

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 converting electronic ordering and invoicing to an online, secure and accredited environment. Procserve ePayment removes the need for buyers to have a physical or paper card for payment, by enabling a settlement to be made via a 'one time use' 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 Invoce. The process is supported by MasterCard, Visa and paper trails work as if MySage, B2B, Uship/USL (US and International).

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 HTML5 vAT accredited electronic invoices (eInvoices) 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 conditions.
- Once registration has been completed an UK, (and where applicable) 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 requests you to 'tip' 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 2.84% will apply to your order and will be deducted from your invoice for e-Payments.
- All transactions are audited online for you.

Prompt payment working for you

No longer will you have to chase for payment, as our own online pays directly into your bank account within 4 days. The prompt payment fee of up to 2.84% will be applied to your order, so for a £100.00 order you receive £97.16 in 4 days rather than waiting 28, 45, 60 or 90 days for payment. This 2.84% prompt payment fee is the maximum fee that can be applied to a transaction, in fact will in some cases be lower depending on the buyers banking arrangement.

Fee Example:

Basware Marketplace for Suppliers Guide

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

Registered name *	<input type="text" value="Fixed Inc"/>
Organisation name *	<input type="text" value="Fixed Inc"/>
Address *	<input type="text" value="address"/>
City / town *	<input type="text" value="London"/>
County *	<input type="text"/>
Country *	<input type="text" value="United Kingdom"/>
Post code *	<input type="text" value="sw 15 4f"/>
Contact Name *	<input type="text" value="Joanna Blogg"/>
Contact email *	<input type="text" value="joanna.blogg@fixedinc.co.uk"/>
Telephone number *	<input type="text" value="02070543211"/>
Fax number	<input type="text"/>
Mobile number	<input type="text"/>
Tax number	<input type="text"/>
Charitable organisation *	<input type="checkbox"/> No

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.

[I have read and accept the terms and conditions](#)

7. Click on 'Register'



**For any queries, please contact the
Basware Customer Service Portal**

<https://basware.service-now.com/bw>

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