

OPERATING INSTRUCTIONS
PartnerNet



Table of contents

| | |
|---------------------------------------------------|----|
| 1. Preface | 3 |
| 2. PartnerNet registration | 4 |
| 3. Login to PartnerNet | 5 |
| 4. Personal Settings / Change Password | 6 |
| 5. PartnerNet Operations Overview | 7 |
| 6. Turnovers / transaction schedule | 8 |
| 7. Transferrals / statements | 10 |
| 8. Future transferrals / outstanding items | 11 |
| 9. Statements ordered by location | 12 |

1. Preface

Welcome to hobex PartnerNet!

In PartnerNet, registered hobex partners have the possibility to request their individual sales volumes and order paper reels for the hobex Elite 730, 5100, 7310, 7780 or 7910 terminals as well as order rechargeable batteries for the Elite 730 terminal.

PartnerNet provides you with the necessary tools required for a simple, easy-to-follow overview of sales volume, transfers made by hobex, as well as open items.

All data is available in PDF format by clicking on "printable version", as well as in a processable electronic version by clicking on "CSV version".

Because of the different accounting methods (debit card volumes will be immediately transferred; the invoice numbers of credit card sales and direct debit sales, which have contractually agreed target payment dates) the sales volumes are defined separately. They can be identified by the invoice numbers: direct debit transactions begin with "Exxxxxx" and credit/debit card transactions begin with "Hxxxxxx". Furthermore, at close of business, you will receive two closing statements: one for the credit/debit card transactions and one for the direct debit transactions. You will receive your credit payments to your account in accordance with the same logic.

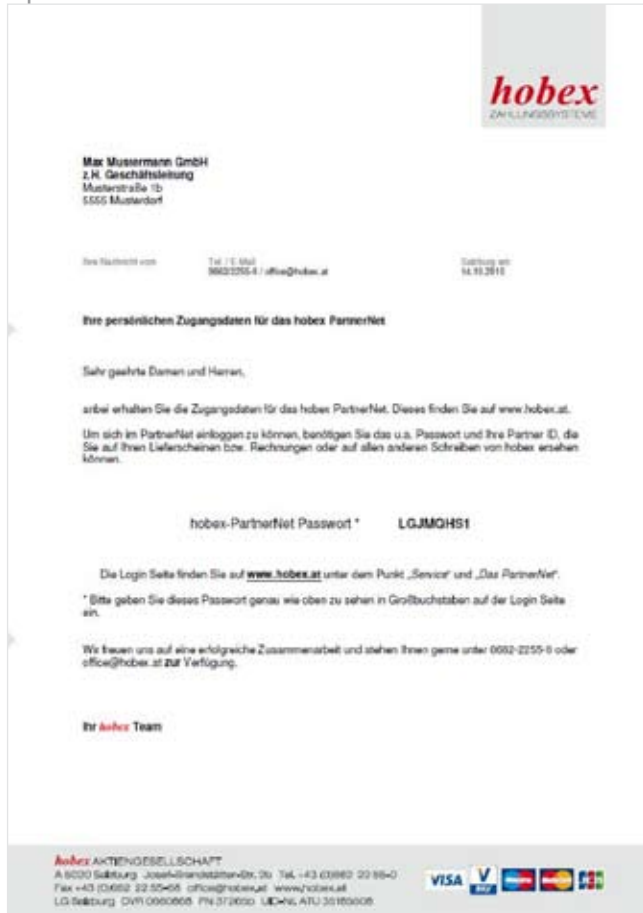
With the help of separately categorised sales volumes, reconciliation of book-keeping is made easier as you will have all required information available at a glance.

Since the hobex terminal also supports transactions of other credit card organisations (e.g. Amex, Diners), with whom you have an independent contractual arrangement, these will also be shown on the sales volumes list. However, you will receive these transfers directly from these credit card organisations. Accordingly, these transactions will always be carried forward as sales volume but will not be considered as transfer amounts.

2. PartnerNet registration

After the insertion of your personal contract data, you will get a postal letter which contains your individual PartnerNet password.

If you have not yet received this letter, please contact us immediately (Office 0662-2255-0).



3. Login to PartnerNet



- 1 Upon completion of registration and receipt of password, visit www.hobex.at and click on “Service”, then click on “PartnerNet”.

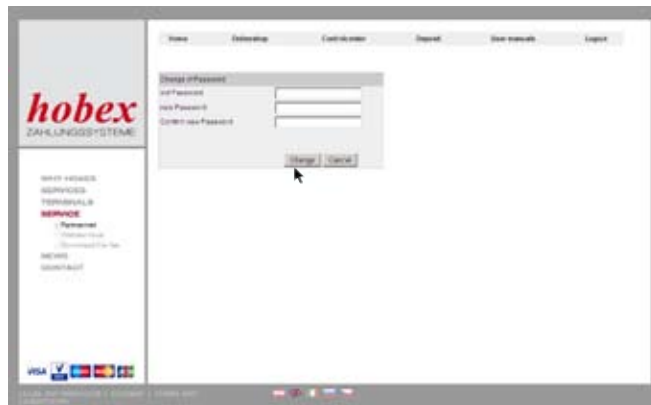


- 2 Please enter your Partner ID and your password and click on “Login”. You will be redirected to the PartnerNet overview page.

4. Personal Settings/ Change Password



- 1** In the “Controlcenter” field you can change your profile data. Click on “Save” to implement any new changes. Should you wish to change your password, please click on “Change Password”. You will then be redirected to the following input mask:



- 2** Enter the current password and then enter the new password twice (for security reasons to rule out any typing error). Then click on “Change” to permanently save the new password.

5. PartnerNet Operations Overview



- 1** Here you will see the PartnerNet overview page. We would like to give a short description of each function:

- 1. “Home”**
- 2. “Online shop”**
- 3. “Settings”**
- 4. “Deposit”**
- 5. “User manual”**
- 6. “Logout”**
- 7. “last effected transfers”**

This link brings you back to the overview page each time. In the PartnerNet online shop you can order paper reels for the Elite 730, 5100, 7310, 7780, 7910 terminals as well as rechargeable batteries for the Elite 730 terminal.

Here you can edit your data and change your password. A hobex product. Please refer to the details in “Down payment WEB”. Here you can download this manual.

Click on this link to exit PartnerNet. Here the last list of completed transfers will be displayed.

If you click on “Download” you can download them in PDF format. Your sales volume for each month. Already completed transfers.

Your outstanding transfers.

Completed transfers are sorted by location.

All relevant account movements shown on your pre-paid mobile telephone statement (ReChargeIT).

Shows with which data status the hobex PartnerNet is kept up-to-date.

- 8. “turnovers / transaction schedule”**
- 9. “transferrals / statements”**
- 10. “future transferrals / outstanding items”**
- 11. “transferrals ordered by location”**
- 12. “ReChargeIT statements”**
- 13. “latest date”**

6. Turnovers/ transaction schedule

The screenshot shows the 'PARTNERNET TURNOVER' interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Contractor', 'Reports', 'User Manual', and 'Logout'. Below this, the 'hobex ZÄHLUNGSSYSTEME' logo is visible. The main content area has a sub-header 'PARTNERNET TURNOVER' and a brief instruction: 'This evaluation offers you about the chronological turnover of your terminals ordered by their batch date. Please provide relevant information.' Below this, there are input fields for 'No.' (set to 'ALL'), 'From' (set to '20.03.2019'), and 'To' (set to '27.03.2019'). A 'show' button is highlighted with a mouse cursor. To the right, there are links for 'Printable version' and 'CSV version'. The main table displays transaction data with columns: 'DATE/TIME', 'TID', 'NO.', 'TERMINAL', 'AMOUNT', 'CURRENCY', and 'STATUS'. The table shows several rows of data, including a summary row at the bottom.

1

In the overview of turnovers you can list your transactions in chronological order of close batch date. By selecting “from/to” you have the option to view the individual volumes or view those of them that are from a specifically selected TID. When you have made a new selection, please click on “show”.

To print the up-to-date view, please click on “Printable version” (PDF format) or on “CSV version” accordingly if you would like to process the volumes in Microsoft Excel, for example.

Should you require a detailed view of a particular day, please click on the “close batch date” of that day. You will be redirected to the day’s view which shows as follows:

This screenshot is similar to the previous one, showing the 'PARTNERNET TURNOVER' interface. The 'show' button is now disabled (greyed out). The mouse cursor is now pointing at the 'Printable version' button, which is also highlighted. The table below shows the same data as in the previous screenshot.

2

In this view you can again select more than one terminal if your business has more than one in use. Also, you can print this data again by clicking on “Printable version” or download as a “CSV version” for further processing.

7. Transferrals/statements



- 1 In transferrals / statements you can choose a time period, view all completed transfers and print accordingly. First of all, choose a TID or leave the setting on "All" if you want to have an overview of all terminals in your business. Then choose the time period and click on "show".



- 2 You will see a list of turnovers sorted by transferral date. If you click on a particular date the details of that transfer will be displayed. The amount transferred to you on the day of transfer can be seen in the row highlighted here in red for easier identification. You can download this as a PDF document on the "printable version" button and then print. If you wish to process this data further, for example in Microsoft Excel or your book-keeping program, please use the "CSV version" button.

8. Future transferrals/outstanding items



- 1 In "Future transferrals / outstanding items" you can choose a time period from this view and print all open transfers. First of all, choose a TID or leave the setting on "All" if you want to have an overview of all terminals within your business. Then enter the time period and click on "show".

You will receive a list of open items, sorted by the scheduled transferral date. When you click on a transferral date you will see the details about this transfer.

You can download this detailed list as a PDF document on the "Printable version" button and then print. If you wish to further process this data, for example in Microsoft Excel, please use the "CSV version" button.

9. Statements ordered by location



- 1** This view shows the transactions that are completed and have been transferred, the same as the view in point 7 “Transferrals / statements”. However, there is also an option for businesses with multiple locations to view transfers for each individual location.

In Statements Sorted by Location you can choose a time period and view all completed transfers and print accordingly. First of all, choose a Location/Group or leave the setting on “All” if you want to have an overview of all locations within your business. Then choose the time period and click on “show”.



- 2** You will receive a list of open entries, sorted by the scheduled transferral date. If you click on a date and then “CARDS”, you will receive a list of the locations of your business. By clicking on the Location/Group you will receive a list sorted by the close batch date and card type.

You can download this as a PDF document on the “Printable version” button and then print. If you wish to process this data further, for example in Microsoft Excel or your book-keeping program, please use the “CSV version” button.

hobex partner for your business