

VM3COP03.02 Filling In Credit Card Slips

NB. Do not accept payments from American Express Cards.

NB. Do not accept card payments from Viamed export customers unless given permission from the accounts department.

Please do not write Credit/Debit card details anywhere but directly onto the slip provided.

If a customer calls and wants to pay for their goods via Credit Card, please take a 'Credit Card' slip. These are found in the office or can be printed from document index Doc ID:12832

Slip 1 Both copies must be completed, slip 1 attach to ORD, slip 2 MUST be placed in secure location IMMEDIATELY

Slip 2 ☐ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: _____

ORD: _____ Date: ____/____/20____ Initials: ____

Card No: _____

Start Date: _____ Exp Date: _____ Sec: _____

A/C No.: _____ Inv No: _____

Total: _____ \$/€ Total: _____

Property No.: _____ Postcode: _____

Once processed VISA slip MUST be returned to secure location IMMEDIATELY

Please see _____ for VISA slip to process

Start by filling out 'Slip 2'

Slip 1 Both copies must be completed, slip 1 attach to ORD, slip 2 MUST be placed in secure location IMMEDIATELY

Slip 2 ☐ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: _____

ORD: _____ Date: ____/____/20____ Initials: ____

Card No: _____

Start Date: _____ Exp Date: _____ Sec: _____

A/C No.: _____ Inv No: _____

Total: _____ \$/€ Total: _____

Property No.: _____ Postcode: _____

Once processed VISA slip MUST be returned to secure location IMMEDIATELY

Please see _____ for VISA slip to process

Tick the box for whether the goods purchased are from either Viamed or Vandagraph. Make sure you fill in all the blank fields.

Example

Slip 1 Both copies must be completed, slip 1 attach to ORD, slip 2 MUST be placed in secure location IMMEDIATELY

Slip 2 ☒ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: Viamed

ORD: 81104 Date: 05/07/2016 Initials: SW

Card No: 1111 1111 1111 1111

Start Date: 05/16 Exp Date: 05/18 Sec: 23

A/C No: 0001234 Inv No: _____

Total: £220.00 \$/€ Total: _____

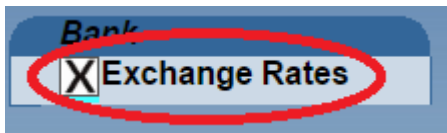
Property No: 15 Postcode: BD20 7OT

Once processed VISA slip MUST be returned to secure location IMMEDIATELY

Please see DEREK for VISA slip to process

- Company or persons name on the Credit/Debit Card.
- ORD number (not for Vandagraph / where applicable).

- The date the details have been taken and your initials.
- Card number, start date (where applicable), expiry date, and the three digit security code on the back of the Credit/Debit Card.
- Our Opera account number for the customer
- Property number and postcode of where the Credit/Debit Card is registered.
- The total amount to pay including VAT. If in \$ or €, convert the amount into £'s. On IntraStats, select the 'cross' icon, then click on 'Exchange Rates'. This will display a different page where you can enter the amount in US Dollars or Euros and then press 'Submit'. The price in Pounds will be detailed below.



Current Exchange Rates:

1 Pound Sterling = **1.32500** Dollars

1 Pound Sterling = **1.17790** Euros

You have: Pounds

You have: Dollars

You have: Euros

IS Equal
To £0.00 Pounds
Or \$0.00 Dollars
Or e0.00 Euros

Invoice section is to be filled in by Goods Out.

Fill out 'Slip 1'

Slip 1 Both copies must be completed, slip 1 attach to ORD, slip 2 MUST be placed in secure location IMMEDIATELY

☐ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: _____

A/C No.: _____ Date: ____/____/____ Initials: ____

ORD _____

INV _____

Total: £ _____ \$/€ _____

Please see _____ for VISA slip to process

Slip 2 ☒ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: _____

ORD: _____ Date: ____/____/____ Initials: ____

Card No: _____

Start Date: _____ Exp Date: _____ Sec: _____

A/C No.: _____ Inv No: _____

Total: _____ \$/€ Total: _____

Property No.: _____ Postcode: _____

Once processed VISA slip MUST be returned to secure location IMMEDIATELY

Tick the box for whether the goods purchased are from either Viamed or Vandagraph. Make sure you fill in all the blank fields.

Example

Slip 1 Both copies must be completed, slip 1 attach to ORD, slip 2 MUST be placed in secure location IMMEDIATELY

☒ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: Viamed

A/C No: 0001234 Date: 05/07/16 Initials: SW

ORD 81104

INV _____

Total: £ 220.00 \$/€ _____

Please see DEREK for VISA slip to process

Slip 2 ☒ **VIAMED** ☐ **VANDAGRAPH LIMITED**

Company Name: Viamed

ORD: 81104 Date: 05/07/2016 Initials: SW

Card No: 1111 1111 1111 1111

Start Date: 05/16 Exp Date: 05/18 Sec: 123

A/C No.: 0001234 Inv No: _____

Total: £220.00 \$/€ Total: _____

Property No.: 15 Postcode: B020 70T

Once processed VISA slip MUST be returned to secure location IMMEDIATELY

- Company or persons name on the Credit/Debit Card.
- ORD number (not for Vandagraph / where applicable).
- The date the details were taken and your initials.
- In the 'Please See' section, always quote 'Derek'.
- The total amount to pay including VAT. If in \$ or €, convert the amount into £'s. On IntraStats, select the 'cross' icon, then click on 'Exchange Rates'. This will bring up a different page where you can enter the amount in US Dollars or Euros and then press 'Submit'. The price in Pounds will be detailed below. (See page 2 for screenshots)

Attach slip 1 to the Goods Out ORD paperwork. Slip 2 needs to be taken to the Managing Director's office immediately. These are then stored in a secure, locked drawer located at the top left of the MD's desk. If the MD is off-site, the drawer will be locked; please slide the slip in through the top of the locked drawer.

When Goods Out has processed the order they will retrieve the Credit/Debit card slip and process.

If an order is to be part shipped, please fill out two copies of the credit card slip.