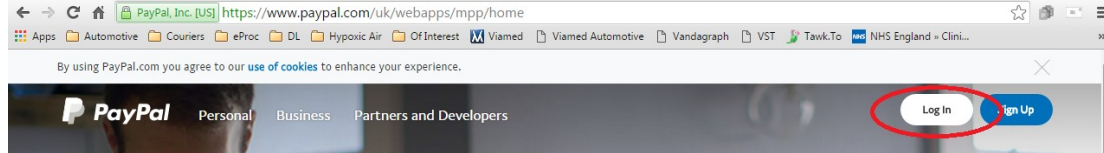


Checking PayPal for Orders

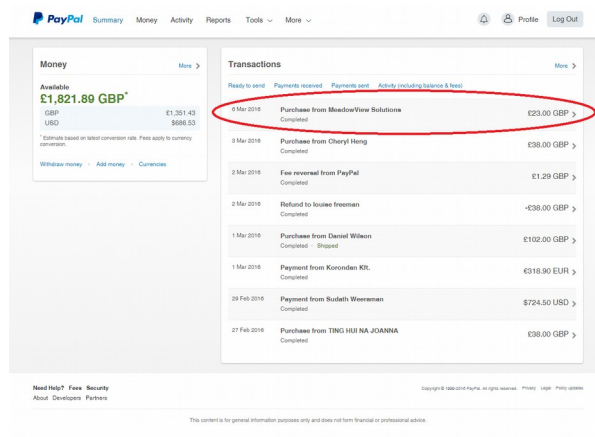
All transactions for the previous 8 days (or since the last time they were checked) need checking to ensure they have been entered into Opera.

Navigate to www.paypal.com and click Log In



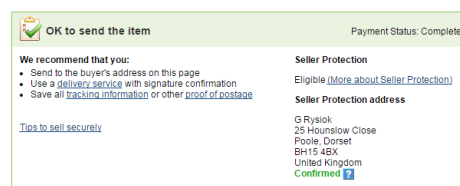
Enter the username, “viamedcathygreen” and the current password as found in GoldMine or IntraStats

You will be presented with the summary screen, all transactions here need to be accounted for. Click on the first transaction



If the order was from eBay, there will be a long item number as seen below and in the “Custom” field, it will say EBAY. Scroll down and make a note of the Buyer’s ID

Transaction Details



PayPal Express Checkout Payment Received (Unique Transaction ID 94W91156B7999045)

Shopping Cart Contents

Qty	Item	Options	Price
1	MD300-C150 Finger Pulse Oximeter Green (Black or White Casing) (Green/Black) Item Number: 15197475670		£23.00 GBP
Amount			£23.00 GBP

Business Contact Information

Customer Service Email: service@meadowviews.co.uk

Order Description: Shopping Cart

Item Total: £23.00 GBP

VAT:

Postage: £0.00 GBP

Seller discount or charges: £0.00 GBP

Total amount: £23.00 GBP

Fee amount: -£0.98 GBP

Net amount: £22.02 GBP

Date: 6 Mar 2016

Time: 19:40:43 GMT

Order Description: Shopping Cart
Item Total: £23.00 GBP
VAT:
Postage: £0.00 GBP
Seller discount or charges: £0.00 GBP

Total amount: £23.00 GBP
Fee amount: £0.98 GBP
Net amount: £22.02 GBP
Date: 0 Mar 2016
Time: 09:40:43 GMT
Status: Completed

Insurance: £0.00 GBP
Custom: EBAY_EMSCX0000664407896214
Status: Completed

Payment From: WindowView Solutions (The sender of this payment is Non-US - Verified)
Buyer's ID: cricheler
Buyer's Email: yony7750@gmail.com
Payment sent to: paypal@viamed.co.uk

Payment Type: Instant

Postage:
[Print Packing Slip](#) | [Add Tracking Info](#) | ?

Description: Shopping Cart

Open Viamed Opera and search for the eBay account (00006666) Click on invoices to see all current and dispatched orders.

OPERA for Windows

File Edit

ESC F1 Ctr1+F4 Ctr1+F5 Ctr1+F7 Ctr1+F8 Ctr1+F9 Ctr1+F10 Ctr1+F11
Cancel Help Diary Calculator About Date E-Mail Web Site Viewer

Find Previous Next Add Edit View Memo Quote Proforma Order Delivery Invoice Credit Quit

Account: 00006666 *** See Memo ***

Customer: EBAY

Address: EDIT ADDRESS WHEN PUTTING ORDER ON

Postcode:

Telephone:

Facsimile:

Accts Contact:

Order Contact:

Ledger A/c: I0006666 EBAY

Invoice A/c:

Curr Bal: 0.00
Order Bal: 0.00
Turnover: 0.00
Credit Limit: 0
Last Invoice: / /
Last Receipt: / /
First Created: 13/07/11
Last Modified: 24/08/15

Options Terms Analysis Delivery VAT

Locate the "Buyer's ID" in the "Cust. Ref" field. This shows that the transaction has been entered, if the Buyer's ID cannot be found, print the PayPal transaction page and navigate to www.ebay.co.uk to print the order and proceed as per the eBay order processing procedure.

OPERA for Windows

File Edit

ESC F1 F2 F4 F5 F6 F9 F11 F12 TAB
Cancel Help Print Delete/Undelete New Edit Invoice View Memo More-->

Find Previous Next ...

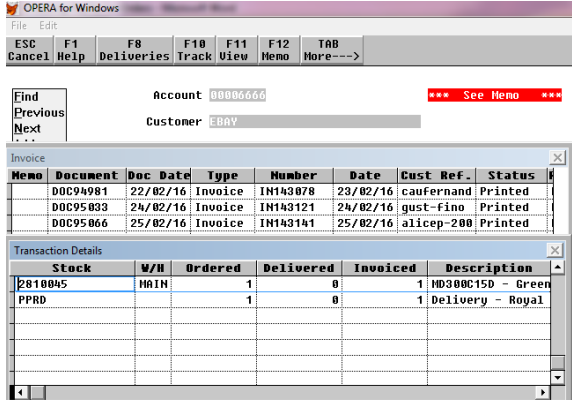
Account: 00006666 *** See Memo ***

Customer: EBAY

Invoice

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status
	D0C94981	22/02/16	Invoice	IN143078	23/02/16	caufermand	Printed
	D0C95033	24/02/16	Invoice	IN143121	24/02/16	gust-fino	Printed
	D0C95066	25/02/16	Invoice	IN143141	25/02/16	alicep-280	Printed
	D0C95106	29/02/16	Invoice	IN143188	29/02/16	#joanting2	Printed
	D0C95168	02/03/16	Invoice	IN143252	02/03/16	Danspaper	Printed
	D0C95228	03/03/16	Invoice	IN143308	04/03/16	cherulheng	Printed
	D0C95260	07/03/16	Invoice	IN143331	07/03/16	cricheler	Printed

Press F11 and click on Lines, compare the products here with the PayPal transaction “Shopping Cart Contents” to ensure all of the products paid for have been entered.



OPERA for Windows

Account: 00006666 *** See Memo ***

Customer: EBAV

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status
	D0C94981	22/02/16	Invoice	IN143078	23/02/16	caufernand	Printed
	D0C95033	24/02/16	Invoice	IN143121	24/02/16	gust-fino	Printed
	D0C95066	25/02/16	Invoice	IN143141	25/02/16	alicep-200	Printed

Stock	W/H	Ordered	Delivered	Invoiced	Description
2810045	MAIN	1	0	1	MD300C15D - Green
PPRD		1	0	1	Delivery - Royal

PayPal Express Checkout Payment Received (Unique Transaction ID 94W91156B79898045)

Shopping Cart Contents

Qty	Item	Options	Price
1	MD300-C15D Finger Pulse Oximeter Green (Black or White Casing) (Green/Black)		£23.00 GBP
	Item Number: 1519747567D		
	Amount		£23.00 GBP

Business Contact Information

Customer Service Email: service@meadowviews.co.uk

If you are satisfied that the order has been entered correctly, move on to the next transaction.

Payments received from our automotive website appear as below:

Transaction Details

OK to send the item Payment Status: Completed

What should I do now?

- Send to the buyer's address on this page.
- Send using a delivery service that provides signature confirmation.
- Save all tracking information or other [proof of postage](#).

[Tip to sell securely](#)

Seller Protection

Eligible (More about Seller Protection)

Seller Protection Status

Independent Car Sales & Servicing Ltd
School Lane
Chardlers Ford
Eastleigh, Hampshire
SO53 4JQ
United Kingdom
Confirmed

Shopping Cart Payment Received (Unique Transaction ID 30F65825400375704)

Business name: Independent Car Sales & Servicing Ltd (The winner of this payment is Non-US Verified)

Payment sent to: info@independentcarservicing.co.uk

Shopping Cart Contents

Item	Options	Price
1		
16-22A Automotive Oxygen Sensor		£51.60 GBP*
Item Number: 0110122		
Amount		£51.60 GBP*

Order Description: Shopping Cart

Item Total: £51.60 GBP*

VAT: £0.00 GBP*

Postage: £0.00 GBP*

Packaging: £0.00 GBP*

Seller discount or charges: £0.00 GBP*

Total amount: £51.60 GBP*

Fee amount: £2.16 GBP*

Net amount: £53.44 GBP*

Date: 26 Feb 2016
Time: 12:03:04 GMT
Status: Completed

Delivery Method: Default

Business Contact Information

Customer Service URL: <http://www.independentcarservicing.co.uk>

Customer Service Email: info@independentcarservicing.co.uk

Customer Service Phone: +44 2380275333

Payment Type: Instant

Postage: [Print Tracking Slip](#) | [Add Tracking Info](#) | [?](#)

In this case, open Opera and navigate to the customer's account as per the business name and address. Check that the items in the “Shopping Cart Contents” match the items on the Opera order

OPERA for Windows

File Edit

ESC Cancel F1 Help F8 Deliveries F10 Track F11 View F12 Memo TAB More---

Find Previous Next

Account 00020237

Customer Independent Car Sales

Invoice

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status
	DOC95090	26/02/16	Invoice	IN143166	26/02/16	26/02/16	Printed

Transaction Details

Stock	W/H	Ordered	Delivered	Invoiced	Description
0110122	MAIN	1	0	1	Oxygen sensor - R
PPRD		1	0	1	Delivery - Royal

We accept PayPal payment from all our customers, export customers often prefer to use this method as it is cheaper than paying bank charges. A regular payment is displayed as below:

Transaction Details

OK to complete the transaction Payment Status: Completed

What should I do now?

- Contact the buyer to confirm the purchase
- Save all correspondence with the buyer

Following these guidelines can help protect you if a claim is filed for an unauthorised payment or items not received.

[Tips to sell securely](#)

Seller Protection

[Not Eligible](#)

We have no postal address on file.

Payment Received (Unique Transaction ID: 278007870V091372K)

Completed Transaction

Date	Type	Status	Details	Gross	Fee	Net
1 Mar 2016	Payment from Korondan Kft.	Completed		€318.00 EUR	€11.19 EUR	€307.71 EUR

Reversed Transaction

Date	Type	Status	Details	Gross	Fee	Net
1 Mar 2016	Currency Conversion	Completed	Details	€307.71 EUR	€0.00 EUR	€307.71 EUR
1 Mar 2016	Currency Conversion	Completed	Details	€233.32 GBP	€0.00 GBP	€233.32 GBP

Business Name: Korondan Kft. (The sender of this payment is Non-US - Verify)

Buyer email: info@modul-elektronika.hu

Payment sent to: paypal@ramoncorona

Business Contact Information

Customer Service Email: info@modul-elektronika.hu

Customer Service Phone: +36 3020932878

Amount received: €318.00 EUR

Fee amount: €11.19 EUR

Net amount: €307.71 EUR

Date: 1 Mar 2016

Time: 13:18:38 GMT

Status: Completed

Subject: Korondan Kft. has just sent you €318.00 EUR with PayPal

Note: PRO03800

Payment type: Instant

Reversals:

Please be aware that your payment can still be reversed, (e.g. if it is subject to a chargeback), even after you have sent the item to your buyer. Complying with PayPal's Seller Protection and following the trading guidelines on our [Security](#) page helps to protect you from things like chargebacks.

[Return to Account Overview](#)

In this case, check the business/customer name as before. There will not be a shopping cart but there may be PRO/QUO/INV references to help you match it to the correct Opera order. Ensure the total (£/\$/€) matches the Opera proforma/order total.

If a transaction is found that has not been entered into Opera, please do so as per the order processing / eBay or Amazon procedure.