WEB TUTORIALS

Process A Manual Transaction

How to process a manual transaction

Begin Manual Transaction

If the system becomes unavailable due to technical error or your internet connection is interrupted, collect the transaction information to process a post authorization. Please complete the following steps.

1. Use card imprinter to capture card data.

2. Fill out all transaction information on manual invoice.

3. Call card center for a manual authorization code. See next page for numbers.

4. Have customer sign completed charge slip.

5. Once system is accessible, process a post authorization. See instructions beginning on page 5.

Manual Authorizations Phone List

Card Type	Card Center
AIR Card……………………………	1-855-319-0570
American Express……………………	1-800-528-2121
Avcard……………………………	1-800-282-2731
Avfuel Contract……………………….	1-866-720-3797
Avfuel Pro……...…………………..	1-866-720-3797
Avfuel Retail…..………………………	1-866-720-3797
Colt……………………………………..	1-800-626-0577
Discover……………………………..	1-800-430-7161
MS Aviation Card……………………..	1-877-672-2273
Master Card…………………………..	1-800-430-7161
Uvair……………………………………	1-866-882-4737
Visa……………………………………..	1-800-430-7161

Select Appropriate Card Type

To begin a post authorization, select the appropriate card type from the New Sale Screen.

New Sale Select Payment Method
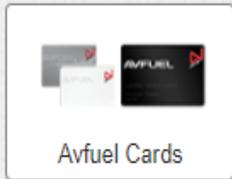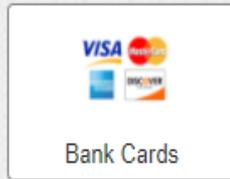
| Avfuel Cards | Bank Cards | AVTRIP Points | Aviation Cards | Cash | Customer Lookup |
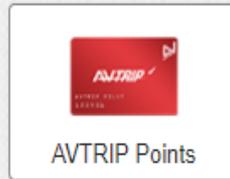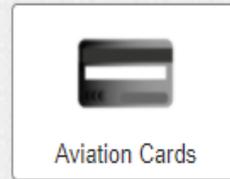
Enter the Sale Information

Card Type: (Bank Card)
Card Number:

Transaction Detail	Products	Review	Complete

Transaction Type   Sale ▼

* Delivery Date   03/23/2018

Receipt No.   570649

* Tail Number   N1234

Enter the appropriate "Delivery Date" if different than current date and enter the "Tail Number".

Cancel   Save & Suspend   Continue

Enter Sale Information

| Transaction Detail | Products | Review | Complete |

Personalized Pricing

Record Name   Select One ▼

Add Product

* Select   Handling Charge - Handling ▼

* Quantity   1

* Unit Price   120.00000

Add Discount

Add To Transaction

Transaction Summary

| + | **Jet A Fuel with FSII Additive** | $250.00 | Edit | ⊗ |

Select and add the appropriate products for the transaction.

| Total | $250.00 |

Expand All   Collapse All

Go Back   Cancel   Save & Suspend   **Manually Enter Card Data**   **Swipe Card**

Enter Payment Information

Card Type: (Bank Card)
Card Number:

Alternative Payment

| Transaction Detail | Products | Review | Complete |

Once the products have been added to the sale and it is time to begin the payment information select "Alternative Payment".

Personalized Pricing

Record Name Select One ▼

Add Product

* Select Select One ▼

* Quantity

* Unit Price

Add Discount

Add To Transaction

250.00   Edit   ⊗

130.69   Edit   ⊗

| Total | $380.69 |

Expand All   Collapse All

| Go Back | Cancel | Save & Suspend | Manually Enter Card Data | Swipe Card |

Complete the Transaction

Select "Run as Manual Authorization"

Enter Authorization Number

Post Authorization — Key valid authorization no. provided by card issuer.

Close

Enter Post Authorization Number

Complete Transaction

Enter the "Post Authorization Number" or "Approval Code" received from the card company here.

Enter Payment Information

Key in Bank Card Data for Authorization

Close

* Card Number

CVV2

VISA MasterCard

AMERICAN EXPRESS DISCOVER

* Month * Year

Zip Code

Complete Transaction

CVV2 may be required for certain bank cards.

Once "Manually Enter Card Data" is selected enter the card number, expiration date, CVV code, and the zip code. Then select "Complete Transaction".

Note | **A CVV code can be found on the back of the bank card. It is a three digit number found on the right hand side of the center of the card.**

Generate an Invoice

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

Email the Receipt

Card Type: MasterCard
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   customer@xyz.net

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

Invoice Recipients

Select (all on page) / Deselect (all on page) / Clear All   0

Email Address	
customer@xyz.net	☐

Delete   Email Invoice

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

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: MasterCard
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

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.

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

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

Attach Document

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: MasterCard
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.