



Adding A Card Processing Fee

The Avfuel Hub

How to Add a Global Card Processing Fee to Your Transactions

- **Setup:** **Merchant Admin** users will be allowed to set up the card processing fee percentage on the **System Setup** page
- **Functionality:** **Authorized Hub users** (i.e. CSR2, Merchant Manager, etc.) will be able to:
 - Manually add or remove the card processing fee to a new card transaction in the HUB.
 - Details:
 - Fee can only be applied to bank card transactions (VISA, AMEX, Discover & MasterCard), Avcard, WF Contract, MSAviation and KHI Cards
 - Only one card processing fee per transaction can be applied
 - Fee can only be added if a product (greater than \$0) has already been added to the transaction
 - The amount of the card processing fee can not be edited when adding to a transaction
 - The card processing fee will be calculated post-tax on the full amount of the transaction
- Once a transaction has been submitted/completed, the option to add or remove the card processing fee will not be available.

IMPORTANT: Check with your state laws on regulations regarding card processing fees as each state may have different rules. Avfuel Corporation is not responsible for any fees that may have been added to a transaction that our outside state or federal regulations.

Card Processing Fee: Setup

System Setup Page – Adding Card Processing Fee Percentage

Merchant Account > Transaction Details > Card Processing Fee

AVTRIP Promotions ▾ **Merchant Account ▾** Help

Points awarded per unit of measure per Gallon per Liter

Your AVTRIP Receipt Message
AVTRIP Points receipt message:
WE APPRECIATE YOUR BUSINESS!

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

Card Processing Fee

1. Enter a number representing the percentage to add to each transaction:

- Range can be anywhere from 00.00 – 99.99%
- Cannot exceed 2 decimals
- Character limit will be max 4 character

2. Save – scroll to the bottom and select Save

THE avfuel HÜÜ

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

Card Processing Fee must be in the format of *00.00%*

AVTRIP

Your AVTRIP Receipt Message
Points awarded per unit of measure per Gallon per Liter

AVTRIP Points receipt message:
WE APPRECIATE YOUR BUSINESS!

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

Transaction Details

Card Processing Fee

- **An error will be displayed if** merchant tries to save fee as:
 - More than 4 characters
 - Three decimals
 - Special characters and letters
 - Negative amount

Card Processing Fee: Adding to a Transaction

New Card Transaction – Adding Card Processing Fee

Card Type: (Bank Card)
Card Number:

Transaction Detail | Products | Review | Complete

Use an Avfuel Card, the preferred payment solution. Alternative Payment

Personalized Pricing
Record Name: Select One

Add Product
* Select: Select One
* Quantity:
* Unit Price:

Add Discount

Transaction Summary

+	Jet A Fuel	\$3.45	Edit	ⓧ
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Total: \$3.45
Expand All Collapse All

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

Add Card Processing Fee Add To Transaction

- The product sale must be greater than \$0 in order for the Add Card Processing Fee button to display.

Click the “Add Processing Fee” button

Card Type: (Bank Card)
Card Number:

Transaction Detail | Products | Review | Complete

Use an Avfuel Card, the preferred payment solution. Alternative Payment

Personalized Pricing
Record Name: Select One

Add Product
* Select: Select One
* Quantity:
* Unit Price:

Add Discount

Transaction Summary

+	Jet A Fuel	\$3.45	Edit	ⓧ
+	Card Processing Fee	\$0.21		ⓧ

Total: \$3.66
Expand All Collapse All

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

Add To Transaction

- The Add Card Processing Fee button will be hidden once the fee has already been applied to the transaction as only 1 card processing fee is allowed per transaction.

Card Processing Fee

New Card Transaction – Removing Card Processing Fee

Card Type: (Bank Card)
Card Number: Use an Avfuel Card, the preferred payment solution. Alternative Payment

Transaction Detail **Products** Review Complete

Personalized Pricing
Record Name: Select One
Add Product
* Select: Select One
* Quantity:
* Unit Price:

Add Discount Add To Transaction

Transaction Summary

+ Jet A Fuel	\$3.45	Edit	⊗
+ Card Processing Fee	\$0.21		⊗
Total		\$3.66	

Expand All Collapse All

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

- To remove the Card Processing Fee from Transaction Summary, select X.

Card Type: (Bank Card)
Card Number: Use an Avfuel Card, the preferred payment solution. Alternative Payment

Transaction Detail **Products** Review Complete

Personalized Pricing
Record Name: Select One
Add Product
* Select: Select One
* Quantity:
* Unit Price:

Add Discount Add To Transaction

Transaction Summary

+ Jet A Fuel	\$3.45	Edit	⊗
Total		\$3.45	

Expand All Collapse All

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

- The Add Card Processing Fee button will display on the screen once the fee has been removed from the transaction.

Card Processing Fee

New Card Transaction – Alternate Payment Option

Card Type: (Bank Card)
Card Number:

Transaction Detail Products Review Complete

Personalized Pricing
Record Name: Select One

Add Product
* Select: Select One
* Quantity:
* Unit Price:

Add Discount Add

Use an Avfuel Card, the preferred payment solution.

Alternative Payment

Please remove the card processing fee from the existing transaction before selecting an alternative payment option

Alternative Payment
Select Alternative Payment Method

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

\$3.45 Edit
\$0.21
\$3.66

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

- If Alternate Payment option is chosen and a Card Processing Fee is on the transaction, an error message will be displayed to remove the Card Processing Fee from the transaction in order to proceed with an alternate payment option.

Card Type: (Bank Card)
Card Number:

Transaction Detail Products Review Complete

Personalized Pricing
Record Name: Select One

Add Product
* Select: Select One
* Quantity:
* Unit Price:

Add Discount Add

Use an Avfuel Card, the preferred payment solution.

Alternative Payment

Please remove the card processing fee from the existing transaction before selecting an alternative payment option

Alternative Payment
Select Alternative Payment Method

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

\$3.45 Edit
\$0.21
\$3.66

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

Card Processing Fee

New Card Transaction – Declined Transaction, Alternate Payment Option

The screenshot displays the THE AVFUEL HUB interface. On the left, a navigation menu includes Home, Transactions, Lookup, Customer Profiles, Products and Pricing, and AVTRI. The main content area shows a transaction form with fields for Card Type, Card Number, and Personalized Pricing. A modal window titled "Transaction Declined" is open, displaying the following information:

Reason for Decline: DECLINED
Card Center: 1-800-430-7161
Merchant Number: NA
Card Type: MasterCard
Card Number: *****0016
Receipt Number: 9002
Receipt Total: \$293.32

Below this information is a "Select Alternative Payment Method" section with the following options:

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

On the right side of the main interface, a "Selected Account" dropdown is set to "35677 - Oleg's BAMS Contract Merchant (Switch Account)". Below this, there are buttons for "Use an Avfuel Card, the preferred payment solution." and "Alternative Payment". A table lists items with their prices and edit icons:

\$5.00	Edit	⊗
\$65.47	Edit	⊗
\$206.25	Edit	⊗
\$16.60	Edit	⊗

At the bottom of the main interface, there is a "Swipe Card" button. A red box highlights the error message in the modal: "Please remove the card processing fee from the existing transaction before selecting an alternative payment option". A blue arrow points from this message to the "Alternative Payment" button on the right.

An error message will be displayed if the transaction is declined.

Since a Card Processing Fee has been applied, the merchant will need to remove it before entering in correct payment details

Card Processing Fee

PDF and Print Invoice/Receipts



RECEIPT				
Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
9001	3511	35677	10290112050	Merchant Admin Account
Delivered On	Destination	Tail No.	Ref No.	Entered On
08/05/2024		DK1199		08/05/2024 16:51:06
Payment Type		Exp Date	Auth No.	
MSAviation Card 7088801000501000011 Keyed			7377	
AOC				
No				

AVFUEL LOCATION



Oleg's BAMS Contract Merchant
 ADS/KADS
 913-111-1235
 dkrastev@trevipay.com

DESCRIPTION	UNIT PRICE	QTY	PRODUCT	TAX/DISCOUNT	Total
	USD		USD	USD	USD
Jet A Fuel	3.34512 /GAL	12	40.14	Federal Excise Tax 3% 1.20	41.34
Card Processing Fee	0.0500 (5%)		2.07		2.07
Total			42.21	1.20	43.41

Print Receipt

Clos



AVFUEL LOCATION

Oleg's BAMS Contract Merchant
 ADS/KADS
 913-111-1235
 dkrastev@trevipay.com

08/05/2024

16:51:06

Sale

Receipt No.: 9001
 Batch No.: 3511
 Terminal ID: 10290112050
 Merchant No.: 35677
 Entered By: Merchant Admin Account

Customer Name:
 Card Type: MSAviation Card
 Card No.: *****0011 Keyed
 Auth No.: 7377
 Tail No.: DK1199
 Ref No.:
 Destination:
 License/Reg No.:
 Delivered On: 08/05/2024

Jet A Fuel 40.14
 12 US Gallon @ 3.34512 /GAL
Federal Excise Tax 1.20
 @ 3.00%

Card Processing Fee 2.07
 0.0500 (5%)

Total (USD) 43.41