



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:

Bill Details <small>Fill in bill details in the fields below</small>		Email / Mobile Phone Details <small>Include an email address and/or mobile phone to deliver immediate notification</small>
Unique Bill Identifier <input style="width: 90%;" type="text"/>	Bill Date * <input style="width: 80%;" type="text" value="03/30/2022"/>	Email Address <input style="width: 95%;" type="text"/>
Client name * <input style="width: 90%;" type="text"/>	Invoice number(s) * <input style="width: 90%;" type="text"/>	Email Opening Text <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> For your convenience and security, we now accept online and mobile payments. Simply click or touch the button below on any device to make your payment. </div>
Locator 1 <input style="width: 90%;" type="text"/>	Locator 2 <input style="width: 90%;" type="text"/>	Email Closing Text <input style="width: 95%;" type="text" value="Thank you for allowing us to be of service!"/>
Comments (optional) <input style="width: 90%;" type="text"/>	Locator 3 <input style="width: 90%;" type="text"/>	Mobile Phone - valid 10 digit phone number <input style="width: 95%;" type="text"/>
Amount * <input style="width: 80%;" type="text" value="\$"/>	Interest <input style="width: 80%;" type="text" value="\$"/>	Text Message <input style="width: 95%;" type="text" value="To Xpress-pay your bill, touch the link below:"/>
		<input type="button" value="Send"/> <input type="button" value="Cancel"/>

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.

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)

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.


From: mail@xpress-pay.com <mail@xpress-pay.com>
Sent: Saturday, April 2, 2022 3:18 PM
To: Robert Harris <rharris@gmail.com>
Subject: 360 Painting has uploaded your bill to Xpress-pay



To commit and schedule this job, please click below to remit your deposit on Work Order# 132485 as follows:


Bill information

Payment type	Deposit
Customer name	Robert Harris
Service address	12 Randall Avenue
Job description	Two-color exterior painting
Bill amount:	\$500.00



Thank you for choosing 360 Painting!

Please Note: This email was sent in response to information provided to us by the organization named in the email subject and the banner at the top of this email. To cancel email notifications or to discuss the information relating to your bill, please contact them.


Click to visit...

Your Partner in ePayments

Instant Invoice sent by email

3:18 PM

To Xpress-pay your deposit to 360 Painting, touch the link below:
<https://sms.xpress-pay.com/5LgXTu96>

Instant Invoice sent by SMS


Powered by Xpress-pay

Prompt payment will help secure your place on our schedule.
Thank you for choosing 360 Painting!

Customer name *	<input type="text" value="Robert Harris"/>	✓	* Required
Service address *	<input type="text" value="12 Randall Avenue"/>		* Required
Job description	<input type="text" value="Two-color exterior painting"/>		
Amount *	<input type="text" value="\$ 500.00"/>		

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Note:
Payment information will not be retained by Xpress-pay without your permission.
Sensitive account information is never forwarded to the recipient.

[Privacy Policy](#)

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