Level 3 Credit Card Processing with Multiple Merchant IDs (By Customer Account)

ECi

ECi DDMS®

December 2011 Rev.

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About Level 3 Credit Card Processing with Multiple Merchant IDs

You can now use Level 3 credit card processing with Multiple Merchant IDs. This allows dealers to define merchant IDs by order type or customer without having to create a new general ledger location in DDMS. You can designate customers to be applied to a specific merchant ID. This setting overrides the merchant ID that would be defined by order type.

You must follow the steps in this handout to set up. This handout is meant to be a reference guide. If you need further instructions, refer to your DDMS online help or contact your ECi DDMS Support group.

Setting Up for Multiple Merchant IDs

You must perform the following steps:

1. Contact NET1 for a separate merchant ID.
2. Set up the Merchant ID in the (+VI) screen using the information obtained from NET1.
3. **Optional:** Define the location for Level 3 credit card processing in the (+VK) screen.
4. Define the Multiple Merchant ID for each customer.

Figure 1: Setting Up the (+VI) Screen

```
14:38:05        (VI) Approval Link Id Setup  Rev.  (08/22/11)          11/17/11
================================================================================
Action ? [C]   (A=Add, C=Change, D=Delete, N=Next Page, F=First Page)
================================================================================
Location : 1   Store Name :ECI
Type :C (C=Customer, R=Retail, W=Web, blank otherwise)       Customer Code :FSSI
Merchant Id  :FSSI MERCHANT ID      Allow Check Approval Y/N ?
Merchant Key :FSI MERCHANT KEY      Merchant Password :DDMS
     (Note: If Location Doesn't Exist, Merchant Id Will Default to Location 1)
Loc Type Code  Merchant Id           Merchant Key          Merchant Password
___  _   ____  ____________________  ____________________  ____________________
 1             MERCHANT ID           KEY                   DDMS
 1   C   FSSI  FSSI MERCHANT ID      FSI MERCHANT KEY      DDMS

================================================================================
```

Setting Up the Merchant ID

You must set up the Merchant ID that you obtained from NET1. To do this, go to the (+VI) screen. If you already have Merchant IDs set up in the (+VI) screen and your Primary Merchant ID is not shown, you must add it in Location 1 and leave the Type field blank.

If the (+VI) screen is blank, you must enter your Primary Merchant ID as well as the new Merchant ID. If you are adding the Primary Merchant ID, make sure you specify Location 1 and leave the Type field blank.

You must set up the Type and Customer Code fields.

1. Go to the (+VI) screen and select [C] Change action code.
2. Enter the location in the Location field.
3. The Type field determines how or when the merchandise record is used. There are four possible responses, as shown in Figure 1.

   In the Type field, type **C** for Customer merchant ID (which is linked to a specific customer account). For all credit card transactions, the Customer type is checked first and used if available.
4. The Customer Code field is used to link a customer account to a merchant record. This field works with the Type field. You cannot enter a customer code unless you entered C in the Type field.
5. In the Merchant ID field, enter the Merchant ID obtained from NET1.
6. In the Merchant Key field, enter the Merchant Key.
7. In the Merchant Password field, enter the password.
8. At the Are You Sure prompt, type Y.

Figure 2: Setting Up Level 3 Processing

```
08:34:54                (VK) Setup Level 3 (MM/DD/YY                    04/12/11
=================================================================================
Action ? [C]   (C=Change, I=Inquire)                        Location [05]
=================================================================================
Send Level 3 Item Detail Y/N ?Y
Commodity Code :OFFICE PROD

For Customer Accounts with These Categories :
Which Category to Check 1-4 :4
Category From [LVL3 ] to [LVL3 ] + [    ,     ,     ,     ,     ]








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```

Setting Up Level 3 Processing (Optional)

Level 3 credit card processing is required by GSA (Federal Government), some state governments, and various corporations. It lets them audit their purchases. Because not all users require Level 3 credit card transactions, you can turn it on or off by customer. Level 3 processing must be setup by location in the (+VK) screen. See Figure 2. For more information, refer to your DDMS online help.

Note: If customers provide purchase order numbers that must appear on the customers' credit card statements, you can transmit using the Customer Reference ID from the Customer Order Entry 2 tab. To enable, contact ECi DDMS Support.

Setting Up Customer Accounts

You must set up each customer account to use multiple merchant IDs.

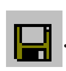
1. Go to the Customer database and select your customer as you nor mally would.
2. Click the Order Entry tab then select the Order Entry 2 tab.
3. Click the Merchant ID Code box. In this box, enter a four-character code to link a customer account to a merchant record, as shown in Figure 3. To use this box, the Type field in the (+VI) screen must be set to C.
4. Click .

Figure 3: The Merchant ID Code Box in the Order Entry 2 Tab