Xpress-pay Instant Invoice

An Instant Invoice is intended to provide a simple and immediate method to send a bill to a customer by email and/or SMS/text message. The Instant Invoice function is available on the Xpress-pay Administrative Menu or through an API. When selected from the menu, the following will appear:

The information you provide in the Billing Details (left) will be presented to the recipient, streamlining the process. They can then simply complete the payment to receive a receipt and notify you.

If you create an Instant Invoice using a payment type for which bills are regularly uploaded (posted bills), a bill will be created when you send the instant invoice and relieved when the recipient pays it. In any case, the process for presentation and payment is identical to other aspects of Xpress-pay, simplifying your usage and reconciliation.

To send an Instant Invoice by email, SMS (text message) or both, simply complete the right section as needed. Samples of what the recipient will see are on the last page of this document. For either type of message, you have complete control of the accompanying message:

1) Default text can be configured by our Support Staff during configuration. If this is done in advance, it will be presented on the screen in case you wish to personalize the bill.

2) If no default text is configured, the system default text will be used, though you can still personalize it prior to sending.

3) Bottom line: If you have standard preferred messaging, contact us to configure it.

50 Clinton Avenue
Cortland, New York 13045
www.xpress-pay.com

Office: (607) 753-6156
mail@xpress-pay.com
Version 1.16

Instant Invoicing API

In addition to completing and sending an Instant Invoice from the Administrative Menu, Instant Invoices can also be sent directly from your application by way of an API. The API accepts multiple bills in a single submission. All of this serves to extend the flexibility of Xpress-pay by allowing billing functionality directly from your application.

If you need immediate payment to continue a process, our Secure Payment Portal can be used (see *Initiation & Completion Options* at https://info.xpress-pay.com/support). If you need to send a bill by email or SMS that can be paid immediately or later, use the Instant Invoice API.

The information required by the API is the same as described earlier. To obtain code samples or the technical document describing the API and its security, parameters, and response codes, please contact an Xpress-pay Project Manager.

(samples on next page)

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Instant Invoice Samples

In this example, Robert Harris contacted *360 Painting* to complete work on the exterior of his home. With the price negotiated and the work order in place, 360 Painting used the Instant Invoice feature from the Administrative Menu to send a request by both email and SMS for payment of the deposit. Robert can pay immediately, securing his place on the schedule.

Instant Invoice sent by SMS

Instant Invoice sent by email

*The payment process is initiated
when the recipient touches
or clicks the payment link*

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