

**Shell**

# Shell Card Transaction Procedures

Quick Reference Guide  
Model: Verifone VX 520

Settlement		Quota Bal Inq		Reprint Any Receipt		Reprint Last Receipt	
Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action
CARDPAY Subsidy Sale ↓	F1 F2 F3 F4 1. Press More button (1st purple colour button from left)	CARDPAY Subsidy Sale ↓	F1 F2 F3 F4 1. Press More button (1st purple colour button from left)	CARDPAY Subsidy Sale ↓	F1 F2 F3 F4 1. Press More button (3rd purple colour button from left)	CARDPAY Subsidy Sale ↓	F1 F2 F3 F4 1. Press More button (3rd purple colour button from left)
Void Quota Bal Inq Logon ↓ Settlement	F1 F2 F3 F4 2. Press F4 for Settlement	Void Quota Bal Inq Logon ↓ Settlement	F1 F2 F3 F4 2. Press F2 for Quota Bal Inq	Reprint Last Receipt Any Receipt Last Settlement	F1 F2 F3 F4 2. Press F3 for Any Receipt	Reprint Last Receipt Any Receipt Last Settlement	F1 F2 F3 F4 2. Press F2 for Last Receipt
Settlement  Printing ...	F1 F2 F3 F4 3. Detail Report printed out	Quota Bal Inq  Pls Swipe CASH Card	F1 F2 F3 F4 3. Swipe the Shell Cash Card	Reprint Any Rcpt  Trxn #:	F1 F2 F3 F4 3. Key in Trans No and press <ENTER>  ***Only can reprint before settlement	Reprint Last Rcpt  Printing ...	F1 F2 F3 F4 3. Last Receipt printed out  ***Only can reprint before settlement
Settlement Sales: RM 1.00 Rfnds: RM 0.00 Total: RM 1.00 Tot of Txns: 1 [Enter] to confirm	F1 F2 F3 F4 4. Press <ENTER> to confirm the total	Quota Bal Inq SHEL Card No: 7071861999990001526 Exp Dt (MM/YY): 04/23 Enter Card Pin : ****	F1 F2 F3 F4 4. Request card holder to key in the pin and press <ENTER>	Reprint Any Rcpt SHEL Subsidy Sale 707186*****1 RM 1.00 Prev Next Slct Exit	F1 F2 F3 F4 4. Press F3 for Select	<b>Reprint Last Settlement</b>	
Settlement  CONNECTING ...	F1 F2 F3 F4 5. Communicating with host for processing	Quota Bal Inq SHEL Card No: 7071861999990001526 Exp Dt (MM/YY): 04/23 Enter Card Pin : Processing ...	F1 F2 F3 F4 5. Communicating with host for processing	Reprint Any Rcpt SHEL Subsidy Sale 707186*****1526 RM 1.00	F1 F2 F3 F4 5. Press <ENTER> to confirm	CARDPAY Subsidy Sale ↓	F1 F2 F3 F4 1. Press More button (3rd purple colour button from left)
Settlement  Printing ...	F1 F2 F3 F4 6. Settlement success and Settlement Report printed out	Quota Bal Inquiry Your Quota Balance : (in Liter) Card : 999.57 Acct : 999.57	F1 F2 F3 F4 6. Quota Bal display on terminal screen	Reprint Any Rcpt SHEL Subsidy Sale 707186*****1526 RM 1.00	F1 F2 F3 F4 6. Last Receipt printed out	Reprint Last Receipt Any Receipt Last Settlement	F1 F2 F3 F4 2. Press F4 for Last Settlement
						Reprint last settlement  Printing ...	F1 F2 F3 F4 3. Last Receipt printed out