eCard Transaction Procedures

Quick Refference Guide
Model: Verifone VX 520

eCard REDEMPTION

Terminal Display		User - Action
Sale / Void / Settlement	F1 F2 F3 F4	1. Press the most left purple button to go to next menu
Logon / Diesel Subsidy / Award / Redeem	F1 F2 F3 F4	2. Press F4 for Redeem
Redeem / Insert/Swipe/Enter Card No:	F1 F2 F3 F4	3. Swipe eCard
Redeem / Product #01: 1	F1 F2 F3 F4	4. Key in product code and press <ENTER> to continue
Redeem / Product #01: 1 / Quantity: 1	F1 F2 F3 F4	5. Key in quantity and press <ENTER> to continue
Redeem / Product #01: 1 / Quantity: 1 / [EDIT] [OK]	F1 F2 F3 F4	6. Press the right most purple button to confirm [OK]
Redeem / Redemption ID: ****	F1 F2 F3 F4	7. Request card member to key in 4 digits redemption ID and press <ENTER>
Redeem / Approved / Printing ...	F1 F2 F3 F4	8. Transaction approved. Merchant copy receipt printed out
Redeem Yes / No / Print Cust Copy?	F1 F2 F3 F4	9. Select F1 *Yes* to print customer copy

CANCEL REDEEM

Terminal Display		User - Action
Sale / Void / Settlement	F1 F2 F3 F4	1. Press F3 for Void
Void Host: BPLY / Prev / Next / Slct / Exit	F1 F2 F3 F4	2. Press F2 Next to find host BPLY then press F3 to select
Void / Invoice Number:	F1 F2 F3 F4	3. Key in the invoice number and press <ENTER>
Void ecard / Redeem xxxxxxxxxxxxx Rm 10.00 / Prev / Next / Slct / Exit	F1 F2 F3 F4	4. Press F3 to Select
Void ecard / Redeem xxxxxxxxxxxxx Rm 10.00	F1 F2 F3 F4	5. Press <ENTER> to continue
Void / Insert/Swipe/Enter Card No:	F1 F2 F3 F4	6. Swipe eCard
Void / Redemption ID: ****	F1 F2 F3 F4	7. Request card member to key in 4 digits redemption ID and press <ENTER>
Void / Approved / Printing ...	F1 F2 F3 F4	8. Transaction approved. Merchant copy receipt printed out
Void Yes / No / Print Cust Copy?	F1 F2 F3 F4	9. Select F1 *Yes* to print customer copy

SETTLEMENT

Terminal Display		User - Action
Sale / Void / Settlement	F1 F2 F3 F4	1. Press F2 for Settlement
Settlement Yes / All Host? No	F1 F2 F3 F4	2. Press F1 to select Yes
Settlement / Processing ...	F1 F2 F3 F4	3. Communicating with host for processing
Settlement successful	F1 F2 F3 F4	4. Settlement successful. Printing settlement report.