



**COLLECTING SOLUTION**

## **Expiring card files**

### **Implementation Guide - File exchange**

Document version 1.6

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# 1. HISTORY OF THE DOCUMENT

Version	Author	Date	Comment
1.6	Lyra Collect	11/3/2022	<ul style="list-style-type: none"><li>Update SFTP address and processing directories.</li></ul>
1.5	Lyra Collect	1/5/2021	<ul style="list-style-type: none"><li>Update of the <i>Knowing how to generate files</i> chapter.</li><li>Addition of the procedure to reset the password for connecting to the file server in the <i>Presentation of the service</i> chapter.</li></ul>
1.4	Lyra Collect	2/4/2020	<b>Presentation of the service</b> chapter: details on the FTP directories purge delay <b>Knowing how to generate files</b> chapter: details on notifications visibility from the Expert Back Office Directory <i>site_id</i> renamed as <i>shopId</i>
1.3	Lyra Collect	4/25/2019	<ul style="list-style-type: none"><li>"ID" of carte renamed "alias" (token).</li><li>Fixed an error in the "presentation of the service" chapter: an alias can only be associated with one payment method.</li></ul>
1.2	Lyra Collect	10/1/2018	Initial version

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## 2. PRESENTATION OF THE SERVICE

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The expiring card file service allows merchant web sites to check the tokens for which the associated payment method will soon expire. The merchant can set up alert mechanisms for the customers concerned.

The files are generated automatically by the gateway and made available on a server available via SFTP. They are stored in a secure directory.

To access SFTP:

- Host: <sftp://vadftp-secure.sftp.lyra-network.com>
- port: 22

The connection information is previously communicated to the merchant at the service opening.

If you don't have this login information, check that you have subscribed to the following services:

- Management of payments by token
- File exchange with the payment gateway via SFTP.

Should you need to reset your password (for safety reasons or in case of loss), please send your request to the sales administration .

Once your request has been processed, the connection identifiers are automatically sent to the e-mail address that was used for creating the SFTP account.

For more information about the subscription, please contact the sales administration .



*The files stored on the files Server are temporarily available. You have to think about downloading them because they are deleted after 21 days.*

### 3. IDENTIFYING GENERATED FILE TYPES

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The gateway generates 2 types of payment files:

- A common file at the company

It lists the un-terminated tokens (with or without subscriptions) that expire.

The exported file is stored in the **/common/expired** directory.

- An individual file per shop.

It lists the tokens to which at least one subscription for this shop is attached.

The exported file is stored in the **shopId/expired** directory.

The payment request file consists of a series of records. A "record" is a list of parameters separated by the ";" character ending with a carriage return. Thus, there is one record on every line.

This format type is generally called "CSV" (Comma Separated Values).

A .csv format file is a spreadsheet file that contains data on each line separated by a separator character (usually a comma, semicolon, or tab).

It can be read with a spreadsheet such as Microsoft Excel (commercial software), Excel Viewer (freeware) ou OpenOffice.org (freeware).

## 4. KNOWING HOW TO GENERATE FILES

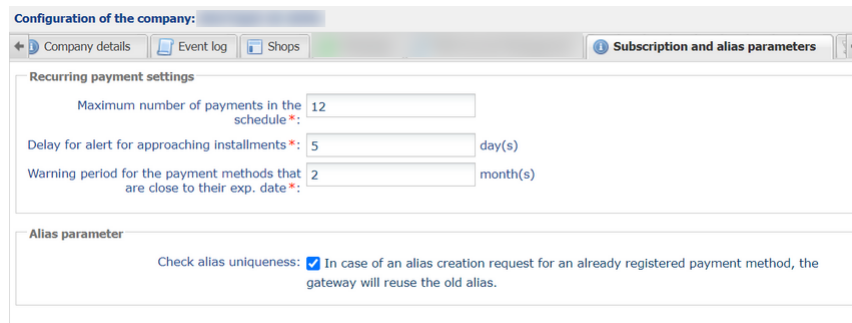
Expiring card files are generated every 1<sup>st</sup> of **every month** at **4:00 UTC**.

They contain all the tokens associated with an expiring payment methods, i.e whose expiry date is close.

A payment method is considered close to expiration if the difference between the payment method end of validity and the current date is less than or equal to X months.

X represents a digit that can be configured by the merchant in the menu **Settings > Company > [Subscription and alias parameters]** tab of the Expert Back Office.

The default value is 2 months.



Configuration of the company:

Company details | Event log | Shops | **Subscription and alias parameters**

Recurring payment settings

Maximum number of payments in the schedule \*: 12

Delay for alert for approaching installments \*: 5 day(s)

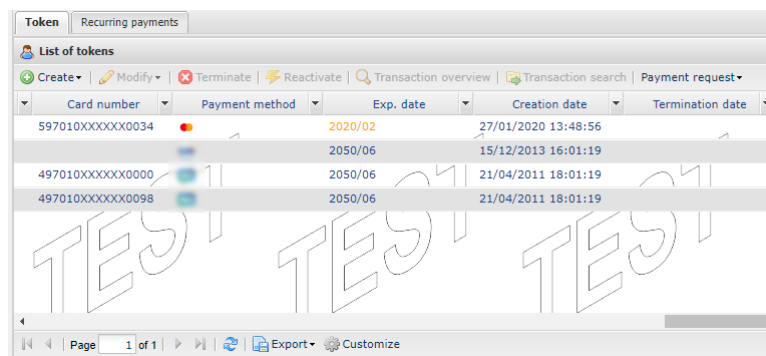
Warning period for the payment methods that are close to their exp. date \*: 2 month(s)

Alias parameter

Check alias uniqueness: ☒ In case of an alias creation request for an already registered payment method, the gateway will reuse the old alias.

The approaching payment method expiry dates will be identified with a color code in the Expert Back Office (**Management > Recurring payments**):

- **Orange** if the expiry is approaching,
- **Red** if the delay has passed.



Card number	Payment method	Exp. date	Creation date	Termination date
597010XXXXXX0034		2020/02	27/01/2020 13:48:56	
		2050/06	15/12/2013 16:01:19	
497010XXXXXX0000		2050/06	21/04/2011 18:01:19	
497010XXXXXX0098		2050/06	21/04/2011 18:01:19	

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## 5. VIEWING IN DETAIL THE EXPIRING CARDS FILE OF A COMPANY

Expiring card files have the following structure:

- A header record containing task information.
- A variable number of records containing information about tokens and possible recurrences close to expiration.
- A trailer record that allows to verify the consistency of the transmitted file.

For applicable fields, the field name corresponding to the field name used in the payment page form is proposed.

### Naming of common files

The name of reporting files should follow conservative guidelines and must provide 4 pieces of information all separated by the point character.

Nomenclature	Description
YYYYMM	Represents the date when the file was generated. <i>Example: 201810</i>
EXP_CARDS	Generic name indicating exported cards.
ENS	Name of the company (ENS = Abbreviation of Company's name). <i>Example: My-Company</i>
z	Letter "z" takes either the value "T" for a file in TEST mode, or "P" for a file in PRODUCTION mode.

Filename example : 201810.EXP\_CARDS.MA-ENS.T.csv

### Header record

Pos.	Description	Format	Possible values	Equivalence
01	Record code	n2	00	
02	File type		EXP_CARDS	
03	Environment	a1	T or P Equivalent field: <b>vads_ctx_mode</b>	
04	Creation date	n8	Task start date	
05	Time of creation	n6	Task start time	

### Details record

Pos.	Description	Format	Possible values
01	Record code	n2	02
02	Card alias	ans..50	Ex : 4766113933f945c88bab9324ca08d990 Equivalent field: <b>vads_identifier</b>
03	Cardholder name	an..127	E.g.: Axel Kant Equivalent field: <b>vads_cust_name</b>
04	Cardholder e-mail	an..127	Ex : kant@e-mail.com Equivalent field: <b>vads_cust_email</b>
05	Card exp. date	n8	YYYYMMDD
06	The number of not terminated recurrences associated with this token	n..6	The recurrences detail can be found in the corresponding shop file

### End record

Pos.	Description	Format	Possible values
01	Record code	n2	01
02	Total number of transmitted detail records	n..6	
03	End date of processing	n8	YYYYMMDD
04	End time of processing	n6	HHMMSS

### **Example of a file**

```
00;EXP_CARDS;T;20180622;162639
02;0cbb70b8f9634f2ebdb10674a8e3af4f;Dupont Durant;Durant@e-mail.com;20180722;0
02;86d73ae99c38423fbbba535d04acd2314;Axel Kant;kant@e-mail.com;20180722;0
01;6;20180622;162639
```



## 6. VIEWING IN DETAIL THE EXPIRING CARDS FILE OF A SHOP

Expiring card files have the following structure:

- A header record containing task information.
- A variable number of records containing information about tokens and possible recurrences close to expiration.
- A trailer record that allows to verify the consistency of the transmitted file.

For applicable fields, the field name corresponding to the field name used in the payment page form is proposed.

### Naming of files specific to a shop

The name of reporting files should follow conservative guidelines and must provide 5 pieces of information all separated by the point character.

Nomenclature	Description
YYYYMM	Represents the date when the file was generated. <i>Example: 201810</i>
SHOP_KEY	Represents the shop identifier, an 8-digit number. <i>Example: 87654321</i>
EXP_CARDS	Generic name indicating exported cards.
SHOP_NAME	Shop name (POS = Point Of Sale). <i>Example: My-shop</i>
z	Letter "z" takes either the value "T" for a file in TEST mode, or "P" for a file in PRODUCTION mode.

Filename example : 201810.87654321.EXP\_CARDS.SHOP\_NAME.T.csv

### Header record

Pos.	Description	Format	Possible values
01	Record code	n2	00
02	File type		EXP_CARDS
03	Shop ID	n8	An 8-digit identifier provided when creating the shop. Equivalent field: <b>vads_site_id</b>
04	Environment	a1	T or P Equivalent field: <b>vads_ctx_mode</b>
05	Creation date	n8	Task start date
06	Time of creation	n6	Task start time

### Details record

Pos.	Description	Format	Possible values
01	Record code	n2	02
02	Card alias	ans..50	Ex : 4766113933f945c88bab9324ca08d990 Equivalent field: <b>vads_identifier</b>
03	Cardholder name	an..127	E.g.: Axel Kant Equivalent field: <b>vads_cust_name</b>
04	Cardholder's e-mail	an..127	Ex : kant@e-mail.com Equivalent field: <b>vads_cust_email</b>
05	Card exp. date	n8	YYYYMMDD
06	Unique identifier of the recurrence.	ans..50	Ex : 6789113933f945c88bab9324ca08d990 Equivalent field: <b>vads_subscription</b>

Pos.	Description	Format	Possible values
07	Recurrence counter	n3	Indicates the current recurrence number For example, 1/3 for the first of 3 recurrences associated to the same identifier. Equivalent field: <b>vads_recurrence_number</b>
08	Description of the recurrence		Equivalent field: <b>vads_sub_desc</b>
09	Recurring payment start date	n8	YYYYMMDD Equivalent field: <b>vads_sub_effect_date</b>
10	Fix amount of the recurrence.	n..12	Amount expressed in the smallest currency unit Equivalent field: <b>vads_sub_amount</b>
11	Initial amount of the recurrence.	n..12	Amount expressed in the smallest currency unit Equivalent field: <b>vads_sub_init_amount</b>
12	Number of initial occurrences	n..3	E.g.: 2 Equivalent field: <b>vads_sub_init_amount_number</b>

### **End record**

Pos.	Description	Format	Possible values
01	Record code	n2	01
02	Total number of transmitted detail records	n..6	
03	Number of tokens whose cards are close to expiration	n..6	The total number of tokens whose cards expires for the shop
04	End date of processing	n8	YYYYMMDD
05	End time of processing	n6	HHMMSS

### **Example of a file**

```
"00";"EXP_CARDS";"P";"87654321";"20180622";"162416"
"02";"91ca494b80d338a67ef06f3450b845cf";"Dupont Durant";"Durant@e-
mail.com";"20180630";"REC_91ca494b80d338a67ef06f3450b845cf";"0/12";
"RRULE:FREQ=MONTHLY;COUNT=12;BYMONTHDAY=15";"20180501";"2000";"";"0"
"01";"1";"1";"20180622";"162416"
```

## 7. OBTAINING HELP

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Looking for help? Check our FAQ on our website

<https://docs.lyra.com/en/collect/faq/sitemap.html>

For any technical inquiries or if you need any help, contact [technical support](#).

To help us process your demands, you will be asked to communicate your customer code (e.g.: **CLXXXXXX**, **MKXXXXXX** or **AGXXXXXX**).

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