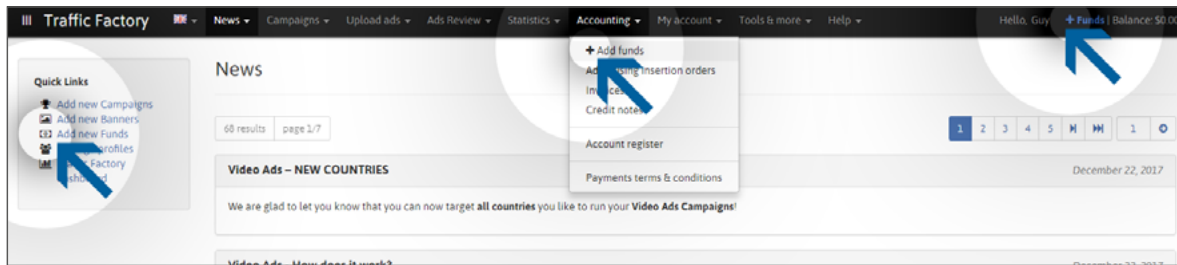


第1步：进入账户的會計核算部分

您可以通过三种方式在帐户中充值。您可以选择以下选项



第2步：添加資金

选择以下任何一个选项，第一步，请选择：您的付款偏好类型、货币类型、金额，然后，在用户部分，请选择发送付款的帐户，然后点击“保存”。

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:

Amount: € 1000 ex/VAT % : Vat

User

Contact: [Dropdown]

Billing contact: Test Company
Rusalka 24
Czech Republic
VAT # [Redacted]

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: No file chosen
Allowed formats: PDF, JPEG, PNG, GIF. Maximum size: 1 MB.

Actions:

第3步：确认信息：

建立廣告訂單：在第2步中，請驗證所有付款信息，然後单击“创建订单”按钮。

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 →

第4步：创建订单：

现在您的广告订单已创建完成！该向导已生成唯一的**Traffic Factory**订单号！請將廣告訂單的編號 (例如 **TFYIO2019-000001**) 註明在您的付款留言/備註信息中，這樣可以確保我們的會計部門能夠正確入賬。如果您無法添加備註信息，請提前聯繫我們。

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	

若要查看广告订单，請单击“打印”或“PDF”按钮。

