

# Saferpay Secure PayGate

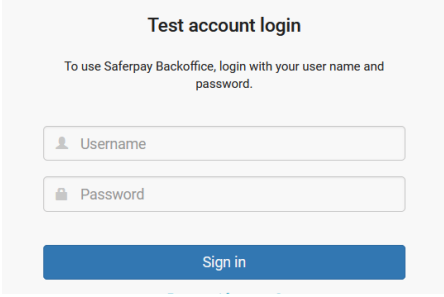
## Quick guide

### SETTINGS FOR SECURE PAYGATE

In order to be able to use Secure PayGate, you must set the basic settings when you first access the system.

1 Access via [saferpay.com/BO/Login](https://saferpay.com/BO/Login)

2 Login with your username and password.



**Test account login**

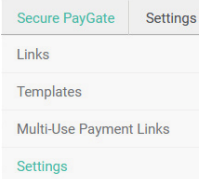
To use Saferpay Backoffice, login with your user name and password.

Username

Password

Sign in

3 Under "Secure PayGate" select the menu item "Settings".



Secure PayGate Settings

Links

Templates

Multi-Use Payment Links

Settings

3.1 Configuring the basic settings:

- First enter an e-mail address to which the notifications of successful payments should be sent.
- Select the desired standard authorisation type.  
**Note:** for the options "Pre-authorisation" and "Normal (final) authorisation", the authorisations must be captured manually in the journal overview.
- Set payment confirmations under "Links in the PP".

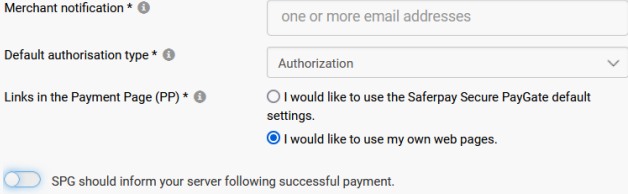
You can redirect the customer to your own websites for successful, unsuccessful and aborted payments or use the Saferpay Secure PayGate default settings.


Secure PayGate notifies the server after payment has been made.


- SPG e-mail addresses:  
Next, enter a "Sender e-mail address", a "BCC address" and a "Reply to address". You can freely choose the prefix of the "Sender e-mail address".


#### Secure PayGate Settings

General settings (For all Secure PayGate integrations (Backoffice and API))

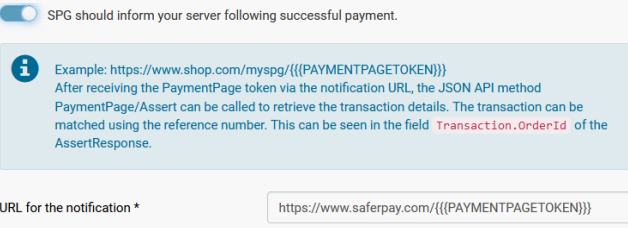


Merchant notification \*  one or more email addresses


Default authorisation type \*  Authorization

Links in the Payment Page (PP) \*   
 I would like to use the Saferpay Secure PayGate default settings.  
 I would like to use my own web pages.

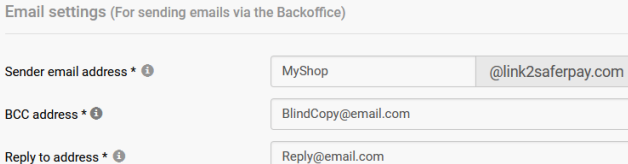
SPG should inform your server following successful payment.




SPG should inform your server following successful payment.


 Example: `https://www.shop.com/myspg/{{{PAYMENTPAGETOKEN}}}`  
After receiving the PaymentPage token via the notification URL, the JSON API method `PaymentPage/Assert` can be called to retrieve the transaction details. The transaction can be matched using the reference number. This can be seen in the field `Transaction.OrderId` of the `AssertResponse`.


URL for the notification \* `https://www.saferpay.com/{{{PAYMENTPAGETOKEN}}}`



Email settings (For sending emails via the Backoffice)

Sender email address \*  MyShop @link2saferpay.com

BCC address \*  BlindCopy@email.com

Reply to address \*  Reply@email.com

- 4 Incorporating the T&Cs:
- The T&Cs are sent to the customers as an attachment. This fulfils the requirements of credit card companies regarding the notification of your T&Cs. Select the language and attach the T&Cs in the respective language.
  - Please note that the T&Cs (if applicable) are automatically attached in the language selected when the e-mail is sent.

General terms and conditions (T&C) ⓘ

Languages File

English Visa Secure Root Certificate Update\_MPI 222.92KB  
3DSS Bulletin 1.0.pdf

Attachment: Terms and Conditions of Business in ⓘ

English

Browse... No file selected.

## CREATING AN OFFER

- 5 Under "Secure PayGate" select the menu item "Links".

Secure PayGate Settings

Links

Templates

Multi-Use Payment Links

Settings

- 6 In the overview page, click on the blue button "Create new link". In the drop-down menu you can select one of the offer templates you have created or the option "Individual offer" option.

Create new link

- 7 Select the desired terminal.

17795245

|

Saferpay Secure PayGate

17795245

- 8 Creating an offer:
- Fill in the payment information in the first section. (amount, reference number, etc.)
  - In the "Amount" field, enter the amount to be paid.
  - In the "Authorization Type" field, select the type of authorisation.
  - Enter your booking number or reference number, for example, in the "Reference number" field.
  - In the "Expiration Date" field, enter how long the offer should be valid for.
  - Enter the customer data in the "Customer address" section.
  - Prepare the e-mail to your customers in the "Message" table.
  - You have the option of uploading additional documents (GTCs, offers) via "additional attachment".
  - The payment link redirects the customer directly to his payment (link only becomes activate after saving).

Single-use payment link

Terminal \* 17846469

Sales description \* ⓘ COPY STAR

Reference number \* 1009

Amount \* EUR 10.00 Authorization Type ⓘ Automatic capture

Payment Page configuration Default Language \* English

Store payment means ⓘ Disabled

Merchant notification \* ⓘ one or more email addresses

Expiry date \* 19.02.2023 Tomorrow 3 days 10 days 30 days 180 days

Payment link <https://test.saferpay.com/SecurePayGate/Payment/1/17846469/a83c3711-b46e-4f65-ae60-875ba46123cf>

Customer address

Customer is allowed to change address data  Yes

Salutation

First name Last name

Company VAT number

Street / No.

Postal code and city Country

Email address

- 9 Saving the offer:
- Save the payment link to the clipboard.
  - Send the offer with payment link to your customer.
  - Open the e-mail in your e-mail programme (attachments are not transferred to the e-mail programme).

Save \*\* Save & send link Save & open in email program \*\*\*

## MULTI-USE PAYMENT LINKS

- 10 Under "Secure PayGate," select the menu item "Multi-Use Payment Links".

Secure PayGate	Settings
Links	
Templates	
Multi-Use Payment Links	
Settings	

- 11 On the overview page, click on the blue button "Create new multi-use payment link".

[Create new Multi-Use Payment Link](#)

- 12 Create a multi-use payment link offer:
- In the first section, enter the sales description.
  - In the "Terminal" field, enter the terminal to which you want to book.
  - In the "Currency" field, you can select the currency of the transaction.
  - In the field "Authorisation type", you can select the type of authorisation.
  - In the field "Payment Page Configuration", you can specify which of the payment page you have configured is to be displayed.
  - In the field "Payment Notification", enter the e-mail address for the payment confirmation.

**Multi-Use Payment Link**

**Offer details**

Sales description \*

Terminal \* 17795245 (Saferpay Simulationen)

Currency \*   Fixed amount

Authorization Type \*  Automatic capture

**Payment Page configuration**

Customer email configuration \*  Required field  Billing address needed \*



Payment Page configuration  Default  Delivery address needed \*

Referencenumber prefix

**Offer**

Merchant notification \*  one or more email addresses

Payment link \*\* <https://test.saferpay.com/SecurePayGate/MultiUsePayment/1/17795245/8086c310-a032-4f95-824a-322a35d75c5a>

 Open flyer using the QR code 

## EDITING AN OFFER

- 13 Access via [saferpay.com/BO/Login](https://saferpay.com/BO/Login)

- 14 Log in as usual with your username and password.

Username

Password

[Sign in](#)

[Password forgotten?](#)

- 15 Under "Secure PayGate" select the menu item "Links".

Secure PayGate	Settings
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- 16 Click on "Details" in the overview page to edit an existing offer.

**Secure PayGate Links**

<input type="checkbox"/>	Creation Date	Created by	Expiry date	Sales description	Amount	Reference nu...	Date changed	Changed by	Terminal	Account Description	Application	
<input type="checkbox"/>	21.09.2022 1...	Paolo Antonucci	20.03.202...	Hotel	EUR 10.00	1005			17795245	Saferpay Simulationen	Backoffice	<a href="#">Copy</a> <a href="#">Details</a>
<input type="checkbox"/>	14.07.2022 1...	Paolo Antonucci	07.11.202...	COPY Super Test	PLN 1'000.00	1001	14.07.2022 1...	Paolo Antonucci	17795245	Saferpay Simulationen	Backoffice	<a href="#">Copy</a> <a href="#">Details</a>
<input type="checkbox"/>	11.05.2022 1...	Dennis Furrer	07.11.202...	Super Test	PLN 1'000.00	993			17795245	Saferpay Simulationen	Backoffice	<a href="#">Copy</a> <a href="#">Details</a>

Showing 1 to 3 of 3 entries

## 17 Edit your entries.

Single-use payment link

Terminal *	17846469		
Sales description * ⓘ	COPY STAR		
Reference number *	1009		
Amount *	EUR	10.00	Authorization Type ⓘ Automatic capture
Payment Page configuration	Default	Language * English	
Store payment means ⓘ	<input type="radio"/> Disabled		
Merchant notification * ⓘ	one or more email addresses		
Expiry date *	19.02.2023	Tomorrow	3 days   10 days   30 days   180 days
Payment link	<a href="https://test.saferpay.com/SecurePayGate/Payment/1/17846469/a83c3711-b46e-4f65-ae0d-875ba46127cf">https://test.saferpay.com/SecurePayGate/Payment/1/17846469/a83c3711-b46e-4f65-ae0d-875ba46127cf</a>		

## 18 Saving/sending the offer

- Save the payment link to the clipboard.
- Send the offer with payment link to your customer.
- Open the e-mail in your e-mail programme (attachments are not attachments are not transferred to the e-mail programme).

Save \*\* Save & send link Save & open in email program \*\*\*



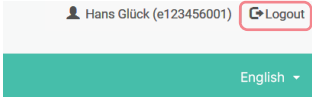
## PAYMENT FUNCTIONS

Payment	Credit card payments are authorised online and then automatically captured. The result is displayed within a few seconds.
Reservation	The payment amount is authorised and reserved online. In the Saferpay Backoffice the transaction is displayed in the journal as "Reservation". The payment is only finalized when you capture the reservation.
Booking authorised by telephone	After a telephone authorisation, you can make a card payment. To do this, you need the authorisation number issued by telephone.
Credits	Use this function to refund an amount to a cardholder.
Cancellation	Alternatively: You can cancel transactions provided they have the status "Reservation". All transactions can be displayed in the journal area. Clicking on "Details" provides a "Cancel" option for reservations.

## ADMINISTRATIVE FUNCTIONS

Journal	In the Saferpay journal you have the option of initiating credits, searching by individual transaction, displaying cancelled and older reservations/bookings or exporting data.
Daily closing statement	Payments and credits are submitted to the credit card companies with the daily closing statement. Daily closing statements which have already been executed can be viewed under "Daily closing statement".
Settings	You can find the settings for notifications and the overview of your Saferpay terminals here.

## PROCESSING OPTIONS

Card verification number	The three-digit sequence is printed directly after the credit card number in the signature strip on the back of the card.	
Card verification number (American Express)	The four-digit verification number for American Express however is located on the front of the credit card.	
Reference number	This is an optional field on the credit card payment form. This allows you to label transactions with your own order or job number.	
Sales description	This is an optional field on the credit card payment and electronic direct debit form and helps the buyer to allocate the payment.	
Logout	You can leave the Saferpay Backoffice using the "Logout" button. The session ends automatically if there is no activity after 30 minutes.	

## IMPORTANT INFORMATION

Capturing reservation	Reservations must be captured within a few days. Otherwise the authorised payment amount expires. Please capture the payment in the Saferpay journal overview.
Executing daily closing statement	Only after a daily closing will the payments be submitted to the credit card companies and, depending on your payment date, credited to your bank account. It is therefore essential that you carry out a day-end closing. You can configure your account to automatically execute the daily closing statement once every day (22:00). Reservations are only processed if they have been captured. Open reservations are displayed in the journal overview.
User ID and password	Only personnel authorised by you should have access to your login details. Please keep these details in a safe place.
User manual	The user manual and other information is available in the download area of your Saferpay Backoffice.

Your local point of contact can be found at: [worldline.com/merchant-services/contacts](https://worldline.com/merchant-services/contacts)

