

INVOICING

(USER MANUAL)

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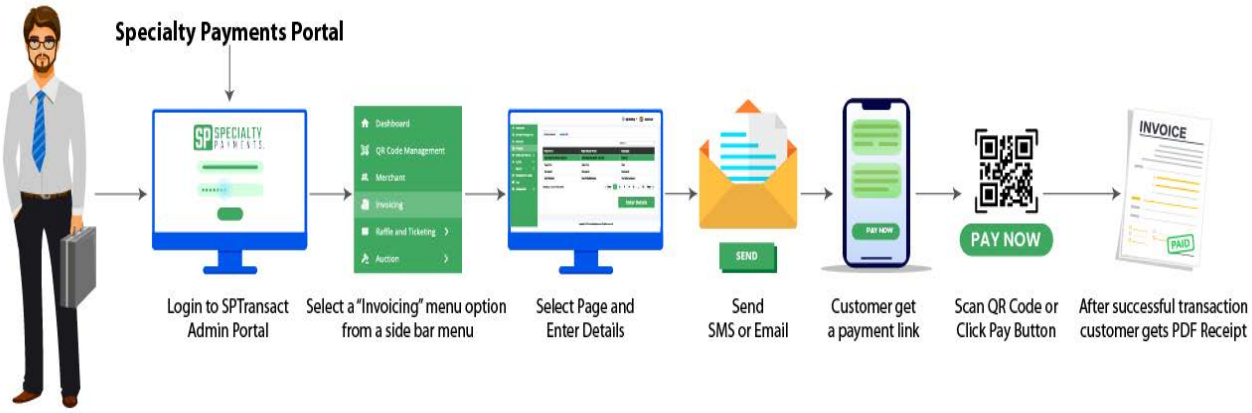
Introduction

This document is prepared as a guide for Merchants Operator to process the Invoicing Feature of Specialty Payments Platform.

Specialty Payments Platform

Specialty Payments is Merchant Payment Processing Platform – which helps merchant to process their online transactions like Donation and retail payment. It has associated with various payment gateway companies to process transactions using iFrame/ Hosted Payment Control.

Invoicing-User Architecture



User Guide

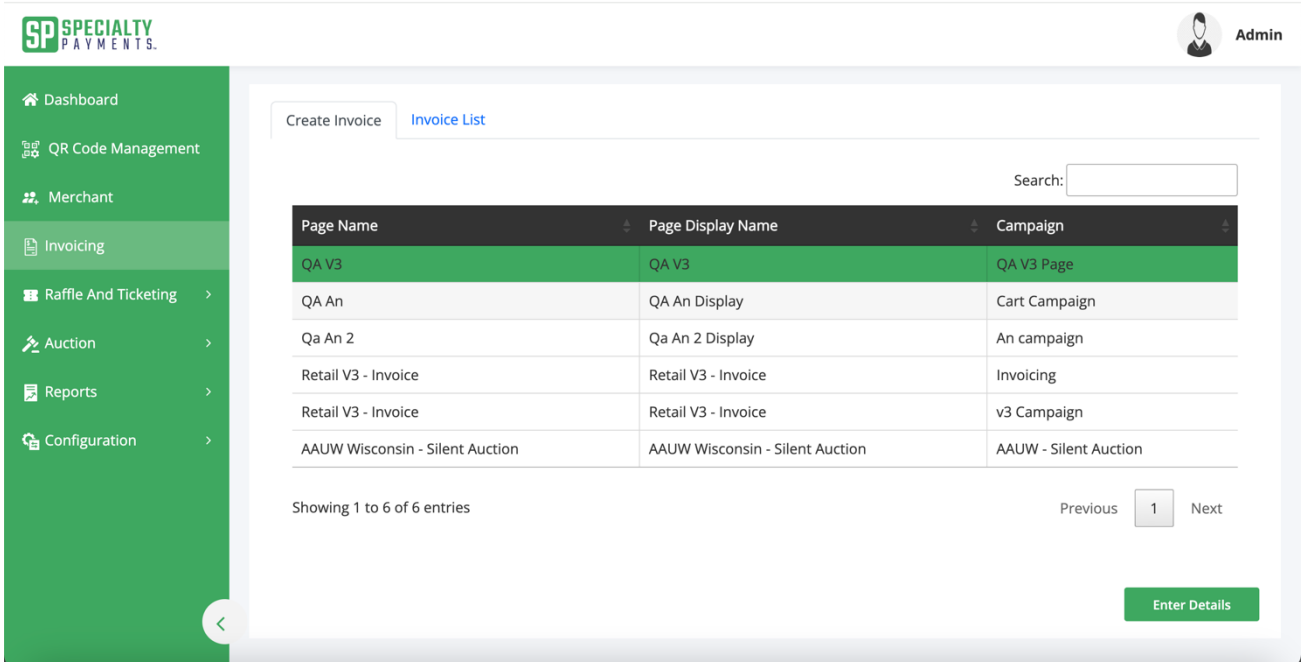
LOG IN

Steps for logging into Specialty Payments Admin Portal:

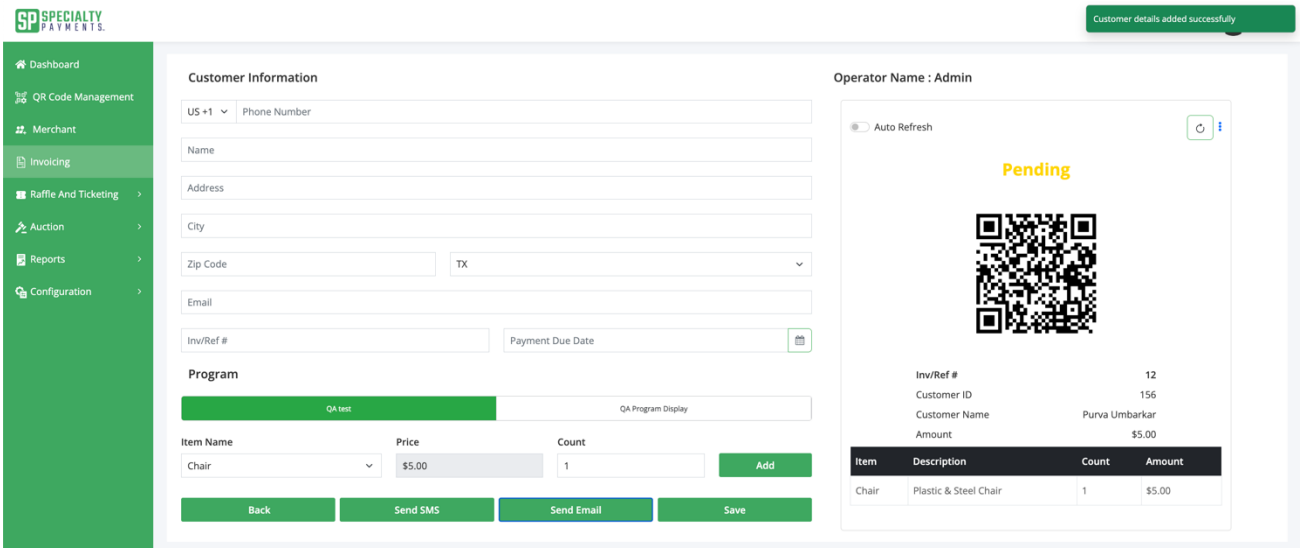
1. **Sandbox**
    a. Login: https://uatadmin.specialtypayments.com/login
    b. Username : Admin
    c. Password : Admin@123
2. **Production**
    a. Login: https://admin.specialtypayments.com/login
    b. Username :
    c. Password :

PAGES FOR PAYMENT BY CUSTOMER:

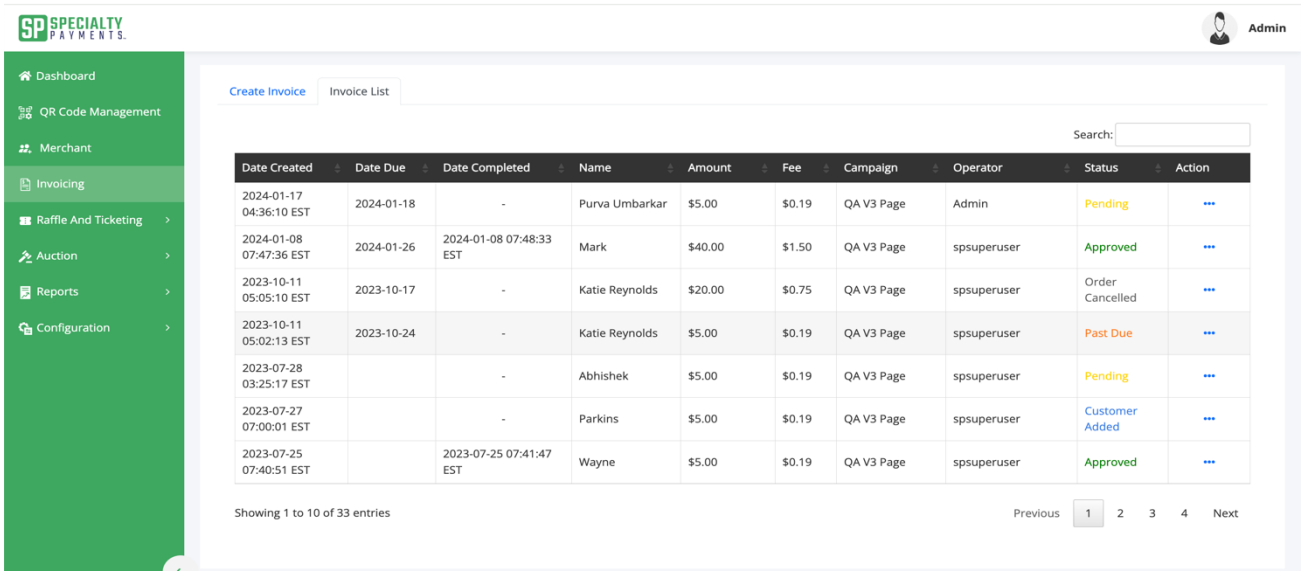
1. Select a “Invoicing” menu option from a side bar menu of the page.
2. Select the Page
3. click the “Ender Details” button.



4. Complete the following fields in the Customer Information section.
    a. Phone Number
    b. Name
    c. Address
    d. City
    e. Zip
    f. State
    g. Email
    h. Inv/Ref
    i. Payment Due Date
    j. Select Program and Select Item, add a count for that item
5. Send SMS on the provided Phone Number or Send Email on the provided mail id or can save the field information.



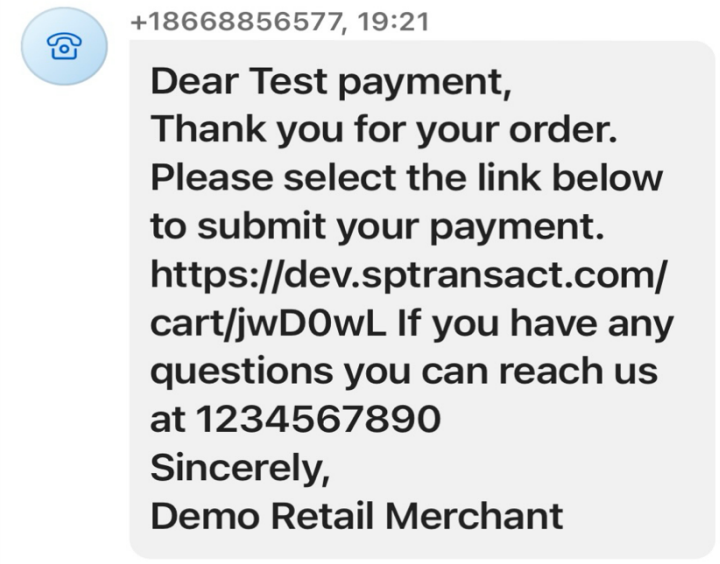
6. After the SMS Send or Email Send or Save the entry is saved in the Invoice List, with a tarsnaction status.



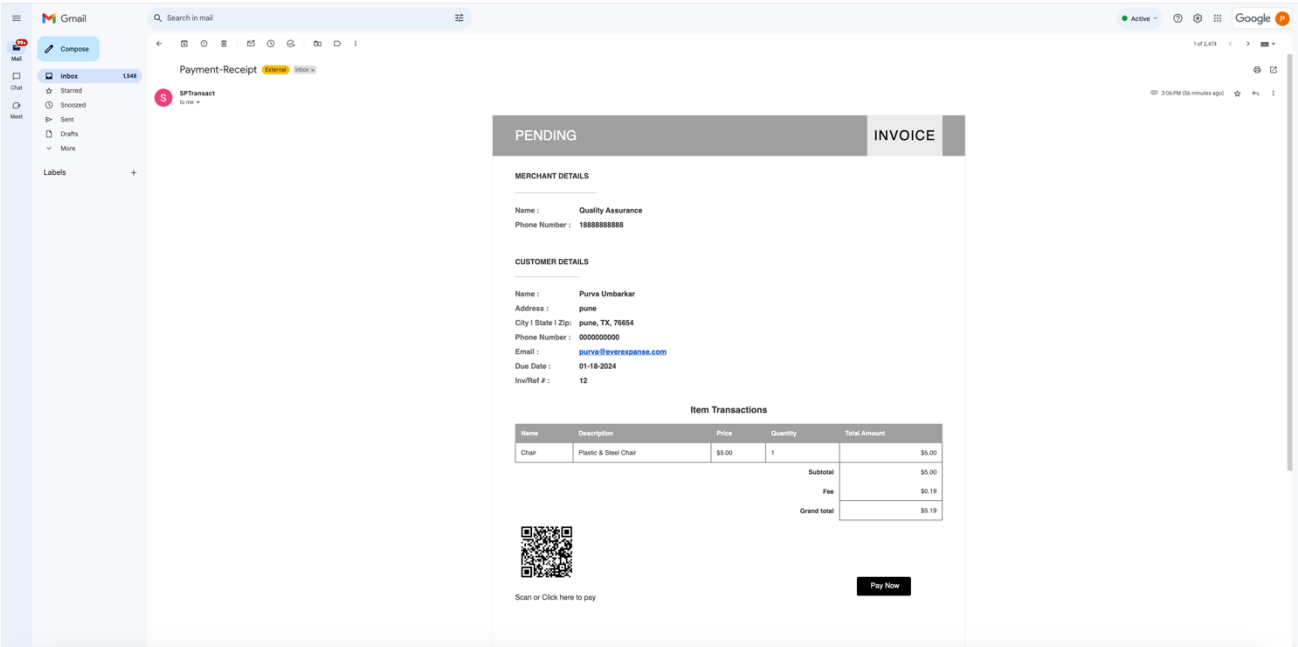
a. If the transaction is pending from customers side then the status dispalys as Pending.
   >> You can Edit, Resend SMS, Resend Mail or Cancel the invoice.
b. If the due date of transaction is passed then the status dispalys as Pass Due.
   >> You can Edit, Resend SMS, Resend Mail or Cancel the invoice.
c. If the invoice is cancelled then the staus dispalys as Order Cancelled.
   >> You can reopen the invoice.
d. If you just save the customer information the status displays as Customer Added.
   >> You can Edit the invoice.
e. If the transaction is completed successfully then the status dispalys as Approved.
   >> You can send SMS or Email Receipts for this invoices.
f. If the transaction is failed due to any reason then the status dispalys as Decline.

QR CODE SCANNING OR ACCESS THE LINK FOR PAYMENT BY CUSTOMER:

1. After sending the SMS or Email customer get an payment link or QR code for payment. SMS> customer can clicks the URL in the sms message, enters the payment information and processes the payment.



2. Customer is able to do the payment by scanning the QR Code or by click on the Pay button, both can navigate to the payment page link and processes the payment.



3. After the successful trasnaction customer gets an PDF receipt.

PAID **INVOICE**

MERCHANT DETAILS

Name : **Quality Assurance**
Phone Number : **18888888888**

CUSTOMER DETAILS

Name : **Purva Umbarkar**
Address : **pune**
City I State I Zip: **pune, TX, 76654**
Phone Number : **10000000000**
Email : **purva@everexpanse.com**

PAYMENT DETAILS

Invoice Date : **01-17-2024 06:03:06 EST**
Transaction ID : **9123190653**
Payment Method : **CREDIT_CARD**
Card Type : **visa 5556**
Auth Code : **123456**
Inv/Ref # : **12**

Item Transactions

Name	Description	Price	Quantity	Total Amount
Chair	Plastic & Steel Chair	$5.00	1	$5.00
			Subtotal	$5.00
			Fee	$0.19
			Grand total	$5.19

Change History

Version	Date	Prepared by	Reviewed by	Remarks
1.0	18/01/2024	Purva Umbarkar	Anjali Rana	Prepare New Document.