

#### **OPERATING INSTRUCTIONS**



Version 1.0, 11.2010

**PAYMENT SYSTEMS** 

### **Table of contents**

2

1. Preface	3	Welcome to hobex PartnerNet!
2. PartnerNet registration	4	In PartnerNet, registered hobex partners have the possibility to request their indivi- dual 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.
3. Login to PartnerNet	5	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.
4. Personal Settings / Change Password	6	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".
5. PartnerNet Operations Overview	7	Because of the different accounting methods (debit card volumes will be immedi- ately transferred; the invoice numbers of credit card sales and direct debit sales, which have contractually agreed target payment dates) the sales volumes are
6. Turnovers / transaction schedule	8	defined separately. They can be identified by the invoice numbers: direct debit transactions begin with "Exxxxx" and credit/debit card transactions begin with "Hxxxxxx". Furthermore, at close of business, you will receive two closing state-
7. Transferrals / statements	10	ments: 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.
8. Future transferrals / outstanding items	11	With the help of separately categorised sales volumes, reconciliation of book-kee-
9. Statements ordered by location	12	ping 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 orga-

le at a glance. 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.

1. Preface

З

## **2.** PartnerNet registration

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

4

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



# **3. Login to PartnerNet**



Upon completion of registration and receipt of password, visit www.hobex.at and click on "Service", then click on "PartnetNet".



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

hobex	THE SMALL YOURI FEWAR	ST WAY 10 CH	UCK: NB		
HINTY HEARING MEMORY HEARING H	Internet of the second of the		anteni at av parate i S S Satura Quine a Satura Quine a Dang anteni (		
(Control In			eren die jame	ana (17) 19(34)	

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:

6

	100	Internet	Carthianan	land	Der sanah	Lapor
hobex	Data Pass Print and Data Passed Company for	ent				
Unit's valuette detrovidate tetrovidate tetrovidate i farmanist i		3	teng (tent			
ו• <b>2 22 23</b> 25						

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

7

	-	(minutes)	California	(research)	the name	1 april 1
hobex	PANTINER TURNOVER		gilling fields. These, doj and the	a final de la companya de la company	Red official 2010/2010 2010/2010 2010/2010 2010/2010 2010/2010	d transfordak Berlan Berlan Berlan
PLONGOSTO-EMP	Conjung Sector	4				lanasi dada (11.71.277)
Address of the second s	8	Thursday	s / transaction schedu	An and the file		
Personal Control	10	If transfer	als / statements he blaix he contemployed	10.00		
KENTAUT		Terefacture of	olicitity at low bootleast	g mere		
	L 🗖	A tanafar	als ordered by locatio	fi	tana ai thini chin i ia	
	12	B ReCharg	pitt statements million and stretches and all	artics advice second	ng panghing cards.	

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

1. "Home"	This link brings you back to the overview page each time.
2. "Online shop"	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.
3. "Settings"	Here you can edit your data and change your password.
4. "Deposit"	A hobex product. Please refer to the details in "Down payment WEB".
5. "User manual"	Here you can download this manual.
6. "Logout"	Click on this link to exit PartnerNet.
7. "last effected transfers"	Here the last list of completed transfers will be displayed.
	If you click on "Download" you can download them in PDF format.
8. "turnovers / transaction schedule"	Your sales volume for each month.
9. "transferrals / statements"	Already completed transfers.
10. "future transferrals /	
outstanding items"	Your outstanding transfers.
11. "transferrals ordered by location"	Completed transfers are sorted by location.
12. "ReChargeIT statements"	All relevant account movements shown on your pre-paid mobile
	telephone statement (ReChargeIT).
13. "latest date"	Shows with which data status the hobex PartnerNet is kept
	up-to-date.

#### 6. Turnovers/ transaction schedule

								2.2
	PARTNER	ET:						
iobex	The manufacture Pages (Core dec		- Salaka fari	can disarkentak i	riseal is the	chards and		
	10	নিটে লিজ বিজ	E FR					
REPRINCIPAL DESCRIPTION		11月(11月	E ret					
NAMACE Re-over		(mer)	+					127
Concernant Concernant	Time Select Labor.	Tourse.	N. M. L	1.844	and I	Street lines	1000	and its
NUTWER.	. Ne with the				1000		44.	3.46
10044440	25 10 10 10				254		C BARC	6.05
	0.020						8.8.	40
	Conception of the local division of the loca	in community	100000000		Control 1			Conceptor 1
		10000	2010/01/26	1010-01-00	10000		104	1.04
		_			_			

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:

	North Co.	Investor	10		(Separat	the next	*	Sugar
	PARTNERN	ET:						
hobex	The solution of the Pages Pages (Sector Bod)	na ne ilitat n				laist an		
were recards	an. Ion	ALL REFE	71 [24 2]					
REPORTS TOTAL CONTRACTOR	90 ·	1 2 (1) 2	Des 2				۰.	
Patrient.		-						Columns.
- Orginary and	[Interlation]	CONTRACTOR	DOM: N	12 344 7	Destro D	Chevanter (11) (14)	ant famil	Carson C.
ALC:NO	20100200						5.8	3.49
CONTACT.	28,9529.0						2.00	181
1 m m	25.95.2016	64405			1.1		1.4	244
	23.73.2711	tt.r					12/5	1,21
	10 11 21 11						1.0	44
	COMPANY OF COMPANY		1000	1 m	areas .			tranet .
			2010.00.20	3056.01.00			304	1.00

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

	Are.	0.0	-	Calenda	-	- Desire		The sure	-		ingent .
hobex	PARTNE State Land	PINET:	anarite ato:			1: Jac 14:1	enet i	te prisi e a re	e , a est		
	1	and the second	_	10							
NATE PRODUCTS REPORTED REPORTED (Report	-	E B							4	1	
NATE PRODUCT REPORTED TOTAL AND CON- TOTAL AND CON- TOTAL AND CONTROL Of Control Control Control Control	turi ti			1 1 1 1 1 1 1	-	and a	m	artest		¥ :	
HEFF FREELK ALBOYCOSA TECHNORICA BERNOE (Falsanar Salanna Salannna Salannna Salannna Salanna Salannna Salannna Salannn	funt funt funt funt funt funt funt funt	The state		10.00	-	1000 A.V.		-	-	5.00	
INTEL FEEDOLE Additional Technologia (Februaria (Februaria (Februaria Constantia) Constantia	frant for to the the to the the the the the the the the the the			10.00	and to age	All AD	1 × 1		110 110	5.00	

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".

	PARTIN Distances Parameter Tan San San San San San			8	nut datar	5,1212412	inet i	l ha politica e e e			
Peteriet	-	Towner, or	No.	M.F.C.	-	in the second se	-	Concession of the	Area .		
Thermost Control of State	Const 1		El anti	1000	1000						00040
Themas Careto NEXAS DEMART	1000	1000	(Card)		1	414	100	1414	141	147	1.17
Therefore (Second MENIS CREATEGRY	1000	n.r	1041		-	1.11	11.R. 314	110	1.01	127	127
Thermal Const NEWS DENYMENT	10.01.01.01	NV CMR5				11	1.1. 1.1. 1.1.		1.0	127 449 841	127
Thermal Const NEWS DENYIMET	100	N.Y CANES	(internet	-		11	11.0 21.0 21.0 21.0		1.0	227 8-49 8-61 8-51	127

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

	PARTNERA DPECTED T	Werts	RALS							
obex	Parte Accelerioto	ne altaithe ní rhanala	menic and address	me in the Adam						
	10.	(41) (1) <b>1</b> (1)								
Dely science.		-	1 1111 1							
TORONAL DI		den a								
figure and										CDF-artest
Stational State	Enculturing	Statistics.	Sal Geo	Contract of the local division of the local	10000	ine:	-	1996	1963	and .
ative to a	86142018			,		10		11,939	1.79	4.00
distance:			10C		1.00			10.00		
		1010201	M				100.00	11.00		
		36163016	NL.	ALC: N	-131	1.8	319	1.00	8.76	19
		No.			man and	10	-	1000	(145)	-
	Standard .		Date and	and the second		-		Course of the		

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

	PARTN STATEM BY LOG	EPINET: INTS OFFICE ATION	NED .								
NODEX	Decisional Terretaine Passa din	La minera apulto riacipit du antine na ances column	anderada, erik Line herikat Ren	h an anna cha	her be start b	et sizert i	densel h	mater, lar) ed		in tes	- 100
MANY VALUES.		1418	1	8							
PERSONAL IN		FER	13 (201 3	é.							
- Partner of		die.	*								
	10000	-	distant.	Margine .	-	-	M		-	M	-
NUCLEUM AND	17 Aug 7						_		_		
CONTRACT.	ALCONT.				14	4.60	10.00			ORt	2.11
CONTACT.	AND ALTOPAL		-		14	1.11	114	10	11	CALC: MARK	2.17

**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".

		- 21			Carrieron		(Access)		100 0.000		1	apart .
	BARTN BIALLM		Toos	D								
<b>10Dex</b>	This is made by proping	ningent (m		hould which a		* ,14		*****	water, rad whe	reard the		
State of Long Street St	Ξ	р (7	01 3103	E E INI								
TERRITARIE IN		13	1	THE R								
ABM/CO			1									
Retiener											10	
Referrer Statument NEWS	1001	-	-	-	Street St.	-	-	m	-	-	1.	
Paramer Politicitation Statistics (Sector Statistics) (Sector)	ALC: NO.		-	-	Service.	-	1.00	M		10		
Parame Deletered Deletered Deletered Deletered Deletered	Nonpoor Al 11 (2016)	-	-	-	No.	-	1000 at 100	1 I.I.	10	10	10	12
Reference Instances Instances Instances Instances	this process	-	-	and the second	No.	1	100	Married Workshow	100	10	1 o	12
Reflected Design (Server Server) Server Server Server Server	termine an AL H 2016	(anter	-	10001000	No.		10000 100 100 100	A L L L L	10	1 1 1 1 1	10 co	27
Receiver - Receiv	No. 11 June	-	-	1000 1000 100	None of Content		1	No. of Lot of Lo	11111	1 1 1 1 1 1 1	10	227
Argument Understein Understein Understein Understein	No. 11. 201	and a	-	1000 1000 100 10 10 1010 10 10 1010 10 10 1010	Sector 1		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		111115	1 1 1 1 1 1 1	10 10 10 10 10 10 10 10 10 10 10 10 10 10 1	127 147 147 147 147
Paramet Industri Industri Industri Industri Industri	AL YO DIN	inter i	-	1000 1000 100 10 10 1010 10 10 1010 10 10 1010 10 10 1010 10 10 1010	Second Second	100000	1 2 2 2 2 2 2 2	1 1 1 1 1 1 1 1 1 1 1	1111111	2 2 2 2 2 2 2 2 2	10 co	200 200 200 200 200 200 200 200 200 200

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.

14	15
Notes:	Notes:
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·

*hobex* partner for your business