Payment Gateway - Order Time Pay

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Sign up to learn more and compare rates

Order Time Pay is the premier payment gateway for Order Time Inventory. Process credit card payments with ease via Sales Order, Ship Doc, send payment request emails, and process credit cards via our B2B Portal.

It features a customizable receipt feature and a built in merchant portal to track all of your payment transactions. One click from the Order Time platform will take you to the portal to handle your payments!

Current Features

- Process credit card payments from Sales Orders and Ship Docs
- Send Payment Request emails
- Process credit cards via our B2B Portal
- Customizable receipt feature for Payment Requests
- Built-in merchant portal to track your payments, payment volume, voids, and refunds

Upcoming Features

- ACH Processing
- ACH Payment Request emails
- Order Time Pay Canada
- Terminal connections for Magtek terminals with swipe, tap, and chip capabilities

ACH currently unavailable, but it is coming in a future update.
Order Time Pay is only available to customers in the United States at the moment.
Order Time Pay only processes in US Dollars currently.
Competitive rates provided via proposal.

Sign Up for Order Time Pay

If you are an Order Time Customer already you will have an Order Time Merchant account ready to go. If you are looking to get Order Time Inventory with Order Time Pay, sign up below to learn more and compare your rates vs your current payment provider.

[Sign up to learn more and compare rates](#)

Setting up Order Time Pay

Make sure to sign up for Order Time Pay above. We will get statements from you so that we can build your proposal. Once you have accepted the proposal we will add your Merchant key to the backend of Order Time. Then we will reach out to you in order to set up the gateway.

- Head to Admin > Profile Lists > Payment Gateway
- Click the plus sign to add a new Payment Gateway
- Name it how you would like, set it to active, we recommend setting it to the default
- Choose your default Transaction Type whether it be Authorize or Sale
- Select a Default Payment Method
- Choose the Gateway: Order Time Pay
- Click SAVE

> Order Time Pay should be activated automatically once you click save. If you do not see the banner for Order Time Pay below your list of recent documents then contact support@ordertime.com because we will need to activate your Merchant account.

Setting Up the Receipt Fields

- Head to Admin > Company Info
- You will see a new section called Payment Support Info
- Enter or paste your Payment Terms, Refund Policy, Shipping Policy, and Merchandise Returns Policy
- Add your Customer Service Email Address
- Add your Customer Service Phone Number
- Click SAVE at the top-right to lock in your changes

Order Time Pay Payment Screen

Payment

Payment Method	Credit Card
Date	11/7/2024
Memo	
Check / Ref #	SO-104417
Deposit Account	Cash on hand
A/R Account	

Amount Due	20.00
Amount	20.00
Payment Gateway	OT Pay

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Name on Card	
Credit Card Address	
Card Type	
Credit Card No.	
Exp. Month	Select
Exp. Year	Select
CVV	
Credit Card Zip/Postal	
Country	
Email	
Transaction Type	Sale
Unapplied	0.00

Save   Cancel

- Order Time Pay can transact with all of the card types listed at the top
- If you have already entered a previous credit card for that Customer you will see a drop-down to use the Card-on-File
- As you enter the CC Number you will see the Card Type displayed for verification purposes
- Transaction Type can be set to Authorize or Sale for your convenience
- Zip and Country must be entered for proper rate calculation

Accessing your Merchant Portal

- Admins for your Order Time Account will be able to see the Order Time Pay banner below your recent records list
- Clicking on this will automatically log you in to your Order Time Merchant Account so that you can view your entire dashboard

- Within MerchantTrack you can see your dashboard with daily volumes

- You can see your transactional statistics on the right-hand side
- On the left you have links to search for transactions, and create reports
- For now, the terminals section does not apply to our current phase of Order Time Pay