Co-branded UnionPay purchases

Purchase (co-branded credit or debit card)

1. Start a purchase transaction on your terminal.
2. Enter the **total dollar amount** for the purchase and press **OK**.
3. Customer confirms the dollar amount and presses **Yes** or **No**.
4. Perform one of the following payment methods.
    - **a)** The customer **taps** their contactless-enabled card on the contactless card reader. Go to step 5.

      or
    - **a)** The customer inserts their card.
    - **b)** The customer enters their **PIN** and presses **OK** (credit card only). Go to step 5.

      or
    - **a)** Merchant swipes the credit card.
    - **b)** The customer selects their payment method: **Co-brand** or **UnionPay**. You should select **UnionPay**.
    - **c)** The terminal may request the customer to enter their PIN for any transaction. For credit cards, the customer can bypass this PIN request, but if they do and the PIN is requested again, they must enter their PIN.
    - **d)** Verify the card info with what is on the terminal screen and press **OK**.
    - **e)** If the transaction is declined by the issuer, please retry but advise the cardholder to select the other brand option in step b. For example, if the cardholder had previously selected the **Co-Branded** option for the declined transaction, select **UnionPay** this time.
5. The screen shows that the transaction is completed with an authorization number or approved message. If the receipt requests the customer's signature, they must sign the receipt. If you do not receive their signature, you may be responsible for chargebacks.
6. You can **REPRINT** the receipt or **FINISH** the transaction.

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