



Ozee Markets Booking Manager

User Guide to Market Organiser Payment Requests

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1. Introduction

Ozee Markets Booking Manager utilises PIN Payments Australia to ensure highest levels of credit card payment processing security for Stall Holders and bank transfers for the funds due to our Market Organisers.

2. Glossary

- A. **Payment Activation Form:** For adding your bank account details to receive fund transfers.
- B. **Net Amount:** The amount you will be receiving for a booking (net of Ozee Markets commission).

3. How the Ozee Markets Booking Manager Online Payment Works

As a market Organiser, it is critical to be familiar with the flow for our online payment processing.

There are three components of the online payment process that has been implemented using PIN Payments.

- Market Stall Holder Booking Payments
- Payment Account Activation (for Market Organisers)
- Transaction Settlement (Payment Requests from Market Organisers)

3.1 Market Stall Holder Booking Payments

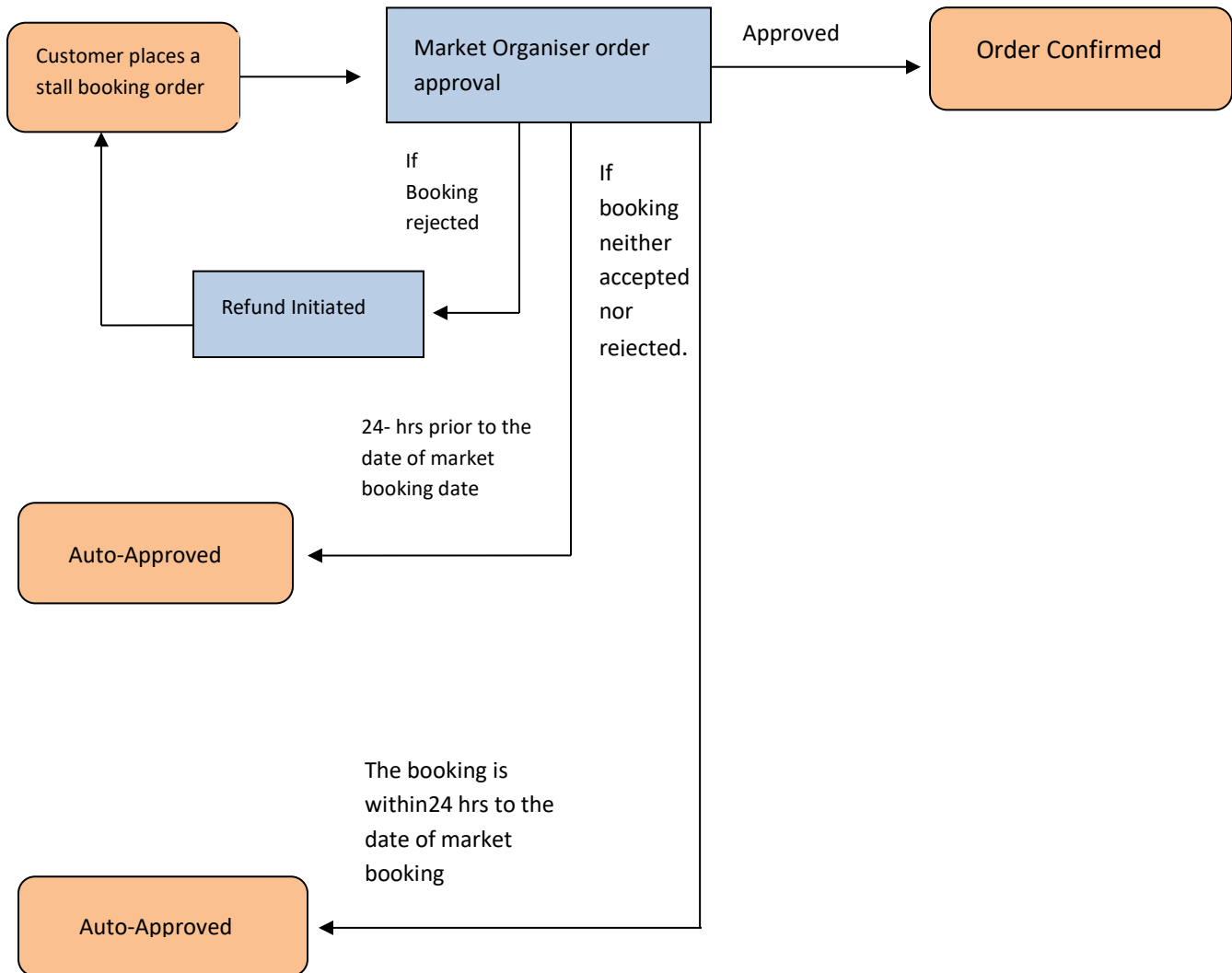
Ozee Markets Booking Manager uses the PIN Payments gateway for all credit card payment processing. The Ozee Market Booking Manager uses PIN Payment's secure payment communications whereby the credit card details are never maintained on Ozee Market's Booking Manager server. The credit card details are fully encrypted and securely

transmitted to PIN Payments for processing. The Market Stall Holder booking payment process can be summarised as:

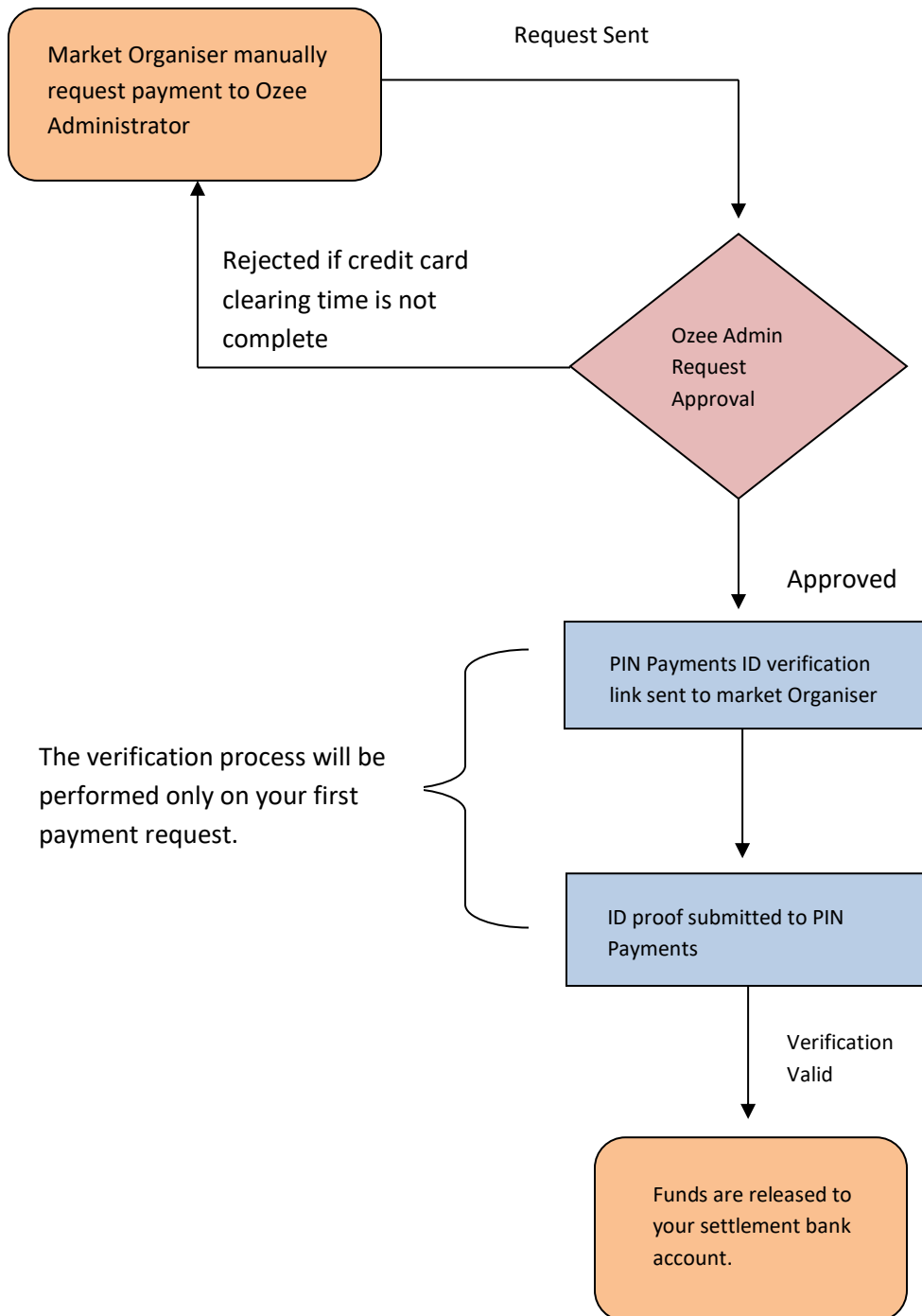
- A stall booking order is placed by a Stall Holder
- The payment and card details such as cardholder Name, Address, Card Number, CVV, Expiry date and year are entered by the Stall Holder.
- The stall booking payment is encrypted and securely communicated to the PIN Payments Payment Gateway.
- The credit card verification and authorisation processes are performed by the PIN Payments gateway securing authorisation from the appropriate credit card issuer/bank.
- If the payment authorisation is successful, the Stall Holder's booking order is recorded, and the booking payment information is sent to the appropriate Market Organiser.
- The booking order is now visible on the Market Organiser's dashboard for their review to approve or reject the booking. If the booking is rejected the credit card payment will automatically be refunded to the Stall Holder by PIN Payments. An email on the outcome (approved or rejected) of their booking will be automatically emailed to the Stall Holder.

The following process charts demonstrates the Stall Holder Order payment flow and the Market Organiser Payment Request System:

Stall Holder Order payment flow



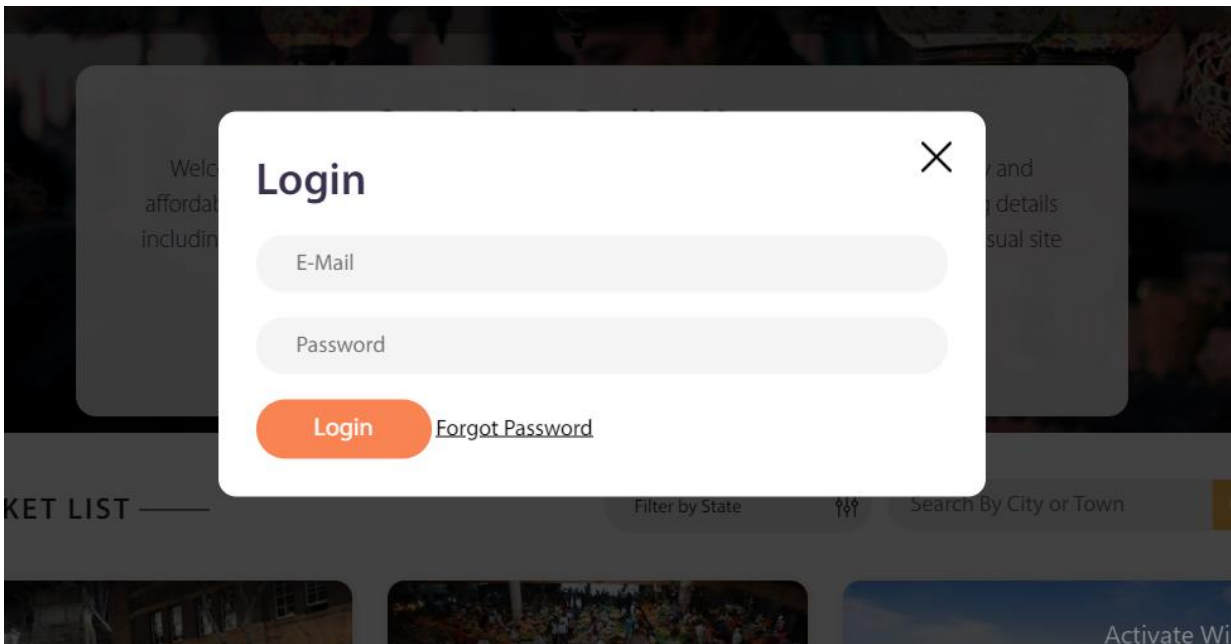
The Procedure of Payment Request by Market Organiser



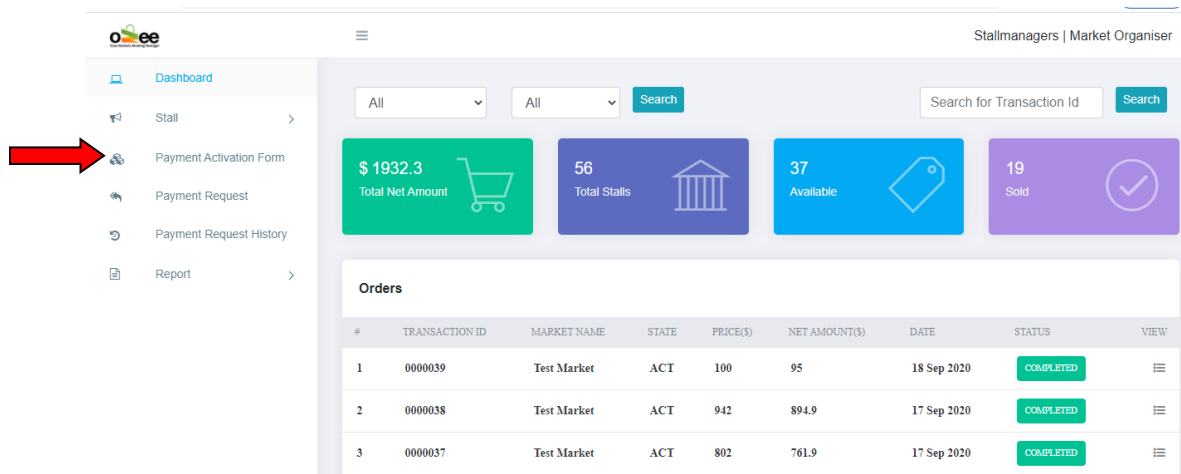
3.2 Payment Account Activation (for Market Organisers)

Note: The net amounts (less Ozee Markets commission) for successful booking payments on your market stalls will be paid to your designated settlement bank account upon your payment request.

Step 1: Login to your account using your registered email and password.



Step 2: Select *Payment Activation Form*



Stallmanagers | Market Organiser

Dashboard

Stall

Payment Activation Form

Payment Request

Payment Request History

Report

All All Search

Search for Transaction Id Search

\$ 1932.3 Total Net Amount

56 Total Stalls

37 Available

19 Sold

Orders

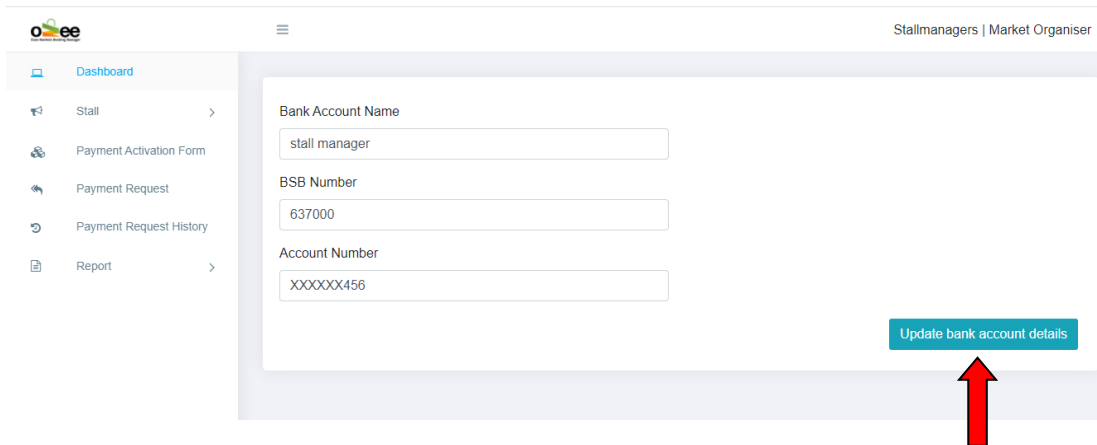
#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
1	0000039	Test Market	ACT	100	95	18 Sep 2020	COMPLETED	
2	0000038	Test Market	ACT	942	894.9	17 Sep 2020	COMPLETED	
3	0000037	Test Market	ACT	802	761.9	17 Sep 2020	COMPLETED	

Step 3: The page displayed on your screen is the **Payment Activation Form**. Please complete the web form details completely and accurately.

- Bank Account Name
- BSB Number
- Account Number

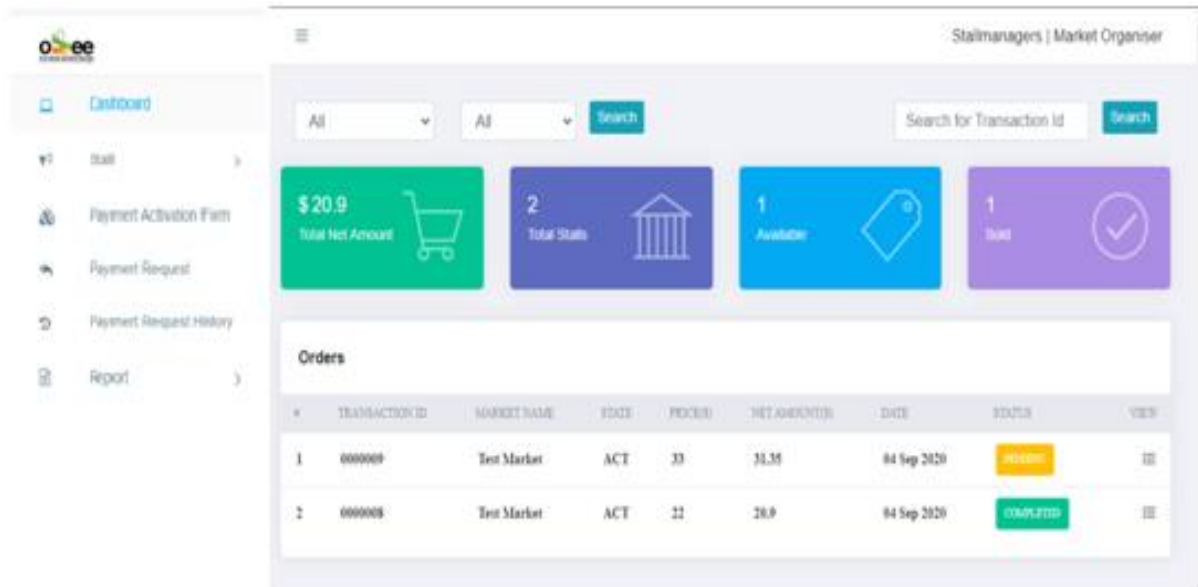
Step 4: Click **Submit**.

Once submitted the payment activation form it can be edited in future in case you change your settlement bank details. Edit the details and click *Update Bank Account Details*.

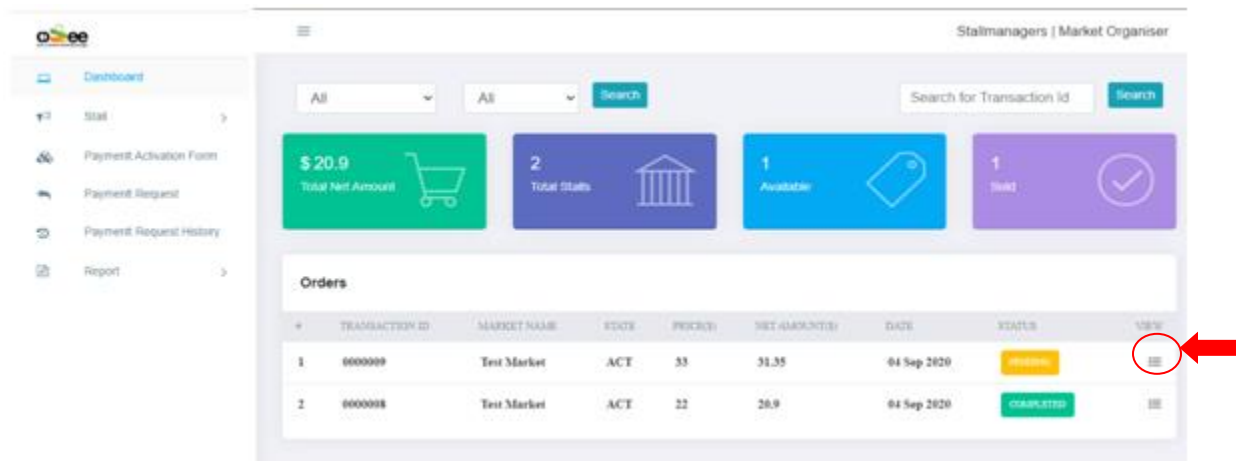


3.3 Transaction Settlement (Payment Request Market Organisers)

Step 1: The latest market stall booking order details will reflect in your dashboard.



Step 2: To view your stall booking order in detail, *Click View* against the respective order.



The screenshot shows the 'Stallmanagers | Market Organiser' dashboard. It features a sidebar with navigation options like Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The main content area includes summary cards for Total Net Amount (\$20.9), Total Stalls (2), Available stalls (1), and Total Stalls (1). Below these is an 'Orders' table with columns for Transaction ID, Market Name, Code, Price, Net Amount, Date, Status, and View. A red arrow points to the 'View' icon in the 'View' column of the first row.

	TRANSACTION ID	MARKET NAME	CODE	PRICE	NET AMOUNT	DATE	STATUS	VIEW
1	0000009	Test Market	ACT	33	31.35	04 Sep 2020	Pending	View
2	0000008	Test Market	ACT	22	20.9	04 Sep 2020	COMPLETED	View

You will now see the order details and information provided by the potential Stall Holder on your screen.

We strongly recommend that you as the Market Organiser be prompt in reviewing the pending bookings for your approval or rejection to give sufficient time to the Stall Holder to prepare for their participation in your market.

You can either **Accept** the order request or **Reject** the order request. Or in the case of a rejection, the stallholder has sufficient time to make the amendments or provide documentation to comply with your requirements and submit another stall booking if possible and appropriate.

Step 3: Click Accept to confirm the order.

Market Name : Toukley Lions Markets

A wide variety of stalls including craft, bric-a-brac, seasonal fruit and vegetables and much more.

Enjoy coffee and a meal at the many nearby cafes.

Every Sunday from 8.00am - 1.00pm

Coles Carpark, Yaralla Road Toukley

Yaralla Road, Toukley NSW, Australia See map

Opening Times:

8.00 - 13.00, Sundays

SI	MARKET DETAIL	STALL TITLE	BOOKING DATE	AREA	FOOD PERMIT / LICENSE DOCUMENT	EXPIRY DATE	INSURANCE DOCUMENT	EXPIRY DATE	PRICE
1	Toukley Lions Markets , TOUKLEY	Stall 2	20 Jan 2024	3m X 3m	Nil	Nil	Download Document	23 Jan 2024	\$ 50.00
2	Toukley Lions Markets , TOUKLEY	Stall3	20 Jan 2024	3m X 3m	Nil	Nil	Download Document	23 Jan 2024	\$ 50.00
3	Toukley Lions Markets , TOUKLEY	Stall 1	20 Jan 2024	3m X 3m	Nil	Nil	Download Document	23 Jan 2024	\$ 50.00
							(Qty Booked)6 X (Days Requested)1 X Chair		\$30.00
							(Qty Booked)3 X (Days Requested)1 X Table		\$60.00
							(Qty Booked)1 X (Days Requested)1 X Insurance		\$25.00
							Discount Amount		\$ 0.00
							Grand Total		\$ 265.00

Product Details : testing

Contact Details

Name : Ozee
 Business Name : Ozee Marketing
 Phone Number : 0403436889
 Email : stallholder@pmzmarketing.com

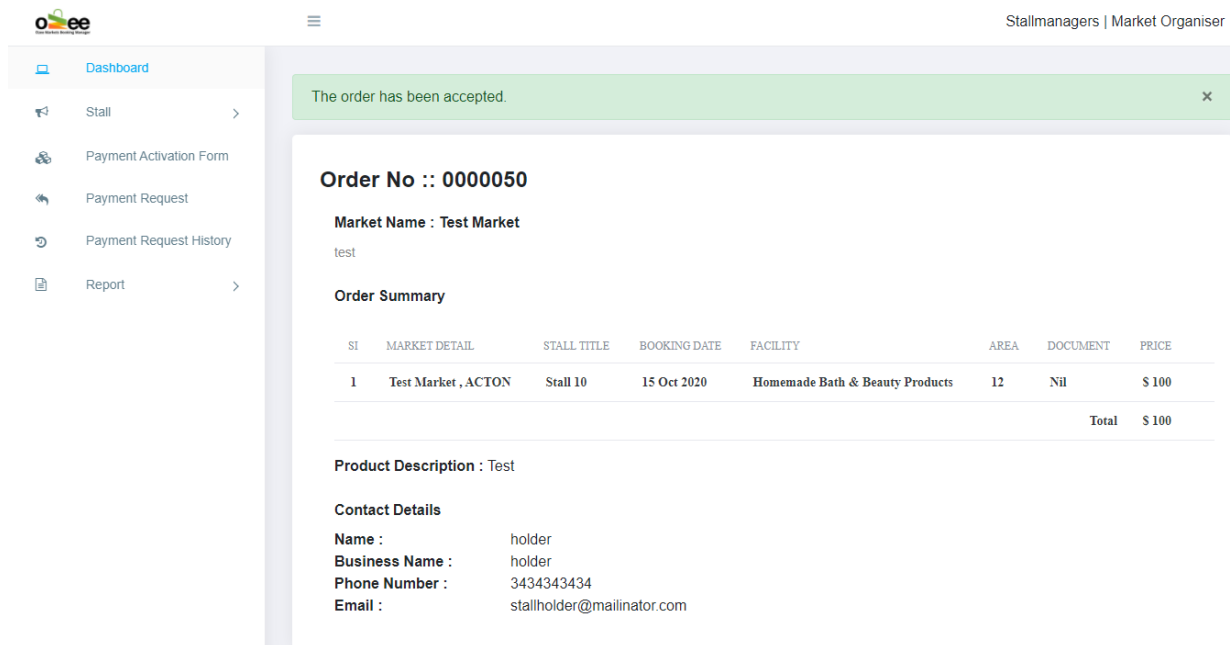
Additional Documents

1705276446_User Guide to Booking your Stall Online - January 2024.pdf

Accept Reject Shift Order

Note: If you need to seek further clarification from the Stall Holder you can contact them directly either via the phone contact or email address they supplied.

You will see a pop-up that confirms your acceptance.



The screenshot shows the Ozee Markets Booking Manager interface. A green notification bar at the top of the main content area states "The order has been accepted." Below this, the order details are displayed:

Order No :: 0000050
Market Name : Test Market
 test

Order Summary

SI	MARKET DETAIL	STALL TITLE	BOOKING DATE	FACILITY	AREA	DOCUMENT	PRICE
1	Test Market , ACTON	Stall 10	15 Oct 2020	Homemade Bath & Beauty Products	12	Nil	\$ 100
Total							\$ 100

Product Description : Test

Contact Details

Name : holder
Business Name : holder
Phone Number : 3434343434
Email : stallholder@mailinator.com

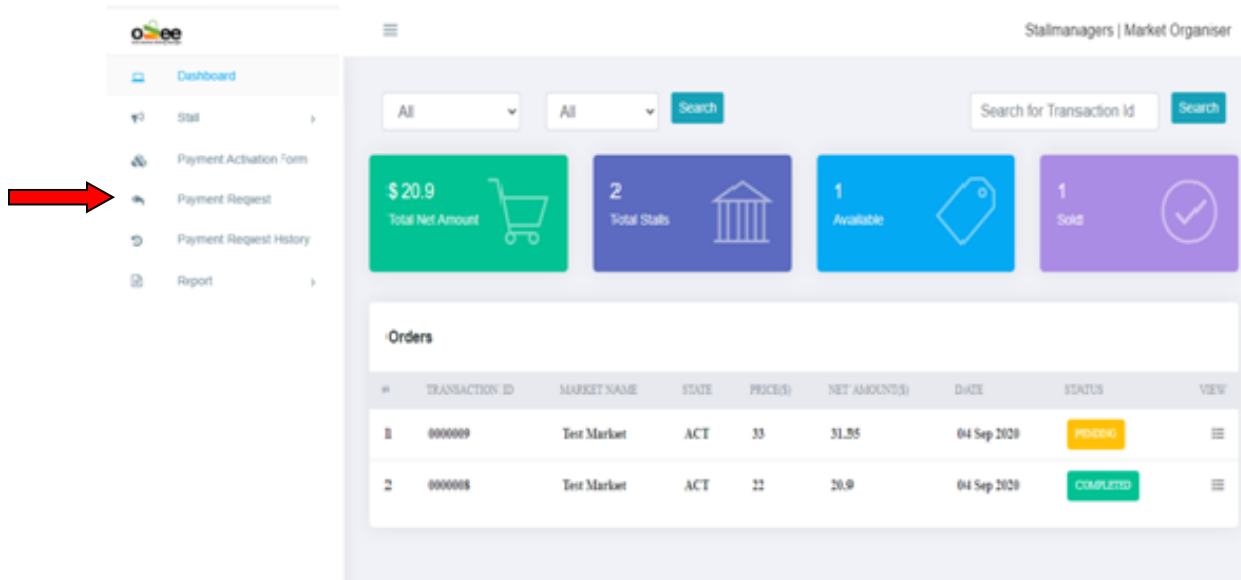
Note: In case, you **Reject the order**, the payment will be refunded to the stall holder. You will be presented with a message box where you can input the reason for the rejection of the stall booking order.

Be aware that any Stall Booking order requests will be **Auto-Approved** for the stall holder in two instances.

- 24 hours prior to the date of market if, the booking is neither accepted nor rejected.
- The booking is approved instantly when it is made just within 24 hours from the date of market.

Now that the order is confirmed, you can request the payment for your market stall booking.

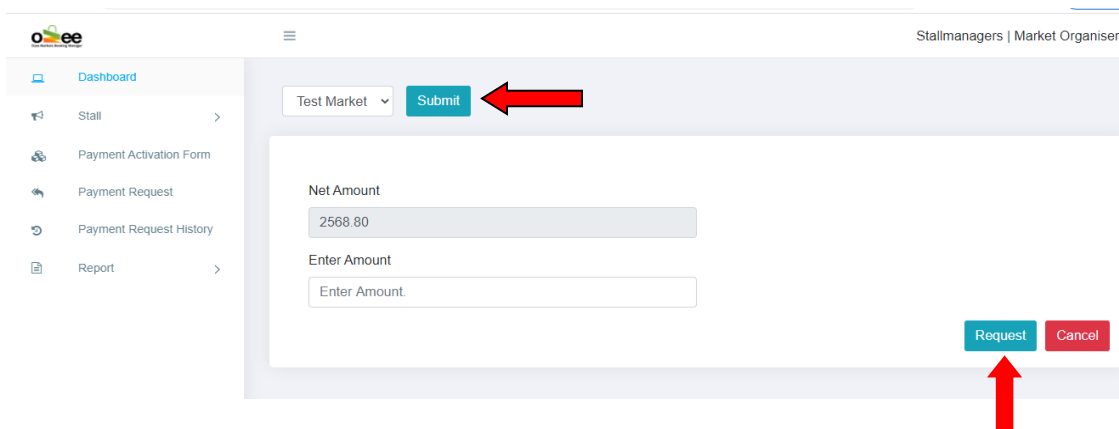
Step 4: Select *Request for Payment* from the dashboard



Step 5: From this page you can view the net amounts available from your market/s.

Use this form to request a transfer payment to your designated settlement bank account.

Step 6: Select the market you are requesting payment from the dropdown.

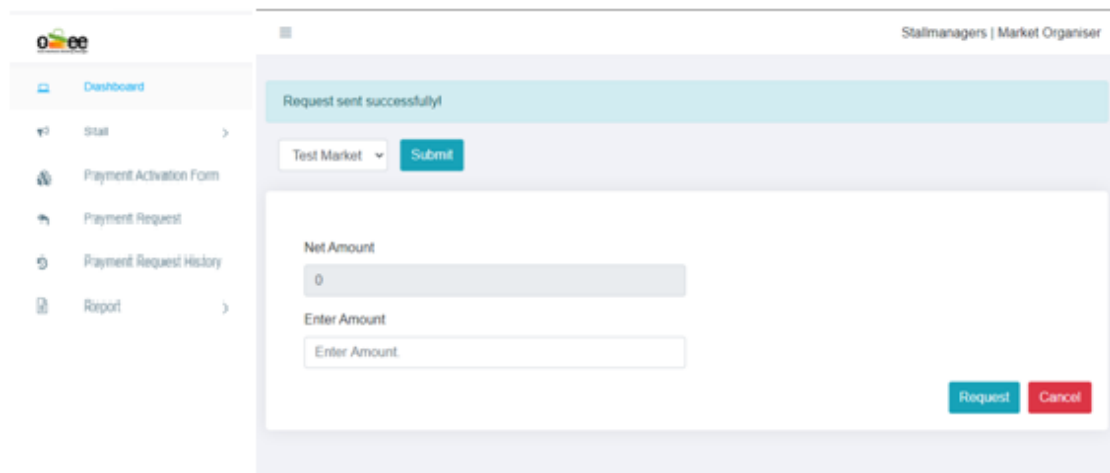


Step 7: On the Net Amount field, you will note the amount available for payment (funds transfer).

Step 8: At the *Enter Amount* field, please input the amount (equal to or less than the net amount) to get transferred to your settlement bank account.

Step 9: Click *Request*.

You will see a pop-up confirming your request.



The screenshot displays the Ozee Markets Booking Manager interface. On the left is a navigation menu with options: Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The main content area shows a confirmation message "Request sent successfully!". Below this is a "Test Market" dropdown menu and a "Submit" button. The form contains two input fields: "Net Amount" with the value "0" and "Enter Amount" with the placeholder "Enter Amount.". At the bottom right of the form are "Request" and "Cancel" buttons.

Step 10: To ensure security and account protection, for the 1st payment request, PIN Payments will request ID proof for verification for fulfilling your payment request.

This verification will be an one-time process and your subsequent future approved transfer payment funds will be released immediately.

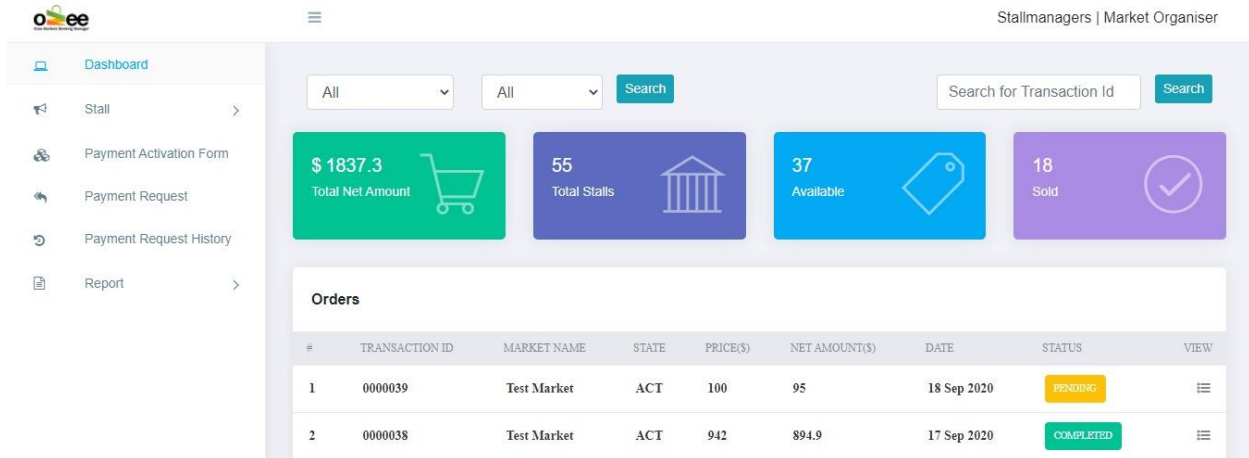
Step 11: You will receive a PIN Payments Link in your registered Email to submit your ID proofs for verification.

Once this is completed the Funds will be released to your settlement bank account.

Step12: You will receive the payment request approval notification of the funds requested from Ozee Markets administration in your registered Email.

3.4 Payment Request History

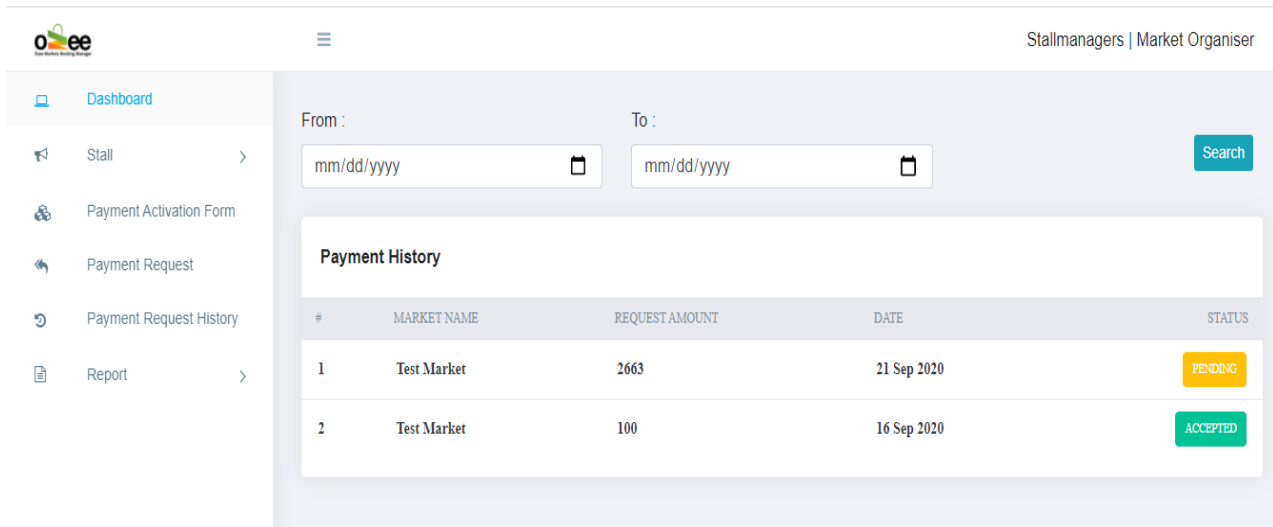
Every transaction can be viewed in the Payment Request History Section from the dashboard.



#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
1	0000039	Test Market	ACT	100	95	18 Sep 2020	PENDING	
2	0000038	Test Market	ACT	942	894.9	17 Sep 2020	COMPLETED	

You can view your payment history details with market name, request amount, date of amount request and the status of payment.

Filter the transaction by dates to view specific transactions.



#	MARKET NAME	REQUEST AMOUNT	DATE	STATUS
1	Test Market	2663	21 Sep 2020	PENDING
2	Test Market	100	16 Sep 2020	ACCEPTED