



VEXEN TECHNOLOGIES

QUICK REFERENCE GUIDE FOR CREDIT CARD PAYMENT SYSTEM

NORMAL TRANSACTION

1. Enter transaction Amount
2. Press Enter key or Click on Pay
Follow prompts on Pinpad screen
4. Insert/Swipe Card
5. Choose Account Type
6. Client to Enter pin
7. Confirm Transaction Amount
8. Press Enter on Pinpad for transaction to Process

MANUAL TRANSACTION

1. Enter transaction Amount
2. Press Enter key or Click on Pay
Follow prompts on Pinpad screen
4. Press the red cancel button once
5. Enter PAN (card number)
6. Enter Expiry date
7. Confirm Transaction Amount
8. Press Enter on Pinpad for transaction to Process

REFUND TRANSACTION

1. Enter transaction Amount with a -(minus) before the amount
(refund transaction amount should be a negative value)
2. Press Enter key or Click on Pay
3. Follow prompts on Pinpad screen
4. Insert/Swipe Card
5. Choose Account Type
6. Client to Enter pin
7. Confirm Transaction Amount
8. Press Enter on Pinpad for transaction to Process

BUDGET TRANSACTION

1. Enter transaction Amount over R300
(Budget Transaction Amount has a minimum of R300)
2. Press Enter key or Click on Pay
Follow prompts on Pinpad screen
4. Insert/Swipe Card
5. Choose Budget from the STRAIGHT or BUDGET screen
6. SELECT the BUDGET PERIOD
6. Client to Enter pin
7. Confirm Transaction Amount
8. Press Enter on Pinpad for transaction to Process

IMPORTANT INFORMATION

- **Refunds cannot be done on Debit Cards**
- Always confirm transaction amount
- To confirm if a transaction has successfully processed, pull a report from the Interim Report Application. Transaction is not listed on report the transaction did not process.
- For queries email support@vexen.co.za or Call 021 913 7819

