National Industries Park Pay Lease Invoices User's Manual

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Pay Lease Invoices

Table Designs

DOCUMENT DETAILS

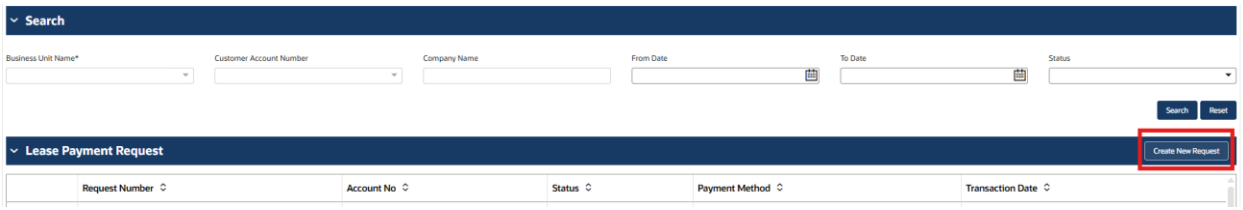
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Project Name	
Business Unit	National Industries Park (NIP)
Author(s)	DT Training Dept.
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This service allows customers to pay lease invoices using Non-Portal account, Portal deposit and through Online payment.

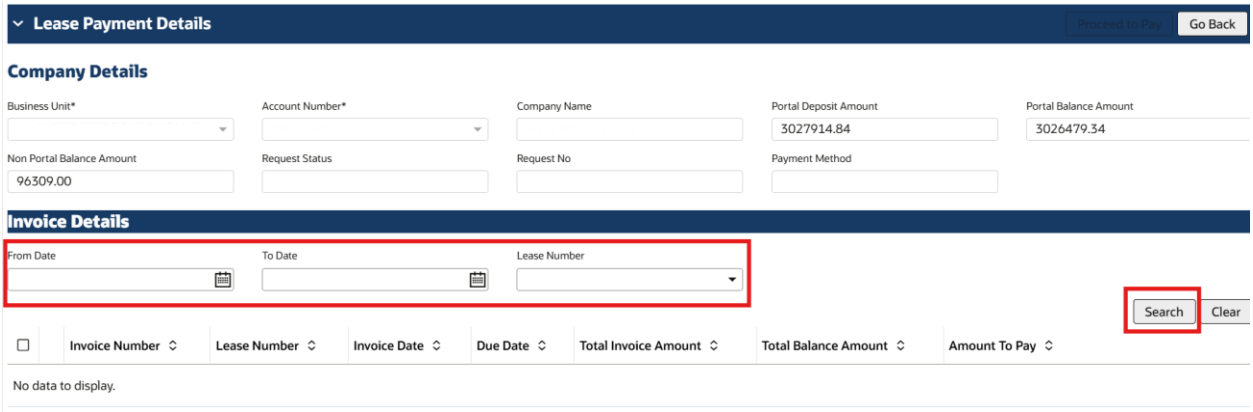
Procedure:

1. The below screen will be displayed. You may view for any transactions already made on this page by clicking "**Search**".

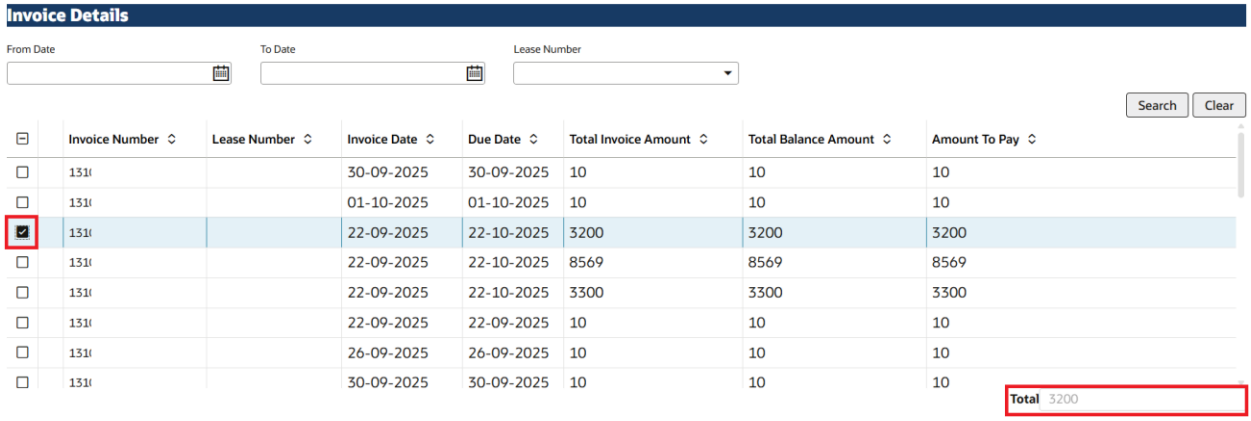
Click on "**Create New Request**" to begin a new transaction.



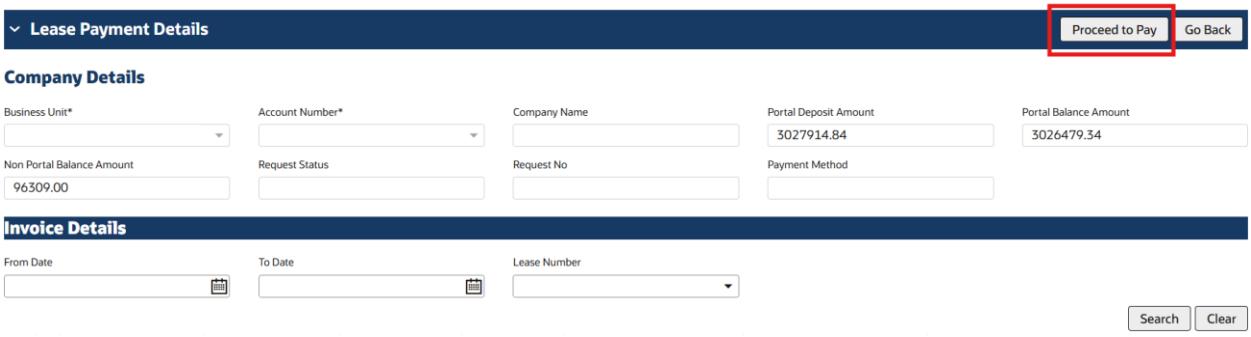
2. View invoices by date range, lease number or simply a generic search by clicking on "Search".



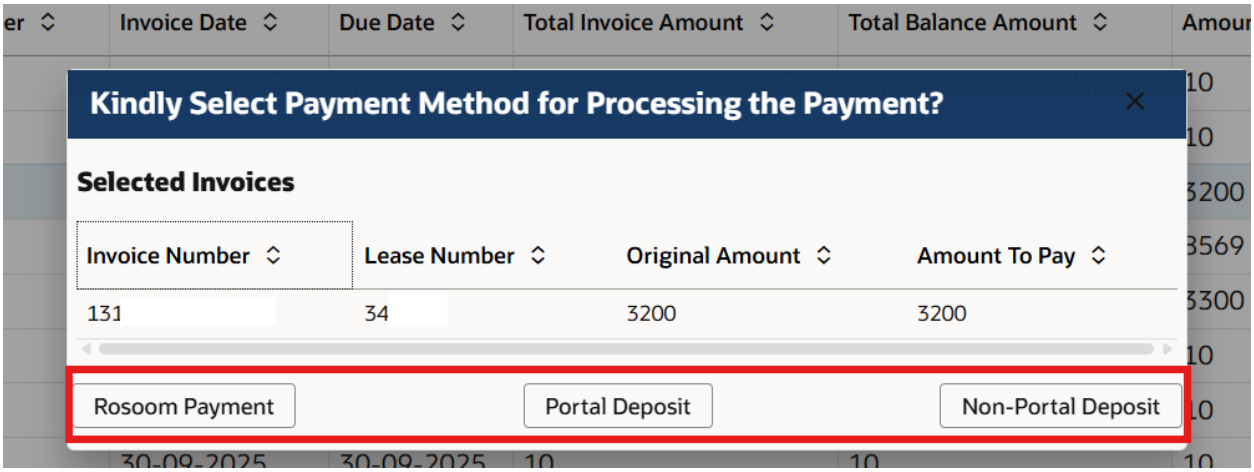
3. Choose the invoice/s required to be paid:



4. Click "Proceed to Pay" to continue to the payment process.

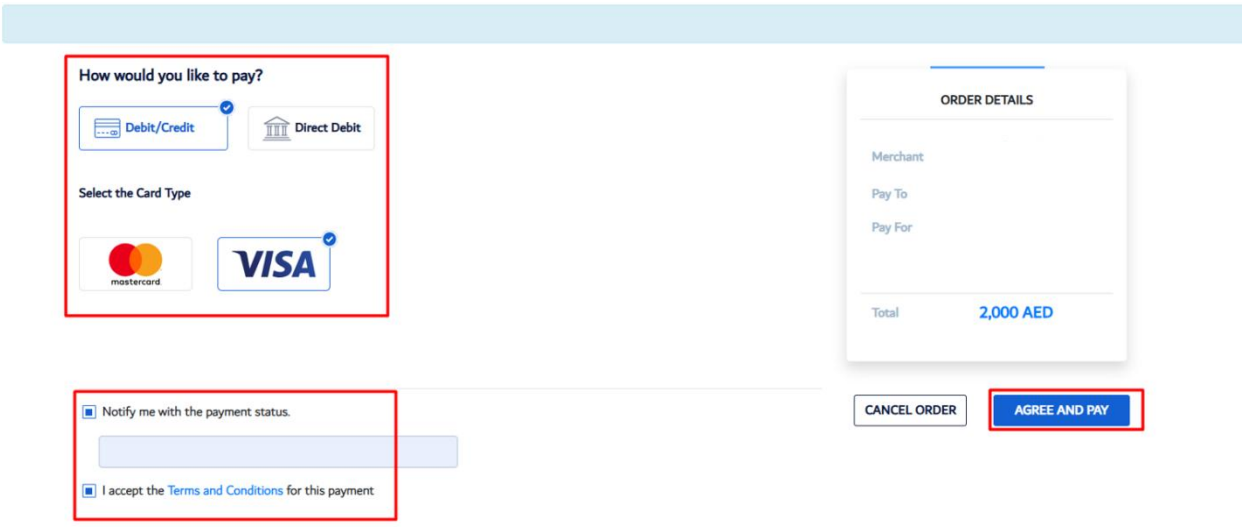


5. Choose the payment method to proceed:

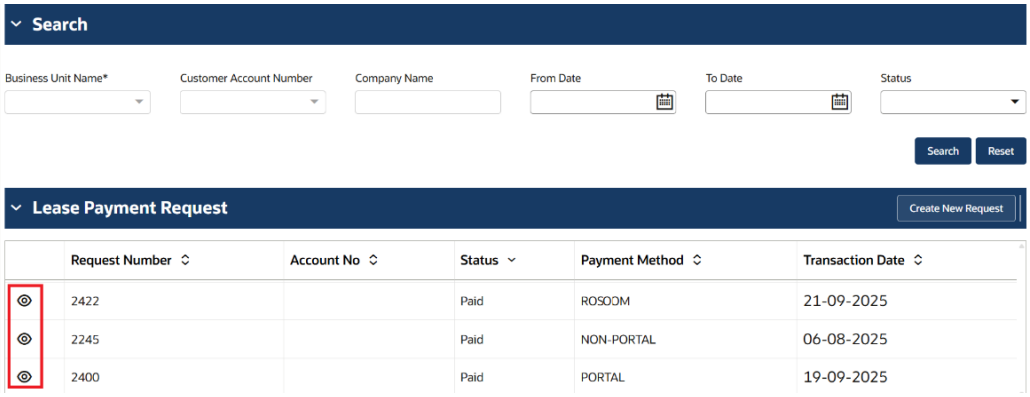


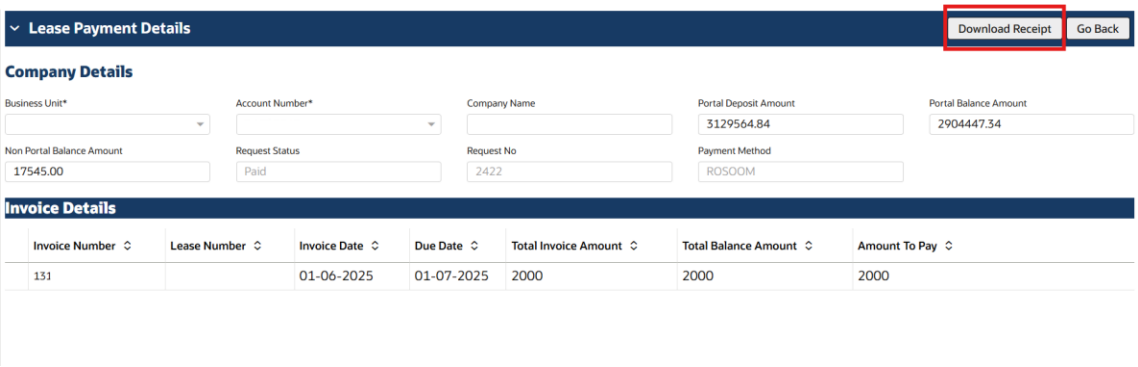
For payment using Online:

- Choose the payment method and select the card type / bank name.
- Enter an email address if necessary then accept the terms and conditions
- Click "**Agree and Pay**"
- Complete the payment transaction by entering your card information or bank details.



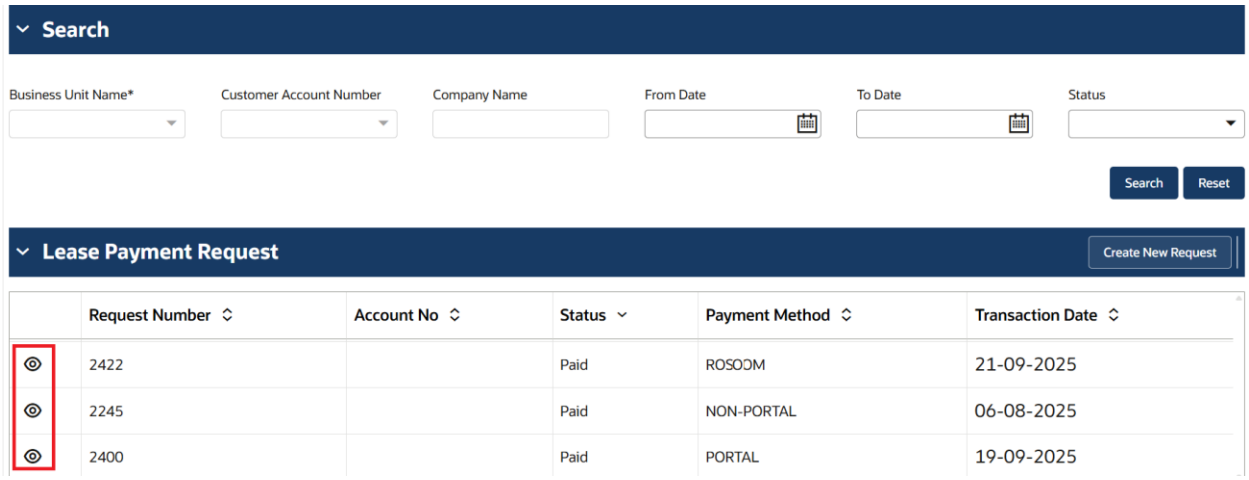
Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.



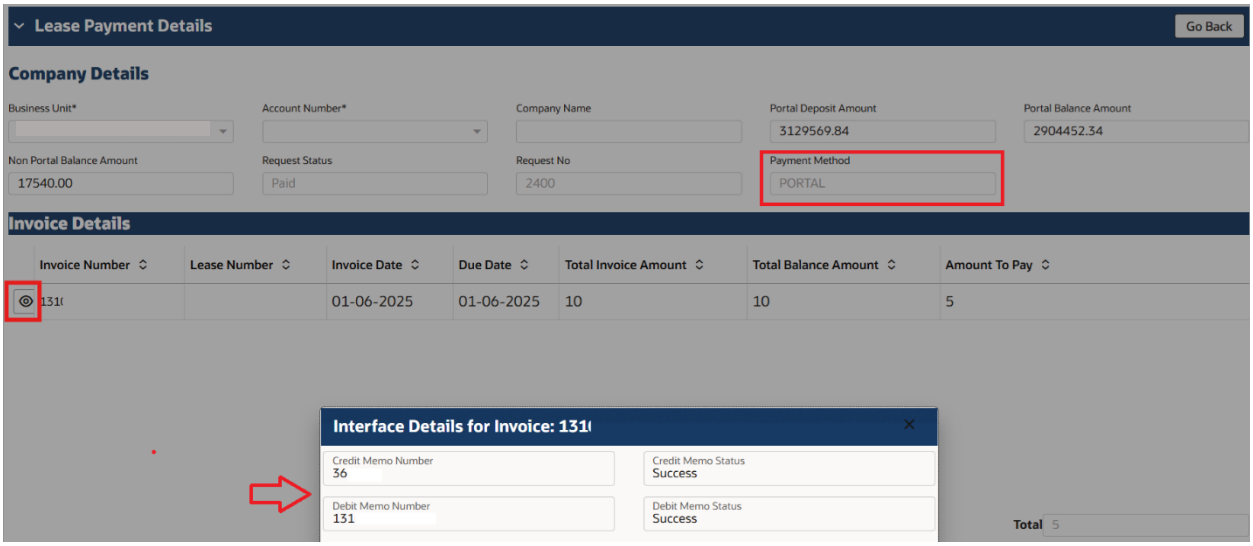


For payment using Portal deposit:

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.



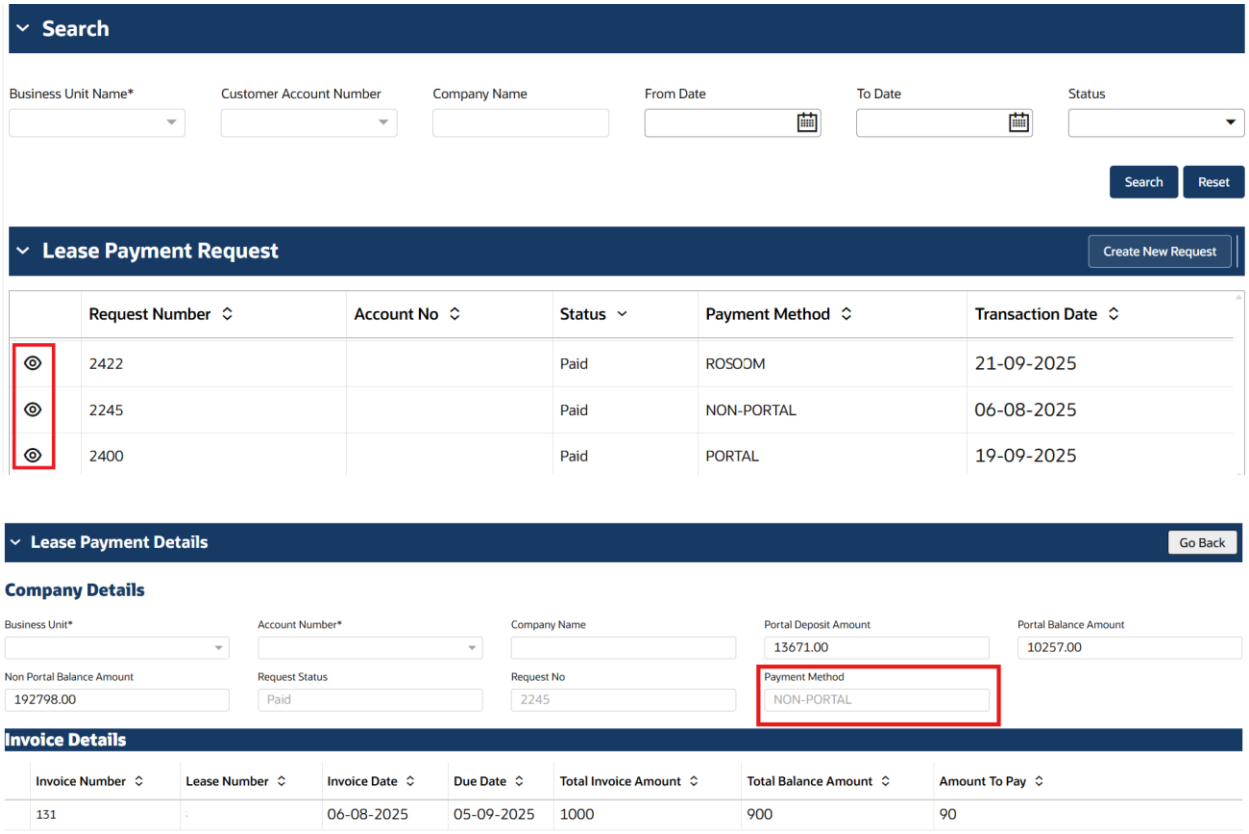
You can further view the Debit and Credit memo status by clicking the "" icon.



For payment using Non-Portal account:

Once the payment is completed, you will be navigated back to the main page where you can view the status of latest request.

Click on the " " icon to view the transaction details.



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