



Trade Exhibition Point of Sale System

Trade Exhibition Point of Sale System is provided by VEI to firms with a trade show booth to easily process trade show sales payments. This system can be used on a smart phone, iPad/tablet, or laptop with a WiFi or cellular data connection.

Pre-Trade Exhibition Instructions for Firms

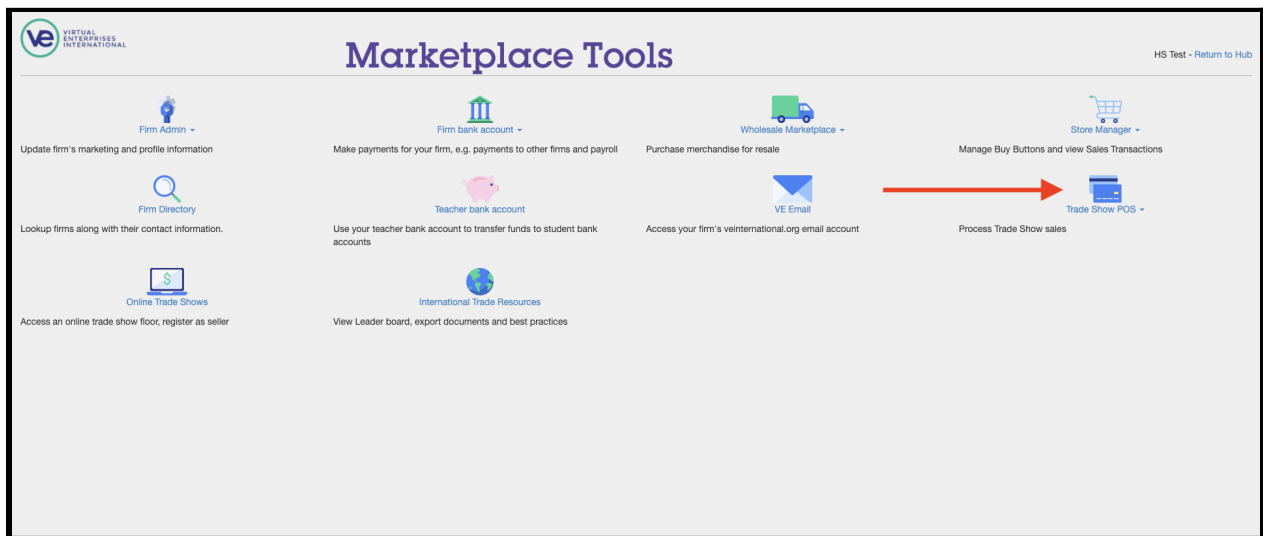
1. Set up your firm's POS system and review the User Guide located on the top menu of the Marketplace Tools / Trade Show POS, which includes instructions on getting started and using the POS dashboard. Access your firm's Trade Exhibition Point of Sale using the methods below (pages 1-2).
2. Record your firm's manual POS login information as a backup plan (pages 2-3).
3. Set up your students' Debit Cards (page 4).

During the Trade Exhibition

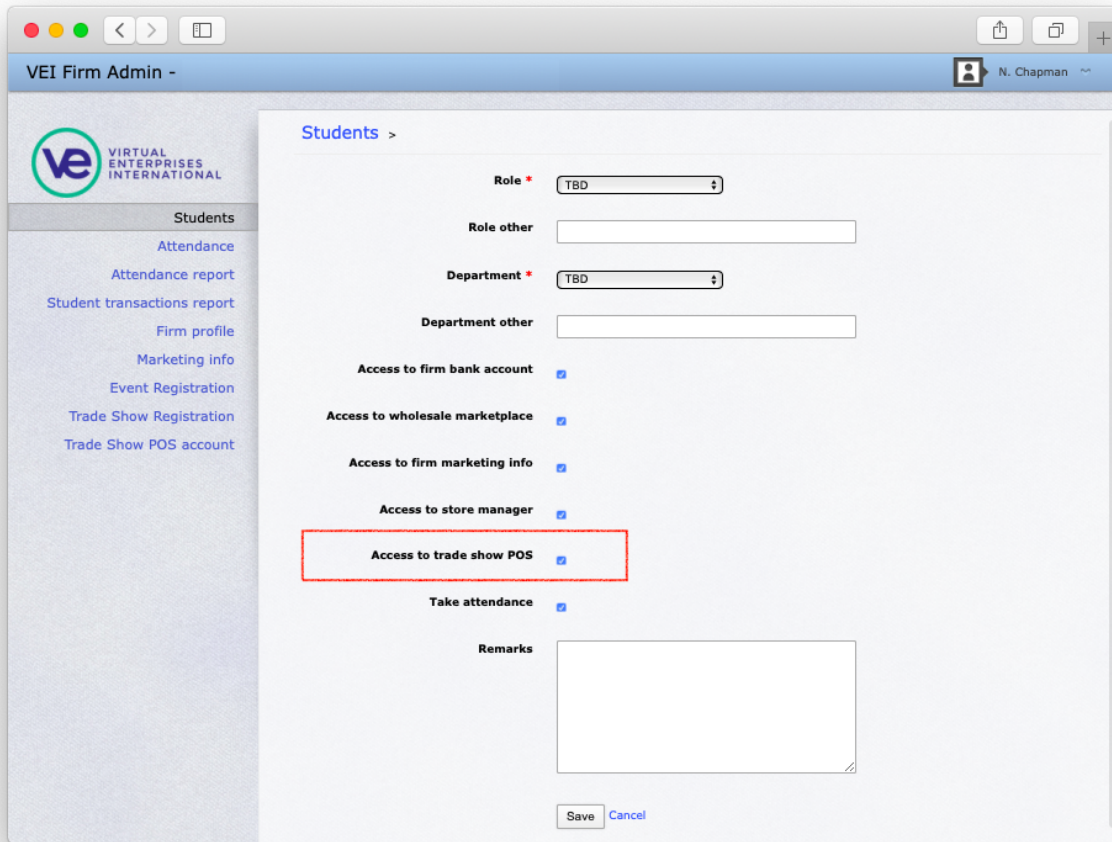
1. Accepting student Debit Card payments (page 4).
2. Accepting guest Credit Card payments (page 5).

Access Your Trade Exhibition Point of Sale (Method 1)

1. Select Trade Show POS from Marketplace Tools as shown below:



2. The Trade Show POS widget will appear automatically for a student when the teacher has given the student access to Trade Show POS as shown below:

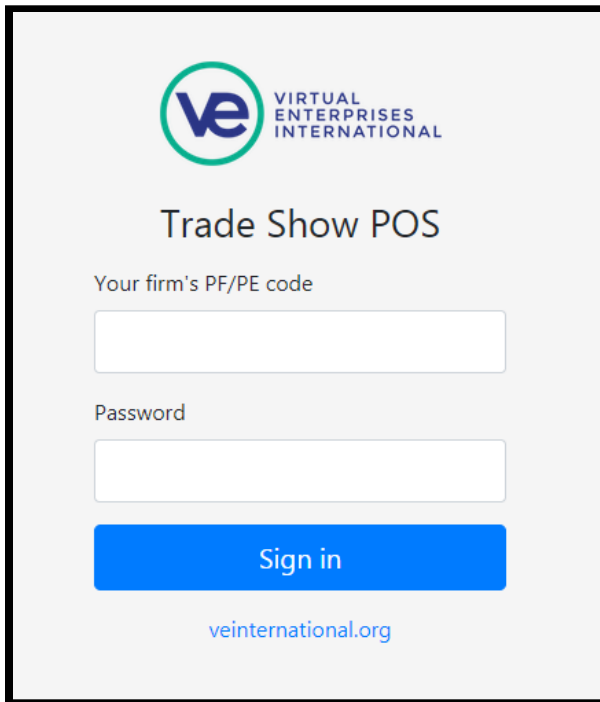


Access Your Trade Exhibition Point of Sale (Method 2)

1. Trade Show POS can still be accessed through its own login page which is located at portal.veinternational.org/tradeshowspos or through the following QR-code:

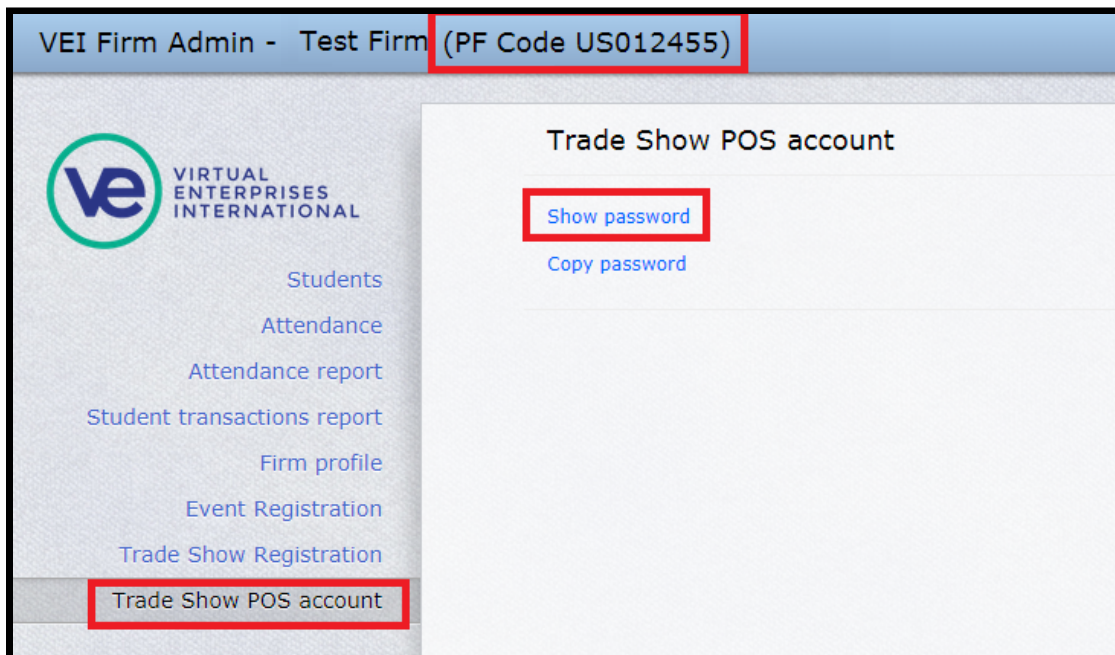


2. Type in the firm's PF Code and password to log into the account.



The screenshot shows the login interface for the Trade Show POS system. At the top left is the logo for Virtual Enterprises International, consisting of a green circle with 've' in white and the text 'VIRTUAL ENTERPRISES INTERNATIONAL' to its right. Below the logo is the title 'Trade Show POS'. Underneath the title are two input fields: the first is labeled 'Your firm's PF/PE code' and the second is labeled 'Password'. Below these fields is a blue button with the text 'Sign in'. At the bottom of the page is the URL 'veinternational.org'.

3. The firm's PF code can be found in Firm Admin on the top left hand side and the password can be accessed by selecting Show Password in the Trade Show POS account tab.



The screenshot displays the 'VEI Firm Admin - Test Firm' interface. The top navigation bar shows '(PF Code US012455)' in a red box. On the left is a sidebar menu with the Virtual Enterprises International logo and several menu items: 'Students', 'Attendance', 'Attendance report', 'Student transactions report', 'Firm profile', 'Event Registration', 'Trade Show Registration', and 'Trade Show POS account', which is highlighted with a red box. The main content area is titled 'Trade Show POS account' and contains two buttons: 'Show password' (highlighted with a red box) and 'Copy password'.

Student Debit Card for Trade Exhibition

Students now have the ability to pay with their personal bank account at US trade shows. This system can be used to pay throughout the entire exhibition period.

How to Obtain Your Student Debit Card

1. Go to hub.veinternational.org/
2. Use the login information for your student account
3. Navigate to Your Personal Bank Account
4. Open Student Debit Card for Trade Shows (from the left sidebar)

Review the Instructions

After navigating to Student Debit Card for Trade Shows, follow the instructions to obtain your **student debit card** and the **authorization codes**. You will need to **download both files** from the links provided on that page.

Student debit card for trade shows

To be able to pay with your personal bank account at US trade shows, you need the following:

1. Your Student debit card with your bank account number: click [here](#) to download it as a PNG image file.
2. Authorization codes (**current sequence numbers: 1-50**): click [here](#) to download these authorization codes, also as a PNG image file.

You may download the image files onto your phone or print out a hard copy for future reference. The downloaded copy will be in a PNG format.

Keep your information secure and do not share it with others.

Paying with your Student Debit Card

- Provide your bank account number on your Student Debit Card to the tradeshow merchant.
- Your tradeshow merchant will request a specific authorization code from you to complete the transaction. Look up the specific code on your list and provide it to your merchant.

US Network Bank
Nick Chapman
PF Code: US01144
Account number: 630092842

Account no: *****892

1: P84455	26: M26553
2: D58446	27: M87945
3: G59897	28: A33800
4: S2E	
5: J42	
6: D2:	
7: D5:	
8: D8:	
9: A66945	34: W48775
10: X97726	35: H82249
11: N22595	36: R76872
12: S86932	37: Z74746
13: E72277	38: V95574
14: S65978	39: U76225
15: D78599	40: U35572
16: Z26332	41: R38423
17: B92543	42: B24593
18: B65666	43: B49565
19: H52232	44: Z78672
20: Z75273	45: M64569
21: K49868	46: H34779
22: P23834	47: R24798
23: Q79684	48: K73223
24: B74663	49: W78324
25: N89728	50: N47832

Please keep these authorization codes secure

If your debit card is declined, then your bank account does not have the sufficient balance required to complete the transaction. Please make sure you have the sufficient balance before making a purchase.

Instructions for Using the US Network Bank Card



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. You will be unable to receive payment without this information.
- 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.