Trade Exhibition Point of Sale System

Trade Exhibition Point of Sale System is provided by VEI to firms to easily process trade show sales payments. This system can be used on a smartphone, 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).
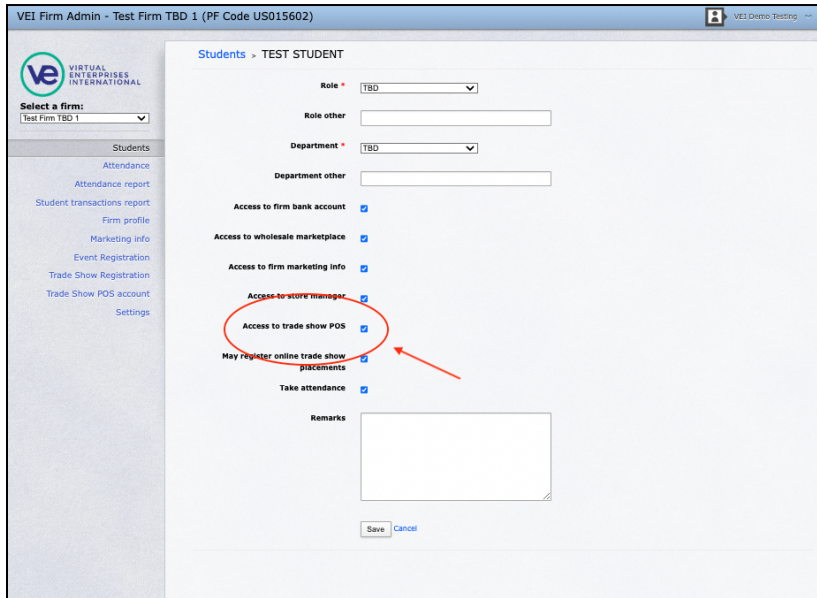
During the Trade Exhibition
1. Accepting student Debit Card payment (page 4).
2. Accepting guest Credit Card payments (page 5).

Accessing Your Trade Exhibition Point of Sale (Method 1)
1. Select Trade Show POS from Marketplace Tools as shown below:
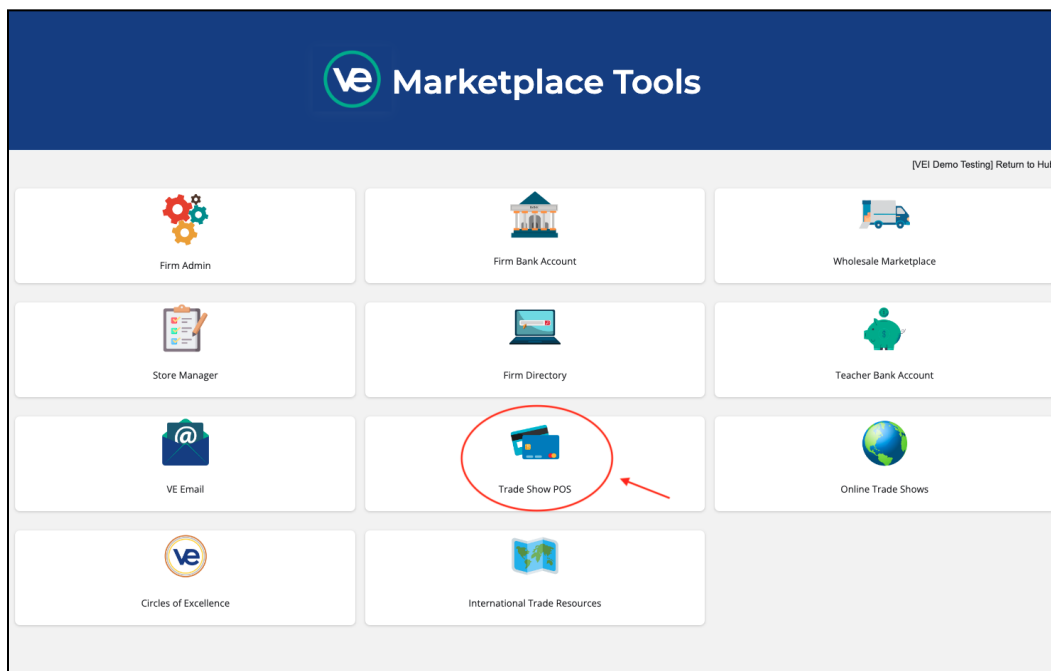
2. The Trade Show POS widget will appear automatically for a student when the teacher has given the student access to Trade Show POS as shown below:
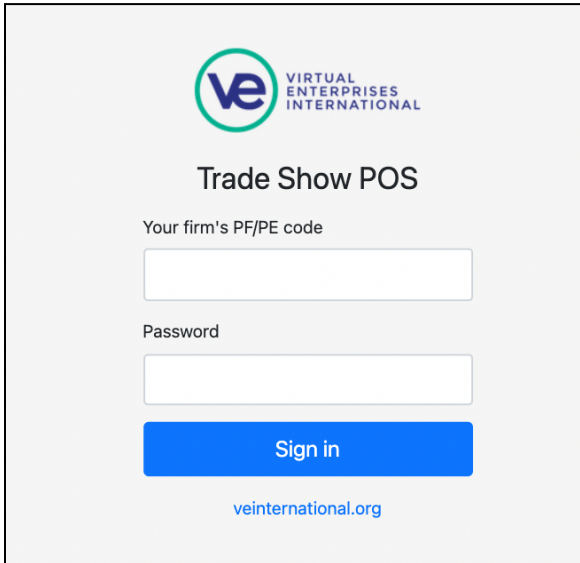

Access Your Trade Exhibition Point of Sale (Method 2)

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

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

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.
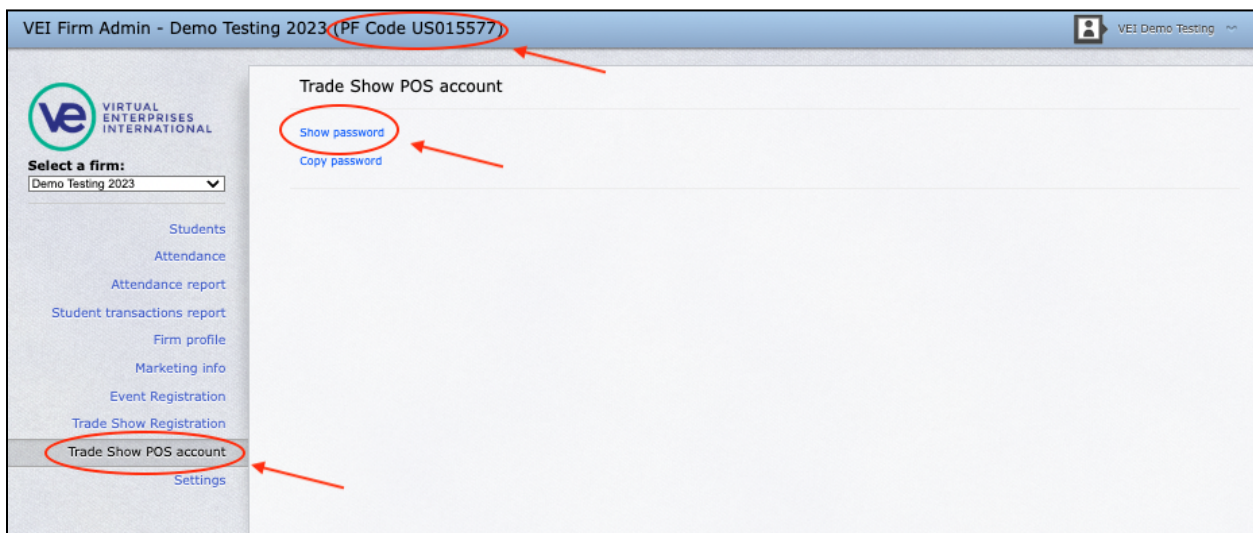
Student Debit Card for Trade Exhibition

Students 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.


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.

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 a sufficient balance before making a purchase.
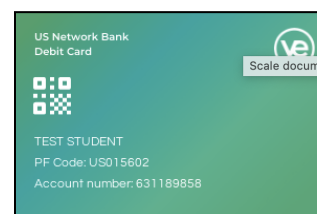
Account no: ******858

1: D68583	26: V25634
2: W46592	27: W92876
3: R37998	28: N76484
4: P94373	29: J85738
5: U77629	30: N35843
6: H28575	Example: Give this authorization code to the merchant if the merchant asks for authorization code 12 to complete the payment
7: J33839	
8: K94545	
9: J83767	
10: A73793	35: V37532
11: X35553	36: B36384
12: G66932	37: G83298
13: E36842	38: X54823
14: E75858	39: M26285
15: C36474	40: Z44923
16: M69894	41: N66982
17: R67966	42: N89973
18: K27653	43: J33953
19: G26568	44: E99943
20: V32745	45: W74984
21: C47583	46: B44625
22: A38438	47: M88993
23: H52564	48: U29553
24: V25976	49: A64368
25: R48886	50: T43244

Please keep these authorization codes secure

Instructions for Using the US Network Bank Card

Credit cards are available for guests & visitors and can be obtained at registration.

US Network Bank Card
Putting *you* in charge

FAIR 2301 3239 3857

Balance: VE $500
Expires: 10/24

VIRTUAL ENTERPRISES INTERNATIONAL
Veinternational.org

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: each card can only make one transaction per booth and has a randomized dollar amount that is visible on the card as shown in the example.

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.**