**This question I have received from Ranjeet Side and our answer is the following:**

**First**, Lets Explain the payment transaction we do have and from which end (Client, Service Provider, Employee, URFX Admin)

1. **From the Service provider  we have two Options ( Companies & Individuals** **)**
2. **From Employee Side( When an employee want to invoice additional expenses)**
3. **From the Client ( When they confirm a booking or want to add additional expenses from Khadamati page)**
4. **URFX ADMIN**

**1. From the Service provider we have two Options (Companies & Individuals**)

**For Companies:**

* During online registration they will have the ability to select their plan and add the number of teams they want to joint with.
* In Case they want to pay cash or check, they can still complete their company registration but it will not be shown live until they make the payment to URFX admin. And they URFX admin will approve their registration and take them live in the app.
* Then URFX admin (once amount is collected) will make this company account public on the application and complete the registration.
* Please note that **For Companies, they** can select pay in full or request it to be monthly charge on their credit card.

**For Individuals** **which is direct employees not under a service provider:**

* During online registration he/she have to click on Individual account, if they click that it i means they only have one employee account added to his/her plan they want to but.
* In Case he/she want to pay cash or check, he/she can still complete their personal registration but it will not be shown live until he/she make the payment to URFX admin.
* Then URFX admin (once amount is collected) will make his/her  account public on the application and complete the registration.
* Please note that **For Individuals, he/ she** can select pay in full or request it to be monthly charge on their credit card.

**3. from the client (When they confirm a booking or want to add additional expenses from Khadamati page)**

The client will go to payment gateway in two ways:

* **During Registration and Transaction Completion:**
* When he/she is registering their account, under their profile there is payment into bottom they can fill his/her credit card information and process it to be **tokenized**.
* The client can use the service as a guest yet before check out he/she will be asked to log in by inputting his information or using social media account, where he/she will also be directed to payment in case he/she want to complete the transaction, there the client will input his/she credit card information as well where it will be **AutoSaved** and **tokenized** under his/her log in account information in which they have used.
* **During a current Job:**
* When a client select a certain job and some new additional Expense is required he/she can go to Khadamati page and click on current job, select the job they want to pay additional amount for and select additional expenses then they will put the value and optional description and press process payment, when they do that the following will happen:
  + The client will get an automatic email confirmation of the additional expenses charged
  + In case the employee is an **Individuals they he will be directly notified.**
  + In case the employee is **under companies** as a service provider, the company will be notified of the additional payment**.**

**In case the expense have been duplicated from the client side and the employee or service provider the client have to contact URFX for a refund which will be done from URFX side.**

**2. From Employee Side (When an employee wants to invoice additional expenses)**

**We have Employees working under Companies and we have individual employees**

**Employees working under Companies**

* They will **not** be able to charge the client for any additional work as the client is the one who can make it. however, in case of any additional expenses they have to notified the service provider who can make additional expenses for that specific job and invoice the client for it, in that process the expense amount will be authorized only, and once the employee click on I’m done or job completed the amount will be charged and goes to URFX bank account.

**Employees who are individuals:**

* If the employee have registered with URFX under the **individuals accounts,** he can raise additional expenses as that will show to the client, that additional expense amount will be authorized on the client tokenized credit card, and when the employee press I’m done or job completed then that amount will be charged from the client credit card and paid to URFX ban account.

1. **URFX ADMIN**

URFX admin have full authorities to do the following:

* Make charges to Clients credit cards in case they are having difficulties payment with the app as per the request of the client over the phone, so they will take the credit card information from the client over the phone and make the charge and send the client an Auto email after the transaction is completed, In case an individual employee is having a problem raising an expense to a client, URFX can also do that.

**Important RULE:**

If any job is closed, no one can charge any additional amount except URFX admin as they can expense the client later thru the client tokenized credit card.

Payment can be processed only when the job is in process.