

How do I request the payment?

Sprintrade Help - 2016-03-02 - 0 Comments - in Finance

To request the payment you should send the invoice at Sprintrade.

Follow the steps below:

- 1) login in the publisher panel
- 2) check if your financial details are correct: goes to Settings/financial details and write your payment information/VAT/Tax number.
- 3) goes to Settings/Account Journal,
- 4) click on the link "Note: Your account balance is above the minimum payout. In order to perform a payment click here."
- 5) check if all the info of the Payout request are correct,
- 6) fill in the boxes "Your Invoice number", "Your invoice date" and upload the invoice clicking on the link in "Your invoice (*.pdf)"
- 7) put the flag on Yes and click the button "Request payout".

Tags

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