



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



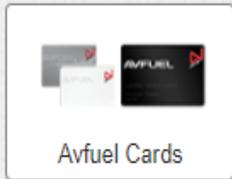
Card Type	Card Center
AIR Card.....	1-855-319-0570
American Express.....	1-800-528-2121
Avcard.....	1-800-282-2731
Avfuel Contract.....	1-866-720-3797
Avfuel Pro.....	1-866-720-3797
Avfuel Retail.....	1-866-720-3797
Colt.....	1-800-626-0577
Discover.....	1-800-430-7161
MS Aviation Card.....	1-877-672-2273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

Select Appropriate Card Type

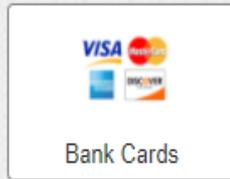


To begin a post authorization, select the appropriate card type from the New Sale Screen.

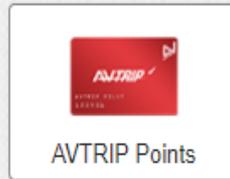
New Sale Select Payment Method



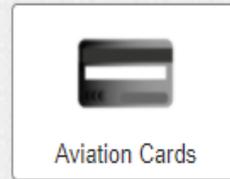
Avfuel Cards



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

* Delivery Date

Receipt No. 570649

* Tail Number

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

Cancel

Save & Suspend

Continue

Enter Sale Information



AVFUEL SYSTEM

Transaction Detail **Products** Review Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

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:



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

Add Product

* Select

* Quantity

* Unit Price

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



Alternative Payment

Select Alternative Payment Method

Close

 Avfuel Cards	 Bank Cards - Manually Enter Card Data	 Bank Cards - Swipe Card
Run as Manual Authorization	 Aviation Cards	 Cash
 Customer Lookup		

Total \$380.69

Select "Run as Manual Authorization"

Enter Authorization Number

A screenshot of a web dialog box titled "Post Authorization" with the subtitle "Key valid authorization no. provided by card issuer." The dialog box contains a text input field labeled "Enter Post Authorization Number" and a "Complete Transaction" button. A "Close" button is located in the top right corner. A large black arrow points from a text box below to the input field.

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

Enter Payment Information

A screenshot of a payment form titled "Key in Bank Card Data for Authorization". The form includes fields for Card Number, CVV2, Month, Year, and Zip Code. There are logos for VISA, MasterCard, and DISCOVER. A red button labeled "Complete Transaction" is visible. A "Close" button is in the top right corner. Two arrows point from a text box below to the Card Number field and the "Complete Transaction" button. There are two dollar signs (\$) on the right side of the form.

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



THE avfuelHUB

Home ▾ Transactions ▾ Look

Card Type: VISA
Card Number: *****0004

Transaction Detail Products

Print Receipt Email Receipt

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



Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
570847	1429	2985	10290016046	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.	
VISA *****0004 Keyed		12/25	OK2820	
License/Reg No.				

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

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

Approved!
Your transaction is now a

Next Up: Award some points

DESCRIPTION	UNIT PRICE			UNIT PRICE	AMOUNT
	USD				
Jet A Fuel with FSII Additive	2.50000				250.00
Handling Charge - Handling Charge	120.00000 /EA	1	120.00		130.69
				IVA Tax	6.24
				Provincial Sales Tax	0.25
				Federal Oil Spill	4.20
Total			370.00		380.69

Customer Signature

Merchant Training Account (Switch Account)



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: MasterCard
Card Number: *****1592

Transaction Detail Products **Review** Complete

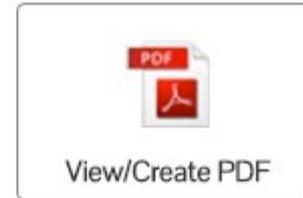
Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



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: MasterCard
Card Number: *****1592

Transaction Detail Products **Review** Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



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: MasterCard
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

A screenshot of a web form titled "Attach Document". The form has a "Document" section with a "Choose File" button and the text "No file chosen". Below that 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. A "Close" button is visible in the top right corner of the form's container.

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.