



MERCHANT GUIDE.

Global Payment Services, Enabling growth in
Africa.

How to create and send invoices on
GladePay.

1

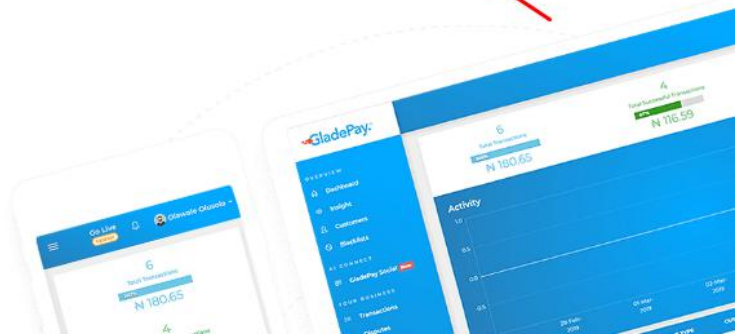
Visit www.gladepay.com and click on the Signup button on the top right corner of the website to login or register as a new user.

Developer Pricing Support Products Company Demo

Sign Up

Login

s and Digital
structures for



2

Login into the dashboard with your login parameters & Click on 'Go live' link on the Header to activate your account by providing valid information and click on 'Submit' when you are through.

GladePay™

Email Address

Password

Login to your account

[Forgotten password?](#)

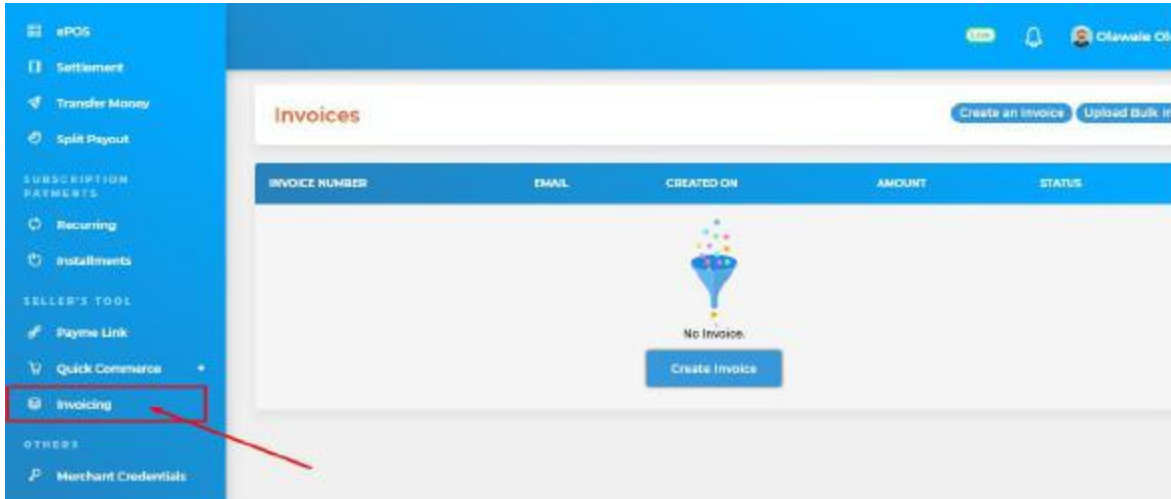
Don't have an account? [Create one.](#)



N.B: You need to provide business CAC Certificate or National Identification (International Passport, Driving Licence, or National Identity Card) and then fill all the required details for your account to be activated and ready to receive payment.

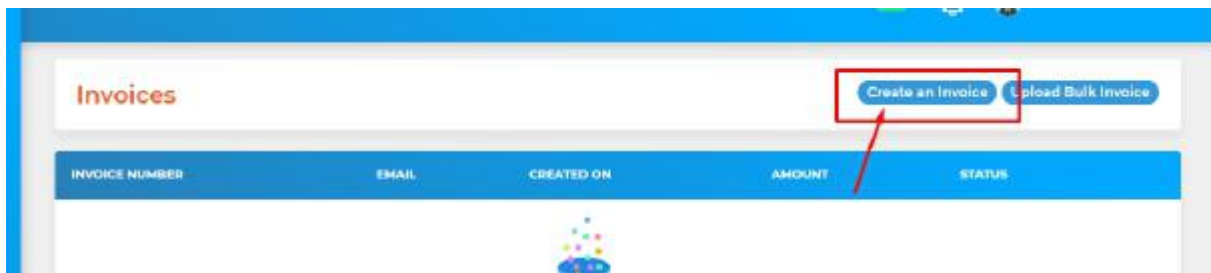
3

Click on Invoicing link on the left sidebar that is located on the Seller's tool section to open the Invoicing interface/page for you.



4

Click on the green 'Create an Invoice' button to open a blank invoice page.



5

Fill in the invoice information. (By default, your business name and the logo will appear on the right (preview) section of the page and you see how your invoice will look to the customer before sending it).

Invoice No
0000035

Email

Phone Number

Date Due
mm/dd/yyyy

VAT % Currency

Invoice Item Cost QTY

[Add Invoice Item](#)

Notes

Get the payment directly to your GladePay dashboard wallet.

Charge User

[Create & Send Invoice](#)

FROM: GLADEPAY		INVOICE #0000038
TO:		DATE DUE:
INVOICE ITEM	QTY	COST
Subtotal		N 0.00
VAT		0.00%
Total		N 0.00
Note:		

6 Once the invoice is complete, click Send Invoice. A copy of the invoice will be sent to the customer. You can also view the invoice, along with payment status, in the invoicing page

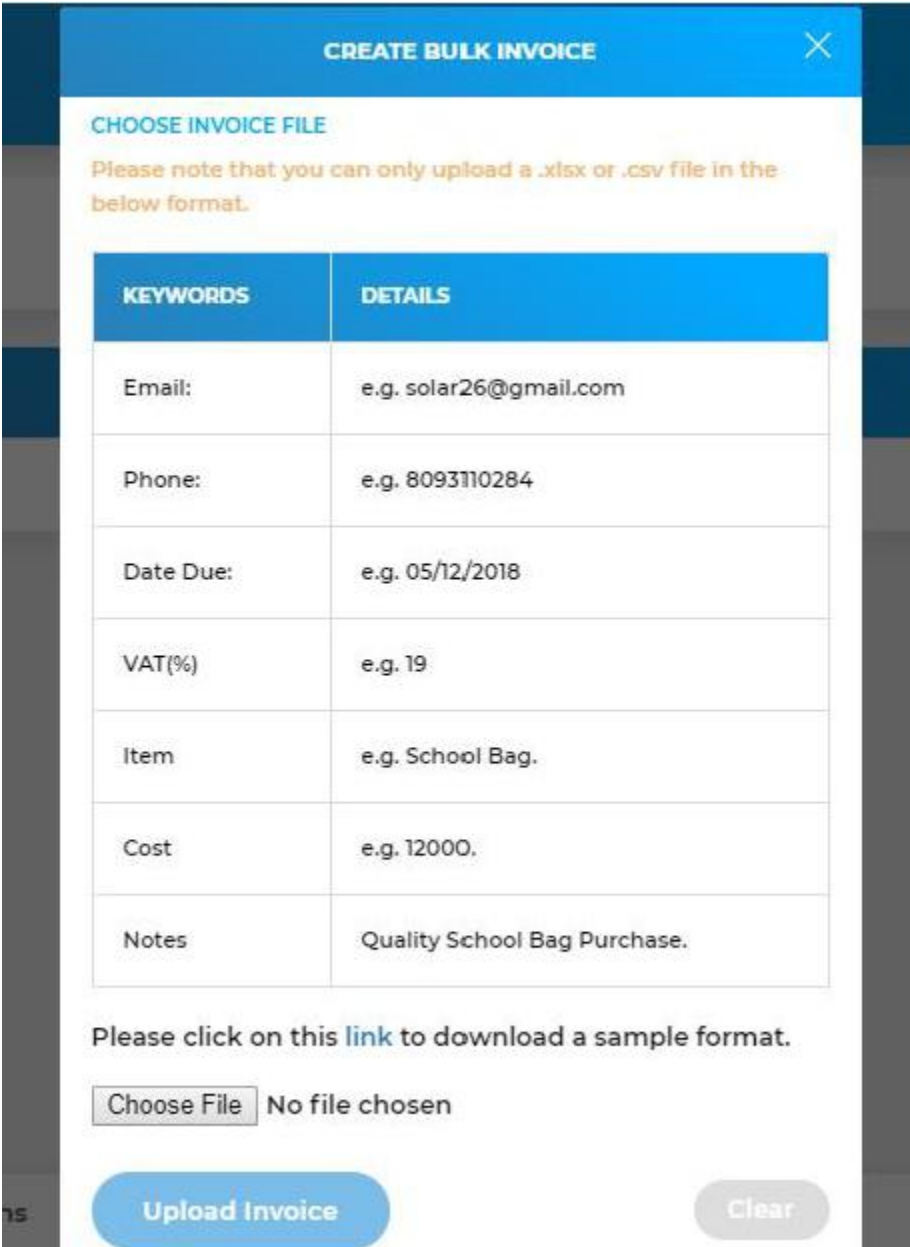
Invoices [Create an Invoice](#) [Upload Bulk Invoice](#)

INVOICE NUMBER	EMAIL	CREATED ON	AMOUNT	STATUS	
0000003	john.doe@xyz.com	2019-10-12 12:54:46	68250	pending	edit delete

CREATING AND SENDING BULK INVOICE.

1

Click on **'Upload Bulk Invoice'** on the invoiceing page to open a popup where you will upload the invoice with instructions.



The screenshot shows a 'CREATE BULK INVOICE' popup window. At the top, it says 'CHOOSE INVOICE FILE' and includes a note: 'Please note that you can only upload a .xlsx or .csv file in the below format.' Below this is a table with two columns: 'KEYWORDS' and 'DETAILS'. The table contains the following rows:

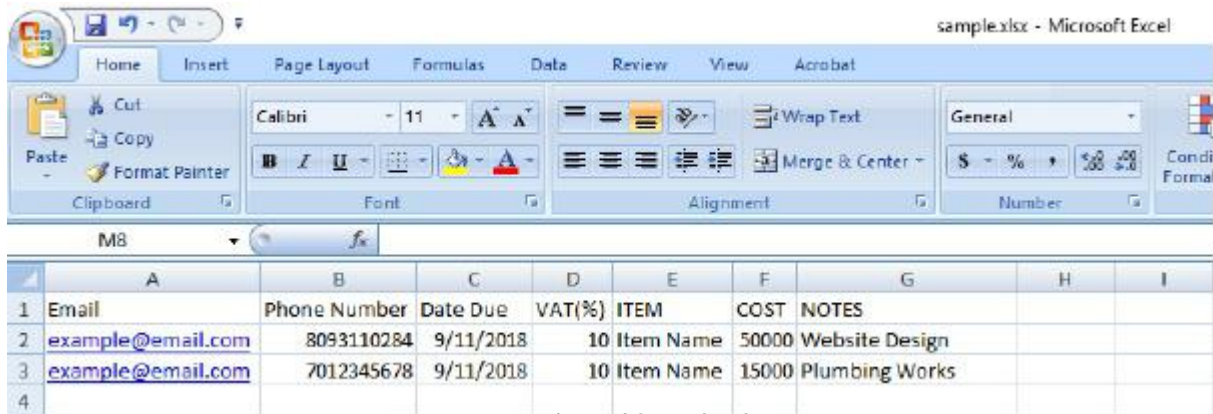
KEYWORDS	DETAILS
Email:	e.g. solar26@gmail.com
Phone:	e.g. 8093110284
Date Due:	e.g. 05/12/2018
VAT(%)	e.g. 19
Item	e.g. School Bag.
Cost	e.g. 12000.
Notes	Quality School Bag Purchase.

Below the table, there is a link to download a sample format. At the bottom, there is a 'Choose File' button (currently showing 'No file chosen'), an 'Upload Invoice' button, and a 'Clear' button.

* Note that you can only upload a .xlsx or .csv file and it only supports an item per invoice.

2

Choose the file containing your client or customer's information and invoice details as shown below (in this case sample.xlsx).



	A	B	C	D	E	F	G	H	I
1	Email	Phone Number	Date Due	VAT(%)	ITEM	COST	NOTES		
2	example@email.com	8093110284	9/11/2018	10	Item Name	50000	Website Design		
3	example@email.com	7012345678	9/11/2018	10	Item Name	15000	Plumbing Works		
4									

* A preview of Sample.xlsx

3

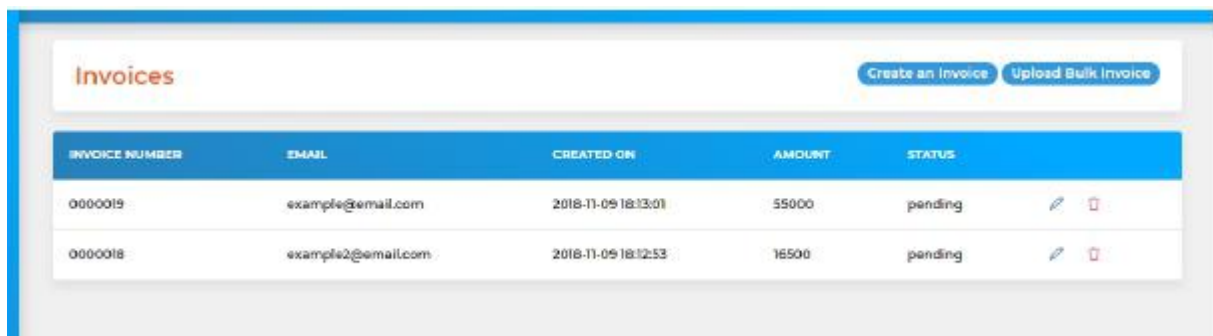
Click on 'Upload Invoice' to submit the invoice file.







Please click on this [link](#) to download a sample format.

sample.xlsx

A copy of the invoice will be sent to each customer. You can also view the invoice, along with payment status, on the invoicing page.



INVOICE NUMBER	EMAIL	CREATED ON	AMOUNT	STATUS	
0000019	example@email.com	2018-11-09 18:13:01	55000	pending	 
0000018	example2@email.com	2018-11-09 18:12:53	16500	pending	 

N.B: Settlements will not be made until you have been approved after going live.

Congratulations!

Now you know how to send an invoice with Gladepay.

[FOR MORE ENQUIRIES OR QUESTIONS:](#)

Call: +234 817 557 4227 or Email: support@gladepay.com