

How to fill in a credit card slip

Tick the company that the payment is for – Viamed and Vandagraph.

Company name - if the person calling is making a payment for a company please fill it in.

Card holders name - this is the name on the credit card.

Account number – This is the Opera account number. For Viamed payments this needs to be on or it makes it very difficult to put the payment on Opera when it appears on the bank.

Date – That is the day you take the details. Fill this in when you fill in the slip.

Initials – These are your initials and need to be filled in when filling in the slip.

Card number – This is the long number across the centre of the card.

Start date – This will be on the card.

Expiry Date - This will be on the card.

Security code – This is the three digit code found on the reverse of the card at the end of the signature strip.

Invoice number – This is to be filled in by Goods Out, as they process the payment at the time of invoicing.

Total – This is the £ amount that the full payment is for. It is important that this is filled in correctly, as a wrong charge affects the customer and makes us look bad. If in doubt please check.

\$/€ Total – This is for when we take a payment from an export customer, put the \$/€ amount in here and convert this using intrastats and put the pound amount in the field above. We do not accept credit card payments for many export customers, just a few who we have dealt with for a long time.

Property number – this is the number on the address where the card is registered.

Postcode – this is for the address where the card is registered.

Part Shipment – On the rare occasion when you process an order that you know will be a part shipment, please make an extra set of credit card slips for the second later delivery. We do not expect the office to do an extra copy when the decision to part ship a delivery is made at a later time.

Both slips need to be filled in. The first with the least details goes with the order to Goods Out. The other is taken round and placed in the secure location in the MD's office. When Goods Out processes the order they will go to the secure location and process the credit card when this is done the customer copy goes with the invoice and the merchant copy is returned back to the secure location.