

GP webpay Portal

User's guide

Version: 1.5

Global Payments Europe, s.r.o.

Created **11.1.2016**

Last update **24.4.2023**



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globalpaymentsinc.com

Author	GPE Product
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Approved	
Version	1.5
Confidentiality	Confidential

Document history:

Version	Date	Author	Comment
0.1	11.01.2016	GPE Application Dev.	Initial document version
0.2	13.01.2016	GPE Application Dev.	Revised version (comments incorporated)
0.3	14.01.2016	GPE Application Dev.	Revised version (comments incorporated)
0.4	21.03.2016	GPE Product	General revision according to the current version of the application
0.5	23.03.2016	GPE Application Dev.	Corrections, state diagram of payment
0.6	11.04.2016	GPE Product	Corrections, comments incorporated
1.0	29.04.2016	GPE Product	General revision, amendments incorporated
1.1	08.06.2016	GPE Product	Minor changes in application
1.2	28.12.2018	GPE Product	Document revision, adding newly implemented functionalities
1.3	10.5.2019	GPE Product	Document revision, adding newly implemented functionalities
1.4	15.7.2021	GPE Product	Document revision, adding newly implemented functionalities
1.5	24.4.2023	GPE Product	Document revision, adding newly implemented functionalities

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1. Formula clause

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2. Introduction

The manual “GP webpay Portal” aims at e-commerce merchants, who accept payments via GP webpay payment gateway in their e-shops.

The manual describes all the menus of the GP webpay Portal for users with the role of “Administration”.

Important notice: it is the merchant’s acquirer, who enables the user individual payment methods and functions. Information regarding ordering the GP webpay payment gateway and contacts for all the acquirers are available on www.gpwebpay.cz.

The GP webpay Portal enables the user to:

- search and manage payments
- create, send, search and manage PUSH payments
- create and manage users
- display statistics and functions authorized for the e-shop and payments
- create and manage keys
- download technical documentation and other resources for integration with the GP webpay payment gateway interface

3. User login

3.1 Login

The user may access the GP webpay Portal via URL address <https://portal.gpwebpay.com>.

After entering the URL address to the browser, a form to login to the GP webpay Portal is displayed. The user enters data in “Company”, “Username”, and “Password” boxes (see Picture No. 1).

ECOMMERCE
GP WEBPAY

USER LOGIN

LOGIN

Company

Username

Password

LOG IN

[Forgotten password](#)

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Pic. 1: User login to the GP webpay Portal

User receives the password for the first login from the Application Support Global Payments Europe (GPE).

After the first user's login to the system using the password provided by the GPE Application Support, a form to change the password is displayed. The user chooses his/her new password for login to the GP webpay Portal. The user is also prompted for updating the user data.

3.2 User data update

After the first login to the GP webpay Portal, the user is asked to confirm and/or complete the user data (see Pic. 2). After entering the valid user data and pressing the "Confirm" button, a verification code to confirm the entered data is sent to the given e-mail address.

ECOMMERCE
GP WEBPAY

USER DATA

CONFIRMATION OF USER DATA

Enter valid user data. Verification code to confirm the data entered will be sent to the provided e-mail address .

* First name Tomáš

* Last name Dobry

* E-mail tomasdobry@post.cz

Telephone

* Preferred language English (United Kingdom) ▼

Time zone ... ▼

BACK CONFIRM

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Pic. 2: Confirmation and/or completion of user data

After that the user enters the verification code to confirm the entered data that he/she has received using the e-mail given in the previous step, and then presses the “Save” button (see Pic. 3).

ECOMMERCE
GP WEBPAY

USER DATA

CONFIRMATION OF USER DATA

The verification code was sent to the e-mail address tomasdobry@post.cz. Enter the verification code and select "Save".

* Verification code

New verification code

BACK SAVE

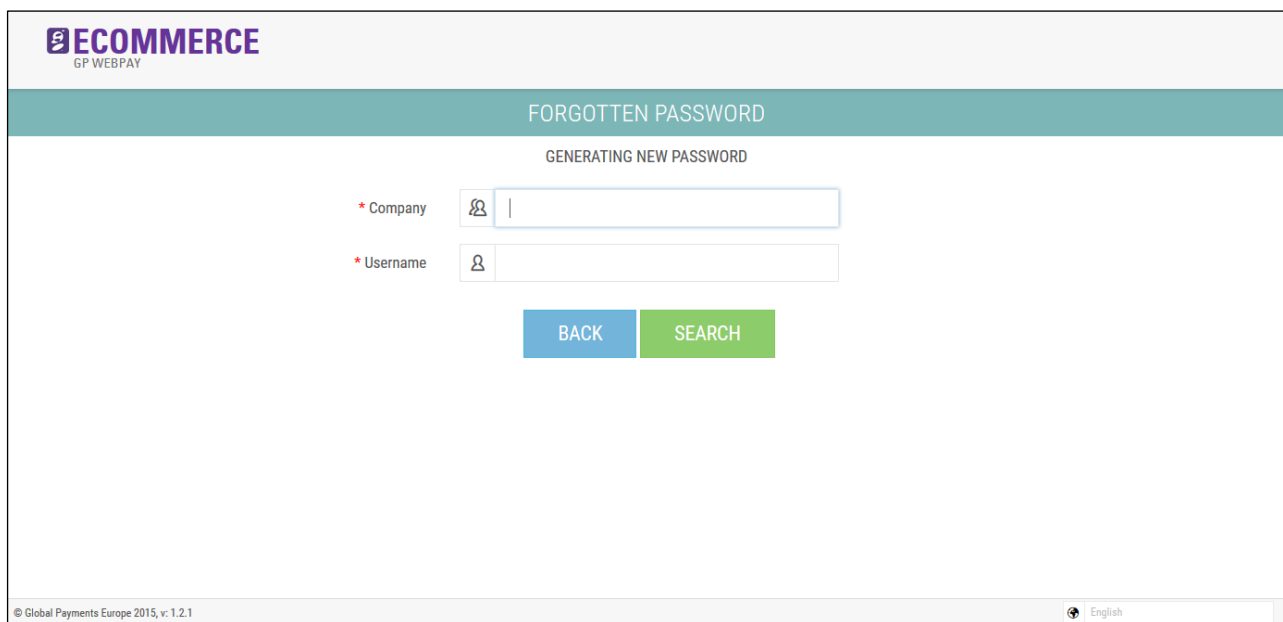
© Global Payments Europe 2015, v. 1.3.1-S English

Pic. 3: Entering of the verification code to confirm the entered data

3.3 Forgotten password

The menu enables the user to recover forgotten password:

- After pressing the “Forgotten password” link, a form is displayed. User enters data in the “Company” and “Username” boxes (see Picture No. 4).
- After pressing the “Search” button, there are displayed both the user data (company, name and surname) and e-mail address to which an e-mail with verification link to create a new password will be sent after pressing the “Confirm” button.
- Click the verification link to display a form. User enters data in the “New password” and “New password check” boxes.
- After pressing the “Save” button, a form to login to the GP webpay Portal is displayed.

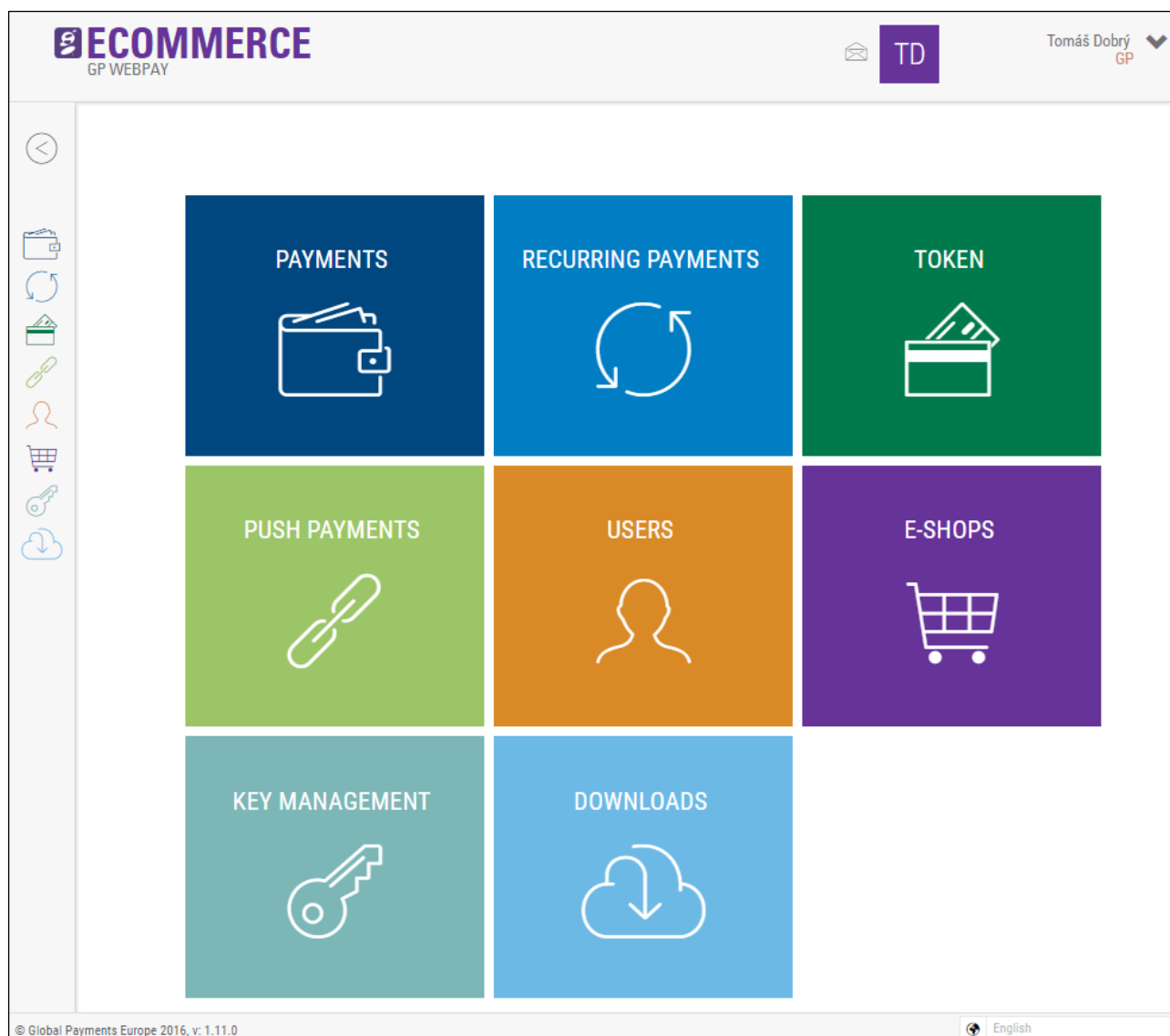


The screenshot shows the 'FORGOTTEN PASSWORD' page of the GP webpay Portal. At the top left is the 'ECOMMERCE GP WEBPAY' logo. The page title is 'FORGOTTEN PASSWORD' in a teal header. Below the header, the text 'GENERATING NEW PASSWORD' is centered. The form contains two input fields: '* Company' and '* Username', each with a user icon to its left. Below these fields are two buttons: a blue 'BACK' button and a green 'SEARCH' button. At the bottom left, the footer text reads '© Global Payments Europe 2015, v. 1.2.1'. At the bottom right, there is a language selector showing a flag and the word 'English'.

Pic. 4: Forgotten password recovery

4.Login menu

After a successful user login to the GP webpay Portal, there is displayed the initial menu (see Picture No. 5) corresponding to roles assigned to the logged in user. The name of the logged in user is consistently displayed in the upper right corner of the GP webpay Portal. After the user logs in, a language version of the GP webpay Portal corresponding to the initial settings made by the GPE Application Support (see the menu “Settings/User data/Preferred language”) is displayed. The user can change the language version by clicking a flag in the lower right corner of the GP webpay Portal.



Pic. 5: Login menu

4.1 Payments

The user has an option to search payments according to the search filter settings, to display details of payment, including its status and history, and to manage the payment.

4.2 Recurring payments

The user has an option to search registration payments for the service of Recurring payments (see the document “Platební brána GP webpay – Uživatelská příručka” in the “Downloads” menu) according to the search filter settings, to display details of payment, and to manage the payment.

4.3 Token

The user also has an option to search registration payments for the Card on file functionality (see the document “GP webpay – Uživatelská příručka” in the “Downloads” menu) according to the search filter settings, and to manage the token created in the registration payment.

4.4 PUSH payments

The user has an option to create a PUSH payment (see the document “Platební brána GP webpay – Uživatelská příručka” in the “Downloads” menu) and to send it to the customer’s e-mail address. The user has also an option to search created PUSH payments according to the search filter settings, to display details of payment, and to manage the payment.

4.5 Users

The user with the “Administration” role has an option to display a list of users and to administer their roles. The user with the “Administration” role has also an option to create a new user.

4.6 E-shops

The user has an option to display statistics and functions enabled for e-shop and payments.

4.7 Key management

The user has the option to create and manage keys to secure communication between the e-shop and the GP webpay server and to create and manage payments. The user has also the option to view the status, in which the keys for e-shop are.

4.8 Downloads

The user has the option to download technical documentation and other resources for integration with the GP webpay payment gateway interface.

4.9 Logged in user

The user can set or update his/her contact data and preferred language. The user can also change his/her password to login to the GP webpay Portal.

5. Payments

This menu enables to search and manage payments. The search filter is displayed (see Picture No. 6).

Pic. 6: Filter to search payments

5.1 Search filter

- E-shop: option to choose the e-shop from the list,
- Search by date: option to select according to the time of payment creation or the date of inclusion in the settlement
- Time created from – to: time and date of creating a payment,
- Payment number,
- Order number,
- Reference number,
- Status: option to choose the status from the list,
- Amount: option to enter both an exact amount and an interval separated by a character -,
- Currency: option to choose the currency from the list,
- Payment method: option to choose the payment method from the list,
- Authorization code,
- Constant symbol,
- Specific symbol,
- The first 6 digits of the card: option to enter the first 6 digits of the card,
- Last 4 card digits: option to enter the last 4 card digits
- Show deleted payments.

After entering the data in the filter, the searching process is started by pressing the “Search” button. The data are deleted from the filter by pressing the “Clear” button.

5.2 Search

Searched out payments are sorted from the newest to the oldest (see Picture No. 7). All types of payments are searched out - standard, registration, recurring, and PUSH payments (note: only the

PUSH payments, where the user has clicked the payment link). The number of the searched out payments is at the bottom part of the list. Maximum of 100 items is displayed on the page; in case of a larger number of payments, not all of them are displayed and it is necessary to use the arrow keys to scroll. To search out a specific payment it is highly recommended to set the search filter as accurately as possible. Basic information is displayed for every searched out payment.

Time of payment creation means the date and time when the e-shop created the payment request and sent it to the GP webpay payment gateway interface (API).

Time of last payment/refund means the date and time when the last card payment was made (via the GP webpay payment gateway for payment requests with the parameter "DEPOSITFLAG=1" or via the GP webpay portal/GP webpay API WS for payment requests with the parameter "DEPOSITFLAG=0") or card payment refund (partial or full card payment refund via GP webpay portal/GP webpay API WS).

The date of the last inclusion in the settlement means the date when the last card payment or card payment refund was sent by the GP webpay system to the provider's system for settlement.

E-COMMERCE GP WEBPAY													
PAYMENTS													
FILTER SEARCH													
Time of payment creation	Time of last payment/refund	The date of the last inclusion in the settlement	Payment number	Order number	E-shop	Status	Card scheme	Reference number	Requested	Captured	Refunded	Authorization code	The first 6 digits of the card
18-Apr-2023 11:06:54	18-Apr-2023 11:06:54		1681808812352		Test Merchant	Unpaid	VISA		103.10 CZK	0.00 CZK	0.00 CZK		405607 0008
18-Apr-2023 11:04:05	18-Apr-2023 11:04:05		1681808894695		Test Merchant	Unpaid	VISA		101.10 CZK	0.00 CZK	0.00 CZK		405607 0008
18-Apr-2023 10:42:16	18-Apr-2023 10:42:35	18-Apr-2023	1681807335009		Test Merchant	Captured	VISA		100.00 CZK	100.00 CZK	0.00 CZK	XX1319	405607 0008
18-Apr-2023 10:41:52	18-Apr-2023 10:41:52		1681807310436		Test Merchant	Unpaid	VISA		100.00 CZK	0.00 CZK	0.00 CZK		405607 0008
18-Apr-2023 10:32:24	18-Apr-2023 10:32:54	18-Apr-2023	1681806742451		Test Merchant	Captured	VISA		100.00 CZK	100.00 CZK	0.00 CZK	XX1317	405607 0008
17-Apr-2023 14:46:23	17-Apr-2023 14:46:23		1681735581166		Test Merchant	Unpaid			1.10 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 14:23:37	17-Apr-2023 14:23:37		1681734215214		Test Merchant	Unpaid			100.00 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 14:10:18	17-Apr-2023 14:10:18		1681733413928		Test Merchant	Unpaid			101.10 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 13:24:40	17-Apr-2023 13:24:40		1681730673705		Test Merchant	Unpaid			10.00 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 13:23:24	17-Apr-2023 13:23:24		1681730602364		Test Merchant	Unpaid			10.00 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 13:21:43	17-Apr-2023 13:21:43		1681730500701		Test Merchant	Unpaid			10.00 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 13:21:23	17-Apr-2023 13:21:23		1681730478907		Test Merchant	Unpaid			10.00 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023 10:02:35	17-Apr-2023 10:02:35		1681718552184		Test Merchant	Unpaid			101.10 CZK	0.00 CZK	0.00 CZK		
17-Apr-2023	17-Apr-2023		1681718571302		Test Merchant	Unpaid			101.10 CZK	0.00 CZK	0.00 CZK		

Pic. 7: List of searched out payments

5.3 Details of payment

After clicking a payment in the list of searched out payments, basic information about the payment is displayed (see Picture No. 8). Further possible payment management depends on its status. The user can then make requested payment management (Capture, Refund etc.). If the amount is requested, the amount must be entered with a decimal point (e.g. the amount of 10 CZK and 30 halers is entered as 10.3).

Payment management can be made in bulk by selection of a few payments using the button in the last column of the list of searched out payments. In the bottom part of the screen, there is then displayed the list of the selected payments, which the user can manage in bulk (see Picture No. 9). A precondition for managing payments is to store the private key in the browser memory (for more

details see the Chapter 10. Key management). Any requirement to manage payment is confirmed by entering a password for the private key.

The screenshot displays the 'DETAILS OF PAYMENT' section for a transaction. The transaction is dated 18-Apr-2023 at 10:32:24 CEST, with a payment number 1681806742451. The payment was captured via VISA for 100.00 CZK. The status is 'Captured'. The details include:

- E-shop: Test Merchant
- E-shop number: 999999021
- Time of payment creation: 18-Apr-2023 10:32:24 CEST
- Payment number: 1681806742451
- Order number: 1681807310436
- Reference number: 1681807310436
- VRCODE: 1681807310436
- 3D Authentication result: Successfull authentication in 3D
- Authorization time: 18-Apr-2023 10:32:54 CEST
- The date of inclusion of the payment in the settlement: 18-Apr-2023
- Authorization number: 000000198856
- Authorization code: XX1317
- Authorization result: Authorized
- Constant symbol: 0
- Status: Captured
- Requested: 100.00 CZK
- Requested (DCC): No
- DCC status: Not offered
- Authorized: 100.00 CZK
- Captured: 100.00 CZK
- Refunded: 0.00 CZK
- Refunded (DCC): 0.00 CZK
- Refund possible till: 18-May-2024 21:50:00 CEST
- Account: Global Payments s.r.o. (CZ)
- Card scheme: VISA
- The first 6 digits of the card: 405607
- Last 4 card digits: 0008
- Specific symbol: 0
- Primary code: 0
- Secondary code: 0

Pic. 8: Details of payment

The screenshot shows the 'BULK PAYMENT MANAGEMENT - GLOBAL PAYMENTS' section. A 'BULK PAYMENT REFUND' dialog is open, prompting the user to import their private key to the browser's memory in the 'Key management' section. The dialog includes a 'Private key password' field and a 'REFUND' button. The background shows a list of payments with columns for date, time, payment number, merchant, gateway, status, and amount. The list includes payments from 22-Feb-2016 to 18-Jan-2016, with various statuses like 'Pending authorization' and 'Captured'.

Pic. 9: Bulk selection and payment management

5.3.1 Payment statuses

Possible payment statuses are listed in the Annex "14.1. Payment statuses". The most common statuses are "Captured" and "Authorized".

Payment status "Captured" – the payment is in this status, if the request for capturing is created with parameter "DEPOSITFLAG=1", see the document "GP webpay API HTTP - Technická specifikace pro vývojáře" in the "Downloads" menu. For a payment in this status it is possible to cancel capturing and to change into a status "Authorized" (the "Cancel the capture" button). After the batch is closed (it is made automatically by the GP webpay system at the end of the business day, usually after 10:00 p.m.), it is possible to make (partially) refund of payment (the "Refund" button).

5.3.2 Payment history

[illegible]

6. Recurring payments

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TD Tomáš Dobýš GP

RECURRING PAYMENTS

FILTER SEARCH

Time created from: 20/02/2016 12:14:08 To: 04/05/2016 23:59:59

Payment number: Order number:

Amount: Currency: ...

Status: ...

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Pic. 11: Filter to search registration payments

If at least one recurring payment with the “Captured” status has been made to the registration payment, the “Payments” button is displayed at the registration payment. After clicking the “Payments” button at the selected registration payment in the list of the searched out registration payments (see Picture No. 12), in the menu “Payments” there are displayed recurring payments to the registration payment. After clicking the payment in the list of recurring payments to a registration payment, there is displayed basic information about the payment (see Picture No. 13).

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RECURRING PAYMENTS

FILTER SEARCH

Time of payment creation	Payment number	Order number	E-shop	Status	Requested	Payments
09-Jun-2016 11:42:54	146546528116	145081062835	Global Payments	Valid	1.00 CZK	Payments
09-Jun-2016 11:41:20	146546523247	145081059995	Global Payments	Created	1.00 CZK	-

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20

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Pic. 12: List of searched out registration payments

GP Webpay

PAYMENTS

FILTER **SEARCH** **SEARCH** **CLEAR**

Time created from: 08/06/2016 11:58:41 To: 09/06/2016 23:59:59

Payment number: Order number: Status: ---

Reference number: Amount: Currency: ---

Payment method: --- Last 4 card digits: ---

Time of payment creation	Payment number	Order number	E-shop	Payment method	Status	Card association	Requested	Captured	Refunded
09-Jun-2016 11:56:25	20160609115625		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK

HISTORY **DETAILS OF PAYMENT**

E-shop: Global Payments

E-shop number: 7700049976

Time of payment creation: 09-Jun-2016 11:56:25 CEST

Payment number: 20160609115625

Order number: 7700049976

Reference number: 7700049976

3D Authentication result: Not authenticated in 3D

Authorization time: 09-Jun-2016 11:56:25 CEST

Authorization number: 000000158616

Authorization code: 820993

Authorization result: Authorized

Status: Captured

Requested: 1.00 CZK

Authorized: 1.00 CZK

Captured: 1.00 CZK

Refunded: 0.00 CZK

Refund possible till: 09-Jul-2017 21:50:00 CEST

Account: GPE CZ

Card association: VISA

Last 4 card digits: 0016

REFUND

09-Jun-2016 11:56:24	20160609115624		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK
09-Jun-2016 11:56:23	20160609115623		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK
09-Jun-2016 11:56:22	20160609115622		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK
09-Jun-2016 11:56:20	20160609115620		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK
09-Jun-2016 11:56:19	20160609115619		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK

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Pic. 13: Details of recurring payment made to a registration payment

The registration payment for the Recurring payment functionality is automatically invalidated unless a recurring payment is created for the registration payment within one year, and no recurring payment can be created for it.

The merchant may revoke the registration payment by clicking on the “Revoke” button (see Picture No. 14) – the “Revoked by the merchant” status.

The registration payment may be also cancelled by the card issuer upon authorization of a recurring payment – the “Revoked by the issuer” status.

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Tomáš Dobrý GP

RECURRING PAYMENTS

FILTER SEARCH

Time of payment creation	Payment number	Order number	E-shop	Status	Payments
13-Dec-2017 10:15:23	151315649458	149802492964	Global Payments	Authorized	-

DETAIL

Payment number	151315649458
Time of payment creation	13-Dec-2017 10:15:23 CET
E-shop	Global Payments
Order number	149802492964
Status	Authorized

X REVOKE

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Pic. 14: Revocation of a registration payment by the merchant

7.Token (Card on file functionality)

The menu enables to search for registration payments and tokens for the Card on file functionality. After clicking the registration payment in the list of the searched out registration payments, basic information about the payment and the token created in the registration payment is displayed (see Picture No. 15). Any further management of the token depends on the token status.

Possible token statuses:

- Issued: the status before authorization
- Authorized: authorization has been successful and it is possible to start using the token for one-click payments
- Declined
- Expired
- Reversed

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TOKEN

FILTER **SEARCH**

Time of payment creation	Payment number	E-shop	Merchant group	Card number (PAN)
02-Nov-2017 10:33:21	150961515058	Global Payments	GPE Test	405607*****0016
25-Oct-2017 14:00:34	1508932771921	Global Payments	GPE Test	405607*****0008

DETAIL ✕

Payment number	1508932771921
Time of payment creation	25-Oct-2017 14:00:34 CEST
E-shop	Global Payments
Merchant group	GPE Test
Card number (PAN)	405607*****0008
Token	91F9EA5D9FE48E0F615A5E6686C547CBCFB85B7A1658E7B8533639DE08B3A9E5
KCV	2CC5BB
Status	Issued
Valid to	31-Dec-2020 00:00:00 CET

✕ REVOKE

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Pic. 15: Detail of a registration payment and token

8. PUSH payments

8.1 Creating a PUSH payment

This menu enables creating a PUSH payment. In the first step, the user enters data for the PUSH payment to a form (see Picture No. 16). Items marked with an asterisk are required:

- E-shop: option to choose an e-shop from the list of e-shops, which have enabled PUSH payments, see the menu “E-shops: Authorization for payment” menu,
- Payment number:
 - It can contain only numbers and its maximum length is 15 characters,
 - The number has to be unique within the e-shop,
 - The user has an option to use the “Create payment number” button to create a unique payment number by the system,
- Processing method:
 - After selecting the option to “Pay the amount”, there is created the payment, which will be immediately, after the customer pays it on the GP webpay payment gateway, captured from the customer’s account,

- After selecting the option to “Block the amount” there is created the payment, which will be immediately, after the customer pays it on the GP webpay payment gateway, blocked on the customer’s account. The user has an option to make a payment and to capture the amount from the customer’s account later by means of the GP webpay Portal (the menu “Payments”) or using the Web Services,
- Amount: the amount requested to be paid; decimals can be used as well
- Reference number:
 - Optional identifier that can help work with the payment, e.g. invoice number,
 - It can contain these ASCII characters: x20(space), x23(#), x24(\$), x2A-x3B(*+,-./0-9:;), x3D(=), x40-x5A(@A-Z), x5E(^), x5F(_), x61-x7A(a-z),
 - Maximum allowed length is 20 characters,
 - The number might not be unique, it can be repeated.
- Language: option to choose the language of e-mail template and of the GP webpay payment gateway,
- Order number:
 - Optional identifier that can help the merchant his/her work with the payment,
 - It can contain only numbers and its maximum length is 30 characters,
 - The number might not be unique, it can be repeated.
- Valid to:
 - By default, PUSH payment is valid for 90 days,
 - The user can specify their own expiry date (maximum is 90 days from the date of creation), until then the customer can use the payment link for payment,
 - After expiration, the payment link is invalid and it cannot be used for payment.
- Currency: option to choose the currency from the list.
- E-shop data: data entered will be sent in the request for creating a payment to the GP webpay payment gateway interface in the “MD” parameter (see the document “GP webpay API HTTP - Technická specifikace pro vývojáře” in the “Downloads” menu) and will be returned to the e-shop in the response from the GP webpay payment gateway in the unchanged form,
- Payment description: data entered will be sent in the request for creating a payment to the GP webpay payment gateway interface in the “DESCRIPTION” (see the document “GP webpay API HTTP - Technická specifikace pro vývojáře” in the “Downloads” menu).
- Type of payment:
 - following the choice of the “Recurring payment” option, the card details are stored for this functionality after the capturing of a PUSH payment,
 - following the choice of the “Card on file” option, the card details are stored for this functionality after the capturing of a PUSH payment.

After entering data for PUSH payment in the form, it goes to the second (facultative) step of “Entering e-mail” by pressing the “Continue” button.

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PUSH PAYMENTS

1 PUSH payment creation 2 Entering an e-mail address (optional) 3 Summary

PUSH PAYMENT CREATION (1/3)

* E-shop Global Payments - 7700049976

* Payment number

* Processing method ☒ Capture the amount ☐ Block the amount

* Amount

Reference number

E-shop data

Payment description

Payment type

* Language Czech

Order number

* Valid to 28/12/2019

* Currency CZK

Server URL

CONTINUE

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Pic. 16: Creating a PUSH payment

In the second step, the user has an option to enter customer's e-mail address to send payment link and/or to enter e-mail address of e-shop to send confirmation of settlement of the payment link.

If the option "Send payment link to client by e-mail" is selected, a form is displayed (see Picture No. 17). Items marked with an asterisk are required:

- To: customer's e-mail address,
- Subject: text for the subject of the message can be changed by the user,
- Message: text of message to be sent to the customer can be modified by the user. Nevertheless, it is necessary to preserve the text string "\${link}" (without the quotation marks), which will be replaced, when sending a message, by the created payment link.

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PUSH PAYMENTS

ENTERING AN E-MAIL ADDRESS (2/3)

☒ **E-mail address for sending the payment link**
It sends the payment link to the customer's e-mail

* **To**

* **Subject** Portál GP webpay - vytvoření PUSH platby číslo 1465466501246

* **Message** ☒ **HTML template** ☐ Your own text

globalpayments
Europe
globalpaymentsinc.com
SERVICE DRIVEN. COMMERCE

Vážený zákazníku,

e-shop Global Payments pro Vás připravil PUSH platbu číslo 1465466501246.

Pro zaplacení částky 1 CZK klikněte prosím na platební link: [\\$\[link\]](#)

Platební link je platný do: 07.09.2016 00:00:00.

Platbu pro e-shop Global Payments zabezpečuje platební brána GP webpay od společnosti Global Payments Europe.

www.gpwebpay.cz

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☐ **E-mail for sending confirmation of payment**
It sends confirmation of payment to the e-shop's e-mail address

BACK **CONTINUE**

Pic. 17: Entering customer's e-mail address to send payment link

If the option “E-mail to send confirmation of payment” is selected, a form is displayed (see Picture No. 18). Items marked with an asterisk are required:

- To: e-mail address of the e-shop,
- Payment description: data entered will be sent in the request for creating a payment to the GP webpay payment gateway interface in the “DESCRIPTION” (see the document “GP webpay API HTTP - Technická specifikace pro vývojáře” in the “Downloads” menu).

The screenshot displays the 'PUSH PAYMENTS' interface. At the top, the 'Ecommerce GP WEBPAY' logo is on the left, and a user profile 'TD' with the name 'Tomáš Dobrý GP' is on the right. A teal header bar contains the 'PUSH PAYMENTS' title. Below this, a progress bar shows three steps: '1 PUSH payment creation' (completed), '2 Entering an e-mail address (optional)' (current), and '3 Summary'. A blue banner on the right indicates 'ENTERING AN E-MAIL ADDRESS (2/3)'. The main form area contains two options: 'E-mail address for sending the payment link' (unchecked) and 'E-mail for sending confirmation of payment' (checked). Below the checked option is a required text field labeled '* To' with a question mark icon. A 'Payment description' field with a question mark icon is also present. At the bottom of the form are 'BACK' and 'CONTINUE' buttons. The footer shows '© Global Payments Europe 2016, v. 1.11.0' and a language selector set to 'English'.

Pic. 18: Entering e-mail address of the e-shop to send confirmation of payment

To the last, third step “Push Payment Summary”, it goes by pressing the “Continue” button.

In the last, third step, there are displayed data about the created PUSH payment and about the entered e-mail addresses (see Picture No. 19). After entering the password to the private key and after pressing the “Create payment link” button, there is displayed confirmation about the successful creating a PUSH payment and about sending it to the given e-mail address (see Picture No. 20). The “Payment link” contains the created payment link, which the user can store to the clipboard and use it in other application. The created payment link cannot be changed.

The user can create other PUSH payment by pressing the “Create another PUSH payment” button.

The user has the option to search in created PUSH payments by pressing the “Search for PUSH payments” button. Search filter is displayed (see Picture No. 21).

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PUSH PAYMENTS

PUSH payment creation Entering an e-mail address (optional) **3 Summary**

PUSH PAYMENT SUMMARY (3/3)

PUSH payment

E-shop: Global Payments
Payment number: 1465466821964
Order number:
Valid to: 07-Sep-2016 00:00:00
Reference number:
Server URL:

E-mail address for sending the payment link
E-mail for sending confirmation of payment

Amount to be captured: **1.00 CZK**

* Private key password

BACK

CREATE THE PAYMENT LINK

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Pic. 19: PUSH payment summary

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PUSH PAYMENTS

PAYMENT LINK

PUSH payment has been successfully created.

Payment link:
 <https://dev.3dsecure.gpwebpay.com/pgw/pay/hXSplC>

CREATE ANOTHER PUSH PAYMENT SEARCH FOR PUSH PAYMENTS

© Global Payments Europe 2015, v: 1.2.2.6 English

Pic. 20: Confirmation of a successful creating a PUSH payment

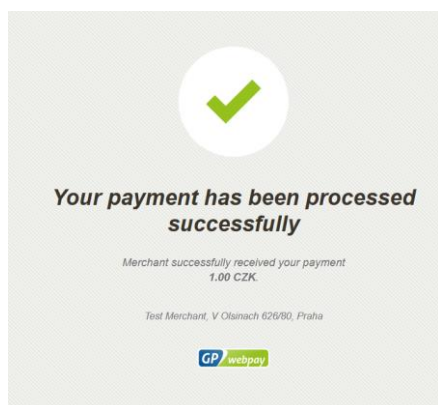
The screenshot displays the 'Ecommerce GP WEBPAY' interface. At the top right, there is a user profile for 'Tomáš Dobry GP' with a 'TD' icon. The main header is 'PUSH PAYMENTS'. Below this is a green bar with 'FILTER' and 'SEARCH' buttons. The search area contains several input fields: 'Time created from' (04/04/2016 13:53:22), 'To' (04/05/2016 23:59:59), 'Payment number', 'Order number', 'Amount', 'Currency' (dropdown), and 'Status' (dropdown). A sidebar on the left contains icons for various functions. The footer shows '© Global Payments Europe 2015, v1.2.1' and a language selector set to 'English'.

Pic. 21: Filter to search PUSH payments

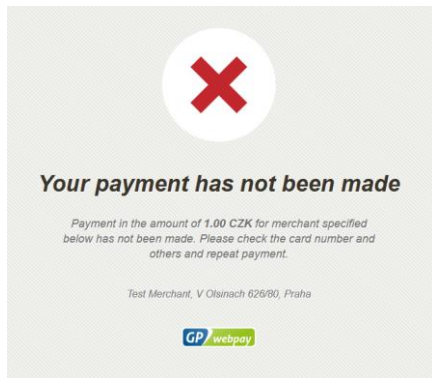
8.2 Capturing a PUSH payment

The customer receives e-mail informing about the created PUSH payment with the payment link. If the customer decides to pay it, he/she clicks the payment link and the browser redirects him/her to the GP webpay payment gateway, where he/she makes the payment. The customer is then informed about the result of payment:

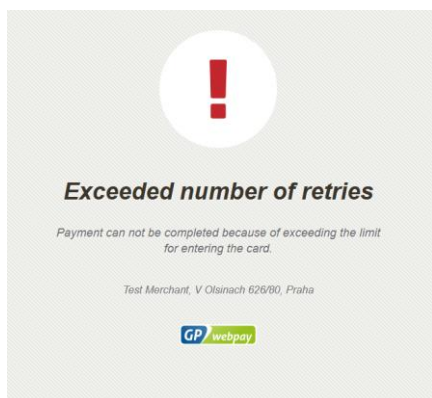
- Payment has been processed successfully:



- Payment was unsuccessful:

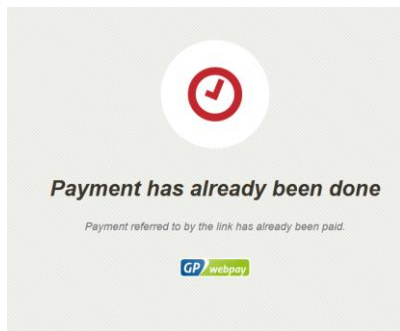


- The limit of payment attempts has been exceeded:

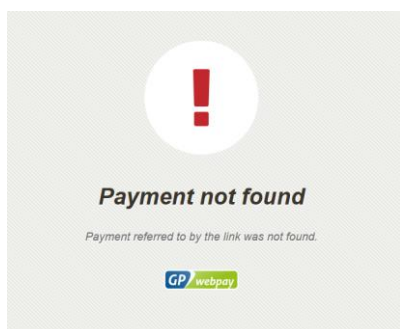


If the customer is not redirected to the GP webpay payment gateway after clicking the payment link, the customer is informed about the reason:

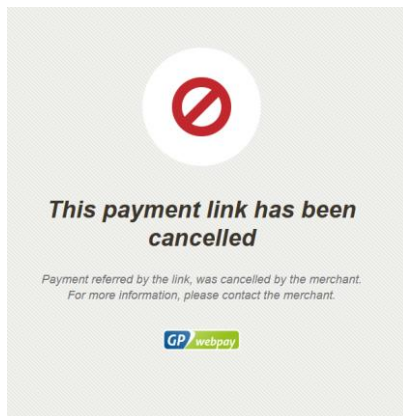
- Payment has already been done:



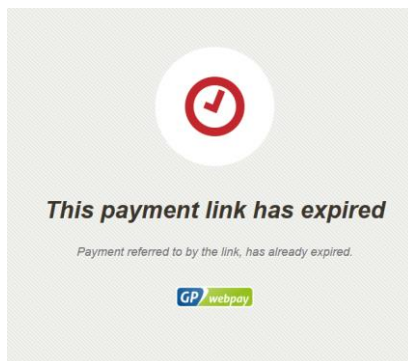
- Payment not found:



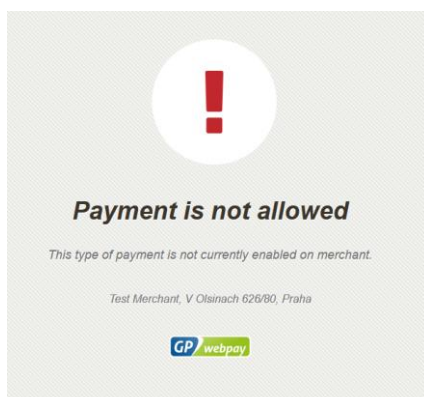
- Payment has been cancelled:



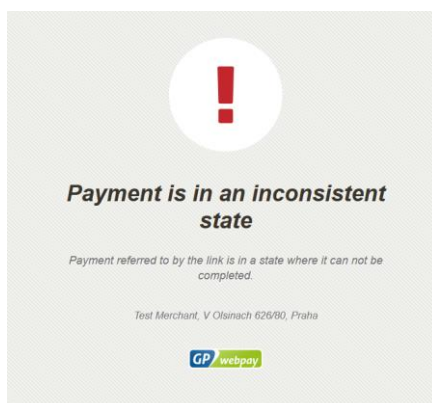
- Payment has already expired:



- PUSH payments are not authorized for the e-shop:



- Payment is in an inconsistent state:



PUSH payment can be created also using the Web Services (method “createPaymentLink()”), see the document “GP webpay API WS - Technická specifikace pro vývojáře” in the “Downloads” menu.

9. Users

9.1 Create a new user

The menu enables a user with the role “Administration” to create a new user. Data on the new user are entered in the form (see Picture No. 22). Items marked with an asterisk are required.

The role “Search for payments” is assigned to a new user by default.

New user can change his/her data, settings, and password in the “Settings” menu, after signing in to the GP webpay Portal.

9.2 List of users

Menu enables the user with the role “Administration” to display a list of users, to manage their roles (by clicking the check box, one or more roles can be assigned) and to block/unblock access to the GP webpay Portal (by clicking the lock at the user's name). The list of users can also be exported to a file in XLSX or PDF format.

The user can be assigned these roles:

- Search for payments: enables the user to search for payment in the “Payments” menu,
- Manage payments: enables the user to search a payment in the “Payments” menu and to manage the payment after click it in the list of searched out payments,
- PUSH payments: enables the user to create, send and search for a PUSH payment,
- Administration: enables the user to use all the menus of the GP webpay Portal,
- Visibility:
 - it enables the user with the role of “Administration” to restrict the visibility of merchant's e-shops to other users,
 - a user with a restricted visibility of merchant's e-shops may search and administer payments of the assigned e-shops only.

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GP WEBPAY

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USERS

USER LIST

User name	Search for payments	Payment management	PUSH payments	Administration	User private key	Remove key from server	Visibility
brejnikova	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
gpeamex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
holovka	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
HolovkaMita	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
jvostry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
kerka	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
kerka2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
kerka3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EDIT
lejnarova	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
mita	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT
mnojzsis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		EDIT

XLSX PDF 1 - 11 / 11

CREATE A USER

* Username

* New password

* New password check

* First name

* Last name

* E-mail

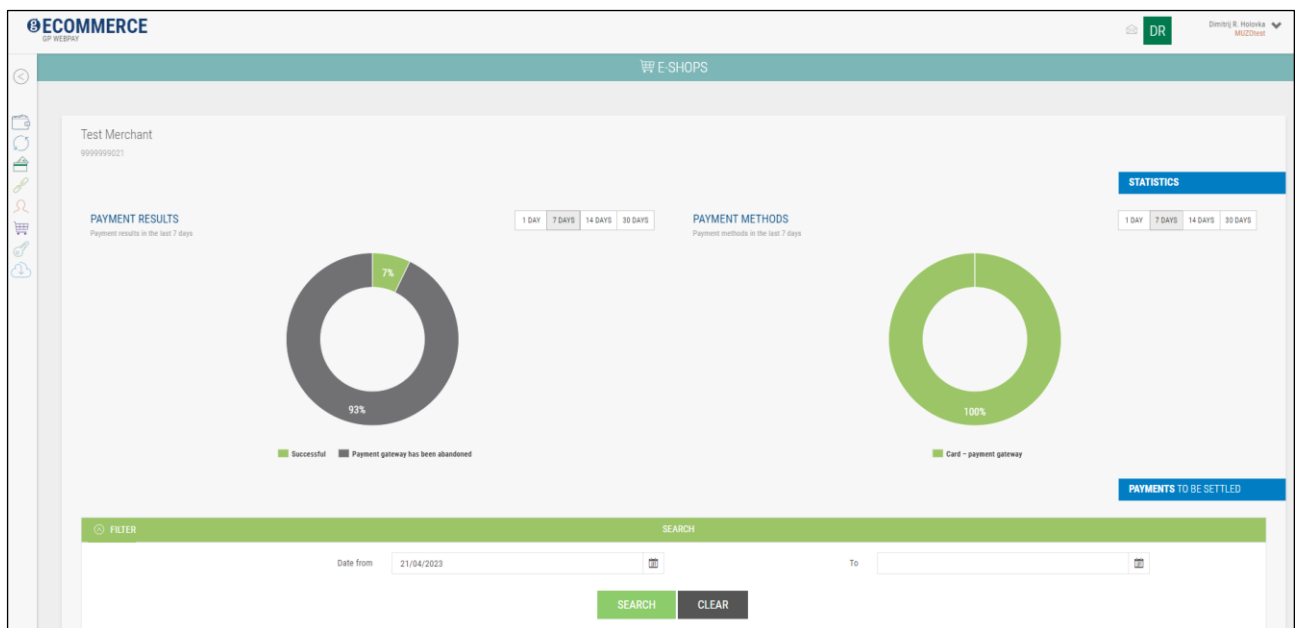
CREATE

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Pic. 22: Users

10. E-shops

The menu enables the user to select e-shop and to display statistics and enabled functions for the e-shop and payments (see Picture No. 23).



Pic. 23: Menu "E-shops"

10.1 Statistics

The menu enables the user to display statistics of the e-shop. There are following options.

- Payments results:
 - Time interval can be specified: 1 day, 7 days, 14 days, or 30 days
 - A graph according to payment statuses is displayed
- Payment methods:
 - Time interval can be specified: 1 day, 7 days, 14 days, or 30 days
 - A graph according to payment method is displayed

10.2 Payments to be settled

The menu enables search for card payments that have been sent by the GP webpay system to the provider's system for settlement.

10.3 E-shop data

There are displayed e-shop data that have been stored in the GP webpay payment gateway in the course of boarding process.

10.4 Authorization for payments

For every payment methods or function, there is displayed, if it is enabled or disabled for the e-shop. Authorization for payment is determined by the provider.

10.4.1 PLATBA 24

The menu enables the user to activate the PLATBA 24 service on the GP webpay payment gateway, i.e. the payment button of the SERVIS 24 internet banking provided by Česká spořitelna, a.s.

To activate the PLATBA 24 service, it is necessary to sign a contract with Česká spořitelna, a.s. and to get the credentials from it (e-shop ID, E-commerce key).

After pressing the “Credentials” button, a form for entering the credentials (e-shop ID, E-commerce key) is displayed, see Pic. 24.

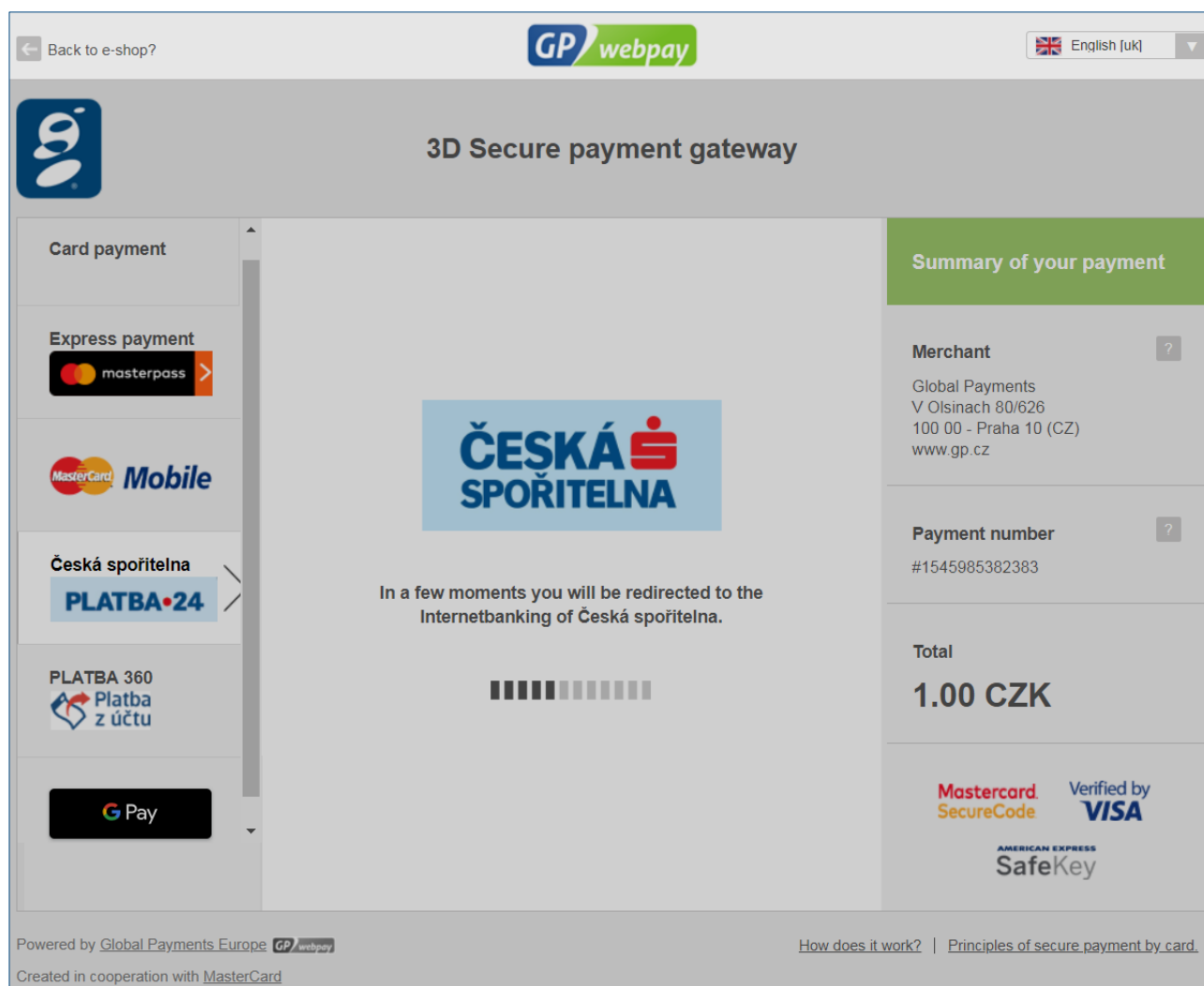
The screenshot displays the 'PLATBA 24 - CONFIGURATION' modal window. It contains the following fields and controls:

- Shop ID:** A text input field.
- E-commerce Key:** A text input field.
- PLATBA 360:** A checkbox that is currently checked.
- SAVE:** A green button to save the configuration.

In the background, the main configuration page is visible, showing various settings for the payment gateway, including a sidebar with icons, a top navigation bar, and a main content area with sections like 'DCC', 'PLATBA 24/360', and 'AUTHORIZATION FOR E-SHOP'.

Pic. 24: Entering credentials for the PLATBA 24 service

After pressing the “Store” button, the PLATBA 24 service is activated for the given e-shop and at the GP webpay payment gateway, there is displayed the “PLATBA 24 Česká spořitelna” button (see Pic. 25). Deactivation of the PLATBA 24 service is carried out by deletion of the credentials.



Pic. 25: Display of the PLATBA 24 service button at the GP webpay payment gateway

After pressing the “Test payment” button it is possible to make a payment of 1 CZK to verify that the settings is correct.

10.5 Authorization for e-shop

For every function, there is displayed if it is enabled or disabled for the e-shop. Authorization for e-shop is determined by the provider.

10.5.1 E-mail for confirmation of the blocking of cardholder’s funds (hereinafter referred to as the “confirmation”)

The menu enables the user to set up whether the “E-mail for confirmation” is to be displayed on the payment page.

Where the merchant sends an e-mail address in the parameter “EMAIL” (API HTTP interface), that e-mail address is displayed as pre-filled – it may be changed or deleted by the customer.

10.5.2 HTTP method for response

The menu enables the user to set up, if the HTTP method “GET” or “POST” is to be used for delivery of response from the GP webpay payment gateway. If the “POST” method is set up, the

URL return address of the e-shop has to use the https protocol, otherwise the browser would display an undesirable warning about sending data to an unsecure address to the customer after the payment is completed, and that would decrease credibility of the e-shop.

10.5.3 Payment description

The menu enables the user to set up whether the payment description is to be displayed on the payment page. This functionality is conditioned by filling-in the payment description in the DESCRIPTION parameter, see the document “GP webpay – HTTP API” in the “Downloads” menu.

10.5.4 Displaying the merchant data on the payment page

Merchant data which were stored in the GP webpay payment gate during the boarding process are displayed on the payment page:

- E-shop name
- E-shop address
- E-shop URL address

The menus below enable the merchant to set up the displaying of the following merchant data on the payment page. An error message is displayed in the case of an unauthorized combination.

10.5.5 E-shop address

The menu enables the user to set up where the e-shop address is to be displayed on the payment page.

10.5.6 E-shop name

The menu enables the user to set up whether the e-shop name is to be displayed on the payment page.

10.5.7 E-shop URL address

The menu enables the user to set up whether the e-shop URL address is to be displayed on the payment page.

10.6 Authorization for currencies

There are displayed currencies, for which the e-shop is authorized to carry out payments. Authorization for e-shop is determined by the provider.

10.7 Supported languages

The menu enables the merchant to change the list of languages which are displayed to the customer in the dropdown menu in the upper right corner of the payment page.

The functionality has the following limitations:

- The merchant will not be able to disable “English” and “English” will be always offered in the dropdown menu on the payment page.

The browser language is automatically added to the dropdown menu on the payment page even if it is disabled by the merchant.

10.8 Authorization for payment methods

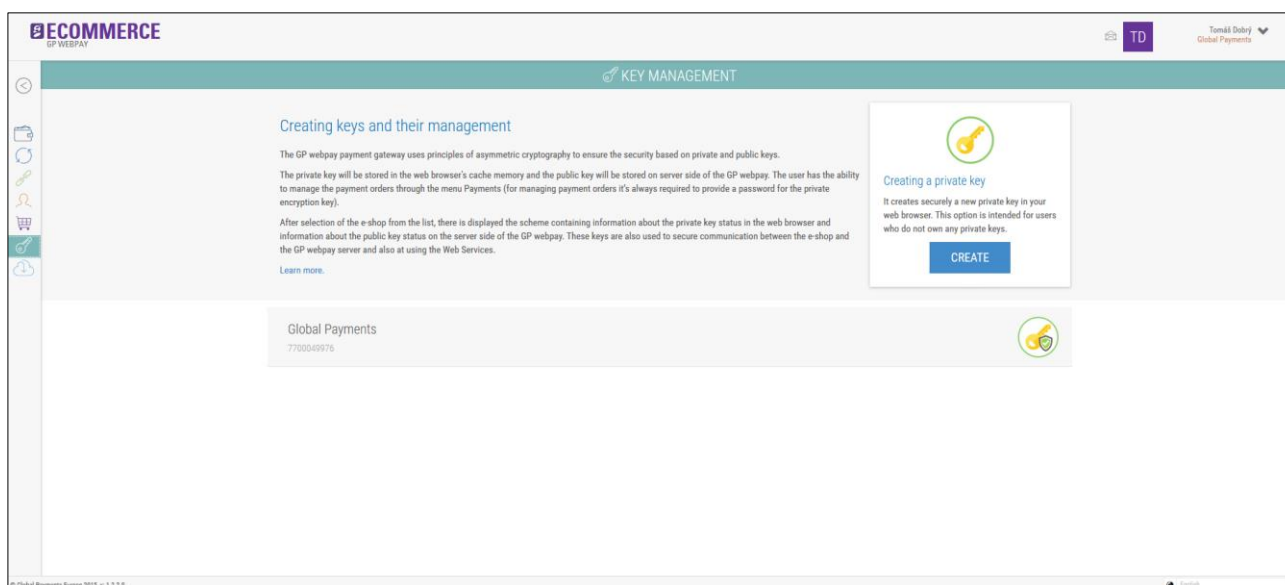
There are displayed payments methods, which can be used by the customer to make the payment to the e-shop on the GP webpay payment gateway. Authorization for e-shop is determined by the provider.

11. Key management

The menu enables the user to create and manage keys (see Picture No. 26). GP webpay payment gateway uses principles of asymmetric cryptography to ensure security based on private and public keys.

The private key is stored in cache memory of the browser and the public key is stored in the GP webpay server. After that the user can carry out management of payments in the “Payments” menu (it is always required to enter the password to the private key).

After selection of an e-shop from the list, there is displayed a scheme informing about the private key status in the browser and about the public key status on the GP webpay server. Keys are also used to secure the communication between the e-shop and the GP webpay server, and at using Web Services.



Pic. 26: Menu “Key management”

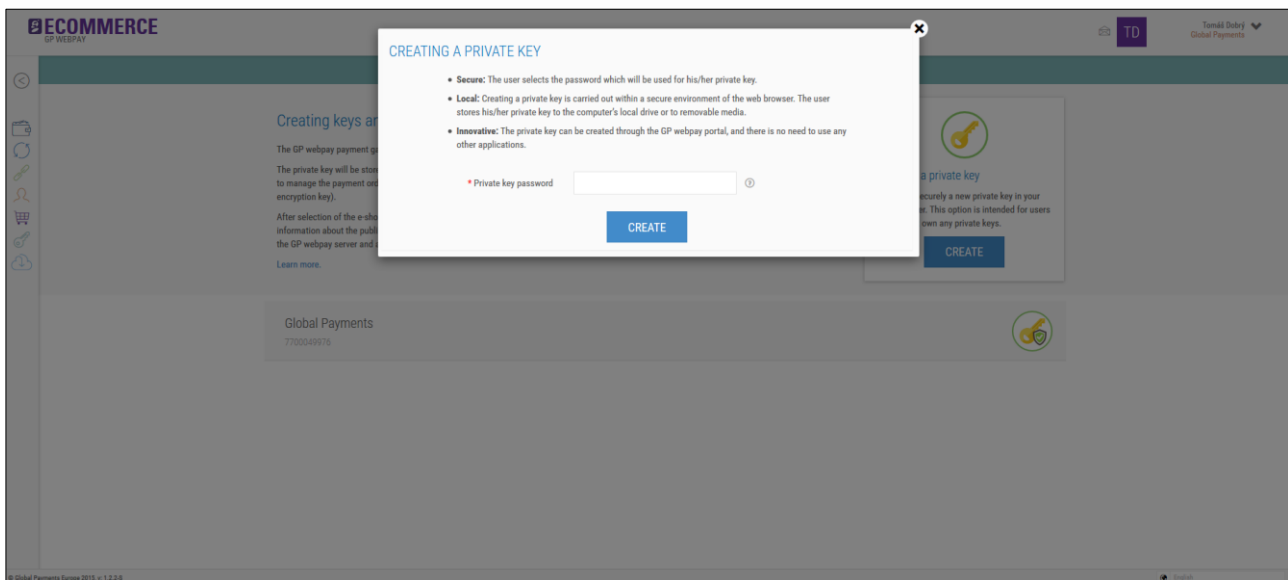
11.1 Creating a private key

The menu enables the user to generate the private key.

- After pressing the “Create” button a form is displayed, where the customer enters the chosen password to the private key (see Picture No. 27).

The password must be min. 8 characters and contain at least 3 types of the following requested types of characters:

- upper case letter
- lower case letter
- figure
- special character
- After pressing another “Create” button, the private key is created (file “gpwebpay-pvk.key”) and the user is prompted to store it (e.g. on the computer’s local drive).



Pic. 27: Creating a private key

The private key is created by means of the browser on the user’s computer and it never leaves this computer in the course of the work with the GP webpay. When stored on the computer’s local drive or in the browser memory, the key is encrypted by the password that must be entered every time when the key is used. The password to the key file can later be changed by means of the “GP webpay Keystore Manager” application (menu “Downloads”).

The private key is usable for secure access to the GP webpay payment gateway and it is possible to be created also by other tools, e.g. OpenSSL, KeyManager, apod. Requested parameters of the key are as follows:

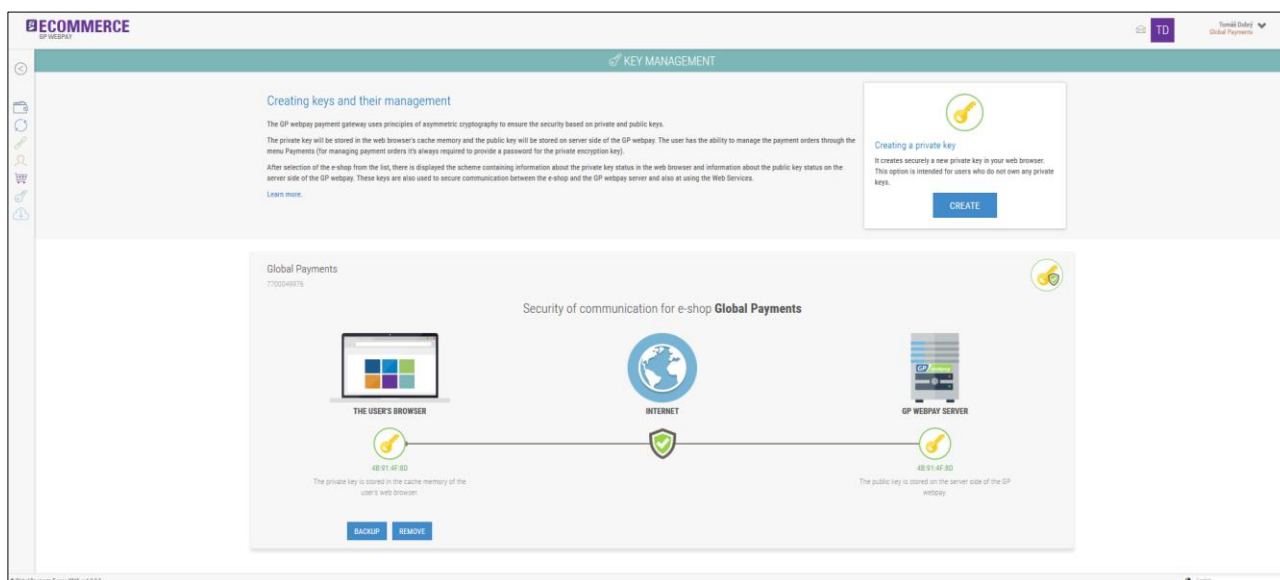
- RSA Algorithm
- Key length 2048 bits
- Format for storing PKCS#8 encrypted private key

11.2 Insert the private key in the browser memory

The menu enables the user to insert the private key into the browser cache memory and the public key to store on a server side of the GP webpay.

- After pressing the “Insert” button, a form is displayed to enter the path and password for the private key.

- After pressing the “Confirm” button, a form for the verification code entering is displayed; the code is sent to the user’s e-mail address.
- After pressing the “Insert” button, the private key is stored in the browser memory and the public key is stored to a server side of the GP webpay.
- After selection the e-shop in the “Key management” menu, the scheme informing about status of the private key in the browser and of the public key in the GP webpay server is displayed (see Picture No. 28).



Pic. 28: Scheme informing about the key statuses

11.3 The private key management

11.3.1 Backup

The menu enables the user to backup the private key stored in the cache memory of the browser.

- After pressing the “Backup” button, the user is prompted to store the private key (file “gpwebpay-pvk.key”).

11.3.2 Remove

The menu enables the user to remove the private key from the browser cache memory (e.g. after log out from the GP webpay Portal in case, that the user does not access the GP webpay Portal from his/her own computer).

- After pressing the “Remove” button, the user is prompted to confirm removal of the private key from the browser memory.
- After pressing another “Remove” button, the scheme informing about status of the private key in the browser and of the public key in the GP webpay server is displayed.

11.3.3 Insert

The menu enables the user to insert the private key into the browser memory (e.g. from a portable memory storage medium if the user does not access the GP webpay Portal from his/her own computer).

- After pressing the “Insert” button, a form to enter the path and password to the private key is displayed.
- After pressing another “Insert” button, the private key is stored to the browser memory and the scheme informing about status of the private key in the browser and of the public key in the GP webpay server is displayed.

11.4 Change of a key format

In the GP webpay Portal, the user can use the key from the previous version of the GP webpay administration interface; however it is necessary to change its format. This change can be made using the “GP webpay Keystore Manager” application (menu “Downloads”).

12. Downloads

The menu enables the user to display and to download documentation (in various language versions) and other sources for integration with the GP webpay payment gateway interface including plugins for open-source e-commerce platforms (see Picture No. 29).

GP WEBPAY

TD

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GP

DOWNLOADS

Application	Resource Type	Name	Update Time	
PAY006	Documentation	Payment gateway - Service description	31-Jan-2017	
PAY006	Documentation	Portal GP webpay - User guide	31-Jan-2017	
PAY006	Documentation	GP webpay - Private key management	31-Jan-2017	
PAY006	Documentation	GP webpay API HTTP	22-Oct-2018	
PAY006	Documentation	GP webpay API WS	15-Nov-2018	
PAY006	Documentation	GPE test public key („GPE_test_public_key.zip” file)	31-Jan-2017	Download
PAY006	Documentation	Logos – GP webpay and payment methods	02-Mar-2017	Download
PAY006	JNLP	Application – GP webpay Keystore Manager	12-Jul-2017	Download
PAY006	Documentation	Application – Demo e-shop PHP	08-Mar-2017	Download
PAY006	Documentation	GP webpay - transfer from GUI to Portal GP Webpay	03-Mar-2017	
PAY006	Documentation	GP Webpay - Transition to the TLS 1.2 protocol	29-Jan-2018	
PAY006	Documentation	GP webpay - WS API - WSDL	15-Nov-2018	Download
PAY006	Documentation	GP webpay - implementation examples	24-May-2017	Download

XLSX PDF

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20

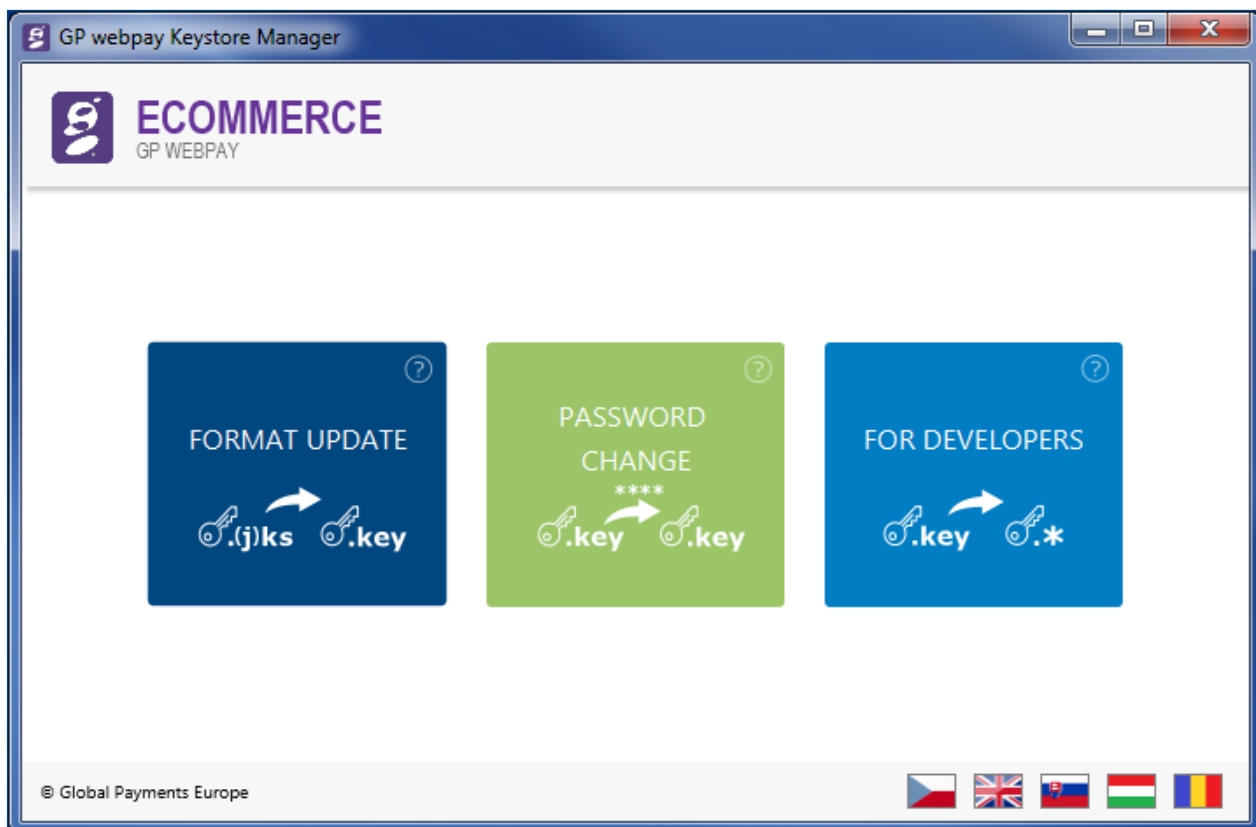
© Global Payments Europe 2016, v. 1.11.0

English

Pic. 29: List of downloads

12.1 Application “GP webpay Keystore Manager”

The “GP webpay Keystore Manager” application (see Picture No. 30) enables to change the key format from the previous version of the GP webpay administrative interface for use in the GP webpay Portal (menu “Key management”).



Pic. 30: "GP webpay Keystore Manager" application

13. Logged in user

Name of the logged in user is permanently displayed in the upper right corner of the GP webpay Portal. After clicking the initials or the name of user, basic user data and "Settings" and "Log out" are displayed.

13.1 Settings

13.1.1 User data

The menu enables the user to display a form with his/her data and settings. The user can change all the items except for "Company" and "User name". Items marked with an asterisk are required.

13.1.2 Password

The menu enables the user to change the password after login to the GP webpay Portal (see Picture No. 31).

The screenshot displays the 'GP webpay Portal' interface. At the top, the 'Ecommerce GP WEBPAY' logo is on the left, and a user profile 'TD' with the name 'Tomáš Dobrý GP' is on the right. Below the header is a teal bar labeled 'USER DATA'. A sidebar on the left contains icons for navigation. The main content area has three tabs: 'User data', 'Password', and 'E-mail'. The 'Password' tab is active, showing a form with three input fields: 'Previous password', 'New password', and 'New password check'. Each field has a red asterisk indicating a required field. A green 'SAVE' button is positioned below the fields. The footer contains the copyright notice '© Global Payments Europe 2015, v. 1.2.1' and a language selector set to 'English'.

Pic. 31: Password change

13.1.3 E-mail

The menu enables the user to change e-mail. A form to enter a new e-mail is displayed. After the form is sent, the user is prompted to enter the verification code sent to the newly entered e-mail address.

13.2 Log out

The “Log out” button enables the user to log out from the GP webpay Portal. After logging out, the webpage to login to the GP webpay Portal is displayed to the customer.

14. Information and error messages

The GP webpay Portal uses two types of messages at communication with a user – the information and the error ones. An information message (in green) is displayed above the form, to which it relates. An error message (in red, see Picture No. 32) is displayed under the field, where an error occurs (an error notice – error must be corrected, so that it might be continued).

ECOMMERCE
GP WEBPAY

TD

Tomáš Dobý
GP

PAYMENTS

FILTER

SEARCH

SEARCH

CLEAR

Time created from

03/05/2016 14:26:15

Invalid date sequence

To

04/05/2016 23:59:59

Invalid date sequence

Payment number

Order number

Reference number

Status

...

Amount

Currency

...

Payment method

...

Last 4 card digits

© Global Payments Europe 2015, v: 1.2.1

English

Pic. 32: Example of error message

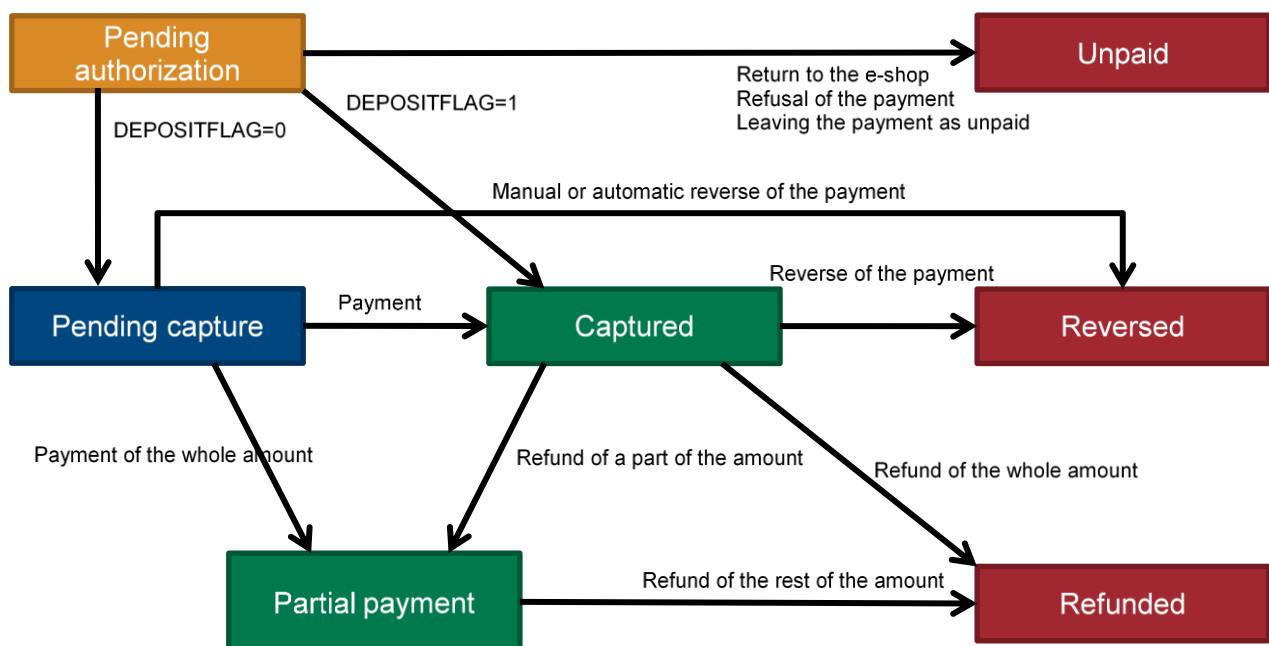
15. Annexes

15.1 Statuses of payment

Status of payment	Description of payment status
Captured	Payment has been captured. Payment will be credited to the e-shop's account according to the contract with the bank for card acceptance on the Internet.
Unpaid	Payment has not been captured. The reason can be non-completion of the payment by the customer on the GP webpay payment gateway, customer's return from the GP webpay payment gateway to the e-shop, decline of payment in the systems of GPE, card association, and issuer, or technical problem.
Refunded	Payment has been refunded. Refund has been made by the e-shop by means of the GP webpay Portal (menu "Payments"), or using the Web Services.
Partial payment	Payment has been paid partially or refunded partially. Partial payment has been made by the e-shop by means of the GP webpay Portal (menu "Payments"), or using the Web Services.
Pending capture	Payment has been authorized by the issuer and the paid amount has been blocked on the customer's account. E-shop has the option to capture the amount from the customer's account later by means of the GP webpay Portal (menu "Payments"), or using the Web Services.
Pending authorization	Payment is processed. E-shop has created a payment request and the customer has the option to pay on the GP webpay payment gateway. Standard payments can be paid until expiry of the time interval for payment, PUSH payments can be paid until expiry of the payment link or exhaustion of attempts for payment.
Reversed	Payment has been reversed. The reverse has been made by the e-shop by means of the GP webpay Portal (menu "Payments"), or using the Web Services, or the payment gateway GP webpay after expiry of the time interval for blocking the amount on the customer's account by the issuer.

15.2 Status diagram chart for payment

The following diagram shows possible statuses of payment and the main transitions between them.



15.3 Payment methods

Payment method	Description of a payment method
Card – payment gateway	Payment was made by a card at the GP webpay payment gateway.
Card – FastPay	Payment was made by a card at the GP webpay payment gateway using the “FastPay” function.
Card – e-shop	Payment was made by a card in e-shop, verification of the customer (3D Secure) has been made by the GP webpay systems.
Card – Web Services	Payment was made by a card in e-shop, verification of the customer (3D Secure) has been made by the e-shop systems, or has not been made at all.
Recurring payment	Payment was made in e-shop using the “Recurring payments” function.
PLATBA 24 – e-shop	Payment was made in e-shop using the service of PLATBA 24.
PLATBA 24 – payment gate	Payment was made at the GP webpay payment gate using the service of PLATBA 24.
Card verification	Card was verified with the issuer bank using the Card verification functionality.
Google Pay – e-shop	Payment was made in e-shop using the service of Google Pay.
Google Pay – payment gate	Payment was made at the GP webpay payment gate using the service of Google Pay.
Apple Pay – e-shop	Payment was made in e-shop using the service of Apple Pay.
Apple Pay – payment gate	Payment was made at the GP webpay payment gate using the service of Apple Pay.