Quick Links

A simple how-to guide

payright

Buy now pay later.

Meet the quickest way to start a Payright application for your clients. Just enter a few quick details, and we'll generate an application link or QR code that can be copied into a quote, invoice or email.

How to get started

(1) Log in to the Payright merchant portal, and select Quick Links in the menu.

(2) Enter the value of the quote or invoice you are providing to the customer.

2. Customise your link

Sale Amount *

$

(3) Enter your job/sale reference number. This is for your records only (the customer won't see it) and is optional.


Reference (optional)

(4) Select the term of the loan you would like to offer your customer.
(Important: If you do not select the term length, your customer will be able to decide their own loan term. This may impact your merchant service fees.)

Select Term

2 months

3 months

6 months

12 months

(5) Select the type of link you would like to generate. A pre-approval 'Quote' link before the job has started, or an 'Invoice' link if the work is already complete.

Select Type

Invoice
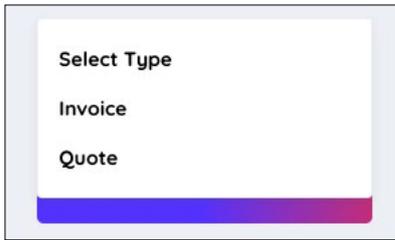
Quote

Quote

Get your customer pre-approved by offering an interest-free option to spread the cost over time. The customer can add payment details later by clicking on the same link and you can commence the job once approved.

i. If sent with a quote, your clients will be applying for pre-approval, but won't be required to make any payment at this stage.

ii. Once your client has submitted their application, you can check the status of their application via the 'Plans' tab in the Merchant Portal. (see below)
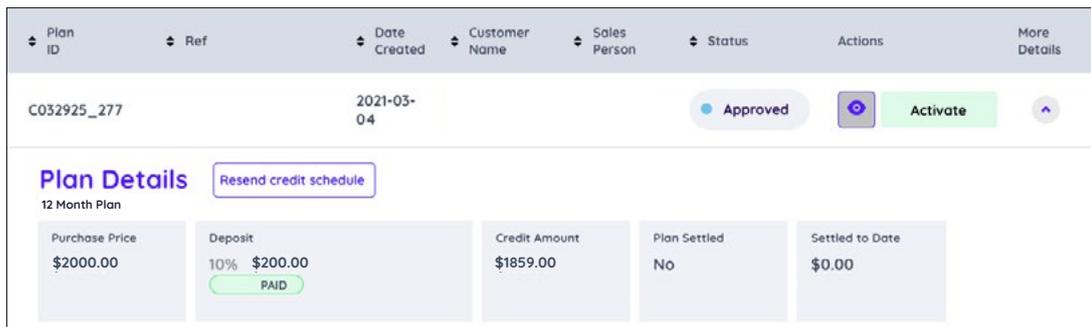
Plan ID	Ref	Date Created	Customer Name	Sales Person	Status	Actions	More Details
C032925_277		2021-03-04			● Approved	◉ Activate	^

Plan Details   Resend credit schedule
12 Month Plan

Purchase Price	Deposit		Credit Amount	Plan Settled	Settled to Date
$2000.00	10%	$200.00 PAID	$1859.00	No	$0.00

iii. Once the job has been completed, please prompt your client to complete the last steps of their application including their payment details, by clicking that same link or QR code you sent to them originally. You can also do this by copying the same Link/QR code into their invoice.

Invoice

Help your customers spread the cost of their purchase over a schedule that's right for them. Quick and easy application that can be completed in minutes.

i. By clicking the link or scanning the QR code the customer will be directed to the Payright application.

ii. In this process, approved applicants will be required to complete their payment information and pay a deposit (if required) to enable delivery of the goods/service.

iii. The goods or service are now ready to be delivered

(6) Click "Generate Link"
(Note: this will create both a link and a QR code automatically)

2. Customise your link

Sale Amount *

$2000

Reference (optional)

C032925_277

Term (optional)

12 months ▾

Type *

Quote ▾

Clear Form   **Generate Link**

(7) Copy and paste the link or QR code (your choice) into either an email to your customer or client, or into the notes section of your invoicing/quoting software

To		From		ABC
Invoice Number	000			
Reference Number	00021			
Issued	Mar 25, 2021			
Due	Today			

Description	Quantity	Unit Price	Amount AUD
Labour	6.00	50.00	300.00

Buy now pay later payment plans
Break your total invoice amount into bite-size intallments.
Click here to start your application:
https://checkout.payright.com.au/?checkoutId=66d1fc13-4412-4790-9635-361a0b14dc1b

	Subtotal	300.00
	Total GST (autosave to view components)	30.00
	Amount Due	**AUD 330.00**

(8) Send the email, quote or invoice to your customer to have them complete their application

9 You can check your customer's application or pre-approval status at any time by clicking on the 'plans' tab in your merchant portal.