



Centrapay Merchant Manual

How to process a Centrapay transaction.

1

Customer selects Centrapay

Enter the transaction details into your terminal.
The terminal will now display the payment amount and the option to select QR Payments.
Your customer will press QR Payments to find the Centrapay icon.

2

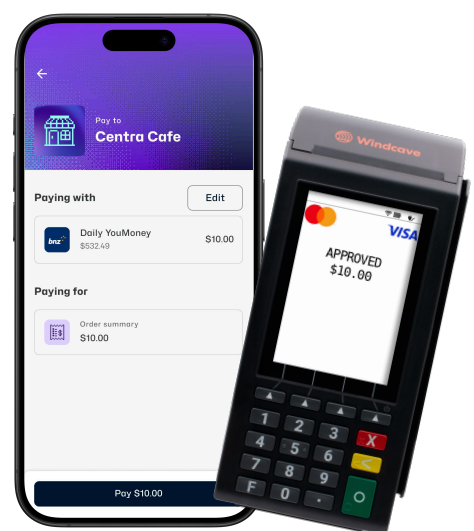
Alternative terminals

Some terminals will require the customer to tap the arrow icon to find the Centrapay option. Your customer will press the Centrapay icon to pay with Centrapay.

3

Customer scans QR code

The terminal will display a QR code for your customer to scan. Your customer scans the QR code using their phone.

4

Customer completes the transaction

The customer views the transaction amount and payment method in the app and presses "Pay" to confirm.

Timed out transactions

If the QR code is not scanned or a PIN is not entered within one minute, the terminal will display a 'Timed Out' message. This means the transaction was not successful. If the Centrapay wallet holder does not have sufficient funds to complete the transaction, the app will prompt the wallet holder to topup their Centrapay account. If the wallet holder does not take action within one minute, the transaction will time out.



How to cancel a transaction

1. Press the CANCEL button anytime during the transaction to cancel.
2. The terminal will print a cancelled receipt to confirm cancellation of the transaction.



How to Retrieve Centrapay Transaction Totals

1. Open Transaction Menu.
2. Select Settlement Inquiry from options.
3. Select the date for Inquiry and press enter key, by default current date is shown.
4. Receipt will be printed showing totals.



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