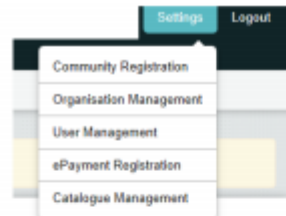


Quick Guide: Registering for ePayments

1. Log on to the Basware Commerce Network

2. You can access the ePayments registration screen via 'Settings' and then ePayments Registration.



3. The registration Page will be displayed

Introducing new Procserve ePayment Solution

Procserve ePayment is transforming the purchasing process and experience for both suppliers and buyers. It is a new way of doing business to automatically pay for goods and services purchased via the Procserve Commerce Network by combining electronic ordering and invoicing in an entirely secure and accredited environment. Procserve ePayment removes the need for buyers to have a physical or hybrid card for payment, by enabling a settlement to be made via a 'one time user' virtual card number. As a supplier you do not need to have a card Merchant Account to take advantage of this service as we take care of the entire process for you.

The ePayment service is a partnership between Procserve and Invoipay. The process is supported by MasterCard, Visa and major banks such as JP Morgan, RBS, LloydsTSB, Citibank and Barclayscard.



Supplier prompt payment is a key benefit of the new service, though Procserve ePayment you will be paid directly into your bank account within 4 days of requesting payment via the Procserve Commerce Hub, the ePayment service removes the need for paper based invoices as the Procserve Commerce Hub automatically produces HMRC VATA accredited electronic invoices (invoices) on your behalf.

How to sign up:

Complete the Procserve ePayment registration. You will need to provide some additional corporate information required to setup the service and accept the terms and condition.

Once registration has been completed an AML (Anti-Money Laundering) and KYC (Know Your Customer) check is performed on your behalf before the service can be enabled. You will be notified once this is completed.

Once registered, your profile within the Procserve Commerce Network will be updated to show that you are ePayment enabled and are able to receive ePayment orders from your customers.

How to use the solution when enabled:

All ePayment orders will be transmitted to you online. You will be notified by email when an order has arrived and can then log into the Procserve Commerce Hub to pick up your order.

Once you have fulfilled the order, log back into the Commerce Hub and request payment. This process is identical to creating an electronic invoice and simply requires you to 'log' the order into an electronic invoice and submit via the Procserve Commerce Network.

You will be paid directly into your bank account within 4 days from the point of requesting payment.

A prompt payment fee of up to 2.45% will apply to your order and will be deducted from your invoice for 4 day payments.

All transactions are archived online for you.

Prompt payment working for you:

No longer will you have to chase for payment, as our new solution pays directly into your bank account within 4 days. The prompt payment fee of up to 2.45% will be applied to your order, so for £100.00 order you receive £97.55 in 4 days rather than waiting 20, 40, 60 or 90 days for payment. The 2.45% prompt payment fee is the maximum fee that can be applied to a transaction. In fee will in some cases be lower dependent on the buyers banking arrangement.

Fee Examples:



4. The below 'Company Details' page will be displayed:

| | |
|---------------------------|--|
| Registered name * | Food inc |
| Organisation name * | Food inc |
| Address * | address |
| City / town * | London |
| Country * | |
| Country * | United Kingdom <input checked="" type="checkbox"/> |
| Post code * | sw 15 4ff |
| Contact Name * | Jasanna Bloggs |
| Contact email * | dominic.humphreys@procurena.org |
| Telephone number * | 02078543211 |
| Fax number | |
| Mobile number | |
| Tax number | |
| Charitable organisation * | No <input checked="" type="checkbox"/> |

Are you a charitable organisation as defined by the Charities Act 2006 ?

5. Complete the details which are required in the section below

- The Principal Finance Officer could be the signatory on the bank account used for Basware payments registration
- The principal director could differ depending on each individual organisation
- Beneficiary Name would be the name of the bank account that you would enter in the Account Name

| | |
|-----------------------------|----------------------|
| Principal Finance Officer * | <input type="text"/> |
| Principal Director * | <input type="text"/> |
| Beneficiary Name * | <input type="text"/> |

Bank details

| | |
|------------------|----------------------|
| Account name * | <input type="text"/> |
| Account number * | <input type="text"/> |
| Sort code * | <input type="text"/> |

6. Click on 'I have read and accept the terms and conditions' link and then once satisfied select the provided check box.

| |
|--|
| <input type="checkbox"/> I have read and accept the terms and conditions |
|--|

7. Click on 'Register'

**For any further information please
contact the service desk on:**

0845 603 2885

support@procserve.com

About Basware:

Basware is the global leader in providing purchase-to-pay and e-invoicing solutions in the world of commerce. We empower companies to unlock value across their financial operations by simplifying and streamlining key financial processes. Our Basware Commerce Network, the largest open business network in the world, connects 1 million companies across 100 countries and enables easy collaboration between buyers and suppliers of all sizes. Through this network, leading companies around the world achieve new levels of spend control, efficiency and closer relations with their suppliers. With Basware, businesses can introduce completely new ways of buying and selling to achieve significant cost savings and boost their cash flow.

Find out how Basware helps money move more easily and lets commerce flow at www.basware.com.

Contact us:

17th Floor, Portland House,
Bressenden Place, London,
SW1E 5RS
info@procserve.com
+44 845 6032 885

Connect with us:

 www.twitter.com/basware

 www.linkedin.com/company/basware