

Eliminating Payment Delays

Motorcharge & Motorpass



motorcharge



motorpass

Ensure that a correctly completed Merchant Summary accompanies every batch of Sales Vouchers. Please note – For Motorpass transactions you will need to submit a Motorpass Merchant Summary and for Motorcharge transactions you will need to submit a Motorcharge Merchant Summary. Failure to do so will result in the batch rejecting, causing a delay to your payment.

Record the number of sales vouchers in the batch - no more than 45 per batch

12345 ABC
ABN 0123456789012
PROGRESS FUELS
PROGRESSIVE FUEL CO P/L

12345 ABC
ABN 0123456789012
PROGRESS FUELS
PROGRESSIVE FUEL CO P/L

Imprint Merchant Card on each Merchant Summary - ensure it is legible

MERCHANT SUMMARY Date DD MM YY

MERCHANT SUMMARY Date DD MM YY
Account Card

Number of Vouchers Maximum of 45 Only

Batch Total ← Record the total \$ value of batched vouchers

GST Total in Batch ← Record the total \$ GST value of batched vouchers

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MERCHANT SIGNATURE _____ ← From authorised signatory only

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Other reasons batches may be rejected and/or payments delayed:

- Pinned or stapled batches
- More than 45 vouchers in a batch
- More than one batch per envelope
- No Customer Signature on Sales Voucher
- Illegible or incomplete merchant number
- No legitimate authorisation number on vouchers over the floor limit
- Letters to Wright Express included with batches - include only vouchers as anything other than vouchers will cause rejection of the batch
- Invoices attached to sales vouchers

Your assistance in these matters will ensure payment is processed promptly. If you have any further questions, please call our Merchant Support Team on 1300 130 113.



GPO BOX 5342
MELBOURNE VIC 3001

Wright Express Australia Pty Ltd ABN 68 005 970 570
Wright Express Fuel Cards Australia Ltd ABN 33 008 962 132