



Making a Payment for a Booking

Introduction

Payments for Optimo bookings can be made via BPay or Credit Card. For BPay payments the Biller code and reference will be displayed at the bottom of the invoice and the external customer logs into their bank in the normal manner to make the payment. Credit Card payments can be made via the BPoint gateway. See below for information about ways to do this.

Paying an Invoice with a Credit Card.

Invoices are raised and can be emailed to the external customer or if that customer can also make payments via the customer portal by viewing their bookings.

Opening the invoice sent via email.

If the customer wishes to pay the invoice that has been attached to the email they can open the invoice, view the details. To make to payment they should click on the invoice number in the top right hand corner of the invoice



ABN 21 762 977 945

Account number	CI00001369
Invoice number	INV10004828
Issue date	07/06/2023
Due date	04/06/2023
Due amount	\$2,220.00

This will open the Payment gateway



Invoice Reference Number
INV10004828

Payment Amount
AUS 2220.00

PROCEED TO PAY

They will click the Proceed to Pay button to display the Booking Payment Details page/
Once details have been entered they will click Process Payment to make the Payment.



Booking Payment

Cardholder Name

Card Number

Expiry Date
MM YY

CVN

Process Payment

Amount **\$2220.00**

We use a secure HTTPS connection to keep your details safe. We will not save your card details.





Paying via the Customer Portal

The My Bookings page will list all bookings made by the customer. If the booking has an outstanding balance the invoice can be viewed or paid from here by clicking on the Invoices button beside the relevant booking.

IB4925 Approved stow away shores Created 07 Jun 2023	EVENT DATE 07 Jun 2023 - 30 Jun 2024	OUTSTANDING AUS\$2,220.00	TOTAL AUS\$2,220.00	INVOICES	VIEW ▾
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If you want to open the invoice to view it, click on the invoice number and it will open in a new tab.

IB4925 Approved stow away shores Created 07 Jun 2023	EVENT DATE 07 Jun 2023 - 30 Jun 2024	OUTSTANDING AUS\$2,220.00	TOTAL AUS\$2,220.00	INVOICES	VIEW ▴
INVOICE	DUE DATE	INVOICE AMOUNT	OUTSTANDING	DATE PAID	ACTION
INV10004828 Unpaid	04 Jun 2023	AUS\$2,220.00	AUS\$2,220.00		PAY NOW

St Kilda East 3183

Invoice number [INV10004828](#)

Issue date 07/06/2023

Due date 04/06/2023

Due amount \$2,220.00

Booking ref : IB4925

Description	Start date	End date	Quantity	Units	Net amount	GST	Gross total
2.4m - Maker - 12 Months - stow away shores	07-Jun-2023	30-Jun-2024					
2.4m - Maker - 12 Months	07 June 2023	30 June 2024	1	1.00	\$2,220.00	\$0.00	\$2,220.00
Stall 033	03 September 2023	03 September 2023	1	1.00	\$0.00	\$0.00	\$0.00
Stall 033	10 September 2023	10 September 2023	1	1.00	\$0.00	\$0.00	\$0.00
Stall 033	17 September 2023	17 September 2023	1	1.00	\$0.00	\$0.00	\$0.00
Stall 033	24 September 2023	24 September 2023	1	1.00	\$0.00	\$0.00	\$0.00
Stall 033	01 October 2023	01 October 2023	1	1.00	\$0.00	\$0.00	\$0.00
Total \$:					\$ 2,220.00	\$0.00	\$2,220.00

Clicking the invoice number in the top right hand corner will open the payment gateway.

To Pay for the booking by credit card click on the Pay Now button to open the Credit Card Gateway.

PAY NOW



Invoice Reference Number

INV10004828

Payment Amount

AU\$ 2220.00

PROCEED TO PAY

Click the Proceed to Pay button

Booking Payment

Cardholder Name

Card Number

Expiry Date

CVN

Process Payment

Amount **\$2220.00**

We use a secure HTTPS connection to keep your details safe. We will not save your card details.



Fill in the details and click Process Payment.