

MPC OWNED VERIFONE EQUIPMENT

Parties: Marathon Petroleum Company LLC (“MPC”), a Delaware limited liability company with offices at 539 S. Main Street, Findlay, Ohio.

Any branded distribution customer (“CUSTOMER”) of MPC having a valid Service Station Lease, Seller Agreement or Product Supply Agreement including but not limited to Lessee Dealers, Sellers and Jobbers.

MPC Owned Equipment (“Equipment”): Mpc will deliver possession of the following equipment to CUSTOMER:

VeriFone OMNI 490 terminal or equivalent
VeriFone P900 printer or equivalent
VeriFone P1000 or P101 pin pad or equivalent
All associated cables and power supplies

As possessor of the Equipment, CUSTOMER shall be obligated as follows:

Monthly Rental Amount: The Monthly Rental Amount shall be adjusted by MPC from time to time and shall be published in MPC’s Credit Card Handbook. The Monthly Rental shall become effective upon delivery or installation of the equipment by MPC to CUSTOMER and shall end on the same date as the equipment is returned to MPC.

Maintenance: CUSTOMER shall make no changes, additions, or alterations to the Equipment without prior written consent of MPC. Except as provided below, MPC agrees to be responsible for the maintenance and repair of the Equipment; provided, however, CUSTOMER shall give MPC immediate notice of the need for maintenance and/or repair. MPC shall not be responsible for any loss of profits resulting from tampering with or the malfunction of the Equipment.

Responsibility of CUSTOMER: With respect to any equipment needing maintenance or repair which CUSTOMER fails to promptly notify MPC of the need therefor, CUSTOMER shall be responsible for any maintenance and repair of the Equipment and for any loss or destruction of or damage to the Equipment resulting in whole or in part from the negligence of or abuse by CUSTOMER, CUSTOMER’s employees, agents or contractors. CUSTOMER shall pay MPC upon demand for the cost of any such repairs or the replacement value of any piece of Equipment that is lost, destroyed, or damaged beyond repair. Replacement value shall include the full replacement cost without any deduction or offset for the age of the Equipment or depreciation.

CUSTOMER shall pay all costs and other operating expenses incurred in connection with the use of the Equipment. CUSTOMER shall also pay all fees, licenses and taxes, levied upon or assessed in connection with the use of the Equipment.

Remedies-Surrender: Should customer fail to perform any of the obligations, hereunder, MPC may demand return of the Equipment immediately upon written notice to the CUSTOMER. Upon receiving a demand for return of the Equipment for whatever reason, CUSTOMER shall immediately surrender possession of the Equipment to MPC in its original installed condition, ordinary wear and tear excepted. MPC reserves the right to collect from the CUSTOMER the full replacement value of Equipment not surrendered promptly upon demand for return of the Equipment.

Software: MPC is providing software to CUSTOMER, which is contained in the Equipment. The Software was developed through the joint-efforts of various third parties and MPC. CUSTOMER acknowledges and agrees that it had no ownership rights in and to the Software and that the Software shall not be removed, replaced, or modified without prior written consent of MPC. CUSTOMER acknowledges that such removal, replacement, or modification shall cause injury to MPC, which is irreparable and difficult to ascertain. CUSTOMER further acknowledges that MPC shall therefore have the right to immediate equitable and injunctive relief in the event of removal, replacement or modification of software from the Equipment.

VeriFone OMNI 490 Terminal



Scrolls Screen Backward

Scrolls Screen Forward

DETAILED OPERATING GUIDELINES

MERIT Electronic Transactions

This manual covers:

Electronic Sales Transactions for the following valid card types:

Proprietary

Marathon Regular*
Marathon Premier*
Marathon® Platinum
MasterCard®

Major Third Party

Visa
MasterCard
Discover/Novus
American Express/Optima
(Green/Gold/Platinum)
Diners Club

Fleet

Marathon Fleet
Voyager
Wright Express
MasterCard Fleet
Visa Fleet
SuperFleet

Void Processing:

- A. Swiped Transactions
- B. Manual Entry

Cashier Functions:

- A. Print Mail
- B. Reprint Mail
- C. Request Mail
- D. Close Batch
- E. Reprint Batch
- F. Close Shift Report
- G. Reprint Shift Report
- H. Reprint Invoice Retrieval

Manager Functions:

- A. Change Fuel Prices
- B. End of Day Report
- C. PDL Function
- D. Mail Function
- E. Time and Date
- F. Change Tax Rate
- G. Unit Identification
- H. Header
- I. Trailer
- J. Manual Entry On/Off
- K. Account Masking On/Off
- L. Technical Support Functions

SALES PROCESSING - SWIPED TRANSACTIONS

TERMINAL DISPLAY

OPERATOR ACTION

Standard one product, self-serve sale

Items in () are for example use only. Any menu item can be selected to accommodate any sale combination.

*****Example*****

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Swipe Card or Press Key
(*Swipe Credit Card*)

PLEASE WAIT ...

<-ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

Select Appropriate Menu Key
(*Press "UNLD" Menu Key*)

SELECT SERVICE TYPE
FULL **SELF**

Select Appropriate Menu Key
(*Press "SELF" Menu Key*)

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
(*Enter \$5.00 for sale amount*)
Press "ENTER/TOTAL" Key

<-ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

End the Sale
Press "ENTER/TOTAL" Key

AUTH PENDING
TOTAL \$ 0.00

Authorization Pending
Receipt Printing

<-SWIPE CARD/PRESS KEY ->
VOID P/A CSHR MGR

Select Appropriate Menu Key

One self-serve fuel item, one taxable c-store item sale

*****Example*****

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Select Appropriate Menu Key
(*Swipe Credit Card*)

PLEASE WAIT...

<-ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

Select Appropriate Menu Key
(*Press "#" to Scroll Screens*)

<-ENTER PROD/TOTAL
SVC OIL **DSL** WASH

Select Appropriate Menu Key
(*Select "DSL" Menu Key*)

SELECT SERVICE TYPE
FULL **SELF**

Select Appropriate Menu Key
(*Select "SELF" Menu Key*)

SALES PROCESSING - SWIPED TRANSACTIONS

TERMINAL DISPLAY

OPERATOR ACTION

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
(Enter \$10.00 for sale amount)
Press "ENTER/TOTAL" Key

<-ENTER PROD/TOTAL->
UNLD MID PREM **CSTR**

Select Appropriate Menu Key
(Select "CSTR" Menu Key)

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
(Enter \$7.69 for sale amount)
Press "ENTER/TOTAL" Key

TAXABLE
YES NO

Select Appropriate Menu Key
(Select "YES" Menu Key)

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

End the Sale
Press "ENTER/TOTAL" Key

AUTH PENDING
TOTAL \$0.00

Authorization Pending
Receipt Printing

SWIPE CARD/PRESS KEY
VOID P/A CSTR MGR

Select Appropriate Menu Key

Combination Sale: <i>(One self-serve fuel sale, one inspection and one car wash sale)</i>
--

*****Example*****

<-SWIPE CARD/PRESS KEY->
VOID P/A CSHR MGR

Swipe Card or Press Key
(Swipe Credit Card)

PLEASE WAIT...

<-ENTER PROD/TOTAL ->
UNLD **MID** PREM CSTR

Select Appropriate Menu Key
(Select "MID" Menu Key)

SELECT SERVICE TYPE
FULL **SELF**

Select Appropriate Menu Key
(Select "SELF" Menu Key)

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
(Enter \$5.50 for sale amount)
Press "ENTER/TOTAL" Key

<-ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

Select Appropriate Menu Key
(Press "#" to Scroll Screens)

SALES PROCESSING - SWIPED TRANSACTIONS

TERMINAL DISPLAY

<-ENTER PROD/TOTAL ->
SVC OIL DSL **WASH**

ENTER AMOUNT
\$ 0.00

TAXABLE SALE
YES NO

<- ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

<- ENTER PROD/TOTAL ->
SVC OIL DSL WASH

<- ENTER PROD/TOTAL ->
INSP TOW LABR FUEL

ENTER AMOUNT
\$ 0.00

TAXABLE SALE
YES NO

<- ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

AUTH PENDING
TOTAL \$ 0.00

SWIPE CARD/PRESS KEY
VOID P/A CSTR MGR

OPERATOR ACTION

Select Appropriate Menu Key
(Select "WASH" Menu Key)

Enter Amount of Sale
(Enter \$6.92 for sale amount)
Press "ENTER/TOTAL" Key

Select Appropriate Menu Key
(Select "NO" Menu Key)

Select Appropriate Menu Key
(Press "#" to Scroll Screens)

Select Appropriate Menu Key
(Press "#" to Scroll Screens)

Select Appropriate Menu Key
(Select "INSP" Menu Key)

Enter Amount of Sale
(Enter \$30.00 for sale amount)
Press "ENTER/TOTAL" Key

Select Appropriate Menu Key
(Select "YES" Menu Key)

End the Sale
Press Total/Enter Key

Authorization Pending
Receipt Printing

Select Appropriate Menu Key

SALES PROCESSING - MANUAL ENTRY

A Manually Entered Sales Transaction is performed **only** when a valid electronic card type has been swiped and is unreadable by the OMNI Terminal and the clerk must manually key in the account number from the face of the credit card.

It is required that a manual imprint be made of the card for all manually entered sales. The manual imprint must be filed with the electronic receipt. A copy of both the manual imprint and the electronic receipt must be provided in response to an invoice retrieval request.

*****Example*****

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Press "MANUAL" Key

ENTER ACCOUNT NUMBER

Key In Account Number
Press "ENTER/TOTAL" Key

ENTER EXP DATE: MMY

Enter Expiration Date
(Enter 4 digits IE: 0100 =
January of 2000)

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

Select Appropriate Menu Key

*****Press "#" to Scroll Screens Forward*****

*****Press "*" to Scroll Screens Backward*****

SELECT SERVICE TYPE
FULL SELF

Select Appropriate Menu Key

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
Press "ENTER/TOTAL" Key

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

Select Appropriate Menu Key

*****If all entries have been made, press "ENTER/TOTAL"*****

AUTH PENDING
TOTAL \$ 0.00

Authorization Pending
Receipt Printing

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Swipe Card or Press Key

SALES PROCESSING - EXTENDED TERMS

Marathon Premier Credit Card - An Extended Terms Sale is for non-fuel and non-c-store purchases where the amount of the sale is greater than \$50.00.

Extended Terms: Purchase tires, batteries and qualifying service work at any Marathon Service station and elect to pay for purchase over a six-month period with no interest.

*****Example*****

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Swipe Card or Press Key
(Swipe Credit Card)

PLEASE WAIT...

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

Select Appropriate Menu Key
(Press “#” to Scroll Screens)

*****Press “#” to Scroll Screens Forward*****
*****Press “*” to Scroll Screens Backward*****

<-ENTER PROD/TOTAL->
SVC OIL DSL WASH

Select Appropriate Menu Key
(Select “SVC” Menu Key)

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
(Enter \$75.00 as sale amount)
Press “ENTER/TOTAL” Key

TAXABLE SALE
YES NO

Select Appropriate Menu Key
(Press “YES” Menu Key)

<-ENTER PROD/TOTAL ->
UNLD MID PREM CSTR

Select Appropriate Menu Key
(Press “ENTER/TOTAL”Key)

EXTENDED TERMS
YES NO

Select Appropriate Menu Key
(Press “YES” Menu Keys)

AUTH PENDING
TOTAL

Authorization Pending
Receipt Printing

SWIPE CARD/PRESS KEY
VOID PA CSHR MGR

Swipe Card or Press Key

SALES PROCESSING - FLEET CARDS

Marathon Fleet, Voyager, WEX, MasterCard Fleet, Visa Fleet and Super Fleet Credit Cards – Swiped Transaction

*****Example*****

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Swipe Card or Press Key
(Select Appropriate Menu Key)

PIN PAD INPUT
DRIVER ID

Enter Value on Pin Pad
Press Enter Key on Pin Pad

PIN PAD INPUT
VEHICLE

Enter Value on Pin Pad
Press Enter Key on Pin Pad

PIN PAD INPUT
ODOMETER

Enter Value on Pin Pad
Press Enter Key on Pin Pad

SUPERFLEET
CARD ONLY

Swipe the card and follow the prompts for values to input on the PIN Pad. These prompts may include Cust-ID, Vehicle Number, Charge To, and Odometer. Have the customer input the appropriate values for each prompt. The customer should know all of the values which need to be entered on the PIN Pad. **Note: The Cust-ID is the same value the customer may know as their PIN Number.**

<-ENTER PROD/TOTAL->
UNLD **MID** PREM CSTR

Select Appropriate Menu Key

SELECT SERVICE TYPE
FULL **SELF**

Select Appropriate Menu Key

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
(Enter \$5.00 as sale amount)
Press "ENTER/TOTAL" Key

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

End the Sale
Press "ENTER/TOTAL" Key

AUTH PENDING
TOTAL \$0.00

Authorization Pending
Receipt Printing

PRE-AUTHORIZATION TRANSACTIONS

Pre-Authorizing a sale is used to insure the credit card limit will cover the amount of sale. This function will not print a receipt.

*****Example*****

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

SWIPE CARD/PRESS KEY
VOID **P/A** CSHR GR

SWIPE CARD/PRESS KEY
SWIPE MANUAL

PLEASE WAIT ...

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

SELECT SERVICE TYPE
FULL SELF

ENTER AMOUNT
\$ 0.00

<-ENTER PROD/TOTAL->
UNLD MID PREM CSTR

PREAUTH PENDING
TOTAL \$ 0.00

APPROVAL 000000
 CONT

OPERATOR ACTION

Swipe Card or Press Key

Swipe Card/Press Key
(Press "P/A" Menu Key)

Select Appropriate Menu Key

Select Appropriate Menu Key

Select Appropriate Menu Key

Enter Amount of Sale

Select Appropriate Menu Key

VOID TRANSACTIONS - SWIPED/MANUAL ENTRY

SPECIAL NOTE: Voids must be performed within the same batch as the sales transaction in order for the void to process. If a void is needed for a sales transaction from a closed batch please call Marathon Dealer Services at 800-352-2422, x1 or use a Marathon Paper Credit Memo (Form 50311).

*****Example*****

TERMINAL DISPLAY
(Card Swipe Void)

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Select "VOID" Menu Key

PLEASE WAIT...

SWIPE CARD/PRESS KEY
SWIPE **MANUAL**

Swipe Credit Card

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
Press "ENTER/TOTAL" Key

VOID PENDING
TOTAL \$0.00

Void Pending

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Select Appropriate Menu Key

SPECIAL NOTE: *If "VOID" function is performed without a previous sale to delete in the current batch, the screen will display "NO MATCHING SALE"*

-OR-

(Manually Entered Void)

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Select "VOID" Menu Key

SWIPE CARD/PRESS KEY
SWIPE **MANUAL**

Select "MANUAL" Menu Key

ENTER ACCOUNT NUMBER

Enter Account Number
Press "ENTER/TOTAL" Key

ENTER EXP DATE: MMY

Enter Expiration Date of Card

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
Press "ENTER/TOTAL" Key

VOID PENDING
TOTAL \$0.00

Void Pending

VOID TRANSACTIONS - FLEET CARD

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Select Appropriate Menu Key

Fleet Credit Card Void Transaction

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Swipe Card or Press Key
(Press "VOID" Menu Key)

PIN PAD INPUT
DRIVER ID

Enter Value on Pin Pad
Press Enter Key On Pin Pad

PIN PAD INPUT
ODOMETER

Enter Value on Pin Pad
Press Enter Key on Pin Pad

ENTER AMOUNT
\$ 0.00

Enter Amount of Sale
Press "ENTER/TOTAL" Key

VOID PENDING
TOTAL \$ 0.00

Void Pending

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Swipe Card or Press Key

<p>SPECIAL NOTE: For Fleet Credit Card Voids, continue to enter Pin Pad values until the VeriFone screen displays "ENTER AMOUNT."</p>
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CASHIER FUNCTIONS

Mail Function

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID P/A **CSHR** MGR

CASHIER FUNCTION
MAIL BAT SHFT RCPT

MAIL
PRINT REPNT RQST

OPERATOR ACTION

Select "CSHR" Menu Key

Select "MAIL" Menu Key

Select "PRINT" Menu Key

PRINT MAIL: Cashier has option of either Printing Invoice Retrievals or Printing Mail Messages

PRINT MAIL
RETVL MSG

Select Appropriate Menu Key

*****If "RETVL" is selected, the terminal will display the following message:*****

PRINTING INV RETVL
PLEASE WAIT...

*****If "MSG" is selected, the terminal will display the following message.*****

PRINTING MSG MAIL
PLEASE WAIT...

OR

MAIL
PRINT **REPNT** RQST

Select "REPNT" Menu Key

REPRINT MAIL: Cashier has option of either Reprinting the last printed Invoice or Mail Message

REPRINT MAIL
RETVL MSG

Select "RETVL" Menu Key

*****If "RETVL" is selected, the terminal will display the following message:**

PRINTING INV RETVL
PLEASE WAIT...

TERMINAL DISPLAY

OPERATOR ACTION

*****If "MSG" is selected, the terminal will display the following message:*****

PRINTING MSG MAIL
PLEASE WAIT...

===== OR =====

MAIL
PRNT REPNT RQST

Select "RQST" Menu Key

REQUESTING MAIL
PLEASE WAIT...

Requesting Mail

*****The terminal will display one of the following two responses*****

1. MAIL RECEIVED
CONT

Select "CONT" to Continue

2. NO MAIL AVAILABLE
CONT

Select "CONT" to Continue

MAIL
PRNT REPNT RQST

Select Menu Key or "CLEAR"

CASHIER FUNCTION

Batch Function

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID P/A **CSHR** MGR

CASHIER FUNCTION
MAIL **BAT** SHFT RCPT

BATCH
CLOSE REPNT

*****If "CLOSE" Menu Key will close and print the current batch*****

CLOSING BATCH
PLEASE WAIT...

*****If "REPNT" is selected, the terminal will display the following*****

REPRINT BATCH
PLEASE WAIT...

CASHIER FUNCTION
MAIL **BAT** SHFT RCPT

OPERATOR ACTION

Select "CSHR" Menu Key

Select "BAT" Menu Key.

Select the "CLOSE" Menu Key

Closing Batch

Reprinting Batch

Select Appropriate Menu Key

CASHIER FUNCTION

Shift Function

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR MGR

Select "CSHR" Menu Key

CASHIER FUNCTION
MAIL BAT **SHFT** RCPT

Select "SHFT" Menu Key

SHIFT
CLOSE REPNT

Select "CLOSE" Menu Key

*****If "CLOSE" is selected, the terminal will display:*****

CLOSING BATCH
PLEASE WAIT...

Closing Batch

CLOSING SHIFT
PLEASE WAIT

Closing Shift

OR

CASHIER FUNCTION
CLOSE **REPNT**

Select "REPNT" Menu Key

*****If "REPNT" is selected, the terminal will display*****

REPRINT SHIFT
PLEASE WAIT...

Reprinting Last Shift Report

CASHIER FUNCTION
MAIL BAT SHFT RCPT

Select Appropriate Menu Key

CASHIER FUNCTION

Receipt Reprint

The following procedure documents how the last receipt can be reprinted.

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID/ P/A **CSHR** MGR

CASHIER FUNCTION
MAIL BAT SHFT **RCPT**

REPRINTING RECEIPT
PLEASE WAIT...

CASHIER FUNCTION
MAIL BAT SHFT RCPT

OPERATOR ACTION

Select "CSHR" Menu Key

Select "RCPT" Menu Key

Reprinting Receipt

Select Appropriate Menu Key

MANAGER FUNCTIONS

Change Fuel Prices/Ethanol Blend Percentage

This function allows prices or Ethanol Blend Percentages to be updated at anytime during the day. It allows for each grade of gasoline to have separate pricing slots for full serve and self serve. The format of the price field is 9.999 - (IE: \$1.099)

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD

Enter Manager Password
Press "ENTER/TOTAL" Key

MANAGER
FUEL EOD PDL MAIL

Select "FUEL" Menu Key

FUEL

Select "PRICE" Menu Key

PRICE BLEND
SELF-UNLEADED (\$0.000)
\$ 0.00

Enter Fuel Price, where the \$0.000 is the current price per gallon. Pressing the "ENTER" key will re-use the current price.

SELF-MID (\$0.000)
\$ 0.00

Enter Fuel Price, where \$0.000 is the current price per gallon. Pressing the "ENTER" key will re-use the current price.

SELF-PREM(\$0.000)
\$ 0.00

Enter Fuel Price, where \$0.000 is the current price per gallon. Pressing the "ENTER" key will re-use the current price.

Continue this procedure until all prices have been assigned.

MANAGER
FUEL EOD PDL MAIL

Select another "MGR" Function
(OR) Press "CLEAR/RESET" to
return to Idle Menu.

PRICE BLEND
Current Blend: Clear
Clear 5.7% 7.7% 10%

Select the key under the
CLEAR or BLEND percentages

Press "CLEAR/RESET" to return
to managers functions or press
"CLEAR/RESET" twice to return
to Idle Menu.

MANAGER FUNCTIONS

End of Day Procedure

This function closes the current batch and will print and retrieve any pending mail. The current batch will be sent to the network, and the End of Day report will be printed

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key.

ENTER PASSWORD

Enter Manager Password.
Press "ENTER/TOTAL" Key

MANAGER
FUEL **EOD** PDL MAIL

Select "EOD" Menu Key

END OF DAY*
PRT RPRT SET

*SPECIAL NOTE:

If "PRT" is selected, terminal will cause mail and EOD processing to begin. Terminal Display will read:

**END OF DAY
PLEASE WAIT ...**

If "RPRT" is selected, terminal will retrieve the last EOD report and the report will be reprinted. Terminal Display will read:

**END OF DAY
PLEASE WAIT ...**

MANAGER
FUEL **EOD** PDL MAIL

Select "EOD" Menu Key

END OF DAY*
PRT RPRT **SET**

Select "SET" Menu Key

SET END OF DAY TIME

HHMM will be set to the
specified time

TIME AM or PM
AM PM

Select "AM" or "PM" Menu Key

MANAGER
RPRT RPRT SET

Select Menu Key (OR) Press
"CLEAR" to Return to Idle Menu

MANAGER FUNCTIONS

PDL Functions

This function allows a manager to request a parameter download from the ADS network. When this operation is selected, the terminal dials the primary phone number stored in the terminal and the PDL is received from the host

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

ENTER PASSWORD
0000

MANAGER
FUEL EOD **PDL** MAIL

PDL
PRINT RQST

PRINTING CURRENT PDL
PLEASE WAIT . . .

OR

PDL
PRINT **RQST**

CLOSING BATCH
PLEASE WAIT

REQUESTING PDL
PLEASE WAIT . . .

PRINTING CURRENT PDL
PLEASE WAIT

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

OPERATOR ACTION

Select "MGR" Menu Key

Enter Manager Password

Select "PDL" Menu Key

Select "PRINT" Menu Key

Select "RQST" Menu Key

Swipe Card/Press Key

MANAGER FUNCTIONS

Mail Function

This function allows stored mail in the terminal to be retrieved and printed.

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

ENTER PASSWORD

MANAGER
FUEL EOD PDL **MAIL**

MAIL
PRNT REPNT RQST

PRINT MAIL
PRC RETVL MSG

OPERATOR ACTION

Select "MGR" Menu Key

Enter Manager Password

Select "MAIL" Menu Key

Select Appropriate Menu Key

Select Appropriate Menu Key

***** If "PRC" is selected, the terminal will display the following message:*****

PRINTING PRC MAIL(Price Notification)
PLEASE WAIT . . .

*****If "RETVL" is selected, the terminal will display the following message:*****

PRINTING INV RETVL
PLEASE WAIT . . .

***** If "MSG" is selected, the terminal will display the following message:*****

PRINTING MSG MAIL
PLEASE WAIT . . .

"Manager has the option to reprint the last printed mail message."

MAIL
PRNT **REPNT** RQST Select "REPNT" Menu Key

REPRINT MAIL
PRC RETVL MSG Select Appropriate Menu Key

TERMINAL DISPLAY

OPERATOR ACTION

*****If "PRC" is selected, the terminal will display the following message:*****

PRINTING PN MAIL
PLEASE WAIT . . .

***** If "RETVL" is selected, the terminal will display the following message:*****

PRINTING INV RETVL
PLEASE WAIT . . .

*****If "MSG" is selected, the terminal will display the following message:*****

PRINTING MSG MAIL
PLEASE WAIT . . .

MAIL	
PRNT REPNT RQST	Select "RQST" Menu Key
REQUESTING MAIL PLEASE WAIT . . .	
MAIL RECEIVED CONT	Press "CONT" Menu Key to Continue
NO MAIL AVAILABLE CONT	Press "CONT" Menu Key to Continue

MANAGER FUNCTIONS

Time and Date

This function allows a manager to update the terminal date and time.

TERMINAL DISPLAY

OPERATOR/ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD

Enter Manager Password
Press "ENTER/TOTAL" Key

MANAGER
FUEL EOD PDL MAIL

Enter "#" Key

MANAGER
TIME TAX UNIT PASS

Select "TIME" Menu Key

Key in effective date and time by using numerical key pad.

SET DATE MMDDYYYY
(Example: 05121999=May 12, 1999)

Enter current date

SET TIME* HHMM
Military Time: 1520 = 3:20 PM

Enter current time in Military
Format(HHMM)

*****SPECIAL NOTE***** If current date and time is correct and no changes are required; press "**ENTER/TOTAL**" key to keep current time.

MANAGER FUNCTIONS

Change Tax Rate

This optional function allows the manager to control the sales tax rate applied to taxable sales. It allows a value up to 100 and converts to a percentage value for calculation

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD

Enter Manager Password
Press "ENTER/TOTAL" Key

MANAGER
FUEL EOD PDL MAIL

Select "#" to Scroll Screens

MANAGER
TIME **TAX** UNIT PASS

Select "TAX" Menu Key

IMPORTANT NOTE: Use the BACKSPACE key to delete current tax rate. If applicable, use numerical key pad to re-enter current value.

ENTER TAX RATE 0.000
0.00%

Enter Tax Rate

SPECIAL NOTE: Enter tax rate assuming the last 3 positions will be decimal; "0.00" will be the current tax rate. **Example:** If tax rate is 6.5%; enter 650 on OMNI key pad.

SPECIAL NOTE: The tax rate default is 0.00%. To avoid double taxation on merchandise, **DO NOT** set tax rate on OMNI if cash register will tax all items as well.

MANAGER FUNCTIONS

Unit Identification

This function allows the manager to update unit number in case of input error.

TERMINAL DISPLAY

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

ENTER PASSWORD

MANAGER
FUEL EOD PDL MAIL

MANAGER
TIME TAX **UNIT** PASS

OPERATOR ACTION

Select "MGR" Menu Key

Enter Manager Password
Press "ENTER/TOTAL" Key

Select "#" to Scroll Screens

Select "UNIT" Menu Key

IMPORTANT NOTE: Performing an End of Day is required to change unit number.

ENTER UNIT NUMBER
000000

Enter Six Digit Dealer #

ENTER TERMINAL ID
00

Enter a two digit number
IE: (01, 02)

MANAGER
FUEL EOD PDL MAIL

Select Appropriate Menu Key

MANAGER FUNCTIONS

Receipt Headers

This function allows the manager to key in a message that will print at the top of the sales receipt. The header message length allows for three lines of characters fitting the width of the receipt paper.

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD
XXXX

Enter Manager Password
Press "ENTER/TOTAL" Key

MANAGER
FUEL EOD PDL MAIL

Press "#" to Scroll Screens

MANAGER
TIME TAX UNIT PASS

Press "#" to Scroll Screens

MANAGER
HDR TRLR MANL TECH

Select "HDR" Menu Key

EDIT LINE NUMBER*
1 2 3

Select Appropriate line to edit

ENTER LINE 1(2&3)

Enter Top Header Line up to
40 alphanumeric characters

INPUT INSTRUCTIONS

Please read instructions carefully before header input

The Header can be three lines of text holding 40 characters where the screen only displays 20 characters.



Menu Key

(A)

Move Text Left



Menu Key

(B)

Move Cursor Left



Menu Key

(C)

Move Cursor Right



Menu Key

(D)

Move Text Right

To create a header message you will use the **Menu Keys**. For training purposes, the menu keys have been labeled A through D as shown above. The Menu Keys are the four keys that are directly below the display screen. Menu Keys (A & D) scroll the text from left to right (<- ->). Menu Keys (B & C) move the cursor left or right. Menu Key (B) moves the cursor to the left and menu key (C) moves the cursor to the right.

CREATE HEADER

Move cursor to the location on the display screen that you want to begin the text and press the number on the key pad that has the corresponding letter you need for the text. For example: For the word *QUICK* press the (1) button and release and then press the (ALPHA) button once which will change the number (1) displayed on the screen to the letter (Q). For the letter (U), press the (8) button and release and then press the (ALPHA) button twice to change the number (8) to the letter (U). Continue this procedure until the word *QUICK* has been spelled.

PLACEMENT

Spaces/Dashes: (Move text right)

To produce spaces between words, press the zero (0) button and release and then press the ALPHA button twice. A space will be inserted between the preceding word and the next. If you press the zero (0) button and release and then press the ALPHA button once a dash (-) will appear on the display screen. Adding spaces will move the text to the right across the screen. This procedure is necessary for centering the text across the receipt.

(Move text left)

To move a word across the screen for proper placement, move the cursor in front of the text and then press the BACKSPACE key. This will move the entire text across the screen to the left. This procedure is necessary for centering the text across the receipt.

Delete:

To delete a word or letter place the cursor to the right of the word and then press the BACKSPACE key until the word is deleted.

Save Text:

Press "ENTER/TOTAL" in order to save the text. The display screen will prompt

EDIT LINE NUMBER
1 2 3

At this time, you can select to re-edit a header line or choose another line to create a header message.

RECOMMENDATION:

It is recommended that you create a header for your receipt at a low traffic time. Also, it will be necessary to create several "test" sales receipts in order to check for header placement. In creating "test" sales receipts, enter a low value amount like 10 cents for the sale and then void the sale immediately afterwards. If a void is not performed, the transaction will be valid. Continue to check for proper placement of the header and modify using the above guidelines until the desired position is obtained.

MANAGER FUNCTIONS

Trailers

This function allows the manager /attendant to key in a message that will print at the bottom of the sales receipt. The trailer message length should allow for three lines of characters fitting the width of the receipt paper.

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD
XXXX

Enter Manager Password
Press "ENTER/TOTAL" Key

MANAGER
FUEL EOD PDL MAIL

Press "#" to Scroll Screens

MANAGER
TIME TAX UNIT PASS

Press "#" to Scroll Screens

MANAGER
HDR **TRLR** MANL TECH

Select "TRLR" Menu Key

EDIT LINE NUMBER
1 2 3

Select Appropriate Line to Edit

ENTER LINE 1 (2&3)

Enter Trailer line message up to
40 alphanumeric characters

INPUT INSTRUCTIONS

Please read instructions carefully before trailer input

The Trailer can be three lines of text holding 40 characters where the screen only displays 20 characters.



Menu Key

(A)

Move Text Left



Menu Key

(B)

Move Cursor Left



Menu Key

(C)

Move Cursor Right



Menu Key

(D)

Move Text Right

To create a trailer message you will use the **Menu Keys**. For training purposes, the menu keys have been labeled A through D as shown above. The Menu Keys are the four keys that are directly below the display screen. Menu Keys (A & D) scroll the text from left to right (<- ->). Menu Keys (B & C) move the cursor left or right. Menu Key (B) moves the cursor to the left and menu key (C) moves the cursor to the right.

Create Trailer:

Move cursor to the location on the display screen that you want to begin the text and press the number on the key pad that has the corresponding letter you need for the text. For example: For the word *QUICK* press the (1) button and release and then press the (ALPHA) button once which will change the number (1) displayed on the screen to the letter (Q). For the letter (U), press the (8) button and release and then press the (ALPHA) button twice to change the number (8) to the letter (U). Continue this procedure until the word *QUICK* has been spelled.

Spaces/Dashes:

To produce spaces between words, press the zero (0) button and release and then press the ALPHA button twice. A space will be inserted between the preceding word and the next. If you press the zero (0) button and release and then press the ALPHA button once a dash (-) will appear on the display screen. Adding spaces will move the text to the right across the screen. This procedure is necessary for centering the text across the receipt.

Delete:

To delete a word or letter place the cursor to the right of the word and then press the BACKSPACE key until the word is deleted.

Placement:

To move a word across the screen for proper placement, move the cursor in front of the text and then press the BACKSPACE key. This will move the entire text across the screen to the left. This procedure is necessary for centering the text across the receipt.

Save Text:

Press "ENTER/TOTAL" in order to save the text. The display screen will prompt

EDIT LINE NUMBER
1 2 3

At this time, you can select to re-edit a trailer line or choose another line to create a trailer message.

RECOMMENDATION:

It is recommended that you create a trailer for your receipt at a low traffic time. Also, it will be necessary to create several "test" sales receipts in order to check for trailer placement. In creating "test" sales receipts, enter a low value amount like 10 cents for the sale and then void the sale immediately afterwards. If a void is not performed, the transaction will be valid. Continue to check for proper placement of the trailer and modify using the above guidelines until the desired position is achieved.

MANAGER FUNCTIONS

Account Masking On/Off

(Example: XXXX XXXX XXXX 1234)

This function is used to turn account masking on or off. A manager can control whether a customer receipt displays the credit card account number

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD
XXXX

Enter Manager Password

MANAGER
FUEL EOD PDL MAIL

Press "*" to Scroll Screens

MANAGER
MASK TECH

Press "#" again
Select "MASK" Menu Key

MASKING ACCT # IS
ON OFF

Select "ON" or "OFF"

SPECIAL NOTE: It is recommended that "ACCOUNT MASKING" always remain turned on.

MANAGER FUNCTIONS

Technical Support Functions

This function requires a separate password. A help desk support technician will provide instructions when this function is required

TERMINAL DISPLAY

OPERATOR ACTION

SWIPE CARD/PRESS KEY
VOID P/A CSHR **MGR**

Select "MGR" Menu Key

ENTER PASSWORD

Enter Manager Password

MANAGER
FUEL EOD PDL MAIL

Press "#" to Scroll Screens

MANAGER
TIME TAX UNIT PASS

Press "#" to Scroll Screens

MANAGER
HDR TRLR MANL **TECH**

Select "TECH" Menu Key

ENTER PASSWORD

Enter Manager Password
(8 Digit Number)

TECH SUPPORT*
PNEG PHON VERS DNLD

Select Appropriate Menu Key

*If "PNEG" menu key is selected, the terminal will print the current negative file.

*If "PHON" menu key is selected, the terminal will prompt the following options

PHONE NUMBERS
PRIM SEC ACSS

Select "PRIM" Menu Key

ENTER PRIMARY PHONE
0000000000

Enter host telephone number or
press "ENTER" to use current
entry.

OR

PHONE NUMBERS
PRIM SEC ACSS

Select "SEC" Menu Key

TERMINAL DISPLAY

OPERATOR ACTION

ENTER SECONDARY PHONE
00000000000

Enter host telephone number or
press "ENTER" to use current
entry.

OR

PHONE NUMBERS
PRIM SEC **ACCS**

Select "ACSS" Menu Key

ENTER ACCESS CODE

Enter Appropriate digits if
Access Code is Applicable.
*IE: Enter "9" if dialing 9 is
required for an outside line*

TECH SUPPORT
PNEG PHON **VERS** DNLD

Select "VERS" Menu Key

If "VERS" menu key is selected, the terminal will display the following
option:

CURRENT VERSION #
00.0 MMDDYYYY

Note: The terminal will display
the current version number and
date of the version.

TECH SUPPORT
PNEG PHON **VERS** DNLD

Select "DNLD" Menu Key

DOWNLOAD AVAILABLE
MMDDYYYY

Press any key to continue

SALES RECEIPT

Standard Marathon Credit Card Swiped Transaction

DATE	TIME	CT	AUTH*	DOC #	EXP
09-01-98	14:27	MA	000127	01030	0800
JANE DOE			MARATHON		
			DALLAS		TX
12 345 67 890 001		DEALER	999995	09 92	
DESCRIPTION		QTY	PRICE	AMOUNT	
SELF UNLEAD		18.000	\$1.000	\$18.00	
		SALE TOTAL	\$18.00		

I HEREBY ACKNOWLEDGE RECEIPT OF THIS INVOICE AND THE ITEMS PURCHASED. UNDERSTAND THAT I MUST PAY IN ACCORDANCE TO THE AGREEMENT I ENTERED INTO AT THE TIME THE CARD WAS ISSUED, OR TO THE TERMS OF ANY SUBSEQUENT AGREEMENT.
SIGN HERE: _____

MANUAL ENTRY SALES RECEIPT

DATE	TIME	CT	AUTH*	DOC #	EXP
09-01-98	14:27	MA	000127	01030	0800
MANUAL ENTRY			MARATHON		
			DALLAS		TX
12 345 67 890 001		DEALER	999995	09 92	
DESCRIPTION		QTY	PRICE	AMOUNT	
SELF UNLEAD		6.000	\$1.000	\$ 6.00	
		SALE TOTAL	\$ 6.00		

I HEREBY ACKNOWLEDGE RECEIPT OF THIS INVOICE AND THE ITEMS PURCHASED. I UNDERSTAND THAT I MUST PAY IN ACCORDANCE TO THE AGREEMENT I ENTERED INTO AT THE TIME THE CARD WAS ISSUED, OR TO THE TERMS OF ANY SUBSEQUENT AGREEMENT.
SIGN HERE: _____

SALES RECEIPT

Extended Terms Sale – Premier Card only

An Extended Terms Sale is for non-fuel purchases where the amount of the sale is greater than \$50.00. Extended Terms allows customer to pay for non-fuel purchase over a six-month period in equally divided payment amounts.

DATE	TIME	CT	AUTH*	DOC #	EXP
09-01-98	14:04	MA	000027	01020	1099
JANE DOE			MARATHON		
			DALLAS		TX
97 345 67 890 001			DEALER 999995	09 92	
INSTALLMENT			PURCH		
DESCRIPTION		QTY	PRICE	AMOUNT	
SERVICE				\$ 59.00	
SALE TOTAL			\$	59.00	
I HEREBY ACKNOWLEDGE RECEIPT OF THIS INVOICE AND THE ITEMS PURCHASED. I UNDERSTAND THAT I MUST PAY IN ACCORDANCE TO THE AGREEMENT I ENTERED INTO AT THE TIME THE CARD WAS ISSUED, OR TO THE TERMS OF ANY SUBSEQUENT AGREEMENT.					
SIGN HERE: _____					

FLEET SALE TRANSACTION

Standard Fleet Sale Receipt

Acceptable Fleet Cards: Marathon Fleet, Wright Express, Voyager, MasterCard Fleet, Visa Fleet and Super Fleet

DATE	TIME	CT	AUTH*	DOC #	EXP
09-01-98	14:15	WE	340016	01025	0300
			MARATHON		
			DALLAS		TX
6900460420001234566			DEALER 999995	09 92	
VEH# 01471 ODOM	9876				
DESCRIPTION		QTY	PRICE	AMOUNT	
SELF UNLEAD	25.000		\$1.000	\$ 25.00	
SALE TOTAL			\$	25.00	
I HEREBY ACKNOWLEDGE RECEIPT OF THIS INVOICE AND THE ITEMS PURCHASED. I UNDERSTAND THAT I MUST PAY IN ACCORDANCE TO THE AGREEMENT I ENTERED INTO AT THE TIME THE CARD WAS ISSUED, OR TO THE TERMS OF ANY SUBSEQUENT AGREEMENT.					
SIGN HERE: _____					

VOID RECEIPT

Standard Void Receipt

Voids must be performed within the same batch as the matching sales transaction in order for the void to process.

DATE	TIME	CT	AUTH*	DOC #	EXP
09-01-98	14:23	MC	000029	01018	1200
JANE DOE		MARATHON			
		DALLAS		TX	
5499 8300 0000 0205	DEALER 999995 09 92				
DESCRIPTION	QTY	PRICE	AMOUNT		
SELF UNLEAD	12.000	\$1.000	\$	12.00	
CSTORE PROD			\$	0.98	
CSTORE PROD —TAX			\$	3.99	
			\$	0.26	
VOID TOTAL		\$	17.23		
I HEREBY ACKNOWLEDGE RECEIPT OF THIS INVOICE AND THE ITEMS PURCHASED. I UNDERSTAND THAT I MUST PAY IN ACCORDANCE TO THE AGREEMENT I ENTERED INTO AT THE TIME THE CARD WAS ISSUED, OR TO THE TERMS OF ANY SUBSEQUENT AGREEMENT.					
SIGN HERE: _____					

MANUAL ENTRY VOID RECEIPT

Manually entered voids must be performed within the same batch as the matching sales transaction in order to process the void. This can be performed by pressing the manual entry key.

DATE	TIME	CT	AUTH*	DOC #	EXP
09-01-98	14:29	MA	000127	01031	0800
MANUAL ENTRY			MARATHON		
			DALLAS TX		
12 345 67 890 001			DEALER 999995 09 92		
DESCRIPTION	QTY	PRICE	AMOUNT		
SELF UNLEAD	6.000	\$1.000	\$ 6.00		
VOID TOTAL		\$	6.00		
I HEREBY ACKNOWLEDGE RECEIPT OF THIS INVOICE AND THE ITEMS PURCHASED. I UNDERSTAND THAT I MUST PAY IN ACCORDANCE TO THE AGREEMENT I ENTERED INTO AT THE TIME THE CARD WAS ISSUED, OR TO THE TERMS OF ANY SUBSEQUENT AGREEMENT.					
SIGN HERE: _____					

*Special Note: If a closed batch contains the sale you like to void, please call Dealer Support at 1-800-352-2422, X1.

BATCH REPORT

The batch report shows all of the transactions within a particular batch. It is printed whenever the terminal closes a batch. A batch consists of a certain number of transactions, specified in the PDL, that are grouped together and sent to the network. A batch is closed in one of two ways. The terminal can automatically close a batch when the number of transactions within the batch equals the batch size limit in the PDL. A batch can also be closed by using the cashier function or when the automatic end-of-day time is reached.

DOC # - Document number unique to each sale

DEALER # 00000999995 09 V01.0
 09-01-98 BATCH 03 15:08

DETAIL INFORMATION FOR CREDIT CARD SALES

CT	ACCOUNT NUMBER	DOC#	TIME	AMOUNT
MA	1002362471	03001	15:03	15.50
	0600 121210			
AM	3711111111111114	03002	15:04	25.00
	1299 123456			
MC	549983000000205	03003	15:04	21.29
	1200 245879			
MF	7520014251047	03004	15:05	26.00
	0599 903004			M
VI	4005554444419	03005	15:07	18.75
BATCH TOTAL				106.54

TYPE	NO. OF TRANS	BATCH 03 TRAN AMOUNT
MARATHON	1	15.50
VI/MC	2	40.04
DI	0	0.00
DC	0	0.00
AMEX	1	25.00
WEX	0	0.00
MF	1	26.00
VOYAGER	0	0.00

09-01-98 15:08
 BATCH #03 IN BALANCE

CT means Card Type

- MA = Marathon
- VI = Visa
- MC = MasterCard
- DI = Discover
- DC = Diners Club
- AM = American Express
- WE = Wright Express
- VO = Voyager
- MF = Marathon Fleet
- MX = MasterCard Fleet
- VX = Visa Fleet
- SA = SuperFleet

This message is very important. it tells you that the batch was received by the network. If the message reads BATCH OUT OF BALANCE, the network did not receive the entire batch. Call Marathon Dealer Support.

M = Manual Entry

SHIFT REPORT

DEALER # 00000999995 09 V01.0
09-01-98 SHIFT 01 15:27

SUMMARY REPORT BATCH 03

TYPE	NO. OF TRANS	TRAN AMOUNT
MARATHON	15	2613.62
SSA	1	10.00
VI/MC	9	50.94
DI	0	0.00
DC	4	41.24
AMEX	3	25.19
WEX	2	50.00
MF	1	18.00
VOYAGER	3	41.00
MASTERCARD FLEET	1	2.00
VISA FLEET	1	2.00
		\$2853.99
MANUAL ENTRY	5	
SWIPED ENTRY	35	

BATCHES 01 02
IN THIS REPORT

09-01-98 14:31
BATCH #02 IN BALANCE

END OF DAY REPORT

The end-of-day report totals all of the transactions for the workday. An end-of-day report is normally initiated automatically by the terminal. The terminal uses the time of day set in the PDL to determine when to initiate reporting. Another way to initiate end-of-day reporting is to enter manager functions and select EOD and PRT.

DEALER # 00000999995 09		V01.0	
09-01-98	BATCH 03	15:00	
DETAIL INFORMATION FOR CREDIT CARD SALES			
<u>CT</u>	<u>ACCOUNT NUMBER</u>	<u>DOC#</u>	<u>TIME</u> <u>AMOUNT</u>
MA	1002362471	03001	15:03 15.50
	0600 121210		
AM	3711111111111114	03002	15:04 25.00
	1299 123456		
MC	54998300000000205	08003	15:04 21.29
	1200 HOSTOK		
MF	7530014251047	03004	15:05 26.00
	0599 903004		0032145 00000
VI	4005554444419	03005	15:07 18.75
	1205 510730		
BATCH TOTAL			→ 106.54
SUMMARY REPORT BATCH 03			
<u>TYPE</u>	<u>NO. OF TRANS</u>	<u>TRAN AMOUNT</u>	
MARATHON	1	15.50	
VI/MC	2	40.04	
AMEX	1	25.00	
MF	1	26.00	
VOYAGER	0	0.00	
09-01-98 15:08			
BATCH #03 IN BALANCE			
DEALER # 00000999995 09		V01.0	
09-01-98	SHIFT 02	15:08	
<u>TYPE</u>	<u>NO. OF TRANS</u>	<u>TRAN AMOUNT</u>	
MARATHON	1	15.50	
VI/MC	2	40.04	
AMEX	1	25.00	
MF	1	26.00	
VOYAGER	0	0.00	
		\$106.54	
MANUAL ENTRY	0		
SWIPED ENTRY	5		

(Continued)

END OF DAY REPORT (continued)

BATCHES 03		
IN THIS REPORT		
09-01-98 15:08		
BATCH #03 IN BALANCE		
DEALER # 00000999995 09		V01.0
09-01-98	END OF DAY REPORT	15:08
<u>TYPE</u>	<u>NO. OF TRANS</u>	<u>TRAN AMOUNT</u>
MARATHON	16	2629.12
SSA	1	10.00
VI/MC	11	98.98
DI	0	0.00
DC	4	41.24
AMEX	4	50.19
WEX	2	50.00
MF	2	44.00
VOYAGER	3	41.00
MASTERCARD FLEET	1	2.00
VISA FLEET	1	2.00
		<hr/>
		\$2968.53
MANUAL ENTRY	5	
SWIPED ENTRY	40	
NUMBER OF SHIFTS: 2		
BATCHES 01 02 03		
IN THIS REPORT		
09-01-98 15:08		
BATCH #03 IN BALANCE		

MAIL PROCESSING OVERVIEW

The OMNI can receive and process several types of mail. This mail consists of: draft notification, payment notification, invoice retrieval, price notification and general messages. When mail is received at the terminal the display will read “Mail Received” and list the type of mail that was received. Mail will be automatically retrieved whenever a bankcard is swiped for a sale. Mail can also be requested manually at any time from Cashier or Manager mode by selecting the “Request Mail” Option under Mail Functions. Note: After mail has been requested and received, the operator must then select the “Print Mail” option under Mail Functions. The OMNI terminal can store up to three of each type of mail message in the terminal. Until this mail is printed, any additional mail will be held at the network. If the operator tries to request mail when the terminal is holding the maximum number of mail items, the terminal will display the message “Must Print Mail.” Once the mail has been printed the operator will be able to retrieve any pending mail from the network.

The following chart summarizes the available mail types.

Type of Mail	Available at	Terminal	Comments
Draft Notification	Thursdays at about 7:00 AM eastern time	Free Format Mail Rcv	This mail applies only to Lessee Dealers and Sellers. This mail can be requested or printed using the MSG option under Mail Functions.
Payment Notification	Daily 8:00 AM time	Free Format Mail Rcv	This message shows the daily payment being made for credit card assignments. This mail can be requested or printed using the MSG option under mail functions.
Invoice Retrievals	Daily at about 4:00 AM eastern time	Invoice Retrieval Rcv	This message shows invoices needed per cardholder request. This mail can be requested or printed using the RETVL option under mail functions.
Pricing Notification	Daily between 4:00 and 5:00 PM eastern time	Price Notification Rcv	This message only applies to Lessee Dealers and Sellers. This mail can be requested or printed using the PRC option under mail functions.
General Messages	When sent	Free Format Mail Rcv	This mail can be requested or printed using the MSG option under mail functions.

ELECTRONIC MAIL

The price change notification is only sent to direct lessee dealers and sellers. Marathon sends a price notification mail message to its Dealers notifying them of the change.

The electronic retrieval request is a request from Marathon for a copy of an invoice previously processed through the OMNI 490 terminal. Mail requested invoice(s) and work orders to Marathon Petroleum Company LLC, Invoice Retrieval - Room 975-M, 539 South Main Street, Findlay, Ohio 45840 or fax to Marathon Invoice Retrieval at 419-421-3816.

Faxed copies must have a cover sheet with senders name and dealer number that shows the number of pages sent and includes a copy of the original retrieval request.

PRICE NOTIFICATION

EFFECTIVE DATE	EFFECTIVE TIME
10-04	00:01
PRINT DATE 10-28-04	PRINT TIME 09:07

FUEL	PRICE	CHANGE
01 EXTRA-M1UN	\$1.8990	+ \$0.0100
02 MILE-MAKR3	\$1.9990	+ \$0.0150
03 SUPER-M-UN	\$2.0990	- \$0.0175
04 DIESEL	\$1.8490	- \$0.0025

INVOICE RETRIEVAL

MARATHON INVOICE RETRIEVAL REQST 000009
RETRIEVAL REQUEST DATE 10-31-04
INV DATE DOC# TRAN AMT ORG

09-25-04	15036	125.00	AF3	INVOICE/WORK
09-08-04	10013	100.00	AF3	ORDER NOT
09-20-04	89025	70.00	AF4	RECEIVED
10-05-04	26010	15.00	KD8	WITHIN 14
10-20-04	16016	17.52	PL9	DAYS OF THE
10-30-04	15013	15.58	UJ4	REQUEST DATE
10-30-04	25036	159.20	AF4	WILL BE CHARGED BACK

FREE FORMAT MESSAGE

TO: JIM HART
FROM: MARATHON PETROLEUM COMPANY

STATE LAW MAY REQUIRE YOU TO MASK ALL BUT THE RIGHT MOST DIGITS OF THE CREDIT CARD ACCOUNT NUMBER ON THE CARDHOLDER SALES RECEIPTS. THIS INCLUDES RECEIPTS PRINTED INSIDE AND OUT AT THE PUMP. WE URGE YOU TO FOLLOW YOUR STATE'S LAW. IT'S SIMPLE TO DO AND YOUR CUSTOMERS WILL THANK YOU FOR IT! FOR ASSISTANCE, CONTACT YOUR POS SERVICE PROVIDER OR DEALER SERVICES.

CREDIT CARD PAYMENT NOTIFICATION

(1) DEALER # 25678	MARATHON USA (2)
(3) CUST # 472734	PAY # 1199999999
(4) PAY TYPE EFT	PROC DT 02/18/04 (5)
(6) PAY AMT \$1762.13	PAY DT 2/21/04 (7)

(8) ASGN BY 5108	ASSGND	479.38
3rd PTY 317.66	DISCOUNT	8.88
NET BEFORE DEDUCTIONS		470.50
BATCH 21 22		

ASGN BY 43018	ASSGND	879.19 (9)
(10) 3RD PTY 75.50	DISCOUNT	3.78 (11)
(12) MARATHN 793.69	DISCOUNT	39.71 (13)
(14) TOTAL DISCOUNT	43.49	
REJECT INV		10.00 (15)
NET BEFORE DEDUCTIONS		825.70 (16)

ASGN BY 46276	ASSGND	713.83
3RD PTY 594.09	DISCOUNT	16.45
NET BEFORE DEDUCTIONS		697.38
(17) BATCH 58 59 60 61		

TOTAL NET PAY BEFORE DEDUCTIONS 1993.58 (18)

(19) DEDUCTION FOR 5108		
REASN INV DT DESCRIPTION		DEDUCTED
19 991201 VERIFONE		120.00
TOTAL DEALER DEDUCTIONS		120.00

DEDUCTION FOR 25668		
REASN INV DT DESCRIPTION		DEDUCTED
21 991201 CRD CD I		3.00
IMP FRE		
1 0		

DOC # INV DT INV AMT		
01 15586 990305 8.71	*	8.45

DEDUCTION FOR 46276		
REASN INV DT DESCRIPTION		DEDUCTED
19 991201 VFI RUBY		100.00

TOTAL DEDUCTIONS 231.45 (20)

-
- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Your Dealer number 2. Name of Dealer's business 3. Customer number – assigned by Marathon accounting group for invoicing refined products and other items 4. Pay type – EFT or Check 5. The date the payment is processed 6. Total amount of your deposit into your account 7. The date the deposit will be in your account 8. Locations' dealer number of payment being processed 9. Gross amount assigned 10. Gross amount of 3rd party cards (cards other than Marathon) 11. Discount applied to 3rd party transactions | <ol style="list-style-type: none"> 12. Gross amount of Marathon cards subject to discount 13. Discount applied to Marathon transactions 14. Total discount 15. Rejected invoice – an invoice in a manual assignment that is not acceptable 16. The net amount of the manual assignment which will be paid 17. Batch numbers that are being paid for this location 18. Net pay of the above transactions 19. Deductions for other items (terminal rent/network fees, chargebacks) by dealer number 20. Total deductions for the above locations. Net pay (18) minus total deductions (20) = Pay amount (6) |
|---|--|

DEDUCTIONS

This section identifies the deductions (if applicable) from the subtotal by the reason code. Additional information may include document number, invoice date, original amount and the amount actually deducted from the Payment Notification.

An asterisk on the payment notification indicates that additional information about the deduction will be mailed to you.

REASON TABLE

REASON	Description
01	Late Presentment
02	Expired Card
03	Invalid Account Number
04	No Imprint of Card
05	Unacceptable Credit Card Type
06	Missing or Invalid Authorization
07	Credit Memo
08	Wrong Local Card Used
09	Imprinter Error
10	Illegible Invoice
11	Products and Services Not Described
12	Over Credit Limit
13	No or Invalid Signature
14	Service Dispute
15	C-Store Items Over \$75 in One Day
16	Invalid Credit Card Purchase
17	Duplicate Sale
18	Miscellaneous Other
19	Electronic Point-of-Sale Terminal Rent
20	Diesel Tax Adjustment
21	Imprinter Rent
22	Non-Receipt of Retrieval Request
23	Customer Doesn't Recognize Sale
24	Transposed Acct. # – Amt. – Altered Amt.
25	Check Processing Fee (pay by check)
26	Customer Service Charge Refund
27	Duplicate Check Recoup
31	Co-Brand Processed by Third Party
32	Quick Credit Program Fee
33	MasterCard Chargeback Handling Fee
34	Prepaid Activation
35	Prepaid Replenishment
36	Chargeback due to not Upgrading to AVS
37	Non-Receipt of Merchandise
38	Over PreSet Limit (non fraud)

TERMINAL DISPLAY ERROR MESSAGES

Amount Mismatch - Error occurs when an operator "Re-Keyed" an amount and the two amounts did not match.

Call 1-800-352-2422 - Terminal prompts this error message when a File Full message is previously displayed. Call displayed telephone number.

Check Phone Line - Phone line failure when requesting a PDL (Parameters Down Load). Check phone line connection on back of OMNI Terminal. Make sure the telephone cord is inserted in the TELCO slot.

Declined - Terminal has determined the sale cannot be made with credit card presented. DO NOT PICK UP CARD. Ask for another form of payment to conclude the sale.

Download Unavailable - Error message informing operator that download is unavailable at current time. Call Marathon Dealer Support at 1-800-352-2422.

Enter Approval Code - Message prompts operator to key in approval code received from a voice authorization. Key in approval code received from Voice Authorization.

File Full - Error message indicates there is an ongoing communication problem. Call Network Help Desk - Heartland Payment Systems (HPS) at 1-800-378-1204 immediately.

File Corrupt - Error message indicates there is a software problem. Call Network Help Desk - Heartland Payment Systems (HPS) at 1-800-378-1204 immediately.

Invalid Account - Terminal will not accept credit card. The credit card is either not an acceptable card or has a bad magnetic stripe. In the latter case follow manual entry procedures.

Invalid Password - Operator keyed wrong password. Re-key correct password.

Manual Entry is Off - Message is displayed if manual entry function is turned off. Perform manager mode function to turn Manual Entry on if necessary.

MAX Number of Products Reached - Terminal has reached maximum number of sales entries per individual sales transaction. (Maximum number of entries per sale is five.)

Must Print Mail - Message is displayed if mail is stacked and is awaiting in terminal to be printed. Print new mail.

Must Do EOD First - Message displayed when changing unit number without performing End of Day first. Perform End of Day function.

No Mail Available - Terminal has no mail pending.

No Phone Line xx - PDL(Parameters Down Load) cannot be obtained due to host response code. Note two digit code. Check phone line connection; retry operation...if still unsuccessful, call ADS Help Desk at 1-800-378-1204.

Pick Up Card/No Sale -The sale has been denied and the card should be confiscated. Pick up the card and send in for reward. USE GOOD JUDGEMENT.

Prod Not Available - An error message that displays when a fuel was selected and both the self/full prices are set to zero(0.00) or the product is restricted. Check set up of prices in Manager Mode on terminal. If prices need to be changed, follow instructions in this Guideline.

Re-Key Amount - Message occurs when sale amount is greater than \$500.00. Re-Key sales amount.

Refresh Needed - An error message that occurs when the terminal detects a negative file corruption during a negative file refresh. Call Marathon Dealer Support at 1-800-352-2422.

Use Imprinter - Use manual imprinter to process credit card transaction.