

UKRAINIAN PROCESSING CENTER

Kyiv



**Billing a customer a payment link
INVOICING**

2017

INVOICING (pay by link)

1. PKCS12 certificate installation.

At first, you have to upload browser certificate that you received from EC Department.

The certificate (file format p12) is required to gain an access to the Merchant's interface. It must be imported into the browser by using special password.

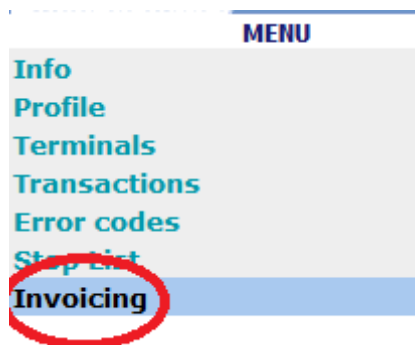
You can find an example of how to install certificate in search engines.

Google Chrome: <https://support.globalsign.com/customer/portal/articles/1211541-install-client-digital-certificate---windows-using-chrome>

Mozilla Firefox: <https://www.ssldesk.com/how-to-import-a-certificate-into-firefox/>

2. Invoicing creation.

At first, you have to click "Invoicing" at the Merchant's interface:



In the second step, you should select Merchant and Terminal if you have more than 1 of them:

New invoice

Merchant: TEST MERCHANT

Terminal ID: TEST MERCHANT1

Order ID: TEST MERCHANT2

Amount: TEST MERCHANT

Currency: TEST MERCHANT4

Description:

Expire day: 1 day

* All fields are required

Auto generate

Create Reset Cancel

After that you should select purchase options: amount, order number, invoicing expiration date.

Notice:

- Payment must be made on time (Expire day). At the end of the invoice payment will not be possible.
- The amount must be indicated in the smallest units: 100 – 1EUR.
- "Auto generate" button generates random order number.

In the third step, you should to click on "Create".

After that you will see invoice by entered details:

View invoice

Order ID	test000
Merchant	TEST MERCHANT
Merchant ID	
Terminal ID	
Amount	100
Currency	978
URL for access to invoice	https://ecg.test.upc.ua/go/inv/td3

copy to clipboard

ID	Merchant	IP-addr	Operation Type
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You can fast copy to clipboard URL for access and send it to the client by telegram, viber, e-mail etc.

Notice:

- If the invoice page was opened without a subsequent payment, you will occur the "412" error when you will open it again because of repeating order number. The error automatically disappears in 20 minutes.
- Skype makes a preliminary opening of the payment page, so you can pay the invoice in 20 minutes.

3. View the invoice.

You can view the invoices by some filter:

- Merchant name;
- Order number;
- Event type: invoice creation, payment or settlement;
- Period for which actions were performed.

The screenshot shows the 'Invoice search' interface with the following elements:

- Merchant:** A dropdown menu with 'TEST MERCHANT' selected.
- Order ID:** An empty text input field.
- Type of event:** A dropdown menu with 'Create' selected, and a sub-menu open showing 'Create', 'Purchase', and 'Settlement' options.
- From:** A date and time input field with a format of DD/MM/YYYY-hh:mm.
- To:** A date and time input field with a format of DD/MM/YYYY-hh:mm.
- Rows in page:** A dropdown menu with '10' selected.
- Search:** A button to execute the search.

4. Refund.

If you need to do a refund to the client, you must find and select the original transaction:

[+] Invoice search

Order ID	Merchant	Create
test006	TEST MERCHANT	2019-01-15 16:03:52
test005	TEST MERCHANT	2019-01-15 16:03:47
test004	TEST MERCHANT	2019-01-15 16:03:41
test003	TEST MERCHANT	2019-01-15 16:03:33
test002	TEST MERCHANT	2019-01-15 16:03:25
test001	TEST MERCHANT	2019-01-15 16:03:19
test000	TEST MERCHANT	2019-01-15 15:10:05

View invoice

Order ID	test006
Merchant	TEST MERCHANT
Merchant ID	1754727
Terminal ID	E7882727
Amount	11111
Currency	840

ID	Merchant	IP-addr	Operation Type
5298963	TEST MERCHANT	172.29.50.30	Purchase

After that you have to enter refund amount and click "Submit":

Purchase

ID	5298963
E-Mail	ec@upc.ua
IP-address	172.29.50.30 DSBL Query
Order ID	test006
Description	1000
Terminal ID	E7882727
XID	00019011516-503413-1
Currency	
Amount	11111
PAN	499999*****0011 Put to the Stop list
PAN Info	Country=UA, Region=1, Brand=VISA, Card Type=E
Tran Code	000 / Transaction is approved
Approval code	440930
Time	2019-01-15 16:04:24
Batch	135396

Enter amount to reverse

Notice:

Refund amount must be indicated in the smallest units: 100 – 1EUR.