Adding POS Tender for Club CITGO
Gilbarco Passport Optional Processes

Option A: Adding Negative Department

Fuel Purchases Using Negative Department: When a customer is paying for Fuel with a credit card, the employee must ring up the Club CITGO discount before ringing up fuel.

Example: $20 Fuel Purchase with a $2 Club CITGO Deal Coupon

1. Employee rings up $2 discount on the negative department.
2. Employee then rings up $20 in fuel.
3. Customer is charge $18 using any form of payment.

Note: Before setting up and using a negative department to discount Club CITGO purchases, contact your back office provider and accountant. The discounts made on a negative department can reduce merchandise sales and might impact the tax balance owed. Your back office provider and accountant can advise you on how to account for the negative department sales and any ramifications for setting up your system using a negative department.

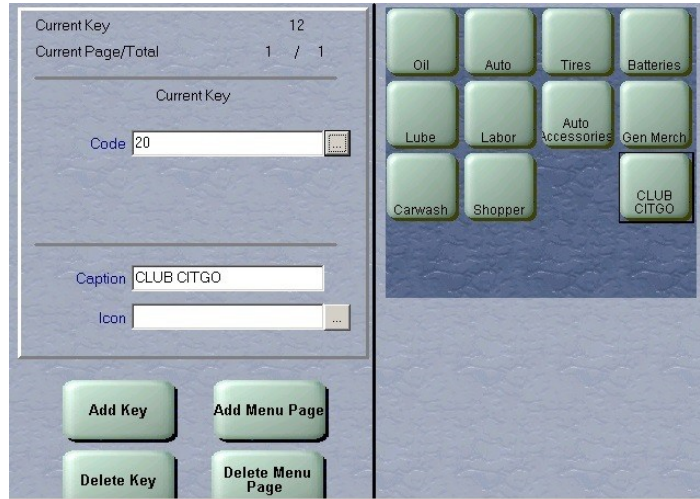## Set Up Instructions:

From Manager Work Station
- Select **SETUP**
- Select **STORE**
- Select **Department Maintenance**
  - Make note of department numbers in use (select a department not being used)
- Select **Add**
  - Enter Department Number, Department Name
  - Select Discountable, Negative Department so it may Appear on Till Close Report
- Select **Save**

From Manager Work Station
- Select **SETUP**
- Select **Register**
- Select **Department Key Maintenance**
- **Select an Open Area**
- Select **Add**
- Select **Code** - Drop down menu, select **CLUB CITGO**
- Select **Save**

Option B: Adding Coupon Tender Key

Fuel Purchases Using Coupon Tender Key: The system will not allow a discount for fuel purchases made on a credit card since it is considered a split tender payment. Follow the steps below when a customer uses a credit card to pay for fuel and the discount is entered on the Coupon Tender Key.

Example: $20 Fuel Purchase with a $2 Club CITGO Deal Coupon

1. Employee rings up $18 in fuel on the customer's credit card.
2. Employee then rings up $2 in fuel as a cash payment and discounts it by $2.
3. Customer pumps $18 then hangs up the nozzle then pumps an additional $2.

Set Up Instructions:

From Manager Work Station
- Select **SETUP**
- Select **STORE**
- Select **Tender Maintenance**
- Select **Add**
  - Enter the **Tender Description**, **Receipt Description** and **Tender Button Description**
- Select and enter the **Functions**
- Select and set **Min/Max**
- Select and set **Register Groups**
- Select **Save**