

BIGCOMMERCE ValorPa Installation and User Guide TE

PART-I INSTALLATION GUIDE

Installation and User Guide for BigCommerce | R1.10102023 | valorpaytech.com

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GENERATING API KEYS

OBJECTIVE

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



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

API KEY

- API KEY represents the EPI of the merchant, technically a merchant can have only one API 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 API ID, EPI, AND API KEY:

STEP 1 - Login to The Valor Portal

Login to your account User Name testmerchant@mail.com Pessword	VAL? R	3
CONTINUE		

STEP 2 - Click Virtual Terminal in Menu

	Dashboard	VALØR		
	User Management			
ø	Transactions	ŚO	\$2.28K	Ś
-	Virtual Terminal	Last Month	Current Month	Curr
*	Device Management	(Total Volume)	(Total Volume)	(Tota
8	Engage My Customers			
٠	Promotions			
		\$2.16		

STEP 3 - Click on 'Manage' Button

LØR	VALOR PAYTECH		¢ 🔳
• Sale O Authorization O Refund () E-Invoice () Cash 🔲 Generate QR	2231641150(Device1) 👻	🌣 MANAGE
8mount * \$ 0,00	PhoneNo	Email	
	Card number*		
		MM/YY*	
	Cardholder name		

STEP 4 - Select API KEYS Tab

	2		VALOR P	AYTECH
← BACK	E-INVOICES	RECURRING BILLING	WHITELIST IPADDRESS	API KEYS
٩		0	EPI : 22	31641150(Device1)
			No F	lecord Found



	← BACK E-INVOICES	RECURRING BILLING	WHITELIST IPADDRESS	API KEYS	
ent mers			App ld: 9MVSArvOvUJoK9eOdj5 _	iVx5rC9V	C
	2FA Required 🗂	2231641150 2232957159 2307284375	Api Key	NCEL SAVE	



JALØR				VALOR P	AYTECH	
← BACK	E-INVOICES	RECURRING BILLING	WHITELIST IPA	DDRESS	API KEYS	
			App Id: 9MVSArvOvUJ	oK9eOdj5Vx	5rC9VL	C
ZFA Requ	EPI 22316	41150	*	Api Key L5nVz18uf	2VSKwODQjb63Lj9lD	⊕ 🗋 C
				CANCE	EL	

APPLICATION INSTALLATION

 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.

	~	
My BigCommerce Stor Sandbox Store	e	PAYTECH
View Store	Ø	Getting Started
Home		Create New Merchant
< Apps		Link Existing Account
Marketplace		
My Apps		
ValorPayTest		

First Name *	
Last Name *	
Business Name *	
Business Type *	
 Agent ISV Merchant 	
Other Email *	
Phone Number *	
Message	

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.

-ICCOMMERCE «	VALOR		Link E	Existing Account		
My BigCommerce Store Sandbox Store	Enable*	Yes	•	Title*	ValorPay	
🖬 View Store 🛛	API ID*		۲	API KEY*		0
☆ Home Q Search	EPI*		0	Sandbox*	Yes	0 -
< Apps	Payment Method*	Sale	•	Surcharge Mode*	Enable	0 -
Marketplace My Apps	Surcharge Type*	Flat Rate \$	•	Surcharge Label*	Surcharge Fee	
💟 ValorPayTest	Surcharge %*	Surcharge %	0	Flat Rate*	10	0
	AVS*	Zip & Address	0	Accepted Cards*	American Express Visa MasterCard Discover Diners JCB	
			Back	Submit	JCB	

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

	«	TALOR		Settings			
My BigCommerce Store Sandbox Store		Enable*	Yes	•	Title*	ValorPa	У
Tiew Store	Ø	API ID*		•	API KEY*	[••••••
Q Search		EPI.		0	Sandbox*	Yes	0 -
< Apps		Payment Method*	Sale				0 -
Marketplace My Apps		Surcharge Type*	Flat Rate	(/)		je Fee
ValorPayTest		Surcharge %*	Surcharg	Suc	cess!		0
		AVS*	Th Zip & Ad	e Settings ha	ve been updated. Ok		n Express ard
				Back	Submit		

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.

Sandbox Store	Change Settings Refund Order
Tiew Store ⊠ A ^P Home Q Search	Welcome to ValorPay payment gateway application for BigCommerce merchants. Change Settings - Update configuration settings of the application and the keys that link you to your ValorPay account.
Apps Marketplace My Apps ValorPayTest	Refund Order - Orders that are marked 'Refunded' on the BigCommerce panel will be listed here. You can use ValorPay to process the refund payments in a fast and secure way.

6. To see the description of items, please check the following <u>section</u>, and to explore the features of the app, and a step-by-step guide to create refund orders, please see <u>Part II</u> 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.

	VALOR		Link E	xisting Account		
My BigCommerce Store Sandbox Store	Enable*	Yes	•	Title*	ValorPay	
🖶 View Store 🛛 🖾	API ID*		• •	API KEY*		0
Q Search	EPI*		0	Sandbox*	Yes	0 -
< Apps	Payment Method*	Sale		Surcharge Mode*	Enable	0 -
Marketpiace My Apps	Surcharge Type*	Flat Rate \$	*	Surcharge Label*	Surcharge Fee	
ValorPayTest	Surcharge %*	Surcharge %	0	Flat Rate*	10	0
	AVS*	Zip & Address	0.	Accepted Cards*	American Express Visa MasterCard Discover Diners JCB	
		1	Back	Submit		

PART-II USER GUIDE

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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.

Custom	er testcustomer/155@mailinator.com			Felk	Order	Summary	E	Edit Cart
Shippin	John Smith Premier Company 012845(78%) Act 12 / Surle C-3 Trails End Road, Florida, US			Edk	3 Items	3 x (Sample) G Coffeemaker	Chemex 3 Cup	5NoN: \$148.50
	Flat Rate \$10.00				Shippin Surchar Tax	g ge Fee		\$10.00 \$2.00 \$0.00
Billing	John Smith Premier Company 01234567890 Act 12 / Suite G-3			Tele	Coupon	/Gift Certificate		
	Trailis End Road, Florida,US				.Total (I	USD)	\$160	0.50
Paymei	Trails End Road, Florida, US				Tetai (t	JSD)	\$160	0.50
Paymer	Trails End Road, Florida, US	1	VISA	60	Total (I	USD)	\$160	0.50
	Trails End Road, Florida, US	5	with Expiration	00	Total (I	USD)	\$160	0.50
Paymer	Trails End Road, Florida,US T Card Number In 111 O Card	8	visa Expiration 12/25	01	Total (I	USD)	\$160	0.50
Paymer	Trails End Road, Florida, US	2 20 0	veta Expiration 12/25 SVVQ	â	Total (I	usd)	\$160	0.50
Paymer Credit 4111 Name 30h Addre	Trails End Road, Florida, US Trails End Road, Florida, US Card Number on Card n Smith ss	2 2	Vesa Expiration 12/25 SVV@ 	a	Total (I	usd)	\$160	0.50
Paymei Credit ann Name Joh Addre	Trails End Road, Florida, US Trails End Road, Florida, US Card Number Int Int Int on Card on Smith ss 12	2 2	visa Expiration 12/25 CVV C 221122	â	Total (I	USD)	\$160	0.50
Paymer Cuedi am Name Addre Addre Cash	Trails End Road, Florida,US Trails End Road, Florida,US Card Number On Card sei con Card on Delivery		VTA Expiration 12/25 SVV@ 12 221122	di	Total (I	USD)	\$160	0.50

Thank you John!	Order Summary	e Print
Your order number in 494 An email will be sert containing information about your purchase. If you have any questions about your purchase, email us at Melanie@gmail.com or call us at 9676643210	3 Rems 3 x [Sample] Chemex Coffeemaker 3 Cup	\$148.50
Create an account for a faster checkout in the future Password 'A-character minimum, case sensitive	Subtotal Shipping Surcharge Fee Tax	\$148.50 \$10.00 \$2.00 \$0.00
Confirm Password	Total (USD)	60.50

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

new store								
loma	Add	Expor	t All Choose an action	~ Confin	n Filter by Keywoo	rd x = Search		
							1 2 3 4 5 6 7 14	Next View 20 ~
Search	_	~		-		100 1000		
Orders		0	Date ~ Order I	D Cust	omer St	atus	Total	Action
		0	12th Apr 2023 494	Joh	n Smith (Guest)	Awaiting fulfillment	× \$160.50	ē
/iew								
Add		Billing	John Smith Premier Company	Shipping	John Smith Premier Company	3 items		
Search		순) Copy	Apt 12	Copy	Apt 12		3 X (Sample) Chemex Coffeemaker 3 Cup	\$148.50
Export			Trails End Road, Florida, 221122, US		Trails End Road, Florida, 221122, US		ссзс	
)raft Orders			US				ee Ship Items	
		C	9876543210	Method	Flat Rate			
Shipments			testcustomer1155@mailinat		Default location 🍘		Shipping	\$148.50 \$10.00
Fracking Numbers		-	12 Apr 2022 05-27:40	٢	\$10.00		Handling	\$2.00
Sift Certificates		(E)	162 77 0 23	[11]	N/A		GRAND TOTAL	\$160.50
Order Statuses		- Her	Melanie (Desktop)	Q	US			
		0		Contact	John Smith			
		-	ValorPay	C.	9876543210			
		0	2783722		testcustomer1155@mailir om	iator.c		

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

BIGCOMMERCE «	View Orde	ers					
Ay BigCommerce Store	All Orders A	waiting payment Awaiting fulf	illment Awai	ting shipment Hig	th risk Pre-orders 1	More - Custom	Views
T View Store 12 PHome Q Search	Add Exp	Choose an action	∼ Confin	n Filter by Key	word × 😴 Search	1 2 3 4 5 6 7	14 Next View 20 ~
< Orders	•	Date ~ Order	ID Cust	omer	Status	Total	Action
View	0	12th Apr 2023 494	Johr	n Smith (Guest)	Awaiting fulfillment	✓ \$160.50	
Add Search Export	Billing ආ copy	John Smith Premier Company Apt 12 Suite G-3 Trails End Road, Florida, 221122, US	Shipping	John Smith Premier Company Apt 12 Suite G-3 Trails End Road, Florid 221122, US	3 items da,	3 x [Sample] Chemey Coffeemaker 3 Cup CC3C	Edit Order Print Invoice 0 Print Packing Slip Resend Invoice
Draft Orders		US	Method	Flat Pate		🛤 Ship Items	View Notes
Shipments		testcustomer1155@mailinat or.com	1	Default location		Subtotal Shipping	Refund 0
Gift Certificates		12 Apr 2023 06:27:40	0	\$10.00 N/A		Tax GRAND TOTAL	View Order Timeline 0 0 \$160.50
Order Statuses		Melanie (Desktop)	Q Contact	US John Smith			
		ValorPay	c	9876543210			

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'**.

	«	Order summary						
ly BigCommerce Store andbox Store 맛 View Store 만 Home 入 Search	e Z	\$160.50 AWAITING FULFILLMENT Order date 12th Apr 2023	Shipping Handling fee Tax		\$10.00 \$2.00 \$0.00	Payment Order sou	provider rce	ValorPay Storefront
Orders		Refundable items						
Add		Order was placed and payment was fac gateway. If you continue with this refur	ilitated on Storefro id, it will be process	nt. To refund this ord ed as an offline refun	er, please return to d within BigComme	Storefront or the r erce. Learn More.	elevant payment	
Search		Refund individual items Refund enti	re order Apply a	n order level refund]			
Draft Orders		Item		SKU	Quantity ordered	Unit price	Units to refund	Refund item total
Shipments Tracking Numbers		[Sample] Chemex Coffeemaker 3 Cup		CC3C	3	\$49.50	v 0 1	\$0.00
Gift Certificates Order Statuses		Shipping cost Trails End Road, Florida,				\$10.00	2	0

To refund an entire order including all types of additional fees, click on the **'Refund entire** order' tab and click **'Continue'**.

My BigCommerce Store Sandbox Store View Store 2 Home 2 Search 4 Orders 5	\$160.50 AWAUTING FULFILLMENT Order date 12th Apr 2023 Refundable items	Shipping Handling fee Tax		\$10.00 \$2.00 \$0.00	Payment j Order sou	provider rce	ValorPay Storefront
View Add Search	Order was placed and payment was fac gateway. If you continue with this refun Refund individual items	ilitated on Storefront. To re id, it will be processed as a re order Apply an order	fund this orde offline refun level refund	er, please return to 5 d within BigComme	Storefront or the n rce. Learn More.	elevant payment	
Export Draft Orders Shipments	Item		SKU	Quantity ordered	Unit price	Units to refund	Refund item total
Tracking Numbers	[Sample] Chemex Coffeemaker 3 Cup		CC3C	3	\$49.50	з С	\$148.50
Gift Certificates Order Statuses	Shipping cost Trails End Road, Florida, 221122, US		æ	-	\$10.00		\$ 10
	Handling fee		-	-	\$2.00	-	\$ 2
Help ^							Cancel 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**'.

View Store	[Sample] Chemex Coffeemaker 3 Cup	CC3C	3	\$49.50	3	\$148.50
P Home	Shipping cost	2		\$10.00		\$10.00
Search	Handling fee	-	-	\$2.00	-	\$2.00
Orders				Refund subtotal		\$160.50
View				Tax refund		\$0.00
Add Search				Refund total		\$160.50 ③ Override
	Refund method					
D-0.04-	Refund method					
Shipments	Select one of the methods below to complete y	our refund				
Tracking Numbers						
Gift Certificates	Store Credit: \$160.50					
Order Statuses	This amount will be credited to custom	er's account.				
	Refund customer through thire Refund processed external to BigComm	d party provider	:\$160.50			
p ^					(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.

	View Ord	ers							
My BigCommerce Store Sandbox Store	Your refund o	n order 494 has been submitted su	uccessfully.						
🖬 View Store 🛛	a	and the second second second second		i an an	and summer				
P Home	All Orders A	waiting payment Awaiting full	fillment Awai	ing shipment High	i risk Pre-order	rs Mor	e - Custom V	iews	
Q Search			11						
(Orders	Add Exp	ort All Choose an action	✓ Confirm	n Filter by Keyw	ord X =	Search			View 20 ~
V Orders		Date ~ Order	ID Cust	omer	Status		Total		Action
View		12th Apr 2023 494	lohr	Smith (Guest)	Refunded		\$160.50	m	
Add				(ouest)	Refutives		9100.00	100	
Search	Billing	John Smith Bremier Company	Shipping	John Smith Premier Company	1	3 items			
Export	2 Сору	Apt 12 Suite G-3 Trails End Road, Florida,	ලිලු Copy	Apt 12 Suite G-3		9 (+x (Sample) Chemex Colleemaker 3 Cup :C3C		\$148.50
Draft Orders		221122, US		221122, US	a,	(Refunded)		
Shipments		US							
	c	9876543210	Method	Flat Rate			By Ship Items		
Tracking Numbers		testcustomer1155@mailinat		Default location 🕜		s	ubtotal		\$148.50
Gift Certificates		or.com	0	\$10.00		5	hipping		\$10.00
Order Statuses	(2)	12 Apr 2023 06:27:40	31	N/A		H T	landling		\$2.00
	4	103.77.0.23	0	US		0	RAND TOTAL		\$160.50
	-	Melanie (Desktop)	Contact	John Smith		F	efunded		-\$160.50
	90		6	9876543210					
	8	ValorPay	5	testrustomer1155/@mai	linatorr				
	0- A	2783722		om	ALL				

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

Sandbox Store	Change Settings Refund Order
🖶 View Store 🛛	Welcome to ValorPay payment gateway application for BigCommerce merchants.
r Home Q Search	Change Settings - Update configuration settings of the application and the keys that link you to your ValorPay account.
< Apps Marketplace	Refund Order - Orders that are marked 'Refunded' on the BigCommerce panel will be listed here. You can use ValorPay to process the refund payments in a fast and secure way.
Wy Apps	

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.

	Refund Orders						Back
Sandbox Store	Filter	led in the last 7 days.			Rows per page: All		< >
Home	Refund Date	Order Date	Order ID	Customer	Payment Status	Refund Cost	Action
Search	Thu, 6 Apr 2023	Tue, 04 Apr 2023	460	Melanie	Not Refunded	\$46.95	Refund
< Apps	Thu, 6 Apr 2023		457			121	View
My Apps	Thu, 6 Apr 2023		471			46.95	View
💟 ValorPayTest	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	S101.9	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	Not Refunded	\$160.5	Refund
	14				Rows per page: All	✤ 1-10 of 10	< >
Help							

Review the refund details and click on 'Refund Payment'

My BigCommerce Store Sandbox Store	«	Refund Orders / Order Deta Customer Detail	uil				Back
 View Store Home Search 	Ø	John Smith testcustomer1155@mailinator.com 9876543210				Billing Address: Apt 12, Suite G-3 Trails End Road, Florida, US, 221122, US	
< Apps Marketplace		Order Summary					
My Apps		\$160.5		Shipping Tax	\$10 \$0	Transaction Id RRN	2783722 310211500793
💟 ValorPayTest		NOT REFUNDED Order date: Wed, 12 Apr 2023		Payment Method	ValorPay	Approval Code	TAS522
		Refundable Individual Items					Refund Payment
		Item	SKU	Quantity Ordered	Unit Price \$	Units to refund	Total refundable amount \$
		[Sample] Chemex Coffeemaker 3 Cup	CC3C	3	49.50	3	148.50
		Shipping cost					10.00
		Surcharge fee					2.00

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

	«	Refund Orders / Order De	tail					Back
My BigCommerce Store Sandbox Store View Store Home Q Search	Ø	Customer Detail John Smith testcustomer1155@mailinator.co 9876543210	m		-	Billing Address: Apt 12, Suite G-3 Trails End Road, F US, 221122, US	lorida,	
< Apps Marketplace My Apps ValorPayTest		Order Summary \$160.5 NOT REFUNDED Order date: Wed, 12 Apr Refundable Individual Items	Enter the ve	One Time Code erification code we sent to 	Verification o vikr**@vaminfo 58. 3 8 1 code yet? nds to resend code ode Cancel	esys.com and	on Id Code	2783722 310211500793 TAS522 Refund Payment
		Item	SKU	Quantity Ordered	Unit Price \$	Units to refund	Tota	al refundable amount S
		[Sample] Chemex Coffeemaker 3 Cup	ССЗС	3	49.50	3		148.50
		Shipping cost						10.00
		Surcharge fee						2.00

The refund payment is successfully completed.



Locate the details of the refund payment at the bottom of the page.

n View Store	John Smith testcustomer1155@maillinator.com 01234567890			Bil Ap Tra 22	l ling Address: t 12, Suite G-3 iils End Road, Florida, 1122, US	
< Apps	Order Summary					
Marketplace My Apps ValorPayTest	\$160.5 REFUNDED Order date: Wed, 12 Apr 2023	5	Shipping fax ayment Method	\$10 \$0 ValorPay	Transaction Id RRN Approval Code	2783722 310211500793 TAS522
	Refundable Individual Items	SKU	Quantity Ordered	Unit Price \$	Units to refund	Total refundable amount \$
	[Sample] Chemex Coffeemaker 3 Cup	ссзс	3	49.50	з	148.50
	Shipping cost					10.00
	Surcharge fee					2.00
						Total: 160.50
	Refunded Details					
	Transaction Id 2783731 RRN 310211501003 Approval Code TAS750	Paymer Date Status	nt Method V Wed, 12 Apr 2023 1 R	falorPay 1:34 AM efunded		

To view the refund details anytime in future, click on 'View' on the 'Refund Order' page.

	Refund Orders	0					Back
My BigCommerce Store Sandbox Store							
	= Filter				Rows per page: All	▼ 1–10 of 10	< >
View Store	Note: List shows all refunds initia	ated in the last 7 days.					
Home	Refund Date	Order Date	Order ID	Customer	Payment Status	Refund Cost	Action
Q Search			a strat				- Contractor
< Anns	Thu, 6 Apr 2023	Tue, 04 Apr 2023	460	Melanie	Not Refunded	\$46.95	Refund
·	Thu, 6 Apr 2023		457			121	View
Marketplace							
My Apps	Thu, 6 Apr 2023		471			46.95	View
💟 ValorPayTest	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

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.

	«	VALOR		Settings			
My BigCommerce Store Sandbox Store		Enable*	Yes	•	Title*	ValorPay	
🖬 View Store	ß	API ID*		ø	API KEY*		• •
A Search		EPI*		Ø	Sandbox*	Yes	@ -
< Apps		Payment Method*	Auth Only	*	Surcharge Mode*	Enable	0 -
Marketplace My Apps		Surcharge Type*	Auth Only Sale		Surcharge Label*	Surcharge Fee	
💟 ValorPayTest		Surcharge %*	Surcharge %	U	Flat Rate*	2	0
		AVS*	Zip & Address	⊘ - Back	Accepted Cards*	American Express Visa MasterCard Discover Diners JCB	

A customer will place an order as usual.

Thank vou John!	Order Summary	🖶 Print
	-	
Your order number is 511	5 Items	
An email will be sent containing information about your purchase. If you have any questions about your purchase, email us at Melanie@vaminfosys.com or call us at 9876543210	5 x [Sample] Chemex Coffeemaker 3 Cup	\$247.50
	Subtotal	\$247.50
Create an account for a faster checkout in the future	Shipping	\$10.00
Password 7-character minimum, case sensitive	Surcharge Fee	\$2.00
	Tax	\$0.00
Confirm Password		
	Total (USD)	259 50

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

BIGCOMMERCE «	View Orde	rs					
My BigCommerce Store Sandbox Store	All Orders Awa	iting payment Awaiting fulf	illment Awai	ting shipment High	risk Pre-orders 1	More ~ Custom Views	
류 View Store 12 유위Home	Add Expor	t All Choose an action	~ Confin	m Filter by Keywo	ord x \Xi Search		
Q Search						2 3 4 5 6 7 14 Next	View 20 v
		Date ~ Order	ID Cus	tomer S	itatus	Total	Action
< Orders		14th Apr 2023 511	loh	n Smith (Guest)	Awaiting fulfillment	× \$259.50	
View		1 140/Api 2023 511		i Siniti (Guest)	Awarding furnitinent	· 5255.50	
Add	Billing	John Smith	Shipping	John Smith	5 items		
Search	ළ Copy	Apt 12	ල්ල Copy	Apt 12		5 x (Sample) Chemex Coffeemaker 3 Cup	\$247.50
Export		Suite G-3 Trails End Road, Florida, 221122, US		Suite G-3 Trails End Road, Florida, 221122, US	•	CC3C	
Draft Orders		US				🛤 Ship Items	
Dian Orders	c	9876543210	Method	Flat Rate			4047.00
Shipments		testcustomer1166@mailinat		Default location @		Shipping	\$10.00
Tracking Numbers	PH	00.com	0	\$10.00		Handling	\$2.00
Gift Certificates		102 170 2 154	[<u>37]</u>	N/A		GRAND TOTAL	\$259.50
Order Statuses		Melanie (Deskton)	0	US		STOTIE TO THE	4200.00
	Q.	S. S	Contact	John Smith			
	-	ValorPav	C	9876543210			
	(D-)	2790646		testcustomer1166@maili	inator.c		

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

V	Login to your account		
	Remember Me Forgot Password	V AL@R	
•	CONTINUE		
			V

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

	Dashboard	Lorem		ERIKA					ш ф
**	User Management	(((
	Transactions	1 Storae	1 Devices	11 nu TunCount: Today	\$608.54				
	Virtual Terminal	310155	L L L L L L L L L L L L L L L L L L L	ry. randount, roday	(voune(rousy)				
٨	Device Management								
8	Engage My Customers	Persent - 0			Show only Approved tx	Ŧ	A	ction 👻	G
۲	Promotions	Neceni V	v						
0	Valor Shield RT					ų.	₽ſ	VISA	TSYS
8	Contact Us	CREDIT AUTH	Store: Erika Merc	. Device:De	EPI:22350				1
23	My Tickets		(1111 🖾 04-14-202	3 03:11 AM Amour	nt: \$255.50	د (012) 345-67890		1	
Ē	Valor Vault 🗸 🗸	testo	ustomer1166@ 🖽 John Sm	th				\$:	257.50
อ	My Setting								10000000
8	Reports							VISA	TSYS
ŧ	Downloads	CREDIT SALE	Store: Erika Merc	. Device:De	EPI:2235				1
			(8888 🗇 04-14-202	3 03:11 AM Amour	nt: \$160.00	🖼 Ezra		\$	160.00
		1				ę	۶ſ	VISA	TSYS

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**.

II Da:	shboard	Lorem		ERIKA MERCHANT		■ A 0
📫 Usi	er Management					
+ ≓ Tra	ansactions	1	1	11 \$6	08.54	
🛋 Viri	tual Terminal	Stores	Devices Aprv.Tx	Count:Today Volun	ne(Today)	
스 Der	vice Management					
😫 Eng	gage My Customers	Recent - Q	0	Show only A	pproved tx 📃 👳	Action -
Pro	omotions		v			
😧 Val	lor Shield RT	(🐏 VISA TSYS
🖻 Co	intact Us	CREDIT AUTH	Store: Erika Merc	Device:De EPI:2235	.D	1
😫 My	/ Tickets	B XXXX 1111	☑ 04-14-2023 03	11 AM Amount: \$255.50	% (012) 345-678	View Receipt
① Val	lor Vault 🗸 🗸	testcustome	1166@ 🖽 John Smith		 Void Transaction 	
ଶ My	/ Setting					Capture Transaction
🖹 Rej	ports		Store: Frika More	Device De EDI-2025	D	Send Promotion
± Do	wnloads	CREDIT SALE	Store, Erika Merc	Device.De EP1.2235.		Send Campaign Promotion
		TAXXX 8888	04-14-2023 03	11 AM Amount: \$160.00	🖽 Ezra	Open Ticket
						Transaction Log
		(-	B Add to Vault

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

II Dashboard		🖥 🎽 Receipt Details 🛛 🛛
🚜 User Management		▲ MERCHANT COPY 04/14/23 03:11:25
+* Transactions	1 1 11 \$608.54	NG 7 BIG SUPPER, ALDEN IL 60001 904/290.0550
🛥 Virtual Terminal	Stores Devices Aprv.TxnCount.Today Volume(Today)	ERIKA MERCHANT
🖪 Engage My Customers	Show only Approved by	o \$257.50
Promotions		APPROVED
Valor Shield RT		AUTH
😫 Contact Us	CREDIT AUTH Store: Erika Merc Device:De EPI:2235D	Amount \$255.50
💶 My Tickets	= XXXX 1111 0 04-14-2023 03:11 AM_ Amount: \$255.50	Non-Cash Charge \$2.00
	s testcustomer1166@ 🖽 John Smith	CHARGED
		Visa 1111 - ONLINE
🛱 Reports		Total: \$257.50
	CREDIT SALE Store: Erika Merc Device:De EPI:2235	310407501398 TAS026 (APPROVAL TAS026)
	E XXXX 8558 04-14-2023 03:11 AM Amount: \$160.00	Sub Total: \$255.50
		Cardholder acknowledges receipt of goods and obligations set forth by the cardholder's agreement with issuer.

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

	Dashboard	Lorem		ERIKA ME	RCHANT	💻 ¢ e
**	User Management				(
	Transactions	1	1	11	\$608.54	
â	Virtual Terminal	Stores	Devices	Aprv. 1xnCount: Today	volume(10day)	
*	Device Management	(
8	Engage My Customers	Pesent -	0	0	Show only Approved tx	= Action -
٠	Promotions	Recent +	4		-	
0	Valor Shield RT	(VISA TSYS
ė	Contact Us	CREDIT	AUTH Store: Eri	ka Merc Device:De	EPI:2235	••
8	My Tickets		B XXXX 1111 G	2 04-14-2023 03:11 AM A	mount: \$255.50 📞 (012) 3	45-678 🖺 View Receipt
Ê	Valor Vault 🗸 🗸 🗸		E testcustomer1166@ E	필 John Smith		Void Transaction
ย	My Setting					Canture Transaction
B	Reports					
±	Downloads	CREDIT	SALE Store: Eri	ka Merc Device:De	EPI:2235	Send Promotion
		(and	⊟ XXXX 8888	04-14-2023 03:11 AM A	mount: \$160.00 🖽 Ezra	Send Campaign Promotion
						Open Ticket
						Transaction Log
		001101	ETION Observe End	ka Mara Davies Ba	ED1-2225 ED	Add to Vault

Confirm the amount and click 'Proceed'.

11	Dashboard	Lorem			🖬 🌣 \varTheta		
	User Management						
	Transactions	1	1	11	\$608.54		
	Virtual Terminal	Stores	Devices	Aprv.TxnCount:Today	Volume(Today)		
	Device Management						
	Engage My Customers	Par				F Action +	6
٠	Promotions	, nec	Do you want to cap	oture this Authoriza	ation?		
	Valor Shield RT	ſ	Amount		UISA	TSYS	
	Contact Us		\$255.5	50			E
	My Tickets					5-67890	
	Valor Vault 🗸 🗸 🗸	4	Non-Casi	h Charge : \$2.56		s	257.50
	My Setting		CARD NUMBER : XXXX 1111	RRN : 310407501398	В		
	Reports		EMAIL: testcustomer1166@mc	PHONE: 012-345-6	5789	VISA	TSYS
	Downloads						
		4		CAN	NCEL PROCEED		160.00
				Device De	EDLODOS D	💓 VISA	TSYS

The transaction is approved and successfully completed.

11	Dashboard	Lorem			ERIKA MERCH	HANT	•	. 0		
**	User Management	1 1	1 1	1	11	1 0609 54				
4	Transactions	Stores	Devices	Ap	rv.TxnCount Today	Volume(Today)				
	Virtual Terminal									
ŝ	Device Management						_		-	
	Engage My Customers	Recent -	0	•		Show only Approved tx		Action 👻	9	
	Valor Shield DT						in.e			
	Contact lie		No 7 Big Street		// XXXX 1111		00	VISA	TSYS	
=	My Tinkets		904-290-0550		TAS026					
â	Valor Vault			\$25	8.06		012) 345-67890	s	257.50	
	My Setting			+Non-Cash	Charge:\$2.56					
в	Reports						.	VISA	TSYS	
		C		APPI	ROVED				:	
		6			\$	160.00				
		Í						VISA	TSYS	

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.

==	Dashboard	ERIKA MERCHANT	🖶 🔛 Receipt Details 🛛 🛛
.45	User Management		▲ MERCHANT COPY 04/14/23: 03:17:46
÷	Transactions	1 1 12 \$866.60	ALDEN IL 60001 904-290-0550
and a	Virtual Terminal	Stores Devices Aprv.TxnCount:Today Volume(Today)	ERIKA MERCHANT
	Device Management		
8	Engage My Customers	Show only Approved by	⊘ \$258.06
٠	Promotions	Recent -	APPROVED
۲	Valor Shield RT	(COMPLETION
A	Contact Us	COMPLETION Store: Erika Merc Device:De EPI:2235	Amount \$255.50
п	My Tickets	E XXXX 1111 004-14-2023 03:17 AM., Amount: \$255.50	Non-Cash Charge \$2.56
	Valor Vault 🗸 🗸 🗸	testcustomer1166@Non-Cash Charge:\$2.56	CHARGED
	My Setting		Visa 1111 - OFFLINE
₿	Reports		Total: \$258.06
	Downloads	CREDIT SALE Store: Erika Merc Device:De EPI:2235 [®]	310407501398 TAS026 (APPROVAL TAS026)
		E XXXX 8558 D 04-14-2023 03:11 AM_ Amount: \$160.00	Sub Total: \$255.50
			Cardholder acknowledges receipt of goods and obligations set forth by the cardholder's agreement with issuer.

	1	0	0	0	1	4	N	K		Y	С	0	1							

2 Jericho Plaza, Suite 304, Jericho, NY 11753, United States

valorpaytech.com

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