



SLIM CD LEVEL 3

User Manual

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WHAT IS LEVEL 3?

There are three levels of data that a card issuer can request as part of a transaction, and each one can help you qualify for a different interchange rate (depending on your merchant agreement). Most transactions (especially retail) fall under level 1, while level 2 and 3 are usually reserved for business-to-business and government transactions. The differences are as follows:

LEVEL 1:

Your standard credit card transaction consists of the card number, expiration date, and amount. Optionally they can include cardholder name, security code (CVV), address, and zip code as well. The CVV, zip, and address can be verified by the issuer for added security.

LEVEL 2:

A level 2 transaction, commonly known as a business card transaction, includes all the level 1 data plus three additional fields. Those fields are Purchase Order, Sales Tax Type, and Sales Tax Amount. This additional data is passed through to the card issuer, and appears on the cardholder's statement. Generally level 2 transactions are given a lower interchange rate than level 1 transactions.

LEVEL 3:

Level 3 transactions contain all of the information required for level 1 and 2, and add line-item details for each item being purchased for the transaction. The line-item details contain several fields that will be listed in detail later. In order to qualify for level 3 all information must be provided, and all amount and tax calculations must add up correctly. All information is passed through to the card issuer, and may be available for review by the cardholder. Level 3 transactions are generally processed at a lower interchange rate than level 1 or 2. Please consult your merchant services provider for details regarding your qualifications for level 3.

SLIM CD LEVEL 3 EXPRESS

Slim CD makes it easy to process level 3 transactions on qualifying cards by making use of a default item. Once you set up a default item on a Slim CD account that is enabled for level 3, any transactions processed through any of our interfaces will include the line-item data for your default item. This means that any card that qualifies for level 3 will automatically receive the data required to get you the best rate possible. We will automatically calculate tax based on a default rate that you set and send that information as well.

In order to qualify for Level 3 Express, you must perform the following steps on your account:

1. Ensure that Slim CD support has enabled level 3 processing on your account.
2. Create a Default Product in the Manage Products menu.
3. Set a tax rate (if applicable). If you do not set a tax rate, the product will be assumed to be tax exempt.

Once these steps have been performed, we will send the default product data with each transaction and you will be on your way to qualifying for level 3! We will calculate a tax amount based on your total and tax rate (if set) and auto-generate a purchase order if none is provided. This will happen on any of our offerings, including Slim CD for PC, our web-based virtual terminal, Slim CD for iPhone, Slim CD for Android, and Slim CD Invoices.

ITEMS

To qualify for level 3, at least one item must be sent as part of the transaction. Items can be created and saved through our invoicing system. Navigate to Invoices -> Manage Products to begin!

The screenshot shows a web browser window for the SLIM CD Merchant Login Center. The URL is https://test.slimcd.com/soft/interface/list_products.asp?hide_nav=false&top=. The page title is "Merchant Login Center". The top navigation bar includes links for Login - IQ, Cart32, Slim CD Keys, Unfuddle, Login, SAGE Referral, Slim CD, Merchant Login Center, Giftcard Control, TSYS Solutions, and a link to vanitiv.secure... The current Client ID is 1083, and the Client ID dropdown shows "Test 53rdRetail". The main menu on the left has options: Create Invoice, Invoice Settings, List Invoices, Manage Customers, and Manage Products. A "Hide Menus" button is also present. The central content area is titled "Configuration" and "Manage Products". It features a toolbar with "Add Product", "Sort By: Description", and "Sort Products" buttons, along with an "Export" button. Below the toolbar is a table listing products. The table columns are: ClientID, Description, Price, Taxable, UnitOfMeasure, ProductCode, DefaultLevel3Item, and CommodityCode. The table data is as follows:

ClientID	Description	Price	Taxable	UnitOfMeasure	ProductCode	DefaultLevel3Item	CommodityCode
1083	Bale of Sheep	\$14.0213	True			False	
1083	Electrical Surcharge	\$0.0263	True	KWH	000000	False	00000000
1083	Generic Goods	\$1.0000	True	ECH	78131	True	M5021
1083	Green Tea	\$25.0000	True	KGM	000003	False	09021000
1083	Lamb Meat	\$5.0000	True	KGM	000002	False	00000000
1083	Rice	\$2.5000	False	KGM	000001	False	10060000

You will be shown a list of created products that can be managed by clicking on them. If there are no products listed, you must add your first product by clicking the "Add Product" button near the top.

From here you can create a product. If you plan on taking advantage of Level 3 Express, you must create at least one product and make sure that the “Defualt Item” box is checked. This item’s data will be sent with all Level 3 Express transactions.

The screenshot shows a web-based application window titled "Merchant Login Center". The URL in the address bar is https://test.slimcd.com/soft/interface/list_products.asp?id=8&searchtrans=add&submit=Add+Product. The top navigation bar includes links for "Login - iQ", "Cart32", "Slim CD Keys", "Unfuddle", "Login", "SAGE Referral", "Slim CD", "Merchant Login Center", "Giftcard Control", "TSYS Solutions", and "https://vantiv.secure.f...". On the right side of the header, it says "Current Client ID: 1083" and "Client ID: Test 53rdRetail". The main content area has a blue sidebar on the left with "Invoices" selected, and options for "Create Invoice", "Invoice Settings", "List Invoices", "Manage Customers", and "Manage Products". Below this is contact information for "Slim CD, Inc." and a "Powered By SLIM CD" logo. The main panel is titled "Configuration" and "Manage Products". It contains a "Product ID:" section with fields for "Description" (empty), "Price" (0.0000), and "Taxable" (checked). Below this is a "Level III Data (ONLY for Level III merchants)" section with fields for "Product Code" (empty, with a link to "Click here to locate product codes"), "Commodity Code" (empty, with a link to "Click here to locate commodity codes"), "Unit of Measure" (empty, with a link to "Click here to list units of measure"), and "Default Item" (unchecked). A "Create Product" button is located at the bottom of this section.

Description: the text description of the product. This can be anything from “default product” to “oranges” or any other description of an item or service.

Price: the base price of the item. Leave at \$0 for a default product when using Level 3 Express.

Taxable: if checked tax will be added to the item through the level 3 VPOS. Tax will be reverse-calculated based on the total for Level 3 Express if this box is checked for the default item.

Product Code: the UNSPSC code to be sent with each product.

Commodity Code: the commodity code to be sent with each transaction.

Unit of Measure: the unit of measure corresponding to the product.

Default Item: checking this box will make the item you are creating your default item on all regular-VPOS transactions. Only one item at a time can be the default.

You may create as many products as you like, if you wish to perform fully itemized level 3 transactions.

CUSTOMERS

You can store customer data (including credit card numbers) for easy retrieval using our online customer database. Begin by logging into slimcd.com and navigating to invoices -> Manage Customers. Here you will see a list of existing customers along with the option to search or sort your customer list. You can also click Add Customer to add a new one.

The screenshot shows the SLIMCD software interface. The top navigation bar includes links for Account, Config, Fraud Control, Invoices, Sessions, Stats, Vpos, Client ID: 1083, Site ID: Vantive RAFT 002, and a logo dropdown. On the left, a sidebar titled 'Invoices' lists Create Invoice, Invoice Settings, List Invoices, Manage Customers, and Manage Products, with a 'Hide Menus' button. Below the sidebar is company information: Slim CD, Inc., 610 N. University Drive, Coral Springs, Florida 33071, Toll Free 1-877-4-SLIM-CD, (954) 752-9309 Phone, (954) 752-3873 Fax. A 'Powered By SLIMCD' logo is at the bottom of the sidebar. The main content area is titled 'Configuration' and 'Manage Customers'. It features a 'Customer ID' search field, a 'Company Name' search field, and fields for 'Phone' and 'Email'. Below these are dropdowns for 'Order By' (set to 'Customer ID') and a 'Sort' button. A message 'Page 1 of 10' is above a table of customer data. The table has columns: Cust #, ClientID, Customer ID, Company Name, Name, Address, Address2, City, State, Zip, Country, Phone, Email. The data rows are as follows:

Cust #	ClientID	Customer ID	Company Name	Name	Address	Address2	City	State	Zip	Country	Phone	Email
10921	1083	000001	Sasquatch Inc	Michael Fritts			--	US				
10832	1083	10040058	Croft Trailer Rentals		Rte 26 PO Box 189		quantum	NY	13777	US		
10772	1083	101562254	Marty's Trailers	Martin Johnson	123 Fake St	Apt 3	Palatka	DC	32177	US	(386) 325-962	
10771	1083	102675046	Loftness Specialized	David Davis	PO Box 337		Hector	MN	55342	USA	(320) 848-6266	
10770	1083	102874599	Southern California						00000	USA		
10831	1083	10424620	National Trailer Supply	Craig Seitz	175 Oak Street		Columbus	OH	43235	USA		
10814	1083	10444882	Luke's Mobile RV	Luke Dewalt	518 Short Road		Nazareth	PA	18064	USA	(610) 730-2770	
10769	1083	105451621		Frank Jensen					00000	USA		
10768	1083	107534895	East End Car and Camper Inc	William Penney	3585 Youngs Avenue		Southold	NY	11971	USA	(631) 765-1333	
10830	1083	11798119	Paul Congelosi Sales Inc	Paul Congelosi	2201 State Route 17K		Montgomery	NY	12549	USA	(845) 361-2246	
10829	1083	12033961	Johnsons Truck Accessories	Steven R Jphson	265 US Highway 46		Dover	NJ	7801	USA	(973) 366-0356	
10828	1083	12096648	All Pro West	Sherry Wagner	6799 Carlisle Pike		Mechanicsburg	PA	17050	USA	(800) 622-7003	
10827	1083	12096665	All Pro West	Sherry Wagner	6799 Carlisle Pike		Mechanicsburg	PA	17050	USA	(800) 622-7003	
10922	1083	1236549874156		Mike Fritts	123 Fake St		--	33333	US	na	mike@slin	

CUSTOMER LIST

Click a customer in the list to bring up the details. You can enter details into any of the search field to list only customers that match that criteria. You can also change the Order By drop-down to change the order of the list.

ADD CUSTOMER

The screenshot shows a web browser window for the SLIM CD Merchant Login Center. The URL is https://test.slimcd.com/soft/interface/view_customer.asp. The page title is "Merchant Login Center". The main content area is titled "Configuration" and "Manage Customers". On the left, there's a sidebar with "Invoices" selected, and links for Create Invoice, Invoice Settings, List Invoices, Manage Customers, and Manage Products. A "Hide Menus" button is also present. Below the sidebar, there's contact information for Slim CD, Inc. and a "Powered By SLIM CD" logo. The central form is titled "Add New Customer" and contains fields for Customer ID (must be unique), Company, Name, Address, Address2, City, State/Province (N/A), Zip, Country (United States), Phone, Email, VAT Registration # (Used for Level III), and Tax Exempt. A "Create Customer" button is at the bottom. Below the form, there's a section titled "Records for Customer:" with an "Export" button and a table showing one record:

Ticket#	Date	Approved	TransType	Amount	CardNumber	Processor	AuthCode	AVSReply	CVV2Reply	Description	FirstName	LastName	City	State
64808700	3/25/2015 4:46:58 PM	Y	AUTH	\$0.00	4444-XXXX-XXXX-9999	AOK	123456			123456	Mae	Cooke	Coral springs	FL

Here you can add a customer to your list. Each customer will be assigned a customer number automatically by Slim CD, and must also have a unique customer number that you can choose (using letters, numbers, or both). All other fields are optional for credit card processing, but will be used as default data when a transaction is processed. VAT Registration may be required for level 3 processing (depending on the country of your customer and your processor).

INVOICE SETTING

The screenshot shows a web browser window for the SLIM CD Merchant Login Center. The URL in the address bar is https://test.slimcd.com/soft/interface/update_invoice_settings.asp?cat=4&req_siteid=391993436&hide_nav. The page title is "Configuration". On the left, there's a sidebar with links for "Invoices" (Create Invoice, Invoice Settings, List Invoices, Manage Customers, Manage Products), "Hide Menus", and company information: "Powered By SLIM CD" and "Copyright© 2001-2012 Slim CD, Inc. All Rights Reserved". The main content area shows a form for "Client ID:1083" with fields for "Client ID" (1083), "Tax Rate" (6.3250 %), "Due days" (12), "Terms" (empty text area), and "Logo URL" (<https://stats.slimcd.com/soft/interface/images/thankyou.png>). A note below the logo URL says: "To avoid browser warning messages, use https: in your URL (or ask SLIM CD to host your logo for you)". At the bottom right of the form is a "Update Settings" button.

Here you can set the default tax rate. This tax rate will be the amount of tax added to taxable items on the level 3 VPOS, and will also be used for any reverse tax calculation done by the default item as part of Level 3 Express.

Other settings in this menu are only used by our invoicing system. Please see our other support documentation for use of our invoicing system.

LEVEL 3 VPOS

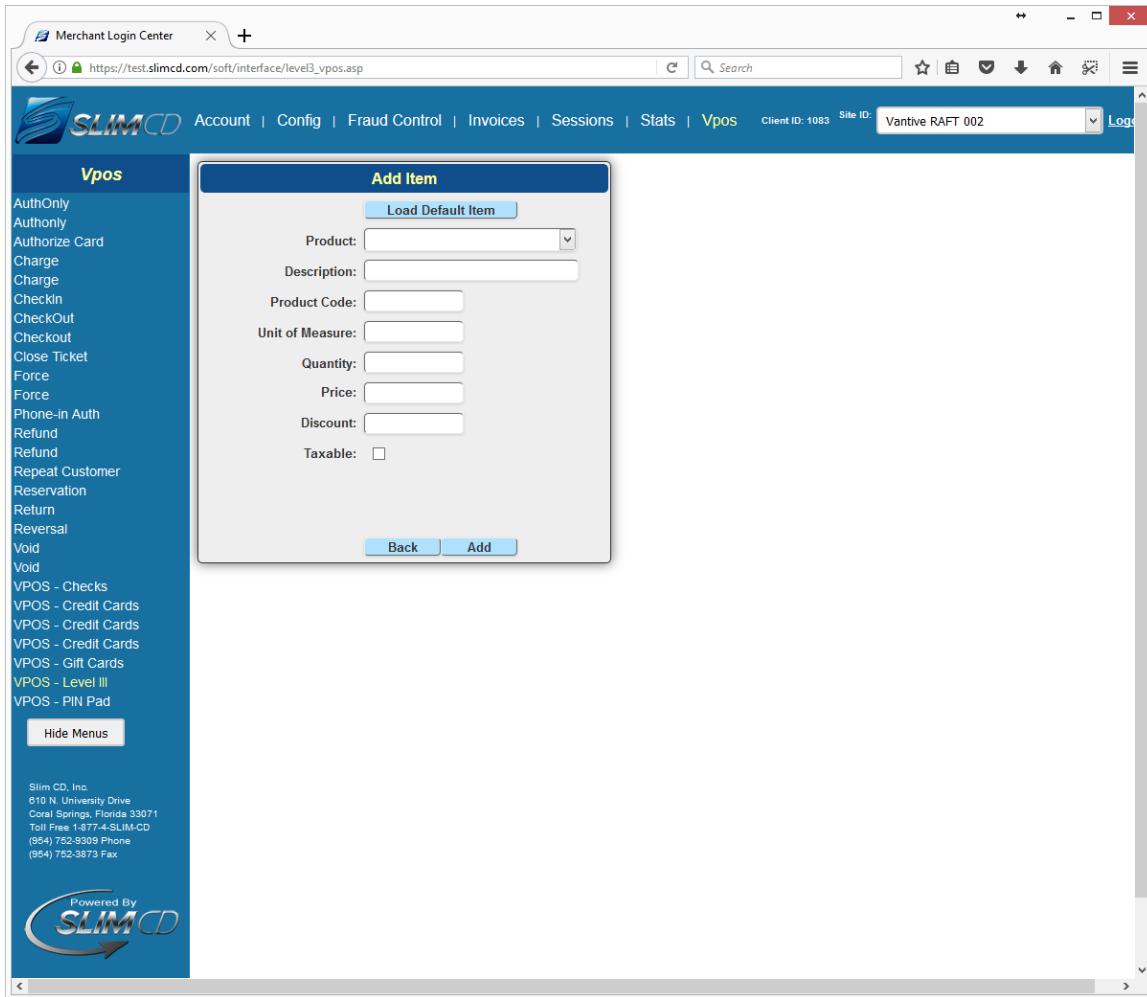
This is a virtual point-of-sale specifically designed for merchants who wish to send full itemization details to their customers through the credit card networks. To access this feature, log on to slimcd.com and navigate to VPOS -> VPOS - Level III

The screenshot shows the SLIM CD Merchant Login Center interface. On the left, there is a sidebar with various menu items such as AuthOnly, Authorony, Authorize Card, Charge, Checkin, Checkout, Close Ticket, Force, Force, Phone-in Auth, Refund, Refund, Repeat Customer, Reservation, Return, Reversal, Void, VPOS - Checks, VPOS - Credit Cards, VPOS - Credit Cards, VPOS - Credit Cards, VPOS - Gift Cards, VPOS - Level II, and VPOS - PIN Pad. The main window is titled "Vpos" and contains two tabs: "Customer" and "Transaction". The "Customer" tab has fields for Customer, Company, Name, Address1, City, State, Zip, Phone, and Email. The "Transaction" tab has fields for Invoice#, PO#, Trans Type (set to SALE), Card on File, Swipe/Insert Card, Card Number, Exp Date (set to 12/2017), CVV2, Card Present (checkbox), Allow Duplicates (checkbox), Tax Rate (set to 6.325), and Tax Exempt (checkbox). Below these fields, the Net amount is listed as \$0.00, Tax as \$0.00, and Total as \$0.00. At the bottom of the transaction tab, there are buttons for "Add Item(s)", "Summary Commodity Code:" (with a dropdown menu), "Process", and "Reset". The status bar at the bottom of the browser window shows "Client ID: 1083 Site ID: Vanite RAFT 002".

The Level 3 VPOS is used to create a complete level 3 transaction. A level 3 transaction must include at least one item and a PO number. You can add additional data, and it is recommended that you include customer information with the transaction as well. If you have already added customers to your account, you can choose one from the Customer drop-down and all saved information will be loaded.

ADD ITEM(S)

You must add at least one item to the order in order to process a level 3 transaction. Items can be added to Slim CD via the Manage Products menu under the Invoices section of slimcd.com.



Load Default Item will load the saved data from your default item, and allow you to set the price. You must have an item set up as the default for this button to be active.

Product: choose a product to be added to your transaction. You can adjust the quantity being purchased, and add a per-unit discount if necessary. Click Add to add the product to your list. Continue as needed until all products have been added, then click Back to go back to the VPOS page.

The screenshot shows the SLIMCD Merchant Login Center Vpos interface. On the left, a sidebar lists various transaction types such as AuthOnly, Authorize Card, Charge, etc. The main window is divided into two tabs: 'Customer' and 'Transaction'. The 'Customer' tab contains fields for Customer Name (Aalbert Aanderson), Company (AAA Customer), Address (123 Fake St), City (Testingville), State (FL), Zip (33333), Phone, Email (mike@slimcd.com), Tax Rate (6.325), and Tax Exempt. The 'Transaction' tab contains fields for Invoice#, PO#, Trans Type (SALE), Card on File, Swipe/Insert Card, Card Number, Exp Date (12/2017), CVV2, Card Present, and Allow Duplicates. Below these tabs, there are summary lines for Net (\$2,922.06), Tax (\$26.38), and Total (\$2,948.44). At the bottom, there is a table titled 'Add Item(s)' with columns for Description, Quantity, Unit Price, Discount, Tax, SubTotal, and Taxable. Three items are listed: Bale of Sheep (3.0000 units at \$14.0213 each, totaling \$44.72), Green Tea (15.0000 units at \$25.0000 each, totaling \$398.72), and Rice (1002.0000 units at \$2.5000 each, totaling \$2,505.00). Buttons for Add Item(s), Process, and Reset are also present.

	Description	Quantity	Unit Price	Discount	Tax	SubTotal	Taxable
<input type="button" value="Delete"/>	Bale of Sheep	3.0000	\$14.0213	\$0.00	\$2.66	\$44.72	<input checked="" type="checkbox"/>
<input type="button" value="Delete"/>	Green Tea	15.0000	\$25.0000	\$0.00	\$23.72	\$398.72	<input checked="" type="checkbox"/>
<input type="button" value="Delete"/>	Rice	1002.0000	\$2.5000	\$0.00	\$0.00	\$2,505.00	<input type="checkbox"/>

Add an Invoice number (if needed) and a PO # (required). You can process a transaction as a Sale, or an Auth. A Sale will immediately authorize the transaction and add it to your next batch. An Auth will only authorize the transaction, and you will have to add it to the batch later manually using a Force.

If the customer you have chosen has one or more cards saved on file, you can choose a saved card to charge. All cards are securely stored, and you may have to provide the CVV for the card before continuing (depending on your account's security settings).

Swipe/Insert: if you are using a card reader click in this field so that your cursor is blinking there, and then insert or swipe the card. The form should auto-submit immediately with most readers, but you may have to click process after swiping.

Card Number: if you do not have a card saved for your customer, or a card reader being used, you will have to type in the card number, expiration date, and CVV before clicking "process".

Card Present: indicates if the card is present for the transaction or not.

Allow Duplicates: overrides our duplicate checking. By default you cannot charge the same card the same amount with the same invoice number twice within an hour. Checking this box will allow you to do so.

AFTER THE SALE

To verify the level 3 content of a previous sale, find the transaction using a rawlog search. Navigate to Stats -> View Rawlogs -> Search Rawlogs to search for any past transactions. Click on any transaction to view the details.

Merchant Login Center

Account | Config | Fraud Control | Invoices | Sessions | Stats | Vpos Client ID: 1032 Site ID: retail test Logout

View Rawlogs

Export Extra Data
Rawlogs by date range
Search Rawlogs

Hide Menus

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Powered By
SLIM CD

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Ticket #	Date	TransType	Voided	CardNumber	Approved	Amount	Proc_response	FirstName	LastName	Invoice	ClientId	SiteId	Sitername
292493458	10/18/2017 10:30:22 AM	SALE	1	4444-XXXX-XXXX-8888	Y	\$44.03	KEY637				1032	228226448	retail test
292493460	10/18/2017 10:30:22 AM	VOID	0	4444-XXXX-XXXX-8888	Y	\$44.03	VOIDED				1032	228226448	retail test
292493471	10/18/2017 10:30:33 AM	SALE	1	4444-XXXX-XXXX-8888	Y	\$44.03	KEY178				1032	228226448	retail test
292493472	10/18/2017 10:30:33 AM	VOID	0	4444-XXXX-XXXX-8888	Y	\$44.03	VOIDED				1032	228226448	retail test
292495329	10/18/2017 10:53:19 AM	SALE	0	4111-XXXX-XXXX-1111	Y	\$140.00	KEY754ZM	Super	Tester	17132196658	1032	228226448	retail test
292495910	10/18/2017 11:00:21 AM	SALE	0	3714-XXXX-XXXX-431	Y	\$12.00	KEY797	zeyuan	wu		1032	228226448	retail test
292496068	10/18/2017 11:02:10 AM	SALE	0	4444-XXXX-XXXX-8888	Y	\$37.50	KEY664N	Douglas	Mindlin	QBINV#49	1032	228226448	retail test
292496186	10/18/2017 11:03:29 AM	SALE	0	6011-XXXX-XXXX-7890	Y	\$175.00	KEY166N	David	Alvas	QBINV#57	1032	228226448	retail test

[1 2 3 4]

From the details screen, you can see if level 3 data was included in the transaction. You can see how many items are available on the details screen.

The screenshot shows a web browser window for the SLIM CD Merchant Login Center. The URL is https://test.slimcd.com/soft/interface/view_transaction_gatewayid.asp?gatewayid=64881851. The page displays a transaction detail for Client ID: 1083 Site ID: Vantive RAFT 002.

View Rawlogs

- Export Extra Data
- Rawlogs by date range
- Search Rawlogs

Hide Menus

SLIM CD Account | Config | Fraud Control | Invoices | Sessions | Stats | Vpos Client ID: 1083 Site ID: Vantive RAFT 002 Log Out

Statistics

View transaction information

Cardholder info:		Payment details	
Name:	Albert Aanderson	Transtype:	SALE
Address:	123 Fake St	Amount:	US \$2,948.44
City:	Testingville	Cardnumber:	3717-XXXX-XXXX-003 BIN Lookup
State:	FL	Authcode:	560817
Zip:	33333	Processor response:	Y , OK
Country:	US	Ticket #:	64881851
Phone:	na	Transaction Date:	Oct 17 2017 5:37PM
Email:	mike@slimcd.com	Addl. Data:	Available
IP address:		Site ID:	(391993436) Vantive RAFT 002
Invoice #:		Customer ID:	aaaa11112222
		Company Name:	AAA Customer
		Level III Data:	Available - 3 item(s)

Create a New Transaction

Print Receipt **Email Receipt**

Create New Recurring

Create Customer PaySource

Locate similar transactions

Find all transactions with the same:

Card ID	Email address
First Name	Phone
Last Name	IP address

Find all unique cards with the same:

First/Last name	State/country	Address/zip
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Support options

Block cardnumber **Prevent Repeat Customer/Recurring Billing**

Click on the Available link to see what items and details are included. All available item information will be listed.

The screenshot shows a web browser window titled "Merchant Login Center" with the URL <https://test.slimcd.com/soft/interface/level3List.asp?gateid=64881851>. The page header includes links for Account, Config, Fraud Control, Invoices, Sessions, Stats, Vpos, Client ID: 1083, Site ID: Vantive RAFT 002, and Logout. On the left, there's a sidebar with "View Rawlogs" and "Statistics" sections, along with buttons for Hide Navigation and Export. The main content area is titled "Level 3 Items" and displays a table of data. The table has columns: Id, Ticket #, itemquantity, productcode, itemdescription, unitofmeasure, unitprice, itemdiscountamount, itemdiscountrate, taxamount, taxrate, and comment. The data in the table is as follows:

Id	Ticket #	itemquantity	productcode	itemdescription	unitofmeasure	unitprice	itemdiscountamount	itemdiscountrate	taxamount	taxrate	comment
1020	64881851	3		Bale of Sheep		\$14.02	\$0.00	0	\$2.6600	6.33	
1021	64881851	15	000003	Green Tea	KGM	\$25.00	\$0.00	0	\$23.7200	6.33	
1022	64881851	1002	000001	Rice	KGM	\$2.50	\$0.00	0	\$0.0000	6.33	

At the bottom left, there's a "Powered By SLIM CD" logo and copyright information: "Copyright© 2001-2017 Slim CD, Inc. All Rights Reserved".