



MANUAL KEYFUEL TRANSACTIONS

1. A KEYFUELS TRANSACTION IS DONE MANUALLY WHEN THE CUSTOMER HAS TAKEN A FUEL THAT IS SHOWN ON THEIR CARD TO TAKE.

IE. ULTIMATE DIESEL, UNLEADED OR ULTIMATE UNLEADED.

2. FILL IN THE DETAILS OF THE CARD ON THE MANUAL SHEET, INCLUDING VOLUME, VALUE AND REASON WHY IT IS A MANUAL. GET THE CUSTOMER TO SIGN IT.
3. FOLLOW THE KEYFUELS ACTIONLINE TO GET AN AUTHORISATION NUMBER AND WRITE IN DOWN ON THE MANUAL FORM.

ALWAYS REMEMBER THAT WRITING DOWN THE RIGHT VOLUME IS MOST IMPORTANT.

4. ONCE DONE TO TAKE THE TRANSACTION OFF THE TILL GO INTO OTHER PAYMENTS AND SELECT KEYFUELS.
5. TAKE A RECEIPT AND ATTACH IT TO THE MANUAL KEYFUELS SHEET