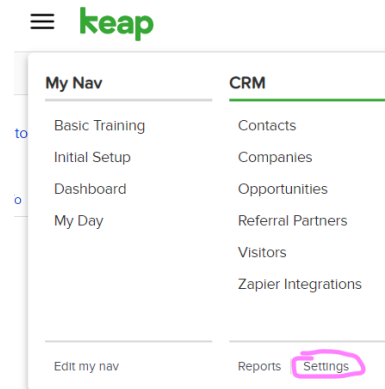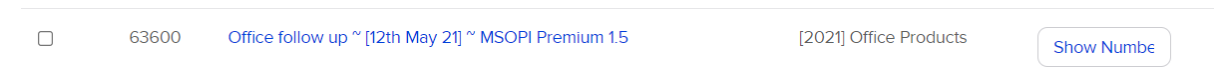**Process for Taking a Payment:**
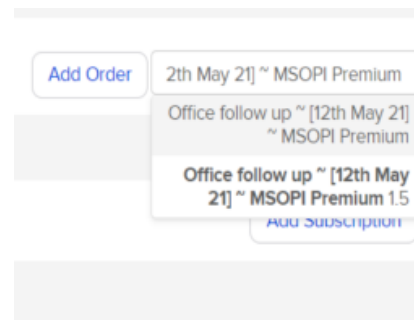
Once product has been sold go to:

From here you need to select TAG, then in the search bar, search "office"
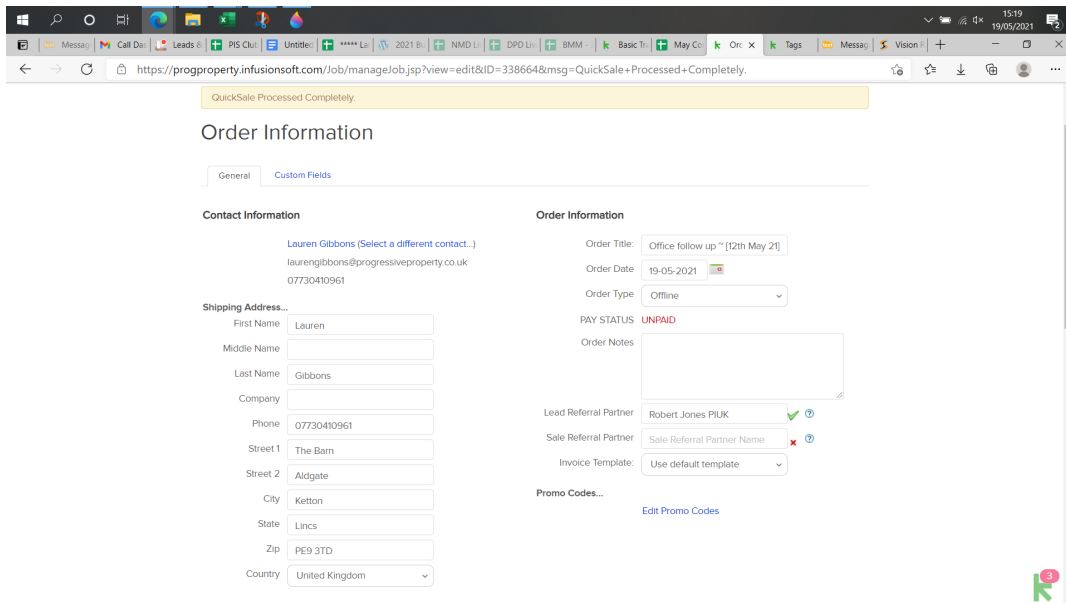You will then need to find the relevant tag for example:

Copy the tag and go to the clients account. Make sure the address has been inputted and saved along with the country (this needs to be applied for tax purposes).

Scroll down to the tabs under the address and click on orders: from here scroll across and paste the tag the select the right tag from the drop down.

This will then take you through to a preview of the order, check the price and that the VAT has been applied scroll to the bottom and save.

Scroll down till you can see the below and click on the Add Payment button.

Here select todays date and from the drop down select Credit Card (charge now) - You then need to add a new card

Fill in the card details, Long number, expire date and security number. And save It will then go back to the enter payment screen from the credit card drop down select the card you have just added and enter the security code for that card scroll down and click Apply Payment: If the payment is successful you will see the screen below. An invoice is then automatically generated.