document overview

This document provides guidelines to running a search for members through the Member search functionality available on the supplier website portal.

### 3. Checking a Capricorn Member’s status online:

The following section describes an alternative way to CapLink of checking a Capricorn Member’s trading status.

#### Instructions:

- From your internet web browser, go to the Capricorn home page <http://www.capricorn.coop/>
- Select  and input your details as required at the login screen.

- The Account No → Supplier ID
- Password → your current password (if unsure about your password, please call Capricorn).

- Once logged in, select “Member Search” from the left panel options to bring up the search options

- From the "Members Search" wizard, type in the Capricorn Member's No or Member's Name and click on "Search".  
The Member's details will be returned, and their trading status displayed.

### Example of a member that is good to trade

The screenshot shows the 'Member Search' form with the following fields: Member # (with placeholder 'Enter Member ID here'), Member Name (with placeholder 'Member Name here'), ABN, Regions, Sales Territory, Business Type, Postcode From, and Postcode To. There are 'Clear' and 'Search' buttons. Below the form are options for CSV, Excel, and PDF, and a 'Show 10 entries' dropdown. A table header is visible with columns: #, Name, Contact, Phone, Address, Type, Credit. The table content shows 'MEMBER'S DETAILS WILL BE LISTED HERE' and a 'Trading Status' of 'OK' with a green checkmark. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons. A red arrow points to the 'Search' button with the text 'Select to return member's trading status'.

### Example of a member that is on stop

The screenshot shows the 'Member Search' form with the same fields as the previous example. The table content shows 'MEMBER'S DETAILS WILL BE LISTED HERE' and a 'Trading Status' of 'ON STOP' with a red 'X' icon. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons. A red arrow points to the 'Search' button with the text 'Select to return member's trading status'.