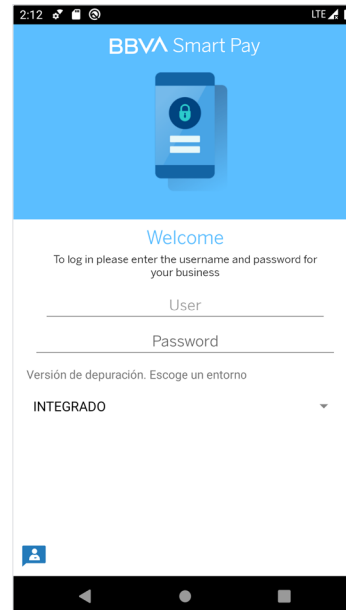


# BBVA SmartPay manual app manual

## RUNNING THE APP

To log into the application, enter the credentials we emailed to you.

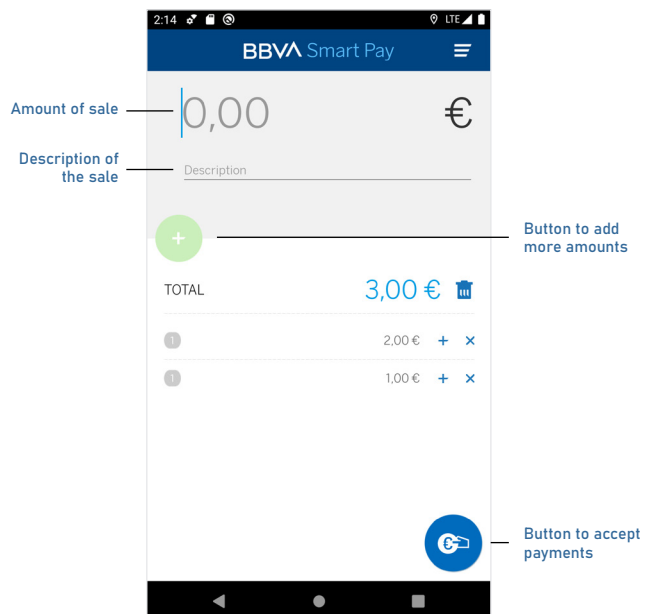


## MAKING A SALE

Once logged in, the application will take you to the main screen, used to make sales. This terminal accepts payments with cards and QR codes, depending on the payment method configured (see configuration section option "Collection method").

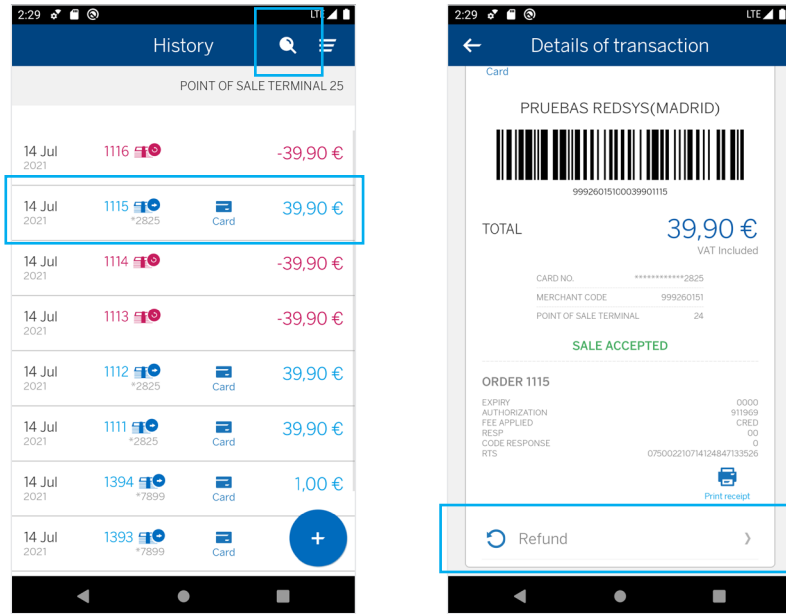
Enter the **amount** of the sale and press the **charge** button.

- If you like, you can add a description
- And if you need more articles, tap the button add more amounts



## ISSUING REFUNDS

Refunds are made from the Transaction History option. Look for the transaction you want to refund on the history screen, go into the transaction details and you will see the refund option.



Enter the amount to refund (you can issue a partial refund) and press accept.

## MENU BBVA SMARTPAY

There is a side menu with different options to browse the different features of the application. The available options are:

- Sale
- Operations History
- Reports
- Settings

## CONFIGURATION

In this section you will have the following options:

- 1. Automatic access.** This way you speed up the login process and you don't need to enter the username and password each time you log in.
- 2. Payment method.** Select how you want to accept payments by default from these options:
  - Accept only payment by card
  - Accept only payment with the Alipay or Wechat Pay QR code
  - Always ask when processing a payment for any of the above options

If you choose the option "Always Ask" when you make a sale, before the payment is processed, the application will show this screen so that you choose the payment method.

