Installation Manual for PaySquare Online xt: Commerce

This manual describes the installation and usage of the PaySquare Online extension for xt:Commerce.

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1 Introduction

This manual explains the installation, configuration and usage of the payment module for xt: Commerce and PaySquare Online.

Before beginning with the installation, please make sure that you are in possession of all necessary data:

- User name and password for the login to the backend of PaySquare Online
- xt:Commerce payment module by sellxed.com/shop
- Access data to your server and shop

In case you don't yet have a contract with PaySquare Online, you can acquire it directly through us.

Note that you must use at least PHP version 5.6 for our plugins. PHP 8 or higher is currently not supported.

1.1 Installation Procedure

In this document you will find all important information for the installation of the module. It is important that you strictly follow the checklist. Only by doing so a secure usage in correspondence with all security regulations can be guaranteed.



- 1. Configuration of the test environment by means of the integration data from PaySquare Online. These can be found on the test platform under https://paysquare.test.ctpe.info
- 2. Configuration of the basic settings of the payment module
- 3. Configuration of the payment methods
- 4. Carrying out of a test purchase by means of the attached <u>test data</u> at the end of this document
- 5. If the test was successful, you can configure the live data in your shop. Log into the live environment with the obtained access data under: https://paysquare.ctpe.info/

Installation Service

Our payment plugins should have per default the correct settings for most of our customers' preferences. That means once you have entered the required credentials in the plugin configuration to connect your account to your website, the plugin should be fully operational. Should you be willing to receive detailed information on a setting you do not know, you may contact our support team who will be able to assist you further.

Our support team is at your disposal during regular business hours at: http://www.sellxed.com/support. Furthermore, you have the option of ordering our installation service. We will make sure the plugin is installed correctly in your shop: http://www.sellxed.com/shop/de/integration-und-installation.html

.htaccess Directory Protection

In order to test the module, any kind of directory protection or IP blocking on your server must be deactivated. This is crucial as otherwise the payment feedback of PaySquare Online might not get through to the shop.

1.2 System Requirements

In general, the plugin has the same system requirements as xt:Commerce. Below you can find the most important requirements of the plugin:

- PHP Version: 5.4.x or higher
- OpenSSL: Current version with support for TLS 1.2 or higher.
- fsockopen: The PHP function fsockopen must be enabled. The plugin must be able to connect to external systems over the Internet.
- PHP Functions: All common PHP functions must be enabled.



2 Configuration

2.1 Basic configuration of the main module

The access data for the test environment (https://paysquare.test.ctpe.info) is provided to you by PaySquare Online.

Navigate to the <u>main module</u> in your Shop and fill in the following access data:

- Authorization Bearer Token (Access Token)
- Entity ID (CHANNEL ID)
- The User ID and Password are depreacted and not required anymore, use the new Authorization Bearer Token instead.
- You no longer need the parameter **Security Sender and Security and Hash Secret** for the integration. You can simply ignore this entry.
- The boxes for "Security Hash" and "Security Hash Secret" can be left empty unless your Payment Service Provider instructs you to do otherwise

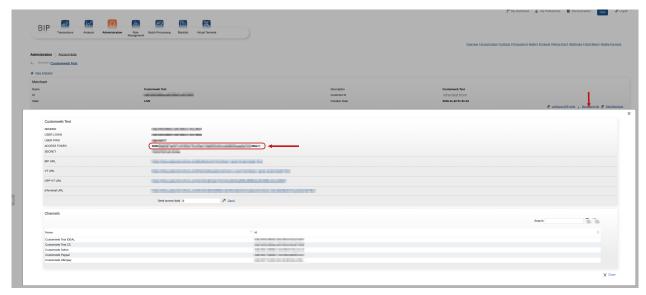


Figure 2.1: The Authorization Bearer Token in the PaySquare Online backend.

You also have more entry options. For example the **Custom Parameters**. In principle you leave these blank unlessPaySquare Online requires you to do otherwise.

2.2 Configuration of the Payment Methods

In order to activate the payment methods and to change other payment specific settings, navigate to the settings. (A description as to where to find these settings is listed here <u>hier</u>)

In the configuration of the payment methods you can define which Entity ID (Channel ID) should be used for which amount. This allows you to use a non-3D Secure Channel in case of small figures. In order for you to be able to set up and get the corresponding contract please contactPaySquare Online.



	are arm miles conce acinecesorie into the ejetem.	
Channel Conditions		[STORE VIEW]
	Beside the default channel ID a set of channel IDs depending on the order total amount can be defined. Each line must contain a lower amount, an upper amount and the applicable Channel ID. The format is as follow 'lower amount; upper amount; Channel ID' as shown in the following example: '10.00;200.00;23413113213131231353'. The upper boundaries are not included. If you leave this field empty or if an amount is outside any range the default channel id is applied. If multiple conditions match the last one is taken.	
Entity ID (MoTo)	If this payment method should support recurring and moto transactions, you have to specify a second entity ID without 3D secure.	[STORE VIEW]
COPYandPAY Style	Card ♣ Define the style to be used for the COPYandPAY payment form.	[STORE VIEW]
Authorised status	Complete This status is set when the payment was successful and it is authorised.	[STORE VIEW]
Uncertain status	On Hold You can specify the order status for new orders that have an uncertain authorisation status.	[STORE VIEW]
Captured status	Don't change order status You can specify the order status for orders that are captured either directly after the order or manually in the back-end.	[STORE VIEW]
Approved payment Status	Complete You can specify the order status for orders that are approved after being in an uncertain state.	[STORE VIEW]
Denied Payment Status	Canceled PayUnity A You can specify the order status for orders that are denied after being in an uncertain state.	[STORE VIEW]
Authorisation Method	Server Authorization Select the authorisation method to use in order to process this payment method.	[STORE VIEW]



Figure 2.1: Configuration of the payment method using the example Magento (icon image, can differ from your version of the image).

PCI: New Authorization Method Widget

Please note that the use of the Hidden Mode comes with additional certification requirements (compare with our <u>blog entry</u> regarding this subject). For this reason we will no longer supply our new versions with the hidden mode. If you still use the hidden mode in you payment methods please solely use **Widget**. The support of the hidden mode will be terminated shortly.

2.3 Configuration Webhook

In some special cases it may happen that the payment notification sent by PaySquare Online can not be proceed by your xt:Commerce shop. We recommend to configure a so called webhook in the PaySquare Online backen under **Administration** > **Webbhook**. Please make sure that you configure the correct URL which you can find in your xt:Commerce shop under **Settings** > **PaySquare Online** > **Setup**.



2.3.1 Configuration Webhook by Merchant

If you have to configure the the webhook on your own, you can find the webhook URL in your xt: Commerce shop at **Settings > PaySquare Online > Setup**. Make sure you configure it in the PaySquare Online Backend under **Administration> Webbhook**. Furthermore you have to define a so called "secret for encryption" key. Make sure that you also save the same values in the corresponding fields, as on the Picture below.

Customweb "secret for encryption" Generator

Please note that only ASCII characters may be used for the generation of this key pass phrases. Please use our <u>"secret for encryption" generator</u> so that you do not enter invalid characters.

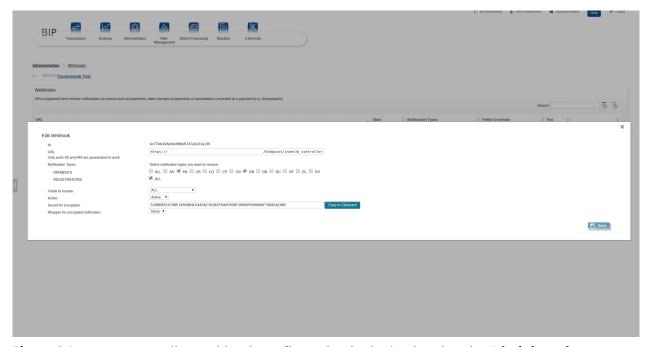


Figure 2.1: PaySquare Online Webhook configuration in the backend under **Administration > Webbhook**.

2.3.2 Configuration Webhook by PaySquare Online

In some PaySquare Online accounts you can not configure the webhook by yourself. Therefor you have to provide the webhook URL to PaySquare Online once they setup it for you, they will provide you a specific "secret for encryption" key, which you have to configure in the main module configuration of the module in your shop.



2.4 Activation and Testing

When you have activated and configured the payment methods you can run a test with help from the manual <u>Test data</u>.

If the tests were successful you now switch the operation mode from test mode to "Live Mode" and replace the safety features above with your personal access data for the live platform. You will receive this data directly from your Payment Service Provider. Normally the USER ID etc. should be identical for the Live Mode.



3 Module Installation and Update in the xt: Commerce Shop

3.1 Installation

At this time you should already be in possession of the module. Should this not be the case, you can download the necessary files in your customer account in the <u>sellxed shop</u> (Menu "My Downloads Downloads"). In order to install the module in your shop, please carry out the following steps:

- 1. Download the plugin. The download can be found in your sellxed.com account under "My Downloads".
- 2. Unzip the archive you have just downloaded.
- 3. In the unzipped folder navigate to the folder "files"
- 4. For some shops there are different versions of the plugin provided. If this is the case open the folder which corresponds to your shop version.
- 5. Using your preferred FTP client upload **entire content** of this folder into the root directory of your shop. For some shops there is a specific folder containing the plugins. If that is the case upload the plugin into this folder. Make sure that the folders aren't replaced but merely merged.
- 6. If you haven't yet done so, log back into your shop.

3.2 Updates and Upgrades

You have direct and unlimited access to updates and upgrades during the duration of your support contract. In order to receive constant information about available updates we ask you to subscribe to our RSS feed that we publish for your module.

More information regarding the subscription of this RSS feed can be found under: http://www.sellxed.com/en/updates upgrades.

We only recommend an update if something doesn't work in your shop, if you want to use new feature or if there is a necessary security update.

3.2.1 Update Checklist

We ask you to strictly comply with the checklist below when doing an update:



- 1. Always do a backup for your database and your files in your shop
- 2. Use always a test system to test the update process.
- Wait until all the files are copied to the shop, clear the cache if there is one in your shop and then visit the configuration page of the main module so that the update process will be initialized.

Do not do updates directly in the live environment

Please test the update procedure first in your test shop. Our support team is able and willing to help you if you experience problems with the update process. However, if you decide to perform the update directly in your live shop there is the possibility of a downtime of the shop of more than two days depending on the availability of our support if you do not want to book our complementary support.

Depending on the version it could be that the database has to be migrated. We recommend you therefore, to perform the updates in times when the shop is not visited too frequently by your customers.

3.2.2 Update Instructions

Please always read the update instruction. Those instructions can be found in the changelog. If there are no special remarks, you can proceed by just overwriting the files in your system.



4 Module Configuration in the xt:Commerce Shop

The configuration consists of two steps. The first step is the configuration of the main module with all the basic settings (cf. <u>Configuration of the Main Module</u>). During the second step you can then carry out individual configurations for each <u>payment method</u>. This allows for full flexibility and perfect adaptation to your processes.

Create backups!

Please create a backup of the main directory of your shop. In case of problems you will then always be able to return your shop to its original state.

We furthermore recommend testing the integration on a test system. Complications may arise with third party modules installed by you. In case of questions, our support is gladly at your disposal.

4.1 Base Module Configuration

The settings for the Base Module can be found in **"Content > Plugin > deinstalled plugins > PaySquare Online Base Module"**. To install the module, click 'install'. A new window should open now. Next, cklick F5 in your browser in order to reload all Java Script data of the modules and then return to the location of the installed plugins.

The settings of the module can be opened by clicking on the pen. Enter the options that you set in the administration surface of PaySquare Online. If an option is unclear, a click on the question mark will show more information. The central settings will be explained.

4.1.1 Sending e-Mails for status updates

Mark every status that you want to trigger an e-Mail to the customer if his order was set to this status.

4.2 Payment Method Configuration

After the Basic Module was configured successfully, the payment method settings for your shop can be found under Settings >. Every method is listed seperately. Activate the desired payment methods by selecting them and clicking **Activate Selection**.

With a click on the pen, a new window for the settings will open. Most settings are self-explanatory. A click on the question mark shows additional information.



4.2.1 Choosing the Authorization Method

You can choose between several display options for the authorization of card payments. The option Authorization Method determines, which payment methods you would like to process.

For further information on the differen authorization methods, visit our sellxed Website.

4.2.2 Payment Form Position

If you have the corresponding package of PaySquare Online, the payment information can be entered directly in your shop. The setting **Page for Payment Form** adjusts the position of the payment form

Payment Processing

Please bear in mind that additional options with PaySquare Online have to be enabled in order to use some of the payment processing methods.

Some authorization methods might not be available for every payment method.

4.2.3 Capturing Orders Directly

The option "Capturing" determines wether payments should be captured directly or if they should be authorized before. If you only want to authorize as a first step, ensure that the payments are issued later.

Depending on your Acquiring Contract, a reservation is guaranteed for a limited time only. If you are not capturing within this time, the authorization might not be guaranteed. Further information on the process of capturing is provided below.

Varying Settings between PaySquare Online - backend and module

The settings in the payment method module might overwrite your settings in the PaySquare Online backend.

4.2.4 Uncertain Status

You can mark orders without a 3D Secure Verification or other security mechanism failures. This allows you to examine the order manually before the shipment.



4.2.5 Setting the Order Status

You can determine which status the order should have for every payment method. This refers to the initial order status.

4.3 Direct Capturing of Transactions

The option "Capture" allows you to specify if you wish to debit payments directly or if you first wish to authorise them and then debit the payment at a later point.

Depending on your acquiring contract, a reservation is only guaranteed for a specific period of time. Should you fail to debit the payment within that period, the authorisation may therefore no longer be guaranteed. Further information on this process can be found below.

Different settings between PaySquare Online and the module

It may be that settings saved in the payment modules overwrite settings saved in PaySquare Online.

4.4 Uncertain Status

You can specifically label orders for which the money is not guaranteed to be received. This allows you to manually control the order before shipment.

4.4.1 Setting the order state

For each payment method you may select in which state the order should be set to depending on the booking state. This is the initial state of the order.

4.5 Stock Management in xt:Commerce 4 / 5

Since the 19.05.2017 we changed the way we handle the stock implementation in xt:Commerce 4 / 5. Products will now automatically be restocked when the status of the order is changed to failed. The status of the order is automatically changed to failed if the customer does click on the cancel button on the payment page. However if he uses the back button in the browser we can not determine the status of the order. In this case you have to manually cancel the order to restock the items.

Please note the stock will automatically be increased if you switch an order into the failed state.

4.6 Optional: Validation

Note: It can be that this option is not visible in your module. In this case just ignore this section.

With the option 'Validation' you can define the moment when the payment method should be made visible to the customer during the checkout process. This setting is relevant for modules



where the usage depends on the customer's compliance with specific preconditions. For example, if a solvency check has to be carried out or if the payment method is only available in certain countries. In order for the credit check or address validation to also work with European characters, the charset of the "Blowfish mode" must be set to "UTF-8" for certain PSP settings.

You have the choice between these options:

- Validation before the selection of the payment method: A validation verification is carried out before the customer selects the payment method. If the customer does not fulfill the requirements, the payment method is not displayed
- Validation after selection of the payment method: The verification of the compliance occurs after the selection of the payment method and before the confirmation of the order
- **During the authorisation:** The validation verification is carried out by PaySquare Online during the authorisation process. The payment method is displayed in any case



5 Settings / Configuration of Payment Methods

5.1 General Information About the Payment Methods

The plugin contains the most common payment methods. In case a desired payment method is not included per default, please contact us directly.

In order to be able to use a payment method, it must be activated in your account with PaySquare Online as well as in your shop. Information about the configuration of the payment methods can be found further above.

Below you can find important information for specific payment methods that deviate from the standard process.

5.2 Information on Payment Status

For each payment method you can define an initial payment status (status for authorized payments etc.). You hereby define the payment status for each state depending on the processing type of the order (captured, authorized, etc.). It's the initial status which the order assumes. Depending on the mutation carried out by you, the status can change.

Important info regarding Order Status

Never set the status to **Pending PaySquare Online** or any similar pending status which is implemented by the module.

5.2.1 Order status "pending" / imminent payment (or similar)

Orders with the status 'pending PaySquare Online' are pending orders. Orders are set to that status if a customer is redirected in order to pay but hasn't returned successfully or the feedback hasn't reached your shop yet (Customer closed window on the payment page and didn't complete payment). Depending on the payment method these orders will automatically be transformed into cancelled orders and the inventory will be cleared (so long as the Cronjob is activated). How long this takes depends on the characteristics of the payment method and cannot be configured.

If you have a lot of pending orders it usually means that the notifications from your webserver to PaySquare Online are being blocked. In this case check the settings of your firewall and ask the Hoster to activate the IPs and User Agents of PaySquare Online.

5.2.2 Order status "cancelled"

Orders with the status "cancelled" have either been set to that status automatically due to a timeout, as described above, or have been cancelled directly by the customer.



6 The Module in Action

Below you will find an overview of the most important features in the daily usage of the PaySquare Online module.

Transaction Information	
Transaction ID	33
Transaction External ID	17_33
Authorization Status	successful
Order ID	17
Created On	2014-05-17T15:09:25+02:00
Updated On	2014-05-17T15:09:37+02:00
Customer ID	2
Zahlungsid	31411549
Autorisierungsbetrag	100
Währung	CHF
Zahlungsmethode	MasterCard
Zahlungsid	31411549
Verbuchter Betrag	100
Transaktion autorisiert	Ja
Transaktion ist unsicher 🕕	Nein
Transaktion verbucht	Ja
Transaktion bezahlt	Ja
Alias	XXXXXXXXXXXXX0007 (05/17)
Alias Token	xtc 4 17 330007
Akzeptanz	
Kartennummer	XXXXXXXXXXXXX0007
Kartenablaufdatum	05/17
Händler Referenz	demo sx ps xtc 4 17 33

Figure 6.1: Transaction Information.

6.1 Order Transaction Information

In each order processed by our module, you can view all important information on the transaction. For instance, this feature allows you to match the orders to the transactions visible in the PaySquare Online backend.

To view this information, open the orders. At the bottom of the order you will find the paragraph **PaySquare Online Transactions**. This shows all details on all former actions related to this order. Click on the key in the column "Action" to see the transaction information (c.f. image "Transaction Information").

Transactions		Speichern	Bestellbestätigungsmail senden			
Transaction ID		Datum		Status	Amount	Action
32	2014-05-17T15:06:08+02:00			pending	100.00	J.
33	2014-05-17T15:09:25+02:00			successful	100.00	<i>}</i> >
						Add Moto Transaction

Figure 6.1: Transaction Overview



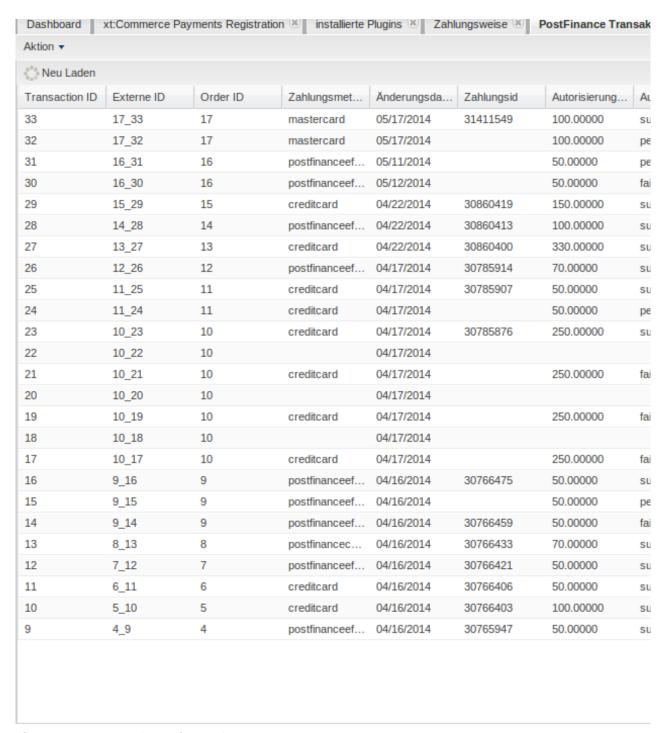


Figure 6.1: Transaction Information

6.2 Transaction Table

In addition to information on the order, the transaction table shows information on the transactions in your shop. Among other things, it allows you to match the PaySquare Online transaction number to the order in your shop.



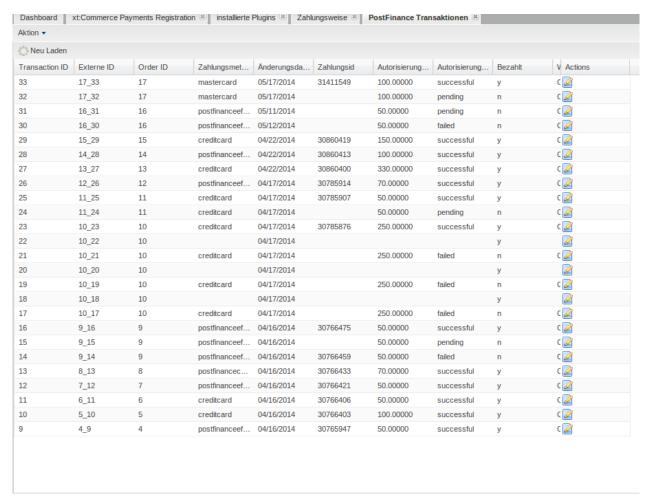


Figure 6.1: Transaction Information.

6.3 Initiating payments in the xt:Commerce backend

The xt:Commerce payment module allows you to initiate a payment directly from the shop, the so called Mail Order / Telephone Order (MOTO). This feature requires an additional module. After installing the plugin, you can set up four orders in the PaySquare Online administration surface. When opening the order now, you can add a transaction to this order by clicking on **Add Moto Transaction** on the bottom right. The transaction will be forwarded to PaySquare Online directly.

6.3.1 Refunding Orders

In order to issue a refund, open the transaction information (c.f. above). This shows all information on the transaction. With a click on "Refund", an input mask for credit notes will open. By clicking **Refund**, the refund request is transmitted to PaySquare Online.



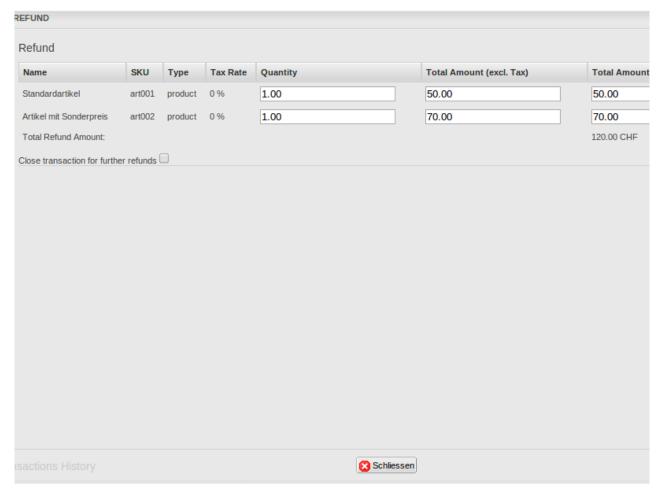


Figure 6.1: refund button

Executing a refund will not change the status of the order.

6.4 Capturing / Cancelling Orders

Please note:

The transaction management between PaySquare Online and your shop is not synchronised. When you register payments with PaySquare Online, the status in the shop is not adjusted and the order cannot be captured in the shop again.

6.4.1 Capturing / Cancelling Orders

To capture orders, open the transaction information (c.f. above). This will show you all information on the transaction. With a click on "Capture" (top right), the order is forwarded to PaySquare Online. You do not have to log in to the PaySquare Online backend. You can enter the products you would like to capture in the input mask.

By clicking "Cancel" the transaction is cancelled and the reserved amount is cleared on the customer's card immediately.



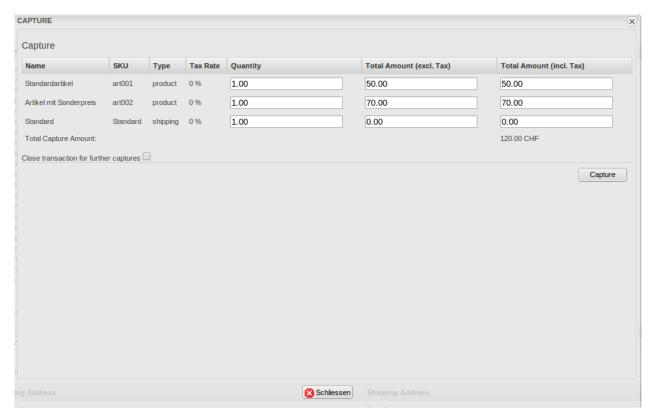


Figure 6.1: Capturing Transactions

6.5 Using the Alias Manager / Token Solution

The Alias Manager feature allows you to securely save your customers' credit card data at PaySquare Online for future orders. You can enable this by activating the option "Alias Manager" in the configuration of the <u>Payment Method</u>. Now the customer can choose between already saved credit cards when ordering again, without having to enter all card information.



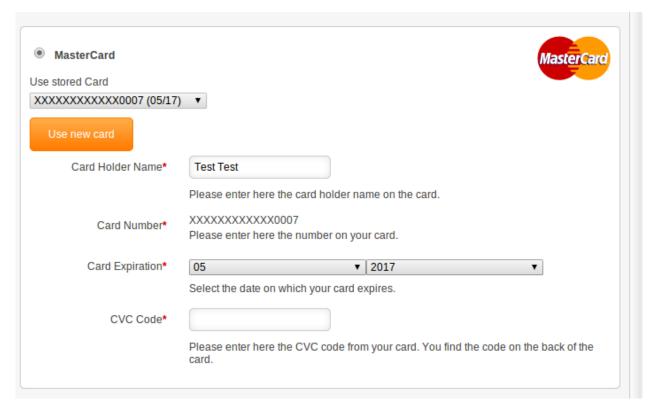


Figure 6.1: Alias Manager

Please remember:

It is necessary to enable the respective option with PaySquare Online to use the Alias Manager. To do this, please contact the support team.

6.6 Setting up Cron Job

To activate the time-controlled plug-in functions (e.g. Update Service, deleting pendant orders, etc.), follow the PaySquare Online instructions for the set up of Cron Job.



7 Testing

Before switching from test to live mode it is important that you test the module extensively.

Testing

Do not forget to switch the operating mode from test to live after having successfully tested the module.

7.1 Test Data

In the following section you can find the test data for the various payment methods:

American Express

Card number 377777777770 No 3D Secure

Expiry Date 12/2020 CVC 123

Card number 375987000000005 3D Secure

Expiry Date 12/2020 CVC 123

Sepa Direct Debits

IBAN AT152011128161647502 Austria (AT)

BIC GIBAATWWXXX

IBAN DE23100000001234567890 Germany (DE)

BIC MARKDEF1100

IBAN ES9121000418450200051332 Spain (ES)

BIC CAIXESBBXXX

Klarna Invoice

Klarna (Approved)

Klarna (Denied)

Klarna (Pending -> Approved)

Klarna (Pending -> Denied)

Maestro

Card number 6799851000000032

Expiry Date 12/2021 CVC 123

MasterCard

Card number 54545454545454 No 3D Secure

Expiry Date 12/2021 CVC 123



Card number 5212345678901234 3D Secure

Expiry Date 12/2021 CVC 123

Visa

Card number 42000000000000 No 3D Secure

Expiry Date 12/2020 CVC 123

Card number 4012001037461114 3D Secure

Expiry Date 12/2020 CVC 123

Expiry Date 12/2021 CVC 123

V PAY

Card number 482200000000000003

Expiry Date 12/2020 CVC 123



8 Errors and their Solutions

You can find detailed information under http://www.sellxed.com/en/faq. Should you not be able to solve your problem with the provided information, please contact us directly under: http://www.sellxed.com/en/support

8.1 The Referrer URL appears in my Analytics Tool

When a customer and the notification are redirected via Header Redirection, the PaySquare Online Referrer URL might appear in your Analytics Tool thus hiding the original traffic source. However, most Analytic Tools are able to minimize this problem.

In case you are using Google Analytics as reporting tool, this step by step guide may help you to exclude the URLs: <u>under bullet point 4</u>.



9 Error Logging

The module will log different unexpected errors or information depending on the configured level. If there is any issue with the module, this log can help identify the cause.

9.1 Log Levels

You can configure the log level in the PaySquare Online settings.

- Error: Logs unexpected errors only. (Default)
- Info: Logs extended information.
- Debug: Logs information helpful for debugging.

9.2 Log Location

The log file is stored in the xt:Commerce log directory. Please make sure the path exists and it is writable by the webserver. (Default Path: {shopRootDirectory}/xtLogs/)



10 Advanced Information

This section of the manual is for advanced usage of the module. The content is for advanced users with special requirements. Everything in this section is optional and not required for the daily usage of the module.

10.1 Transaction Object

This section describes how to extract information from a transaction, if you need it for further processing. E.g. you require more information of the transaction for further processing an order in your ERP system.

The code snippets in this section assume your script resides in the root folder of the shop with the default shop folder structure.

Have xt:Commerce initialized in your script, this is required for the database connection.

```
$root_dir = dirname(__FILE__).'/';
define('_VALID_CALL','true');
define('_SRV_WEBROOT',$root_dir);
include _SRV_WEBROOT.'conf/debug.php';
include _SRV_WEBROOT.'conf/config.php';
include _SRV_WEBROOT.'conf/database.php';
include _SRV_WEBROOT.'conf/paths.php';
include _SRV_WEBROOT._SRV_WEB_FRAMEWORK.'function_handler.php';
include _SRV_WEBROOT._SRV_WEB_FRAMEWORK.'database_handler.php';
Include the module main file and module classes.
require_once 'plugins/paysquareonlinecw/init.php';
require_once 'plugins/paysquareonlinecw/lib/PaySquareOnlineCw/Util.php';
Now you can load the transaction and then extract the transactionObject.
Load the transaction by Id:
$transactionById = PaySquareOnlineCw_Entity_Util::loadTransaction
($transactionId);
```

\$transactionObject = \$transactionById->getTransactionObject();