



# MERCHANT GUIDE.

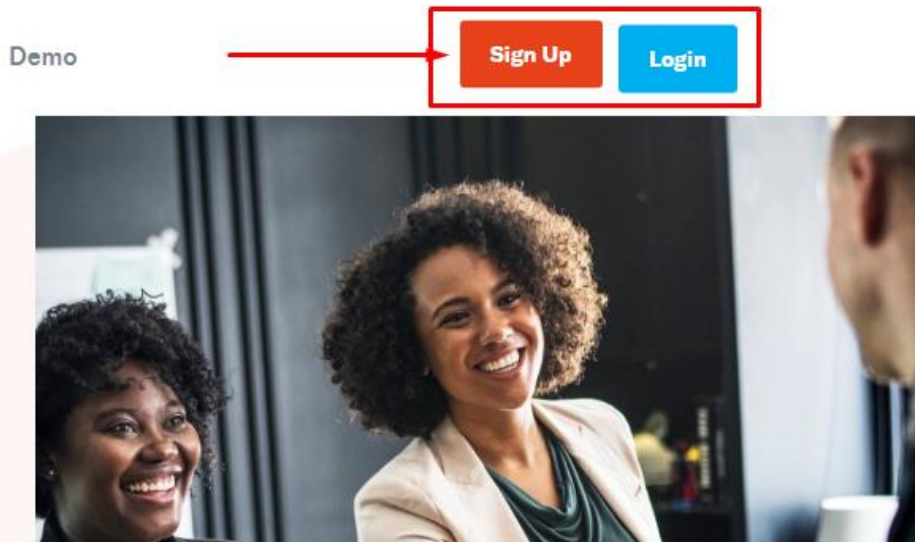
Global Payment Services, Enabling growth in  
Africa.

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How to create and send invoices on  
GladePay.

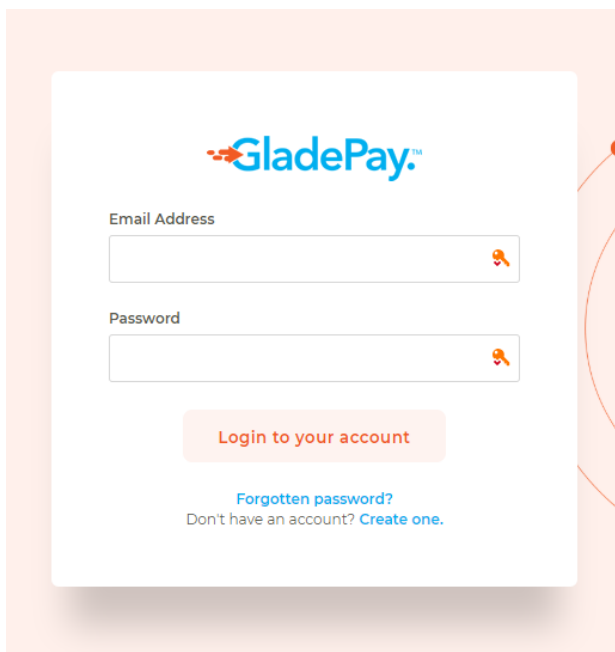
1

Visit [www.gladepay.com](http://www.gladepay.com) and click on the Sign up button on the top right corner of the website to login or register as a new user.



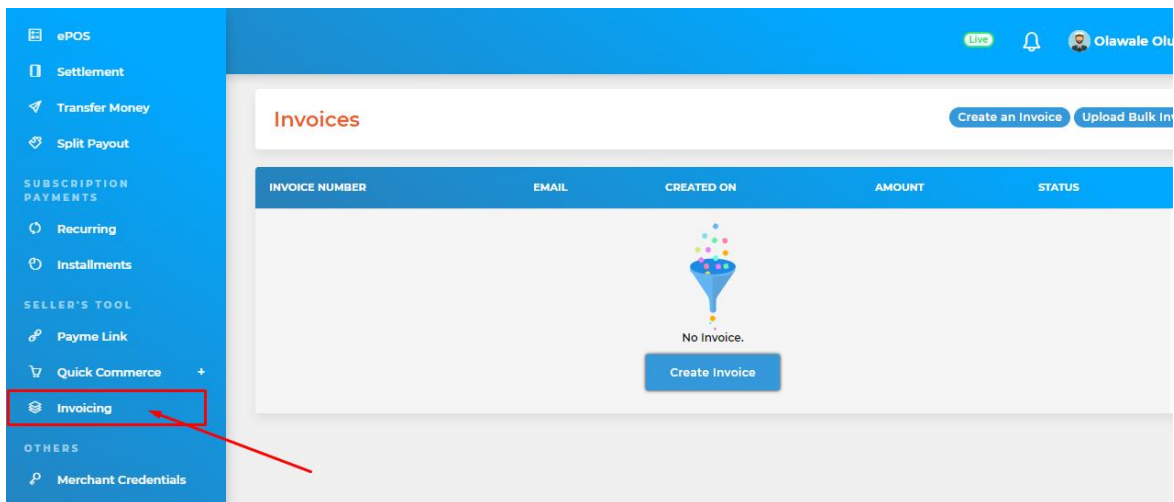
2

Once the page loads, provide your valid login information and click on the Login button to sign you into your account.

A screenshot of the GladePay login form. The form is white and centered on a light orange background. At the top is the GladePay logo. Below it are two input fields: "Email Address" and "Password". Each field has a small orange icon on the right side. Below the fields is a red button labeled "Login to your account". At the bottom, there are two links: "Forgotten password?" and "Don't have an account? Create one.".

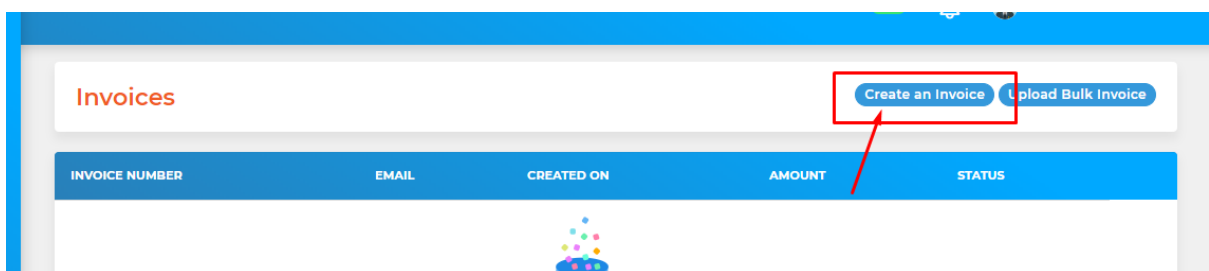
3

Click on Invoicing link on the left sidebar that is located on the Seller's tool section to open the Invoicing interface/page to you.



4

Click on the green 'Create an Invoice' button to open a blank invoice page.



6

Fill in the Invoice Information. (By default, your business name and the logo will appear on the right (preview) section of the page and you see how your invoice will look to the customer before sending it ).

### Create Invoice

Invoice No

Email

Date Due

VAT %

[+ Add Invoice Item](#)

Notes

[Send Invoice](#)

Preview

FROM: PAYIT CONSULTING LIMITED		INVOICE #00000014
TO: JOHNDOE@XYZ.COM		DATE DUE: 2018-10-31
Website Design		50000
Plumbing Work		15000
Subtotal		65000
VAT		5
<b>Total</b>		<b>68250</b>
Note: Hello John Doe, Please, see attached invoice for payment.		

6

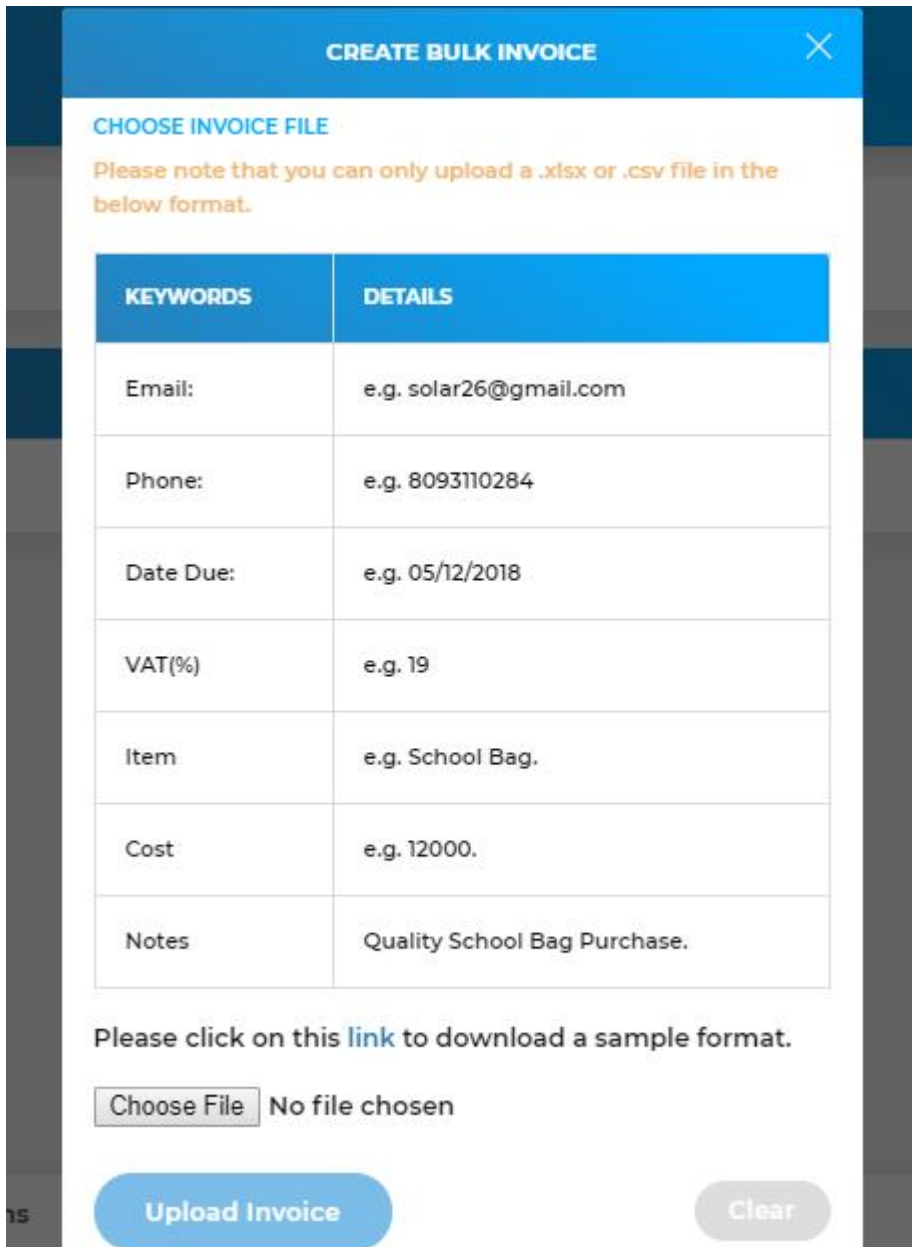
Once the invoice is complete, click Send Invoice. A copy of the invoice will be sent to the customer. You can also view the invoice, along with payment status, in the invoicing page.

Invoices					<a href="#">Create an Invoice</a>	<a href="#">Upload Bulk Invoice</a>
INVOICE NUMBER	EMAIL	CREATED ON	AMOUNT	STATUS		
0000003	johndoe@xyz.com	2018-10-12 12:54:46	68250	pending	<a href="#">✎</a>	<a href="#">🗑</a>

## CREATING AND SENDING BULK INVOICE.

1

Click on '**Upload Bulk Invoice**' on the invoiceing page to open a popup where you will upload the invoice with instructions.



The screenshot shows a 'CREATE BULK INVOICE' popup window. At the top, there is a blue header with the title 'CREATE BULK INVOICE' and a close button (X). Below the header, the text 'CHOOSE INVOICE FILE' is displayed. A note in orange text states: 'Please note that you can only upload a .xlsx or .csv file in the below format.' Below this note is a table with two columns: 'KEYWORDS' and 'DETAILS'. The table contains the following rows:

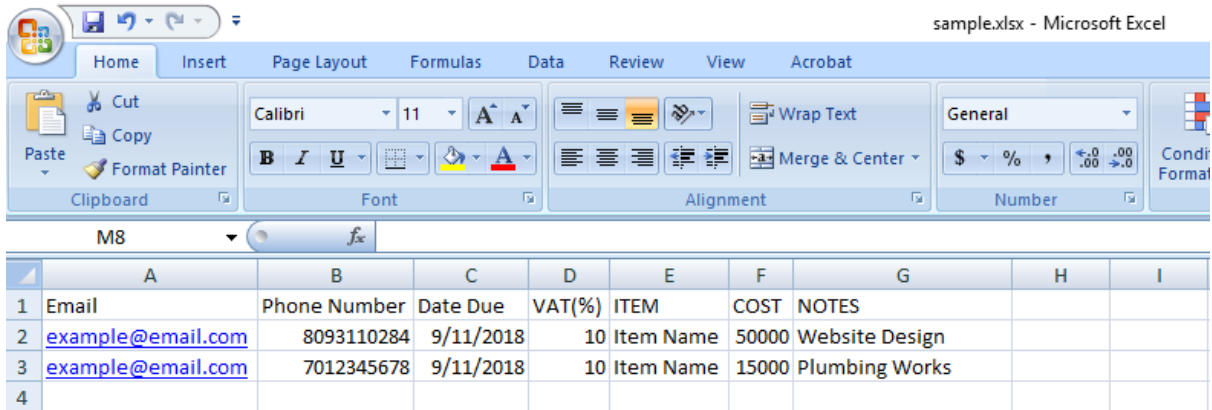
KEYWORDS	DETAILS
Email:	e.g. solar26@gmail.com
Phone:	e.g. 8093110284
Date Due:	e.g. 05/12/2018
VAT(%)	e.g. 19
Item	e.g. School Bag.
Cost	e.g. 12000.
Notes	Quality School Bag Purchase.

Below the table, there is a text prompt: 'Please click on this [link](#) to download a sample format.' Underneath this prompt is a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom of the popup, there are two buttons: a blue 'Upload Invoice' button and a grey 'Clear' button.

\* Note that you can only upload a .xlsx or .csv file and it only supports an item per invoice.

2

Choose the file containing your client or customer's information and invoice details as shown below (in this case sample.xlsx).



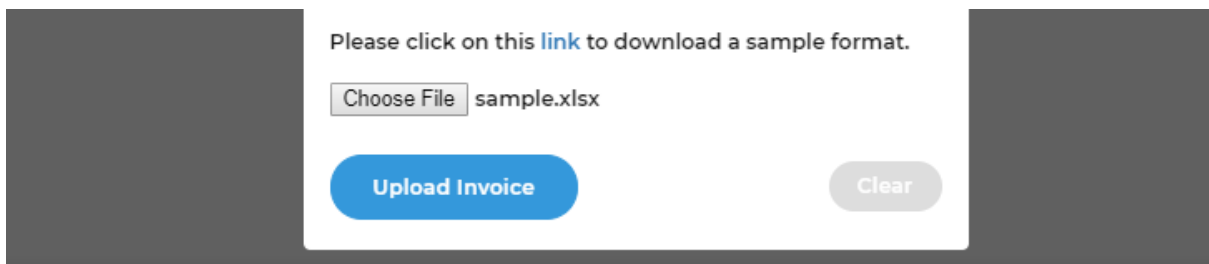
sample.xlsx - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	Email	Phone Number	Date Due	VAT(%)	ITEM	COST	NOTES		
2	<a href="mailto:example@email.com">example@email.com</a>	8093110284	9/11/2018	10	Item Name	50000	Website Design		
3	<a href="mailto:example@email.com">example@email.com</a>	7012345678	9/11/2018	10	Item Name	15000	Plumbing Works		
4									

\* A preview of Sample.xlsx

3

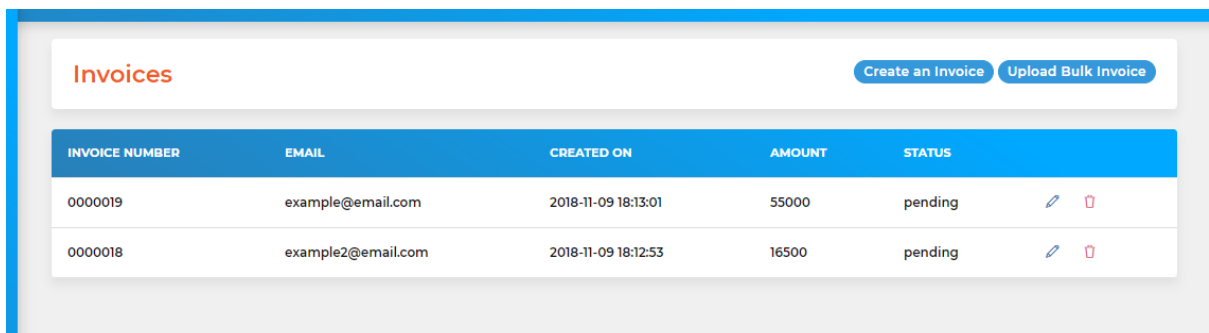
Click on 'Upload Invoice' to submit the invoice file.



Please click on this [link](#) to download a sample format.

sample.xlsx

A copy of the invoice will be sent to each customer. You can also view the invoice, along with payment status, on the invoicing page.



Invoices

INVOICE NUMBER	EMAIL	CREATED ON	AMOUNT	STATUS	
0000019	example@email.com	2018-11-09 18:13:01	55000	pending	<input type="button" value="edit"/> <input type="button" value="delete"/>
0000018	example2@email.com	2018-11-09 18:12:53	16500	pending	<input type="button" value="edit"/> <input type="button" value="delete"/>

**N.B:** Settlements will not be made until you have been approved after going live.

Congratulations! 😊

Now you know how to send an invoice with Gladepay.

FOR MORE ENQUIRIES OR QUESTIONS:

Call: +234 817 557 4227 or Email: [support@gladepay.com](mailto:support@gladepay.com)