Instructions for Using the US Network Bank Card

US Network Bank Card
Putting *you* in charge

FAIR #### #### ####

VIRTUAL ENTERPRISES INTERNATIONAL

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veinternational.org

Cards are available for guests & visitors and can be obtained at the US Network Card Distribution Table outside the entrance to trade floor.

To accept the US Network Bank Card as a form of payment:

- At the point of sale, record the CARD NUMBER, EXPIRATION DATE, and CUSTOMER NAME for each sale, in addition to whatever other information you normally collect. <u>You will be unable to receive payment without this information.</u>
- Remember: maximum transaction amount = $5,000; can be used at each booth, but only one time per booth.

To receive payment for sales to customers who use the US Network Bank Card as a form of payment:

1. For each sale, add the appropriate items to your cart and proceed to checkout.
2. Select Pay with Credit Card and fill in the customer's information.
3. Once submitted, your firm should receive the payment within several minutes.

Please note:

In order to receive payment using the Buy Button, your firm's website should have a Buy Button for each product/service and package you offer. If you do not have a Buy Button, do the following:

1. Log into the VE Portal
2. On the top of the page, click on Store Manager
3. Click on Documentation on the sidebar
4. Follow the steps to add Buy Buttons for each product/service and package your firm sells on your website

Questions? Contact your regional director or trade show host.