



Ecompayment Virtual Terminal Manual

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This document will help you operate Ecompayment Virtual Terminal

Ecompayment Virtual Terminal is web based, that allow merchant to login and operate from anywhere.

Login to terminal

Once merchant ID is provided, the merchant will receive credential and link to login to terminal. Credential include user id and password.

Operating terminal

Operating terminal is very simple.

Picture 1

The screenshot shows a web form for logging into the Ecompayment Virtual Terminal. At the top right, there is a [Logoff](#) link. The form is divided into two main sections: Billing Info and Shipping Info. The Billing Info section includes fields for Customer First Name, Last Name, Address 1, Address 2, City, State, Country (set to Afghanistan), ZIP, Phone, and Email. The Shipping Info section includes the same fields for shipping details. A checkbox labeled 'Same As Billing' is located between the two sections. Below the shipping info, there is a 'Select Transaction TYPE' dropdown set to 'Sale' and a text input for 'If transaction type Refund, enter previous Sale transaction ID'. The 'Enter Credit Card Information' section includes a 'Select Card Type' dropdown set to 'VISA', and fields for Card Number, Card EXP Date (MMYY), and Card CVV (3 or 4 digits). To the right of these are fields for 'Enter Amount as (25.34)', 'Select Currency' dropdown set to 'USD', 'Enter Invoice number', and 'Enter Merchant Track Number'. At the bottom left, there are 'Submit' and 'Clear' buttons.

One login, if merchant have more than one merchant id, he need to select one from selection box

Picture 2

Select Merchant ID: M0000001
MigLite01

in case of single merchant ID, it already preselected.

Next step is to fill all information and select shipping and billing addresses.

Terminal allows to ship to different address that billing, or merchant can select the same address by clicking “Same as billing”.

Same As Billing

Information from billing will be copying to shipping fields automatically.

Select Transaction type

Terminal support Sale and Refund Transactions types.

Picture 3

Select Transaction TYPE If transaction type Refund, enter previous Sale transaction ID

Sale transaction type is pre-selected and merchant can continue to fill out information related to customer credit card.

Refund Transaction

If Merchant want to select “Refund” transaction he must enter Transaction ID, previously receive from result of Sale transaction


Picture 4

Select Transaction TYPE If transaction type Refund, enter previous Sale transaction ID

Amount and currency

Once information related to credit card has being entered, merchant can enter amount

Picture 5

Enter Amount as (25.34)	<input type="text" value="12.94"/>
Select Currency	USD 

It is important that amount entered with decimal point.

Ex 12.94

If amount is 12.00, it must be entered as 12.00

Merchant can select currency of transaction

Picture 6

Enter Amount as (25.34)	<input type="text" value="12.94"/>
Select Currency	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"><input checked="" type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> GBR</div>
Enter Invoice number	<input type="text"/>
Enter Merchant Track Number	<input type="text"/>

Optional information

Invoice number and Merchant track number are optional field, they will be returned as entered for the merchant convenience.

Result of Transactions

Result contains 2 parts:

1. Result of processing Engine
2. Bank result

Examples of return result:

TransactionID	4227084320167340
IsFiltered	TRUE
FilterReason	101
BankResponseCode	0
BankResponseMessage	

If Filter reason indicate “**000**” the transaction was successfully sent to acquiring bank
Any other value in field **FilterReason**, indicate transaction format error, and transaction
Was not routed to the bank.

Once transaction routed to the bank it will receive result as BankResponseCode.

The value “**00**” indicate approved transaction

Any other value in that field indicate that transaction was declined by a bank

And field **BankResponseMessage** will indicate the declining reason.