

1. [Register to Edenred Merchant Portal](#) - if you have not registered before. You will need your Edenred contract number and your business ID when you register.

- Save your user name and password to sign in in the future.
- Check your company details from all three pages and click save.
- Once your registration is successfully completed you should be able to accept mobile payments.

2. Once you have registered you can **sign in Edenred Merchant Portal here:** <https://kumppani.edenred.fi>

3. If you want **to receive notifications from mobile transactions**, click "Mobile payments" from the left side bar. Then click "Notification settings" and select receive notifications and save.

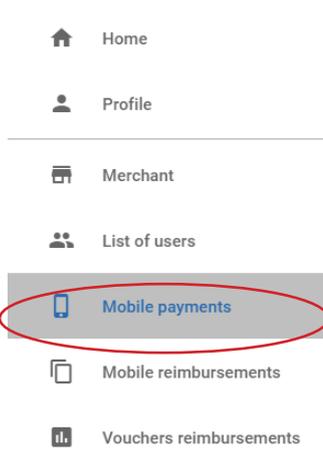
4. You are now ready to accept mobile payments!

Welcome to Edenred Merchant portal ⓘ

Create credentials to the portal

[CREATE AN ACCOUNT](#)

[Back to Sign in page](#)

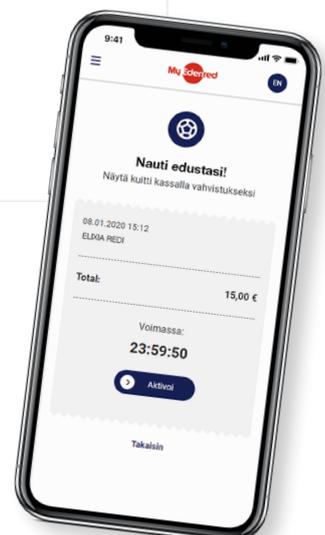


Mobile Transaction [Notification Settings](#)

*If you turn email notifications on, you will get an email to a selected address everytime someone makes a mobile payment.*

Receive notifications

[SAVE](#)



When a customer pays with Edenred Pay mobile payment, he/she will show the receipt from his/her phone to the cashier. At the same time you will get a confirmation email from the mobile payment, if you have selected to receive notifications.

## Mobile reimbursements

You find Edenred mobile payment settlements from Mobile reimbursements -page in Merchant portal. Settlements are paid to your company bank account according to the schedule below. Mobile reimbursements can be seen either with reference or without reference depending on the company (same reimbursement method than you have chosen for voucher reimbursements).

- Received payments within the first two weeks of the month (days 1-14) -> will be paid on 16th of each month
- Received payments within the last two weeks of the month (days 15-31) -> will be paid on the 2nd of each month

On Mobile reimbursements -page you can also search for mobile reimbursement reports in the calendar view for instance throughout the current year and export the reports to CSV or PDF.

On this page you find all the relevant information about your mobile payment settlement history.

Mobile Payment Settlements 04.05.2020 - 04.06.2020

Number of settlements	Total value of settlements	Total fees deduction (incl. VAT)	Total paid amount
<b>1</b>	<b>8,10 €</b>	<b>0,31 €</b>	<b>7,79 €</b>

Settlements History Search by settlement number

Transactions period	Settlement number	Number of transactions	Paid amount	Payment date
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## Tracking mobile payments

Edenred mobile payments can be followed in the Merchant portal on Mobile payments -page either real time or at the end of the day. To balance the cash register you can use the handy summary of the received mobile payments of the day. This summary can be found from the first row of the Mobile payments -page in portal.

From the Mobile payments -page, you also find the possibility to cancel the received mobile payments e.g. in special cases. Cancellation of a single payment transaction has to be done within 24h from the time the payment has been done. You can search for single mobile payment transactions either with beneficiary's name or with mobile payment receipt number (can be found from beneficiary's phone as a receipt). After the payment has been cancelled, the money will be automatically returned to the beneficiary's card account.

By using the calendar view on the Mobile payments -page, you can create reports of the received mobile payment transactions.

Merchant cont# 433404005

Home Profile Merchant List of users **Mobile payments** Mobile reimbursements Vouchers reimbursements Order voucher Pick-up Service About Create a new contract Support Logout

Mobile Transaction Notification Settings

Mobile Transaction

Total amount **0,00 €**

Number of transactions **0**

04.06.2020 - 04.06.2020

No transactions found.

[EXPORT TO CSV](#) [EXPORT TO PDF](#)