WEB TUTORIALS

Create a New Sale

Using Card Lookup

All Card types
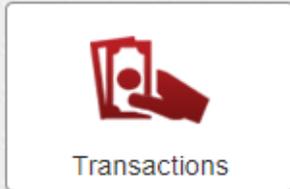
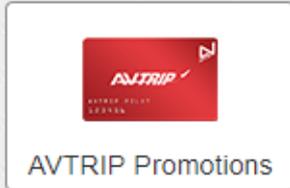# THE AVFUEL HUB

Card Lookup

Selected Account: 1123 - Avfuel (

quick**LINKS**

Transactions

Products and Pricing

New Sale

To begin, select 'Card Lookup' from the top navigation bar or Quick Links.

AVTRIP Promotions

Merchant Account
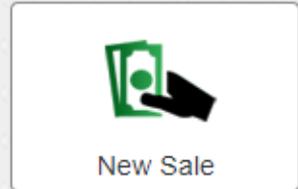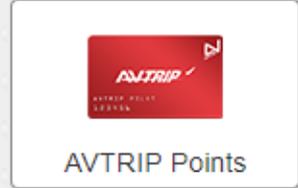
AVTRIP Points

Card Lookup

Select "Card Lookup"

The data fields of AVTRIP #, First Name, Last Name, or Cardholder Name will only pull data located in your Customer Profiles.

Card Lookup Search by the criteria:

Tail No. ☑ **Exact Match**

Tail No.

Customer / Company Name

Customer / Company Name

AVTRIP #

AVTRIP #

First Name

First Name

Last Name

Last Name

Cardholder Name

Cardholder Name

To search Avfuel's database and your Customer Profiles you must search by Tail No. or Customer/Company Name.

Search

Note | When using the Card Lookup functionality, only your Customer Profiles that have a card on file will display and be selectable to start a transaction.

Enter Customer Details

To begin the search first type in your criteria.

Card Lookup Search by the criteria:

Tail No. ☑ **Exact Match**

N1234

Customer / Company Name

Customer / Company Name

AVTRIP #

AVTRIP #

First Name

First Name

Last Name

Last Name

Cardholder Name

Cardholder Name

Search

Then select 'Search'.

Select Customer

Card Lookup Search by the criteria:

Tail No.	☑ Exact Match	First Name
N1234		First Name

Customer / Company Name	Last Name
Customer / Company Name	Last Name

AVTRIP #	Cardholder Name
AVTRIP #	Cardholder Name

The search results will provide all Cardholder Name's associated with criteria entered if available from the Customer Profile and/or Avfuel's cardholder database

To begin the transaction click 'Select' next to the payment associated with your customer.

Search

Search Results

	Tail No.	Cardholder Name	Customer / Company Name	First Name	Last Name	Card Number	Card Type	Exp Date	Reason For Use	
	n1234	avfuel	Test	Tiffany	Test	***0012	Avfuel Pro Card	N/A	N/A	Select
*	N1234	eva	Eva R8 Testing	N/A	N/A	***0057	MasterCard	Expired	N/A	Select
	N1234	EVA 80 LARGE CORP/RESELLER	Eva R8 Testing	N/A	N/A	***0017	Avfuel Pro Card	N/A	N/A	Select

Customer Details

AVFUEL
Card Type: Avfuel Pro Card
Card Number: 70840780000000012

Transaction Detail | Products | Review | Complete

The payment details will automatically populate on the header. Bank card numbers are masked.

Receipt No.   18322

Transaction Type   Sale ▾

Authorization No.   -- Select One -- ▾

* Delivery Date   08/20/2019 📅

* Tail No.   N1234

Special Notes: tmonsegur@avfuel.com

Enter information into the required fields, then select 'Continue' to enter products.

Cancel | Save & Suspend | Continue

Note   "Special Notes" are from the "Notes/Preferences" section under "Account" in the Customer Profile.

For further instructions on how to process a transaction, please refer to the help section under "Create a Sale."