

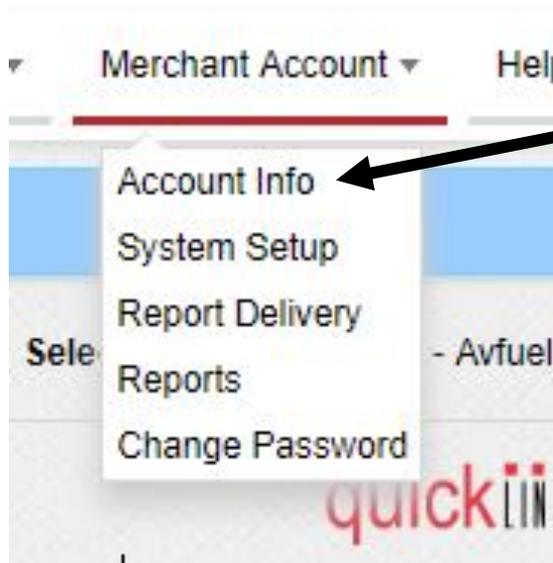


WEB TUTORIALS

Processing CAA Transactions on an Avfuel Card



THE AVFUEL HUB



To verify that the Hub is setup to process CAA pricing select "Merchant Account" > "Account Info". At the bottom of the profile screen will be a Special Pricing disclosure under the "Other" category heading.



Other

Special Pricing Override Preferred FBO

As a participant in the Avfuel Contract Fuel Program and a Special Pricing Override Preferred FBO, you can accept payment and sell contract fuel products to valid Special Pricing Override participants at the Special Pricing Override posted retail price. (Contract fuel products sold using the Avfuel Contract Fuel Card (grey) will remain contract priced displaying \$0.)

THE AVFUEL HUB



CAA custom pricing should be added as a Personalized Pricing Record. To create a PPR select "Create" under the Manage Personalized Pricing menu. Name it Avfuel CAA

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

Manage Products	Manage Taxes	Manage Personalized Pricing
Fuel	Create Tax	Create
Additives	View Taxes	View
Ground Services		
Custom Products		
Add Products		
Display Order		



THE AVFUEL HUB



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

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

quickLINKS



Transactions



Customer Profiles



Products and Pricing



AVTRIP Promotions



Merchant Account



New Sale



AVTRIP Points



Customer Lookup

To begin, select "Sale" from the "Transactions" menu in the top navigation bar or the "Transactions" button or the "New Sale" button from the main menu options.

Select Payment



Select Avfuel Cards for Payment Method

New Sale Select Payment Method

Use an Avfuel Card, the preferred payment solution.

Avfuel Cards

Bank Cards

AVTRIP Points

Aviation Cards

Cash

Card Lookup

Note

CAA custom pricing is available on all card types except Air Card, UVair and Colt.

Default Information



Receipt No. 18578

Transaction Type

* Delivery Date

* Special Pricing Override

* Tail No.

When running a CAA transaction, select Yes in the CAA Transaction dropdown.

Enter the Required Tail Number



Verify tail number on the CAA website and review fuel product pricing prior to completing transaction.

Receipt No. 18578

Transaction Type

* Delivery Date

* Special Pricing Override

* Tail No.



Use this feature to override an Avfuel Contract Fuel sale on the Avfuel Pro card for special tenant or group purchasing pricing.

Cancel

Save & Suspend

Continue

The Tail No. is required to continue.

Continue the Sale



Receipt No. 18578

Transaction Type

* Delivery Date

* Special Pricing Override

* Tail No.

Once required information is entered, select "Continue".



Select the Products



Select Avfuel Special Pricing Override record

Personalized Pricing

Record Name

Add Product

* Select

* Quantity US Gallon

* Unit Price

Add Discount

Add To Transaction

Total	\$0.00
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Under Personalized Pricing select Avfuel CAA for the "Record Name".

- Go Back
- Cancel
- Save & Suspend
- Complete Transaction**

Select the Products



Select Avfuel Special Pricing Override record

Personalized Pricing

Record Name *Avfuel CAA

Add Product

* Select Jet A Fuel

Tank Select One

* Quantity 1 US Gallon

* Unit Price 1.99000

Add Discount

Add To Transaction

Transaction Summary

Total	\$0.00
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Products are added to the transaction by selecting the appropriate products from the dropdown box.

Go Back

Cancel

Save & Suspend

Complete Transaction

Enter Products



Select Avfuel Special Pricing Override record

Personalized Pricing

Record Name

Add Product

* Select

Tank

* Quantity US Gallon

* Unit Price

Enter the quantity by typing in the correct value. The unit price will auto-populate.

The price established in the Personalized Pricing Record for Avfuel CAA will appear in the Unit Price.

Add To Transaction

Transaction Summary

Total	\$0.00
-------	--------

Go Back

Cancel

Save & Suspend

Complete Transaction

Enter Products



Select Avfuel Special Pricing Override record

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Select "Add to Transaction".

Go Back

Cancel

Save & Suspend

Complete Transaction

Transaction Summary

+ Jet A Fuel - Avfuel CAA	\$220.95	Edit
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Products added will appear here.

Total \$220.95

Expand All

Collapse All

Return to Main Menu



Approved!

Your transaction is now authorized and complete.

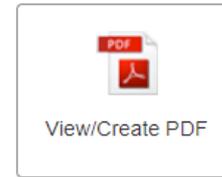
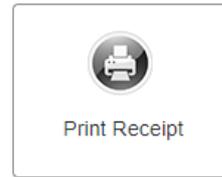
Customer / Company Name

Select One

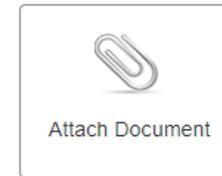
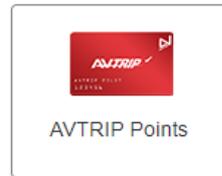
Add New

First Name	Last Name	Email Address	Email
Abigail	Ross	aross@avfuel.com	<input type="checkbox"/>

+ Add New Line



Next Up: 
Award some points!



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.