

Step by step manual

# Compra-Click



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# Step 1.

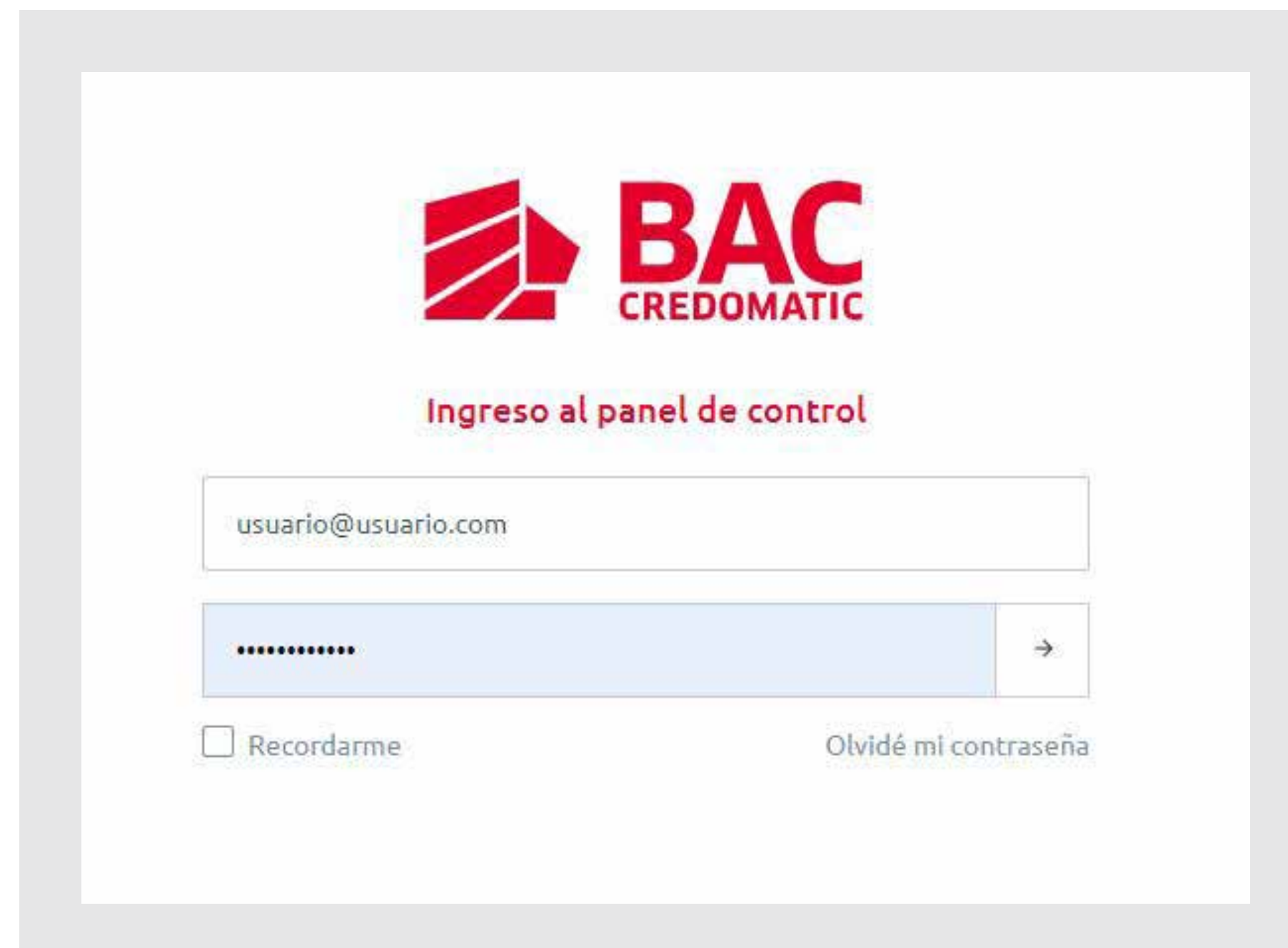
## Access the platform



Click on the link: <https://infomipos.credomatic.com/> and select the option **“Mi cuenta”**.

# Step 2.

## Log in with your username and password



The image shows a login form for BAC CREDOMATIC. At the top is the logo, which consists of a red square with white diagonal lines and the text "BAC CREDOMATIC" in red. Below the logo is the text "Ingreso al panel de control" in red. The form has two input fields: a text field for the username containing "usuario@usuario.com" and a password field with a blue background, masked with dots, and a right arrow button. Below the password field is a checkbox labeled "Recordarme" and a link "Olvidé mi contraseña".

**BAC CREDOMATIC**

Ingreso al panel de control

usuario@usuario.com

..... →

☐ Recordarme [Olvidé mi contraseña](#)

Enter with your **username** and **password**

# Step 3.

## Subsidiary selection



In case you have more than 1 payment option linked to **Compra-Click**, you must select the option “**Change subsidiary**” in order for the available options to be displayed and choose the correct one.



# Step 4.

## New Compra-Click




Once the subsidiary has been selected, you must choose the Compra-Click option and then select the red box that indicates **" +New Compra-Click"**.

# Step 5.

## Create Compra-Click

Next, the fields indicated in the image must be completed. **The mandatory fields are: name, price, available stock quantity, and language.** The optional fields are: image, terms and conditions, observations and expiration date. If your business is mostly based on services and not products, it is recommended to deactivate the **"Available stock quantity"** option so that the stock is infinite.

Crear Compra-Click



Editar imagen

Nombre

Nombre

Precio

0

USD

Contabilizar stock

Desactiva esta opción si quieres que el stock sea infinito

☒

Cantidad de stock disponible

Cantidad de stock disponible

Idioma

Idioma

Términos y condiciones

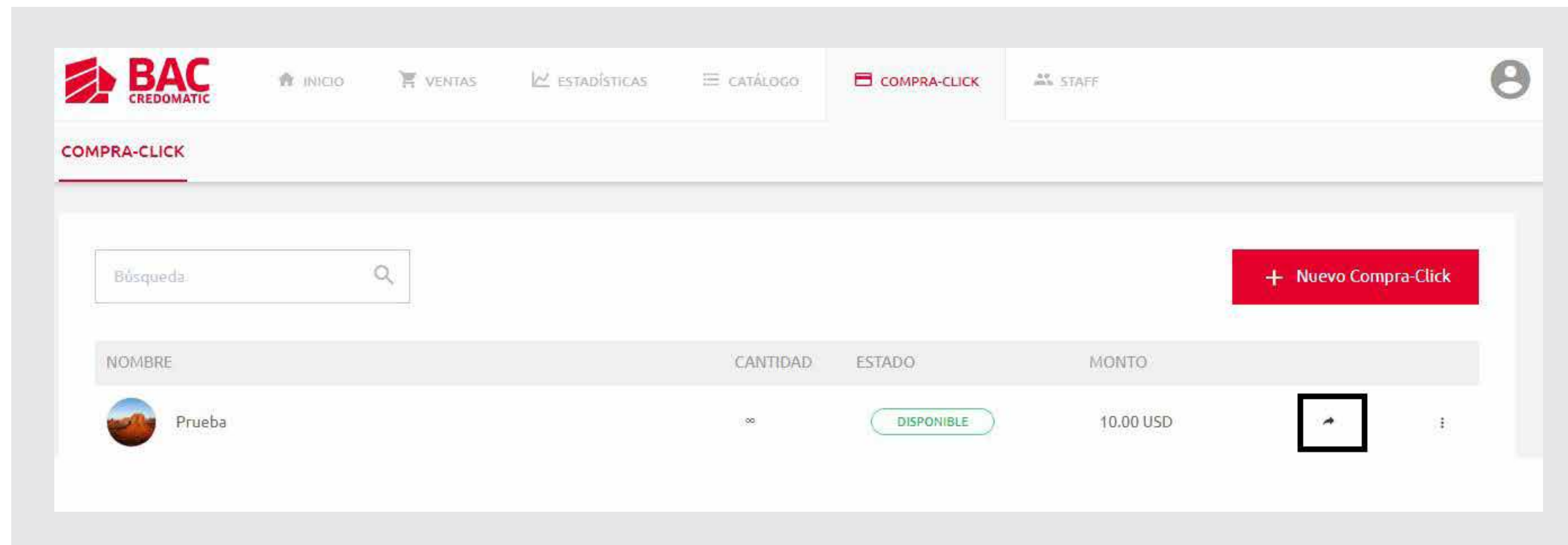
Subir Archivos

Observaciones

Crear

# Step 6.

## Share the Compra-Click



Select the arrow that appears next to the amount of the newly created **Compra-Click**.

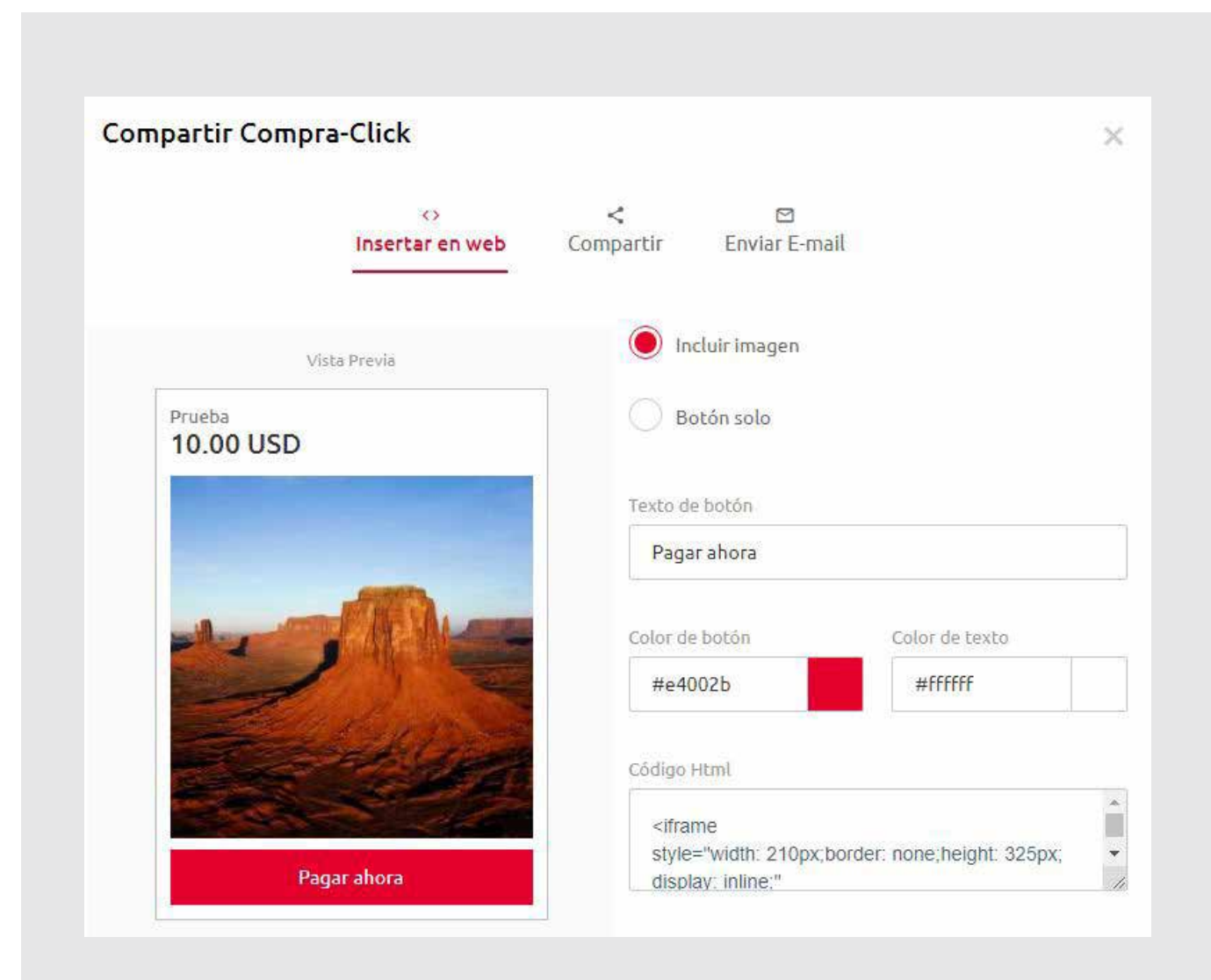


# Step 7.

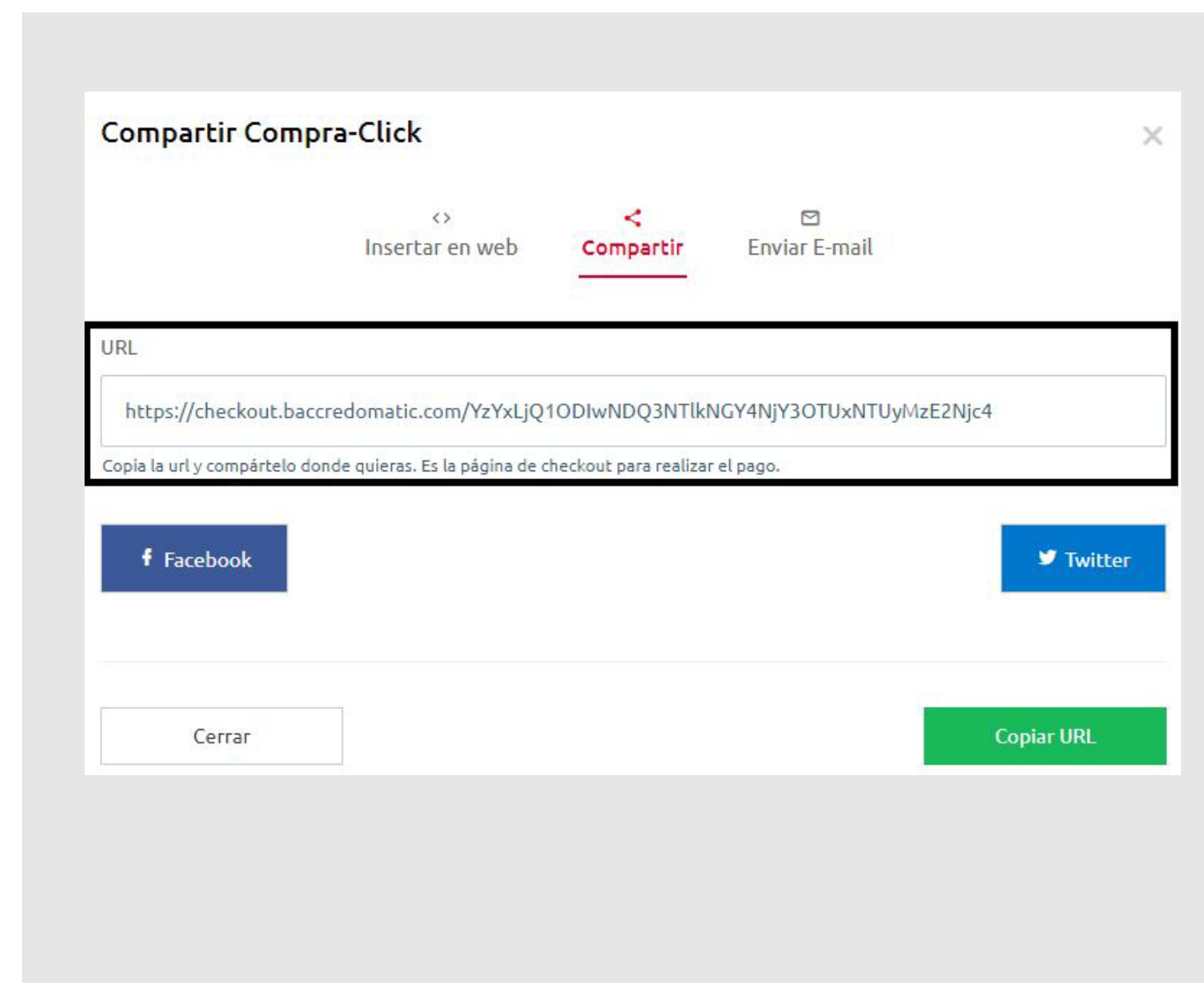
## Options to share the Compra-Click

There are **3 options** to share the **link**.

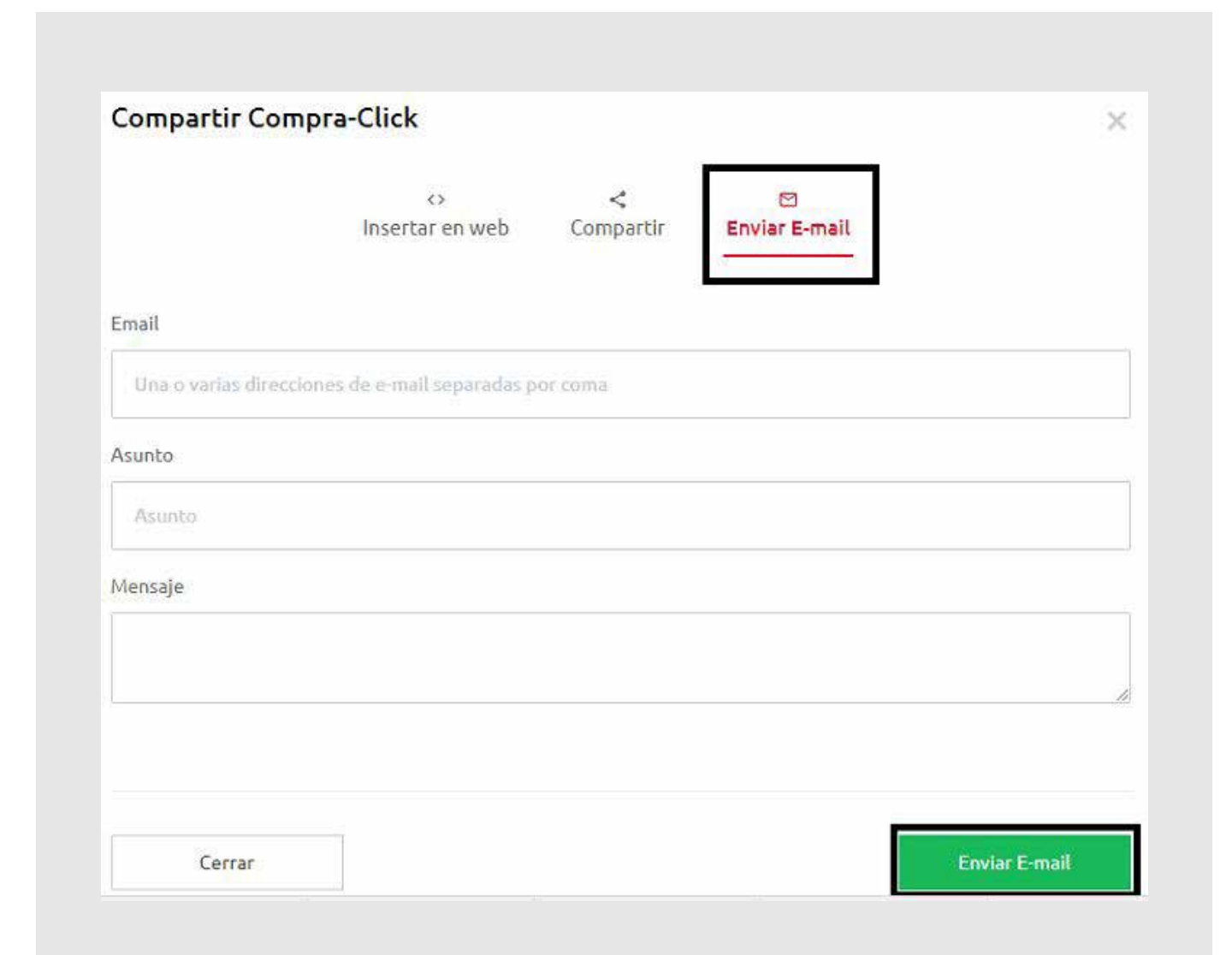




**1. If you want to insert** the Compra-Click on the website, you must configure it according to the instructions on the next screen and then copy the html code and insert it into the website.



**2. If you want to send** the Compra-Click link via WhatsApp, Facebook, Twitter, Instagram, text message or any other social network, select the "Share" option and copy the URL and paste it into the message you want to send.



**If you want to send** the Compra-Click via email, select the "Send E-mail" option, then enter the customer's e-mail address, choose a subject and a short message and select the "Send E-mail" option.

# Step 8.

## Payment form


This is the payment form that the customer receives when they open the link from their phone or computer.

All fields are mandatory.

Compra-Click

BAC

Pruebas Producto Compra Click



Prueba10.00 USD

Cantidad1

Total10.00 USD

Pague con tarjeta de crédito o débito

VISA

Todas las transacciones son seguras y encriptadas. La información de las tarjetas nunca son guardadas.

Nombre y apellidos

Su nombre completo

Dirección de email

Ingrese su email

Dirección entrega

Ingrese su dirección de entrega

Número de tarjeta

Ingrese los números de la tarjeta

Fecha de vencimiento

Código de seguridad

MM


YY

CVV

Métodos de pago

Seleccione un medio de pago

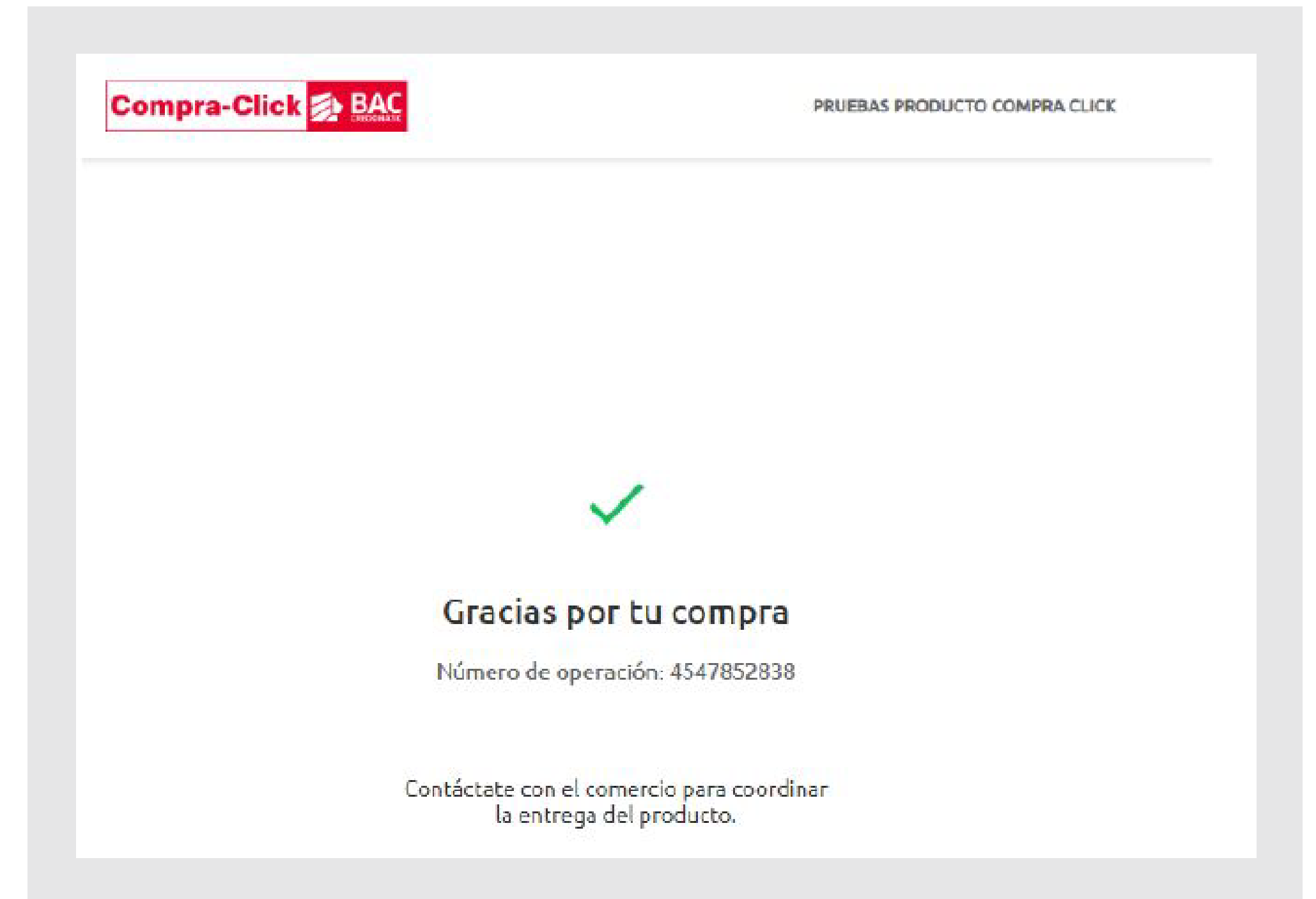
Pagar 10.00 USD

Powered by 

# Step 9.

## Purchase confirmation

This is the approval message that the customer receives when the checkout process is complete.



# Step 10.

## Purchase voucher

This is the voucher that is sent digitally and is received by both the business and the customer.

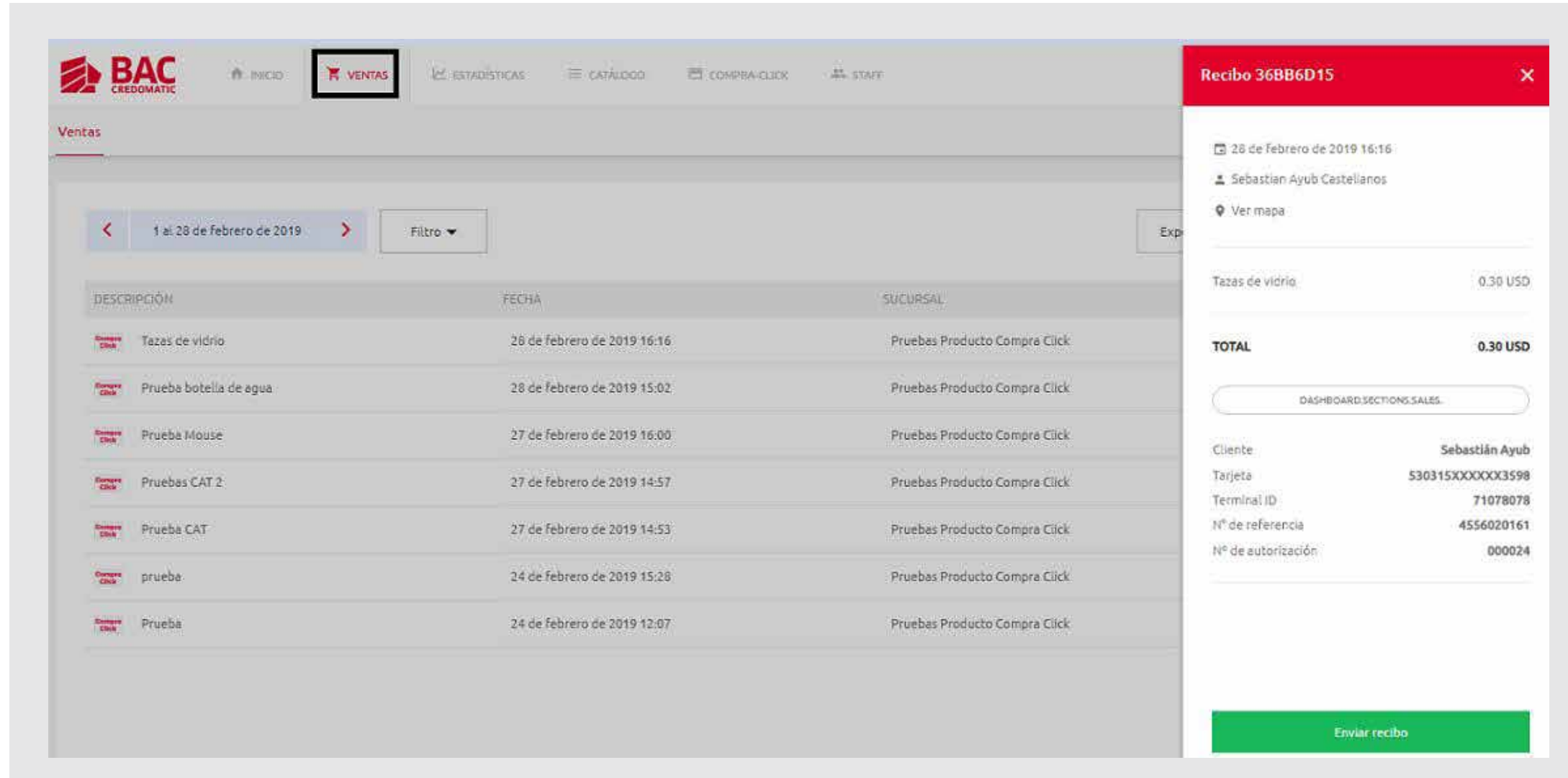
	
<b>PRUEBAS PRODUCTO COMPRA CLICK</b>	
RECIBO 99117	
24/02/19 - 12:07 hs.	
 Prueba	1.00 USD
Subtotal	1.00 USD
<b>Total</b>	<b>1.00 USD</b>
<b>Venta Dólares</b>	
Cliente:	Sebastián Ayub Castellanos
MasterCard:	530315XXXXXX3598
Terminal ID:	71078078
Autorización:	000005
Transacción por Compra-Click	



# Function of the different options in the main menu:

**Sales:** Here sales are displayed in real time. In other words, once the customer makes the payment for the product or service through Compra-Click, the merchant will see that purchase reflected on this screen. If the customer wants to get more information about the purchase, they can click on each one and on the right hand side a summary of the sale will be shown and they even have the option to resend the voucher digitally to any email they want.

To obtain the information of "Delivery Address" and "E-mail Address", you must export the report to Excel by selecting the "Export" button that appears on this same screen.



The screenshot displays the BAC CREDOMATIC sales management interface. The main menu at the top includes options like INICIO, VENTAS (highlighted), ESTADÍSTICAS, CATALOGO, COMPRA-CLICK, and STAFF. The 'Ventas' section shows a list of transactions with columns for DESCRIPCIÓN, FECHA, and SUCURSAL. A date filter is set to '1 al 28 de febrero de 2019'. On the right, a receipt summary for 'Recibo 36BB6D15' is shown, detailing the date (28 de febrero de 2019 16:16), customer (Sebastián Ayub Castelianos), and a total amount of 0.30 USD. The receipt also lists items like 'Tazas de vidrio' and 'Pruebas Producto Compra Click'. At the bottom right, there is a green button labeled 'Enviar recibo'.

DESCRIPCIÓN	FECHA	SUCURSAL
Tazas de vidrio	28 de febrero de 2019 16:16	Pruebas Producto Compra Click
Prueba botella de agua	28 de febrero de 2019 15:02	Pruebas Producto Compra Click
Prueba Mouse	27 de febrero de 2019 16:00	Pruebas Producto Compra Click
Pruebas CAT 2	27 de febrero de 2019 14:57	Pruebas Producto Compra Click
Prueba CAT	27 de febrero de 2019 14:53	Pruebas Producto Compra Click
prueba	24 de febrero de 2019 15:28	Pruebas Producto Compra Click
Prueba	24 de febrero de 2019 12:07	Pruebas Producto Compra Click

**Recibo 36BB6D15**

28 de febrero de 2019 16:16  
Sebastián Ayub Castelianos  
Ver mapa

Tazas de vidrio 0.30 USD

**TOTAL 0.30 USD**

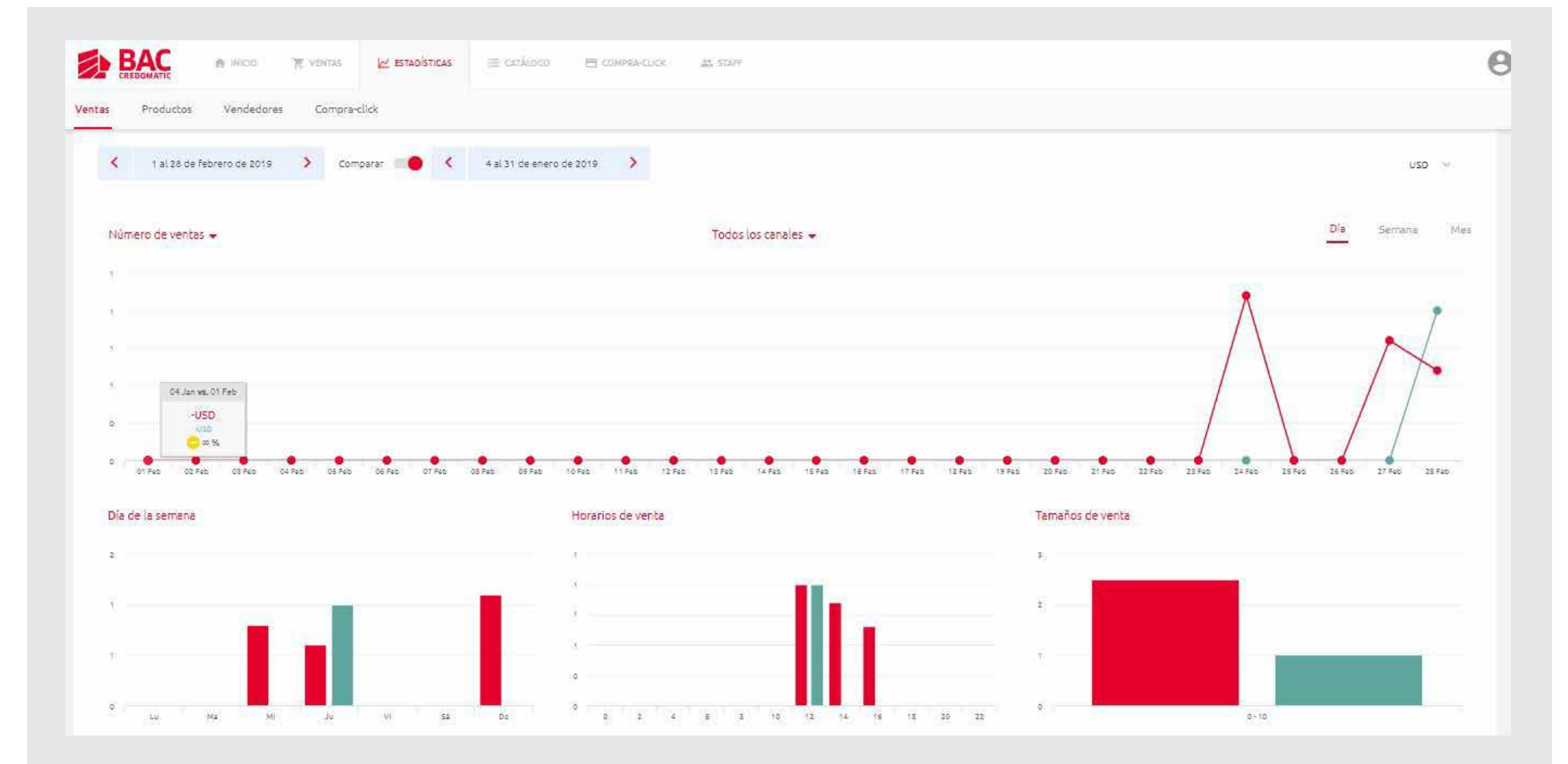
DASHBOARD: SECTIONS: SALES

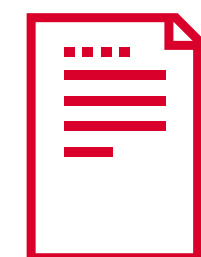
Cliente: Sebastián Ayub  
Tarjeta: 530315XXXXXX3598  
Terminal ID: 71078078  
Nº de referencia: 4556020161  
Nº de autorización: 000024

Enviar recibo

# Function of the different options in the main menu:

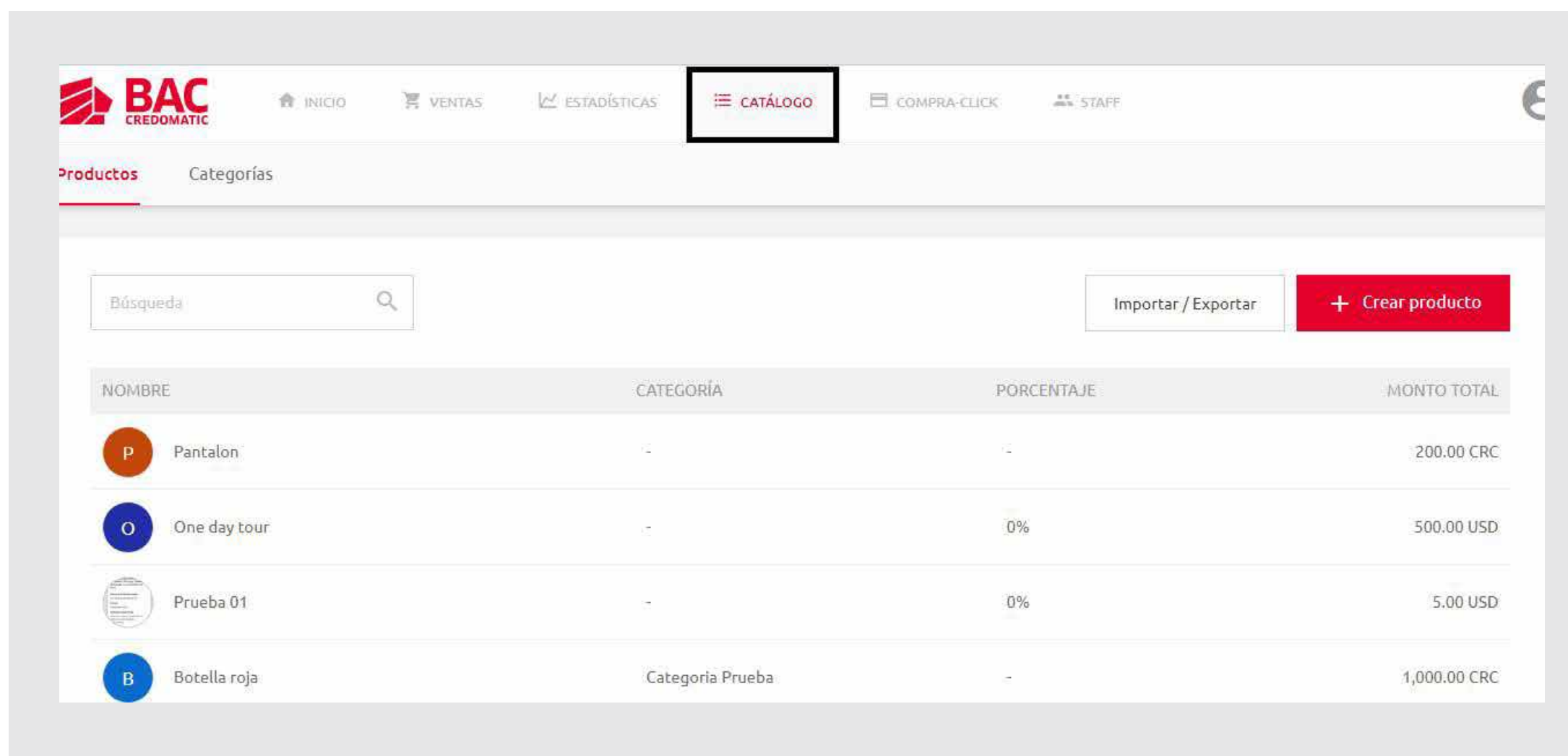
**Statistics:** This screen graphically shows the behavior of sales in a given period. You can make comparisons of periods, you can see which day of the week and which time is the one with the highest sales, as well as the size of the sales that are made.





# Function of the different options in the main menu:

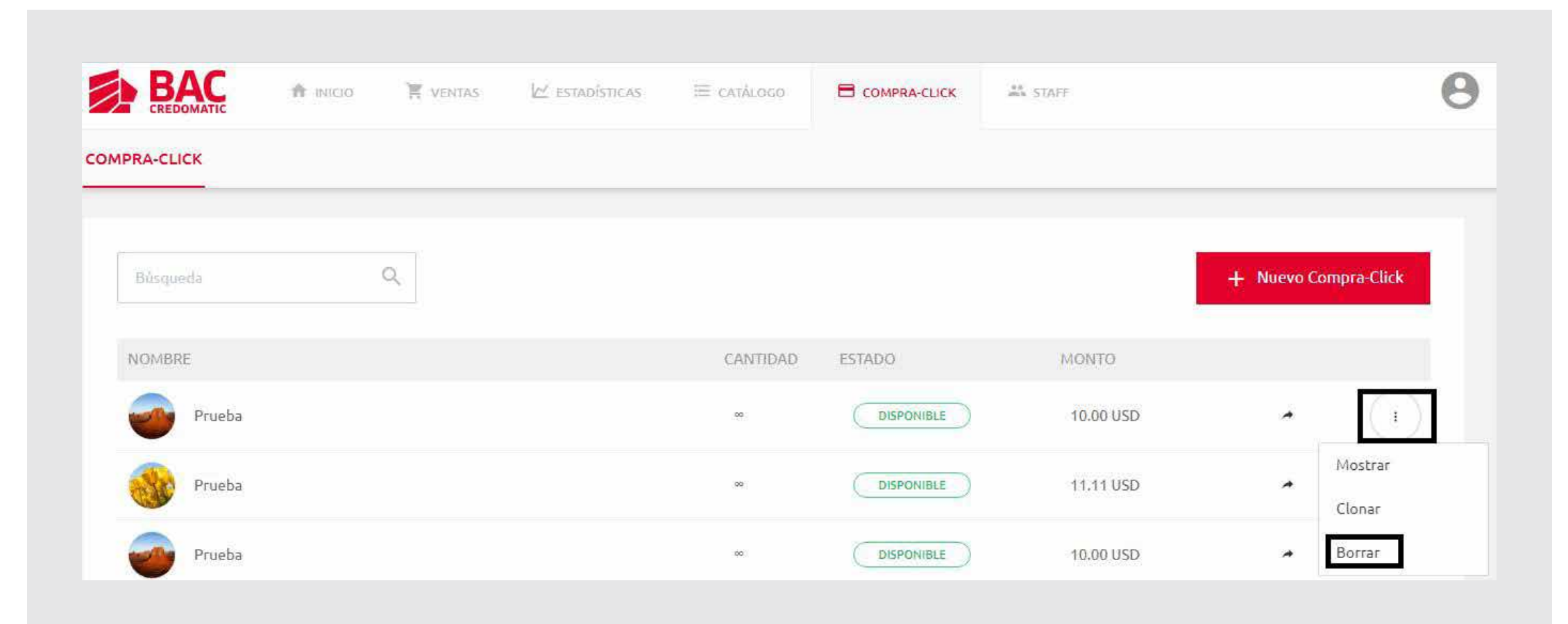
**Catalog:** This option allows the business to create a catalog of products or services they offer so that, when creating the payment link, it is a faster process. It is not mandatory for the merchant to create the product catalog to create the Compra-Click



# Function of the different options of the main menu.

**Compra-Click:** This screen is where the Compra-Click are created according to the previous explanation and, additionally, you can see the history of all the Compra-Click previously created. Similarly, in case the merchant has made a mistake when creating the Compra-Click, there is the option to remove the link. Next to the arrow there are 3 dots in a vertical position and, by clicking on them, the option to delete it will be displayed.

**Staff:** This option does not have any functionality when the merchant is using Compra-Click





# **Frequently asked questions:**

## **1. How is the Compra-Click closing done?**

The closing is done automatically every day at 10 p.m. There is no need to perform any manual closure.

## **2. I have enabled the Tasa Cero option (or Minicuotas) in my Compra-Click. How do I get my customer to see the option at the time to make the payment.**

First you must make sure of the branch where you are making the Compra-Click. You must select the image of a person who appears in a gray circle in the upper right corner of the screen. Then select the "Change branch" option and all the payment options and currencies your business has enabled will appear.

## **3. A customer is buying several products from me.**

Is the price I should indicate at the time I am making the Compra-Click the price for each product or the total price?

It is recommended that the Compra-Click be made for each sale that the business has. For example, if item "A" is priced at \$100 and item "B" is priced at \$150, then the price that should be stated on the

Compra-Click that will be sent to the customer is \$250.

## **4. How do I find out the delivery address or e-mail address that the customer indicated on the payment form?**

You must go to the "Ventas" tab, filter the desired date range and then export to Excel. Excel will give you this and more information about each sale in that date period you selected.



# Frequently asked questions

## **5. Can cancellations or returns be made through Compra-Click?**

The returns form is on our website for the customer to serve themselves. You can find it at:

<https://www.baccredomatic.com/es-cr/comercios-afiliados/servicios/devoluciones>

## **6. How long does it take to return the money to the cardholder?**

It depends on each issuing bank and the times they have established to make the return of the money.

## **7. How do I close my Compra-Click affiliate?**

You can send an email to the executive in charge with the request or call the Call Center 2295-9292 to enter a management in the system. The process takes between 3 and 4 business days to be resolved.

# **Frequently asked questions**

## **8. Is there a limit per transaction to be able to charge for Compra-Click?**

Yes. There is a per-transaction limit and a monthly limit set for each merchant. This is done for a risk issue and also for the security that is provided to the merchant as well as to the cardholder.

## **9. Are all transactions protected by the 3D Secure anti-fraud protocol?**

Only VISA and MasterCard transactions are protected by the 3D Secure protocol.

## **10. How is the company logo added to the Compra-Click?**

You must select the image of a person who appears in a gray circle in the upper right corner.

Then select the "Settings" option and you will have the option to add the company logo.

**Compra-Click**  **BAC**