

Issuing an invoice to a buyer from a personal account

The merchant issues an invoice to the buyer from their personal account, and a link to the payment page is sent to the buyer's email address. You don't need your own website to bill this way.

Procedure

To issue an invoice from your personal account, follow these steps.

1. Sign in [personal account](#) (the link leads to the test server) and in the top panel, select **Invoice**. A registration form and a payment form submission will be displayed.
2. Fill in the required fields referring to the table below.

Field	Description
Order number	Order number in the merchant's system. If automatic generation of the order number is enabled for the merchant, then the field is unavailable for editing. Required field.
Amount	Enter the order amount. Required field.
Currency	Select the currency of the order from the drop-down list. Required field.
Client e-mail	Please enter the buyer's email address. Required field.
Client name	If necessary, indicate the last name, first name and patronymic of the buyer.
Sender	Merchant's website address Required field.
Description	Enter a description for the order, if required.
Client ID	Client identifier in the merchant's system. The value of this parameter goes in the registration request as the <code>clientId</code> parameter.
Payment period	Indicate the date and time by which the payment should be made.

3. Click on the **Register your order and send payment form** button.
Upon successful registration of the order, an email containing a link to the payment page will be sent to the specified e-mail address of the buyer.