

*CCPay Merchant Portal*

# Training Guide

*2021*



**Pay**

CC Financial Services Pte Ltd

# *Table of Content*

1. Setting Up
2. Dashboard
3. Company Management Module
4. Store Management Module
5. Product Management Module
6. Order Management Module
7. Voucher Management Module
8. Financial Management Module
9. Advertisement Module

*CCPay Merchant Portal*  
**Setting Up**



**Pay**

CC Financial Services Pte Ltd

## Setting Up

At the browser search bar key in <https://www.ccpayhq.com> and enter 'Account Details'.



The screenshot shows the CC Pay mobile application interface. At the top, the CC Pay logo is displayed next to a QR code. Below the logo, the text "Login Using Account Details" is centered. The form contains two input fields: "Mobile No. \*" with a dropdown menu showing "+65" and "Enter Mobile No.", and "Password \*" with "Enter Password". Below these fields are two checkboxes: "Remember Me" and "Forgot Password?". A red "Login" button is positioned below the checkboxes. Below the "Login" button, the text "New to CC Pay App?" is centered, followed by a "Register" button. At the bottom of the page, the language selection "Language: 中文(简体) 日本語" is visible.

## *Setting Up*

The CCPay Merchant Portal supports the following browsers:



Google Chrome



Safari



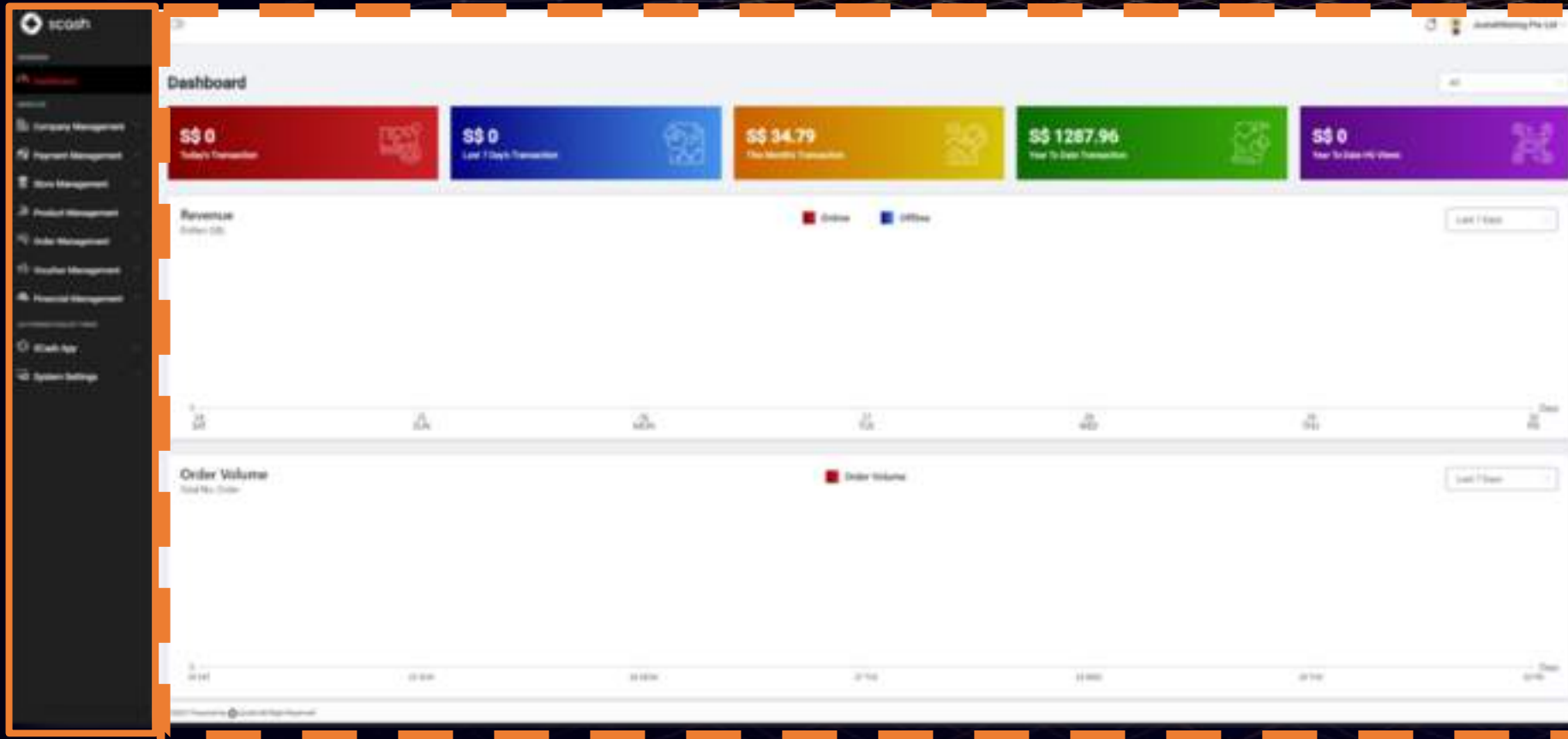
Mozilla Firefox



Microsoft Edge

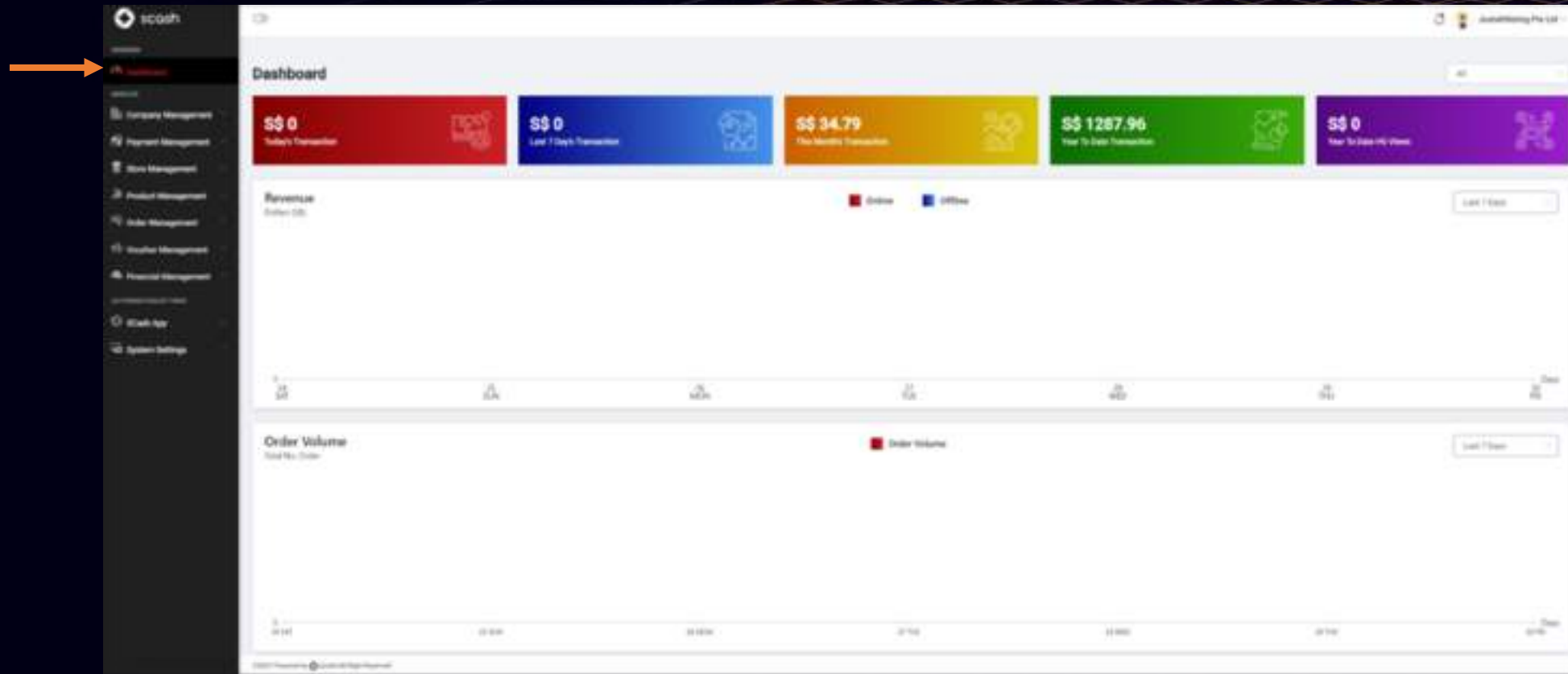
# Setting Up

The CCPay Merchant Portal landing page consist of 2 panes, the module pane on the left and result page on the right.



# Dashboard

Click on 'Dashboard' to view all 'Daily', 'Last 7 Days', 'Last 30 Days', 'YTD' and 'Online' transactions.



*CCPay Merchant Portal*

# Company Management Module Guide



**Pay**

CC Financial Services Pte Ltd

## *Company Management Module*

The Company Management Module allows user to manage the following:

- View company list.
- View and edit company details
- Export Excel


# Company Management Module – Company List

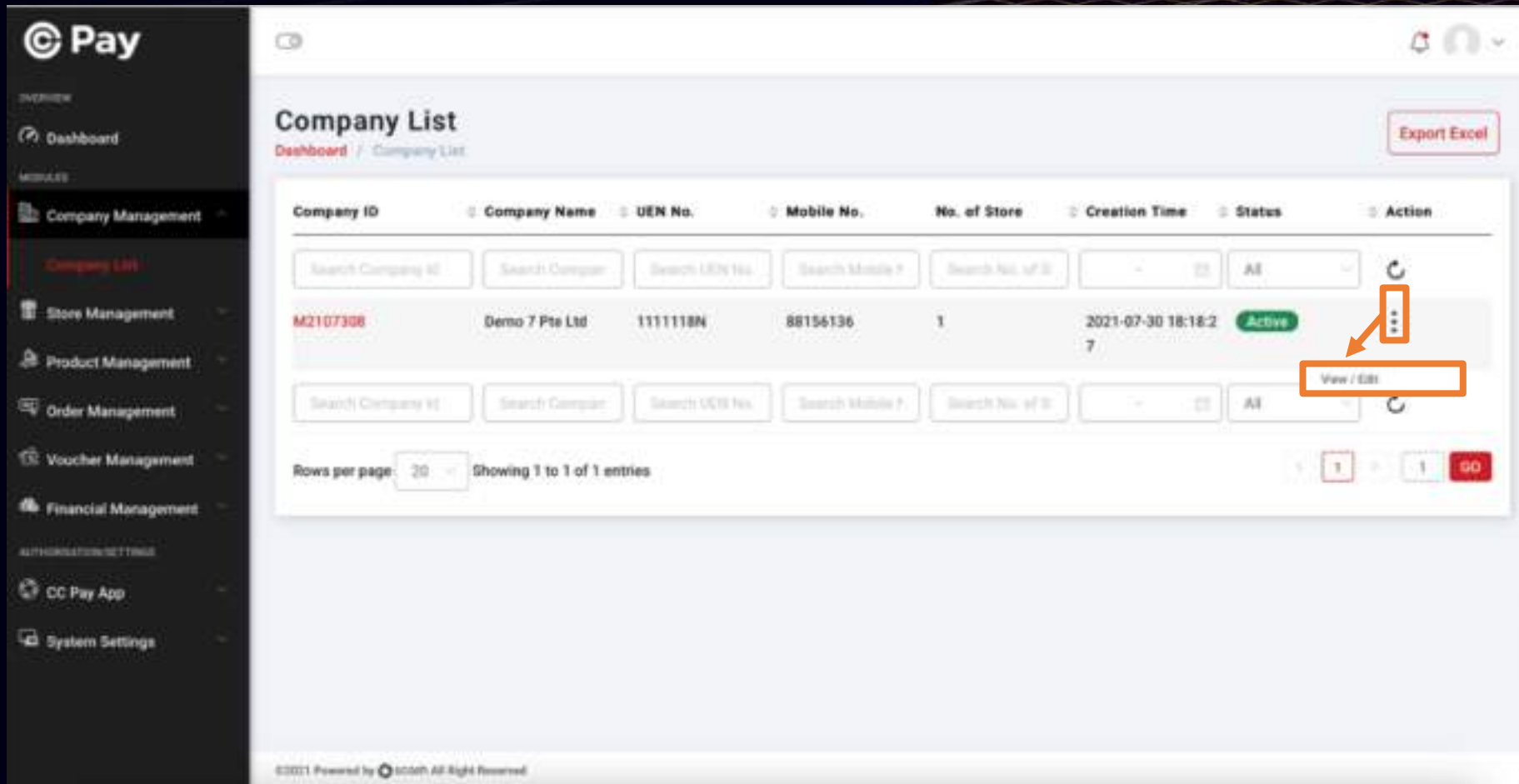
To view all registered company, click on 'Company List'. All listed company will appear on the right pane.

The screenshot displays the CC Pay dashboard interface. On the left sidebar, the 'Company List' option is highlighted with an orange arrow. The main content area shows the 'Company List' page with a table of registered companies. The table has columns for Company ID, Company Name, UEN No., Mobile No., No. of Store, Creation Time, Status, and Action. A single entry is visible for 'Demo 7 Pte Ltd' with UEN No. 1111118N, Mobile No. 88156136, 1 store, and an 'Active' status. Search filters and pagination controls are also present.

Company ID	Company Name	UEN No.	Mobile No.	No. of Store	Creation Time	Status	Action
M2107308	Demo 7 Pte Ltd	1111118N	88156136	1	2021-07-30 18:18:27	Active	

# Company Management Module – View/ Edit

To view/ edit selected company, click on  this icon and select 'View/Edit'.



**Pay**

OVERVIEW

- Dashboard

MODULES

- Company Management
  - Company List
  - Store Management
  - Product Management
  - Order Management
  - Voucher Management
  - Financial Management
- AUTHORIZATION/SETTINGS
  - CC Pay App
  - System Settings

### Company List

Dashboard / Company List

Export Excel

Company ID	Company Name	UEN No.	Mobile No.	No. of Store	Creation Time	Status	Action
<input type="text" value="Search Company ID"/>	<input type="text" value="Search Company"/>	<input type="text" value="Search UEN No."/>	<input type="text" value="Search Mobile No."/>	<input type="text" value="Search No. of Store"/>	<input type="text" value="-"/>	<input type="text" value="All"/>	
M2107308	Demo 7 Pte Ltd	1111118N	88156136	1	2021-07-30 18:18:27	Active	 View / Edit
<input type="text" value="Search Company ID"/>	<input type="text" value="Search Company"/>	<input type="text" value="Search UEN No."/>	<input type="text" value="Search Mobile No."/>	<input type="text" value="Search No. of Store"/>	<input type="text" value="-"/>	<input type="text" value="All"/>	

Rows per page: 20 Showing 1 to 1 of 1 entries

1 1 GO

©2021 Powered by All Right Reserved

# Company Management Module – View/ Edit

To edit, enter the necessary company details, click 'Confirm' to save information.

The screenshot displays the 'Company Management Module' for 'CC Financial Services Pte Ltd'. The interface is divided into two main sections: 'Company Details' and 'Bank Details'. The 'Company Details' section includes fields for Company Source (CC Fin), Company Name (CC Financial Services Pte Ltd), UEN No. (1224887), Status (Active), Registered Country/Region (Singapore), Type of Business Entity (Enterprise), Email Address (jerry0000@gmail.com), and Website. The 'Bank Details' section includes fields for Bank Name, Bank Swift Code, Account Holder Name, Account Number, and Account Member. A 'Confirm' button is highlighted with a red box at the bottom center of the form.

# Company Management Module – Export Excel

To export company list, click 'Export Excel'

The screenshot shows the 'Company List' page in the CC Pay system. The 'Export Excel' button is highlighted with an orange box. An orange arrow points from this button to an Excel spreadsheet below, which contains the data from the table.

Creation Time	Company ID	Company Name	UEN NO	Mobile No	No. of Store	Company Email Address	Status	Business Type
2021-07-30 18:18:27	M2107308	Demo 7 Pte Ltd	1111118N	88156136	1	demo@ccpay.com	Active	Business Services, Not Elsewhere Classified

*CCPay Merchant Portal*

# Store Management Module Guide



**Pay**


CC Financial Services Pte Ltd

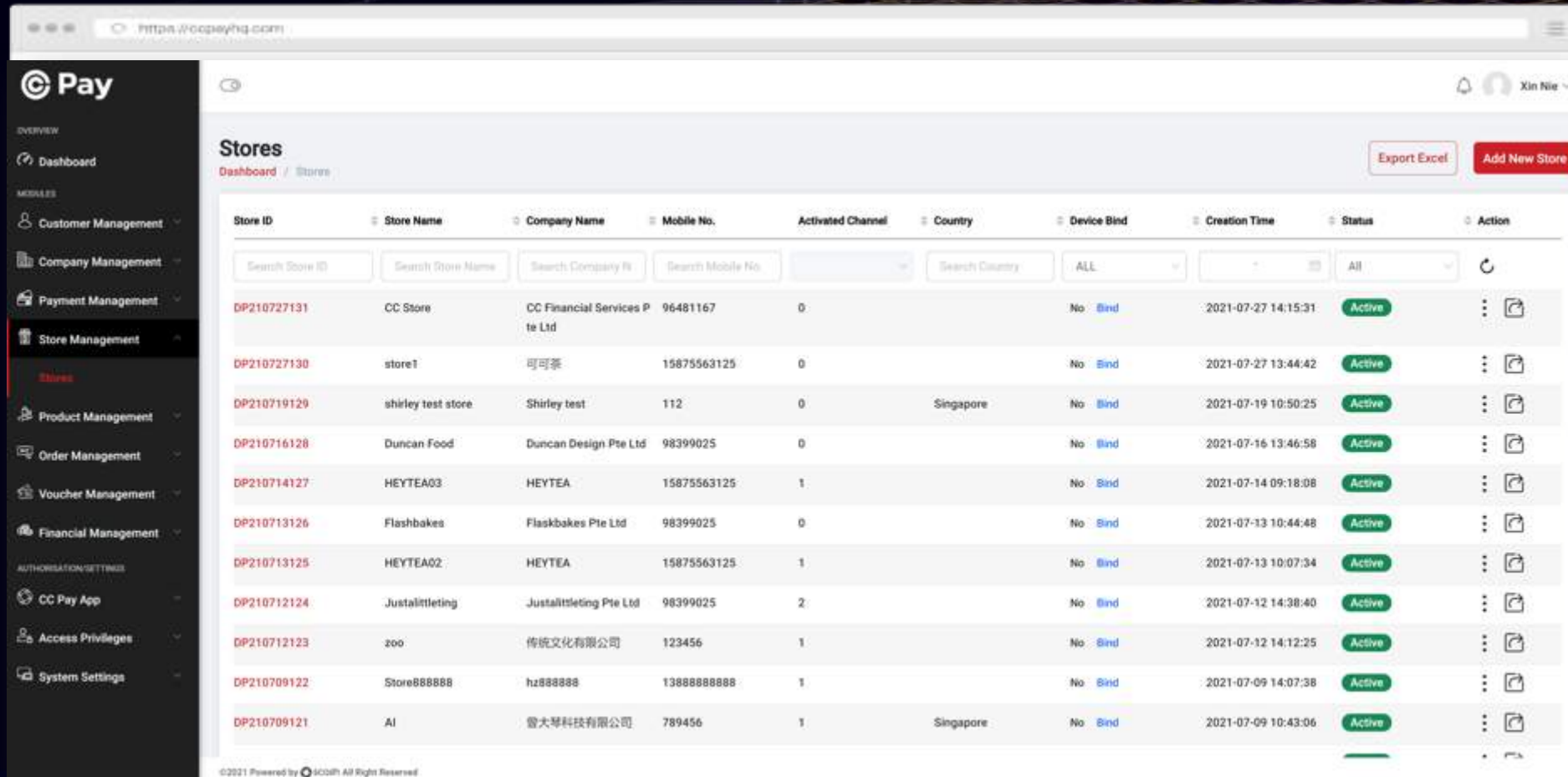
## *Store Management Module*

The Store Management Module allows user to manage the following:























- View store list
- Add, view and edit store details
- Staff management
- Audit log

# Store Management Module - Store List

To access the “Store Management” module, select “Stores”. To sort the list in ascending or descending order, click  icon next to the corresponding column.

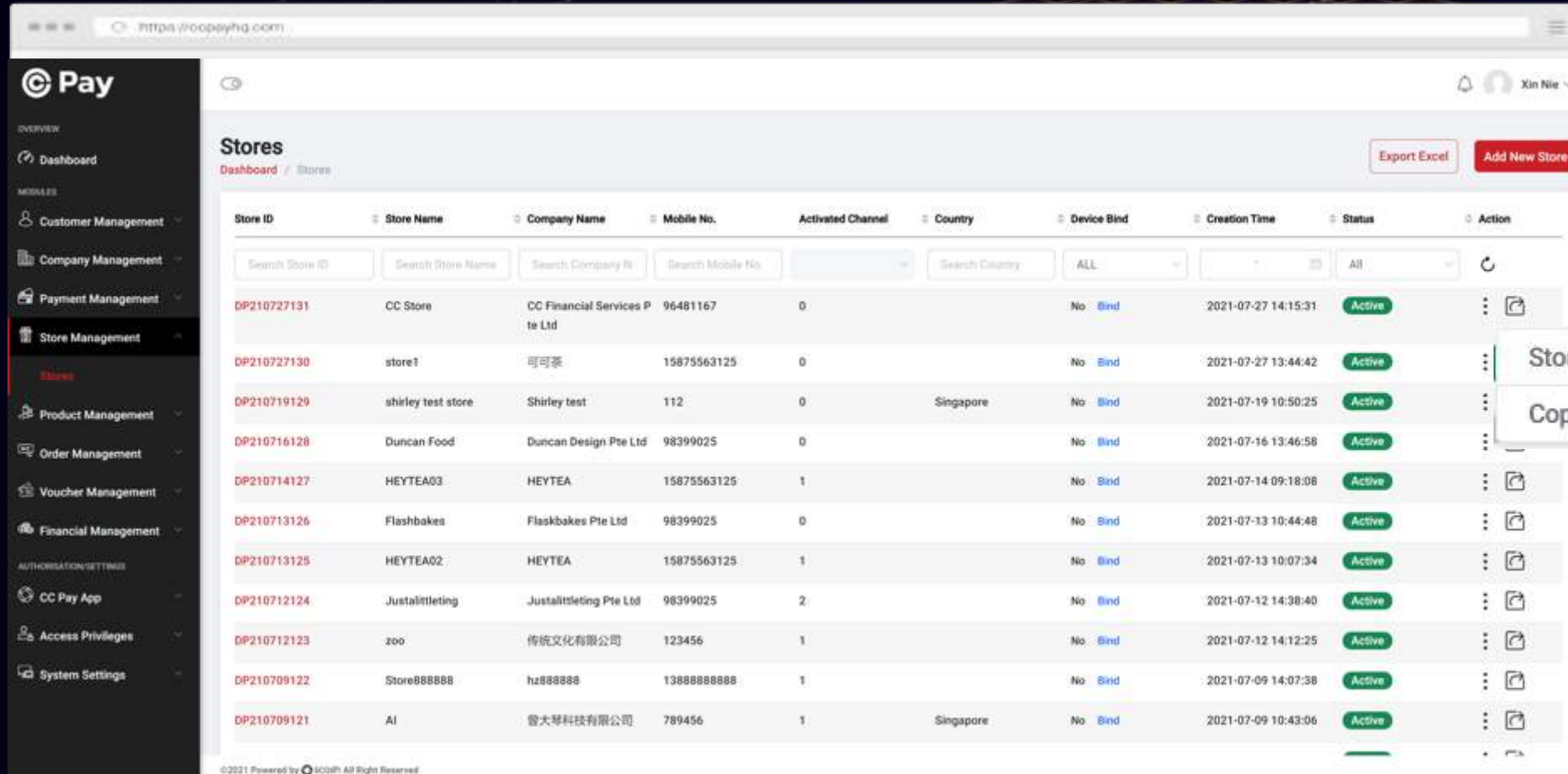


The screenshot displays the 'Stores' management page. The left sidebar contains a navigation menu with 'Store Management' selected. The main content area shows a table of store records. The table has the following columns: Store ID, Store Name, Company Name, Mobile No., Activated Channel, Country, Device Bind, Creation Time, Status, and Action. The table contains 10 rows of data, all with a status of 'Active'. The 'Action' column for each row contains a list of icons for editing and deleting the store.

Store ID	Store Name	Company Name	Mobile No.	Activated Channel	Country	Device Bind	Creation Time	Status	Action
DP210727131	CC Store	CC Financial Services Pte Ltd	96481167	0		No Bind	2021-07-27 14:15:31	Active	 
DP210727130	store1	可可茶	15875563125	0		No Bind	2021-07-27 13:44:42	Active	 
DP210719129	shirley test store	Shirley test	112	0	Singapore	No Bind	2021-07-19 10:50:25	Active	 
DP210716128	Duncan Food	Duncan Design Pte Ltd	98399025	0		No Bind	2021-07-16 13:46:58	Active	 
DP210714127	HEYTEA03	HEYTEA	15875563125	1		No Bind	2021-07-14 09:18:08	Active	 
DP210713126	Flashbakes	Flashbakes Pte Ltd	98399025	0		No Bind	2021-07-13 10:44:48	Active	 
DP210713125	HEYTEA02	HEYTEA	15875563125	1		No Bind	2021-07-13 10:07:34	Active	 
DP210712124	Justalittleting	Justalittleting Pte Ltd	98399025	2		No Bind	2021-07-12 14:38:40	Active	 
DP210712123	zoo	传统文化有限公司	123456	1		No Bind	2021-07-12 14:12:25	Active	 
DP210709122	Store888888	hz888888	1388888888	1		No Bind	2021-07-09 14:07:38	Active	 
DP210709121	AI	登大琴科技有限公司	789456	1	Singapore	No Bind	2021-07-09 10:43:06	Active	 

# Store Management Module - Store List

To access the store's QR code or link, click on the  icon of the store.



The screenshot displays the 'Stores' management page in the CC Pay system. The interface includes a sidebar with navigation options like 'Dashboard', 'Customer Management', and 'Store Management'. The main content area features a table of store records with columns for Store ID, Store Name, Company Name, Mobile No., Activated Channel, Country, Device Bind, Creation Time, Status, and Action. A search bar is positioned above the table, and an 'Add New Store' button is in the top right. A tooltip is shown over the 'Action' column, highlighting the 'Store QR code' and 'Copy Link' options.

Store ID	Store Name	Company Name	Mobile No.	Activated Channel	Country	Device Bind	Creation Time	Status	Action
DP210727131	CC Store	CC Financial Services Pte Ltd	96481167	0		No Bind	2021-07-27 14:15:31	Active	
DP210727130	store1	可可茶	15875563125	0		No Bind	2021-07-27 13:44:42	Active	
DP210719129	shirley test store	Shirley test	112	0	Singapore	No Bind	2021-07-19 10:50:25	Active	
DP210716128	Duncan Food	Duncan Design Pte Ltd	98399025	0		No Bind	2021-07-16 13:46:58	Active	
DP210714127	HEYTEA03	HEYTEA	15875563125	1		No Bind	2021-07-14 09:18:08	Active	
DP210713126	Flashbakes	Flashbakes Pte Ltd	98399025	0		No Bind	2021-07-13 10:44:48	Active	
DP210713125	HEYTEA02	HEYTEA	15875563125	1		No Bind	2021-07-13 10:07:34	Active	
DP210712124	Justalittleing	Justalittleing Pte Ltd	98399025	2		No Bind	2021-07-12 14:38:40	Active	
DP210712123	zoo	传统文化有限公司	123456	1		No Bind	2021-07-12 14:12:25	Active	
DP210709122	Store888888	hz888888	1388888888	1		No Bind	2021-07-09 14:07:38	Active	
DP210709121	AI	壹大琴科技有限公司	789456	1	Singapore	No Bind	2021-07-09 10:43:06	Active	

# Store Management Module - Add New Store

To add a new store, click 'Add New Store'.

The screenshot displays the 'Stores' management page in the CC Pay system. The interface includes a sidebar with navigation options such as Dashboard, Customer Management, Company Management, Payment Management, Store Management, Product Management, Order Management, Voucher Management, Financial Management, CC Pay App, Access Privileges, and System Settings. The main content area shows a table of existing stores with columns for Store ID, Store Name, Company Name, Mobile No., Activated Channel, Country, Device Bind, Creation Time, Status, and Action. A search bar is located above the table. In the top right corner, there are two buttons: 'Export Excel' and 'Add New Store'. An orange arrow points to the 'Add New Store' button.


Store ID	Store Name	Company Name	Mobile No.	Activated Channel	Country	Device Bind	Creation Time	Status	Action
DP210727131	CC Store	CC Financial Services Pte Ltd	96481167	0		No Bind	2021-07-27 14:15:31	Active	
DP210727130	store1	可可茶	15875563125	0		No Bind	2021-07-27 13:44:42	Active	
DP210719129	shirley test store	Shirley test	112	0	Singapore	No Bind	2021-07-19 10:50:25	Active	
DP210716128	Duncan Food	Duncan Design Pte Ltd	98399025	0		No Bind	2021-07-16 13:46:58	Active	
DP210714127	HEYTEA03	HEYTEA	15875563125	1		No Bind	2021-07-14 09:18:08	Active	
DP210713126	Flashbakes	Flashbakes Pte Ltd	98399025	0		No Bind	2021-07-13 10:44:48	Active	
DP210713125	HEYTEA02	HEYTEA	15875563125	1		No Bind	2021-07-13 10:07:34	Active	
DP210712124	Justalittleing	Justalittleing Pte Ltd	98399025	2		No Bind	2021-07-12 14:38:40	Active	
DP210712123	zoo	传统文化有限公司	123456	1		No Bind	2021-07-12 14:12:25	Active	
DP210709122	Store888888	hz888888	13888888888	1		No Bind	2021-07-09 14:07:38	Active	
DP210709121	AI	壹大琴科技有限公司	789456	1	Singapore	No Bind	2021-07-09 10:43:06	Active	

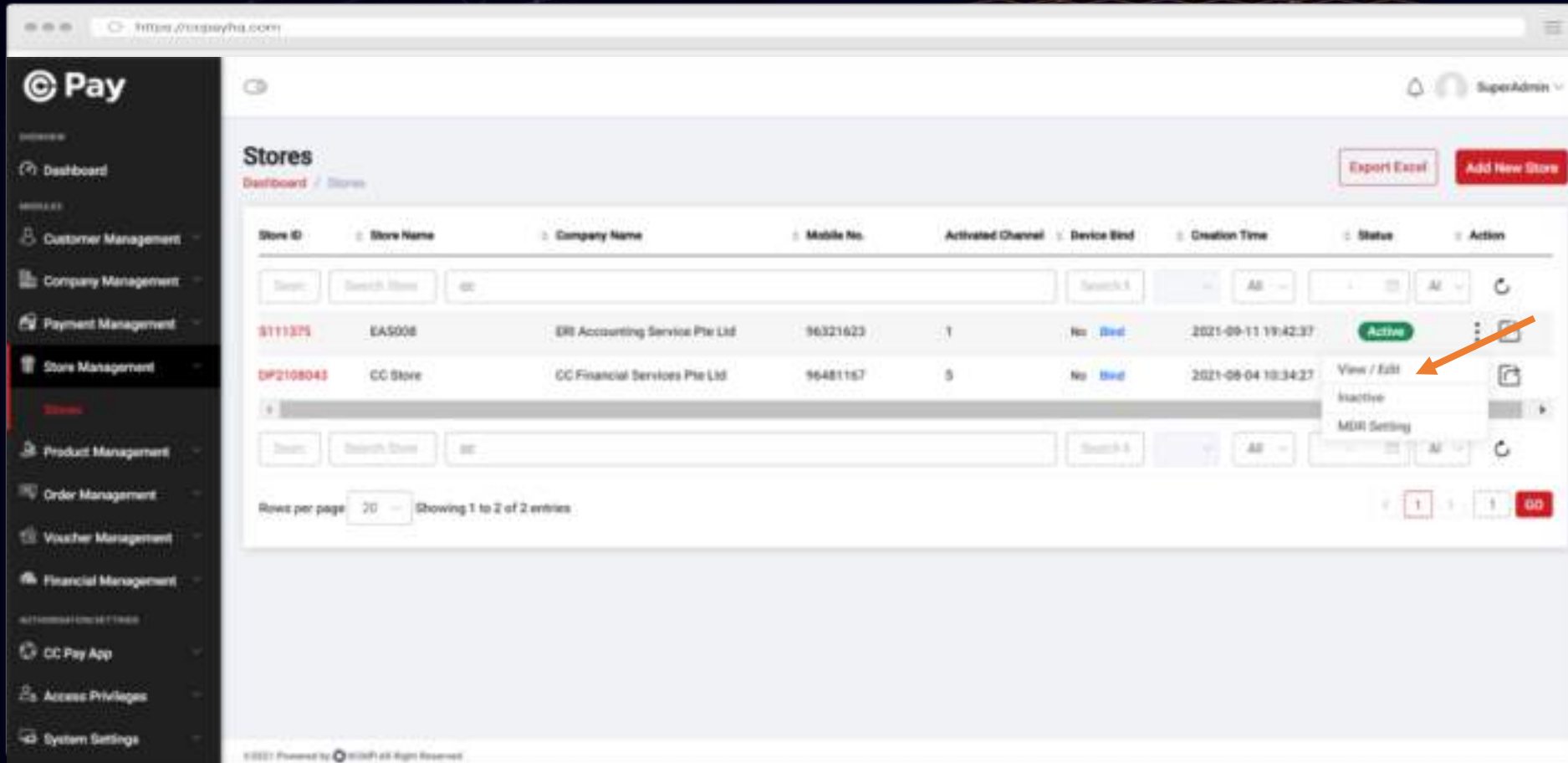
# Store Management Module - Add New Store

Enter the store details, contact details and click 'Confirm'.



The screenshot shows the 'Add New Store' form in the CC Pay system. The form is divided into two main sections: 'Store Details' and 'Contact Details'. The 'Store Details' section includes fields for Company Name (with a dropdown menu), Store Name, Type of Business (with a dropdown menu), Device No., and Upload Store Logo (with a recommended dimension of 1200 x 1200 pixels). The 'Contact Details' section includes fields for Name, Store Contact No., Email Address, and Store Introduction. At the bottom of the form, there are two buttons: 'Confirm' (highlighted with an orange arrow) and 'Cancel'. The page footer indicates '©2021 Powered by eCOFH All Right Reserved'.

# Store Management Module - View / Edit Store

You can view or edit each of your stores by clicking on the  icon and select View/Edit



The screenshot displays the 'Stores' management page in the CC Pay system. The interface includes a sidebar with navigation options such as Dashboard, Customer Management, Company Management, Payment Management, Store Management (highlighted), Product Management, Order Management, Voucher Management, Financial Management, CC Pay App, Access Privileges, and System Settings. The main content area shows a table of stores with columns for Store ID, Store Name, Company Name, Mobile No., Activated Channel, Device Bind, Creation Time, Status, and Action. Two stores are listed: EAS008 and CC Store. An orange arrow points to the 'View / Edit' option in the dropdown menu for the 'CC Store' row. The page also features search filters, pagination, and an 'Add New Store' button.

Store ID	Store Name	Company Name	Mobile No.	Activated Channel	Device Bind	Creation Time	Status	Action
EAS008	EAS008	ERI Accounting Service Pte Ltd	96321623	1	No Bind	2021-09-11 19:42:37	Active	
CC Store	CC Store	CC Financial Services Pte Ltd	96481167	5	No Bind	2021-09-04 10:34:27	Inactive	

# Store Management Module - View / Edit Store Details

The store page will appear with tabs: Store Details, Staff Management, Audit Log. Click on the relevant tab to view/edit the form under each tab.

The screenshot displays the 'CC Store' management interface. The browser address bar shows 'https://ccsyhq.com'. The page title is 'CC Store', and the breadcrumb trail is 'Dashboard / Store / CC Store'. Three tabs are visible: 'Store Details' (active), 'Staff Management', and 'Audit Log'. The 'Store Details' tab contains the following form sections:

- Store Details:**
  - Store Name \*: CC Store
  - Business Industry (MCC) \*: Men's and Boy's Clothing and Accessories Stores (5611)
  - Device No.: [Empty]
  - Upload Store Logo: [Image thumbnail] Recommended Dimension: 1280 x 1280 pixel, support PNG and JPG, do not exceed 1MB
  - Postal Code \*: 550538
  - Address \*: 528 Singapore North Avenue 4
  - Floor Unit No. \*: 04-67
  - Status: Active
- Contact Details:**
  - Name: Anders Lee
  - Store Contact No.: 96481167
  - Email Address \*: jiantinggg@gmail.com
  - Store Introduction: [Empty text area]
- Bank Details:**
  - Bank Name \*: Select Bank Name
  - Bank Swift Code: [Empty]
  - Account Holder Name \*: Enter Account Holder Name (Please Enter Account Holder Name)
  - Account Number \*: Enter Account Number (Please Enter Account Number)

At the bottom of the form, there are two buttons: 'Confirm' (red) and 'Cancel' (grey).

# Store Management Module - Staff Management

The Staff Management tab allows you to add staff to each store. The available roles are Store Manager, Assistant Manager, Cashier and Accountant. Click on 'Add New Role' to add a new role.

The screenshot displays the 'View/Edit Staff Management' interface. The left sidebar contains navigation options: Overview, Dashboard, Customer Management, Company Management, Payment Management, Store Management, Stores, Product Management, Order Management, Voucher Management, Financial Management, and Authentication/Settings. The main content area shows a table with the following data:

Staff No.	Mobile No.	Role Name	Create Time	Action
ZY2107274	98128284	Store Manager	2021-07-27 15:06:01	

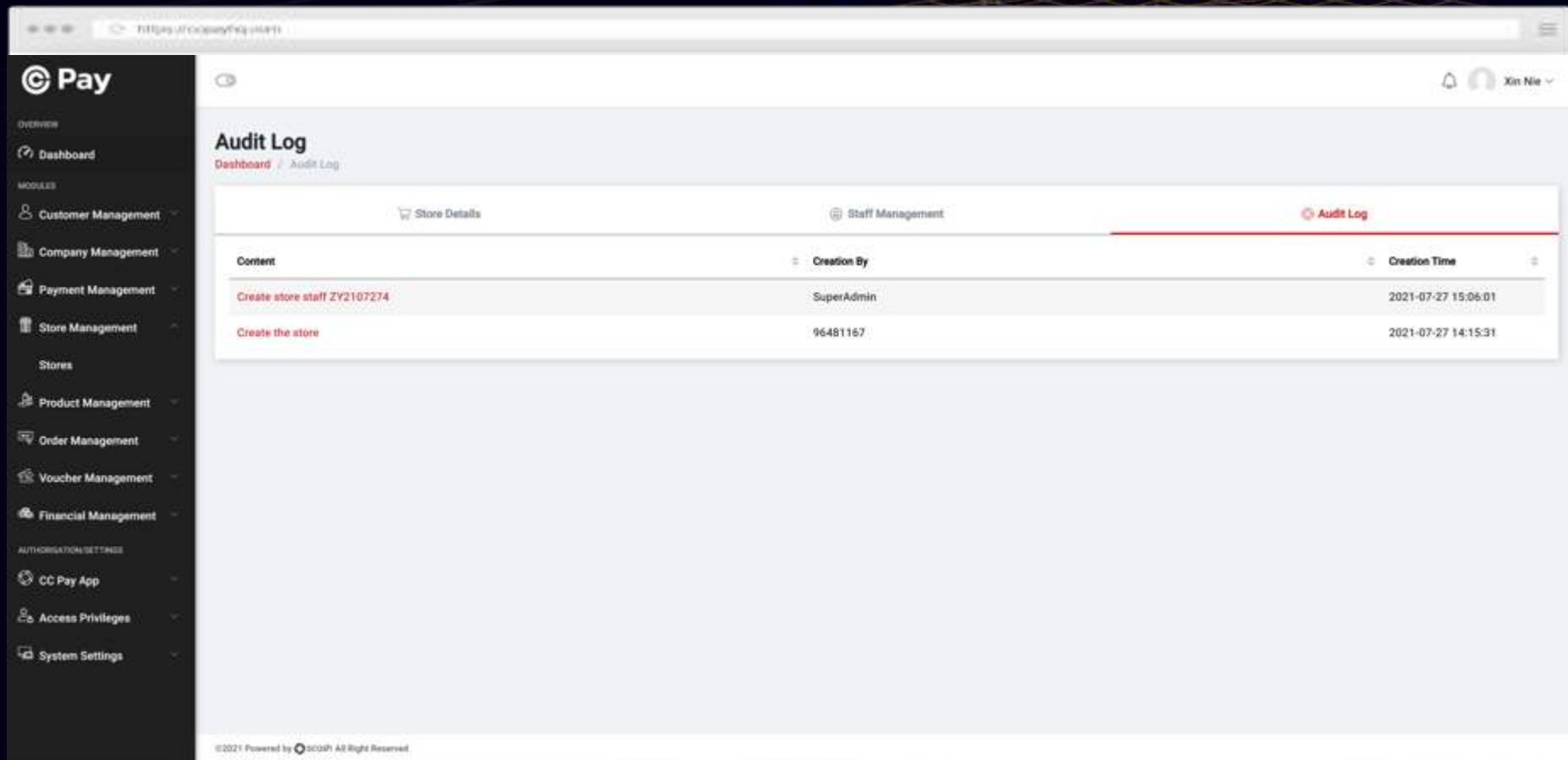
An 'Add New Role' button is located in the top right corner of the table area. An orange arrow points from this button to a modal window titled 'Add New Role'. The modal contains the following fields:

- Mobile No. \* (with a dropdown for '+65' and a text input 'Enter Mobile No.')
- Password \*
- Name \*
- Role \* (with a dropdown menu 'Select Role')

At the bottom of the modal, there are 'Confirm' and 'Cancel' buttons.

# Store Management Module - Audit Log

The Audit Log tab displays all the actions performed and the respective accounts who did the actions.



*CCPay Merchant Portal*

# Product Management Module Guide



**Pay**



CC Financial Services Pte Ltd

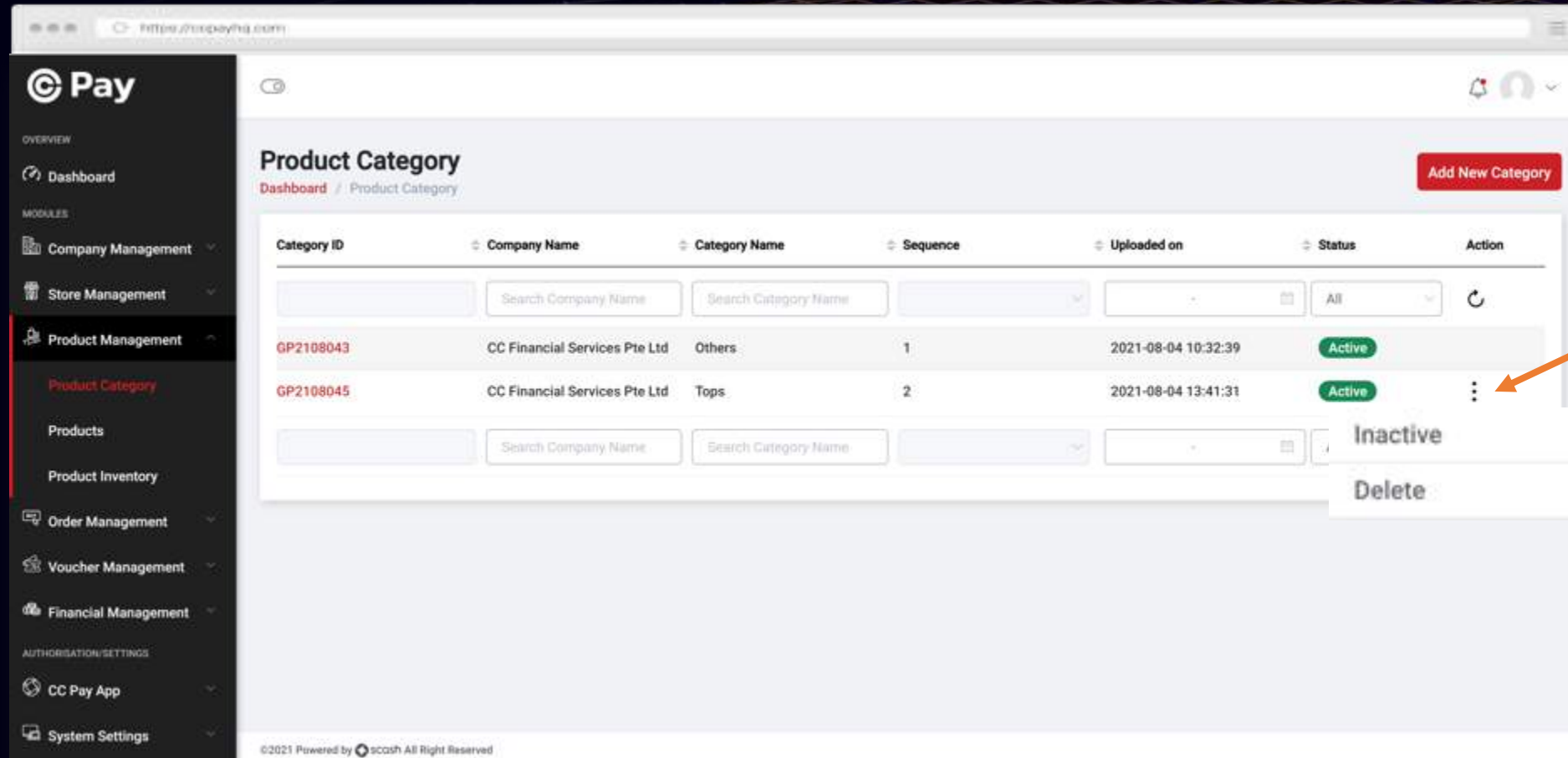
## *Product Management Module*

The Product Management Module allows user to manage the following:



- View list of product categories and add new product category
- View list of products and add new products
- View product inventory

# Product Management Module - Product Category

Product Category page allows you to view product categories. You can change the status by clicking on the  icon to make it active/inactive. To sort the list, click  icon next to the corresponding column.



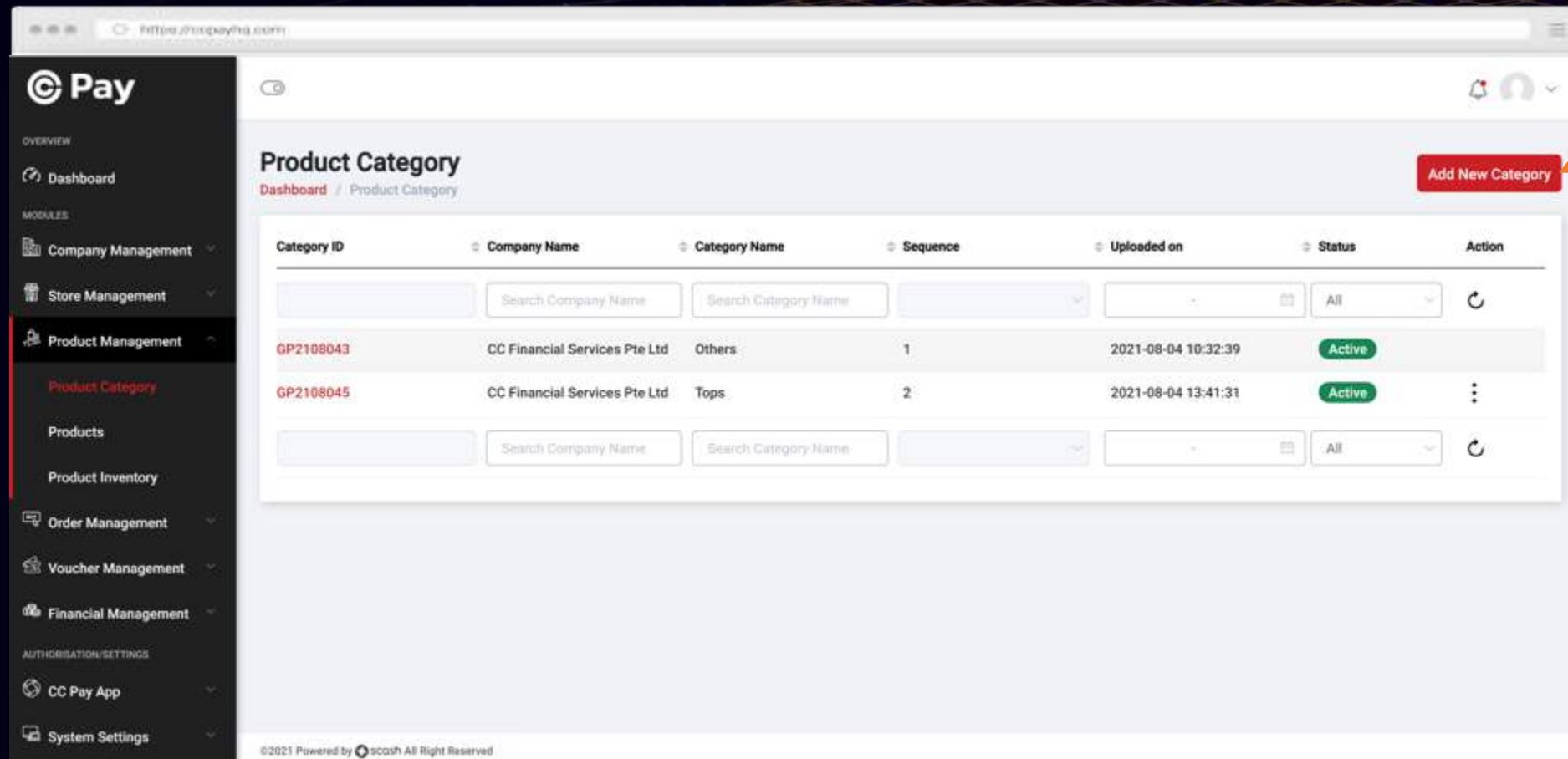
The screenshot displays the 'Product Category' management page. The left sidebar contains navigation options under 'OVERVIEW' (Dashboard) and 'MODULES' (Company Management, Store Management, Product Management, Product Category, Products, Product Inventory, Order Management, Voucher Management, Financial Management, AUTHORIZATION/SETTINGS (CC Pay App, System Settings)). The main content area shows a table with the following data:

Category ID	Company Name	Category Name	Sequence	Uploaded on	Status	Action
GP2108043	CC Financial Services Pte Ltd	Others	1	2021-08-04 10:32:39	Active	
GP2108045	CC Financial Services Pte Ltd	Tops	2	2021-08-04 13:41:31	Active	

An orange arrow points to the vertical ellipsis icon in the Action column of the second row. A dropdown menu is open, showing 'Inactive' and 'Delete' options.

# Product Management Module - Add New Product Category

Click 'Add New Category' to add a new product category.



The screenshot displays the 'Product Category' management interface. On the left is a dark sidebar with the 'CC Pay' logo and a menu including 'Dashboard', 'Company Management', 'Store Management', 'Product Management' (highlighted), 'Products', 'Product Inventory', 'Order Management', 'Voucher Management', 'Financial Management', 'CC Pay App', and 'System Settings'. The main content area is titled 'Product Category' and includes a breadcrumb 'Dashboard / Product Category'. A red 'Add New Category' button is located in the top right corner, with an orange arrow pointing to it. Below the button is a table with columns: Category ID, Company Name, Category Name, Sequence, Uploaded on, Status, and Action. The table contains two rows of data:

Category ID	Company Name	Category Name	Sequence	Uploaded on	Status	Action
GP2108043	CC Financial Services Pte Ltd	Others	1	2021-08-04 10:32:39	Active	Refresh
GP2108045	CC Financial Services Pte Ltd	Tops	2	2021-08-04 13:41:31	Active	More

At the bottom of the page, there is a footer: '©2021 Powered by scash All Right Reserved'.

# Product Management Module - Add Product Category

Fill up Category Name, Parent Category and click 'Confirm'. The category will be added to the list on the right.

The screenshot shows the 'Add New Category' form in the CC Pay system. The form includes the following fields:

- Category Name \*
- Parent Category \* (dropdown menu showing 'No parent')
- Sequence \* (input field containing '1')

Below the form are three buttons: 'Reset', 'Confirm' (highlighted with an orange arrow), and 'Cancel'.



To the right of the form is a 'View Category Lists' section. It contains a table with one entry:

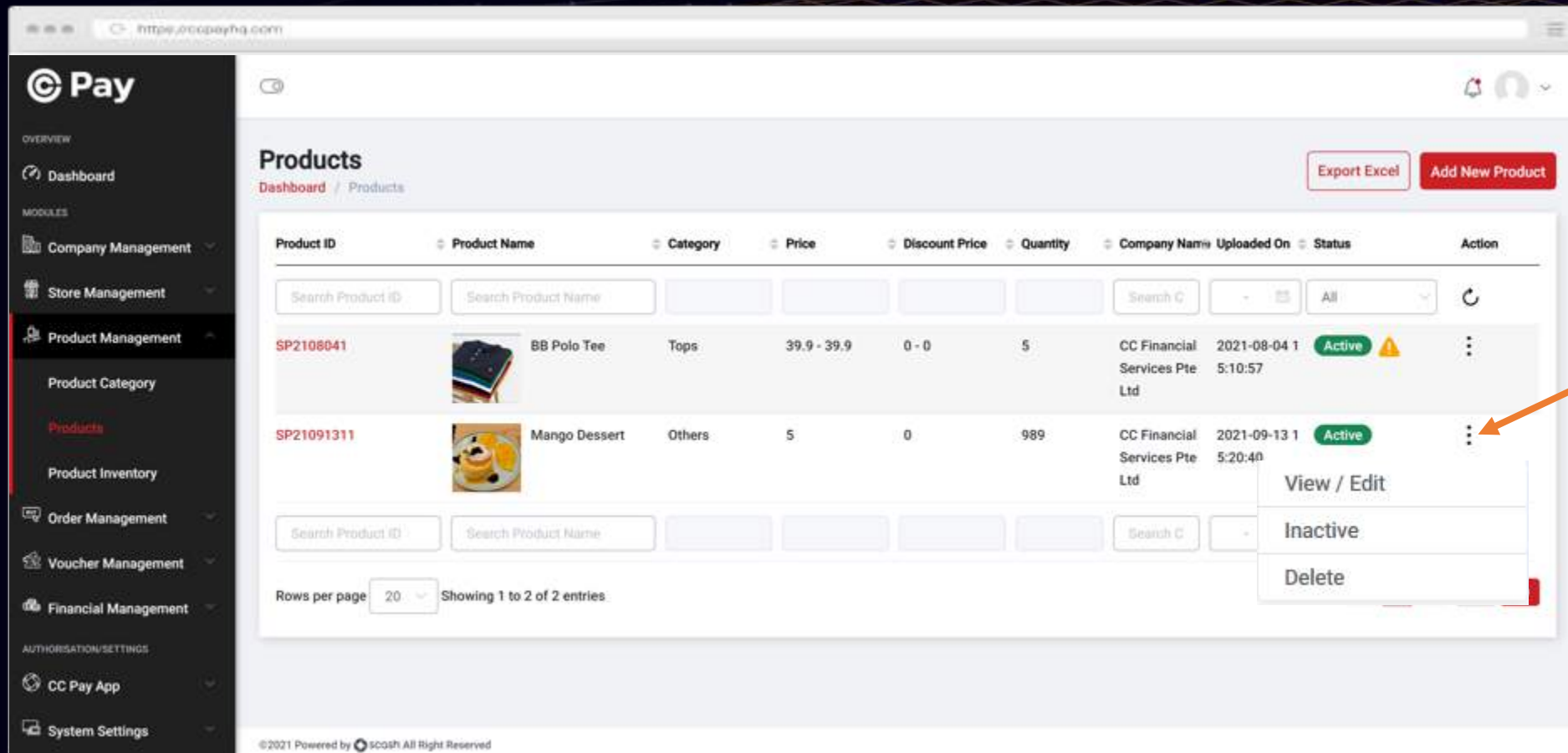
Category Name	Actions
Tops	2 Delete

The left sidebar shows the navigation menu with 'Product Management' expanded to 'Product Category'.

©2021 Powered by scosh All Right Reserved






# Product Management Module - Products

The Products page allows you to view and manage products. Click on the  icon to view/edit/delete product, make it active/inactive. To sort the list, click  icon next to the corresponding column.




**Products**

Export Excel Add New Product

Product ID	Product Name	Category	Price	Discount Price	Quantity	Company Name	Uploaded On	Status	Action
SP2108041	 BB Polo Tee	Tops	39.9 - 39.9	0 - 0	5	CC Financial Services Pte Ltd	2021-08-04 15:10:57	Active 	
SP21091311	 Mango Dessert	Others	5	0	989	CC Financial Services Pte Ltd	2021-09-13 15:20:40	Active	 View / Edit Inactive Delete

Rows per page: 20 Showing 1 to 2 of 2 entries

©2021 Powered by  scosh All Right Reserved

# Product Management Module - Add New Product

Click 'Add New Product' to add a new product.

The screenshot displays the 'Products' management interface. On the left is a dark sidebar with the 'Pay' logo and a menu including 'Dashboard', 'Company Management', 'Store Management', 'Product Management' (selected), 'Product Category', 'Product Inventory', 'Order Management', 'Voucher Management', 'Financial Management', 'CC Pay App', and 'System Settings'. The main content area is titled 'Products' and includes a breadcrumb 'Dashboard / Products'. In the top right of this area are two buttons: 'Export Excel' and 'Add New Product', with an orange arrow pointing to the latter. Below the buttons is a table with columns: Product ID, Product Name, Category, Price, Discount Price, Quantity, Company Name, Uploaded On, Status, and Action. Two products are listed: 'BB Polo Tee' (SP2108041) and 'Mango Dessert' (SP21091311). At the bottom of the table area, there are search filters, a 'Rows per page' dropdown set to 20, and pagination controls showing 'Showing 1 to 2 of 2 entries'.

Product ID	Product Name	Category	Price	Discount Price	Quantity	Company Name	Uploaded On	Status	Action
SP2108041	BB Polo Tee	Tops	39.9 - 39.9	0 - 0	5	CC Financial Services Pte Ltd	2021-08-04 15:10:57	Active	
SP21091311	Mango Dessert	Others	5	0	989	CC Financial Services Pte Ltd	2021-09-13 15:20:40	Active	

# Product Management Module - Add New Product

Enter product details such as name, description and upload a product image. Click 'Confirm' to add the new product.

The screenshot shows a web browser window with the URL <https://traceryhq.com>. The page title is "Dashboard / Products / Add New Product". The form is titled "Add New Product" and is divided into three main sections:

- Product Details:** This section contains several input fields and dropdown menus. On the left side, there are fields for "Company Name" (with a "Select Company Name" dropdown), "Product Name \*", "Product Category \*" (with a "Select Product Category" dropdown), "Sequence", "Status" (with a dropdown set to "Active"), and "Variations \*" (with a dropdown set to "No"). On the right side, there are fields for "Price \*", "Discount Price", "Quantity \*", "Weight (kg)", and "Barcode".
- Product Image:** This section features an "Upload Product Image" button with a camera icon. Below it, a note states: "Recommended Dimension: 1200 x 1200 pixel, support PNG and JPG, do not exceed 1MB".
- E-Commerce Category Mapping:** This section includes an "E-Marketplace Category" dropdown menu with a "Select Product Category" option.

At the bottom of the form, there are two buttons: a red "Confirm" button and a white "Cancel" button.

# Product Management Module - Products

Click 'Export Excel' to export list of products.

The screenshot shows the 'Products' management page in the CC Pay system. The interface includes a sidebar with navigation options like 'Dashboard', 'Company Management', 'Store Management', 'Product Management', 'Product Category', 'Product Inventory', 'Order Management', 'Voucher Management', and 'Financial Management'. The main content area displays a list of products with columns for Product ID, Product Name, Category, Price, Discount Price, Quantity, Company Name, Uploaded On, Status, and Action. Two products are listed: 'BB Polo Tee' (SP2108041) and 'Mango Dessert' (SP21091311). An 'Export Excel' button is highlighted with an orange arrow. An Excel spreadsheet overlay is shown, displaying the product data in a table format.

Company Name	Product ID	Product Name	Barcode	Category	Description	Status	Quantity	Weight	Price	Discount Price	Uploaded On
CC Financial Services Pte Ltd	SP2108041	BB Polo Tee		Tops		Active	5	0.0	39.9-39.9		2021-08-04 15:10:57
CC Financial Services Pte Ltd	SP21091311	Mango Dessert		Others		Active	989	0.0	5.0		2021-09-13 15:20:40

# Product Management Module - Add New Product

Enter product details such as name, description and upload a product image. Click 'Confirm' to add the new product.

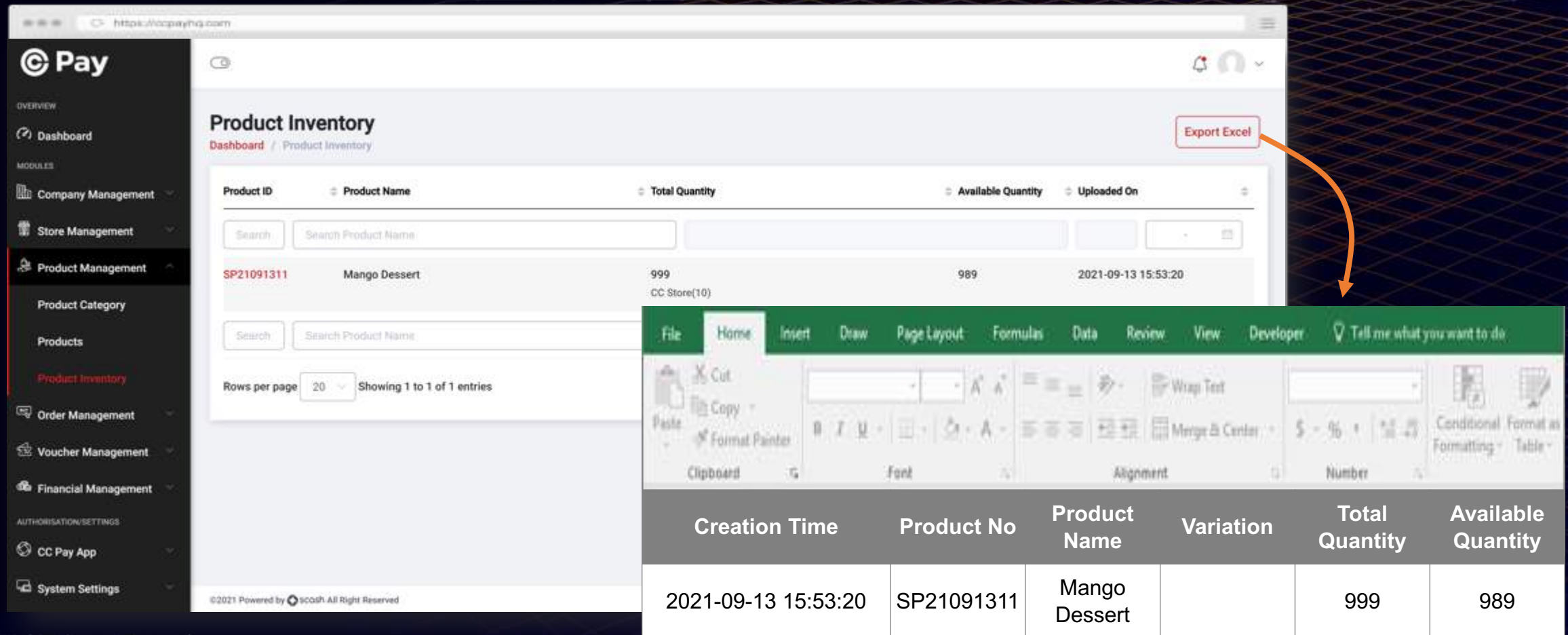
The screenshot shows a web browser window with the URL <https://traceryhq.com>. The page title is "Dashboard / Products / Add New Product". The form is titled "Add New Product" and is divided into three main sections:

- Product Details:** This section contains several input fields and dropdown menus. On the left side, there are fields for "Company Name" (with a "Select Company Name" dropdown), "Product Name \*", "Product Category \*" (with a "Select Product Category" dropdown), "Sequence", "Status" (with a dropdown set to "Active"), and "Variations \*" (with a dropdown set to "No"). On the right side, there are fields for "Price \*", "Discount Price", "Quantity \*", "Weight (kg)", and "Barcode".
- Product Image:** This section features an "Upload Product Image" button with a camera icon. Below it, a note states: "Recommended Dimension: 1200 x 1200 pixel, support PNG and JPG, do not exceed 1MB".
- E-Commerce Category Mapping:** This section includes an "E-Marketplace Category" dropdown menu with a "Select Product Category" option.

At the bottom of the form, there are two buttons: a red "Confirm" button and a grey "Cancel" button.

# Product Management Module – Product Inventory

The Product Inventory page shows the product inventory for the company and all stores. Click on 'Export Excel' to export the records.



The screenshot shows the CC Pay Product Inventory page. The page title is "Product Inventory" and the breadcrumb is "Dashboard / Product Inventory". There is an "Export Excel" button in the top right corner. The main content area displays a table with the following data:

Product ID	Product Name	Total Quantity	Available Quantity	Uploaded On
SP21091311	Mango Dessert	999 CC Store(10)	989	2021-09-13 15:53:20

Below the table, there is a search bar and a "Rows per page" dropdown set to 20, showing "Showing 1 to 1 of 1 entries". An orange arrow points from the "Export Excel" button to an Excel spreadsheet overlay. The Excel spreadsheet has the following data:

Creation Time	Product No	Product Name	Variation	Total Quantity	Available Quantity
2021-09-13 15:53:20	SP21091311	Mango Dessert		999	989

*CCPay Merchant Portal*

# Order Management Module Guide



**Pay**

CC Financial Services Pte Ltd

# *Order Management Module*

- The Order Management function allows user to manage the following:
  - All orders, Online and Offline orders
  - View orders
  - Export Excel file

# Order Management Module – All Orders

- “Order Management” module allows you view “All Orders”. It consist of both online and offline orders. To view orders in detail click on this : icon.

The screenshot displays the 'All Orders' page in the CC Pay system. The page features a sidebar with navigation options and a main content area with a table of orders. The table has the following columns: Order No., Partner Transaction No., Transaction No., Amount, Company Name, Store Name, Order Type, Order Date, Status, and Action. The data rows are as follows:

Order No.	Partner Transaction No.	Transaction No.	Amount	Company Name	Store Name	Order Type	Order Date	Status	Action
870681208047001792		870681208047144960	1.01	HEYTEA	HEYTEA03	Offline Order	2021-07-30 14:56:16	Cancelled	⋮
870383432247541790		870383432247679828	1.01	HEYTEA	HEYTEA03	Offline Order	2021-07-29 19:13:01	Cancelled	⋮
870383247229019104		870383247220150272	1.01	HEYTEA	HEYTEA03	Offline Order	2021-07-29 19:12:17	Cancelled	⋮
870268443234926902	q04eV9E3-15cd-4852-b-412-1484e228a629	870268443233061790	0.1	CC Financial Services Pt # LM	CC Store	Offline Order	2021-07-29 11:36:55	Completed	⋮
870266384020406272		870266384020541440	1.01	CC Financial Services Pt # LM	HEYTEA03	Offline Order	2021-07-29 11:27:55	Cancelled	⋮
870264685461504300	4200001122202107296-030487256	wx2911211348886625f-7c1c3db5a96480000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 11:21:09	Completed	⋮
870264256723943424	4200001148202107294-330772906	wx291119313682465a9-d9e0d7b7e67000000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 11:19:27	Completed	⋮
870262279935115264	4200001216202107299-917832892	wx291112217248431ec-17e0d399e5cd00000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 11:11:59	Completed	⋮
870268423629873152	4200001213202107294-710931542	wx2910562118125207b-bf6d27e4701a70000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 10:56:16	Completed	⋮

# Order Management Module – Offline Orders

- Click “Offline Orders” to display all in-store payments only.

The screenshot shows the 'Pay' system interface. The left sidebar contains a navigation menu with the following items: Overview, Dashboard, Modules (Customer Management, Company Management, Payment Management, Store Management, Product Management, Order Management), All Orders, Offline Orders (highlighted with an orange arrow), Online Orders, Voucher Management, Financial Management, Authorisation/Settings (CC Pay App, Access Privileges, System Settings). The main content area is titled 'Offline Orders' and includes an 'Export Excel' button. Below the title is a search bar with fields for Order No., Partner Transaction No., Transaction No., Company Name, Store Name, and Customer Name, along with a status dropdown set to 'All'. The table below contains the following data:

Order No.	Partner Transaction No.	Transaction No.	Amount	Company Name	Store Name	Customer Name	Order Date	Status	Action
870681208047009792		870681208047144960	1.01	HEYTEA	HEYTEA03	Customer	2021-07-30 14:56:16	Cancelled	⋮
870383432247541760		870383432247676928	1.01	HEYTEA	HEYTEA03	Customer	2021-07-29 19:13:01	Cancelled	⋮
870383247220015104		870383247220150272	1.01	HEYTEA	HEYTEA03	Customer	2021-07-29 19:12:17	Cancelled	⋮
870268443234926592	c04e9983-15c0-4d62-b412-1484e228a629	870268443235061760	0.1	CC Financial Services Pte Ltd	CC Store	Customer	2021-07-29 11:36:05	Completed	⋮
870266384020406272		870266384020541440	1.01	CC Financial Services Pte Ltd	HEYTEA03	Customer	2021-07-29 11:27:55	Cancelled	⋮
870264685461504000	4200001122202107296030487256	wx291121134888682bf7c1c2db5a96d40000	0.01	CC Financial	CC Store	Customer	2021-07-29 11:21:09	Completed	⋮
870264256723943424	4200001140202107294230772906	wx291119313682465a9d6ecd9b7ed700000	0.01	CC Financial	CC Store	Customer	2021-07-29 11:19:27	Completed	⋮
870262375935115264	4200001216202107299917832892	wx291112217248431ec17ef3d59dc5cd0000	0.01	CC Financial	CC Store	Customer	2021-07-29 11:11:59	Completed	⋮
870258423629873152	4200001213202107294710931542	wx2910562118125207bbf6d27e4701a70000	0.01	CC Financial	CC Store	Customer	2021-07-29 10:56:16	Completed	⋮

# Order Management Module – Online Orders

- Click “Online Orders” to display Online Store payments only.

The screenshot shows the 'Online Orders' dashboard in the CC Pay system. The left sidebar navigation menu is visible, with 'Online Orders' highlighted in red and an orange arrow pointing to it. The main content area displays a table of online orders with the following columns: Order No., Partner Transaction No., Transaction No., Amount, Company Name, Store Name, Order Type, Order Date, Status, and Action. The table contains 10 rows of data, including cancelled and completed orders.

Order No.	Partner Transaction No.	Transaction No.	Amount	Company Name	Store Name	Order Type	Order Date	Status	Action
670681208041099192		87068120804149968	1.01	HEYTEA	HEYTEA03	Offline Order	2021-07-30 14:56:16	Cancelled	⋮
670383432241541768		870383432247679428	1.01	HEYTEA	HEYTEA03	Offline Order	2021-07-29 19:13:01	Cancelled	⋮
670383247220015184		870383247220150272	1.01	HEYTEA	HEYTEA03	Offline Order	2021-07-29 19:12:17	Cancelled	⋮
670268442234526592	c049983-15c0-4802-b 412-1484e228ab29	870268442235061768	6.1	CC Financial Services Pt e Ltd	CC Store	Offline Order	2021-07-29 11:36:05	Completed	⋮
670266364029406272		870266364020041448	1.01	CC Financial Services Pt e Ltd	HEYTEA03	Offline Order	2021-07-29 11:27:55	Cancelled	⋮
670264685461504000	420000112202107296 830467256	xx29112113488862bf 7c1c28b5a99a040000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 11:21:09	Completed	⋮
670264256723943424	4200001140202107294 230772906	xx291119213682465e9 d5ecd99a7ad700000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 11:19:27	Completed	⋮
670262279325113264	4200001216202107296 817832892	xx291112217248421ec 17e93d94c5cd0000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 11:11:59	Completed	⋮
67026403629673152	4200001213202107294 710831542	xx2910562118125207b bfa27e4701a70000	0.01	CC Financial	CC Store	Offline Order	2021-07-29 10:56:16	Completed	⋮

# Order Management Module – View Orders

- To view orders in detail click on this : icon and select “view”

The screenshot displays the 'All Orders' page in the Pay system. A table lists several orders with columns for Order No., Partner Transaction No., Transaction No., Amount, Company Name, Store Name, Order Type, Order Date, Status, and Action. An orange arrow points to the 'View' icon in the Action column of the first order row.

The detailed view of the selected order (Order No. 888446949034819584) shows the following information:

- Order Information:** Order No. : 888446949034819584, Transaction No. : 8b34078978784a38990b5e9e31f149df, Partner Transaction No. : 9c443be9796f427da50bfa985b88fa61, Store Name : Demo 7, Order Type : offline, Payment Method : GrabPay
- Customer Information:** Customer Name : Customer, Contact Number : 88156136, Delivery Method : Self-Collection, Delivery Address : 8 Park Road, People's Park Complex, Special Request : -
- Status:** Cancelled
- Ordered On:** 2021-09-17 15:30:59

Product Name	Variations	Unit Price	Quantity	Promotion	Subtotal (\$\$)
Custom Items		SGD 50.00	1		SGD 50.00
<b>Total Amount (\$\$):</b>					<b>50.00</b>

# Order Management Module – Export Excel

- To export order report, click “Export Excel”

The screenshot shows the 'All Orders' page in the Pay system. The 'Export Excel' button is highlighted with an orange box and an arrow. Below the interface, a preview of the Excel export data is shown, including columns for Creation Time, Order No, Transaction No, Partner Transaction No, Amount, Company Name, Store Name, Order Type, Order Relation, Status, and Payment Time.

Creation Time	Order No	Transaction No	Partner Transaction No	Amount	Company Name	Store Name	Order Type	Order Relation	Status	Payment Time
2021-09-17 15:30:59	8844694903481958978784a38990b5e9d9796f427da500fa96c			50.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-09-17 15:16:59	8844342818504704dc79c480fa9b80507113030479aafb0d5b9c			50.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-09-17 15:12:56	8844240891884339f8844240891897856			50.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-08-02 19:29:04	718370260375308222c504b0aa3ee10dc358c84f40839666d2			1.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-08-02 19:27:59	7183674955320524a1dfe4c9e6adbfa9c31132634bad8c3a2fe2			1.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-08-02 11:27:32	71715841073217537171584107335270			20.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-08-02 11:26:29	71715579310898207171557931103436			20.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	
2021-08-02 11:23:10	71714742530473982a8f740d9937c414fa8b43945eaabac74f0			1.00	Demo 7 Pte Ltd	Demo 7	Offline Order	Inside	Cancelled	

*CCPay Merchant Portal*

# Voucher Management Module Guide



**Pay**

CC Financial Services Pte Ltd

# Voucher Management Module

The Voucher Management function allows user to manage the following:

- Voucher list (View/ Edit)
- Redemption record
- Duplicate voucher
- Delete voucher
- Add voucher
- Usage records
- Export Excel

# Voucher Management Module – Voucher List

Voucher Management Module allow user to view all created created vouchers. Click on "Voucher List".

The screenshot displays the Voucher List page in the @Pay system. The left sidebar contains a navigation menu with the following items: Overview, Dashboard, Modules, Customer Management, Company Management, Payment Management, Store Management, Product Management, Order Management, Voucher Management (highlighted with an orange arrow), Voucher List, Usage Records, Financial Management, Activation Settings, and CC Pay App. The main content area shows the Voucher List table with the following data:

Voucher ID	Voucher Type	Voucher Amount	Minimum Spending	Company Name	Creation On	Status	Action
880102473912549376	Price discount	0.5	1	Justalittleing Pte Ltd	2021-08-25 14:53:01	Active	⋮
872831555515449344	Price discount	5	50	CC Financial Services Pte Ltd	2021-08-05 13:20:59	Active	⋮
887338885539954688	Price discount	1	5	CC Financial Services Pte Ltd	2021-09-14 14:07:56	Active	⋮

The page also includes search filters for Voucher ID, Voucher Type, Voucher Amount, Minimum Spending, Company Name, and Creation On. The status filter is set to 'All'. The page shows 1 of 1 page with 1 entry. The footer contains the text: ©2021 Powered by SCOPAL All Right Reserved.

# Voucher Management Module – View/ Edit Voucher List

To view and edit "Voucher List" details click on this : icon and select "View/ Edit"

The screenshot displays the 'Voucher List' page in the CC Pay system. The page features a sidebar on the left with navigation options: Overview (Dashboard), Modules (Customer Management, Company Management, Payment Management, Store Management, Product Management, Order Management, Voucher Management, Usage Records, Financial Management), and Authentication/Settings (CC Pay App). The main content area shows a table of vouchers with the following data:

Voucher ID	Voucher Type	Voucher Amount	Minimum Spending	Company Name	Creation On	Status	Action
880102473912549376	Price discount	0.5	1	Justalittleing Pte Ltd	2021-08-25 14:53:01	All	View / Edit
872831555515449344	Price discount	5	50	CC Financial Services Pte Ltd	2021-08-05 13:20:59	All	Redemption Record
887338885520954688	Price discount	1	5	CC Financial Services Pte Ltd	2021-08-14 14:07:56	All	Active

The interface also includes search filters for Voucher ID and Company Name, an 'Export Excel' button, and a pagination section showing 'Rows per page: 20' and 'Showing 1 to 3 of 3 entries'. The footer of the page reads '©2021 Powered by CC Pay All Right Reserved'.

# Voucher Management Module – View/ Edit Voucher List

To edit voucher details, enter the relevant details and click “Confirm”

The screenshot shows a web browser window with the URL <https://ccpayhq.com>. The page title is "888880896633995264" and the breadcrumb is "Dashboard / Voucher List / 888880896633995264". The left sidebar contains the following menu items: OVERVIEW (Dashboard), MESSAGES (Company Management, Store Management, Product Management, Order Management, Voucher Management, Voucher List, Usage Records), and AUTHORIZATION/SETTINGS (Financial Management, CC Pay App, System Settings). The main content area contains a form with the following fields:

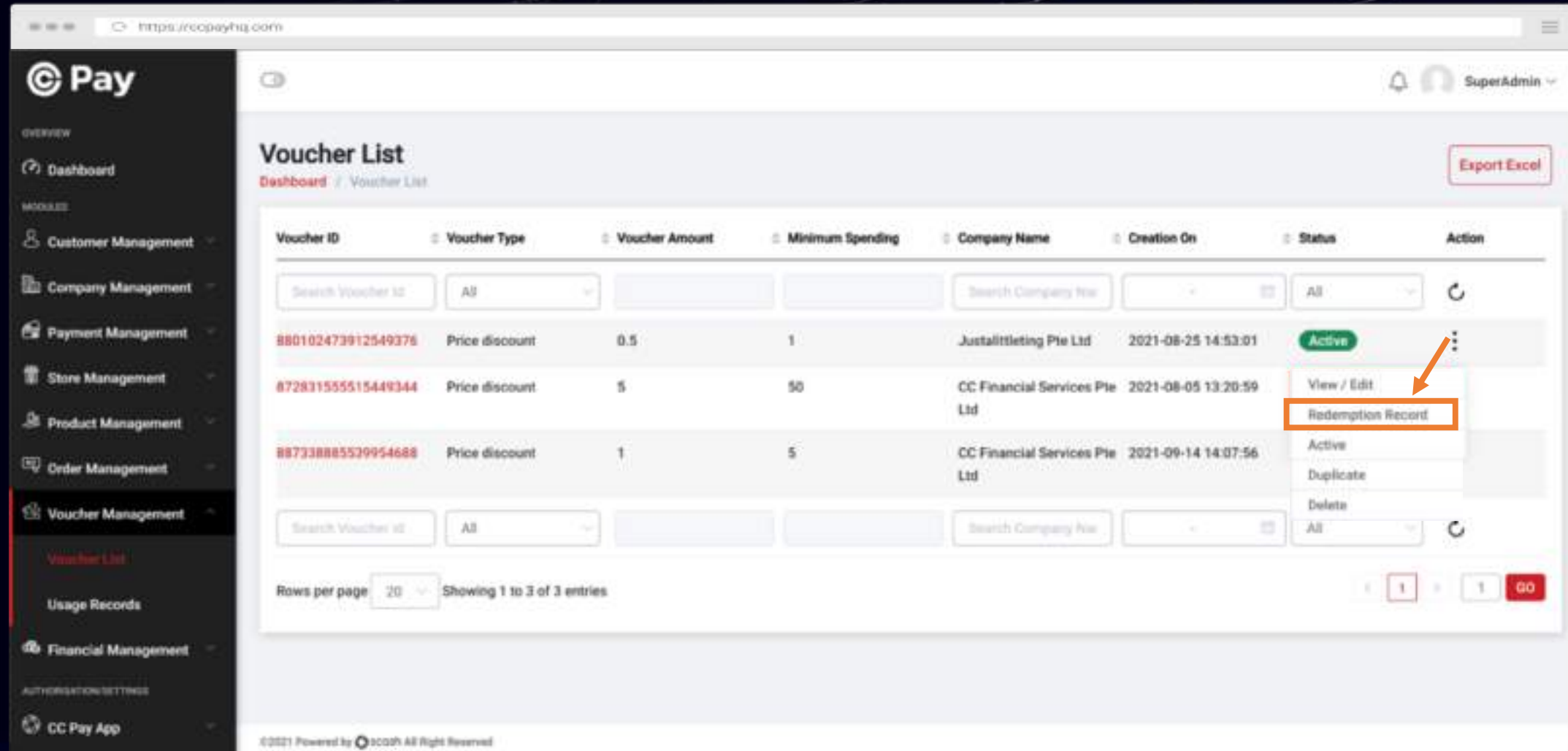
Voucher Type *	Start Date *	Claim Per Person *
Price discount	2021-12-28	1
Par Value/Discount *	End Date *	
1 \$	2021-12-30	
Minimum Spending *	Description	
10		
Available Quantity *		
5		
Sequence		
2		

At the bottom of the form, there are two buttons: "Confirm" (highlighted with a red border) and "Cancel".

©2021 Powered by SCOSH All Right Reserved

# Voucher Management Module – Voucher List Redemption Record

- To view voucher “Redemption Record”, click on this  icon and select “Redemption Record”



The screenshot displays the 'Voucher List' page in the CC Pay system. The page features a sidebar with navigation options and a main content area with a table of vouchers. An orange arrow points to the 'Redemption Record' option in the dropdown menu for the second voucher.

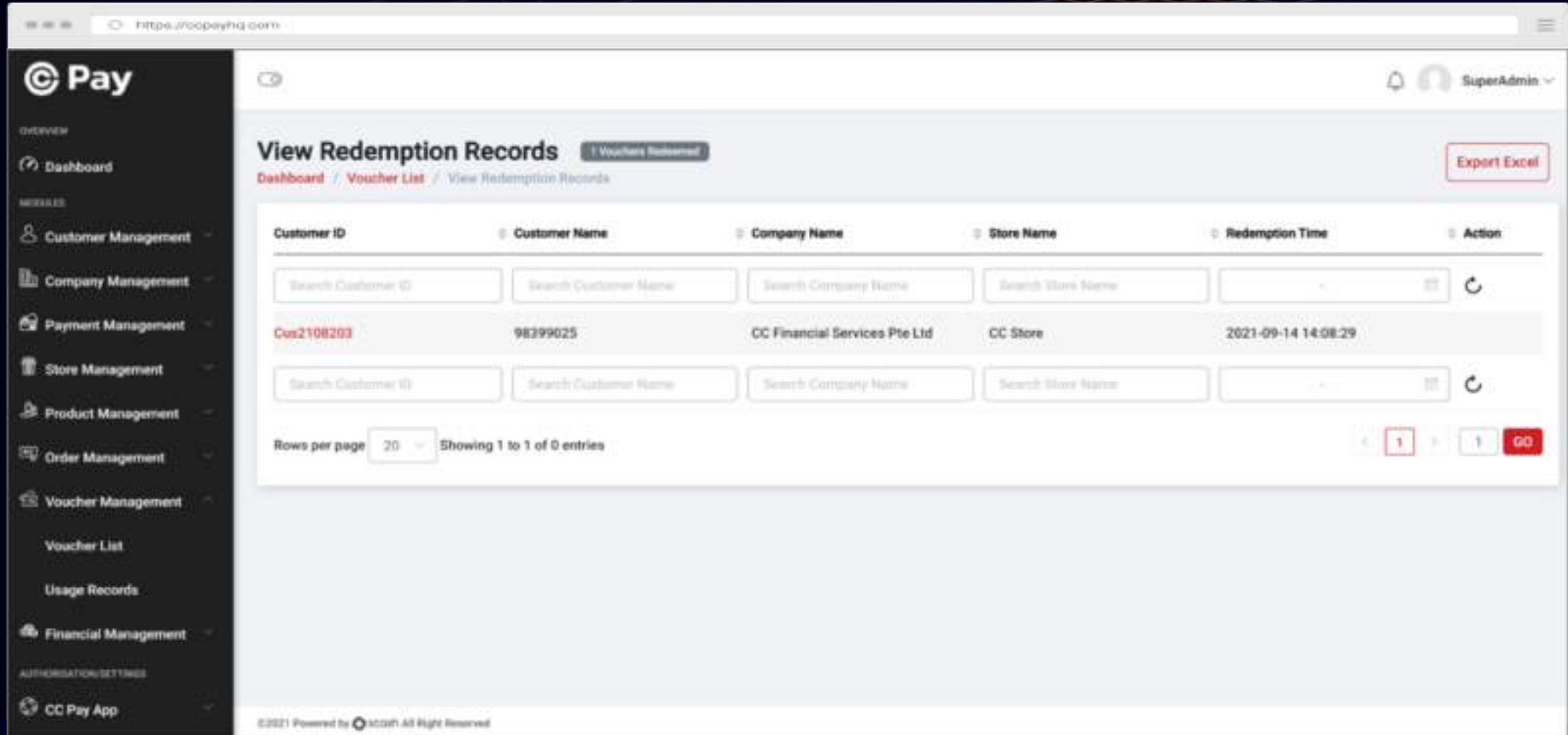
Voucher ID	Voucher Type	Voucher Amount	Minimum Spending	Company Name	Creation On	Status	Action
<input type="text" value="Search Voucher ID"/>	All	<input type="text"/>	<input type="text"/>	<input type="text" value="Search Company Name"/>	<input type="text" value="-"/>	All	
880102473912549376	Price discount	0.5	1	Justalittle Pie Ltd	2021-08-25 14:53:01	Active	
872831555515449344	Price discount	5	50	CC Financial Services Pte Ltd	2021-08-05 13:20:59	<b>View / Edit</b>	<b>Redemption Record</b>
88733885529954688	Price discount	1	5	CC Financial Services Pte Ltd	2021-09-14 14:07:56	Active	Duplicate
<input type="text" value="Search Voucher ID"/>	All	<input type="text"/>	<input type="text"/>	<input type="text" value="Search Company Name"/>	<input type="text" value="-"/>	All	

Rows per page: 20 Showing 1 to 3 of 3 entries

Page 1 of 1 GO

# Voucher Management Module – Voucher List Redemption Record

View “Redemption Record” page displays vouchers redeemed by customers, company, store name and time.



# Voucher Management Module – Duplicate Voucher

To duplicate voucher, click on this : icon and select “Duplicate”

The screenshot displays the Voucher List interface. The table contains the following data:

Voucher ID	Voucher Type	Voucher Amount	Minimum Spending	Company Name	Creation On	Status	Action
880102473912549376	Price discount	0.5	1	Justalittleing Pte Ltd	2021-08-25 14:53:01	Active	⋮
872831555515449344	Price discount	5	50	CC Financial Services Pte Ltd	2021-08-05 13:20:59	Active	⋮
887338885539954688	Price discount	1	5	CC Financial Services Pte Ltd	2021-09-14 14:07:56	Active	⋮

An orange arrow points to the 'Duplicate' option in the action menu for the third voucher. The 'Duplicate' option is highlighted with an orange box.

# Voucher Management Module – Duplicate Voucher

Check the details of the “Duplicate Voucher and click confirm.

The screenshot shows a web browser window with the URL <https://ccpayhq.com>. The page title is "Duplicate Voucher". The breadcrumb trail is "Dashboard / Voucher List / Duplicate Voucher".

The form contains the following fields:

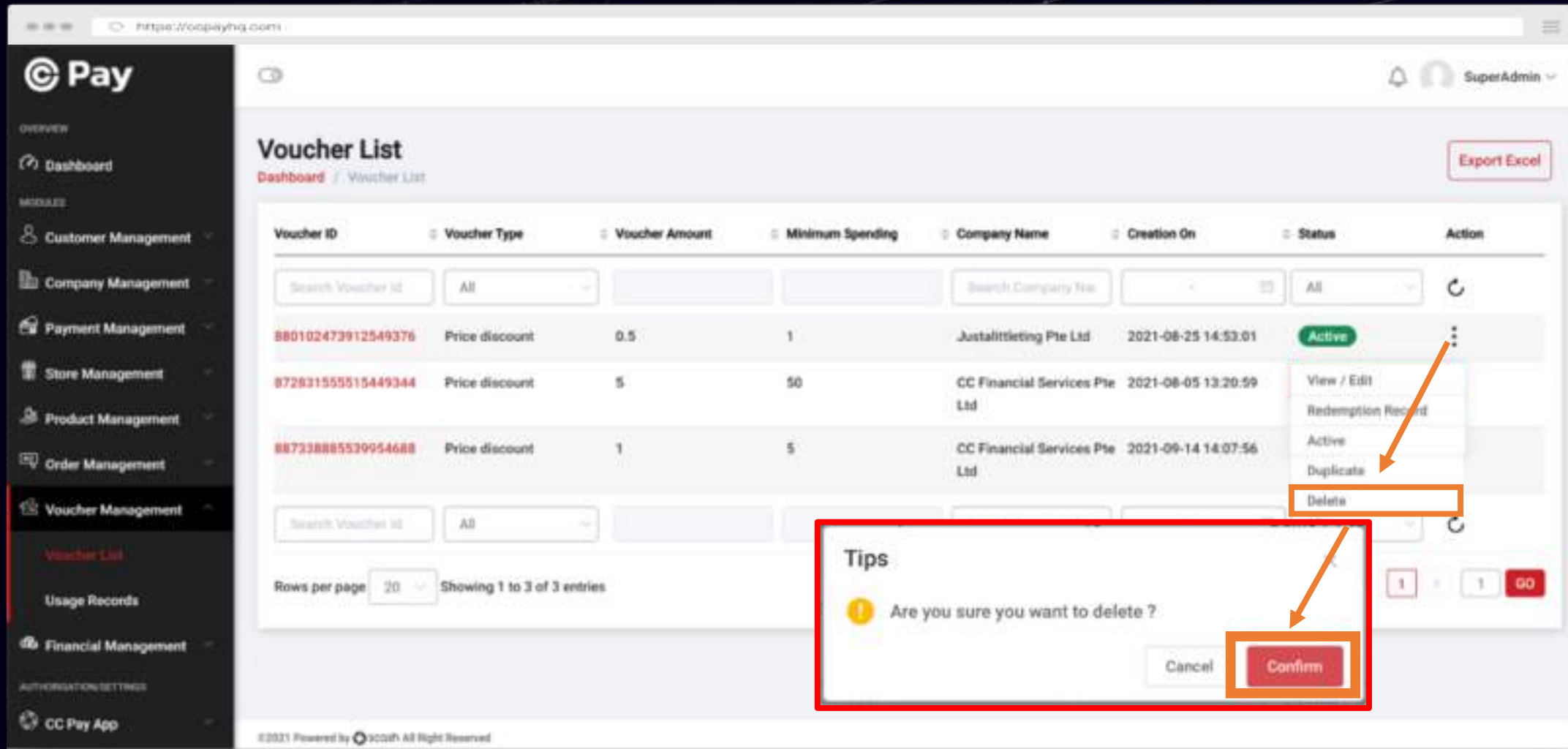
- Voucher Type \***: Price discount (dropdown menu)
- Start Date \***: 2021-12-28 (calendar icon)
- Claim Per Person \***: 1 (text input)
- Par Value/Discount \***: 1 (text input) with a currency symbol (\$) on the right.
- End Date \***: 2021-12-30 (calendar icon)
- Minimum Spending \***: 10 (text input)
- Available Quantity \***: 5 (text input)
- Sequence**: 2 (text input)
- Description**: (empty text area)

At the bottom of the form, there are two buttons: "Confirm" (highlighted with an orange border) and "Cancel".

©2021 Powered by SCSIP All Right Reserved

# Voucher Management Module – Delete Voucher

To delete voucher, click on this  icon and select “Delete” and click “Confirm” on the on-screen message.



The screenshot shows the 'Voucher List' page in the 'Pay' system. The page includes a sidebar with navigation options like 'Dashboard', 'Customer Management', 'Company Management', 'Payment Management', 'Store Management', 'Product Management', 'Order Management', 'Voucher Management', 'Usage Records', and 'Financial Management'. The main content area displays a table of vouchers with columns for Voucher ID, Voucher Type, Voucher Amount, Minimum Spending, Company Name, Creation On, Status, and Action. An 'Export Excel' button is located in the top right corner. A confirmation dialog is open, asking 'Are you sure you want to delete?' with 'Cancel' and 'Confirm' buttons. The 'Delete' option in the action menu is highlighted with an orange box, and the 'Confirm' button in the dialog is also highlighted with an orange box. A red box highlights the entire dialog area.

Voucher ID	Voucher Type	Voucher Amount	Minimum Spending	Company Name	Creation On	Status	Action
<input type="text" value="Search Voucher Id"/>	All	<input type="text"/>	<input type="text"/>	<input type="text" value="Search Company Name"/>	-	All	
880102473912549376	Price discount	0.5	1	Justalittleing Pte Ltd	2021-08-25 14:53:01	Active	
872931555515449344	Price discount	5	50	CC Financial Services Pte Ltd	2021-08-05 13:20:59	Active	View / Edit Redemption Record Active Duplicate Delete
887338885539954688	Price discount	1	5	CC Financial Services Pte Ltd	2021-09-14 14:07:56	Active	

Rows per page: 20 Showing 1 to 3 of 3 entries

Tips: Are you sure you want to delete? [Cancel] [Confirm]

# Voucher Management Module – Add Voucher

To add new voucher, click on “Add New Voucher”

The screenshot shows the 'Voucher List' page in the CC Pay system. The left sidebar contains navigation options: Overview, Dashboard, Modules (Company Management, Store Management, Product Management, Order Management, Voucher Management, Usage Records, Financial Management), and Authorisation/Settings (CC Pay App, System Settings). The 'Voucher Management' section is active, and 'Voucher List' is selected. The main content area displays a table of vouchers with columns for Voucher ID, Voucher Type, Voucher Amount, Minimum Spending, Company Name, Creation On, Status, and Action. Two vouchers are listed: one with ID 88888089663399526 (Scheduled) and one with ID 88887560065410642 (Expired). The 'Add New Voucher' button is highlighted with an orange box. The footer indicates '©2021 Powered by SCODH All Right Reserved'.

Voucher ID	Voucher Type	Voucher Amount	Minimum Spending	Company Name	Creation On	Status	Action
88888089663399526	Price discount	1	10	Demo 7 Pte Ltd	2021-09-18 20:15:20	Scheduled	⋮
88887560065410642	Price discount	1	10	Demo 7 Pte Ltd	2021-09-18 19:54:18	Expired	⋮

# Voucher Management Module – Add Voucher

- Enter relevant details on the "Add New Voucher" page and click "Confirm".

The screenshot shows the 'Add New Voucher' page in the CC Pay system. The page is titled 'Add New Voucher' and includes a breadcrumb trail: 'Dashboard / Voucher List / Add New Voucher'. The form contains the following fields:

- Voucher Type \***: A dropdown menu with 'Price discount' selected.
- Start Date \***: A date input field.
- Claim Per Person \***: A text input field.
- Par Value/Discount \***: A text input field with a '\$' symbol on the right.
- End Date \***: A date input field.
- Minimum Spending \***: A text input field.
- Available Quantity \***: A text input field.
- Sequence**: A text input field.
- Description**: A large text area for entering details.

At the bottom of the form, there are two buttons: 'Confirm' (highlighted with an orange box) and 'Cancel'.

©2021 Powered by SCODH All Rights Reserved

# Voucher Management Module – Usage Records


“Usage Records” function allow user to track all vouchers that have been used by the issuer’s customers.

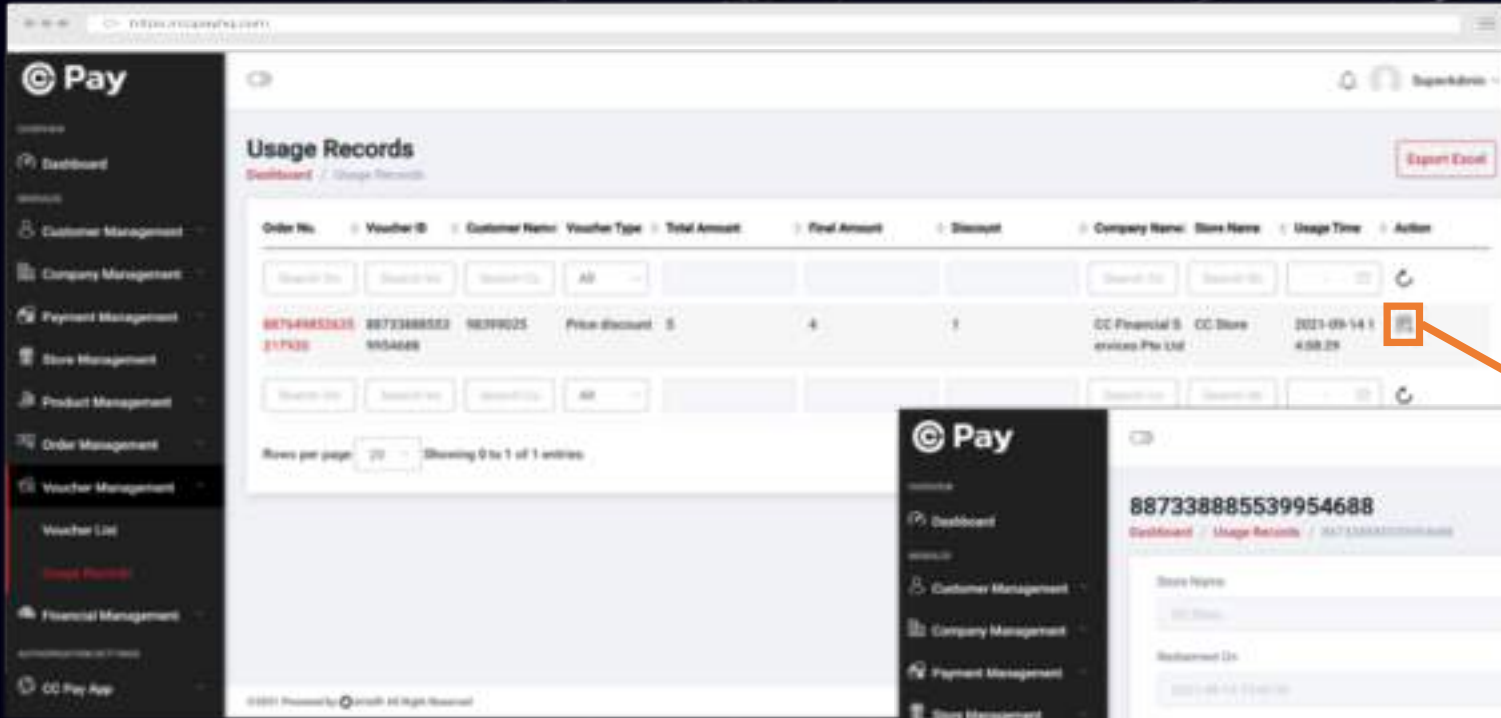
The screenshot displays the 'Usage Records' page in the CC Pay system. The left sidebar contains a navigation menu with the following items: Dashboard, Customer Management, Company Management, Payment Management, Store Management, Product Management, Order Management, Voucher Management (highlighted with an orange arrow), Voucher List, Usage Records, Financial Management, AUTHORIZATION/SETTINGS, and CC Pay App. The main content area shows a table with the following data:


Order No.	Voucher ID	Customer Name	Voucher Type	Total Amount	Final Amount	Discount	Company Name	Store Name	Usage Time	Action
887649852635 217920	88733888553 9954688	98399025	Price discount	5	4	1	CC Financial S ervices Pte Ltd	CC Store	2021-09-14 1 4:08:29	[Action Icon]

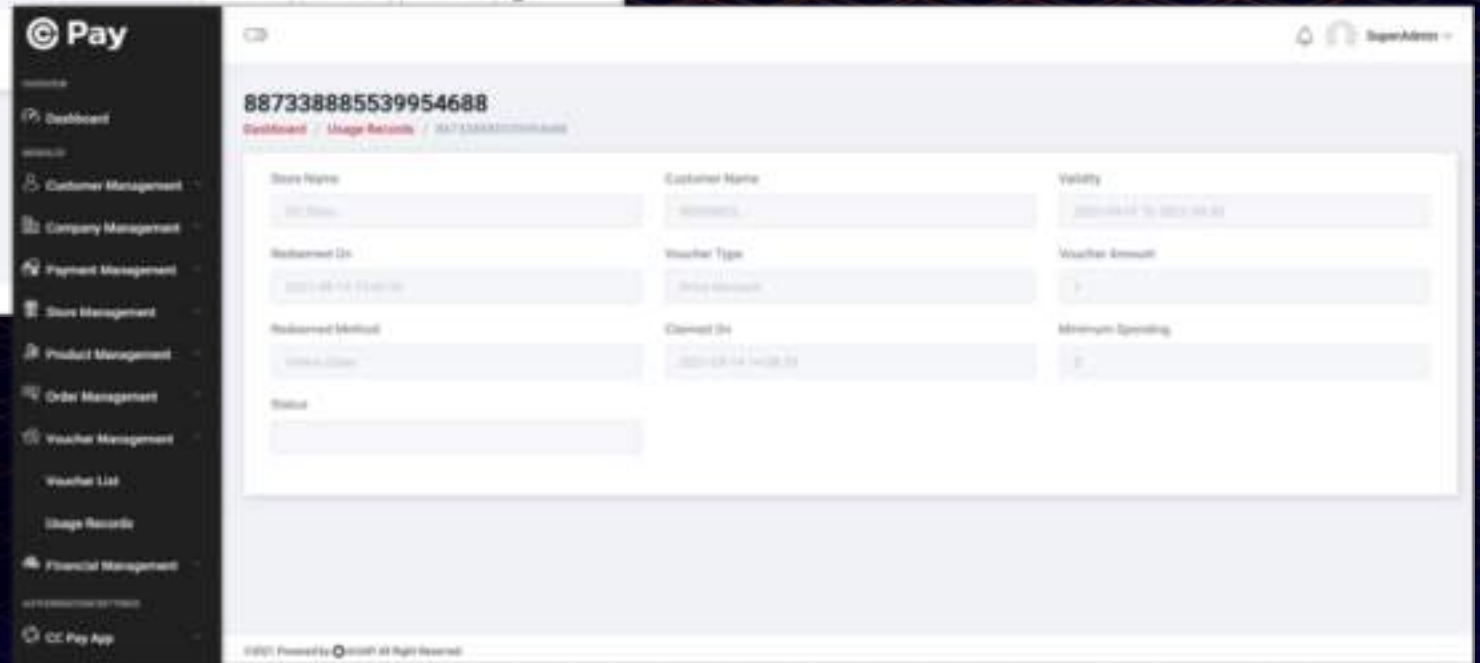
At the bottom of the page, there is a footer that reads: ©2021 Powered by CC Pay All Right Reserved.

# Voucher Management Module – Usage Records

- To access “Usage Records” click on  icon to view details.



Order No.	Voucher ID	Customer Name	Voucher Type	Total Amount	Final Amount	Discount	Company Name	Store Name	Usage Time	Action
887548852635	887338885539954688	88398025	Price discount	5	4	1	CC Financial S	CC Store	2021-09-14 14:08:29	



Store Name	Customer Name	Validity
CC Store	88398025	2021-09-14 14:08:29
Redeemed On	Voucher Type	Voucher Amount
2021-09-14 14:08:29	Price discount	5
Redeemed Method	Claimed On	Minimum Spending
CC Store	2021-09-14 14:08:29	5
Status		

# Voucher Management Module – Export Excel (Voucher List)

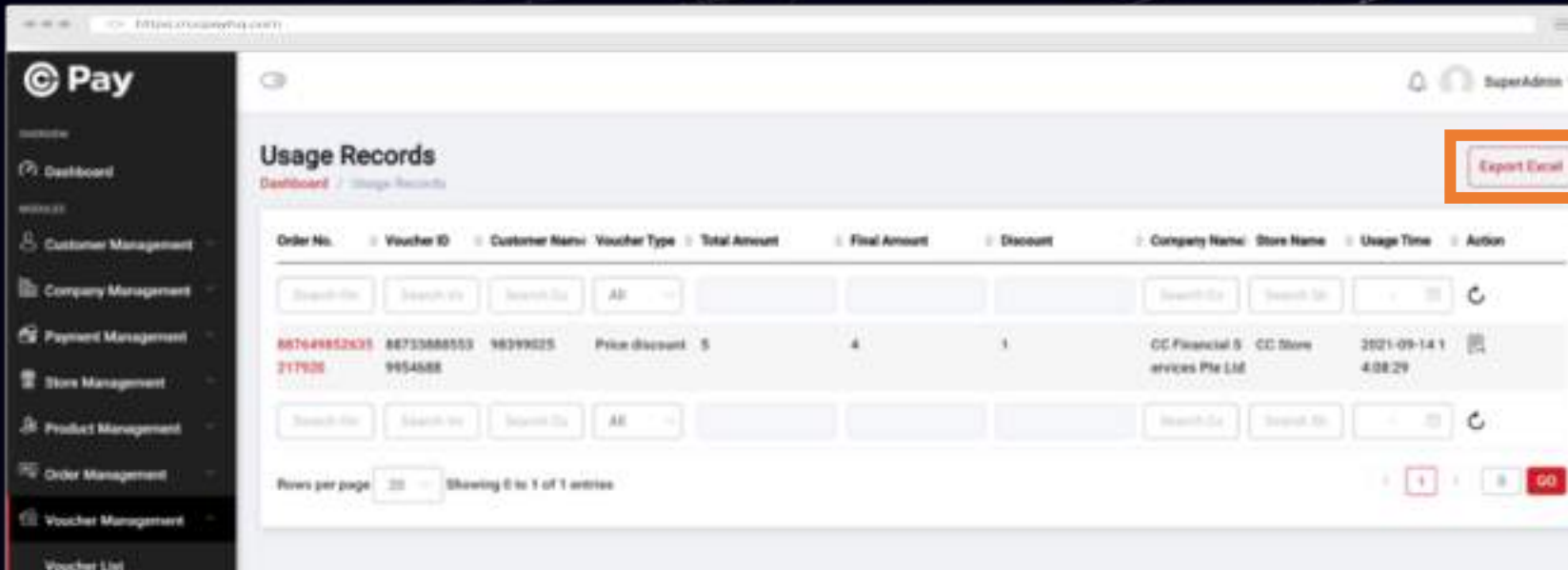
To export “Voucher List” file, click “Export Excel”

The screenshot shows the 'Voucher List' page in the Pay system. The 'Export Excel' button is highlighted with an orange box. An orange arrow points from this button to an Excel spreadsheet overlay. The spreadsheet contains the following data:

	Creation Time	Voucher ID	Voucher Type	Minimum Spending	Company Name	Voucher Amount	Available Qty	Reflection Limit per Us	Start Date	End Date	Description	Status
1												
2	2021-09-18 20:15:20	8888089663399526	Price discount	10.0	Demo 7 Pte Ltd	\$1.0	5	1	2021-12-28	2021-12-30		Scheduled
3	2021-09-18 19:54:18	8887560065410662	Price discount	10.0	Demo 7 Pte Ltd	\$1.0	5	1	2021-08-18	2021-09-17		Expired

# Voucher Management Module – Export Excel (Usage Records)

To export “Usage Records” file, click “Export Excel”



The screenshot shows the Microsoft Excel interface with the ribbon and a table of usage records data. The ribbon includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Developer. The table has the following columns: Creation Time, Voucher ID, Voucher Type, Minimum Spending, Company Name, Voucher Amount, Start Date, End Date, Description, Order No, Customer ID, Redeemed by, Collected Form, and Used At.

Creation Time	Voucher ID	Voucher Type	Minimum Spending	Company Name	Voucher Amount	Start Date	End Date	Description	Order No	Customer ID	Redeemed by	Collected Form	Used At
2021-09-14 14:08:29	8873388 8553995 4688	Price discount	5.0	CC Financial Services Pte Ltd	\$1.0	2021-09-01	2021-09-30		8876498 5263521 7920	Cus2108 203	9839902 5	CC Store	CC Store

*CCPay Merchant Portal*

# Financial Management Module Guide



**Pay**

CC Financial Services Pte Ltd

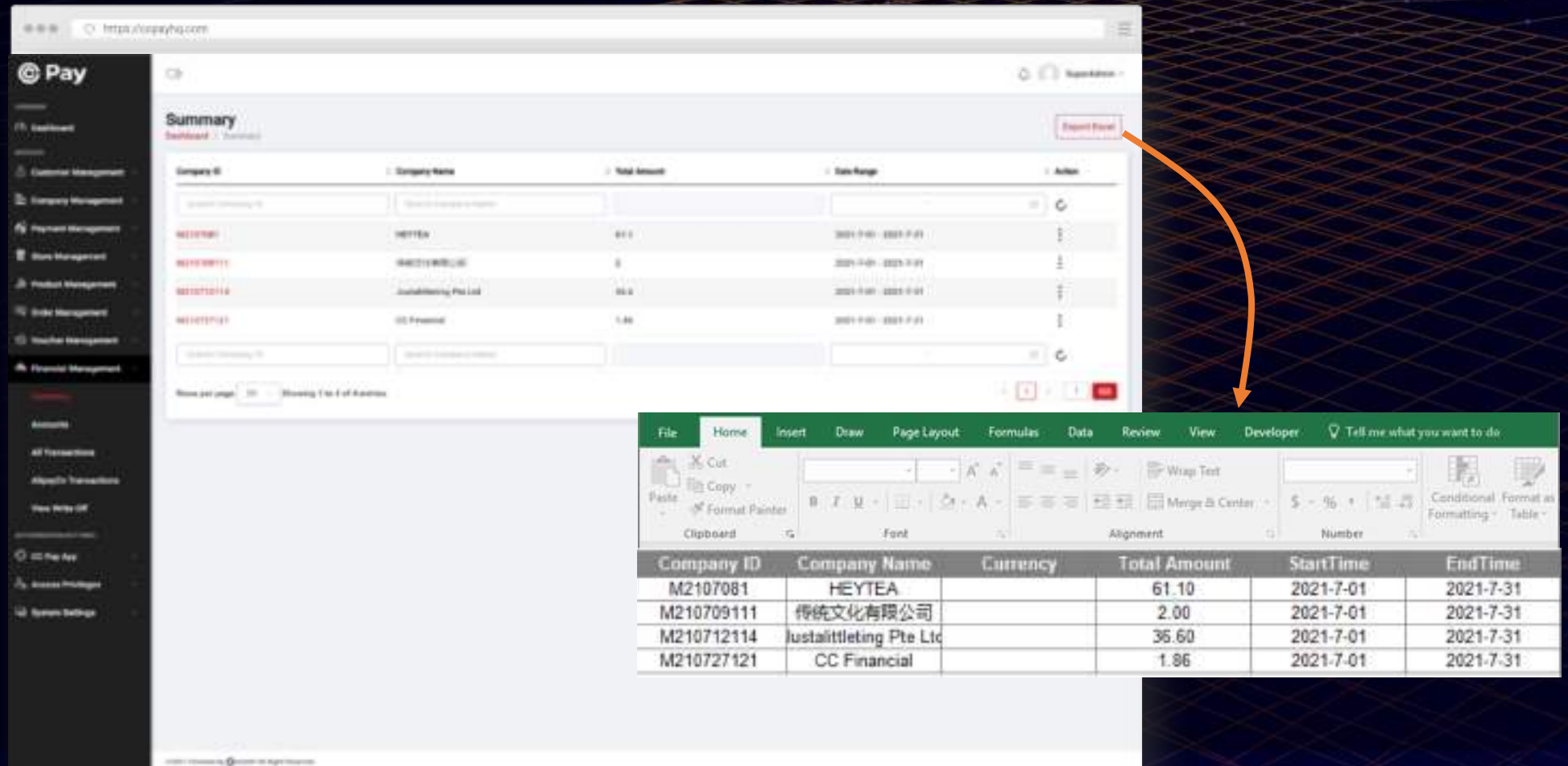
## *Financial Management Module*

The Financial Management Module allows user to manage the following:

- View summary financial report
- View store accounts
- View transaction report
- View settlement report

# Financial Management Module - Summary

The Summary page shows the financial report on the Company basis. You can click 'Export Excel' to export the summary

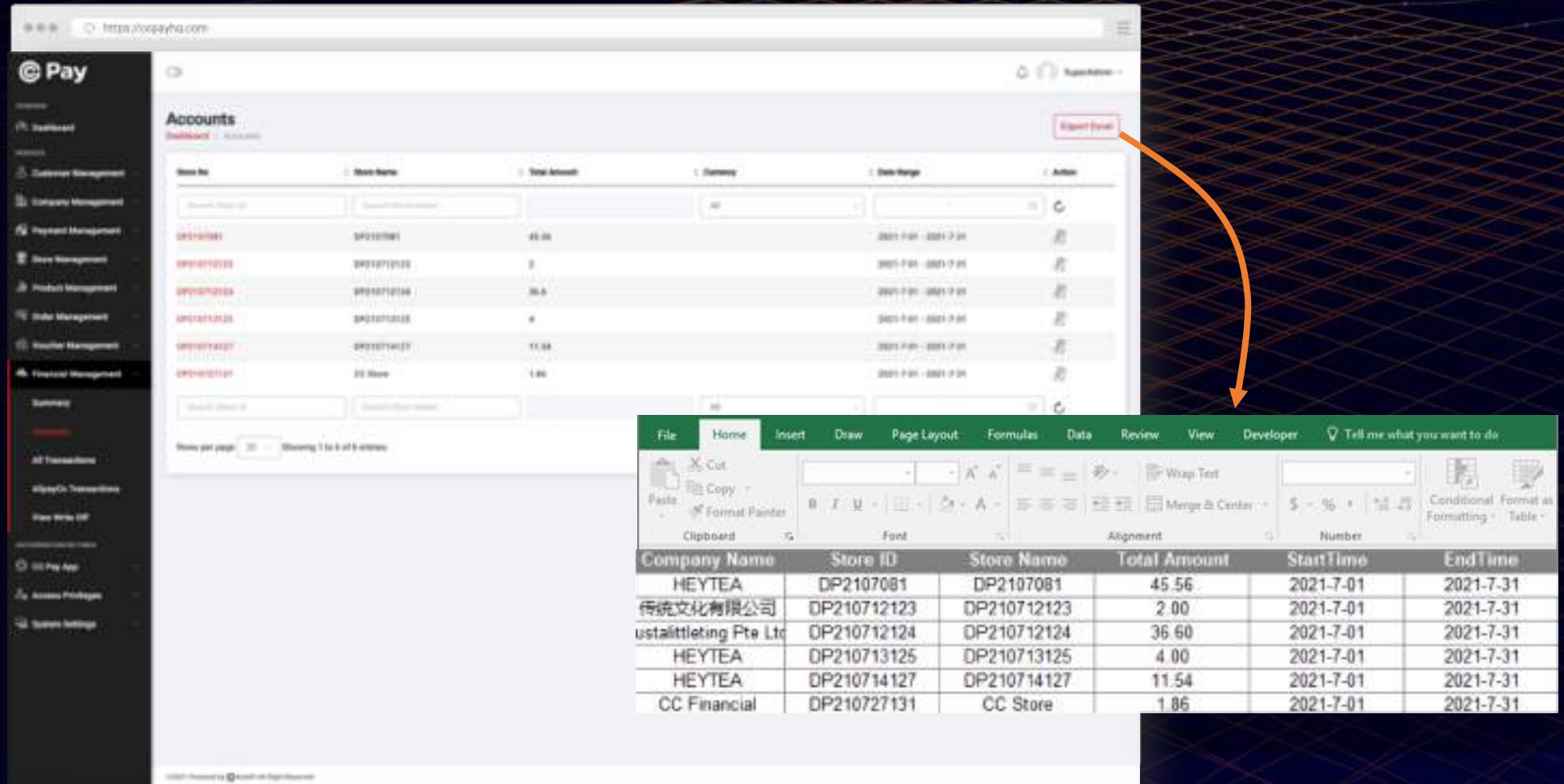


The screenshot shows the 'Summary' page in the Pay system. The page displays a table of financial reports for various companies. An orange arrow points from the 'Export Excel' button on the page to an Excel spreadsheet showing the same data.

Company ID	Company Name	Total Amount	Start Time	End Time
M2107081	HEYTEA	61.0	2021-7-01	2021-7-31
M210709111	传统文化有限公司	2.00	2021-7-01	2021-7-31
M210712114	Justalittleing Pte Ltd	36.60	2021-7-01	2021-7-31
M210727121	CC Financial	1.86	2021-7-01	2021-7-31

# Financial Module - Accounts

The Accounts page shows the financial report on the store basis. You can click 'Export Excel' to export the accounts



The screenshot displays the 'Accounts' page in the Pay.com system. The page features a sidebar with navigation options and a main content area with a table of accounts. An orange arrow points from the 'Export Excel' button in the top right corner of the table to an Excel spreadsheet overlay. The spreadsheet contains the following data:

Company Name	Store ID	Store Name	Total Amount	StartTime	EndTime
HEYTEA	DP2107081	DP2107081	45.56	2021-7-01	2021-7-31
传统文化有限公司	DP210712123	DP210712123	2.00	2021-7-01	2021-7-31
ustalittleing Pte Ltd	DP210712124	DP210712124	36.60	2021-7-01	2021-7-31
HEYTEA	DP210713125	DP210713125	4.00	2021-7-01	2021-7-31
HEYTEA	DP210714127	DP210714127	11.54	2021-7-01	2021-7-31
CC Financial	DP210727131	CC Store	1.86	2021-7-01	2021-7-31

# Financial Management Module - All Transactions

The All Transactions page shows the transaction report. You can click 'Export Excel' to export the transactions

The screenshot displays the 'All Transactions' page in the Pay system. The page features a sidebar with navigation options and a main content area with a table of transactions. The table columns include Order No., Partner Transaction, Transaction No., Company Name, Store Name, Amount, Currency, Payment Method, Transaction Date, and Status. An orange arrow points from the 'Export Excel' button in the top right corner of the page to a Microsoft Excel spreadsheet. The spreadsheet shows the exported data, including columns for Order No., Partner Transaction, Transaction No., Company Name, Store Name, Amount, Currency, Order Type, Payment Method, Status, Transaction Date, and Paid By.

Order No.	Partner Transaction	Transaction No.	Company Name	Store Name	Amount	Currency	Order Type	Payment Method	Status	Transaction Date	Paid By
70258432349255255c34652641314870388432350617	Financial Services Pte Ltd	CC Store	0.10	SGD	Offline Order	Payflow	Completed	2021-07-28 11:26:25	Customer		
7025469546150400711222021072903004088982M7c1c28b	CC Financial	CC Store	0.01	SGD	Offline Order	WuChat Pay	Completed	2021-07-28 11:21:21	Customer		
70254256723943427114020210729423013682451a966c09f	CC Financial	CC Store	0.01	SGD	Offline Order	WuChat Pay	Completed	2021-07-28 11:25:04	Customer		

# Financial Management Module - Settlement Report

The Settlement Report page shows you the daily settlement report. Click on Settlement Report dropdown and select Monthly Settlement Report to view the monthly settlement report.

The screenshot displays the C Pay Settlement Report page. The interface includes a sidebar with navigation options like Dashboard, Customer Management, and Financial Management. The main content area shows a table of settlement transactions. A dropdown menu is open over the 'Settlement Report' button, highlighting the 'Monthly Settlement Report' option with an orange arrow.

S/N	Settlement No.	Store ID	Store Name	Payment	Commission	Amount	Payment Method	
1	DCIS020210912153803 7779	S170667	Imperial Restaurant	SGD 0.01	SGD 0.00	SGD 0.01	Alipay	2021-09-12
2	DCIS020210912153803 5655	S170390	AZ SALON	SGD 1.09	SGD 0.02	SGD 1.11	Alipay	2021-09-12
3	DCIS020210912153803 6825	DP2107306	Demo 5	SGD 1.10	SGD 0.00	SGD 1.10	PayNow	2021-09-12
4	DCIS020210912153803 5273	DP2107306	Demo 5	SGD 1.00	SGD 0.00	SGD 1.00	GrabPay	2021-09-12
5	DCIS020210912153803 2900	DP2107306	Demo 5	SGD 0.51	SGD 0.00	SGD 0.51	WeChat Pay	2021-09-12
6	DCIS020210911225706 2957	S170906	BEST DENKI-IMM	SGD 1.98	SGD 0.02	SGD 2.00	Alipay	2021-09-11
7	DCIS020210911225706 8243	S170626	Golden Watch Gold & Je wellery	SGD 0.99	SGD 0.01	SGD 1.00	Alipay	2021-09-11

# Financial Management Module - Monthly Settlement Report

The Monthly Settlement Report page shows you the monthly settlement report. Click on Monthly Settlement Report dropdown and select Settlement Report to view the daily settlement report.

The screenshot displays the 'Monthly Settlement Report' page in the Pay system. The page features a sidebar with navigation options and a main content area with a table of settlement data. A dropdown menu is open over the table, showing two options: 'Settlement Report' and 'Monthly Settlement Report'. An orange arrow points to the 'Settlement Report' option.

S/N	Store ID	Store Name	Payment	Commission	Amount
1	S170667	Imperial Restaurant	SGD 0.01	SGD 0.00	SGD 0.01
2	S170390	AZ SALON	SGD 1.09	SGD 0.02	SGD 1.11
3	DP2107306	Demo 5	SGD 2.61	SGD 0.00	SGD 2.61
4	S170906	BEST DENKI-IMM	SGD 1.98	SGD 0.02	SGD 2.00
5	S170626	Golden Watch Gold & Jewellery	SGD 0.99	SGD 0.01	SGD 1.00
Total	5		SGD 6.68	SGD 0.05	SGD 6.73

*CCPay Merchant Portal*

# Advertisement Module Guide



**Pay**

CC Financial Services Pte Ltd

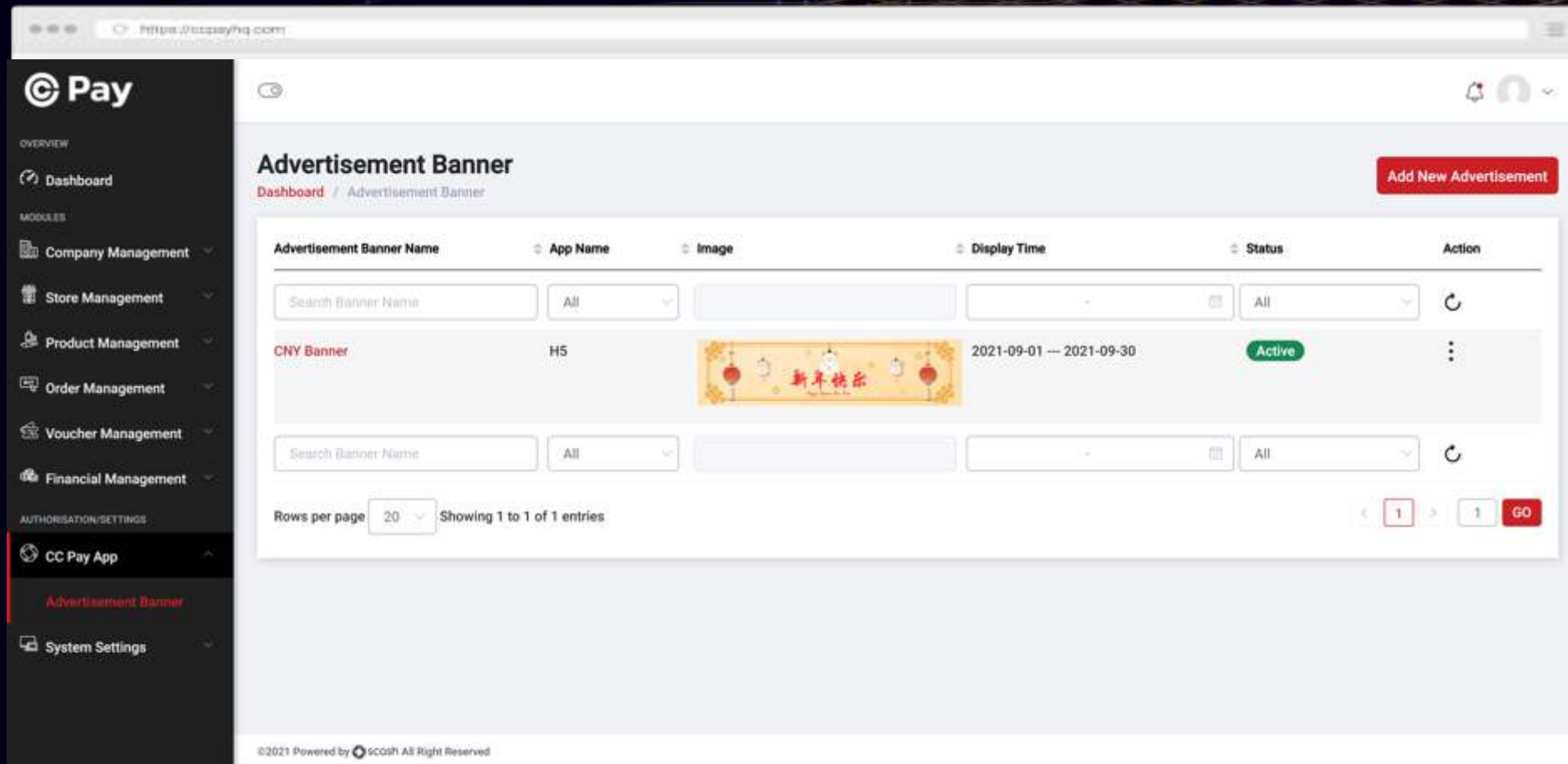
## *Advertisement Module*

The Advertisement Module allows user to manage the following:


- View current advertisement banners
- Add, view and edit advertisement banners

# Advertisement Module - Advertisement Banner

To access the Advertisement Module, click on 'CC Pay App' and select 'Advertisement Banner'. To sort the list in ascending or descending order, click  icon next to the corresponding column.



The screenshot shows the 'Advertisement Banner' management page in the CC Pay App. The page includes a sidebar with navigation options like 'Dashboard', 'Company Management', 'Store Management', 'Product Management', 'Order Management', 'Voucher Management', 'Financial Management', 'CC Pay App', 'Advertisement Banner', and 'System Settings'. The main content area displays a table of advertisement banners with columns for 'Advertisement Banner Name', 'App Name', 'Image', 'Display Time', 'Status', and 'Action'. A search bar and filters are provided for each column. The table shows one entry: 'CNY Banner' for app 'H5', with a display time of '2021-09-01 -- 2021-09-30' and a status of 'Active'. The page also features a pagination control showing 'Showing 1 to 1 of 1 entries' and a 'GO' button.


Advertisement Banner Name	App Name	Image	Display Time	Status	Action
<input type="text" value="Search Banner Name"/>	<input type="text" value="All"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="All"/>	<input type="text" value="Refresh"/>
CNY Banner	H5		2021-09-01 -- 2021-09-30	Active	<input type="text" value="More"/>
<input type="text" value="Search Banner Name"/>	<input type="text" value="All"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="All"/>	<input type="text" value="Refresh"/>

Rows per page:  Showing 1 to 1 of 1 entries

# Advertisement Module - Add New Advertisement

To add a new advertisement banner, click on 'Add New Advertisement'.

The screenshot displays the 'Advertisement Banner' management page in the CC Pay system. The interface includes a sidebar with navigation options such as 'Dashboard', 'Company Management', 'Store Management', 'Product Management', 'Order Management', 'Voucher Management', 'Financial Management', 'CC Pay App', 'Advertisement Banner', and 'System Settings'. The main content area features a table with columns for 'Advertisement Banner Name', 'App Name', 'Image', 'Display Time', 'Status', and 'Action'. A single entry is visible: 'CNY Banner' associated with 'H5', featuring a Chinese New Year banner image, with a display period from 2021-09-01 to 2021-09-30 and an 'Active' status. A red button labeled 'Add New Advertisement' is located in the top right corner of the main content area, indicated by an orange arrow.

Advertisement Banner Name	App Name	Image	Display Time	Status	Action
<input type="text" value="Search Banner Name"/>	All	<input type="text"/>	<input type="text" value="-"/>	All	<input type="button" value="Refresh"/>
CNY Banner	H5		2021-09-01 -- 2021-09-30	Active	<input type="button" value="More"/>
<input type="text" value="Search Banner Name"/>	All	<input type="text"/>	<input type="text" value="-"/>	All	<input type="button" value="Refresh"/>

Rows per page: 20 Showing 1 to 1 of 1 entries

# Advertisement Module - Add New Advertisement

Enter the Advertisement Banner Name, Start Time, End time and upload an image and click 'Confirm'. Newly added advertisement will appear on your online store.

The screenshot shows the 'Add New Advertisement' form in the CC Pay system. The form is located at <https://ccpayhq.com>. The left sidebar contains the following navigation items: Overview, Dashboard, Modules (Company Management, Store Management, Product Management, Order Management, Voucher Management, Financial Management), and Authorisation/Settings (CC Pay App, Advertisement Banner, System Settings). The main content area is titled 'Add New Advertisement' and includes the following fields:

- Advertisement Banner Name \* (Text input field, currently empty)
- Start Time \* (Date picker, currently 'Select A Date')
- End Time \* (Date picker, currently 'Select A Date')
- Sequence (Text input field, currently empty)
- URL (Text input field, currently empty)
- Status (Dropdown menu, currently 'Active')
- Upload Image \* (Image upload area with a recommended dimension of 750 x 750 pixels and support for PNG and JPG, do not exceed 1MB)

A red 'Confirm' button and a grey 'Cancel' button are located at the bottom of the form. An orange arrow points to the 'Confirm' button.

©2021 Powered by scash All Right Reserved

# Thank You

**Contact Us:**

1 Park Road, People's Park Complex #02-106, S059108

Website: <https://www.ccpay.com.sg>

Email: [info@ccpay.com.sg](mailto:info@ccpay.com.sg)

Tel: (65) 6226 1068

This presentation is prepared by CC Financial Services Pte. Ltd. for informational purposes only and may not be distributed, copied or reproduced in whole or in part by anyone without the prior permission of CC Financial Services Pte. Ltd. All of the information contained in the presentation is confidential and subject to further modification and discussion.