

eCommerce

Boost your sales by trading online

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Making your products available on the internet, can not only make it easier for your customers to buy from you, it can also open your products to a global audience.

In order to take advantage of selling your products online, you need a system that can process customer orders as well as accept payment.

Ideally you want a system that is automated and can provide the following:

- ✓ Allow the customer to add or remove items before completing the order
- ✓ Provide the customer with payment options
- ✓ Accepts and processes customer payment
- ✓ Send customer an electronic confirmation that payment has been received and order accepted
- ✓ Sends confirmation to you that payment has been received from customer
- ✓ Sends you confirmation of the customer order with shipping details

There are a number of options available to you to get your products online.

Auction Sites

- 1) Use existing online shopping or auction sites eg Trademe, eBay.

Online sites such as Trademe and eBay, may have low or no fees for individual accounts (*individual accounts are opened as a private person and not under a company*) and charge a fee per sale or transaction, typically a percentage of the sale price.

Accounts opened under a company may have setup costs, and on-going monthly fees and may also impose other conditions to maintain the status of an online store.



Costs

One-off set-up fee	*\$399**
Monthly fee	*\$79
Automated CC processing (Optional)	Enquire

Standard sales **success fees** apply. There are no additional fees for items that do not sell.

Premium listing fees are optional extras and charged as outlined on the Trade Me site.

High Volume seller fees may also apply.


* Prices are exclusive of GST

** Higher set up fee applies to companies with four or more physical stores

Terms and Conditions

1. Stores must adhere to the standard Trade Me [Terms and Conditions](#). The terms and conditions are subject to change. You are expected to keep up-to-date with any changes.
2. Stores must maintain a minimum of 10 concurrent listings.
3. Stores must have a commitment to sell through Trade Me. It is not permitted to provide buyers incentives to buy outside of the Trade Me process.
4. Stores must not make efforts to solicit direct sales through their own website, email or other channels outside the Trade Me process.
5. You must have a minimum of 50 positive feedbacks from selling on Trade Me.
6. Fees are to be paid in advance on your Trade Me account.
7. You must maintain a consistent product range. Changes to the type of products you are listing must be declared to us in advance.
8. Stores must generate an average of \$150 in success fees each month. This represents monthly merchandise sales of \$3000 - \$5000 per month.
9. Stores are required to provide a reciprocal link to Trade Me, if your Trade Me Store is linking to your website.
10. Stores are not permitted to operate person-to-person selling functionality on their websites if they wish to be linked to from their store.
11. Trade Me reserves the right to remove stores that breach the terms and conditions with 5 business days notice in writing.
12. A nominated individual must be responsible for all activities of your store.

eBay

 Browse by category ▾

I'm looking for... All Categories

Home > Help > Selling & seller fees > Selling with an eBay Store > How do I open an eBay Store?

Help

Browse help

- ▶ Searching & researching
- ▶ Bidding & buying
- ▼ Selling & seller fees
 - [Selling basics](#)
 - [Seller fees & invoices](#)
 - [Creating effective listings](#)
 - [Managing your selling activity](#)
 - [Resolving selling problems](#)
 - [Becoming a better seller](#)
 - [Using selling tools](#)
 - [Selling with an eBay Store](#)

Search the help pages

(Does not search for items or products)

Example: 'payment methods'

How do I open an eBay Store?

Before opening an eBay Store, make sure you meet the following requirements:

- You have an eBay [seller account](#) and have [placed your credit card on file](#).
- You must be [PayPal Verified](#).
- To open a Premium or Anchor store, you can't have a [seller performance](#) level below standard.

If you meet these requirements, you can [open an eBay Store now](#). You'll be taken through a step-by-step process to name your Store, describe your store, and choose a design. You can have your Store up and running in minutes.

Online Shopping Websites

There are numerous sites available that allow you to create your own online shopping site, without any programming knowledge or need to purchase additional software. With these sites you simply choose a pre-made website template/theme and add your images, content and product info – (*templates / themes – are websites that are pre-made with a specific layout and colour scheme, but the text and image content can be changed to suit*).

The fee structure of these types of sites can vary, from on-going monthly fees only, to percentage of the sale price. You need to decide which type of fee structure best suits your situation.

Most online shopping websites will also have payment processing options available; some are included as a package, others as an added option. Ideally you would want a system that integrates the shopping cart with payment processing.

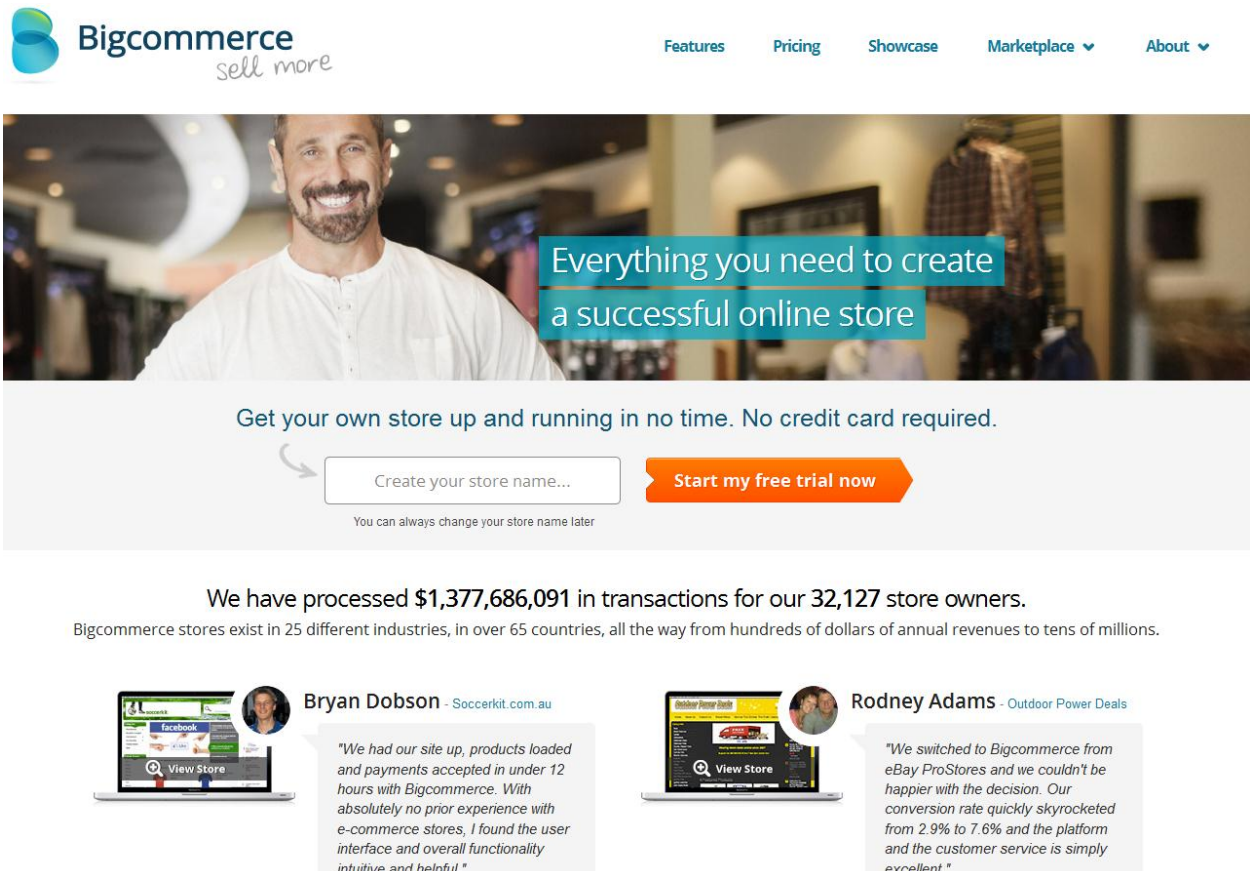
Shopping websites tend to be sold in packages, depending on the number of products you list.

Basic packages tend to be for 100 or less products with fees increasing for more products listed.

If you already have a website, you could use a shopping website to list your products and simply add a link or button from your existing website to your “Online Shop”

Some examples of online Shopping websites:

Big Commerce - www.bigcommerce.com



The image shows the BigCommerce website homepage. At the top, there is a navigation bar with the BigCommerce logo (a blue circle with a white 'B') and the tagline 'sell more'. To the right of the logo are links for 'Features', 'Pricing', 'Showcase', 'Marketplace' (with a dropdown arrow), and 'About' (with a dropdown arrow). Below the navigation bar is a large hero section with a background image of a smiling man in a white shirt. Overlaid on the image is a teal box with the text 'Everything you need to create a successful online store'. Below the hero section is a light blue banner with the text 'Get your own store up and running in no time. No credit card required.' Below this banner is a form with a text input field labeled 'Create your store name...' and an orange button labeled 'Start my free trial now'. Below the form is a small note: 'You can always change your store name later'. Below the banner is a section with the text 'We have processed \$1,377,686,091 in transactions for our 32,127 store owners.' Below this text is a line of smaller text: 'Bigcommerce stores exist in 25 different industries, in over 65 countries, all the way from hundreds of dollars of annual revenues to tens of millions.' Below this text are two testimonials. The first testimonial is from Bryan Dobson, owner of Soccerkit.com.au, with a small image of his store's website. The second testimonial is from Rodney Adams, owner of Outdoor Power Deals, with a small image of his store's website. Each testimonial includes a quote about the ease of use and success of BigCommerce.

Bigcommerce
sell more

Features Pricing Showcase Marketplace ▾ About ▾

Everything you need to create a successful online store

Get your own store up and running in no time. No credit card required.

Create your store name... Start my free trial now

You can always change your store name later

We have processed \$1,377,686,091 in transactions for our 32,127 store owners.

Bigcommerce stores exist in 25 different industries, in over 65 countries, all the way from hundreds of dollars of annual revenues to tens of millions.

Bryan Dobson - Soccerkit.com.au

"We had our site up, products loaded and payments accepted in under 12 hours with Bigcommerce. With absolutely no prior experience with e-commerce stores, I found the user interface and overall functionality intuitive and helpful."

Rodney Adams - Outdoor Power Deals

"We switched to Bigcommerce from eBay ProStores and we couldn't be happier with the decision. Our conversion rate quickly skyrocketed from 2.9% to 7.6% and the platform and the customer service is simply excellent."

Bronze	Silver	Gold <small>BEST VALUE</small>	Platinum	Diamond
\$24.95 /mo	\$39.95 /mo	\$79.95 /mo	\$149.95 /mo	\$299.95 /mo
Sign Up	Sign Up	Sign Up	Sign Up	Sign Up
100 Products	500 Products	1,000 Products	Unlimited Products	Unlimited Products
3 Staff Logins	10 Staff Logins	20 Staff Logins	50 Staff Logins	100 Staff Logins
200 MB Storage	300 MB Storage	500 MB Storage	1 GB Storage	Unlimited Storage
\$100 Google AdWords*	\$100 Google AdWords*	\$100 Google AdWords*	\$100 Google AdWords*	\$100 Google AdWords*
		Abandoned Cart Saver ?	Abandoned Cart Saver ?	Abandoned Cart Saver ?

You have questions, we have answers

Plans

Do you charge transaction fees?

No! We don't believe in taking any of your profits, and we understand that variable costs are annoying. So you'll never pay any transaction fees for your Bigcommerce store.

Accounts

Are there any contracts to sign?

Never. Payments are made month by month, and you can cancel at any time. If you do, we will stop billing you immediately. We're all about choice — if you don't like Bigcommerce, we won't force you to stay.

Miva Merchant - www.mivamerchant.com



800.608.MIVA(6482)
SUPPORT HOURS 24HRS 7 DAYS

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[ECOMMERCE SOLUTIONS](#) [TESTIMONIALS](#) [PROFESSIONAL SERVICES](#) [PRODUCTS](#) [BLOG](#) [COMPANY](#)

Search...

ALL INCLUSIVE ECOMMERCE SOLUTION

Built to grow with your business



"We went from a funnel conversion rate of 19%...to a week later working with Miva Merchant to averaging 42%"
Scott Jordan, ScotteVest.com



Get Started With No Setup Fees - Money Back Guarantee

FREE Setup!

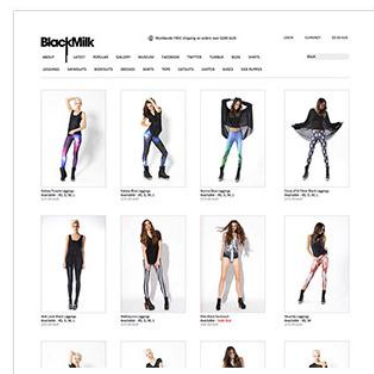
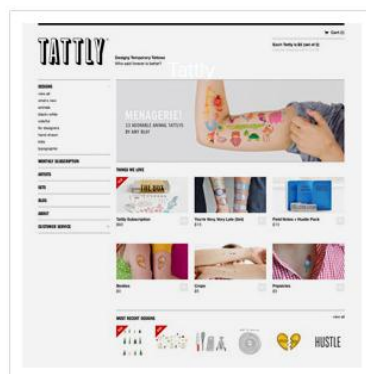
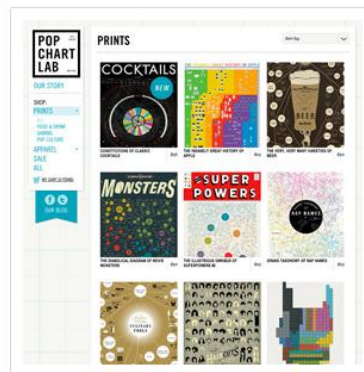
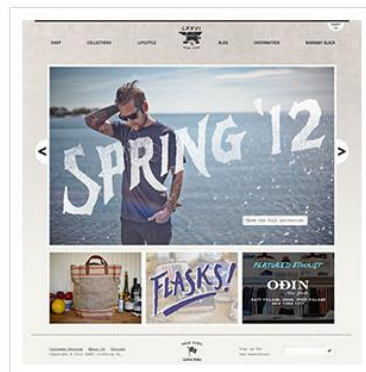
Boutique
\$49.95/month

- ✓ Unlimited Products
- ✓ 10 Email Accounts
- ✓ Rapid SSL (Retail \$49) FREE for first year*
- ✓ Domain Name (\$19.95) FREE for first year*
- ✓ 10GB Data Transfer
- ✓ Search Engine Friendly
- ✓ \$100 Google Advertising**
- ✓ Free Setup

[Sign Up >](#)

VIEW MORE PLANS

- ✓ Choose From A Large Assortment Of CSS Based Templates Included At No Extra Charge
- ✓ Easy to Start, the Flexibility to grow
- ✓ 99.9999% Uptime
- ✓ In House 24/7 Support Included
- ✓ Completely Customizable
- ✓ Secure – PA-DSS Validated



Try Shopify for 14 days free, without a credit card.

After your trial ends, pick a plan that best fits your needs.

	MOST POPULAR		
\$29 /month	\$59 /month	\$179 /month	Looking for something simple to get started?
BASIC	PROFESSIONAL	UNLIMITED	\$14 /month STARTER
Start your free trial!	Start your free trial!	Start your free trial!	Get Started
Free setup	Free setup	Free setup	
Use your own domain	Use your own domain	Use your own domain	Plan on selling over one million per year?
Unlimited bandwidth	Unlimited bandwidth	Unlimited bandwidth	ENTERPRISE
100 Products	2,500 Products	Unlimited Products	Call 1-888-361-7121
1 GB File Storage	5 GB File Storage	Unlimited File Storage	Learn more
2.0% transaction fee	1.0% transaction fee	No transaction fee	
Discount-code engine	Discount code engine	Discount code engine	
Real-time carrier shipping	Real-time carrier shipping	Real-time carrier shipping	
And many other features!	And many other features!	And many other features!	

Paypal is one of the largest global payment processing services available. With Paypal you give your customers several options to pay for your goods online, either via credit card – Visa, Mastercard, Amex, or through Paypal itself. *(Paypal gives people without credit cards the ability to pay for goods online. A person simply opens a PayPal account and electronically transfers funds from their bank account to their online PayPal account. When visiting a website offering Paypal payment options, the customer simply selects the pay by Paypal option, logs into their account and transfers funds from their Paypal account to the Sellers Paypal account.)*

Whichever payment method your customer chooses credit card or Paypal, your Paypal account is credited with the transaction amount.

Once your Paypal account is in credit, you can electronically transfer the funds to your bank account.

If you have chosen to setup an online shopping website which utilizes Paypal as it's payment processing service, you will still need to open a Paypal account in order to receive the payment.

Fees

Paypal doesn't charge to open an account either as an individual or as a company.

There are no on-going monthly fees to operate your Paypal account.

There are "Transaction Fees" of NZ\$0.45c per transaction plus 3.4% of the transaction amount.

Receiving purchase payments

The standard rate for receiving payments for goods and services is 3.4% + \$0.45 NZD.

If you receive more than \$5,000.00 NZD per month, you're eligible to apply for [PayPal's Merchant Rate](#) - which lowers your fees as your sales volume increases. Your fees can be as low as 2.4% + \$0.45 NZD, based on your previous month's sales volume.

Monthly Sales	Price Per Transaction
\$0.00 NZD - \$5,000.00 NZD	3.4% + \$0.45 NZD
\$5,000.01 NZD - \$15,000.00 NZD	2.9% + \$0.45 NZD
\$15,000.01 NZD - \$150,000.00 NZD	2.7% + \$0.45 NZD
> \$150,000.00 NZD	2.4% + \$0.45 NZD


In order to use Paypal as your payment processing service for your shopping cart, you need to open an account, link a bank account to it, and verify the account *(verifying the account will remove the withdrawal limits when transferring funds from Paypal to your bank account)*


Setting up a Paypal Account – to accept payments

- 1) Got to www.paypal.com and click on the “Signup” button

[Log In](#) | [Help](#) | [Security Center](#)

PayPal

Create your PayPal account Secure 

Your country or region
 

Your language

Personal

For individuals who shop online

[Get Started](#)

Premier

For individuals who buy and sell online

[Get Started](#)

Business

For merchants who use a company or group name

[Get Started](#)

Already have a PayPal account? [Upgrade now.](#)

[Learn about low PayPal fees.](#)

[Contact Us](#)

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- 2) Select the “Business” option.

- 3) Complete the form - (standard questions – name address etc.)

The one question that you may need assistance with is the “Date of registration” of your company. If you don’t recall the date, you can visit the companies office website.

www.business.govt.nz/companies

- 4) On the second page, you will create a Paypal business account. Enter the email address which will be the email address that you will receive all emails from Paypal, and a password.

Business Account Sign Up

Secure 

1 Information 2 Account

Create a PayPal business account login

Please fill out all fields

Email Address

You will need this to log into PayPal

Password

Re-enter password

Security question 1 [What's this?](#)

Answer

Security question 2

Answer



 [Listen to the code](#)  [Show a new code](#)

Enter the code

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- ☐ By clicking **Agree and Continue**, I hereby:
- Agree to the [User Agreement](#) and [Privacy Policy](#).

Agree and Continue

- 5) After completing the form and clicking the “Agree & Continue” button, you will receive an email from PayPal, with a link that you need to click, in order to confirm the account.

Congratulations! You've signed up for a PayPal Business account

Use .com when you log in to PayPal.



Start setting up your payment solution

Our business setup guide can help you get paid, process orders, and more.

[Go to My Business Setup](#)

Don't forget to check your email

You need to confirm your email address. We've sent simple instructions to

.com

[Contact Us](#)

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Confirm your email address and choose a payment solution

Dear ,

You're almost done. Just confirm the email address for your PayPal Business account and you can send and receive payments or choose a payment solution right away.

Confirm your email address

You must confirm your email to activate your PayPal Business account. Click this button and enter the PayPal password you chose for your account.

[Confirm Email](#)

Or,

1. Log in to PayPal and go to "My account overview".
2. Click **Confirm email address** in the "Notifications" box.
3. Enter confirmation number 1639-7927-2961-3609-8488.

Choose a payment solution

Not sure which payment solution is right for you? No problem. [Learn more](#) about PayPal payment solutions or answer a few questions in our [Solution Finder](#), and we'll recommend a solution for you.

Once you decide, you can set up your payment solution:

1. Log in to PayPal and go to "My account overview".
2. Click **My business set up** in the "My account tools" box.
3. Click **Start** and follow the directions.

Thanks for choosing PayPal.

- 6) The next step is to choose a “Payment Solution” – Paypal offers several services for receiving payments, depending on the type of online business you wish to operate. For a standard online shop the “Express Checkout” option is the most common choice.

CHOOSE A PAYMENT SOLUTION FOR YOUR BUSINESS

PayPal for Business Solutions

PayPal on eBay

PayPal is the perfect eBay payment method, whether you're a new business about to start selling or an established business looking to pump up your sales.

ADD PRODUCT

[Learn more](#)

Mass Pay

Eliminate the time, cost, and hassle of sending money to individual recipients - make multiple payments instantly via email.

ADD PRODUCT

[Learn more](#)

Website Payments Standard

Simply add a PayPal payment button to your site and you'll be able to accept payments from all major credit and debit cards, as well as from bank accounts around the world.

ADD PRODUCT

[Learn more](#)

PayPal Invoicing

Whether your business is online or offline, PayPal invoicing gives you a fast and professional way of requesting payment. Send a professional-looking invoice via email. Customers can pay you instantly, even without a PayPal account.

ADD PRODUCT

[Learn more](#)

Express Checkout

Increase your sales just by adding a PayPal payment button. Integration is easy, and customer data can be handled in a way that meshes with your current system.

ADD PRODUCT

[Learn more](#)

PayPal for Digital Goods (Express Checkout)

PayPal for Digital Goods (Express Checkout) is a streamlined checkout experience with a specially designed pricing model.

Requires Sign-up

ADD PRODUCT

[Find Out More](#)

- 7) Next you will need to link a bank account to your Paypal account in order to transfer funds to it.

- 8) Click the “Profile” button towards the top of the screen, and select “Add/Edit Bank Account”

PayPal

English

My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services

Overview | Add Funds | Withdraw | History | Resolution Center | **Profile**

Welcome, **Eric Martin**

Business Name: **Example Company** | Account Type: Business | Status: **Verified** | Last log in: **on 23 March 2013 09:54 GMT+13:00**

PayPal balance: **\$4.18 NZD**

Available balance in NZD (primary): \$4.18 NZD

Total balance (all currencies, available and pending) converted to NZD: \$4.18 NZD [Hide](#)

Currency	Total
NZD (Primary)	\$4.18 NZD
USD	\$0.00 USD

[Add/Edit Email](#)

[Add/Edit Bank Account](#)

[Add/Edit Credit Card](#)

[Add/Edit Street Address](#)

[Currency converter](#)


Notifications

[Policy Updates](#)

My account tools

[My Business Setup](#)

- 9) Fill in your Bank details. Once completed you will be able to transfer funds from your Paypal to your bank account



My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services

Overview | Add Funds | Withdraw | History | Resolution Center | Profile

Add a bank account in New Zealand Secure Transaction

The safety and security of your bank account information is protected by PayPal. We will never reveal your financial information, and PayPal will notify you by email whenever you initiate a transaction with this bank account.

Your bank account in New Zealand must contain only **New Zealand Dollars**. [Learn more](#)

Enter your name exactly as it appears on your bank account statement. If the names do not match exactly, the transfer will fail and a return fee will be charged. [Learn more](#)

Country: New Zealand ▼

Bank Name:

Account Type: ☒ Checking ☐ Savings

Bank Number: (6 digits)

Account Number: (9 or 10 digits with hyphen in 8th or 9th position)

Re-enter Account Number:

[Mass Pay](#) | [About Us](#) | [Accounts](#) | [Fees](#) | [Privacy](#) | [Security Center](#) | [Contact Us](#) | [Legal Agreements](#)

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Removing Account limits.

When you open a Paypal account the account has some limits, (*until verified the maximum amount you can withdraw is NZ\$770/month*). Once verified the limits are removed.

On the "Welcome" screen, click the "Get Verified" link



English ▾

My Account | Send Money | Request Money | Merchant Services | Products & Services
Overview | Add Money | Withdraw | History | Statements | Resolution Center | Profile

Welcome

Account Type: Premier | Status: Unverified **Get verified** | Account Limits: [View Limits](#)

Last log in April 12, 2012 12:48 PM PDT

PayPal balance: **\$0.00 USD**

Link your bank now to complete your PayPal account setup and get more benefits. [Continue](#)

My recent activity | [Payments received](#) | [Payments sent](#)

[View all of my transactions](#)

My recent activity - Last 7 days (Apr 9, 2012-Apr 16, 2012)

[Archive](#) | [What's this](#)

[Payment status glossary](#)

<input type="checkbox"/>	Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross
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Notifications

> [Add a mobile phone number](#)

> [Add a home phone number](#)

> [Add your bank account](#)

> [Policy Updates](#)

? Questions? We're here to help.
[Contact us](#)

10) Enter your Credit card details.

My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services
Overview | Add Funds | Withdraw | History | Resolution Center | Profile

Confirm your credit/debit card to get Verified

Confirming your credit/debit card is a PayPal security check which lets us know your card is in your possession. We call this our Verification process.

All PayPal accounts are initially 'unverified' and have [sending or withdrawal limits](#) until you confirm your financial details with us.

Important: You can still use your PayPal account until you reach the sending or withdrawal limits.

To get started, click **Continue** to request a unique 4-digit code needed to complete this process.

First name

Last name

Card type

Select a card ▾



Card number

Expiry date

01 ▾ 2013 ▾

Security code [What's this?](#)

Billing address

Greyhound Westland

7840

New Zealand

[Change](#)

[Continue](#)

[Cancel](#)

Note: To generate your 4-digit code, a small charge of \$3.00 NZD will be made to your card. This amount will be automatically reimbursed to your PayPal account within 24 hours after you are successfully Verified.

- 11) A \$3 charge will appear on your credit card statement, along with a 4 digit code. Once you have the code go back to the “Verify Account” link and enter the code. Once the code has been confirmed the \$3 charge is credited to your Paypal account, and the account restrictions are removed.



My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services

Overview | Add Funds | **Withdraw** | History | Resolution Center | Profile

Your 4-digit code has been requested

We charged \$3.00 NZD or equivalent to your Visa X-9662 card to make sure it's yours. The charge creates a unique 4-digit code that will show up on your card statement within a few days.

Steps to confirm your card and complete Verification

1. Retrieve your 4-digit code from the description field of your online credit card statement. It will appear after 2-3 business days as: PP*XXXXCODE (e.g. PP*1234CODE).
Note: If you can't check online, check your paper statement when it comes.
2. Log back in to your PayPal account and click **Get Verified**.
3. Enter the 4-digit code from your card statement.

After you've successfully verified your card, the small charge made to generate the 4-digit code will be reimbursed to your PayPal account within 24 hours.

[Go to my Account Overview](#)

[Mass Pay](#) | [About Us](#) | [Accounts](#) | [Fees](#) | [Privacy](#) | [Security Center](#) | [Contact Us](#) | [Legal Agreements](#) |

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12) Transfer funds from Paypal to your Bank Account

To withdraw funds from your Paypal account and transfer it to your bank account, simply click the “Withdraw” link near the top of the page. Select the “Withdraw funds to your bank account” link.

My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services

Overview | Add Funds | **Withdraw** | History | Resolution Center | Profile

Withdraw Funds

[Secure Transaction](#)

Options	Processing Time	Cost
Withdraw funds to your bank account	Banks in New Zealand	Free
	5-7 Business Days	for \$150.00 NZD or more
		\$1.00 NZD for \$149.99 NZD or less
	Banks in the U.S.	Free for banks in the U.S.
	3-4 Business Days	

13) Enter the amount you wish to transfer from your Paypal account. Minimum amount is NZ\$15.



[My Account](#)

[Send Money](#)

[Request Money](#)

[Merchant Services](#)

[Auction Tools](#)

[Products & Services](#)

[Overview](#)

[Add Funds](#)

[Withdraw](#)

[History](#)

[Resolution Center](#)

[Profile](#)

Withdraw Funds by Electronic Transfer

Secure Transaction

Please indicate the amount you want to withdraw and which bank account to credit. Withdrawals from your PayPal account to your bank account must meet the [minimum withdrawal amount](#).

It can take [5-7 business days](#) to complete this transfer, depending on your bank's holiday schedule and payment policies.

From this balance \$ NZD

Amount NZD

To Checking (New Zealand) x-2-00

[Add Bank Account](#) | [Currency converter](#)

Note: If your bank information is incorrect, your withdrawal will be returned and a fee will be charged. See the [fees table](#). Additional bank fees may apply. Please contact your bank directly regarding additional fees.

[Continue](#)

[Cancel](#)

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When transferring NZ\$150 or more there are no fees for the transaction from Paypal. Amounts less than NZ\$150, Paypal will charge a fee of NZ\$1.

[My Account](#)

[Send Money](#)

[Request Money](#)

[Merchant Services](#)

[Auction Tools](#)

[Products & Services](#)

[Overview](#)

[Add Funds](#)

[Withdraw](#)

[History](#)

[Resolution Center](#)

[Profile](#)

Electronic Transfer Fees

Bank Location	Currency	Withdrawal Fee		Return Fee
		Free	\$1.00 NZD	
New Zealand	NZD	If \$150.00 NZD or more is withdrawn	If less than \$150.00 NZD is withdrawn	\$5.00 NZD
United States	USD	Free		None

PayPal may charge a minimal fee for withdrawals to non-U.S. banks. We charge you at the time of withdrawal.

Some non-U.S. members may have U.S. bank accounts, so make sure the bank account and delivery information for your withdrawal is complete and correct.

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Paypal Payment buttons

Paypal provides the ability to create payment buttons that can be added to an existing website or used in email marketing campaigns. The button created in Paypal can be coded with the product details and price, and will be added to a Paypal shopping cart.

If you already have an existing website, and a manageable list of products, adding payment buttons could be an alternative to creating another shopping cart website.

Types of buttons:



Adds item to a Paypal shopping cart and allows the customer to return to your website to continue shopping.



Buy Now – typically used for a single item for purchase. Eg commonly used for promotional specials



Subscribe allows for a recurring fee to be charged, for a subscription to a service or ongoing products such as newsletters, ebooks etc.



Allows a customer to pre-purchase an amount in your online store, for someone else to redeem. Used much like any other form of gift certificate.



Typically used for non-profit organisations, where people can donate money.

- 1) To create a button, click on the “Profile” button near the top of the page.
- 2) Select “My Selling Tools”, and then click “Update” along side the “Paypal buttons”

My Profile

My business info > Email, address, phone, more.	eBay ID Link my eBay ID to my PayPal account. Update
My money > Banks, credit cards, more.	Selling online
My settings > Notifications, customer ID, more.	PayPal buttons Manage my payment buttons. Update
My selling tools > Getting paid, shipping, more.	Credit card statement name My business name on card statements is: EMTECHCONSU Update
	Sales tax Set up sales taxes for multiple regions. Update
	Custom payment pages Set up PayPal payment pages to look like my website. Update
	Website preferences Return customers to my website after they pay with PayPal. Update
	API access Manage API credentials to integrate my PayPal account with my online store or shopping cart. Update

- 3) To create a new button, click the “Create new button” link

My Account

Send Money

Request Money

Merchant Services

Auction Tools

Products & Services

OverviewAdd FundsWithdrawHistoryResolution CenterProfile

My Saved Buttons

[Back to My Profile](#)

We automatically save buttons you create when you're logged in. Here, you can change most button characteristics, view the HTML code, or create new buttons that are similar to existing ones. However, you may not be able to change fields if you've created them using an API.

Click **Action** or a **Related item** link to get started.

Item name	Qty. available	Price	
▶ Wooden Truck			Action ▼
▶ wooden Toy			Action ▼
▶ eBook			Action ▼
▶ Sample Buy Now Button			Action ▼
▶ Sample Subscription Button			Action ▼

Related Items[Create new button](#)[Reports](#)[Manage checkout page styles](#)

- 4) From the drop down menu, choose the type of button you wish to create

▼ Step 1: Choose a button type and enter your payment details

Choose a button type

Shopping cart ▼

[Which button should I choose?](#)

Note: [Go to My saved buttons](#) to create a new button similar to an existing one.

Item name

Item ID (optional)

What's this?

Price

Currency

NZD ▼

[Need multiple prices?](#)

Customize button

☐ Add drop-down menu with price/option Add a dropdown menu with prices and options [Example](#)

☐ Add drop-down menu [Example](#)

☐ Add text field [Example](#)

▶ [Customize text or appearance](#)(optional)

Your customer's view

Add to Cart

Shipping

☒ Use settings saved in your PayPal profile.

☐ Use specific amount: NZD [Help](#)

Tax

☒ Use saved values in PayPal profile. [View](#)

☐ Use tax rate %

Merchant account IDs [Learn more](#)

☒ Use my secure merchant account ID

☐ Use my primary email address emartini@emtechnz.com

▶ Step 2: Track inventory, profit & loss (optional)

▶ Step 3: Customize advanced features (optional)

Create Button

- 5) Fill in the fields, and enter the information for the button. When finished, select “Step 2”, and complete the information in this page. In “Step 2” you can enter information such as stock levels for this product, as well as the ability for Paypal to email you when your stock levels reach a specified quantity.

When finished completing Step 2, click on Step 3.

- 6) In Step 3, you can specify if a customer is redirected to a specific webpage, when an order is cancelled, or when an order is completed. It is common, for customers to be directed to a “Thank you” page.

However you decide what happens if anything after an order has been completed.

- 7) After clicking the “Create Button” you will have the code required to paste into your website.

Depending on how your website is setup -will determine how the code is inserted into your webpage.

My Account Send Money Request Money Merchant Services Auction Tools Products & Services

Overview Add Funds Withdraw History Resolution Center Profile

You are viewing your button code


1. Click **Select Code** to select all the button code.
2. **Copy** the code (CTRL+C for Windows, CMD+C for Mac – or right-click and choose Copy).
3. **Paste** the code into your own code (CTRL+V for Windows, CMD+V for Mac – or right-click and choose Paste).

[Integration tips](#)

Website Email

```
<form target="paypal" action="https://www.paypal.com/cgi-bin/webscr"
method="post" target="_top">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id"
value="D6F9JJUZYZ7WN">
<input type="image" src="https://www.paypalobjects.com/en_US/i/btn
/btn_cart_LG.gif" border="0" name="submit" alt="PayPal - The safer,
easier way to nav online">
```

Buyer's View



Select Code [Go back to edit this button](#)

Create more buttons



[Create similar button](#) | [Create a new button](#)

Similar: Use the button you just created as a template for another button.
New: Create a completely new button from a blank form.

[Create a View Cart button](#)

Give your customers convenient access to their shopping carts while browsing your website. You need just one View Cart button for a website.

[Go to My saved buttons](#)

- Edit most characteristics of a button.
- Create a new button that is similar to an existing one.

- 8) Next to the “Website” tab, is an ‘Email’ tab, clicking this will reveal a link that can be included in an email to your customer. This link is to the button you have just created, which includes the product info and price. You can use this feature for email marketing campaigns, for special promotions or new product releases etc. Including a button in an email, will enable your customers to easy click to order and pay for that product, without having to visit your website.

The screenshot shows the PayPal 'Products & Services' page. The top navigation bar includes 'My Account', 'Send Money', 'Request Money', 'Merchant Services', 'Auction Tools', and 'Products & Services'. Below this, a sub-navigation bar shows 'Overview', 'Add Funds', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The main heading is 'You are viewing your button code'. Below this, there are three numbered instructions: 1. Click **Select Code** to select all the button code. 2. **Copy** the code (CTRL+C for Windows, CMD+C for Mac -- or right-click and choose Copy). 3. **Paste** the code into your own code (CTRL+V for Windows, CMD+V for Mac -- or right-click and choose Paste). Below the instructions is a link for 'Integration tips'. There are two tabs: 'Website' and 'Email'. The 'Email' tab is selected, showing a text box with the URL: `https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=D6F9JJUZYZ7WN`. Below the text box are two buttons: 'Select Code' and 'Go back to edit this button'.

Invoices

Paypal also provides the ability to create and email invoices.


- 1) To create an invoice click the “Request Money” tab

The screenshot shows the PayPal 'Request Money' page. The top navigation bar includes 'My Account', 'Send Money', 'Request Money', 'Merchant Services', 'Auction Tools', and 'Products & Services'. Below this, a sub-navigation bar shows 'Manage Invoices', 'Request Money', 'Create Invoice', and 'Invoice Settings'. The main heading is 'Manage invoices'. Below this, there are two buttons: 'Request Money' and 'Create an Invoice'. There are two tabs: 'Basic filter' and 'Advanced filter'. Below the tabs, there are several links: 'Invoice settings', 'What's new?', and 'Invoice help'. Below these links, there are several icons and labels: 'All active', 'Unsent', 'Unpaid', 'Paid', 'Past due', and 'Refunded'. Below these icons, there is a table with the following columns: 'Invoice date', 'Due date', 'Recipient', 'Status', 'Invoice #', 'Action', 'Amount', and 'Memo'. The table is currently empty, and the text 'You have not created any invoices.' is displayed below it. At the bottom of the page, there is a 'Download: CSV' link and a '20 items per page' dropdown menu.


2) Click "Create an Invoice" button


Complete the invoice details. It is possible to upload your company logo.

Under "Invoice Settings" you can adjust the company information that appears, as well as adding a GST No. and under the "Tax" settings the rate of GST.

Create a new invoiceSecure 

Select a template to start PayPal default template (default) ▼ **Invoice settings**

 **Your contact information**




[Change logo](#) | [Remove logo](#)

Business Consultancy
Private Ltd

Greymouth, Westland
7840
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Phone: +64 03 782 4568
enquiries@businessconsultancy.com
GST No. 12-456-78

[Edit contact information](#)

Send to [Address book](#) 


Recipient's email address

[Add billing and shipping information](#) (optional)


☒ Save to Address Book

Invoice information




Invoice number [Learn more](#)

Invoice date [Learn more](#)
 

Payment terms [Learn more](#)
 ▼

Due date
 

Select currency NZD - New Zealand Dollars ▼

Item name/ID	Date	Quantity	Unit price	Tax	Amount
<input type="text"/>	<input type="text"/> 	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="No tax"/> ▼	\$ 0.00
Description (optional) 					

Terms and conditions
For example: your return or cancellation policy

Subtotal

\$ 0.00

[Discount](#) \$ ▼

\$ 0.00

Shipping/handling

\$ 0.00

Tax on shipping

▼

Enter the recipient's email address, and email the completed invoice to your customer. A payment button is automatically created, providing your customer an easy method to pay.

A copy of the invoice is retained in your PayPal account, and can be viewed in the "Welcome" page.

Profile Settings

Under the “Profile” tab, there are a number of options and settings that you can adjust and fine tune.

One option is to setup “Tax Rules”, under the “Sales Tax” entry, whereby GST will be charged to those customers purchasing within NZ, but not to those customers purchasing from overseas.

My Profile

My business info >
Email, address, phone, more.

My money >
Banks, credit cards, more.

My settings >
Notifications, customer ID, more.

My selling tools >
Getting paid, shipping, more.

eBay ID	Link my eBay ID to my PayPal account.	Update
Selling online		
PayPal buttons	Manage my payment buttons.	Update
Credit card statement name	My business name on card statements is: EMTECHCONSU	Update
Sales tax	Set up sales taxes for multiple regions.	Update
Custom payment pages	Set up PayPal payment pages to look like my website.	Update
Website preferences	Return customers to my website after they pay with PayPal.	Update
API access	Manage API credentials to integrate my PayPal account with my online store or shopping cart.	Update
Invoice templates	Create and manage my invoices.	Update
Getting paid and managing my risk		
My automatic payments	Manage the subscriptions and automatic payments that I offer my customers.	Update
Instant payment notifications	Integrate PayPal payment notifications with my website.	Update
Block payments	Limit payments, add instructions, and more.	Update
Customer service message	Create a personalised message for customer disputes.	Update
Shipping my items		
Shipping calculations	Create unique shipping methods for each customer.	Update
More selling tools		
Encrypted payment settings PayPal button language encoding Seller reputation number		

It is advisable that you go through these settings, and make any adjustments necessary. There is a help menu on the top right of the webpage available providing more information about each section.