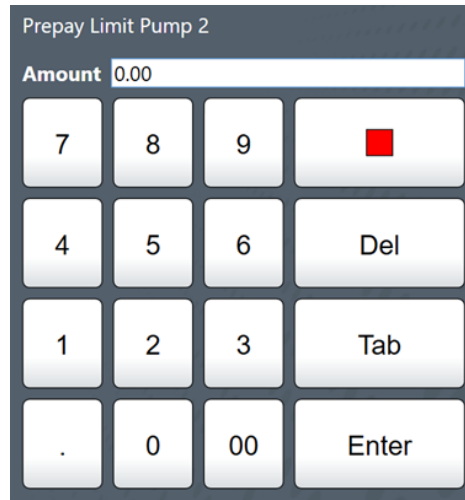


12: Prepay

The Prepay fuel function in evoPOS allows the cashier to take payment for fuel before the fuel is drawn from the pump. When the fuel is then subsequently dispensed, the fuel pump will stop at the prepaid amount.*

From the front POS screen select the pump number the customer wishes to use -> Prepay

1 Enter the value of fuel or use the quick select default amounts.

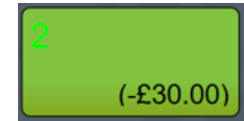


2 The Prepay will be transferred to the transaction window.



3 The transaction is paid in the usual way.
A receipt will be printed. This needs to be given to the customer; they will require this in the event they need a refund.

4 The pump will show a negative amount for the value prepaid.



5 The pump will stop as close as possible to zero*



When the nozzle is replaced, the transaction will clear from the pump if there is no refund due.

* Pumps must have 2-stage valves to avoid overrun

12a: Prepay Refund

If the nozzle is returned before all the prepaid fuel has been dispensed. The difference can be refunded. Where a refund is due, it will be displayed on the pump.

Select the pump -> Select the refund transaction

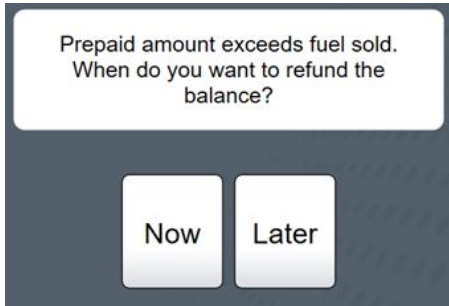
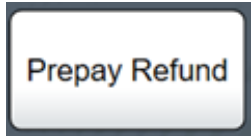


1 If **Now** is selected – the refund value will be moved directly to the transaction window. Additional goods can be sold, and the refund completed to the chosen payment method.

3 Scanning the barcode will recall the refund. The refund value will be moved directly to the transaction window. Additional goods can be sold, and the refund completed to the chosen payment method.

4 From the front POS screen select **Menu -> Fuel -> Prepay Refund**

If the customer does not have a receipt the prepay refund can be recalled via the **Prepay Refund** button.



2 If **Later** is selected – the transaction is cleared from the pump. The refund can be completed later, by recalling the transaction via the barcode or the **Prepay Refund** button.



5 Select the refund from the list, this will recall the refund. The refund value will be moved directly to the transaction window. Additional goods can be sold, and the refund completed to the chosen payment method.

| Prepay Refund | | | |
|---------------------|------|------------------|------------|
| Business Day / Time | Pump | Original Payment | Refund Due |
| 30/08/18 - 13:34:05 | 4 | £30.00 | £19.38 |
| 30/08/18 - 13:32:46 | 4 | £10.00 | £10.00 |
| 30/08/18 - 13:21:46 | 3 | £50.00 | £50.00 |
| 30/08/18 - 13:14:42 | 3 | £30.00 | £30.00 |