

Payment Gateway - Order Time Pay

Last Modified on 11/07/2024 4:34 pm EST

Overview

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!

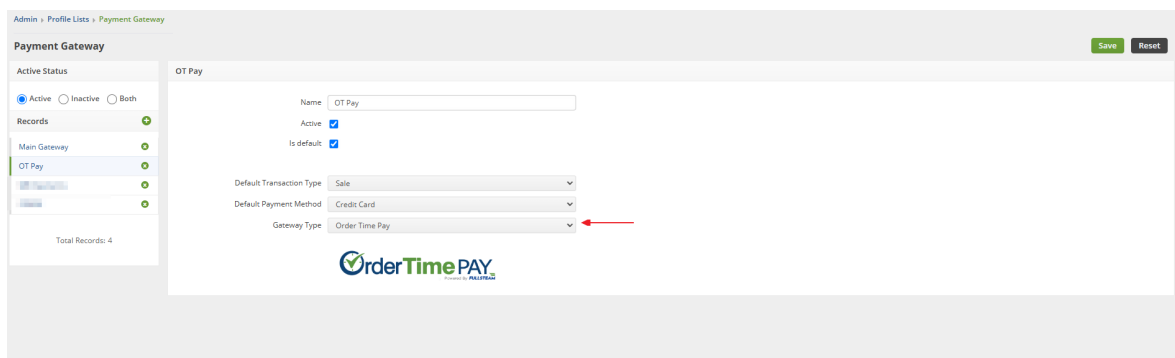
ACH currently unavailable, but it is coming in a future update.
Order Time Pay is only available to customers in the United States at the moment.
Order Time Pay only processes in US Dollars currently.

Sign Up for the Gateway

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 the Payment Gateway



The screenshot shows the 'Payment Gateway' configuration page. On the left, there is a sidebar with 'Active Status' (radio buttons for Active, Inactive, Both), 'Records' (plus icon), and a list of gateways: 'Main Gateway' (green dot), 'OT Pay' (green dot), and 'Authorize' (green dot). Below the list, it says 'Total Records: 4'. The main area is titled 'OT Pay' and contains the following fields: 'Name' (OT Pay), 'Active' (checked), 'Is default' (checked), 'Default Transaction Type' (Sale), 'Default Payment Method' (Credit Card), and 'Gateway Type' (Order Time Pay). A red arrow points to the 'Gateway Type' dropdown. At the bottom, there is the 'OrderTimePAY' logo.

- 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 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

The screenshot shows the 'Company Info' admin page. The 'Payment Support Info' section is highlighted, with red arrows pointing to the following fields:

- Payment Terms
- Shipping Policy
- Refund Policy
- Merchandise Returns Policy
- Customer Service Email (example: contact@ordertime.com)
- Customer Service Phone (example: 954-555-5555)

- 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

Payment Gateway OT Pay ▼

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

Create New

Open Full List

Recent Records

- 104417
- 104424
- 922
- 920
- 121
- NLOTS
- NLOTS
- WHOLE PC
- WHOLE PC



Home

< > 📅

all-day
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm



- 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

Single Sign-on MerchantTrack

Dashboard

Transaction Search

Virtual Terminal

Terminals

Reports

Dashboard

Shortcuts

Recent Funding Activity

View Report

Recent Transactions

View Report

Daily Volumes

Stats

Total Transaction Count: 153

Total Transaction Volume: \$1,513.92

Last Transaction Date: 11/3/2024 11:13:26 AM CT

Last Transaction Merchant: [Merchant Name]

Last Transaction Amount: \$0.00

Last Transaction ID: [Transaction ID]

- 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