aMaDEUS

Amadeus
PayAllLink

**Admin User Guide
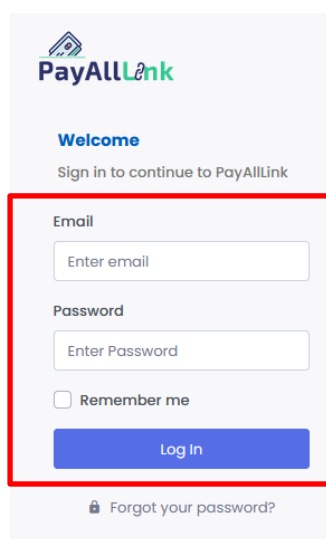for PayAllLink.Com**

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1 Introduction

Amadeus Payment Link is a solution which provides a secure way to request payment from clients who are paying for your services outside of a walk-in or online purchase channel.

2 PayAllLink.Com Portal

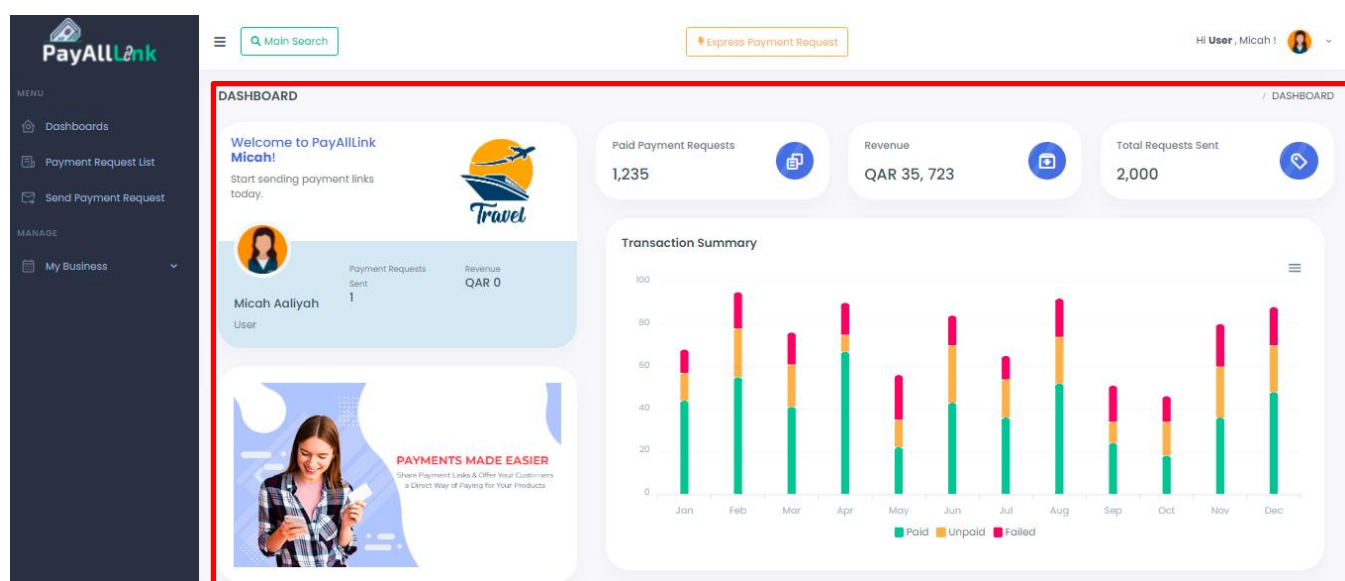Login with the following link and enter credentials: https://v2.payalllink.com/

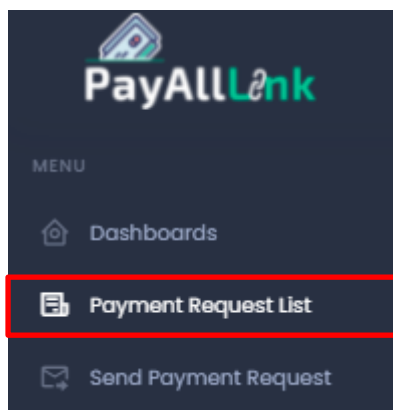(*Credentials are forwarded to admin email ID provided upon registration)

2.1 Dashboard

Dashboard will display overview of payment requests sent, total revenue, paid payment requests and transaction summary.

2.2　Payment Request List

This tab will show details related to payment requests sent from Sell Connect and PayAllLink portal.

For more details:

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3 Payment requests through Amadeus Sell Connect

1. Create Amadeus PNR

```
--- TST RLR ---
RP/DOHQR2900/DOHQR2900          HD/SU    2JUN21/1447Z    PCNBJB
DOHQR2900/1111HD/2JUN21
  1.CHUA/AMEENA MS
  2   QR1148 N 20DEC 1 DOHMCT HK1   0045 0325  20DEC  E   QR/PCNBJB
  3 AP DOH +974 44483888 - AMADEUS QATAR - TRAINING - A
  4 TK OK02JUN/DOHQR2900
  5 SSR OTHS 1A 997502117846 - FARE RULE OVERRIDES TKT DEADLINE
        IF MORE RESTRICTIVE
  6 OPC-06JUN:2359/1C8/QR CANCELLATION DUE TO NO TICKET DOH TIME
        ZONE/TKT/S2
  7 FE PAX /C1 NON END/CHNG PENALTIES AS PER RULE/S2
  8 FV PAX QR/S2
```

2. Click on the Smart Flow to start Payment Link process

Retrieve Booking File by name, r **Retrieve** Advanced	**Your Smart Flows ▾**	

Your Office Smart Flows

▪ *CTCE and CTCM	▪ Create/Retrieve Profile	▪ INVOLUNTARY REISSUE
▪ *DOCA	▪ DOCA	▪ LPO REPORT
▪ *DOCO	▪ DOCO	▪ PAYMENT LINK

3. **Fill** in the details in smart flow and **Save** PNR.

Enter Grand Total (with service fee)

Enter Agency Email

Enter Customer Email

Select preferred card option for customer

Credit ⌄

Select preferred language: English(EN) or Arabic(AR)

EN ⌄

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```
--- TST RLR ---
RP/DOHQR2900/DOHQR2900              HD/SU   2JUN21/1447Z   PCNBJB
DOHQR2900/1111HD/2JUN21
  1.CHUA/AMEENA MS
  2   QR1148 N 20DEC 1 DOHMCT HK1  0045 0325  20DEC  E  QR/PCNBJB
  3 AP DOH +974 44483888 - AMADEUS QATAR - TRAINING - A
  4 TK OK02JUN/DOHQR2900
  5 SSR OTHS 1A 997502117846 - FARE RULE OVERRIDES TKT DEADLINE
       IF MORE RESTRICTIVE
  6 OPC-06JUN:2359/1C8/QR CANCELLATION DUE TO NO TICKET DOH TIME
       ZONE/TKT/S2
  7 RM *PLGRAND TOTAL (WITH SERVICE FEE) QAR:800
  8 RM *AGYEML:ABC@TRAVEL.COM
  9 RM *CUSEML:CHUA.AMEENA@GMAIL.COM
 10 RM *CARDTYPE:DEBIT
 11 RM *LANGUAGE:EN
 12 RM *TRACKID:PCNBJB
 13 RM *TERMINALID:TESTID
 14 RM *CURRENCY:QAR
 15 RM *PAYMENT LINK SENT 02JUN 2032LT AMOUNT QAR800
 16 FE PAX /C1 NON END/CHNG PENALTIES AS PER RULE/S2
 17 FV PAX QR/S2
```

4. An email will be sent to customer.

4 Payment requests through PayAllLink Portal

Login with PayAllLink link and enter credentials: https://v2.payalllink.com/

Note: There are 2 ways to generate payment requests from PayAllLink Portal: **Express Payment Requests** and **Send Payment Request**.

4.1 Express Payment Request

To send a quick payment link request to existing customers, click on 'Express Payment Request'

1. Click on ⚡ Express Payment Request button.
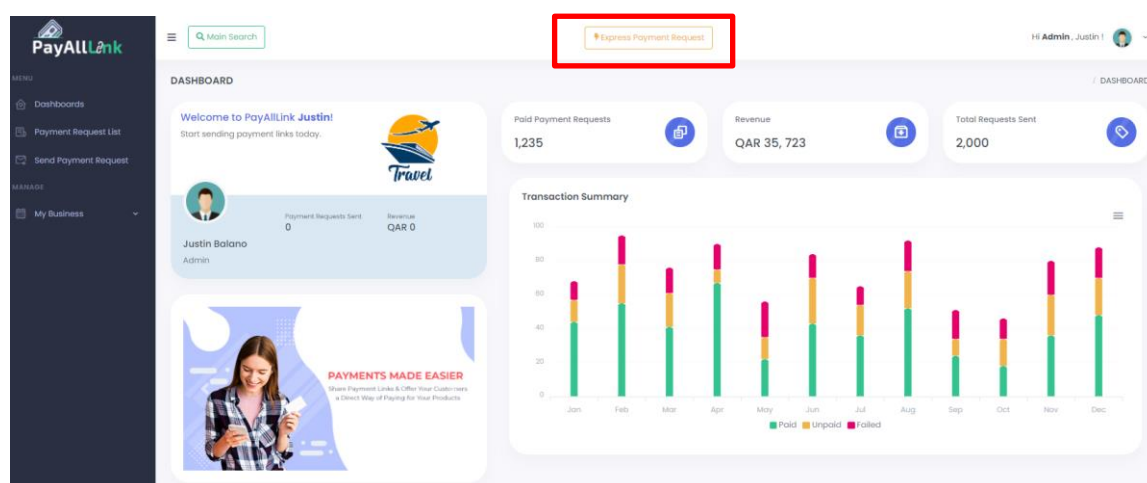
2. Fill out the template with the amount, card type, remark (optional), customer details and send.

EXPRESS PAYMENT REQUEST   x

| AMOUNT | QAR ⇕ | 1.00 |

| CARD TYPE | Debit and Credit ⌄ |

REMARKS

🔍 Search Customer/Email/Mobile

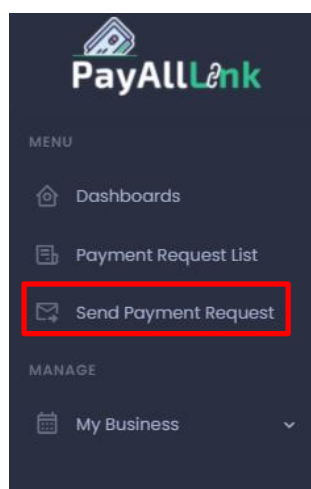| Name	Email	Mobile
Ameena Chua	chua.ameena@gmail.com	+974-66557700
Bless Q Largosa	blesslargosa@gmail.com	+974-33060447
Justin Brian Balano	jbbalano99@gmail.com	+974-55993286

1 2 >

CUSTOMER NAME	
CUSTOMER EMAIL	
MOBILE	+974	

Done

4.2   Send Payment requests

1. Click on 'Send Payment Request' Tab.

2. Fill in the Payment Details, Customer Details, Email Configuration, and Send Payment Request.

Add or Search Customer

SEND PAYMENT REQUEST

| 01 PAYMENT DETAILS | 02 CUSTOMER DETAILS | 03 **EMAIL CONFIGURATION** | 04 SEND PAYMENT REQUEST |

EMAIL SUBJECT LINE

Request for payment to Ameena Chua

Attachment ✕

☁

Drop files here or click to upload.
(Only 3 files with 10 MB size are allowed)

Previous

Next

SEND PAYMENT REQUEST

| 01 PAYMENT DETAILS | 02 CUSTOMER DETAILS | 03 EMAIL CONFIGURATION | 04 **SEND PAYMENT REQUEST** |

Summary

1 QAR
AMOUNT DUE FOR Ameena Chua

Transaction Reference:	N/A
Payment Request:	PR000074
Customer Name:	Ameena Chua
Customer Mobile:	+974-66557700
Transaction Date:	02 Jun 2021, 9:44:13 pm
Card Type:	Debit and Credit
Language:	EN

Email Subject Line:	Request for payment to Ameena Chua
Attachments:	N/A
Remarks:	N/A
Items:	1x Flights
	1x Hotels
	1x Cars

GENERATED PAYMENT LINK

https://tinyurl.com/y5vswfzr

[QR code]

✎ EDIT PAYMENT REQUEST

SEND PAYMENT REQUEST TO CUSTOMER EMAIL

SEND PAYMENT REQUEST TO MY EMAIL ONLY

System response:

✓

Email sent successfully.

3. An Email will be sent to customer.
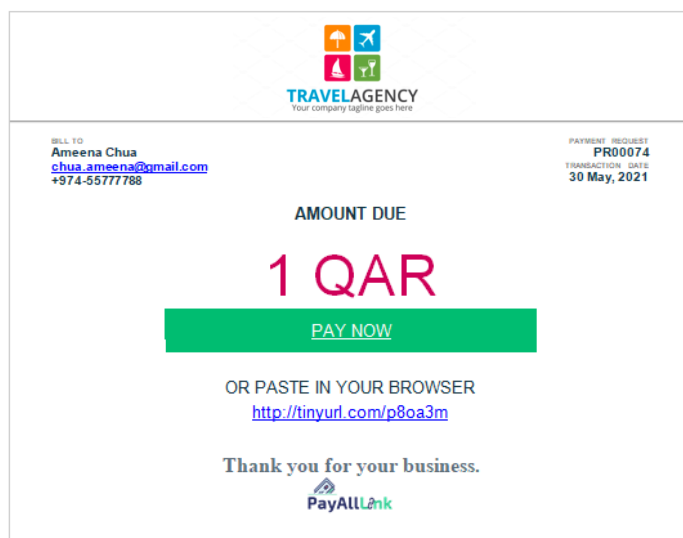
5 How to check failed transaction

To check any payment history such as error for a failed transaction, you may click on ⋯ under Action in Payment Request List tab and select 👁 View More Info .

Example:

6   Manage

Under this tab, it contains Agency Details, Agency Users, and Agency Customers.

6.1   Details

This page contains information about agency details upon registration.
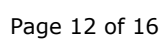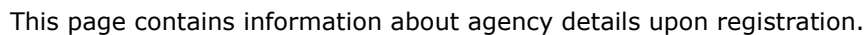
6.2   Users

This page contains details about users.

To Add a user> Click New User > Fill in Details > Click Enter New User

6.3   Customers

To add, update, and manage customer, Click on Customers

Action: ✏ Update Customer Detail   ✕ Deactivate Customer | ➕ Activate Customer

🔍 Search Customer/Email/Mobile   Search Customer

⬇ Download Customers   Download Customer List in CSV file

➕ New Customer   Create New Customer Record

7   Other Features

7.1   Main Search

To quickly search for Payment Requests, click on 🔍 Main Search

7.2   Profile

To view profile, click on User Icon and select Profile

7.3   Forgot Password

To reset your password: Click on 'Forgot your password?', enter email, click on Reset Password button from email, Enter new Password and Click on Set Password.

7.4   Sign out

To sign out, click on 'Logout'