

Settlement to Top-up process(new version)

Background

In order to make it a whole chain of payment and disbursement, to lower settlement fees and bank processing fees, we are obligated to optimize the settlement to Top-up process.

Targeting People

Under the same merchantID, the [to be processed] statement funds can be directly transferred to [Top Up] for disbursement business.

(If you need to initiate Settlement to Top-up process under different merchantIDs, please contact our BD colleague to obtain the old version document to operate.)

Conditions

1. The disbursement service has been activated for the merchant account that needs to be Top up.
2. The settlement statement has been generated and in the status of [To be Processed] - [Unsubmitted].

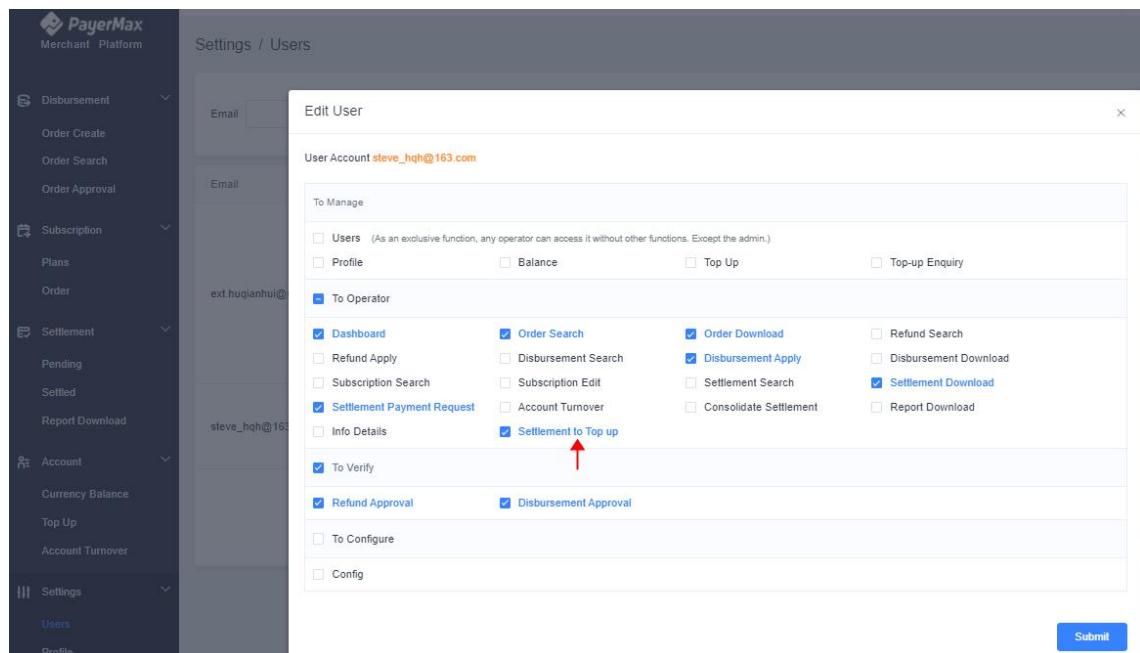
The screenshot shows the PayerMax Merchant Platform interface. The left sidebar contains navigation links: Dashboard, Payment, Disbursement, Subscription, Settlement (highlighted), Settled, Report Download, and Account. The main content area is titled 'Settlement / Pending' and includes tabs for 'To Be Settled', 'To be Processed' (highlighted), 'Settling', and 'Consolidate settlement'. A yellow banner states: 'A total of 3 settlement orders are waiting to upload payment request, please process them in time'. Below this, there are filters for 'Settle Trade ID', 'Account Subject' (set to 'All'), 'Created Time' (2020-04-01 to 2020-07-01), and 'Payment Request Status' (set to 'All'). A 'Search' button and a 'Download' button are also present. The table below shows one settlement order:

Created Time	Settle Trade ID	Account Subject	Payment Request	Transfer Amount
2020-06-25 00:21:22	STR200624133766537553846272	FunTech	Unsubmitted	10,000.00 USD

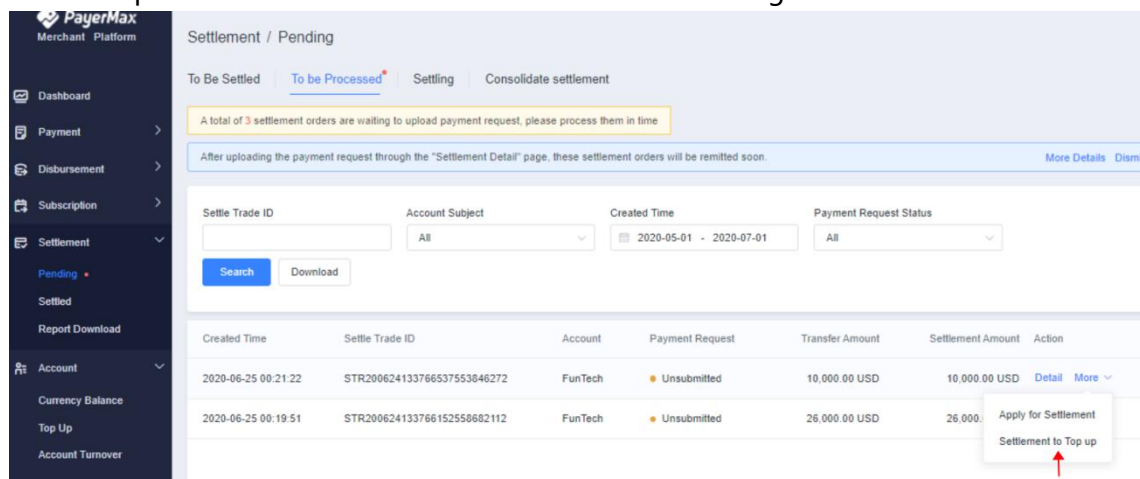
Specific flow

1. Authorization

- 1) The administrator gives permission of 'settlement to Top up' for operators.



2) After the authorization is activated, the operator can see 'Settlement to Top up' button in the drop-down list when click on "More" in row of the eligible settlement statement.



2. Click on 'Settlement to Top up' button, you are redirected to a guidance page which will guide you to generate payment request, sign or stamp on it.



- 1 Confirm the [payment request](#) information and export it.
- 2 Enter the Top Up page, fill in the Top Up information and upload the payment request
- 3 After our financial approval, the settlement amount will be remitted into Top Up account within 3 working days.

Generate payment request

Settlement to Top up

3. Return to the guidance page, Click on 'Settlement to Top up' button, Fill in the information of Top Up Country/Currency and Transfer amount, And upload the stamped or signed payment request.

Note: The total amount of Top Up application should be equal to the settlement amount.

Top-up Account Info

Merchant ID

M36977092608

Merchant Name

Test_Alpha

Top Up Purpose *

Disbursement

Fill in the Top Up amount

Top Up Country/Currency *

Please Select

Please Select

Transfer Amount *

Please fill in the actual amount

USD

Please fill in the final currency and amount after bank conversion.

Add

If you need to top up more country/currency account, click on 'Add' button and fill in concerned information.

Note: The total amount of Top Up application should be equal to the settlement amount.

Fill in Settlement information

Settlement Amount *

10000.00

USD

Bank Order ID *

STR200624133766537553846272

Bank Receipt *

Upload

Upload the stamped/signed payment request

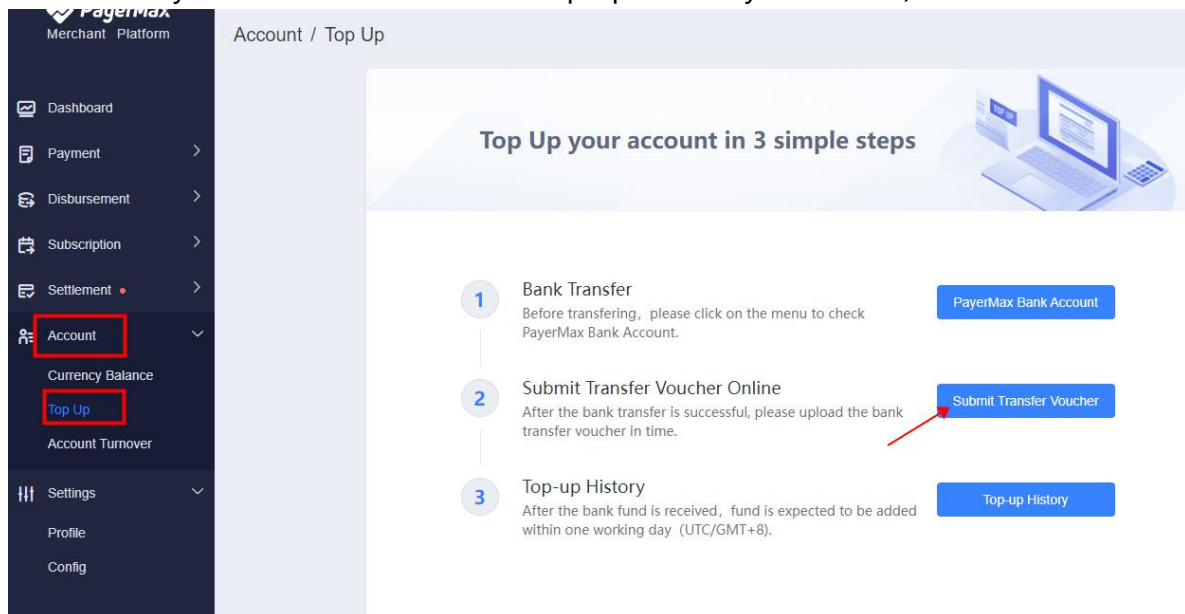
Upload: .jpg .jpeg .png .pdf file 5M Max

Submit

4. Waiting for our finance team' s approval.
5. After the payment request is approved, the status of the settlement statement will be changed to 'Settled' and Top Up Status be changed to 'Success'. The processing progress and results can be inquired through the Merchant platform.

If settlement to top up fails due to special reasons, please re-initiate the above process. In case of the settlement statement slip disappears from the {To be Processed} tab, please go to the {Settling} tab to check. At the same time, go to the [Account]-[Top Up] page and click on "Submit Transfer Voucher" button to complete the Settlement to Top up process:

1. Go to [Account] - [Top Up] page and click on 'Submit Transfer Voucher' button.(Please confirm that you have the 'Settlement to Top Up' authority in advance)



2. Fill in the Transfer Voucher based on Settlement statement detail and submit.

Settlement / Pending / Settlement Detail

Basic Info

Settle Trade ID: STR21102631085206448645536

Created Time: 2021-10-26 08:16:02

Transfer Amount: 70.00 USD

Commission: 20.00 USD

Settlement Status: Settling

Settlement Range: 2021-10-25-2021-10-25

Settlement Amount: 90.00 USD

Account Subject: FunTech

Operation Log

Operator	Operated Time	Operation	Remark
System	2021-10-27 03:48:17	Approved	

Top-up Account Info

Merchant ID: M36977092608

Merchant Name: Test_DEV_08

Top Up Purpose: Disbursement

Top Up Country/Currency: Please Select

Beneficiary Info: Please select a top-up account first

Bank Transfer Info

Transfer Amount: Please fill in the actual amount | Select the currency

Payer Info

Bank Name: 交通银行

Payer Name: Test_DEV_08

Payer Account: 6200000000

Bank Order ID:

Bank Receipt: Upload

Submit

3. Waiting for our finance team' s approval.

4. After the payment request is approved, the status of the settlement statement will be changed to 'Settled' and Top Up Status be changed to 'Success'. The processing progress and results can be inquired through the Merchant platform.