About Level 3 Credit Card Processing with Multiple Merchant IDs

You can now use Level 3 credit card processing with Multiple Merchant IDs by order type. This allows dealers to define merchant IDs by order type or customer without having to create a new general ledger location in DDMSPLUS®. The order types are commercial, web and retail. Specifying the merchant ID by order type allows dealers to receive savings on credit card transaction fees.

Note: In DDMSPLUS, credit cards in the Customer window are directly linked (vaulted) to a specific merchant account. The credit card can only be used with merchant IDs to which it has been assigned.

This handout is meant to be a reference guide. If you need further instructions, refer to your online help or contact Support.

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.

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.

Note: When you first set up Multiple Merchant IDs with credit cards, any open orders change to a different/new ID. You must invoice and process the credit card in an alternate fashion. You cannot settle any existing or outstanding prepay transactions using the new merchant ID. If you need assistance, contact ECI Support.

You must set up the Type field.

1. From the Main Menu, double-click . The Keyop Menu opens.

2. From the Keyop Menu, double-click . The text-based (+) Special Programs screen opens.

3. In the Enter Program Request field, type V. The DataTran Utility Program screen opens.

4. In the Requested Action field, type **I**. The (+VI) Approval Link Id Setup screen opens.

5. Select [C] Change action code.

6. Enter the location in the Location field.

7. The Type field determines how or when the merchandise record is used. Type **R** for Retail Order Entry merchant ID.
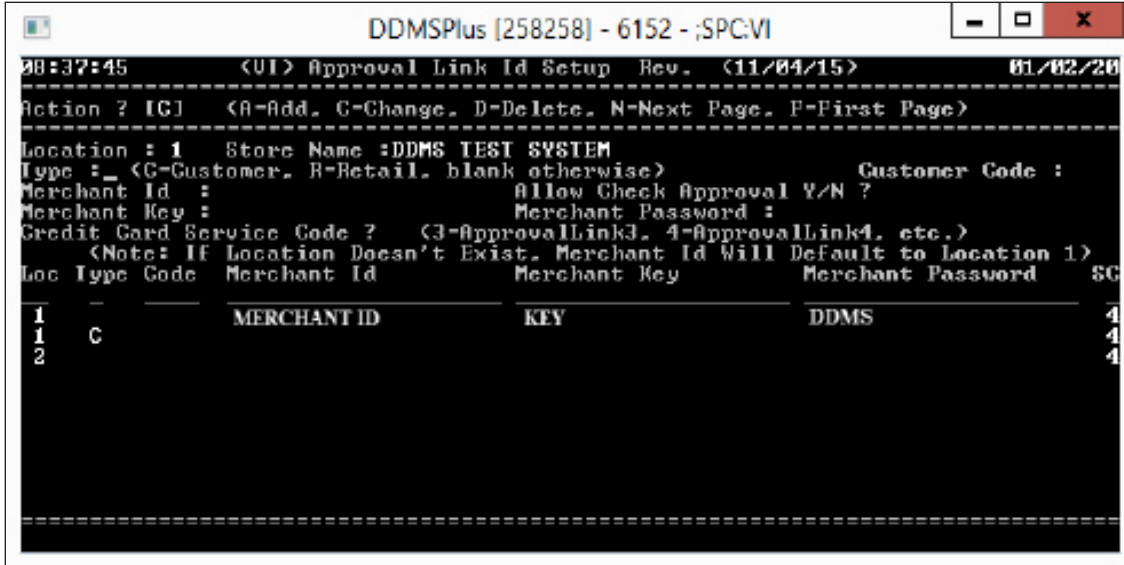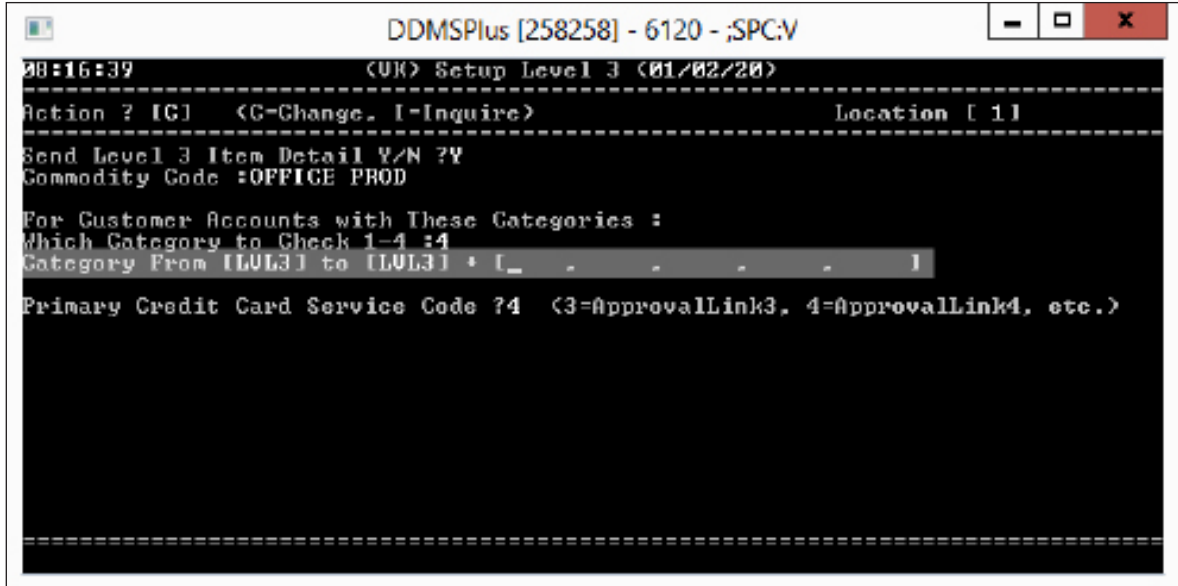

Note: If a customer-specific merchant ID is set up and assigned to a customer, orders for that customer use that merchant ID.

8. In the Merchant ID field, enter the Merchant ID obtained from NET1.

9. In the Merchant Key field, enter the Merchant Key.

10. In the Merchant Password field, enter the password.

11. At the Are You Sure prompt, type **Y**.

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 set up by location in the (+VK) screen. For more information, see the help topic Setting Up and Using Level 3 Processing Credit Cards.

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DDMSPlus [258258] - 6120 - ;SPC:V          [ _ ][ □ ][ × ]

08:16:39              (UK) Setup Level 3 (01/02/20)
----------------------------------------------------------------
Action ? [C]    (C=Change, I=Inquire)           Location [ 1]
----------------------------------------------------------------
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] : [_       .        .        .        .        ]

Primary Credit Card Service Code ?4   (3=ApprovalLink3, 4=ApprovalLink4, etc.)



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