

Using US Network Bank Cards at the 2016 NYC Trade Show



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I. Overview:

Trade Show guests will use a US Network Bank Card to pay for purchases. Guests will be able to obtain a card with a specific number from the Guest Services Area at the entrance to the Trade Show. **When accepting payment from a guest customer, you will be required to take down the card number in order to receive payment from VEI. After the Trade Show's completion, you will have until May 6th to enter transactions so that payment can be made to your firm's bank account.**

- Each US Network Bank Card has a unique number, is assigned to only one guest and **can only be used one time PER BOOTH.**
- The maximum amount of any sale per booth on a US Network Bank Card is \$5,000.
- You are advised to develop a sales form that captures the following information: card number; customer name; total amount of the sale (in US Dollars); number of items sold; order number; description of each item sold.
- All sales paid by the US Network Bank Card are subject to audit; verification would entail firms having to provide a copy of the invoice associated with each sale.

Direct inquiries and requests for information pertaining to Trade Show sales and banking activities to:

Tyshawn Davis
Work-based Learning Coordinator, NYC Regional Office
tdavis@veinternational.org

II. Student Instructions for Entering Sales: Follow the instructions below to enter Trade Show sales made using US Network Bank Cards.

Step 1: Go to <http://www.zuef.de/messe/messeabrechnung/login.aspx>, and login using the information provided. Your 'ID' is your firm's PF Code; your password will be provided to you by the VE Central Office. Click "Register" when completed. PLEASE NOTE: You are advised to use Google Chrome, as the page is written in German. With Google Chrome, you can specify to automatically translate the webpage. You can also click on the Union Jack (British flag) for English translation.

LOGIN

ID

Password

Register

Application
 Each practice firm that issues on a registered trade has received their credentials from the central office. These apply to all registered event.

Step 2: After logging in, you will see the screen below. Click on "Manual Entry" next to this year's NYC Trade Show (circled in black). The 2016 NYC Trade Show is Index #121. NOTE: you will only be able to view current and previously attended Trade Shows.

Your Data		Edit					
Name:	IMAGINATION, INC	PF Code:	US01028				
Account Number:	610127756	Account Type:	IMAGINATION, INC				
Bank Name:	US Network Bank	Credit Card Merchant No.:	0				
		Logout					
Your registered trade fair participation							
Index	Fair in	Fair Date	Fair account settlement possible until	Record of Orders		Summary of Orders	
78	Ulm	03.12.2013	05.06.2014	Manual entry	By card reader	Orders be released	Booked Orders
92	New York	03.04.2014	03.10.2014	Manual entry	By card reader	Orders be released	Booked Orders
114	New York	15.04.2015	15.10.2015	Manual entry	By card reader	Orders be released	Booked Orders
105	Karlsruhe	17.11.2015	17.11.2016	Manual entry	By card reader	Orders be released	Booked Orders
121	New York	12.04.2016	12.10.2016	Manual entry	By card reader	Orders be released	Booked Orders

Step 3: Enter information as needed, including the US Network Bank Card number, guest name, amount, number of items, and description. NOTE: be sure to determine whether the card is a "FAIR" card or a "MESSE" card, and adjust as needed. Only valid card numbers will be recognized by the system.

Fair dates

Fair venue: New York /121 /en-US
 currency: US Dollar /\$
 Start of Fair: 4/12/2016
 End of Fair: 4/12/2016
 PF Code: US01028

Card Number MESSE ▾ | | |

Name of fair visitor:

Date: 4/12/2016 ▾

Total amount: . \$

Items: 1 ▾

Order number:

* Description:

* optional / max. 130 characters

When completed, it will look like this:

Fair dates

Fair venue: New York /114 /en-US
 currency: US Dollar /\$
 Start of Fair: 15.04.2015
 End of Fair: 15.04.2015
 PF Code: US01109

Card Number MESSE ▾ | 1234 | 5678 | 9102

Name of fair visitor: Nick Chapman

Date: 4/15/2015 ▾

Total amount: 100 .00 \$

Items: 1 ▾

Order number: 9102

* Description: T-Shirt and Sneakers

* optional / max. 130 characters

In this scenario, Nick Chapman purchased a package totaling \$100.00. He was the first customer of the day, so his order number is 9102 (You must enter the last four digits of the card number as your order number on each individual sale. Failure to do so will result in this individual sale not being approved). Click 'save' and move on to the next transaction.

Once your entries have been made, please inform your facilitator that the sales are "ready to be released" (see section II). To view orders that you have already submitted (but have not yet been "released" by your facilitator, click "orders to be released".

Your Data		<input type="button" value="Edit"/>				
Name:	IMAGINATION, INC	PF Code:	US01028			
Account Number:	610127756	Account Type:	IMAGINATION, INC			
Bank Name:	US Network Bank	Credit Card Merchant No.:	0			
		<input type="button" value="Logout"/>				
Your registered trade fair participation						
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III. Facilitator Instructions for Releasing Sales: Once your students have completed their sales entries, you must “release” the orders to the Central Office for approval.

Step 1: Return to the screen that the students view after logging in (using the PF Code and password provided; see section II, step 1), and select “orders to be released” for the applicable Trade Show (circled in black).

Your Data		Edit					
Name:	IMAGINATION, INC						
PF Code:	US01028						
Account Number:	610127756						
Account Type:	IMAGINATION, INC						
Bank Name:	US Network Bank						
Credit Card Merchant No.:	0						
		Logout					
Your registered trade fair participation							
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Step 2: Visually review all entries. Entries that do not meet the outlined criteria (maximum \$5,000 per transaction; card used only once per booth) will be declined by the Central Office, so they should be edited or discarded. Once entries are ready for submission, click “release all orders”.

Fair dates			
Fair venue:	New York /121 /en-US		
Währung:	US Dollar /\$		
Start of Fair:	12.04.2016		
End of Fair:	12.04.2016		
PF Code:	US01028		
Summary of fair orders to be released			
Order number	Total amount	Purchase Date	
			
Release all orders			

Step 3: Enter the “Trainer Password” in the box provided. NOTE: Sales cannot be edited or altered beyond this point.

Fair dates	
Fair venue:	New York /121
Start of Fair:	12.04.2016
End of Fair:	12.04.2016
PF Code:	US01028
Trainer Password:	<input type="text"/>
Release all orders	

At this point, your US Network Bank Card sales have been recorded. The Central Office will review your entries and upon approval, payment will be processed.

IV. Follow-up:

After your Trade Show entries have been entered by the students and released by the facilitator, they will be subject to a final review by the Central Office. Firms can expect payment within 7-10 business days of submission. Students looking to view orders that have been 'released' and are pending Central Office approval can click "Booked Orders" for the Trade Show.

Your Data		Edit			
Name:	IMAGINATION, INC	PF Code:	US01028		
Account Number:	610127756	Account Type:	IMAGINATION, INC		
Bank Name:	US Network Bank	Credit Card Merchant No.:	0		
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In the meantime, monitor your firm bank account for automatic payment. Payments will be deposited individually from an out-of-network account. This is why including an order number and description is important.

May 1, 2014	Zentralstelle Deutschland Order 918479 vom 04.03.14	59000155	861125	\$1,000.00
May 1, 2014	Zentralstelle Deutschland Order 918505 vom 04.03.14	59000155	861124	\$5,000.00
May 1, 2014	Zentralstelle Deutschland Order 918512 vom 04.03.14	59000155	861123	\$1,000.00
May 1, 2014	Zentralstelle Deutschland Order 917875 vom 04.03.14	59000155	861122	\$5,000.00
May 1, 2014	Zentralstelle Deutschland Order 917895 vom 04.03.14	59000155	861121	\$5,000.00

Once you have received payment, be sure to reconcile your Sales Journal and Accounts Receivable Record with the payments deposited into your account. Orders that have not been deposited may not have been authorized by the Central Office.