

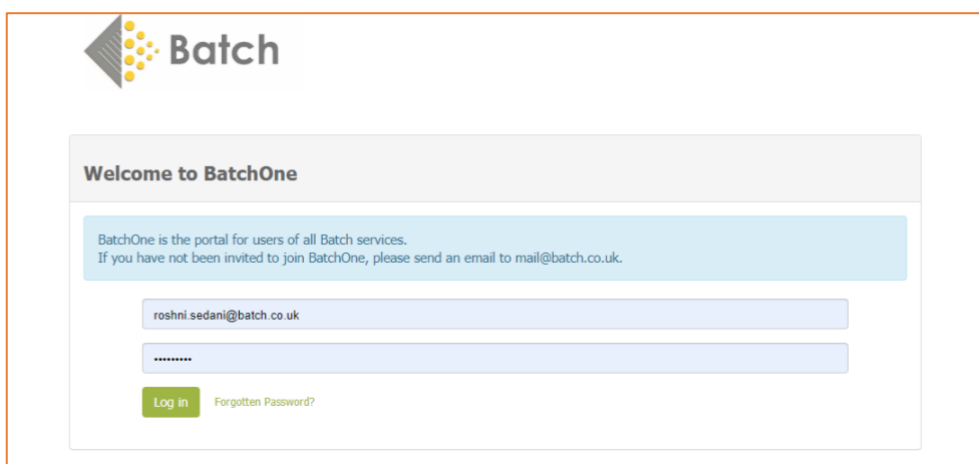
Authorising and paying BatchLine POS invoices

GETTING STARTED

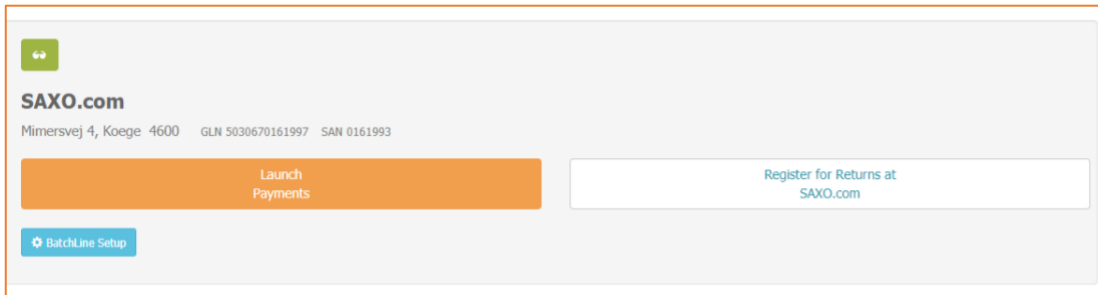
Go to www.batch.co.uk then click on 'BatchOne Login'.



On the login page (below), enter the email address you used to register, followed by your password. You can then access the main Batch Payments website. If you have forgotten your password, click the link to reset it.



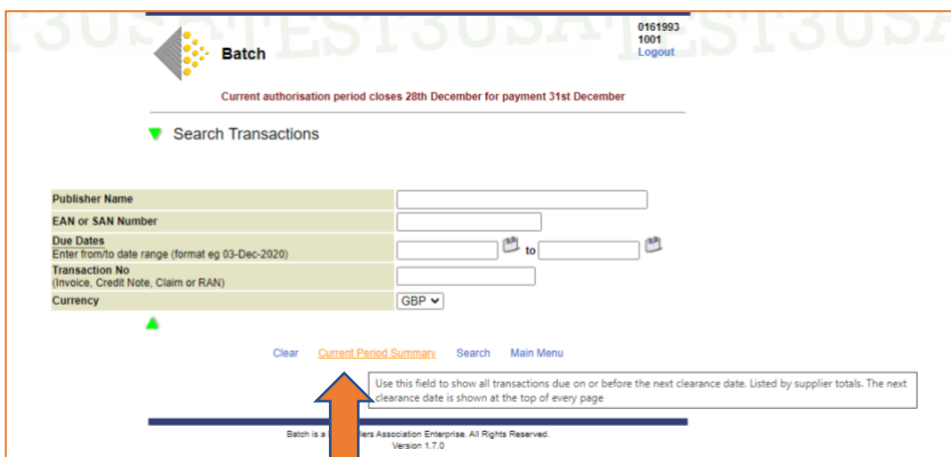
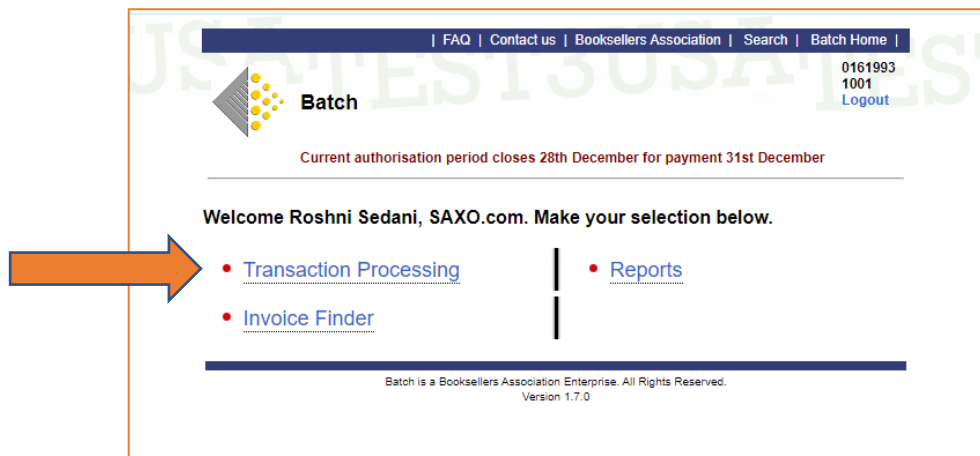
Once you have logged into BatchOne, you will see a Launch Payments button, click on this to be taken to the main Batch Payments site:



Batch Returns: You will also see a Register for Returns option. This is a free service that offers an efficient and less wasteful way of arranging returns to suppliers. For more information have a look at <https://www.batch.co.uk/web/services/returns> or contact us at mail@batch.co.uk.

If you would decide that you would like to use this free service, click on Register for Returns.

Once you have successfully logged on to Batch Payments, click on 'Transaction Processing' in the Main Menu, followed by 'Current Period Summary' at the bottom of the next screen.



You will be presented with one supplier (BatchLine POS) a summary of the total number of outstanding transactions and their total value. If the total value is correct, you can simply click on the 'Authorise All' button and all invoices for BatchLine POS will be authorised.

Company Name	Open Transactions	Outstanding	Authorise All	Verified Transactions	Authorised Transactions	Amount to be paid to Batch
Batch Ltd- Batchline POS	3	101.58		0	0 0.00	0.00
Totals	3	101.58		0	0	0.00

Alternatively, you can choose to authorise each invoice individually.

R	A	N	C	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding	
					Authorised by 28-Dec-2020				0.00	0.00						
					Ready For Payment											
				01-Dec-2020	Inv		INV-0183		30-Dec-2020	Open			GBP	33.88	33.88 Claim	
				01-Nov-2020	Inv		INV-0107		30-Nov-2020	Open			GBP	33.88	33.88 Claim	
				01-Oct-2020	Inv		INV-0013		30-Oct-2020	Open			GBP	33.88	33.88 Claim	
Grand Totals For All Suppliers for period ending 31-Dec-2020																
														Open Transactions	101.58	101.58
														Verified Transactions	0.00	0.00
														Authorised by 28-Dec-2020	0.00	0.00
														Ready For Payment		

Important: Always click the 'Update' button at the bottom of the page before you move to the next page for your actions to take effect.

Once you have authorised your chosen invoices, these will move to the right-hand side, under the Authorised Transactions and Amount to Be Paid to Batch columns, as shown below.

Company Name	Open Transactions	Outstanding	Authorise All	Verified Transactions	Authorised Transactions	Amount to be paid to Batch
Batch Ltd- Batchline POS	0	0.00		0	3 101.58	101.58
Totals	0	0.00		0	3	101.58

Payments for the authorisations

UK Booksellers

Once you have set up your direct debit with us, we will take the payment on the last day of the month. (Annual payment can be made by request.) If you are not set up with a direct debit or have any questions, please contact us at mail@batch.co.uk.

Ireland and International

Please arrange a bank transfer for the total authorised on Batch using the Sterling account details set out below. Ensure the payment is arranged to reach us by the authorisation date on Batch and please quote your SAN in the reference.

BATCH'S BANK ACCOUNT DETAILS

For £ sterling payments:

Bank: HSBC

PO Box 160

12A North Street

Guildford

GU1 4AF

BIC/Swift code: HBUKGB4B

Beneficiary: Batch Ltd

Account number: 52787997

Sort code: 40-22-26

IBAN: GB31HBUK40222652787997

www.batch.co.uk