# PowerSuite

EASY | ROBUST | PROVEN

## TravelPay Integration

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# TravelPay Integration with PowerSuite

## Set-up & Configuration

## Customer Pays Online
Upon Received Client Statement / Invoice

## Customer Presents Credit Card for Instore Payment
Process Payment in PowerSuite

## Customer Presents Credit Card for Instore Payment
Process Payment in TravelPay Platform



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# Set-up & Configuration





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# Configure TravelPay API Credentials in PowerSuite

1

Agency owner needs to send an email to info@travelpay.com.au with following:

- Agency name
- Address and
- ABN number
- TravelPay merchant code

2

TravelPay support team will provide the agency owner the following:

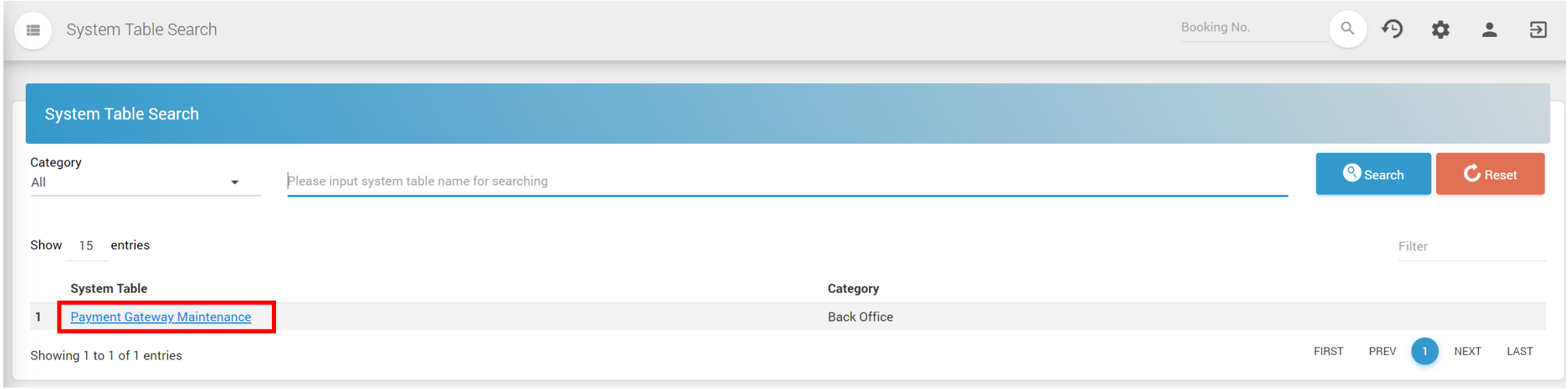
- TravelPay Merchant Code
- User Name
- Password
- API Access Key



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# Configure TravelPay API Credentials in PowerSuite

3 Go to PowerSuite > System Table > Payment Gateway Maintenance. Click on the **Payment Gateway Maintenance**:






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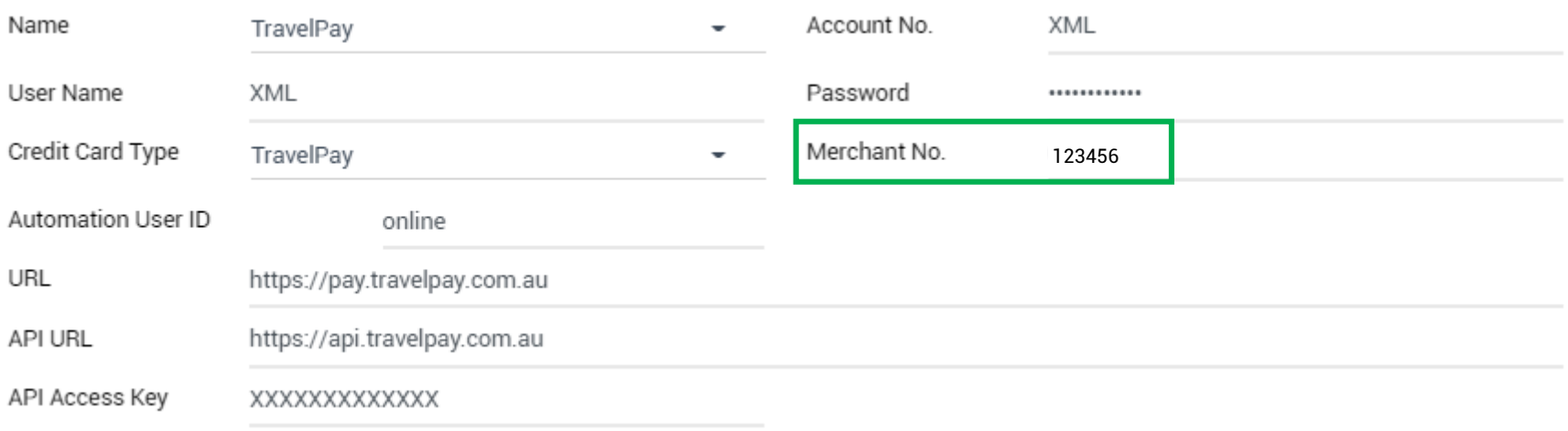
# Configure TravelPay API Credentials in PowerSuite

4

- Select TravelPay in the payment gateway name
- Input the following that get from TravelPay
  - Input TravelPay Merchant Code in Account No.
  - User Name
  - Password
  - API Access Key
- Credit Card Type – Select “TravelPay”
- Merchant No. – If you require to process multiple card types via TravelPay, please assign a Merchant No. for identification to link with different card types

- Authorization User ID - online
- URL – https://pay.travelpay.com.au
- API URL – https://api.travelpay.com.au

Click **Save** to complete the Configuration



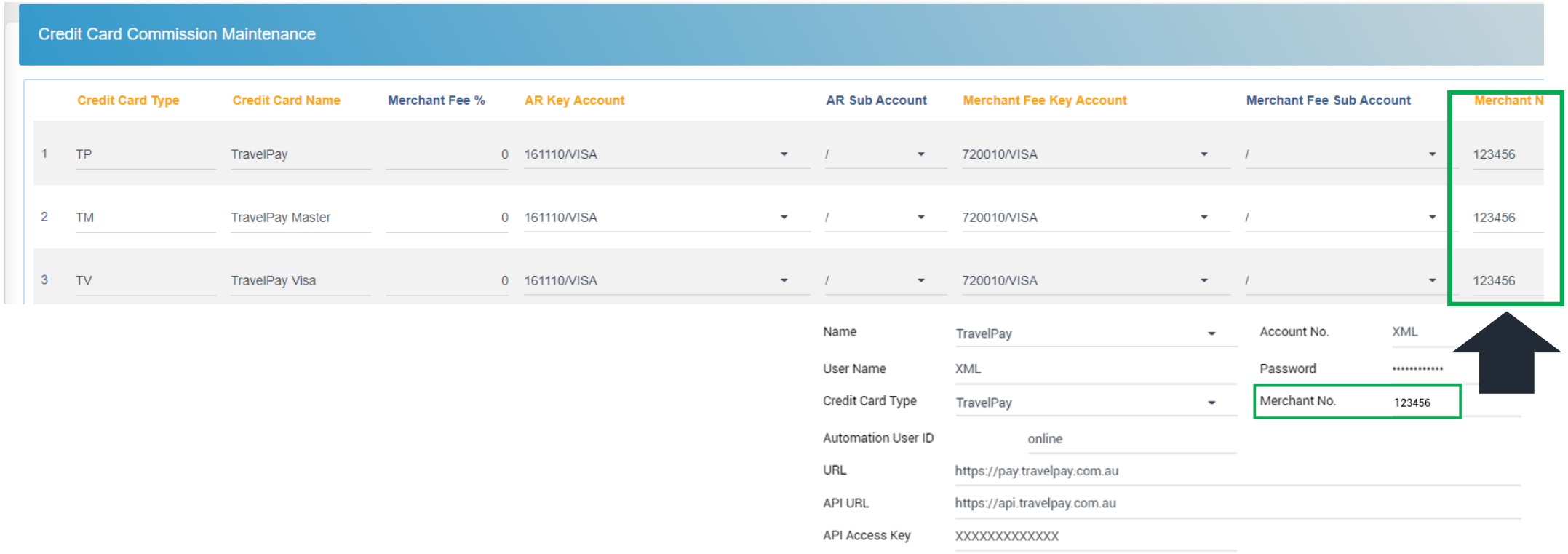



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# Support Multiple Card Type

5 If you have maintained the Merchant No. in step 4 to cater multiple card types, please go to system table > Credit Card Commission Maintenance.

Add the Credit Card Type(s) & input the Merchant No. that you have maintained in step 4 > Payment Gateway Maintenance




 For further assistance with Integration, please send a request to PowerSuite Support Team anzsupport@xmlhk.com

# CUSTOMER PAYS ONLINE

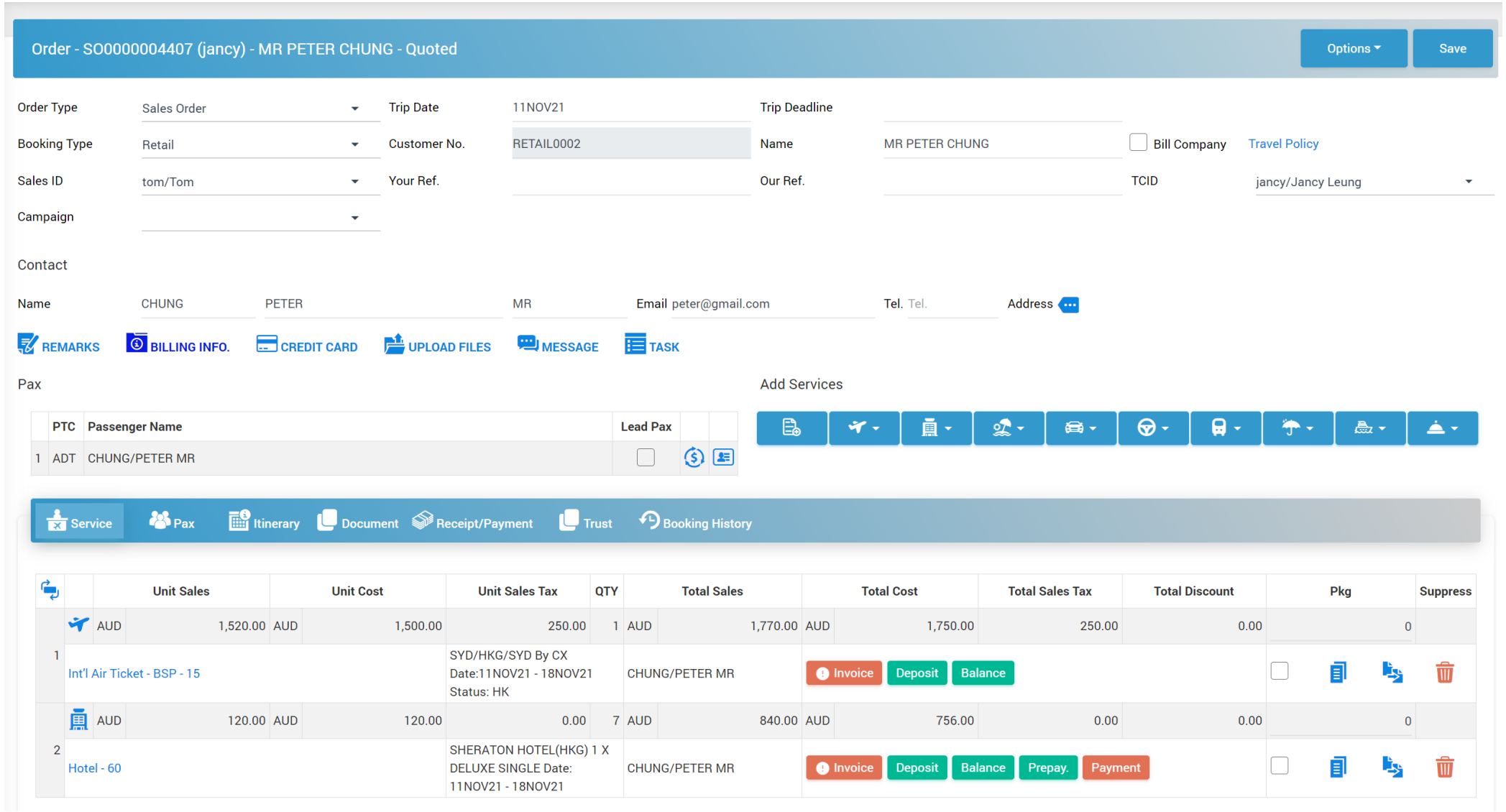


Upon Received Client Statement / Invoice



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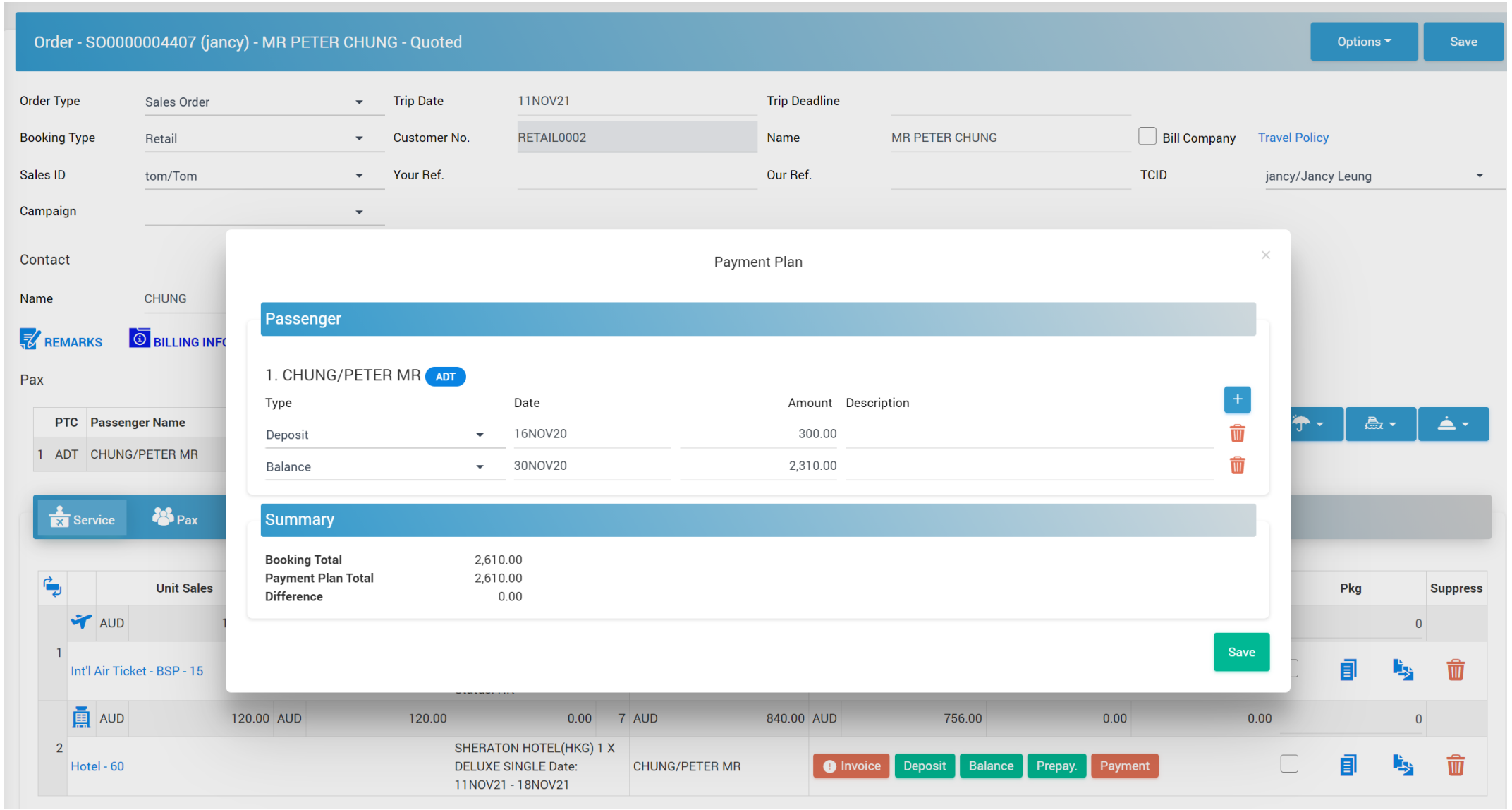
# Booking Folder Created






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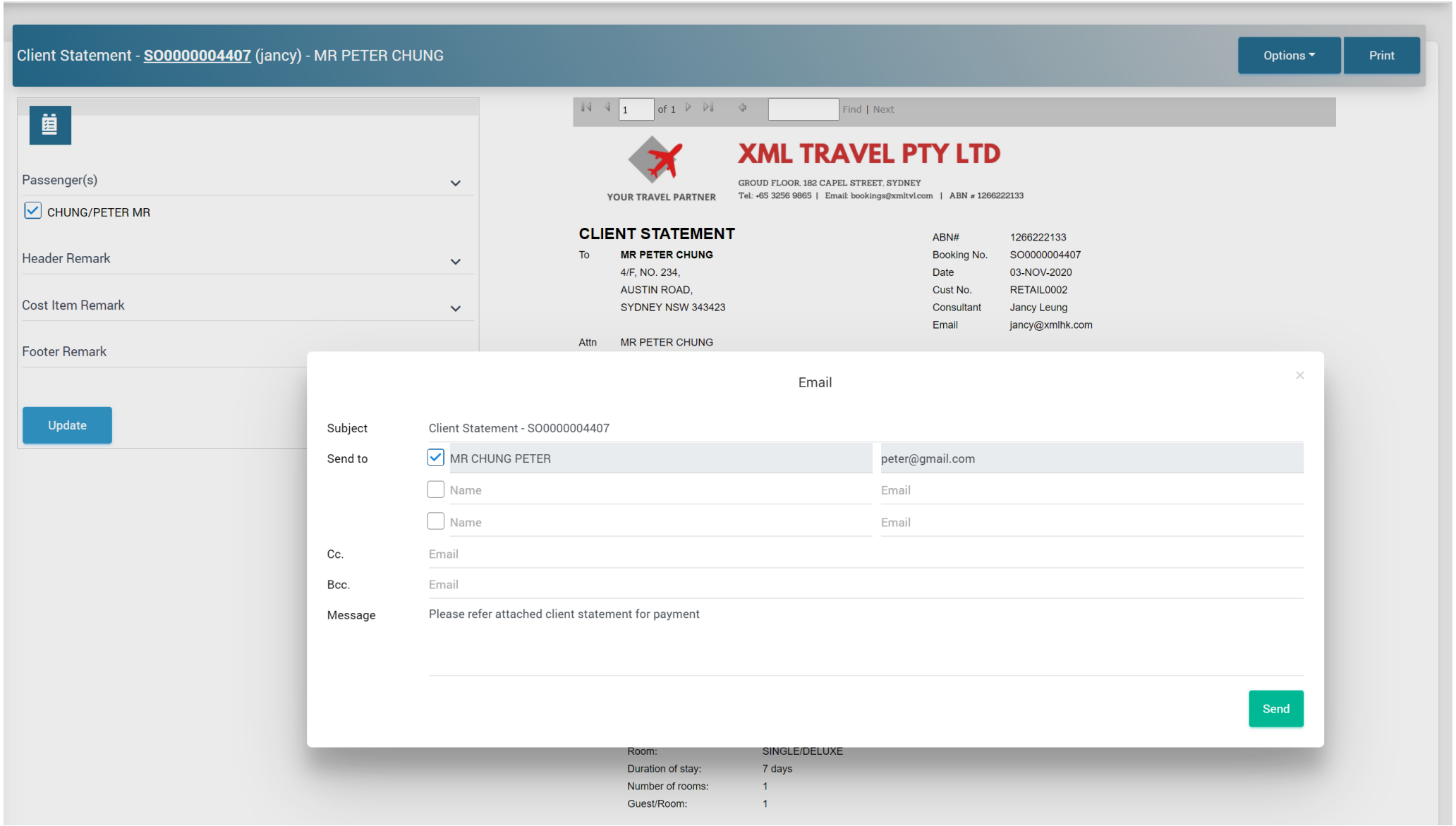
# Payment Plan






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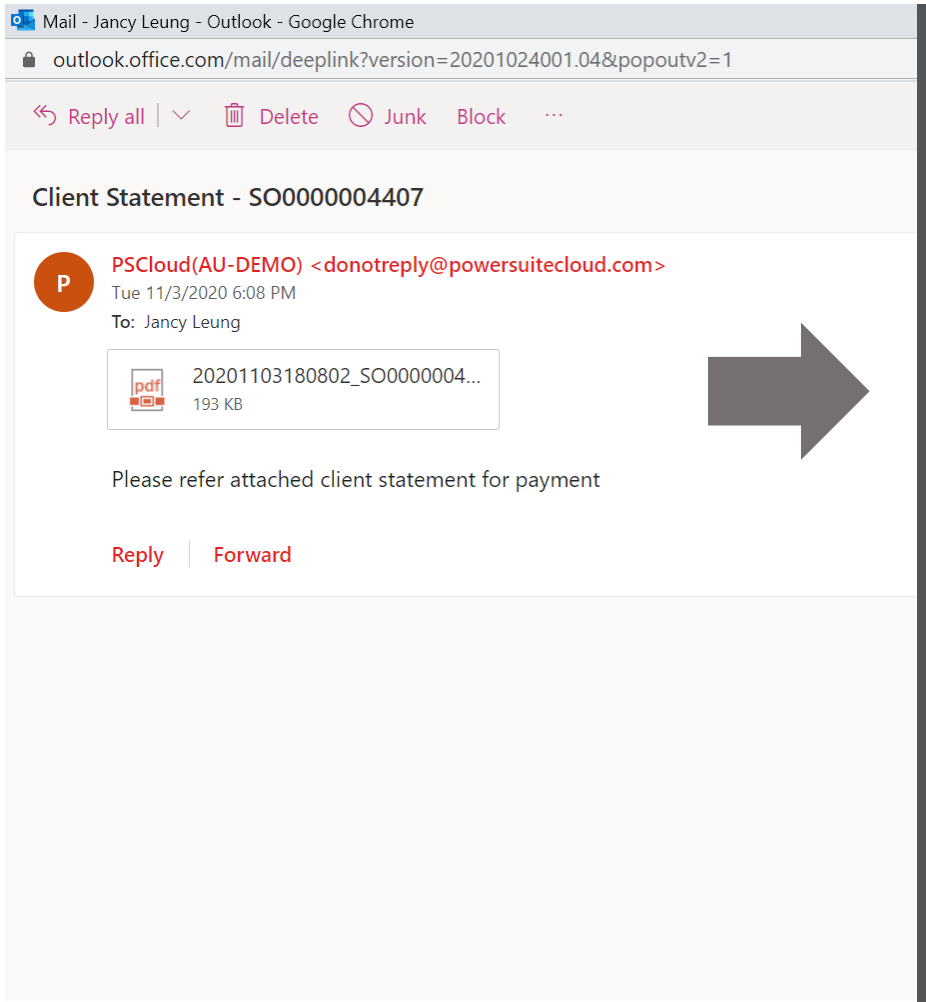
# Email Client Statement

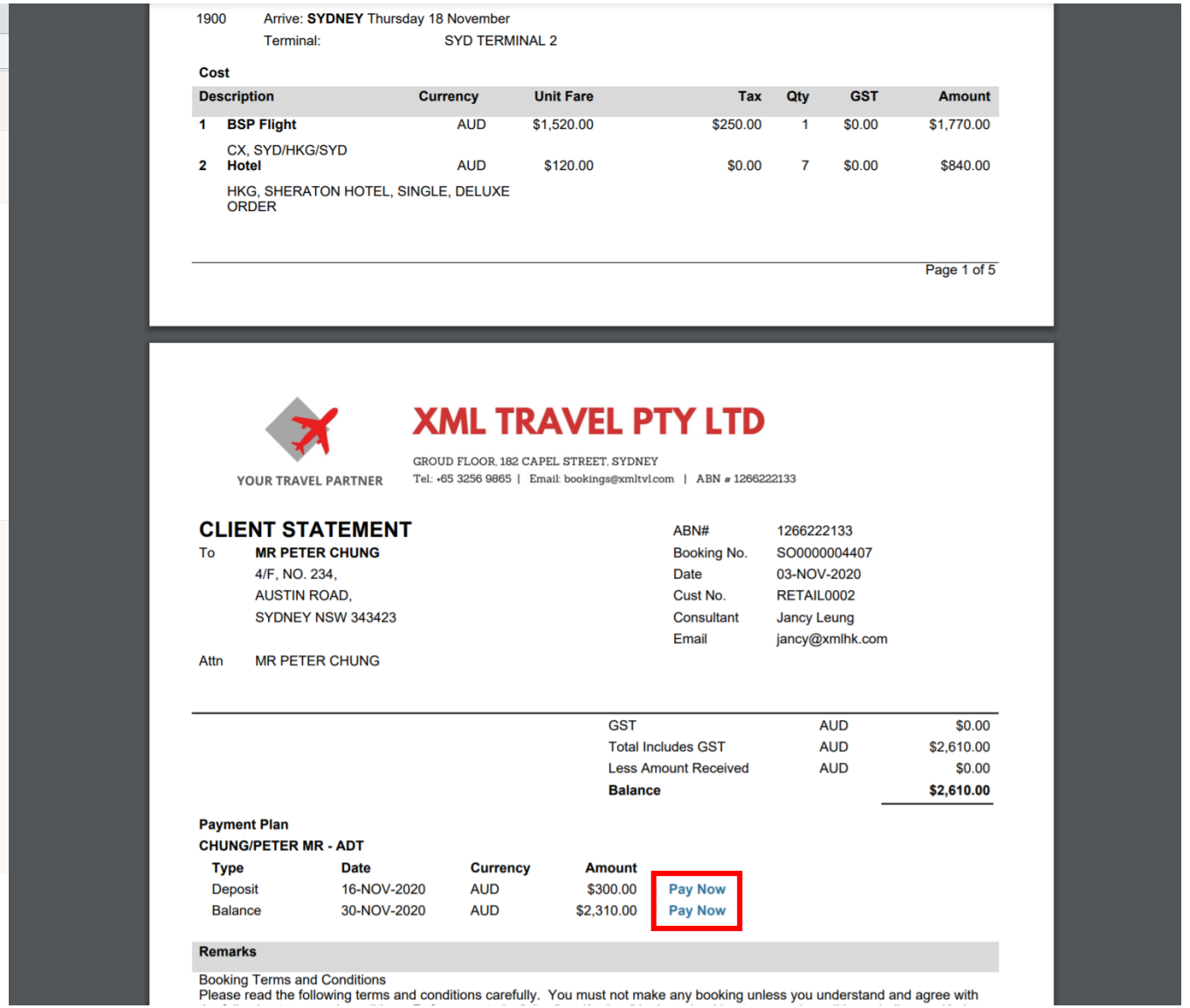





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# Customer Received Client Statement



1900 Arrive: **SYDNEY** Thursday 18 November
Terminal: SYD TERMINAL 2

**Cost**

| Description | Currency | Unit Fare | Tax | Qty | GST | Amount |
|---|---|---|---|---|---|---|
| 1 **BSP Flight** CX, SYD/HKG/SYD | AUD | $1,520.00 | $250.00 | 1 | $0.00 | $1,770.00 |
| 2 **Hotel** HKG, SHERATON HOTEL, SINGLE, DELUXE ORDER | AUD | $120.00 | $0.00 | 7 | $0.00 | $840.00 |

Page 1 of 5

YOUR TRAVEL PARTNER

**XML TRAVEL PTY LTD**

GROUD FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltvl.com | ABN # 1266222133

**CLIENT STATEMENT**

To **MR PETER CHUNG**
4/F, NO. 234,
AUSTIN ROAD,
SYDNEY NSW 343423

Attn MR PETER CHUNG

| | |
|---|---|
| ABN# | 1266222133 |
| Booking No. | SO0000004407 |
| Date | 03-NOV-2020 |
| Cust No. | RETAIL0002 |
| Consultant | Jancy Leung |
| Email | jancy@xmlhk.com |

| | | |
|---|---|---|
| GST | AUD | $0.00 |
| Total Includes GST | AUD | $2,610.00 |
| Less Amount Received | AUD | $0.00 |
| **Balance** | | **$2,610.00** |

**Payment Plan**
**CHUNG/PETER MR - ADT**

| Type | Date | Currency | Amount | |
|---|---|---|---|---|
| Deposit | 16-NOV-2020 | AUD | $300.00 | Pay Now |
| Balance | 30-NOV-2020 | AUD | $2,310.00 | Pay Now |

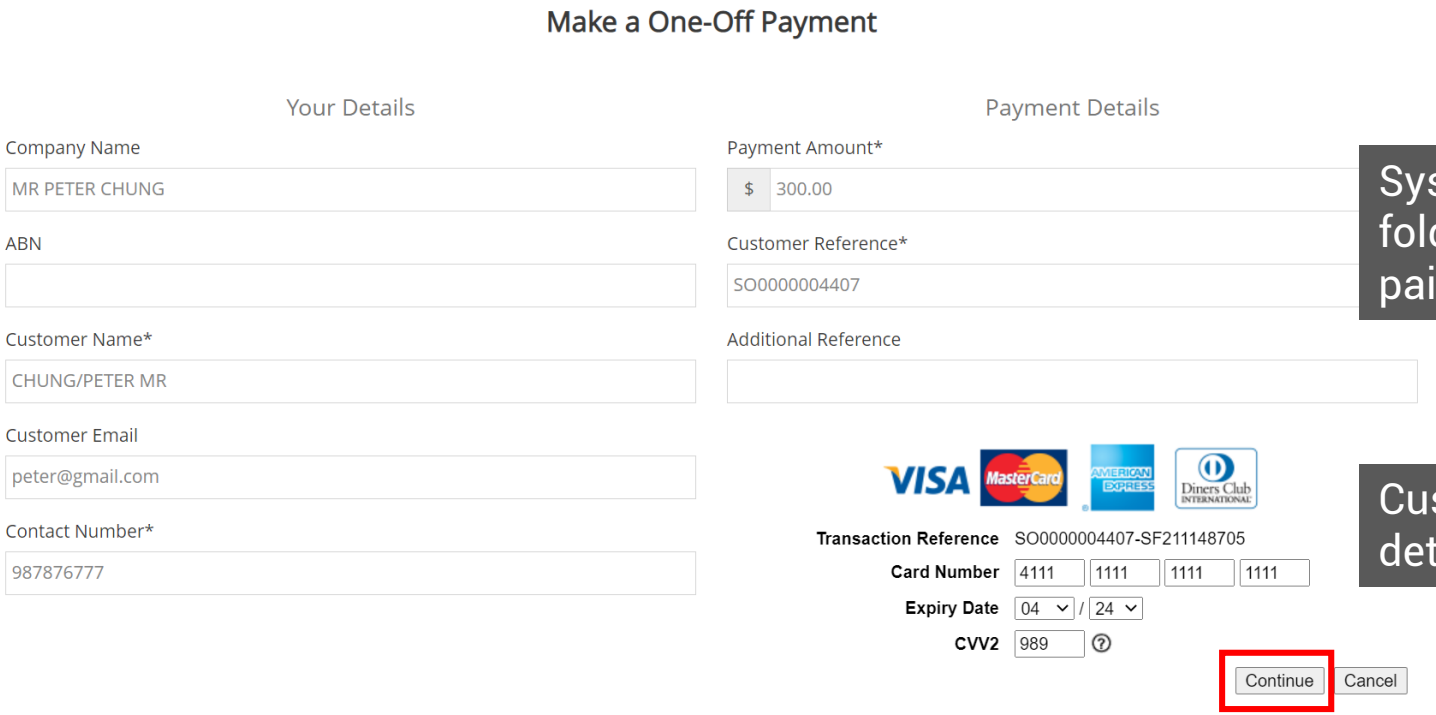
**Remarks**

Booking Terms and Conditions
Please read the following terms and conditions carefully. You must not make any booking unless you understand and agree with



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# Customer Input Credit Card Details




System captures the booking folder reference, amount to be paid

Customer input credit card details

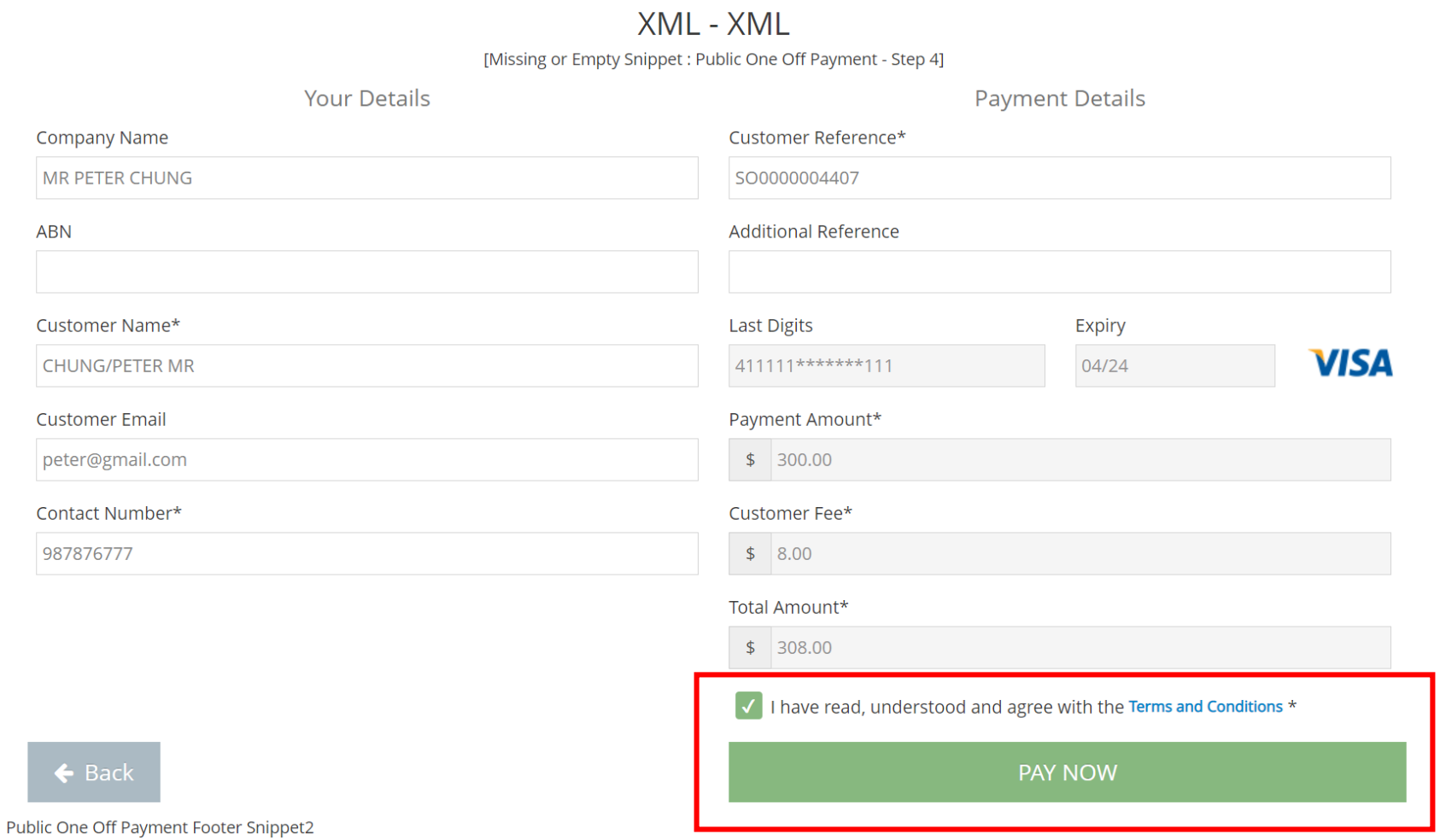
Powered by TravelPay™

Public One Off Payment Footer Snippet2



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# Customer Confirms to Proceed






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# Confirmation






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# Receipt Auto Generated in Booking Folder

Order - SO0000004407 (jancy) - MR PETER CHUNG - Active

| | | | | | |
|---|---|---|---|---|---|
| Order Type | Sales Order | Trip Date | 11NOV21 | Trip Deadline | |
| Booking Type | Retail | Customer No. | RETAIL0002 | Name | |
| Sales ID | tom/Tom | Your Ref. | | Our Ref. | |
| Campaign | | | | | |

Contact

Name CHUNG PETER MR Email peter@gmail.com

REMARKS | BILLING INFO. | CREDIT CARD | UPLOAD FILES | MESSAGE | TASK

Pax

Add Services

| | PTC | Passenger Name | Lead Pax |
|---|---|---|---|
| 1 | ADT | CHUNG/PETER MR | |

Service | Pax | Itinerary | Document | Receipt/Payment | Trust | Booking History

| | Type | Document No. | Status | Date | Amount | | FOP |
|---|---|---|---|---|---|---|---|
| 1 | Deposit | DP0000000872 | Valid | 03NOV20 | AUD | 300.00 | Cred |

Summary

| Charge Type | Sales | Cost | GST | Profit | Settled | Outstanding |
|---|---|---|---|---|---|---|
| Chargeable | 2,610.00 | 2,506.00 | 0.00 | 104.00 | 300.00 | 2,310.00 |
| Non-Chargeable | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Total | 2,610.00 | 2,506.00 | 0.00 | 104.00 | | |

1 of 1 Find | Next

YOUR TRAVEL PARTNER

**XML TRAVEL PTY LTD**

GROUD FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltvl.com | ABN # 1266222133

## DEPOSIT RECEIPT

To **MR PETER CHUNG**
4/F, NO. 234,
AUSTIN ROAD,
SYDNEY NSW 343423

Attn MR PETER CHUNG

| | |
|---|---|
| ABN# | 1266222133 |
| No. | DP0000000872 |
| Booking No. | SO0000004407 |
| Date | 03-NOV-2020 |
| Cust No. | RETAIL0002 |
| Consultant | Jancy Leung |
| Email | jancy@xmlhk.com |

| Description | Currency | Unit Fare | Tax | GST | Qty | Amount |
|---|---|---|---|---|---|---|
| **1 BSP Flight** | AUD | $1,520.00 | $250.00 | $0.00 | 1 | $1,770.00 |

| Routing | Dep. Date | Dep. Time | Arr. Date | Arr. Time | Airline | Flight No. | Class |
|---|---|---|---|---|---|---|---|
| SYDNEY/HONG KONG | 11NOV21 | 0200 | 11NOV21 | 1000 | CX | 223 | H |
| HONG KONG/SYDNEY | 18NOV21 | 1000 | 18NOV21 | 1900 | CX | 5545 | H |

| | | | | | | |
|---|---|---|---|---|---|---|
| **2 Hotel** | AUD | $120.00 | $0.00 | $0.00 | 7 | $840.00 |

| | | | |
|---|---|---|---|
| City: | HONG KONG | | |
| Hotel Name: | SHERATON HOTEL | | |
| Check-In Date: | 11NOV21 | Check-Out Date: | 18NOV21 |
| Room Type: | SINGLE | Rm Category: | DELUXE |
| Number of room(s): | 1 | | |

| | | |
|---|---|---|
| GST | AUD | $0.00 |
| Total Includes GST | AUD | $2,610.00 |
| **Deposit Received** | **AUD** | **$300.00** |



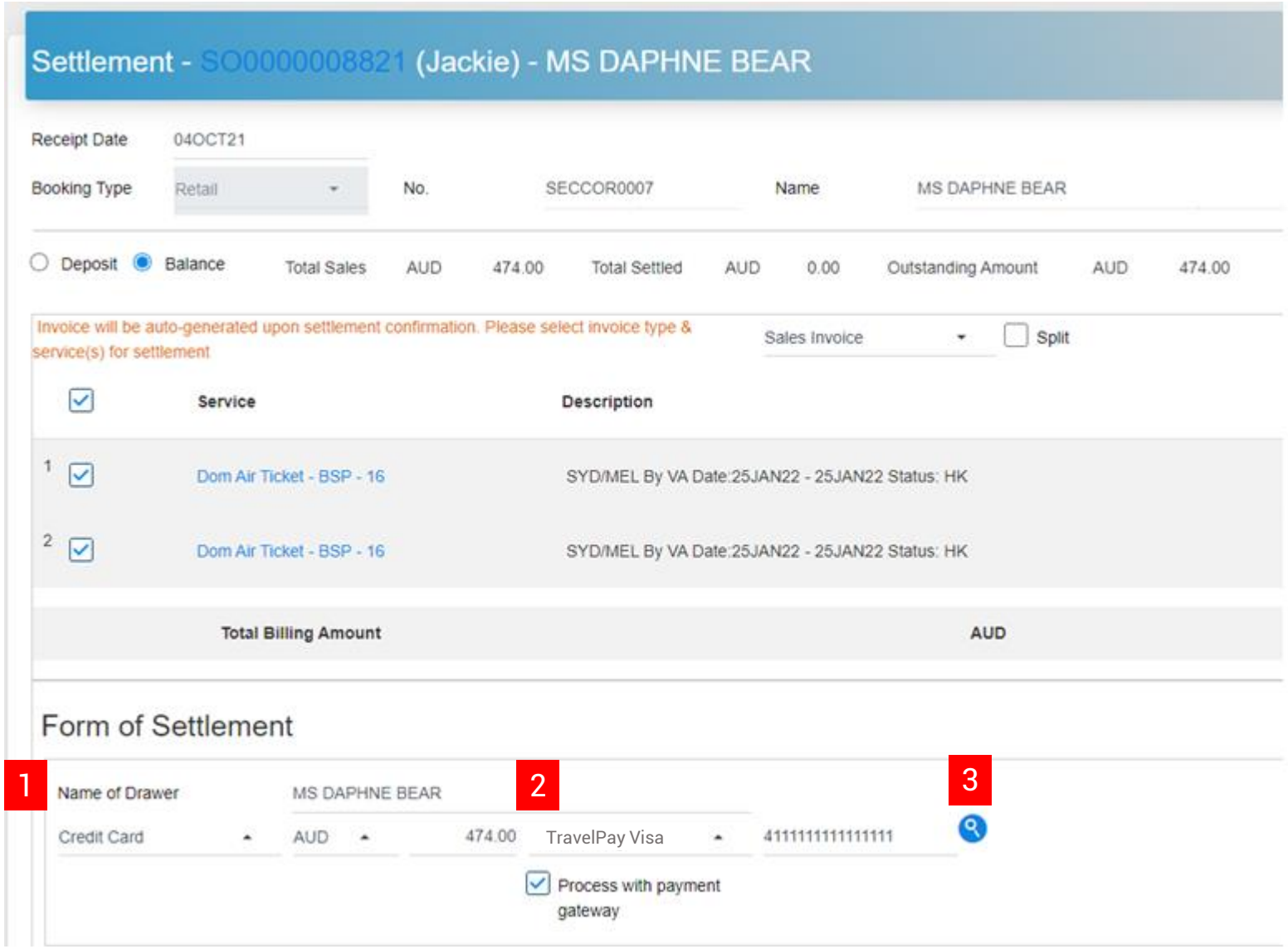
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# Customer Presents Credit Card for Instore Payment

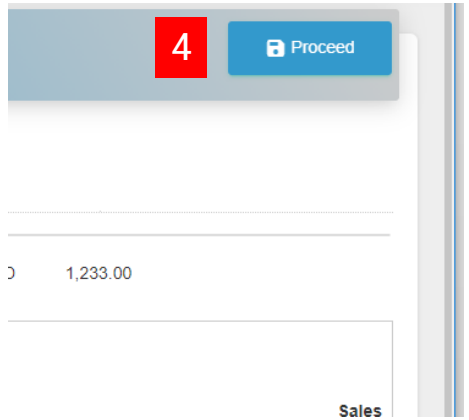


Process Payment in PowerSuite

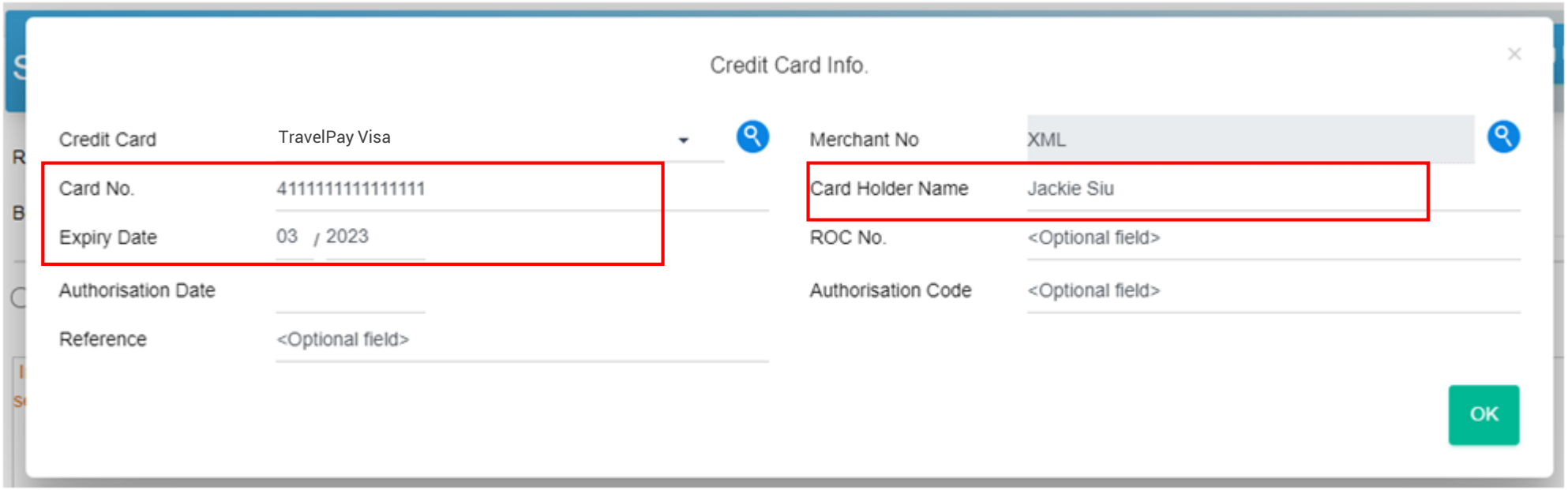
# Go to Settlement Module / Booking Folder > Deposit / Balance




1. Select Credit Card for Form of Settlement.
2. Check the box of 'Process with payment gateway' & select the appropriate card type
3. Click the Magnifying glasses and input / select credit card details.
4. Click "Proceed" to perform settlement

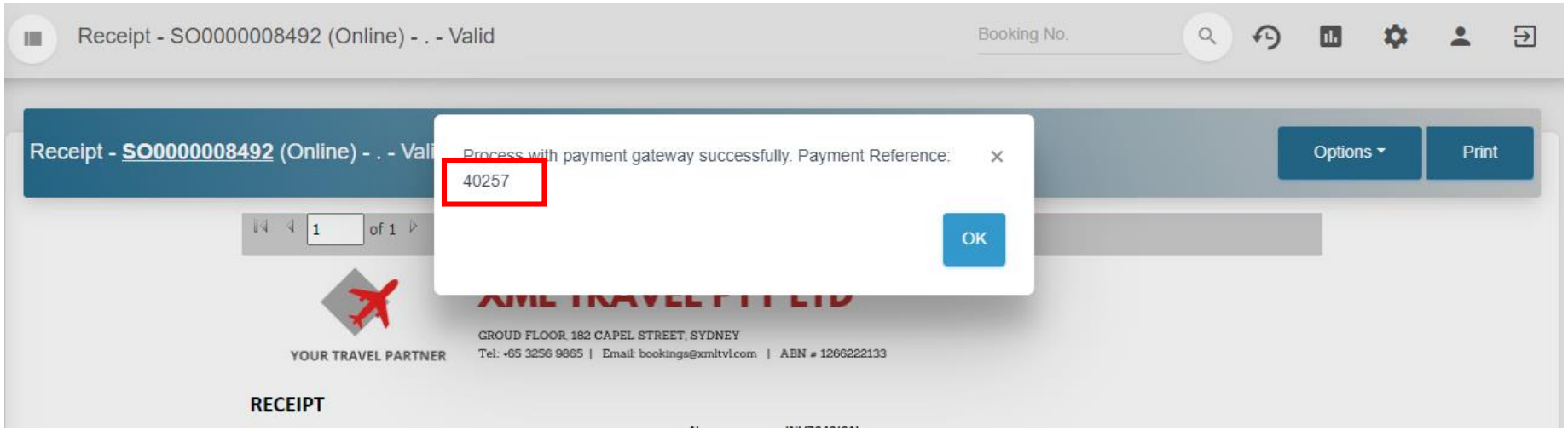


# Input / Select Credit Card Details




Please input Card Number, Card Holder Name & Expiry Date. Click OK.

# Payment Reference Code




Payment Reference Code will be returned after the settlement / deposit successfully processed via TravelPay

# Customer Presents Credit Card for Instore Payment



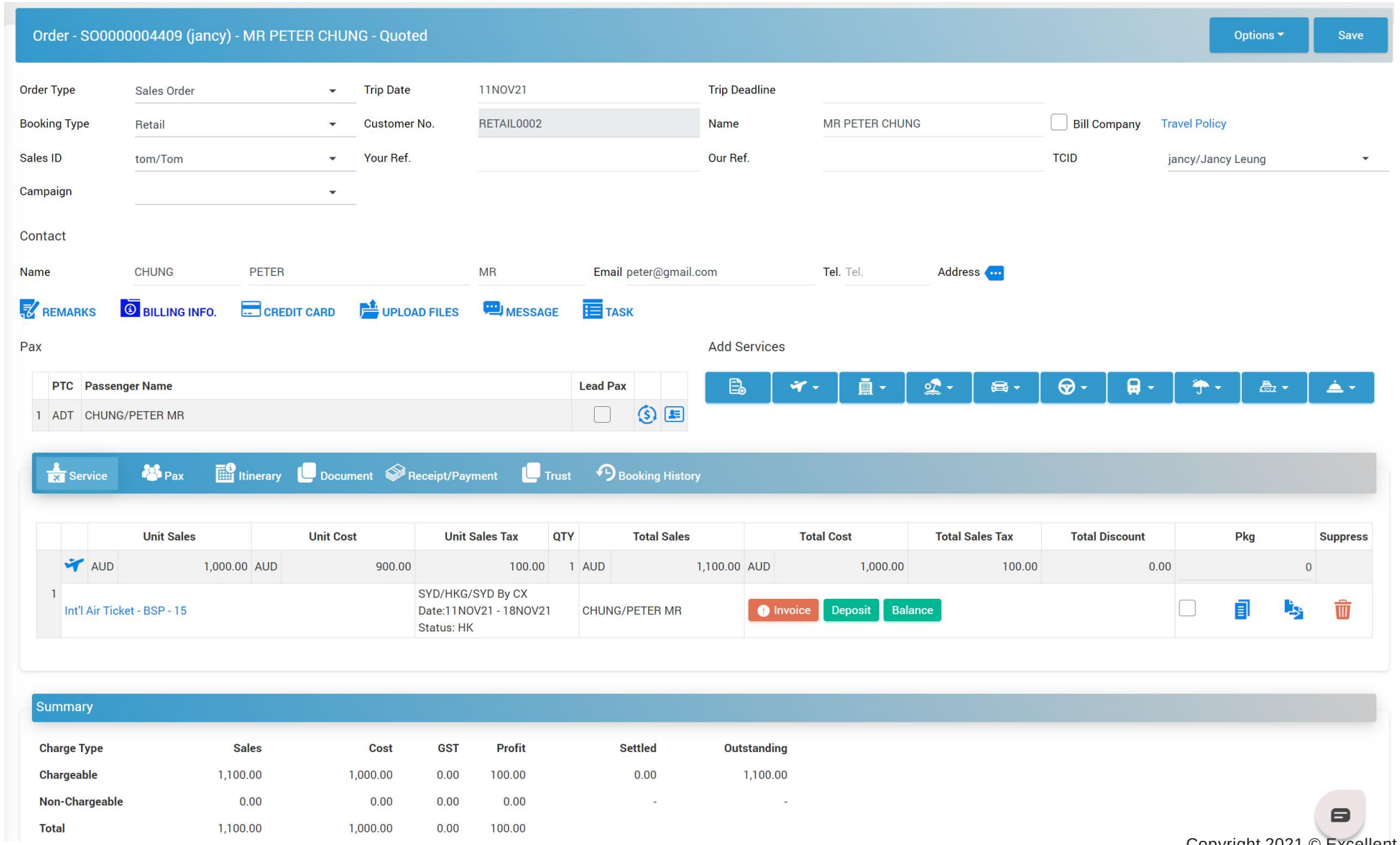


Process Payment in TravelPay Platform



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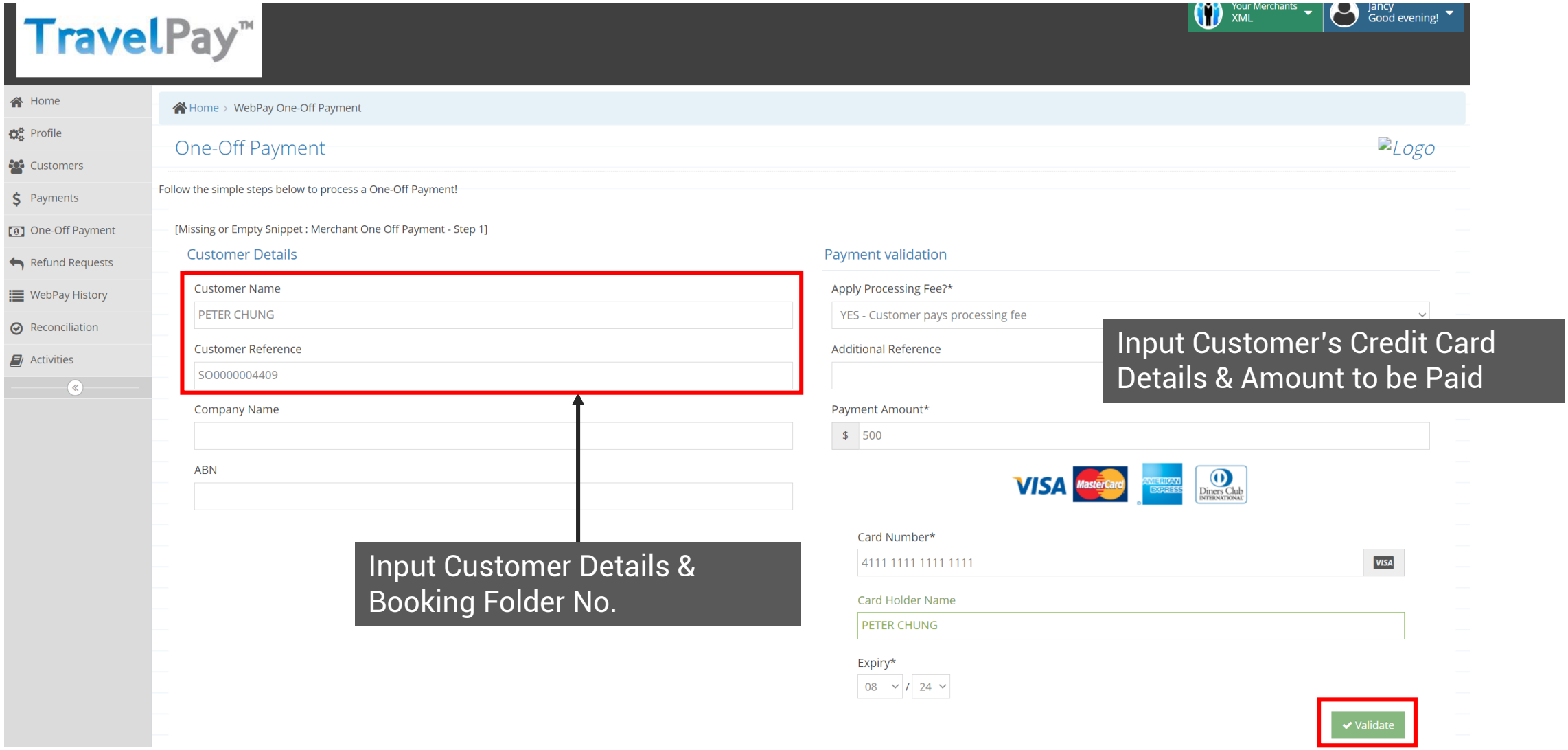
# Booking Folder Created






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# Login to TravelPay Portal

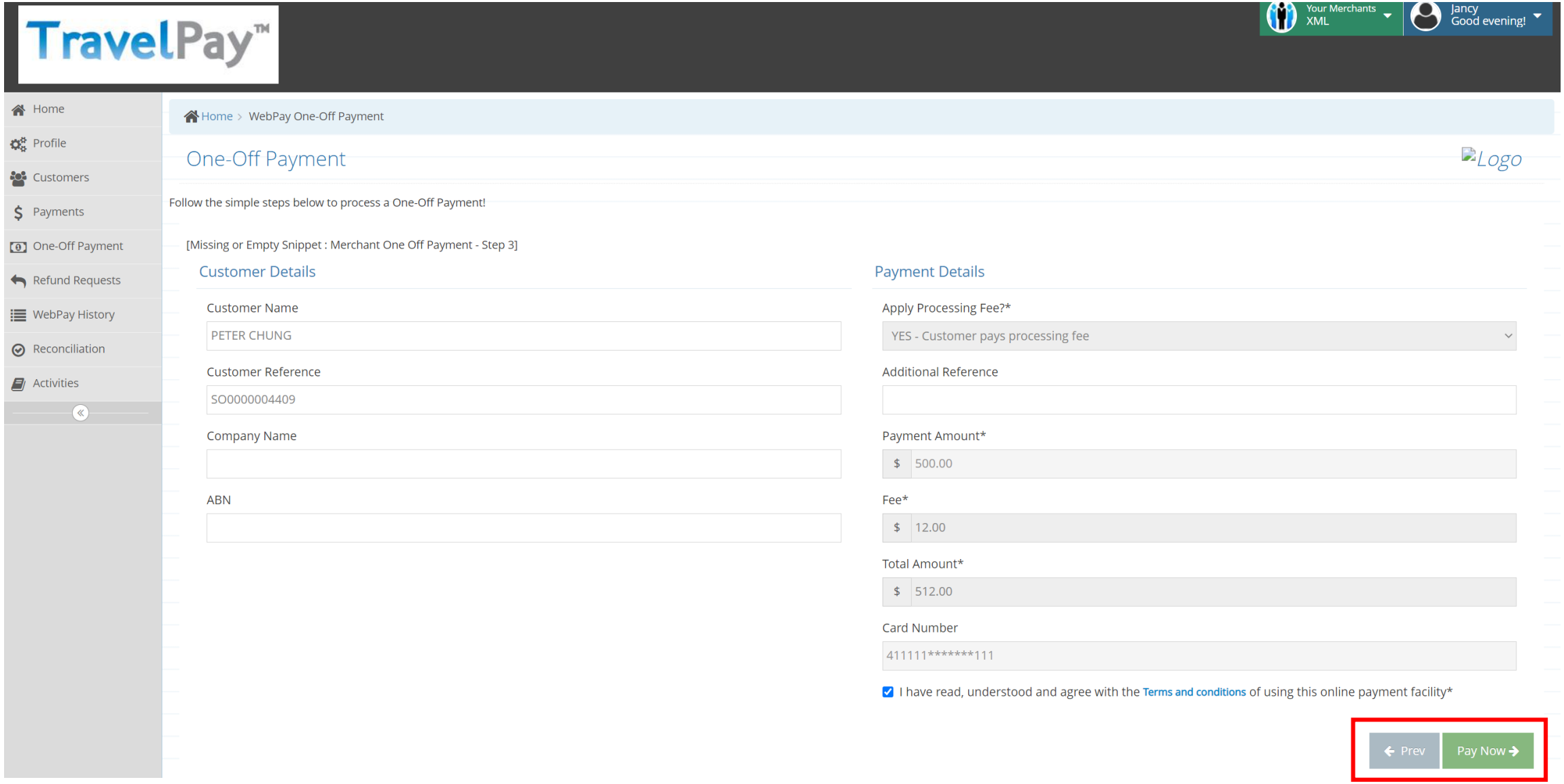



**** Remember if you are not viewing the Customers Credit Card, you must have your customer sign a credit card authority form, otherwise it may result in you receiving a chargeback!***



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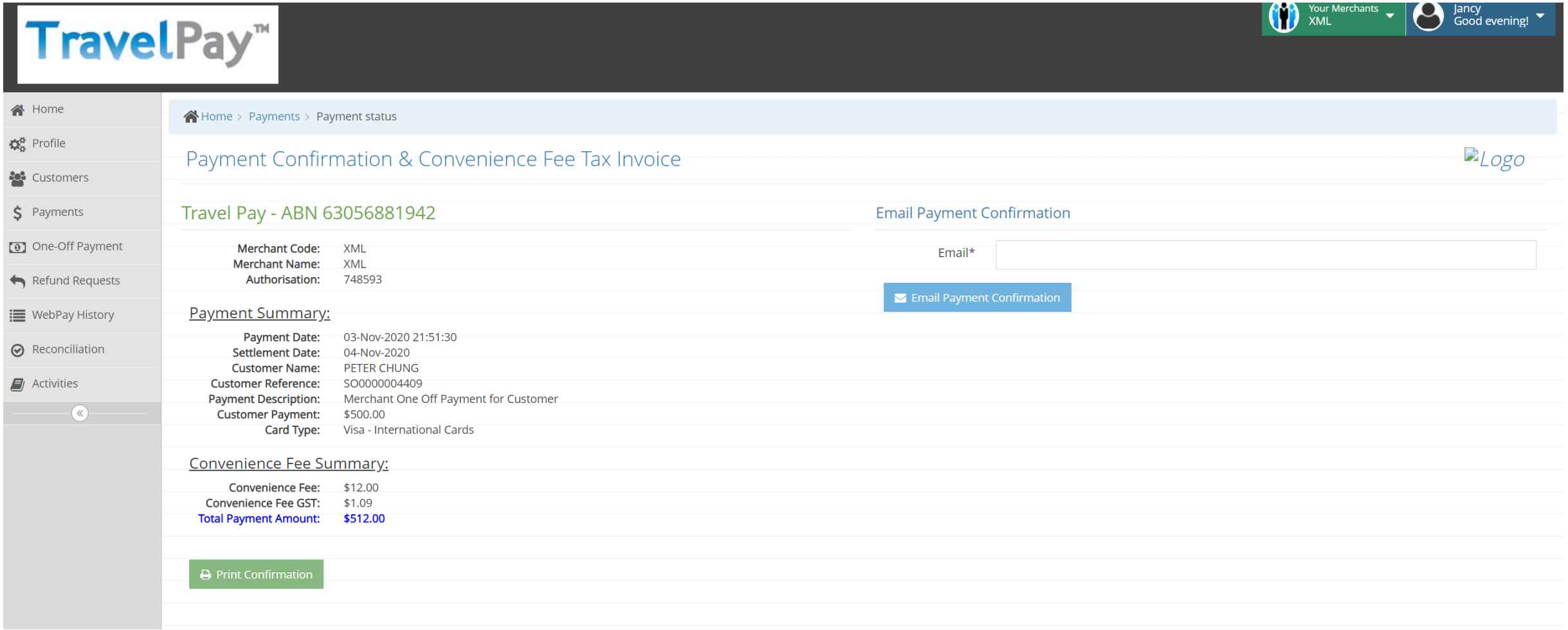
# Confirm to Pay






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# Confirmation






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# Receipt Auto Generated in Booking Folder

Order - SO0000004409 (jancy) - MR PETER CHUNG - Active

| | | | | | |
|---|---|---|---|---|---|
| Order Type | Sales Order | Trip Date | 11NOV21 | Trip Deadline | |
| Booking Type | Retail | Customer No. | RETAIL0002 | Name | MR PETER CHUNG |
| Sales ID | tom/Tom | Your Ref. | | Our Ref. | |
| Campaign | | | | | |

Contact

Name CHUNG PETER MR Email peter@gmail.com Tel. Tel. Address

REMARKS BILLING INFO. CREDIT CARD UPLOAD FILES MESSAGE TASK

Pax

| | PTC | Passenger Name | Lead Pax |
|---|---|---|---|
| 1 | ADT | CHUNG/PETER MR | |

Add Services

Service Pax Itinerary Document Receipt/Payment Trust Booking History

| | Type | Document No. | Status | Date | Amount | | FOP | Issue By |
|---|---|---|---|---|---|---|---|---|
| 1 | Deposit | DP0000000874 | Valid | 03NOV20 | AUD | 500.00 | Credit Card | online |

Summary

| Charge Type | Sales | Cost | GST | Profit | Settled | Outstanding |
|---|---|---|---|---|---|---|
| Chargeable | 1,100.00 | 1,000.00 | 0.00 | 100.00 | 500.00 | 600.00 |
| Non-Chargeable | 0.00 | 0.00 | 0.00 | 0.00 | - | - |
| Total | 1,100.00 | 1,000.00 | 0.00 | 100.00 | | |

1 of 1 Find | Next

YOUR TRAVEL PARTNER

**XML TRAVEL PTY LTD**

GROUD FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltvl.com | ABN # 1266222133

## DEPOSIT RECEIPT

To **MR PETER CHUNG**
4/F, NO. 234,
AUSTIN ROAD,
SYDNEY NSW 343423

Attn MR PETER CHUNG

ABN# 1266222133
No. DP0000000874
Booking No. SO0000004409
Date 03-NOV-2020
Cust No. RETAIL0002
Consultant Jancy Leung
Email jancy@xmlhk.com

| Description | Currency | Unit Fare | Tax | GST | Qty | Amount |
|---|---|---|---|---|---|---|
| 1 **BSP Flight** | AUD | $1,000.00 | $100.00 | $0.00 | 1 | $1,100.00 |

| Routing | Dep. Date | Dep. Time | Arr. Date | Arr. Time | Airline | Flight No. | Class |
|---|---|---|---|---|---|---|---|
| SYDNEY/HONG KONG | 11NOV21 | 0200 | 11NOV21 | 1000 | CX | 223 | H |
| HONG KONG/SYDNEY | 18NOV21 | 1000 | 18NOV21 | 1900 | CX | 5545 | H |

| | | | |
|---|---|---|---|
| E. & O.E. | GST | AUD | $0.00 |
| | Total Includes GST | AUD | $1,100.00 |
| | **Deposit Received** | **AUD** | **$500.00** |

Deposit1
Deposit2
**Thank you for your money received for your booking**
DEPOSIT IS NON REFUNDABLE
QUOTATIONS ARE SUBJECT TO CHANGE UNTIL FULLY PAID
CANCELLATION OF BOOKING: AUD$220 HANDLING FEE PER PASSENGER PLUS ANY AIRLINE/ TOUR OPERATOR PENALTIES
PLEASE PRESENT THIS RECEIPT FOR DOCUMENT COLLECTION

Authorized Signature

Payment Summary

| FOP | Description | Currency | Amount | Drawer |
|---|---|---|---|---|
| Zenith Payment | XXXXXXXX.111 | AUD | $500.00 | PETER CHUNG |

Page 1 of 1



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# Report

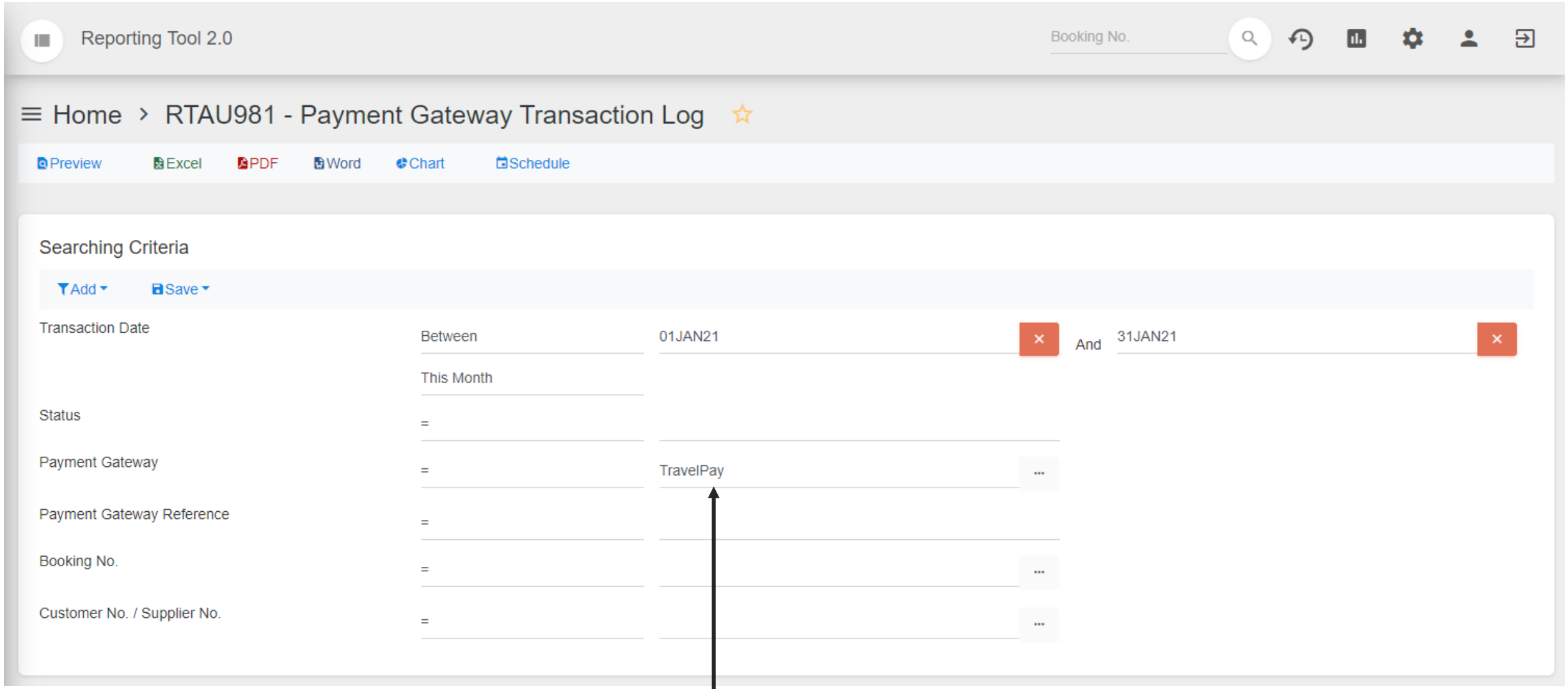


Payment Gateway Report



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# Payment Gateway Report – Keep Track the Payment Status

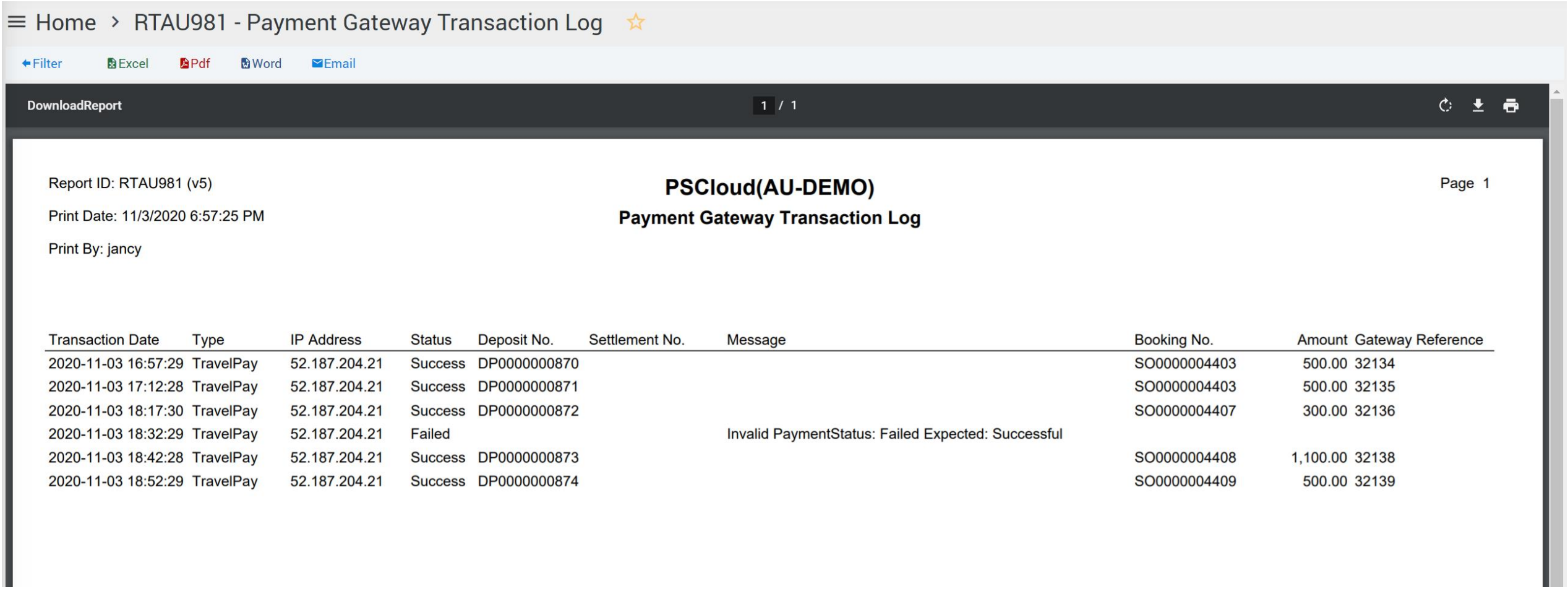



Select Payment Gateway = TravelPay



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# Payment Gateway Report – Keep Track the Payment Status




Report ID: RTAU981 (v5)

Print Date: 11/3/2020 6:57:25 PM

Print By: jancy

**PSCloud(AU-DEMO)**

**Payment Gateway Transaction Log**

Page 1

| Transaction Date | Type | IP Address | Status | Deposit No. | Settlement No. | Message | Booking No. | Amount | Gateway Reference |
|---|---|---|---|---|---|---|---|---|---|
| 2020-11-03 16:57:29 | TravelPay | 52.187.204.21 | Success | DP0000000870 | | | SO0000004403 | 500.00 | 32134 |
| 2020-11-03 17:12:28 | TravelPay | 52.187.204.21 | Success | DP0000000871 | | | SO0000004403 | 500.00 | 32135 |
| 2020-11-03 18:17:30 | TravelPay | 52.187.204.21 | Success | DP0000000872 | | | SO0000004407 | 300.00 | 32136 |
| 2020-11-03 18:32:29 | TravelPay | 52.187.204.21 | Failed | | | Invalid PaymentStatus: Failed Expected: Successful | | | |
| 2020-11-03 18:42:28 | TravelPay | 52.187.204.21 | Success | DP0000000873 | | | SO0000004408 | 1,100.00 | 32138 |
| 2020-11-03 18:52:29 | TravelPay | 52.187.204.21 | Success | DP0000000874 | | | SO0000004409 | 500.00 | 32139 |



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# Q&A

Q. **Can Agent choose to absorb merchant fees using the TravelPay/PowerSuite Integration?**

A. No, if Agent wants to absorb the merchant fees, only charging the Customer the ‘travel amount’, then this transaction must be processed direct in your TravelPay Merchant Account.

**Q. Can I process a refund using the TravelPay/PowerSuite Integration?**

A. Automated refunds must be processed directly via your TravelPay Merchant Account.

**Q. Does a Credit Card authority form need to be completed by my Customer?**

A. Customers should be directed to pay via the link on the Client Statement if they are not presenting credit card instore. You can process a credit card payment via your TravelPay Merchant account, on behalf of your customer e.g. Corporate Account, only if a credit card authority has been completed. Failure to adhere to these guidelines, could result in a chargeback.

**Q. Can I show the customer fee that customer paid to TravelPay in Receipt?**

A. Yes. The customer fee can be shown in the Receipt. Please reach anzsupport@xmlhk.com for the receipt template configuration.



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# Need Help?

PowerSuite

**PowerSuite Support Team**

E: anzsupport@xmlhk.com

**Graham Whyte**
Business Development Manager (AUS)
PowerSuite

PH: 0407 752 086
E: graham@gwbusinesssolutions.com

TravelPay™

**TravelPay Support Team**

PH: 02 9556 7580
E: info@travelpay.com.au



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