Department of Education
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VIRTUAL ENTERPRISES INTERNATIONAL

Using US Network Bank Cards at the 2015 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 April 30th 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:

John Jastremski
Director, NYC Network of Virtual Enterprises International.
jjastre@schools.nyc.gov

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.

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 2015 NYC Trade Show is Index #114. NOTE: you will only be able to view current and previously attended Trade Shows.

Your Data

Edit

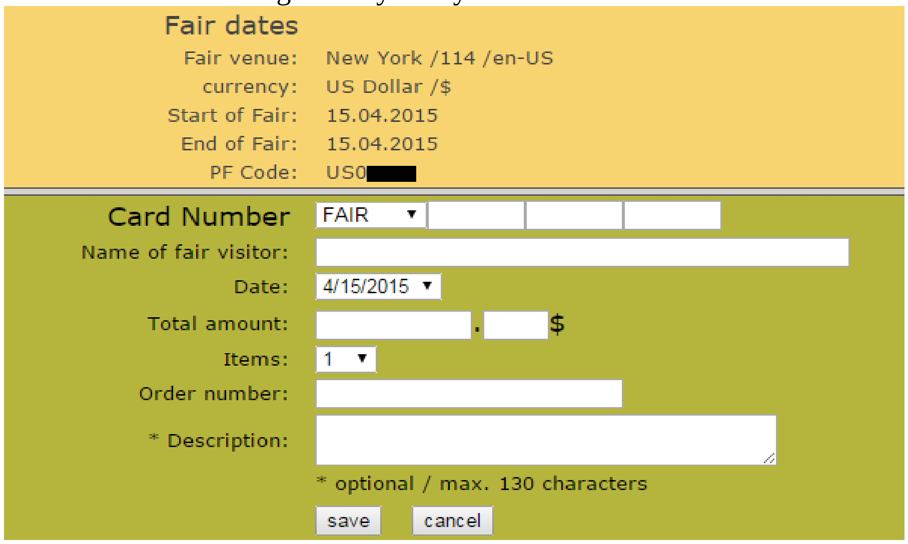
Name:	[redacted]
PF Code:	US0[redacted]
Account Number:	0
Account Type:	[redacted]
Bank Name:	US Network Bank
Credit Card Merchant No.:	0

Logout

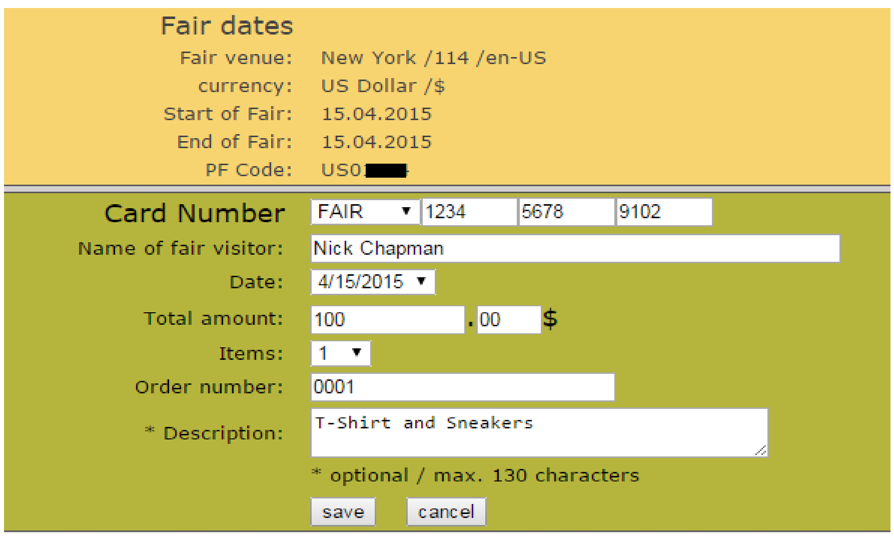
Your registered trade fair participation

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

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.



When completed, it will look like this:



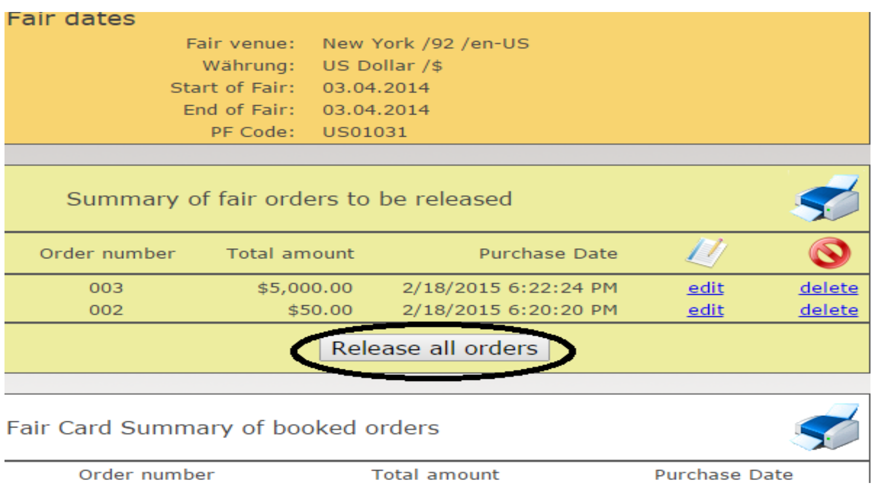
In this scenario, Nick Chapman purchased a package totaling $100.00. He was the first customer of the day, so his order number is 0001 (You may enter your order numbers however your normal records are maintained). Click 'save' and move on to the next transaction.

Once your entries have been made, 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".

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).

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".



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 /92
Start of Fair: 03.04.2014
End of Fair: 03.04.2014
PF Code: US01031

Trainer Password:

Release all orders

Order number	Total amount	Purchase Date	Fair Visitors	Card Number
003	5.000,00 €	18.02.2015 18:22:24	John Jastremski	FAIR85672*******8
002	50,00 €	18.02.2015 18:20:20	Mark Lipari	FAIR11935*******3

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: [redacted]
PF Code: US0[redacted]
Account Number: 0
Account Type: [redacted]
Bank Name: US Network Bank
Credit Card Merchant No.: 0

Logout

Your registered trade fair participation

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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.