

## 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, EFTPOS NZ, 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

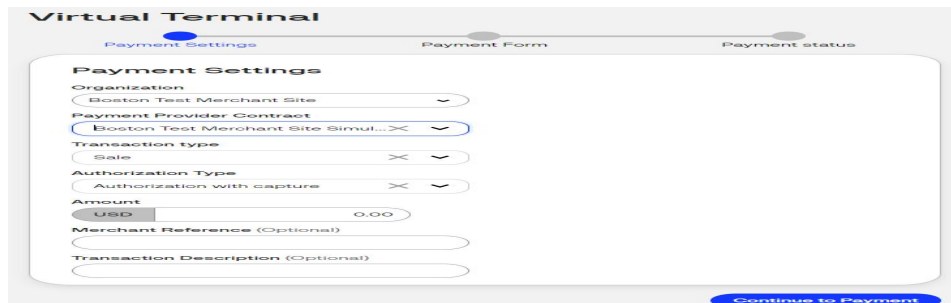
#### No access:

- 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 'Virtual Terminal' interface with a progress bar at the top indicating three steps: 'Payment Settings' (active), 'Payment Form', and 'Payment status'. The 'Payment Settings' section includes the following fields:

- Organization: Boston Test Merchant Site
- Payment Provider Contract: Boston Test Merchant Site Simul... X
- Transaction type: Sale
- Authorization Type: Authorization with capture X
- Amount: USD 0.00
- Merchant Reference (Optional):
- Transaction Description (Optional):

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

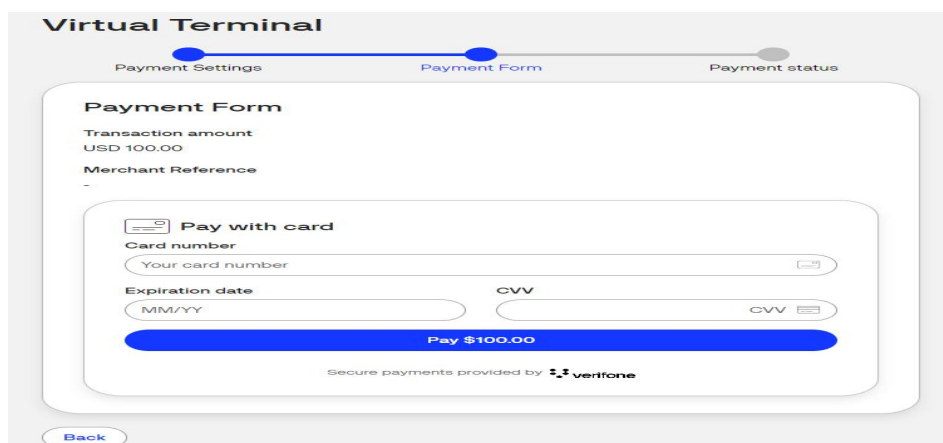
1. Select your **Organization**. The Organization drop-down list is displayed only if your user has access to more than one organization and there are more than 20 applicable Payment Provider Contracts.
2. Select the **Payment Provider Contract** (PPC) linked to your organization. The payment provider 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.

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 [Payment flow](#) documentation).
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.
6. The **Merchant Reference** can be used to link the transaction to an order ID or another ID generated by your system. Its purpose is to serve your administration needs. If no information is entered, a default value of **DefaultMerch** will be used.
7. 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](#).
8. 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.



The screenshot shows the 'Virtual Terminal' interface with a progress bar at the top indicating three steps: 'Payment Settings', 'Payment Form' (which is the current step), and 'Payment status'. Below the progress bar, the 'Payment Form' is displayed. It includes the following fields and elements:

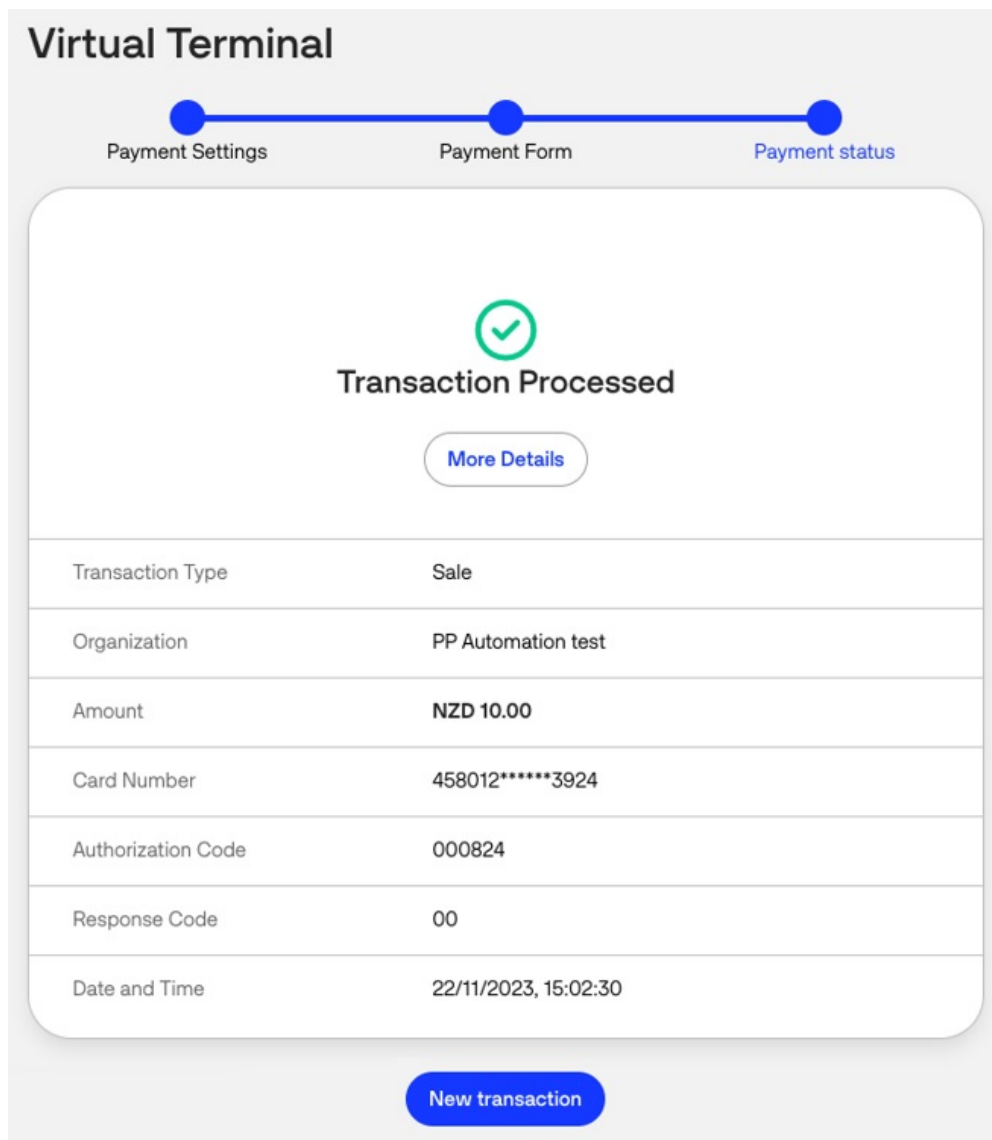
- Transaction amount:** USD 100.00
- Merchant Reference:** -
- Pay with card:** A section with a card icon and the text 'Pay with card'.
- Card number:** A text input field with the placeholder 'Your card number' and a card icon on the right.
- Expiration date:** A text input field with the placeholder 'MM/YY'.
- CVV:** A text input field with the placeholder 'CVV' and a card icon on the right.
- Pay \$100.00:** A prominent blue button.
- Secure payments provided by Verifone:** A small logo and text at the bottom of the form.
- Back:** A button in the bottom left corner.

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	<b>NZD 10.00</b>
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 **Transactions report** by searching for the Merchant Reference.

The screenshot shows the Verifone Commerce interface. The main section displays a list of transactions with the following data:

Created	Reference	Merchant Reference	Organization	Product	Orig. amount	Curr. a
8/3/2023, 14:03:11	-	DefaultMerch	Boston Test Merchant Site	Visa	100.00 USD	100.00

A detailed view of the transaction is shown on the right, including:

- Amount: 100.00 USD
- Organization: Boston Test Merchant Site
- Reference: -
- Transaction logs: Sale Authorized (August 3, 2023 at 14:03:11) by merchant (test.test.all@verifone.com)

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:

The screenshot shows the 'Virtual Terminal' interface with a 'Transaction Failed' message. The page includes a progress bar with three steps: Payment Settings, Payment Form, and Payment status. The 'Transaction Failed' section contains the following details:

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.

Buttons for 'Back to payment form' and 'New transaction' are visible at the bottom.

## 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"> <li>• Store how the card details were received (Telephone/Mail)</li> <li>• Initiate the payment</li> </ul>	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"> <li>• If the PPC is configured for one of the brands and the brand that is not configured cannot be selected.</li> <li>• If the PPC is configured for both brands, the cashier can ask the cardholder which scheme to process the transaction.</li> </ul>	Choose to ask for the CVV or not. <ul style="list-style-type: none"> <li>• Store how the card details were received (Telephone/Mail)</li> <li>• Initiate the payment</li> </ul>	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](#)