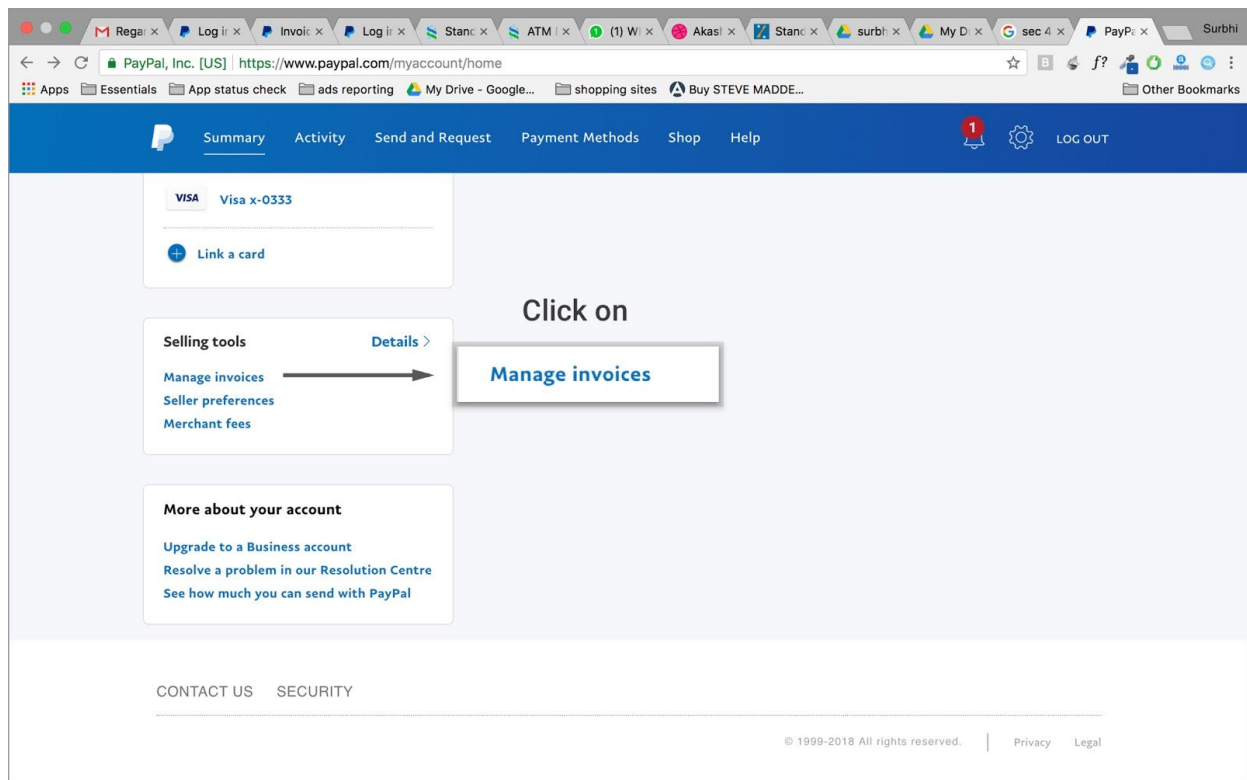


## Step 1:

Setup your paypal account and update your KYC. Make sure that your bank/card details are updated and working. Also make sure that all the KYC required to receive international payments is done. When you will setup a paypal account, you will be asked to complete all the requirements. Just make sure they are complete.

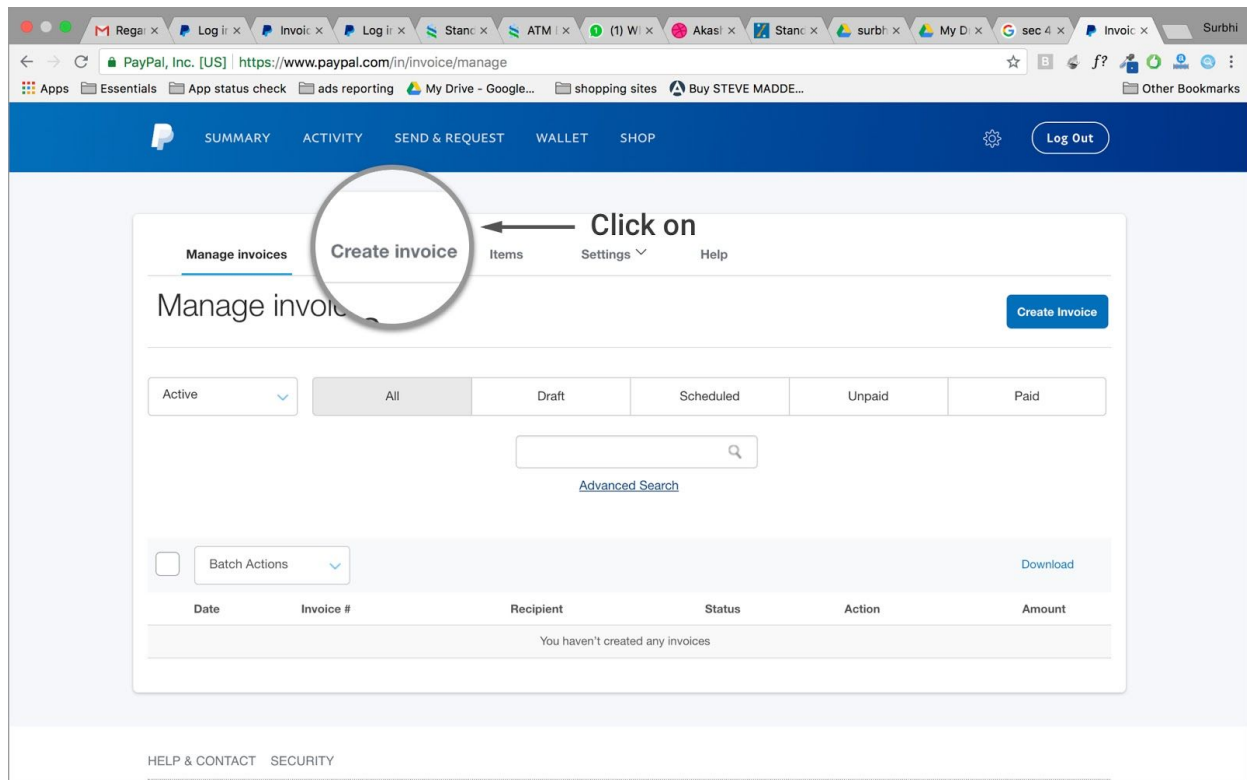
## Step 2:

Click on 'Manage invoices' section on your paypal dashboard.



## Step 3:

Click on 'Create Invoice' as highlighted in the screen below.



## Step 4:

Select 'Invoice for amount only' from the drop down menu, enter an invoice number, mention an invoice date, select 'no due date' option from the drop down.

PayPal, Inc. [US] | <https://www.paypal.com/invoice/create?selectedTemplate=TEMP-98X620984L0200144>

SUMMARY ACTIVITY SEND & REQUEST WALLET SHOP Log Out

Manage invoices **Create invoice** Items Settings Help

Create Invoice Preview Send Save as draft

My templates Invoice for amount only Select Invoice for amount from the drop down

+ Add company logo Choose an invoice number, invoice date and no due date in the last row.

[+] Your business information Edit

Bill to: Glennio Software Private Limited + Bill multiple customers

Billing address Shipping address  
Glennio Software Private Limited Add new address

Customize Amount only Add/remove detail USD - U.S. Dollars

## Step 5:

Click on the 'Bill to' section and fill in the details;

Email address: [contact@videoder.com](mailto:contact@videoder.com)

Business Name: Glennio Software Private Limited

Country: India

GSTIN is to be filled in additional information column: 03AAFCG6213M1ZP

(You will have to write GSTIN:03AAFCG6213M1ZP)

The screenshot shows the PayPal 'Recipient information' modal form. The form fields are as follows:

- Recipient's email address:
- Business name:
- First name:
- Last name:
- Country:
- Phone:
- Additional information:
- ☒ Save to address book
- [Billing address](#)
- [Shipping address](#)

Annotations on the form:

- An arrow points from the 'Last name' field to the text 'Enter company name'.
- An arrow points from the 'GSTIN' field to the text 'Enter gst no.'.
- The text 'Fill in the details in the 'bill to' section' is centered below the form.

The background shows the PayPal invoice page with the following details:

- Bill to: contact@videoder.com
- Billing address: Glennio Software Private Limited, #4717, New Sunny Enclave, Mohali, Punjab, 140301, India
- Cc: Email addresses
- Customize: [button]
- Description: Translation Services
- Amount: 1.00

## Step 6:

Then under the section 'Billing address' enter our company's address as follows:  
#4717, 2nd floor, New Sunny Enclave, Kharar, Punjab, 140301. Please follow the screen below for specific instructions.

The screenshot shows the PayPal invoice creation page. A modal window is open for entering the billing address. The form includes fields for Country (India), Address line 1 (#4717, 2nd floor), Address line 2 (New Sunny Enclave), Town/City (Kharar), State (Punjab), and PIN code (140301). There are 'Save' and 'Cancel' buttons at the bottom of the modal. The background shows the invoice summary and a table with columns for Description, Item name, and Amount.

India (+91) (Numbers only)

Additional information

☒ Save to address book

**Enter billing address as follows.**

☒ Billing address

Country: India

Address line 1: #4717, 2nd floor

Address line 2: New Sunny Enclave

Town/City: Kharar

State: Punjab

PIN code: 140301

☐ Shipping address

Save Cancel

Bill to: contact@vide...  
Billing address:  
Glennio Software  
#4717  
New Sunny Enclave  
Mohali  
Punjab  
140301  
India  
contact@videode...  
Cc: Email addresses...  
Customize  
Description  
Item name  
Add another line item  
Amount  
0.00  
\$ 0.00  
Total \$ 0.00 USD

## Step 7:

Under the section Shipping address just mark the option of same as billing address. And then select the option of 'Don't show shipping address' and press SAVE.

The screenshot shows the PayPal 'Create Invoice' page. The 'Recipient information' form is open, with the following fields filled: Recipient's email address (contact@videoder.com), Business name (Glennio Software Private Limited), Country (India (+91)), and an additional information field. A modal titled 'Shipping address' is displayed, with the option 'Don't show shipping address' selected. The background shows the 'Bill to' section with the same address details.

Recipient information

Recipient's email address: contact@videoder.com

Business name: Glennio Software Private Limited

First name:

Last name:

Country: India (+91)

Phone: (Numbers only)

Additional information:

☒ Save to address book

**Select 'Don't show shipping address'**

☒ Shipping address

☐ Don't show shipping address

☐ Show shipping address

Save Cancel

Bill to: contact@videoder.com

Billing address: Glennio Software Private Limited, #4717, New Sunny Enclave, Mohali, Punjab 140301, India

Cc: contact@videoder.com

Customize

Description: Translation Services

Item name	Amount
	1
	0.00

## Step 8:


Please check that after filling all the details mentioned in the above steps, the 'Bill to' section should show information exactly same as the screen below.

After you fill in the details in the previous steps the 'bill to' section should match this.

[+] Your business information [Edit](#)

Due date

Bill to:

 [contact@videoder.com](#)  



+ [Bill multiple customers](#)

Billing address

[Glennio Software Private Limited](#)  
[#4717 2nd floor](#)  
[New Sunny Enclave](#)  
[Kharar](#)  
[Punjab](#)  
[140301](#)  
[India](#)

Shipping address

[Add new address](#)

[contact@videoder.com](#)

[GSTIN: 03AAFCG6213M1ZP](#)

Cc:

## Step 9:

In the 'Item name' field enter 'Translation Services' and enter the amount accordingly.

The screenshot shows the PayPal 'Create Invoice' page. At the top, there's a navigation bar with 'SUMMARY', 'ACTIVITY', 'SEND & REQUEST', 'WALLET', and 'SHOP'. Below this, a 'Customize' section allows selecting 'Amount only', 'Add/remove detail', and 'USD - U.S. Dollars'. The main form has an 'Item name' field with a dropdown menu open, showing 'Translation Services' selected. An arrow points from this selection to the text 'Type in 'Translation Services' in the description box'. To the right, an 'Amount' field is circled, showing the value '1'. An arrow points from this field to the text 'Type in the amount that we have to pay you.'. Below the item name field is a table with 'Subtotal' at '\$1.00' and 'Total' at '\$ 1.00 USD'. At the bottom, there are fields for 'Note to recipient' (with a placeholder 'Such as "Thank you for your business"') and 'Terms and conditions' (with a placeholder 'Include your return or cancellation policy').

Customize Amount only Add/remove detail USD - U.S. Dollars

Translation Services

Type in 'Translation Services' in the description box

Amount 1

Type in the amount that we have to pay you.

Item name

+ Add another line item

Subtotal	\$1.00
Total	\$ 1.00 USD

Note to recipient  
Such as "Thank you for your business"

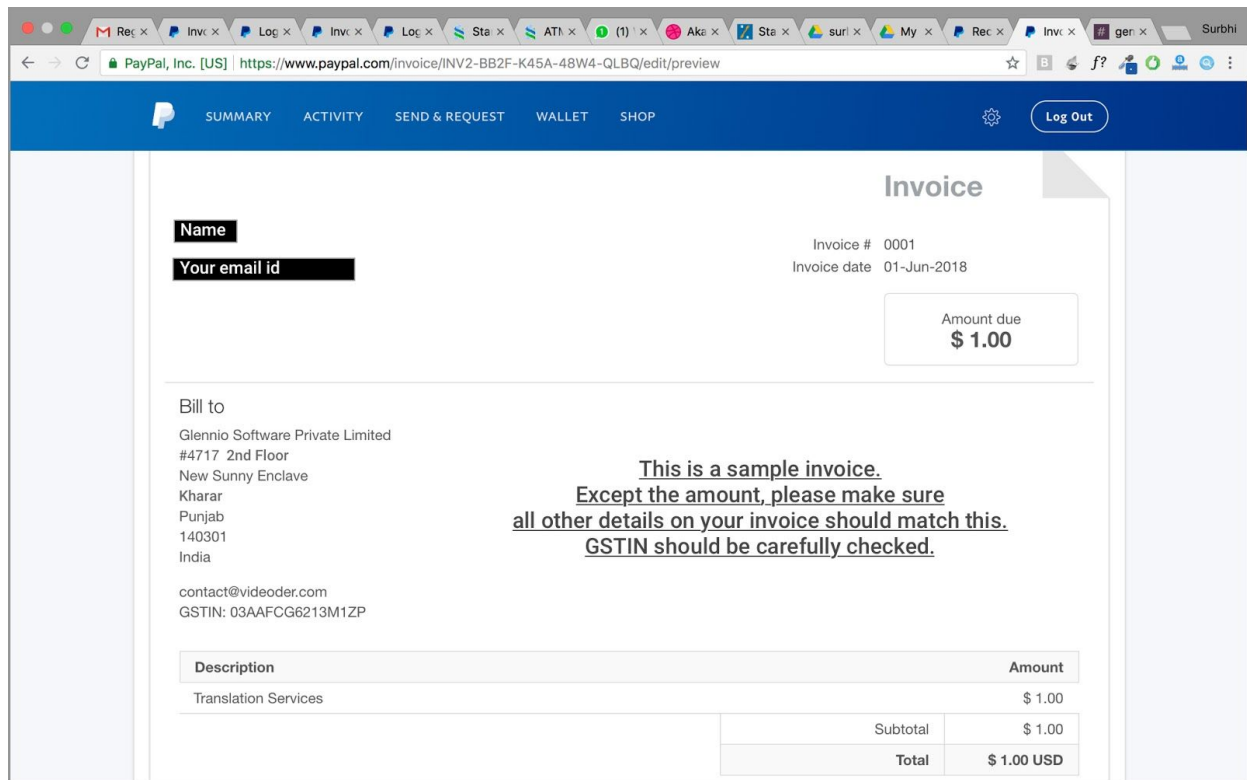
Terms and conditions  
Include your return or cancellation policy

Attach files

## Step 10:

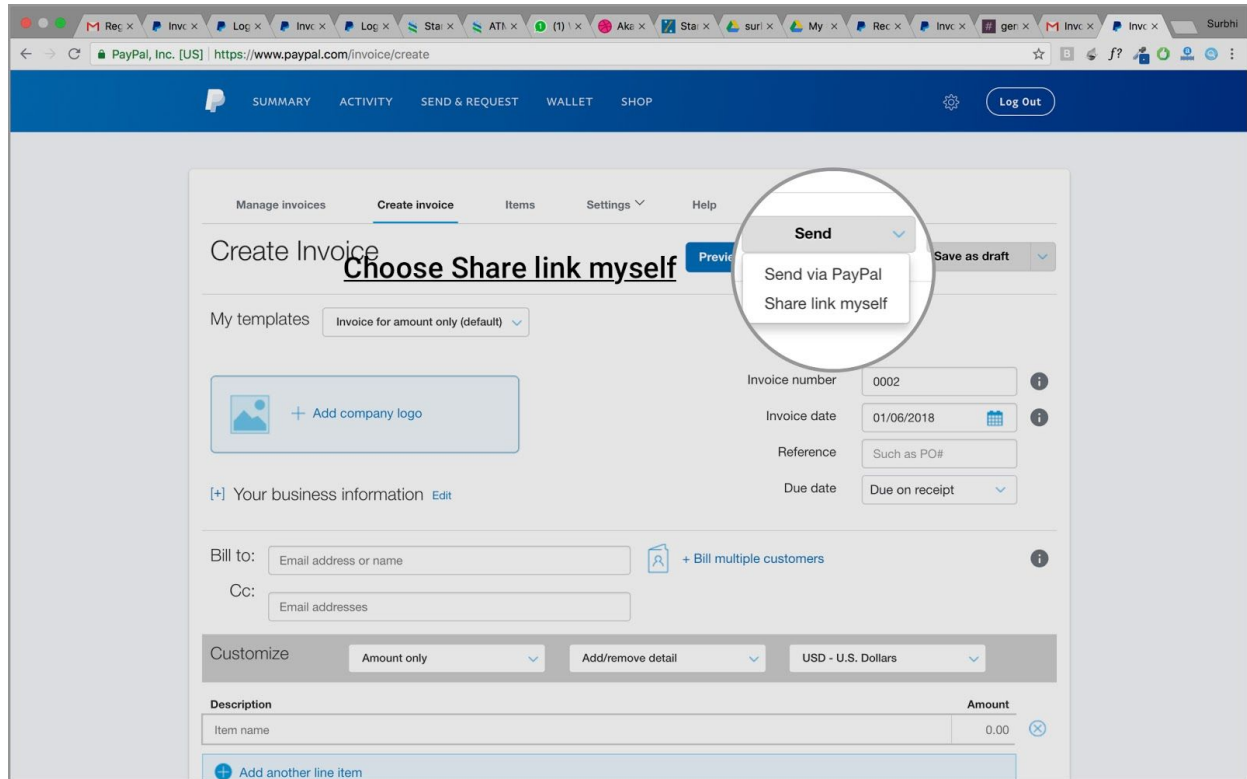
This is a sample invoice attached. Please make sure that the details should match exactly. Double confirm the GSTIN and the company name.





## Step 11:

And the last step is to choose share link myself and send the invoice link to us via mail on [contact@videoder.com](mailto:contact@videoder.com) and also cc me on [sur@videoder.com](mailto:sur@videoder.com)  
Dont choose send via paypal because sometimes it gets missed or delayed.



## Important notes:

1. Details required:
  - a. Email id: [contact@videoder.com](mailto:contact@videoder.com)
  - b. Business Name: Glennio Software Private Limited
  - c. Address: #4717 ,2nd Floor , New Sunny Enclave, Kharar, Punjab, 140301
  - d. GSTIN: 03AAFCG6213M1ZP
  - e. Country: India
2. Please double check all the information on the invoice.
3. Please make sure that the bank account/card you have linked is working.
4. Please make sure that the KYC is updated for receiving international payments.



