



Product Settings

The valor portal allows merchants to add Products & Discount functionality to their virtual terminal

Step 1

Go to www.online.valorpaytech.com and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

Step 2

Click **My Settings** successfully logged into to the portal.

- User Management
- Transactions
- Virtual Terminal
- Device Management
- Engage My Customers
- Promotions
- Valor Shield RT
- Contact Us
- My Tickets
- My Setting
- Reports
- Downloads

\$1.15
Last Month
(Total Volume)

\$12.94
Current Month
(Total Volume)

\$12.94
Current Day
(Total Volume)

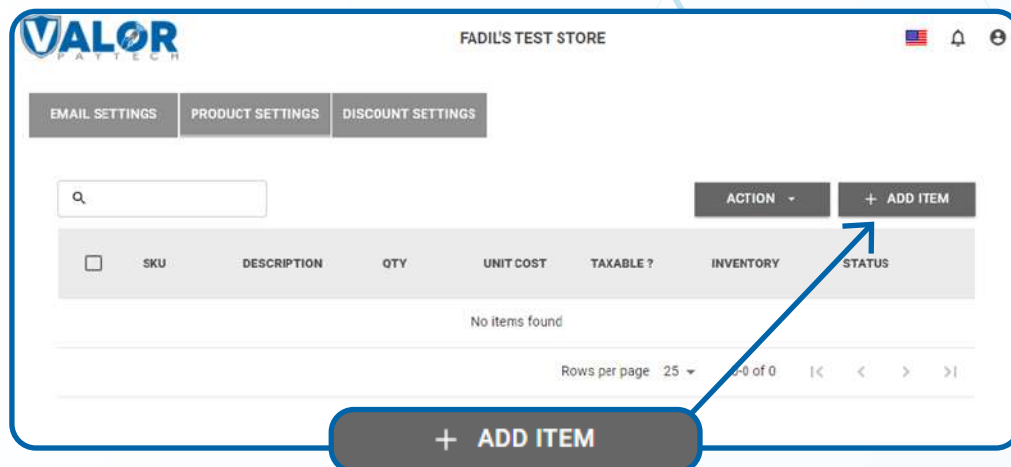
\$0.2
Average Volume per day
(last 3 Months)

Current Month Transactions

My Setting

Step 3

To add a product, select **Product Settings**, then **Add Item** from the Product Settings screen. From here, you will be able to add product items such as **SKU**, **Description** and **Cost**. The merchant will also have the option to enable and disable inventory functionality depending on if they would like to keep track of their stock.



Step 4

Once you have populated each field of the product, select **Add**. Your newly added product will now appear in the **Product Settings** tab.

The screenshot shows the 'ADD YOUR ITEM' form. The form contains the following fields and values:

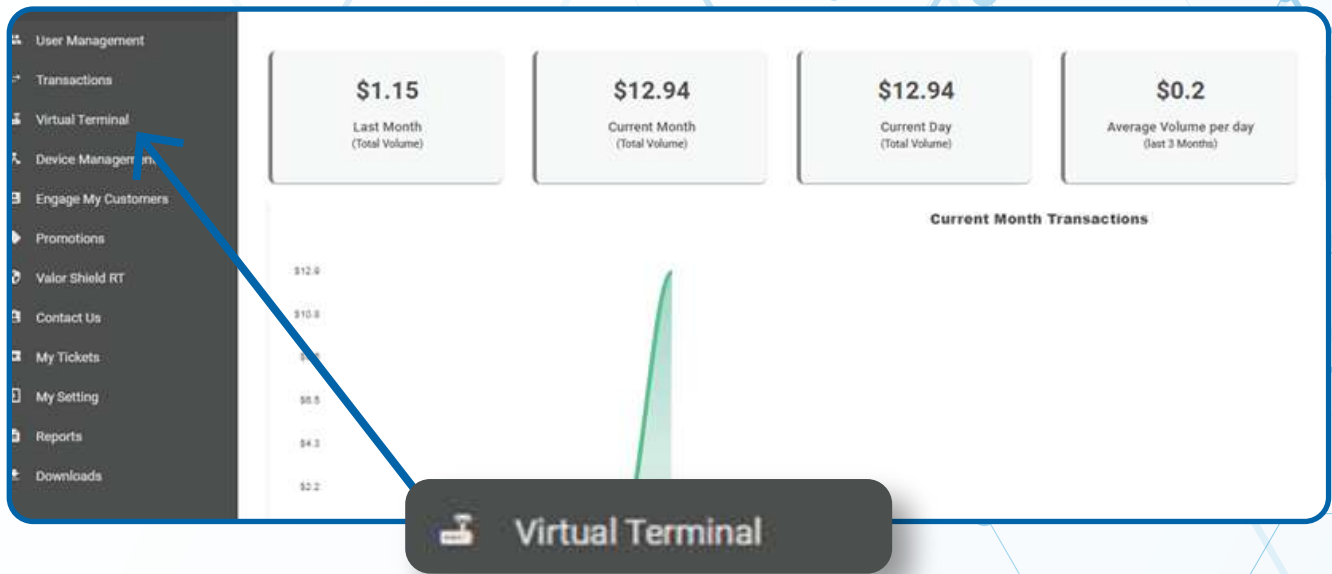
SKU	Description	Unit Cost	Taxable?
232323	test	10.00	Yes

Inventory	Qty	Status
Yes	5	Active

At the bottom of the form, there are two buttons: 'CANCEL' and 'ADD'. A large 'ADD' button is highlighted with a blue arrow pointing to it.

Step 5

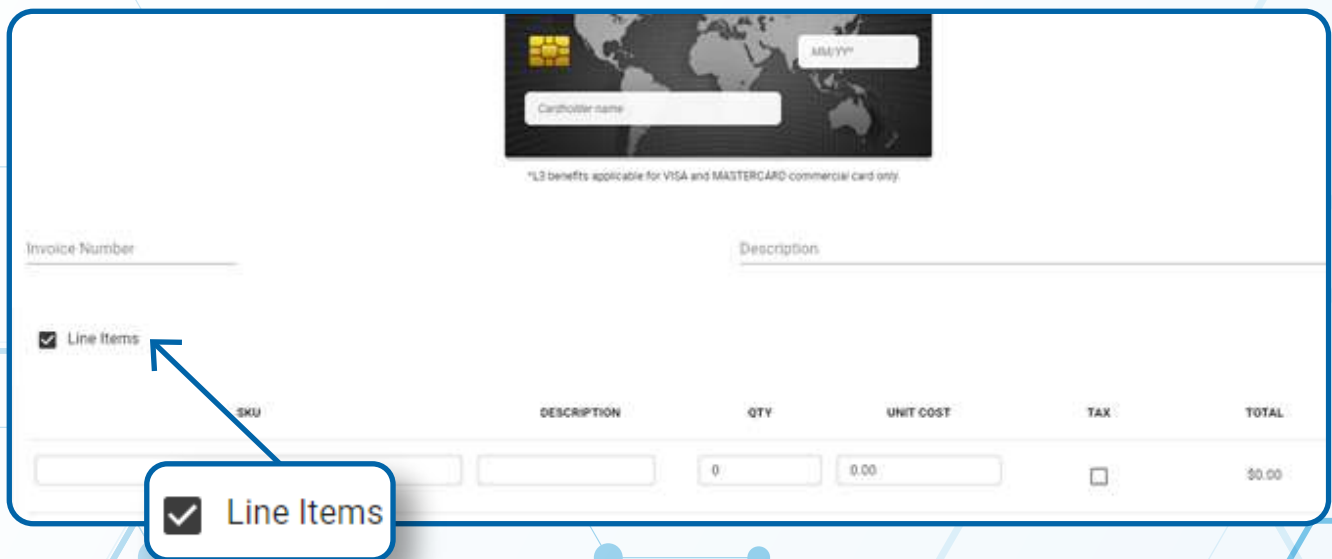
Select Virtual Terminal on the sidebar menu



The screenshot shows a sidebar menu on the left with the following items: User Management, Transactions, Virtual Terminal, Device Management, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The 'Virtual Terminal' item is highlighted with a blue arrow. A callout box with a document icon and the text 'Virtual Terminal' points to this item. The main content area shows a dashboard with four summary cards: Last Month (Total Volume) \$1.15, Current Month (Total Volume) \$12.94, Current Day (Total Volume) \$12.94, and Average Volume per day (last 3 Months) \$0.2. Below these is a line chart titled 'Current Month Transactions'.

Step 6

Scroll down to the **Line Item** tab and click the checkbox.



The screenshot shows the 'Line Item' tab in the merchant portal. At the top, there is a cardholder information section with a world map background, a card icon, and fields for 'Cardholder name' and 'MM/YY'. Below this is a note: '*L3 benefits applicable for VISA and MASTERCARD commercial card only.' The main form has fields for 'Invoice Number' and 'Description'. A checkbox labeled 'Line Items' is checked and highlighted with a blue arrow. Below the form is a table with the following columns: SKU, DESCRIPTION, QTY, UNIT COST, TAX, and TOTAL. The table contains one row with the following values: (empty), (empty), 0, 0.00, , and 30.00. A callout box with a checkmark icon and the text 'Line Items' points to the checked checkbox.

Step 7

Enter the **SKU number** of the product you would like to sell into the SKU number field and select the item. The remaining fields will automatically be populated based on the info entered the item.

SKU	DESCRIPTION	QTY	UNIT COST	TAX	TOTAL
232323	test	1	10.00	<input checked="" type="checkbox"/>	\$10.00

Sub Total:
Tax (4.000%):
SVC Fee (\$0.45):
Total:

Step 8

Afterwards, you can continue processing the transaction as usual by selecting **Process** at the bottom of the page after entering card credentials at the top of the page.

Sub Total: \$10.00
Tax (4.000%): \$0.40
SVC Fee (\$0.45): \$0.45
Total: \$10.85

Recurring billing

Customer's Details

PROCESS