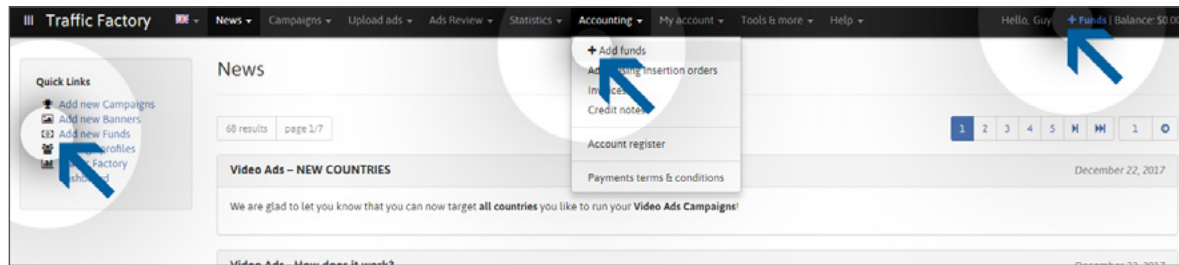




## STEP 1: Go to Accounting Section

There are three possible options to add funds to your account. You can choose any of these options



## STEP 2: Add Funds

- For the 1st step, please select:
- Your payment preference type**
- The pick up currency**
- The Amount**

Then, in the User section, please select the account that is sending the payment and then click on SAVE.

### Request an insertion order to make a payment

Step 1 - Add Funds
Step 2 - Create Insertion Order
Step 3 - Paym

Advertising insertion order

**Date** January 15, 2018

**Payment type** paxum wire transfer

**Amount** € 1000 ex/VAT % : Vat

User

**Contact** ▼

**Billing contact** Test Company

Rusalka 24  
Czech Republic  
VAT # CZ276404448

Payments terms & conditions:  
Effective date Jan 15, 2018

You can edit the billing contacts in your account

Select this contact by default when creating invoices

Payment proof

**Action**

Keep the uploaded file above

Delete the uploaded file

Upload a new file

**Choose a file** Choose File No file chosen

Allowed formats: PDF, JPEG, PNG, GIF. Maximum size: 1 MB.

Actions
Back to list
Save

## STEP 3: Data confirmation

In the second step, please verify all of your payment information and then click on the „Create IO“ button.

Step 1 - Add Funds   Step 2 - Create Insertion Order   Step 3 - I

User	Test Guy (\$0.00)
Amount ex/VAT	€1,000.00
VAT	21 %
Amount w/VAT	€1,210.00
Date	January 15, 2018
Payment type	wire transfer
Company	Test Company Rusalka 24 Czech Republic VAT #

← Go back and edit insertion order   Create the insertion order →

## STEP 4: IO is created

Now your insertion order has been created! The wizard has generated the unique TrafficFactory Insertion order number!

**Please reference / indicate this number within the notes of the payment method that you are using to send us funds.**

Insertion order #TFYIO2018-000904 for Guy

Advertising insertion order

Number	#TFYIO2018-000904
Status	READY
Date	January 15, 2018
Amount	€1,000.00 ex/VAT (€1,210.00 w/VAT)
VAT	21 %
Payment type	WIRE

Actions   Upload a payment proof   Print   PDF

Date	Description	Notes / References
January 15, 2018 12:58 PM	Created insertion order	

To view your IO, click on Print or PDF button.

