

## Guide to do the Payment Allocation with Excel File

Simply follow the easy steps below



## Step 2:

Upload the Excel file by choosing **'DRAG OR BROWSE'** from your device



/our device		
	Download sample excel sheet template: 1.sample2xis 2.sample2xis	
	Drag & Drop or <u>browne</u> your file	CANCEL
	FOLLOW US (P) (O) (O) (O) (O)	etisalat and

Export an excel file to manage payments at your convenience. Upload the file back into the portal to make a custom payment  Export an excel file to manage payments at your convenience. Upload the file back into the portal to make a custom payment  Existing Templat_Invoice_Payment. ③  Read Back State  Existing Templat_Invoice_Payment. ④  Read Back State  Existing Templat	Proceed by clicking on 'SUBMIT' button.



Select the payment type and click 'CONTINUE'



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DASHBOARD MANAGE PAY ORDER SERVICES SUPPORT

## **Reference Number Generated**

Please use the reference number below to pay at any of our offline payment channels Yor reference number is <u>B2B3961234</u>

> Total Amount to be paid 548.68 AED

BACK TO ACCOUNTS AND BILLS

Make the payment against the 'REFERENCE NUMBER'