



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.

Inhoudsopgave

Introduction

4

Use Payout

5



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.

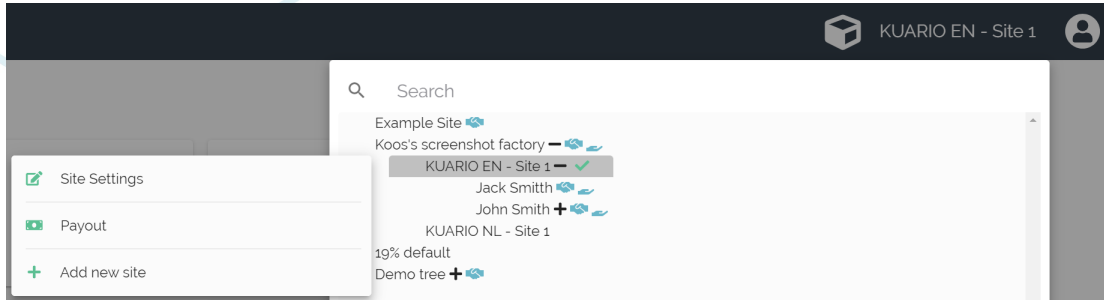
➔ For Who?

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.

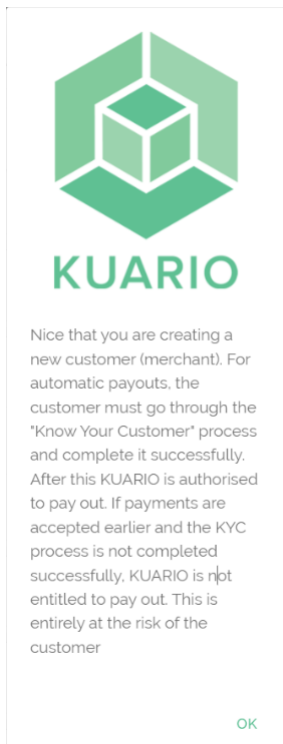
Use Payout

➡ 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.



- Select the Outlet types that you would like to use, for example **Printing** and **Lockers**.
- 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 >

- 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 ⊙

Please fill out this field

Address
4 Privet Drive ⊙

Please fill out this field

Address
Little Whinging, Surrey ⊙

Address
Great Britain ⊙

Postal code
W125 7LR ⊙

Please fill out this field

City
Little Whinging ⊙

Please fill out this field

State
Surrey ⊙

Please fill out this field

Country

- 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 ⊙

Please fill out this field

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 indicates the current step is 'Contact person'. 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 card contains several input fields, each with a person icon and a 'Please fill out this field' error message: Title (Mr), Initials (R), Prefixes, First name (Raymond), Surname (Reddington), E-mail (R.Reddington@hsowaw.com), and Phone number (+44 567890123). At the bottom, there is a checkbox for 'Invoicing contact person differs from this contact person' and a 'BIC' field.

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

The screenshot shows the 'Invoicing details' form. The sidebar indicates the current step is 'Invoicing details'. The main screen has a blue header with the same instruction as the previous step. The card is titled 'Invoicing details' with a green 'NEXT' button. It starts with a toggle for 'Same as merchant details?'. Below are several fields with green checkmarks indicating they are filled: 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).

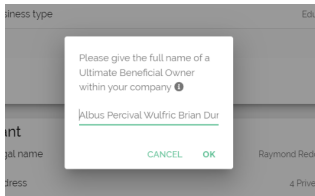
10. Fill in the Invoicing Contract details. Click '**Next**'.

The screenshot shows the 'Invoicing contact' form. The sidebar indicates the current step is 'Invoicing contact'. The main screen has a blue header with the same instruction. The card is titled 'Invoicing contact' with a green 'NEXT' button. It starts with a toggle for 'Same as contact?'. Below are several fields with green checkmarks indicating they are filled: Initials (R), First name (Raymond), Surname (Reddington), E-mail (R.Reddington@hsowaw.com), and Phone number (+44 567890123).

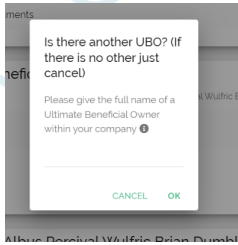
11. A couple of documents are needed to complete this process. Please provide a Clearing Agreement Click '**Save**'.

The screenshot shows the 'Documents' form. The sidebar indicates the current step is 'Documents'. The main screen has a blue header with the same instruction. The card is titled 'Documents' with a green 'SAVE' button. It lists several document types with green checkmarks indicating they are provided: 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' field with a red minus sign.

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

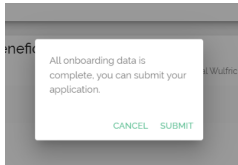


13. If there is more then one UBO in your company, click '**OK**' to restart the last step If there are no more UBO's, click '**Cancel**'.



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**'.

