Nexus Systems

Nexus Systems Payment Process Guide

How It Works

NexusConnect is an intuitive online portal that allows customers and suppliers to gain collective intelligence and a shared view of data for enhanced collaboration. Both can interface with an entire network of business partners within one portal. Customers and suppliers can electronically send or receive PO's, submit and track invoices, send and receive payments, and upload and review compliance documents.

Streamline operations and reduce costs with:
- **Electronic Invoicing & PO's** – Minimize risk and missing documentation via digital submission
- **Real Time Data** – Enables suppliers to view invoice & payment statuses to reduce inbound inquiries
- **Integrated System** – Data flows seamlessly form NexusConnect to NexusPayables
- **Electronic Payments** – Eliminate inefficient paper checks with payment options that generate revenue
- **Compliance** – Gather and store all the documentation you need in one place

Step 1: Enrolling in NexusConnect

You will be directed to the NexusConnect enrollment page by a requesting customer and provided an Invite Code. You will see the below screen where you will click the "Click here to sign up".
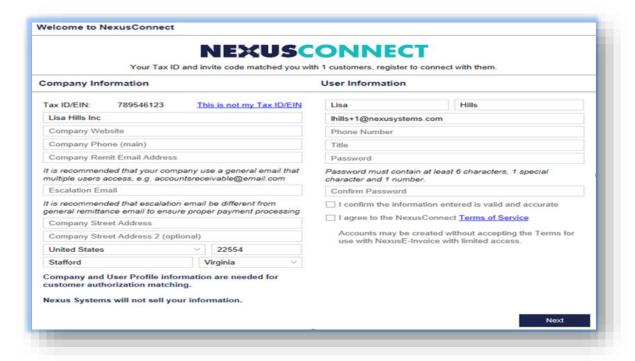
You will then fill in the new account form including your contact information, company information, and the Invite Code (where applicable). Once completed, you will be able to access the NexusConnect application to connect with your customers, view invoice status, and view payment details.
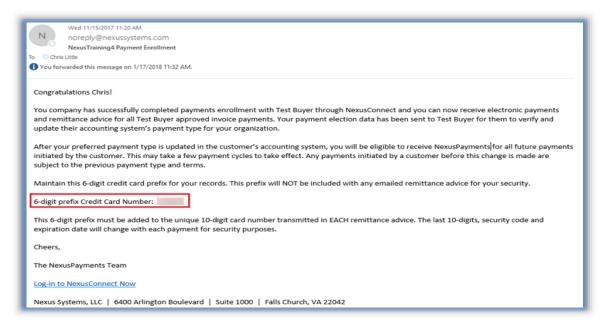
Page 1:

Page 2:

Step 2: Sample NexusConnect Activation Email

After enrolling, you will receive this notification which contains the first 6-digits of the Visa credit card account which you will use for future payments.

Step 3: Sample NexusConnect Supplier Remittance Email

You will receive the below remittance email notification for each payment which includes the remaining 10-digits, expiration date, security code, and other information related to the Visa credit card account that you will use to process the payment. This notification will also include the invoice number(s), dollar amounts, and other pertinent details of the transaction.