



User Guide

Prepayment

Ver_1.0

About our Prepayment System

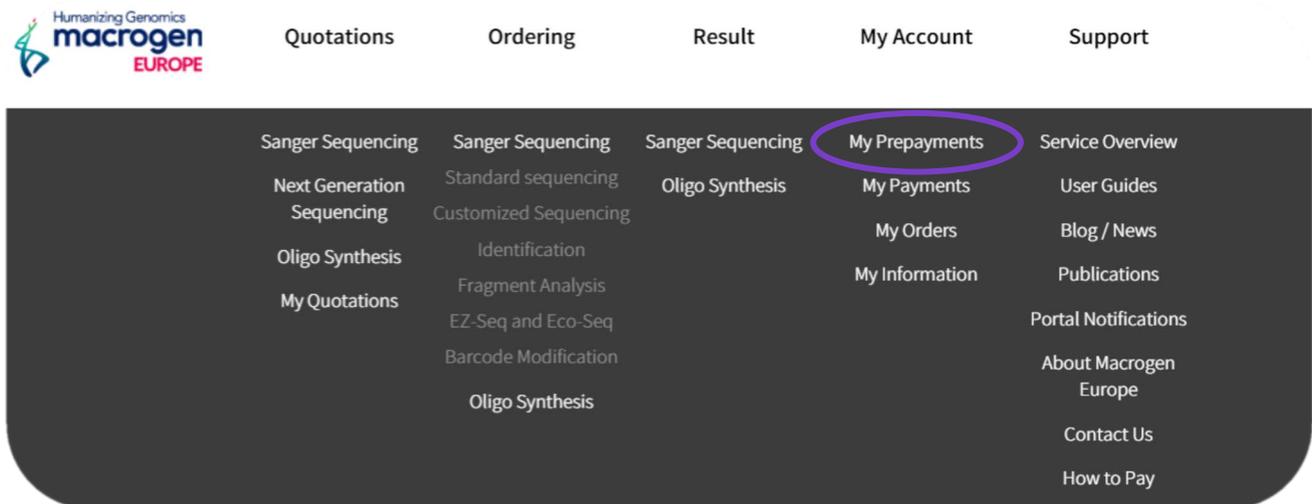
Our prepayment system is a deposit-based payment option, designed to provide you with a streamlined method to process your payments. It's a simple two-step process. First you submit a prepayment request to deposit a sum onto your account. Once the prepayment deposit is paid and loaded onto your account, the amount from your invoice will be deducted automatically from your prepayment account, without a separate request from us. All you need to do is place your order and keep your prepaid balance topped up.

NOTE: Please note that prepayment deposits are non-refundable.

How to make a Prepayment Request

To use our prepayment system, you will first need to sign-in or create a Macrogen Europe account on our website <https://order.macrogen-europe.com/>.

- ① Once you're logged-in, go to the **My Account** tab, then select **My Prepayments**.



- ② Select your Prepayment Group. Under **Details of Prepayment Request**, fill-in the required details.

Details of Prepayment Request

* All fields are required

Prepayment Amount *	<input type="text" value="Please enter numbers only."/>	EUR	▼
Billing Email *	<input type="text"/>		
Billing Institution *	<input type="text" value="Macrogen Europe BV"/>	<input type="button" value="Find"/>	
	<small>ⓘ Special characters are not allowed in the parameters except for . , () & -</small>		
PO Number	<input type="text"/>		<input type="button" value="↕"/>

- ③ In the **Requests** section, include any specific requests you may have regarding your prepayment or invoice. (e.g., 'prepayments only to be used for barcode services' or 'include VAT ID').

Requests	<input type="text"/>
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- ④ Verify that the information entered is correct, then click

- ⑤ On the prompt that appears, select **OK** to confirm the Prepayment Request submission.

order.macrogen-europe.com says

Would you like to request?

⑥ The invoice will be sent to the billing e-mail address entered within 1-2 working days of submitting your request.

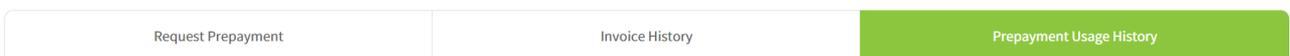
⑦ To view your **Prepayment Request**, go to the **Invoice History** tab under My Prepayments. You can also view your invoice history here.

My Prepayments



⑧ You can also view your prepayment usage history and prepayment balance under the **Prepayment Usage History** tab.

My Prepayments



Overview of Prepayment

Prepayment Group	Type	Balance
Test	Prepayment	€ <u>0.00</u>

How to make a Prepayment by Credit Card

Once your prepayment request has been issued, you can make your prepayment through credit card payment or wire transfer. For prepayment via credit card transfer, please follow the steps below.

- ① Go to **My Prepayments** under **My Account** to make a prepayment
- ② Make a prepayment request first by selecting your prepayment group and filling out the details of prepayment request.
- ③ Go to **Invoice History**. Choose the invoice(s) to be paid and click **Payment** or **To Pay for the Selected Order** for two or more invoices.

View 10 Selected Amount : € 2 [To Pay for the Selected Orders >](#)

<input type="checkbox"/>	Paid Date	Category	Group Name	Invoice Number	Requested Date	Payment Due Date	Total Amount	Total Payment Amount	Prepay Invoice Status	Payment Status
<input checked="" type="checkbox"/>		Prepayment	Prepayment - MGEU Test	EPI00000679 Details	09.09.2022	09.23.2022	€ 24.2	€ 0	Issue	Unpaid Payment

- ④ On the pop-up that appears, check if your payment information is correct and click

Payment

- ⑤ Fill out the credit card information: card number, expiration date, CVC and card holder's name. All of your information will be secured by Verisign.

Payment methods

 
Credit / Debit Card

You have selected Credit Card

payment detail

Card No. Expiration date CVC / 4DBC [?](#)
1234 5678 9876 5432 MM/YY 000

First Name Last Name
First Name Last Name

Email address
info@macrogen-europe.com

- ⑥ After Submitting the credit card information, you will get a confirmation e-mail from Eximbay, our online transaction