



# Payment Process

Marsella Bakery: Payment Process  
Instruction Manual



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# Marsella Bakery: Payment Process for Pending Invoices

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Thank you for choosing Marsella Bakery! To ensure a smooth payment process for your pending invoices, please follow the instructions below for making payments using the Safaricom Paybill payment system.

## Required Information:

Before making a payment, ensure you have the following details:

\* Mpesa Paybill Number: 5512112

\* Account Number:

- Use your unique account number that begins with "mar" (e.g., mar1234).

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# Steps to Make a Payment:

## Step 1: Access the Mpesa Menu

1. Open your Mpesa app on your phone.
2. From the main menu, select Lipa na Mpesa.

## Step 2: Select Paybill Option

1. Choose the Paybill option from the available payment methods.
2. In the Business Number field, enter: 5512112 (this is Marsella Bakery's Paybill number).

## Step 3: Enter the Account Number

1. In the Account Number field, enter your unique "mar" account number.
  - Example account number: mar12

## Step 4: Enter the Amount

1. Enter the amount to pay as indicated on your pending invoice.

## Step 5: Confirm the Payment

1. Review the payment details: the business number (5512112), the correct account number (your unique "mar" account), and the amount to be paid.
2. If all the details are correct, confirm the payment.

## Step 6: Receive Payment Confirmation

1. After the payment is processed, you will receive an SMS confirmation from Safaricom confirming receipt of the payment.
2. Additionally, you will receive a confirmation message from Marsella Bakery via SMS or email, acknowledging the payment and detailing:
  - The amount paid
  - The remaining balance (if any)

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