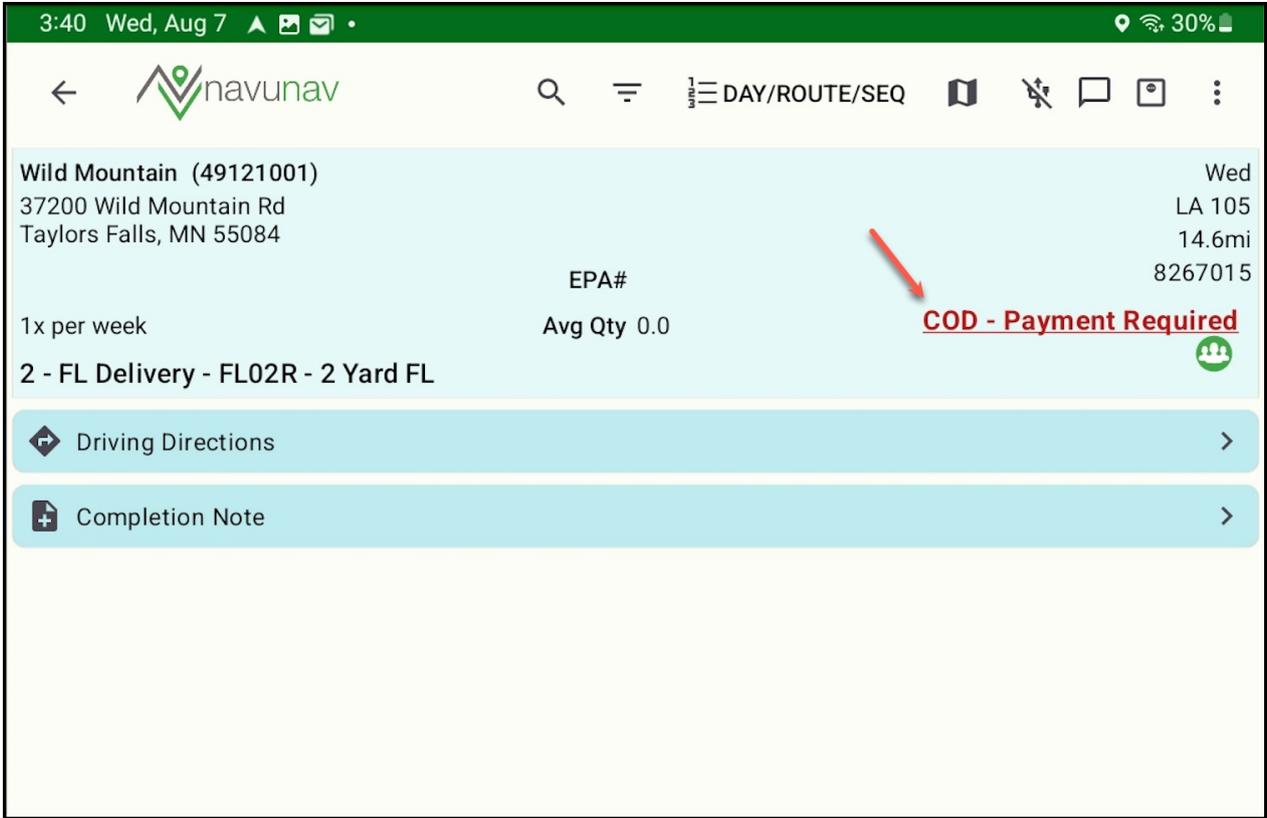


NavuNav (Android) Processing COD Payments

Last Modified on 08/12/2024 4:41 pm EDT

Cash on Delivery (COD) is available to the NavuNav Android application to allow drivers to take payment in the form of cash, check or card.



Setup Requirements

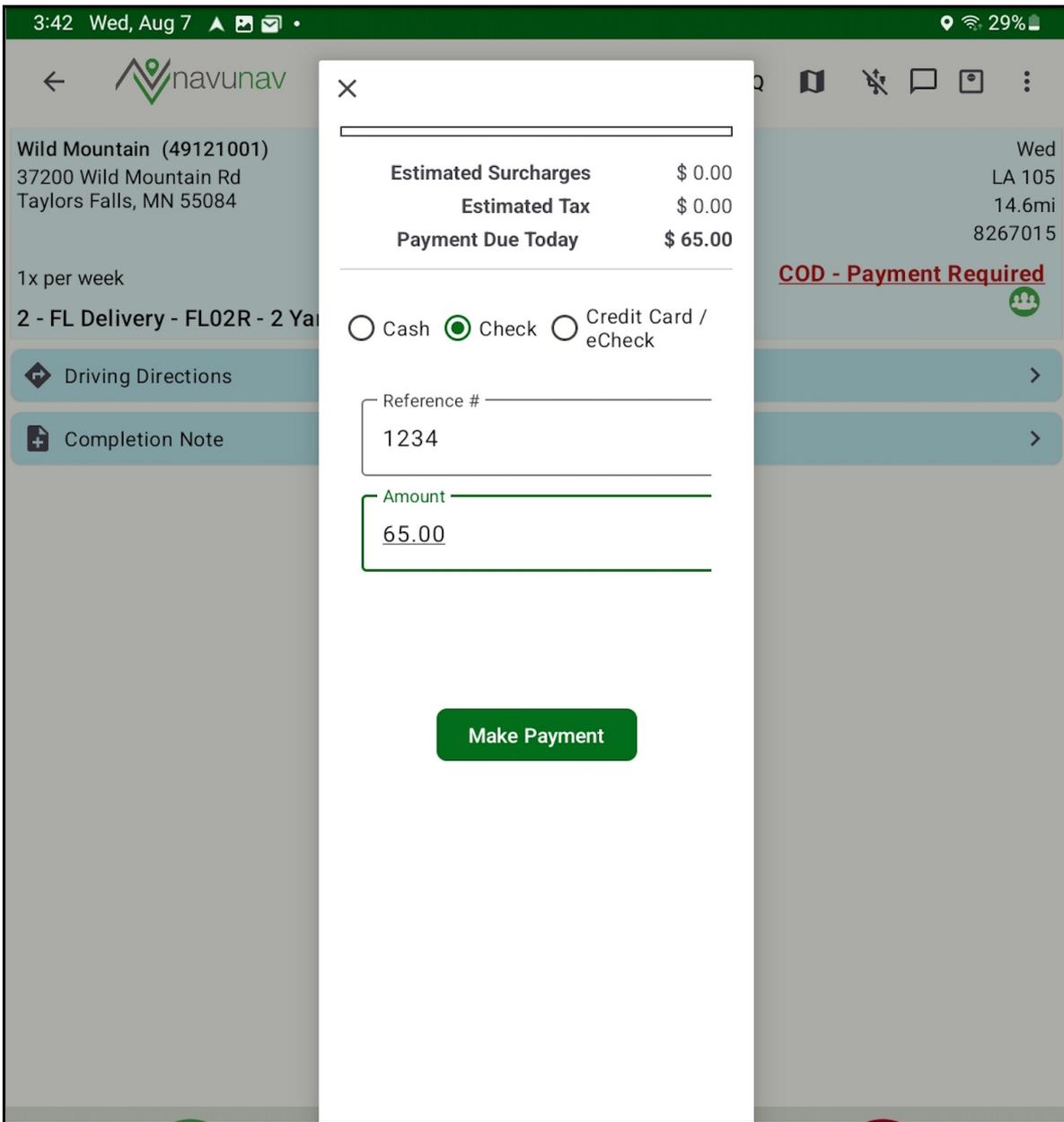
In order for NavuNav to accept COD payments, the Term for the account must be set to 'COD.'

Capture Payment - Cash or Check

To capture a cash or check payment, follow these steps:

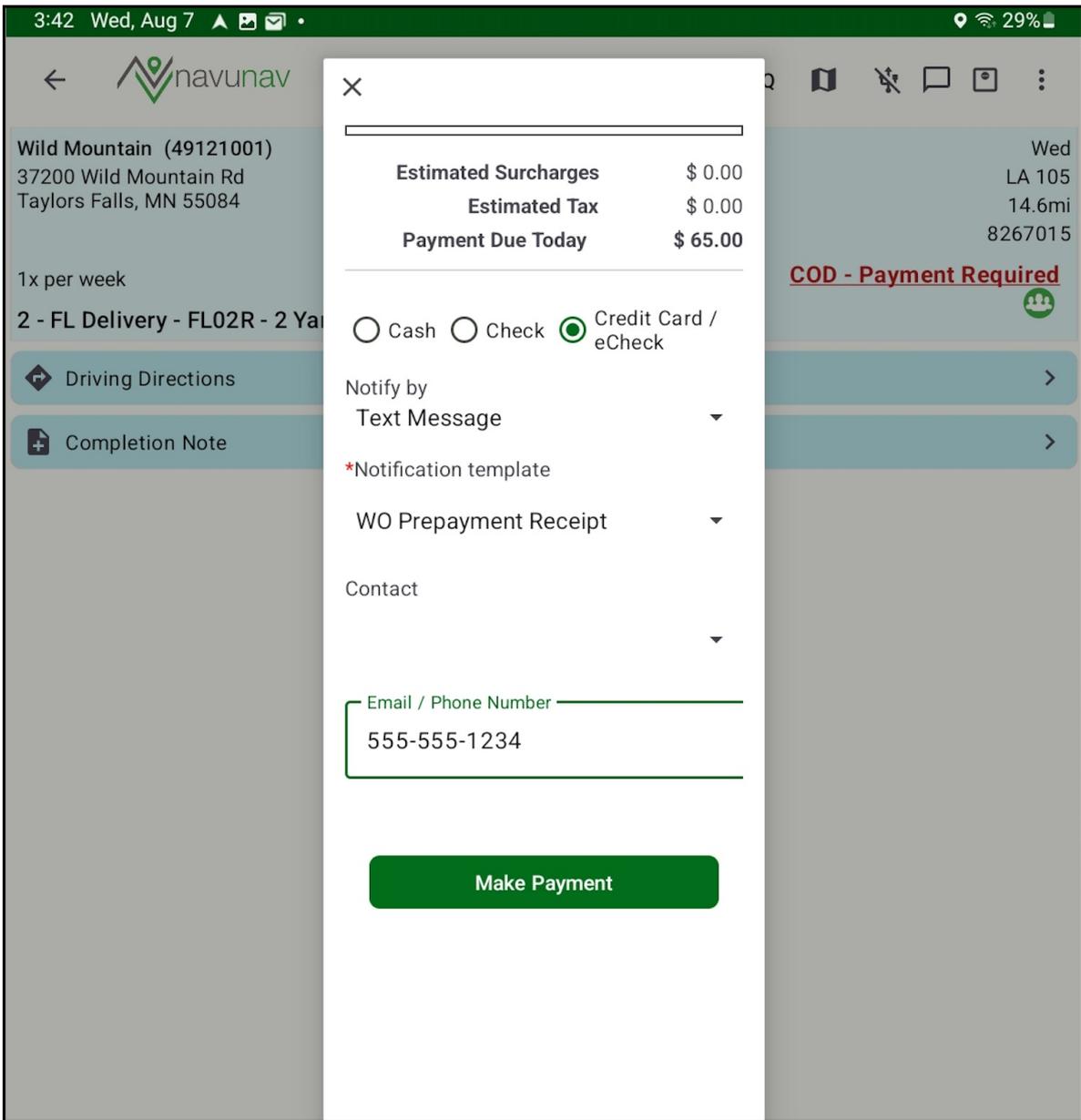
1. Select the **COD-Payment Required** link displayed in NavuNav for the site. This will open the transaction processing popup.
2. Choose the **payment method** by selecting the appropriate radio button.
3. Enter the **payment amount**.
4. **(Optional)** If paying by check, enter the check number in the **Reference #** field.
5. Click **'Make Payment'** when finished.

Once the payment is processed, 'COD-Paid' will display for the site in NavuNav.

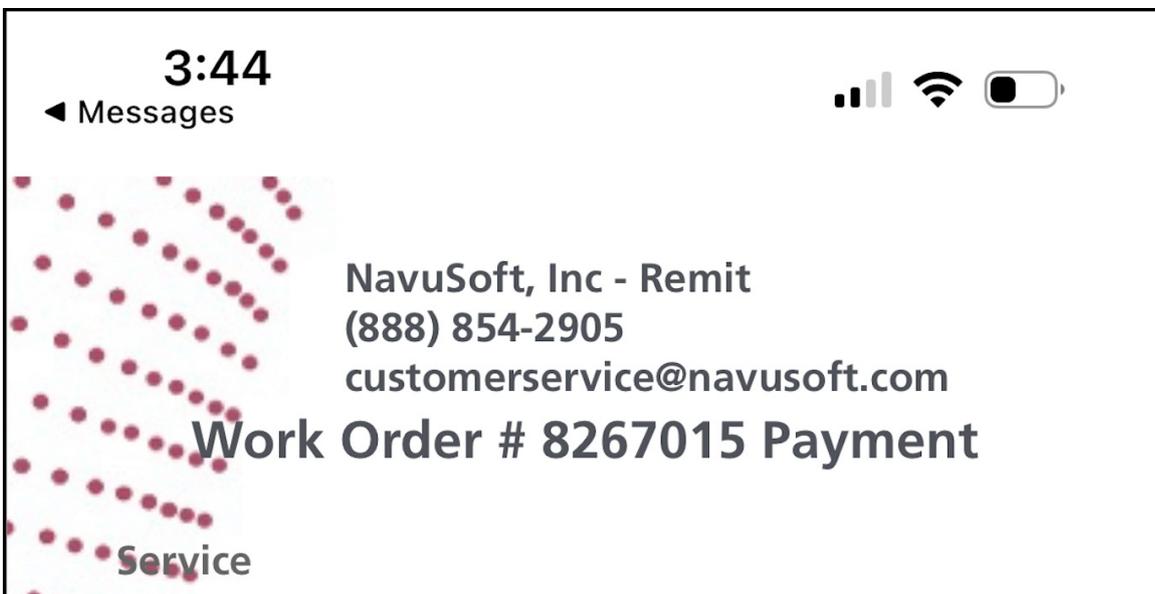


Capture Payment - Credit Card / eCheck

When the Credit Card/eCheck option is selected, contact fields will display to send a payment link to the customer via text or email. If a payment is requested from the NavuNav Android App through either email or text, the screen will remain open after clicking the 'Make Payment' button. A link will be sent to the customer, who must then process the payment using that link. To see the processed payment, the payment screen needs to be manually refreshed by swiping down.



Credit Card / eCheck SMS Example



2 - 2 Yard Recycle Service - Recycle - FL Delivery

Scheduled Date

Wednesday Aug 7, 2024

CHARGE CODE	GROSS QTY	AMOUNT
Adjustment-Commer...	1	\$ 65.00

Estimated Surcharges \$ 0.00

Estimated Tax \$ 0.00

Payment Due Today \$ 65.00

Type

Name On Card

Confirmation Email

Process Payment

Payment Reflected in Service Record

Once a payment has been received it will be reflected in the Payments tab of Edit Service Record.

EDIT SERVICE RECORD

Wild Mountain
37200 Wild Mountain Rd
Taylors Falls, MN 55084

WORK ORDER: 8266348 QTY: 1 SERVICE CODE: 15 Yard Open Top Service EQUIPMENT: 15YD WORK TYPE: RO_DUMPRET ORDER TYPE: On Call

COD - Payment Required

CREATED BY:
Aliena Somers on 8/6/24 12:58 pm

ORDER REASON:
Billable pickup

ORDER NOTES

PO NUMBER: EXTERNAL ID:

SCHEDULED DATE: 08/06/24 Tuesday ROUTE: LA 300 SEQUENCE: 0 DESTINATION / ORIGIN:

WORK STATUS: Scheduled EXCEPTION REASON: POSTING STATUS: Pending

- Charges \$ 65.00
- Source Location
- Disposal / Ship
- Payments \$ 65.00**
- Completion
- Attachments
- Labels
- Photos

DESCRIPTION	BATCH #	BATCH DATE	STATUS	REFERENCE	AMOUNT	NOTE
Check	11392	08/06/2024	Open	1234	\$ 65.00	

Select Print Format

SAVE (F2)