

## Creating Payment Link (PaybyLink)

Merchant Portal

You can use the tab "Create processes" "Process Terminal" "Pay by link" to create an operation (payment using a link). If you create a payment process using the "Pay by link" terminal, a payment link with the payment request is sent by email to the customer specified. This link forwards the customer to the payment form on the hosted payment page. The payment methods available are the payment methods we have setup for you.

 Other paymethods

Computop Sales will be happy to enable other payment methods for you when necessary.

## Overview of "Pay by link"

[illegible]

## Filling in the "Operation characteristics" input field

Operation characteristics describe the payment method used for an operation. You can enter the following operation characteristics: Currency, amount, type of capture, reference number, merchant reference number, information about your shopping cart, invoice recipient, country code and iDEAL issuer ID.

## Selecting currency and amount

When you open the drop-down "Currency" menu, you will see all currencies that can be selected. You can narrow the search to a specific amount of money in the "Amount" input field.

 "Amount" input field

The amount entered depends on the currency selected beforehand from the drop-down "Currency" menu. You must enter the amount in the largest currency unit using the decimal notation applicable for the currency (e.g. €10.50). Whether decimals are allowed depends on the respective currency.

## Selecting the type of capture

The type of capture specifies when the operation was captured by the bank following authorisation of the amount.

A description of the types of capture can be found in the "Types of capture" table below.

 "Manual" type of capture

Please contact [Computop Helpdesk](#) if you wish to learn more about the options available for the "Manual" type of capture.

Auto  
Auto  
Manual

| Type of capture | Description                                                                                                |
|-----------------|------------------------------------------------------------------------------------------------------------|
| Manual          | Following authorisation of the operation by the bank, the amount must be captured by the merchant manually |
| Auto            | Following authorisation of the operation by the bank, the amount is captured straight away                 |

## Entering the reference number and merchant reference number

The reference number and the merchant reference number are used for unique identification of the operation within the application.

The merchant reference number is used as a payment reference, which is specified in the corresponding EPA file issued by your bank.

### Reference Number

Please note that operations cannot be assigned or created without the input of a unique reference number (payment reference).

The application automatically generates the merchant reference number for every operation. The merchant reference number allows you to identify each operation uniquely. You only need to enter the merchant reference number if you wish to add a recurring direct debit or a final direct debit to an operation that already exists.

## Entering information about your shopping cart

This is where you can enter the merchandise or services that your customer ordered from you.

### "Information about your shopping cart" input field

The "Information about your shopping cart" input field must be filled in according to the rules for the paymethod and the payment method provider applicable when the operation was created. The corresponding parameters in the paymethods are "OrderDesc" and "OrderDesc2".

## Entering the invoice recipient

Invoice recipients must be entered as follows: First name, last name (e.g. Joe Bloggs)

## Selecting the country code for the iDEAL issuer ID

You only need to select the country code of the country of origin if you are using the iDEAL issuer ID online payment system.

The country code is a parameter required by the iDEAL issuer ID online payment system.

Select

Select

DE

AT

BE

NL

ES

CH

PL

IT



# A "Pay by link" payment process from the customer's perspective

Once the link is generated the merchant should send the link to the customer. No automatic email generation is possible from Pay by link terminal.

1. The customer clicks on the payment link in the email received.

The customer is forwarded to the hosted payment page to select the paymethod.

|                                  |                                        |                                                 |
|----------------------------------|----------------------------------------|-------------------------------------------------|
| <input type="radio"/> Alipay     | <input type="radio"/> Bancontact       | <input type="radio"/> Visa                      |
| <input type="radio"/> MasterCard | <input type="radio"/> American Express | <input type="radio"/> Diners Club International |
| <input type="radio"/> JCB        | <input type="radio"/> CUP              | <input type="radio"/> Lastschrift               |
| <input type="radio"/> giropay    | <input type="radio"/> IDEAL            | <input type="radio"/> Przelewy 24               |
| <input type="radio"/> paydirekt  | <input type="radio"/> PayPal           | <input type="radio"/> Sofort                    |

Weiter

1. "Paymethod" selection field
2. "Next" button

2. The customer selects the paymethod and clicks on the "Next" button

3. The customer enters their payment data and completes the payment process required by the paymethod.

The customer then receives either a confirmation or error message. If the error message appears, the customer can click on the link again and repeat the inputs.



## Payment Successful.

Your merchant will get in touch with you soon. If you have questions please answer on the mail you've received with the payment link.

## Zahlung Erfolgreich

Ihr Händler wird sich Kürze bei Ihnen melden. Für weitere Fragen antworten Sie bitte auf die E-Mail, die Sie mit dem Link zum Bezahlen erhalten haben.