

# Start your integration

With your Lightspeed account



 Business Invoice



 biller



**B2B Buy Now Pay Later**  
with **payment method** Biller

Introduction	3
1. Get started	4
1.1. Create an account with Biller	4
1.2 Enable Biller in your Lightspeed backend	5
2. Order management	6
2.1 Capture	7
2.1.1. Partial Capture	9
2.2 Refund	11
2.3 Cancellation	15
3. Extra information	17
3.1 Direct payments from Buyers to you, the Seller	17
3.2 Adjust your invoices	17
3.3 Biller promotion in your webshop	17
3.4 Suspicion of fraudulent behavior	17
3.5 Biller's support team	17
3.6 Biller logo in the footer of your Lightspeed Webshop	17



# Introduction

Thank you for choosing Biller as your buy-now-pay-later payment method for online businesses. Biller is designed to optimally serve both the business seller and buyer. With Biller, businesses buy now and pay later, with the convenience of consumer payment. As a customer, you benefit from a startup's innovation and speed, combined with a market leader's reliability and experience.

To offer convenience and speed to the B2B buyer and seller, Biller uses the power of Artificial Intelligence. Thanks to innovative technology, the necessary credit check is done in a matter of seconds. This technology increases the acceptance rate and does not exclude sole proprietors. Thus making buy now pay later available to a larger group of potential customers. Therefore, in addition to convenience, Biller also ensures more turnover and growth.



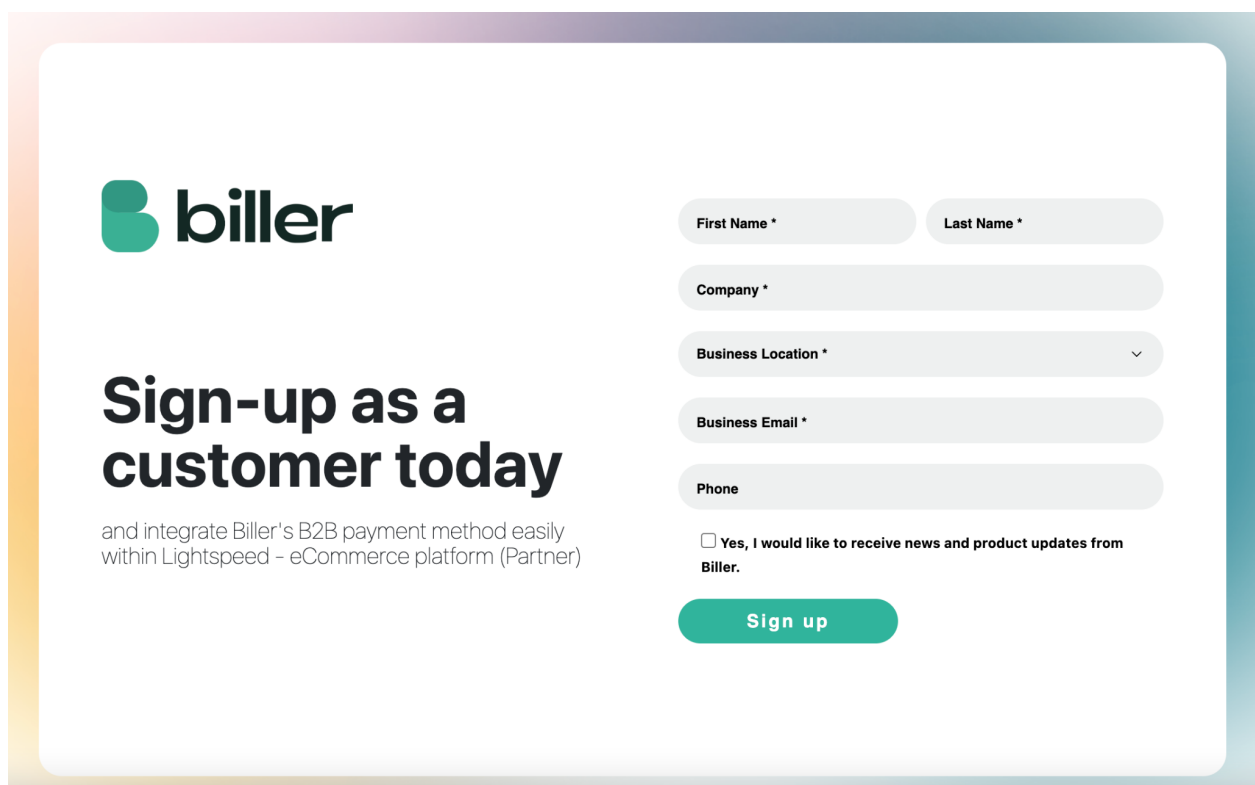
**B2B Buy Now Pay Later**  
with **payment method** Biller

# 1. Get started

## 1.1. Create an account with Biller

Biller can be enabled directly from the Lightspeed admin panel. The Biller team will supply the credentials required to activate Biller. The following steps need to be followed to get started and enable Biller on your webshop.

1. In order for you to get started, you need to create an account with Biller first. To sign up and receive your Biller credentials, please use the following [link](#) and sign up for an account. Make sure you're authorized to sign on behalf of the company. If you have already signed a contract with Biller, please skip these steps and continue on the next page.

A screenshot of the Biller sign-up form. On the left, the Biller logo is displayed above the heading "Sign-up as a customer today". Below the heading, a subtext reads: "and integrate Biller's B2B payment method easily within Lightspeed - eCommerce platform (Partner)". On the right, there is a vertical stack of input fields: "First Name \*" and "Last Name \*" (two separate fields), "Company \*", "Business Location \*" (with a dropdown arrow), "Business Email \*", and "Phone". Below these fields is a checkbox labeled "Yes, I would like to receive news and product updates from Biller." At the bottom of the form is a green "Sign up" button.

2. Once your application is approved and reviewed, you'll receive an email from one of our Business Development Managers with the request to submit our "Customer Due Diligence"\* form. This form is a required step that allows Biller to confirm and verify your business details. Once this review is completed, you will receive the credentials via e-mail in a secure YoPass link. You're ready to continue to the next step: configuration!

*\*Biller conducts CDD on all Customers in order to: 1) know our Customer, including its beneficial owners and key controllers; 2) understand the purpose and nature of the business relationship, and 3) ensure adequate and continuous monitoring of the Customer's activity and transaction monitoring.*



**B2B Buy Now Pay Later**  
with **payment method** Biller

## 1.2 Enable Biller in your Lightspeed backend

The payment method for your business customers is available to all Sellers on Lightspeed, once an account is created with Biller. Download our application in the Lightspeed Appstore.

1. After installing Biller, you will be redirected to the CMDC\* webpage where you can share some more information about your webshop.
2. On this page, see the example below, you have to enter the previously received Biller credentials. Don't forget to click 'test' as the environment if you want to test the integration first with test credentials.

Biller

Webshop UID:

58abd898-0127-4fbb-bd26-123456789

Username:

test

Password:

\*\*\*\*\*

Environment:

Test

☒ Enable Biller in your webshop

Save

3. Click on 'save' and you're done!

*\*Biller has partnered with CMDC to develop Biller's application on Lightspeed.*



**B2B Buy Now Pay Later**  
with **payment method** Biller

## 2. Order management

All orders purchased using Biller as the payment method can be managed via the Lightspeed backend Order Management functionality. Click on 'Orders' on the left-hand side to open up your Order dashboard.

The screenshot shows the Lightspeed backend interface. On the left, a sidebar contains navigation links: 'Back to Home', 'Orders' (highlighted with a red box and a red arrow), 'Quotes', 'Invoices', 'Shipping', and 'Returns'. The main content area is titled 'Orders 42 items' and includes buttons for 'Export Orders' and 'Create Quote'. Below this is a search bar and a filter dropdown set to 'All'. The table below lists orders with columns: Order, Customer, Company, Created at, Order Status, and Grand Total. The table contains 20 rows of order data, including order numbers, customer names, companies, creation dates, statuses, and grand totals.

Order	Customer	Company	Created at	Order Status	Grand Total
ORD00058	Kim Test	Biller	29 September 2022 at 15:48	COMPLETED	€ 25,95
ORD00057	Test Test	Biller	29 September 2022 at 15:37	READY FOR SHIPMENT	€ 45,95
ORD00056	Test Test	Biller Test	29 September 2022 at 15:33	AWAITING PAYMENT	€ 45,95
ORD00055	Kim Test	Biller	29 September 2022 at 15:31	CANCELLED	€ 50,00
ORD00054	Test Test	Biller	29 September 2022 at 06:14	READY FOR SHIPMENT	€ 45,95
ORD00053	Kim Test	Biller	21 September 2022 at 17:06	CANCELLED	€ 120,00
ORD00052	Test Test	Biller	21 September 2022 at 16:18	COMPLETED	€ 80,00
ORD00051	Kim Test	Biller	21 September 2022 at 15:04	COMPLETED	€ 54,00
ORD00050	Kim Test	Biller	21 September 2022 at 14:43	CANCELLED	€ 54,00
ORD00049	Kim Test	Biller	21 September 2022 at 14:09	COMPLETED	€ 110,00
ORD00048	Kim Test	Biller	21 September 2022 at 12:02	COMPLETED	€ 67,45
ORD00047	Kim Test	Biller	21 September 2022 at 10:44	COMPLETED	€ 81,00
ORD00046	Kim Test	Biller	21 September 2022 at 10:43	PARTIAL CAPTURE	€ 72,50
ORD00045	Kim Test	Biller	21 September 2022 at 10:40	PARTIALLY SHIPPED	€ 69,25
ORD00037	Kim Test	Biller	20 September 2022 at 17:48	AWAITING PAYMENT	€ 150,00
ORD00035	Kim Test	Biller	20 September 2022 at 17:14	AWAITING PAYMENT	€ 11,94
ORD00032	Kim Test	Biller	20 September 2022 at 16:32	AWAITING PAYMENT	€ 45,87
ORD00031	Kim Test	Biller	20 September 2022 at 16:20	AWAITING PAYMENT	€ 18,20
ORD00030	Kim Test	Biller	20 September 2022 at 16:09	COMPLETED	€ 13,94
ORD00029	Kim Test	Biller	20 September 2022 at 15:56	AWAITING PAYMENT	€ 139,80
ORD00028	Kim Test	Biller	20 September 2022 at 15:53	AWAITING PAYMENT	€ 579,90
ORD00027	Kim Test	Biller	20 September 2022 at 14:54	COMPLETED	€ 60,00
ORD00024	Kim Test	Biller	15 September 2022 at 00:08	PARTIALLY SHIPPED	€ 100,51
ORD00022	Kim Test	Biller	14 September 2022 at 23:43	COMPLETED	€ 80,00
ORD00020	Kim Test	Biller	14 September 2022 at 23:26	AWAITING PAYMENT	€ 23,90
ORD00019	Kim Test	Biller	14 September 2022 at 23:26	AWAITING PAYMENT	€ 18,20

Find the different Order Management actions below. Important: it is not possible to perform your order management actions in Biller's Seller Portal. However, the actions from the Lightspeed Order Management are visible in Biller's Seller Portal.



**B2B Buy Now Pay Later**  
with payment method Biller

## 2.1 Capture

The 'Capture' signifies to Biller that the order has been shipped and this in turn activates the dunning flow to the buyer by the means of sending the payment request. This action will trigger the payment to the Seller from Biller, on the agreed settlement period which can be found in your signed agreement with Biller.

In the dashboard, click on one of the orders in order for you to continue. If the order is shipped (and ready to be captured), select **"Mark as Shipped"**.

Orders > ORD00057

< Back to Orders

More ▾

STATUS

READY FOR SHIPMENT

CREATED AT

29 September 2022 at 15:37

ORDER NUMBER

ORD00057

GRAND TOTAL

€ 45,95

Payment

Biller - Zakelijke factuur - Biller

€ 0,00

Invoice #INV00064

Debit

€ 45,95

Print Invoices

Nederlands :

Add a credit invoice

Mark as not paid

Shipment

Standaard verzending

€ 5,95

#SHIP00062

1 item

Mark as Shipped

Test Test

Guest - #166655427

one step checkout

+31 612345678

support@biller.ai

Billing address and shipping address

Biller

Test Test

Haarlemmerweg 331

1051 LH Amsterdam

Netherlands, The

[View in Google Maps](#)

Edit Address

Notify customer

Edit Customer

Payment notification sent (automatic)

29 SEPTEMBER 2022 AT 15:41

Invoice Paid (automatic)

29 SEPTEMBER 2022 AT 15:41

Order Paid (automatic)

29 SEPTEMBER 2022 AT 15:41

Order Paid (automatic)

29 SEPTEMBER 2022 AT 15:41

Cancel Order

Products

Create Return

Product name	Amount	Price
<div></div> Lamp	1 x € 40,00	€ 40,00
<div>View Details</div>		
GRAND TOTAL		€ 45,95

Notes

Save Note

Start typing here to add a note...

**B2B Buy Now Pay Later**  
with payment method Biller

Immediately after, the status of the order will automatically display as **‘completed’**.

Orders > ORD00057

[Back to Orders](#) [More](#)

Order has been shipped

**STATUS**  
COMPLETED

CREATED AT  
29 September 2022 at 15:37

ORDER NUMBER  
ORD00057

GRAND TOTAL  
€ 45,95

**Payment**

Biller - Zakelijke factuur - Biller € 0,00

Debit Invoice #INV00064 € 45,95

Print Invoices Nederlands

[Add a credit invoice](#) [Mark as not paid](#)

**Shipment**

Standaard verzending € 5,95

#SHIP00062 1 item

[Mark as not shipped](#)

**Test Test**

Guest - #166655427

one step checkout

+31 612345678

[support@biller.ai](mailto:support@biller.ai)

Billing address and shipping address

Billers  
Test Test  
Haarlemmerweg 331  
1051 LH Amsterdam  
Netherlands, The  
[View in Google Maps](#)

[Notify customer](#) [Edit Customer](#)

**Products** [Create Return](#)

Product name	Amount	Price
Lamp 1 x € 40,00	€ 40,00	

[View Details](#)

GRAND TOTAL € 45,95

**Notes** [Save Note](#)

Start typing here to add a note...

**Shipment Shipped (manual)**  
29 SEPTEMBER 2022 AT 16:06 BY INGE VAN DEN BRAKEL

**Payment notification sent (automatic)**  
29 SEPTEMBER 2022 AT 15:41

**Invoice Paid (automatic)**  
29 SEPTEMBER 2022 AT 15:41

**Order Paid (automatic)**  
29 SEPTEMBER 2022 AT 15:41

[Cancel Order](#)



**B2B Buy Now Pay Later**  
with **payment method** Biller




### 2.1.1. Partial Capture

It is also possible to perform a partial capture when, for example, some of the purchased products are not ready for shipment yet. In this case, you must first cancel the full shipment.

Click on the #SHIPXXXX link.

## Shipment




Standaard verzending

€ 0,00

#SHIP00017

4 items




Create Shipment

Select the status 'cancelled' and click on 'save'.

Shipment SHIP00017 NOT SHIPPED

Print shipmentCloseSave

Title	Quantity
 <b>Teddy bear</b> Colour: Brown, Material: Cotton	4x

Tracking Number

3STEST123456789

State

Cancelled

Notify the customer

☐




**B2B Buy Now Pay Later**  
with **payment method** Biller

You can create a new shipment and indicate how many items have to be sent. Click on 'create shipment'. Select the number of items you can ship, change the status to 'shipped' and confirm by clicking on 'Add'.

Create a shipment

Cancel

Add

Title	Amount	Quantity
<div> <b>Teddy bear</b> Colour: Brown, Material: Cotton</div>	4x € 20,00	<div>2</div>

Tracking Number

3STEST123456789

State

Shipped

:

Notify the customer

×



## 2.2 Refund

If needed, you can refund an order that was shipped to your customer. In order to do so, you will need to navigate to the order in question and click on 'add credit invoice'.


STATUS  
COMPLETED

CREATED AT  
29 September 2022 at 06:14

ORDER NUMBER  
ORD00054

GRAND TOTAL  
€ 45,95


Payment

 Biller - Zakelijke factuur - Biller € 0,00

Debit


Invoice #INV00060

€ 45,95



Print Invoices


Nederlands:



Add a credit invoice


Mark as not paid

Shipment

 Standaard verzending € 5,95

#SHIP00059

1 item



Mark as not shipped

Kim Test

Guest - #165748732

one step checkout

+31 612345678

@biller.ai

Billing address and shipping address


Billers  
Test Test  
Diemerakade 1 A  
1111 AA Diemen  
Netherlands, The  
[View in Google Maps](#)

Notify customer

Edit Customer

Products

Create Return

Product name	Amount	Price
<div> T-shirt Grootte: S</div> <div></div> <div>1 x € 50,00</div> <div>€ 40,00</div>		

View Details

GRAND TOTAL

€ 45,95

Notes

Save Note

Start typing here to add a note...

Shipment notification sent (automatic)

6 OCTOBER 2022 AT 15:49

Shipment Shipped (manual)

6 OCTOBER 2022 AT 15:44 BY INGE VAN DEN BRAKEL

Payment notification sent (automatic)

29 SEPTEMBER 2022 AT 06:16

Invoice Paid (automatic)

29 SEPTEMBER 2022 AT 06:15

Cancel Order

**B2B Buy Now Pay Later**  
with payment method Biller

Here, you'll find the opportunity to credit the order based on the number of products, shipping fee, or a custom amount. Make sure to change the status from "Not paid" to "Paid".

Create a credit invoice

Cancel

Add

Title	Amount	Total	Quantity
<b>T-shirt</b> Grootte: S	21% 1x € 50,00 -€ 10,00	€ 40,00	0
<b>Shipping costs</b> Standaard verzending		€ 5,95	€ 0
Add a custom credit			

#### Update stock

Enable to return items to stock



#### Status

Change the invoice status.

Not paid :

#### Notify customer

Send an automated email to the customer.



**B2B Buy Now Pay Later**  
with **payment method** Biller

The 'Create Return' button next to the 'Products' field provides the option to change your stock, without refunding the product to the customer.

<b>STATUS</b> COMPLETED	<b>CREATED AT</b> 29 September 2022 at 06:14	<b>ORDER NUMBER</b> ORD00054	<b>GRAND TOTAL</b> € 45,95
----------------------------	---	---------------------------------	-------------------------------

**Payment**

Biller - Zakelijke factuur - Biller € 0,00

Debit Invoice #INV00060 € 45,95

Print Invoices Nederlands:

Add a credit invoice Mark as not paid

**Shipment**

Standaard verzending € 5,95

#SHIP00059 1 item

Mark as not shipped

**Kim Test**   
Guest - #165748732

one step checkout

+31 612345678

@biller.ai

Billing address and shipping address  
Biller  
Test Test  
Diemerkade 1 A  
1111 AA Diemen  
Netherlands, The  
[View in Google Maps](#)

Notify customer Edit Customer

**Products** **Create Return**

Product name	Amount	Price
<b>T-shirt</b> Grootte: S	1 x € 50,00	€ 40,00

View Details

**GRAND TOTAL** € 45,95

**Notes**

Save Note

Start typing here to add a note...

**Shipment notification sent (automatic)**  
6 OCTOBER 2022 AT 15:49

**Shipment Shipped (manual)**  
6 OCTOBER 2022 AT 15:44 BY INGE VAN DEN BRAKEL

**Payment notification sent (automatic)**  
29 SEPTEMBER 2022 AT 06:16

**Invoice Paid (automatic)**  
29 SEPTEMBER 2022 AT 06:15

Cancel Order




**B2B Buy Now Pay Later**  
with payment method Biller

Once clicked, the following page will appear on the right-hand side.

Create Return

Cancel

Add

Title	Amount	Total	Quantity to return
 Lamp	1x € 40,00	€ 40,00	<input type="text" value="0"/>

Status

New

Return reason:

Choose an existing or type a new reason

Return action:

Choose an existing or type a new action

Update stock

Enable to return items to stock

Notify customer

Inform the customer about their return

Customer comment

for example, some comment...

Staff note

for example, some note...



## 2.3 Cancellation

If a cancellation is required, you can simply click on the button 'Cancel Order' on the right-hand side of the relevant order. This can only be done before the capture takes place.

Orders > ORD00057

[Back to Orders](#) [More](#)

Order has been shipped

**STATUS**  
COMPLETED

CREATED AT  
29 September 2022 at 15:37

ORDER NUMBER  
ORD00057

GRAND TOTAL  
€ 45,95

**Payment**

Biller - Zakelijke factuur - Biller € 0,00

Invoice #INV00064 € 45,95

Print Invoices [Nederlands](#)

[Add a credit invoice](#) [Mark as not paid](#)

**Shipment**

Standaard verzending € 5,95

#SHIP00062 1 item

[Mark as not shipped](#)

**Test Test**

Guest - #166655427

one step checkout

+31 612345678

[support@biller.ai](mailto:support@biller.ai)

Billing address and shipping address

Billers  
Test Test  
Haarlemmerweg 331  
1051 LH Amsterdam  
Netherlands, The  
[View in Google Maps](#)

[Notify customer](#) [Edit Customer](#)

**Products** [Create Return](#)

Product name	Amount	Price
Lamp	1 x € 40,00	€ 40,00

[View Details](#)

GRAND TOTAL € 45,95

**Notes** [Save Note](#)

Start typing here to add a note...

**Shipment Shipped (manual)**  
29 SEPTEMBER 2022 AT 16:06 BY INGE VAN DEN BRAKEL

**Payment notification sent (automatic)**  
29 SEPTEMBER 2022 AT 15:41

**Invoice Paid (automatic)**  
29 SEPTEMBER 2022 AT 15:41

**Order Paid (automatic)**  
29 SEPTEMBER 2022 AT 15:41

[Cancel Order](#)



**B2B Buy Now Pay Later**  
with **payment method** Biller



The following screen will appear which allows you to notify the customer about the cancellation or not. Afterward, the Order status will be displayed as 'Cancelled' and **cannot be reversed**. If this was not supposed to happen, the only option available is to create a new order.

The screenshot displays the Biller B2B interface for order ORD00057. A modal dialog box is open, asking for confirmation to cancel the order. The dialog text reads: "Cancel ORD00057?", "Are you sure you want to cancel order 'ORD00057'? This action cannot be reversed.", and includes a checked checkbox for "Notify customer?". Two buttons are present: "Cancel this order" and "No, do not cancel".

**Order Details:**

- Order Number: ORD00057
- Grand Total: € 45,95
- Status: COMPLETED

**Payment Information:**

- Billers: Zakelijke factuur
- Invoice #INV00064: € 45,95
- Debit: € 45,95
- Shipping #SHIP00062: 1 item

**Products:**

Product name	Amount	Price
Lamp	1 x € 40,00	€ 40,00

**Grand Total:** € 45,95

**Returns:**

Return	Amount	Date added	Status
#5816348	€ 40,00	29 September 2022 at 16:11	NEW

**Notes:**

Start typing here to add a note...

**Customer Information:**

- Test Test
- Guest - #166655427
- +31 612345678
- support@biller.ai

**Address:**

Billing address and shipping address  
Biller  
Test Test  
Haarlemmerweg 331  
1051 LH Amsterdam  
Netherlands, The  
[View in Google Maps](#)

**History:**

- Rma Created (manual) - 29 SEPTEMBER 2022 AT 16:11 BY INGE VAN DEN BRAKEL
- Shipment Shipped (manual) - 29 SEPTEMBER 2022 AT 16:06 BY INGE VAN DEN BRAKEL
- Payment notification sent (automatic) - 29 SEPTEMBER 2022 AT 15:41
- Invoice Paid (automatic) - 29 SEPTEMBER 2022 AT 15:41

**Buttons:**

- Cancel Order
- Notify customer
- Edit Customer



**B2B Buy Now Pay Later**  
with payment method Biller



## 3. Extra information

### 3.1 Direct payments from Buyers to you, the Seller

If a buyer accidentally pays you directly (webshop/Seller) you can either refund the payment or contact [support@biller.ai](mailto:support@biller.ai). It's important to take action upon these direct payments as the buyer will continue receiving reminders from Biller (including reminder fees) if Biller is not informed about the direct payment.

### 3.2 Adjust your invoices

Would you like to avoid the above problem? Inform your customer that the payment will be made via Biller by adding an "Invoice footer" text. Go to [YOUR DOMAIN].webshopapp.com/admin/notifications/1 to add this text. You can also go to Settings > E-mail notifications > Invoice Footer via the Lightspeed backend.

### 3.3 Biller promotion in your webshop

We have different resources available to promote Biller on your webshop to your buyers. Have a look at our Help Center [right here](#), where you can find more information about our FAQ, banners, logo and more!

### 3.4 Suspicion of fraudulent behavior

Biller performs extensive company reviews when the buyers pass the checkout flow. In some cases, additional reviews take place for high-risk customers which can result in Biller sending you a stop request to cancel the shipping of an order. It's important to take action immediately once an email as such is received. Read more about disputes and fraud in [our Help center](#).

### 3.5 Biller's support team

If you need assistance with your integration, or if you have any other questions about Biller after checking out [our Help Center](#), please do not hesitate to contact our support team for further assistance: [support@biller.ai](mailto:support@biller.ai) or give us a call at 085 401 1797.

### 3.6 Biller logo in the footer of your Lightspeed Webshop

Are you using a standard theme in your Lightspeed shop? Click on Theme > Advanced > Edit Code > "snippets/footer.rain". Copy and paste the code below, underneath the part "`{% for payment in shop.payments %}`" and below "`{% endfor %}`". Important: if you're not experienced in html/css adjustments, make sure to request your developer or agency to complete this.

```
<a href="{{ 'service/payment-methods' | url }}" title="{{ payment.title }}" class="payment-methods__item">
  <img src="https://cdn.webshopapp.com/shops/341968/files/416841130/biller-log
```



**B2B Buy Now Pay Later**  
with **payment method** Biller