

How to Add Payment in Channel Exchange Using SnapPay

Author: Tommy Smith

Create Date: 5.8.2026

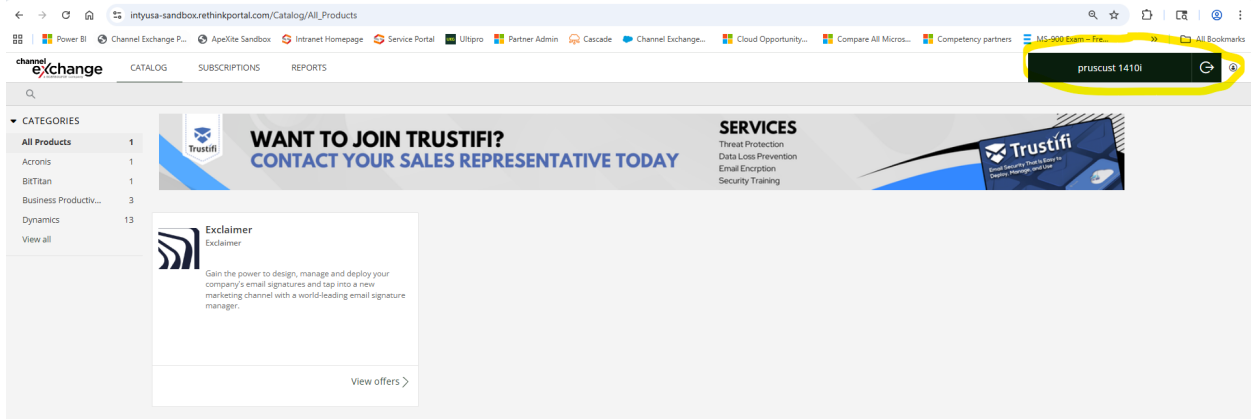
Last Updated: 5.19.2026

Expert Partner Payment

Here are the steps required for a partner to enter their payment in Channel Exchange.

Select your organization

Got to Profile by Clicking on Org Name Upper Right



Scroll Down to Payments and Click on Add/Change Payment Method

Payments

Payment method

Wire transfer

Add/Change Payment Method

Preferred Currency

Seller's currency

Select Your Customer and Choose Payments

Under Payments you have several options:

1. Invoices
2. Pre-Payment
3. AutoPay
4. Payment Methods

The first step to setting up your account is to go to **Payments > Payment Methods >**

scansource

Payments Inquiries Help User Profile

Payment Methods

Tommy Smith (Last Sign In: 5/8/2026 1:24:20 PM) [Change Customer](#)
Current Customer: 100000007 - ScanSource Test Customer

To cover the cost of accepting credit cards, we collect a 3% credit card surcharge.

Payment Mode: Credit Card ACH

Payment Method: MC-5454 [Add Payment Method](#)

Card Number: XXXXXXXXXXXXXXX5454

Card Type: Master Card

Exp MM/YYYY: 05 / 2026

First Name: Sherlyn V

Last Name: Testing

Address: 123 Main St

City: Greenville

Country: United States of America

State: South Carolina

Zip/Postal Code: 29615

Phone Number:

Email:

Save For Future Use

Is Active? Is Default?

[Delete](#) [Save](#)

We accept both Credit card and Debit ACH.

The second step to set up your account is to go to Payments>Autopay

Here we want to check off the following:

1. Company – 1745 Channel Exchange
2. BranchPlant – No Surcharge/Prepayment
3. Payment Method – Select the correct Payment Method
4. Check off AutoPay option and click submit to enable payment.

The screenshot shows the 'AutoPay' setup page. At the top, there is a navigation bar with 'Payments', 'Inquiries', 'Help', and 'User Profile'. Below this, the user's name 'Tommy Smith' and last sign-in time '5/12/2026 9:11:50 AM' are displayed, along with a 'Change Customer' link and the current customer ID '1000000007 - ScanSource Test Customer'. A green message box states: 'Invoices exceeding maximum amount will not be paid. AutoPay setup completed successfully.' The form contains several fields: 'Company' (1745-Channel Exchange), 'Currency' (USD), 'BranchPlant' (No Surcharge/PrePayment), and 'Maximum Amount Per Invoice'. There are also radio buttons for 'Payment Mode' (Credit Card selected, ACH) and a 'Payment Method' dropdown (WIC-5454 selected). A 'Payment Method' popup shows details: 'Expires On 05/2026', 'Sherlyn V Testing', '123 Main St', 'Greenville, SC 29615 US'. There are 'Edit' and 'New' links, an 'Accept AutoPay Terms & Conditions' link, and 'Update' and 'Cancel AutoPay' buttons.

You can also access your invoices through SnapPay by going to Payments > Invoices

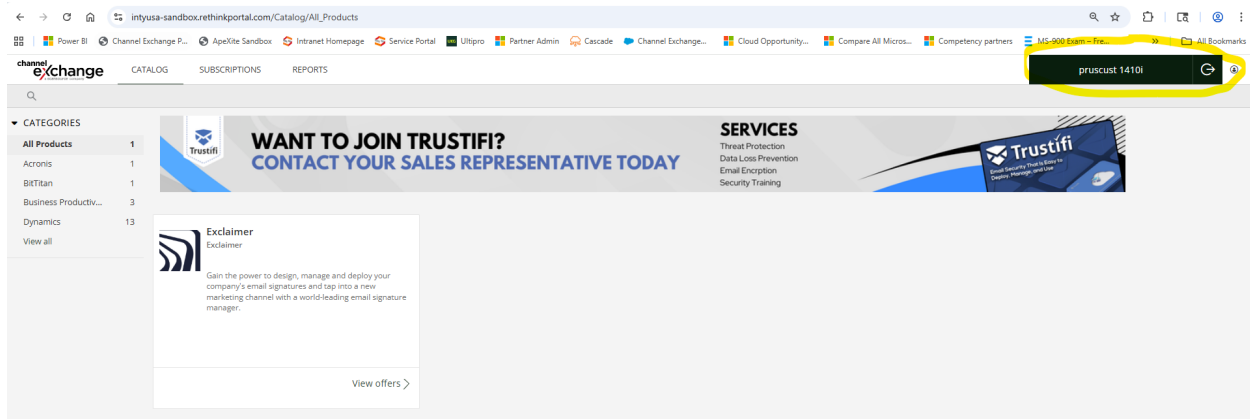
The screenshot shows the 'Invoices' page. At the top, there is a navigation bar with 'Payments', 'Inquiries', 'Help', and 'User Profile'. Below this, the user's name 'Tommy Smith' and last sign-in time '5/8/2026 1:24:20 PM' are displayed, along with a 'Change Customer' link and the current customer ID '1000000007 - ScanSource Test Customer'. A 'Summary' and 'Filters' dropdown menu is visible. A search bar with the text 'Refine your filter to view invoices.' and a search input field is present. Below the search bar is a table with the following columns: '#', 'Invoice Number', 'Invoice Reference', 'Order #', 'PO #', 'Invoice Date', 'Due Date', 'Current Open Amount', 'Alternate Payer', and 'Comments'. The table is currently empty, displaying 'No data to display'.

TA End Customer Payment

Note Partners will not have access to enter payment on behalf of their end customers in SnapPay

Here are the steps required for an End Customer to enter their payment in Channel Exchange.

Go to Profile by Clicking on Org Name Upper Right



Scroll Down to Payments and Click on Add/Change Payment Method

Payments

Payment method

Wire transfer

Add/Change Payment Method

Preferred Currency

Seller's currency

Select Your Customer and Choose Payments

Under Payments you have several options:

1. Invoices
2. Pre-Payment
3. AutoPay
4. Payment Methods

The first step to setting up your account is to go to Payments> Payment Methods >

The screenshot shows the 'Payment Methods' page in the ScanSource system. At the top, there is a navigation bar with the ScanSource logo and links for Payments, Inquiries, Help, and User Profile. The user's name, Tommy Smith, and last sign-in time are displayed. A green banner at the top of the form area states: 'To cover the cost of accepting credit cards, we collect a 3% credit card surcharge.' The form includes a 'Payment Mode' section with radio buttons for 'Credit Card' (selected) and 'ACH'. Below this, there are fields for 'Card Number' (XXXXXXXXXXXX5454), 'Card Type' (Master Card), 'Exp MM/YYYY' (05 / 2026), 'First Name' (Sherlyn V), 'Last Name' (Testing), 'Address' (123 Main St), 'City' (Greenville), 'Country' (United States of America), 'State' (South Carolina), 'Zip/Postal Code' (29615), and 'Phone Number'. There are also checkboxes for 'Save For Future Use', 'Is Active?' (checked), and 'Is Default?' (checked). 'Delete' and 'Save' buttons are at the bottom.

We accept both Credit card and Debit ACH.

The second step to set up your account is to go to Payments>Autopay

Here we want to check off the following:

1. Company – 1745 Channel Exchange
2. BranchPlant – No Surcharge/Prepayment
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The screenshot shows the 'AutoPay' page in the ScanSource system. At the top, there is a navigation bar with the ScanSource logo and links for Payments, Inquiries, Help, and User Profile. The user's name, Tommy Smith, and last sign-in time are displayed. A green banner at the top of the form area states: 'Invoices exceeding maximum amount will not be paid. AutoPay setup completed successfully.' The form includes a 'Company' dropdown (1745 - Channel Exchange), 'Currency' (USD), 'BranchPlant' dropdown (No Surcharge/PrePayment), and 'Maximum Amount Per Invoice' field. Below this, there are radio buttons for 'Credit Card' (selected) and 'ACH'. A 'Payment Method' dropdown is set to 'MC-5454', with a tooltip showing details: 'Expires On 05/2026', 'Sherlyn V Testing', '123 Main St', 'Greenville, SC 29615 US'. There are 'Edit' and 'New' links next to the dropdown. A link for 'Accept AutoPay Terms & Conditions' is also present. 'Update' and 'Cancel AutoPay' buttons are at the bottom.

You can also access your invoices through SnapPay by going to Payments > Invoices



Invoices

Summary

Filters

Tommy Smith (Last Sign In: 5/8/2026 1:24:20 PM) [Change Customer](#)
Current Customer: 100000007 - ScanSource Test Customer

Refine your filter to view invoices.

Enter text to search...

[Clear Filter](#) [Export To Excel](#) ...

#	Invoice Number	Invoice Reference	Order #	PO #	Invoice Date	Due Date	Current Open Amount	Alternate Payer	Comments

No data to display