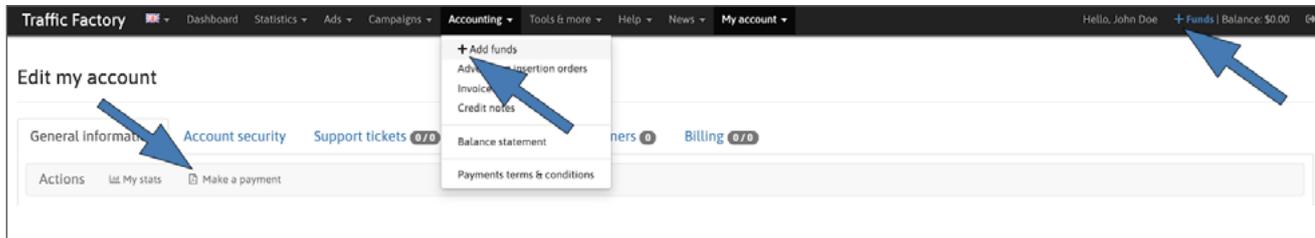


STEP 1: GO TO ACCOUNTING SECTION

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



STEP 2: ADD FUNDS

Go to the "**ACCOUNTING**" Section.

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

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

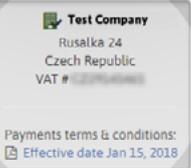
Date: January 15, 2018

Payment type: 

Amount: € 1000 ex/VAT % : Vat

User

Contact: [Dropdown]

Billing contact: 
 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:

STEP 3: DATA CONFIRMATION

IO is created FOLLOW US: 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

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