



Worldline Guide

Saferpay Secure PayGate and QR code creation.

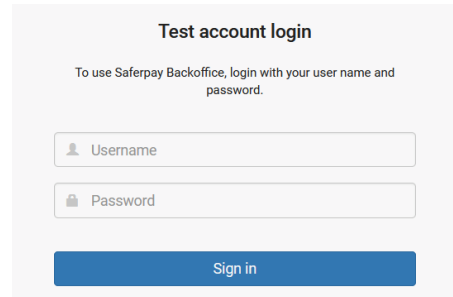
Saferpay Secure PayGate.

Settings for secure PayGate.

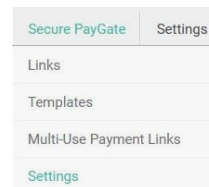
In order to be able to use Secure PayGate, you must set the basic settings when you first access the system.

1. Access via saferpay.com/BO/Login.

2. Login with your username and password.



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

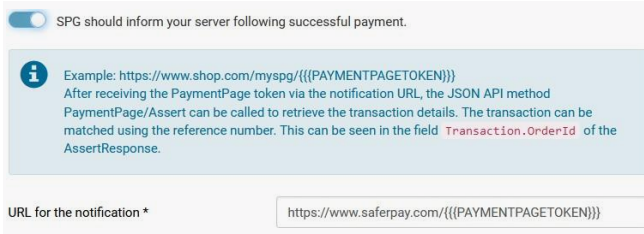
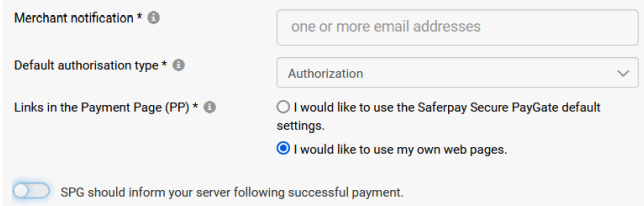
You can redirect the customer to your own websites for successful, unsuccessful, and aborted payments or use the Saferpay Secure PayGate default settings.

Secure PayGate notifies the server after payment has been made.

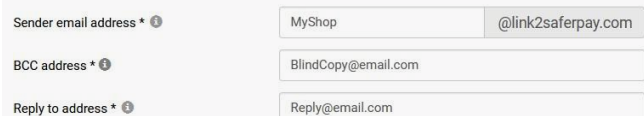
- SPG e-mail addresses:
Next, enter a "Sender e-mail address", a "BCC address" and a "Reply to address". You can freely choose the prefix of the "Sender e-mail address".

Secure PayGate Settings

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

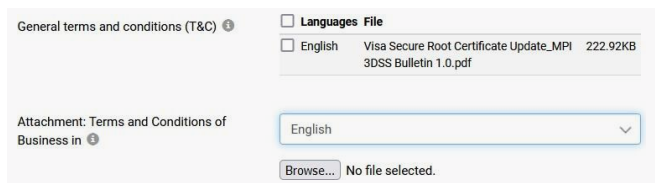


Email settings (For sending emails via the Backoffice)



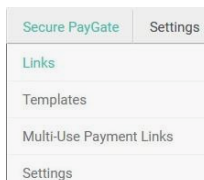
4. Incorporating the T&Cs:

- 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.



Creating an offer.

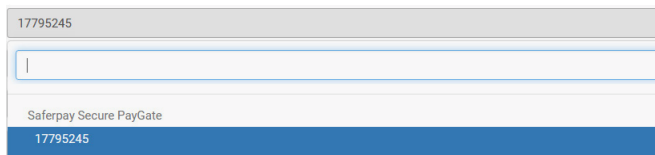
5. Under "Secure PayGate" select the menu item "Links".



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.

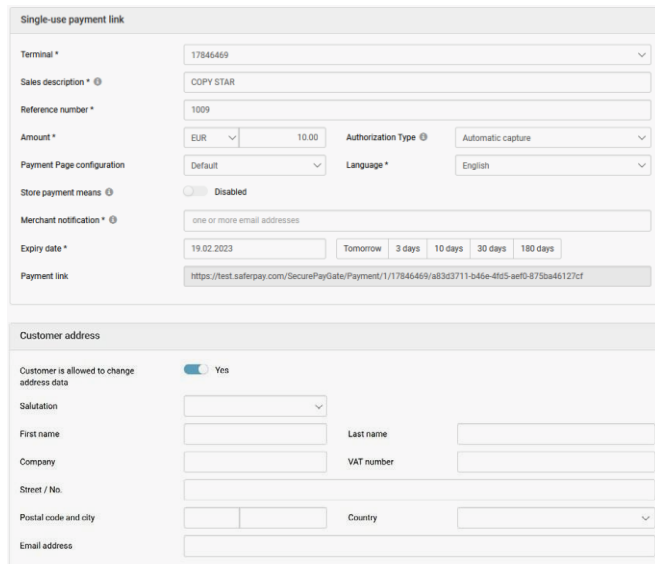


7. Select the desired terminal.



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).



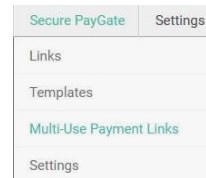
9. Saving the offer:

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



Multi-Use Payment Links.

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

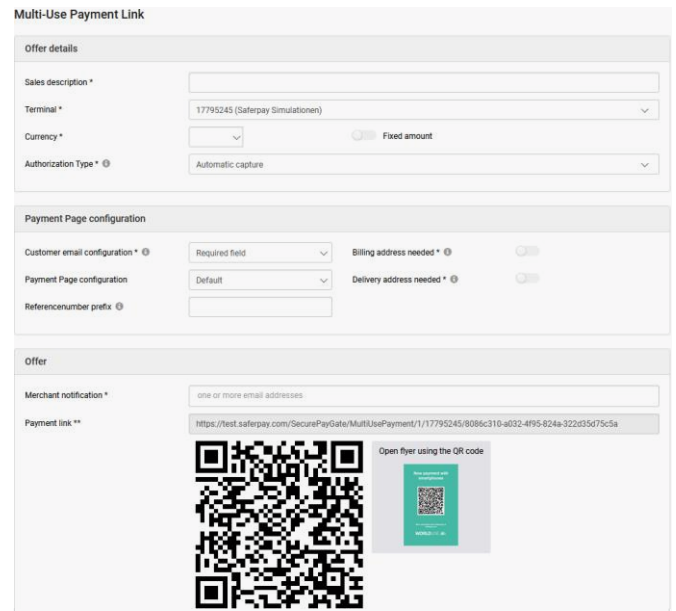


11. On the overview page, click on the blue button “Create new multi-use payment link”.



12. Create a multi-use payment link offer:

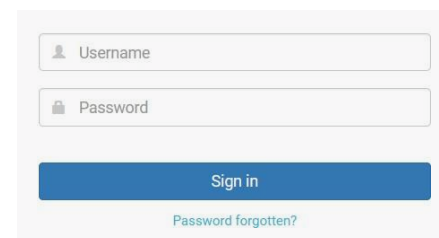
- In the first section, enter the sales description.
- In the “Terminal” field, enter the terminal to which you want to book.
- In the “Currency” field, you can select the currency of the transaction.
- In the field “Authorisation type”, you can select the type of authorisation.
- In the field “Payment 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.

A screenshot of the "Multi-Use Payment Link" configuration form. It is divided into several sections: "Offer details" with fields for Sales description, Terminal (17795245), Currency, and Authorization Type; "Payment Page configuration" with fields for Customer email configuration, Payment Page configuration, and Referencenumber prefix; "Offer" section with Merchant notification and Payment link fields. The Payment link field shows a QR code and a small image of a flyer.

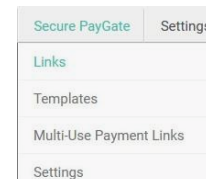
Editing an offer.

13. Access via saferpay.com/BO/Login.

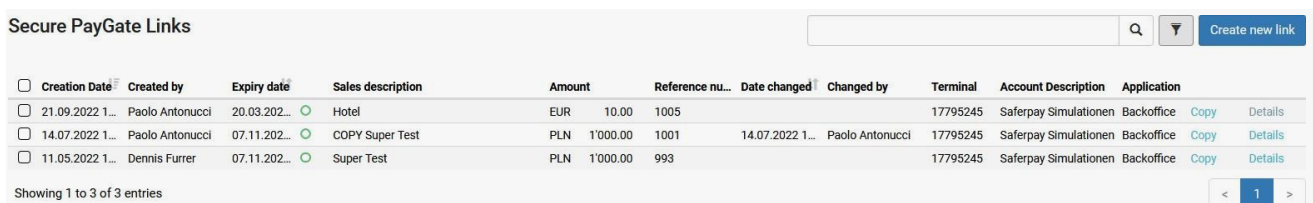
14. Log in as usual with your username and password.

A screenshot of the login form. It features a "Username" field, a "Password" field, a blue "Sign in" button, and a link for "Password forgotten?".

15. Under “Secure PayGate” select the menu item “Links”.



16. Click on “Details” in the overview page to edit an existing offer.



Creation Date	Created by	Expiry date	Sales description	Amount	Reference nu...	Date changed	Changed by	Terminal	Account Description	Application		
21.09.2022 1...	Paolo Antonucci	20.03.202...	Hotel	EUR 10.00	1005			17795245	Saferpay Simulationen	Backoffice	Copy	Details
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	Copy	Details
11.05.2022 1...	Dennis Furrer	07.11.202...	Super Test	PLN 1'000.00	993			17795245	Saferpay Simulationen	Backoffice	Copy	Details

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 ⓘ 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/a83d3711-b46e-4fd5-ae0f0-875ba46127cf>

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 program (attachments are not transferred to the e-mail program).

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.

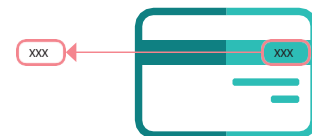
Journal In the Saferpay journal you have the option of initiating credits, searching by individual transaction, displaying cancelled and older reservations/bookings or exporting data.

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.



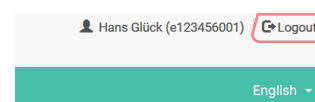
Card verification number (American Express) The four-digit verification number for American Express however is located on the front of the credit card.



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 Safepay 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 Safepay 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 Safepay Backoffice.

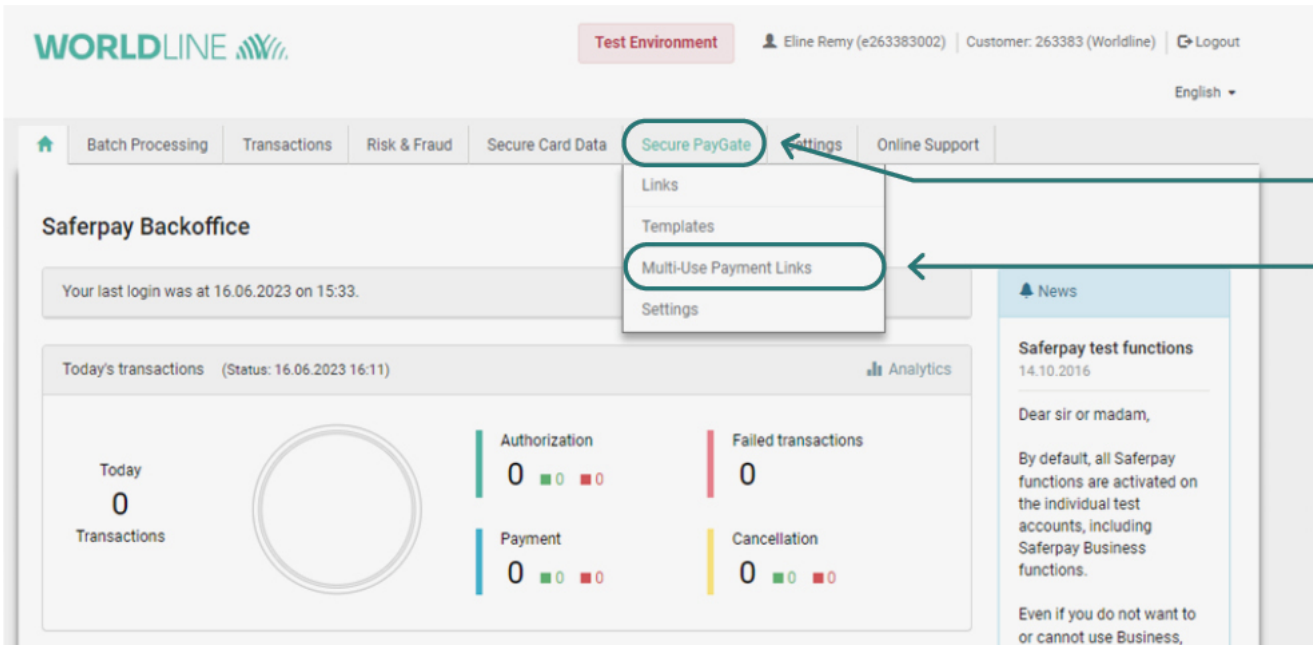
Your local point of contact can be found at: worldline.com/merchant-services/contacts



You can create multiple QR Codes for different cases.

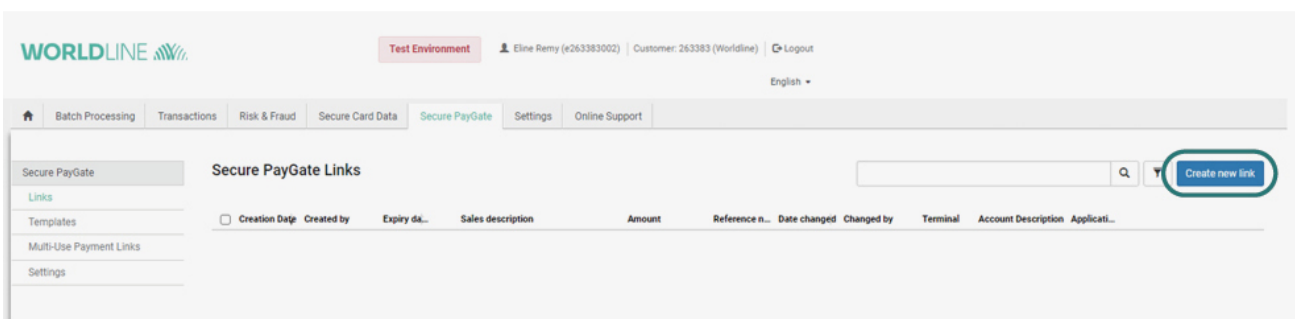
1. QR Code Creation.

Go to Secure PayGate > Multi-Use Payment Links.



2. Create new Multi-Use Payment Links.

Click on "Create new Multi-Use Payment Links".



3. QR Code Setup.

These settings will define how your QR CODE will work.

Step	Settings	Value	Sample Value	Note
Offer details				
1	Sales description *	The Name of your QR Code.	WL QR Code	You can create as many as you want and give them each a different name
2	Currency *	Select your Currency	EUR	
3	Fixed amount	On/Off	Off	You can decide to put a fixed QR code with fixed amount (Automatic value linked to the QR code) or a dynamic QR code (Customer has to scan the QR code & enter amount to be paid).
4	Authorization Type *	Automatic capture will capture the Payment directly.	Automatic capture	
Payment page configuration				
5	Customer email configuration	Required field - The customer needs to enter his email address on the payment page. Optional field - The customer can enter his email address on the payment page optionally. Hidden - The customer does not have any possibility to enter the email address on the payment page.		By default, you can set Optional field, and let the customer choose if they want to receive a copy of the Payment confirmation.
6	Payment Page configuration	Select the NAME of you Payment Page.		Possible to add personalized payment page with your logo.
7	Reference number prefix	The prefix before the payment ID.	QR_PAY_	Will generate QR_PAY_01 QR_PAY_02 QR_PAY_03 ...
Offer				
8	Merchant notification *	The e-mail where you want to receive Payment Confirmations.		You can setup multiple e-mails if needed. Will each receive the payment confirmation.
9	Payment link **	The link behind the QR Code.		You can use this link to send by message / mail / share online, or use it to preview your Page.
10	QR Code	You can save the QR Code as .PNG to implement into your custom Layout.		You can share the QR code on your screen (online / social media / website) or print it in own flyer.
11	Flyers to Print	Click on the Flyers will let you to Print a Worldline Pre-made flyer in the language of your choice.		
12	Save	Don't forget to save your QR Code.		

Once saved, you will return to the overview where you will see all your QR codes. You can have as many as you want, each with custom-made set-up.

- Links
- Templates
- Multi-Use Payment Links**
- Settings

Offer details

1 Sales description *

2 Terminal *  Worldline, Maallebruggestraat 67, BE-9000 Gent

3 Currency * Fixed amount

4 Authorization Type *

Payment Page configuration

5 Customer email configuration * Billing address needed *

6 Payment Page configuration Delivery address needed *

7 Referencenumber prefix

Offer

8 Merchant notification *

9 Payment link **



12

* Required field
 ** The payment link is copied to the clipboard when saving.

About Worldline

Worldline [Euronext: WLN] is a global leader in the payments industry and the technology partner of choice for merchants, banks and acquirers. Powered by c. 18,000 employees in more than 40 countries, Worldline provides its clients with sustainable, trusted and innovative solutions fostering their growth. Services offered by Worldline include in-store and online commercial acquiring, highly secure payment transaction processing and numerous digital services. In 2022 Worldline generated a revenue close to 4.4 billion euros.

worldline.com



For further information
campaigns-belgium@worldline.com



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