

Virtual Terminal

Overview

The Virtual Terminal is a tool that can be used to initiate payments for card-not-present (CNP) transactions. Virtual Terminal allows merchants to accept payments over the telephone or email. When the cardholder shares their card details over the phone or via email, the merchant must comply with PCI DSS obligations and securely store the card details.

Payment triggered by the Virtual Terminal can be actions like captured, refunded, canceled or voided via the transaction details available in the Transaction Reports.

The Virtual Terminal capabilities include pre-authorization which can be followed-up manually by a capture. Currently, supported service providers are ABS and NETS.

Combining 3-D Secure and mail or telephone orders is not possible.

Requirements

Before you start using the Virtual Terminal and in order to start accepting eCommerce transactions, you will need to generate a [Secure Card Capture Key](#).

Access

Your level of access determines if you can process payments via the Virtual Terminal.

Access:

- Merchant Cashier — Initiate payment and cancel/void payment
- Merchant Supervisor — Initiate payment, capture/refund/cancel/void payment

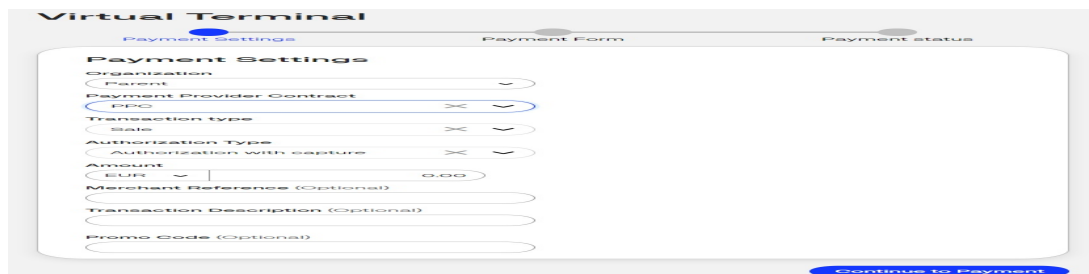
No access:

- Merchant Admin
- Merchant Reviewer
- Merchant User

How to use the Virtual Terminal

Payment settings

You must set the following configurations to initiate the payment:



The screenshot shows the 'Payment Settings' form in the Virtual Terminal interface. The form is titled 'Payment Settings' and is part of a three-step process: 'Payment Settings', 'Payment Form', and 'Payment status'. The form contains the following fields:

- Organization (dropdown menu)
- Payment Provider Contract (dropdown menu, currently showing 'PPC')
- Transaction type (dropdown menu)
- Site (dropdown menu)
- Authorization Type (dropdown menu, currently showing 'Authorization with capture')
- Amount (input field, currently showing '0.00')
- Merchant Reference (Optional) (input field)
- Transaction Description (Optional) (input field)
- Promo Code (Optional) (input field)

A blue button labeled 'Continue to Payment' is located at the bottom right of the form.

1. Select your **Organization**. The *Organization* drop-down list is displayed only if your user has access to more than one organization and there are more than 20 applicable Payment Provider Contracts.
2. Select the **Payment Provider Contract** (PPC) linked to your organization. The payment provider contract is configured to accept a set of payment methods. If the organization has only one PPC, the PPC drop-down list will not be displayed.

For Virtual Terminal the Payment Provider Contract needs to have mail/telephone (MOTO) available as sales channel. If the *Allow unmatched refunds* option is enabled for your Payment Provide Contract, the **Unlinked refund** checkbox will be displayed. For more information check the [Unmatched Refunds](#) documentation.

3. Select your **Transaction Type**. Depending on your Organization setup, you may have two options: **Sale** (for single purchases) and **Recurring** (see the [Stored credentials documentation](#).)
4. Select the **Authorization Type** (Authorization, Authorization with capture or PreAuthorization - see more details in the [Transaction Types and Statuses](#) documentation).

The transaction and authorization types are displayed only if they are supported by the chosen processor.

5. Enter the value of the payment in the **Amount** field. The currency code will be determined based on the Payment Provider Contract. If a contract is configured to process multiple currencies, the currency code field will be a select box. The default currency will pre-populate as per your Organization's setup.
 - (For [Westpac](#)) In the *Transaction Settings* section, you can select the **Amount & product** option and enter the product information (product description, quantity, the price per unit). The total price will be calculated based on quantity. Use the **Add Product** button for additional product lines.

Transaction Settings

Cart information

Amount Amount & product

Product Information

Product description

Name what you charge for

Please fill in the required field

Quantity	Price per unit	Code (Optional)
1 ▾	-	
Total Price		0.00

Add Product

Total Price	0.00
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Continue to Payment

You can also specify per product line item whether it is taxable or not, by enabling the **GST** (Goods and Services Tax) toggle button.

Transaction Settings

Product Information

Description of Product or Service

Name what you charge for

Quantity	Price per unit	Product Code (Optional)
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block;"> 1 ▼ </div>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block;"> - ▬ 0.00 </div>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: 100%;"> [Empty field] </div>

GST

Product Total	0.00
Tax Total (10% GST)	0.00
Total Price (w/GST)	0.00

Add Product

Product Total	0.00
Tax Total (10% GST)	0.00
Total Price (w/GST)	0.00

6. The **Merchant Reference** (optional) is either an Order ID from the ordering system or a random string. The purpose for this field is to accommodate for the merchants' own administration. If no information is entered, a default value of **DefaultMerch** will be used.
7. The **Transaction Description** (optional) is the information which will show up on the customers bank statement. Doing Business As (DBA name) — required when registering with the schemes. If the dynamic descriptor is not being used, the Doing Business As (DBA) name will be used as reference on the bank statement.
8. For the Israel market, the Virtual Terminal also supports new transaction types: **installments, sale preferred Isracard and Sale Direct Debit**. Additional information on instalments can be found [here](#).
9. The **Promo Code** (optional) field can be completed with a code offered by the merchant to customers who can use it to receive a discounted price when buying products online.
10. Once the configuration has been completed, click on **Continue to Payment** to proceed to the next step.

Payment form

On the next page, you will see the **Payment form**. Here, you input the customer's card number, expiration date, and CVV.



Make sure you store the *Merchant Reference* for your records.


1. Enter the Card Number, Expiration date, and CVV.
2. Click on **Pay** to complete the transaction, or only authorize the funds.

Payment status

Once a transaction is completed successfully, a confirmation will be displayed.

Virtual Terminal

Payment Settings Payment Form **Payment status**


Transaction Processed
[More Details](#)

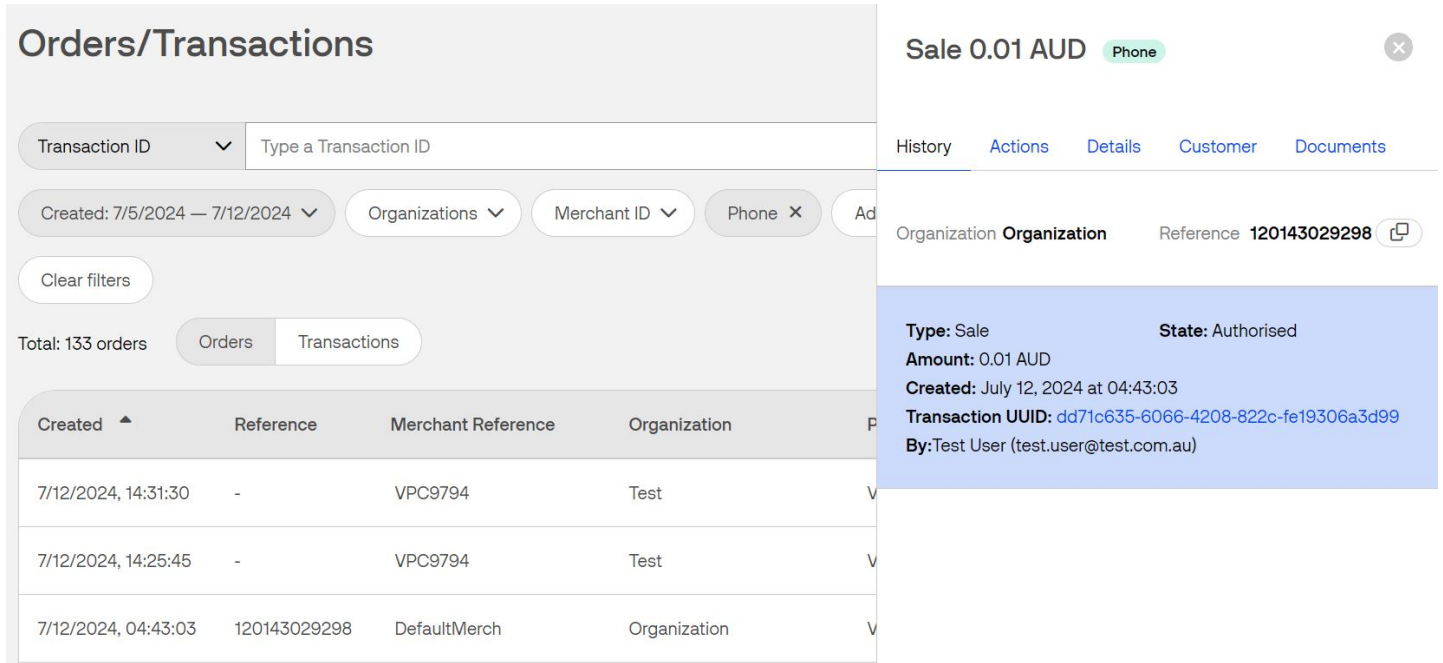
Transaction Type	Sale
Organization	PP Automation test
Amount	NZD 10.00
Card Number	458012*****3924
Authorization Code	000824
Response Code	00
Date and Time	22/11/2023, 15:02:30

[New transaction](#)

You can now do the following:

- Click on **New Transaction** to start a new transaction
- Click on **More Details** to review transaction details

The transaction can be found in *Orders / Transactions report* by searching for the **Merchant Reference**.



Orders/Transactions

Transaction ID

Created: 7/5/2024 — 7/12/2024 Organizations Merchant ID Phone

Clear filters

Total: 133 orders Orders Transactions

Created	Reference	Merchant Reference	Organization
7/12/2024, 14:31:30	-	VPC9794	Test
7/12/2024, 14:25:45	-	VPC9794	Test
7/12/2024, 04:43:03	120143029298	DefaultMerch	Organization

Sale 0.01 AUD Phone

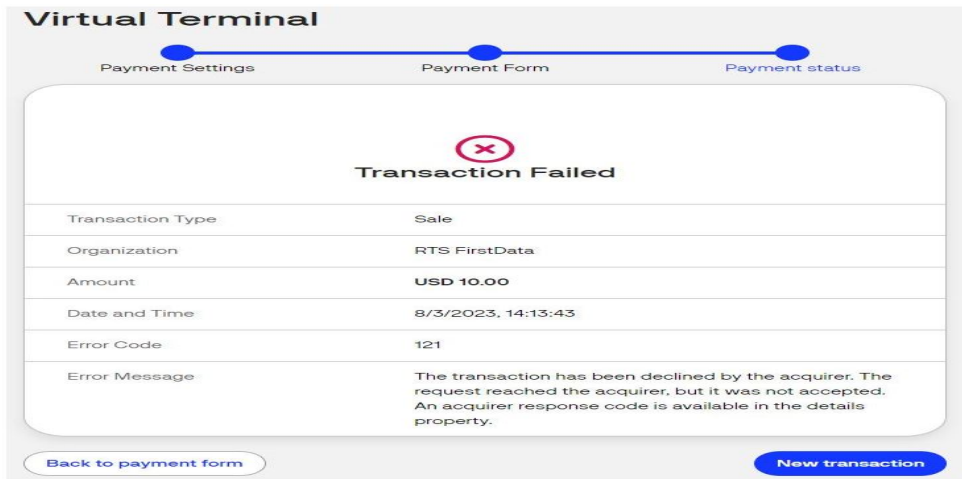
History Actions Details Customer Documents

Organization **Organization** Reference **120143029298**

Type: Sale **State:** Authorised
Amount: 0.01 AUD
Created: July 12, 2024 at 04:43:03
Transaction UUID: dd71c635-6066-4208-822c-fe19306a3d99
By: Test User (test.user@test.com.au)

If you are using **Woodforest** or **Worldpay US** as an acquirer, the *Payment status* page will also include the Authorization code.

If the transaction failed, the page would look like this:



Virtual Terminal

Payment Settings Payment Form Payment status

Transaction Failed

Transaction Type	Sale
Organization	RTS FirstData
Amount	USD 10.00
Date and Time	8/3/2023, 14:13:43
Error Code	121
Error Message	The transaction has been declined by the acquirer. The request reached the acquirer, but it was not accepted. An acquirer response code is available in the details property.

Back to payment form New transaction

Merchant action scenarios

Once all the payment settings are configured, you enter the card number. The card number is the customer's card number. After typing in the first six digits, the form displays which brand the card is.

Here is an overview of the various scenarios:

Card type	Card validated	Portal display	Merchant actions	Additional actions
Single brand	Y	Card brand provided	Fill in the expiration date of the customer's card	If the transaction is authorized, a confirmation screen is shown.
Single brand	N	An error message is displayed. If the expiration date is in the past, an error message explains what is wrong with the input.	Choose to ask for the CVV or not. <ul style="list-style-type: none"> • Store how the card details were received (Telephone/Mail) • Initiate the payment 	If the CVV check is negative, highlight the result. Example: The CVV does not match the required length. Ask the user which payment action should be taken - cancel or refund.
Dual-branded	Y	<ul style="list-style-type: none"> • If the PPC is configured for one of the brands and the brand that is not configured cannot be selected. • If the PPC is configured for both brands, the cashier can ask the cardholder which scheme to process the transaction. 	Choose to ask for the CVV or not. <ul style="list-style-type: none"> • Store how the card details were received (Telephone/Mail) • Initiate the payment 	If the transaction is authorized, a confirmation screen is shown

Card type	Card validated	Portal display	Merchant actions	Additional actions
Dual-branded	N	If the <i>bin lookup</i> fails, an error message is shown to the user	Choose to ask for the CVV or not	<p>The user initiates the payment.</p> <p>If the CVV check is negative, highlight the result.</p> <p>Ask the user which payment action should be taken - cancel or refund.</p>

Transactions with Stored Credentials

Stored Credential Payments through the Virtual Terminal follow the same flow as any other Payments through the Virtual Terminal.

There are two types of recurring transactions: SIGN-UP and CHARGE.

The Sign-up transaction is the initial transaction used to actually enroll the shopper for a recurring sequence.

The Charge transaction is (one of) the transactions done with a re-use token, which was created with the Sign-up transaction.

Verifone's Virtual Terminal allows merchants in Israel to do Stored Credential Transactions via UI. The Virtual Terminal UI enables filling out Stored Credential Framework-specific fields as part of MOTO Transactions.

ABS transactions - functional aspects

Virtual Terminal supports recurring transactions using ABS WEB provider.

The following Stored Credentials Framework-specific functionality is present on the Payment settings page. You need to perform the following steps:

1. Select *Transaction Type* **Recurring**.
2. Use the checkbox to indicate if the Transaction intended to be done is a Sign-up Transaction. If it is ticked, the following Stored Credential-specific fields are shown:
 - o **Token scope:** As a drop-down menu, the possibility to select the Token Scope to be used for this Transaction
 - o **Total number of payments:** An optional field asking for the count of total number of payments, where the field accepts any number value without validation
 - o **Total value:** An optional field asking for the total value of all the Transactions following this Sign-up Transaction. The amount field accepts any number value without validation.
 - o **Processing model:** A radio button offering a selection between the available Stored Credential processing models, which can be:
 - **Recurring**
 - If the **Recurring** processing model is selected, then the following additional field is shown:

- **Frequency:** A field asking for the frequency of the following Charge Transactions. The amount field accepts any number value without validation up to a maximum of 52.
- **None**
 - If the **None** processing model is selected, then the following additional field is shown:
 - **Merchant sign-up code:** An optional field asking for the Merchant sign-up code.
- **Amount:** A field asking for the Transaction amount. If it is a Sign-up Transaction for ABS, the Transaction amount is fixed 0.01.

For ABS, a Sign-up Transaction is a Pre-Authorization Transaction that should not be Captured.

3. Leave the box unchecked if the Transaction intended is a Charge Transaction. If it is unticked, the following Stored Credential-specific fields are shown:
 - **Sign-up reference:** A field asking for the reference received for a Sign-up Transaction, which can be:
 - ABS UID
 - Verifone Stored Credential Reference
 - **Standing order number:** An optional field asking for the sequence number of this Charge Transaction. The field accepts any number value without validation.
 - **Processing model:** A radio button offering a selection between the available [Stored Credential processing models](#), which can be:
 - Recurring
 - Unscheduled Credential on File

Woodforest and Worldpay US transactions - functional aspects

Virtual Terminal supports recurring transactions using the Woodforest and Worldpay US providers. The sign up transaction must be created using ecommerce API.

The following Stored Credentials Framework-specific functionality is present on the Payment settings page. You need to perform the following steps:

1. Select *Transaction Type* **Recurring**.
2. Use the checkbox to indicate if the Transaction intended to be done is a Sign-up Transaction. If it is ticked, the following Stored Credential-specific fields are shown:
 - **Processing model:** A radio button offering a selection between the available [Stored Credential processing models](#), which can be:
 - None
 - Recurring

Details on use cases for stored credentials can be found in the article located [here](#).

- **Amount:** A field asking for the Transaction amount
- **Amount is taxable:** A checkbox you need to click on if the amount is to be taxed.
- **Tax Amount:** The amount of tax to be paid on the purchase. This is only displayed if the **Amount is taxable** checkbox is checked.
- **PO Number (Purchase Order Number):** The number of the purchase as assigned by you.
- **Merchant Reference:** Optional field that can be used to pass an internal reference ID
- **Transaction Description:** Optional field that can be used to pass information directly on the customer's bank statement

3. Leave the box unchecked if the Transaction intended is a Charge Transaction. If it is unticked, the following Stored Credential-specific fields are shown:
- **Sign-up reference:** A field asking for the reference received for a Sign-up Transaction, which can be:
 - Verifone Stored Credential Reference
 - **Processing model:** A radio button offering a selection between the available [Stored Credential processing models](#), which can be:
 - Credential on File
 - Recurring
 - Unscheduled Credential on File

Virtual Terminal

Payment Settings Payment Form Payment status

Payment Settings

Organization
WOODFOREST NATIONAL BANK

Transaction type
Sale

Authorization Type
Authorization with capture

Channel
 Mail
 Telephone

Amount
USD 0.00
 Amount is taxable

Tax amount
USD 0.00

PO number (Optional)

Merchant Reference (Optional)

Transaction Description (Optional)

[Continue to Payment](#)