



WEB TUTORIALS

Create a New Sale



Avfuel Contract Fuel
Avfuel Pro Card
Avfuel Retail

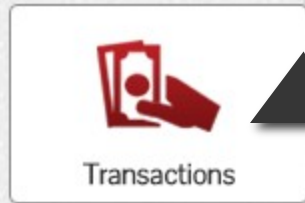
THE AVFUEL HUB



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Selected Account: 2985 - Merchant Training Account (Switch Account)

quickLINKS



Transactions



Customer Profiles



Products and Pricing



AVTRIP Promotions



Merchant Account



New Sale



AVTRIP Points



Customer Lookup

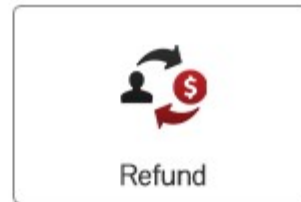
To begin, select "Sale" from the "Transactions" menu in the top navigation bar or the "Transactions" button from the main menu button options.

Select "Sale"



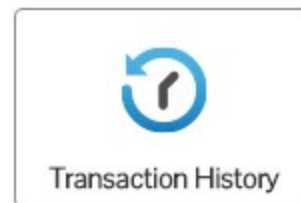
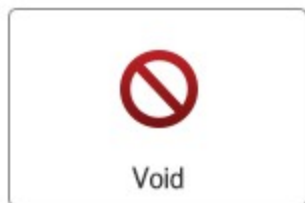
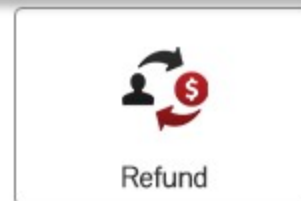
Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

- Sale
- AVTRIP Points
- Refund
- Pending
- Void
- Batch Management
- Settle Batch
- View Batch Reports
- Transaction History

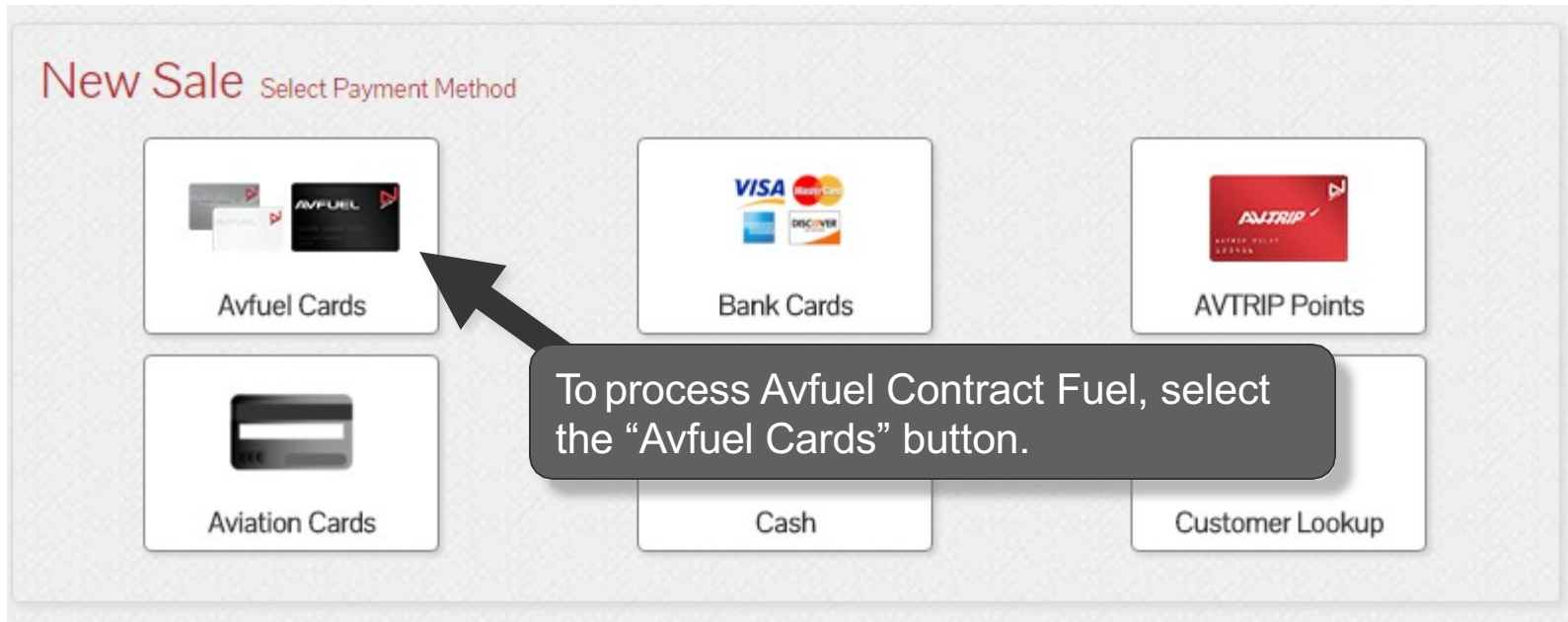


Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Select "Sale" from the top navigation bar or the main menu button options.



Select “Avfuel Contract Fuel”



Note

Aviation Cards, Bank Cards, AVTRIP and Cash transactions can also be processed by selecting those options. Please refer to those specific sections of the manual for instructions.

Enter Payment Details



Close

Avfuel Cards Select authorization below, swipe card or enter card number

Filter Authorizations by Tail Number

Filter

	Tail Number	Customer Name	Departure Date	Original Quantity	Auth No.	
+	N279CS	Avfuel Pro Test Card Acct	01/05/2016	--	4000051	Select
+	N35IMP	Avfuel CF Test Card Acct	01/05/2016	650 Gallons	4000050	Select
+	N710LD	Avfuel CF Test Card Acct	12/31/2016	700 Gallons	4000052	Select
+	N710LD	Avfuel CF Test Card Acct	12/31/2016	700 Gallons	4000052	Select

Avfuel will send pre-authorized transactions directly to your Avfuel Hub. Those pre-authorized transactions will be found here and can be selected for processing by clicking on "Select".

OR

Enter Card Number

Card Number

Go

Enter Payment Details



Close

Avfuel Cards Select authorization below, swipe card or enter card number

Filter Authorizations by Tail Number

Filter

	Tail Number	Customer Name	Departure Date	Original Quantity	Auth No.	
+	N279CS	Avfuel Pro Test Card Acct	01/05/2016	--	4000051	Select
+	N35IMP	Avfuel CF Test Card Acct	01/05/2016	650 Gallons	4000050	Select
+	N710LD	Avfuel CF Test Card Acct	12/31/2016	700 Gallons	4000	
+	N710LD	Avfuel CF Test Card Acct	12/31/2016	--	4000	

Displaying records 1 - 4 of 4

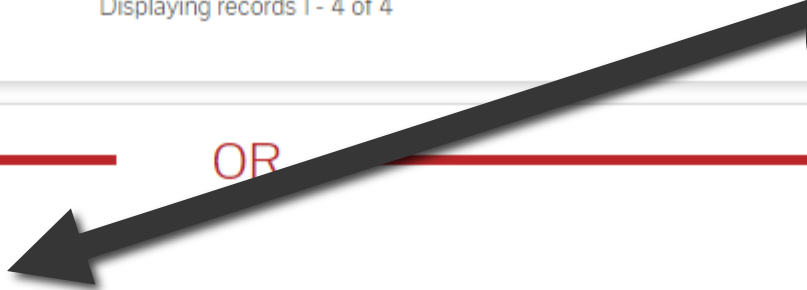
The card can also be swiped into the system or manually entered.

Enter Card Number

Card Number

Go

OR



Enter Payment Details



Avfuel Cards Select authorization below, swipe card or enter card number

Filter Authorizations by Tail Number

Filter

	Tail Number	Customer Name	Departure Date	Original Quantity	Auth No.	
+	N279CS	Avfuel Pro Test Card Acct	01/05/2016	--	4000051	Select
+	N351MP	Avfuel CF Test Card Acct	01/05/2016	650 Gallons	4000050	Select
+	N710LD	Avfuel CF Test Card Acct	12/31/2016	700 Gallons	4000052	Select
+	N710LD	Avfuel CF Test Card Acct	12/31/2016			

Displaying records 1 - 4 of 4

Once the card information has been properly entered, select "Go".

OR

Enter Card Number

Card Number

70840790078300012

Go

Sale Navigation buttons



Card Number:

Transaction Detail Products Review Complete

Transaction Type Refund

* Delivery Date 03/23/2018

Lot No. 570850

Product No.

Item No. N1234

Save & Suspend Continue

The Navigation buttons along the top of the sale window are for Suspended transactions only.

They are not for navigation during a new sale.

If information is entered for a tail number it will not be saved to the transaction unless "Continue" or "Save & Suspend" is selected.

Enter the Required Information



Card Type: Avfuel Contract
Card Number:

Transaction Detail Products Review Complete

Transaction Type

* Delivery Date

Receipt No. 35287

Authorization No.

Customer / Company Name

* Tail No.

Cancel Save & Suspend Continue

The card type being processed is indicated here.

Enter the Required Information



Transaction Detail | Products | Review | Complete

Transaction Type: Sale

* Delivery Date: 03/28/2018

Receipt No.: 35287

Authorization No.:

Customer / Company Name:

* Tail No.:

Cancel | Save & Suspend | Continue

The delivery date is auto-populated with today's date. To change it, click on the calendar to select the correct delivery date or type the date in the field – MM/DD/YYYY.

Note

Avfuel Contract Fuel cannot be backdated more than 10 days prior to today's date.

Enter the Required Information



Transaction Detail | Products | Review | Complete

Transaction Type: Sale

* Delivery Date: 03/28/2018

Receipt No.: 35287

Authorization No.:

Customer / Company Name:

* Tail No.:

Cancel | Save & Suspend | Continue

The Tail No. is required to continue and will auto-populate if provided in the selected Avfuel Contract Fuel Pre-Authorization.

Enter the Required Information



PEGASUS ELITE AVIATION - PRO CARD
Card Type: Avfuel Pro Card
Card Number: [REDACTED]

Transaction Detail | **Products** | Review | Complete

Transaction Type: Sale

* Delivery Date:

Receipt No.: 35288

Authorization No.: N171AR: - [REDACTED]

Original Invoice No.:

Customer / Company Name:

* Tail No.:

If a Pre-Authorization was selected then the authorization number and any special notes from the pre-authorization will be automatically added.

Enter the Required Information



To cancel the transaction completely, select “Cancel”. The transaction can be saved to be completed later by selecting “Save & Suspend”. Saved transactions can be accessed by selecting “Pending” from the “Transactions” menu.

A screenshot of a web application interface for entering transaction information. The interface has a top navigation bar with tabs: 'Transaction Detail' (selected), 'Products', 'Review', and 'Complete'. Below the tabs, there are several input fields: 'Transaction Type' (dropdown menu showing 'Sale'), '* Delivery Date' (text input with '03/28/2018'), 'Receipt No.' (text input with '35287'), 'Authorization No.' (empty text input), 'Customer / Company Name' (empty text input), and '* Tail No.' (empty text input). At the bottom of the form, there are three buttons: 'Cancel', 'Save & Suspend', and 'Continue'. Two black arrows originate from the text box above, pointing to the 'Cancel' and 'Save & Suspend' buttons. The 'Continue' button is highlighted in red.

Enter the Required Information



Transaction Detail | **Products** | Review | Complete

Transaction Type:

* Delivery Date:

Receipt No.: 35287

Authorization No.:

Customer / Company Name:

* Tail No.:

Once all necessary information has been entered, select "Continue".

Enter Products



Transaction Detail **Products** Review Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

Products are added to the transaction in this screen.

Total	\$0.00
-------	--------

Go Back Cancel Save & Suspend **Complete Transaction**

If you need to return to a prior screen, use the “Go Back” button. To cancel the transaction completely, select “Cancel”. The transaction can be saved to be completed later by selecting “Save & Suspend”. Saved transactions can be accessed by selecting “Pending” in the “Transactions” top navigation bar.

Enter Products



Transaction Detail | **Products** | Review | Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

- Select One
- Avgas 100LL
- Jet A Fuel
- Jet B Fuel
- FSII - Fuel System Icing Inhibitor
- Jet A Fuel with FSII Additive
- Hangar Rental
- Jet Fuel JP8
- Air Stairs
- Ground Handling
- Corrosion Inhibitor
- Defuel Service
- Maintenance
- Terminal Fee
- Labor
- Aviator Breathing Oxygen
- Pilot Supplies - Example
- Ground Auxiliary Power
- Intoplane
- Overtime Fee

Transaction Summary

Total	\$0.00
-------	--------

Products are added to the transaction by selecting the appropriate products from the dropdown box.

Enter Products



Transaction Detail | **Products** | Review | Complete

Add Product

* Select

* Quantity US Gallon

Unit Price

Add Discount

Add To Transaction

Transaction Summary

Total	\$0.00
-------	--------

Note: An arrow points from the quantity input field to a callout box.

Enter the quantity by typing in the correct value. The unit price will auto-populate.

Note The unit price is auto-populated if a price was created in the Products menu. The price can be added on this screen or updated if the auto-populated price is not correct.

Enter Products



Transaction Detail | **Products** | Review | Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

+	Jet A Fuel	\$0.00	Edit	⊗
---	------------	--------	------	---

Total \$0.00

Expand All Collapse All

Click "Add To Transaction".

Products added will appear here.

Enter Products



Transaction Detail | **Products** | Review | Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

+ Jet A Fuel	\$0.00	Edit	⊗
+ Hangar Rental	\$175.24	Edit	⊗

Total \$175.24

Expand All Collapse All

Additional charges and services may be added to an Avfuel Contract Fuel transaction.

Note

The unit price is auto-populated if a price was created in the “Products and Pricing” menu. The price can be added on this screen or updated if the auto-populated price is not correct.

View Product Details



Transaction Detail | Products | **Review** | Complete

Add Product

* Select

Transaction Summary

- Jet A Fuel	\$0.00	Edit	⊗
100 Each @ 0.00000	\$0.00		
- Hangar Rental	\$175.24	Edit	⊗
1 Each @ 150.00000	\$150.00		
Sales Tax @ 7.62500%	\$11.44	Exempt	
State Tax @ 9.20000%	\$13.80	Exempt	
Total	\$175.24		

Expand All Collapse All

Taxes are automatically applied to the sale when set up in the Tax Profiles. To view all product details, select "Expand All" or view details of an individual product by clicking the "+". To return to original view, select "Collapse All" or click the "-" next to the expanded product.

Note

You can exempt taxes from a product on this screen. Please refer to that specific section of the manual. Exempt taxes will be shown as such on the invoice. Avfuel Contract Fuel will never have tax.

Edit or Delete Product Details



Transaction Detail | **Products** | Review | Complete

UPDATE PRODUCT

Product Jet A Fuel

Quantity US Gallon

Unit Price

Save

Transaction Summary

+ Jet A Fuel	\$0.00	Edit	⊗
+ Hangar Rental	\$175.24	Edit	⊗

Total \$175.24

Expand All Collapse All

Products can be deleted by clicking the "X" or edited by selecting the "Edit" button.

Note

Discounts can be added to products other than fuel on this screen. Please refer to that specific section of the manual. Discounts will be shown as such on the invoice.

Edit or Delete Product Details



Transaction Detail | **Products** | Review | Complete

UPDATE PRODUCT

Product Jet A Fuel

Quantity US Gallon

Unit Price

Save

Transaction Summary

+ Jet A Fuel	\$0.00	Edit	⊗
+ Hangar Rental	\$175.24	Edit	⊗

Total \$175.24

Expand All Collapse All

Selecting "Edit" will allow you to edit the quantity of the product. Enter new values and select "Save".

Enter More Products



Transaction Detail | Products | **Review** | Complete

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

+ Jet A Fuel	\$0.00	Edit	⊗
+ Hangar Rental	\$175.24	Edit	⊗

Total \$175.24

Expand All Collapse All

Go Back Cancel Save & Suspend **Complete Transaction**

Repeat the process to add other products to the transaction.

Once all products are added, select "Complete Transaction".

Generate an Invoice




THE avfuel HUB

Home ▾ Transactions ▾ Look

Card Type: Avfuel Pro
Card Number: *****0004

Transaction Detail Products

Approved!
Your transaction is now a

Next Up: 
Award some points

Print Receipt Email Receipt Close

RECEIPT

Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
570847	1429	2985	10290016048	Jennifer Roth
Delivered On	Destination	Tail No.	Ref No.	Entered On
03/23/2018		N1234		03/23/2018 08:09:41
Payment Type		Exp Date	Auth No.	
Avfuel Pro *****0004 Keyed		12/25	OK2820	

AVFUEL LOCATION
Merchant Training Account
KIXD
888-720-3797
theavfuelhub@avfuel.com
www.theavfuelhub.com

DESCRIPTION	UNIT PRICE			UNIT PRICE	TOTAL
	USD				
Jet A Fuel with FSII Additive	2.50000				250.00
Handling Charge - Handling Charge	120.00000 /EA	1	120.00		130.89
			IVA Tax	5.20%	6.24
			Provincial Sales Tax	0.25	0.25
			Federal Oil Spill	3.50%	4.20
Total					380.69

Once the transaction is complete, the invoice will automatically generate and appear on the screen. From here the invoice can be printed or emailed.

Welcome, Jennifer Roth | Sign Out
7-9368 | theavfuelhub@avfuel.com

Merchant Training Account (Switch Account)


Email Receipt

Customer Signature

By signing this receipt, I agree I have received and will pay for the above goods and/or services rendered. Card payments are governed by card issuer agreement.

Email the Receipt



Card Type: Avfuel Pro Card
Card Number: *****1592

Transaction Detail

Products

Review

Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



Print Receipt



View/Create PDF

To send a copy of the invoice via email, select "Email Receipt".

Email the Receipt



Close

Add Recipient

* Email Receipt to

Add

Invoice Recipients

No invoice recipients have been added.

Enter the email address of the recipient and select "Add".

Email the Receipt



Close

Add Recipient

✓ Insert Successful

*Email Receipt to

Add



An invoice may be sent to more than one recipient. Add additional email addresses if necessary by entering the email address and selecting "Add".

Invoice Recipients

Select (all on page) / Deselect (all on page) / Clear All

0

Email Address

customer@xyz.net



Delete

Email Invoice

Email the Receipt



Close

Add Recipient

✓ Insert Successful

* Email Receipt to

Add

Invoice Recipients

Select (all on page) / Deselect (all on page) / Clear All

0 Selected

Email Address

customer@xyz.net

Delete

Email Invoice

To delete an email address, check the box next to the address to be removed and select "Delete".

Email the Receipt



Close

Add Recipient

✓ Insert Successful

* Email Receipt to

Add

Invoice Recipients

Select (all on page) / Deselect (all on page) / Clear All

0 Selected

Email Address

customer@xyz.net



Delete

Email Invoice

To send invoices, select "Email Invoice".

Print the Receipt



Card Type: Avfuel Pro Card
Card Number: *****1592

Transaction Detail Products **Review** Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



Print Receipt



View/Create PDF

To print a receipt, select "Print Receipt".

Print the Receipt



Close

Print Receipt

Email Receipt



AVFUEL LOCATION
 Merchant Training Account
 KIXD
 866-720-3797
 theavfuelhub@avfuel.com
 www.theavfuelhub.com

RECEIPT

Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
570315	1368	2985	10290016046	Avfuel Training
Delivered On	Destination	Tail No.	Ref No.	Entered On
01/05/2016		N123		01/05/2016 15:27:22
Payment Type			Exp Date	Auth No.

The receipt will be displayed as either a thermal paper receipt or a full invoice. Click "Print Receipt". Your printer dialog box will open. Follow the normal print commands. Print two copies if desired – one for the customer and one with a signature for your records.

DESCRIPTION	UNIT PRICE	QTY	PRODUCT	TAX/DISCOUNT	Total
	USD		USD	USD	USD

Print the Receipt



Close

Print Receipt

Email Receipt



RECEIPT

Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
570315	1368	2985	10290016046	Avfuel Training
Delivered	Destination	Tail No.	Ref No.	Entered On
01/05/2016		N123		01/05/2016 15:27:22
Payment Type			Exp Date	Auth No.
AC				
N				

The receipt can also be emailed from this screen by selecting "Email Receipt".

AVFUEL LOCATION

Merchant Training Account
 KIXD
 866-720-3797
 theavfuelhub@avfuel.com
 www.theavfuelhub.com

DESCRIPTION	UNIT PRICE	QTY	PRODUCT	TAX/DISCOUNT	Total
	USD		USD	USD	USD

Upload a Document



Card Type: Avfuel Pro Card
Card Number: *****1592

Transaction Detail Products **Review** Complete

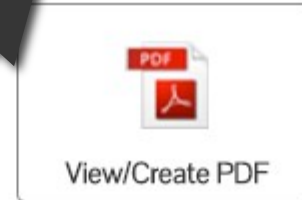
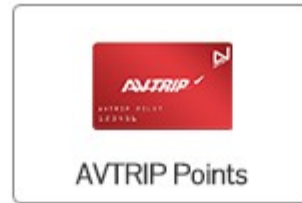
Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



To upload a document such as the signed delivery ticket to the transaction history, select "Attach Document".

Attach Document



The screenshot shows a web form titled "Attach Document" with a "Close" button in the top right corner. The form contains a "Document" section with a "Choose File" button and the text "No file chosen". Below this is a "Description" section with an empty text input field. At the bottom of the form is a large red "Attach" button. A grey callout box with rounded corners contains the text: "The document must be previously saved to the computer. To upload it, select the file by clicking 'Choose File' and click 'Attach'". Two black arrows point from the callout box to the "Choose File" button and the "Attach" button.

Attach Document

Document

Choose File No file chosen

Description

Attach

Close

The document must be previously saved to the computer. To upload it, select the file by clicking "Choose File" and click "Attach".

Return to Main Menu



Card Type: Avfuel Pro Card
Card Number: *****1592

Transaction Detail Products **Review** Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



Print Receipt



View/Create PDF

Once the activity for this transaction is complete, use the top navigation bar to return to a new sales screen or select from other menu options.