



**KUARIO**

# **KUARIO Payout process for Merchant on a known Site**

**Instruction - EN**

**R 5**



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**Uitgever**

*KUARIO B.V.*

**Productie**

*KUARIO B.V.*

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# Introduction

## ➔ Introduction

In this instruction we will explain how to start or complete the KUARIO Payout process, formally known as the Know-Your-Customer process at KUARIO. This process has been changed with the update of January 19th 2020. Although it is still a part of a process we internally call Know-Your-Customer, this process is now called KUARIO Payout.

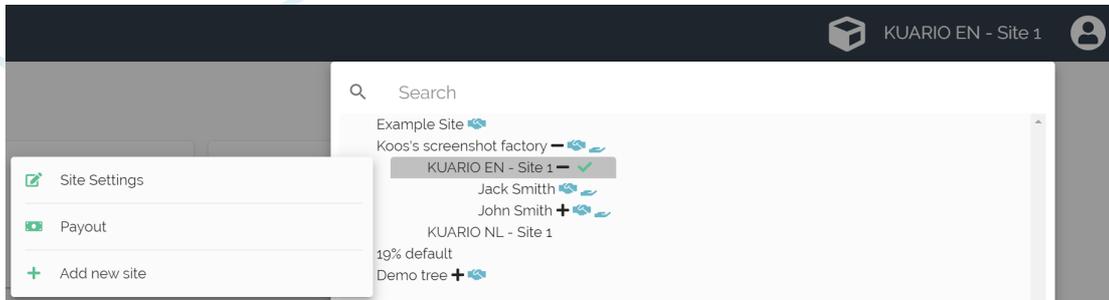
## ➔ For Who?

This document is meant for KUARIO Merchants that have an existing site and want to start or complete the KUARIO Payout process, formally known as the Know-Your-Customer process.

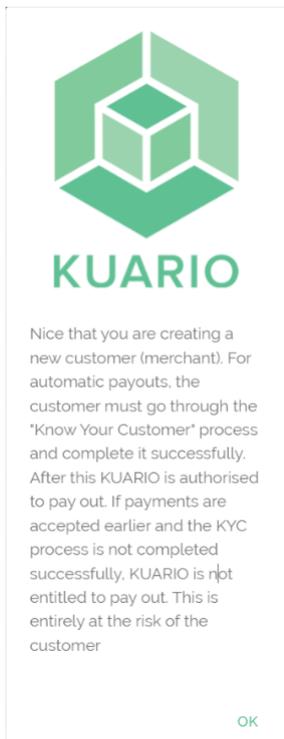
# Use Payout

## ➔ Use Payout

1. Click your site, in this screen shot '**Example Site**'.
2. Click the **gear icon**, and in the context menu click '**Payout**'.



3. You should see the welcome message below. Click OK.



4. Select the Outlet types that you would like to use, for example **Printing** and **Lockers**.
5. Select your **Business Type** from the list. Click '**Save and Next**'.

Please complete the required onboarding data in the cards below by clicking the cards and provide all the requested data.

**Sales category** ✓ SAVE AND NEXT ✕

Goods or services, select one or more

<input checked="" type="checkbox"/> PRINTING	<input checked="" type="checkbox"/> VENDING	<input type="checkbox"/> CATERING	<input type="checkbox"/> LAUNDRY
<input checked="" type="checkbox"/> LOCKERS	<input checked="" type="checkbox"/> ACCESS	<input checked="" type="checkbox"/> COFFEE	<input type="checkbox"/> OTHER

Business type: Education >

6. Fill in the Merchant data. Click '**Save and Next**'.

Please complete the required onboarding data in the cards below by clicking the cards and provide all the requested data.

**Merchant** ✓ SAVE AND NEXT ✕

Legal name: Raymond Reddington

Address: 4 Privet Drive

Address: Little Whinging, Surrey

Address: Great Britain

Postal code: W125 7LR

City: Little Whinging

State: Surrey

Country:

7. Fill in your bank data. This should be the bank that you want to receive the money on. Click '**Save and Next**'.

Please complete the required onboarding data in the cards below by clicking the cards and provide all the requested data.

**Bank** ✓ SAVE AND NEXT ✕

Account number: 123

BIC: ABC123

8. Enter the data of the contact person. Click '**Save and Next**'.

The screenshot shows a mobile application interface for entering contact person details. A sidebar on the left has a progress indicator with 'Contact person' highlighted. The main screen has a blue header with the instruction: 'Please complete the required onboarding data in the cards below by clicking the cards and provide all the requested data.' Below this is a card titled 'Contact person' with a green 'SAVE AND NEXT' button. The form fields include: Title (Mr), Initials (R), Prefixes, First name (Raymond), Surname (Reddington), E-mail (R.Reddington@hsowaw.com), and Phone number (+44 567890123). A checkbox at the bottom is labeled 'Invoicing contact person differs from this contact person'.

9. Fill in the invoicing details. Click '**Next**'.

The screenshot shows the 'Invoicing details' form. The sidebar progress indicator has 'Invoicing details' highlighted. The main screen has the same blue header instruction. The card is titled 'Invoicing details' with a green 'NEXT' button. A toggle switch 'Same as merchant details?' is turned on. The form fields include: Address (4 Privet Drive, Little Whinging, Surrey, Great Britain, W106 7LR, Little Whinging, Surrey, Great Britain), E-mail (k.dgraaf@inepro.com), and Phone number (0).

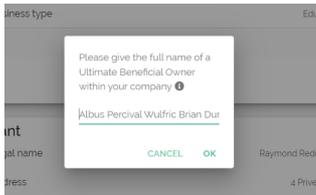
10. Fill in the Invoicing Contract details. Click '**Next**'.

The screenshot shows the 'Invoicing contact' form. The sidebar progress indicator has 'Invoicing contact' highlighted. The main screen has the same blue header instruction. The card is titled 'Invoicing contact' with a green 'NEXT' button. A toggle switch 'Same as contact?' is turned on. The form fields include: Initials (R), First name (Raymond), Surname (Reddington), E-mail (R.Reddington@hsowaw.com), and Phone number (+44 567890123).

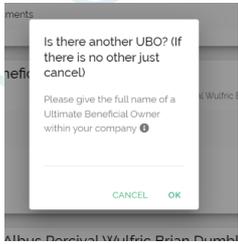
11. A couple of documents are needed to complete this process. Please provide a Clearing Agreement Click '**Save**'.

The screenshot shows the 'Documents' form. The sidebar progress indicator has 'Documents' highlighted. The main screen has the same blue header instruction. The card is titled 'Documents' with a green 'SAVE' button. A section titled 'CLEARING AGREEMENT TEMPLATE' is expanded, showing three items: 'Clearing Agreement' (All clearing Agreement documents), 'Incorporation documents' (Copy of business registration certificate), and 'Bank Statement' (Business bank statement for the settlement account dated within 3 months preceding). There is also an 'Other documents' section.

12. Your company has one or more Ultimate Beneficial Owners, you fill in his or her name here. Click '**OK**'.

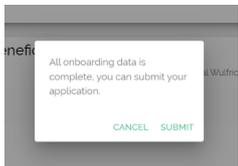


13. If there is more then one UBO in your company, click '**OK**' to restart the last step If there are no more UBO's, click '**Cancel**'.



14. Add the required documents for all the **Ultimate Beneficial Owners**.

15. A message should appear to inform that all onboarding data is complete. Click '**Submit**'.



16. Another confirmation message pops up. Click '**OK**'.

