

**Visa Business Pay**  
**Buyer Manual**

Ver. 1.1

1. Buyer Login / Logout .....	3
1.1 Login.....	3
1.2. Reset Password.....	4
1.3. Buyer Menu .....	5
1.4. Logout.....	5
2. New Buyer Registration .....	6
2.1. Input Mail Address .....	6
2.2. Input Buyer Information .....	6
3. Notification.....	9
3.1. Information Notifications .....	9
3.2. Notification List.....	11
4. Search Invoice .....	12
4.1. Search Invoice .....	12
4.2. Invoice Details .....	13
5. Payment History .....	16
5.1. Payment History .....	16
6. Chat.....	19
6.1. Chat List .....	19
6.2. Chat Detail.....	19
7. Flexible payment / Recurring payment.....	20
7.1. Flexible payment / Recurring payment Setting Confirmation .....	20
7.2. Flexible payment Approval.....	22
7.3. Recurring payment Approval.....	23
8. Setting.....	24
8.1. Setting.....	24
8.2. Visa Card Registration Update .....	25
9. One time payment.....	27
9.1. Settlement .....	27
9.2. Receipt.....	29
Revision History .....	31

## 1. Buyer Login / Logout

Please login to your account to use Visa Business Pay.

### 1.1 Login

When you access Visa Business Pay (URL: <https://buyer.visabizpay.com/>), the Login screen will be displayed. (Fig. 1.1-1)

# Visa Business Pay

Change Language

**Login**

Login ID :

Password :

If you forgot your password [click here](#)

Login

Create new

[FAQ](#) | [Contact](#)

**VISA**

Privacy Policy / © Copyright Visa. All Rights Reserved.

**Fig. 1.1-1**

Enter a registered Buyer ID and password in each field and click the [\[Login\]](#) button.

#### **Login Failure**

Buyer ID If the login details are incorrect, the error message "Buyer ID or Password is incorrect." will be displayed.

\* If you fail to enter the correct password six times, the Buyer ID is locked and you cannot login with that ID for a period of 30 minutes. Buyer ID

If you would like to use it as soon as possible, please contact Visa Business Pay Customer Support.

The password expires in 90 days.

## 1.2. Reset Password

If you forgot your password, please enter the Buyer ID in the Password Reset screen (Fig. 1.2-1), click the [\[Send\]](#) button and the "Password reset" e-mail will be sent to the e-mail address associated with the Buyer ID.

**Fig. 1.2-1**

\* If you do not receive the "Password reset" e-mail, the Buyer ID entered may be incorrect. Please check the Buyer ID again.

\* If you forgot your Buyer ID, please contact the Visa Business Pay Customer Support.

**Fig. 1.2-2**

When you access the URL in the e-mail, the Password Reset screen (Fig. 1.2-2) will be displayed and you can set a new password.

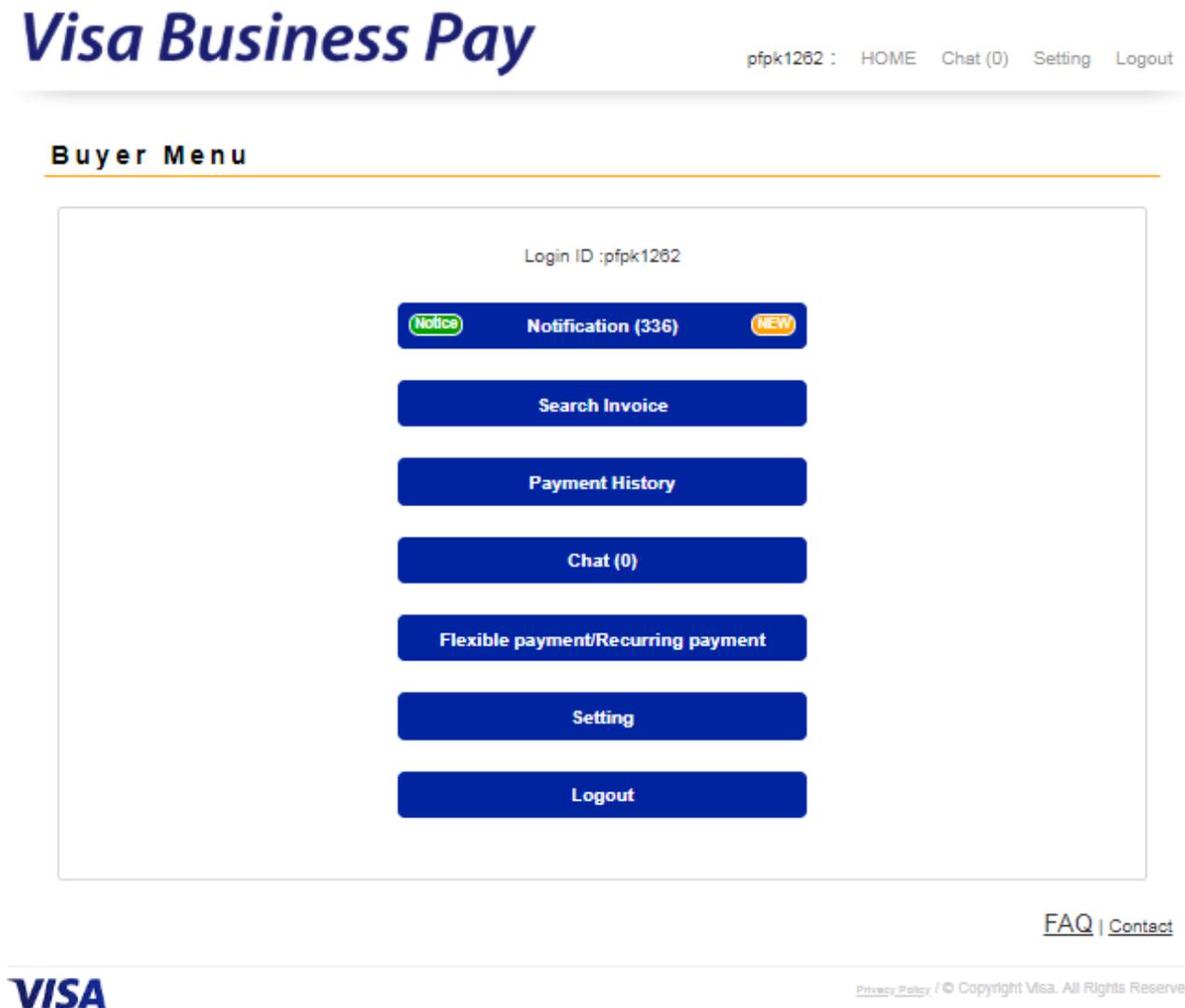
### Password Criteria:

- 8 to 20 characters
- Only alphanumeric characters and \_ # ¥ \$ % & @ symbols
- Must contain a mixture of letters, numbers and symbols

- Case-sensitive: Upper case letters and lower case letters are considered distinct
- Previous 4 passwords cannot be used as a new password.

### 1.3. Buyer Menu

When the login is successful, the Buyer Menu (Fig. 1.3-1) is displayed.



**Fig.1.3-1**

[\[Notification\]](#) [\[Search Invoice\]](#) [\[Payment History\]](#) [\[Chat\]](#) [\[Flexible payment / Recurring payment\]](#) [\[Setting\]](#) [\[Logout\]](#) buttons will be displayed.

For details of each function, please refer to each chapter of this manual.

### 1.4. Logout

If you click the [\[Logout\]](#) button from the Buyer Menu or header menu, you will be logged out from the Buyer Menu and be redirected to the login screen (Fig. 1.1-1).

## 2. New Buyer Registration

If you do not have a Visa Business Pay Buyer ID, you can register as a Visa Business Pay buyer by entering the necessary information in the New Buyer Registration screen.

### 2.1. Input Mail Address

When you click the [\[Create New\]](#) button on the Login screen, you will be redirected to the New Registration screen (Fig. 2.1-1).

Please check the Visa Business Pay Terms and Conditions, check "I agree to the Terms and Conditions", and enter your e-mail address. An e-mail to "Please verify your e-mail for the Buyer account setup." will be sent to the e-mail address.

# Visa Business Pay

## New Registration

In order to register your e-mail, please input it below. An e-mail with the registration URL will be sent to your address. Please complete registration via the link in the e-mail.

Terms and Conditions:  Visa Business Payバイヤー会員利用規約

本バイヤー会員利用規約（以下、「本規約」といいます。）には、バイヤー会員（第2条第3項で定義）が、Visa Worldwide Pte. Limited（以下、「当社」といいます。）から提供されるVisa Business Payサービス（以下「本サービス」といい、第2条第4項に定義）をご利用するにあたって遵守していただくこと

I agree to the Terms and Conditions.

e-mail:

\*Please notify your Buyer ID to your supplier, if the e-mail registered here is different from the one your supplier knows.

Send

[FAQ](#) | [Contact](#)

**VISA**

Privacy Policy / © Copyright Visa. All Rights Reserved.

Fig. 2.1-1

### 2.2. Input Buyer Information

Please enter all necessary information when registering as a new buyer. (Fig 2.2-1)

# Visa Business Pay

## New Registration

\*Required Field

\* Company :

Branch/Department :

\* Contact Person :

Furigana :

These fields are only used for Japanese names to show the readings of names in Kanji.

\* e-mail :

\* Password :

Password must be between 8 - 20 characters long and composed of half-width alphanumeric characters and/or the following : \_ # ¥ \$ % & @

\* Re-enter Password :

\* TEL :

Please enter without hyphen.

\* Postal code :

Please enter without hyphen.

\* Prefectures :  ▼

Please select blank if your location is not in Japan.

\* Country/City :

\* Address :

[Register](#)

[FAQ](#) | [Contact](#)



プライバシーポリシー / © Copyright Visa. All Rights Reserved.

Fig. 2.2-1

Please enter Company name, Branch / Department, Contact Person, Furigana, Password, Re-enter Password, TEL, Postal code, Prefecture, Country/City, Address and click the [\[Register\]](#) button.

If there are missing items or incomplete input, the corresponding item will be displayed in red.

\*The e-mail address you entered on the previous screen (Fig. 2.1-1) has been set for the e-mail address and it cannot be changed.

### Password Criteria:

- 8 to 20 characters
- Only alphanumeric characters and \_ # ¥ \$ % & @ symbols
- Must contain a mixture of letters, numbers and symbols

When registration is completed, a Buyer ID is issued and a mail of completion is sent to the registered e-mail address.

Log in from the login screen (Fig. 1.1-1) with the issued Buyer ID and the password that you set.

※Buyer ID cannot be changed. Please contact Visa Business Pay Customer Support if you are unable to find your issued Buyer ID.

※Registered information will be displayed on the invoice.

### 3. Notification

Notification is a function to receive notifications from Visa Business Pay Customer Support when billing information is generated / updated such as invoice issuance or receipt confirmation.

#### 3.1. Information Notifications

When a supplier issues an invoice or confirms a receipt, the NEW mark is displayed in the “Notification” column of the Buyer Menu. (Fig. 3.1-1)

Numbers in brackets next to “Notification” indicate the number of unread cases. Once an unread notification is opened, it will be marked as read. When all cases are read, the NEW mark will no longer be displayed.

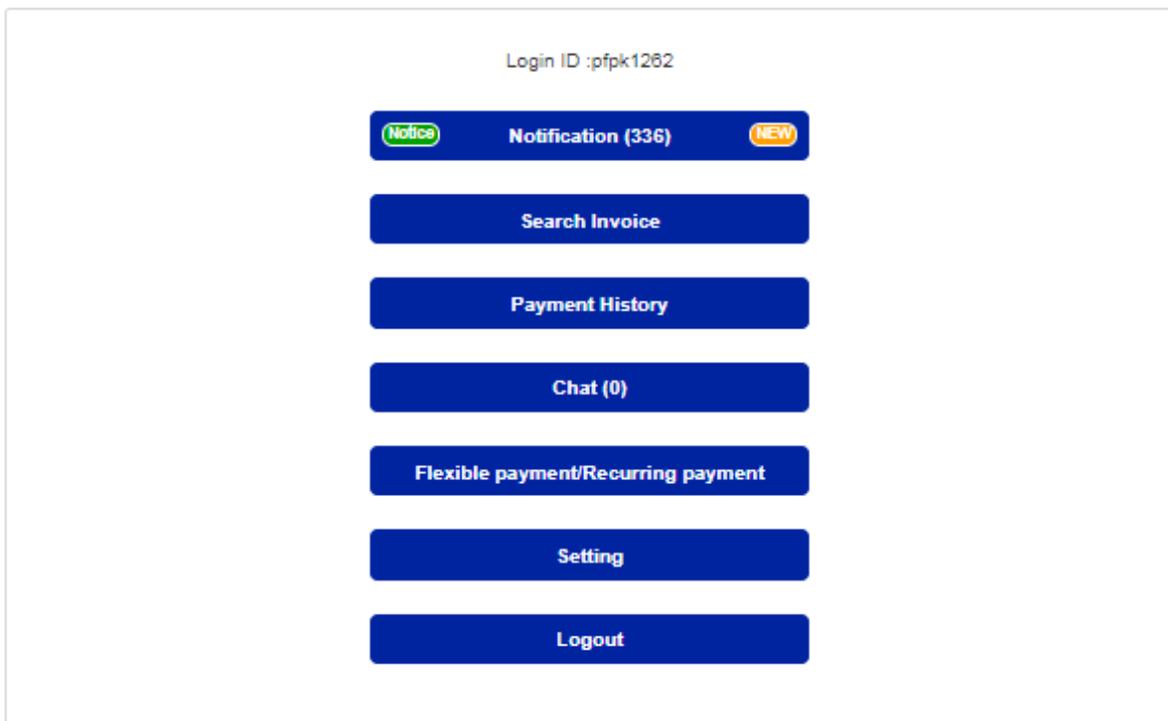
If there is a notification from Visa Business Pay Customer Support, the Notice mark will be displayed.

Notices from Visa Business Pay Customer Support Customer Support are not included in the number of unread notifications.

## Visa Business Pay

pfpk1262 : HOME Chat (0) Setting Logout

### Buyer Menu



[FAQ](#) | [Contact](#)



[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 3.1-1

Other than notices from Visa Business Pay Customer Support, notifications will be sent when the following operations occur.

- When a supplier issues an invoice to the Buyer ID.
- When the supplier cancels payment information on the invoice.
- When the supplier confirms that the buyer has completed settlement (Payment confirmation).
- When the supplier manually changes the invoice to paid status.
- When the invoice is edited by the supplier.
- When you have received a Flexible payment approval request from a supplier.
- When you have received a Recurring payment approval request from a supplier.

## 3.2. Notification List

Notifications are listed in chronological order. (Fig. 3.2-1)

# Visa Business Pay

wgcn3042 : HOME Chat (1) Setting Logout

## Notification

Displaying 1 - 9 Result out of 9

Notification	Date and Time (JST)
<a href="#">請求番号sample003 発行されました。/Invoice No. sample003 Issued.</a> <b>NEW</b>	2018-10-15 19:25:56
<a href="#">請求番号sample002 領収確認されました。/Invoice No. sample002 Payment receipt confirmed.</a>	2018-10-15 19:01:01
<a href="#">請求番号sample001 支払取消されました。/Invoice No. sample001 Canceled.</a>	2018-10-15 19:00:52
<a href="#">定額自動決済承諾依頼を受けました。/Approval request for Recurring payment.</a>	2018-10-15 18:40:16
<a href="#">請求番号sample002 発行されました。/Invoice No. sample002 Issued.</a>	2018-10-15 10:51:58
<a href="#">請求番号sample001 領収確認されました。/Invoice No. sample001 Payment receipt confirmed.</a>	2018-10-15 10:36:03
<a href="#">らくらく決済承諾依頼を受けました。/Approval request for Flexible payment.</a>	2018-10-15 10:30:33
<a href="#">請求番号sample001 発行されました。/Invoice No. sample001 Issued.</a>	2018-10-12 18:49:37
<b>Notification from Help Desk</b> メンテナンスのお知らせ セキュリティ強化のため、下記の通りメンテナンスを行います。 日時：2018年4月23日（月） AM 1:00 - AM 5:00  Notice of Maintenance Maintenance will be carried out as described below for security enhancement. Monday, April 23, 2018 AM 1: 00 - AM 5: 00	2018-08-19 13:32:02

[FAQ](#) | [Contact](#)



[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 3.2-1

The NEW mark is displayed for unread notifications.

“Notification from Help Desk” mark is displayed on notifications from Visa Business Pay Customer Support.

The date and time refers to the date and time the notification is registered.

The link in the Notification column redirects you to the appropriate screen.

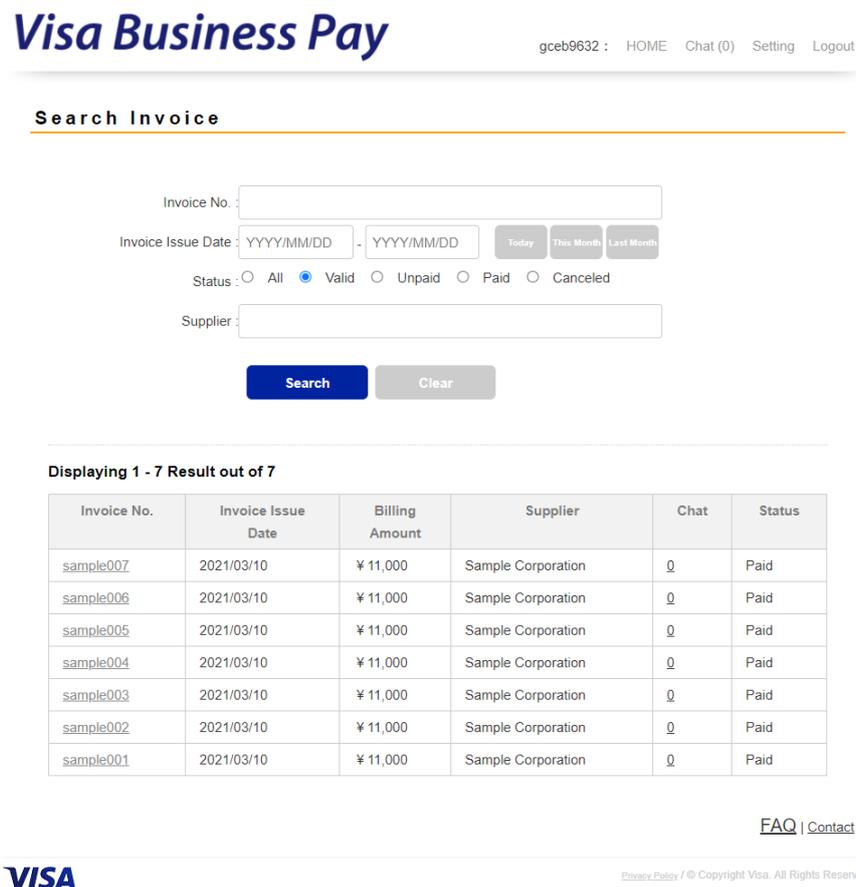
There is no link on Visa Business Pay Customer Support notifications.

The notification will be deleted after 180 days.

## 4. Search Invoice

With Search Invoice, existing invoices are listed and you can check the invoice details.

### 4.1. Search Invoice



gceb9632 : HOME Chat (0) Setting Logout

### Search Invoice

Invoice No. :

Invoice Issue Date : YYYY/MM/DD - YYYY/MM/DD

Status :  All  Valid  Unpaid  Paid  Canceled

Supplier :

Displaying 1 - 7 Result out of 7

Invoice No.	Invoice Issue Date	Billing Amount	Supplier	Chat	Status
<a href="#">sample007</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid
<a href="#">sample006</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid
<a href="#">sample005</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid
<a href="#">sample004</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid
<a href="#">sample003</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid
<a href="#">sample002</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid
<a href="#">sample001</a>	2021/03/10	¥ 11,000	Sample Corporation	0	Paid

[FAQ](#) | [Contact](#)

**VISA** Privacy Policy / © Copyright Visa. All Rights Reserved.

**Fig. 4.1-1**

The search field is displayed at the top of the screen. (Fig. 5.1-1)

In the search field, you can refine search by Invoice No. / Invoice Issue Date / Status / Supplier.

If you leave the search field blank and click the [\[Search\]](#) button, you can display all invoices.

- Search Fields
  - Invoice No.: You can refine search by Invoice No. You can search by partial match.
  - Invoice Issue Date: You can refine the search by the issue date of the invoice by specifying the range. You can enter the date in YYYY / MM / DD format or by selecting from the calendar. There is also [\[Today\]](#) [\[This Month\]](#) [\[Last Month\]](#) buttons, and you can set the date automatically by clicking these buttons.
  - Status: You can refine by invoice status. You can select from the following:  
Status is not specified / Valid (\*) / Unpaid / Paid / Canceled.  
The default status is Valid (\*).

(\*) Status: Valid refers to a status other than canceled.

- Supplier: You can refine the search by supplier name (company name) that you received the invoice from.

You can search by partial match.

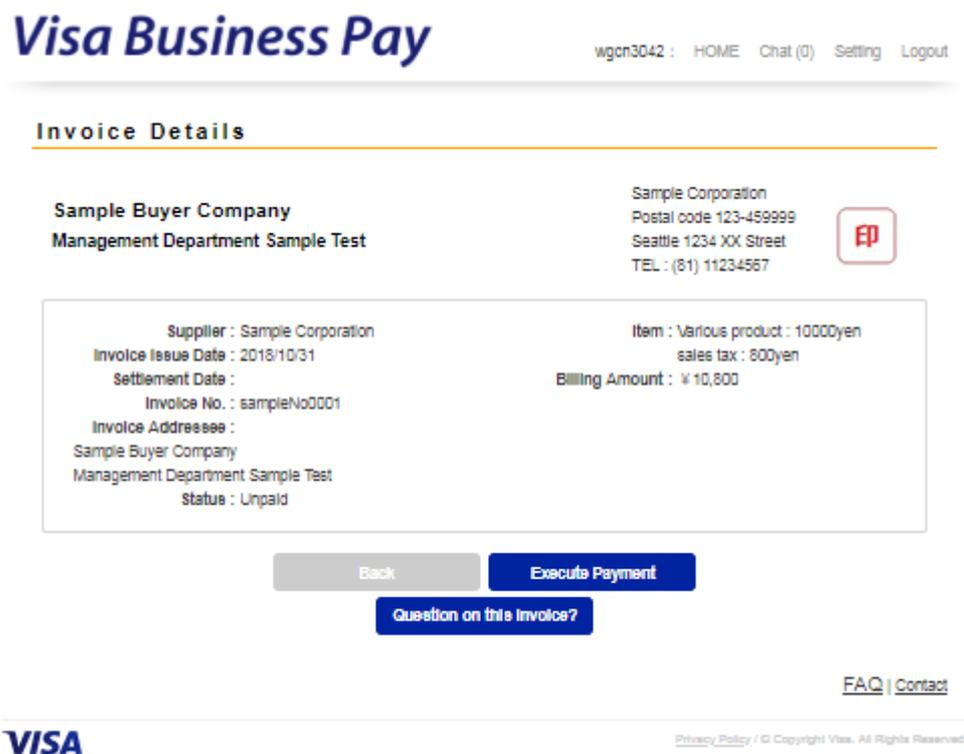
The invoice that matches the search appears on the invoice list at the bottom of the screen.

Invoice No. / Invoice Issue Date / Billing Amount / Supplier / Chat / Status are displayed as a list.

When you click the Invoice No, the Invoice Details screen is displayed.

When you click the number of the Chat, you will be redirected to the Chat Detail screen associated with the invoice.

## 4.2. Invoice Details



**Invoice Details**

**Sample Buyer Company**  
Management Department Sample Test

Sample Corporation  
Postal code 123-459999  
Seattle 1234 XX Street  
TEL : (81) 11234567

Supplier : Sample Corporation  
Invoice Issue Date : 2018/10/31  
Settlement Date :  
Invoice No. : sampleNo0001  
Invoice Addressee :  
Sample Buyer Company  
Management Department Sample Test  
Status : Unpaid

Item : Various product : 10000yen  
sales tax : 800yen  
Billing Amount : ¥10,800

[Back](#) [Execute Payment](#)

[Question on this Invoice?](#)

[FAQ](#) | [Contact](#)

**VISA** Privacy Policy / © Copyright Visa. All Rights Reserved.

**Fig. 4.2-1**

On the Invoice Details screen (Fig. 4.2-1) you can check the detailed information on the invoice, execute payment or contact the supplier.

If payment status is "Unpaid", the [\[Execute Payment\]](#) button is displayed.

The seal displayed on the invoice details screen (Fig. 4.2-1) is displayed when the supplier has registered their company seal.

### **Execute Payment**

To execute a payment, confirm the contents displayed in the Invoice Details screen, and click the [\[Execute Payment\]](#) button. When you click the button, you will be redirected to the Settlement screen (Fig. 4.2-2).

## Settlement

Supplier : Sample Corporation Invoice No. : sampleNo0001 Invoice Issue Date : 2018/10/31 Invoice Addressee : Sample Buyer Company Management Department Sample Test	Item : Various product : 10000yen sales tax : 800yen Billing Amount : ¥ 10,800
--	--

### ▼ Pay by a Registered Visa Card

\* Required Field

\*\*\*\* \*111  Security Code  [What is a security code](#)

### ▼ Pay by a New Visa Card

Use below Visa card for the payment.

\* Card No.  \* Exp. Date    
 \* Card Holder Name  \* Security Code  [What is a security code](#)  
 Save this card information

The payment will be made as above. Please press "Confirm" button to execute.

[FAQ](#) | [Contact](#)



プライバシーポリシー / © Copyright Visa. All Rights Reserved.

Fig. 4.2-2

On the Settlement screen you can make payments using credit card.  
Only Visa cards can be used for payments.

You can make a payment with your registered Visa card or input and pay with another Visa card number.  
When using a registered Visa card, select the card number to use, enter the security code written on the back of the card, and click the [\[OK\]](#) button.

\* It is possible to register a Visa card in advance from the Setting screen. Please refer to [8. Setting](#) in this manual for more details.

\* The security code is a 3-digit number used to confirm that the card is in the hand of the user. The security code is the last three digits displayed on the sign panel on the back of the card.

\* Since security code is not saved, input is necessary for each settlement.

To use an unregistered card, check "Pay by a New Visa Card", enter the Card No., Exp. Date, Card Holder Name and Security Code, then click the [\[Confirm\]](#) button.

Check "Save this card information" if you wish to register the card information for future payments.

\*Up to five registered cards can be registered. To register a sixth card, you must first delete one of the others.

\*To delete, select the target card and click the [\[Delete\]](#) button in Visa Card Registration Update screen ([8.Setting](#)).

\* Visa Business Pay Customer Support will not be able to view or access your card number.

\*When paying by card, the following errors may occur.

- Card No. or Exp. Date is invalid.

The input of the card number or expiration date may be incorrect. Please check again.

- The card provided cannot be used.

Please contact your card issuer.

When a payment is processed successfully, the settlement completion screen (Fig. 4.2-3) is displayed and a notification e-mail is sent to the supplier.

If you would like to request cancellation of payment, please contact the supplier who issued the invoice by Chat etc. The cancellation process can only be performed by the supplier.

**Payment Completed**

Settlement was completed as below.

<b>Supplier :</b> Sample Corporation	<b>Item :</b> xx service
<b>Invoice No. :</b> sample003	<b>Billing Amount :</b> ¥2,000
<b>Invoice Issue Date :</b> 2018/10/15	
<b>Settlement Date :</b> 2018-10-16 18:11	
<b>Invoice Addressee :</b>	
Sample Buyer Company	
Management Department Sample Test	

Card No.	*****1111
Expiration Date	09 / 24
Settlement Amount	¥2,000

[Back](#)

[FAQ](#) | [Contact](#)

**VISA** Privacy Policy / © Copyright Visa. All Rights Reserved.

**Fig. 4.2-3**

If you click the [\[Question on this invoice?\]](#) button, you will be redirected to the Chat details screen ([6. Chat](#)).

## 5. Payment History

With Payment History, you can check and print invoice information and paid receipts.

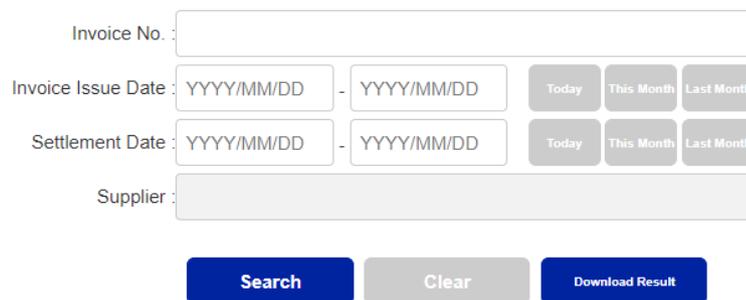
### 5.1. Payment History

In Payment History, you can check the invoice information of invoices that you have already paid. (Fig. 5.1-1)

You can also download the invoice information of search results in CSV format using the [\[Download Result\]](#) button. Information for up to 1000 invoices can be downloaded at a time.

#### Payment History

---



Invoice No. :

Invoice Issue Date : YYYY/MM/DD - YYYY/MM/DD

Settlement Date : YYYY/MM/DD - YYYY/MM/DD

Supplier :

Displaying 1 - 7 Result out of 7

Invoice No.	Invoice Issue Date	Settlement Amount	Supplier
<a href="#">sample007</a>	2021/03/10	¥ 11,000	Sample Corporation
<a href="#">sample006</a>	2021/03/10	¥ 11,000	Sample Corporation
<a href="#">sample005</a>	2021/03/10	¥ 11,000	Sample Corporation
<a href="#">sample004</a>	2021/03/10	¥ 11,000	Sample Corporation
<a href="#">sample003</a>	2021/03/10	¥ 11,000	Sample Corporation
<a href="#">sample002</a>	2021/03/10	¥ 11,000	Sample Corporation
<a href="#">sample001</a>	2021/03/10	¥ 11,000	Sample Corporation

**Fig. 5.1-1**

The search field is displayed at the top of the screen. (Fig. 5.1-1)

In the search field, you can refine search by Invoice No. / Invoice Issue Date / Status / Supplier.

If you leave the search field blank and click the [\[Search\]](#) button, you can display all invoices.

- Search Fields
  - Invoice No.: You can refine search by Invoice No. You can search by partial match.
  - Invoice Issue Date: You can refine the search by the issue date of the invoice by specifying the range. You can enter the date in YYYY / MM / DD format or by selecting from the calendar. You can also use the [\[Today\]](#) [\[This Month\]](#) [\[Last Month\]](#) buttons to set the date automatically.
  - Supplier: You can refine the search by supplier name (company name).

You can search by partial match.

Invoices which satisfy the search criteria will appear on the invoice list at the bottom of the screen.

Invoice No. / Invoice Issue Date / Settlement Amount / Supplier / are displayed as a list.

When you click the Invoice No., you will be redirected to the Payment History Details screen. (Fig. 5.1-2)

\* For invoices that were canceled after payment, the data is displayed separately from ordinary data on the list screen. (Fig. 5.1-1)

## Payment History Details

---

Supplier : Sample Corporation	Item : Various product : 10000yen
Invoice No. : sampleNo0001	sales tax : 800yen
Invoice Issue Date : 2018/10/31	Billing Amount: ¥ 10,800
Invoice Addressee :	
Sample Buyer Company	
Management Department Sample Test	
Settlement Date :	
Settlement Amount : ¥ 10,800	
Card No. : XXXX-XXXX-XXXX-1111	

Back

[FAQ](#) | [Contact](#)

Fig. 5.1-2

On the payment history details screen, the [\[Receipt\]](#) button is displayed when the supplier receives payment notification of the buyer's payment and confirms the receipt.

When you click the [\[Receipt\]](#) button, the receipt screen (Fig. 5.1-3) is displayed.

When you click the [\[Print\]](#) button at the bottom of the receipt screen, you are transferred to print mode and the printing screen is displayed.

## Receipt

Receipt No. :100205  
Issue Date :2018/10/15

**Sample Buyer Company**  
Management Department Sample Test

Sample Corporation  
Postal code 123-459999  
Seattle 1234 XX Street  
TEL : (81) 11234567



Amount	¥ 10,800
--------	----------

We have received the above payment for your product/service provided.  
Credit card/Debit card was used for the payment.

<b>Supplier</b> : Sample Corporation <b>Invoice No.</b> : sample001 <b>Invoice Issue Date</b> : 2018/10/12 <b>Settlement Date</b> : 2018/10/15 09:36 <b>Settlement Amount</b> : ¥ 10,800 <b>Card No.</b> : XXXX-XXXX-XXXX-1111	<b>Item</b> : Various products : 10000yen sales tax : 800yen <b>Billing Amount</b> : ¥ 10,800
---	---

Print

[FAQ](#) | [Contact](#)

**Fig. 5.1-3**

The seal displayed on the receipt screen (Fig. 5.1-3) when the supplier has registered their company seal.

## 6. Chat

Chat allows you to communicate with the supplier on an invoice by invoice basis.

### 6.1. Chat List

In the Chat list, invoices posted on the Chat are displayed in the list. (Fig. 6.1-1)

In the list, Supplier and Invoice No., Last Posted Date (JST) are displayed in chronological order.

When you click an Invoice No. displayed in the list, you will be redirected to the Chat Detail screen (Fig. 6.2-1).

Supplier	Invoice No.	Last Posted Date(JST)
Sample Corporation	<a href="#">sampleNo0001</a>	2018-11-12 22:07:02
Sample Corporation	<a href="#">sample002</a>	2018-10-15 10:53:25
Sample Corporation	<a href="#">sample001</a>	2018-10-15 09:48:17

Fig. 6.1-1

### 6.2. Chat Detail

On the Chat Detail screen, you can contact the supplier and the history of the Chat posted on the invoice is displayed.

After entering a comment and clicking the [\[Send\]](#) button, it is posted, the Supplier is notified by e-mail. The comment is posted on the Chat and displayed as "New" in the "Chat" function of the menu.

Comments posted cannot be edited or deleted.

A comment must be within 2000 characters.

## Chat Detail

Supplier	Sample Corporation
Invoice No.	sample001
Invoice Issue Date	2018/10/12

Supplier	Contact buyer about this invoice 2018-10-15 09:46:50
Buyer	Contact supplier about this invoice 2018-10-15 09:48:17

Post Comment :

Back
Send

**Fig. 6.2-1**

## 7. Flexible payment / Recurring payment

With the buyer's approval, the supplier can initiate payment using the buyer's registered card information.

The buyer registers the card to be used for Flexible payment / Recurring payment when approving.

Flexible payment is a function that enables suppliers to execute payment at a predetermined timing after issuing an invoice.

Recurring payment is a function for suppliers to automatically issue invoices and execute payment for fixed amounts on a specified date on a monthly basis.

### 7.1. Flexible payment / Recurring payment Setting Confirmation

When a supplier sends an approval request for Flexible payment or Recurring payment, an e-mail notification is sent to the buyer and the request can be approved from this screen.

## Flexible payment/Recurring payment Setting Confirmation

Supplier :

Settlement Type :  All  Flexible payment  Recurring payment

Status :  All  Approved  
 Pending Approval  Approval Declined

Search

Clear

Displaying 1 - 5 Result out of 5

Supplier	Details	Settlement Type	Billing Amount	Card No.	Settlement Date	Status
株式会社SPL商事4	wgn3042	Flexible payment	-		-	<a href="#">Pending Approval</a>
Sample Corporation	TEST	Recurring payment	¥ 10	**** * 111	Last day of the month	Approved
Sample Corporation	TEST	Recurring payment	¥ 10		Last day of the month	Approval Declined
Sample Corporation	ee service	Recurring payment	¥ 1,500	**** * 111	Last day of the month	Approved
Sample Corporation	Price con...	Flexible payment	-	**** * 111	-	Approved

\*Please contact your Supplier to change/delete your currently used card for the above payment.

[FAQ](#) | [Contact](#)

**Fig. 7.1-1**

The search fields are displayed at the top of the screen. (Fig. 7.1-1)

In the search field, you can refine your search by Supplier, Settlement Type and Status.

If the Status is “Pending Approval”, you can switch to the approval screen (Fig. 7.2-1, Fig. 7.3-1) by clicking the Status column.

## 7.2. Flexible payment Approval

### Flexible payment Approval

---

Details : wgon3042

**▼ Use a Registered Visa Card** \* Required Field

\*\*\*\* \*111

---

**▼ Register a New Visa Card**

Set a New Visa Card

\* Card No. :  \* Exp. Date :  /

\* Card Holder Name :

---

Click "Approve" to approve the payment request by the selected card.

Approve Decline

Back

[FAQ](#) | [Contact](#)

Fig. 7.2-1

The supplier's request content is displayed at the top of the Flexible payment approval screen

- Details: Details provided by Supplier on the purpose of the payment.

When reviewing the supplier's request, specify the card that the supplier should use for settlement. You can specify a card you have registered or set a new card. After specifying the card, click the [\[Approve\]](#) button to allow the Supplier to execute Flexible payment.

If you wish to reject the request, click the [\[Decline\]](#) button.

#### Flexible payment Advance Notice

After approval, if the supplier processes a Flexible payment at the same time as creating the invoice, you will receive a Flexible payment advance notice e-mail instead of an invoice issuance e-mail. If the supplier specifies an Invoice Details file and executes Flexible payment, it will be attached to the advance notice e-mail.

If you wish to cancel an approved Flexible payment setting or change the card used for an approved Recurring payment, please contact the supplier directly.

## 7.3. Recurring payment Approval

### Recurring payment Approval

Details : wgon3042

Start Date : 2019/1

Monthly Payment Date : Last day of the month

Billing Amount : ¥ 1,000

**▼ Use a Registered Visa Card** \* Required Field

\*\*\*\* \*111

---

**▼ Register a New Visa Card**

Set a New Visa Card

\* Card No. :  \* Exp. Date :  /

\* Card Holder Name :

---

Click "Approve" to approve the payment request by the selected card.

[FAQ](#) | [Contact](#)

Fig. 7.3-1

The supplier's request content is displayed at the top of the Recurring payment approval screen.

- Details: Details provided by Supplier on the purpose of the payment.
- Start Date: Month when Recurring payment starts.
- Monthly Payment Date: The date of settlement.
- Billing Amount: Monthly charged amount.

When reviewing the Supplier's request, specify the card that the supplier should use for settlement. You can specify a card you have registered or set a new card. After specifying the card, click the [\[Approve\]](#) button to allow the Supplier to execute Recurring payment. The billing amount will be settled on the monthly payment date after the start date in the request content.

If you wish to reject the request, click the [\[Decline\]](#) button.

If you wish to cancel an approved Recurring payment setting or change the card used for an approved Recurring payment, please contact the supplier directly.

## 8. Setting

In the Setting function, your information as a registered buyer can be viewed and edited.

### 8.1. Setting

#### Setting

---

\*Required Field

Login ID :

\* Company :

Branch/Department :

\* Contact Person :

Furigana :

These fields are only used for Japanese names to show the readings of names in Kanji.

\* e-mail :

Change the password

\* Password :

Password must be between 8 - 20 characters long and comprises alphanumeric. The following characters are optional; \_ # \$ % & @.

\* Re-enter Password :

\* TEL :

Please enter without hyphen.

\* Postal code :

Please enter without hyphen.

\* Prefectures :

Please select blank if your location is not in Japan.

\* Country/City :

\* Address :

Card Registration / Deletion :

[FAQ](#) | [Contact](#)

**Fig. 8.1-1**

The following items can be changed from the Setting Screen (Fig.10.1-1) :

Company, Branch/Department, Contact Person, Furigana, e-mail, password, TEL, Postal code, Prefectures,

Country/City, Address.

\* When changing password, check the “Change the password” box.

After entering the updated information, click [\[Update\]](#) button, and the screen will shift to the password confirmation screen. (Fig. 10.1- 2)

Enter the password and click the [\[Update\]](#) button again. If the password is correct, the updated information is reflected.

\* When changing the password, enter the previous password.

After the change is completed, the new password will be valid.

**Visa Business Pay** wgon3042 : [HOME](#) [Chat \(0\)](#) [Setting](#) [Logout](#)

---

**Setting**

To effect changes in settings, please enter existing password.

Password:

[Back](#) [Update](#)

[FAQ](#) | [Contact](#)

---

**VISA** [Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

**Fig. 8.1-2**

## 8.2. Visa Card Registration Update

In the Visa Card Registration Update screen (Fig. 8.2-1), you can register and delete your Visa cards.

## Visa Card Registration Update

### Registered Visa Card(s)

\* Required Field

① \*\*\*\* \* 1111 Exp. Date : 09/20

Select and Delete

Delete

### Register a New Visa Card

\* Card No. (ex)4980000000000000

\* Exp. Date (ex)07 (ex)22

\* Card Holder Name (ex)TARO YAMADA

Register

[FAQ](#) | [Contact](#)

**VISA**

[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

**Fig. 8.2-1**

If you have already registered your card, the registered card will be displayed as "Registered Visa Card(s)".

Up to five cards can be registered.

To register a sixth card, you must first delete one of the others.

To delete a card, select it and click the [\[Delete\]](#) button.

To register a new card, enter the Card No., Exp. Date, Card Holder Name in "Register a New Visa Card" field, and click the [\[Register\]](#) button. The card will be displayed on "Registered Visa Card(s)" list after it is processed and validated.

\* Visa Business Pay Customer Support will not be able to view or access your card number.

## 9. One time payment

One time payment is a function to enable card payment for the invoice without acquiring a Buyer ID. The following functions will not be available when using one time payment, so we recommend that you create and use a Buyer ID if you plan to continue using Visa Business Pay.

Unavailable functions:

- Storing Card information
- Reference to Payment History
- Chat Function

### 9.1. Settlement

When a supplier issues an invoice which can be settled by one time Payment, you can access Visa Business Pay with the URL in the invoice issuance notification e-mail which directs you to the screen shown in Fig. 9.1-1.

**Visa Business Pay**

[Change Language](#)

Login

Login ID :

Password :

If you forgot your password [click here](#)

[Login](#)

[Create new](#)

[One time payment](#)

[FAQ](#) | [Contact](#)

**VISA**

Privacy Policy / © Copyright Visa. All Rights Reserved.

**Fig. 9.1-1**

Buyer ID

To use one time payment, click the [\[One time payment\]](#) button.

The Buyer Members Terms of Conditions (Fig. 9.1-2) will be displayed and you will need to check “I agree to the Terms and Conditions”.

# Visa Business Pay

## Buyer Members Terms and Conditions

Terms and Conditions: Visa Business Pay Buyer Members Terms and Conditions

本バイヤー会員利用規約（以下、「本規約」といいます。）には、バイヤー会員（第2条第3項で定義）が、Visa Worldwide Pte. Limited（以下、「当社」といいます。）から提供されるVisa Business Payサービス（以下「本サービス」といい、第3条第1項に定義）をご利用するにあたって承認していただくこと

I agree to the Terms and Conditions.

Next

[FAQ](#) | [Contact](#)

VISA

[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 9.1-2

The Settlement screen is displayed (Fig. 9.1-3). Enter the card information to be used for settlement and click the [\[Confirm\]](#) button.

# Visa Business Pay

## Settlement

Supplier : 株式会社SPL商事4	Item : xxx
Invoice No. : test20181115-0002	Billing Amount : ¥1,000
Invoice Issue Date : 2018/11/15	
Invoice Addressee : TestBuyer Co. Test Taro	

### ▼ Pay with a Visa Card

\* Required Field

* Card No. : (ex)4980000000000000	* Exp. Date : (ex)07 (ex)22
* Card Holder Name : (ex)TARO YAMADA	* Security Code : > <a href="#">What is a security code.</a>

The payment will be made as above. Please press "Confirm" button to execute.

Cancel Confirm

[FAQ](#) | [Contact](#)

VISA

[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 9.1-3

When the payment processing is successfully completed, the Payment completed screen (Fig. 9.1-4) is displayed and an e-mail is sent to notify the Supplier that payment has been completed.

## Payment Completed

Settlement was completed as below.

<b>Supplier :</b> Sample Corporation	<b>Item :</b> Test
<b>Invoice No. :</b> sample004	<b>Billing Amount :</b> ¥ 1,000
<b>Invoice Issue Date :</b> 2018/10/15	
<b>Settlement Date :</b> 2018-10-15 19:38	
<b>Invoice Addressee :</b> sample	
Sample Buyer	

Card No.	*****1111
Expiration Date	09 / 24
Settlement Amount	¥ 1,000

Back

[FAQ](#) | [Contact](#)

**VISA**

[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 9.1-4

## 9.2. Receipt

When the supplier issues a receipt after the one time payment is completed, you can access Visa Business Pay with the URL in the receipt issuance notification e-mail. Click the [\[Receipt\]](#) button to display the receipt (Fig. 9.2-2).

## Visa Business Pay

[Change Language](#)

### Login

Login ID :	<input type="text"/>
Password :	<input type="password"/>

If you forgot your password [click here](#)

[Login](#)

[Create new](#)

[Receipt](#)

[FAQ](#) | [Contact](#)

**VISA**

[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 9.2-1

# Visa Business Pay

## Receipt

Receipt No. :100228  
Issue Date :2018/10/15

**sample**  
**Sample Buyer**

Sample Corporation  
Postal code 123-459999  
Seattle 1234 XX Street  
TEL : (81) 11234567

Amount	¥ 1,000
--------	---------

We have received the above payment for your product/service provided.  
Credit card/Debit card was used for the payment.

<b>Supplier</b> : Sample Corporation	<b>Item</b> : Test
<b>Invoice No.</b> : sample004	<b>Billing Amount</b> : ¥ 1,000
<b>Invoice Issue Date</b> : 2018/10/15	
<b>Settlement Date</b> : 2018/10/15 19:38	
<b>Settlement Amount</b> : ¥ 1,000	
<b>Card No.</b> : XXXX-XXXX-XXXX-1111	

Print

[FAQ](#) | [Contact](#)



[Privacy Policy](#) / © Copyright Visa. All Rights Reserved.

Fig. 9.2-2

## Revision History

Ver.	Date	Reviser	Revised Contents
1.0	2018/11/12		First Edition
1.1	2021/3/10	GMOPG	4.1. Search Invoice 5.1. Payment History ⇒Replacement of images and deletion of wording due to the abolition of the phone number search.