

BUNNINGS COMMUNITY SAUSAGE SIZZLES

Mobile Payments Guide

This guide will support your community group to use Mobile Payments at your Bunnings Sausage Sizzle. Please speak with a member of the store leadership team if you have any difficulties on the day of your event.

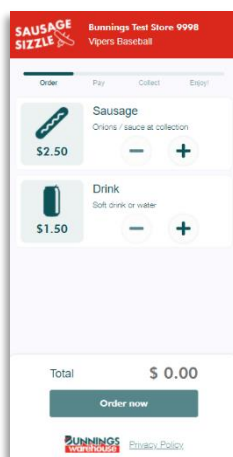
1

Registering Your Event



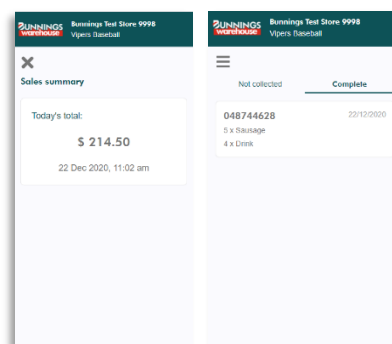
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How Customers Order



3

How to View Sales



Step 1 How To opt-in	Step 2 How To Register	Step 3 How To prepare for the day
<p>Our Activity Organisers in-store will email your Community Group an invitation to use Mobile Payments.</p> <p>You must confirm your invite to activate Mobile Payments or decline if you do not wish to use this free service.</p> <p>New groups will be transferred to Stripe to create an account and complete their registration. To complete your registration, you will need your banking details, or company details, i.e. ABN, ACN or NZBN.*</p>	<p>As a Community Group authorised representative, you will need to create a Stripe account to use Mobile Payments.</p> <p>Click the link in the email invitation and select to either;</p> <p>a) Sign up as an individual (select this option if your group does not have an ABN/ACN/NZBN) *</p> <p>b) Sign up as a Company (select this option if your group has an ABN/ACN/NZBN) *</p>	<p>Complete the registration in Stripe. This will typically take 5 mins to complete.</p> <p>Once complete, you will receive an Event Successfully Created email which will contain Event Booking Codes</p> <p>These codes will be used on the day to complete a refund, see orders or view your fundraising sales totals.</p>
Step 4 How customers pay & order	Step 5 How To process a refund	Step 6 How To view sales
<p>The Sausage Sizzle A-frame board will have a store code and QR code for customers to order.</p> <p>Customers can pay for orders via Apple Pay, Google Pay, Debit or Credit Card. When paid successfully, receipts are issued to the customer.</p> <p>Customers will show you their mobile collection screen. Please ask customers to click 'I have collected my order' when they have collected their items.</p>	<p>The codes issued in the Event Successfully Created email will only work on the day of your event.</p> <p>Should a customer require a refund, simply find the customer order on your mobile phone and select refund. Use the Unique Refund Pin to confirm the refund. The customer will receive the refund within 2-3 business days, and it will automatically be subtracted from your fundraising totals.</p>	<p>From the Event Successfully Created email, you can log in to your event via the link provided and view sales totals.</p> <p>Fundraising totals (sales) can be seen from the menu, at any point in the day. Funds raised through Mobile Payments will be paid into your nominated bank account within 2-3 business days following your fundraising event.</p>

***ABN- Aus Business Number ACN- Aus Company Number NZBN- NZ Business Number**