

Introduction

Purpose

This manual provides network-specific information for stores running Passport™ V20 systems at Phillips 66® stores using the HPS-Dallas network.

IMPORTANT INFORMATION

Upgrading to Passport V20 requires advance notice to the HPS-Dallas network if the site is implementing EMV® functionality on Passport. EMV functionality affects inside and outside transactions. At least two full days before the scheduled upgrade, advise the merchant to contact the HPS-Dallas network and explain that the site is implementing an upgrade to Passport to enable EMV. The merchant should advise the network representative of the date the upgrade is to take place, and request the network to prepare to enable EMV with appropriate parameter downloads on that date. Ask the merchant to let you know if the network is unable or unwilling to make the necessary preparations for enabling EMV for the store.

On the day of the scheduled upgrade, verify the merchant or store manager has notified the HPS-Dallas network of the need to prepare to enable EMV network communication. If the merchant or store manager has not notified the HPS-Dallas network of the need to enable EMV network communication, call the network on behalf of the merchant or store manager. Ask the network representative if they can expedite enabling EMV functionality for the store within four hours. If the network representative indicates that there is a possibility of enabling EMV on the network within the next four hours, continue with the upgrade. Otherwise, consult the merchant or store manager regarding your options, that are:

- Upgrade without enabling EMV and return later for the PDL Download to enable EMV.
- Arrange a later date for the upgrade, after the network has sufficient time to enable EMV.

Due to the end of life of the Ingenico® PIN Pads (iSC250 and iPP320), these devices were not certified with the HPS-Dallas network for Passport V20.04. When upgrading to V20.04, Passport will check to see if an Ingenico PIN Pad is connected. If one is detected, an error message will be displayed and the upgrade will be aborted. For a clean install of V20.04, Ingenico will not be an option on the Register Set Up screen.

Although the iSC250 and iPP320 will still process EMV transactions on V20.02, it is recommended that these PIN pads be upgraded to Verifone MX915 to remain in compliance with the approved HPS-Dallas network EMV configuration.

Intended Audience

The audience for this document includes merchants, cashiers, store managers, and Passport-certified Gilbarco®-Authorized Service Contractors (ASC).

Note: Leave this manual at the site for the manager's reference. This manual is available for download by Passport-certified ASCs on Gilbarco Online Documentation (GOLDSM).

REVIEW AND FULLY UNDERSTAND THE MANUAL BEFORE BEGINNING THE UPGRADE OR INSTALLATION OF PASSPORT V20 FOR PHILLIPS 66.

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Related Documents

Document Number	Title	GOLD Library
MDE-5025	Passport V9+ System Reference Manual	Passport
MDE-5266	What's New in Passport Version 11	Passport
MDE-5470	What's New in Passport Version 12	Passport
MDE-5519	What's New in Passport Version 20	Passport
MDE-5545	Passport EDH (Heartland-Dallas) V11.24.01.* Implementation Guide for PA-DSS V3.2	Passport

Abbreviations and Acronyms

Term	Description
AID	Application Identifier
ASC	Authorized Service Contractor
BOS	Back Office System
CAT5	Category 5
CD	Compact Disc
CRIND®	Card Reader in Dispenser
CWS	Cashier Workstation
DMZ	Demilitarized Zone
EDH	Enhanced Dispenser Hub
EMV	Europay®, MasterCard®, and Visa®
GOLD	Gilbarco Online Documentation
MWS	Manager Workstation
PA-DSS	Payment Application Data Security Standard
PC	Personal Computer
PDL	Parameter Data Load or Parameter Download
POS	Point of Sale
PPU	Price per Unit
RAS	Remote Access Service
SAF	Store and Forward
TCP/IP	Transmission Control Protocol/Internet Protocol
TLS	Transport Layer Security
WAN	Wide Area Network
WEX	Wright Express

Technical Support

If you are a store manager or merchant and you need assistance with your Passport system, contact Gilbarco at 1-800-800-7498.

If you are an ASC and need to verify RAS connection or activate a Passport feature, contact Gilbarco at 1-800-800-7498. If you need assistance with an upgrade or installation issue, contact Gilbarco at 1-800-743-7501. Be prepared to provide your ASC ID.

To contact the Phillips 66 Help Desk, call 1-800-426-3696.

Network Data Retention

Phillips 66 determines the length of time the Passport system must save network transaction details. The HPS-Dallas network transmits this value to the Passport system in the Table 30 download. This network setting is not editable on the Passport system. To determine the number of days Passport keeps network transactions for your store, refer to the value in the STORAGE LIMIT field within the Table 30 section of the Network Configuration Report.

In addition to meeting the Payment Application Data Security Standard (PA-DSS) compliance requirements, network data retention allows retailers to use the Backup Journals/Reports utility to save one full month of Passport system data on a single CD. For additional information on saving journals and reports to CD, refer to *MDE-5025 Passport V9+ System Reference Manual*.

What's New in Passport V20 for Phillips 66 Stores

The following features have been updated or are new for Phillips 66 stores.

WEX EMV Cards

Beginning with V20.04, WEX EMV chip cards are accepted for both inside and outside payments. After the upgrade, a new PDL must be requested (**MWS > Set Up > Network > Phillips 66 > PDL Download**), which will be applied after the next store close. WEX EMV card details will appear in the EMV Configuration Report and can be checked to confirm that the PDL was received and processed.

Allow Unsupported Chip Card Outside

Until the HPS-Dallas payment network is prepared to process Voyager chip cards as EMV, beginning with Passport V20.04, the merchant can configure Passport to control whether these cards are processed as magstripe at outdoor terminals.

A new option called “Allow Unsupported Chip Card As Magstripe Outside” has been added to the Site Configuration tab on the Site Configuration screen (**MWS > Set Up > Network > Phillips 66 > Global Info Editor > Site Configuration tab**).

When set to **Yes**, and an EMV card that has an unsupported AID is inserted at the CRIND, the customer will be prompted to remove the card. The mag stripe will be read as the card is being removed, and the sale will be processed as a magstripe transaction. When set to **No**, an error message will display at the CRIND and on the Cashier Workstation (CWS) when an unsupported chip card is inserted at the CRIND. The default setting is **Yes**.

This enhancement applies to any unsupported chip card that is inserted at the dispenser.

Wayne iX Pay™ Terminal

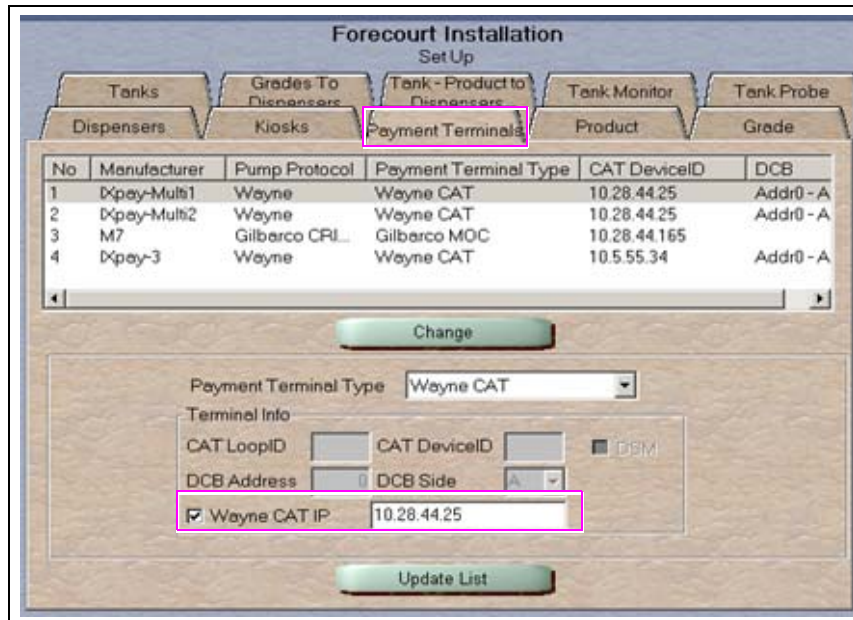
Passport V20.02 is the first release to support Wayne iX Pay payment terminal for EMV with communication via IP.

To configure Passport to communicate with a Wayne iX Pay payment terminal, proceed as follows:

- 1 Navigate to **Set Up > Forecourt > Forecourt Installation.**
- 2 Select the **Payment Terminals** tab.
- 3 Select **Wayne CAT** from **Payment Terminal Type** drop-down list.
- 4 Select the **Wayne CAT IP** check box. This enables the text box for the IP address.
- 5 Enter the IP address of the payment terminal. If Wayne CAT IP is not selected, the payment terminal can be configured via the serial protocol.

Note: If a single IXpay board controls both sides of the dispenser, enter the same IP address for both sides.

Figure 1: Wayne iX Pay Terminal



Integrated EBT Food and Cash

Starting with V20.02 Passport, the HPS-Dallas Phillips 66 Network supports processing EBT Food and EBT Cash. Contact your brand representative to engage HPS-Dallas for integrated EBT activation. If you do not belong to a branded network, contact your merchant services account manager to update EBT in their system. If you currently do not have an account manager assigned, call the toll-free number on your merchant services statement for assistance and ensure that you have your EBT/FNS number and merchant ID ready.

EBT Food and EBT Cash tenders have been added to the Tender Maintenance with the status "Inactive".

For stores that wish to process EBT tenders with Passport on the HPS-Dallas network, a user should go to **MWS > Set Up > Store > Tender Maintenance** and highlight the EBT Cash tender and select **Activate** and highlight the EBT Food tender and select **Activate**.

The tender options for EBT Cash and EBT Food have been pre-configured, with the exception of the "NACS Tender code" and "Allow safe drops". These may be configured as needed by the site. The tender group assigned to EBT Cash and EBT Food should not be changed.

Once the tender has a status of **Active**, it is ready for use at the POS CWS.

If the site had previously defined EBT tenders in an earlier version with the description EBT Food and EBT Cash, they have been renamed to have 'Non int.' appended to the front of the tender description. You can choose to deactivate those tenders and use the new EBT Tenders.

Inform the back office partners of new EBT Cash and EBT Food tender configuration.

After activating EBT Cash and EBT Food on Passport, ensure that your tender mapping with the back office is correct for reporting and tender restrictions. Go to **Reports > Back Office Reports** and execute the Tender Code Report to view the Passport tender code and the NACS tender code.

EBT Card Transactions

The EBT Food tender applies food stamp restrictions to the items in the transaction as well as forgives tax for the items that qualify for food stamps.

Passport allows EBT transactions inside only. EBT cards are not accepted outside at the dispenser. EBT Cash is accepted for all inside transactions including prepay fuel transactions. EBT Cash and EBT Food transactions do not require customer PIN entry.

Passport also allows cash back for EBT Cash and applies a debit cash back transaction fee (similar to Debit transactions), based on programming in Network Site Configuration. If the customer requests cash back with EBT Cash tender, Passport does not allow split tender. The EBT Cash card must cover the entire amount of the transaction, including cash back. If Passport receives partial approval for EBT Cash in which the customer requested cash back, the CWS prompts the cashier to perform a manual refund of the partially approved EBT Cash tender. The manual refund is necessary because of the PIN entry requirement on the sale transaction.

For split tender with EBT Food, the customer must present the EBT Food card as the primary mode of payment.

Balance Request

The cashier can use the Balance Request button that appears on the Network Status screen to obtain the remaining balance on cash cards as well as EBT cards. After the cashier swipes the card, if Passport cannot identify the card as a cash card, Passport prompts the cashier if the card is an EBT Cash card. If the cashier responds with Yes, Passport makes an EBT Cash card balance request; otherwise, Passport makes an EBT Food card balance inquiry.

Passport V20 Core Feature Enhancements

For information on any of the new core features, refer to *MDE-5519 What's New in Passport Version 20*.

What's New in Passport V12 for Phillips 66 Stores

WEX Merchant Bulletin No. 20171001-2

Starting with version 12, Passport enables support of the Technical Specification Compliance Policy, effective January 1, 2019. The year 2020 compliance requirements of this notice will be part of a future release. Sites that are not compliant will face penalties via an increase in interchange rates. For more information on merchant requirements and penalties, contact WEX at merchantinquiry@wexinc.com.

Host Based Discounts

Host Based Discounts are now being applied on mobile transactions.

Passport V12 Core Feature Enhancements

For information on any of the new core features, refer to *MDE-5470 What's New in Passport Version 12*.

What's New in Passport V11.02 for Phillips 66 Stores

The following features have been updated or are new for Phillips 66 stores.

PDL Initiated Fuel Discounts

Beginning with V11.02 Service Pack P, Phillips 66 includes information in the network PDL that Passport uses to apply discounts to a transaction based on the card type the customer uses as tender. For each card type in the PDL, Phillips 66 includes the following information:

- Type of discount to apply (no discount, cents per gallon, percent per gallon, percent of total sale, cents per gallon and percent on non-fuel)
- Dollar amount per gallon discount
- Percent discount

To review the discounts that Passport automatically applies based on card type, review Table 40 of the Network Configuration Report.

Mandatory TCP/IP Network Connection Using TLS Encryption with HPS-Dallas

Also beginning with V11.02 with Service Pack P, Phillips 66 requires a TCP/IP connection using TLS encryption with the HPS-Dallas network. For more information about Global Network Parameters, refer to [“Site Configuration Programming”](#) on [page 10](#).

Assigning Product Codes

Phillips 66 sends a list of valid fuel grade names and product codes to Passport in Table 60 of the network PDL. The ASC does not associate product codes to fuel grades, as the correct product code is already associated with the fuel grade names that can be selected. To configure the fuel grades (and their product codes) that Passport sends to the network in transaction messages, proceed as follows:

- 1** Select **MWS > Set Up > Forecourt > Forecourt Installation**.
- 2** From the Forecourt Installation screen, select **Set Up**. The Forecourt Installation configuration screen opens.
- 3** Select the **Grade** tab.
- 4** Select **Add** or highlight an existing Grade. Select the fuel grade name from the Name list. Passport uses the product code associated with the fuel grade name from the PDL when sending transactions to the HPS-Dallas network.

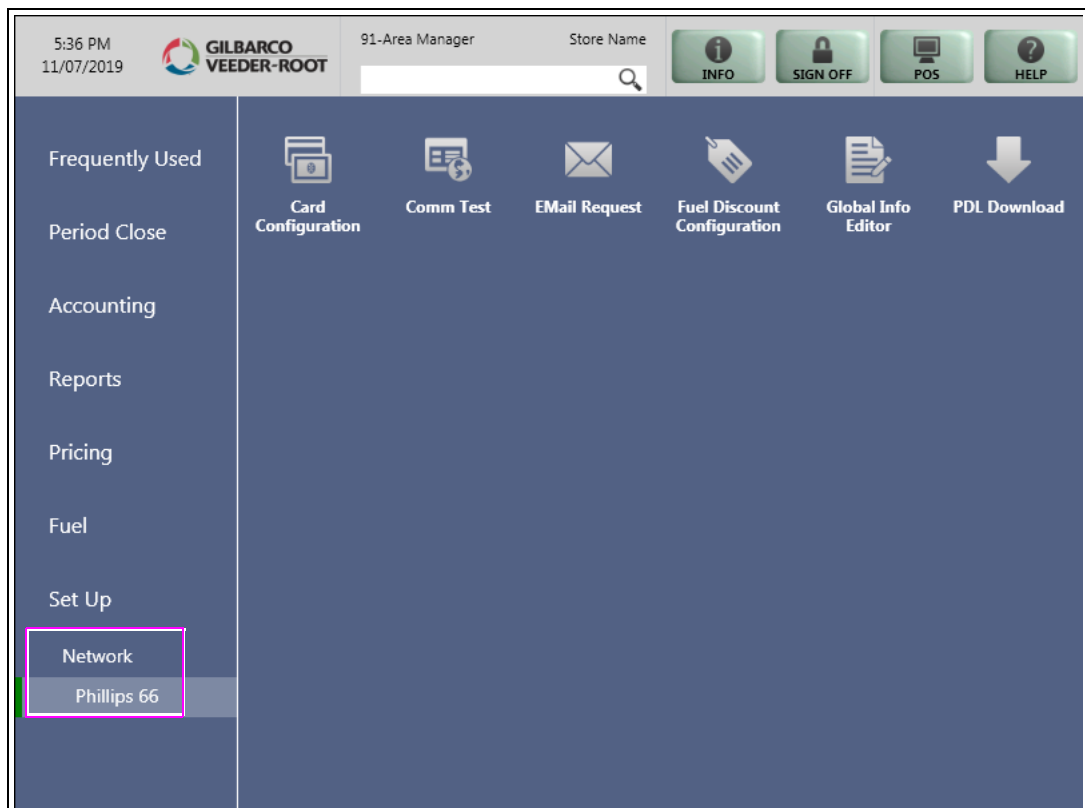
Site Configuration Programming

IMPORTANT INFORMATION
The Enhanced Dispenser Hub (EDH) must be installed and running before programming in MWS > Set Up > Network .

To program Site Configuration to communicate with the network, proceed as follows:

- 1 From the Manager Workstation (MWS) main menu, select **Set Up > Network > Phillips 66**. The Phillips 66 Network Configuration menu is displayed.

Figure 2: Phillips 66 Network Configuration Menu

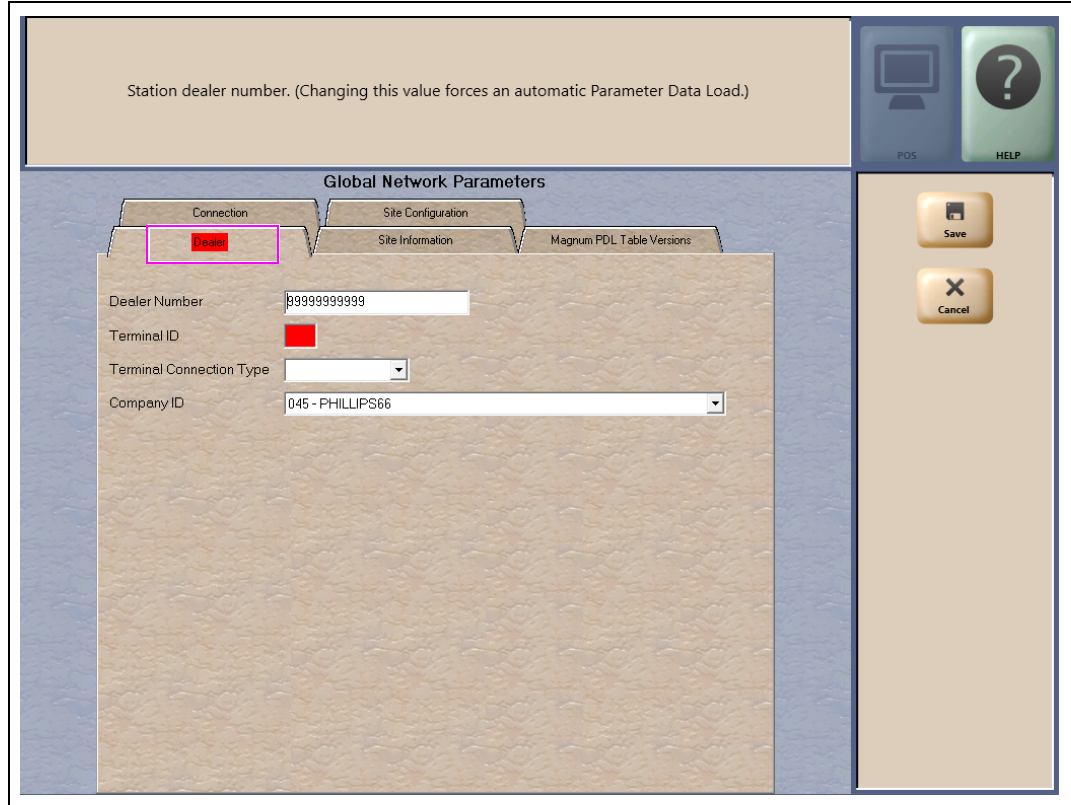


The following option buttons are displayed in the Network Configuration menu:

- Card Configuration
- Comm Test
- EMail Request
- Fuel Discount Configuration
- Global Info Editor
- PDL Download

- 2 Select **Global Info Editor**. The Global Network Parameters screen opens. Select the **Dealer** tab. [Figure 3](#) shows the Dealer tab on the Global Network Parameters screen.

Figure 3: Dealer Tab

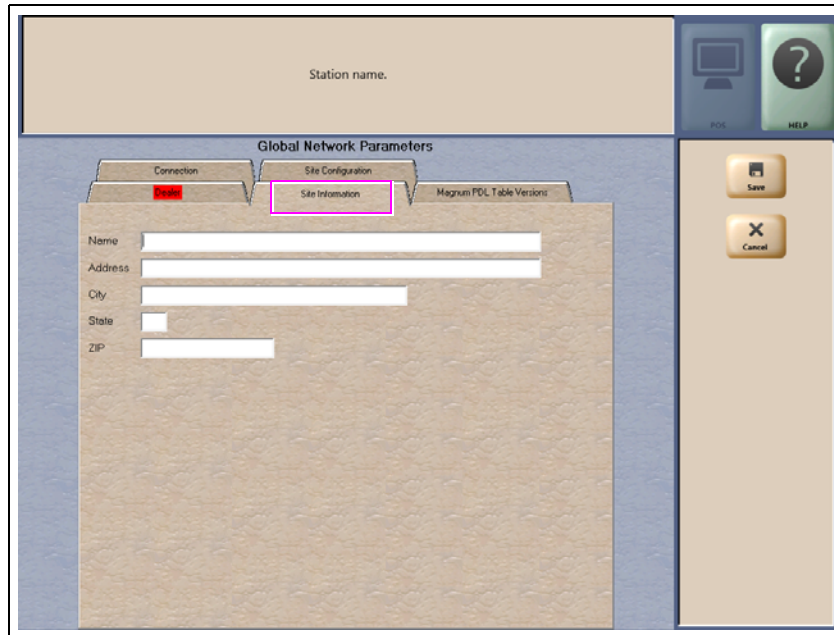


Fields on the Dealer Tab

Field	Description
Dealer Number	Eleven-digit number the HPS-Dallas network uses to identify the store. <i>Notes: 1) Enter the dealer number before receiving the initial PDL 2) Change Dealer Number only after Store Close</i>
Terminal ID	Two-digit terminal identification number the HPS-Dallas network assigns to the store. The field can be modified only if all tills and the batches are closed. Ensure all batch files have been sent to the HPS-Dallas network before changing the value. Defaults to 01.
Terminal Connection Type	Specifies how the store connects to the network. Options are: <ul style="list-style-type: none"> • None • 02 - Dial • 06 - TCP/IP <i>Note: Beginning with V11.02 Service Pack P, all Phillips 66 stores must use Terminal Connection Type of 06 - TCP.</i>
Company ID	A three-digit number associated with the company handling transactions for the site. The HPS-Dallas network assigns the value. Options are: <ul style="list-style-type: none"> • 045 - Conoco Phillips 66 • 046 - Pacific Convenience and Fuels

- After programming the Dealer tab, select the **Site Information** tab. Although the HPS-Dallas PDL populates the **Site Information** tab, many of the fields are editable. If you change and save information on the **Site Information** tab, you must notify the Phillips 66 Help Desk at 1-800-426-3696 to avoid the data being overwritten in a subsequent PDL.

Figure 4: Site Information Tab



Fields on the Site Information Tab

Field	Description
Name	The store name (up to 30 characters). The name appears on all receipts for network transactions.
Address	The street address for the store (up to 30 characters). The street address appears on all receipts for network transactions.
City	The city in which the store is located (up to 20 characters). The city appears on all receipts for network transactions.
State	Two-character abbreviation for state where the store is located. The state appears on all receipts for network transactions.
ZIP	The ZIP code assigned to the store. The ZIP code appears on all receipts for network transactions.

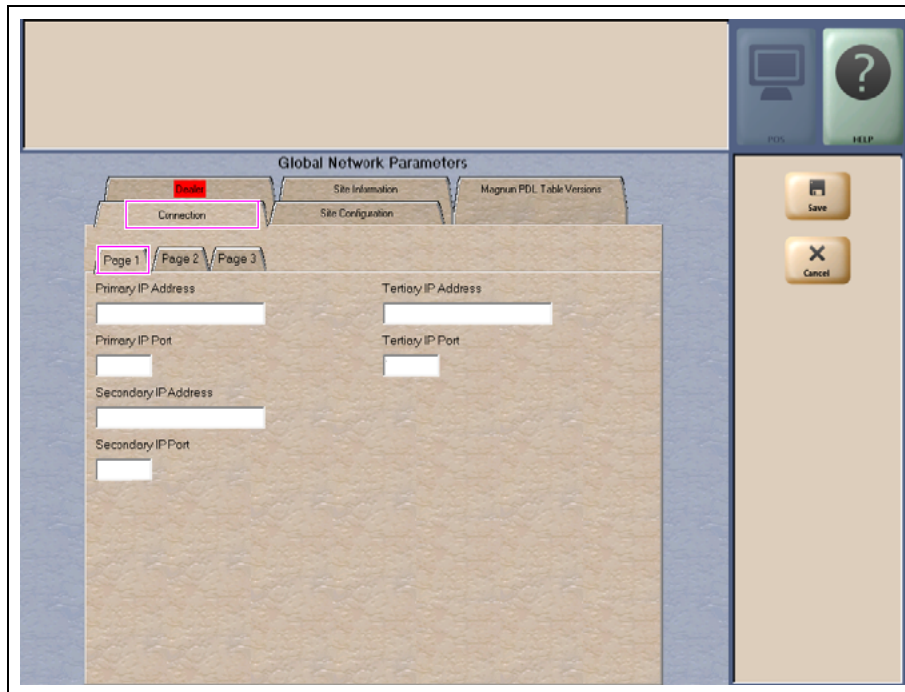
- 4 After programming the **Site Information** tab, select the **Connection** tab. The Connection tab contains Page 1, Page 2, and Page 3 tabs for programming network communication parameters, based on the Terminal Connection Type selected on the Dealer tab. The Page 1 tab contains parameters for Terminal Connection Type of 06 - TCP. The Page 2 tab contains parameters for Terminal Connection Type of 02 - Dial.

a Select the **Page 1** tab to complete programming for a TCP/IP connection.

Note: All Phillips 66 sites must use TCP/IP connection with Transport Layer Security (TLS) encryption.

IMPORTANT INFORMATION
Contact the Phillips 66 Help Desk at 1-800-426-3696 to obtain IP addresses and ports.

Figure 5: Connection - Page 1 Tab (for TCP/IP Connections)



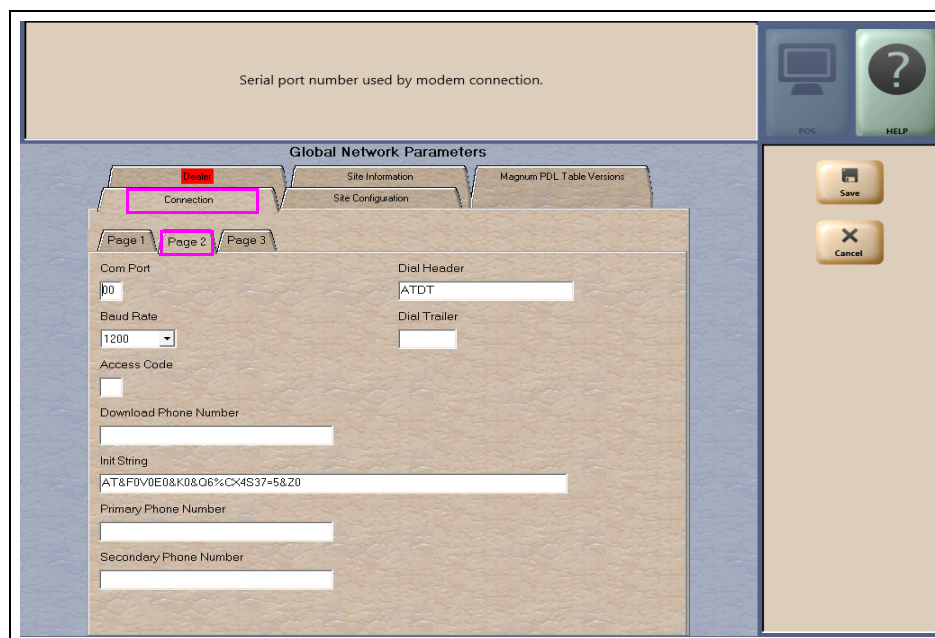
The following table contains information on fields that are displayed on the **Page 1** tab (for TCP/IP Connections):

Field	Description
Primary IP Address	The IP address that Passport uses to exchange financial transaction messages with the HPS-Dallas network. HPS-Dallas may change the value in this field through PDL Download.
Primary IP Port	The port (up to 5 digits) that Passport uses to exchange financial transaction messages with the HPS-Dallas network. Defaults to 10569.
Secondary IP Address	The first alternate IP address that Passport uses to exchange financial transaction messages with the HPS-Dallas network if the Primary IP Address and port fail. HPS-Dallas may change the value in this field through PDL Download.
Secondary IP Port	The first alternate IP port used to connect to the HPS-Dallas network (five characters maximum). Verify with the HPS-Dallas network the value to key as the Secondary IP Port.

Field	Description
Tertiary IP Address	The second alternate IP address Passport uses to exchange financial transaction messages with the HPS-Dallas network. HPS-Dallas may change the value in this field through PDL Download.
Tertiary IP Port	The second alternate port Passport uses to exchange financial transaction messages with the HPS-Dallas network if the primary IP address and port fail. Defaults to 10569.

b The Page 2 tab contains configuration fields for a dial connection, which is no longer supported. Proceed to step c on page 15.

Figure 6: Connection - Page 2 Tab (for Dial Connections)



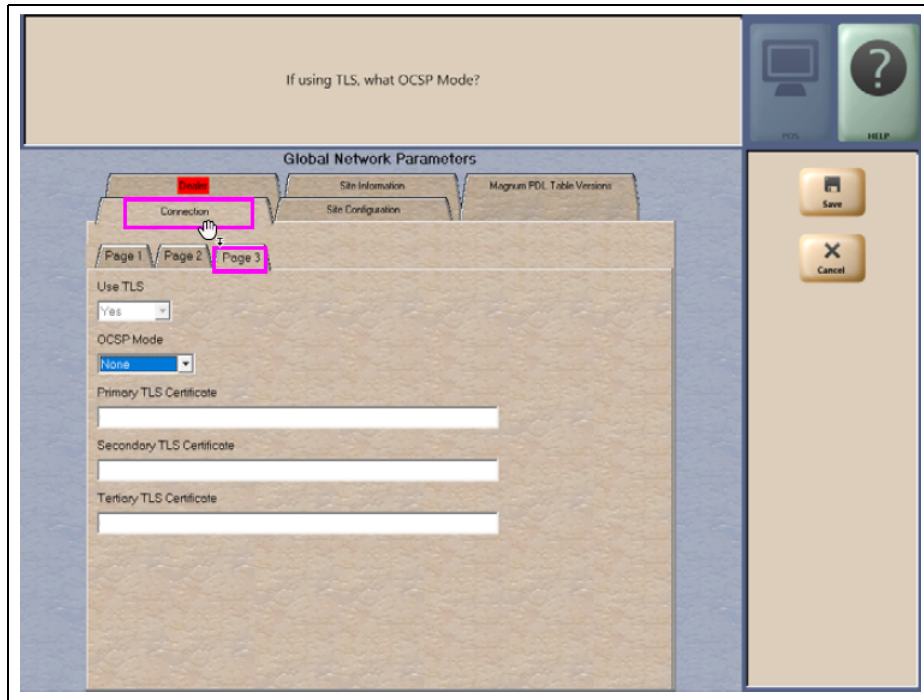
Fields on the Connection - Page 2 Tab (for Dial Connections)

Field	Description
COM Port	The COM port to which the modem is connected on the EDH. Default is 0.
Baud Rate	Baud rate for dial-up connection
Access Code	Numbers that must be dialed in order to reach an outside phone line for the modem.
Download Phone Number	The phone number to get a table download. Automatically updated on download.
Init String	The initialization string sent to the modem, prior to the phone number.
Primary Phone Number	The first number to dial for transactions. Automatically updated on download.
Secondary Phone Number	The second number to dial for transactions. Automatically updated on download.
Dial Header	The modem command string to be entered prior to entering the phone number.
Dial Trailer	The modem command string to be entered after entering the phone number.

Note: Dial connections are no longer valid for Phillips 66 stores.

c Select the **Page 3** tab to complete programming.

Figure 7: Connection - Page 3 Tab (for TLS Connections)

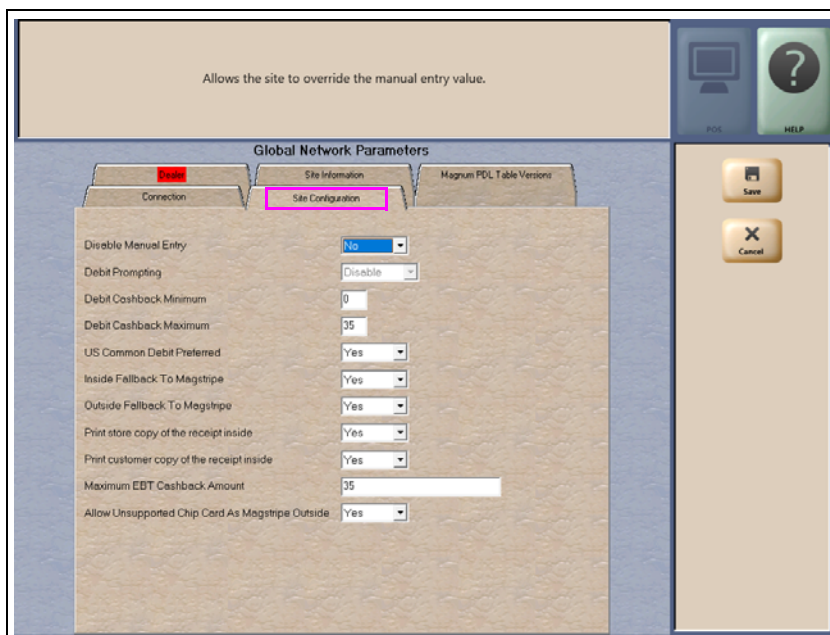


Fields on the Connection - Page 3 Tab

Field	Description
Use TLS	This field is a drop-down with YES/NO as options. Defaults to YES and is not editable.
OCSP Mode	Options are None, Lenient, or Strict. Defaults to None.
Primary TLS Certificate	TLS certificate name used to validate TLS.
Secondary TLS Certificate	TLS certificate name used to validate TLS if the primary TLS certificate fails.
Tertiary TLS Certificate	TLS certificate name used to validate TLS if the primary and secondary TLS certificates fail.

- After programming the Connection tab, select the **Site Configuration** tab.
Note: The Site Configuration tab allows the store to override manual entry and debit parameters received in the HPS-Dallas PDL.

Figure 8: Site Configuration Tab



The following table provides information regarding completion of the fields on the **Site Configuration** tab:

Fields on the Site Configuration Tab

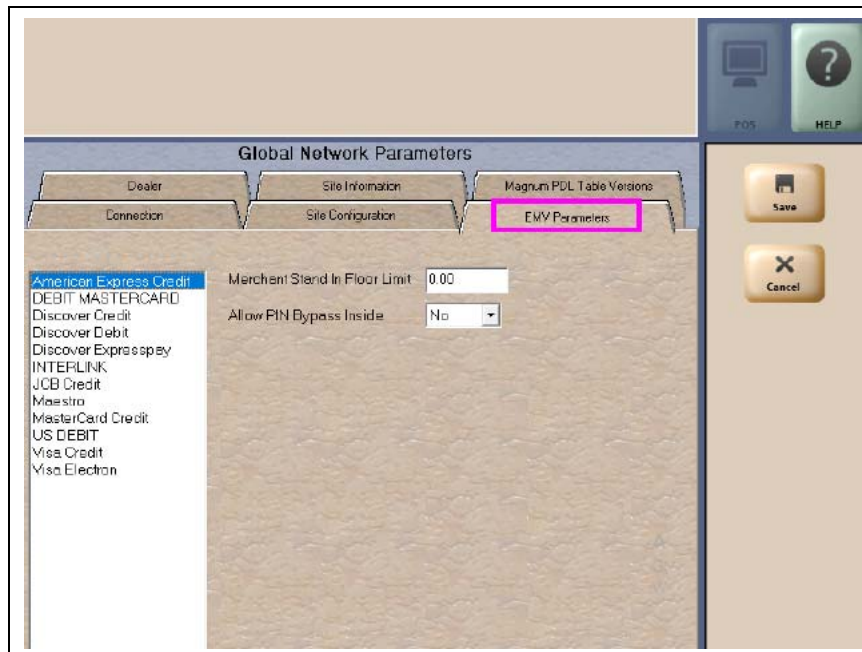
Field	Description
Disable Manual Entry	If set to Yes, it allows the site to override the manual entry value received from the PDL.
Debit Prompting	Allows the site to disable whether the CRIND devices prompt the customer “Is this a debit card?” for dual use (Credit and Debit) cards.
Debit Cashback Minimum	Minimum dollar amount allowed for debit cash back.
Debit Cashback Maximum	Maximum dollar amount allowed for debit cash back.
US Common Debit Preferred	If set to Yes, when the customer presents an EMV card that contains both US Common and International Debit Application Identifiers (AID), Passport displays or uses the US Common Debit AID. If set to No, when the customer presents an EMV card that contains both US Common and International Debit AID Passport displays or uses the International Debit AID. If the card contains only one debit AID, Passport displays or uses it without regard to the setting for this field.
Inside Fallback to Magstripe	If set to No, when the customer inserts a chip card into the chip reader on the PIN Pad inside at the register and a chip error occurs, Passport declines the card. If set to Yes, when the customer inserts a chip card into the chip reader on the PIN Pad inside at the register and a chip error occurs, Passport uses the fallback to magnetic stripe parameters received from the HPS-Dallas network for the card type to determine whether to prompt the customer to remove the card from the chip reader and swipe it.
Outside Fallback to Magstripe	If set to No, when the customer inserts a chip card into the chip reader on the CRIND and a chip error occurs, Passport declines the card. If set to Yes, when the customer inserts a chip card into the chip reader on the CRIND and a chip error occurs, Passport uses the fallback to magnetic stripe parameters received from the HPS-Dallas network for the card type to determine whether to prompt the customer to remove the card from the chip reader and swipe it.

Field	Description
Print store copy of the receipt inside	If set to Yes, the merchant copy of the receipt prints automatically for all inside HPS-Dallas network transactions. This may be especially important for stores that enable electronic signature capture at the PIN Pad. The customer signature prints as part of the receipt.
Print customer copy of the receipt inside	If set to Yes, the customer copy of the receipt prints automatically for all inside HPS-Dallas network transactions. This may be especially important for stores that enable electronic signature capture at the PIN Pad. The customer signature prints as part of the receipt.
Maximum EBT Cashback Amount	Maximum dollar amount that can be returned as cash in an EBT transaction.
Allow Unsupported Chip Card As Magstripe Outside	If set to Yes and an EMV card that has an unsupported AID is inserted at the CRIND, the customer is prompted to remove the card. The magstripe is read as the card is being removed, and the sale is processed as a magstripe transaction. If set to No , an error message is displayed at the CRIND and on the cashier workstation when an unsupported chip card is inserted at the CRIND. The default setting is Yes .

6 Select the **EMV Parameters** tab.

Note: The EMV Parameters tab provides information about the EMV parameters.

Figure 9: EMV Parameters Tab



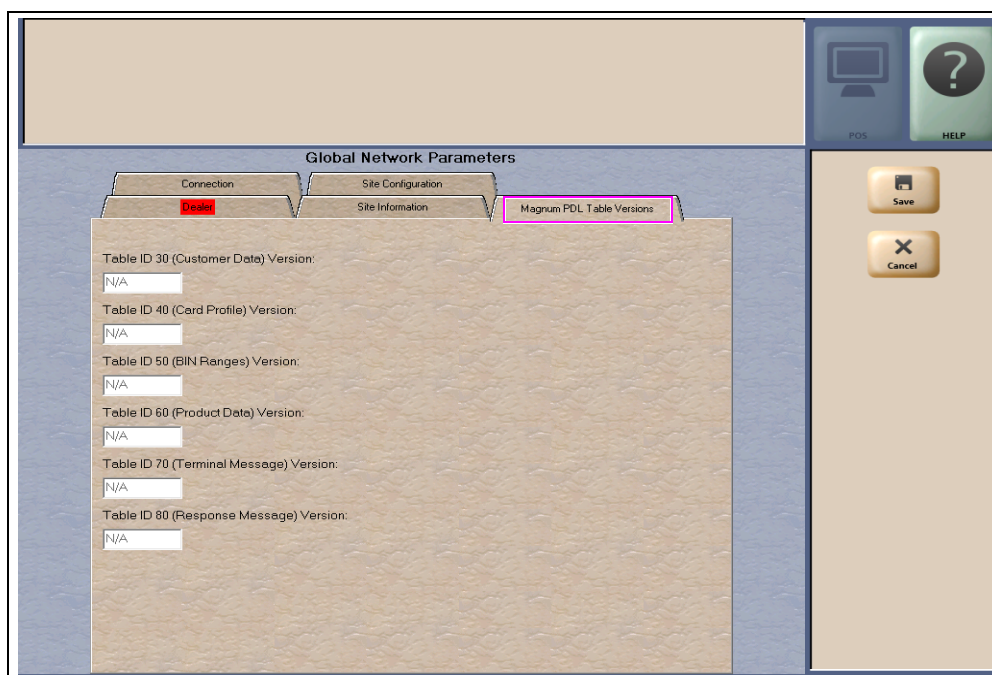
The fields on this tab are used to set options for using EMV cards. To change the settings for an EMV card AID, select the AID from the listing on the left and program the values in the fields to the right.

Fields on the EMV Parameters Tab

Field	Description
Merchant Stand In Floor Limit	<p>Maximum transaction dollar amount for this EMV card AID the merchant will accept locally to store and forward when the HPS-Dallas network is offline. Defaults to \$0.00. This field is not editable for any debit AID.</p> <p><i>Note: \$0.00 means Passport relies on the EMV chip card for authorization when the HPS-Dallas network is not communicating. If the merchant configures an amount other than \$0.00 for this field, Passport may approve the transaction based on chip card validation. The network may decline the transaction when communication resumes. The merchant is responsible for the charge back if the transaction is locally approved and then the network declines.</i></p>
Allow PIN Bypass Inside	<p>If set to Yes, and the EMV application requires PIN entry, Passport prompts for PIN, but allows the customer to press the ENTER key on the PIN Pad without first entering digits for a PIN.</p> <p>If set to No, and the EMV application requires PIN entry, Passport prompts for PIN and the customer must enter a PIN to move forward in the transaction.</p> <p><i>Note: Some debit AIDs set this field to Yes by default and the merchant cannot change this setting.</i></p>

- One additional tab is displayed within the Global Info Editor screens; the Magnum PDL Table Versions tab provides information about the currently existing Magnum PDL Table ID versions. These values are not editable.

Figure 10: Magnum PDL Table Versions Tab



- After completing all necessary programming for **Global Network Parameters**, select **Save** to save all programming and return to the **Network** menu.

Card Configuration

To configure phone numbers that display when Passport invokes the Call for Authorization process or to designate whether cash prices should be used when purchasing fuel, select **MWS > Set Up > Network > Phillips 66 > Card Configuration**.

Figure 11: Card Configuration Screen



Field	Description
Phone Number	<ul style="list-style-type: none"> Phone number used to call for authorization. Enter only numbers.
Use Cash Price	Transactions with this card use the cash price when buying fuel.

Default Phone Numbers

Card Type	Phone Number
American Express®	800-528-2121
Discover SM /Novus®	800-347-1111
MasterCard	800-622-3858
Phillips 66, Conoco, 76 Commercial	800-323-2952
Phillips 66, Conoco, 76 Fleet	800-767-1917
Phillips 66, Conoco, 76 MasterCard	800-622-3858
Phillips 66, Conoco, 76 Personal	800-323-2952
Visa	800-622-3858
Voyager® Universal Fleet	800-987-6589
Wright Express® (WEX) Universal Fleet	800-842-0071

Contact the Phillips 66 Help Desk at 1-800-426-3696 for assistance with other Call for Auth phone numbers.

Requesting PDL Download

The PDL Download is a transfer of data from the HPS-Dallas network to Passport. A valid PDL contains card configuration information and is required for operation. You must request a PDL during system installation. Passport cannot process network transactions until it successfully receives a PDL from the network. The HPS-Dallas network can initiate a PDL Download by sending a message to Passport. Passport automatically requests a PDL when the HPS-Dallas network indicates a new PDL is ready.

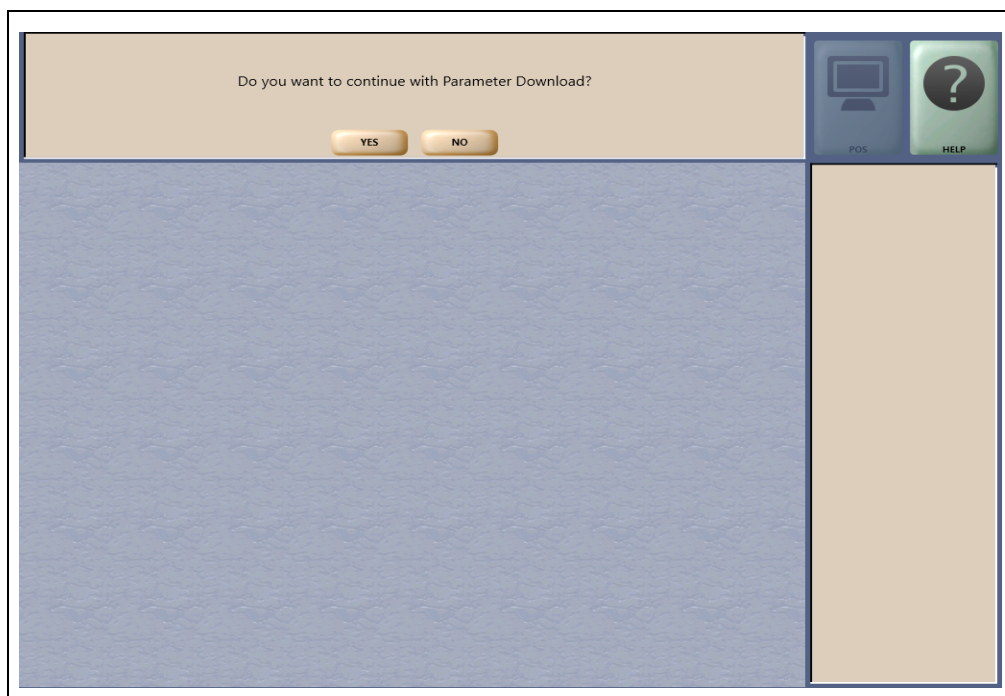
IMPORTANT INFORMATION

When upgrading software, contact the HPS-Dallas Help Desk (1-800-533-3421) to inform them that you need a new PDL. Then, request a PDL Download through the MWS.

To request a PDL Download, proceed as follows:

- 1 Navigate to **MWS > Set Up > Network > Phillips 66 > PDL Download**. The Passport prompts: “Do you want to continue with Parameter Download?”

Figure 12: PDL Download Prompt Screen



- 2 Select **No** to abandon the PDL Download request or select **Yes** to request the HPS-Dallas network for the PDL Download. Passport provides status of the PDL Download request on the MWS screen. When Passport receives the PDL, it stores the file until the next Store Close. For new installations, in which Passport requests an initial PDL, Passport applies the PDL immediately.
To review the PDL information sent from the network to Passport, view or print the Network Configuration Report.

PDL Initiated Fuel Discounts

Phillips 66 includes information in the network PDL that Passport uses to apply discounts to a transaction based on the card type the customer uses as tender. For each card type in the PDL, Phillips 66 includes the following information:

- Type of discount to apply (no discount, cents per gallon, percent per gallon, percent of total sale, and cents per gallon and percent on non-fuel)
- Dollar amount per gallon discount
- Percent discount

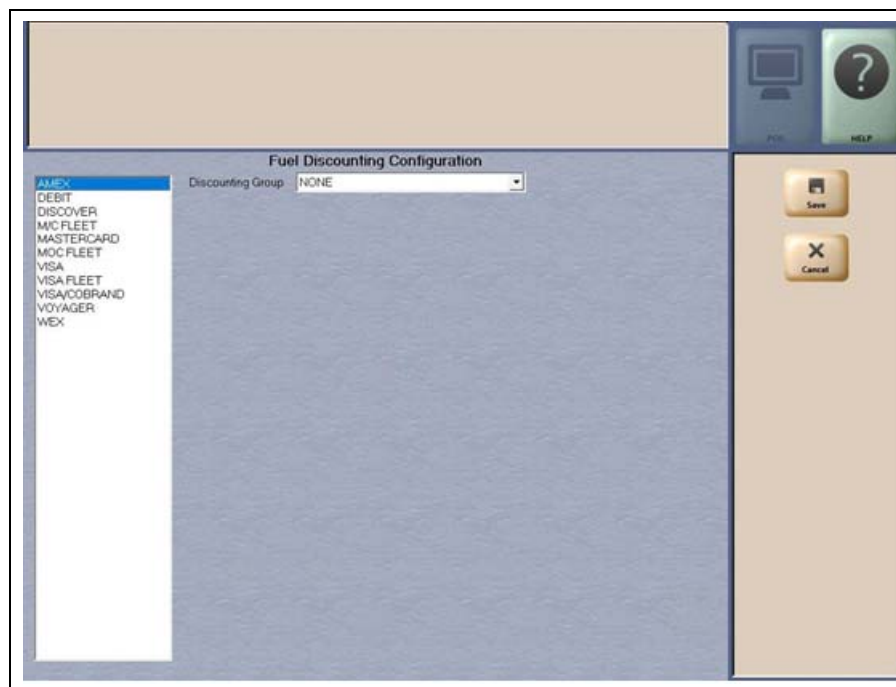
To review the discounts that Passport automatically applies based on card type, review Table 40 of the Network Configuration Report.

Fuel Discount Configuration

To configure fuel discounts by card type, proceed as follows:

- 1 From the MWS main menu, select **Fuel > Fuel Discount Maintenance**. On the **Fuel Discount Groups** tab, configure PPU discounts to be applied to fuel grades available at the store.
- 2 From the MWS main menu, select **Set Up > Network > Phillips 66 > Fuel Discount Configuration**. The Fuel Discounting Configuration screen opens.

Figure 13: Fuel Discount Configuration Screen



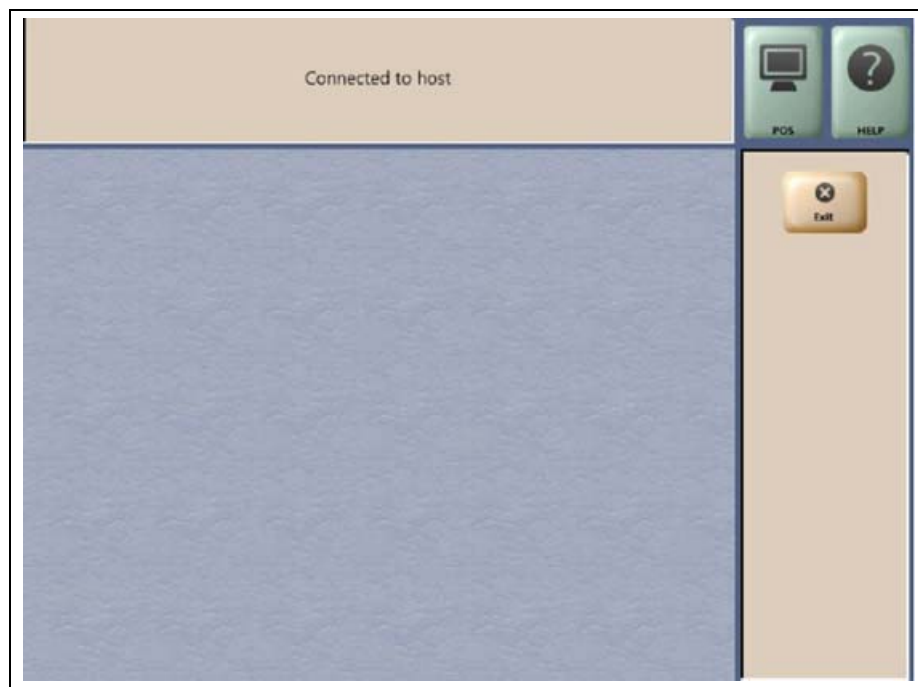
- 3 Select the card type in the left pane. From the drop-down list, select the Discounting Group to be applied to that card type.
- 4 Select **Save** to save your changes.

Communication Test

The Comm Test feature allows a site to validate that the HPS-Dallas network is online and communicating with the Passport system. To execute a Comm Test, proceed as follows:

- 1 From the MWS main menu, select **Set Up > Network > Phillips 66 > Comm Test**.
- 2 If the Passport is online with the HPS-Dallas network, the following message is displayed:

Figure 14: Connection Successful Message

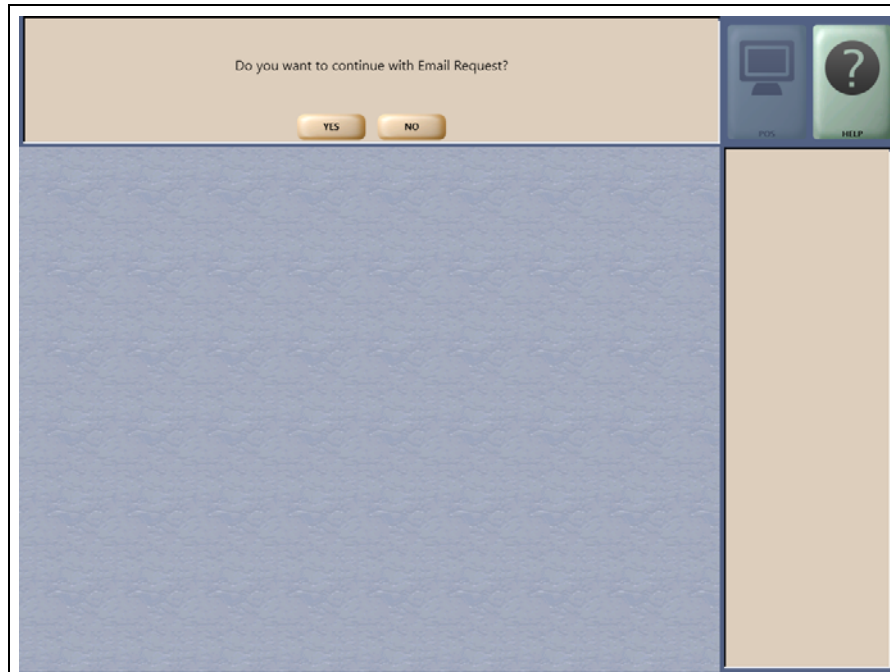


Requesting Email

The network can communicate with store personnel by transmitting e-mail messages. To access e-mail messages, proceed as follows:

- 1 From **MWS > Set Up > Network > Phillips 66**, select **Email Request** to request email from the HPS-Dallas network. The Email Request screen displays with the user prompt “Do you want to continue with Email Request?”

Figure 15: Email Request Prompt



- 2 Select **Yes** to initiate an email request. The Passport system displays status of the request. Select **No** to return to the Phillips 66 network screen.

Watch Dog Reboot Warning

To avoid a conflict between Watch Dog Reboot and the nightly 2:00AM Site Oversight message, program Watch Dog to occur at 2:30AM. For more information on changing the Watch Dog Reboot schedule, refer to *MDE-5025 Passport V9+ POS System Reference Manual*.

Network Journal Report

This report shows network journal entries for regular network transactions, as well as settlement and communication issues. The Network Journal Report configuration screen allows you to filter by various criteria, such as Date and Time, Exceptions, Source, Journal Type, and specific Journal Text. The store manager can use the Network Journal Report as an aid in searching for disputed transactions.

Figure 16: Network Journal Report Filter Screen

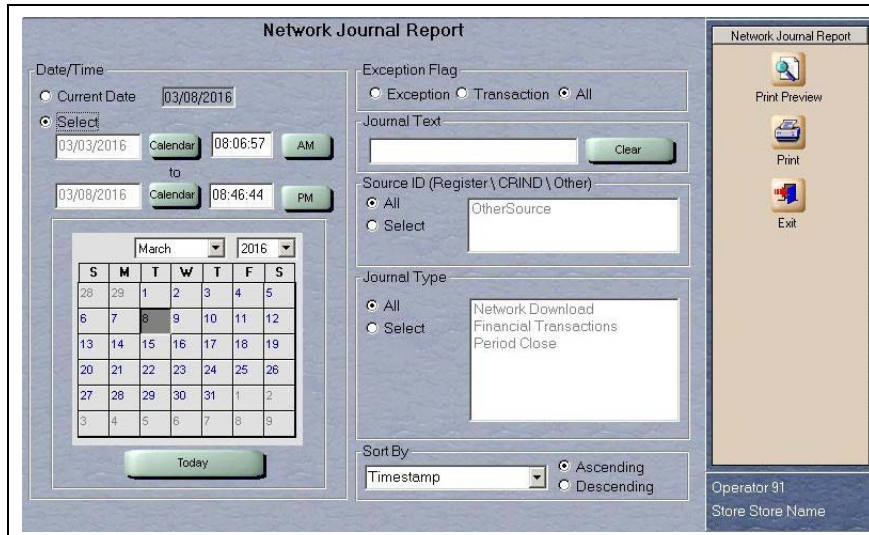


Figure 17: Network Journal Report Sample

Network Journal Report					
Store Name		STORE # 299			
OPERATOR NAME James Doe					
OPERATOR ID 89		REPORT PRINTED 03/10/2016 7:57:08AM			
SOFTWARE VERSION 11.02.24.01					
CONOCOPHILLIPS					
DATE:		03/03/2016 8:06AM TO 03/10/2016 7:49PM			
SOURCE:		All			
JOURNAL TYPE:		All			
EXCEPTION:		All			
SEARCH STRING:					
SORT BY:		Time			
TIME	SOURCE	TYPE	EXC	NETWORK	JOURNAL TEXT
2016/03/03 08:06:57	Other	Network Download	No	HPS Dallas	Mar 03 2016 13:07:47 PDL Successful
2016/03/04 09:03:49	Other	Financial Transactions	No	HPS Dallas	**** Console 1***** 14:04:10 ***** 2C***** M/C ***** 1C INV # 140410 3 04 16 ACCT # XXXXX XXXX XXXX 0434 NON-FUEL ITEMS 2.00 REFERENCE #010010304161404 AUTH #00 APRVL #B5437W TOTAL \$ 2.00
2016/03/04 09:05:07	Other	Financial Transactions	No	HPS Dallas	**** Console 1***** 14:05:10 ***** 2C***** VISA ***** 1C INV # 140510 3 04 16 ACCT # XXXXX XXXX XXXX 0010 NON-FUEL ITEMS 1.00 REFERENCE #010020304161405 AUTH #00 APRVL #KJ18Q TOTAL \$ 1.00

Network Reports

Network reports show data on transactions transmitted to the HPS-Dallas network. Some network reports provide information on the status of transactions while others list total amounts for transmitted transactions. Each report prints with a heading that includes the name of the report, the date, and the time the report was printed.

Report Name	Shift Close	Store Close	Current	Secure
Batch Detail Report	✓	✓		✓
Batch Summary Report*		✓	✓	
Card Conflict Report			✓	✓
Day Batch Detail Report	✓	✓	✓	
Day Batch Summary Report	✓	✓	✓	
Day Summary Report		✓	✓	
Electronic Mail Report	✓			
EMV Chip Fallback Report		✓		
EMV Configuration Report			✓	
Fallback Detail Report*		✓	✓	✓
Gift Card Detail Report		✓		✓
Network Configuration Report			✓	
Network POS Events Report		✓		✓
POS Transaction Statistics Report		✓	✓	
Site Level Card Based Fuel Discounts			✓	
Unpaid Transactions Report				✓

*This report must be printed on each Store Close or Batch Close and read closely.

IMPORTANT INFORMATION

Secure reports may contain sensitive customer data, such as card account number and expiration date. These reports are password protected and available to print on demand only. For more information on secure reports, refer to *MDE-5545 Passport EDH (Heartland Dallas) V11.24.01.* Implementation Guide for PA-DSS V3.2.*

Batch Detail Report

The Day Batch Detail report is available at Shift Close and Store Close. It contains all details necessary to reconstruct the transaction for the shift or day, including for the current batch. The Batch Status provides information on whether the batch is In Balance or Out of Balance. If a batch is in balance, Passport deletes all account number information pertaining to transactions within the batch. This report also contains a breakdown of batch totals by card category type, and card type, as well as prepaid card activations, deactivations, and recharges.

This report also contains a breakdown of batch totals by card category type, card type, and all prepaid card activations, deactivations, and recharges.

Definitions for Trans. Type Field Abbreviations

Abbreviation	Definition	Abbreviation	Definition
U	Unattended	C	Contactless
M	Manually entered	F	Fallback
D	Duplicate	R	Refund
S	Swiped	V	Void

Note: Multiple abbreviations may apply to a single transaction.

Figure 18: Batch Detail Report

Batch Detail Report					
Dealer #: 00066020001		Software: 08			
Terminal Id: 1		EPOS Type: 02			
Report created: 11/09/2016 02:07:35 PM					
Batch #: 48			Batch Status: In Balance		
Opening: 11/08/2016 at 3:13PM			Closing: 11/09/2016 at 3:13AM		
Seq#	Card Type	Tran. Type	Auth. Code	Amount	Date
1	VS	M	G9JSL4	\$ 2.50	11/08/16
Category	Count		Total		
CREDIT	1		\$ 2.50		
Card Name	Count		Total		
VISA	1		\$ 2.50		

Day Batch Detail Report

This report provides similar information as the Batch Detail Report, except for a given day period.

Batch Summary Report

The Batch Summary Report provides information for the current batch. The information includes the category description, total count, and total amount:

- The FuelMan®/Gas Card category lists all FuelMan and Gas Card transactions in the batch.
- The Settlement Excluding Fees amount determines the settlement with the Customer. If the batch is out of balance, this line indicates “Out of Balance”.

Host Total Sales
 + PDL Applied Discounts
 - Host Total Returns
 - FuelMan/Gas Card

 Settlement Excluding Fees

- The lines below Settlement Excluding Fees shows the dollar amount by card type. These lines display for each card type used in the batch.

Figure 19: Batch Summary Report

Batch Summary Report			
Dealer #: 9999999999	Software: 10		
Terminal Id: 1	EPOS Type: 02		
Report created: 11/08/2019 07:12:02 AM			
<hr/>			
Day Seq #: 1			
Batch #: 1			
Opening: 11/04/2019 at 8:15AM	Closing: 11/07/2019 at 2:07PM		
<hr/>			
Description	Count	Amount	
Terminal Transaction Count	1		
Terminal Total Sales	1	\$0.01	
Terminal Total Returns	0	\$0.00	
Host Transaction Count	1		
Host Total Sales		\$0.01	
Host Total Returns		\$0.00	
Settlement Excluding Fees			\$ 0.01
<hr/>			
Card	Count	PDL Applied Discounts	Total
AMEX	1	\$0.00	\$0.01

Card Conflict Report

Conflicts can occur when a card configured for acceptance in Auxiliary network Card Configuration processes through the HPS-Dallas network, or a card configured for acceptance by the HPS-Dallas network processes through the Auxiliary Network. The Card Conflict Report provides information on transactions affected by card conflicts.

Figure 20: Card Conflict Report

Card Conflict Report		
Network Shift From: 11/04/2019 7:42:26AM To: 11/07/2019 2:07:43PM		
Issuer Name - Processing Network	Issuer Name - Configured Network	Conflict Instances (current period)
No Data To Report		

Day Summary Report

This report is available for each POS day period and contains Network totals for the given day:

- The header includes the date and time of the POS day closure with which it is associated
- The report provides information for all batches with the associated day including batch number, date batch was closed, time batch was closed, transaction count, and batch transaction total

Figure 21: Day Summary Report

Day Summary Report					
Dealer #: 00066020001	Software: 08				
Terminal Id: 1	EPOS Type: 02				
Report created: 11/09/2016 02:13:30 PM					
Day Sequence #: 30					
Opening: 11/08/2016 at 1:31PM			Closing: 11/08/2016 at 1:46PM		
BATCH#	DATE	TIME	COUNT	TOTAL	PENDING
47	11/08/2016	13:46	4	\$ 21.19	
GRAND TOTALS:			4	\$ 21.19	

Electronic Mail Report

The Electronic Mail Report records all electronic mail messages received from the HPS-Dallas network during the Day period.

- Each mail message can be from 2-11 lines in length.
- When there is no mail to print the following message is displayed: *No Mail available for current day*

Figure 22: Electronic Mail Report

Electronic Mail Report			
My Store		STORE # 101	
7300 West Friendly Avenue			
Greensboro	NC	27410	
OPERATOR NAME James Doe		REPORT PRINTED Dec 2 2016 2:37:35PM	
OPERATOR ID 89			
SOFTWARE VER. 11.02.24.01			

12/2/16	Dealer # 9999999999	11:34:32	
	Summary # 1000029 for 12/1/2016		(1)
	Transmittal (S) 01 02 03 04		
	Summary Total	\$624.07	

12/2/16	Dealer # 9999999999	15:09:34	(2)
	Invoice Requests for 12/1/2016		
Date	Ref	AMT	ACCT
11/30	01-001	9.56	083695866

EMV Chip Fallback Report

The EMV Chip Fallback Report provides information on EMV transactions that occurred during a specific network day.

Figure 23: EMV Chip Fallback Report

EMV Chip Fallback Report		
Network Day #15 From 01/23/2017 11:32:30AM to 02/13/2017 6:49:19AM		
TOTAL EMV/CHIP CARD TRANSACTIONS: 100		
FALLBACK	TRANS	% OF CHIP TRANS
TOTAL	10	10%

EMV Configuration Report

This report provides information regarding EMV processing parameters for each EMV card AID Passport supports, along with the fields programmed in the **MWS > Set Up > Network > Phillips 66 > Global Network Parameters > EMV Parameters** tab.

Figure 24: EMV Configuration Report

EMV Configuration Report			
Report created: 11/09/2016 02:15:26 PM			
Network Configuration Values			
US Common Debit Preferred:		True	
Additional Terminal Capabilities:		F000F0A001	
Indoor EMV Fallback Allowed:		Yes	
Outdoor EMV Fallback Allowed:		Yes	
Terminal Configuration Values			
Terminal	EMV Version	Software Version	
REGISTER 1	5300a4	4.5.2-20160526	
REGISTER 2	0467	1904	
CRND 2	EMV 02.09	30.5.0	
CRND 3	42.05.13	40.1.1	
CRND 4	42.05.14	40.1.1	
Configuration Values			
American Express Credit - Indoor (AID: A00000002501)			
AID Activated:	2	Term Capability:	E0F8C8
Term Country:		Term Currency:	
Addl Capability:		Merch Cat Code:	5311
TAC Default:	000000000	TAC Denial:	000000000
TAC Online:	000000000	Partial Select:	True
Trans Curt Exp:		Trans Cat Code:	R
App Ver Num Pri:	0001	PSPI:	24
Term Floor Lim:	0	Rand Sel Thresh:	0
Rand Sel Max%:	0	Rand Sel Target%:	0
AllowFallback:	True	AllowPDNBypass:	False
Fallback expiry:	2099-12-31	Acquirer ID:	
Default DDOL:	9F3704	Default TDOL:	
Merchant stand-in floor limit:	99.99	Is debit Card:	False
Application Account Selection:	False	Trans Refer Currency Conv:	61000000
Terminal Risk Management TTQ:		Transaction Types:	8000
Application Selection:	True	Card Type:	03
Quick Chip Enabled:	False		

Fallback Detail Report

The Fallback Detail Report provides information on all transactions in a batch, not only those transactions that occur in fallback (SAF) or for batches that close Out of Balance. The report is available on demand for the current batch, as well as for previous batches.

- The report contains the message: ***This report can contain information on fallback transactions and out of balance batches.***
- Information in the report includes the Batch Number, Sequence Number, Card Type, Transaction Type (as defined in the Batch Detail Report), Transaction Amount, Invoice Number, and an Out of Balance indicator.
- Host refusals are not included on this report.
- The non-secure version of the report uses the encryption algorithm defined in the Phillips 66 EPOS Payment Interface Addendum to encrypt account numbers and expiration dates.
- The secure version of the report prints the account number and expiration date unencrypted. To view or print the secure version of the report requires entry of the Secure Report Password. In this situation, the report prints the following message in the header: **Confidential and sensitive information contained in this report. This document must be secured at all times. Report must be destroyed in a secure manner such as shredding when no longer needed.**

Figure 25: Fallback Detail Report

Current Fallback Detail Report (Secure)									
Dealer #: 00000011111					Terminal Id: 1				
Report created: 03/11/2016 09:10:52 AM									
CONFIDENTIAL AND SENSITIVE INFORMATION CONTAINED IN THIS REPORT. THIS DOCUMENT MUST BE SECURED AT ALL TIMES. REPORT MUST BE DESTROYED IN A SECURE MANNER SUCH AS SHREDDING WHEN NO LONGER NEEDED.									
This report can contain information on fallback transactions and out of balance batches.									
No currently open batch.									
Seq#	Card Type	Account Number	Exp. Date	Tran. Type	Tran. Date	Invoice#	Amount	Auth. Code	Approval Code
No transactions in selected batch.									

Gift Card Detail Report

This report provides information on gift card activations, issuances, and recharges, including count and amount totals.

Figure 26: Gift Card Detail Report

Gift Card By Day Detail Report		
Dealer #: 00066020001		Terminal Id: 21
Report created: 07/22/2016 04:16:26 PM		
<hr/>		
Day Sequence #: 1		
Opening: 07/20/2016 at 3:46PM		Closing: 07/22/2016 at 3:59PM
<hr/>		
ACTIVATIONS		
ACCOUNT #		AMOUNT
60064907XXXXXXXX4547		\$ 25.00
TOTAL ACTIVATED	1	\$ 25.00
<hr/>		
ISSUANCES		
ACCOUNT #		AMOUNT
No Transactions registered.		\$ 0.00
TOTAL ISSUANCES	0	\$ 0.00
<hr/>		
RECHARGES		
ACCOUNT #		AMOUNT
No Transactions registered.		\$ 0.00
TOTAL RECHARGES	0	\$ 0.00
<hr/>		
	COUNT	AMOUNT
GRAND TOTAL	1	\$ 25.00

Network Configuration Report

The Network Configuration Report provides the current (and pending, if applicable) settings and dealer information Passport received from the HPS-Dallas network PDL Download and programmed in **MWS > Set Up > Network > Phillips 66 > Global Info Editor**. This report may contain information regarding host discounting parameters, as well.

Figure 27: Network Configuration Report Sample - Page 1

Network Configuration Report

Dealer #: 00066020001 Software: 08
 Terminal Id: 1 EPOS Type: 02
 Company Number: 045 Passport POS Version: 11.02.24.01 CONOCOPHILLIPS
 Terminal Type: TCP Passport EDH Version: 08.24.01.01
 Report created: 11/09/2016 02:21:06 PM

Current Network Values

Table 10

Network Data

ACCESS CODE: 09

Unit Data

UNIT NAME: GILBARCO0000040364

BRAND: CONOCO

PDL Versions

TABLE-ID	TABLE-VERSION
30	001
40	001
50	001
60	001
70	001
80	001

Table 30

Customer Discretionary Data

BATCH SIZE: 40
 RESEND DELAY: 5

Table 40

Card Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
AX	05	AMEX	0	40	3	True	96	False	True	True	True	7	7	0	95	25	0	0	0	0
CC	01	CONCOMM	0	30	3	True	1	False	True	True	True	0	0	0	125	0	0	0	0	0
CM	02	COBRAND	0	40	3	True	1	False	True	True	True	0	0	0	95	25	0	0	0	0
WC	11	WEX CON	0	30	2	True	350	False	True	False	True	0	0	0	350	0	0	0	0	0

Reference:

A CUSTOMER CARD TYPE
 B HOST CARD TYPE
 C PAYMENT DESCRIPTION
 D COBRAND MSG FLAG
 0 = No Message
 1 = Percent
 S AMMOUNT PER GALLON DISCOUNT
 T PERCENT DISCOUNT
 U RTC FLAG
 0 = Off
 1 = Inside
 2 = Outside
 3 = Inside & Outside

Figure 28: Network Configuration Report Sample - Page 2

Table 50				
BIN Ranges				
CUSTOMER CARD TYPE	HOST CARD TYPE	BIN START	DEBIT CAPABLE	BIN END
AX	05	34000000000000	False	34999999999999
AX	05	37000000000000	False	37999999999999
CC	01	71103300000000	False	71103499999999

Table 60				
Product Data				
RECEIPT DESCRIPTION	NACS CODE	HOST CARD TYPE	PRODUCT CODE	
REGULAR	001	24	01	
REGULAR	001	28	01	
REGULAR	001	35	01	

Table 70	
Receipt Messages	
MESSAGE CODE	RECEIPT MESSAGE
1	WANT FREE GAS?
1	REGISTER TO WIN AT WWW.GASVISIT.COM
2	WANT FREE GAS?
2	REGISTER TO WIN AT
2	WWW.GASVISIT.COM

Table 80			
Response Messages			
NTS RESPONSE CODE	RESPONSE MESSAGE	PUMP MESSAGE NORMAL	PUMP MESSAGE UNATTENDED
0	APPROVED	APPROVED	APPROVED
1	DENIED	SEE CASHIER	CARD NOT ALLOWED
87	TIMEOUT	SEE CASHIER	CARD NOT ALLOWED
88	LOCAL APPROVAL	LOCAL APPROVAL	LOCAL APPROVAL
90	HOST UNAVAILABLE	SEE CASHIER	CARD NOT ALLOWED
92	LOCAL APPROVAL	LOCAL APPROVAL	LOCAL APPROVAL
98	HOST PROBLEM	SEE CASHIER	CARD NOT ALLOWED

Pending Network Values

No pending data to be applied.

End of Report.

Network POS Events Report

The Network POS Events Report provides information on the most recent 250 messages between Passport and the HPS-Dallas network.

Figure 29: Network POS Events Report

Network POS Events	
Dealer Number: 00066020001 Terminal ID: 1	
EventDate	EventText
11/09/16 02:02:49PM	POS Site Configuration Message Succeeded
11/09/16 01:48:17PM	POS Site Configuration Message Succeeded
11/09/16 11:40:55AM	PDL Successful
11/09/16 11:23:59AM	POS Site Configuration Message Succeeded
11/09/16 09:34:59AM	POS Site Configuration Message Succeeded
11/08/16 12:07:19PM	POS Site Configuration Message Succeeded
11/08/16 09:03:22AM	POS Site Configuration Message Succeeded
11/07/16 04:00:38PM	PDL Successful
11/07/16 02:43:12PM	Response Error (Msg Seq Num 56) No Response Received (Message Timeout)
11/07/16 02:38:10PM	Response Error (Msg Seq Num 52) No Response Received (Message Timeout)
11/07/16 02:32:39PM	Response Error (Msg Seq Num 50) No Response Received (Message Timeout)
11/07/16 02:32:07PM	Response Error (Msg Seq Num 49) No Response Received (Message Timeout)
11/07/16 01:31:49PM	POS Site Configuration Message Succeeded
11/07/16 10:15:07AM	POS Site Configuration Message Succeeded

POS Transaction Statistics Report

This report provides summary count and percentage of network transactions, based on entry method, such as Manual, Swiped, MSD Contactless, EMV contact, Swiped fallback, Manual fallback, and EMV contactless.

Figure 30: POS Transaction Statistics Report

POS Transaction Statistics Report		
Dealer Number:	00066020001	
Network Day:	30	
Open:	11/08/2016 1:31:37PM	
Close:	11/08/2016 1:46:26PM	
TOTAL TRANSACTIONS: 4		
ENTRY MODE	TRANSACTIONS	% OF TRANSACTIONS
Manual	0	0
Swiped	2	50
MSD contactless	0	0
EMV contact	0	0
Swiped fallback	2	50
Manual fallback	0	0
EMV contactless	0	0
TERMINAL DETAIL	EMV CARD READ FAILURES	
REGISTER 1	1	
REGISTER 2	1	

Site Level Card Based Fuel Discounts

This report provides information on the fuel discounts by card type configured in **MWS > Set Up > Network > Phillips 66 > Fuel Discount Configuration**. It lists each card type the network accepts, and the Fuel Discount Group assigned to the card type, or NONE if the card type has no discount configured.

Figure 31: Site Level Card Based Fuel Discounts Report

Card Record	Discount Group
76	NONE
76 COMM	NONE
AMEX	NONE
COBRAND	NONE
CON COMM	NONE
CONOCO	NONE
COP FLEET	NONE
DEBIT	NONE
DINERS	NONE
DISCOVER	NONE
FUELMAN	NONE
GO/FWIDE	NONE
GIFT	NONE
MASTERCARD	NONE
MC FLEET	NONE
MC PURCH	NONE

Unpaid Transactions Report

The Unpaid Transactions Report contains information on transactions initiated through the HPS Dallas network but declined at completion during the current open network day. This report consists of two sections: detail lines (two lines for each transaction) and summary transaction totals.

Figure 32: Unpaid Transaction Report

Unpaid Transactions Report (Secure)									
Dealer #: 00066020001					Software: 07				
Terminal Id: 1					EPOS Type: 02				
Report created: 10/08/2017 04:14:03 AM									
CONFIDENTIAL AND SENSITIVE INFORMATION CONTAINED IN THIS REPORT. THIS DOCUMENT MUST BE SECURED AT ALL TIMES. REPORT MUST BE DESTROYED IN A SECURE MANNER SUCH AS SHREDDING WHEN NO LONGER NEEDED.									
Day Sequence #: 15									
Opening: 10/08/2015 at 4:08AM					Closing: 10/08/2015 at 4:10AM				
Batch #: 4									
Opening: 10/08/2015 at 4:08AM					Batch Status: In Balance Closing: 10/08/2015 at 4:10AM				
Seq#	Card Type	Account Number	Exp. Date	Tran. Type	Tran. Date	Invoice#	Amount	Auth. Code	Approval Code
1	MC	83PED876LGM60328	46/PM	F	10/08/2015	040831	\$5.00		

CWS Network Functions

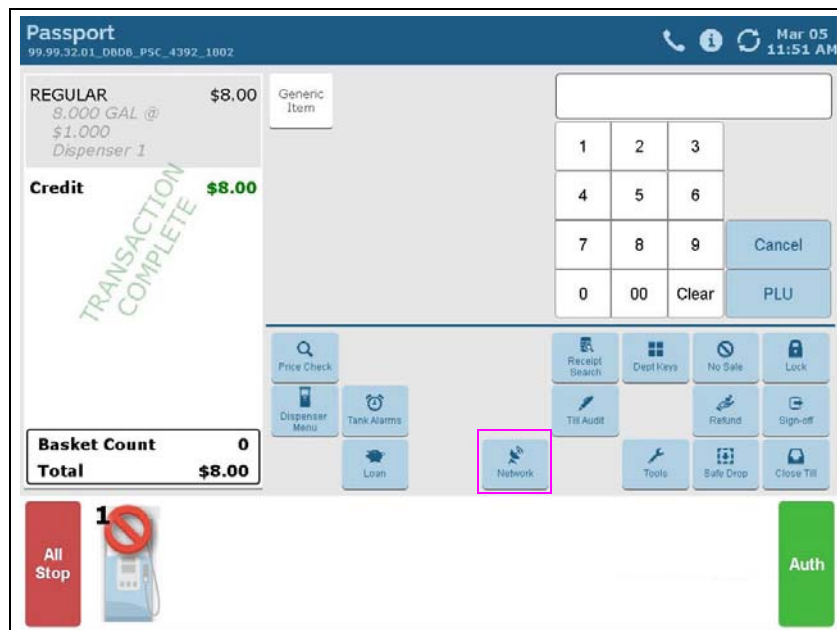
The Network Functions screen contains the Network Status window and the Network Functions buttons. On this screen, you may view the Network Status and access the following tools:

- Batch Close
- Communications Test
- Balance Request
- E-mail

Accessing Network Functions

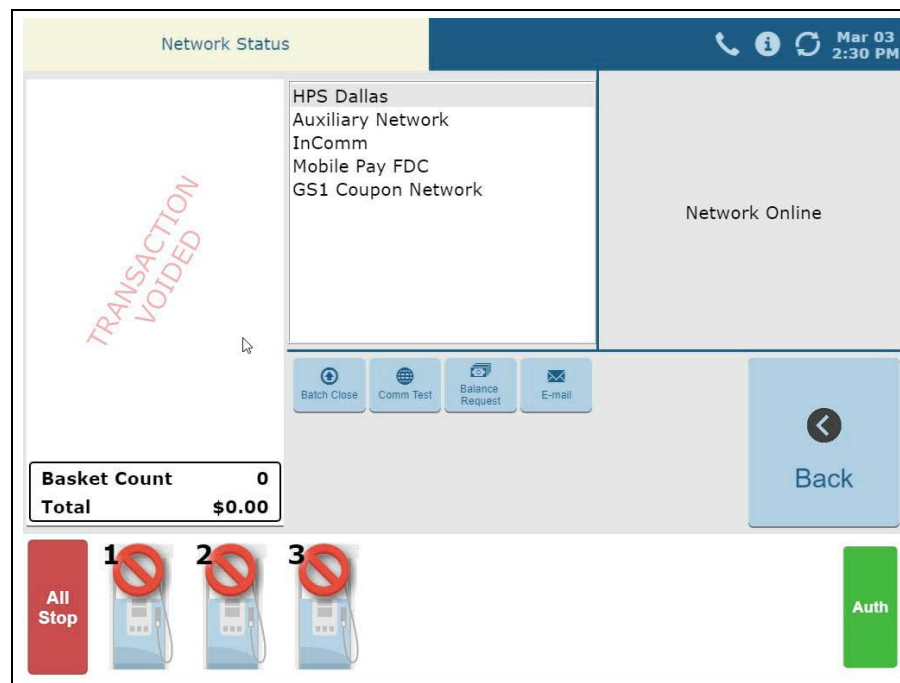
To access the Network Status screen, select the Network button.

Figure 33: Network Button



The Network Status screen opens.

Figure 34: CWS Network Status Screen



Checking the Network Status

The Network Status screen provides information on all networks connected to the Passport system. Select a network from the list in the middle pane to view its status in the right pane. Each network event is assigned a severity rating (low, medium, or high). When a new event occurs and has been added to the list, the color of the Network Status button indicates the severity rating of the event.

Color	Severity
Blue	Low
Yellow	Medium
Red	High

If multiple events occurred, the color of the **Network Status** button indicates the highest severity rating of the events.

The following table lists some of the network messages that may be displayed:

Situation	Status Indicator Color	Display Time
Passport successfully receives a Magnum PDL.	Blue (low rating)	The status indicator is blue and the "PDL Successful" message displays for one hour.
Intermittent failures - the first or second attempt.	Yellow (medium rating)	The status indicator color remains yellow and the "PDL Unavailable, Will Retry in 30 Minutes" message displays until the next attempt. After 3 failures, the status indicator color changes.
End failures - the site's first or original PDL fails, or there is a failure on the third attempt.	Red (high rating)	The status indicator color remains red and the "PDL Unavailable After 3rd Attempt, contact Network Help Desk" message displays until the problem is fixed and Passport receives a successful Magnum PDL.

Performing Batch Close

A Network Batch Close may occur automatically after a certain number of transactions. You also may perform a Batch Close at any time outside a transaction by selecting the **Batch Close** button on the network status screen. The following message is displayed: **Processing Batch Close. Please Wait.**

The Batch Close Report is available through MWS. The Batch Close Report prints at Shift close as part of the Shift Report if the manager has selected it as part of the Shift Close list of reports in **Period Maintenance**.

Checking Card Balance

To find out how much money is available on a cash card or an EBT card, proceed as follows:

- 1 On the Network Functions screen, select **Balance Request**.
- 2 Swipe the card.
*Note: If Passport cannot identify the card as a cash card, Passport prompts the cashier if the card is an EBT Cash card. If the cashier responds with **Yes**, Passport makes an EBT Cash card balance request; otherwise, Passport makes an EBT Food card balance request.*
- 3 The balance is displayed and the Passport system prints a customer receipt with the balance amount.

Receiving E-mail from the CWS

The Passport system notifies you when it receives an electronic message from the HPS-Dallas network. The Passport system saves all e-mails for 60 days.

Note: You can only receive electronic mail.

To retrieve electronic mail, proceed as follows:

- 1 On the Network Functions screen, select **E-mail**. The following prompt is displayed:
Retrieve all of today's mail?
- 2 Select **Yes** to retrieve all of the current day's mail. Select **No** to retrieve only the unread mail. The mail prints on the receipt printer.

Communication Test

Select **Comm Test** to validate that the HPS-Dallas network is online and communicating with the Passport system. A message is displayed showing the status of this connection.

Appendix A: Network Events Messages

Message	Priority	Meaning
Network Connection Offline	N/A	A previous message expired and the site is waiting for confirmation that the Passport system is connected to the HPS-Dallas network. The message will clear when the network connection is confirmed or re-established.
Unread Mail Pending	Low	Mail has been received and is waiting to be printed. The message will clear when the mail is printed.
Pending PDL Received	Medium	A new PDL has been received. Perform a Day Close to update the PDL. The message will then clear.
PDL Error - Call Help Desk	Medium	The system has attempted to request a PDL from the HPS-Dallas network, but has failed. Check the network connection, then call the HPS-Dallas Help Desk and ask that the PDL be re-sent. The message will clear when the PDL is successfully downloaded.
70-70-79 Data Error - Call Help Desk	Medium	A data collect error has occurred. Call the HPS-Dallas Help Desk for help.
Fallback File Warning - Call Help Desk	Medium	The fallback file has 200 or more transactions in it. Check the network connection and call the HPS-Dallas Help Desk for help in clearing transactions. When the network connection is established and the fallback file has fewer than 200 transactions in it, the message will clear.
Fallback File Full - Call Help Desk	High	The fallback file is full. Check the network connection and call the HPS-Dallas Help Desk for help in clearing transactions. When the file is no longer full, the message will clear.

Appendix B: Programming Passport for the BOS

IMPORTANT INFORMATION

All WAN and Back Office PC IP addresses are unique for each site. Before you begin the procedure, you must read and understand the following steps for each site. Do not program an IP address from another site. When making network changes that affect the BOS, contact the owner or manager two days before the changes are implemented to allow store management time to notify the Back Office vendor.

Phillips 66 allows the BOS to interface to Passport through one of two broadband environments:

- LinkSafe 1.0 with access through the FortiGate® DMZ Port
- LinkSafe 2.0 with access through FortiGate Port 3

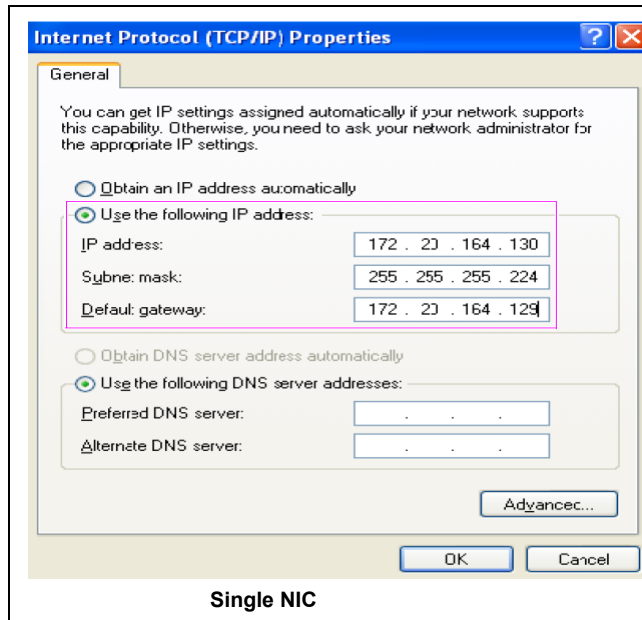
The following instructions cover both environments, using the term “FortiGate Port”.

To set up Back Office, proceed as follows:

- 1 Contact the Phillips 66 Help Desk at 1-800-426-3696 to request the store’s FortiGate Port IP Address. Be prepared to provide the Help Desk agent with the store’s MNSP Firewall Router WAN IP Address and Dealer Number programmed on the **MWS > Set Up > Network > Phillips 66 > Global Info Editor > Dealer** tab.
- 2 Add 1 to the value of the fourth octet of the FortiGate IP Address to derive the IP Address to use for the BOS PC. For instance, if the IP Address that the agent provides is 172.20.164.129, then the IP Address for the BOS PC is 172.20.164.130.
- 3 Plug the Back Office PC into the FortiGate port using a standard CAT5 cable (not a crossover cable).
- 4 Configure the Network Interface Card (NIC) for the BOS PC. In a dual NIC setup, the second network card is no longer supported and should be removed.
 - Single NIC (not connected to the Internet): use the FortiGate IP Address as the BOS PC Default Gateway.
 - Ensure that the IP settings for the network card are configured as provided by the Managed Network Service Provider (MNSP) vendor.
- 5 From the desktop of the Back Office PC, select **Start > Run** and type “ncpa.cpl” to access the Network Connections.
- 6 Right-click and select **Properties**.
- 7 From the General tab under “This connection uses following items”, scroll the menu and select **Internet Protocol (TCP/IP)**.
- 8 Select **Properties**.

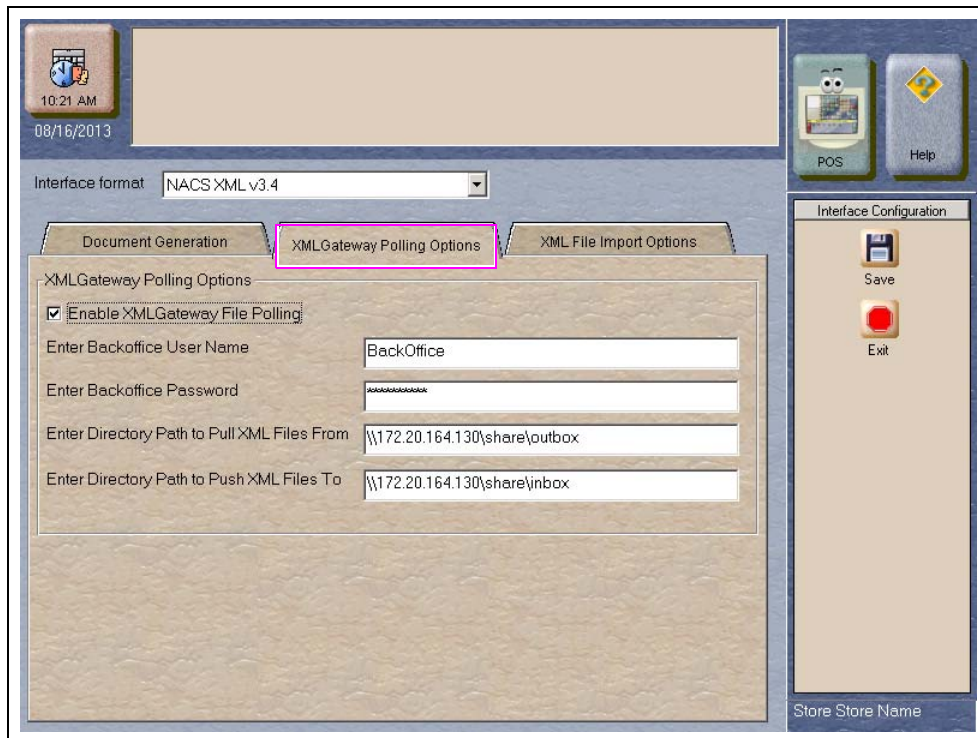
- From the General tab under Internet Protocol (TCP/IP) Properties, select the **Use the following IP address** option and type the values for the **IP address**, **Subnet mask**, and **Default gateway** fields (see [Figure 35](#)).

Figure 35: Single NIC - Sample Only



- For a BOS that requires Passport to manage pushing sales data files and pulling price book files reconfigure the BOS IP Address in the Pull and Push paths on the **MWS > Set Up > Store > Back Office > Back Office Interface > XMLGateway Polling Options** fields.

Figure 36: XMLGateway Polling Options



The directory path must include the specific IP address of the Back Office (For example, 172.20.164.130). Ensure you do not change the remaining values in the path names.

- 11 For a BOS that manages pushing price book files and pulling sales date files, proceed as follows:
 - a Contact the MNSP vendor to ensure that the Firewall Router Access Rule settings are correctly configured for the Back Office software to communicate with the Passport Server.
 - b Change the Back Office drive mapping for all drives mapped to the Passport server from 10.5.60.1 to the Passsport Server IP of 10.5.48.2. When the Back Office PC prompts for User Name and Password, enter **BackOffice** as the User Name and **BackOffice** as the Password.

Note: Contact the Back Office vendor for instructions to change the mapped drives, as they may prefer to connect to the Back Office PC to make these changes.

Appendix C: Upgrading to Passport V20

This section provides Phillips 66-specific information to the ASC for upgrading to Passport V20.

Due to the end-of-life of the Ingenico PIN Pads (iSC250 and iPP320), these devices were not certified with the HPS-Dallas network for Passport V20. When upgrading to V20.04, Passport will check to see if an Ingenico PIN Pad is connected. If one is detected, an error message will be displayed and the upgrade will be aborted. For a clean install of V20.04, Ingenico will not be an option on the Register Set Up screen. Although the iSC250 and iPP320 will still process EMV transactions on V20.02, it is recommended that a site upgrade their PIN Pads to Verifone MX915 to remain in compliance with the approved HPS-Dallas network EMV configuration. Sites that continue using iSC250 or iPP320 after upgrading to Passport V20.02 will do so at their own risk of receiving fraud liability charge backs due to using a non-EMV certified solution.

Before beginning the upgrade

The ASC must perform the following steps before the upgrade:

Step	Task Description
1	Ensure that all dispenser software and firmware meet applicable requirements to support loyalty and other fuel discounting functionality (including support of \$0.000 PPU).
2	Print the Network Configuration Report. This will be helpful if a clean install is required and to confirm all network settings (including Host Connection Type and other parameters in Global Information).
3	Perform Store Close and ensure that all network transactions are completed by checking the Fallback Detail Report for Fallback Transaction information.
4	Contact the HPS-Dallas Help Desk at 1-800-767-5258 to ensure that the Store Close is successful and confirm the HPS-Dallas network is prepared to enable EMV downloads for inside and outside transactions.
5	Assist the merchant or store manager to print additional accounting and network reports as needed.
6	Ensure that all file transfers from Passport to the BOS have completed.

After the upgrade

The ASC must perform the following steps after the upgrade:

Step	Task Description
1	Passport defaults to TCP/IP Connection with TLS encryption. If enabling TLS for the first time, contact the HPS-Dallas Help Desk and advise the agent to confirm the network is ready to communicate with the site using TCP/IP and TLS. Go to MWS > Set Up > Network > Phillips 66 > Global Network Parameters > Connection - Page 1 and Page 3 tabs to confirm the settings with the HPS-Dallas network.
2	Request a PDL download by going to MWS > Set Up > Network > Phillips 66 > PDL Download . For more information on requesting PDL Download, refer to " Requesting PDL Download " on page 20 .
3	If the PDL download is successful, perform a Store Close. This triggers Passport to activate the new PDL and update the card table, including any new card types such as WEX EMV.
4	Review the parameters on the EMV Parameters tab and the Site Configurations tab in MWS > Set Up > Network > Phillips 66 > Global Info Editor with the merchant or store manager. Advise him to contact the Phillips 66 Help Desk to discuss financial implications of the suggested settings on this screen.
5	If installing a VeriFone MX915, Ingenico iSC250, or Ingenico IPP320 PIN Pad, ensure that the MWS > Set Up > Register > Register Set Up > Device Configuration > EMV Capable field is selected. <i>Note: Refer to the Important Information box on page 1 for information regarding Ingenico ISC250 and IPP320 PIN Pads.</i>
6	Print a new Site Level Card Based Fuel Discounts Report. If some card types no longer have their fuel discount or if the manager wishes to target new card types with fuel discounts, go to MWS > Set Up > Network > Phillips 66 > Fuel Discount Configuration and update the fuel discounts accordingly. Select Save to save the changes to the Passport database and exit.

If the store manager or owner has operational questions outside Passport behavior, refer them to their Phillips 66 representative.

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