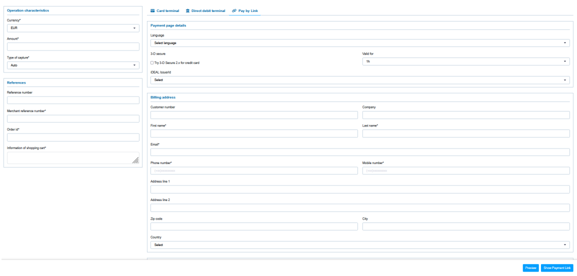
Creating Payment Link (PaybyLink)

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 paymethods available are the paymethods we have setup for you.

> **Other paymethods**
>
> Computop Sales will be happy to enable other paymethods for you when necessary.

Overview of "Pay by link"



Filling in the "Operation characteristics" input field

Operation characteristics describe the paymethod 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.

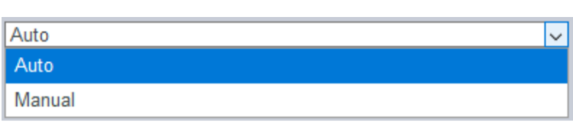
> **"Amount" input field**
>
> The amount entered depends on the currency selected beforehand from the drop-down "Currency" menu. You must enter the amount in the largest currency unit using the decimal notation applicable for the currency (e.g. €10.50). Whether decimals are allowed depends on the respective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



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".

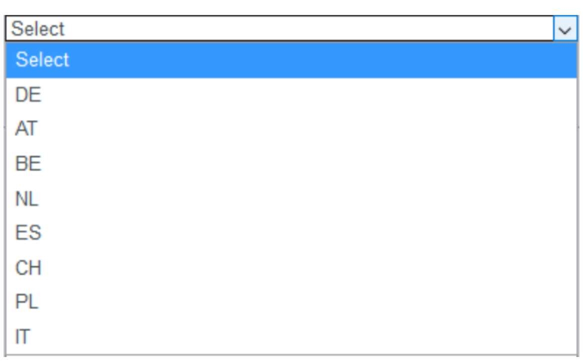
Entering the invoice recipient

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.



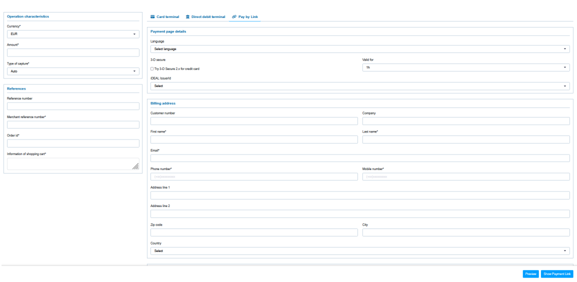
Country code	Description
DE	Germany
AT	Austria
BE	Belgium
NL	The Netherlands
ES	Spain
CH	Switzerland
PL	Poland
IT	Italy

Selecting the online payment system (iDEAL issuer ID)

iDEAL is an online payment system from The Netherlands. Use of the iDEAL online payment system is very widespread in The Netherlands. This is why you only need to select the online payment system if the payment link is being sent to a customer in The Netherlands.

If you know which online payment system your customer uses, you can select the online payment system in advance. The online payment system selected will be shown to your customer as the first paymethod.

Creating a "Pay by link" payment



1. *"Operation characteristics" input field*
2. *Input field for the email*
3. *"Execute action" button*
4. *Drop-down "Send payment link" menu*
5. *"New terminal operation" button*

1. Fill in the operation characteristics and other inputs as necessary.

2. Select the Preview or Show Payment link.

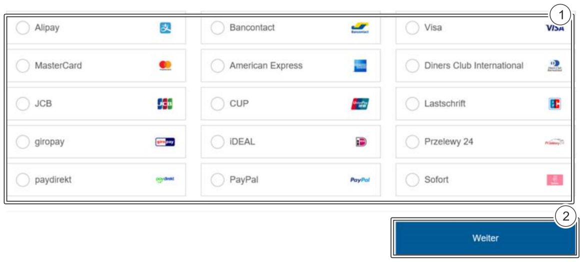
Action	Beschreibung
Preview	will redirect to the payment page
Show payment link	A pop-up with the link is shown, which the merchant can copy and send it to the customer

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.



> 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.