



# **Payment order batch import**

## **Implementation Guide**

Document version 1.3.1

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# 1. HISTORY OF THE DOCUMENT

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Version	Author	Date	Comment
1.3.1	Natixis Payment Solutions	9/1/2021	Update of the <i>Naming rules</i> chapters.
1.3	Natixis Payment Solutions	8/16/2021	Update of chapters <i>Naming rules</i> and <i>Format V1</i> following the addition of Microsoft Excel support for file generation.
1.2	Natixis Payment Solutions	6/25/2021	Initial version

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## 2. CREATING A FILE CONTAINING E-MAIL PAYMENT ORDERS

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### 2.1. Naming rules

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By default, there are no restrictions when it comes to the names of the imported files.

However, if you want to use Microsoft Excel for generating your file, you must save the spreadsheet in "CSV (DOS) (\*.csv)" format.

To do so:

1. Open the workbook you want to save.
2. Click **File > Save As**.
3. Under **Places**, pick the place where you want to save the workbook. For example, pick **Computer** to save it in a local folder like your **Documents**.
4. In the **Save As**, dialog box, navigate to the location you want.
5. In the **Save as type** list, click the "**CSV (DOS) (\*.csv)**" file format.
6. In the **File name** box, accept the suggested name or type a new name for the workbook.

Filename example: *import\_202104.csv*

### 2.2. V1 Format

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Each file must consist of a series of records.

A "record" is a list of parameters separated by the ";" character ending with a carriage return.

The files are structured as follows:

- A header record containing transmission details.
- A variable number of records, each corresponding to a payment order.

#### Notes for Microsoft Excel users

- A "record" corresponds to a line in the spreadsheet.
- The header record is the first line of the file.
- The positions ("Pos.") indicated in the tables below (01, 02 etc.) correspond to the columns of your spreadsheet. For example: "Pos. 01" corresponds to the column A, "Pos. 02" corresponds to the column B.
- If you do not want to enter the data, leave the corresponding cell empty.
- Make sure all the cells are in "Text" format.

#### The header record

Pos.	Description	Values
01	Header version	01
02	Shop ID	12345678
03	Mode	TEST or PRODUCTION
04	Channel	MAIL

## Detail record

Pos.	Description
01	<p>Description: Defines the action to be performed. If the field is sent empty, the "PAYMENT" value is applied by default.            Type: VARCHAR   Length: 32   Optional            Hosted Payment Form equivalent: <b>vads_page_action</b>            REST API equivalent: <b>formAction</b>            Possible values:</p> <ul style="list-style-type: none"> <li>• <b>PAYMENT</b>: Payment.</li> <li>• <b>REGISTER</b>: Recording of the payment method, without payment. Requires an amount set to "0". Not compatible with the use of the data collection form.</li> <li>• <b>REGISTER_PAY</b>: Recording of the payment method during the payment. Not compatible with the use of the data collection form.</li> <li>• <b>ASK_REGISTER_PAY</b>: Payment with possibility for the cardholder to record the payment method. Not compatible with the use of the data collection form.</li> </ul> <p>E.g.: PAYMENT</p>
02	<p>Description: Payment order reference or order ID. The only accepted special character is "-".            Type: VARCHAR   Length: 64   Optional            Hosted Payment Form equivalent: <b>vads_order_id</b>            REST API equivalent: <b>orderId</b>            E.g.: CX-1254</p>
03	<p>Description: Transaction amount expressed in the smallest currency unit . The amount cannot be populated with 0.            Type: NUMERIC   Length: 13   Required            Hosted Payment Form equivalent: <b>vads_amount</b>            REST API equivalent: <b>amount</b>            E.g.: 4525 for EUR 45.25</p>
04	<p>Description: Numeric code of the currency (ISO 4217 standard).            Type: NUMERIC   Length: 3   Required            Must correspond to the currency of the company.            Hosted Payment Form equivalent: <b>vads_currency</b>            REST API equivalent: <b>currency</b>            E.g.: 978 for euro (EUR) (<i>See chapter <a href="#">List of supported currencies</a> on page 10 in appendix</i>)</p>
05	<p>Description: Buyer's e-mail address.            Type: VARCHAR   Length: 255   Required            Hosted Payment Form equivalent: <b>vads_cust_email</b>            REST API equivalent: <b>customer.email</b>            E.g.: sample@example.net</p>
06	<p>Description: Validation mode. For more information, see the chapter <b>Configuring the default validation mode</b> of the "<a href="#">Transaction management</a>" user manual.            Type: NUMERIC   Length: 1   Optional            Hosted Payment Form equivalent: <b>vads_validation_mode</b>            REST API equivalent: <b>cardOptions.manualValidation</b>            Possible values:</p> <ul style="list-style-type: none"> <li>• <b>0</b>: for automatic validation</li> <li>• <b>1</b>: for manual validation</li> <li>• Empty: for using the default validation mode.</li> </ul> <p>E.g.: 0</p>
07	<p>Description: Description of the invoice. The field is ignored for an e-mail payment order.            Type: VARCHAR   Length: 255   Optional</p>
08	<p>Description: Expiry date of the payment order. Cannot be before the current date and may not exceed 90 days. If this parameter is not sent, the value defined in the shop configuration will be applied (<b>Settings &gt; Shop menu, Configuration</b> tab).            Type: NUMERIC   Length: 8   Optional            Hosted Payment Page equivalent: <b>N/A</b>            REST API equivalent: <b>expirationDate</b>            E.g.: 20210603</p>

Pos.	Description
09	<p>Description: Field specific to Latin America. Tax rate applied to the entire order. The value must be the percentage to be applied (19.6 for 19.6%).</p> <p>Type: NUMERIC   Length: 4   Optional</p> <p>Hosted Payment Form equivalent: <b>vads_tax_rate</b></p> <p>REST API equivalent: <b>taxRate</b></p> <p>E.g.: 19.6</p>
10	<p>Description: Merchant preference regarding 3DS authentication. If the field is sent empty, the “NO_PREFERENCE” value is applied by default.</p> <p>Type: VARCHAR   Length: 32   Optional</p> <p>Hosted Payment Form equivalent: <b>vads_threeds_mpi</b></p> <p>REST API equivalent: <b>strongAuthentication</b></p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>FRICTIONLESS</b>: Authentication request without buyer interaction.</li> <li>• <b>NO_PREFERENCE</b>: Transfer to the card issuer.</li> <li>• <b>CHALLENGE_REQUESTED</b>: Authentication request with buyer interaction.</li> <li>• <b>CHALLENGE_MANDATE</b>: Authentication request with buyer interaction for regulatory reasons.</li> </ul> <p>E.g.: NO_PREFERENCE</p>
11	<p>Description: Using the data collection form. May be sent with the ‘true’ value only if the action be performed is PAYMENT.</p> <p>Type: BOOLEAN   Length: 1   Optional</p> <p>Hosted Payment Page equivalent: <b>N/A</b></p> <p>REST API equivalent: <b>dataCollectionForm</b></p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>true</b></li> <li>• <b>false</b> (default value)</li> </ul> <p>E.g.: true</p>

## File samples

- **basic example:**

```
01;12345678;TEST;MAIL
PAYMENT;CX-1254;3000;978;sample@example.net;;;;;
REGISTER;CX-1255;0;978;sample@example.net;;;;;
REGISTER_PAY;CX-1256;3990;978;sample@example.net;;;;;
ASK_REGISTER_PAY;CX-1257;11000;978;sample@example.net;;;;;
```

- **advanced example:**

```
01;12345678;TEST;MAIL
PAYMENT;CX-1254;3000;978;sample@example.net;0;;20210603;;NO_PREFERENCE>true
REGISTER;CX-1255;0;978;sample@example.net;0;;20210603;;NO_PREFERENCE;
REGISTER_PAY;CX-1256;3990;978;sample@example.net;0;;20210603;;NO_PREFERENCE;
ASK_REGISTER_PAY;CX-1257;11000;978;sample@example.net;0;;20210603;;NO_PREFERENCE;
```

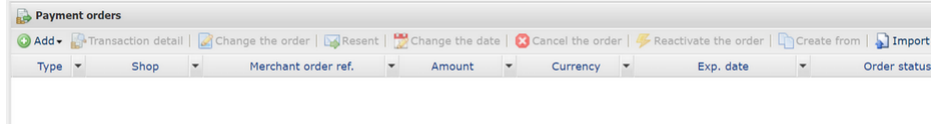
Download the sample pack: <https://paiement.systempay.fr/doc/files/samples/sample-files.zip>.

You will find sample files in the MAIL folder.

## 2.3. Importing a file

1. In your Merchant Back Office, go to the following menu: **Management > Payment orders**.

2. Click **Import**, then **E-mail payment orders**.



3. Select the shop with which you wish to create the payment order.

4. Two actions are available:

- **Control file format.**

This option allows to control the structure and the file content.

In case of error, a report appears indicating the detected error and the line that contains it.

If the file is valid, a new window will prompt you to import the file.

- **Import a file.**

This option allows to control the structure and the file content and then create payment orders based on the file content.

In case of error, a report appears indicating the detected error and the line that contains it.

If the file is valid, the payment orders are created and the e-mails are sent automatically.

The tables below present the different types of errors related to e-mail payment orders.

- Errors in the **Header record** line

Error message	Description
<b>Incorrect header</b>	The first line of the file must be presented as follows <b>"01;shopId;MODE; MAIL"</b> .
<b>Incorrect header version</b>	The first field of the header must be set to <b>"01"</b> .
<b>Wrong Shop ID</b>	The Shop ID must contain 8 digits and must correspond to the Shop selected for the file import.
<b>Incorrect mode</b>	Two possible values: <b>"TEST"</b> or <b>"PRODUCTION"</b> . Via the test "TEST payment orders" menu you cannot send the PRODUCTION value. Via the "Payment orders" menu you cannot send the TEST value.
<b>Incorrect channel</b>	The channel must be set to <b>"MAIL"</b> .

- Errors in the **Detail record** line

Error message	Description
<b>Wrong number of parameters</b>	This message is returned in the following cases: <ul style="list-style-type: none"> <li>• The line is empty</li> <li>• One or several parameters are missing from the line</li> <li>• There is one or several extra parameters on the line</li> </ul>
<b>Invalid action</b>	Possible values are: <ul style="list-style-type: none"> <li>• <b>PAYMENT</b></li> <li>• <b>REGISTER</b></li> <li>• <b>REGISTER_PAY</b></li> </ul>

Error message	Description
	<ul style="list-style-type: none"> <li>• <b>ASK_REGISTER_PAY</b></li> </ul>
<b>Invalid action for the data collection form</b>	Only the <b>PAYMENT</b> value is accepted if you wish to use the date collection form (Position 11 in the fiile).
<b>Missing e-mail</b>	The e-mail address is required.
<b>Missing amount</b>	The amount cannot be sent empty.
<b>Invalid amount</b>	The amount must be higher than 0 and must be expressed in the smallest unit of the currency.
<b>Invalid amount for REGISTER action</b>	The amount must be equal to 0 in the case of recording a payment method without payment.
<b>Missing currency</b>	The currency cannot be sent empty.
<b>Incorrect Currency</b>	The transmitted value must correspond to the ISO 4217 code (numeric code) of the company currency.
<b>Invalid e-mail</b>	The transmitted e-mail address does not match the expected format.
<b>Invalid validation mode</b>	Possible values: <b>0</b> or <b>1</b> .
<b>Invalid expiry date</b>	Cannot be before the current date and may not exceed 90 days.
<b>Invalid VAT rate</b>	The transmitted VAT rate does not match the expected format.
<b>Invalid 3DS preference</b>	Possible values are <ul style="list-style-type: none"> <li>• <b>"FRICTIONLESS"</b></li> <li>• <b>"NO_PREFERENCE"</b></li> <li>• <b>"CHALLENGE_REQUESTED"</b></li> <li>• <b>"CHALLENGE_MANDATE"</b></li> </ul>



### 3. OBTAINING HELP

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Looking for help? Check our FAQ on our website

<https://paiement.systempay.fr/doc/en-EN/faq/sitemap.html>

For any technical inquiries or if you need any help, contact *technical support*.

In view of facilitating the processing of your demands, you will be asked to communicate your shop ID (an 8-digit number).

This information is available in the “registration of your shop” e-mail or in the Merchant Back Office (**Settings > Shop > Configuration**).

## 4. APPENDIX

### 4.1. List of supported currencies

Currency	ISO 4217 encoding	Number of digits after the decimal point
Australian Dollar (AUD)	036	2
Cambodian Riel (KHR)	116	0
Canadian Dollar (CAD)	124	2
Chinese Yuan (Renminbi) (CNY)	156	1
Croatian Kuna (HRK)	191	2
Czech Crown (CZK)	203	2
Danish Crown (DKK)	208	2
Hong Kong Dollar (HKD)	344	2
Hungarian Forint (HUF)	348	2
Indian Rupee (INR)	356	2
Indonesian Rupiah (IDR)	360	2
Japanese Yen (JPY)	392	0
South Korean Won (KRW)	410	0
Malaysian Ringgit (MYR)	458	2
Mexican Peso (MXN)	484	2
New Zealand dollar (NZD)	554	2
Norwegian Crown (NOK)	578	2
Philippine Peso (PHP)	608	2
Russian Ruble (RUB)	643	2
Singapore Dollar (SGD)	702	2
South-African Rand (ZAR)	710	2
Swedish Crown (SEK)	752	2
Swiss Franc (CHF)	756	2
Thai Baht (THB)	764	2
Pound Sterling (GBP)	826	2
US Dollar (USD)	840	2
Taiwan New Dollar (TWD)	901	2
Romanian Leu (RON)	946	2
New Turkish Lira (TRY)	949	2
CFP Franc (XPF)	953	0
Bulgarian Lev (BGN)	975	2
Euro (EUR)	978	2
Polish Zloty (PLN)	985	2
Brazilian Real (BRL)	986	2