



Globepay Smart POS Terminal

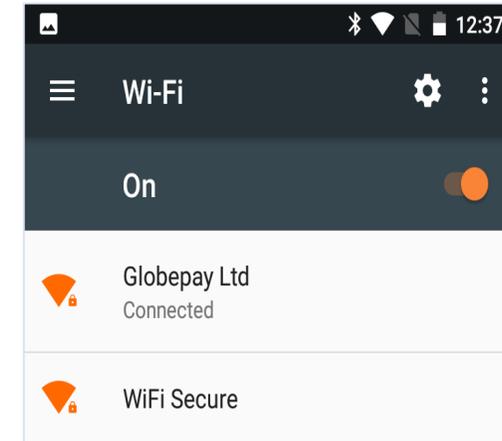
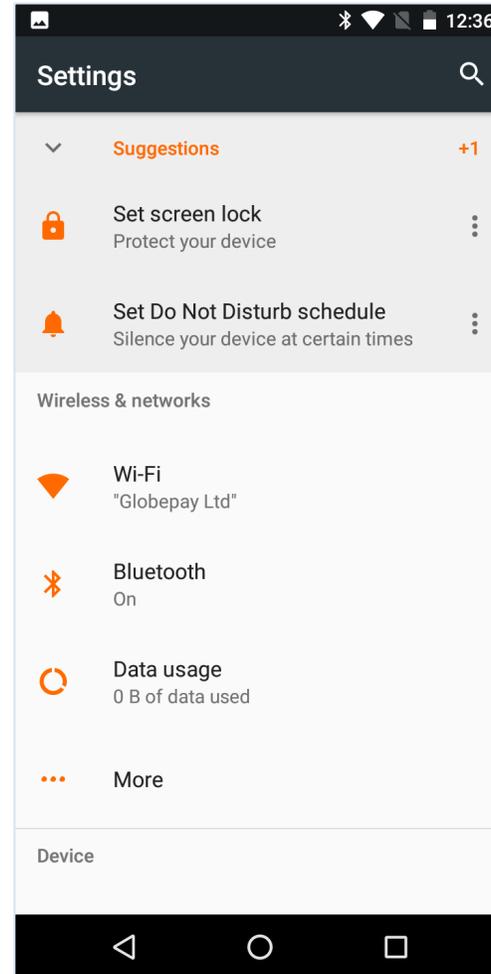
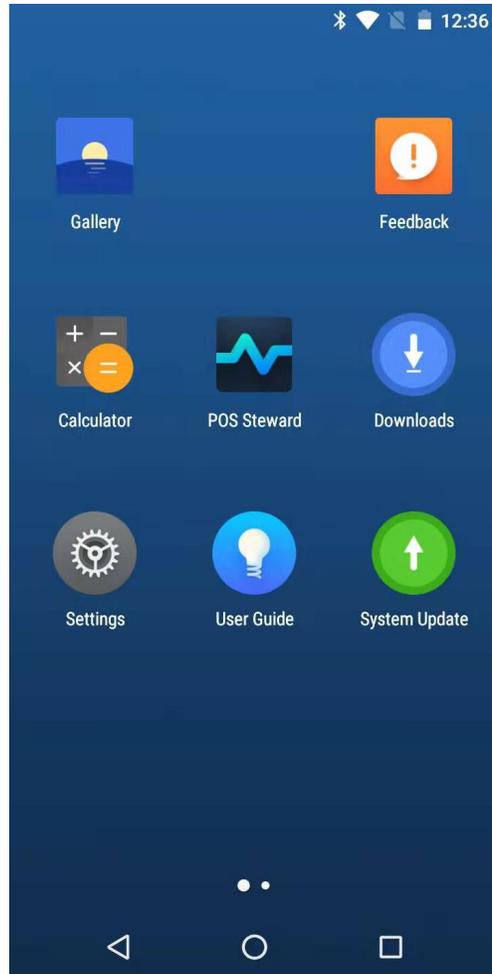
Merchant Manual

Applicable Terminal Model: SUNMI V2

Smart POS is a new type of POS terminal which is designed for users by Globepay, with the advantages of convenience and speed. It supports scan QR code payment, print receipt, scan QR code refund and other convenient functions. It also accepts SIM card, Bluetooth and wireless network.

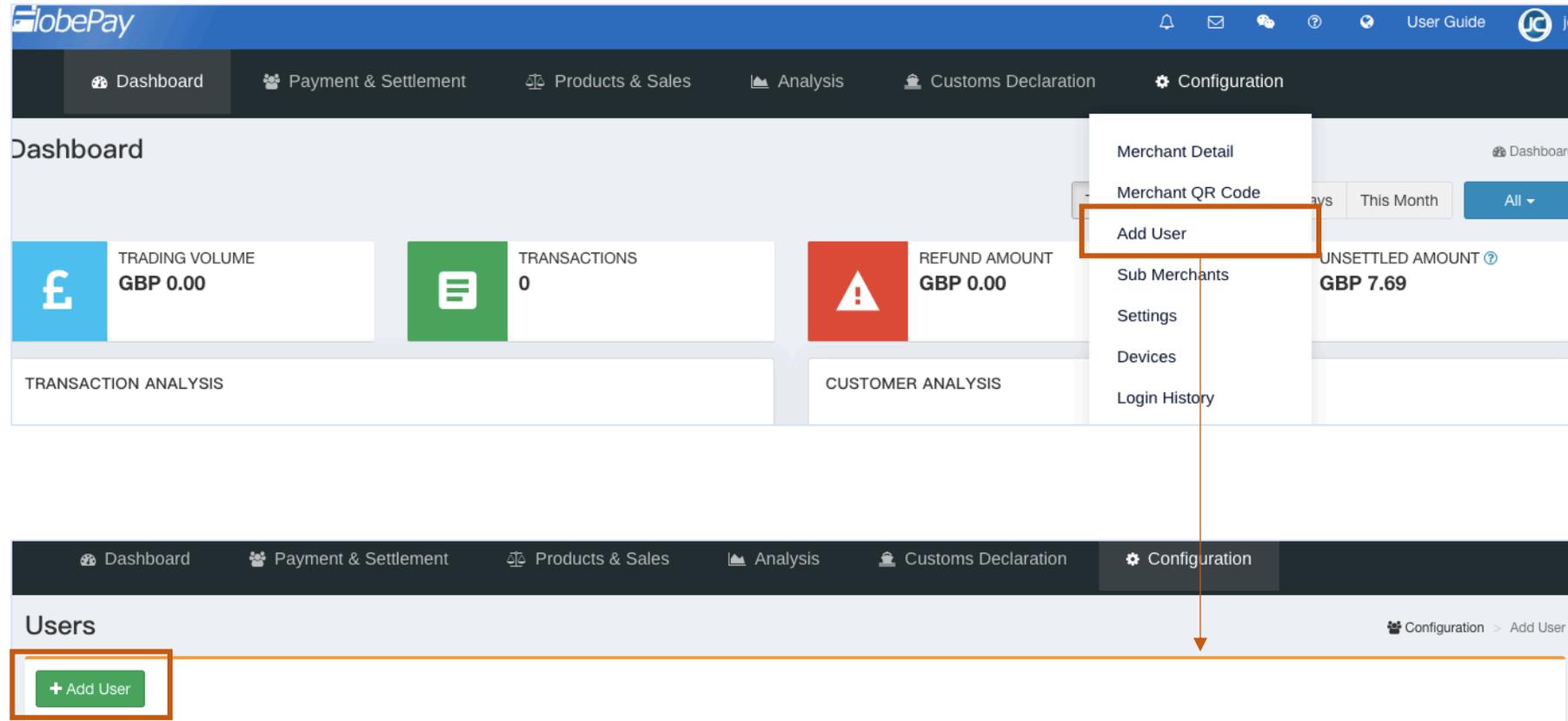
- 1. How to connect to Wi-Fi?**
- 2. Login**
- 3. Collect Payment**
- 4. Transaction**
- 5. Refund**
- 6. Setting**

1. How to connect to Wi-Fi?



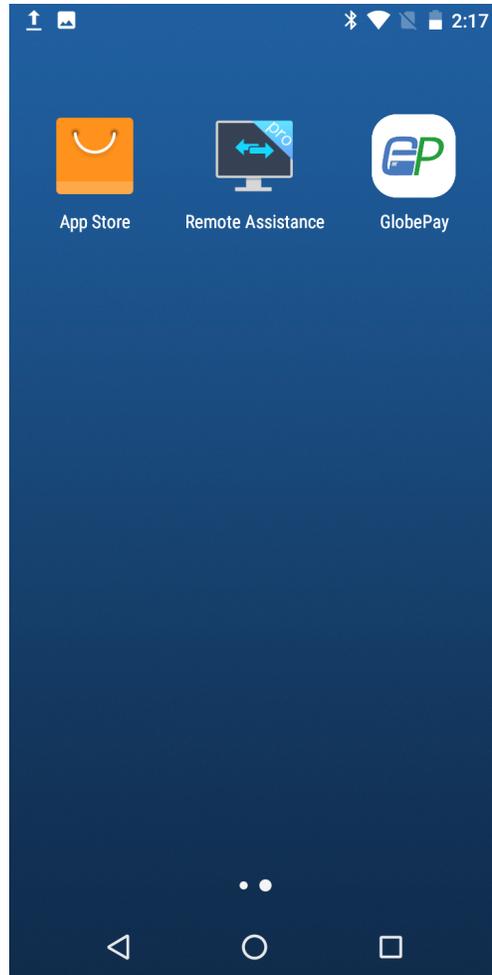
Step 1: Turn on the POS terminal and click the “Settings” ;
Step 2: Click “Wi-Fi” ;
Step 3: Turn on the Wi-Fi and get connected.

2. Login - Create Users for Devices on PC

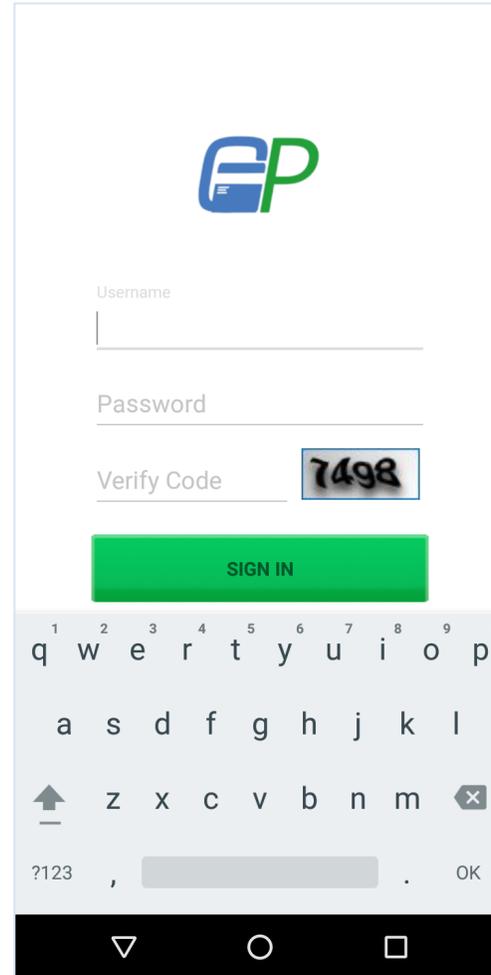


Create user accounts before login multiple POS terminals. Add users in the PC Merchant Portal and set different users for each terminal.

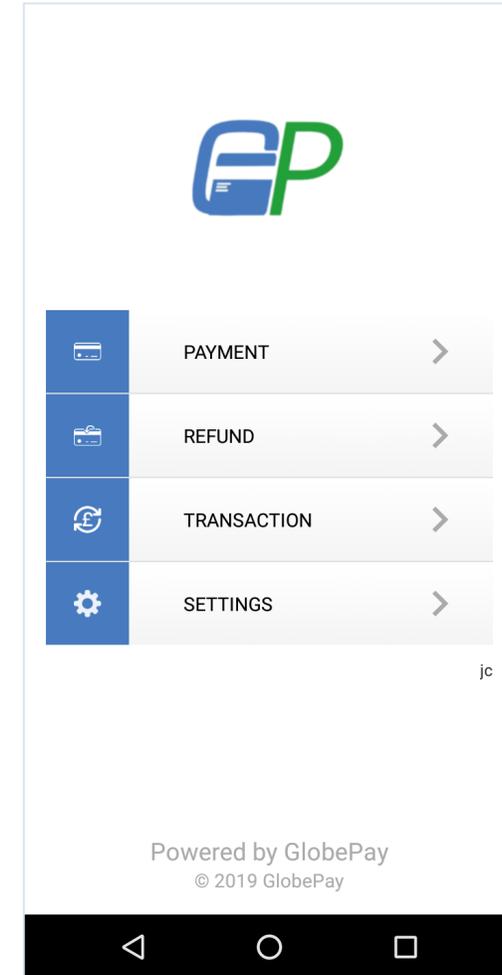
2.1 Login on POS Terminal



Step 1: Click The Globepay APP



Step 2: Login with merchant account



Step 3: Login Successful

2.2 Rename Devices on PC (If needed)



The screenshot shows the merchant dashboard with a configuration menu open. The 'Devices' option is highlighted with an orange box. The dashboard also displays financial metrics: REFUND AMOUNT GBP 0.00 and UNSETTLED AMOUNT GBP 7.69. A 'CUSTOMER ANALYSIS' section is visible at the bottom with a chart for 'Last 7 Days' showing 'Old Customers', 'New Customers', and 'Order Counts'.

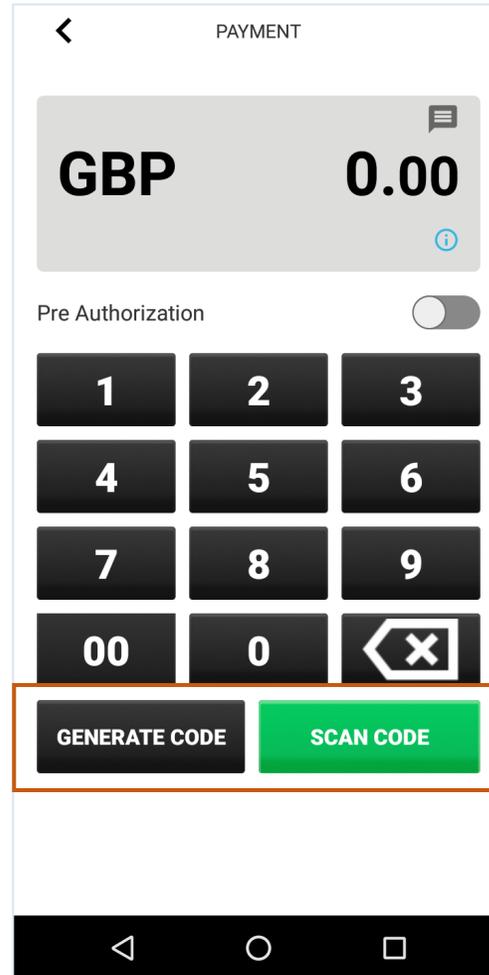
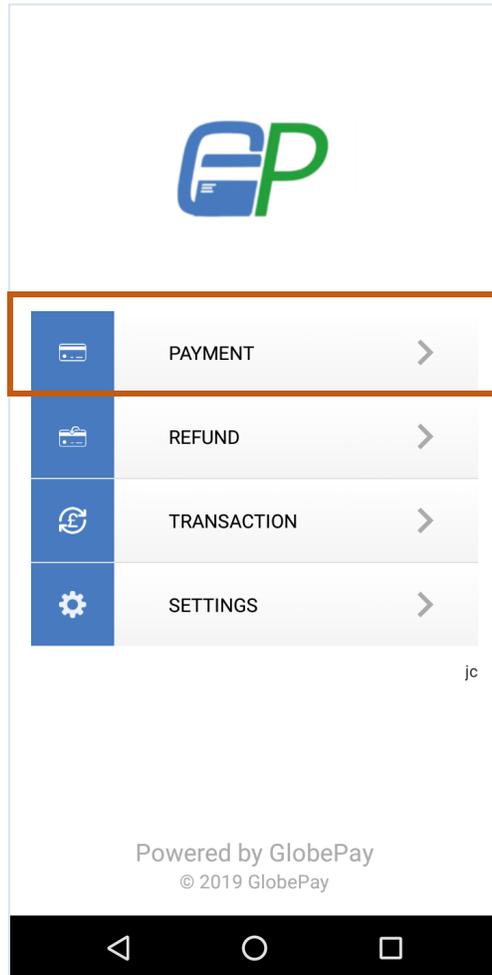
The 'Devices' management page shows a list of devices with their unique identifiers and action buttons. The 'Edit Remark' button for the first device is highlighted with an orange box. The list includes:

- iphone_B53ACE53-7F05-4B71-B2F6-EE3392FC6188
- iphone_D876F725-B8E3-43FA-B29B-771C62FECF8B
- iphone_0E9CD580-FB20-4255-A337-43B8C70190A8
- android_ffffffff-9dbe-56c7-2e80-727c00000000
- iphone_2AD66550-5635-40C4-B28A-0E4F0785BBC4
- android_ffffffff-c818-a6ac-b0f8-227400000000
- test*into cafe

The modal form for editing a device remark contains a search bar labeled 'Keywords', an input field with the placeholder text 'Input New Remark of device', and two buttons: a green 'Submit' button and a red 'Cancel' button.

After user first login, the device will be shown in the left section. Clicking “Edit Remark” if rename needed. It can help merchant clearly understand the sales of each users or stores. e.g. the merchant can rename a device as Gift Shop.

3. Collect Payment



Merchant can collect money in the “Payment” function.

Step 1: Select “payment”

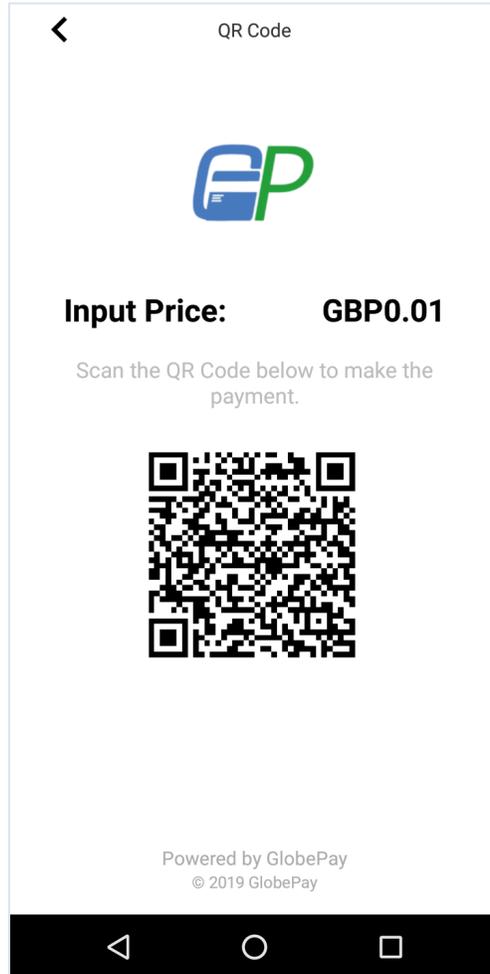
Step 2: Enter the amount

Step 3: Select the method

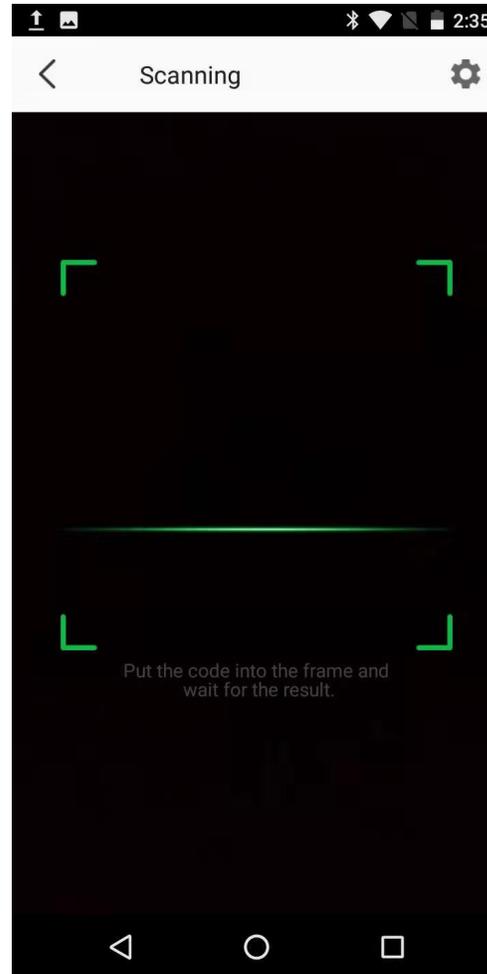
Enter the amount and select whether this transaction is a pre-authorization order.

(If pre-authorization order is selected, the fund remains in the account balance and not proceed to settlement procedure. After cancelling the pre-authorization status, the fund can be settled.)

3. Collect Payment



GENERATE CODE



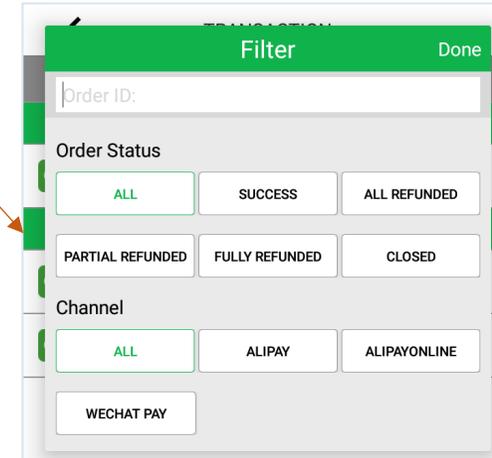
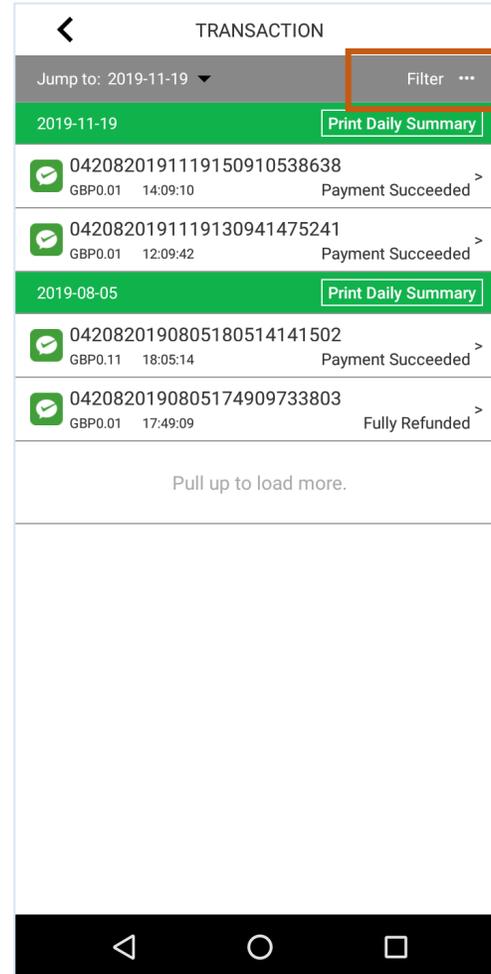
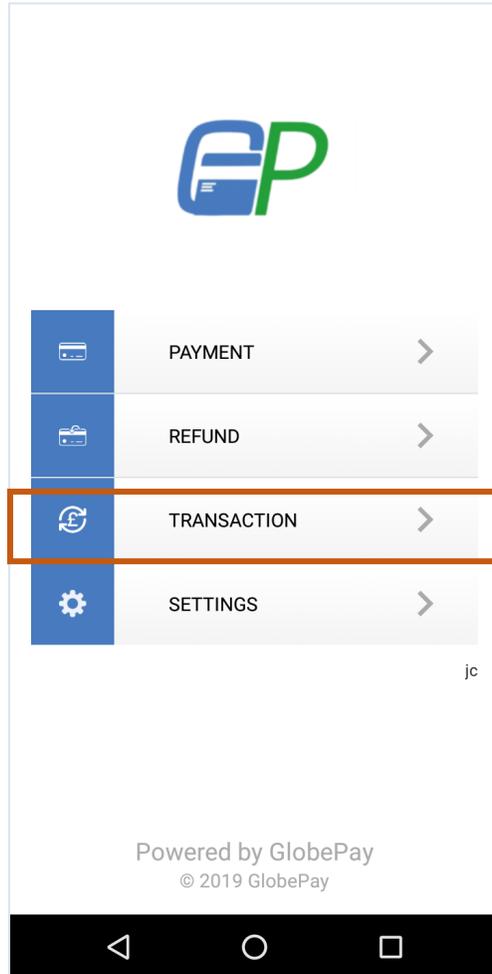
SCAN CODE

Step 4: Collect payment

Method 1: Customer scan merchant
Click “GENERATE CODE” to create QR Code and scanned by customer’s payment APP (WeChat Pay/Alipay).

Method 2: Merchant scan customer payment QR code
Click “SCAN CODE” to scan the payment QR Code on customer’s payment APP(WeChat Pay / Alipay) .

4. Transaction



Step 1: Select “Transaction”
Step 2: View Transactions
Merchant can view each transaction and print Daily Summary through POS terminal. At the same time, you can also view the specific transaction records through the filter.

4. Transaction



Dashboard | Payment & Settlement | Products & Sales | Analysis | Customs Declaration | Configuration

Transactions | Remote Sales QR Code

Payment & Settlement > Transactions

Transaction

Clearing Status

Channel | WeChat Pay | Alipay | AlipayOnline

Date Range | 2019-11-11 00:00 ~ 2019-11-18 12:22 | Today | Yesterday | Last 7 Days | This Month | Last Month

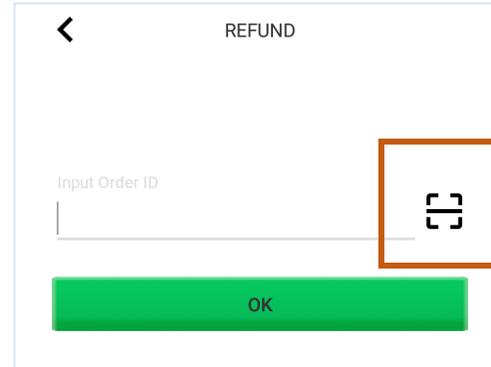
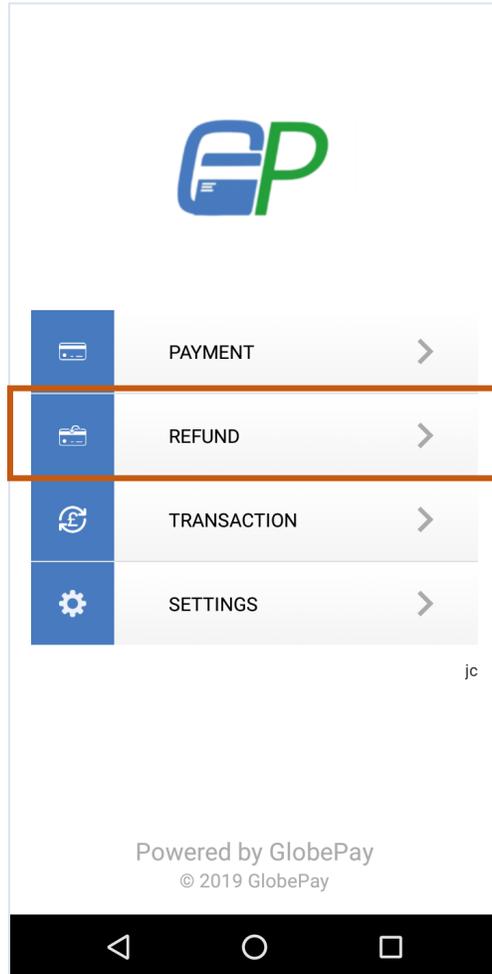
Sub Merchant | JC国际 | 格拉租房

Devices | test*into cafe | sunmi_VB02196R00176 | sunmi_VB02196R00384 | sunmi_VB02197901285 | sunmi_VS0617CB00144 | sunmi_VB12194J00401 | sunmi_VB12194J00344 | sunmi_VS0418BE00386 | sunmi_VS0418BE00495 | sunmi_fa469bd8 | sunmi_fa519b4b | gift shop | restaurant | sunmi_f3b2ec5d | sunmi_0820087537 | sunmi_1070000996 | sunmi_VS0218B701030 | sunmi_VS0218B700962 | sunmi_VS0218B701028 | sunmi_VS0218B700220 | sunmi_VS0418AN50518

Search | Export Statement

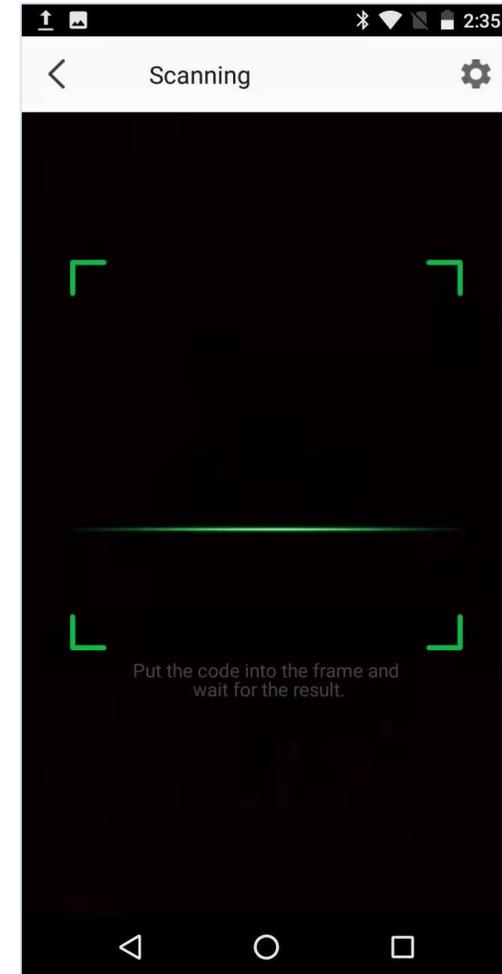
The “Transaction” on the PC Merchant Portal show more information. By filtering the name of devices, merchant can understand and download the sales details of different users or stores.

5. Refund

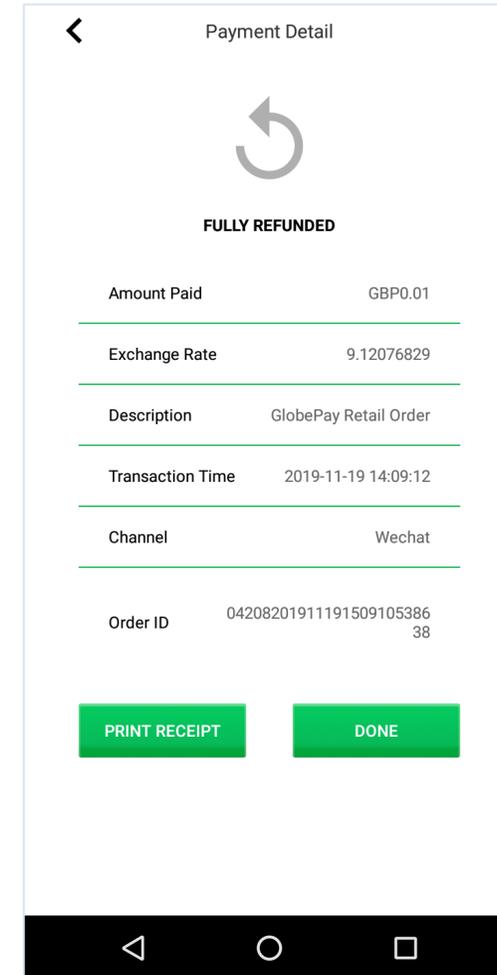
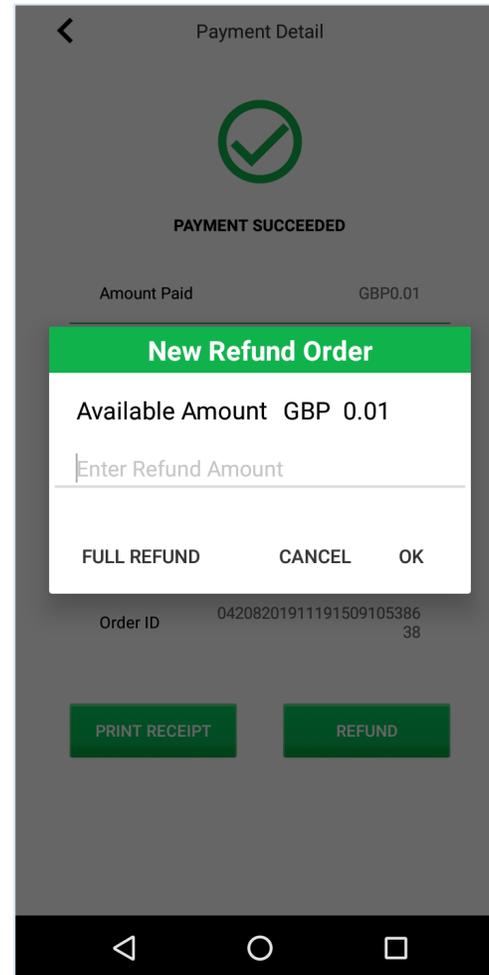
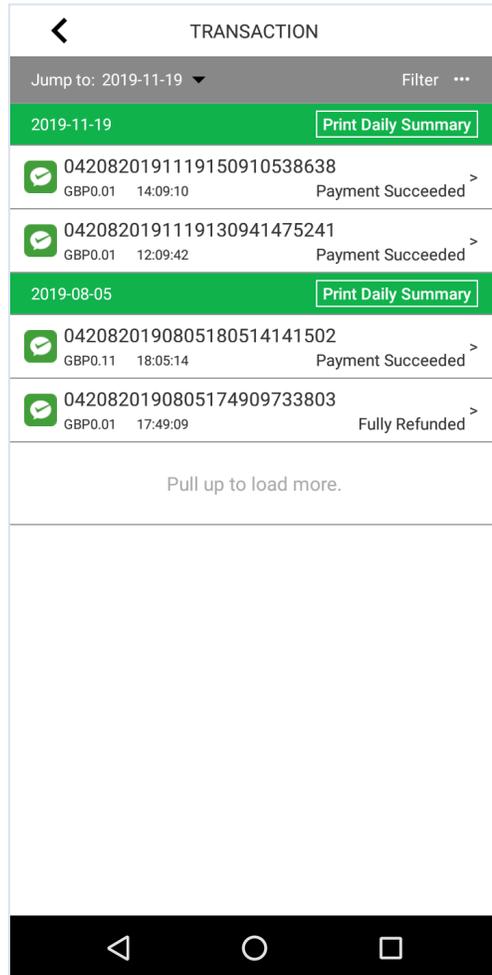


Method 1: Click “Refund”

Enter Order ID or scan the QR Code on customer receipt to make the refund.

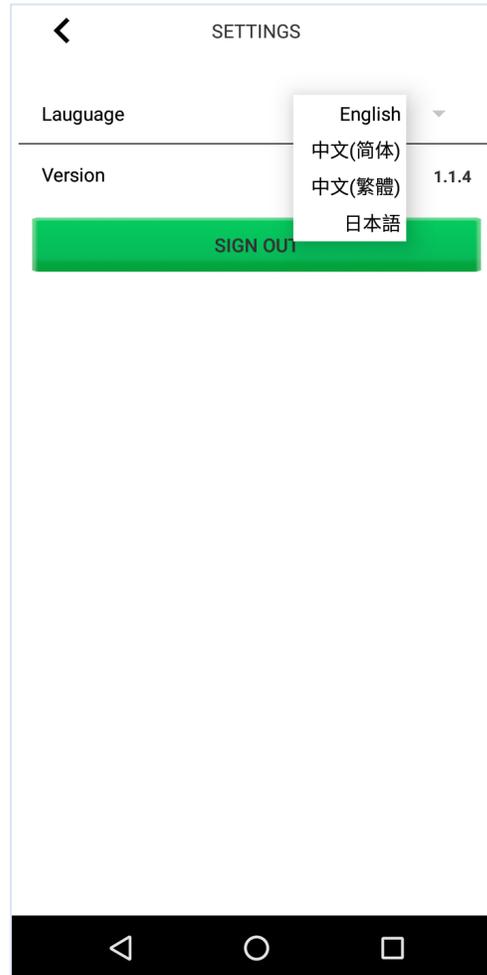
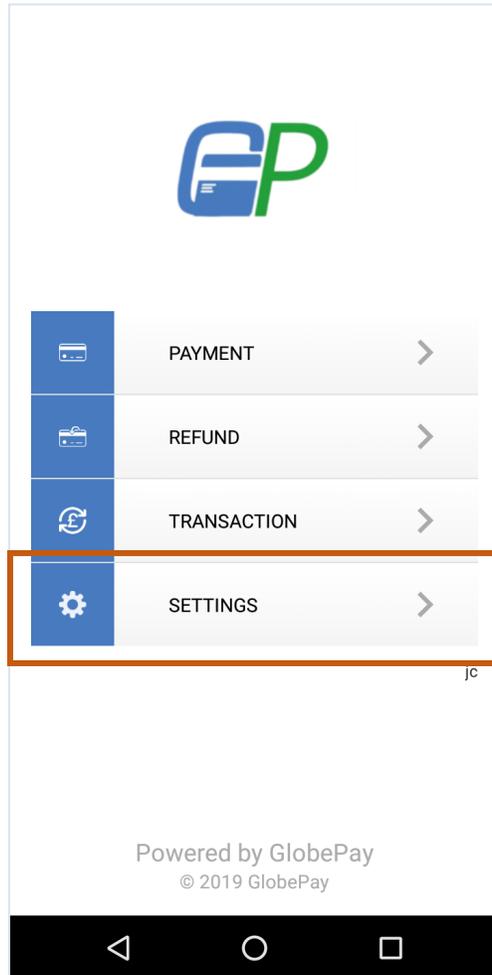


5. Refund



Method 2: Click “Transaction” and select the order that needs to be refunded, enter refund amount and click “OK” .

6. Setting



Functions such as language and sign out could be found in Settings.

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WeChat Official Account



Customer Service

