

# USING YOUR TERMINAL

For UnionPay Cards  
on the Moneris® iCT250,  
iWL220, and iWL255



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**BE PAYMENT READY**



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## Need help?

Web: [moneris.com/support](https://moneris.com/support)

Toll-free: **1-866-319-7450**

Record your Moneris merchant ID here:

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# Important: Read first

This guide assumes that:

- Your terminal has been set up and configured successfully, and that you are able to process financial transactions.
  - If this is not the case, refer to the *Moneris Setting Up Your Terminal* guide included in your Welcome Kit, and follow the instructions for setting up and configuring the terminal to communicate with the Moneris host.  
**Note:** *You must use the exact power adaptor and cables provided by Moneris to work with your Moneris terminal. Failure to do so may affect the operability of or cause damage to the equipment.*
- You have obtained and signed the Moneris UnionPay International Merchant Agreement.
  - If this is not the case, please contact Moneris Customer Care toll-free at **1-866-319-7450**. Once you have obtained the required document, you may proceed with this guide.

# UnionPay overview

As a fast-growing international payment brand, UnionPay provides cardholders with convenient and secure payment services and a variety of privileges in more than 140 countries and regions. UnionPay allows cardholders to enjoy a wide range of exclusive privileges.

Process UnionPay cards the same as you would other debit and credit cards, following the prompts on your terminal. See page 7 for details.

## Card programs

UnionPay offers these card programs:

- Credit cards
  - single brand (UnionPay)
  - dual brand (UnionPay co-branded with Visa®, MasterCard®, American Express®, Diners Club®, or JCB)
- Debit cards
  - single brand (UnionPay)
  - dual brand (UnionPay co-branded with *Interac*® Debit or Visa Debit, for example)

Moneris processes and settles all UnionPay transactions in Canadian dollars only.

# How to identify UnionPay cards

All UnionPay cards feature a version of the UnionPay logo:



New logo

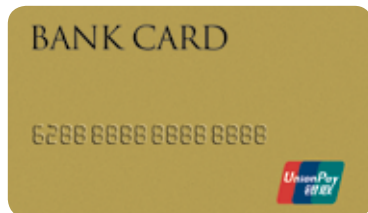


English logo



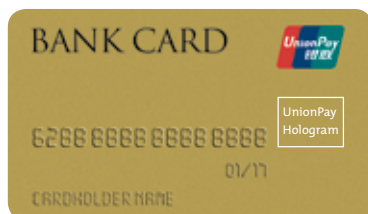
Old logo

The card images below illustrate the standard features of UnionPay cards.



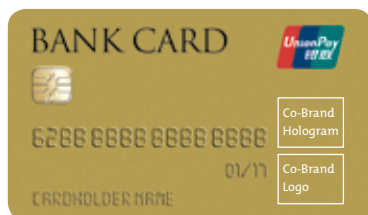
### UnionPay debit card

No hologram on the front of the card or on the back.



### UnionPay single brand credit card

Hologram on the front of the card or on the back.



### UnionPay co-branded credit card

Both the UnionPay logo and the co-brand logo are displayed on the front of the card.

# Card entry and card verification methods

## Card entry

Based on whether the card is present or not present, follow the appropriate entry method.

In this situation:	Do this:
<b>Card is present</b>	<ul style="list-style-type: none"> <li>For cards with a <b>chip</b>: insert the card and follow the prompts on screen.</li> <li>For cards with a <b>magnetic stripe only</b>: swipe the card and follow the prompts on screen.</li> <li>If other card entry methods fail, key in the card number:               <ul style="list-style-type: none"> <li>For hotels and car rental agencies, you may key in the card number for all transactions.</li> <li>For other merchants, you may key in the card number for follow-on transactions only (refund, void, pre-auth advice).</li> </ul> </li> </ul> <p><b>Note:</b> Contactless entry is not supported.</p>
<b>Card is not present</b>	<p>Key in the card number for:</p> <ul style="list-style-type: none"> <li>Transactions at hotels/car rental agencies (credit only)</li> <li>Mail Order/Telephone Order (MOTO) transactions (credit only)</li> </ul>

## Card verification

When the cardholder is present, UnionPay transactions require card verification by cardholder signature. In addition to a signature, some cards require PIN entry.

### Signature

If present, **the cardholder must sign the merchant copy of the receipt**, including transactions where they have entered a PIN.

### PIN

Both UnionPay chip cards and magnetic stripe only cards may prompt the cardholder for a personal identification number (PIN). Some cards permit the cardholder to bypass the PIN if they have configured the card in this manner with the issuing bank.

**Note:** *It is up to the cardholder to know whether their card requires a PIN.*

# Processing UnionPay cards

Process UnionPay cards the same as you would other debit and credit cards, following the prompts on your terminal. If you experience one of the error messages below, perform an assisted UnionPay transaction. This option will guide you through additional steps required to recognize unique card attributes and assure the transaction is routed to the UnionPay network.

## Tips for processing UnionPay transactions

- Make sure you know how to identify UnionPay cards. All UnionPay cards feature the red, blue, and green UnionPay logo. For more information, refer to *How to identify UnionPay cards* on page 4.
- If you receive one of the following error messages, cancel the transaction and start an assisted UnionPay transaction (see pages 11-13).
  - INVALID CARD NUMBER
  - INVALID EXPIRY DATE PLEASE RETRY

### Notes:

- *UnionPay debit cards do not support the account selection (chequing/savings) prompt. Even if the prompt appears and the cardholder selects an account, the transaction will be processed using the default bank account.*
- *UnionPay cards co-branded with Interac must be processed using the Interac brand.*

## Follow-on transactions (refund, void, and pre-auth advice)

First determine if the original UnionPay transaction (purchase or pre-auth) was assisted or not by looking at the receipt (see directly below).

- If the original transaction was assisted, then initiate an assisted transaction for the refund, void, or pre-auth advice. Refer to *Assisted UnionPay transactions* on pages 11-13.
- If the original transaction was not assisted, process the transaction as you normally would. If needed, refer to *Financial transactions* in the *Using Your Terminal* guide included in your Welcome Kit.

## How to determine if the original transaction was an assisted UnionPay transaction

Look at the original receipt, either the cardholder or the merchant copy. If UNIONPAY is printed below APPROVED on the receipt, then the transaction was assisted by using the UnionPay function key or through the UnionPay transaction menu.

## How to start an assisted UnionPay transaction

What is an assisted UnionPay transaction? This is simply a transaction where you tell the terminal that you will be using a UnionPay card before you actually enter the card. Use this transaction method when standard processing methods produce one of the following error messages:


- INVALID CARD NUMBER
- INVALID EXPIRY DATE PLEASE RETRY

To start an assisted UnionPay transaction, choose one of the following methods:


- **The UnionPay function key (F1) on the ENTER AMOUNT screen.**
  1. At the ENTER AMOUNT screen for any transaction, press the **F1** key.
  2. At the USE UNIONPAY CARD? prompt, select **YES** to start a UnionPay transaction.

The ENTER AMOUNT screen re-appears showing the name of the transaction followed by -UP.

For example:


- To start an assisted UnionPay Purchase, press the **F1** key at the READY screen.
- To start an assisted UnionPay Refund, press the  key, select TRANSACTIONS, then REFUND, then press the **F1** key at the ENTER AMOUNT screen.

- **The assisted UnionPay transaction menu.**

1. At the READY screen, press the  key.
2. On the MAIN menu, scroll down and select **UNIONPAY TRANS.**
3. On the UNIONPAY menu, select the UnionPay transaction you wish to perform.

The ENTER AMOUNT screen re-appears showing the name of the transaction followed by -UP. For example, the refund transaction screen shows REFUND-UP.

- **An admin shortcut code for assisted UnionPay transactions.**

1. At the READY screen, press the  key two times.
2. At the ENTER ADMIN CODE prompt, key in the **3-digit code** for the transaction you wish to begin:
  - 120 for PURCHASE-UP
  - 121 for REFUND-UP
  - 122 for PRE-AUTH-UP
  - 123 for P-A ADVICE-UP
  - 126 for VOID-PURCHASE-UP
  - 127 for VOID-REFUND-UP

Admin codes can be found in this guide in square brackets beside the name of the transaction (for example, Purchase [120]).

# Assisted UnionPay transactions

An assisted UnionPay transaction is a transaction where you tell the terminal that you will be using a UnionPay card before you actually enter the card. The procedures below describe assisted UnionPay transactions.


## Purchase [120]

Credit or debit purchase of goods or services.

1. At the READY screen, press the **F1** key.  
The USE UNIONPAY CARD? prompt appears.

2. Select **YES**.  
The PURCHASE-UP ENTER AMOUNT screen appears.

If you experience problems when attempting to cancel the transaction at this screen, refer to the *Troubleshooting* section on page 18.

3. Enter the purchase amount and press the green  key.


Follow the prompts in the appropriate table located in the *Moneris Using Your Terminal* guide:

- If tip entry is enabled, refer to the table entitled “Merchant prompts: Purchase with tip enabled”
- If tip entry is disabled, refer to the table entitled “Merchant prompts: Purchases/Pre-Auths/Refunds/Voids”

4. Process receipts (see page 15 in this guide).


## Refund [121]

A Refund credits a customer's account. If the original Purchase transaction was assisted (see page 8), follow these steps. If it was not assisted, follow the standard Refund procedure.

1. Start an assisted UnionPay transaction for a Refund using one of the methods outlined on pages 9-10.  
The SWIPE ADMIN CARD prompt appears.
2. Swipe your POS Admin card.  
The REFUND-UP ENTER AMOUNT screen appears.
3. Enter the amount to be refunded and press the green  key.  
Follow the prompts in the table entitled "Merchant prompts: Purchases/ Pre-Auths/Refunds/Voids" located in the *Moneris Using Your Terminal* guide.
4. Process receipts (see page 15 in this guide).


## Void-Purchase [126] / Void-Refund [127]

A Void cancels a Purchase or Refund. If the original Purchase or Refund transaction was assisted (see page 8), then follow these steps. If it was not assisted, follow the standard Void procedure.

1. Start an assisted UnionPay transaction for a Void-Purchase / Void-Refund using one of the methods outlined on pages 9-10.  
The SWIPE ADMIN CARD prompt appears.
2. Swipe your POS Admin card.  
The ENTER AMOUNT screen appears.
3. Enter the amount to be voided and press the green  key.  
Follow the prompts in the table entitled "Merchant prompts: Purchases/ Pre-Auths/Refunds/Voids" located in the *Moneris Using Your Terminal* guide.
4. Process receipts (see page 15 in this guide).

## Pre-Authorization [122]

Perform a Pre-Auth when the final Purchase amount is unknown.

1. Start an assisted UnionPay transaction for a Pre-Auth using one of the methods outlined on pages 9-10.  
The PRE-AUTHORIZATION-UP ENTER AMOUNT prompt appears.
2. Enter the amount to be pre-authorized and press the green  key.  
Follow the prompts in the table entitled "Merchant prompts: Purchases/ Pre-Auths/Refunds/Voids" located in the *Moneris Using Your Terminal* guide.
3. Process receipts (see page 15 in this guide).

## Pre-Auth Advice using sequence number [123]

Completes or cancels a Pre-Auth. If the original Pre-Authorization transaction was assisted (see page 8), then follow these steps. If it was not assisted, follow the standard Pre-Auth Advice procedure.

**Note:** *UnionPay does not support offline transactions/voice authorization.*

1. Start an assisted UnionPay transaction for a Pre-Auth Advice using one of the methods outlined on pages 9-10.  
The FIND ORIGINAL TRANSACTION? prompt appears.
2. Always select **YES**, then enter the original sequence number from the Pre-Authorization receipt.
3. Follow the prompts in the table entitled "Merchant prompts: Advices/ Force Posts" located in the *Moneris Using Your Terminal* guide. Disregard any references to Voice Auth.
4. Process receipts (see page 15 in this guide).



# UnionPay transactions in semi-integrated mode

Semi-integrated mode is supported on the Moneris iCT250 only. This mode allows you to connect the iCT250 terminal to an electronic cash register (ECR).

Processing a UnionPay card in semi-integrated mode is similar to processing any other debit or credit card, with the additional option of performing an assisted UnionPay transaction. To determine when to use an assisted UnionPay transaction, refer to *Processing UnionPay cards* on page 7.

At your electronic cash register (ECR) application:

1. Select the transaction type (for example, Purchase).
2. Enter the amount of the transaction.
3. Select the tender type (for example, credit/debit).
4. Enter the clerk ID if this option is available on your ECR and required.  
**Note:** You can also enter the clerk ID on the terminal if the feature is enabled.
5. Enter the invoice number if this option is available on your ECR and required.  
**Note:** You can also enter the invoice number on the terminal if the feature is enabled.
6. Select the option for an assisted UnionPay transaction, if required. To determine when to use an assisted UnionPay transaction, refer to *Processing UnionPay cards* on page 7.

For additional help on processing transactions in semi-integrated mode, refer to the *Using your Terminal in Semi-Integrated Mode: Moneris iCT250* guide included in your Welcome kit.

# UnionPay receipts

Follow the usual instructions for receipt processing. Refer to the *Moneris Using Your Terminal* guide. However, note that for all UnionPay transactions where the cardholder is present, both debit and credit, the **cardholder must sign the merchant copy of the receipt**, even if they have entered a PIN.

## Sample receipt – merchant copy

MERCHANT NAME MERCHANT ADDRESS MERCHANT CITY & PROVINCE		
CARD	1234*****1234	Masked card number
CARD TYPE	UNIONPAY	
DATE	YYYY / MM / DD	Transaction date
TIME	9999 HH : MM : SS	
CLERK ID	X0X0X0	
INVOICE #	0X0X0X0	
RECEIPT NUMBER	X12345678-999-999-999-9	Original sequence number
PURCHASE		Transaction type
AMOUNT	\$000,000.00	
TIP	\$000,000.00	
TOTAL	\$000,000.00	
APPROVED		
UNIONPAY		If printed, indicates an assisted UnionPay transaction
AUTH#	123456 00-000	Original authorization number
THANK YOU		
CARDHOLDER SIGNATURE		Cardholder signature always required
CARDHOLDER WILL PAY CARD ISSUER ABOVE AMOUNT PURSUANT TO CARDHOLDER AGREEMENT.		
MERCHANT COPY		

## Sample receipt – cardholder copy

MERCHANT NAME	
MERCHANT ADDRESS	
MERCHANT CITY & PROVINCE	
CARD	*****1234
CARD TYPE	UNIONPAY
DATE	YYYY / MM / DD
TIME	9999 HH : MM : SS
CLERK ID	X0X0X0
INVOICE #	0X0X0X0
RECEIPT NUMBER	X12345678-999-999-9
-----	
PURCHASE	
AMOUNT	\$000,000.00
TIP	\$000,000.00
TOTAL	\$000,000.00
-----	
<b>APPROVED</b>	
UNIONPAY	
AUTH#	123456 00-000
THANK YOU	
CARDHOLDER WILL PAY	
CARD ISSUER ABOVE AMOUNT	
PURSUANT TO CARDHOLDER	
AGREEMENT.	
CARDHOLDER COPY	
IMPORTANT – RETAIN THIS	
COPY FOR YOUR RECORDS	

Masked card number

Transaction date

Original sequence number

Transaction type

If printed, indicates an assisted UnionPay transaction



Original authorization number

## Features not supported for UnionPay transactions

The following features are not supported for UnionPay transactions processed on your Moneris terminal:

- Cash back
- Balance inquiry
- Account selection (CHQ/SAV) on debit card transactions. Even if the prompt appears and the cardholder selects an account, the transaction will be processed using the default account.
- Partial approval
- Contactless transactions
- Voice authorization / forced post transactions
- Manual entry for Purchase and Pre-Authorization transactions, except for hotels and car rental agencies
- No Signature Required (NSR) transactions
- Offline authorizations
- Transactions in currencies other than Canadian dollars
- Surcharging

# Troubleshooting

If an error message appears, first press the green  key or the red  key to clear the message. If the error message is listed in the table below, follow the instructions in the table. If the problem is still not resolved, call Moneris Customer Care toll-free at **1-866-319-7450**.

## Error messages

Error message	Solution
<b>INVALID CARD NO.</b>	If using a UnionPay card that has only a magnetic stripe, perform an assisted UnionPay transaction (see pages 11-13).
<b>INVALID EXPIRY DATE</b>	If using a UnionPay card that has only a magnetic stripe, perform an assisted UnionPay transaction (see pages 11-13).

## Other issues

Issue	Solution
<b>You are unable to cancel a transaction at the PURCHASE-UP/ ENTER AMOUNT screen.</b>	To cancel the transaction: 1. Press the <b>F1</b> key. 2. At the USE UNIONPAY CARD? prompt, select <b>NO</b> . The terminal returns to the non-UnionPay PURCHASE screen.

# Need help?

- Look in your Welcome Kit for the *Moneris Using Your Terminal* guide for information on performing transactions and end-of-day processes.
- Visit [moneris.com/support](https://moneris.com/support) to:
  - download additional copies of the *Setting up Your Terminal* and *Using Your Terminal* guides
  - consult the *Moneris WebHelp* for detailed information on all of the options available on your terminal and how to enable them
- If you need help with the steps that are performed on the ECR, consult the documentation that was provided with your ECR.

## Contact us

- Call Moneris Customer Care toll-free at **1-866-319-7450** (24/7)
- Send us a secure message 24/7 by logging in to Merchant Direct® at [moneris.com/mymerchantdirect](https://moneris.com/mymerchantdirect)

## Other resources

- Visit us online at [shopmoneris.com](https://shopmoneris.com) to purchase point-of-sale supplies and receipt paper
- Visit [moneris.com/insights](https://moneris.com/insights) for business advice, payment news & trends, customer success stories, and quarterly reports & insights





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