

Mobile Merchant Reference Guide



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Revision History

Version	Date	Author	Description of Change
1.0	7/17/2013	N. McDermott	Document Created
1.1	8/20/2013	N. McDermott	Added new Invoicing functionality and revised all modified web pages.



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LOGIN

For best results, it is recommended that you login to the **Blackstone Mobile Merchant** website using a modern web browser, such as Internet Explorer 9 or higher, Google Chrome, Mozilla Firefox or Safari.

1. Login to http://www.blackstonemerchant.com



- 2. Enter your Username and Password, as provided in our welcome message.
- 3. Click Submit.
- 4. The **Blackstone Mobile Merchant Payments** page is displayed.



CHANGE YOUR PASSWORD

It is recommended that you change your password the first time you login to the Blackstone Mobile Merchant website. After that, you can change your password at your own discretion.

To change your password:

1. Click the User Settings tab.



2. The User Settings page is displayed.

BLACKSTONE	Payments Cashiers	Virtual Terminal & Billings	Invoicing	Business Settings	User Settings	Welcome, LTEST BMS
User Settings	User Settings					
hange Password	ever eettinge					
Other options	Primary Inform	ation				
	Name					
	Test BMS Owner					
	Email					
	testbms@bms.com					
	Current Password					
	Type your password here					
	New Password	Confirm New Password				
	Retype your password here					

- 3. Enter the requested information, where:
 - a. Name is the name of your business.
 - b. Email is your business email address.
 - c. Current Password is your current password.
- 4. In the **New Password** field, enter the new password you wish to use.
- 5. Re-enter your new password in the Confirm New Password field.
- 6. Click **Save** to submit.





MANAGE CASHIERS

The Cashiers option allows you to view, add, edit and delete cashiers.

a. Click the **Cashiers** tab.



b. All cashiers associated with your account are displayed.

Abded On: May 16, 2013 created this user to test MobileCashiersManager DLL	GEdit XDelete	AA BB Username: aabb Added On: Apr 22, 2013 This is e new Cashier	ØEdit XDelete
Alexandra Duran Usemarne: aduran Added On: Apr 18, 2013	G/Edit X Delete	Angel Paredes Username: angel Added On: Apr 18, 2013 Argel h the nexest gay in the IT department. His h a web developer.	G/Edit XDelete
Blackstone Swiper Usemarne: bleekstone Added On: May 03, 2013	Ø2Edit ¥Delete	Cajero Prueba Username: testing12345 Adad On: Jul 24, 2013	t⊠Edit ≭Delete
no o perio coer.			



0-820× 🥵

Add a Cashier

1. Click **Add Cashier** on the left panel of the **My Cashiers** page.



Add Cashier

Cashier

First Name

- 2. Enter the required information.
- 3. Assign a Username and Password.
- 4. *Optional*: Click **Browse** to upload an image of the cashier. The image must exist in your file system.

Browse your file system for the desired image and double click it.

5. When done, click **Create Cashier**.

Note: You will receive notification from Blackstone Merchant Services once your request is executed.

BLACKSTON

Add Cashier

6 Click **Back to List** to return to the **My Cashiers** page.

4



Edit a Cashier

1. Click the **Edit** button associated with the cashier you wish to edit.



- 2. Enter the information you wish to edit.
- 3. *Optional*: Click **Browse** to upload an image of the cashier. The image must exist in your file system.
- 4. When done, click Save Changes.

First Name	
Nitza	
Last Name	
Mcdermott	
Username	
nitza	
New Password	
Retype Password	
Description	
This is a new cashier for Nitza	
Change Picture:	Browse
Save Changes	

5. The message **Recently Updated** displays on the **My Cashiers** page indicating the cashier's profile was recently updated.





Delete a Cashier

 Click the **Delete** button associated with the cashier you wish to delete.

My Cas	hiers		
I created this us	A B Username: test1 Added On: May 16, 2013 ser to test MobileCashiersManager DLL	CEdit X Delete	his I
Alexandra Dura	Alexandra Duran Usemame: aduran Added On: Apr 18, 2013	CEdit XDelete	nge

2. A confirmation message is displayed.



PAYMENTS

The **Payments** option allows you to view summary and detailed transaction activity. You can view transactions processed by all cashiers or by a selected cashier.

1. Click the **Payments** tab. The **Payments** page is displayed.



- 2. Select the time frame you wish to view from the options listed on the left panel.
- 3. You have the option to:
 - a. Click ALL CASHIERS to view transactions processed by all cashiers, or
 - b. Click a cashier image to view the transactions processed by the selected cashier.

Note: Depending on the number of cashiers associated with your account, you may need to scroll down the window to view the **Summary** and **Detailed Info**. You can also click **Cashier** to collapse the **Cashier** panel.

Payments ×		March Land Land Land Alath A	Are	
← → C 🍐 https://blackstoneme	erchant.com/app#			☆ =
BLACKSTONE	Payments Cashiers Virtual Term	inal & Billings Invoicing Business Settings User	Settings	Welcome, LTEST BMS -
Today	Payments			
This Week	. aj monto			
This Month	Cashier			
Last Week	Summary			
Last Month	Transaction	Amount Collected	Fees	Net Total
Cash Totals 📫		\$1,984.66	\$0.00	\$1,984.66
Payment Card Totals 📫	48	\$106.04	\$25.36	\$80.68
	Total 188	\$2,090.70	\$25.36	\$2,065.34
	Detailed Info			
	• Tue, Jul 30, 2013 3 payments \$8	39.00 0 Denied Transactions		
	Mon, Jul 29, 2013 20 payments	\$192.03 2 Denied Transactions		
	• Fri, Jul 26, 2013 40 payments \$2	251.00 9 Denied Transactions		

- 4. The **Summary** panel displays totals for:
 - a. Cash transactions
 - b. Payment card transactions
 - c. All transactions.

7



5. The **Detailed Info** panel displays totals by date.

Detailed Info				
• Thu, Jun	27, 2013	1 payments	\$1.00	0 Denied Transactions
• Wed, Jun	26, 2013	8 payments	\$3.03	0 Denied Transactions
O Tue, Jun :	25, 2013	1 payments	\$0.00	0 Denied Transactions
🖸 Thu, Jun ;	20. 2013	8 payments	\$42.00	2 Denied Transactions

6. Click the O button to expand the transaction details for a selected date.

⊖ Th	u, Jun 20, 2013	8 payments	\$42.00	2 Denied Transactions		
AMIERIKAN BORRESS	02:56 PM			\$20.00		
DISCOVER	02:48 PM			\$1.00		
(S) 100	02:48 PM			\$10.00		
DISCOVER	02:48 PM			\$1.00	Denied	Message indicates this transaction was denied
DISCOVER	02:47 PM			\$1.00		E
CAMERICAN INCREMENT	02:47 PM			\$10.00		
	02:42 PM			\$1.00	Refunded	Message indicates this transaction was
VISA	02:23 PM			\$1.00	Refunded	refunded.
VISA	02:21 PM			\$1.00	Denied	
VISA	02:17 PM			\$1.00	Refunded	

7. Click a transaction on the **Detailed Info** panel. A pop-up window displays the details for the selected transaction.





BUSINESS SETTINGS

This option allows you to view and request changes to your bank account and transactions settlement settings.

Payments ×		1. 1	on smooth halled, and		Aab	2	
← → C 🌔 https://blackstoneme	erchant.com/app)#					
BLACKSTONE	Payments	Cashiers	Virtual Terminal & Billings	Invoicing	Business Settings	User Settings	

Bank Account

To view your bank account information:

- 1. Click Business Settings.
- 2. The **Bank Account** page is automatically displayed. Your current bank account information is displayed on the top panel.

		- 0 - ×
Bank Account ×	erchant.com/ann/RusineseSettions/RankAccount	रु =
BLACISTONE	Payments Cashiers Virtual Terminal & Billings Invoicing Business Settings User Settings	Welcome, LTEST BMS -
Bank Account	Bank Account	
Jettements	m Current Bank Account	
	Bank: 7EST BANK Routing Number: XXXXX799 Account Number: XXXXX795	
	Change Account	
	Account Type Checking	
	New Routing Number A nine digits number	
	New Account Number Confirm Account Number	
	Password	
	You must provide your current password for the changes to take effect. Current Password	
	Type your password here.	Save Changes

Change Bank Account

To change your bank account:

1. On the **Bank Account** page, click the **Account Type** drop-down button and select your new account type.



2.	In the New Routing Number field, enter
	your Bank routing number. This is the 9-
	digit number located at the bottom left
	corner of your checks, as illustrated on
	the screen.

/ Change Account	
Account Type Checking New Routing Number	(:000000000:: :000000000::
New Account Number	Confirm Account Number



Save Chang

- 3. Enter your new bank account number in the New Account Number and the Confirm Account Number fields.
- 4. Enter your **Password** and click **Save Changes** to submit your request.

Account Type		1
Checking		
New Routing Number		
New Account Number	Confirm Account Number	
New Account Number		·
Ô -		

5. A message displays notifying you that your request has been sent.

✓ Your request has been sent!
Your request may take a few days to take effect since it involves bank information processing.
Until these changes are executed, you will continue using your current bank information.

Note: Your request may take a few days to take effect since it involves bank information processing. Until these changes are executed, you will continue using your current bank information.

You will receive notification from Blackstone Merchant Services once your request is executed.



Settlements

This section displays your transactions settlement options and allows you to change your subscription from or to Automatic Settlements. Automatic Settlement means that your processed transactions will settle automatically (without manual intervention) every day at the specified time of settlement.

If you subscribe to Automatic Settlements, you have the option to choose the time of settlements. If you do not subscribe to Automatic Settlements, you have to find the **Settlements** option on the **Blackstone Swiper Application** and tap the **Settlement** button every day to settle your transactions.

Settlements ×							
← → C 🔒 https://blackst	onemerchant.com/app/	BusinessSettir	gs/Settlements				☆ =
BLACISTONE	Payments	Cashiers	Virtual Terminal & Billings	Invoicing	Business Settings	User Settings	Welcome, LTEST BMS -
Bank Account Settlements	Settleme	ents					
	In this section you If you decide to se money to be depo	u can define wi ettle your trans osited in your I	nether or not you want your payme sactions manually, then you have to bank account.	ents to be settle o find this optio	d automatically, and at wh n on Blackstone Swiper	at hour of the day they Application and tap th	will be settled. he Settlement button for the
	You are currently enrolled in Automatic Settlements						
	Your payments will be settled every day at 03:00 PM						
	Change Time o	of Settlements	Unsubscribe from Auto Settlen	nents			

Subscribe to Automatic Settlements

To enroll in Automatic Settlements:

1. On the **Settlements** page, click the **Enroll Now** button.

Bank Account Settlements	Settlements
	In this section you can define whether or not you want your payments to be settled automatically, and at what hour of the day they will be settled. If you decide to settle your bransactions manually, then you have to find this option on Blackstone Swiper Application and top the Settlement button for the money to be depided in your baractic account. You can also unsubscribe from automatic settlements if you are currently using this service.
	You are currently not enrolled in Automatic Settlements.

2. Click the hour drop-down button.

You are cur	You are currently not enrolled in Automatic Settlements.					
Please select the hou	r of the day at which you want your payments to be settled every day.					
12:00 AM						
Submit Cancel						



3. Select the hour of day you wish to settle.

 You are currently not enrolled in Automatic Settlements.

 Please select the hour of the day at which you want your payments to be settled every day.

 05 00 PM

 10 00 AM

 10 00 PM

 10 00 PM

4. Click Submit.

You are currently not enrolled in Automatic Settlements. Please select the hour of the day at which you want your payments to be settled every day. 05:00 PM Submit Cancel

Enroll in Automatic Settlements

- 5. A pop-up window is displayed to confirm your request. Click **Yes** to confirm.
- 6. Your **Automatic Settlements** enrollment options are displayed.



Change Time of Settlements

This function is available only if you are enrolled in Automatic Settlements.

1. On the Settlements page, click the Change Time of Settlements button.



2. Click the hour drop-down button.



12

30



3. Select the hour of day you wish to settle every day.



You are currently enrolled in Automatic Settlements

Please select the new hour of the day at which you want your payments to be settled every day.

Your payments will be settled every day at 05:00 PM

-

4. Click Submit.

- 5. A pop-up window is displayed to confirm your change request. Click **Yes** to confirm.
- Are you sure you want to change the time for automatic settlements from 5:00 PM to 9:00 PM?

Automatic Settlements Change Request

6. Your **Automatic Settlements** enrollment options are displayed.

You are currently enrolled in Automatic Settlements

Your payments will be settled every day at 09:00 PM

Change Time of Settlements Unsubscribe from Auto Settlements

Unsubscribe from Automatic Settlements

This function is available only if you are enrolled in **Automatic Settlements**.

1. On the Settlements page, click the **Unsubscribe from Auto Settlements** button.

You are currently enrolled in Automatic Settlements Your payments will be settled every day at 05:00 PM Change Time of Settlements Unsubscribe from Auto Settlements

13



Are you sure you want to unsubscribe from Automatic Settlements?

2. Read the displayed notice before you continue.

Note: If you unsubscribe from Automatic Settlements, you will have to execute the settlements manually in the **Blackstone Swiper Application** to have your payments deposited in your bank account.

- 3. Click the **Yes** button to confirm your request or **No** to cancel.
- 4. The **Settlements** page displays your selected options.



Unsubscribe from Automatic Settlements

Unsubscribing from Automatic Settlements means that you will have to execute the settlements manually in **Blackstone Swiper Application**. Please notice that your

money will be deposited in your bank account only when a manual settlement is

performed.



VIRTUAL TERMINAL & BILLINGS

This option provides the following functions:

- Process payments using the Virtual Terminal
- Add Recurring Billing
- View Active Billings
- View Bill Payments History
- Exceptions List Lists any recurring billings that failed at the time of payment.

Payment

Process Payment

To process a payment using the **Virtual Terminal** function:

- 1. Click the **Virtual Terminal & Billings** tab located at the top of the window.
- 2. Click the cashier drop-down button and select the cashier you will use to process the payment.

← → C 🍐 https://blackstonen	erchant.com/app	o#		-	
BLACKSTONE	Payments	Cashiers	Virtual Terminal & Billings	Invoicing	Business Settings



3. Enter the payment details.

Note: When you click a payment card field, a payment card image displays highlighting the location of the required information.

What cashier will you use to process this payment? *	
Nitza McDermott (nitza)	3-Digit Verification Number
Amount *	
\$ 50.00	4-Digit Verification Number
Card Number *	3000 1 22456 50/044 TERE 64 EF
Card Holder Name *	
Expiration Date (MMYY) *	
CV2 *	
Description for this payment *	
If you provide your client's email in the next section, the description al	nove will be included in the receipt sent to your client.



4. Enter the customer's billing information.

Note: This section is not required to process a payment transaction but is recommended. A receipt is sent to your customer when the Email address is entered. The receipt will include the payment description entered in the **Payment Details**.

Billing Information (We	encourage you to fill the following fields)
Customer Id	
Street	
City	
Zip	
Email to send receipt	
Invoice #	
PO #	

5. Click the **Process Payment** button located at the bottom of the page to submit the payment.



Add Recurring Billing

- 1. Click the **Virtual Terminal & Billings** tab located at the top of the window.
- 2. Click Add Recurring Billing on the left panel.
- 3. The Add Recurring Billing page is displayed.

Note: There are two types of billings available:

- a. Recurring A predetermined payment amount is charged on each billing cycle.
- Installment The payment amount is calculated by dividing the total amount due by the installment count.

Https://blackstoneme	erchant.com/Portal/\	/irtualTerminal	×ט⊠ ≞ - Q		
BLACKSTONE	Payn	nents Cashiers	Virtual Terminal & Billings		
Virtual Terminal Virtual Terminal					
Add Recurring Billing					
View Active Billings	Payme	ent Details			

BLACISTONE	Payments	Cashiers	Virtual Termin	al & Billings	Busi
Virtual Terminal	Add a Re	curring	Billing		
Add Recurring Billing		J	Ŭ		
View Active Billings	🗘 Billing 🛙	Details			
Bill Payments History					
Exception List	 Select Type of Billin Recurring I 	ng nstallment			
	Select Frequency				
	Daily				
	Starts On *				
					
	Ends On				
	Description *				



- 4. For Recurring payments:
 - a. Select Recurring.
 - b. Click the **Select Frequency** dropdown button and select the payment frequency.
 - c. Click the calendar button associated with the **Starts On** field and select the payments starting date.
 - d. Click the calendar button associated with the **Ends On** field and select the payments ending date.
 - e. In the **Description** field, enter a payment description. The description entered is included in the receipt that is sent to your customer when an email address is available.
- 5. For Installment payments:
 - a. Select Installment.
 - b. In the **Installment Count** field, enter the number of installment payments.
 - c. Click the **Select Frequency** dropdown button and select the payment frequency.
 - d. Click the calendar button associated with the **Starts On** field and select the payments starting date.
 - f. In the **Description** field, enter a payment description. The description entered is included in the receipt that is sent to your customer when an email address is available.
- 6. Enter the **Payment Details.**

Note: When you click a payment card field, a payment card image displays highlighting the location of the required information.

Billings	🗘 Billing Details	
ts History		
n List	Select Type of Billing	
a	Recurring Installment	
	Select Frequency	
	Monthly	
	Starts On *	
	Aug 01, 2013	
	Ends On	-
		a d
	Description *	
e		







7. Enter the **Client Details**.

Client Details	
First Name *	
Last Name *	
Street *	
City *	
State *	
Armed Forces - AA	•
Zip Code *	
Phone *	
Email *	
Save Billing	

8. Click **Save Billing** to submit.



INVOICING

Send Invoice

- 1. Click the **Invoicing** tab located at the top of the window.
- 2. The **Send Invoice** page is displayed.

The **FROM** field contains your merchant account name and address. If necessary, you can enter any changes by simply typing over the information.

- In the TO field, enter the Customer Name and Email address. These are required fields. The Customer Address is optional.
- 4. In the **Invoice #** field, enter an invoice number.
- 5. Click the **Invoice Date** field and select the invoice date from the dropdown calendar.

6. Click the **Due Date** field and select the invoice due date from the dropdown calendar.

		Payments	Cashiors	Virtual	Torminal	& Billings	Inv	oicina	B
	VE	Fayments	Casiliers	Viituai	Terminar	& Dillings	IIIV	orenny	
CKSTONE	Payment	s Cashiers	Virtual Termin	al & Billings	Invoicir	ng Busin	ess Sett	ings	User S
Invoice	Send Ir	voice							
nvoices	Jenu II	IVOICE							
Invoices	FROM						1	NVO	ICE
	TEST BMS								
	11600 NW 3 MIAMI, FL, 3	4th Street 3131							
	то		h			Terrologi		invoice #	
	Customer Na	ime				THAOLO			
	Customer En	nail				Invoio	e Date	8/15/201	3 3:4🔟
	Customer Ad	Idrope				Due Di	ate	Due Date	
	Guatomet Ac	G1033							
			Å						
	Item		Description		Unit Price	Quantity	Discou	nt /	Imount
	× Product			11	0.00	0.00	0.00		0.00
	ONew Item								
						5	ubtotal		0.00
	Invoice Notes	s o add.comments.fr	r this invoice, plaar	e do so here		т	ax Rate	%	0.00
	n you need t	o ana commenta R	invoice, piea	a av av nere.		т	ax		0.00
					10	c	ther	\$	0.00
						1	OTAL		0.00
	11		unice, planse contact	TEST BMS	(305	5) 191-9191	test	ms@bms.	om





Description

Description

599.00

Unit Price Quantity

0.00

Subtotal

Tax Rate

Тах

Other

599.00

599.00

0.00

0.00

0.00

599.00

\$

Item

×

Service

Item

Product 💌 Samsung Galaxy SIV

Product

Invoice Notes

×

Product 🖃

De

you need to add comments for this invoice, please do so here

Product 🕞 Samsung Galaxy SIV

 If the invoice is for a service, click the Product dropdown button and select Service.

- 8. In the **Description** field, enter a brief description for the invoice item.
- 9. Enter the **Unit Price** and **Quantity** for the line item.
- 10. If applicable, enter the discounted amount in the **Discount** field.
- 11. The total amount for the line item is automatically calculated and displayed in the **Amount** field.
- 12. If you need to add more items, click the **New Item** button. A new line item is displayed. Repeat steps 7 to 11 to add the item.
- 13. To add a sales tax, enter your **Tax Rate** as a whole number.
- 14. In the **Other** field, you can enter any other charge amount.
- 15. In the **Invoice Notes** field you have the option to add comments.
- 16. Verify your contact information at the bottom of the invoice.

If you need to make any changes, you can edit the information by simply typing over it.



	Item	Description	Unit Price	Quantity	Discount	Amount
×	Product 💌	Samsung Galaxy SIV	599.00	1.00	0.00	599.00
×	Product 💌		0.00	0.00	0.00	0.00
0	New Item					





20



<u>Options</u>

17. Click **Preview** to preview the invoice.

-	
Preview	Submit
Preview	Submit

Firefox prevented this site from opening a pop-up window.

Note: If the message "Your browser prevented this site from opening a pop-up window." appears at the top of your window, click the displayed **Options** button and allow access.

18. A **Preview** of the invoice is displayed in a pop-up window.

Close the pop-up window to proceed.

oout:blank					
is in	voice has been issue	d by TEST E	3MS		
ROM EST BMS	/ 34th Street MIAMI, FL, 33131			IN۱	/OICE
'O BC Comp nmcdermc	any itt©blackstoneonline.com		Invo Invo Due	oice #: 2 oice Date: A Date: S	:013456 ug 15, 2013 sep 14, 2013
Item	Description	Unit Price	Quantity	Discount	Amount
roduct	Samsung Galaxy SIV	599.00	1.00	0.00	599.00
ervice	Activation	15.00	1.00	0.00	15.00
nvoice N	otes		Su	ubtotal	614.00
vernight	shipping fee: \$10.00		Та	x Rate	7.00%
			Та	x	42.98
			ot	her	10.00
			_		ACCC 00

19. When done, click **Submit**.





BLACISTONE	Payments Cashiers Virtual Terminal & Billings Invoicing Business Settings User Settings Weicome, 1 TEST BMS
Send Invoice	Success
Paid Invoices	0000233
Jnpaid Invoices	
	✓ Your invoice has been successfully sent!



Customer Receives Invoice

1. Customer receives invoice via email. The customer is instructed to click the link to view and pay the invoice in the Blackstone Merchant website.



2. The Blackstone Merchant window opens displaying the invoice with the **Payment Details** in the lower panel.

3. The customer enters the payment information and submits the payment.

TESTBMS 11600 NW 34	Rh Street MIAMI, FL, 33131			IN	VOICE	
TO ABC Compan nmcdermotti	γ Bblackstoneonline.com		Inv Inv Due	oice #: oice Date: Date:	2013456 Aug 15, 2013 Sep 14, 2013	
Item	Description	Unit Price	Quantity	Discount	Amount	
Service	Samsung Galaxy SIV	599.00	1.00	0.00	599.00	
Service	Activation	15.00	1.00	0.00	15.00	
Invoice Not	es		5	ubtotal	614.00	
Overnight sh	ipping fee: \$10.00			a Pata	7.00%	
			T	IX Rate	42.98	
			01	ther	10.00	
			т	OTAL	\$666.98	
Paymer	If you have any question about this invoice, please	contact TEST BMS, (305) :	191-9191, testbe	ns@bms.com		
	\$666.98					
Amount	ber					
Amount Card Num						
Amount Card Num Card Hold	er Name					
Amount Card Num Card Hold Expiration	er Name Date					

5	
\$666.98	
4275315603725493	
John Doe	
Jan, 2019	
123	
33156	
Submit Payment	
	S \$666.98 4275315603725493 John Doe Jan, 2019 123 33156 Submit Payment



Paid Invoices

1. On the **Invoicing** page, select **Paid Invoices**.

PaidInvoices ×	🗋 Invoice	× Invoice		× 🗋 Invoice	×			
← → C 🔒 https://blac	kstonemerchant.com/app	/Invoicing/Pai	dInvoices					☆ =
BLACKSTONE	Payments	Cashiers	Virtual Ter	rminal & Billings	Invoicing	Business Settings	User Settings	Welcome, LTEST BMS -
Send Invoice	Paid Invo	oices						
Unpaid Invoices	Invoice Number	Custon	ner Name	Issued Date	Total	Paid On	Payment Card	Reference Number
	2013456	ABC Co	mpany	Aug 15, 2013	\$666.98	Aug 16, 2013	VISA 4566	GKJ392847H

2. Select an invoice from the displayed list to view the invoice details.

A new window opens displaying the selected invoice.

Deidfeusies	D. Investore				and a second second			X
← → C A https://black	stonemerchar	t com/app/Invoicing/GetInvoice/78c3170d-279e	-4671-9b94-5	^ \ ∟ 345e32b1ca4		^		ය ද
			1012 0001 0	1000202001				~ -
			TEOTO					
	This inv	voice has been issued by	TESTE	MS				
	FROM							
	TESTBMS				IN	VOICE		
	11600 NW	34th Street MIAMI, FL, 33131				010456		
	ABC Compa	iny		In	voice #: /	Aug 15, 2013		
	example@s	omeemail.com		Du	ie Date: S	Sep 14, 2013		
	Item	Description	Unit Price	Quantity	Discount	Amount		
	Product	Samsung Galaxy SIV	599.00	1.00	0.00	599.00		
	Service	Activation	15.00	1.00	0.00	15.00		
	Invoice No	tes		6	Subtotal	614.00		
	Overnight s	hipping fee: \$10.00		т	ax Rate	7.00%		
				т	ax	42.98		
				C	Other	10.00		
					IOTAL	\$666.98		
		If you have any question about this invoice, please conta	ct TEST BMS, (30	5) 191-9191, te	stbms@bms.co	om		1
						NOT THE OWNER OF THE OWNER	TT	
						2 3		2
							State State State	
					Constant of the second			



Unpaid Invoices

1. On the **Invoicing** page, select **Unpaid Invoices**.

PaidInvoices × ← → C A https://blacks	tonemerchant.com/app	/Invoicing/Un	paidInvoices	-	And a second second	and the second se	-	- □ ×
BLACKSTONE	Payments	Cashiers	Virtual Terminal & Billings	Invoicing	Business Settings	User Settings	Welcome, LTEST	BMS -
Send Invoice Paid Invoices	Unpaid I	nvoice	S					
Unpaid Invoices	Invoice Number		Customer Name		Issued Date		Total	
	ANG0002		Angel Paredes		Aug 24, 2013		\$1,156.06	
	NIT132894		Nitza		Aug 22, 2013		\$801.43	
	ANG3257		Angel Paredes		Aug 15, 2013		\$1,296.84	
	INV034573G		Camilo Sanchez		Aug 13, 2013		\$439.87	
	IN0934AH34		Ramon Ortega		Aug 13, 2013		\$500.00	

2. Select an invoice from the displayed list to view the invoice details.

A new window opens displaying the selected invoice.

his invoic	e has been issued	by TEST E	MS		
FROM TEST BMS 11600 NW 34th St	reet MIAMI, FL, 33131			IN	VOICE
TO ABC Company example@someem 123 Main Street	ail.com		Invo Invo Due	Dice #: 1 Dice Date: 7 Date: 7	NT132894 Aug 22, 2013 Aug 30, 2013
Item	Description	Unit Price	Quantity	Discount	Amount
Product iPhon	e	599.00	1.00	0.00	599.00
Service Pool of	leaning	200.00	1.00	50.00	150.00
Invoice Notes			SI	ubtotal	749.00
This is a test			Ta	x Rate	7.00%
			Та	x	52.43
			ot	her	0.00
	ave any question about this invoice, please o	ontact TEST BMS, (305	191-9191, test	bms@bms.co	m
If you h					
If you h Payment D	etails				
If you h Payment D Amount Card Number	etails \$801.43 Type the card number here				
If you h Payment D Amount Card Number Card Holder Na	etails \$801.43 Type the card number here As it appears on your card				
If you h Payment D Amount Card Number Card Holder Na Expiration Dat	etails \$801.43 Type the card number here As it appears on your card e Exp. Date				
If you h Payment D Amount Card Number Card Holder Na Expiration Dat Security Code	etails \$801.43 Type the card number here As it appears on your card Exp. Date CV2				