# PowerSuite

EASY | ROBUST | PROVEN

**TravelPay Integration** 



Copyright 2021 © Excellent Management Limited

### **TravelPay Integration with PowerSuite**

Set-up & Configuration

Customer Pays Online Upon Received Client Statement / Invoice

Customer Presents Credit Card for Instore Payment Process Payment in PowerSuite

Customer Presents Credit Card for Instore Payment Process Payment in TravelPay Platform

#### Set-up & Configuration



### Configure TravelPay API Credentials in PowerSuite

Agency owner needs to send an email to <u>info@travelpay.com.au</u> with following:

- Agency name
- Address and
- ABN number
- TravelPay merchant code

2 TravelPay support team will provide the agency owner the following:

- TravelPay Merchant Code
- User Name
- Password
- API Access Key

### Configure TravelPay API Credentials in PowerSuite

3 Go to PowerSuite > System Table > Payment Gateway Maintenance. Click on the **Payment Gateway** Maintenance:

| System Table Search           |  | Booking No. Q 🥱 🏟 💄   | €  |
|-------------------------------|--|-----------------------|----|
| System Table Search           |  |                       |    |
| Category<br>All               | Please input system table name for searching | Search C Reset        |    |
| Show 15 entries               |  | Filter                |    |
| System Table                  | Category                                     |                       |    |
| 1 Payment Gateway Maintenance | Back Office                                  |                       |    |
| Showing 1 to 1 of 1 entries   |  | FIRST PREV 1 NEXT LAS | ST |

#### Configure TravelPay API Credentials in PowerSuite

- Select TravelPay in the payment gateway name
  - Input the following that get from TravelPay
    - Input TravelPay Merchant Code in Account No.
    - User Name
    - Password
    - API Access Key
  - Credit Card Type Select "TravelPay"

- Authorization User ID online
- URL <u>https://pay.travelpay.com.au</u>
- API URL <u>https://api.travelpay.com.au</u>

Click Save to complete the Configuration

 Merchant No. – If you require to process multiple card types via TravelPay, please assign a Merchant No. for identification to link with different card types

| Name               | TravelPay     |                  | • | Account No.  | XML    |   |  |
|--------------------|---------------|------------------|---|--------------|--------|---|--|
| User Name          | XML           |                  |   | Password     |        |   |  |
| Credit Card Type   | TravelPay     |                  | - | Merchant No. | 123456 |   |  |
| Automation User ID |               | online           |   |              |        | - |  |
| URL                | https://pay.  | travelpay.com.au |   |              |        |   |  |
| API URL            | https://api.t | ravelpay.com.au  |   |              |        |   |  |
| API Access Key     | xxxxxxxx      | xxxxx            |   |              |        |   |  |

### Support Multiple Card Type

5 If you have maintained the Merchant No. in step 4 to cater multiple card types, please go to system table > Credit Card Commission Maintenance.

Add the Credit Card Type(s) & input the Merchant No. that you have maintained in step 4 > Payment Gateway Maintenance

|    | Credit Gard Maine | Merchant Fee % | AR Key Account |   | AR Sub Account     | Merchant Fee Key Account     |   | Merchant Fee Sub A | Account | Mercha |
|----|-------------------|----------------|----------------|---|--------------------|------------------------------|---|--------------------|---------|--------|
| TP | TravelPay         | 0              | 161110/VISA    | • | / •                | 720010/VISA                  | • | /                  | •       | 123456 |
| TM | TravelPay Master  | 0              | 161110/VISA    | • | / •                | 720010/VISA                  | • | 1                  | •       | 123456 |
| TV | TravelPay Visa    | 0              | 161110/VISA    | • | / -                | 720010/VISA                  | • | /                  | -       | 123456 |
|    |                   |                |                |   | Name               | TravelPay                    | - | Account No.        | XML     |        |
|    |                   |                |                |   | User Name          | XML                          |   | Password           |         |        |
|    |                   |                |                |   | Credit Card Type   | TravelPay                    | - | Merchant No.       | 123456  |        |
|    |                   |                |                |   | Automation User ID | online                       |   |                    |         |        |
|    |                   |                |                |   | URL                | https://pay.travelpay.com.au |   |                    |         |        |
|    |                   |                |                |   | API URL            | https://api.travelpay.com.au |   |                    |         |        |

P.7 For further assistance with Integration, please send a request to PowerSuite Support Team <u>anzsupport@xmlhk.com</u>

#### CUSTOMER PAYS ONLINE

Upon Received Client Statement / Invoice

### **Booking Folder Created**

|                 |                      |                |                      |   |             |                        |          |          |               |               |            |               |          | Ontin      |       | 0        |
|-----------------|----------------------|----------------|----------------------|---|-------------|------------------------|----------|----------|---------------|---------------|------------|---------------|----------|------------|-------|----------|
| Order - SOUU    | 00004407 (Jancy) - I |                | JNG - Quoted         |   |             |                        |          |          |               |               |            |               |          | Optio      | ons • | Save     |
| rder Type       | Sales Order          | •              | Trip Date            | 11NOV21   |             |                        | Trip De  | adline   |               |               |            |               |          |            |       |          |
| ooking Type     | Retail               | •              | Customer No.         | RETAIL0002  |             |                        | Name     |          | MR PETER CHU  | NG            |            | Bill Company  | Travel P | olicy      |       |          |
| ales ID         | tom/Tom              | •              | Your Ref.            |   |             |                        | Our Ref  |          |               |               |            | TCID          | jancy/   | Jancy Leun | g     | •        |
| ampaign         |                      | •              |                      |   |             |                        |          |          |               |               |            |               |          |            |       |          |
| ontact          |                      |                |                      |   |             |                        |          |          |               |               |            |               |          |            |       |          |
| ame             | CHUNG                | PETER          |                      | MR  | E           | <b>mail</b> peter@gmai | l.com    |          | Tel. Tel.     | Address       | •••        |               |          |            |       |          |
|                 | BILLING INFO.        | - CREDIT CARD  |                      | s 🖳 MESSAG  | GE          | TASK                   |          |          |               |               |            |               |          |            |       |          |
| ax              |                      |                | _                    |   |             | -                      | Add Se   | ervices  |               |               |            |               |          |            |       |          |
| PTC Passer      | nger Name            |                |                      |   | Lea         | d Pax                  | Ē        | Ť        | ·             | o <b>?</b> -  | <b>⊜</b> - | ଚ୍ଚ - କ       | - 4      |            | ₽.    | <u> </u> |
| 1 ADT CHUNG     | G/PETER MR           |                |                      |   |             | (s) <b>E</b>           |          |          |               |               |            |               |          |            |       |          |
|                 |                      |                |                      |   |             |                        |          |          |               |               |            | _             |          |            |       |          |
| Service         | 🍄 Pax 📑 It           | inerary 📙 Docu | ument 🔊 Receipt/     | Payment 📙 1   | Trust `     | Booking Histo          | ory      |          |               |               |            |               |          |            |       |          |
| è               |                      |                |                      |   |             |                        |          |          |               |               | _          |               |          |            |       | -        |
| '               | Unit Sales           |                | 1 500 00             | Jnit Sales Tax                                      | QTY         | Total Sales            | 1 770 00 |          | Total Cost    | Total Sale    | s Tax      | Total Discoun | t        | Pkg        | 0     | Suppress |
| AUD             | 1,520.00             | U AUD          | 1,500.00             | 250.00  | I AU        | D                      | 1,770.00 | AUD      | 1,750.00      | J             | 250.00     |               | 0.00     |            | 0     |          |
| Int'l Air Tic   | oket - BSP - 15      |                | Date:<br>Statu       | 1NOV21 - 18NOV2<br>s: HK                            | 1 CH        | UNG/PETER MR           |          | ! Invoid | ce Deposit Ba | alance        |            |               |          | I          |       | Ŵ        |
| AUD             | 120.00               | 0 AUD          | 120.00               | 0.00  | 7 AL        | D                      | 840.00   | AUD      | 756.00        | )             | 0.00       |               | 0.00     |            | 0     |          |
| 2<br>Hotel - 60 |                      |                | SHER<br>DELU<br>11NO | ATON HOTEL(HKG)<br>KE SINGLE Date:<br>V21 - 18NOV21 | ) 1 X<br>CH | UNG/PETER MR           |          | ! Invoid | ce Deposit Ba | alance Prepay | . Payme    | nt            |          | I          | 2     | Ŵ        |

### Payment Plan

| Order - SOO    | )000004407 (jan   | cy) - MR PETER CHUN              | IG - Quote | d                              |   |               |             |           |                   |              |              |            | Option    | ns 🕶     | Save       |
|----------------|-------------------|----------------------------------|------------|--------------------------------|---|---------------|-------------|-----------|-------------------|--------------|--------------|------------|-----------|----------|------------|
| Order Type     | Sales Order       | <b>.</b>                         | Trip Date  |                                | 11NOV21                                       |               | Trip De     | adline    |                   |              |              |            |           |          |            |
| Booking Type   | Retail            | <b>.</b>                         | Customer N | ۱o.                            | RETAIL0002                                    |               | Name        |           | MR PETER CHUNG    |              | Bill Company | Travel Pol | ісу       |          |            |
| Sales ID       | tom/Tom           | •                                | Your Ref.  |                                |   |               | Our Re      | f.        |                   |              | TCID         | jancy/Ja   | ncy Leung |          | •          |
| Campaign       |                   | •                                | _          |                                |   |               |             |           |                   |              |              |            |           |          |            |
| Contact        |                   |                                  |            |                                |   | Pi            | ayment Plan |           |                   |              |              | ×          |           |          |            |
| Name           | CHUNG             |                                  |            |                                |   |               |             |           |                   |              |              |            |           |          |            |
|                |                   | Passenger                        |            |                                |   |               |             |           |                   |              |              |            |           |          |            |
| Pax            |                   | 1. CHUNG/PETE                    | R MR ADT   |                                |   |               |             |           |                   |              | _            |            |           |          |            |
| DTC Das        | sender Name       | Туре                             |            |                                | Date  |               | Am          | ount Desc | ription           |              | +            |            | _         |          |            |
|                |                   | Deposit                          |            | •                              | 16NOV20                                       |               | 3           | 00.00     |                   |              | 1            | J          | • £       | ±        | <b>A</b> × |
| I ADI CHU      | JNG/PETER MR      | Balance                          |            | •                              | 30NOV20                                       |               | 2,3         | 10.00     |                   |              | Ū            |            |           |          |            |
| Service        | e 🐣 Pax           | Summary                          |            |                                |   |               |             |           |                   |              |              | БШ         |           |          |            |
|                |                   | Booking Total                    |            | 2,610.                         | 00  |               |             |           |                   |              |              |            |           |          | _          |
| ÷              | Unit Sales        | Payment Plan Total<br>Difference |            | 2,610.<br>0.                   | 00<br>00                                      |               |             |           |                   |              |              |            | Pkg       |          | Suppress   |
| 🕶 AL           | JD 1              |                                  |            |                                |   |               |             |           |                   |              | _            | _          |           | 0        |            |
| 1<br>Int'l Air | Ticket - BSP - 15 |                                  |            |                                |   |               |             |           |                   |              | Sav          | /e         | Ø         | <b>L</b> | Ŵ          |
| AL             | JD                | 120.00 AUD                       | 120.00     |                                | 0.00  | 7 AUD         | 840.00      | AUD       | 756.00            | 0.00         |              | 0.00       |           | 0        |            |
| 2<br>Hotel - 6 | 60                |                                  |            | SHERATO<br>DELUXE S<br>11NOV21 | N HOTEL(HKG) 1 X<br>SINGLE Date:<br>- 18NOV21 | CHUNG/PETER I | MR          | Invoid    | e Deposit Balance | Prepay. Payn | nent         |            | ٥         | <b>1</b> | Ŵ          |

#### **Email Client Statement**

|   |                     | _               |  | _   | _                                       | _   |                      |  |
|---|---------------------|-----------------|--|---|---|---|----------------------|--|
| lient Statement - <u>S00000004407</u> ( | jancy) - MR PETER C | HUNG            |  |   |   |   | Options <del>-</del> |  |
| ä                                       |                     |                 | 114 4 <b>1</b> of 1 ▷ ▷1 Φ   | Find   Nex  | ct                                      |   |                      |  |
| Passenger(s)                            |                     | ~               | YOUR TRAVEL PARTNER  | UD FLOOR, 182 CAPEL STREET, 4<br>+65 3256 9865   Email: bookings( | SYDNEY<br>9xmltvlcom   ABN # 12662      | 22133   |                      |  |
| leader Remark                           |                     | ~               | CLIENT STATEMENT<br>To MR PETER CHUNG<br>4/F, NO. 234,<br>AUSTIN ROAD, |   | ABN#<br>Booking No.<br>Date<br>Cust No. | 1266222133<br>SO0000004407<br>03-NOV-2020<br>RETAIL0002 |                      |  |
| ooster Bemark                           |                     | ~               | SYDNEY NSW 343423<br>Attn MR PETER CHUNG                               |   | Consultant<br>Email                     | Jancy Leung<br>jancy@xmlhk.com                          |                      |  |
|   |                     |                 |  | Email   |   |   | ×                    |  |
| Update                                  | Subject             | Client Stateme  | ent - S0000004407  |   | atar@amail.com                          |   |                      |  |
|   | Send to             |                 | GPEIEN   | F   | mail                                    |   |                      |  |
|   |                     | Name            |  | =   | mail                                    |   |                      |  |
|   | Cc.                 | Email           |  |   |   |   |                      |  |
|   | Bcc.                | Email           |  |   |   |   |                      |  |
|   | Message             | Please refer at | ttached client statement for payment                                   |   |   |   | Send                 |  |
|   | -                   |                 | Room:<br>Duration of stay:   | SINGLE/DELUXE<br>7 days   |   |   |                      |  |
|   |                     |                 | Number of rooms:<br>Guest/Room:  | 1   |   |   |                      |  |

#### **Customer Received Client Statement**



**Booking Terms and Conditions** 

Please read the following terms and conditions carefully. You must not make any booking unless you understand and agree with

Amount

\$1,770.00

\$840.00

Page 1 of 5

\$0.00

\$0.00

\$2,610.00

\$2,610.00

#### **Customer Input Credit Card Details**

#### Make a One-Off Payment

| Your Details    | Payment Details                                |                                |
|-----------------|--|--------------------------------|
| Company Name    | Payment Amount*                                |                                |
| MR PETER CHUNG  | \$ 300.00                                      | System captures the booking    |
| ABN             | Customer Reference*                            | folder reference, amount to be |
|                 | SO000004407                                    | paid                           |
| Customer Name*  | Additional Reference                           |                                |
| CHUNG/PETER MR  |  |                                |
| Customer Email  |  |                                |
| peter@gmail.com |  | Customer input credit card     |
| Contact Number* | Transaction Reference SO0000004407-SF211148705 | dotaile                        |
| 987876777       | Card Number 4111 1111 1111 1111                | uetans                         |
|                 | Expiry Date 04 V / 24 V                        |                                |
|                 | CVV2 989 ⑦                                     | -                              |
|                 | Continue                                       | Cancel                         |



#### **Customer Confirms to Proceed**

#### XML - XML

[Missing or Empty Snippet : Public One Off Payment - Step 4]

| Your Deta  | ails |                          | Payment Details                   |             |
|--|------|--------------------------|-----------------------------------|-------------|
| Company Name   |      | Customer Reference*      |                                   |             |
| MR PETER CHUNG                                       |      | SO000004407              |                                   |             |
| ABN  |      | Additional Reference     |                                   |             |
| Customer Name*                                       |      | Last Digits              | Expiry                            |             |
| CHUNG/PETER MR                                       |      | 411111******111          | 04/24                             | VISA        |
| Customer Email                                       |      | Payment Amount*          |                                   |             |
| peter@gmail.com                                      |      | \$ 300.00                |                                   |             |
| Contact Number*                                      |      | Customer Fee*            |                                   |             |
| 987876777  |      | \$ 8.00                  |                                   |             |
|  |      | Total Amount*            |                                   |             |
|  |      | \$ 308.00                |                                   |             |
|  |      | 🗸 I have read, understoo | d and agree with the Terms and Co | onditions * |
| 🗲 Back   |      |                          | PAY NOW                           |             |
| Public One Off Payment Footer Snippet2<br>Powered by |      | L                        |                                   |             |



#### Confirmation

#### XML - XML

#### PAYMENT SUCCESSFUL

🔒 Print Confirmation

Authorisation: 748571 Confirmation has been emailed to: peter@gmail.com

| Payment Date:              | 03-Nov-2020 21:14:14 |
|----------------------------|----------------------|
| Settlement To Biller Date: | 04-Nov-2020          |
| Payment Amount:            | \$300.00             |
| Customer Fee:              | \$8.00               |
| Customer Fee GST:          | \$0.73               |
| Total Payment Amount:      | \$308.00             |

Public OneOff Payment Confirmation Footer

#### **Receipt Auto Generated in Booking Folder**

| Order - SOOC | 000004407 (jancy | ) - MR PETER CHU | ING - Active  |            |                 |               | 14 4                         | of 1 🕨 🕅     | 4           |            | Find   Next                        |                         |            |                     |                 |                |           |
|--------------|------------------|------------------|---------------|------------|-----------------|---------------|------------------------------|--------------|-------------|------------|------------------------------------|-------------------------|------------|---------------------|-----------------|----------------|-----------|
| Order Type   | Sales Order      | •                | Trip Date     | 11NOV21    |                 | Trip Deadline |                              | ×            | XMI         | . TR       |                                    | PTY                     | LTD        |                     |                 |                |           |
| Booking Type | Retail           | •                | Customer No.  | RETAIL0002 |                 | Name          | YOUR T                       |              | GROUD FLC   | OR, 182 C. | APEL STREET, S<br>Email: bookings@ | YDNEY<br>mltvl.com   AI | BN # 12662 | 222133              |                 |                |           |
| Sales ID     | tom/Tom          | •                | Your Ref.     |            |                 | Our Ref.      | TOORT                        |              |             |            | Sector Sector (356)                |                         |            |                     |                 |                |           |
| Campaign     |                  | •                |               |            |                 |               | DEPOSI                       | T RECEIP     | т           |            |                                    | ABN#                    | £          | 1266222             | 133             |                |           |
|              |                  |                  |               |            |                 |               | TO MR F                      |              | i           |            |                                    | No.<br>Booki            | ng No      | DP00000             | 000872          |                |           |
| Contact      |                  |                  |               |            |                 |               | AUS                          | TIN ROAD,    |             |            |                                    | Date                    | ng No.     | 03-NOV-             | 2020            |                |           |
| Name         | CHUNG            | PETER            |               | MR         | Email peter@gma | il.com        | SYD                          | NEY NSW 3434 | 123         |            |                                    | Cust I                  | No.        | RETAILO             | 002             |                |           |
|              | BILLING INFO.    | CREDIT CARD      | PLOAD FILES   | 🖳 MESSAGE  | TASK            |               | Attn MR F                    | PETER CHUNG  | i           |            |                                    | Consi<br>Email          | ultant     | Jancy Le<br>jancy@x | ung<br>mlhk.con | n              |           |
| Pax          |                  |                  |               |            |                 | Add Services  | Description                  |              | Currency    |            | Unit Earo                          |                         | Tav        | GST                 | Otv             | Amo            | unt       |
| PTC Pass     | enger Name       |                  |               |            | Lead Pax        |               | 1 BSP Flig                   | ht           | AU          | D          | \$1,520.00                         | \$                      | 250.00     | \$0.00              | 1               | \$1,770        | ).00      |
| 1 ADT CHUN   | NG/PETER MR      |                  |               |            | <b>(3)</b>      |               | Routing                      |              | I           | Dep. Date  | e Dep. Tim                         | ne Arr. Date            | Arı        | r. Time             | Airline         | Flight No. C   | Clas      |
|              |                  |                  |               |            |                 |               | SYDNEY/HON                   |              |             | 11NOV21    | 02                                 | 00 11NOV21              |            | 1000                | CX              | 223            | H         |
|              | 😕 Pay 🗍          |                  |               |            |                 | עזר           | 2 Hotel                      | STUNET       | AU          | D          | \$120.00                           | 00 1010021              | \$0.00     | \$0.00              | 7               | 5545<br>\$840  | י<br>00.C |
| X OCHICC     |                  |                  |               |            |                 | 5.9           | City:                        |              | HONG KONG   |            |                                    |                         |            |                     |                 |                |           |
| Tune         | Desuma           | nt No.           | Statua        | Data       | Amount          | FOR           | Hotel Name:<br>Check-In Date |              | SHERATON HO | TEL        | Che                                | ck-Out Date:            |            | 18NOV/2             | 1               |                |           |
| туре         | Docume           | int No.          | Status        | Date       | Amount          | FOP           | Room Type:                   | •            | SINGLE      |            | Rm                                 | Category:               |            | DELUXE              |                 |                |           |
| 1 Deposit    | DP0000           | 000872           | Valid         | 03NOV20    | AUD             | 300.00 Cred   | Number of roc                | ım(s):       | 1           |            |                                    |                         |            |                     |                 |                |           |
|              |                  |                  |               |            |                 |               |                              |              |             |            |                                    |                         |            |                     |                 |                |           |
|              |                  |                  |               |            |                 |               |                              |              |             |            |                                    | <b></b>                 |            |                     | 10              |                |           |
| Summary      |                  |                  |               |            |                 |               |                              |              |             |            | To                                 | tal Includes G          | ST         | AI                  | DD              | \$0<br>\$2,610 | 00.       |
|              |                  |                  |               |            |                 |               | ,                            |              |             |            | De                                 | posit Receive           | ed         | Α                   | UD              | \$300          | .00       |
| Charge Type  |                  | Sales            | Cost GST      | Profit     | Settled         | Outstanding   | ~                            |              |             |            |                                    |                         |            |                     |                 |                |           |
| Chargeable   | 2,               | 00.010           | 2,506.00 0.00 | 104.00     | 300.00          | 2,310.00      |                              |              |             |            |                                    |                         | _          |                     |                 |                |           |
| Non-Chargean | חופ<br>ס         | 610.00           | 2 506 00 0.00 | 104.00     |                 | -             |                              |              |             |            |                                    |                         |            |                     |                 |                |           |
| Total        | Ζ,               | ,010.00          | 2,300.00 0.00 | 104.00     |                 |               |                              |              |             |            |                                    |                         |            |                     |                 |                |           |

P. 16

Customer Presents Credit Card for Instore Payment



Process Payment in PowerSuite

### Go to Settlement Module / Booking Folder > Deposit / Balance

| Receipt Date                           | 04OCT21                  |                   |              |               |                    |          |               |                    |     |        |
|--|--------------------------|-------------------|--------------|---------------|--------------------|----------|---------------|--------------------|-----|--------|
| looking Type                           | Retail                   | *                 | No.          | SE            | CCOR0007           |          | Name          | MS DAPHNE BEAR     |     |        |
| Deposit 🔘                              | Balance                  | Total Sales       | AUD          | 474.00        | Total Settled      | AUD      | 0.00          | Outstanding Amount | AUD | 474.00 |
| nvoice will be an<br>ervice(s) for set | uto-generated<br>liement | upon settlement   | confirmation | n. Please sek | ect invoice type & |          | Sales Invoice | ✓ Spli             | t   |        |
|  | Service                  |                   |              | 1             | Description        |          |               |                    |     |        |
| 1 🔽                                    | Dom Air                  | Ticket - BSP - 16 | F            |               | SYD/MEL By VA (    | Date:25J | AN22 - 25JAN2 | 2 Status: HK       |     |        |
| 2                                      | Dom Air                  | Ticket - BSP - 16 | C            |               | SYD/MEL By VA [    | Date:25J | AN22 - 25JAN2 | 2 Status: HK       |     |        |
|  | Total                    | Billing Amount    |              |               |                    |          |               | AUD                |     |        |
| Form of \$                             | Settleme                 | ent               |              |               |                    |          |               |                    |     |        |
| Name of Drav                           | ver                      | MS DAPHN          | E BEAR       | 2             |                    |          |               | 3                  |     |        |
|  | 10                       | AUD               | 72           | 174.00 Tr     |                    | 22.5     |               |                    |     |        |

- 1. Select Credit Card for Form of Settlement.
- 2. Check the box of 'Process with payment gateway' & select the appropriate card type
- 3. Click the Magnifying glasses and input / select credit card details.
- 4. Click "Proceed" to perform settlement

|          |   | - |
|----------|---|---|
|          |   |   |
|          |   |   |
| 1,233.00 | 0 |   |

#### Input / Select Credit Card Details

| s  |                    |                                | Credit C | ard Info.          |                                | ×  |
|----|--------------------|--------------------------------|----------|--------------------|--------------------------------|----|
| R  | Credit Card        | TravelPay Visa                 | - 🔇      | Merchant No        | XML                            | 8  |
|    | Card No.           | 411111111111111                |          | Card Holder Name   | Jackie Siu                     |    |
| B  | Expiry Date        | 03 / 2023                      |          | ROC No.            | <optional field=""></optional> |    |
| С  | Authorisation Date |                                |          | Authorisation Code | <optional field=""></optional> |    |
|    | Reference          | <optional field=""></optional> |          |                    |                                |    |
| SI |                    |                                |          |                    |                                | ОК |

Please input Card Number, Card Holder Name & Expiry Date. Click OK.

### Payment Reference Code



Payment Reference Code will be returned after the settlement / deposit successfully processed via TravelPay

Customer Presents Credit Card for Instore Payment

Process Payment in TravelPay Platform

### **Booking Folder Created**

|             | 00004409 (jancy                                    | ) - MR PETER CHI                     | JNG - Quote                 | d   |   |                   |   |                           |                          |                        |              |                    |          |                |              | Options <del>-</del> |   | Save      |
|-------------|--|--------------------------------------|-----------------------------|---|---|-------------------|---|---------------------------|--------------------------|------------------------|--------------|--------------------|----------|----------------|--------------|----------------------|---|-----------|
| der Type    | Sales Order  | •                                    | Trip Date                   |   | 11NOV21   |                   |   | Trip Deadline             |                          |                        |              |                    |          |                |              |                      |   |           |
| ooking Type | Retail   | •                                    | Customer N                  | No.   | RETAIL0002  |                   |   | Name                      | MR PE                    | TER CHUN               | G            |                    | Bill Cor | mpany 1        | ravel Policy |                      |   |           |
| ales ID     | tom/Tom  | •                                    | Your Ref.                   |   |   |                   |   | Our Ref.                  |                          |                        |              |                    | TCID     |                | jancy/Jancy  | Leung                |   | •         |
| ampaign     |  | •                                    |                             |   |   |                   |   |                           |                          |                        |              |                    |          |                |              |                      |   |           |
| ontact      |  |                                      |                             |   |   |                   |   |                           |                          |                        |              |                    |          |                |              |                      |   |           |
| ame         | CHUNG  | PETER                                |                             |   | MR  |                   | Email peter@gmail.                                      | com                       | Tel. Te                  | al.                    | Addres       | s 😶                |          |                |              |                      |   |           |
| REMARKS     | BILLING INFO.                                      | CREDIT CARD                          |                             | D FILES   | MESSA   | GE                | TASK  |                           |                          |                        |              |                    |          |                |              |                      |   |           |
| ах          |  |                                      |                             |   |   |                   |   | Add Services              | 8                        |                        |              |                    |          |                |              |                      |   |           |
| PTC Passen  | nger Name  |                                      |                             |   |   | I                 | Lead Pax  | Ē                         | ¥-                       | <u>.</u> -             | o <b>r</b> - | ⊜ -                |          | <b>G</b> -     |              |                      | - | <u> -</u> |
|             |  |                                      |                             |   |   |                   |   |                           |                          |                        |              |                    |          |                |              |                      |   |           |
| 1 ADT CHUNG | G/PETER MR   |                                      |                             |   |   |                   | Solution  |                           |                          |                        |              |                    |          |                |              |                      |   |           |
| 1 ADT CHUNG | G/PETER MR   | 🖁 Itinerary 🖵 Doci                   | ument 🔊 Re                  | eceipt/Payn   | nent 门  | Trust             | Booking Histor  | y                         | Tablest                  |                        | Table        |                    | T-4-LD   |                |              | Die                  |   |           |
| 1 ADT CHUNG | G/PETER MR   | Itinerary Doc<br>Unit C              | ument 🔊 Re<br>ost<br>900.00 | eceipt/Payn<br>Unit Si                                    | nent 🚺  | Trust<br>QTY      | Booking Histor  | y<br>1.100.00 AUD         | Total Cost               | 1,000.00               | Total Sa     | ales Tax<br>100.00 | Total Di | iscount<br>0.0 | 0            | Pkg                  | 9 | Suppress  |
| 1 ADT CHUNG | G/PETER MR<br>Unit Sales<br>1,00<br>ket - BSP - 15 | Itinerary Doct<br>Unit C<br>0.00 AUD | ument Re<br>pst<br>900.00   | Unit S<br>Unit S<br>SYD/HKG/S<br>Date:11NOV<br>Status: HK | nent<br>ales Tax<br>100.00<br>SYD By CX<br>V21 - 18NOV2 | Trust<br>QTY<br>1 | Booking History<br>Total Sales<br>AUD<br>CHUNG/PETER MR | y<br>1,100.00 AUD<br>O Ir | Total Cost<br>voice Depo | 1,000.00<br>Disit Bala | Total Sa     | ales Tax<br>100.00 | Total Di | iscount<br>0.0 | o            | Pkg                  | 0 | Suppress  |

#### Login to TravelPay Portal

| Trave  | elPay™   |  | Your Merchants XML Good evening! |
|--|--|--|----------------------------------|
| 🖀 Home   | Home > WebPay One-Off Payment  |  |                                  |
| 🗱 Profile  | One-Off Payment  |  | ₽Logo                            |
| \$ Payments  | Follow the simple steps below to process a One-Off Payment!                        |  |                                  |
| <ul> <li>One-Off Payment</li> <li>Refund Requests</li> </ul> | [Missing or Empty Snippet : Merchant One Off Payment - Step 1]<br>Customer Details | Payment validation                         |                                  |
| WebPay History   | Customer Name  | Apply Processing Fee?*                     |                                  |
| ⊘ Reconciliation   | PETER CHUNG  | YES - Customer pays processing fee         |                                  |
| Activities   | Customer Reference<br>SO0000004409   | Additional Reference Input Cu<br>Details & | Amount to be Paid                |
|  | Company Name   | Payment Amount*                            |                                  |
|  |  | \$ 500                                     | Club                             |
|  | Input Customer Details &   | 4111 1111 1111                             | VISA                             |
|  | Booking Folder No.   | Card Holder Name PETER CHUNG               |                                  |
|  |  | Expiry*                                    |                                  |
|  |  |  | ✔ Validate                       |

\* Remember if you are not viewing the Customers Credit Card, you must have your customer sign a credit card authority form, otherwise it may result in you receiving a chargeback!

### Confirm to Pay

| Trave              | elPay <sup>™</sup>   | Your Merchants Vertication State Sta |
|--------------------|--|--|
| A Home             | Home > WebPay One-Off Payment                                  |  |
| OC Profile         | One-Off Payment  |  |
| Customers          | One-On rayment   | L0g0   |
| <b>\$</b> Payments | Follow the simple steps below to process a One-Off Payment!    |  |
| One-Off Payment    | [Missing or Empty Snippet : Merchant One Off Payment - Step 3] |  |
| Refund Requests    | Customer Details   | Payment Details  |
| 📕 WebPay History   | Customer Name  | Apply Processing Fee?*   |
| ⊘ Reconciliation   | PETER CHUNG  | YES - Customer pays processing fee 🛛 🗸   |
| Activities         | Customer Reference   | Additional Reference   |
| (                  | SO000004409  |  |
|                    | Company Name   | Payment Amount*  |
|                    |  | \$ 500.00  |
|                    | ABN  | Fee*   |
|                    |  | \$ 12.00   |
|                    |  | Total Amount*  |
|                    |  | \$ 512.00  |
|                    |  | Card Number  |
|                    |  | 411111******111  |
|                    |  | ✓ I have read, understood and agree with the Terms and conditions of using this online payment facility*   |



Copyright 2021 © Excellent Management Limited

### Confirmation

| Trave              | lPay <sup>™</sup>   |                                    | Your Merchants - Jancy<br>Good evening! - Good evening! - |
|--------------------|---|------------------------------------|---|
| A Home             | Home > Payments > Payment status  |                                    |   |
| 😋 Profile          | Doumant Confirmation & Convenience Fee Tax Invoice  |                                    | Riaro   |
| Customers          | Payment Commutation & Convenience Fee Tax Invoice   |                                    | -LOgO   |
| <b>\$</b> Payments | Travel Pay - ABN 63056881942  | Email Payment Confirmation         |   |
| One-Off Payment    | Merchant Code: XML  | Email*                             |   |
| Refund Requests    | Authorisation: 748593   | Section Email Payment Confirmation |   |
| WebPay History     | Payment Summary:  |                                    |   |
|                    | Payment Date:         03-Nov-2020 21:51:30           Settlement Date:         04-Nov-2020                                   |                                    |   |
| Activities         | Customer Name: PETER CHUNG<br>Customer Reference: SO000004409<br>Payment Description: Merchant One Off Payment for Customer |                                    |   |
| <b>《</b>           | Customer Payment: \$500.00  |                                    |   |
|                    |   |                                    |   |
|                    | <u>Convenience Fee Summary:</u>   |                                    |   |
|                    | Convenience Fee: \$12.00  |                                    |   |
|                    | Total Payment Amount: \$512.00  |                                    |   |
|                    |   |                                    |   |
|                    | A Print Confirmation  |                                    |   |
|                    |   |                                    |   |
|                    |   |                                    |   |

#### **Receipt Auto Generated in Booking Folder**

| Order - SOOO | 000004409 (iancy | ) - MR PETER CHI  | UNG - Active   |                  |                    |               |             |           |                             |                                    | Octions -            | 0.000           |                                |                  |                            |                    |
|--------------|------------------|-------------------|----------------|------------------|--------------------|---------------|-------------|-----------|-----------------------------|------------------------------------|----------------------|-----------------|--------------------------------|------------------|----------------------------|--------------------|
|              | Jober 105 Galley |                   | one neure-     |                  |                    |               |             |           |                             | of 1 👂 🕅                           | 4                    | Find   N        | Vext                           |                  |                            |                    |
| )rder Type   | Sales Order      | -                 | Trip Date      | 11NOV21          |                    | Trip Deadline |             |           |                             |                                    | ХМІ Т                | RAVE            |                                | D                |                            |                    |
| Booking Type | Retail           | •                 | Customer No.   | RETAIL0002       |                    | Name          | MR PETER C  | HUNG      | 2                           | <b>A</b>                           | GROUD FLOOR, 18      | 2 CAPEL STREE   | T, SYDNEY                      | 266222122        |                            |                    |
| Sales ID     | tom/Tom          | -                 | Your Ref.      |                  |                    | Our Ref.      |             |           | YOUR TRA                    | VEL PARTNER                        | 1el: +65 3256 9865   | I Email: DOOKIN | gs@xmitvi.com   ABN # 12       | 06222133         |                            |                    |
| Campaign     |                  | •                 |                |                  |                    |               |             |           |                             |                                    |                      |                 | ABN#                           | 126622<br>DP000  | 2133                       |                    |
| Contact      |                  |                   |                |                  |                    |               |             |           | 4/F, NC<br>AUSTII           | 0. 234,<br>N ROAD,<br>Y NSW 343423 |                      |                 | Booking No<br>Date<br>Cust No. | . SO000<br>03-NO | )004409<br>/-2020<br>.0002 |                    |
| Name         | CHUNG            | PETER             |                | MR               | Email peter@gma    | il.com        | Tel. Tel.   | Address 🚥 |                             |                                    |                      |                 | Consultant                     | Jancy I          | eung                       |                    |
| REMARKS      | BILLING INFO.    | CREDIT CARD       | 🗎 UPLOAD FIL   | ES 🛛 🖳 MESSAGI   | E TASK             |               |             |           | Attn MR PE                  | TER CHUNG                          |                      |                 | Email                          | jancy@           | xmlhk.con                  | n                  |
| 2            |                  |                   |                |                  |                    |               |             |           | Description                 |                                    | Currency             | Unit Fare       | Та                             | x GST            | Qty                        | Amour              |
| Pax          |                  |                   |                |                  |                    | Add Services  |             |           | 1 BSP Flight                |                                    | AUD                  | \$1,000.00      | \$100.0                        | 0 \$0.00         | 1                          | \$1,100.0          |
| DTC Dasse    | anger Name       |                   |                |                  | Lead Pay           |               | <u>ح</u>    |           | Routing                     |                                    | Dep. [               | Date Dep.       | Time Arr. Date                 | Arr. Time        | Airline                    | Flight No. Cla     |
| 110 10330    |                  |                   |                |                  |                    |               |             |           | SYDNEY/HONG                 | KONG                               | 11NO                 | V21             | 0200 11NOV21                   | 1000             | CX                         | 223                |
| 1 ADT CHUN   | IG/PETER MR      |                   |                |                  | (ş) 🗷              |               |             |           | HONG KONG/S                 | T DNE T                            | 18NO                 | VZ1             | 1000 18NOV21                   | 1900             |                            | 5545               |
|              |                  |                   |                |                  |                    |               |             |           | E. & O.E.                   |                                    |                      |                 | Total Includes GST             | ,                |                            | \$0.0<br>\$1.100.0 |
| Service      | 🐣 Pax 🛛 📕        | 🗄 Itinerary 📃 Doc | ument 🔊 Receip | t/Payment 🛛 🕛 Tr | ust 🤊 Booking Hist | ory           |             |           |                             |                                    |                      |                 | Deposit Received               | 1                | UD                         | \$500.0            |
| _            |                  |                   |                |                  |                    |               |             |           | Deposit1                    |                                    |                      |                 |                                |                  |                            |                    |
| Туре         | Docume           | ent No.           | Status         | Date             | Amount             |               | FOP         | Issue By  | Deposit2<br>**Thank you for | your money rece                    | eived for your booki | ng**            |                                |                  |                            |                    |
|              | 550000           | 000074            | 14 P.L         | 001101/00        | 4115               | 500.00        |             |           | DEPOSIT IS NO               | N REFUNDABL                        | E                    |                 |                                |                  |                            |                    |
| i Deposit    | DP0000           | 000874            | Valid          | 03NUV20          | AUD                | 500.00        | Credit Card | online    |                             | RE SUBJECT I                       | O CHANGE UNTIL       |                 | PASSENGER PLUS AN              |                  |                            | FRATOR             |
|              |                  |                   |                |                  |                    |               |             |           | PENALTIES                   | or bootinto.                       |                      |                 |                                |                  | ounton                     |                    |
|              |                  |                   |                |                  |                    |               |             |           | PLEASE PRESE                | NT THIS RECE                       | IPT FOR DOCUME       | ENT COLLECT     | ION                            |                  |                            |                    |
| Summary      |                  |                   |                |                  |                    |               |             |           |                             |                                    |                      |                 |                                |                  |                            |                    |
| Charge Type  |                  | Sales             | Cost G         | ST Profit        | Settled            | Outstanding   |             |           |                             |                                    |                      |                 |                                |                  |                            |                    |
| Chargeable   | 1,               | ,100.00           | 1,000.00 0     | .00 100.00       | 500.00             | 600.00        |             |           |                             |                                    |                      |                 |                                |                  | Authorize                  | d Signature        |
| Non-Chargeab | le               | 0.00              | 0.00 0         | .00 0.00         |                    | -             |             |           |                             |                                    |                      |                 |                                |                  |                            |                    |
| Total        | 1.               | ,100.00           | 1,000.00 0     | .00 100.00       |                    |               |             |           | Payment Summa               | ary                                |                      |                 |                                |                  |                            |                    |
|              |                  |                   |                |                  |                    |               |             |           | FOP                         | Descrip                            | tion                 | Curre           | ncy Amoun                      | t Drawer         |                            |                    |
|              |                  |                   |                |                  |                    |               |             |           | Zenith Payment              | XXXXXX                             | XXX.111              | AUD             | \$500.00                       | PETER C          | HUNG                       |                    |

#### Page 1 of 1 Copyright 2021 © Excellent Management Limited

#### Report

Payment Gateway Report

#### Payment Gateway Report – Keep Track the Payment Status

| Reporting Tool 2.0          |                                    | Booking No.              | Q. 4 | ۵ | • | € |
|-----------------------------|------------------------------------|--------------------------|------|---|---|---|
| ≡ Home > RTAU981 - Paymen   | t Gateway Transaction Log 🛛 📩      |                          |      |   |   |   |
| Preview BExcel PDF DWord    | Chart DSchedule                    |                          |      |   |   |   |
| Searching Criteria          |                                    |                          |      |   |   |   |
| ▼Add ▼ ■Save ▼              |                                    |                          |      |   |   |   |
| Transaction Date            | Between 01JAN21                    | × And <sup>31JAN21</sup> |      |   |   | × |
|                             | This Month                         |                          |      |   |   |   |
| Status                      | =                                  |                          |      |   |   |   |
| Payment Gateway             | = TravelPay                        |                          |      |   |   |   |
| Payment Gateway Reference   | =                                  |                          |      |   |   |   |
| Booking No.                 | =                                  |                          |      |   |   |   |
| Customer No. / Supplier No. | =                                  |                          |      |   |   |   |
|                             |                                    |                          |      |   |   |   |
|                             | Select Payment Gateway = TravelPay |                          |      |   |   |   |

#### Payment Gateway Report – Keep Track the Payment Status

| = Home > RTAU981 - Payment Gateway Transaction Log 📩 |            |               |         |             |                |  |             |                   |          |  |  |  |
|--|------------|---------------|---------|-------------|----------------|--|-------------|-------------------|----------|--|--|--|
| ←Filter BExcel 🕅                                     | Pdf 🔂 Word | ■Email        |         |             |                |  |             |                   |          |  |  |  |
| DownloadReport                                       |            |               |         |             |                | 1 / 1  |             |                   | o 🛨 🖶    |  |  |  |
|  |            |               |         |             |                |  |             |                   |          |  |  |  |
| Report ID: RTAU981 (                                 | v5)        |               |         |             | PSCI           | loud(AU-DEMO)                                      |             |                   | Page 1   |  |  |  |
| Print Date: 11/3/2020                                | 6:57:25 PM |               |         |             | Payment G      | ateway Transaction Log                             |             |                   |          |  |  |  |
| Print By: jancy                                      |            |               |         |             |                |  |             |                   |          |  |  |  |
|  |            |               |         |             |                |  |             |                   |          |  |  |  |
|  |            |               |         |             |                |  |             |                   |          |  |  |  |
| Transaction Date                                     | Туре       | IP Address    | Status  | Deposit No. | Settlement No. | Message  | Booking No. | Amount Gateway Re | eference |  |  |  |
| 2020-11-03 16:57:29                                  | TravelPay  | 52.187.204.21 | Success | DP000000870 |                |  | SO000004403 | 500.00 32134      |          |  |  |  |
| 2020-11-03 17:12:28                                  | TravelPay  | 52.187.204.21 | Success | DP000000871 |                |  | SO000004403 | 500.00 32135      |          |  |  |  |
| 2020-11-03 18:17:30                                  | TravelPay  | 52.187.204.21 | Success | DP000000872 |                |  | SO000004407 | 300.00 32136      |          |  |  |  |
| 2020-11-03 18:32:29                                  | TravelPay  | 52.187.204.21 | Failed  |             |                | Invalid PaymentStatus: Failed Expected: Successful |             |                   |          |  |  |  |
| 2020-11-03 18:42:28                                  | TravelPay  | 52.187.204.21 | Success | DP000000873 |                |  | SO000004408 | 1,100.00 32138    |          |  |  |  |
| 2020-11-03 18:52:29                                  | TravelPay  | 52.187.204.21 | Success | DP000000874 |                |  | SO000004409 | 500.00 32139      |          |  |  |  |

### Q&A

#### Q. Can Agent choose to absorb merchant fees using the TravelPay/PowerSuite Integration?

A. No, if Agent wants to absorb the merchant fees, only charging the Customer the 'travel amount', then this transaction must be processed direct in your TravelPay Merchant Account.

#### Q. Can I process a refund using the TravelPay/PowerSuite Integration?

A. Automated refunds must be processed directly via your TravelPay Merchant Account.

#### Q. Does a Credit Card authority form need to be completed by my Customer?

- A. Customers should be directed to pay via the link on the Client Statement if they are not presenting credit card instore. You can process a credit card payment via your TravelPay Merchant account, on behalf of your customer e.g. Corporate Account, only if a credit card authority has been completed. Failure to adhere to these guidelines, could result in a chargeback.
- Q. Can I show the customer fee that customer paid to TravelPay in Receipt?
- A. Yes. The customer fee can be shown in the Receipt. Please reach <u>anzsupport@xmlhk.com</u> for the receipt template configuration.

### Need Help?

## PowerSuite

#### **PowerSuite Support Team**

E: anzsupport@xmlhk.com

#### **Graham Whyte**

Business Development Manager (AUS) PowerSuite

PH: 0407 752 086 E: graham@gwbusinesssolutions.com



#### **TravelPay Support Team**

PH: 02 9556 7580 E: info@travelpay.com.au