

SecurePayTech.com Batch Processing Guide

The batch processing facility costs \$30.00 + GST per month, in addition to your normal usage charges. Transactions processed via the batch facility count towards your monthly transaction total as per normal.

Enabling your account to process batch transactions:

Before you can use SecurePayTech.com's batch processing, you must first enable it on your account.

This can be easily done by following the steps below:

- 1) Log into your account at <https://merchant.securepaytech.com>
- 2) Select "My Account" from the horizontal menu.
- 3) Select "Account Details" from the left hand menu.
- 4) Select "Services" from the new horizontal menu (located on the far right).
- 5) Tick the box to the right of "Enable Batch Processing Facility?"
- 6) Select "Submit" to save the change.

Your account is now enabled to process batch transactions.

Compiling your batch of credit card numbers:

You must now compile your batch of credit card details into a .csv (comma separated) text file.

The first row of your .csv file must contain the field names. You can then populate the rest of the .csv file with the credit card details. The fields themselves can contain spaces, but there should be no spaces between them (i.e. No spaces around the comma characters). The fields can appear in any order. The fields themselves cannot contain any comma characters.

<i>Column</i>	<i>Required?</i>	<i>Example field name</i>
Transaction amount	Yes	"Amount", "Total", "Value"
Credit Card Number	Yes	"Card", "CardNumber", "Card Number", "Number", "Num"
Credit Card Expiry	Yes	"Expiry", "Card Expiry", "CardExpiry", "Expiry Date"
Order Reference	No	"Order Reference", "OrderRef", "Ref", "Order", "Job", "Job Reference", "JobRef"
Card Holder's Name	No	"Card Holder Name", "CardHolderName", "Holder Name", "Name", "Holder"
Card Type	No	"Card Type", "CardType", "Type"
Currency	No	"Currency"

Some fields accept a variety of values and formats:

<i>Column</i>	<i>Example formats</i>
Transaction Amount	\$12.34, 12.34, \$12, 12

<i>Column</i>	<i>Example formats</i>
Credit Card Number	4987-6543-2109-8769, 4987654321098769, 4987 6543 2109 8769
Credit Card Expiry	05/13, 05-13, 0513, 513, 5/13
Card Type	Visa, Mastercard, American Express, Diners Club, Amex, Diners, Mcard, V, M, A, D
Order Reference	Recommended maximum length of 22 characters. Longer values will be truncated.

Here is an example of the first few lines from a .csv file:

Reference,Amount,Card Number,Expiry,Type,Card Holder Name
Order 123,\$30.00,4987-6543-2109-8769,06/07,VISA,Test Card
Order 124,\$110.10,4987-6543-2109-8769,06/07,VISA, J. Smith

Processing the batch through SecurePayTech.com:

To process your batch of credit cards, simply follow these steps:

- 1) Log into your account at <https://merchant.securepaytech.com>
- 2) Select “Perform Transactions” from the horizontal menu.
- 3) Select “Batch Processing” from the left hand menu.
- 4) Your default email address stored in your customer account will be automatically selected to receive a report of the batch transaction, but at the first step you can also define another email address to receive this report as well if you wish.
- 5) You must then select your .csv file by browsing your local computer for the location of the file – note this information is uploaded securely using the SSL encryption of the browser session, and is then encrypted again before being stored for processing. Once the correct file is displaying, select “Next”
- 6) An integrity check of your .csv file is run in real-time between steps 5 and 6. If there was an incorrect syntax in your .csv file, such as an invalid credit card number or expiry date, the SecurePayTech.com system will highlight this on the screen and you will need to correct this in your .csv file, and start the process again. If your .csv file had the correct formatting you will be able to start the processing by selecting “Submit”.

You will receive an email detailing any failed transactions, along with the reason why the transaction was not processed. You can see the complete list of transactions by viewing the standard “Transaction History” in the “My Account” option of your customer profile.