MerchantPartners

Online Commerce Suite™
Web Link Guide

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Overview

The Online Commerce Suite Web Link Guide is designed to provide you with the information you need to add Web Link shopping cart services to your web site. It provides both an overview of the shopping cart process and technical explanations for adding Web Link HTML to your web site.

What's in This Guide

The Online Commerce Suite is a Web-based payment gateway that allows you to process secure credit card and electronic check payments for goods and services over the Internet. Using the Online Merchant Center™ web-based administrative user interface, you can configure your Online Commerce Suite account, add users, and manage your e-business. Online Commerce Suite provides a comprehensive set of online and downloadable transaction management and accounting reports.

For more information about Online Commerce Suite, refer to the following:

How to Comment on This Guide

Every effort has been made to produce an accurate and easy to understand the Web Link Guide.

Contact Information

For more information about Online Commerce Suite, refer to the following:

Customer Service

If you have problems with this document, or find that the instructions are incorrect, incomplete, or inadequate, please let us know.

Send your comments to support@merchantpartners.com

Phone: (866) 242-9933

Documentation

Web Site URL: https://www.onlinemerchantcenter.com/mpartners/html/user_manuals.html

Certified Networks

Web Site URL: https://www.onlinemerchantcenter.com/mpartners/html/networks.html

Hardware Compatible List

Web Site URL: https://www.onlinemerchantcenter.com/mpartners/html/equipment.html

Online Commerce Suite Payment Gateway

Web Site URL: trans.merchantpartners.com

Setting Up an Online Commerce Suite Account

In order to use the Web Link service, you will need to have an active payment gateway account and have been assigned a 5 character Account ID (AcctID).

This important number identifies your account in the Online Commerce Suite system and allows the system server to authenticate transactions originating from you. Be sure to include your Online Commerce Suite Acct ID number in all correspondence with Customer Service.

See the companion document ***Getting Started Guide*** for more information on setting up your account, or contact Customer Service.

Introduction to Web Link

Web Link is our simple shopping cart checkout service that provides a basic, easy to use way for merchants to sell a few items from their web site. It is intended to be used when your customers will be purchasing only one or two products at a time, and has a limited number of configurable options.

Linking a merchant's Web site to the Web Link system is simple. You simply insert a few lines of HTML code onto your web that will display "Buy It" links for your customer. A customer that clicks on these links will be transferred to our secure site to complete the checkout process, including specifying shipping methods and payment options.

If you have more than a few items in your product catalog, and/or are looking for a full-featured online store and shopping cart service, we strongly recommend you consider our **Web Cart** service. For more information regarding the Web Cart service, download the ***Web Cart Guide*** from the documentation site.

Integration Overview

Online Commerce Suite System Modules

Online Commerce Suite modules accomplish the following functions:

Web Link completes the customer purchase experience by collecting customer and payment method information from the shopping cart, calculating the amount to be charged, and passing this information to the Transaction Engine for processing.

Transaction Engine processes online, batch, recurring, and membership subscription payment authorization requests. Transactions are processed immediately in real time or in batch. Within seconds, consumers receive an acceptance or decline notification. Funds from accepted credit card transactions are deposited into your merchant bank account, typically within 24 hours. Funds from accepted electronic check (ACH) transactions are deposited into your checking account within six business days.

Online Merchant Center provides Merchant account management functions, virtual terminal transaction processing, and reports. The Web Link menu in the Online Merchant Center allows you to configure shipping methods that will be offered to you customers, and tax calculations to be performed on your customer's orders. A Web Link Wizard is also provided to make it easy to generate the HTML for your "Buy It" links.

How It Works

Web Link provides an easy way for customers to purchase your products online. It guarantees secure transactions, even if your Web site is not hosted on a secure server.

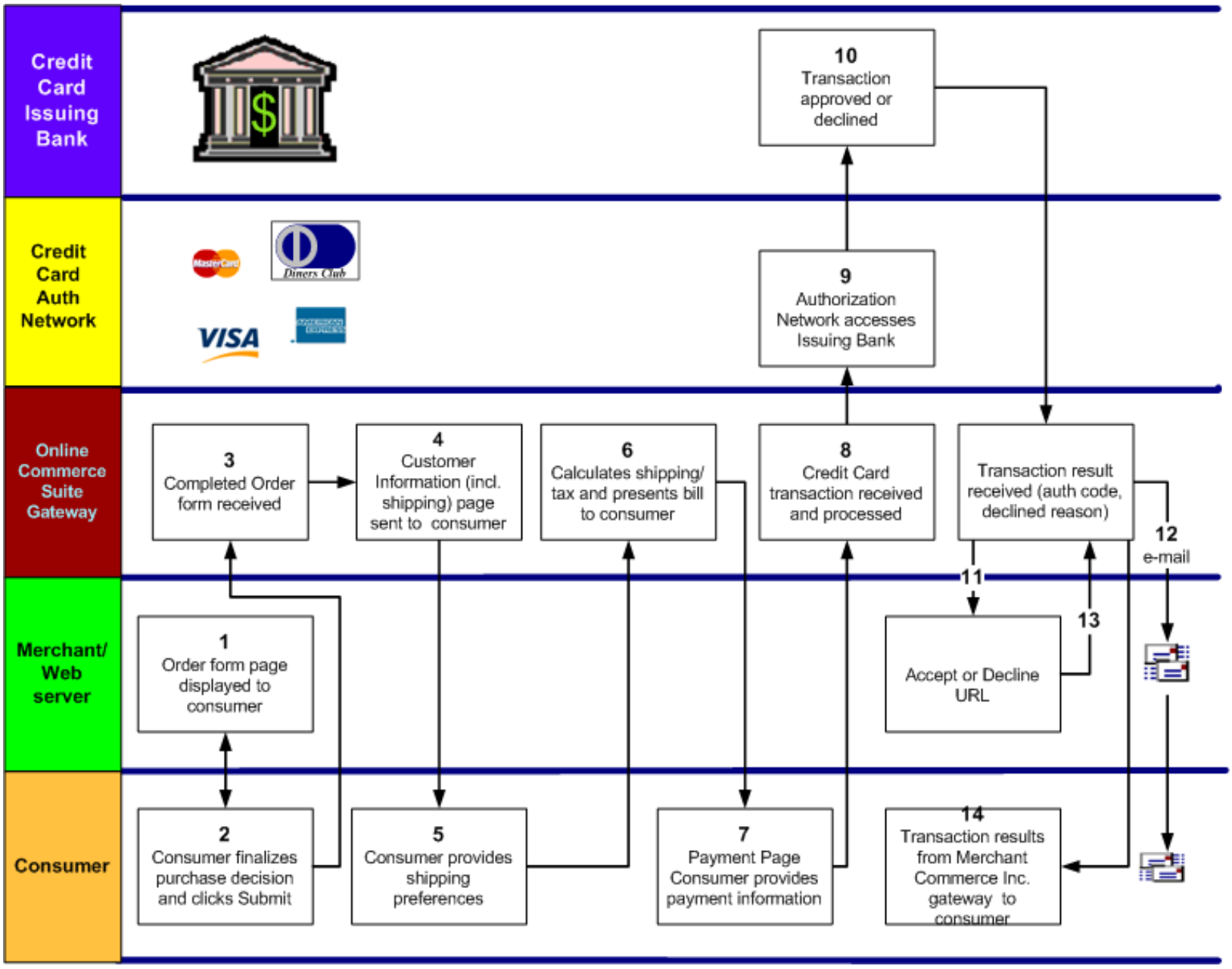
With the Web Link option, you put product pages with "Buy It" buttons or links on your web site. When your customers click on the Buy It button, they are linked to the Online Commerce Suite hosted shopping cart page.

Online Commerce Suite initiates a secure dialog to obtain customer information and the preferred shipping method. The system displays the finalized order with the total billing amount. Your customer then provides a credit card number or bank account number and Online Commerce Suite processes the transaction.

1. Your system displays the page with the Shopping Cart checkout or the Order Form to your customer. The page contains product information and choices to facilitate item selection. Data, in HTML hidden fields, with item price and shipping weight is also included in this page. With this information, Online Commerce Suite calculates the transaction invoice.

   Note: You can use the **Web Link Wizard** provided in the Web Link menu of the Online Merchant Center to generate this HTML.
2. The customer finalizes the decision on items and quantities and clicks **Submit**. This action initiates the secure transfer of the completed page, including the number of items ordered, weight, and unit price to Online Commerce Suite.
3. Online Commerce Suite displays a page to your customer requesting preferred shipping method and shipping instructions.
4. After the information is provided, the page is securely transferred to Online Commerce Suite and used to calculate the shipping charge, sales tax and total amount due.
5. Online Commerce Suite displays a transaction request page to your customer showing the amount due calculated for this transaction and requests a credit card number or bank account number to debit for the total amount.
6. The customer provides the requested account information and clicks **Submit.** The transaction request data is securely transferred to Online Commerce Suite, which then processes the transaction request.
7. If the transaction is accepted, Online Commerce Suite generates a receipt for the transaction and e-mails it to you and to your customer. You can configure the system to skip the e-mail notification for you, your customer, or both.

8. The transaction result data is sent securely from Online Commerce Suite to your system. At minimum, the data contains the accept/decline flag. Your programmers can extract additional secure transaction data by setting the **usepost** flag.
9. Your system sends a transaction result page from your accepturl or declineurl to Online Commerce Suite. Your programmers can use CGI, ASP or other methods to dynamically create this page.
10. Online Commerce Suite displays the transaction result page in your customer's browser.



The Web Link Transaction Process.

Security

With Web Link processing, Online Commerce Suite secures all customer transactions using SSL. Your e-commerce Web server does not have to be a secure server to take advantage of the SSL security provided by Online Commerce Suite.

Shipping Charges

You can include a tag in your HTML to display shipping information and use the Shipping Manager option in the Online Merchant Center Web Link menu to select a shipping calculation method (pounds, kilograms or dollar amount), set up shipping regions, select base shipping method, shipping rates, and premium shipping method. Refer to the ***Getting Started Guide*** for more information regarding configuring Shipping Charges.

Tax Calculations

You can also include a tag if you want Online Commerce Suite to automatically calculate tax for an item and use the Tax Manager option in the Online Merchant Center Web Link menu to set up tax rates by state. Refer to the Getting Started Guide for more information regarding configuring Tax Calculations.

Getting Information About Your Customers

You may get information about your customers and their transactions in three different ways:

1. E-mail automatically generated and sent at the time of the transaction. Credit card and bank account numbers are omitted from e-mail receipts.
2. Data sent at the time of the transaction, which your system can use to update your database. Transaction data is only sent if your programmers have set the **usepost** flag.
3. Logging into your Online Commerce Suite account some time after the transaction, and using the Transaction Menu to generate reports.

What Your Programmers Do

To create both the final order form and the transaction results pages, your programmers can use Web technologies, including CGI scripts, Active Server Pages, Cold Fusion applications, and so on. During the transaction sequence, several Web pages must appear on your customer's browser that are standard Web Link processing screens. You may have your logo and company name included in these standard screens; however, they must have the same basic layout as those used by other merchants using Web Link transaction processing. Your customers will see the Online Commerce Suite URL displayed on their browsers during execution of the secure transaction steps. Your programmers must be proficient in HTML.

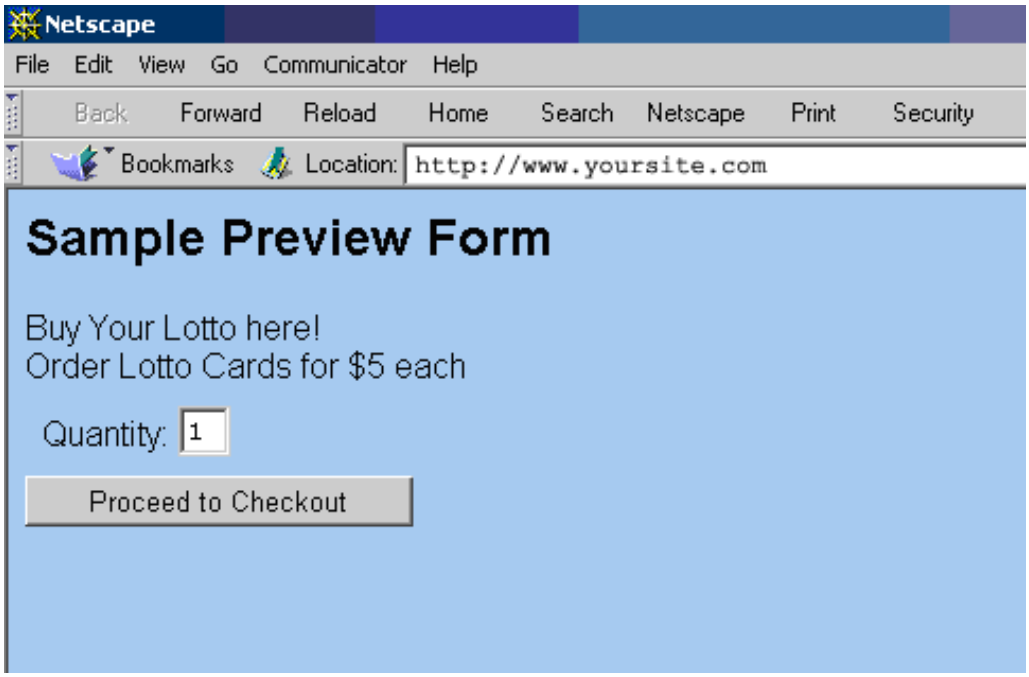
Integrating Your Web Site

The following HTML pages need to be created on your web site:

1. Order form page (required): contains the HTML input tags to post to the Online Commerce Suite payment gateway server.
2. accepturl page (optional): displays to the consumer when a transaction is accepted.
3. declineurl page (optional): displays to the consumer when transaction is declined by either a credit card authorization network or the ACH network.

Sample Preview Form

This sample illustrates one item for sale. To support multiple items, see "Customizing the HTML".



Your Order form HTML page must contain a form statement that posts to the Online Commerce Suite payment gateway. For example:

```
<form method="post" action="https://trans.merchantpartners.com/cgi-bin/process.cgi">
```

The Order Form HTML contains required and optional input tags. The payment gateway will not respond to Merchant-defined input tags.

Required input tags are:

- acctid
- action
- itemid
- itemname
- itemdesc
- itemprice
- itemweight
- itemquant
- itemtax
- accepturl
- declineurl

Sample HTML

Required tags are in **bold**.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<html>
<body>

<h1>Sample Preview Form</h1>

<form   method="post" action="https://trans.merchantpartners.com/cgi-bin/process.cgi">
<input type="hidden" name="action" value="preview">
<input type="hidden" name="acctid" value="TEST0">
<input type="hidden" name="accepturl" value="http://trans.merchantpartners.com/~ats/accepted.html">
```

```
<input type="hidden" name="declineurl" value="http://trans.merchantpartners.com/~ats/declined.html">
<input type="hidden" name="getshippinginfo" value="1">
<input type="hidden" name="header" value="<h1>www.yoursite.com</h1>">
<input type="hidden" name="title" value="Title of your page">
<input type="hidden" name="footer" value="Footer of your page">
<input type="hidden" name="body" value="bgcolor=#b0e0e6">
<p>Buy Your Lotto here!</p>
<p>Order Lotto Cards for $5 each</p>
<p>
<label for="itemquant">Quantity:</label>
<input type="text" name="itemquant" id="itemquant" value="1" maxlength="2" size="2">
<input type="hidden" name="itemid" value="Lotto1">
<input type="hidden" name="itemname" value="Lotto Card">
<input type="hidden" name="itemdesc" value="State Lotto cards">
<input type="hidden" name="itemprice" value="5.00">
<input type="hidden" name="itemtax" value="1">
<input type="hidden" name="itemweight" value="0.00">
</p>

<input type="submit" value="Proceed to Checkout">
</form>
</body>
</html>
```

Customizing the HTML

1. Replace TEST0 with your five-character Merchant ACCTID in the following tag:

   ```
   <input type="hidden" name="acct" value="TEST0">
   ```

2. For each item, copy and paste the following tags into the body of the page:

   ```
   <p>
   <label for="itemquant">Quantity:</label>
   <input type="text" name="itemquant" id="itemquant" value="1" maxlength="2" size="2">
   <input type="hidden" name="itemid" value="Your Product 1">
   <input type="hidden" name="itemname" value="Your Product 1 Name">
   <input type="hidden" name="itemdesc" value="Your Product 1 Description">
   <input type="hidden" name="itemprice" value="Your Product 1 Price">
   <input type="hidden" name="itemtax" value="1">
   <input type="hidden" name="itemweight" value="0.00">
   </p>
   ```

3. For each item, replace the itemid, itemname, itemdesc, and itemprice "value=" fields with your item information. For example, replace "Your Product 1" with your itemid in the `<input type="hidden" name="itemid" value="Your Product 1">` line. Insert descriptive text or other information.
4. To use the Shipping Manager options, insert this tag:

   ```
   <input type="hidden" name="getshippinginfo" value=1>
   ```

   NOTE: You must set up your Shipping information through the Online Merchant Center Web Link menu.
5. To get the Payment page information returned to your Merchant Web server when the transaction is complete, insert this tag:

   ```
   <input type="hidden" name="usepost" value=1>
   ```

   NOTE: This tag enables the order form fields to post to the Online Commerce Suite database.
6. To calculate taxes, insert this tag:

   ```
   <input type="hidden" name="itemtax" value="1">
   ```

NOTE: You must input the correct tax percentages for each state into the Online Merchant Center Web Link menu to calculate tax.

Required Input Fields for the Order Form Page

Field	Description
acctid	TEST0 (replace TEST0 with your Online Commerce Suite Merchant ID)
action	Preview
accepturl	Location of the page to display if transaction is accepted. Default is `http://trans.merchantpartners.com/~ats/accepted.html`
declineurl	Location of the page to display if transaction is declined. Default is `http://trans.merchantpartners.com/~ats/declined.html`
itemid	Model # or SKU (Itemid must precede all other item fields; it is the delimiter between items in the stream.)
itemname	Name of item
itemdesc	Description of item
itemprice	Price in US dollars
itemweight	Weight in pounds
itemquant	Number of items
itemtax	1 = yes, sales tax applies to this item 0 = no, sales tax does not apply to this item

Optional Input Fields for the Order Form Page

Field	Description
subid	Merchant Sub ID. If unsure whether you have one, leave blank.
merchantpin	The 32 character Merchant PIN code generated from the Online Merchant Center. When the merchantpin option has been enabled in the Online Merchant Center, transactions without a valid merchantpin will be declined with a decline response of DECLINED:1101150001:DECLINED.
cvv2	Require CVV2 for the different card types must be enabled through the Online Merchant Center - FRISK Management menu.
usepost	1 = a POST generated to the accept URL or decline URL 0 = no POST
body	BGCOLOR= or BACKGROUND=
title	HTML <title></title>
header	HTML code appearing at the top of the second preview page
footer	HTML code appearing at the bottom of the page
getshippinginfo	1 = yes, show shipping address fields 0 = no, do not show shipping address fields
custom1	Custom field to store merchant/customer data. Up to 32 chars.
custom2	Custom field to store merchant/customer data. Up to 32 chars.
custom3	Custom field to store merchant/customer data. Up to 32 chars.
custom4	Custom field to store merchant/customer data. Up to 32 chars.
custom5	Custom field to store merchant/customer data. Up to 32 chars.
custom6	Custom field to store merchant/customer data. Up to 32 chars.

recur_billingcycle	0 = No Recurring Billing Cycle 1 = Weekly Recurring Billing Cycle 2 = Monthly Recurring Billing Cycle 3 = Quarterly Recurring Billing Cycle 4 = Semi-Annual Recurring Billing Cycle 5 = Annual Recurring Billing Cycle 6 = Bi-Weekly Recurring Billing Cycle 7 = Bi-Annual Recurring Billing Cycle 8 = Quad Weekly (28 day) Recurring Billing Cycle 9 = One Time Recurring Billing Cycle 10 = Daily Recurring Billing Cycle 11 = Bi-Monthly Recurring Billing Cycle
recur_billingmax	Maximum number of billing cycles before the recurring transaction will automatically be deleted. A value of -1 indicates that there is no maximum, i.e. billing continues indefinitely.
recur_start	Number of days between the initial transaction, and the start of the billing cycle.
recur_amount	The amount that will be charged during each recurring billing in cents, i.e. $14.95 is specified as 1495. The minimum amount is $1.00.

Optional Replacement fields for the Accept/Decline URL Page

Field	Description
<itemtable>	The "<itemtable>" tag will be replaced with the items purchased (accepted url).
<authcode>	The "<authcode>" will be replaced with the Approval Code (accepted url).
<reason>	The "<reason>" will be replaced with the decline Reason (decline url).

Sample Accept HTML

1. Copy the following code into your Accept html page

<h1> Your order has been Accepted!
<itemtable>
Your Authorization Code is: <authcode>

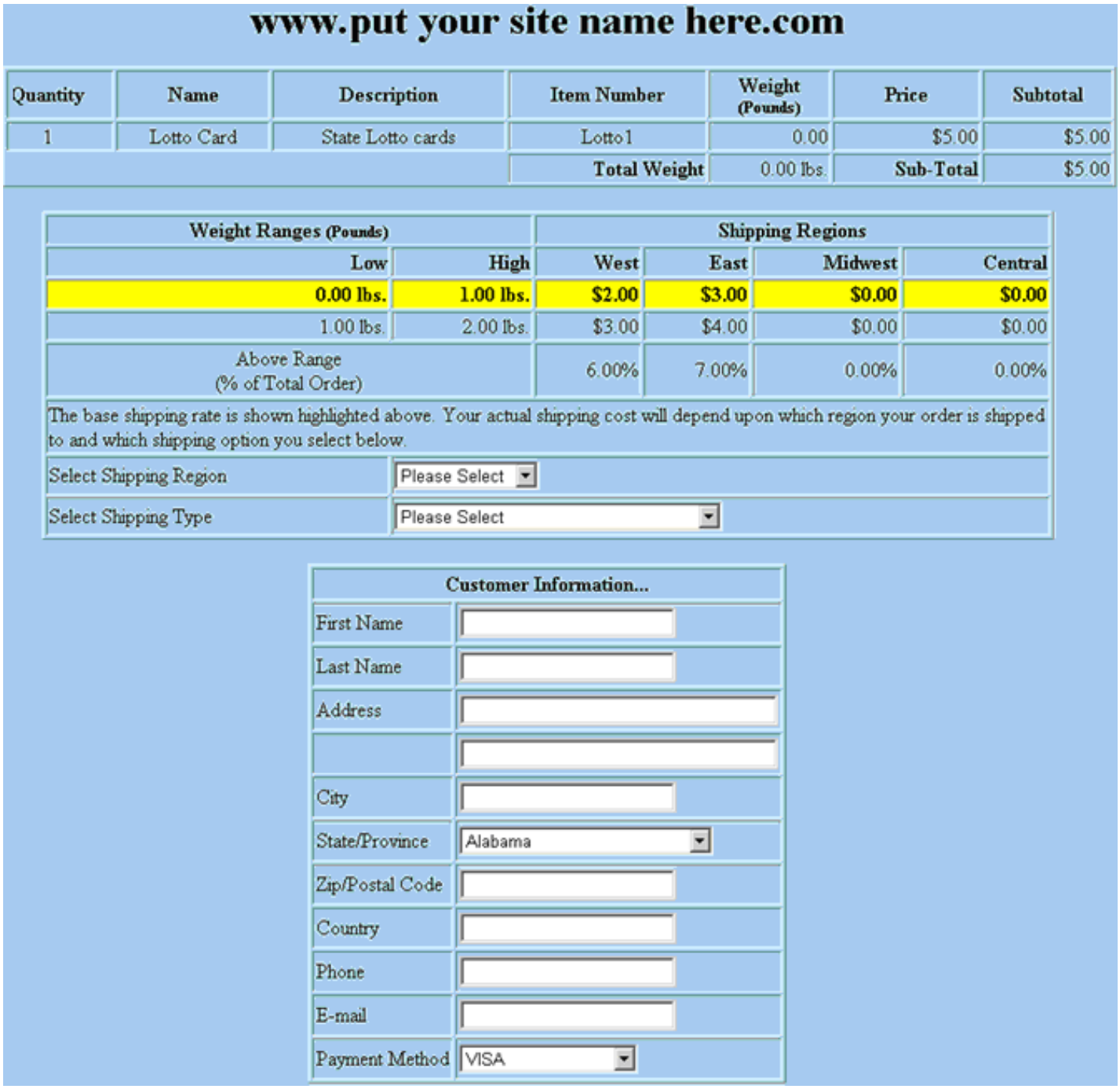
Sample Decline HTML

1. Copy the following code into your Decline html page

<h1> Your order has been Declined due to:
<reason>

Payment page

After the consumer clicks the Order form page Submit button, the following dynamically generated page appears. The title and header are what you coded in the Order form page. The Online Commerce Suite payment gateway URL is secure.



www.put your site name here.com

Quantity	Name	Description	Item Number	Weight (Pounds)	Price	Subtotal
1	Lotto Card	State Lotto cards	Lotto1	0.00	$5.00	$5.00
			Total Weight	0.00 lbs.	**Sub-Total**	$5.00

Weight Ranges (Pounds)		Shipping Regions			
Low	**High**	**West**	**East**	**Midwest**	**Central**
0.00 lbs.	**1.00 lbs.**	**$2.00**	**$3.00**	**$0.00**	**$0.00**
1.00 lbs.	2.00 lbs.	$3.00	$4.00	$0.00	$0.00
Above Range (% of Total Order)		6.00%	7.00%	0.00%	0.00%

The base shipping rate is shown highlighted above. Your actual shipping cost will depend upon which region your order is shipped to and which shipping option you select below.

Select Shipping Region	Please Select
Select Shipping Type	Please Select

Customer Information...	
First Name	
Last Name	
Address	
City	
State/Province	Alabama
Zip/Postal Code	
Country	
Phone	
E-mail	
Payment Method	VISA

The consumer scrolls down to enter information in the built in Shipping section. You configure shipping ranges, prices and regions in the Web Link menu of the Online Merchant Center (OMC) Administrative interface.

The consumer enters the required information and then clicks the Continue button.

The Payment page appears and the consumer enters credit card information and clicks the Submit Order button. The consumer's browser is still pointing to the secure Online Commerce Suite payment gateway URL. The payment gateway contacts the appropriate authorization network and returns an approved or declined response to the consumer.

www.put your site name here.com

Quantity	Name	Description	Item Number	Weight (Pounds)	Price	Subtotal
1	Lotto Card	State Lotto cards	Lotto1	0.00	$5.00	$5.00
			Total Weight	0.00 lbs.	Sub-Total	$5.00
					Shipping/Handling	$10.00
					Tax	$0.00
					Total	$15.00

Customer Information

First Name	Willy
Last Name	Stout
Address	1234 Anywhere Dr.
City	Someplace
State/Province	IL
Zip/Postal Code	90067
Country	USA
Phone Number	555-555-1212
E-mail Address	stotyy@mindnet.com

Credit Card Payment

Cardholder's Name: Willy Stout

Card Number: 5454545454545454

Expiration Date: November 2000

NOTE: Your transaction will be authorized in real-time, which may take up to 2 minutes. Please wait patiently and please do NOT click on the "Submit Order" button more than once, or you may be charged multiple times.

Submit Order

Return format

Other text type inputs pass consumer data entered into the Online Commerce Suite Customer Information and Payment pages to your CGI script, if you coded a hidden input tag for **usepost**.

For example:

```
<input type="hidden" name="usepost" value="1">
```

If you do not code a **usepost** value=1, the only information your Merchant Web Server receives from the payment gateway is either the accepturl or the declineurl, requesting the appropriate page sent via an HTTP GET. You do **not** get consumer name, ordered items or any other information.

An accepted transaction without usepost=1 returns the following from Online Commerce Suite:

```
Server Software: Stronghold/2.4.1 Apache/1.3.3 C2NetEU/2409 (Unix)
Server Name: trans.merchantpartners.com
Gateway Interface: CGI/1.1
Server  Protocol: HTTP/1.0
Server Port: 80
Request Method: GET
HTTP Accept:
Path Info:
Path Translated:
Script Name: /cgi-bin/test.cgi
Query String: Status=Accepted&AuthNo=TEST
Remote Host:
Remote Addr: 216.34.199.102
Remote User:
Auth Type:
Content Type:
Content Length:
```

It's a GET so the returns are in the query string.

If declined because of an invalid credit card, you get:

```
Declined=Invalid Credit Card Number
historyid=7424103
orderid=
```

If you included a usepost=1, the following can be returned from the Online Commerce Suite gateway if you write a script to capture the values:

```
Server Software: Stronghold/2.4.1 Apache/1.3.3 C2NetEU/2409 (Unix)
Server Name: trans.merchantpartners.com
Gateway Interface: CGI/1.1
Server Protocol: HTTP/1.0
Server Port: 80
Request Method: POST
HTTP Accept:
Path Info:
Path Translated:
Script Name: /cgi-bin/test.cgi
Query String:
Remote Host:
Remote Addr: 216.34.199.51
Remote User:
Auth Type:
Content Type: application/x-www-form-urlencoded
Content Length: 1280
Version = 1
Status = Accepted
AuthNo = TEST
OrderID = 3661207
TaxAmount = 31.76
ShippingAmount = 22.00
TotalAmount = 438.76
PostedVars = BEGIN
usegc = 1
debug =
acctid = TEST0
pspid = TEST0
subid =
currency =
accepturl = http://trans.merchantpartners.com/cgi-bin/test.cgi
declineurl = http://trans.merchantpartners.com/cgi-bin/showresult.cgi
body = bgcolor=#faf0e6
```

```
title = Title of your page
header = <h1>www.yoursite.com here</h1>
footer = Footer of your page
domainname =
securedomainname =
alias =
usepost = 1
itemid = Lotto1
itemname = Lotto Card
itemdesc = State Lotto cards
itemprice = 5.00
itemsig = 0
itemweight = 0
itemquant = 77
itemtype =
itemtax = 1
itemflags =
itemcomments =
itemattributes =
itemGSTHST = 0
itemHSTreduced = 0
itemQST = 0
itemPST = 0
fname = Willy
lname = Stout
phone = 555-555-1212
addr1 = 1234 Anywhere Dr
addr2 =
city = Someplace
state = IL
zip = 90067
country = USA
phone = 555-555-1212
email = testconsumer@example.com
comments =
receipttype =
paymethod = mc
shipname =
shipaddr1 =
shipaddr2 =
shipcity =
shipstate =
```

Sample Email Receipt

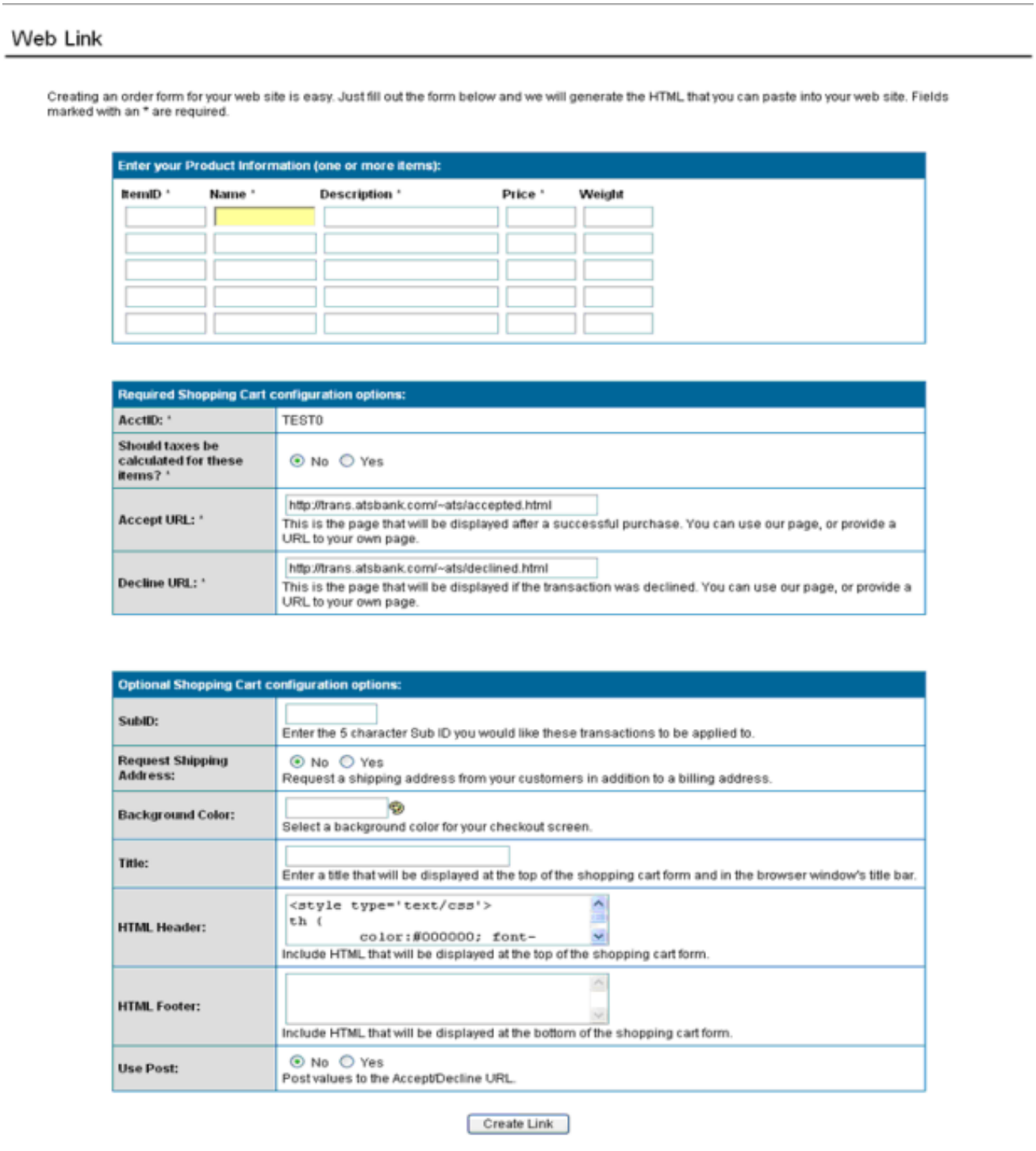
```
============================================================
Thank you for ordering from Test Merchant.

Your order information appears below.  If you need to get in
touch with us about your order, send an e-mail message to
yourCustomerServiceEmail (or just reply to this message)

Your order reads as follows:

E-mail address:         mconsumer@mcompany.com
Billed to:                      Willy Stout
                                        1234 Anywhere Dr.

                                        Someplace
                                        IL
                                        90067
                                        USA

Ship via:                       FedEx 2nd Day Air
Ship to:                        Mary Consumer
```

```
                                    12301 Wilshire Blvd.

                                    Los Angeles
                                    CA
                                    90025
                                    USA

Phone:                          333-333-3333
Paid By:                        MasterCard

Authorization:                  TEST
Date and Time placed:   10/12/04 12:00:28 (Pacific)
Order Reference Number: 3661207
------------------------------------------------------------

Quant   Price     Sub-Tot               ID          Name
   77   $5.00     $385.00       Lotto1      Lotto Card

Sub-Total:              $385.00
Shipping:               $22.00
Tax:                    $31.76
----------
TOTAL AMOUNT:   $438.76

Thank you for shopping at Test Merchant
============================================================
Please print out this authorization and keep it with
your bank records.
```

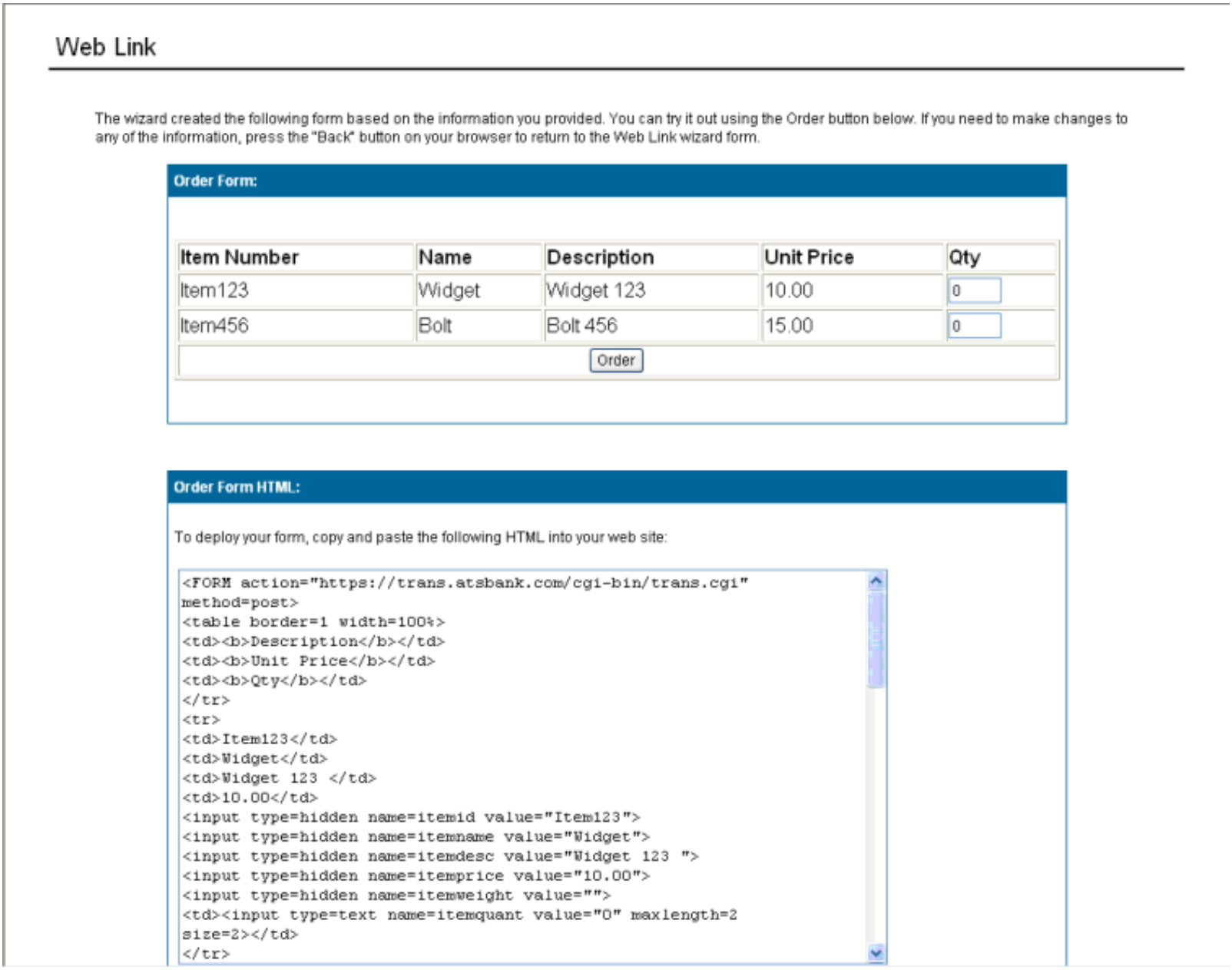
Using the Web Link Wizard

Use the Web Link Wizard to automatically generate the HTML for you web order forms. The HTML can then be copied and pasted into your web site to quickly and easily add an option for you customers to buy your products.

To use the Web Link Wizard, select the Web Link menu in the Online Merchant Center, and click on the Web Link Wizard option. The following page will be displayed:



Enter the items you will be selling, select the shopping cart configuration options, then press the "Create Link" button. The following page will be displayed:



Web Link

The wizard created the following form based on the information you provided. You can try it out using the Order button below. If you need to make changes to any of the information, press the "Back" button on your browser to return to the Web Link wizard form.

Order Form:

Item Number	Name	Description	Unit Price	Qty
Item123	Widget	Widget 123	10.00	0
Item456	Bolt	Bolt 456	15.00	0

Order

Order Form HTML:

To deploy your form, copy and paste the following HTML into your web site:

```
<FORM action="https://trans.atsbank.com/cgi-bin/trans.cgi"
method=post>
<table border=1 width=100%>
<td><b>Description</b></td>
<td><b>Unit Price</b></td>
<td><b>Qty</b></td>
</tr>
<tr>
<td>Item123</td>
<td>Widget</td>
<td>Widget 123 </td>
<td>10.00</td>
<input type=hidden name=itemid value="Item123">
<input type=hidden name=itemname value="Widget">
<input type=hidden name=itemdesc value="Widget 123 ">
<input type=hidden name=itemprice value="10.00">
<input type=hidden name=itemweight value="">
<td><input type=text name=itemquant value="0" maxlength=2
size=2></td>
</tr>
```

Use the Order button to test your form. If you are satisfied with the results, copy and paste the HTML for your order form into your web site.

Using the Shipping Manager

Use the Shipping Manager option in the Online Merchant Center "Web Link" menu to activate and configure shipping methods that you would like to offer to your customers.

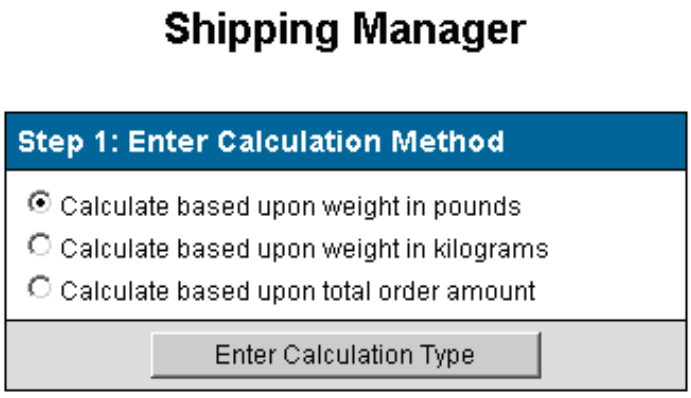
Shipping calculation rules are based on the following factors:

- Should pounds or kilograms be used in the Product Weight calculation?
- Use a flat rate for all shipments or consider shipping distance differentials? If shipping zones are used, what are the zone splits and surcharges to use?
- Which base shipping rate should be used? What premium shipping methods are available? Should premium methods be calculated as multiples of the base rate?

Shipping Manager has extensive on-line instructions. To configure Shipping Manager:

1. From the **Shopping Cart** section of the Online Merchant Center, click on the **Web Link** menu.
2. Click on the **Shipping Manager** option. The Shipping Manager screen will be displayed.

   The steps are:
   1. Select a Calculation Method. Indicate if you will use item weight or order value to calculate shipping charges.
   2. Create Shipping Regions. If rates vary based upon shipping destination, use this section to create Regions to represent the different destinations. For example, you might create rates for East of Mississippi and West of Mississippi.
   3. Enter a Base Shipping Method: This is the shipping method upon which all shipping calculations will be based, For example, UPS Ground is a common Base Shipping Method.
   4. Enter Base Shipping Rates: For each Region created in step 2, specific Base Shipping Rates are entered.
   5. Enter Premium Shipping Methods: If alternative shipping methods are offered, for example overnight and second day air, enter them along with a flat surcharge amount.
3. Read the instructions. Click **Begin** and the **Shipping Manager Step 1: Enter Calculation** screen appears.



4. Check a calculation method: pounds, kilograms or total order amount. Click **Enter Calculation Type.**
5. Click the Proceed to Step 2 hyperlink and the **Shipping Manager Step 2: Enter Shipping Regions** screen appears.

6. Click **Delete** to delete old regions. Click **Add Region** to add a new region. Click **Next Step** and the **Step 3: Enter Base Shipping Method** screen appears.

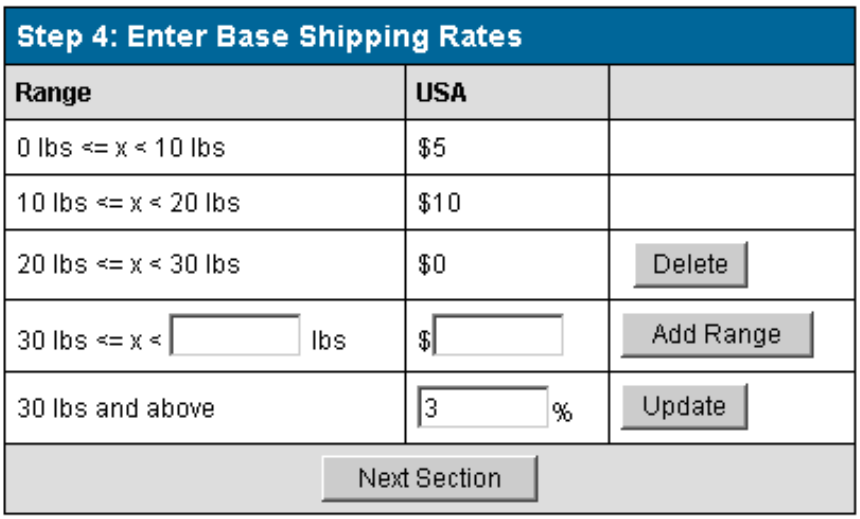
7. Enter a name in **Base Shipping Method Name** field. The system does not perform a data validation on your input. Click **Enter Shipping Method.**
8. Click the Proceed to Step 4 hyperlink and **Shipping Manager Step 4: Enter Base Shipping Rates** screen appears (where the shipping calculations are based on purchase value).

   NOTE: The excess rate is used to calculate shipping charges when an order exceeds the largest range entered. Excess rate is based on a percent of the order value.

Shipping Manager

Ranges are added one at a time, beginning with the first or lowest range.

1. Enter a upper value for the range. (The lower value will already be displayed.)
2. Enter the amount charged for each Shipping Region listed.
3. Click the Add Range button to add the range.
4. Repeat until you have created all the necessary ranges
5. Enter an Excess Rate*



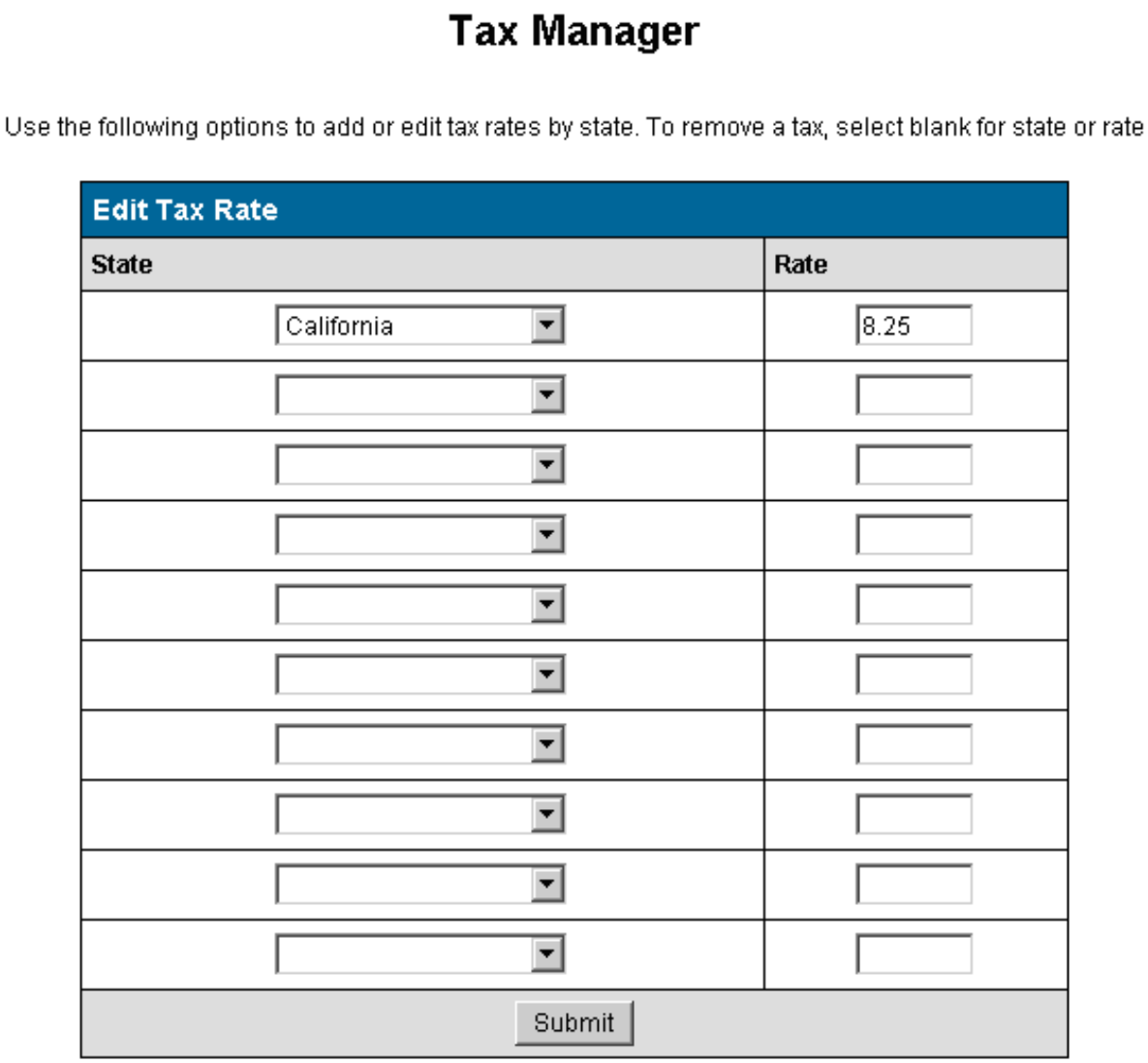
9. Click **Next Section** and the **Shipping Manager Step 5: Enter Premium Shipping Methods screen** appears.
10. Type a name in the **Premium Shipping Method Name** field and a dollar amount in the **Premium Amount** field. Click **Next Step** and a **Shipping Set-up Complete** message (not shown) appears.

Using the Tax Manager

To calculate taxes on your customer's orders, use the Tax Manager option in the Online Merchant Center Web Link menu.

The Merchant is responsible for maintaining state taxation rates. Online Merchant Suite only provides the interface to enter the specific tax information.

1. From the **Shopping Cart** section of the Online Merchant Center, click on the **Web Link** menu.
2. Click on the **Tax Manager** option. The Tax Manager screen will be displayed.
3. Click the arrow in the **State** column and a pick list of all 50 states appears. Select the state and input the applicable tax rate percentage as a single-place decimal (8.5 rather than .0085 or 8.5%).
4. Click **Propagate Taxes** to make these rates effective for all Child Sub IDs.



5. Click **Update Taxes** and a **Taxes Updated** message screen displays with the State and Rate.

Taxes Updated	
State	**Rate**
CA	8.25%

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Appendix A: Transaction Authorization Specification.

Credit Card Approval response format

The transaction approval authorization response message consists of a string of eight fields delimited by the colon ":" character.

Here is an example of the format of the complete approval message:

```
AVSSALE:123456:1234567890123:9:12345678:Y:AUTHNETSPECIFIC:M
```

The following table describes each of the fields returned in the approval response message.

Transaction Approval Authorization Response Format

Field	Description	Value
Transaction Type	Type of transaction submitted	SALE AVSSALE AUTH AVSAUTH POST AVSPOST VOICEPOST VOID CREDIT
Authorization Code	The six digit authorization or approval code provided by the authorizing network	Varies
Reference Number	Additional reference information provided by the authorizing network	Varies
Batch Number	Batch settlement number in which this transaction is included	Number
Transaction ID	Unique number assigned by the Online Commerce Suite to this transaction.	Number
AVS Result Code	Result code generated by the Address Verification System.	See Appendix B: AVS response codes
Auth Net Specific	Miscellaneous auth net message	
CVV2/CVC2 Result Code	One character result code generated by the CVV2/CVC2 system	See Appendix C: CVV2/CVC2 Response Codes

Credit Card Decline response format

The transaction decline authorization response message consists of the string "DECLINE" followed by two fields delimited by the colon ":" character.

Here is an example of the format of the complete approval message:

```
DECLINED:1234567890:TEXT RESPONSE
```

The following table describes each of the fields returned in the approval response message.

Transaction Decline Authorization Reponses

Field	Description	Value
Transaction Result	Result of the transaction	DECLINE
Decline Code	10 digit decline code.	**First Digit:** 0 — Authorizing network declined the transaction 1 — Gateway declined the transaction 2 — Authorizing network returned an error, forcing a decline 3 — Gateway returned an error, forcing a decline **Digits 2-10** — Internal decline number
Text Response	Text message indicating the reason for the decline.	Varies

Appendix B: AVS Response Codes

The following table defines AVS response codes returned from the Address Verification System.

Response Code	Definition
A	Street addresses matches, but the ZIP code does not. The first five numerical characters contained in the address matches. However, the ZIP code does not match.
E	Ineligible transaction. The card issuing institution is not supporting AVS on the card in question.
N	Neither address nor ZIP matches. The first five numerical characters contained in the address do not match, and the ZIP code does not match.
R	Retry (system unavailable or timed out).
S	Card type not supported. The card type for this transaction is not supported by AVS. AVS can verify addresses for Visa cards, MasterCard, proprietary cards, and private label transactions.
U	Address information unavailable. The address information was not available at the issuer.
W	9 digit ZIP code match, address does not. The nine digit ZIP code matches that stored at the issuer. However, the first five numerical characters contained in the address do not match.
X	Exact match (9 digit zip and address) Both the nine digit postal ZIP code as well as the first five numerical characters contained in the address match.
Y	Address and 5 digit zip match. Both the five digit postal ZIP code as well as the first five numerical characters contained in the address match.
Z	5 digit ZIP matches, but the address does not. The five digit postal ZIP code matches that stored at the VIC or card issuer's center. However, the first five numerical characters contained in the address do not match.
FOREIGN CODES:	
B	Street address matches for international transaction. Postal Code not verified due to incompatible formats.
C	Street address and Postal Code not verified for international transaction due to incompatible format.
D	Street address and Postal Code match for international transaction.
P	Postal Code match for international transaction. Street address not verified due to incompatible formats.

Appendix C: CVV2/CVC2 Response Codes

The following table defines CVV2/CVC2 response codes returned from the credit card authorizing network.

Response Code	Definition
Space	CVV2 processing not requested
M	CVV2/CVC2 Match
N	CVV2/CVC2 not matched
P	Not processed
S	CVV2 should be printed on the card, but it was indicated that the value was not present
U	Issuer does not support CVV2
X	Service provider did not respond

Appendix D: Country and Currency Code

You must first verify that your credit card merchant account processor and the gateway support the currency code submitted prior to attempting any transactions other than those in **"U.S."** dollars.

The following table defines the country, currency code, and the requirement of decimals in amount fields. **"NONE"** indicates that the decimal is not required when setting the amount.

Country	Currency Code	Decimal
Argentina	ARS	
Australia	AUD	
Christmas Island	AUD	
Cocos (Keeling) Islands	AUD	
Heard and McDonald Islands	AUD	
Kiribati	AUD	
Nauru	AUD	
Norfolk Island	AUD	
Tuvalu	AUD	
Aruba	AWG	
Azerbaijan	AZN	
Bulgaria	BGN	
Bermuda	BMD	
Singapore	BND	
Bolivia	BOB	
Bolivia	BOV	
Brazil	BRL	
Bahamas	BSD	
Bhutan	BTN	
Botswana	BWP	
Belarus	BYR	NONE
Democratic Republic of Congo	CDF	
Switzerland	CHF	
Liechtenstein	CHF	
Chile	CLP	NONE
China	CNY	
Colombia	COP	
Colombia	COU	
Costa Rica	CRC	
Cuba	CUP	

Country	Currency Code	Decimal
Cape Verde	CVE	
Czech Republic	CZK	
Djibouti	DJF	NONE
Denmark	DKK	
Greenland	DKK	
Algeria	DZD	
Estonia	EEK	
Egypt	EGP	
Eritrea	ERN	
Ethiopia	ETB	
Andorra	EUR	
Kosovo	EUR	
Monaco	EUR	
Montenegro	EUR	
San Marino	EUR	
Vatican	EUR	
Belgium	EUR	
Cyprus	EUR	
Finland	EUR	
France	EUR	
Germany	EUR	
Ireland	EUR	
Italy	EUR	
Luxembourg	EUR	
Malta	EUR	
Portugal	EUR	
Slovenia	EUR	
Spain	EUR	
Fiji	FJD	
Falkland Islands	FKP	
Isle of Man	GBP	
Georgia	GEL	
Ghana	GHS	
Gibraltar	GIP	
Gambia	GMD	

Country	Currency Code	Decimal
Guinea	GNF	NONE
Guatemala	GTQ	
Guyana	GYD	
Croatia	HRK	
Haiti	HTG	
Hungary	HUF	
Indonesia	IDR	
Israel	ILS	
Bhutan	INR	
India	INR	
Iraq	IQD	
Iran	IRR	
Iceland	ISK	NONE
Jamaica	JMD	
Jordan	JOD	
Japan	JPY	NONE
Kenya	KES	
Kyrgyzstan	KGS	
Cambodia	KHR	
Comoros	KMF	NONE
North Korea	KPW	
South Korea	KRW	NONE
Kuwait	KWD	
Cayman Islands	KYD	
Kazakhstan	KZT	
Laos	LAK	
Lebanon	LBP	
Sri Lanka	LKR	
Liberia	LRD	
Libya	LYD	
Moldova	MDL	
Nicaragua	NIO	
Philippines	PHP	
Romania	RON	
Serbia	RSD	

Country	Currency Code	Decimal
Russia	RUB	
Slovakia	SKK	
Somalia	SOS	
Central African Republic	XAF	
Gabon	XAF	
Anguilla	XCD	
Antigua and Barbuda	XCD	
Dominica	XCD	
Grenada	XCD	
Montserrat	XCD	
Benin	XOF	
Burkina Faso	XOF	
Yemen	YER	
South Africa	ZAR	
Zambia	ZMK	
Zimbabwe	ZWD	
Canada	CAD	
Bosnia and Herzegovina	BAM	
Barbados	BBD	
Bangladesh	BDT	
Bahrain	BHD	
Burundi	BIF	NONE
Brunei	BND	
Faroe Islands	DKK	
British Indian Ocean Territory	GBP	
Hong Kong	HKD	
Honduras	HNL	
Lesotho	LSL	
Morocco	MAD	
Western Sahara	MAD	
Madagascar	MGA	
The former Yugoslav Republic of Macedonia	MKD	
Myanmar	MMK	
Mongolia	MNT	
Macau	MOP	

Country	Currency Code	Decimal
Mauritania	MRO	
Mauritius	MUR	
Maldives	MVR	
Malawi	MWK	
Malaysia	MYR	
Mozambique	MZN	
Namibia	NAD	
Nigeria	NGN	
Norway	NOK	
Nepal	NPR	
Cook Islands	NZD	
New Zealand	NZD	
Niue	NZD	
Pitcairn	NZD	
Tokelau	NZD	
Oman	OMR	
Panama	PAB	
Peru	PEN	
Papua New Guinea	PGK	
Pakistan	PKR	
Poland	PLN	
Paraguay	PYG	NONE
Qatar	QAR	
Rwanda	RWF	NONE
Saudi Arabia	SAR	
Solomon Islands	SBD	
Seychelles	SCR	
Sudan	SDG	
Sweden	SEK	
Singapore	SGD	
Brunei	SGD	
Saint Helena	SHP	
Sierra Leone	SLL	
Suriname	SRD	
São Tomé and Príncipe	STD	

Country	Currency Code	Decimal
Syria	SYP	
Swaziland	SZL	
Thailand	THB	
Tajikistan	TJS	
Turkmenistan	TMM	
Tunisia	TND	
Tonga	TOP	
Turkey	TRY	
Cyprus	TRY	
Trinidad and Tobago	TTD	
Taiwan	TWD	
Tanzania	TZS	
Ukraine	UAH	
Uganda	UGX	
American Samoa	USD	
British Indian Ocean Territory	USD	
Ecuador	USD	
El Salvador	USD	
Guam	USD	
Haiti	USD	
Marshall Islands	USD	
Micronesia	USD	
Northern Mariana Islands	USD	
Palau	USD	
Panama	USD	
Puerto Rico	USD	
East Timor	USD	
Turks and Caicos Islands	USD	
United States	USD	
United States Virgin Islands	USD	
Bermuda	USD	
Uruguay	UYU	
Uzbekistan	UZS	
Venezuela	VEF	
Vietnam	VND	

Country	Currency Code	Decimal
Vanuatu	VUV	NONE
Samoa	WST	
Cameroon	XAF	
Congo	XAF	
Chad	XAF	
Equatorial Guinea	XAF	NONE
Saint Kitts and Nevis	XCD	
Saint Lucia	XCD	
Saint Vincent and the Grenadines	XCD	
Côte d'Ivoire	XOF	
Guinea-Bissau	XOF	
Mali	XOF	
Niger	XOF	
Senegal	XOF	
Togo	XOF	
French Polynesia	XPF	NONE
New Caledonia	XPF	NONE
Wallis and Futuna	XPF	NONE
United Kingdom	GBP	
Belize	BZD	
Dominican Republic	DOP	
Austria	EUR	
Greece	EUR	
Netherlands	EUR	
United Arab Emirates	AED	
Afghanistan	AFN	
Albania	ALL	
Armenia	AMD	
Netherlands Antilles	ANG	
Angola	AOA	
Latvia	LVL	
South Georgia and the South Sandwich Islands	GBP	
Lithuania	LTL	
Mexico	MXN	