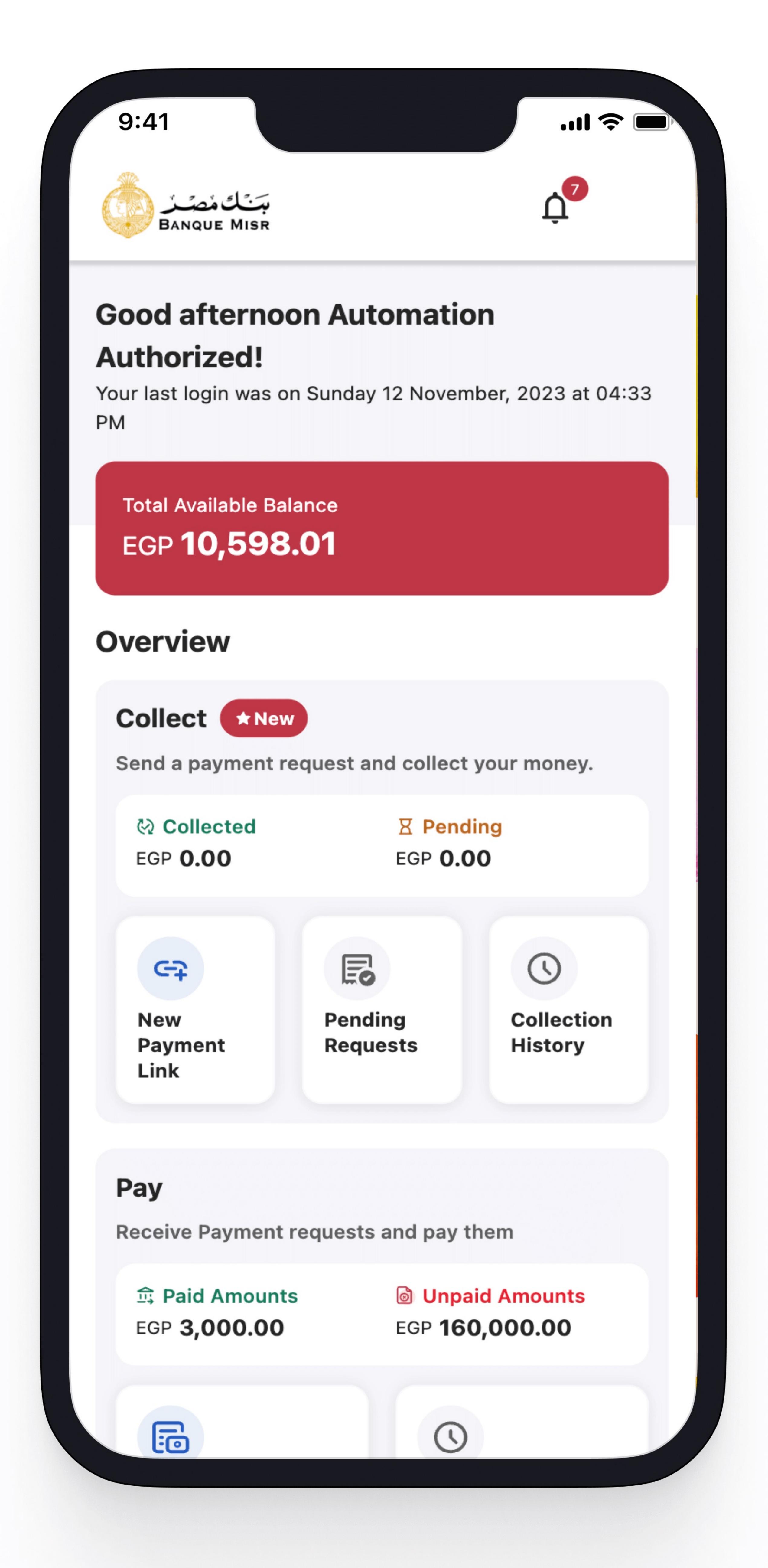
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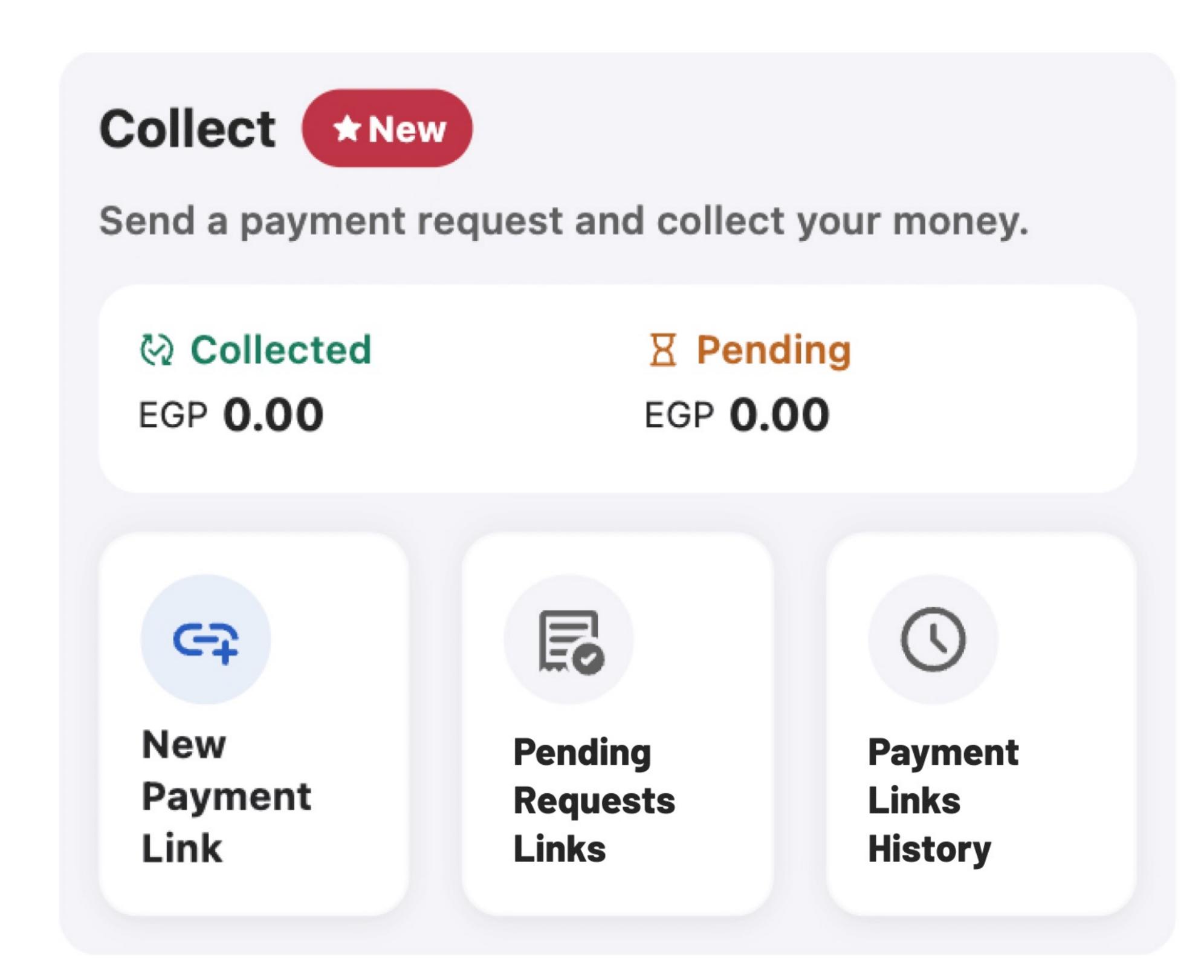


Dashboard

From the "Dashboard" you can access the "Collect" & "Pay" service

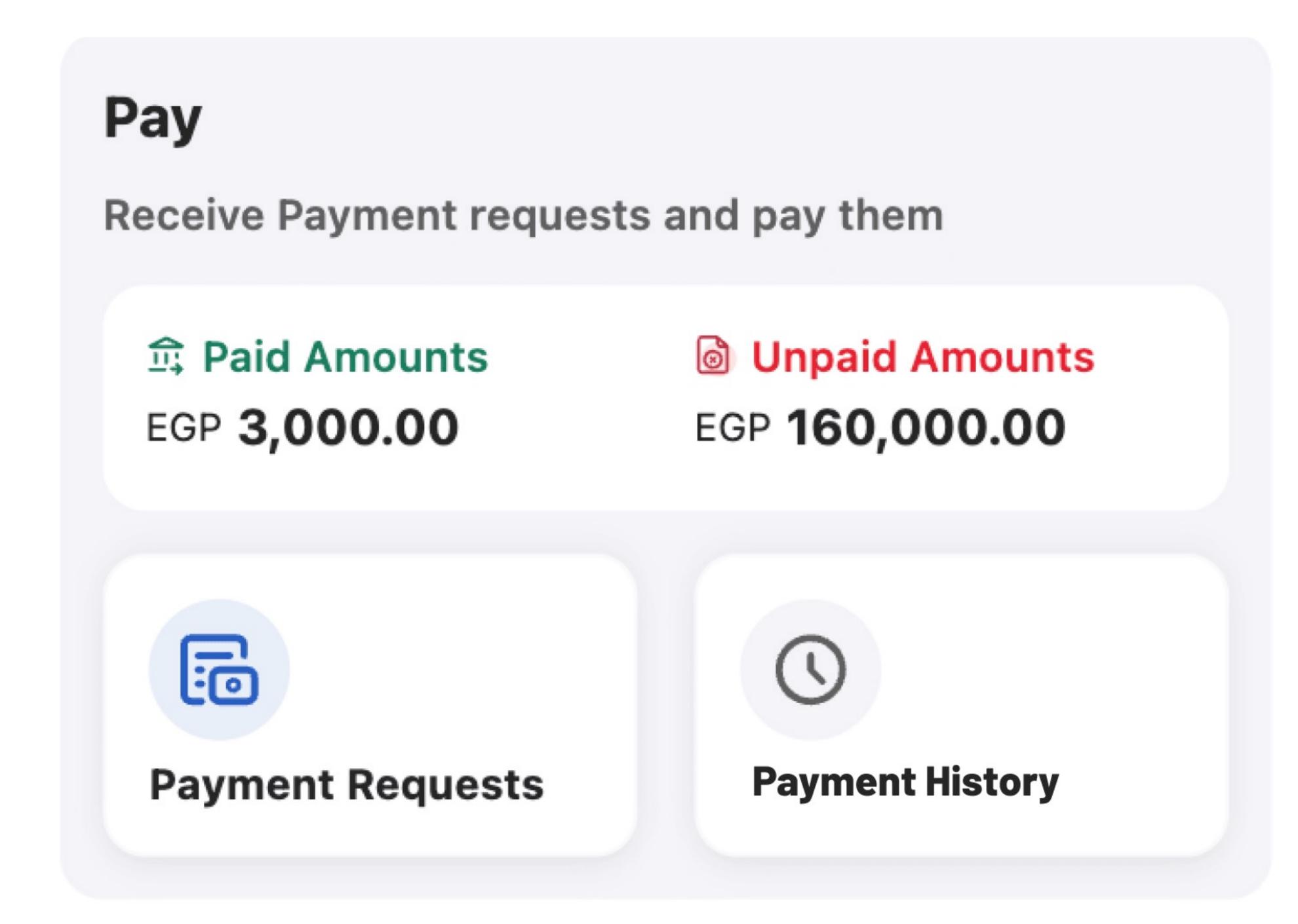
1. Collect

Through "Collect" section, you can manage your payment requests or payment links.

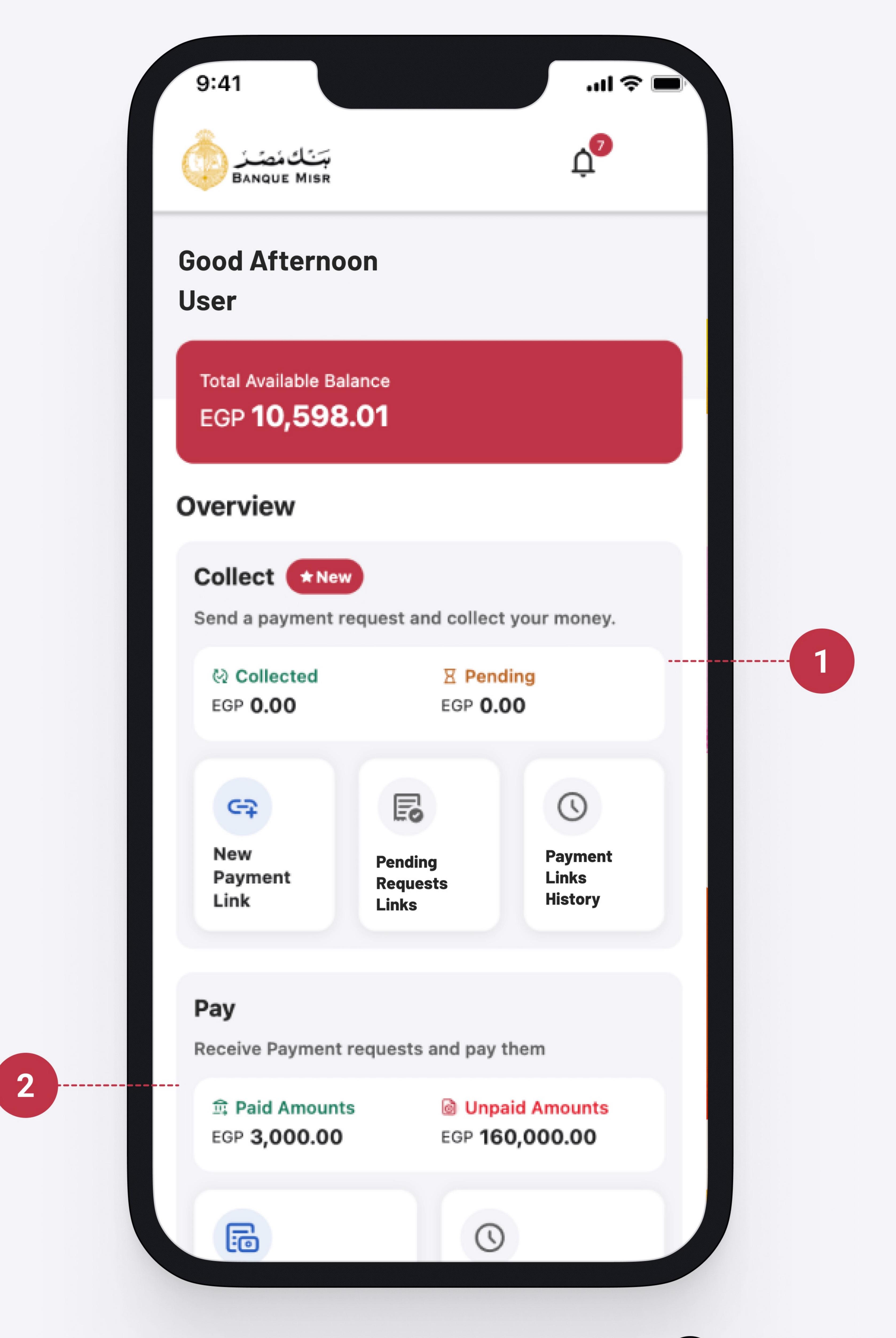


2. Pay

Through "Pay" section, you can pay the payment requests received from your suppliers. It contains "Payments History" and "Collection History".











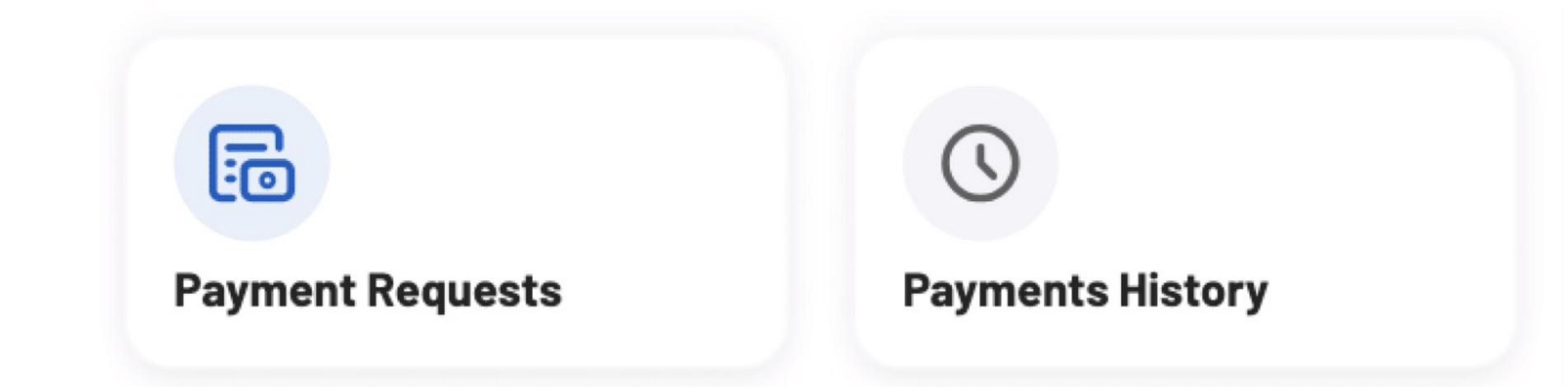




You can access the payment request through:

1. From the dashboard:

Select "Payment Requests".

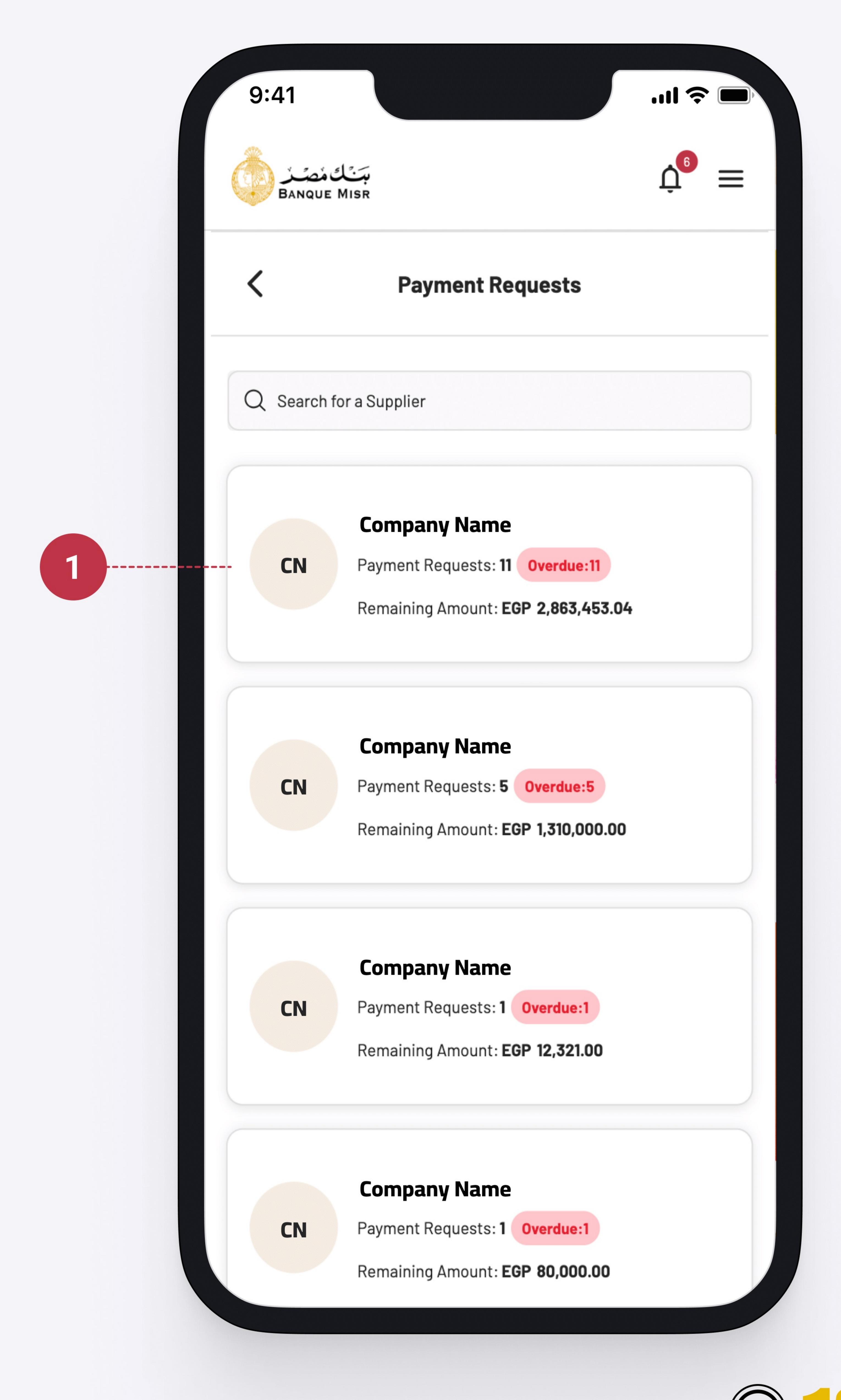


2. From the burger menu:

Press on the burger menu = > Select "Pay" > Select "Payment Requests".



1 Press on the supplier card













From received request screen, you can:



Select the request that you want to pay

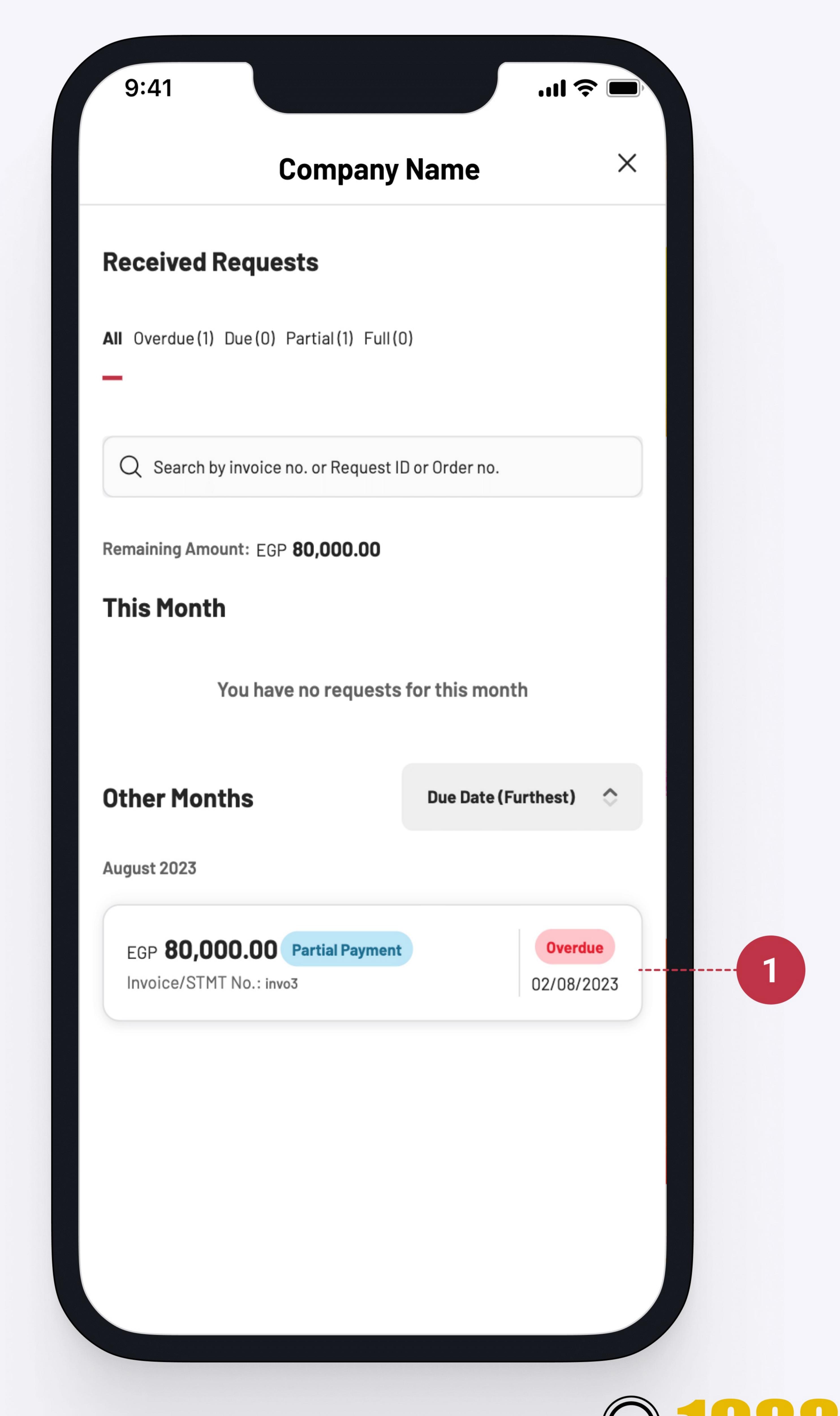
Received requests page contains:

1. Filters

Your requests could be overdue, due, partial & full requests.

2-Search

You can search for requests by Invoice no., Request id or Order no.





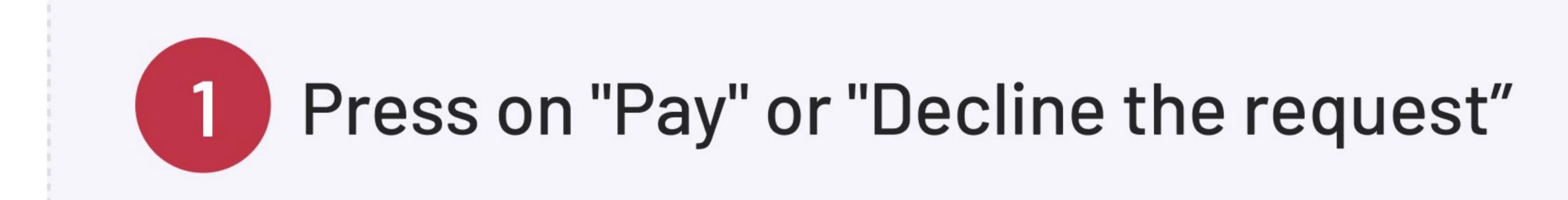






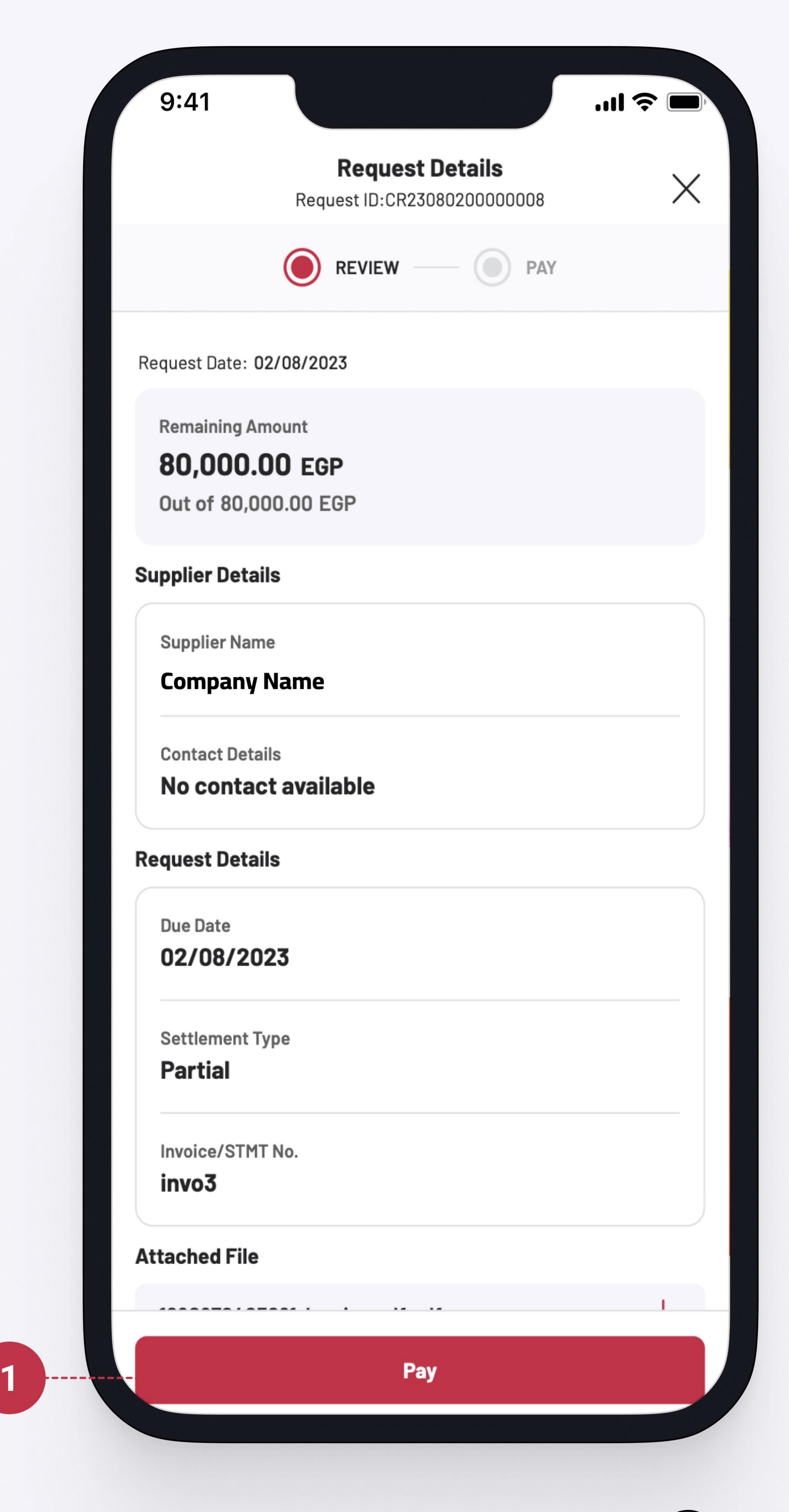


View Payment Request Details



This page contains:

- 1. Supplier details
- 2. Request details







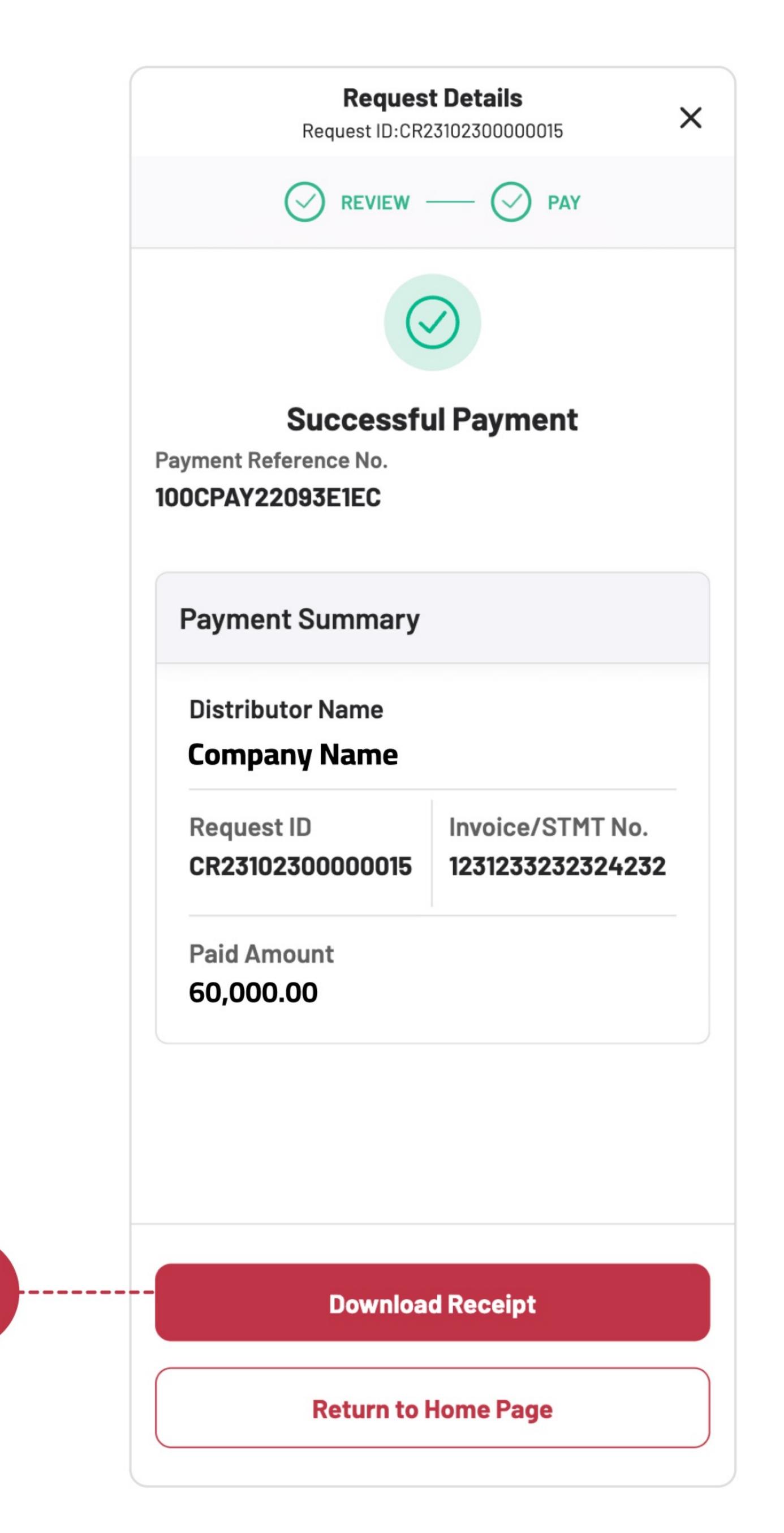
Pay the request "Full amount"

In this step, the pre-payment request is reviewed by the seller before payment is confirmed.

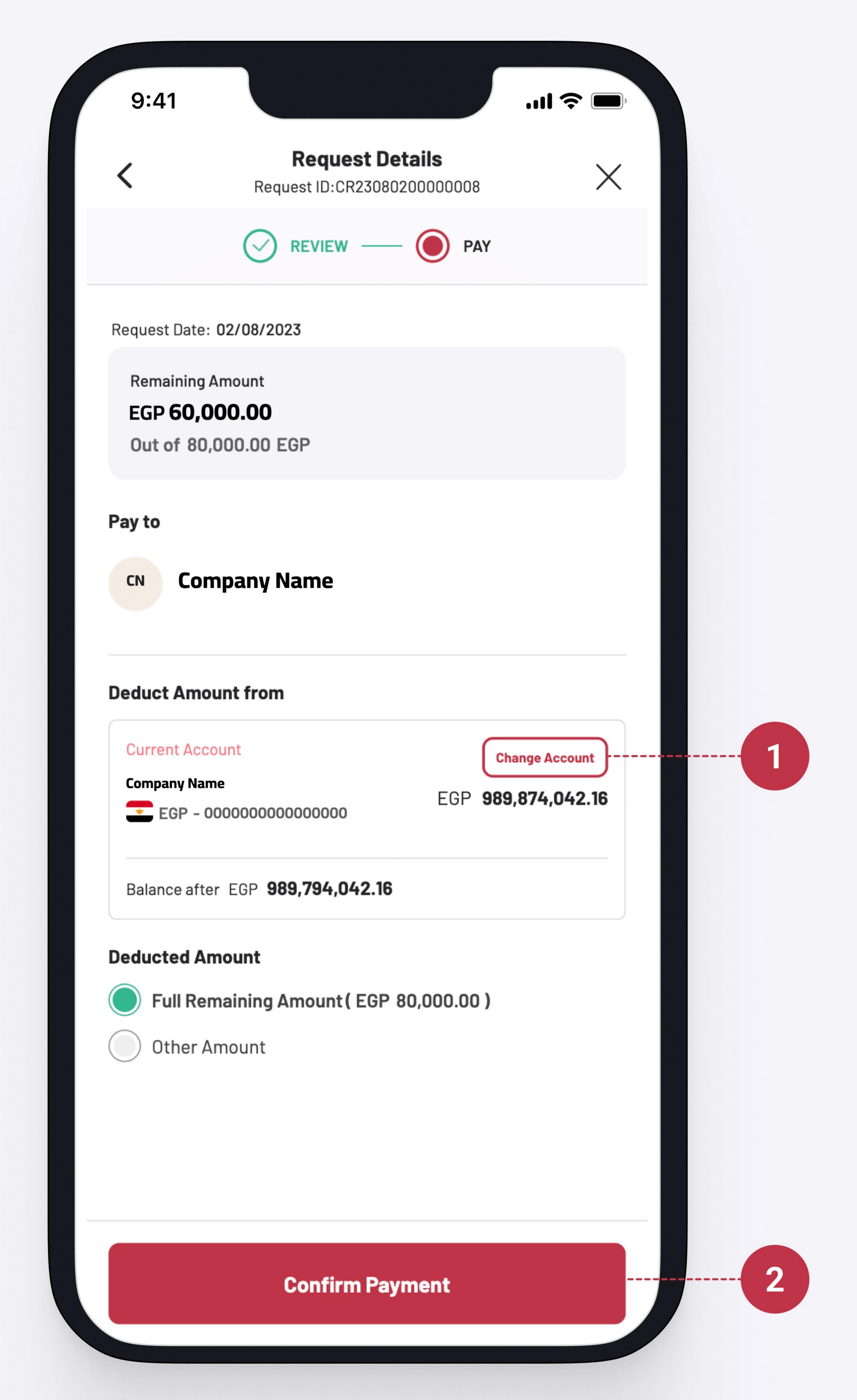
- Choose an account
- 2 Press on the "Confirm payment" button
- Press on the "Download Receipt" button

Order Paid Successfully

After confirming the payment, you will be directed to a success screen.















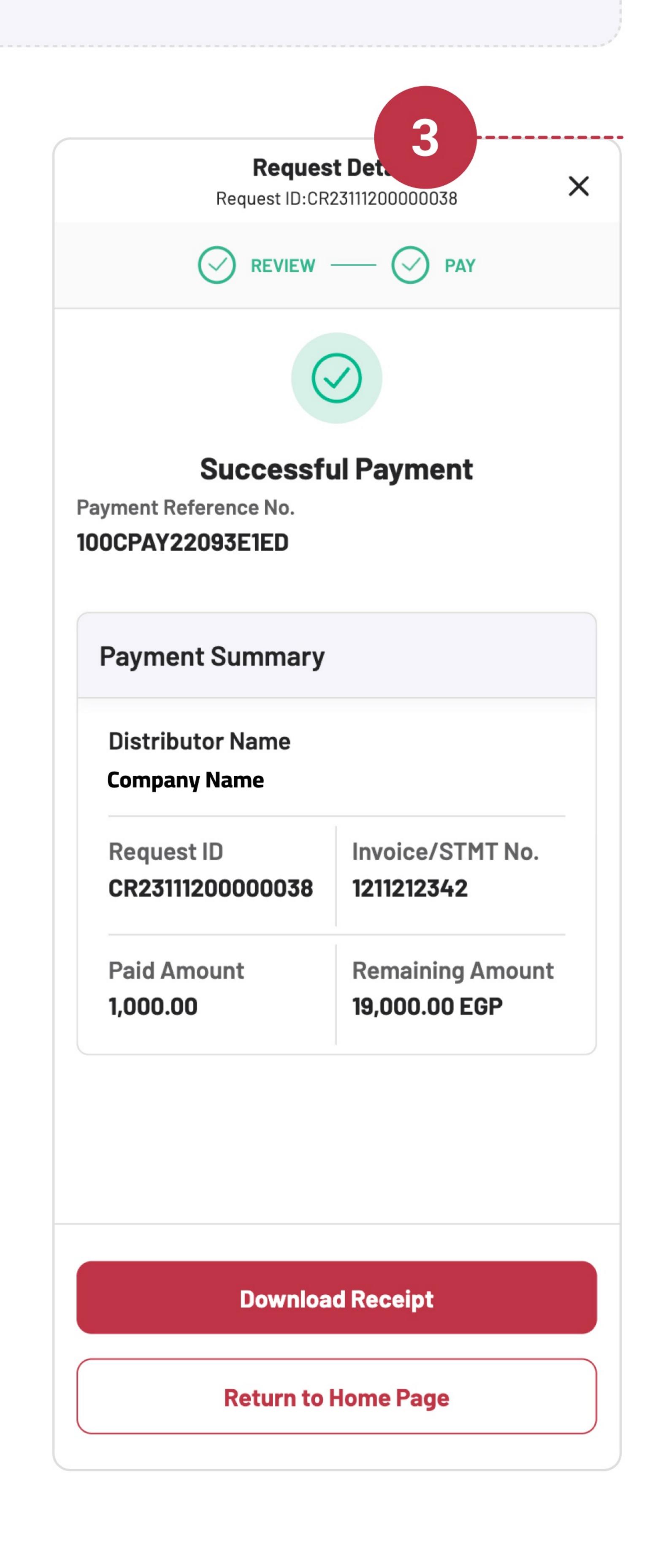
Pay the request "Partial amount"

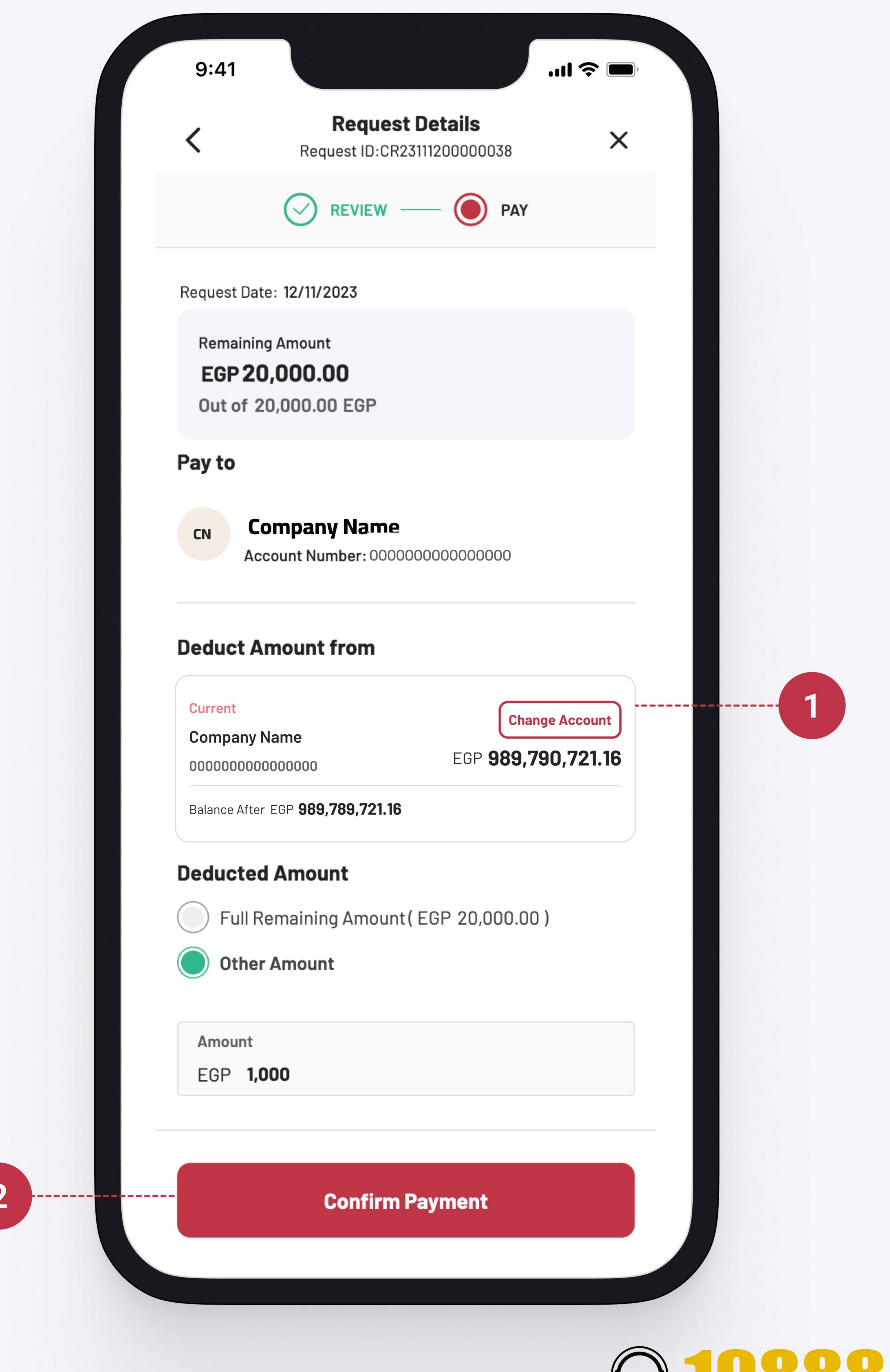
In this step, the pre-payment request is reviewed by the seller before payment is confirmed.

- 1 Choose either to pay the total remaining amount or choose an account
- Press on the "Confirm payment" button
- Press on the "Download receipt" button

Order Paid Successfully

After confirming the payment, you will be directed to a success screen.

















Decline the Request

- Enter the Reason for declining
- 2 Press on the "Decline" button
- Enter the "OTP Confirmation"
- Press on "Confirm" button
- Press on "Download Receipt" button

Request declined successfully

After confirming the OTP, you will be directed to a success screen of declining.

