COLLECTING SOLUTION

Payment order batch import

Implementation Guide

Document version 1.5.2

Contents

1. HISTORY OF THE DOCUMENT

Version	Author	Date	Comment
1.5.2	Lyra Collect	7/22/2024	• Maximum file size added to *Import a file* chapter. • V1 format deleted.
1.5.1	Lyra Collect	7/9/2024	• Update of chapters *Importing a V1 file (deprecated)*
1.5	Lyra Collect	6/6/2024	• New V2 file format.

2. CREATING A PAYMENT ORDER IMPORT FILE

A new file format is now available that allows multiple payment orders to be created via different channels in the same file:

• order via e-mail

• order via SMS

• order by phone (SVI)

• order via WhatsApp

• order by URL

• invoice orde

2.1. Naming rules

By default, there are no restrictions when it comes to the names of the imported files.

However, if you want to use Microsoft Excel for generating your file, you must save the spreadsheet in "CSV (DOS) (*.csv)" format.

To do so:

1. Open the workbook you want to save.

2. Click **File** > **Save As**.

3. Under **Places**, pick the place where you want to save the workbook. For example, pick **Computer** to save it in a local folder like your **Documents**.

4. In the **Save As**, dialog box, navigate to the location you want.

5. In the **Save as type** list, click the "**CSV (DOS) (*.csv)**" file format.

6. In the **File name** box, accept the suggested name or type a new name for the workbook.

Filename example: *import_202405.csv*

2.2. V2 Format

Each file must consist of a series of records.

A"record" is a list of parameters separated by the ";" character ending with a carriage return.

The files are structured as follows:

• A header record containing transmission details.

• A variable number of records, each corresponding to a payment order.

> **Notes for Microsoft Excel users**
>
> • A "record" corresponds to a line in the spreadsheet.
>
> • The header record is the first line of the file.
>
> • The positions ("Pos.") indicated in the tables below (01, 02 etc.) correspond to the columns of your spreadsheet. For example: "Pos. 01" corresponds to the column A, "Pos. 02" corresponds to the column B.
>
> • If you do not want to enter the data, leave the corresponding cell empty.
>
> • Make sure all the cells are in "Text" format.

The header record

Pos.	Description	Values
01	Header version	**02**
02	Shop ID	**12345678**
03	Mode	**TEST** or **PRODUCTION**
04	Channel	**ALL**

Detail record

Pos.	Description
01	Description: Defines the sending channel: Type: VARCHAR | Length: 32 | Required Hosted Payment Page equivalent: **N/A** REST API equivalent: **channelOptions.channelType** Possible values: • **MAIL** : payment order by e-mail • **SMS** : payment order by SMS • **URL** : payment order by URL • **PHONE** : payment order by phone • **WHATSAPP** : payment order by WhatsApp • **INVOICE** : invoice payment order E.g.: MAIL
02	Description: Defines the action to be performed. If the field is sent empty, the "PAYMENT" value is applied by default. Type: VARCHAR | Length: 32 | Optional Hosted Payment Page equivalent: **vads_page_action** REST API equivalent: **formAction** Possible values: • **PAYMENT** : Payment. • **REGISTER** : Recording of the payment method, without payment. Requires an amount set to "0". Not compatible with the use of the data collection form. Not available for a payment order by phone. • **REGISTER_PAY** : Recording of the payment method during the payment. Not compatible with the use of the data collection form. Not available for a payment order by phone. • **ASK_REGISTER_PAY** : Payment with possibility for the cardholder to record the payment method. Not compatible with the use of the data collection form. Not available for a payment order by phone. E.g.: PAYMENT
03	Description: Payment order reference or order ID. The only accepted special character is "-". For an invoice payment order, this reference must be unique and the data mandatory. Type: VARCHAR | Length: 64 | Optional Hosted Payment Page equivalent: **vads_order_id** REST API equivalent: **orderId** E.g.: CX-1254
04	Description: Transaction amount expressed in the smallest currency unit.

Pos.	Description
	The amount cannot be populated with 0, unless the operation to be performed (Position 02) is "REGISTER". Type: NUMERIC | Length: 13 | Required Hosted Payment Page equivalent: **vads_amount** REST API equivalent: **amount** E.g.: 4525 for EUR 45.25
05	Description: Numeric code of the currency (ISO 4217 standard). Type: NUMERIC | Length: 3 | Required Must correspond to the currency of the company. Hosted Payment Page equivalent: **vads_currency** REST API equivalent: **currency** E.g.: 978 for euro (EUR) (*See chapter List of supported currencies on page 11 in appendix*)
06	Description: Buyer's e-mail address. Mandatory for an e-mail payment order. Type: VARCHAR | Length: 255 | Optional Hosted Payment Page equivalent: **vads_cust_email** REST API equivalent: **customer.email** E.g.: sample@example.net
07	Description: Shipping buyer's phone number Mandatory for SMS payment orders Type: VARCHAR | Length: 255 | Optional Hosted Payment Page equivalent: **N/A** REST API equivalent: **channelOptions.smsOptions.phoneNumber** E.g.: +33600000000
08	Description: Validation mode. For more information, see the chapter Configuring the default validation mode of the "*Transaction management*" user manual. Type: NUMERIC | Length: 1 | Optional Hosted Payment Page equivalent: **vads_validation_mode** REST API equivalent: **cardOptions.manualValidation** Possible values: • **0** : for automatic validation • **1** : for manual validation • Empty: for using the default validation mode. E.g.: 0
09	Description: Description of the invoice. The field is only taken into account for an invoice payment order. This description will be displayed to the buyer after the entry of the invoice reference in the data collection form. To guide the buyer and to reassure him/her, the "Description" area allows the merchant to display information specifying the invoice to his/her buyer. This description is displayed when the buyer clicks the "**?**" symbol to the right of the "Reference" entry field. To be in compliance with the GDPR, it is recommended to limit the display of personal information in this field. For example, for rent payment, specify the billing period and the reference of the accommodation rather than the name of the tenant. Type: VARCHAR | Length: 128 | Optional Hosted Payment Page equivalent: **vads_order_description** REST API equivalent: **description** E.g.: My order description

Pos.	Description
10	Description: Expiry date of the payment order. Cannot be before the current date and may not exceed 90 days. If this parameter is not sent, the value defined in the shop configuration will be applied (**Settings > Shop** menu, **Configuration** tab). Type: NUMERIC | Length: 8 | Optional Hosted Payment Page equivalent: **N/A** REST API equivalent: **expirationDate** E.g.: 20210603
11	Do not populate.
12	Description: Merchant preference regarding 3DS authentication. If the field is sent empty, the "NO_PREFERENCE" value is applied by default. Type: VARCHAR | Length: 32 | Optional Hosted Payment Page equivalent: **vads_threeds_mpi** REST API equivalent: **strongAuthentication** Possible values: • **FRICTIONLESS** : Authentication request without buyer interaction. • **NO_PREFERENCE** : Transfer to the card issuer. • **CHALLENGE_REQUESTED** : Authentication request with buyer interaction. • **CHALLENGE_MANDATE** : Authentication request with buyer interaction for regulatory reasons. E.g.: NO_PREFERENCE
13	Description: Using the data collection form. This field must be set to **true**, if transmitted. Type: BOOLEAN | Length: 1 | Optional Hosted Payment Page equivalent: **N/A** REST API equivalent: **dataCollectionForm** E.g.: true
14	Description: Payment order reference on the interactive voice server (SVI). This field is only taken into account for an phone payment order. Type: VARCHAR | Length: 20 | Optional Hosted Payment Page equivalent: **N/A** REST API equivalent: **channelOptions.ivrOptions.ivrPaymentOrderId** E.g.: 1234

File samples

• **basic example:**

```
02;12345678;TEST;ALL
MAIL;REGISTER_PAY;CX-1253;3500;978;sample@example.net;;;;;;;;
URL;PAYMENT;CX-1255;4000;978;sample@example.net;;;;;;;;;
SMS;PAYMENT;CX-1254;3000;978;;+330600000000;;;;;;true;
INVOICE;PAYMENT;CX-1256;2000;978;sample@example.net;;;My order description;;;;;
```

• **advanced example:**

```
02;12345678;TEST;ALL
MAIL;PAYMENT;CX-1253;3500;978;sample@example.net;+330600000000;0;;20240603;;NO_PREFERENCE;true;
MAIL;REGISTER;CX-1254;0;978;sample@example.net;+330600000000;0;;20240603;;;;
URL;PAYMENT;CX-1255;4500;978;sample@example.net;+330600000000;0;;20240603;;NO_PREFERENCE;true;
SMS;PAYMENT;CX-1256;3000;978;sample@example.net;+330600000000;0;;20240603;;NO_PREFERENCE;;
```

Download the sample pack: https://docs.lyra.com/files/samples/sample-files-collect.zip.

You will find sample files in the PaymentOrder/V2 folder.

2.3. Importing a file

1. In your Expert Back Office, go to the following menu: **Management** > **Payment orders**.

2. Click **Import**, then **Payment orders**.
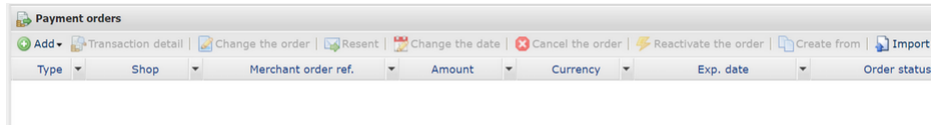
3. Select the shop with which you wish to create the payment order.

4. Two actions are available:

   • **Control file format**.

   This option allows to control the structure and the file content.

   In case of error, a report appears indicating the detected error and the line that contains it.

   If the file is valid, a new window will prompt you to import the file.

   • **Import a file**.

   This option allows to control the structure and the file content and then create payment orders based on the file content.

   In case of error, a report appears indicating the detected error and the line that contains it.

   If the file is valid, a confirmation message is displayed. If you confirm the import, the payment orders are created and the e-mails sent automatically.

> ⚠ The file size is limited to 1024 ko and 2000 line. Beyond 2000 records, it is recommended to generate several files.

The tables below present the different types of errors related to sms payment orders.

• Errors in the **Header record** line

Error message	Description
Incorrect header	The first line of the file must be presented as follows "**version;shopId;MODE;CHANNEL**".
Incorrect file version number	The first field of the header must be set to **"02"**.
Incorrect shop number	The Shop ID must contain 8 digits and must correspond to the Shop selected for the file import.
Incorrect mode	Two possible values: "**TEST**" or "**PRODUCTION**". Via the test "TEST payment orders" menu you cannot send the value.PRODUCTION. Via the "Payment orders" menu you cannot send the TEST value.
Incorrect channel	The channel must be set to "**ALL**".

• Errors in the **Detail record** line

Error message	Description
Wrong number of parameters	This message is returned in the following cases:

Error message	Description
	• The line is empty • One or several parameters are missing from the line • There is one or several extra parameters on the line
Incorrect channel	Possible values are: • **MAIL** • **SMS** • **URL** • **PHONE** • **WHATSAPP** • **INVOICE**
Invalid action	Possible values are: • **PAYMENT** • **REGISTER** • **REGISTER_PAY** • **ASK_REGISTER_PAY**
Invalid action for the data collection form	Only the **PAYMENT** value is accepted if you wish to use the date collection form (Position 13 in the fiile).
Missing phone number	The phone number is mandatory for the SMS channel.
Missing e-mail	The e-mail address is required for the channelMAILor if the action is REGISTER,REGISTER_PAYorASK_REGISTER_PAY.
Missing amount	The amount cannot be sent empty.
Invalid amount	The amount must be higher than 0 and must be expressed in the smallest unit of the currency.
Invalid amount for actionREGISTER	The amount must be equal to 0 in the case of recording a payment method without payment.
Missing currency	The currency cannot be sent empty.
Incorrect Currency	The transmitted value must correspond to the ISO 4217 code (numeric code) of the company currency.
Invalid e-mail	The transmitted e-mail address does not match the expected format.
Invalid validation mode	Possible values: **0** or **1**.
Invalid expiry date	Cannot be before the current date and may not exceed 90 days.
Invalid VAT rate	The transmitted VAT rate does not match the expected format.
Invalid 3DS preference	The possible values are: • "**FRICTIONLESS**" • "**NO_PREFERENCE**" • "**CHALLENGE_REQUESTED**"

Error message	Description
	• "CHALLENGE_MANDATE"

3. APPENDIX

3.1. List of supported currencies

Currency	ISO 4217 encoding	Number of digits after the decimal point
Australian Dollar (AUD)	036	2
Canadian Dollar (CAD)	124	2
Danish Crown (DKK)	208	2
Japanese Yen (JPY)	392	0
Norwegian Crown (NOK)	578	2
Swedish Crown (SEK)	752	2
Swiss Franc (CHF)	756	2
Pound Sterling (GBP)	826	2
US Dollar (USD)[*]	840	2
Euro (EUR)	978	2

4. OBTAINING HELP

Looking for help? See our FAQ:

https://support.lyra.com/hc/fr

For any technical inquiries or if you need any help, contact technical support.

To help us process your demands, please have your customer code ready (e.g.: **CLXXXXX**, **MKXXXXX** or **AGXXXXX**).

This information is available in the Merchant Back Office top of menu.