User Guide

Pay Account Subscription Fees

Contents

Section 1: Overview

The screen below shows the "Payment Notices" page of the "Bills" module, where you would access your pending bills for making payment from.
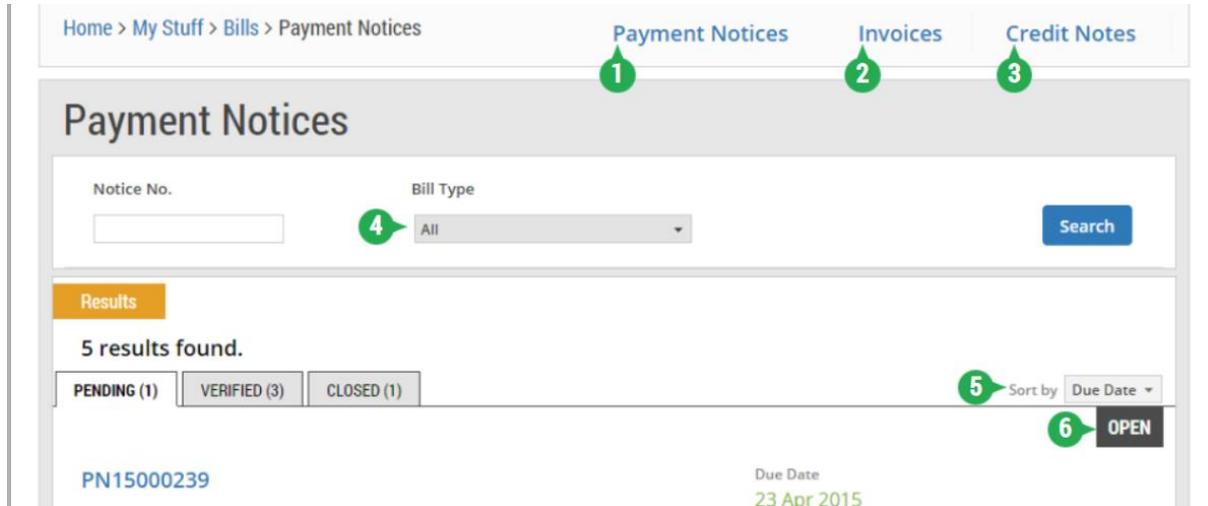
1 - This is the default tab. It displays a list of pending payment notices that you need to take action on. A payment notice is issued to a supplier to inform him of a payment for either a user account subscription or for the purchase of a GeBIZ Mall hosting plan.

2 - This tab displays a list of bill invoices you have created and are pending your action.

3 - This tab displays list of credit notes that are pending your action. A credit note is the document to list down the amount of money that is credited back to the supplier. It is issued to suppliers when there is a rebate or refund of payment.
Note: For information on credit notes, go to the "More Information" tab.

4 - Use these search criteria to look for specific payment notices quickly.

5 - For your convenience, you may sort the list of payment notices by due date or payment notice number.

6 - This indicates the current status of a payment notice. The possible statues are:

- Open - This indicates a payment notice with at least one item that has not been selected for payment.
- Verified - This indicates a payment notice with all items being selected for payment and generated into bill invoices. No further action is required on this notice.
- Closed - This indicates a payment notice which requires no further action.

Section 2: User Guide

Using GeBIZ, there are two entry points from which you can make the payment for your account subscription fees:

- The first entry point is via My Stuff > Bills.
- The second entry point is via My Stuff > Company Admin. (To know how to pay the account subscription fees via this entry point, go to the "More Information" tab.)

Note: Before you proceed to make payment for your GeBIZ account subscription fees, you first have to purchase the account from the Company Admin page. (To know how to purchase an account, refer to Administer > Manage Company Information > Edit Company Details > e-tutorial "Purchase Account").

The following steps illustrate how to pay the account subscription fees via My Stuff > Bills.

1. From the "My Stuff" main page, click "Bills".
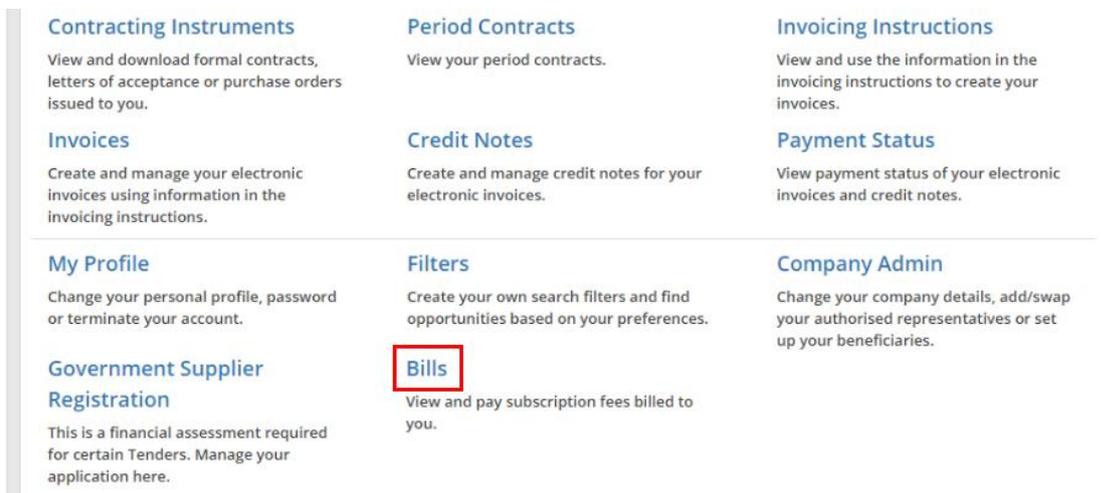
2. The list of payment notices is displayed. You may use these search criteria to find a specific payment notice.
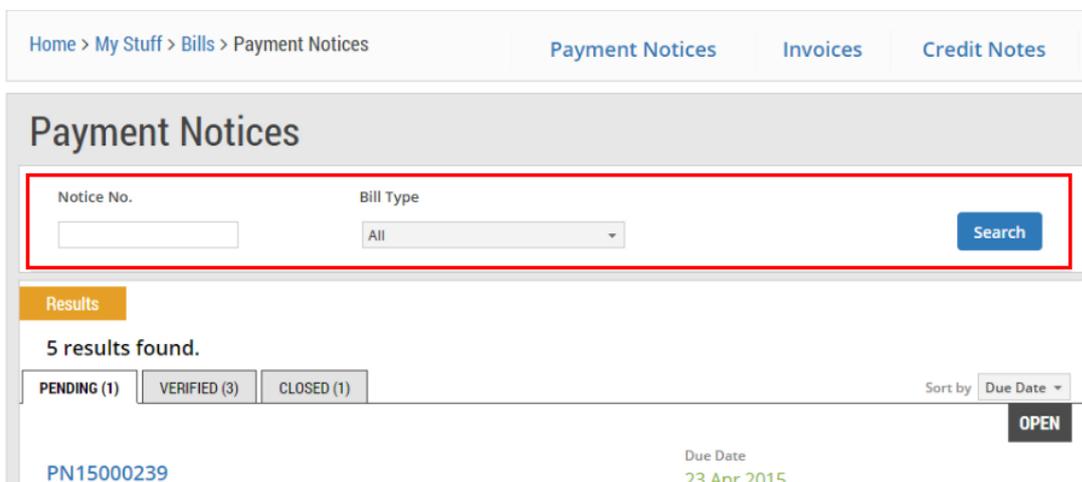
3. Click on the payment notice for the account subscription that you wish to settle.

4. Click "Create Invoice" to create a bill invoice for the selected payment notice.

5. Read through the steps for creating a bill invoice. Then click "Continue".

6. Check the "Select" box for the item(s) to make payment for.
Note: If there is more than one item in the payment notice, payment for the items can be made separately by adding them into different bill invoices.

7. Click "Next" to proceed.

8. Read through and verify the details of the bill invoice you have entered. Then click "Next".

9. If your bill invoice has been created successfully, you will see this message on the screen. Click "Pay Now" to proceed with the payment.

10. You are directed to an external payment gateway. Click on the radio button beside the payment mode for Visa. Then click "Proceed".
    Note: To cancel, click on the "Cancel Payment" button to exit the payment flow.

11. While the transaction is in progress, you will see this message on the screen.

12. If your bill invoice has been paid successfully, you will see this message on the screen.

Invoice has been paid successfully

Instructions
1. Please note that only MasterCard/VISA will be accepted as mode of payment.
2. Please take note of the payment limit and select the appropriate mode of payment at the payment gateway.

Payment Mode	Payment Limit
MasterCard/VISA	S$20,000 maximum

3. You will be directed to the payment gateway when you click on the [Pay Now] button.

Overview   🖨 Print

VERIFIED

INVOICE DETAILS

Due Date
23 Apr 2015

Invoice No.   BI15000202

13. The payment status is now reflected as "Paid".
    Note: On making payment successfully, you may print out a copy of the tax invoice.

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VERIFIED

INVOICE DETAILS

Due Date
23 Apr 2015

Invoice No.	BI15000202
Invoice Date	13 Apr 2015
Trading Partner Ref. No.	123456789R
Supplier Name	BETA PRIVATE LIMITED
Supplier Address	1177 SERANGOON ROAD 123123 SINGAPORE
Payment Notice No.	PN15000239
Payment Status	PAID
Remarks	