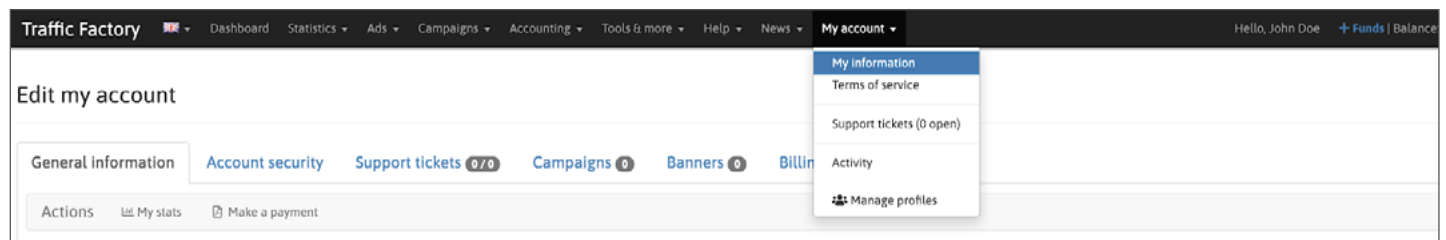


# HOW TO COMPLETE MY COMPANY & BILLING INFORMATION



Log in to your Traffic Factory account, then go to **“My account”** in the menu bar, and click on **“My information”**.

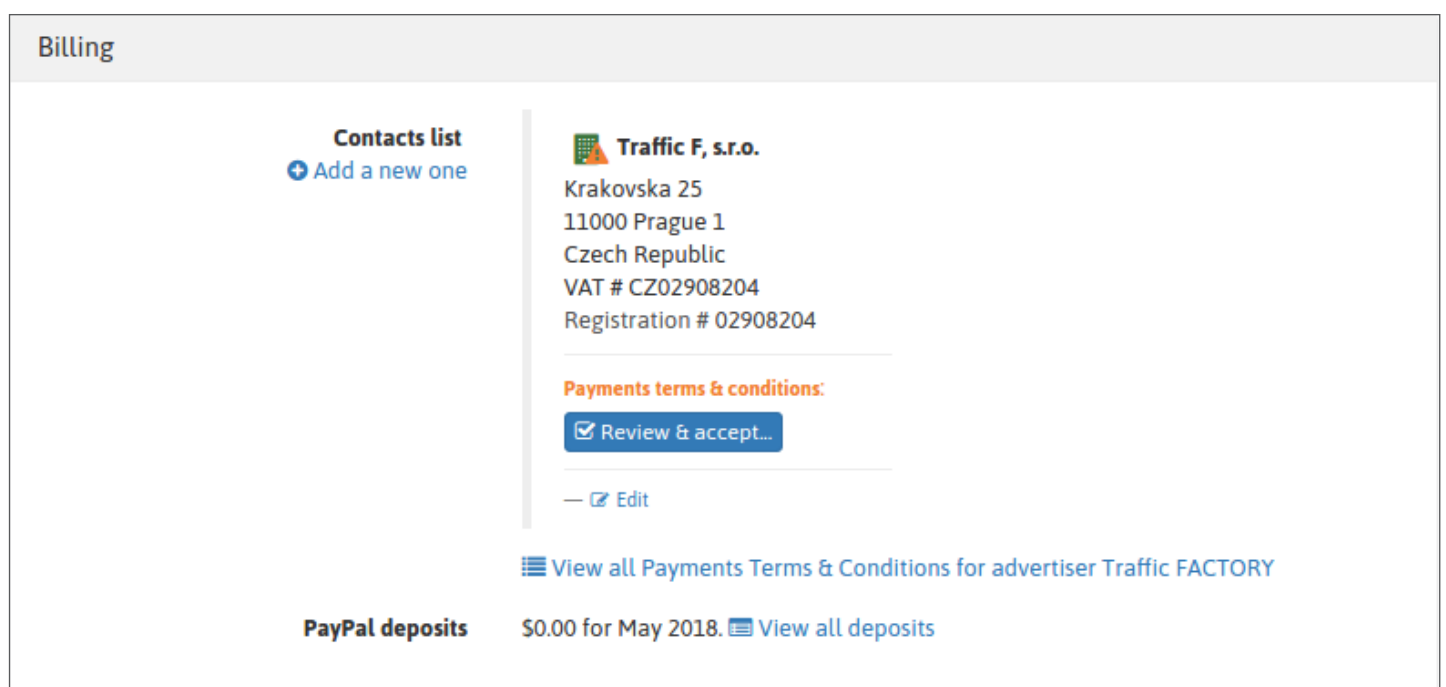


You are directed to your account profile on the **“General information”** tab.

This tab has 7 sections:

- [Account information](#)
- [Balances PUBLISHER / ADVERTISER](#)
- [CAMPAIGNS AND BANNERS](#)
- [Sub accounts](#)
- [Contact](#)
- [Billing](#)
- [Comments](#)

To complete your company and billing information, click on **“Edit”** just below your billing information in **“Billing”** section.



→ MAKE SURE THAT YOUR COMPANY NAME/ PERSONAL NAME REGISTERED ON OUR PLATFORM MATCHES YOUR PAYMENT INFORMATION, OTHERWISE YOUR PAYMENT WILL BE REJECTED.

→ FROM 04/01/2018, INVOICES SENT TO EUROPEAN CUSTOMERS WITHOUT A VALID VAT NUMBER WILL BE ISSUED WITH THE STANDARD VAT RATE OF THE CUSTOMER STATE.

Fill in the form with all your information, then click on “Submit” to validate

Edit billing contact 'Traffic F, s.r.o.' ×

<b>Company name</b>	<input type="text" value="Traffic F, s.r.o."/>
<b>Company address</b>	<input type="text" value="Krkovska 25&lt;br/&gt;11000 Prague 1"/>
<b>Company country</b>	<input type="text" value="Czech Republic"/>
<b>VAT number</b>	<input type="text" value="CZ02908204"/>
<b>Registration number</b>	<input type="text" value="02908204"/> <input type="checkbox"/> Not applicable / Personal account
<b>Billing email</b>	<input type="text" value="accounting.trafficfactory@webgroup-limited.com"/> <small>We will use the account email address if this one is not provided.</small>
<b>PayPal ID</b>	<input type="text" value="accounting.trafficfactory@webgroup-limited.com"/>
<b>Paxum ID</b>	<input type="text" value="accounting.trafficfactory@webgroup-limited.com"/>
<b>Wire ID</b>	<input type="text" value="CZ6680400000002001104417"/>

→ If you are not based in Europe, check “**Not applicable / Personal account**” for VAT number.

→ If you don't have a registration number, check “Not applicable / Personal account”.

Information ×

Billing contact updated successfully.

Your VAT number will automatically be checked and compared to the VIES database. This process can take up to 24hours. If the below alert is still visible in your account after 24hours, please contact our accounting department:

[accounting.trafficfactory@webgroup-limited.com](mailto:accounting.trafficfactory@webgroup-limited.com)

**⚠ Account alerts**

- The country and/or billing contact defined in your account are missing or invalid. Please update your information [here](#).
- We now ask you to register your VAT number. Please update your information [here](#).
- Your account balance is low, please **make a payment**.

Once your company & billing information have been completed, you will be asked to review and to accept our **“PAYMENT TERMS & CONDITIONS”** (If, at a later date, we update or modify our Payment Terms & Conditions, you will be asked to re-validate this process)

Billing

**Contacts list**  
+ Add a new one

**Traffic F, s.r.o.**  
Krakovska 25  
11000 Prague 1  
Czech Republic  
VAT # CZ02908204  
Registration # 02908204  
Billing email:  
accounting.trafficfactory@webgroup-limited.com  
PayPal ID:  
accounting.trafficfactory@webgroup-limited.com  
Paxum ID:  
accounting.trafficfactory@webgroup-limited.com  
Wire ID:  
CZ668040000002001104417

**Payments terms & conditions:**  
 Review & accept...

[Edit](#)

[View all Payments Terms & Conditions for advertiser Traffic FACTORY](#)

**PayPal deposits** \$0.00 for May 2018. [View all deposits](#)

Click on **“Review & Accept”**, and then take the time to read our payment T&C's.

Payments terms & conditions

Revisions for advertiser » Traffic Factory » Create new custom revision for company » Traffic F, s.r.o. »

ⓘ This draft has not been saved yet.

**T&C information**

Applies to billing contact

**Traffic F, s.r.o.**  
 Krakovska 25  
 11000 Prague 1  
 Czech Republic  
 VAT # CZ02908204  
 Registration # 02908204  
 Billing email:  
 accounting.trafficfactory@webgroup-limited.com  
 PayPal ID:  
 accounting.trafficfactory@webgroup-limited.com  
 Paxum ID:  
 accounting.trafficfactory@webgroup-limited.com  
 Wire ID: CZ668040000002001104417

Status: Not Accepted

Current revision: Not Accepted

**Master Payment Terms & conditions**

TRAFFIC F, s.r.o Payment terms and conditions  
Version dated May 18, 2018

**RECITAL:**

**WHEREAS** COMPANY has a extensive experience and expertise in advertising and have developed an online marketing program utilizing its traffic service ("Program");

**WHEREAS** CLIENT desires to participate in the Program;

**WHEREAS** the PARTIES have agreed to enter into a contractual relationship whereby CLIENT will benefit from COMPANY's expertise in exchange for PAYMENT in accordance with the terms and conditions of this AGREEMENT;

**NOW, THEREFORE**, the PARTIES agree as follows:

**1. DEFINITIONS AND CONSTRUCTION**

1.1 **Definitions.** The following terms when appearing in capitalized form shall have the meanings set forth hereunder:

"COMPANY" shall mean Traffic F s.r.o, having its executive office at Krakovská 1366/25, 110 00 Prague 1, Czech Republic.

"CLIENT" shall mean the person and/or firm placing an order with COMPANY.

Then accept our conditions by clicking on **“Accept terms and conditions of payment“** at the bottom of the page

19. INDEPENDENT CONTRACTORS

The PARTIES to this AGREEMENT are independent contractors, and nothing in this AGREEMENT will be deemed to place the PARTIES in the relationship of employer/employee, principal agent or joint ventures. This AGREEMENT shall not be construed as authority for either PARTY to act for the other PARTY in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other PARTY.

In witness whereof, CLIENT hereto has agreed to all of the terms and conditions of this AGREEMENT to be executed by its duly authorized representatives effective as of the May 18, 2018.

Actions: [Back to list](#) [Accept terms and conditions of payments](#)

Payments terms & conditions

1 result

Billing contact *	Effective date	Status	Actions
<b>DEFAULT</b> Traffic F, s.r.o. - Krakovska 25 - 11000 Prague 1 - Czech Republic	May 18, 2018	<span style="color: green;">LAST ACCEPTED</span>	<a href="#">Get PDF</a>

1 result

You can save a copy by downloading our PDF version, but you can also find your contract at anytime within the **“Billing“** section of your profile, and by then clicking on the PDF link.

**Billing**

**Contacts list**  
[Add a new one](#)

**Traffic F, s.r.o.**  
 Krakovska 25  
 11000 Prague 1  
 Czech Republic  
 VAT # CZ02908204  
 Registration # 02908204  
 Billing email:  
 accounting.trafficfactory@webgroup-limited.com  
 PayPal ID:  
 accounting.trafficfactory@webgroup-limited.com  
 Paxum ID:  
 accounting.trafficfactory@webgroup-limited.com  
 Wire ID:  
 CZ668040000002001104417

**Payments terms & conditions:**  
[Effective date May 18, 2018](#)

[Edit](#)

[View all Payments Terms & Conditions for advertiser Traffic FACTORY](#)

**PayPal deposits** \$0.00 for May 2018. [View all deposits](#)