



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



# Commercial Finance Hub Guide



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# Terms of Use

Use of the Schools payment portals is subject to the terms outlined in the [Payment Policy](#).





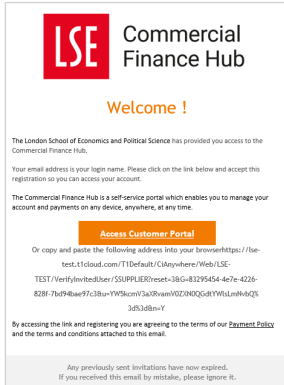
# Access and registration

Commercial customers are automatically granted access to the Commercial Finance Hub.

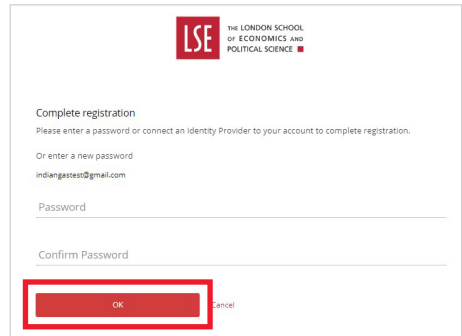
Customers will be sent a Welcome email, this will include a link to the Hub together with instructions on logging on for the first time.

## The 3 Step Process

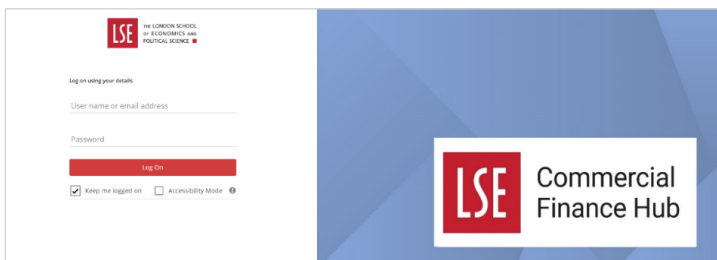
**Step 1:** A copy of the Welcome and registration email will be sent to you, you should open and review the terms and conditions of use.



**Step 2:** Complete the registration by entering a new password and click ok.



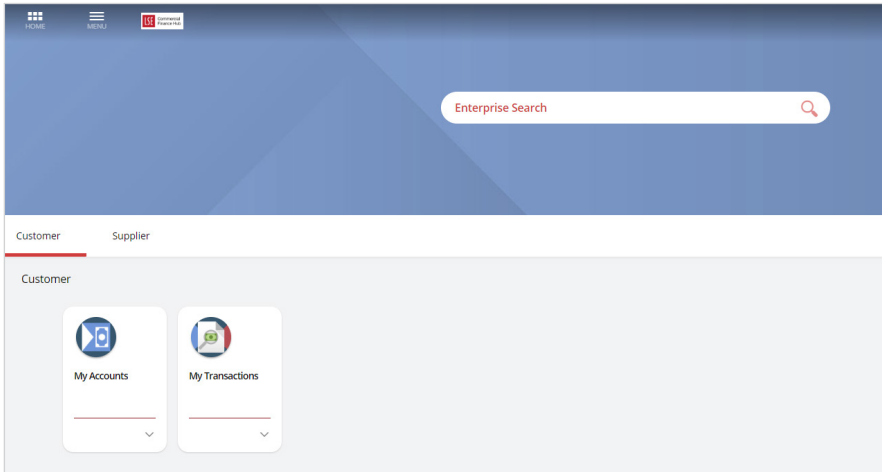
**Step 3:** You are now ready to access your Hub account.



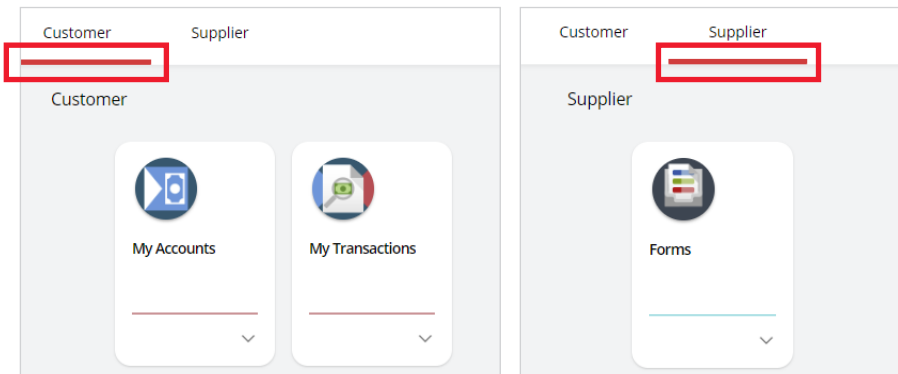


# Portal functionality

When you log on to the Commercial Finance Hub you will initially see two tiles, "My Accounts" and "My Transactions". You can move from Customer to Supplier and the options available to you will change. The system will indicate which tile you are on with a red line.



The system will indicate which tile you are on with a red line.





# My Accounts

When you click on My Accounts, you will be presented with a list of accounts that you have access to, you can click on View button to access a more in-depth view of your account.

If you would like to look at your account transactions only you can select the down arrow, then transaction listing.

Financial Accounts

1 record.

10477 | University Of TEST

312,746.22 GBP

View

## Account Summary:

This view includes charts detailing your outstanding invoices and recent payments (receipts). You can also view transactions in more detail by clicking on "View transactions".

Make a general payment

10477 | University Of TEST

Active | Normal Trading

Account Summary

Account Balance 312,746.22

View transactions

Outstanding Items

Direct Debit Details

Contact Details

Transmission Details

Statements

Reminder Letters

Balances

Account Balance 312,746.22

Outstanding Items

| Ageing     | Amount     |
|------------|------------|
| Current    | 0          |
| > 30 days  | 0          |
| > 60 days  | 0          |
| > 90 days  | 312,746.22 |
| Unapp. Cr. | 0          |
| Fut. Items | 0          |

Recent receipts

| Receipt Date | Amount     |
|--------------|------------|
| 16/02/2023   | 10,000     |
| 01/03/2022   | 176,669.99 |
| 05/01/2022   | 17,669.99  |
| 21/10/2021   | 12,816.95  |
| 07/10/2021   | 34,257.12  |



# Outstanding items

This view includes a list of your outstanding invoices, transactions details include:

- Transaction number (example: ARI005538).
- Date of transaction.
- Due date of the invoice.
- Age of invoice (example >60Days).
- Allocated (this may be a receipt or a credit note) and outstanding amount.

| Transaction Number | Date        | Due Date    | Age       | Outstanding |
|--------------------|-------------|-------------|-----------|-------------|
| ARI005538          | 11-Feb-2022 | 01-Dec-2022 | > 60 DAYS | 17,268.60   |
| ARI005482          | 01-Feb-2022 | 01-Dec-2022 | > 60 DAYS | 102,913.34  |
| ARI004577          | 19-Jul-2021 | 01-Oct-2022 | > 90 DAYS | 120,502.81  |
| ARI003936          | 03-Feb-2021 | 01-Nov-2022 | > 90 DAYS | 78,718.31   |

# Direct Debit

Please note that although there is a Direct Debit function in the portal, we do not currently offer this as a payment option.



# Contact details

You can view and update your contact details via the option.

**10477 | University Of TEST**  
Active | Normal Trading

- Account Summary  
Account Balance 312,746.22
- Outstanding Items
- Direct Debit Details  
Receipt Method Other
- Contact Details**
- Transmission Details  
All documents available
- Statements  
0 attachments
- Reminder Letters

← Contact Details

### Contact Details

^ Contact Details

Address Code  
001

Description  
Primary Address

Title      Initials

Given Name      Family Name

Mobile

Email  
test@universityoftest.com

Phone  
123456789

Fax  
123456789

Position

Notes












# Statements

You can view statements that have been issued to you by navigating to the Statements section, per below.

[Make a general payment](#)

 **10477 | University Of TEST**  
Active | Normal Trading

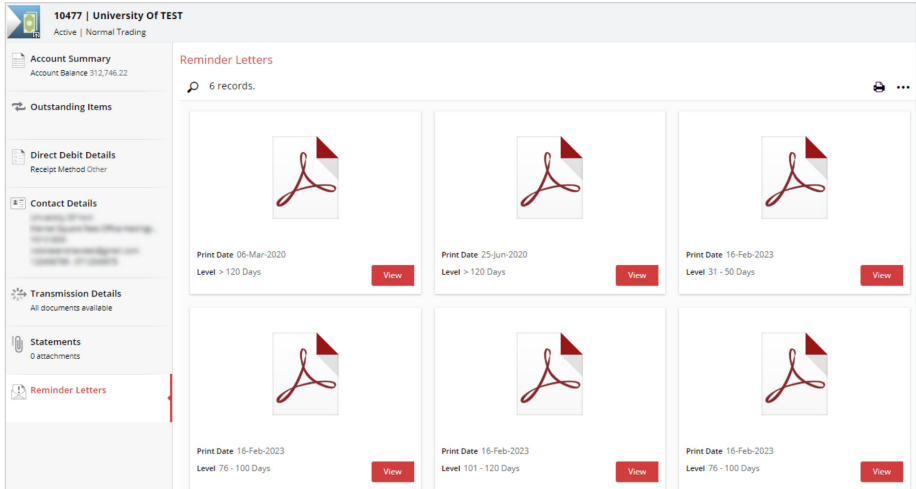
-  **Account Summary**  
Account Balance 312,746.22
-  **Outstanding Items**
-  **Direct Debit Details**  
Receipt Method Other
-  **Contact Details**  
University Of Test  
Market Square Test Office Building  
1010 1000  
test@universityoftest.com  
12345678 910111213
-  **Transmission Details**  
All documents available
-  **Statements**  
0 attachments

## Statements

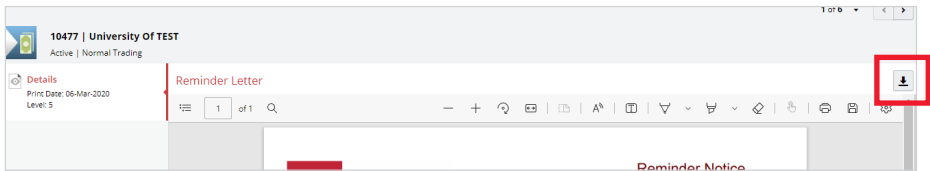


# Reminder letters

You can view a full list or reminder letters that have been issued to you, simply navigate to reminder letters, then click view.



You can also download the reminder letter via PDF where required, once you have selected the reminder letter, click on the download arrow.



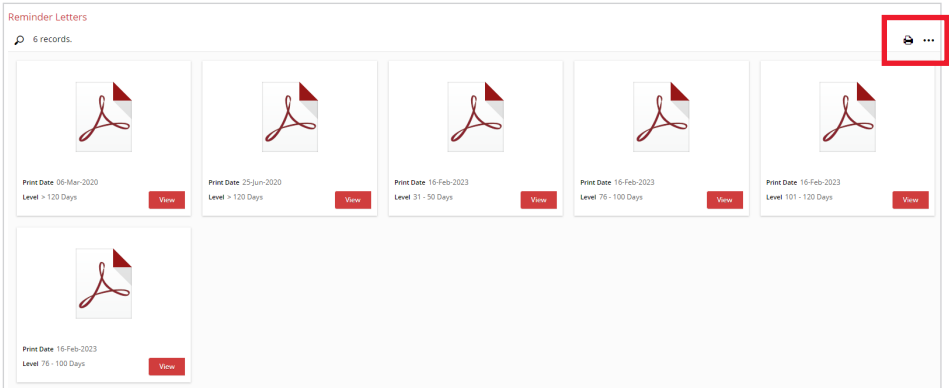
You can customise your view and how the columns are displayed by selecting the ellipsis button. You have the options to view your documents as grid or thumbnail view.

In the example below the grid view has been selected.

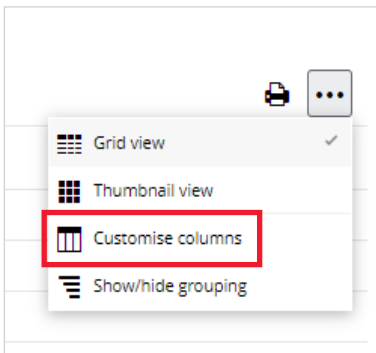




## Thumbnail view:



When in grid view you can also customise your columns, simply click on the ellipsis button and select Customise columns.





You can add fields all this is illustrated as option 1 below, or one by one, this is illustrated as option 2 below.

**Reminder Letters**

🔍 1 - 6 of 6 records.

Customise Columns

Search 🔍 [Menu] [Filter] [Add all →]

①

|                    |   |
|--------------------|---|
| Address            | → |
| Address 2          | → |
| Address3           | → |
| Last Re-Print Date | → |
| Letter Number      | → |
| Post Code          | → |
| Void               | → |
| void Reason        | → |
| Re-Print Number    | → |
| Transmission Id    | → |

②

Current Column Headings (Drag to re-order)

|                   |
|-------------------|
| Print Date        |
| Debt Level        |
| Post Name         |
| Letter Run Number |

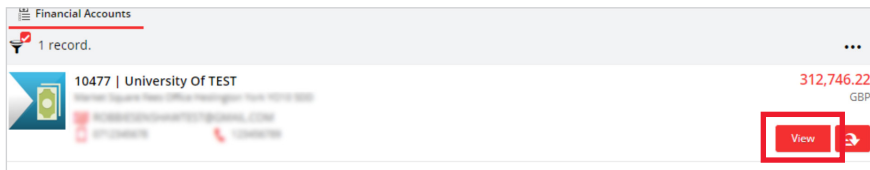




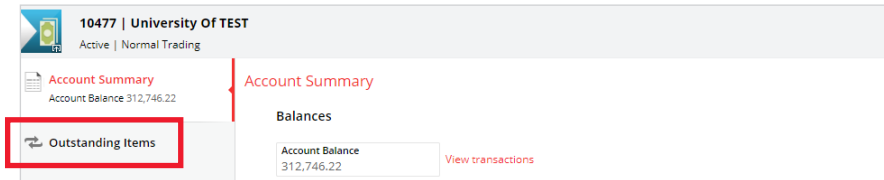
# Making a payment

To make a payment you will need to navigate to “My Accounts”.

Once you have selected “My Accounts”, you must select “View”.



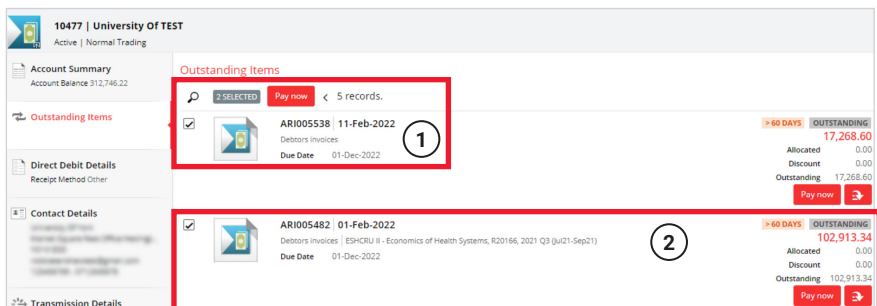
Then select Outstanding items



You can then select the invoices you wish to pay.

If you elect to pay more than one invoice you will need to select your outstanding invoices by ticking the checkbox, then select the Pay Now button directly above your outstanding invoices, this is illustrated as option number 1 below. If you elect to pay a single invoice, you will need to tick the box next to the invoice then select the pay now button illustrated as option 2 below.

You can also make a “General Payment” on account, you would use this option if an invoice has not yet been issued. This process is illustrated as option 3 below.





If you elect to pay more than one invoice, an aggregated total will be passed through to our Payment Service provider **Convera**.

In the example below the customer has elected to pay for multiple invoices ARI005538 and ARI005482 – total £120,181.94. The Pay now button (1) should be selected.

| Invoice ID   | Due Date    | Outstanding       |
|--------------|-------------|-------------------|
| ARI005538    | 01-Dec-2022 | 17,268.60         |
| ARI005482    | 01-Dec-2022 | 102,913.34        |
| <b>Total</b> |             | <b>120,181.94</b> |

The aggregated total is passed through to the secure Convera portal, you are now required to enter the country you are paying fees from, then select Get a quote.



### Paying fees from



United Kingdom



[Why is my country not listed?](#)

### Total Amount Due

GBP

120181.94

Get a quote

**Step 1:** You will be asked to choose a way to pay, select the appropriate option.

Step 1 of 3

## 1. Choose a way to pay



Bank Transfer

⌚ Takes 3-4 days on average upon payment

✓ Make your payment from any bank

✓ Includes 0 GBP bank fee

💡 Quote valid for 48 hours

+ How it works

120,181.94 GBP

120,181.94 GBP

Select



Bank Transfer

⌚ Takes 3-4 days on average upon payment

✓ Make your payment from any bank

✓ Includes 0 EUR bank fee

💡 Quote valid for 48 hours

+ How it works

143,689.55 EUR

120,181.94 GBP

Select



**Step 2:** We will pass through details about your organisation to Convera, so you will not be required to enter this information. There are some fields which required to complete, once you have keyed this information you should click on the “Proceed to payment” button.

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)

I would like to receive emails from Convera about future promotions and offers

**Proceed to payment**

**Step 3:** You are now ready to download the payment instruction or make payment direct from your bank.

Step 3 of 3

### 3. Make Payment

- Please print payment instructions and contact your bank or financial institution (online, phone or in-person).
- Please initiate your payment as soon as possible.

**Print Instructions**

**Note:** Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the (48) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Convera. This bank account is used to receive payments on behalf of your institution.

**Return Tech1 LSE Demo**

#### Payment Details

**LSE** THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

|                             |                |
|-----------------------------|----------------|
| Your reference              | CAUI234579654  |
| Tech1 LSE Demo will receive | 120,181.94 GBP |
| You are paying              | 120,181.94 GBP |





Once you have downloaded the instructions, you can proceed to make payment.

Date: 27/02/2023 16:08:50 GMT

**LSE** THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

## Payment Instructions

**This quote can only be used for one (1) payment and is valid until 01/03/2023 16:08:50 GMT**

Make your payment now

→

Pay online or in person

→

Then track your payment  
<https://student.globalpay.wu.com/geo-buyer/#/tracking>

**Banking Instructions: You're nearly there!**  
To help us make sure your payment arrives on time and in full, please complete your transfer as soon as possible using the instructions below.

|  |   |
|--|---|
| <b>Payment reference</b><br>XXXXXXXXXXXX | <b>Currency and Amount to Pay</b><br>GBP 120,181.94 |
|--|---|

**IMPORTANT: Payment reference must be included or your payment will not be processed**

|  |
|--|
| <b>Bank Name</b> HSBC BANK PLC   |
| <b>Bank Address</b> 8, The Leadenhall Building, Leadenhall Street, London EC3A 3RN, United Kingdom |
| <b>Bank Sort Code</b> 400000   |
| <b>Bank SWIFT</b> HSBCGB33   |
| <b>Beneficiary Name</b> Western Union Business Solutions (USA) LLC In                              |
| <b>Beneficiary Address</b> 1700 Market Street  |
| <b>Beneficiary Account / IBAN</b> XXXXXXXXXXXXXXXXXXXXX  |

### Process Instructions For Your Bank

Please allow your customer to pay us via Western Union Business Solutions by ensuring the:

1. **Payment reference** is included.
2. Beneficiary name remains: **Western Union Business Solutions (USA) LLC In**
3. Currency used is: **GBP**
4. For local domestic transfers please use Account Number and Bank Sort Code. For international payments please use **ALL** account details provided above.

### How To Pay

**Pay Online**  
The easiest way to complete your payment is online via internet banking. Please use the details provided above to make your payment.

**Pay at Your bank**  
Simply take this page into your bank (not a Western Union branch) and they'll do the rest. **Please note: you cannot pay by cash or cheque.**

To return back to your Commercial Finance Hub Account after you have made payment, select the return button.

(UK) Limited conducts business under the trade used to receive payments on behalf of your inst

**Return Tech1 LSE Demo** →



# Help and contacting us

Email: [credit.control@lse.ac.uk](mailto:credit.control@lse.ac.uk)

Helpdesk: <https://lseapps.secure.force.com/form?formid=217915>





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**LSE Fees, Income and  
Credit Control Office**

Lionel Robbins Building  
5th Floor, Houghton Street  
London WC2A 2AE

**+44 (0)20 7107 5555**

**[credit.control@lse.ac.uk](mailto:credit.control@lse.ac.uk)**