WEB TUTORIALS

Merchant Admin

System Setup

THE AVFUEL HUB

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Selected Account: 2985 - ccount (Switch Account)

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quick**LINKS**

Transactions

Customer Profiles

Products and Pricing

New Sale

AVTRIP Promotions

Merchant Account

AVTRIP Points

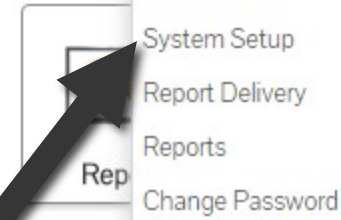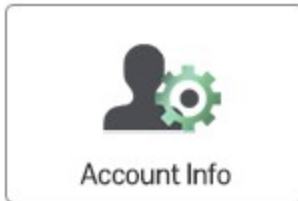Customer Lookup

To view and edit your merchant account information, select "Merchant Account" from the top navigation bar or the main menu buttons.

System Setup

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

Account Info

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Account Info
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To view and edit the information you collect on a transaction, create custom receipt messages and set automatic batch settlement times, select "System Setup".

System Setup

AVTRIP

Points awarded per unit of measure

| 2 | per Gallon | .5 |

Your AVTRIP Receipt Message

Avfuel AVTRIP Receipt Message   Visit www.avfuel.com for bonus point op

Transaction Details

Initial Receipt No.   5000

Initial Batch No.   1000

Avfuel Hub Transaction Detail Display

☑ Transaction Type

☑ Delivery Date

☑ Receipt No.

☑ Authorization No.

☑ Reference No.

☑ Original Receipt No.

☑ Customer / Company Name

☑ Customer / Company Name

Auto Batch Settlement (Optional)

Times displayed in merchant time zone.   America/Chicago = UTC -6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08 ▾	08 ▾	08 ▾	08 ▾	08 ▾	08 ▾	08 ▾

* All batches will be automatically settled at the times specified above. Batches must be settled before 11:00 p.m. CST each day in order to be eligible to receive a qualified rate.

Receipt Information

Merchant Name   Merchant Training Account

IATA / ICAO   KIXD

Phone Number   866-720-3797

Email Address   theavfuelhub@avfuel.com

Website   www.theavfuelhub.com

Your Registration No.

Avfuel Receipt Message   Find Avfuel Worldwide at www.avfuel.com

Thank you for your business!

System Setup allows you to view and change the transaction and receipt information as well as set up times for auto batch settlement.

AVTRIP

AVTRIP

Points awarded per unit of measure

2   per Gallon   .5   per Liter

Your AVTRIP Receipt Message

Avfuel AVTRIP Receipt Message   Visit www.avfuel.com for bonus point opportunities.

The AVTRIP section allows you to customize your AVTRIP reward and receipt.

Set Up AVTRIP Point Default

The default AVTRIP points are 2 points per gallon and 1 point per liter. To change the awarded points, enter the preferred points in the appropriate box.

AVTRIP

Points awarded per unit of measure

| 2 | per Gallon | .5 | per Liter |

Your AVTRIP Receipt Message

Avfuel AVTRIP Receipt Message   Visit www.avfuel.com for bonus point opportunities.

Create AVTRIP Receipt Message

To add a customized message to the AVTRIP receipt, type the message in the box.

AVTRIP

Points awarded per unit of measure

| 2 | per Gallon | .5 | per Liter |

Your AVTRIP Receipt Message

Avfuel AVTRIP Receipt Message   Visit www.avfuel.com for bonus point opportunities.

Save AVTRIP Detail (or continue)

AVTRIP

Points awarded per unit of measure

| 2 | per Gallon | .5 | per Liter |

Your AVTRIP Receipt Message

Avfuel AVTRIP Receipt Message   Visit www.avfuel.com for bonus point opportunities.

Once the AVTRIP points are set up appropriately, you can scroll down to view and/or change additional system setup information (see next page) or scroll to the bottom and select "Save".

Save

Transaction Detail

Transaction Details

Initial Receipt No.   5000

Initial Batch No.   1000

Avfuel Hub Transaction Detail Display

☑ Transaction Type

☑ Delivery Date

☑ Receipt No.

☑ Authorization No.

☑ Reference No.

☑ Original Receipt No.

☑ Customer / Company Name

☑ Customer / Company Name

☑ Tail No.

☑ Flight / Leg No.

☑ Next Destination IATA/ICAO

☑ AOC

☑ VAT Registration No.

☐ Cust. Price Profile

The Transaction Detail section allows you to customize the information you capture in the Transaction Detail portion of a sales transaction.
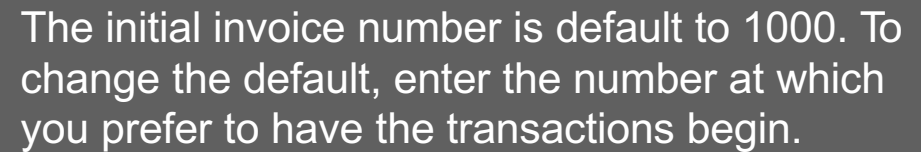
Set Up Transaction Detail

Transaction Details

Initial Receipt No.　5000

Initial Batch No.　1000

Avfuel Hub Transaction Detail Display

☑ Transaction Type

☑ Delivery Date

☑ Receipt No.

☑ Authorization No.

☑ Reference No.

☑ Original Receipt No.

☑ Customer / Company Name

☑ Customer / Company Name

☑ Tail No.

☑ Flight / Leg No.

☑ Next Destination IATA/ICAO

☑ AOC

☑ VAT Registration No.

☐ Cust. Price Profile

The initial invoice number is default to 1000. To change the default, enter the number at which you prefer to have the transactions begin.

Set Up Transaction Detail

Transaction Details

Initial Receipt No. 5000

Initial Batch No. 1000

Avfuel Hub Transaction Detail Display

☑ Transaction Type

☑ Delivery Date

☑ Receipt No.

☑ Authorization No.

☑ Reference No.

☑ Original Receipt No.

☑ Customer / Company Name

☑ Customer / Company Name

☑ Tail No.

☑ Flight / Leg No.

☑ Next Destination IATA/ICAO

☑ AOC

☑ VAT Registration No.

☐ Cust. Price Profile

The WebPOS Transaction Detail Display lists all of the information available that can be captured during a sales transaction. The shaded items are required. Check the other items you would like to have displayed during a transaction.

Save Transaction Detail (or continue)
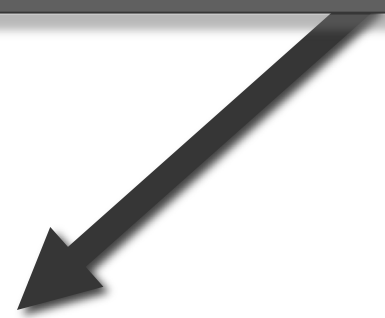
Transaction Details

Initial Receipt No.

5000

Initial Batch No.

1000

Avfuel Hub Transaction Detail Display

☑ Transaction Type

☑ Delivery Date

☑ Receipt No.

☑ Authorization No.

☑ Reference No.

☑ Original Receipt No.

☑ Customer / Company Name

☑ Tail No.

☑ Flight / Leg No.

☑ Next Destination IATA/ICAO

☑ AOC

☑ VAT Registration No.

☐ Cust. Price Profile

Once the Transaction Details are set up appropriately, you can scroll down to view and/or change additional system setup information (see next page) or scroll to the bottom and select "Save".
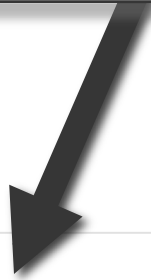
Save

Auto Batch Settlement

Auto Batch Settlement allows you to set a time for the system to automatically settle your batch each day.

Auto Batch Settlement (Optional)

Times displayed in merchant time zone.

America/Chicago = UTC -6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾

* All batches will be automatically settled at the times specified above. Batches must be settled before 11:00 p.m. CST each day in order to be eligible to receive a qualified rate.

Set Up Auto Batch Settlement

Times displayed in merchant time zone.

America/Chicago = UTC -6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾

* All batches will be automatically settled at the times specified ab... ...t be settled before 11:00 p.m. CST each day in order to be eligible to receive a qualified rate.

Receipt Information

Merchant Name

Merchant Training Account

IATA / ICAO

KIXD

Phone Number

866-720-3797

Email Address

theavfuelhub@avfuel.com

Website

Dropdown list:
01:00 AM
02:00 AM
03:00 AM
04:00 AM
05:00 AM
06:00 AM
07:00 AM
08:00 AM
09:00 AM
10:00 AM
11:00 AM
12:00 PM
01:00 PM
02:00 PM
03:00 PM
04:00 PM
05:00 PM
06:00 PM
07:00 PM
08:00 PM

Select the time of day you wish to have your batches automatically settle. If no time is selected, the batch will not settle until the next day that has a time selected. Transactions will need to be manually settled if a time of day is not chosen.

Note — **Times are displayed in merchant local time. Batches must be settled before 11:00 p.m. Central Time each day in order to be eligible to receive a qualified rate.**

Save Auto Batch Settlement Details (or continue)

Auto Batch Settlement (Optional)

Times displayed in merchant time zone.
America/Chicago = UTC -6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾	08:00 PM ▾

* All batches will be automatically settled at the times specified above. Batches must be settled before 11:00 p.m. CST each day in order to be eligible to receive a qualified rate.

Once the Auto Batch Settlement times are set up appropriately, you can scroll down to view and/or change additional system setup information (see next page) or scroll to the bottom and select "Save" at the bottom of the screen.

Receipt Information

Receipt Information

Merchant Name	Merchant Training Account
IATA / ICAO	KIXD
Phone Number	866-720-3797
Email Address	theavfuelhub@avfuel.com
Website	www.theavfuelhub.com
Your Registration No.	
Avfuel Receipt Message	Find Avfuel Worldwide at www.avfuel.com
Your Receipt Message	Thank you for your business!

Receipt Information will allow you to customize receipts to display your merchant contact information as well as a specific message.

Set Up Receipt Information

Receipt Information

Merchant Name	Merchant Training Account
IATA / ICAO	KIXD
Phone Number	866-720-3797
Email Address	theavfuelhub@avfuel.com
Website	www.theavfuelhub.com
Your Registration No.	
Avfuel Receipt Message	Find Avfuel Worldwide at www.avfuel.com
Your Receipt Message	Thank you for your business!

Type the contact information and receipt message you wish to have displayed on receipts.

Save Receipt Information

Receipt Information

Merchant Name	Merchant Training Account
IATA / ICAO	KIXD
Phone Number	866-720-3797
Email Address	theavfuelhub@avfuel.com
Website	www.theavfuelhub.com
Your Registration No.	
Avfuel Receipt Message	Find Avfuel Worldwide at www.avfuel.com
Your Receipt Message	Thank you for your business!

Once updated, you can scroll down to view and/or change additional system setup information (see next page) or scroll to the bottom and select "Save."

Save

Receipt Print Options

Select Receipt Size

My Default Receipt Size Is   Letter (8.5 x 11 or A4)   ▼

Select Receipt Size will allow you to print your receipts via regular letter-size printer paper or via a thermal paper printer.

Select Receipt Print Option

Select Receipt Size

My Default Receipt Size Is | Letter (8.5 x 11 or A4) ▼

Letter (8.5 x 11 or A4)
Thermal (40 character width)

Select the preferred print option. The Letter print option will require a regular paper printer to be connected to the computer. The Thermal printer option will require a specific thermal printer.

| Note | **If you are interested in printing via the thermal paper printer, please contact theavfuelhub@avfuel.com.** |

Save Receipt Information

Select Receipt Size

My Default Receipt Size Is   Letter (8.5 x 11 or A4) ▼

Once updated, you can scroll down to view and/or change additional system setup information (see next page) or scroll to the bottom and select "Save".

Save

DLA Contracting Party

DLA Contracting Party

Contact Avfuel billing department to coordinate changes.

- ◉ No Contract
- ○ Avfuel
- ○ Merchant
- ○ Other

DLA Contracting Party will allow DLA Contracted merchants to select that they are a DLA Contractor. If your location is a US Government AIR Card® DLA contract holder, please select "Merchant". If your location is not a US Government AIR Card® DLA contract holder, select "N/A".

DLA Contracting Party

DLA Contracting Party

Contact Avfuel billing department to coordinate changes.

- ◉ No Contract
- ○ Avfuel
- ○ Merchant
- ○ Other

Once all the information for this page has been updated and entered, select "Save".

Save

Update Successful

ⓘ Update Successful

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

AVTRIP

Points awarded per unit of measure

2

A confirmation of the information successfully updated will be displayed at the top of the page.

Your AVTRIP Receipt Message

Avfuel AVTRIP Receipt Message   Visit www.avfuel.com for bonus point opportunities.

Transaction Details

Initial Receipt No.   5000