

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
- Customizable receipt feature for Payment Requests
- Built-in merchant portal to track your payments, payment volume, voids, and refunds

Upcoming Features

- CC Processing on B2B Portal
- 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.

A screenshot of a web application's admin interface for configuring a payment gateway. The breadcrumb trail at the top reads "Admin > Profile Lists > Payment Gateway". The main heading is "Payment Gateway" with "Save" and "Reset" buttons on the right. On the left, there are sections for "Active Status" (with radio buttons for Active, Inactive, and Both), "Records" (with a plus icon), and a list of gateway records including "Main Gateway", "OT Pay", "Authorize", and "Stripe". The "OT Pay" record is selected. The main configuration area for "OT Pay" includes: "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 menu. The OrderTimePAY logo is visible at the bottom of the configuration area.

- 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

Admin > Company Info

Company Info Save Reset

General

Add Logo



Company

Phone

Fax

Website

Time Zone

Home currency

Address

Name/Company

Street

Floor/Suite

City

State/Prov./Reg.

Zip/Postal Code

Country

Email Addresses

Email

Default from email

2FA is required for all users

Payment Support Info

Payment Terms ←

Shipping Policy ←

Customer Service Email ←
contact@ordersime.com

Refund Policy ←

Merchandise Returns Policy ←

Customer Service Phone ←
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 20.00

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

- Users with a Role that can View Payments (restrict as necessary) are 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