

Amadeus PayAllLink



User Guide

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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 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
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 ▼

```

--- 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.



TRAVELAGENCY
Your company tagline goes here

BILL TO
Ameena Chua
chua.ameena@gmail.com
 +974-55777788

PAYMENT REQUEST
PR00001
TRANSACTION DATE
30 May, 2021

AMOUNT DUE


1 QAR

[PAY NOW](#)

OR PASTE IN YOUR BROWSER

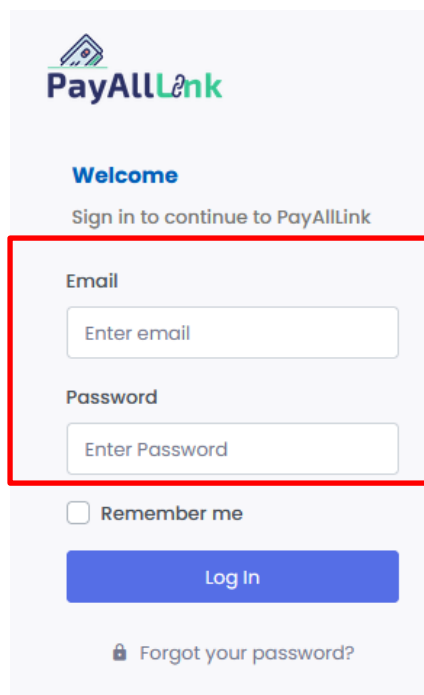
<http://tinyurl.com/y6a6dxl>

Thank you for your business.



3 Payment requests through PayAllLink Portal

Login with PayAllLink link and enter credentials: <https://v2.payallink.com/>



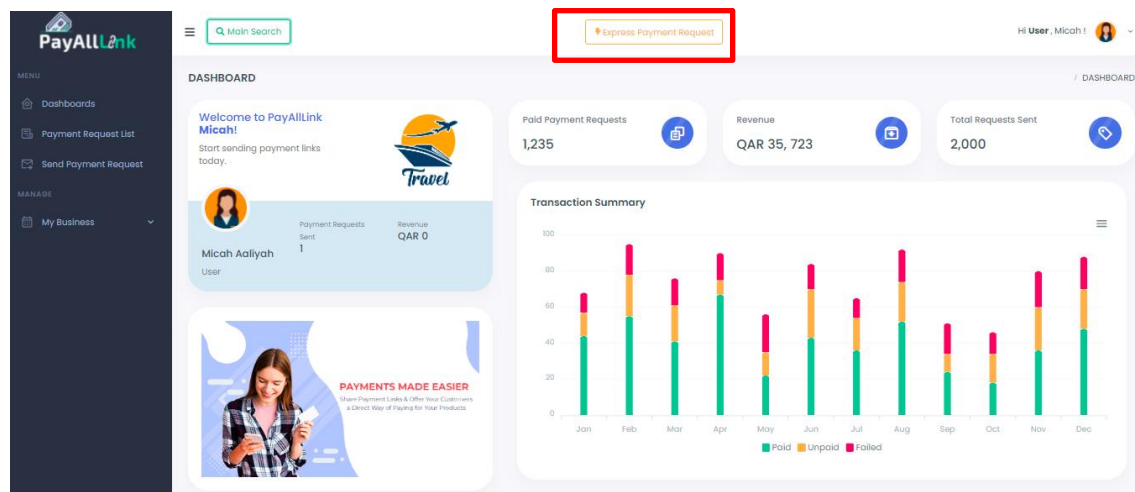
The image shows the PayAllLink login page. At the top is the PayAllLink logo. Below it is a 'Welcome' message and a prompt to 'Sign in to continue to PayAllLink'. The login fields are highlighted with a red box: an 'Email' field with the placeholder 'Enter email' and a 'Password' field with the placeholder 'Enter Password'. Below these fields is a 'Remember me' checkbox and a blue 'Log In' button. At the bottom is a link for 'Forgot your password?'.

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

3.1 Express Payment Request

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

1. Click on  button.



The image shows the PayAllLink dashboard. At the top is a navigation bar with the PayAllLink logo, a search bar, and a user profile. The main content area is divided into several sections. On the left is a sidebar menu with options like 'Dashboards', 'Payment Request List', and 'Send Payment Request'. The main area features a 'Welcome to PayAllLink Micah!' message, a 'Travel' logo, and a 'Payments Made Easier' banner. The dashboard also displays key metrics: 'Paid Payment Requests' (1,235), 'Revenue' (QAR 35,723), and 'Total Requests Sent' (2,000). A 'Transaction Summary' bar chart shows the status of requests (Paid, Unpaid, Failed) across the months of the year. The 'Express Payment Request' button is highlighted with a red box.

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

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

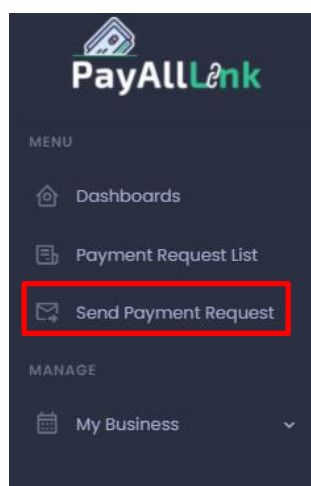
MOBILE

+974

Done

3.2 Send Payment requests

1. Click on 'Send Payment Request' Tab.



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

SEND PAYMENT REQUEST Forms / Send Payment Request

01 PAYMENT DETAILS

02 CUSTOMER DETAILS

03 EMAIL CONFIGURATION

04 SEND PAYMENT REQUEST

AMOUNT

QAR

1.00

☒ Check to Add Items Bought

LANGUAGE

EN

Item Name

Quantity

Amount

× REMOVE ITEM

CARD TYPE

Debit and Credit

Item Name

Quantity

Amount

× REMOVE ITEM

TRANSACTION REFERENCE

TR00000

Item Name

Quantity

Amount

× REMOVE ITEM

Remarks...

+ ADD ITEM

Previous

Next

Add or Search Customer

SEND PAYMENT REQUEST Forms / Send Payment Request

01 PAYMENT DETAILS

02 CUSTOMER DETAILS

03 EMAIL CONFIGURATION

04 SEND PAYMENT REQUEST

CUSTOMER NAME

CUSTOMER EMAIL

MOBILE

+974

Add/Search Customer

Previous

Next

SEND PAYMENT REQUEST Forms / 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 Forms / 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	Email Subject Line:	Request for payment to Ameena Chua
Payment Request:	PR000074	Attachments:	N/A
Customer Name:	Ameena Chua	Remarks:	N/A
Customer Mobile:	+974-66557700	Items:	1x Flights 1x Hotels 1x Cars
Transaction Date:	02 Jun 2021, 9:44:13 pm		
Card Type:	Debit and Credit		
Language:	EN		

GENERATED PAYMENT LINK

<https://tinyurl.com/y5vswfzr>


EDIT PAYMENT REQUEST

SEND PAYMENT REQUEST TO CUSTOMER EMAIL

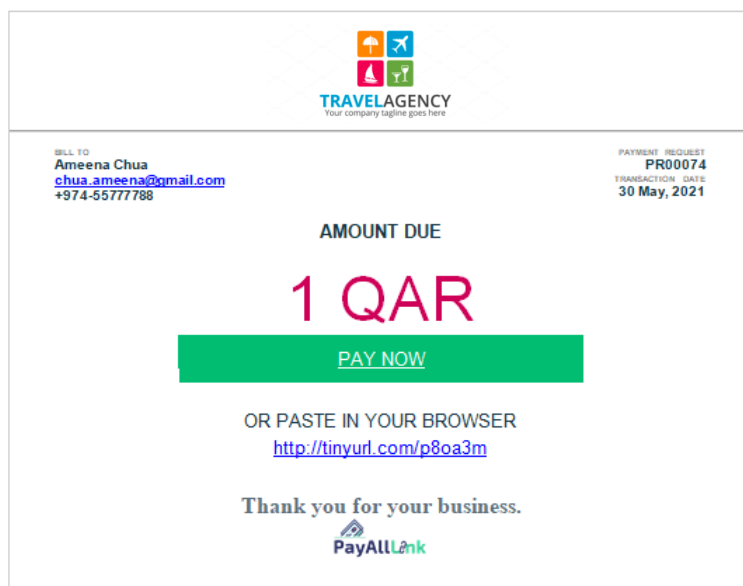
SEND PAYMENT REQUEST TO MY EMAIL ONLY

System response:



Email sent successfully.

3. An Email will be sent to customer.



4 Payment Request List

Click on 'Payment Request List' tab to view, search, or download list of transactions.

The image shows the PayAllLink web application interface. On the left is a dark sidebar with a 'MENU' section containing 'Dashboards' (highlighted with a red box), 'Payment Request List', 'Send Payment Request', and 'My Business'. The main content area is titled 'PAYMENT REQUESTS' and includes a search bar, a date range selector, and a filter dropdown. Below these are buttons for 'Search', 'Download CSV', and 'Reset'. A table lists payment requests with columns: Payment Request Id, Payment Request Date, Billing Name, Request Sent By, Amount, Currency, Payment Status, Link Expiration, Link Status, Platform, and Actions. The first row shows a request for 'Ameena Chua' for 1 QAR, with status 'Unpaid' and link expiration on 03 Jun 2021.

Payment Request Id	Payment Request Date	Billing Name	Request Sent By	Amount	Currency	Payment Status	Link Expiration	Link Status	Platform	Actions
PR000074	02 Jun 2021, 9:44:13 pm	Ameena Chua ameena.chua@amadeus.qa +974-44558877	Micah chua.ameena@gmail.com	1	QAR	Unpaid	03 Jun 2021, 9:44:13 pm	Active	PORTAL	...

5 Other Features

5.1 Customers

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

Name	Email	Mobile	Type	Registration Date	Active	Action
John Paolo	chua.m8@gmail.com	+974-44483828	New	01 Jun 2021, 3:00:00 am	true	✎ ✖
Lucas	lucas@gmail.com	+974-66504026	New	28 May 2021, 3:00:00 am	false	✎ +
Micah Aaliyah	micah@gmail.com	+974-33572476	New	28 May 2021, 3:00:00 am	false	✎ +

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

5.2 Dashboard

Welcome to PayAllLink Micah!
Start sending payment links today.

Payment Requests Sent: 1
Revenue: QAR 0

Paid Payment Requests: 1,235
Revenue: QAR 35,723
Total Requests Sent: 2,000

Transaction Summary

Month	Paid	Unpaid	Failed
Jan	40	10	10
Feb	50	20	20
Mar	40	20	20
Apr	60	20	20
May	20	20	20
Jun	40	20	20
Jul	30	20	10
Aug	50	20	20
Sep	20	20	10
Oct	10	20	10
Nov	30	20	30
Dec	40	20	20

5.3 Main Search

To quickly search for Payment Requests, click on

Q Main Search

The screenshot shows the PayAllLink dashboard. At the top, there is a 'Q Main Search' button. Below it, the dashboard includes a 'Welcome to PayAllLink Micah!' message, a 'Travel' logo, and a 'Transaction Summary' bar chart. The bar chart shows data for each month from Jan to Dec, with a legend for 'Paid' (green), 'Unpaid' (orange), and 'Failed' (red). Below the dashboard, there is a 'SEARCH ALL' section with a search bar and filters.

Transaction Summary Data (Estimated):

Month	Paid	Unpaid	Failed
Jan	40	20	10
Feb	50	30	20
Mar	40	20	10
Apr	60	20	20
May	20	10	20
Jun	40	30	10
Jul	30	20	10
Aug	50	20	20
Sep	20	10	20
Oct	10	10	20
Nov	30	20	30
Dec	40	20	20

Search Transaction...

Select Payment Request Date Range:

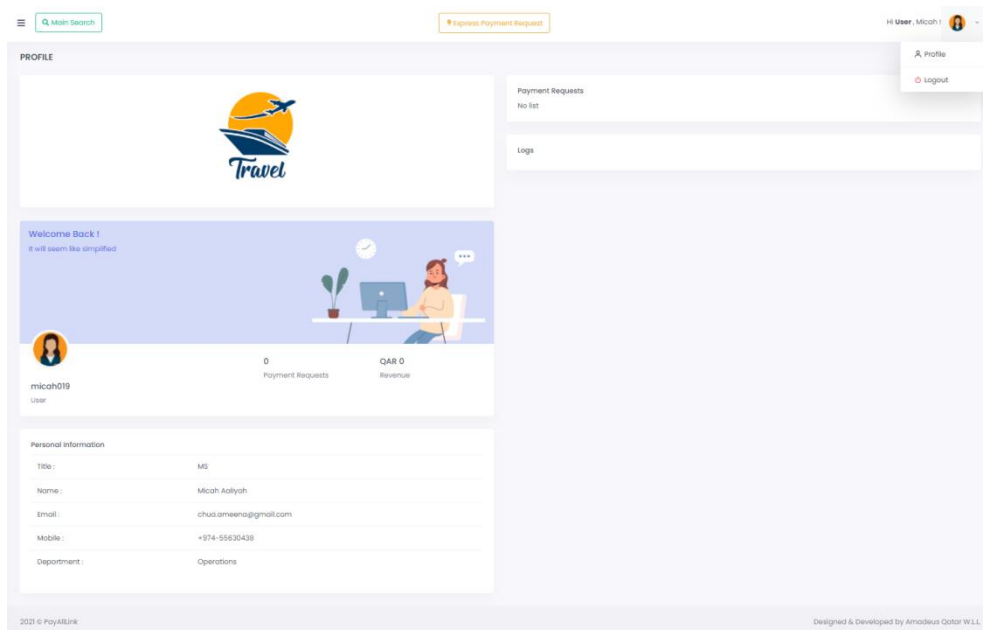
Select Filters:

Payment Request Id	Payment Request Date	Billing Name	Request Sent By	Amount	Currency	Payment Status	Link Expiration	Link Status	Platform	Action
PR000002	03 Jun 2021, 11:01:51 am	Ameena Chua chua.ameena@gmail.com +974-66557790	Bless bleslargo@gmail.com	1	QAR	Unpaid	04 Jun 2021, 11:01:51 am	Active	PORTAL	...
PR000001	03 Jun 2021, 10:47:49 am	Justin Brian Balano jbalano99@gmail.com +974-55993286	Bless bleslargo@gmail.com	1	QAR	Unpaid	04 Jun 2021, 10:47:49 am	Active	PORTAL	...

5.4 Profile

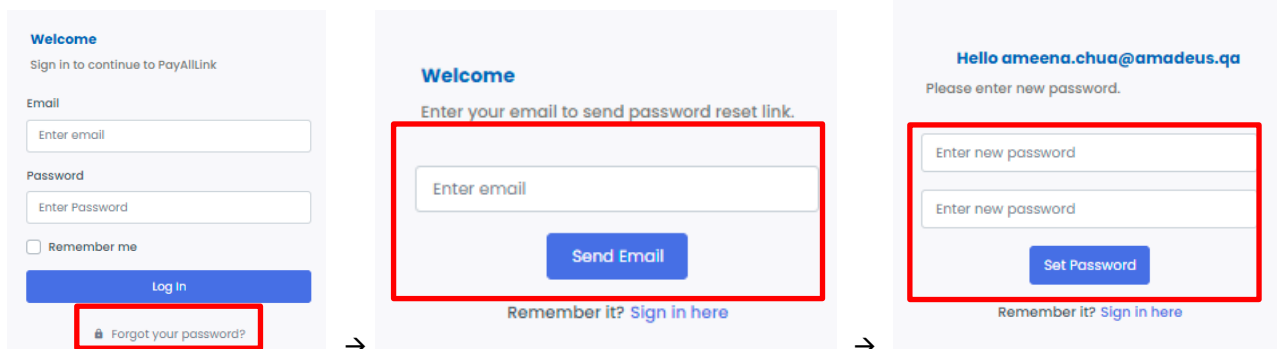
To view profile, click on User Icon and select Profile

The screenshot shows a user profile dropdown menu. It includes a greeting 'Hi User, Micah!' and a user icon. Below the icon, there is a 'Profile' option highlighted with a red box.



5.5 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.



5.6 Sign out

To sign out, click on 'Logout'

