Payment order batch import

Implementation Guide

Document version 1.4.1

Contents

1. HISTORY OF THE DOCUMENT

Version	Author	Date	Comment
1.4.1	La Banque Postale	11/3/2021	• Addition of *The "invoice payment" service* chapter. • Addition of the invoice payment orders file import.
1.4	La Banque Postale	10/20/2021	Initial version.

2. CREATING A FILE CONTAINING E-MAIL PAYMENT ORDERS

2.1. Naming rules

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

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**

Pos.	Description	Values
03	Mode	**TEST** or **PRODUCTION**
04	Channel	**MAIL**

Detail record

Pos.	Description
01	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: **vads_page_action** REST API equivalent: **formAction** Possible values: • **PAYMENT**: Payment. • **REGISTER**: Recording of the payment method, without payment. Requires an amount set to "0". Not compatible with the use of the data collection form. • **REGISTER_PAY**: Recording of the payment method during the payment. Not compatible with the use of the data collection form. • **ASK_REGISTER_PAY**: Payment with possibility for the cardholder to record the payment method. Not compatible with the use of the data collection form. E.g.: PAYMENT
02	Description: Payment order reference or order ID. The only accepted special character is "-". Type: VARCHAR | Length: 64 | Optional Hosted Payment Form equivalent: **vads_order_id** REST API equivalent: **orderId** E.g.: CX-1254
03	Description: Transaction amount expressed in the smallest currency unit . The amount cannot be populated with 0, unless the operation to be performed (Position 01) is "REGISTER". Type: NUMERIC | Length: 13 | Required Hosted Payment Form equivalent: **vads_amount** REST API equivalent: **amount** E.g.: 4525 for EUR 45.25
04	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: **vads_currency** REST API equivalent: **currency** E.g.: 978 for euro (EUR) (*See chapter List of supported currencies on page 18 in appendix*)
05	Description: Buyer's e-mail address. Type: VARCHAR | Length: 255 | Required Hosted Payment Form equivalent: **vads_cust_email** REST API equivalent: **customer.email** E.g.: sample@example.net
06	Description: Validation mode. For more information, see the chapter **Configuring the default validation mode** of the "*Transaction management*" user manual. Type: NUMERIC | Length: 1 | Optional Hosted Payment Form equivalent: **vads_validation_mode** REST API equivalent: **cardOptions.manualValidation**

Pos.	Description
	Possible values: • **0**: for automatic validation • **1**: for manual validation • Empty: for using the default validation mode. E.g.: 0
07	Description: Description of the invoice. The field is ignored for an e-mail payment order. Type: VARCHAR | Length: 255 | Optional
08	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 (**Settings** > **Shop** menu, **Configuration** tab). Type: NUMERIC | Length: 8 | Optional Hosted Payment Page equivalent: **N/A** REST API equivalent: **expirationDate** E.g.: 20210603
09	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%). Type: NUMERIC | Length: 4 | Optional Hosted Payment Form equivalent: **vads_tax_rate** REST API equivalent: **taxRate** E.g.: 19.6
10	Description: Merchant preference regarding 3DS authentication. If the field is sent empty, the "NO_PREFERENCE" value is applied by default. Type: VARCHAR | Length: 32 | Optional Hosted Payment Form equivalent: **vads_threeds_mpi** REST API equivalent: **strongAuthentication** Possible values: • **FRICTIONLESS**: Authentication request without buyer interaction. • **NO_PREFERENCE**: Transfer to the card issuer. • **CHALLENGE_REQUESTED**: Authentication request with buyer interaction. • **CHALLENGE_MANDATE**: Authentication request with buyer interaction for regulatory reasons. E.g.: NO_PREFERENCE
11	Description: Using the data collection form. May be sent with the 'true' value only if the action be performed is PAYMENT. Type: BOOLEAN | Length: 1 | Optional Hosted Payment Page equivalent: **N/A** REST API equivalent: **dataCollectionForm** Possible values: • **true** • **false** (default value) E.g.: true

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;;;;;;
```
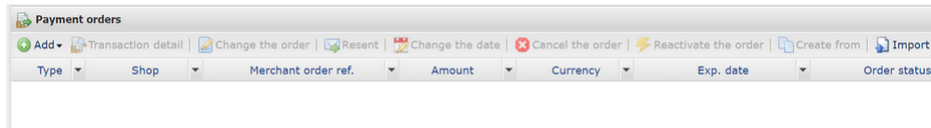
- **advanced example:**

```
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://scelliuspaiement.labanquepostale.fr/doc/files/samples/sample-files.zip*.

You will find sample files in the MAIL folder.

```
01;12345678;TEST;MAIL
```

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, a confirmation message is displayed. If you confirm the import, the payment orders are created and the e-mails 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
Incorrect header	The first line of the file must be presented as follows "**01;shopId;MODE; MAIL**".
Incorrect header version	The first field of the header must be set to **"01"**.
Wrong Shop ID	The Shop ID must contain 8 digits and must correspond to the Shop selected for the file import.
Incorrect mode	Two possible values: "**TEST**" or "**PRODUCTION**". Via the test "TEST payment orders" menu you cannot send the PRODUCTION value. Via the "Payment orders" menu you cannot send the TEST value.
Incorrect channel	The channel must be set to "**MAIL**".

• Errors in the **Detail record** line

Error message	Description
Wrong number of parameters	This message is returned in the following cases: • The line is empty • One or several parameters are missing from the line

Error message	Description
	• There is one or several extra parameters on the line
Invalid action	Possible values are: • **PAYMENT** • **REGISTER** • **REGISTER_PAY** • **ASK_REGISTER_PAY**
Invalid action for the data collection form	Only the **PAYMENT** value is accepted if you wish to use the date collection form (Position 11 in the fiile).
Missing e-mail	The e-mail address is required.
Missing amount	The amount cannot be sent empty.
Invalid amount	The amount must be higher than 0 and must be expressed in the smallest unit of the currency.
Invalid amount for REGISTER action	The amount must be equal to 0 in the case of recording a payment method without payment.
Missing currency	The currency cannot be sent empty.
Incorrect Currency	The transmitted value must correspond to the ISO 4217 code (numeric code) of the company currency.
Invalid e-mail	The transmitted e-mail address does not match the expected format.
Invalid validation mode	Possible values: **0** or **1**.
Invalid expiry date	Cannot be before the current date and may not exceed 90 days.
Invalid VAT rate	The transmitted VAT rate does not match the expected format.
Invalid 3DS preference	Possible values are • "**FRICTIONLESS**" • "**NO_PREFERENCE**" • "**CHALLENGE_REQUESTED**" • "**CHALLENGE_MANDATE**"

3. CREATING A FILE CONTAINING INVOICE PAYMENT ORDERS

3.1. The "invoice payment" service

The **invoice payment** service allows merchants without a website to accept invoice payments via a custom data collection form.

The service does not allow edition or injection of invoices but only the payment from the invoice reference provided by the merchant.

For more information on the data collection form, see our user guide.

Subscribing to the service implies that you create a shop and a data collection form dedicated to invoice payment.

If you are already using the data collection form for donation collection or captures not linked to an invoice number, you must request to open a second store for invoice payment. Contact the E-Banking Merchant Support Service to make the request.

If you are not using your data collection form at this time, it will be automatically associated with the invoice payment.

To be able to use the service in production, the merchant must have configured his/her data collection form and requested for it to be put into production.

Via their Merchant Back Office, the authorized merchant has an interface allowing him/her:

• To create invoice payment orders manually.

• To import a file containing a lot of invoice payment orders.

   If the file is valid, the payment gateway creates all the payment orders defined in the file.

The merchant must communicate the URL of the data collection form as well as the invoice reference to the buyer.

The buyer accesses the form via his/her browser and fills in the reference of the invoice to be paid.

The system then retrieves the details of the invoice and pre-fills the amount to be paid.

The buyer fills in the required data and proceeds to payment.

Once the payment is completed, the status of the payment order is updated in the Merchant Back Office.

Note

This service is not compatible with payment by token, even if the buyer has already saved their payment method.

An invoice order cannot be paid in installments.

3.2. Naming rules

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: *invoices_202104.csv*

3.3. V1 Format

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	**INVOICE**

Detail record

Pos.	Description
01	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: **vads_page_action** REST API equivalent: **formAction** Possible value: **PAYMENT**
02	Description: Unique invoice reference. The only accepted special character is "-". Type: VARCHAR | Length: 64 | Required Hosted Payment Form equivalent: **vads_order_id** REST API equivalent: **orderId** E.g.: CX-1254
03	Description: Transaction amount expressed in the smallest currency unit . The amount cannot be populated with 0, unless the operation to be performed (Position 01) is "REGISTER". Type: NUMERIC | Length: 13 | Required Hosted Payment Form equivalent: **vads_amount** REST API equivalent: **amount** E.g.: 4525 for EUR 45.25
04	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: **vads_currency** REST API equivalent: **currency** E.g.: 978 for euro (EUR) (*See chapter List of supported currencies on page 18 in appendix*)
05	Description: Buyer's e-mail address. Type: VARCHAR | Length: 255 | Optional Hosted Payment Form equivalent: **vads_cust_email** REST API equivalent: **customer.email** E.g.: sample@example.net
06	Description: Validation mode. For more information, see the chapter **Configuring the default validation mode** of the "*Transaction management*" user manual. Type: NUMERIC | Length: 1 | Optional Hosted Payment Form equivalent: **vads_validation_mode** REST API equivalent: **cardOptions.manualValidation** Possible values: • **0**: for automatic validation • **1**: for manual validation • Empty: for using the default validation mode. E.g.: 0
07	Description: Description of the invoice to be paid. This description will be displayed to the buyer after the entry of the invoice reference in the data collection form. To guide the buyer and to reassure him/her, the "Description" area allows the merchant to display information specifying the invoice to his/her buyer. This description is displayed when the buyer clicks the "**?**" symbol to the right of the "Reference" entry field.

Pos.	Description
	To be in compliance with the GDPR, it is recommended to limit the display of personal information in this field.
	For example, for rent payment, specify the billing period and the reference of the accommodation rather than the name of the tenant.
	Type: VARCHAR | Length: 65 | Optional
	Hosted Payment Form equivalent: **vads_order_description**
	REST API equivalent: **description**
	E.g.: My order description
08	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 (**Settings** > **Shop** menu, **Configuration** tab).
	Type: NUMERIC | Length: 8 | Optional
	Hosted Payment Page equivalent: **N/A**
	REST API equivalent: **expirationDate**
	E.g.: 20210603
09	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%).
	Type: NUMERIC | Length: 4 | Optional
	Hosted Payment Form equivalent: **vads_tax_rate**
	REST API equivalent: **taxRate**
	E.g.: 19.6
10	Description: Merchant preference regarding 3DS authentication. If the field is sent empty, the "NO_PREFERENCE" value is applied by default.
	Type: VARCHAR | Length: 32 | Optional
	Hosted Payment Form equivalent: **vads_threeds_mpi**
	REST API equivalent: **strongAuthentication**
	Possible values:
	• **FRICTIONLESS**: Authentication request without buyer interaction.
	• **NO_PREFERENCE**: Transfer to the card issuer.
	• **CHALLENGE_REQUESTED**: Authentication request with buyer interaction.
	• **CHALLENGE_MANDATE**: Authentication request with buyer interaction for regulatory reasons.
	E.g.: NO_PREFERENCE
11	Description: Using the data collection form. This field must be set to **true**, if transmitted.
	Type: BOOLEAN | Length: 1 | Optional
	Hosted Payment Page equivalent: **N/A**
	REST API equivalent: **dataCollectionForm**
	E.g.: true

File samples

• **basic example:**

```
01;12345678;TEST;INVOICE
PAYMENT;CX-1254;3000;978;;;;;;;
```
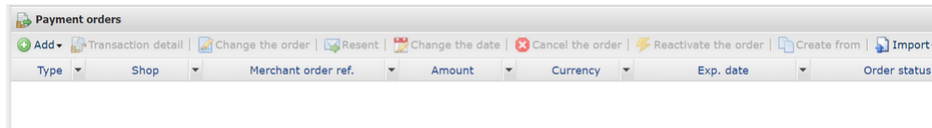
• **advanced example:**

```
01;12345678;TEST;INVOICE
PAYMENT;CX-1254;3000;978;sample@example.net;0;My Order Description;20210603;;NO_PREFERENCE;
```

Download the sample pack: *https://scelliuspaiement.labanquepostale.fr/doc/files/samples/sample-files.zip*.

You will find sample files in the INVOICE folder.

3.4. Importing a file

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

2. Click **Import**, then **Invoice 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, a confirmation message is displayed. If you confirm the import, the payment orders are created.

The tables below present the different types of errors related to the invoice payment orders.

• Errors in the **Header record** line

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

• Errors in the **Detail record** line

Error message	Description
Wrong number of parameters	This message is returned in the following cases: • The line is empty • One or several parameters are missing from the line

Error message	Description
	• There is one or several extra parameters on the line
Invalid action	Only the **PAYMENT** value is authorized for an invoice payment order.
Invalid reference	The invoice reference cannot be empty and must not exceed 64 characters.
Duplicate invoice reference in the file	An invoice payment order already exists with this reference.
Missing amount	The amount cannot be sent empty.
Invalid amount	The amount must be higher than 0 and must be expressed in the smallest unit of the currency.
Missing currency	The currency cannot be sent empty.
Incorrect Currency	The transmitted value must correspond to the ISO 4217 code (numeric code) of the company currency.
Invalid e-mail	The transmitted e-mail address does not match the expected format.
Invalid validation mode	Possible values: **0** or **1**.
Invalid expiry date	Cannot be before the current date and may not exceed 90 days.
Invalid VAT rate	The transmitted VAT rate does not match the expected format.
Invalid 3DS preference	Possible values are • **FRICTIONLESS** • **NO_PREFERENCE** • **CHALLENGE_REQUESTED** • **CHALLENGE_MANDATE**

4. OBTAINING HELP

Looking for help? Check our FAQ on our website

https://scelliuspaiement.labanquepostale.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 requests, please specify your shop ID (an 8-digit number) in your query

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

5. APPENDIX

5.1. List of supported currencies

Currency	ISO 4217 encoding	Number of digits after the decimal point
Australian Dollar (AUD)	036	2
Canadian Dollar (CAD)	124	2
Czech Crown (CZK)	203	2
Danish Crown (DKK)	208	2
Hong Kong Dollar (HKD)	344	2
Indian Rupee (INR)	356	2
Indonesian Rupiah (IDR)	360	2
Japanese Yen (JPY)	392	0
South Korean Won (KRW)	410	0
Kuwaiti Dinar (KWD)	414	3
Malaysian Ringgit (MYR)	458	2
Mexican Peso (MXN)	484	2
Norwegian Crown (NOK)	578	2
Russian Ruble (RUB)	643	2
Singapore Dollar (SGD)	702	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
CFA Franc (XOF)	952	0
Euro (EUR)	978	2
Polish Zloty (PLN)	985	2
Brazilian Real (BRL)	986	2