

Notes and Tips

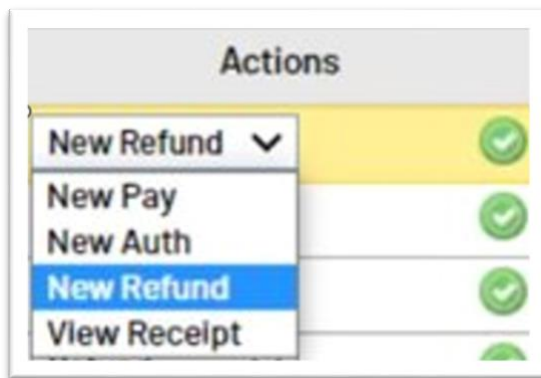
In this document, you will find some helpful notes and tips to assist you in the 3C Portal

PAYMENT GATEWAY

Authorizations:

Some businesses (like hotel's) can apply a reversal for pre-Authorizations

- If an authorization reversal has been applied for a direct sale in an offline settlement, it will not delete the settlement but will reverse the authorization.
Authorization reversal should only be used by customers who use a check-in/ check-out process.
- If an account has Virtual Terminal and Payment Gateway, the Action menu in transaction search will show more options:
 - New Pay
 - New Auth
 - New Refund
 - View Receipt





ONLINE PAYMENTS

By creating a **pay by link** through the portal, it is important to note the following field:

Service Action:

This field is extremely important as it not only determines the type of payment, but also how your customer will complete it. “Authorize” and “3DS Authorize” are mostly used by hotels or rentals as this type of transaction only records credit card details and the amount. The payment is settled later.

Pay	Generates a link for payment, without 3DS security
3DSPay	Generates a link for payment, with 3DS security
Authorize	Generates a link for authorization, without 3DS security.
3DSAuthorize	Generates a link for authorization, with 3DS security.

To capture the payment manually, we recommend using 3DS payments as this requires confirmation with the customers’ bank and will guarantee secure transactions.

Pay By Link Detail

PayByLinkId:

URL:

eMerchant:

Type:

Status:

Currency:

Amount:

Service Action:

Language:

RequesterReferenceNo:

User Data 1:

User Data 2:

User Data 3:

User Data 4:

User Data 5:

Option Flags:

Template:

Expiry Date:

Active: ☒

Pay By Link Optional Configuration

Name	Value
Post URL Success	<input type="text" value="URL to send data in case of success"/>
Post URL Fail	<input type="text" value="URL to send data in case of failure"/>
Redirect Approved	<input type="text" value="URL to redirect in case of payment approved"/>
Redirect Declined	<input type="text" value="URL to redirect in case of payment declined"/>
Redirect Error	<input type="text" value="email@merchantemail.com"/>
Merchant email	<input type="text" value="eisa@etca.marchnet@weareplanet.com"/>
Merchant Script Data 1	<input type="text"/>
Merchant Script Data 2	<input type="text"/>
Merchant Script Data 3	<input type="text"/>
Merchant Script Data 4	<input type="text"/>
Merchant Script Data 5	<input type="text"/>
Merchant Script Data 6	<input type="text"/>
Merchant Script Data 7	<input type="text"/>
Merchant Script Data 8	<input type="text"/>
Merchant Script Data 9	<input type="text"/>
Merchant Script Data 10	<input type="text"/>
Merchant Script Data 11	<input type="text"/>
DCC Allowed	<input type="checkbox"/>

Tips for Non-Mandatory Fields

There are multiple non-mandatory fields on the pay by link generator. Here are some tips on how to best use those fields:

1	Language	This setting allows customers to receive the receipt in their language (English is default). Select it before completing the pay by link.
2	User Data (from 1 to 5)	These fields can be used to record information about who managed the transaction (like name/surname, shift, etc.). Details registered in User data will not appear on customer receipt.
2	Expiry Date	Links generated by 3C portal do not have a default expiry date. In case it would be required, you can choose a date from the calendar. We recommend you not to select the same date as link creation to avoid a conflict in the system. If the expiry date coincides with issuing date, the link will be disabled, and the customer won't be able to complete the payment.
4	Merchant Script Data (from 1 to 11)	These fields can be used to take notes of articles or services purchased for your reference. Details registered in Merchant Script Data will not appear on customer receipt.