

# Saned | دليل استخدام المدفوعات - Payment Guide

Driver Settlement

تصفية المندوب

# Step 1

Navigate to  
**Driver Payment**

من القائمة اختر  
**Driver Payment**

Saned

Dispatch

Payment

Driver Payment

SDP Payment

Accountant Report

Tiers Management

Role Management

User Management

Administration

English

Payment

Driver ID or Phone Number

Driver Information

Driver ID

National or Iqama ID

Phone Number

Organization name

Payment Summary

Total Net Amount

Credit

Total Penalties

Total Cash Amount

Total Driver Debit

Total Service Deduction

Debit

Total Delivery Price

Total Driver Credit

Total Bonuses

Total Tips

Total Free Orders

## Step 2

Type driver's **Driver ID** or **Phone Number** then click **Enter**

ابحث عن معرف  
المندوب أو رقم الجوال  
ثم **Enter**

**Saned**

English

Payment

167740

Reload

Driver Information

Abdulrahman

Driver ID National or Iqama ID Phone Number Organization name

Payment Summary

Total Net Amount

70 SAR

Credit

Debit

Total Penalties	Total Cash Amount	Total Driver Debit	Total Service Deduction	
0	800	500	0	
Total Delivery Price	Total Driver Credit	Total Bonuses	Total Tips	Total Free Orders

Make Operation

\*Review driver's information and payment summary

\*راجع بيانات المندوب وملخص محفظته

## Step 3

Click on **New Request** to make a new settlement request

لإنشاء طلب  
تصفية جديد اختر  
**New Request**

Saned

Dispatch

Payment

Driver Payment

SDP Payment

Accountant Report

Tiers Management

Role Management

User Management

Administration

Total Net Amount

70 SAR

Credit

Total Penalties 0

Total Cash Amount 800

Total Driver Debit 500

Total Service Deduction 0

Debit

Total Delivery Price 0

Total Driver Credit 0

Total Bonuses 0

Total Tips 0

Total Free Orders 0

Settlements

Total Saned Paid Driver 0

Total Driver Paid Saned 1230

Requests

Transaction

New request

Request ID	Request Type	Amount	Created Date	Driver Paid Org.	Driver Settled	Settled Date	Accountant	Action
746	DriverPaidSaned	50	2024-7-9   13:36	Pending	Approved	2024-7-9   13:36		
732	DriverPaidSaned	100	2024-6-9   12:23	Pending	Approved	2024-6-9   12:23		

\*Make sure there's no pending settlement request, if there's one, you can cancel it then create new one

\*تأكد أنه لا يوجد طلب تصفية معلق (لم تتم الموافقة عليه) لإنشاء طلب تصفية جديد، يمكنك إلغاء الطلبات المعلقة بتحديد الطلب ثم اختيار **Cancel**

## Step 4

Enter **Settlement Amount** then  
Click on **Create Request**

أدخل المبلغ المراد تصفيته ثم  
**Create Request** اختر

×

New Request

Request Type \*

☐ Saned Paid Driver

☒ Driver Paid Saned

Settlement Amount

Driver's Net Amount: 70

Amount

Create request

\*You don't need to select the Request type, it is preselected based on the driver's net amount

\*You can either settle driver's full net amount or only part of it, you can see the driver's net amount before entering it

\*After this step, the driver is not settled yet, only a request is created, check step 5

\*لا تحتاج لتحديد نوع التصفية، يتم تحديدها من النظام مباشرة اعتمادًا على المبلغ في حساب المندوب

\*بإمكانك تصفية كامل المبالغ في حساب المندوب أو تصفية جزئية لمبلغ معين أقل من كامل المبلغ لتطبيق التصفية في حساب المندوب أكمل

للخطوة القادمة Step 5

## Step 5

Find the settlement you just created and Click on **Approve Driver Settled** and confirm

حدد طلب التصفية المضاف مؤخرًا ثم  
اختر **Approve Driver Settled**  
**Approved**

English

Total Net Amount

70 SAR

Credit

Make Operation

Total Penalties0

Total Cash Amount800

Total Driver Debit500

Total Service Deduction0

Total Delivery Price0

Total Driver Credit0

Total Bonuses0

Total Tips0

Total Free Orders0

Total Saned Paid Driver0

Total Driver Paid Saned1230

Requests

Transaction

New request

Request ID	Request Type	Amount	Created Date	Driver Paid Org.	Driver Settled	Settled Date	
747	DriverPaidSaned	50	2024-7-9   15:59	Pending	Pending	Not Settled	<div><div>Approve "Driver Settled"</div><div>Approve "Driver Settled" Initialization"</div><div>Cancel Request</div></div>
746	DriverPaidSaned	50	2024-7-9   13:36	Pending	Approved	2024-7-9   13:36	

### Approved Settled

Are You Sure To Approve Settled for this 747 ?

Cancel

Approved

\*Now the settlement is approved and settlement amount is reflected on driver's account

\*بعد إكمال هذه الخطوة تم تصفية المندوب وتحديث المبالغ في محفظة المندوب بعد التصفية

SDP Report

تقرير الشركة المشغلة



# Step 1

Navigate to  
**SDP Payment**

من القائمة اختر  
**SDP Payment**

**Saned**

Driver Management

**Payment**

• Driver Payment

**• SDP Payment**

• Accountant Report

Registration Management


Tracking Page

English

**Delivery Provider Payment Report**

Tue Jul 09 2024 → Wed Jul 10 2024

**Delivery Provider Information**



Organization ID

Country

Saudi Arabia

is Logi ?

No

Phone Number

966123456789

CR

-

VAT

-

**Payment Summary**

Total Net Amount

**1018.33 SAR**

Total Delivery Fees

-35

Total Adjustment

3

Total Cash Collection

1050.33

**Payment Details**

Export as Excel

## Step 2

Select the **time range** and view the total **payment transactions summary** and the breakdown for the SDP drivers

حدد **المدة** وراجع كامل  
العمليات لمناديب الشركة  
المشغلة على مستوى  
الشركة أو المندوب (في  
الجدول بالأسفل)

Saned

Driver Management

Payment

Driver Payment

SDP Payment

Accountant Report

Registration Management

Tracking Page

Tue Jul 09 2024 → Wed Jul 10 2024

Delivery Provider Information

Saned

Organization ID

Country

Saudi Arabia

is Logi ?

No

Phone Number

966123456789

CR

-

VAT

-

Payment Summary

Total Net Amount

1617.63 SAR

Total Delivery Fees

-35

Total Adjustment

3

Total Cash Collection

1649.63

Payment Details

Export as Excel

Driver Id	Date	Delivery Fees	Cash Collection	Adjustment	Net Amount
	2024-7-10   07:27 AM	-35	1649.63	3	1617.63

\*You can download the table as **Excel** file

\*يمكنك تنزيل الجدول بصيغة ملف **Excel**

Accountant Report

تقرير المحاسب

# Step 1

Navigate to  
**Accountant Report**

من القائمة اختر  
**Accountant Report**

**Saned**

Driver Management

**Payment**

• Driver Payment

• SDP Payment

**• Accountant Report**

Registration Management

Tracking Page

English

**Accountant Report**

From 10/07/2024 12:00 AM To 10/07/2024 11:55 AM

**Accountant Summary**

Net Amount

**70 SAR**

Saned Paid Driver Settlement  
0

Driver Paid Saned Settlement  
70

**Details**

Export as Excel

Driver Id	Settlement Type	Settlement Amount	Date	Accountant
	DriverPaidSaned	70	2024-7-10   12:28 PM	@gmail.com

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## Step 2

Select the **time range** and view the total **Settlements** approved by your user account and the breakdown for each settlement

حدد المدة وراجع  
كامل التصفيات التي  
تمت في حسابك،  
ويمكنك عرض كامل  
التصفيات (في  
الجدول بالأسفل)

**Saned**

Driver Management

**Payment**

Driver Payment

SDP Payment

**Accountant Report**

Registration Management

Tracking Page

English

**Accountant Report**

From 10/07/2024 12:00 AM To 10/07/2024 11:55 AM

**Accountant Summary**

Net Amount

**70 SAR**

Saned Paid Driver Settlement 0

Driver Paid Saned Settlement 70

**Details**

Export as Excel

Driver Id	Settlement Type	Settlement Amount	Date	Accountant
	DriverPaidSaned	70	2024-7-10   12:28 PM	@gmail.com

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Thank You