



**MANUAL CARD ENTRY for Customer Not Present transactions**

MOTO entry is required after a manual card number has been entered for purchase transactions. Moto Types are:

- Customer Present, Mail Order, Telephone Order, Internet(Ecomm)

**Process your transaction on your POS so the \$ value of the sale is sent to the Pinpad, at the Swipe Card prompt on the pinpad follow the instructions below, starting with pressing the “Function” key on the pinpad.**

**NB- the CCV code is found on the signature panel for a Visa or Mastercard and is 3 digits. For American Express it is located on the front of the card and is 4 digits. It acts as an “electronic signature” seeing the customer is not present**

Terminal Display		Action
CARD NUMBER XXXXXXXXXXXXXXXXXXXX		Press the function key on the PinPad at the Enter Card Prompt to Enable Manual entry of the Card Number and type in the card number followed by Enter.
EXPIRY <MMYY> 1299		The terminal will prompt for expiry date. Enter the Expiry date on the PinPad.
MOTO TYPE? CUST PRESENT	CHQ – Cust Present SAV – MOTO CR - ECOMM	The Type of MOTO sale is to be selected. Press the account keys on the pinpad to select Cust Present, MOTO, or ECOMM. Press ENTER to accept
MAILTELE ORDER? TELE ORDER	CHQ – Tele Order SAV – Mail Order	If MOTO is selected, select either Mail or Telephone using the account keys on the pinpad. Press ENTER to accept
TXN TYPE? SINGLE TXN	CHQ – Single SAV – Recurring CR - Instalment	If MOTO or ECOMM was selected, the user needs to select the type of transactions. Use the account keys on the NPT to select SINGLE, RECUURING or INSTALMENT. Press ENTER to accept
ENTER CCV		Enter the CCV. Press Enter to by-pass the CCV or enter a CCV. Sometimes the bank will not allow you to bypass entering this code.