



User Guide



Need help?

Please contact Softek Merchant Services at 787-777-4711 | email us at merchantservices@softekpr.com

Softek's PaySmart Virtual SUT allows customers that do not have an IVU ready POS or ECR to register and submit the sale and IVU (Sales and Use Tax) information to the Puerto Rico Treasury Department (Hacienda) using a Smartphone or tablet. To use this app, you must have an active Fiscal Terminal Subscription with Softek.

FEATURES:

- Register a Sale or a Refund transaction.
- The State and Municipal Tax amounts are automatically calculated but the user may override the tax amounts before registering the transaction.
- The IVU Receipt can be sent to the customer via email or text message.
- The IVU Receipt can be printed. This option requires a Mini Thermal Printer POS-5802DD (for Android users) or a Star Micronics SM-S230I-UB40 Portable Thermal Mobile Printer (for Apple users). Printers are not sold by Softek.

REQUIREMENTS:

- Smartphone or Tablet with Operating System: Android 4.4 + or iOS 9.3 +
- Stable internet connection.
- Active subscription to one of our service plans. Visit: <https://merchants.softekpr.com>

Download App



Download the app from the App Store or Google Play. Search for “Paysmart Virtual SUT” (free to download). Once installed, tap the View icon.

Account Configuration

- Enter the “Merchant ID” (merchant registration number)
- Enter the “Terminal ID” provided by Softek
- Enter the “Password” assigned by Softek
- Turn on the “Taxes Automatic Calculation” option for the automatic tax calculation. If necessary, modify the taxes
- If your business qualifies for the 6% reduced state tax, turn on the “Reduced State Tax Calculation”
- Select the appropriate printer, if not using select “None”
- Press “Save”

The screenshot shows the 'Settings' screen of the PAY smart app. At the top, there is a back arrow, the 'PAY smart virtual SUT' logo, and the title 'Settings'. Below this is a 'SETTINGS' section with the following fields: 'Merchant ID*' with the value '9999999999', 'Terminal ID*' with the value '000000', and 'Terminal Password*' which is masked with seven black dots. A 'TAXES' section follows, containing three rows: 'Taxes Automatic Calculation' with a toggle switch turned on, 'Reduced State Tax Calculation' with a toggle switch turned on, 'State Tax' with the value '10.5%', 'Reduced State Tax' with the value '6%', and 'Municipal Tax' with the value '1%'. Below the taxes section is a 'Select Printer' dropdown menu currently showing 'Star Printer SM-S230i'. At the bottom of the screen is a large green 'Save' button.

Register Sale/Refund

- Enter the Subtotal
- Modify taxes if necessary
- Select the type of transaction you want to make (Sale / Refund)
- Select the payment method
- Press “Submit”

PAY smart Transaction

Clear Submit

Subtotal*
\$1.00

State Tax
\$0.11

Reduced State Tax
\$0.00

Municipal Tax
\$0.01

Transaction Type
Sale

Tender Type
Cash

Receipt

- Select the method of sending the receipt:
 - Send as text message: Select “Send SMS”
 - Send as Email: Select “Send Email”
 - Print receipt

PAY smart Receipt

02/10/2019 5:08 PM

SOFTEK TEST MERCHANT
650 PLAZA SUITE 601
SAN JUAN PR 00918
787-754-0400

TERMINAL ID: 10096320
MERCHANT ID: 9999999999
CASH SALE

IVU RECEIPT

SUBTOTAL	\$ 1.00
STATE TAX	\$ 0.11
REDUCED STATE TAX	\$ 0.00
MUNICIPAL TAX	\$ 0.01
TOTAL	USD \$ 1.12

CONTROL: VFFB8-8X7N1
ST

Send SMS Send Email Print Receipt

Suscribe

Please go to <https://merchants.softekpr.com> where you can enroll by choosing from one of our service plans.

1 Create your account:

You need an email address, your merchant number, the Form AS 2916.1 (Certificate for Exempt Purchases) and the Merchant Registration Certificate (SURI).

2 Login:

Once logged in, find tax terminals information by entering your merchant registration number. You can see terminals by location and then add them to the shopping cart.

Note: If the Department of Treasury assigned you a new Merchant Registration number, you must notify it by contacting our Customer Service Department (787 777 4711), as soon as possible.

3 Suscribe:

Upload an image of your Merchant Registration and Form AS 2916.1. Revise your order, choose service period (monthly, quarterly, annual) and proceed to subscribe. You will receive a confirmation on the screen and a receipt with all the details of the service by email.

4 That is all!

With these simple steps you will be in compliance with the Puerto Rico Treasury Department (Hacienda).

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