

## Card rejected

## Steps to follow

- 1 Enter the customer's card number.
- Ask the customer for their name and the address where the card is registered to verify that it is theirs.
- Ask the customer when and where their purchase was rejected.
- Verify that the card is not expired, has insufficient balance (in case it is a debit card) or has reached its limit (in case it is a credit card).
- Ask the customer if he/she wants his/her purchase to be authorized. If so, authorize the charge.