

## 1 Select a **Vendor Country** and a **Vendor**.

The screenshot shows the 'Ship & Pay' interface with a progress bar at the top indicating four steps: 1. Transaction Details, 2. Payer (your) Details, 3. Payment - Credit Card, and 4. Confirmation. The first step, 'Transaction Details', is active. Below the progress bar, there are two dropdown menus. The first dropdown is labeled 'Select a vendor country' and has a red circle around it. The second dropdown is labeled 'Type Vendor name or select from list' and has a red arrow pointing to it. Both dropdowns are open, showing a list of options. The first dropdown shows 'US - United States' selected. The second dropdown shows 'A Customs Brokerage, Inc.' selected. A red arrow points from the first dropdown to the second dropdown.

## 2 Fill in the **transaction details** for the selected Vendor and click “Next” at the bottom of the page.

The screenshot shows the 'Ship & Pay' interface with the 'Transaction Details' step active. The form contains several fields: a dropdown for 'US - United States', a text field for 'Please enter the Transaction Number' with the value '74637348793', a dropdown for 'A Customs Brokerage, Inc.', a text field for 'AWB', a text field for '\$ 150.00', a text field for 'Related BOL / AWB #', and a text field for 'Customer Ref. #'. There is also a 'Notes' section with a text area for 'Enter notes for the vendor here'. A 'Next →' button is at the bottom.

\*Only 12 one-time payments can be made using Ship & Pay per year.

- 3 Fill in **your details** and click “Next” at the bottom of the page.

**Ship & Pay**  
Pay transactions quickly without registration.

1. Transaction Details 2. Payer (your) Details 3. Payment - Credit Card 4. Confirmation

← Transaction details

Required \*

\* David \* Smith

\* Shippers Co. \* dsmith@shippers.co  
We will send the transaction confirmation to this email.

\* (805) 283-9238  
We will call you if there are any issues with your transaction.

Next →

! Please use the **same company name & email** for all Ship & Pay payments.

- 4 Fill in **your credit card details** and click “Complete Payment”.

Transaction Summary **AWB #748 37748793**

Vendor **A Customs Brokerage, Inc**

Payment Summary

Item	Rate	Amount
PayCargo Transaction	150.00	\$150.00
Shipper Fee	15.00	\$15.00
<b>Subtotal</b>		<b>\$165.00</b>
<b>Credit Card Processing Fee</b>	<b>0.035 x 165.00</b>	<b>\$5.78</b>
		<b>Total: \$170.78</b>

Payment Date: 04/07/2021

3.5% Processing Fee ⓘ

Enter your credit card information in the fields below.

**CREDIT CARD NUMBER \***  
\*\*\*\* \* 8228

**NAME ON CARD \***  
David H. Smith

**EXP. DATE \*** 09 / 22 **CVV \* ⓘ** 033 **ZIP CODE \*** 33130

**Complete Payment**

By completing this payment you agree to our [Terms and Conditions](#).

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