PAYMENTSITE
BATCH TRANSACTION UPLOAD GUIDE

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Paymentsite Batch Transactions Upload is created, owned, hosted, and managed by Agave Pay, Inc

1 Purpose

To enable merchants to upload a batch of transactions, Agave offers the Paymentsite Batch Upload service allowing merchants to upload a CSV file containing the transaction information. Files should be uploaded to a merchant batch sFTP folder assigned by Agave. Each merchant who wishes to upload batches of transactions must register with Agave to receive the unique ftp address, username, and password credentials for the service.

2 Transfer method

The merchant uploads the batch transactions file in CSV format to the "up" subfolder within the merchant's assigned sFTP folder. Upon completion of batch processing, the response file containing transaction results is posted in the "down" subfolder. Batches are run nightly at 3 a.m. and responses are posted immediately after processing. The merchant is responsible for picking up the response files in a timely fashion. Older files (files that are greater than 30 days old) may be deleted at Agave's discretion after a period of time. All transactions submitted must be tokenized; that is, the customer's payment information must be saved on file and the token returned to the merchant when the payment method was saved on file should be submitted in the batch file.

3 Upload file contents

- The first line in the CSV file should be a header row consisting of the version number, merchant ID, and API key.
- Each line in the merchant's batch CSV file represents one transaction.
- Each line in the batch upload file may contain the following fields. Fields that are not applicable to a specific transaction may be left blank.

Field Name	Column	Max Length	Required?	Description	Values/Example
Payment type	A	16	Required	Indicates whether the transaction is a credit/debit card transaction or an ACH (e-check) transaction	credit ach
Transaction type	B	16	Required	Indicates whether the transaction is a sale (purchase), a return or credit. Processing credit transactions is dependent on the processor. Please check with your processor if credit transactions are possible.	sale return credit

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Field Name	Column	Max Length	Required?	Description	Values/Example
Order ID	C	128	Required for Returns	The unique order ID number. For returns, the order ID is used to track the relationship between the original Sale transaction and the Return.	O239487-S29348
Reference number	D	128	Required	A merchant-defined reference number for the transaction	123657823987
Customer ID	E	64	Required for Payment Type ach	The customer ID number	1235467890123
Credit Card Number	F	50	Required for Payment Type credit card	Credit card number, without dashes or spaces	4111111111111111
Expiration Month	G	2	Required for Payment Type credit card	Month that the credit card expires in. Must be a 2-digit number from 01 to 12	1
Expiration Year	H	4	Required for Payment Type credit card	Year that the credit card expires in. Must be a 4-digit number.	2016
Routing Number	I	9	Required for Payment Type ach	A 9-digit number indicating the routing number for the customer's bank.	123456789
ACH Account Number	J	32	Required for Payment Type ach	The customer's bank account number.	837465868
ACH Check Number	K	8	Required for Payment Type ach	The check number for the ACH transaction	7001
Transaction amount	L	32	Required	Total amount of the transaction.	10
Tax amount	M	32	Optional	Sales tax amount for this transaction.	1
Shipping amount	N	32	Optional	Shipping amount for this transaction.	2
Billing name	O	64	Optional, but recommended	The billing name on the credit/debit card or bank account.	Bill Johnson
Billing address 1	P	128	Optional, but recommended	The first line of the customer's billing address.	123 Westridge Dr.
Billing address 2	Q	128	Optional	The 2nd line of the customer's billing address.	Apt 2600

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Field Name	Column	Max Length	Required?	Description	Values/Example
Billing city	R	64	Optional	The billing city.	Chatsworth
Billing state	S	64	Optional	The billing state or province. Typically abbreviated as a 2-letter code.	CA
Billing zip	T	16	Optional	The billing zip or postal code.	91311
Billing country	U	64	Optional	The billing country. Typically abbreviated as a 2-letter code.	US
Billing phone	V	32	Optional	The billing phone number.	805-123-1234
Billing email	W	128	Optional	The billing email address.	joe@example.com
IP address	X	16	Required for Payment Type ach	The IP address of the customer's computer.	1.2.3.4
User ID	Y	128	Optional	The user ID of the user submitting this transaction.	JoeUser
Recurring flag	Z	1	Optional	Used to indicate whether this transaction is part of a recurring schedule of transactions.	1 (for yes) 0 (for no)
eCommerce indicator	AA	1	Optional, but recommended	Used to indicate the method by which the merchant received the transaction information.	**eci** (e-commerce) **moto** (mail or telephone) retail (in person)
Payment Token	AB	100	Required if credit card info is not passed	The token returned from adding a form of payment like a credit card or ach info to our secure data vault. The system uses the token to extract the associated payment information from the vault and run the transaction. The payment information and billing information will be used from the vault.	e1m8Shy4b2GwWjhfpo=
Merchant ID	AC	16	Optional	Indicates the gateway merchant account identifier to process the transaction against. Overrides the merchant ID in the file header.	234567

Field Name	Column	Max Length	Required?	Description	Values/Example
Merchant Key	AD	80	Required if the merchant ID is specified in column CC.	Merchant Key for the merchant identified in column CC.	7hY83hY83Hy3Gk94Bf9s
ACH Effective Date	AE	10	Optional	The date this ach transaction will be processed at the processor. Format is mm/dd/yyyy	12/1/2013
Item Description	AF	100	Required if the payment type column indicates that this is an item	The description of the item	T-Shirts
Item Listing Priority	AG	8	Required if the payment type column indicates that this is an item	Numeric value indicating the order that the item gets displayed	1

Sample file

See below for an example file format:

The first line contains a header row.

1,123456,n79b9nd123k4q12lfvxmwuax

The second line contains a sample sale transaction.

credit,sale,688_05012012_1,123456,391,,,,,,,1.00,0.00,0.00,Joe Smith,123 Main Street,Suite A,Sacramento,CA,93456,US,8885551212,jsmith@example.com,,UserName,,retail,H9$M/6OFh&3=

4 Response files

The response file will be located in the "down" subfolder and will contain the following:

- All fields from the original transaction will be echoed back in the response file.
- Following the fields from the original transaction, additional columns will be included indicating the results of the transaction (e.g., approved, declined, accepted), and a column for an error message if a validation error occurred (for example, if the payment token was invalid).

Field Name	Column	Max Length	Description	Values/Example
Response Code	AH	32	A numeric code indicating the results of the attempted transaction	0 = approved, 1 = declined, 2 = fraud, etc
Response Message	AI	100	A message to explain response code	sale return
Partial Approval Amount	AJ	19	Amount of the total that was approved	$15.00
Transaction Status Message	AK	100	Indicates the results of the transaction (e.g., approved, declined, accepted), and an error message if a validation error occurred	DECLINED Payment Type is not valid. must be either credit or ach or item
Processor Message	AL	255	A message from the processor indicating the status of the transaction.	Approved Declined Settled

5 Merchant setup

There are three options for merchant setup: Single merchant setup, Bulk merchant setup, and, for cases when the merchant store is not already set up, via the online application.

Single merchant setup

Client completes a Service Request Form and emails it to Agave Pay Support (support@agavepay.com). Support will enable the merchant account for Batch Upload and will email ftp details with login credentials to the client in a password-protected zip file.

Setup service times

- Uploaded files will be picked up within 10 minutes.
- Processing times will vary depending on file size and system load.

For each requested merchant, Agave will supply

- FTP address
- Port number
- Username
- Password

Bulk merchant setup

When the client has several merchants to be set up simultaneously for the Batch upload, the Bulk merchant setup is the preferred method. Client creates a CSV file containing one line per merchant for Batch Upload setup and uploads it to the specified sFTP folder given to the client for Service change

setups. Agave will enable the merchant accounts and load a response file to the same folder containing the merchant sFTP credentials.

Service Change Setup:
The Service change setup CSV file provided by the client shall include the following data elements for each merchant:
- Merchant DBA
- Agave-assigned merchant ID number

Request type: must be set to one of the following values for batch upload setup:
- Start Batch Upload begin Batch upload service for the merchant

- Stop Batch Upload stop Batch upload service for the merchant

Client may upload the service setup CSV file at any time. Service change setup files shall be picked up by Agave daily. Boarding response time may vary depending on the number of merchants that require setup, but in general should be complete within 48 hours from file pickup.

Troubleshooting
If you process a file with an invalid Merchant ID or invalid merchant key, you won't get a response file from the system. Check the Merchant ID and the key to ensure they are correct.

If you process a file with an invalid software version number, you won't get a response file from the system. Check the version number to ensure you are using the right one. The version number listed at the beginning of this document should be the correct one to use.