## **Quick Pay Manual**

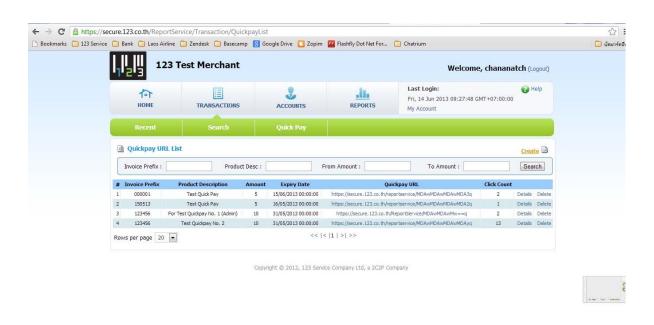
There is another way for doing convenience payment from 123 Service which we call Quick Pay. Merchant can create 123 Service Payment URL and send to Merchant's client for their order via email or phone etc. In case Merchant's website has some error for making order or merchant and client make deal on email or telephone and want this channel for payment. The step for using Quick Pay, please see the instruction below.

## 1. Quick Pay Menu

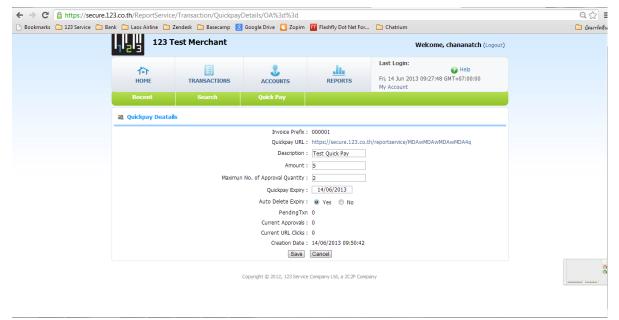
Merchant can select Quick Pay Menu at Transaction Header. In Quick Pay Menu shows list of Quick Pay URL, which has been created (Picture No.1) and if merchant wants to see the details of Quick Pay URL. Merchant can click "Details". The system will direct merchant to the Quick Pay URL Details (Picture No.2). In this page, merchant can modification as the following details:-

- 1.1. Description
- 1.2. Amount
- 1.3. Maximum No. of Approval Quantity
- 1.4. Quick Pay Expiry

After merchant modify information. Then, click "Save" for saving the details. Merchant can change the detail of the Quick Pay URL and allow another client to use the same Quick Pay URL without to create the new URL every time.



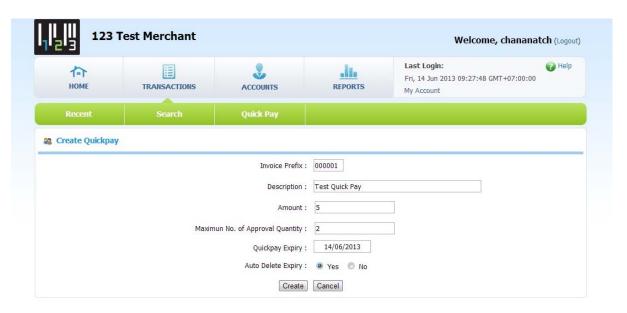
Picture No.1



Picture No.2

## 2. Create Quick Pay URL

- 2.1. Open Quick Pay URL List Page. Next, Click "Create". And Merchant will direct to "Create Quick Pay" Page (Picture No.3). Then, enter the description's Quick Pay URL. As the following details:-
  - 2.1.1. Invoice Prefix: Insert the 6 digits Invoice Number
  - 2.1.2. Description: Insert the detail order
  - 2.1.3. Amount Insert the value order
  - 2.1.4. Maximum No. of approval Quantity: Set the number of times to use this link
  - 2.1.5. Quick Pay Expiry: Set the expiry date
  - 2.1.6. Auto Delete Expiry: Set the auto delete, When link expired.



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2.2. After insert all description. Then, Click "Create" and merchant will receive the message "Created Successfully". After that press "Continue"

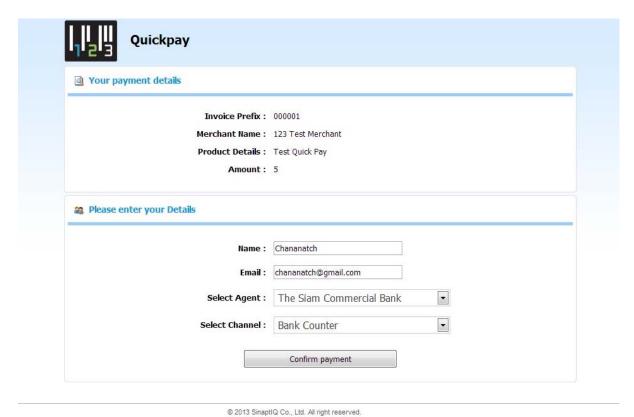


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Picture No.4

- 2.3. Finally, Quick Pay URL that merchant created will shown in the first line of Quick Pay URL List Page.
- 3. How to use Quick Pay URL
  - 3.1. After merchant created Quick Pay URL. Go to Quick Pay URL List Page and copy Quick Pay URL that merchant want to use.
  - 3.2. Paste the Quick Pay URL in email or the channel that merchant send to client.
  - 3.3. When client receives email. Clients just click Quick Pay URL. Then, client will direct to 123 Payment Page which have the payment process.

- 4. Client Payment process
  - 4.1. When client click 123 Service Quick Pay URL. Client will direct to 123 Service Payment Process page (Picture No.5)



Picture No.5

- 4.2. Client has to fill in information, as the following:-
  - 4.2.1. Name: insert their name 4.2.2. Email: insert their email
  - 4.2.3. Select Agent: Client has to select their agent by click drop down
  - 4.2.4. Select Channel: Client has to select their Channel by click drop down
- 4.3. After client finish. Click "Confirm Payment". Client will direct to 123 Service Bill Payment Page (Picture No.6) for print or write the Ref1 and Ref2 to pay their bill.

Thank you for choosing 1-2-3 Service to pay for your goods/services.

Please print out this slip or write down Payment Ref. Code and make payment via Bank Counter at The Siam Commercial Bank.

