



USER MANUAL OF PAYCENTER



TAKE CONTROL OF PAYMENT PROCESSING AT YOUR FINGERTIPS

Self-service online portal - PayCenter

Functionalities include:

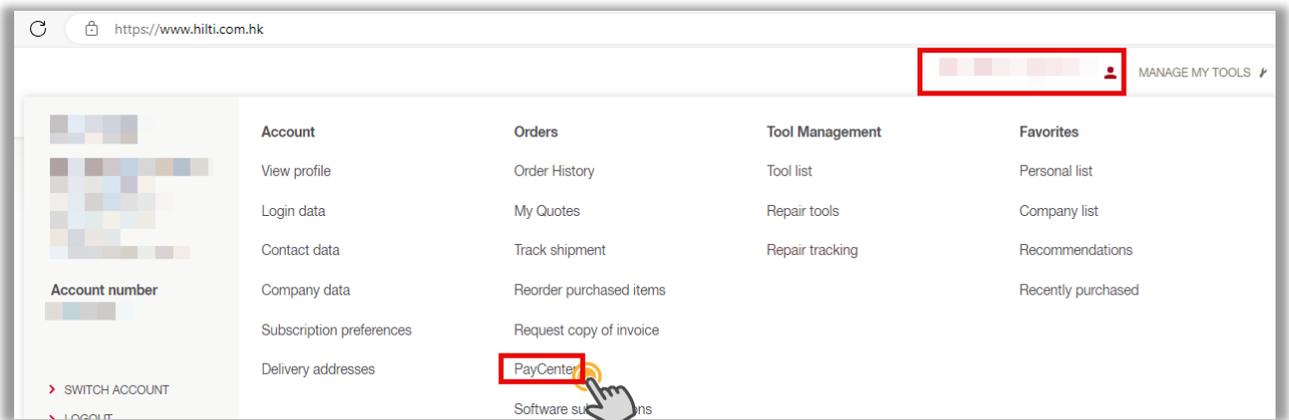
- Make payments online via credit card
- Download invoice copies directly
- View orders and invoices
- View account history

This document will walk you through how to use the PayCenter. Let's go!!!!!!

ACCESS TO PAYCENTER

Access to PayCenter with just a few clicks

1. Login to Hilti Online www.hilti.com.hk. If you are not yet a user, please register first.
2. Click your username and select PayCenter under Orders column.



3. If your email address is registered with multiple accounts, you will be asked to select the account to view.

YOUR ACCOUNTS - PLEASE SELECT

You are associated with several accounts. Please choose the correct one to see your specific account information, prices and content.

4. After you select the account, you will be diverted to PayCenter page.

HOW TO USE PAYCENTER?

Invoice Page

1. View amount of open invoices up to the current moment:

The screenshot shows the 'INVOICES' summary page. At the top left, the word 'INVOICES' is displayed in red. Below this, there are three summary cards. The first card, 'ACCOUNT BALANCE', has a red border and shows the value '573,996.22'. The second card, 'DUE NEXT 7 DAYS', shows the value '0.00'. The third card, 'OVERDUE', shows the value '532,119.58' in red text.

2. Past due invoices are shown in red color:

The screenshot shows the 'INVOICES' list table. At the top left, the word 'INVOICES' is displayed in red. At the top right, there is a search bar labeled 'Amount, or document number'. Below the search bar, there are three summary cards: 'ACCOUNT BALANCE' (573,996.22), 'DUE NEXT 7 DAYS' (0.00), and 'OVERDUE' (532,119.58). To the right of these cards, there are two buttons: 'CSV' and 'EXPORT OPEN INVOICES'. The table below has the following columns: ITEM, INVOICE NUMBER, CUSTOMER PO, INVOICE DATE, DUE DATE, CURRENCY, ORIGINAL AMOUNT, REMAINING AMOUNT, and PAYMENT AMOUNT. The table contains five rows of invoice data. The fourth row, representing an 'Invoice (standard)', has a due date of '6/1/2024' and a remaining amount of '2,760.00', both of which are highlighted with red boxes. The 'PAY' button for this row is also highlighted in red. The fifth row, representing an 'Invoice (FM) monthly', has a due date of '5/21/2024' and a remaining amount of '34,733.00', both of which are highlighted in red.

ITEM	INVOICE NUMBER	CUSTOMER PO	INVOICE DATE	DUE DATE	CURRENCY	ORIGINAL AMOUNT	REMAINING AMOUNT	PAYMENT AMOUNT
Invoice (FM) monthly	1231585254		6/1/2024	6/21/2024	HKD	34,733.00	34,733.00	<input type="text"/>
Invoice (FM) monthly rental	1231584975		5/31/2024	6/20/2024	HKD	4,432.69	4,432.69	<input type="text"/>
Invoice (FM) monthly rental	1231584976	123	5/31/2024	6/20/2024	HKD	2,710.95	2,710.95	<input type="text"/>
Invoice (standard)	1231578919	234	2/2/2024	6/1/2024	HKD	2,760.00	2,760.00	<input type="text"/>
Invoice (FM) monthly	1231583684		5/1/2024	5/21/2024	HKD	34,733.00	34,733.00	<input type="text"/>

HOW TO USE PAYCENTER?

Invoice Page

3. Pay open invoices

- Click on the PAY button and the remaining invoice amount will be copied in the Payment Amount box.
- Then click PROCEED TO PAYMENT button

The screenshot shows the HILTI PayCenter Invoices page. At the top, there are summary statistics: ACCOUNT BALANCE 573,996.22, DUE NEXT 7 DAYS 0.00, and OVERDUE 532,119.58. Below this is a table of invoices with columns for ITEM #, INVOICE NUMBER #, CUSTOMER PO #, INVOICE DATE #, DUE DATE #, CURRENCY #, ORIGINAL AMOUNT #, REMAINING AMOUNT #, and PAYMENT AMOUNT. Two rows are highlighted with a red box, showing the 'PAY' button and the 'PAYMENT AMOUNT' field. At the bottom right, there is a 'PROCEED TO PAYMENT' button.

ITEM #	INVOICE NUMBER #	CUSTOMER PO #	INVOICE DATE #	DUE DATE #	CURRENCY #	ORIGINAL AMOUNT #	REMAINING AMOUNT #	PAYMENT AMOUNT
Invoice (FM) monthly rental	1231585254		6/1/2024	6/21/2024	HKD	34,733.00	34,733.00	<input type="text"/>
Invoice (FM) monthly rental	1231584975		5/31/2024	6/20/2024	HKD	4,432.69	4,432.69	<input type="text"/>
Invoice (FM) monthly rental	1231584976	123	5/31/2024	6/20/2024	HKD	2,710.95	2,710.95	<input type="text"/>
Invoice (standard)	1231578919	234	2/2/2024	6/1/2024	HKD	2,760.00	2,760.00	<input checked="" type="checkbox"/> <input type="text" value="2760.00"/>
Invoice (FM) monthly rental	1231583684		5/1/2024	5/21/2024	HKD	34,733.00	34,733.00	<input checked="" type="checkbox"/> <input type="text" value="34733.00"/>
Invoice (FM) monthly rental	1231583445		4/30/2024	5/20/2024	HKD	2,623.50	2,623.50	<input type="text"/>
Invoice (FM) monthly rental	1231583443	Test123	4/30/2024	5/20/2024	HKD	4,289.70	4,289.70	<input type="text"/>
Invoice (FM) monthly rental	1231582096		3/31/2024	4/20/2024	HKD	2,710.95	2,710.95	<input type="text"/>
Invoice (FM) monthly rental	1231582055		3/31/2024	4/20/2024	HKD	4,432.69	4,432.69	<input type="text"/>
Invoice (standard)	1231580607	321	2/28/2024	3/29/2024	HKD	194.67	194.67	<input type="text"/>

- You will be diverted to the credit card information page. Please submit your credit card information and your billing address to process the payment.
- Do not close your browser until you see the message below:

The screenshot shows a message box with a red 'x' icon and the text 'TRANSACTION COMPLETE'. Below this, it says 'Thank you for your payment. Your receipt will be emailed to you shortly. Payment reference number: 0033001435 Number of invoices: 2 Amount: 37,493.00'. At the bottom right, there is a red 'CLOSE' button.

HOW TO USE PAYCENTER?

Invoice Page

4. View or download invoice copy

- Click on the invoice number you want to view.

INVOICES

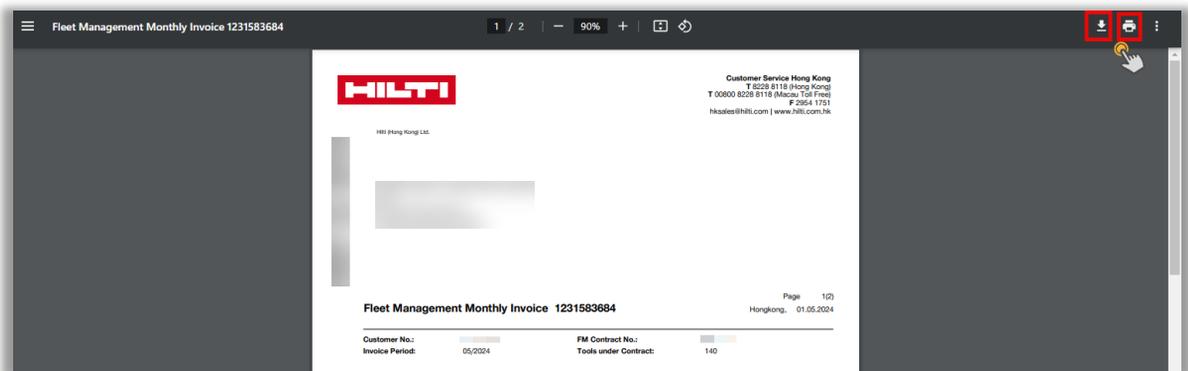
Amount, or document number

ACCOUNT BALANCE: 573,996.22 | DUE NEXT 7 DAYS: 0.00 | OVERDUE: 532,119.58

CSV | EXPORT OPEN INVOICES

ITEM	INVOICE NUMBER	CUSTOMER PO	INVOICE DATE	DUE DATE	CURRENCY	ORIGINAL AMOUNT	REMAINING AMOUNT	PAYMENT AMOUNT
Invoice (FM) monthly	1231585254		6/1/2024	6/21/2024	HKD	34,733.00	34,733.00	PAY
Invoice (FM) monthly rental	1231584975		5/31/2024	6/20/2024	HKD	4,432.69	4,432.69	PAY
Invoice (FM) monthly rental	1231584976	123	5/31/2024	6/20/2024	HKD	2,710.95	2,710.95	PAY
Invoice (standard)	1231578919	234	2/2/2024	6/1/2024	HKD	2,760.00	2,760.00	PAY
Invoice (FM) monthly	1231583684		5/1/2024	5/21/2024	HKD	34,733.00	34,733.00	PAY

- Then the invoice copy will be shown. You can print it out or save it to your PC:



HOW TO USE PAYCENTER?

Invoice Page

- 5. Download open invoice data into csv / excel file
 - Click EXPORT OPEN INVOICES button

INVOICES

Amount, or document number

ACCOUNT BALANCE: 573,996.22 | DUE NEXT 7 DAYS: 0.00 | OVERDUE: 532,119.58

CSV | **EXPORT OPEN INVOICES**

ITEM	INVOICE NUMBER	CUSTOMER PO	INVOICE DATE	DUE DATE	CURRENCY	ORIGINAL AMOUNT	REMAINING AMOUNT	PAYMENT AMOUNT
Invoice (FM) monthly	1231585254		6/1/2024	6/21/2024	HKD	34,733.00	34,733.00	PAY
Invoice (FM) monthly rental	1231584975		5/31/2024	6/20/2024	HKD	4,432.69	4,432.69	PAY
Invoice (FM) monthly rental	1231584976	123	5/31/2024	6/20/2024	HKD	2,710.95	2,710.95	PAY
Invoice (standard)	1231578919	234	2/2/2024	6/1/2024	HKD	2,760.00	2,760.00	PAY
Invoice (FM) monthly	1231583684		5/1/2024	5/21/2024	HKD	34,733.00	34,733.00	PAY

- Then you will have csv / excel file downloaded.

open-invoices (17).csv

1	derived category	DOC NO	CUSTOMER_PO	DOC_DATE	DUE_DATE	CURRENCY	AMT	DOCCUR	derived openAmount
2	Invoice (FM) monthly	1231585254		01/06/2024	21/06/2024	HKD	34733		34733

HOW TO USE PAYCENTER?

Account History Page

1. View opening balance within a date range
 - You can filter the transactions by date range
 - Then you will see the transactions that were made within the defined date range, including the unpaid invoices (shown as invoice type) and paid invoices (shown as Payment).

The screenshot shows the 'ACCOUNT HISTORY' page with the following data:

TRANSACTION TYPE	PAYMENT REFERENCE	CUSTOMER PO	TRANSACTION DATE	INVOICE NUMBER	CURRENCY	AMOUNT
Payment	0033001435		6/5/2024	1231583684 1231578919	HKD	(37,493.00)
Payment	0033001434		6/4/2024	1231569129 1231569723 1231575321 1231564978 1231569128	HKD	(11,338.43)
Payment	0033001432		6/4/2024	1231582294 1231571110 1231566366	HKD	(86,866.00)
Payment	0033001433		6/4/2024	1231572127 1231580002 1231572125 1231580629	HKD	(77,716.07)
Invoice (FM) - monthly	1231585254		6/1/2024	1231585254	HKD	34,733.00

2. View or download invoice copy

- Click on the invoice number and you will see the invoice copy.

The screenshot shows the 'ACCOUNT HISTORY' page with a mouse cursor clicking on the invoice number '1231578919' in the first row of the table.

TRANSACTION TYPE	PAYMENT REFERENCE	CUSTOMER PO	TRANSACTION DATE	INVOICE NUMBER	CURRENCY
Payment	0033001435		6/5/2024	1231583684 1231578919	HKD
Payment	0033001434		6/4/2024	1231569129 1231569723 1231575321 1231564978 1231569128	HKD

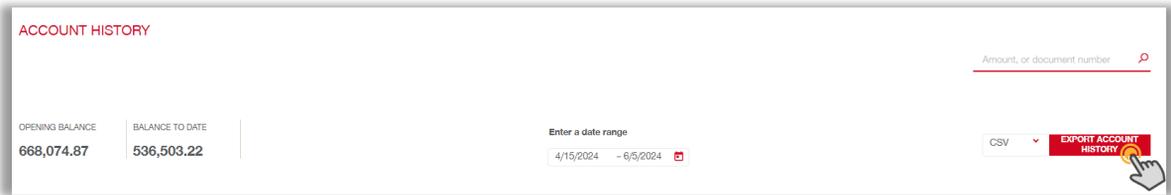
- You can print out the invoice or save it in your PC.

HOW TO USE PAYCENTER?

Account History Page

3. Export Account History into csv or excel file

- Click EXPORT ACCOUNT HISTORY button and the file will be downloaded.



- The list looks like the below:

account-history (18).csv

DOC TYPE	DOC NO	CUSTOMER_PO	DOC_DATE	ORIGINAL BILL DOC	CURRENCY	AMT DOCCUR
Payment	0033001435		05/06/2024	1231583684 1231578919	HKD	-37493
Payment	0033001434		04/06/2024	1231569129 1231569723 1231575321 1231564978 1231569128	HKD	-11338.43
Payment	0033001432		04/06/2024	1231582294 1231571110 1231566366	HKD	-86866
Payment	0033001433		04/06/2024	1231572127 1231580902 1231572125 1231580629	HKD	-77716.07
Invoice (FM) - monthly	1231585254		01/06/2024		1231585254 HKD	34733
Post Invoice (FM)	4934584937		24/07/2024		4934584937 HKD	1439.00

THANK YOU

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