BIGCOMMERCE
ValorPay
Installation and User Guide

Valor PayTech

PART-I
INSTALLATION GUIDE

INDEX :

GENERATING API KEYS

OBJECTIVE

To perform any request on Valor virtual terminal, one should have the following credentials:

APP ID

- APP ID It represents the merchant API; A merchant can create an APP ID using the Valor portal

APP KEY

- APP KEY represents the EPI of the merchant, technically a merchant can have only one APP ID but based on the count of the API KEY, a merchant can have several API KEYS

- Merchant can create their own API KEY using the Valor portal

EPI

- Basically **EPI** is an **End Point Identifier**, Identify the device on valor infrastructure, any devices including virtual terminal will be identified as an EPI, typically its a 10 digit number start with 2.
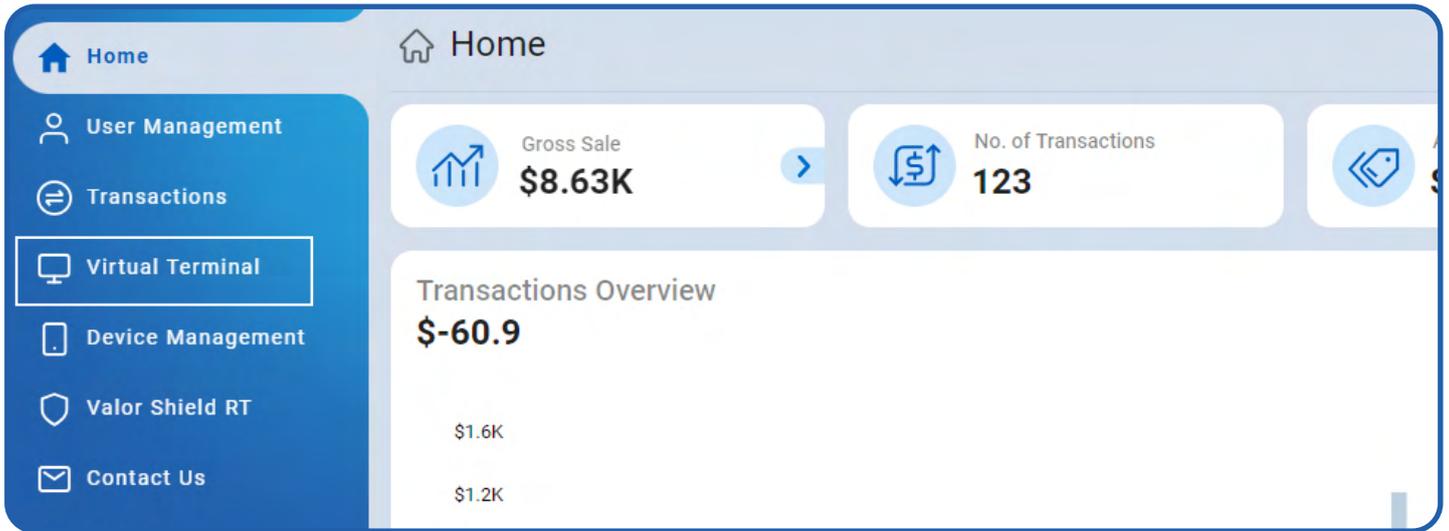
STEPS TO LOCATE APP ID, EPI, AND APP KEY:

STEP 1 - Login to The Valor Portal

STEP 2 - Click **Virtual Terminal** in Menu

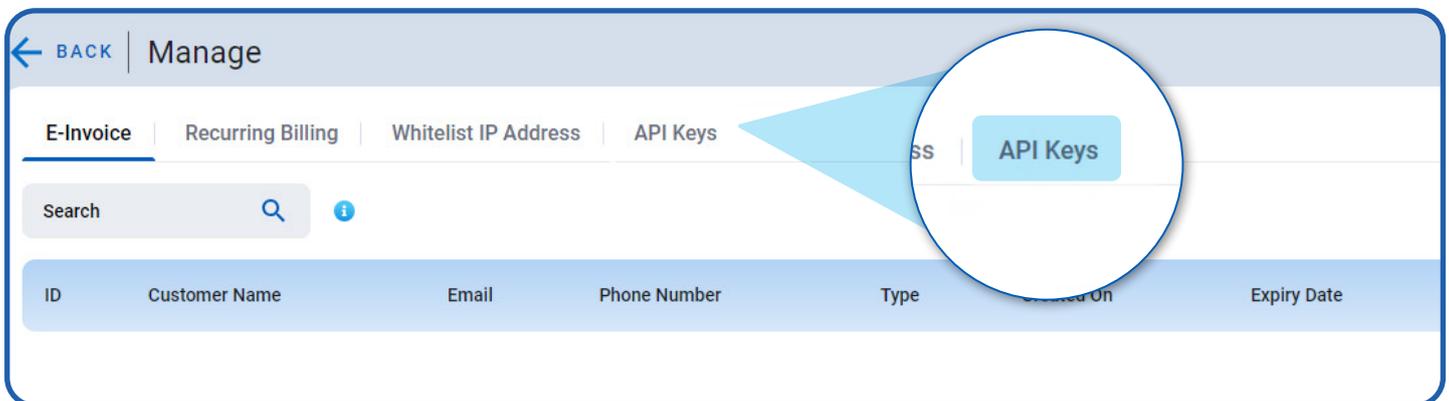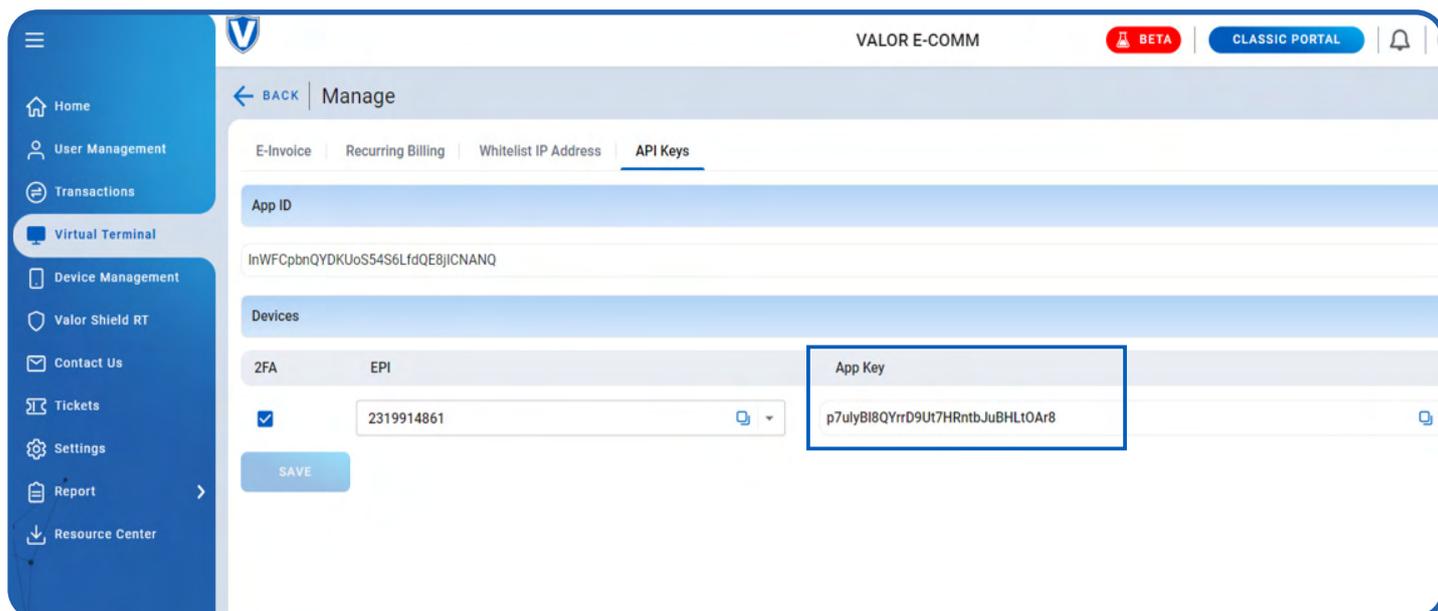**STEP 3 -** Click on '**Manage**' Button
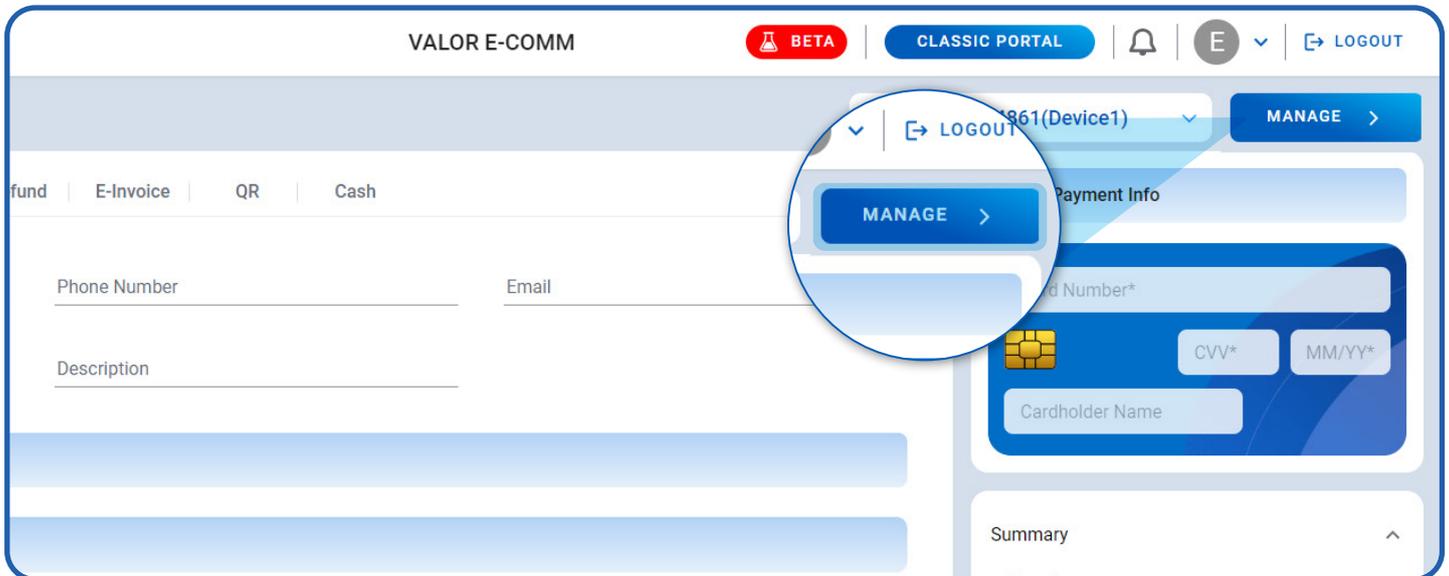

STEP 4 - Select **APP KEYS** Tab

STEP 5 - Here you need to select the **EPI** to generate **API** Key.
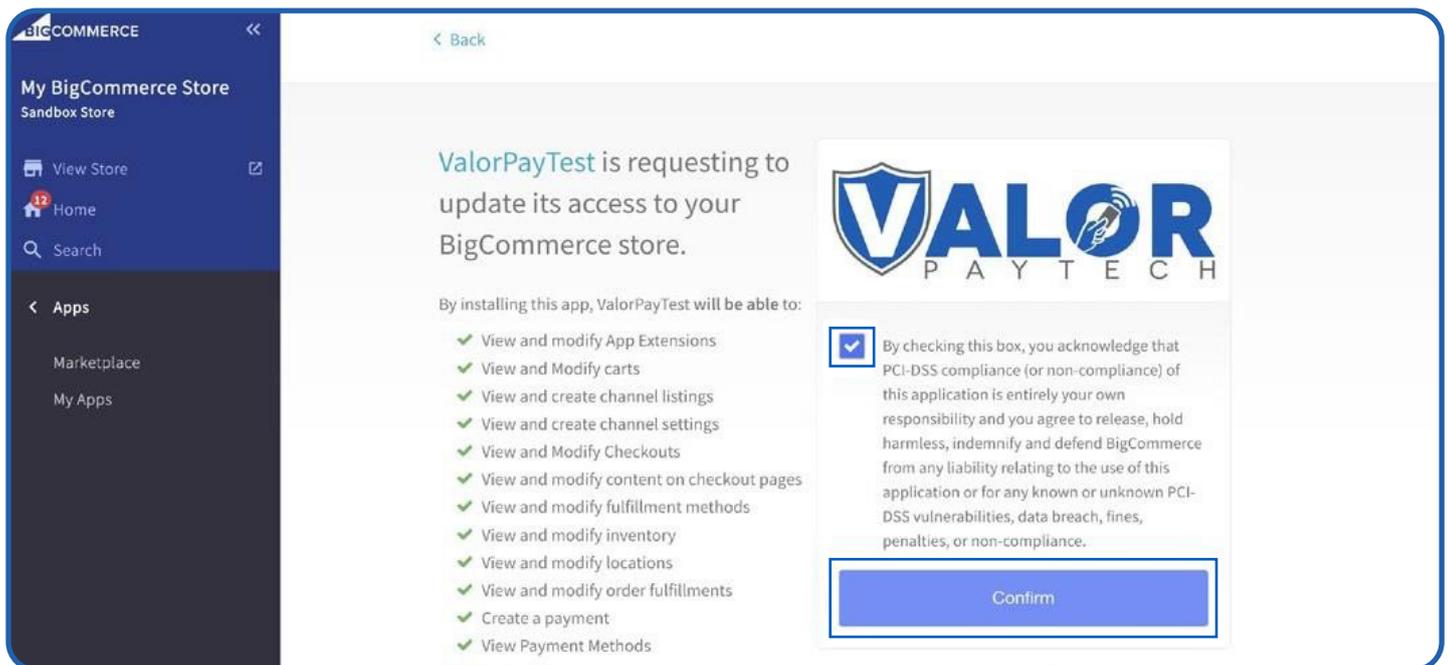

STEP 6 - Enter these keys to the settings tab of the ValorPay application, choose your settings and click 'Submit'

APPLICATION INSTALLATION

1. Go to BigCommerce admin panel, click on **Apps -> Marketplace ->** Search for **ValorPay**. To install the **ValorPay** application. Click on the **App** and select the **Install** button to install the app.
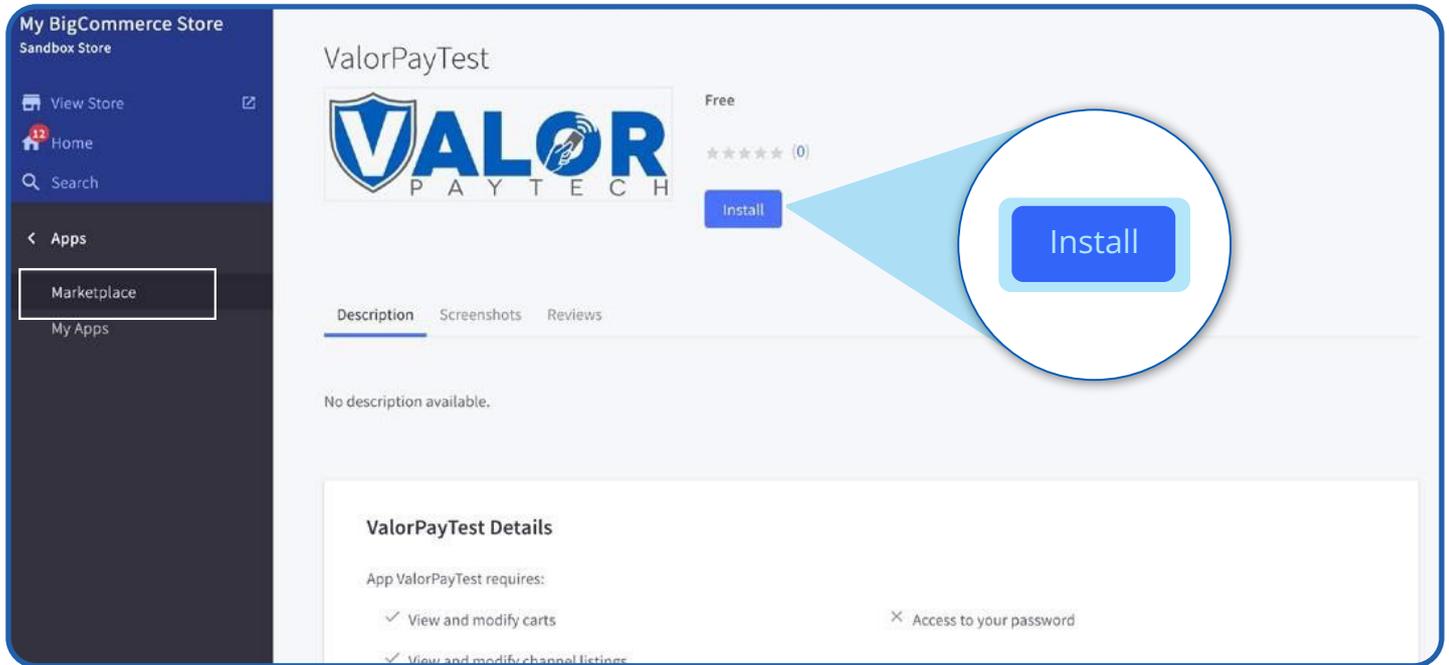
2. Check and confirm the permissions.

3. **Create New Merchant:** If you are interested in using the ValorPay payment gateway to grow your business, click on **'Create New Merchant'** and you will be redirected to the ValorPay's website. Fill in the details and our sales team will contact you at the earliest.
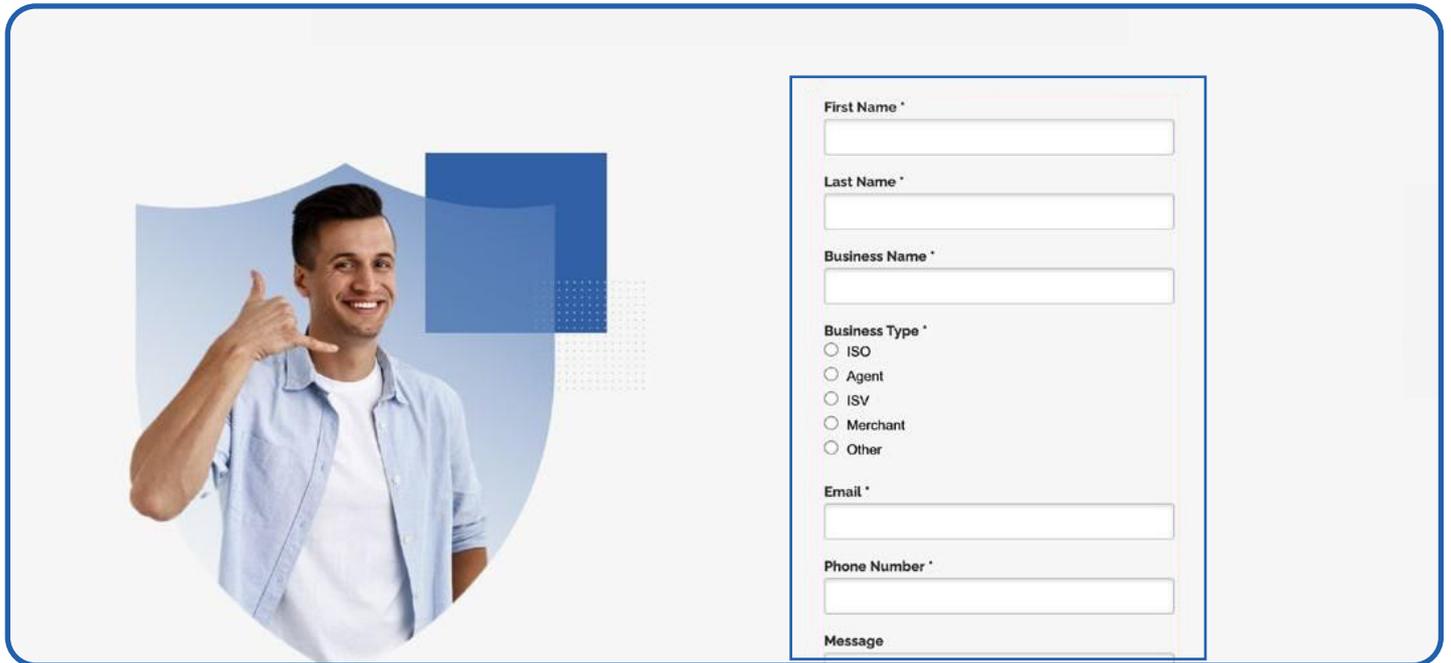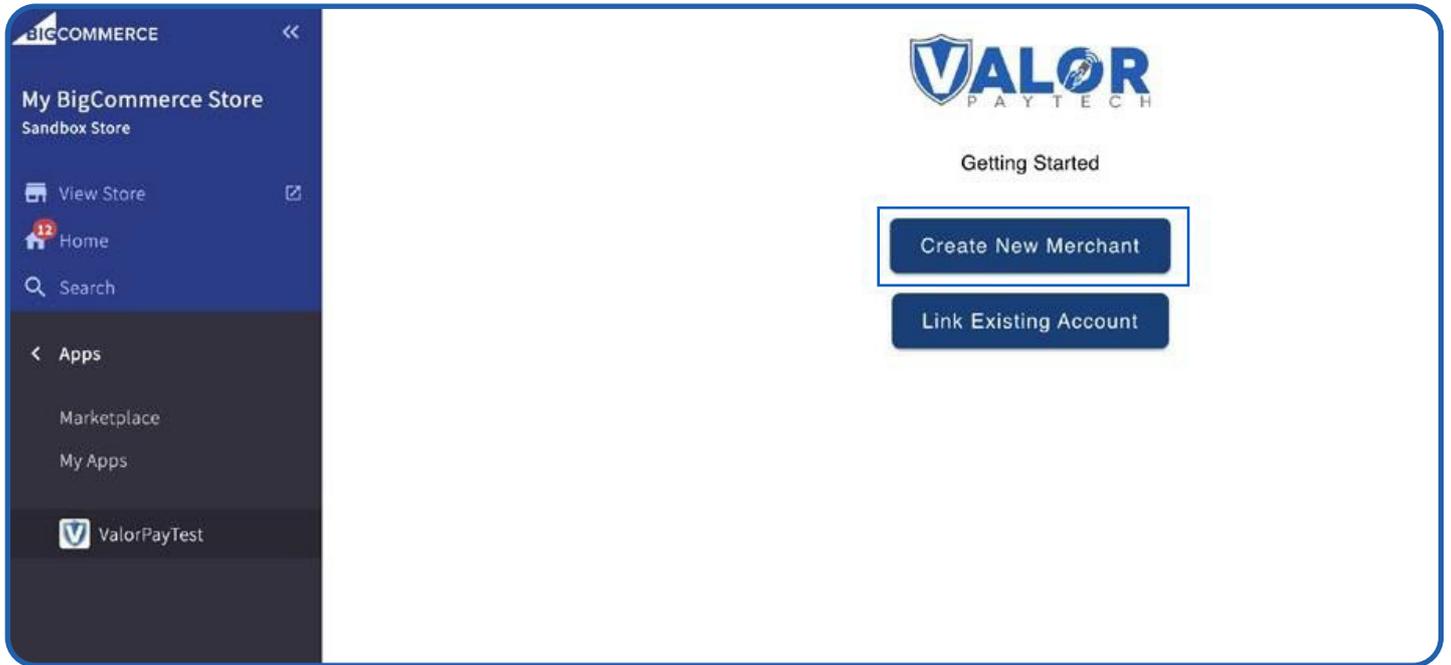
You can also call, email, or schedule a meeting to seek assistance for the onboarding process from the same page.

4. **Link Existing Merchant:** If you are an existing merchant onboard the ValorPay gateway platform, click on **'Link Existing Merchant'.** Fill in the details and click on **'Submit'.** For more information on how to locate your keys and description of other fields, please see the user guide.

You will see the success dialogue box if your information is validated. Your app is now linked to your ValorPay merchant account. See below.

5. After successfully linking your account, you will see the dashboard. If you wish to change settings, click on **'Change Settings'** and **Save** the changes.
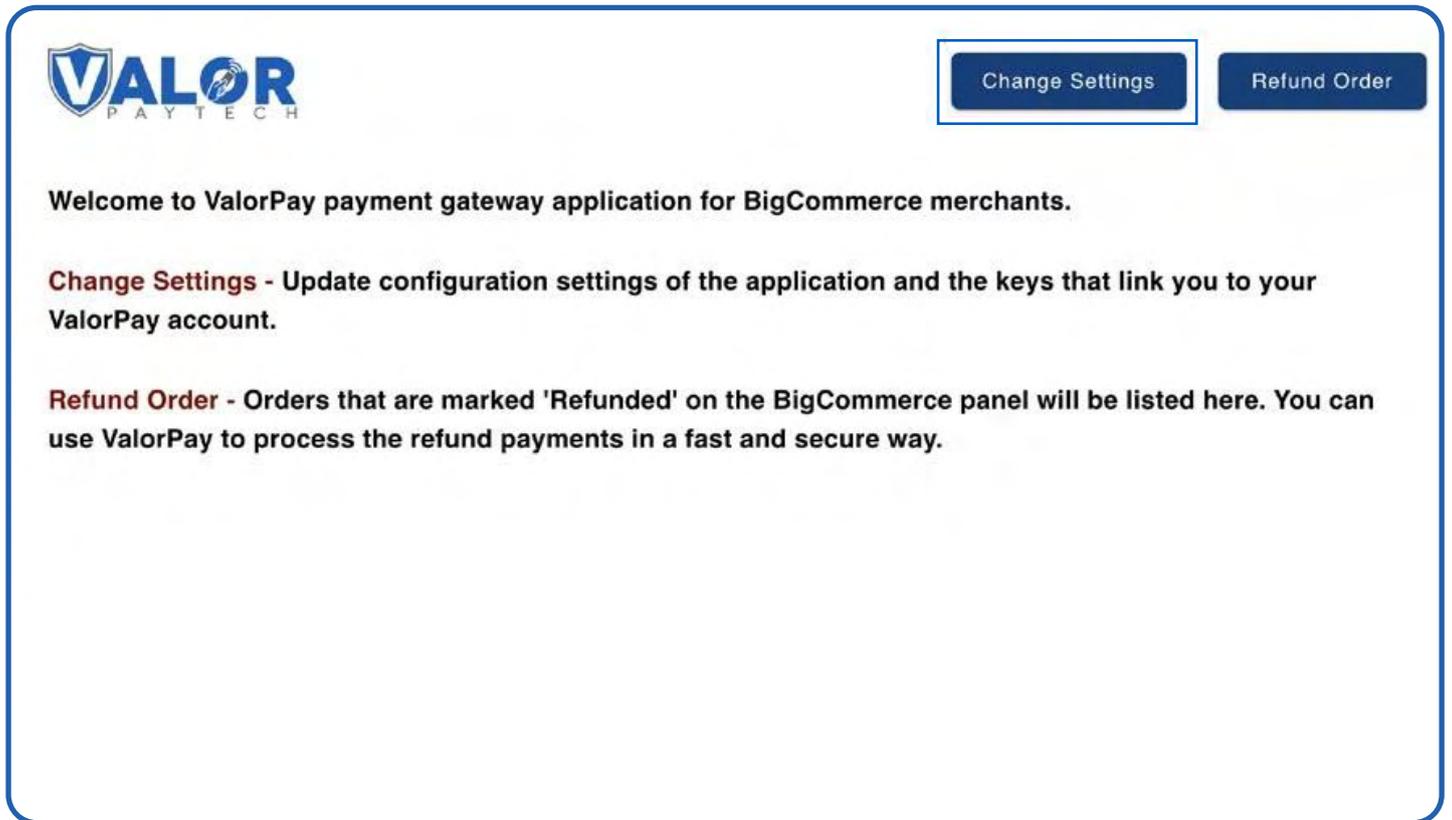
6. To see the description of items, please check the following **section**, and to explore the features of the app, and a step-by-step guide to create refund orders, please see **Part II** of the document.

CONFIGURATION

To configure the application, login to BigCommerce, move to **Home -> Apps -> My Apps -> ValorPay,** where you can find various settings to configure the extension.

Enable ValorPay: Enable or **Disable** ValorPay Payment Gateway for your BigCommerce store.

Title: Enter **Title** for the ValorPay payment method to be shown in the frontend.

Use Sandbox: Set **No** if Production Keys are set or Set **Yes** if Sandbox Keys are set then Live payments will not be taken.

APP ID, API KEY & EPI: Set Production Valor API keys or If Sandbox **Yes**, then Sandbox API keys.

Read here Generating API KEYS (E-Commerce) | Valor PayTech
https://valorpaytech.com/kb/generating-api-keys-e-commerce/

Payment Method: Select one of the payment methods for the payment capture.

- **Sale:** Authorizes and captures the order amount immediately.

- **Auth Only:** Authorizes and validates card for the order amount. The admin needs to manually capture the amount (by generating invoice using **"Capture Online"** option) within the authorization hold period.

Surcharge Mode: Set **Yes** if you want all transactions on surcharge mode.Merchant must have a Surcharge MID for it to function.

- **Surcharge Label**

- **Set Surcharge Type - Surcharge** % or **Flat Rate $**

- **Surcharge% -** Percentage will apply only on enabling surcharge Indicator to true and Surcharge type is set to **Surcharge %.**

- **Flat Rate $ -** Flat rate will apply only on if **Enable** surcharge mode is true and Surcharge type is set to **Flat Rate $**

AVS: The address verification service will add a text field to the checkout page based on the selected option.

Accepted Cards: Select the card types to be accepted for payments from customers.

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VALORPAY PAYMENT METHOD - FRONTEND

This is an example of how a customer will see the **ValorPay** payment method on your store after you have enabled it. They will experience a quick and secure checkout with their items.

Once the order is placed, the order details can be seen in **Home -> Orders -> View** (Click on the '+' button to expand the order details.)

CREATING REFUND ORDERS ON THE BIGCOMMERCE ORDER PANEL

An order can be marked for refund following which it will appear on the **'Refund Order'** page of the ValorPay application. Admin can pay for refund orders using ValorPay payment gateway from the application.

Go to **Home** -> **Orders** -> **View** -> Click on the **Action** button -> Select **Refund**

To refund against individual items in an order, select the quantity of units and other items like shipping cost or handling fee [BigCommerce labels **Surcharge Fee** (in configuration settings) or any other fees as Handling Fee] and click **'Continue'**.

To refund an entire order including all types of additional fees, click on the **'Refund entire order'** tab and click **'Continue'**.
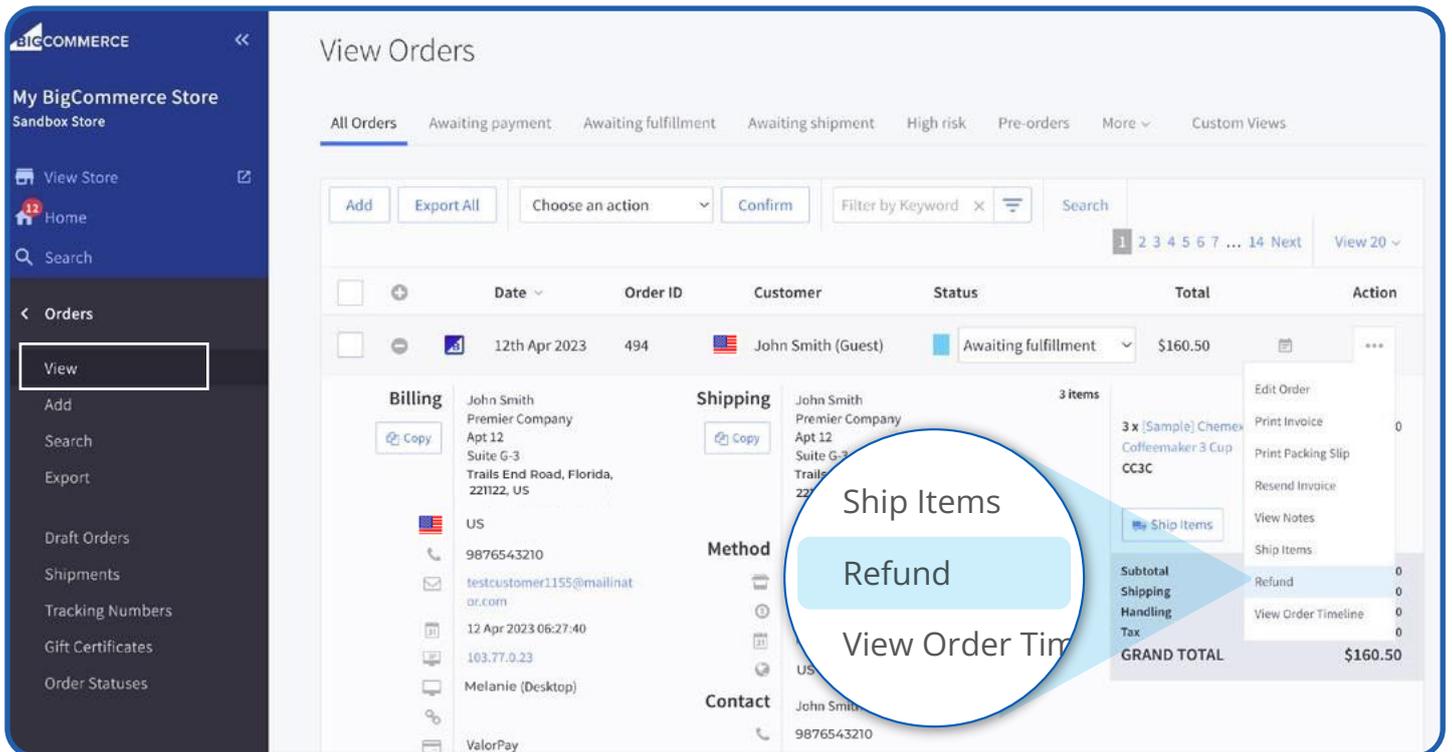
Select the refund method: **'Refund customer through third party provider'** to ensure that your refund payments are processed reliably by ValorPay. Click **'Confirm Refund'**.

A success message will be displayed indicating that the refund order has been submitted successfully. This refund order will now be visible on the **'Refund Order'** page on the ValorPay application.

Find the ValorPay application at **Home -> Apps -> My Apps -> ValorPay** and click on **'Refund Order'** to see the list of orders marked for refund.

Locate the order-by Order ID and click **'Refund'**. By default, this list only shows orders that have been marked for refund or refunded in the last seven days. To see orders for any duration, click on 'Filter' and select the desired duration.

Review the refund details and click on 'Refund Payment'

Enter the One Time Code received on your registered email address and phone number.

The refund payment is successfully completed.
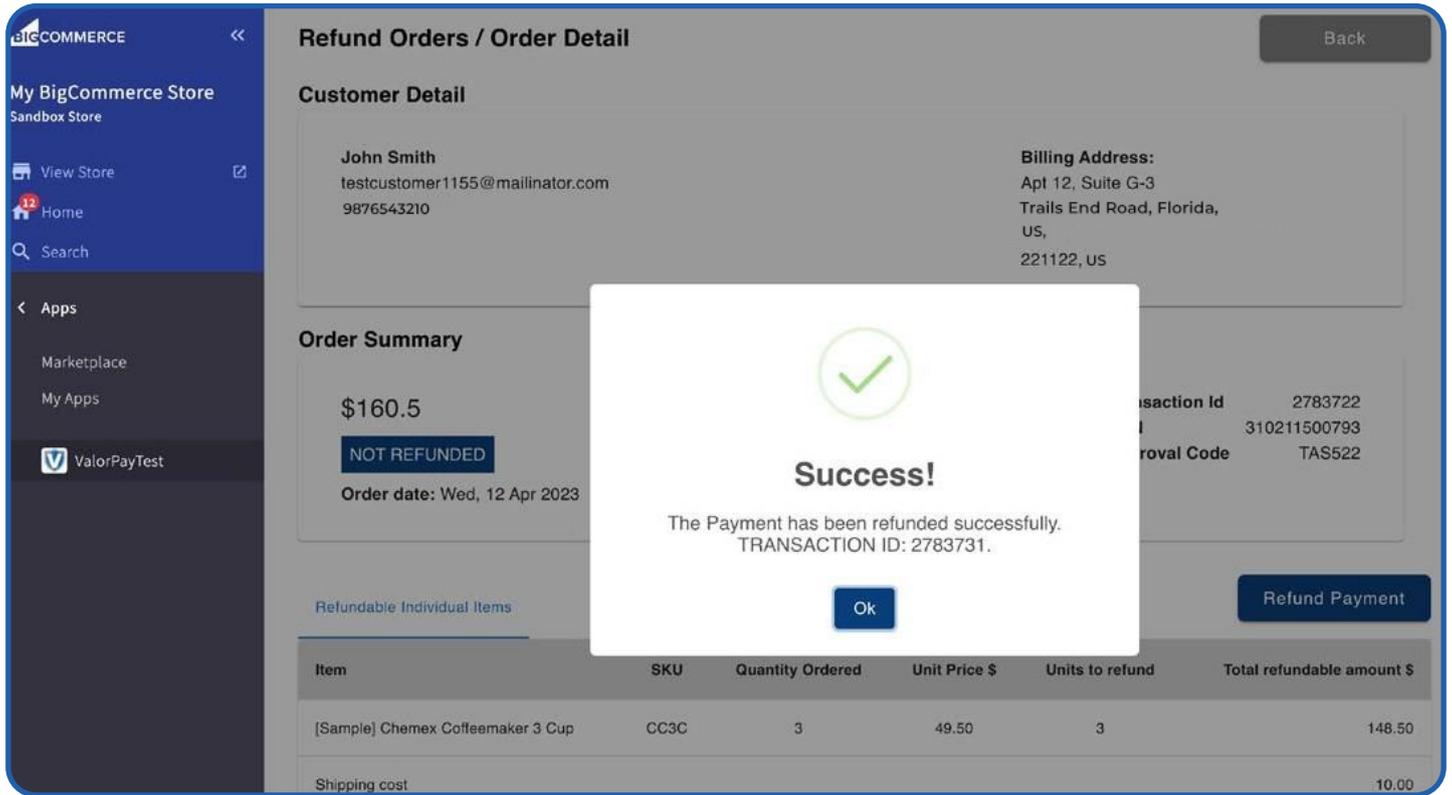
Locate the details of the refund payment at the bottom of the page.
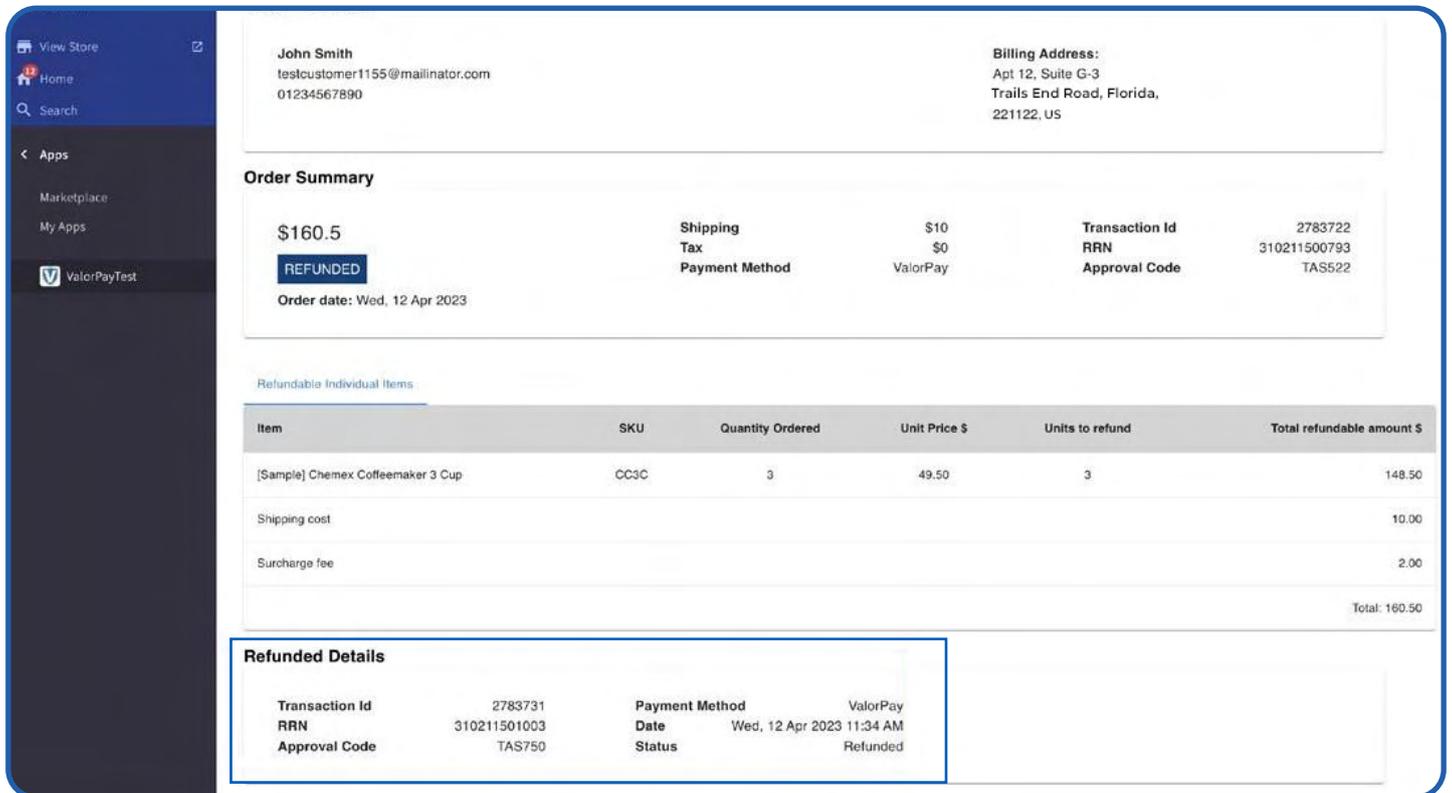
To view the refund details anytime in future, click on **'View'** on the **'Refund Order'** page.

Refund Orders

Filter

Note: List shows all refunds initiated in the last 7 days.

Rows per page: All ▾   1–10 of 10   ‹ ›

Refund Date	Order Date	Order ID	Customer	Payment Status	Refund Cost	Action
Thu, 6 Apr 2023	Tue, 04 Apr 2023	460	Melanie	Not Refunded	$46.95	Refund
Thu, 6 Apr 2023		457			121	View
Thu, 6 Apr 2023		471			46.95	View
Thu, 6 Apr 2023		470			46.95	View
Thu, 6 Apr 2023	Thu, 06 Apr 2023	479	Melanie	Not Refunded	$46.95	Refund
Thu, 6 Apr 2023	Thu, 06 Apr 2023	485	John Smith	Refunded	$101.9	View
Thu, 6 Apr 2023	Thu, 06 Apr 2023	486	Melanie	Refunded	$34.95	View
Thu, 6 Apr 2023	Thu, 06 Apr 2023	486	Melanie	Not Refunded	$12	Refund
Wed, 12 Apr 2023		491			109	View
Wed, 12 Apr 2023	Wed, 12 Apr 2023	494	John Smith	Refunded	$160.5	View

My BigCommerce Store
Sandbox Store

View Store
Home
Search

Apps

Marketplace
My Apps

ValorPayTest

CAPTURING 'AUTH ONLY' TRANSACTIONS USING VALORPAY MERCHANT PORTAL

Select **'Payment Method'** as **'Auth Only'** if you wish to take only authorization of payment from the customer and deduct it later as per your business arrangement.

Remember, this will apply to all the orders that customers place on you store.
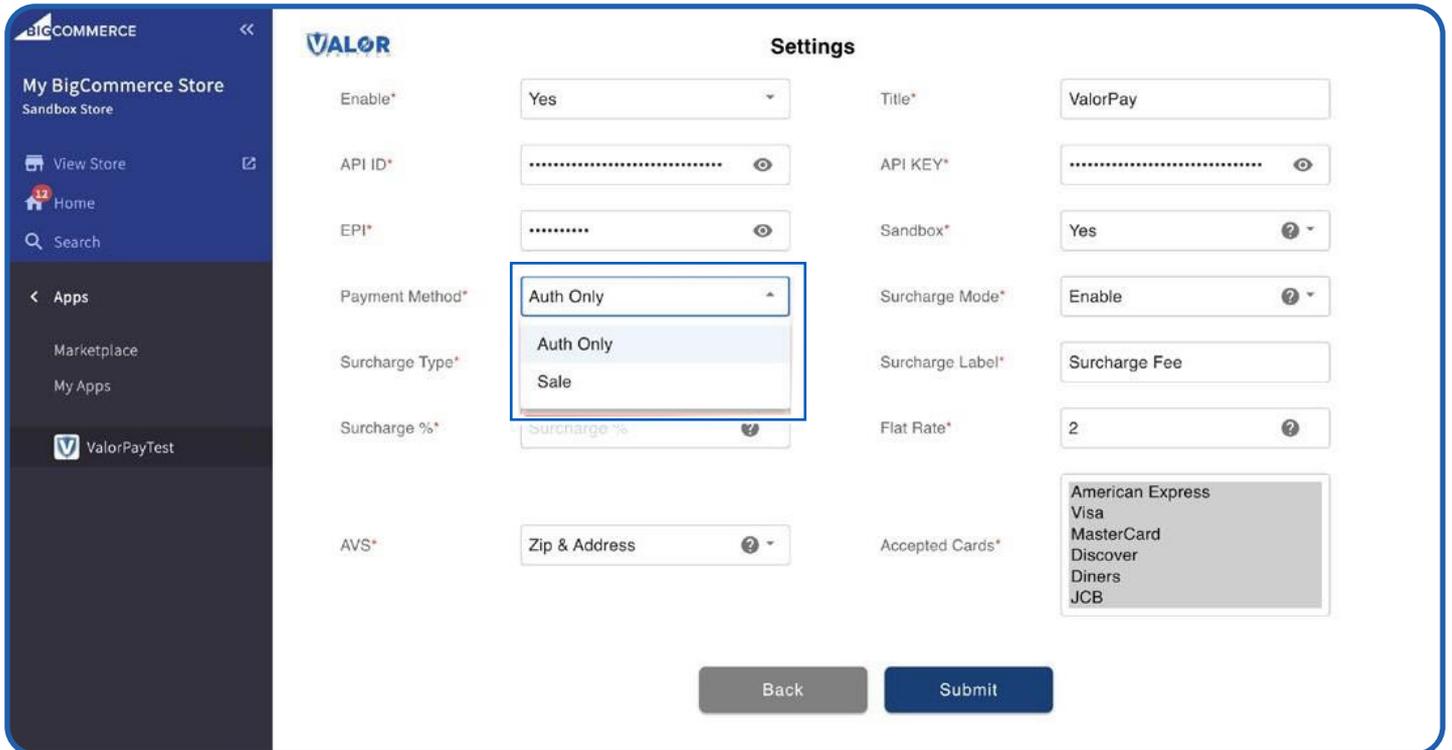
A customer will place an order as usual.

Once the order is placed, the order details can be seen in **Home -> Orders -> View** (Click on the '+' button to expand the order details.)

Logon to **https://online.valorpaytech.com/signin** and enter your merchant credentials.

Click **'Transactions'** in the left menu. You should see the most recent order on top

The header **'CREDIT AUTH'** suggests that this is an **'Auth Only'** transaction. **'CREDIT SALE'** indicates an order which is fully paid for. You can also click on **'View Receipt'** if you wish to confirm what type of order it is; **Auth** or **Sale**.

'AUTH' indicates and confirms that this transaction is **'Auth Only'**

To collect payment against this authorisation, click on the vertical ellipsis button and click **'Capture Transaction'**.

Confirm the amount and click **'Proceed'.**
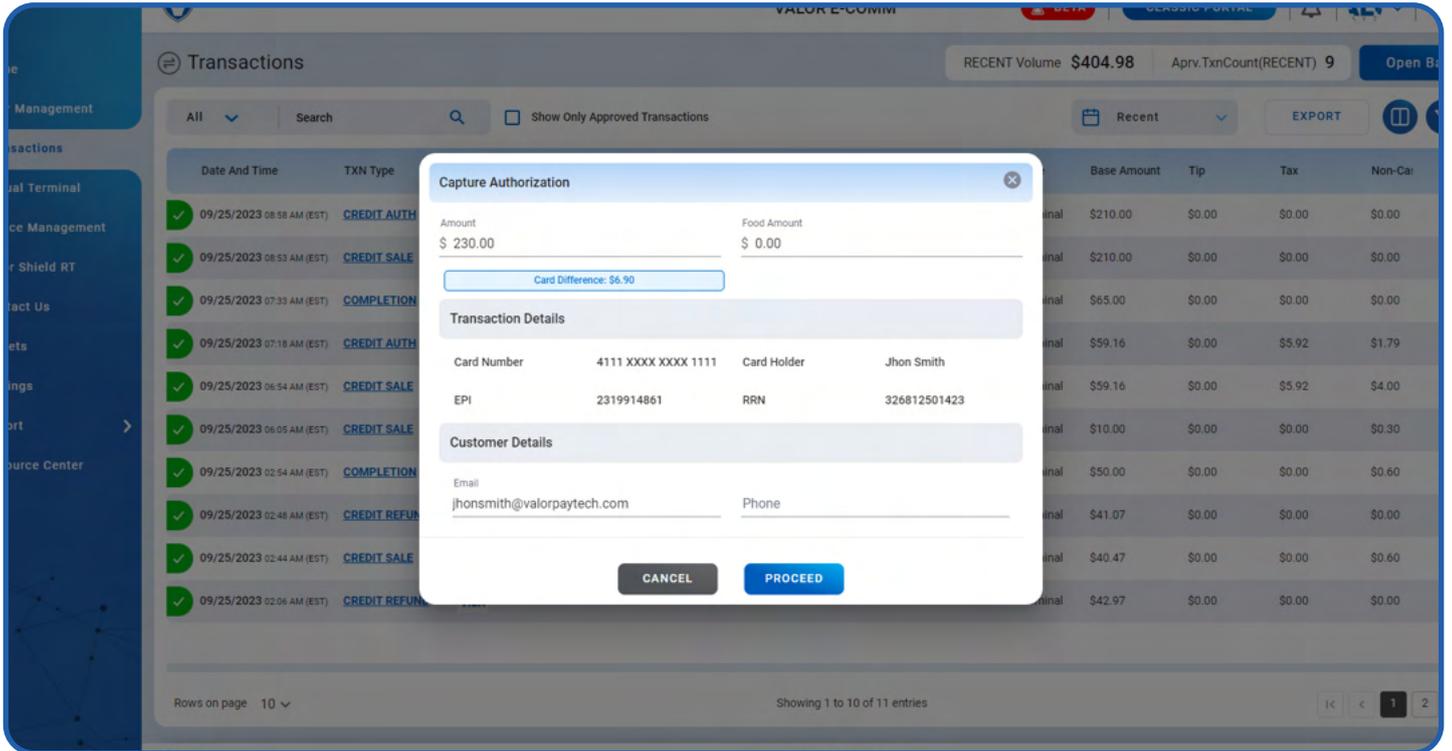
The transaction is approved and successfully completed.
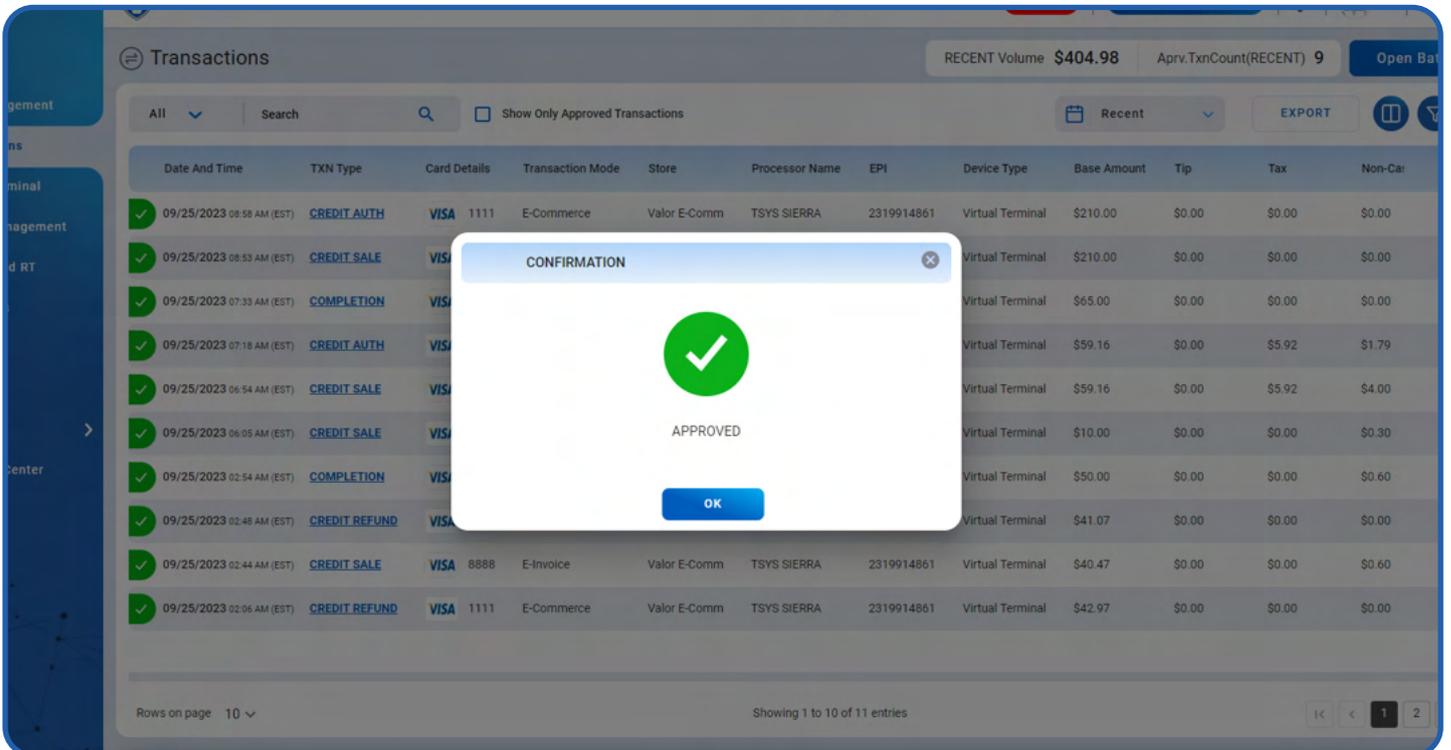
The header now reads **'COMPLETION'**. You can also click on **'View Receipt'** again to confirm that the sale is now completed. Use the print icon on top to take a print of the receipt.

THANK YOU

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valorpaytech.com

Scan to contact
Sales Team.

THE FUTURE OF PAYMENT TECHNOLOGY

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