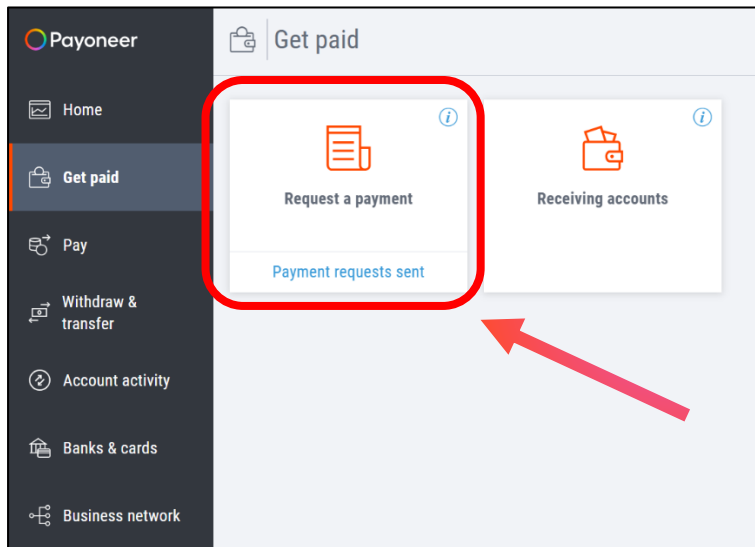


How to request a payment

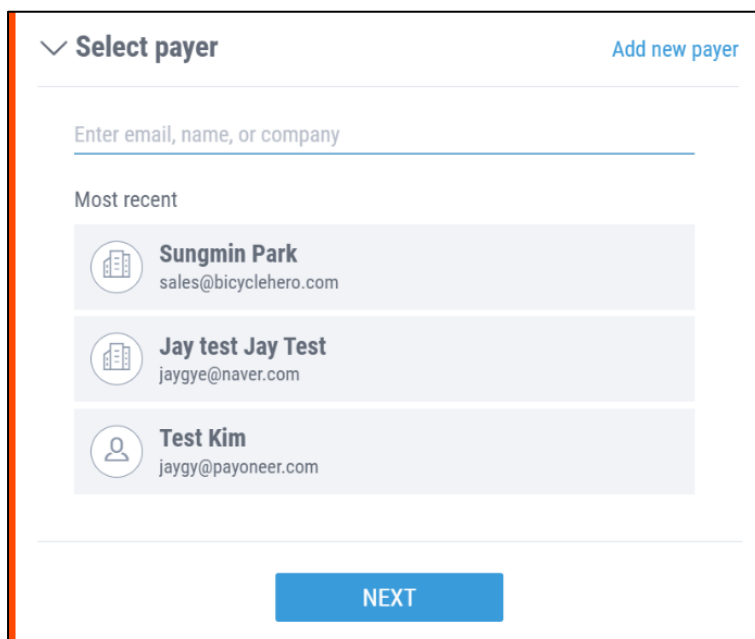
Bill your global clients directly to your Payoneer Account. It's easy, fast, secure, and low-cost.

To request a payment:

1. Sign in to your Payoneer Account, go to the **Get paid** tab, and then click **Request a payment**.






2. Enter the name of the payer in the **Enter email, name, or company** field or select the payer if they appear in the **Most recent** list. (Alternatively, to begin the process of adding a new payer, click **Add new payer**.)



▼ **Select payer** [Add new payer](#)

Enter email, name, or company

Most recent

-  **Sungmin Park**
sales@bicyclehero.com
-  **Jay test Jay Test**
jaygye@naver.com
-  **Test Kim**
jaygy@payoneer.com

NEXT

Proceed to the **Payment details** section.

3. Enter the details of the payment you are requesting.

✓ **Payment details**

Amount

20.00 - 15,000.00 USD

Currency

USD


▼

Description

0 / 250

Payment due by

19/07/2023



Requesting payment as

▼

NEXT


Click **NEXT** to proceed to the **Attach documents** section.

4. Drag files (such as an invoice or work contract) or browse to locate them on your computer and upload them. You can upload up to five documents. (If you need to create an invoice, click **Create a professional invoice** to be redirected to an online invoice generator.)

✓ **Attach documents**

Attach up to 5 documents (like your invoice or work contract) to your payment request.

Don't have an invoice? [Create a professional invoice](#) for free and upload below.



DRAG FILES HERE OR **BROWSE**

Supported file types: PDF, DOC, DOCX, JPEG, JPG, TIFF, BMP, XLS and XLSX

Upload up to 10 MB


PREVIEW

REQUEST PAYMENT

Click **REQUEST PAYMENT** to finalize the payment request.

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Payoneer.com

Once you have sent the payment request, a confirmation screen is displayed, and your payer will receive the request via email.







Submitted

Payment request 9729530 was sent to Test Kim


What's next?


[Manage payment requests](#) | [Request another payment](#)


Share direct link with your payer

Automatic reminder schedule

 **1 Week**
before due date

 **On due date**

 **1 Week**
after due date