



# evoPOS integrated Pay Point

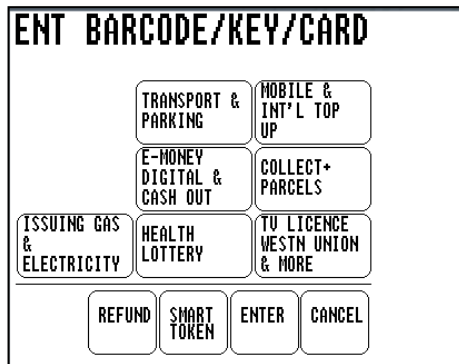
The PayPoint terminal is connected to the main POS (usually Pos 1) and is called a **PPOD**. Both POS can use the same **PPOD** independently but not simultaneously.

Services and functionality that each store has will vary depending upon your store or companies settings and agreements with Paypoint.

For more information, or confirmation of your specific PayPoint services please contact PayPoint directly.

When the PayPoint button is selected at the POS, the PayPoint interface will be displayed directly on the POS screen.

If a PayPoint barcode is scanned, or a card swiped, this will also automatically launch and display the PayPoint interface.



An on-screen numeric keypad will also be available.

When a PayPoint item has been selected, it will appear in the transaction window on the POS (other goods can be added to the transaction if required).

Payment is then taken for transaction



Only once the transaction is completed will a receipt be produced i.e. top up voucher or key or card credited.

## SMART TOKEN

Used for topping up Electricity or Gas – using the PPOD. When selected, user will be prompted to insert a key or card into the PPOD

Always make sure any keys or cards are left in the PPOD until the transaction is fully completed, to ensure credit is applied.

## Admin

This function is only available to users with the appropriate access, to order consumables posters, leaflets etc.

If a transaction is unsuccessful for whatever reason, **Item Return** will be initiated automatically, and any payment must be refunded to the customer



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## BILL PAYMENTS

The best method for paying bills at the POS is by simply scanning the barcode on the bill.

1. Scan barcode on the bill or swipe card.
2. Key in the amount to be paid.
3. Select **Enter** on screen.
4. Add another PayPoint transaction if required or other shop goods.
5. Take payment from the customer, the transaction is now complete.
6. Give receipt to the customer.

## TOP UPS

1. Select PayPoint icon from the item panel
2. Select an item e.g. Electronic Top Ups (E-top ups) - once selected you may be required to choose a sub option.
3. Select Top up type.
4. Select a Top up amount.
5. Once amount has been selected follow the on-screen instructions
6. Take payment from the customer, the transaction is now complete.

## RE-PRINT RECEIPT

Receipts maybe reprinted for a limited period but some receipts, such as E-Top Up, are not allowed to be reprinted, to prevent fraud issues (for further clarification refer to PayPoint).

## REVERSALS

Most PayPoint transactions may be reversed within 10 minutes of original sale (for further clarification refer to PayPoint).

1. Select **PayPoint**
2. Select **Refund**
3. Enter the Transaction number – TXN found on receipt
4. Enter the Authorisation Code – found on receipt
5. Enter the **Value**

## END OF DAY

Once shift end / end of day has been performed on the POS units, totals will appear on the report. No other action is required.

If a transaction is unsuccessful for whatever reason, **Item Return** will be initiated automatically, and any payment must be refunded to the customer