

# PAYMENT SENSE INSTRUCTIONS

- Open *CC Payments*
- Select PAYMENT tab
- Select TRANSACTIONS BY CARD DETAILS

## 🟡 Select Gateway Account

Gateway Account:  \* ✓

## 🟡 Order Details

Amount:  \* ✓  
 Currency:  \* ✓  
 Transaction Type:  \* ✓  
 Order ID:  \* ✓  
 Order Description:  ✓

ENTER CORRECT AMOUNT

FULL NAME/DATE/TIME OF BOOKING

## 🟡 Card Details

CUSTOMER CARD DETAILS

Card Name:  \* ✓  
 Card Number:  \* ✓  
 Expiry Date:  /  \* ✓  
 Start Date:  /   
 Issue Number:   
 CV2:  ✓

## 🟡 Line Item Details

IGNORE

Quantity	Description	Amount	
<input type="text" value=""/>	<input type="text" value=""/>	0.00	✗
<input type="text" value=""/>	<input type="text" value=""/>	0.00	✗
<input type="text" value=""/>	<input type="text" value=""/>	0.00	✗
<input type="text" value=""/>	<input type="text" value=""/>	0.00	✗
<input type="text" value=""/>	<input type="text" value=""/>	0.00	✗
new line item			
Sub Total:		£ 0.00	
Sales Tax Description:	<input type="text" value=""/>	Amount:	0.00
TOTAL:		£ 0.00	

## Billing Details

**CORRECTLY FILL BILLING ADDRESS  
(IF ADDRESS DOESN'T MATCH  
CARD THE TRANSACTION WILL BE  
DECLINED)**

Address: 16 Shepherds Gate Drive ✓  
Weavinging ✓  
City: Maidstone ✓  
State: Kent ✓  
Post Code: ME14 5UU ✓  
Country: United Kingdom ✓  
Phone Number: 01622690000 ✓  
Email Address:

Copy Billing Details To Shipping

## Shipping Details

Name: ✓  
Address:  
City:  
State:  
Post Code:  
Country: ✓  
Phone Number:  
Email Address:



Gateway Response: AuthCode: 022199  
CV2 Check: PASSED  
Address Numeric Check: PASSED  
Post Code Check: PASSED

Process Another Transaction

[View Receipt](#)

Must copy and paste cross full  
reference number into reference  
box of acc 81

Transaction History		
Cross Reference	Card Name	Order ID
200108120129340502096533	g m jobling	MMS-chelse
200108115706342502240303	Simon Cope	PBL: 35396

INGS DRIVERS LOGS 12:09 STAFF MESSAGES CZ(0) PENALTIES(0) DRIVER CH

DAY WED 08th 1200

02621403 4

SHEPHERD'S GATE DRIVE, WEAVERING, MAIDSTONE, ME145

SE EXPRESS CABS, BASE EXPRESS CABS, WES VIA [F10]

GARY JOBLING

L #TAXI VT

D

8 14 0(0m)

(10) Parked (0) Dropping

36 0.74mi

53 0.32mi

186 1.34mi

(12) Available for Bid

Account Notes: YOU MUST COPY AND PASTE PAYMENT SENSE REFERENCE INTO THE THE REFERENCE BOX !!!

Information required for account: PAYMENT SENSE

INSTRUCTIONS

**YOU MUST COPY AND PASTE PAYMENT SENSE REFERENCE INTO THE THE REFERENCE BOX !!!**

Reference Number

200108120129340502096533

Please enter the Reference Number you are given

SAVE

To cancel, press the ESC key

Insert full cross reference number

Gateway Account: AM-MOTO-GBP

Must change to AM-MOTO-GBP for American express cards (shown in drop box)

**MUST ALT-Z PRICE AND NOTE THE AMOUNT TAKEN IN THE NOTES**

**IF THE CARD GETS DECLINED BECAUSE ADDRESSES DON'T MATCH PLEASE REFER TO CHELSEA DURING OFFICE HOURS**