

When click on Payments – Make Payment

1. Add a new supplier (After adding a new supplier, you'll be able to select this supplier from the drop down list for recurring payments):

Please also note that any new supplier you entered will need a review by PingPong and approval with 24 hours.

The screenshot shows the 'Make Payment' form in the PingPong interface. The 'Select' dropdown menu is highlighted with a red box, and the '+ Add' button is also highlighted. Below the dropdown, there is a 'Recent suppliers' section showing a supplier named 'Shun Feng Logistics' with a card number '1234 34567890123456789012345678901234'. The form also includes fields for 'Invoice #' and 'Payment amount', and a 'Submit the payment' button.

2. Enter Supplier's information:
 - a. If Supplier is not a PingPong user yet:
Enter your supplier's business information

The screenshot shows the 'Enter a new supplier' form in the PingPong interface. The form is divided into two columns. The left column contains fields for 'Categories of supplier', 'Country', 'Supplier's Business Name', 'Estimated monthly payment amount', 'Address', and 'Additional supplier info (optional)'. The right column contains fields for 'Name your supplier', 'Supplier name - others', 'Expected monthly sales amount', 'Company website (optional)', and 'Contact phone'. A 'Next' button is located at the bottom of the form.

Enter your supplier's bank account info

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Enter a new supplier

Alias	Xix Logistic	Supplier Name	XixZhou Logistic Inc	Supplier Country	CN	Edit
Supplier Nickname	XL	Supplier Address	XXX Rd, Guangzhou, C...	Estimated monthly sales amount	Less than \$200,000	
Estimated monthly payment	Less than \$50,000					

Bank account information

Currency:

Country/Region:

Account Holder Name:

Bank Account:

Bank Name:

Branch name (optional):

Bank address:

Swift Code:

Please upload

- 1. Your contract, invoice or logistic documents with your suppliers, to include:
 - Your supplier's basic info
 - Your supplier's bank account
 - Transaction details
 - Transaction total amount
 - Payment Due Date
 - Signed and sealed
- 2. Any doc to show your average monthly transaction with the supplier, such as screenshots of historical transactions, contract, invoice, Import/Export declaration doc, transaction records, or warehousing entry etc.

[Upload audit data](#)

[Submit](#)

- b. If your supplier is a registered PingPong user:
Enter your supplier's PingPong Client ID

The screenshot shows the 'Enter a new supplier' form. At the top, there are navigation links for 'Platform Manager', 'Transactions', 'Payments', and 'VAT'. On the right, there are links for 'Withdraw' and 'Add Platform'. The form has two radio buttons: 'I'll enter my supplier's bank info' (unselected) and 'Your supplier has a PingPong account' (selected). Below this is a 'Client ID:' label and a text input field with the placeholder 'Please enter Client ID'. A blue 'Next' button is positioned below the input field. At the bottom of the form, there is a link that says 'Continue to submit documentation'.

3. Make a payment:

The screenshot shows the 'Make Payment' form. At the top, there are navigation links for 'Platform Manager', 'Transactions', 'Payments', and 'VAT'. On the right, there are links for 'Withdraw' and 'Add Platform'. The form is titled 'Make Payment'. It starts with a 'Select:' dropdown menu showing '1234: 34531 **** * 4515 USD' and an '+ Add' button. Below this is a 'Recent suppliers:' section with a list of suppliers, where the first one is highlighted: '1234 Shun Feng Logistics 34531 **** * 4515'. The 'Supplier details:' section shows a table with the following information:

Supplier company name	Account name	Currency	Bank account	Bank name
Shun Feng Logistics	Ying Ding	USD	34531 **** * 4515	BOC

Below the table, it says 'Last payment: 2019-05-16 1,000.00 USD'. There is an 'Invoice #' field with the value '12345678' and a note 'Order #, PO # or Invoice # for your supplier's reference'. The 'Fill in payment information' section includes a 'Payment amount:' field with '400.00' and 'USD'. Below this is a calculation area: 'Currency to deduct:' (406.09 USD) = 'Marketplace payout fee:' (6.09 USD) + 'Payment amount:' (400.00 USD). The 'Supplier payment fee:' is 0 (Free supplier payment during promotional period). The 'Amount deducted:' is 406.09 USD (Total amount in this currency 898.48 USD). At the bottom, there is a 'Mobile Number:' field with '+1 2025712168' and a 'Verification Code' field with a 'Get code' button. A blue 'Submit the payment' button is at the very bottom.

4. View/manage your payment history:

The screenshot shows the 'Payment history' page in the Pingpong interface. At the top, there is a navigation bar with the Pingpong logo, 'Notifications', 'Help', 'English', and 'Account'. Below the navigation bar, there are tabs for 'Platform Manager', 'Transactions', 'Payments', and 'VAT'. A 'Withdraw' button and an 'Add Platform' button are also visible. The main content area is titled 'Payment history' and includes a filter section with 'Created between' (Start date to End date), 'Currency' (Select currency), and 'Payment status' (Select). Below the filter is a table with the following data:

Transaction ID	Time	Company name	Name	Currency	Amount	Status	More actions
S190516004031378	2019/05/16	Shun Feng Logistics	1234	USD	100.00	Processing	
S190516004022058	2019/05/16	Shun Feng Logistics	1234	USD	100.00	Processing	
S190516004010364	2019/05/16	Shun Feng Logistics	1234	USD	980.00	Processing	
S190516003913733	2019/05/16	Shun Feng Logistics	1234	USD	1,000.00	Successful	

5. View/manage your suppliers:

The screenshot shows the 'Manage suppliers' page in the Pingpong interface. At the top, there is a navigation bar with the Pingpong logo, 'Notifications', 'Help', 'English', and 'Account'. Below the navigation bar, there are tabs for 'Platform Manager', 'Transactions', 'Payments', and 'VAT'. A 'Withdraw' button and an 'Add Platform' button are also visible. The main content area is titled 'Manage suppliers' and includes a 'Create new' button and a search bar. Below the search bar is a table with the following data:

Name	Category	Company name	Currency	Bank name	Bank account	Status	More actions
Xin Logistic	Purchase of goods	Xiaoming Z...	CNH	12345 **** 4567	HSBC	Under review	
231	Purchase of goods	Ningyuan	USD	51948 **** 9671	Bank of America	合同无双方公章	
222	Purchase of goods	Jason	CNH	39070 **** 9883	Hong Kong Heng Seng B...	Under review	
1234	Logistics	Ying Ding	USD	34531 **** 4515	BOC	Normal	
代运营人民币收款账户	Generation of operating	Sunny	CNY	09800 **** 1001	民生银行	Normal	