

VM3COP29.06 - Goods Out - Processing Card Payments

If an order is to be paid for by card, half of a credit card slip will be attached to the ORD.

Deliver and invoice the order as per VM3COP29.03.

Take the slip to the secure location in the Managing Director's locked drawer and find the other half of the slip by matching the name and ORD number.

Write the invoice number on both copies of the credit card slip in the space provided.

Check the total price on the credit card slip and compare it to the invoice total to confirm that the price is correct; the invoice total can be found at the bottom right of the invoice. If there are any discrepancies, consult with the office and confirm that the customer is aware of the total price.

Goods Total	60.00
VAT	12.00
Invoice Total	72.00

Locate the card machine on the top shelf of the UPS parcel collection rack. If the screen is dark, press any button and you will be presented with the welcome screen.

Press the 'MENU' button to begin.



Use the up and down arrow keys to navigate to 'Sale', and then press the green 'ENTER' key.



Enter the invoice total amount. The digits will be entered from right to left, e.g. entering 72 will equal .72p. The zeroes must be added too e.g. for £72, enter 72.00.



Key in the 16 digit card number as per card slip 2, and then press the green 'ENTER' key.

Slip 2
 VIAMED VANDAGRAPH LIMITED
Company Name: Example
ORD: 12345 Date: 1/1/2017 Initials: KE
Card No: 1234 5678 9012 3456
Start Date: 01/01 Exp Date: 19/19 Sec: 123
A/C No.: 1234 Inv No: 1N123456
Total: 72.00 \$/€ Total: N/A
Property No.: 15 Postcode: BD207DT
Once processed VISA slip MUST be returned to secure location IMMEDIATELY



Enter the expiry date as per card slip 2, and then press the green 'ENTER' key.

Slip 2
 VIAMED VANDAGRAPH LIMITED
Company Name: Example
ORD: 12345 Date: 1/1/2017 Initials: KE
Card No: 1234 5678 9012 3456
Start Date: 01/01 Exp Date: 19/19 Sec: 123
A/C No.: 1234 Inv No: 1N123456
Total: 72.00 \$/€ Total: N/A
Property No.: 15 Postcode: BD207DT
Once processed VISA slip MUST be returned to secure location IMMEDIATELY



When asked if the customer is present, press the yellow button named 'CLEAR' to say no.



Enter the three digit security code as per card slip 2, and then press the green 'ENTER' key.

Slip 2
 VIAMED VANDAGRAPH LIMITED
 Company Name: Example
 ORD: 12345 Date: 1/1/2017 Initials: KE
 Card No: 1234 5678 9012 3456
 Start Date: 01/01 Exp Date: 19/19 Sec: 123
 A/C No.: 1234 Inv No: 1N123456
 Total: 72.00 \$/€ Total: N/A
 Property No.: 15 Postcode: B0207DT
 Once processed VISA slip MUST be returned to secure location IMMEDIATELY



Enter the numerical digits from the postcode as per card slip 2, and then press the green 'ENTER' key.

Slip 2
 VIAMED VANDAGRAPH LIMITED
 Company Name: Example
 ORD: 12345 Date: 1/1/2017 Initials: KE
 Card No: 1234 5678 9012 3456
 Start Date: 01/01 Exp Date: 19/19 Sec: 123
 A/C No.: 1234 Inv No: 1N123456
 Total: 72.00 \$/€ Total: N/A
 Property No.: 15 Postcode: B0207DT
 Once processed VISA slip MUST be returned to secure location IMMEDIATELY



Enter the property number as per card slip 2, and then press the green 'ENTER' key. If there isn't a property number, just press the 'ENTER' key.

Slip 2
 VIAMED VANDAGRAPH LIMITED
 Company Name: Example
 ORD: 12345 Date: 1/1/2017 Initials: KE
 Card No: 1234 5678 9012 3456
 Start Date: 01/01 Exp Date: 19/19 Sec: 123
 A/C No.: 1234 Inv No: 1N123456
 Total: 72.00 \$/€ Total: N/A
 Property No.: 15 Postcode: B0207DT
 Once processed VISA slip MUST be returned to secure location IMMEDIATELY



When the details have been entered, the machine will attempt to connect, this may take a minute or so to complete.



When the 'AUTH CODE' is presented, press the 'ENTER' key to accept. It will print the cardholder copy of the receipt.



As instructed, tear off the receipt. If it has printed correctly, press the green 'ENTER' key or press the 'MENU' key to reprint.

It will then print the merchant copy of the receipt. If it has printed correctly, press the green 'ENTER' key or press the 'MENU' key to reprint



Staple the cardholder copy of the receipt to the **back** of the invoice and place in the invoice tray for the office to post to the customer.

Staple both copies of the credit card slip to the merchant copy of the receipt then return them to the secure location in the Managing Director's locked drawer. Place them in the space behind the unprocessed credit card slips.