

# How do I add a Transaction to a Fleet Transaction when Fueling Prior to Paying

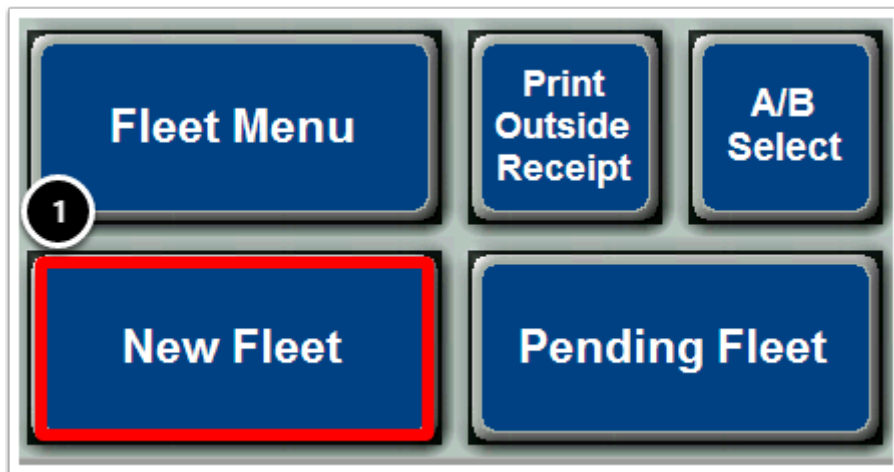
## Completing a Truck Fleet Transaction after Fueling

When the driver has finished fueling, the transaction will be sent inside and will be displayed on the register as a **Flashing Dollar Sign**.

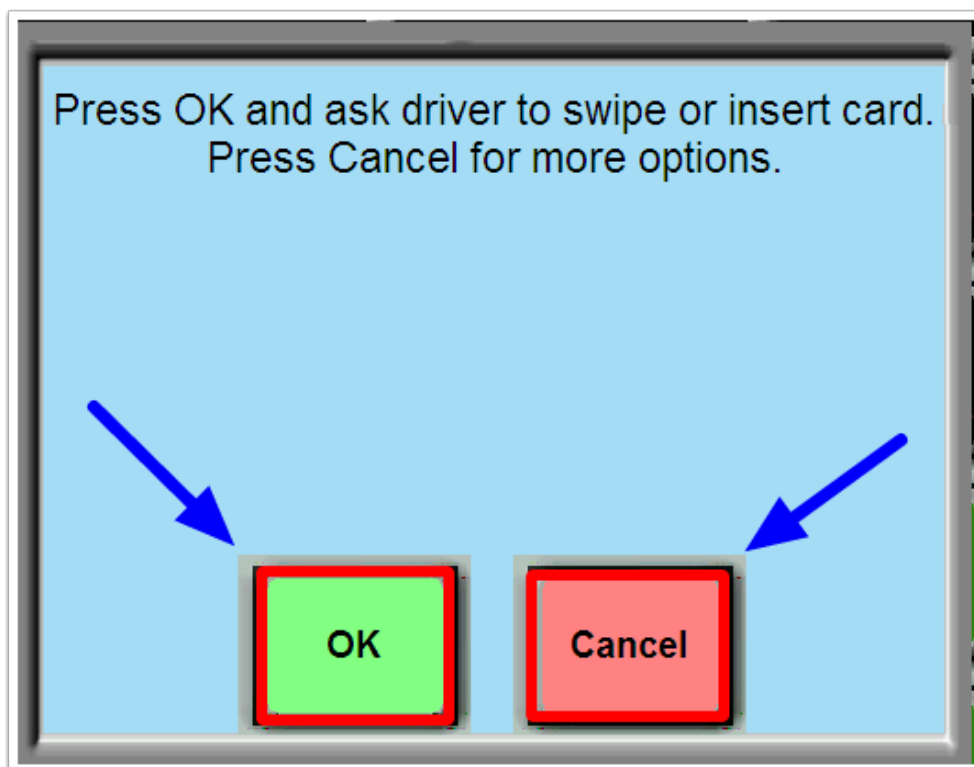


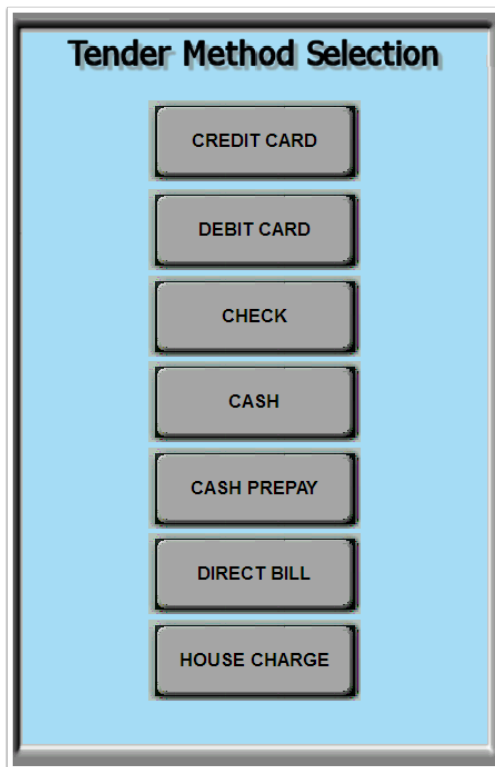
## Merging the Sale with the Truck Fleet Transaction

**Step 1 - Select New Fleet**



After selecting New Fleet, a system message will be displayed asking for the driver to swipe his card. Select **OK** to swipe card or **Cancel** to select an alternate Tender method.



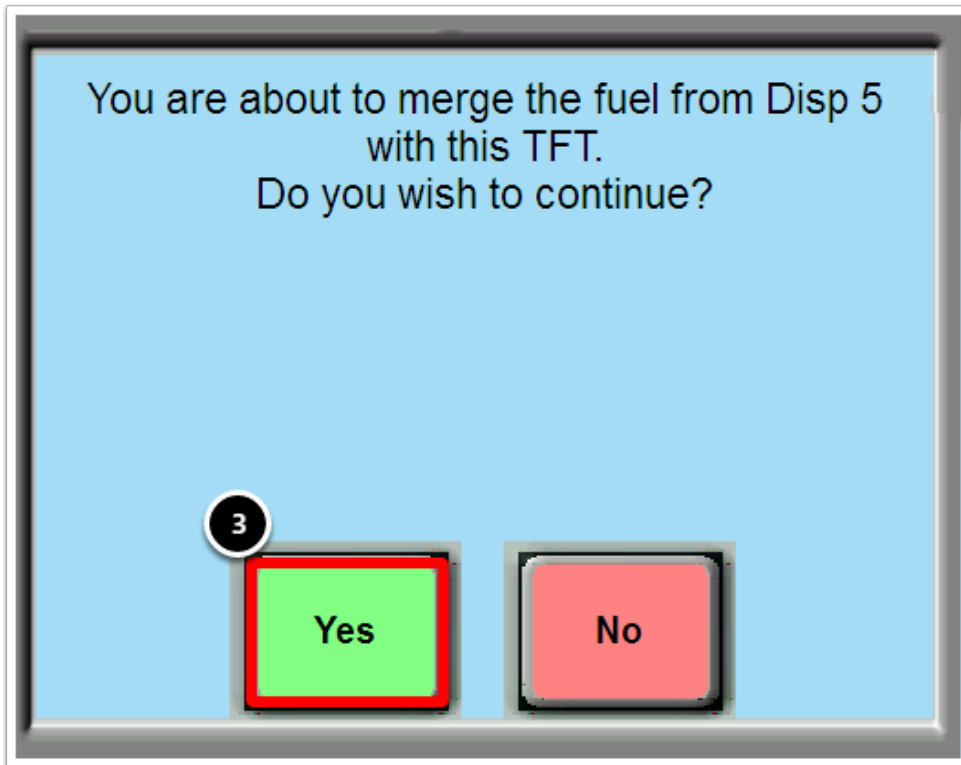


**Step 2** - After Selecting Tender Type a System Message **Pre-Edit Fuel Selection** screen will be displayed.

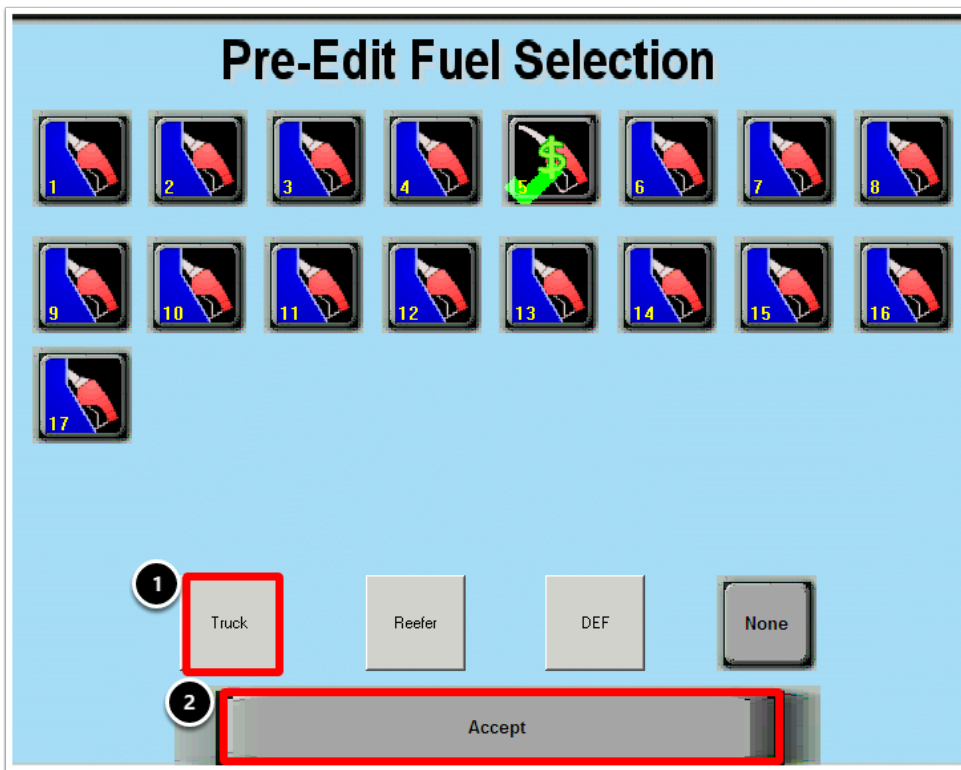
You will then select the pump. In the example below we will select **Pump 5**



**Step 3** - Select **Yes** to Proceed with the transaction.



A Pre-Edit Fuel Selection System Message will be displayed on the register. You will notice that the Flashing Dollar Sign now has a check mark displayed. At this point, (1) Select Truck then (2) Select Accept



The Fleet Data Entry Screen will then be displayed with your transaction, Press **Ring Sale**

### Fleet Data Entry

MEDIA ID#  COMPANY:   
 TRUCK:  ODOMETER:   
 TRUCK LIC:  TRKL ST:  HUB   
 TRAILER #:  TRL LIC:  RFR   
 TRIP #:  TSEG:  PO #:  CTRL#:   
 DRIVER #:  DOB:   
 DRIVER LIC  User ID:  DL ST:   
 LOYALTY CARD:  CASH ADV:   
 PMT TYPE:  ACCT NO:   
 DRV NAME:  CITY:   
 STATE:  FUEL DISC  ZIP:  2nd Disp Type

FIRST DISP	MAN.	SECOND DISP	MAN.	DEF DISP	MAN	SWAP DISP	REEFER
TYPE	DISP	STATUS	AMOUNT	VOLUME	PRICE		
TF	01*	Released	23.33	10.000	2.333		

ACCEPT RELEASE DISP **RING SALE** PYMNT TYPE ADD ITEMS

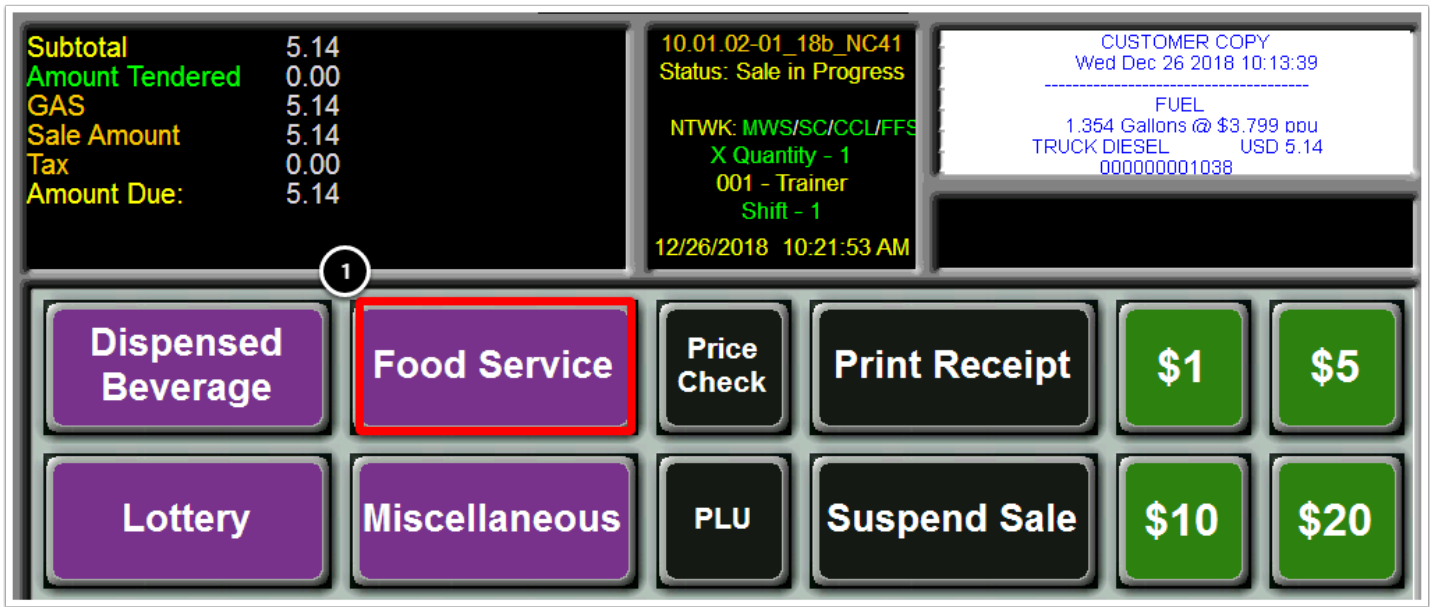
The Transaction will then Ring up on the Register and you will see that the transaction status now shows **"Sale in Progress"**.

<b>Subtotal</b> 5.14 <b>Amount Tendered</b> 0.00 <b>GAS</b> 5.14 <b>Sale Amount</b> 5.14 <b>Tax</b> 0.00 <b>Amount Due:</b> 5.14	<b>10.01.02-01_18b_NC41</b> <b>Status: Sale in Progress</b> NTWK: MWS/SC/CCL/FFS X Quantity - 1 001 - Trainer Shift - 1 12/26/2018 10:17:45 AM	CUSTOMER COPY Wed Dec 26 2018 10:13:39 ----- FUEL 1,354 Gallons @ \$3.799 per TRUCK DIESEL USD 5.14 000000001038
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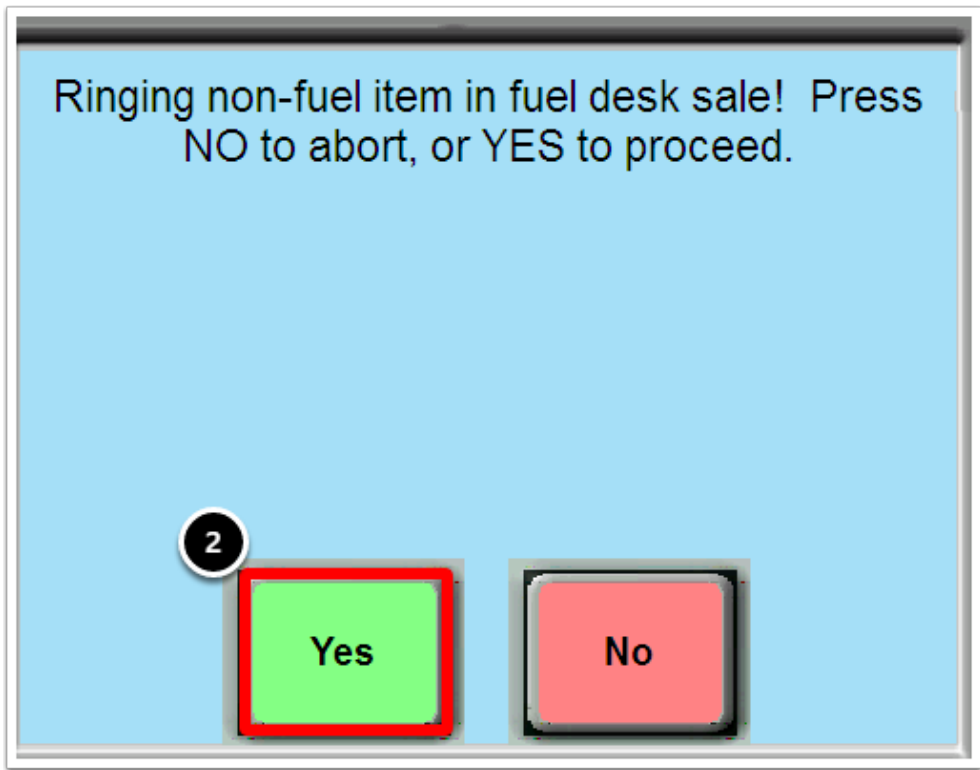
1	2	3	4	5	6	7	Auth Pump	De-Auth Pump
8	9	10	11	12	13	14	Gas Prepay	Cancel Prepay
15	16	17			Rest On Pump	Ring Gas Sale	Move Prepay	

# Adding Additional Items to your Fuel Transaction

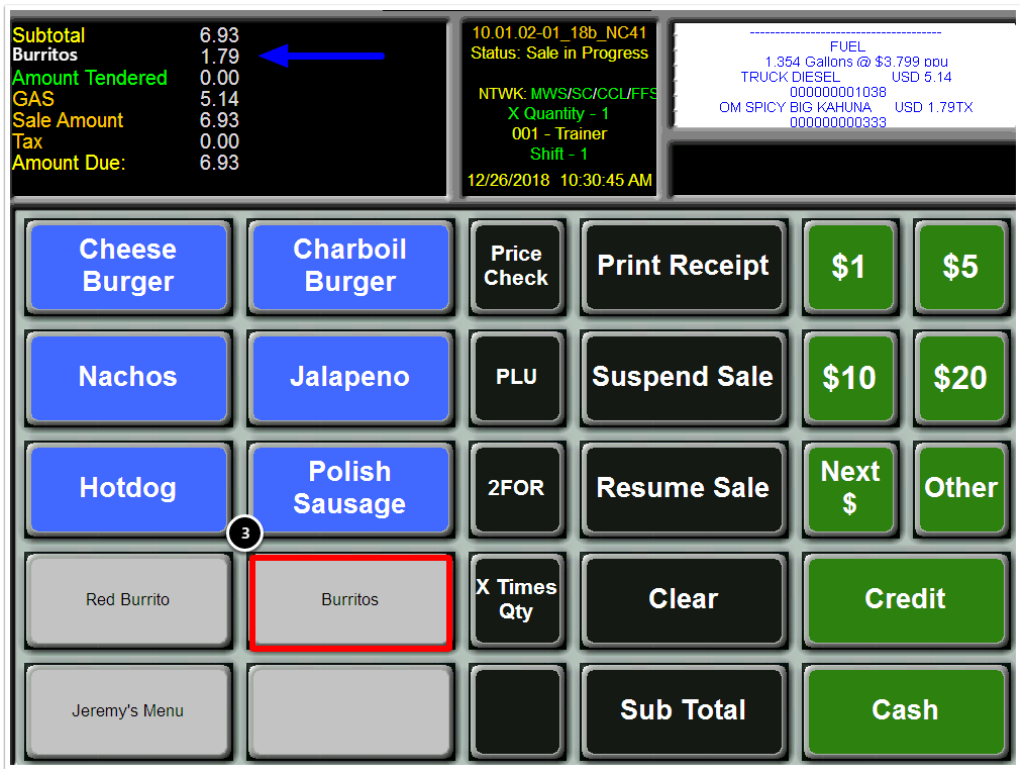
The following steps will show you how to add additional items to your fuel transaction. **Step 1** - Select the item you would like to add. For this example, we have chosen **Food Service**.



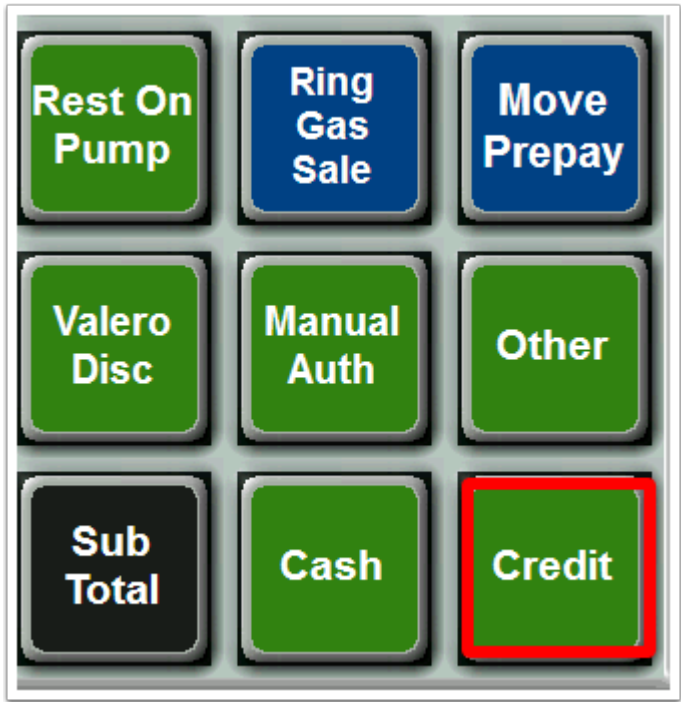
A System Message will display on your Register informing you that you are ringing a non-fuel item in the fuel desk sale. **Step 2** - You will press **Yes** to proceed with the sale.



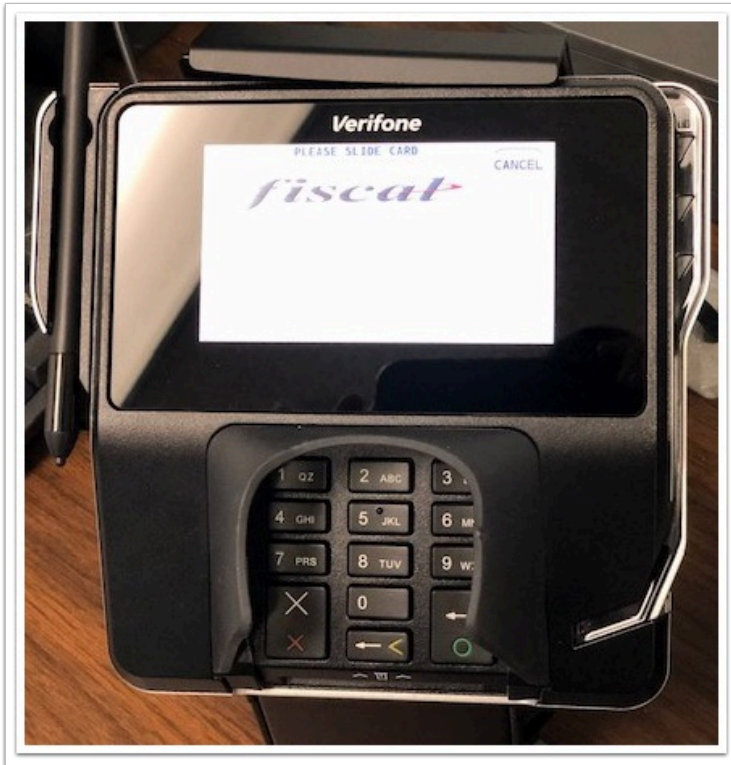
**Step 3** - Select the Food Item you would like to ring up with the sale. For this example, we have selected **Burritos**. After selecting Yes to add your non-fuel item, you will select **Sub Total** and you will see that the transaction has been updated on your register to include the additional item with your fuel transaction.



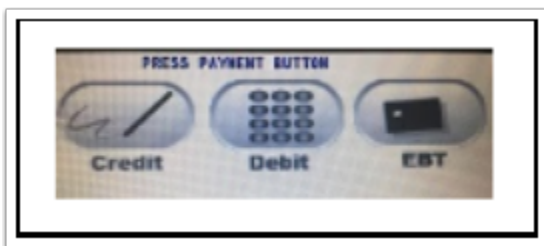
You can then ring out the sale for the tender being used. In the example below, we will Touch the **Credit** button and have customer either swipe or insert their card into the MX 915 (EMV) Pinpad Card Reader Slot.







Once the card is inserted into the MX915 Pinpad Slot. Credit, Debit, EBT buttons will be displayed on the MX 915 pinpad.

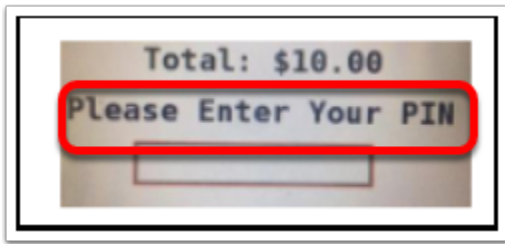


For Credit transaction, the **"Select Credit"** message on the MX 915 Pinpad will be displayed. Press **YES** if amount is correct.



If a PIN is required, a message **Please enter your PIN** will be displayed.





Enter PIN, and press **Enter**.

💡 Note: When using Fleet Cards such as COMDATA, Fleet One or EFS the customer will be asked for additional information such as their **Driver ID**

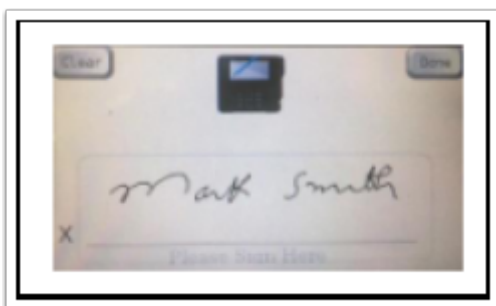
"Please Wait, Do Not Remove Card" will then be displayed on the pinpad

## Requesting Credit



The Register will display a System Message that the transaction information is being sent to the credit card processor.

If a signature is required, a signature box will be displayed on the Pinpad



Once the transaction is approved a large TFT receipt will print for the customer.