

GP webpay Portal

User's guide

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| Author | GPE Product |
| Manager | GPE Product |
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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:

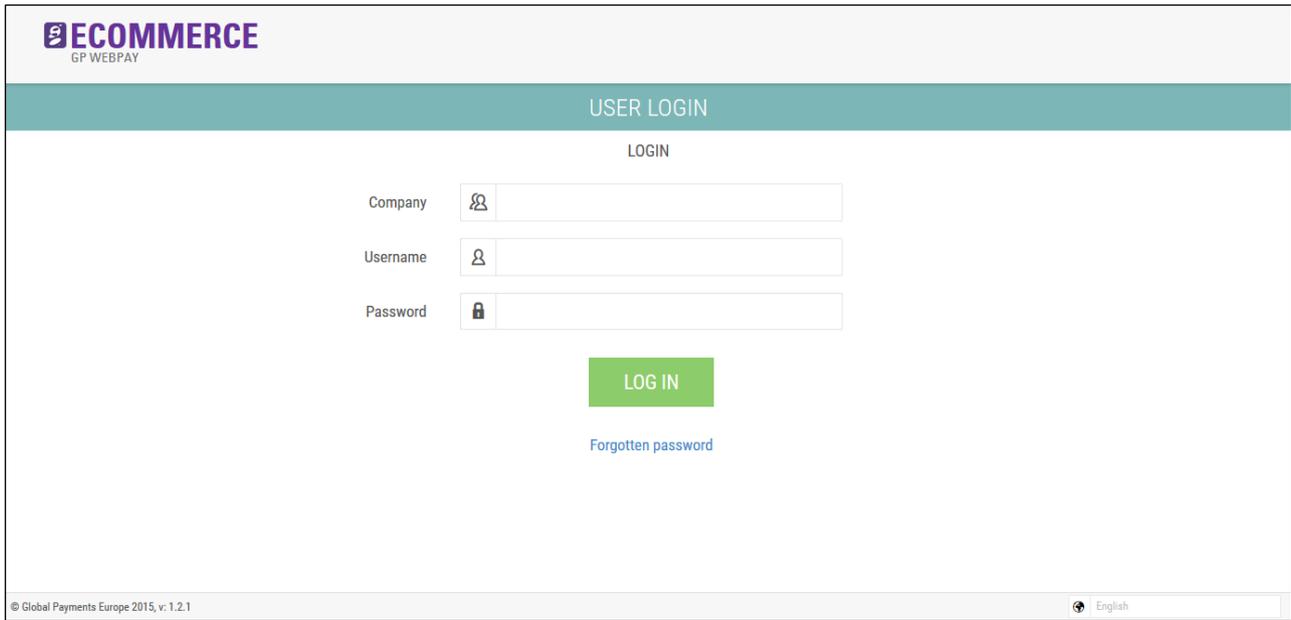
- search and manage payments
- create, send, search and manage PUSH payments
- create and manage users
- display statistics and functions authorized for the e-shop and payments
- create and manage keys
- download technical documentation and other resources for integration with the GP webpay payment gateway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



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

* Last name

* E-mail

Telephone

* Preferred language

Time zone

© Global Payments Europe 2015, v. 1.3.1-8 English

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](#)

© Global Payments Europe 2015, v. 1.3.1-8 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:

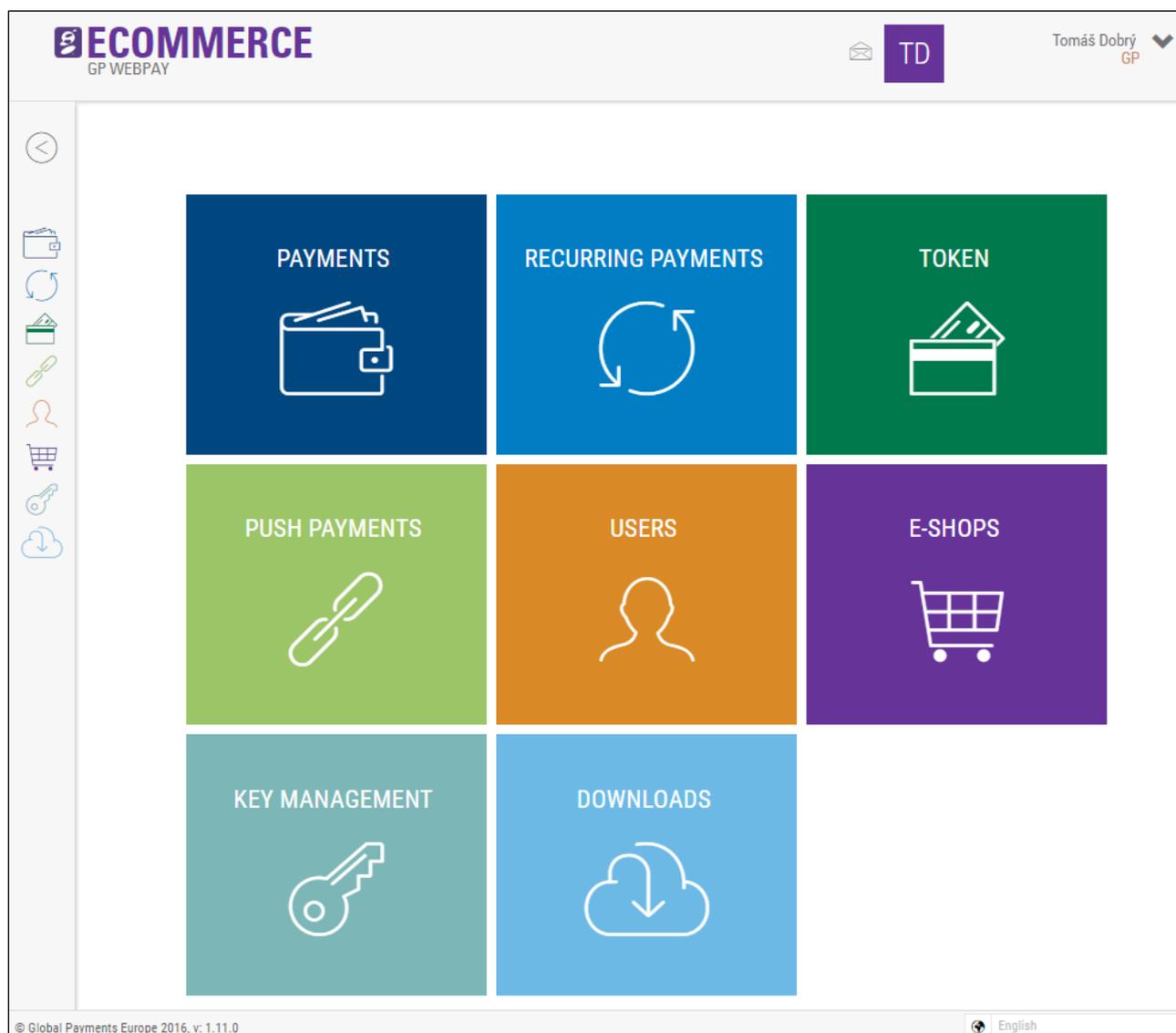
- After pressing the “Forgotten password” link, a form is displayed. User enters data in the “Company” and “Username” boxes (see Picture No. 4).
- After pressing the “Search” button, there are displayed both the user data (company, name and surname) and e-mail address to which an e-mail with verification 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 a web form for password recovery. At the top left is the logo for 'ECOMMERCE GP WEBPAY'. The main heading is 'FORGOTTEN PASSWORD' in a teal bar, followed by the sub-heading 'GENERATING NEW PASSWORD'. There are two input fields: one for '* Company' and one for '* Username', each with a person icon and a vertical line indicating the cursor position. Below the fields are two buttons: 'BACK' (blue) and 'SEARCH' (green). The bottom left corner has the copyright notice '© Global Payments Europe 2015, v. 1.2.1' and the bottom right corner shows a language selector set to '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

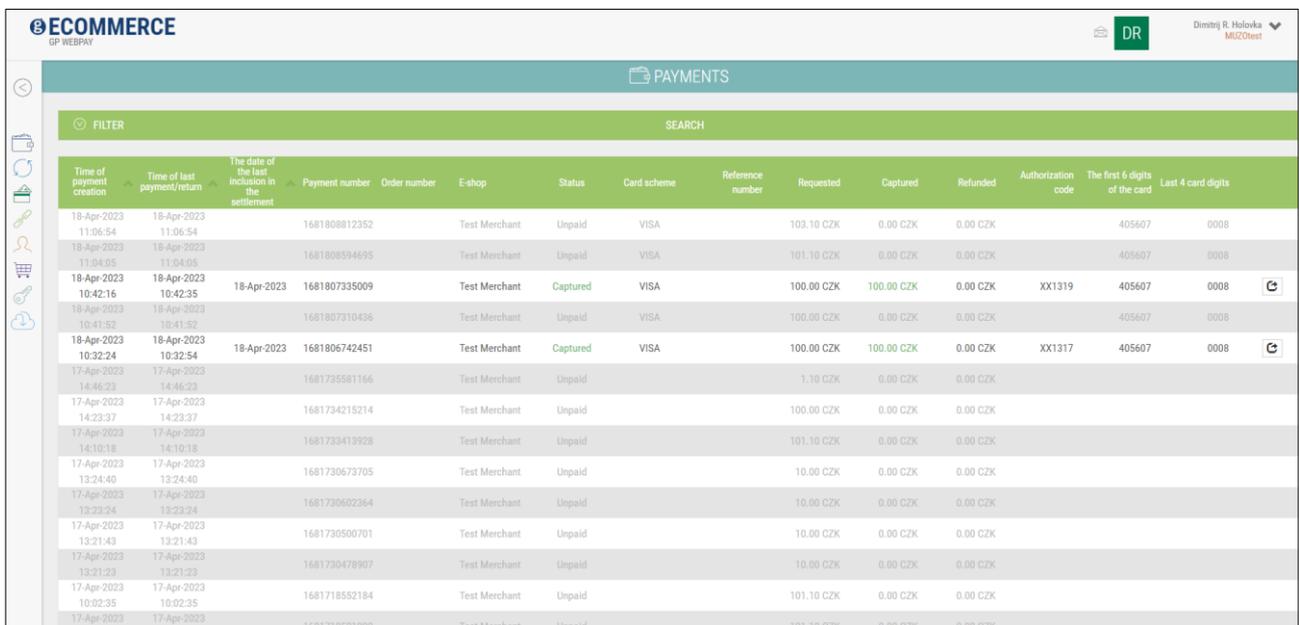
Searched out payments are sorted from the newest to the oldest (see Picture No. 7). All types of payments are searched out - standard, registration, recurring, and PUSH payments (note: only the

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.



| 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 | Last 4 card digits |
|--------------------------|-----------------------------|--|----------------|--------------|---------------|----------|-------------|------------------|------------|------------|----------|--------------------|--------------------------------|--------------------|
| 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 | | 1681808594695 | | 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 | | | |

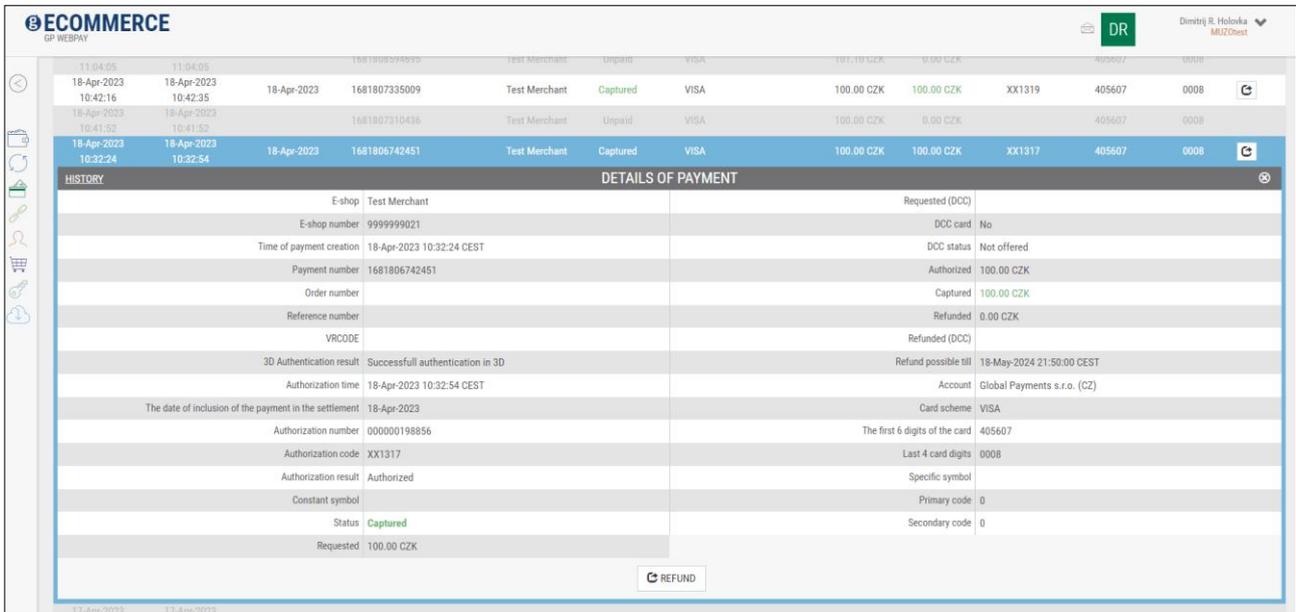
Pic. 7: List of searched out payments

5.3 Details of payment

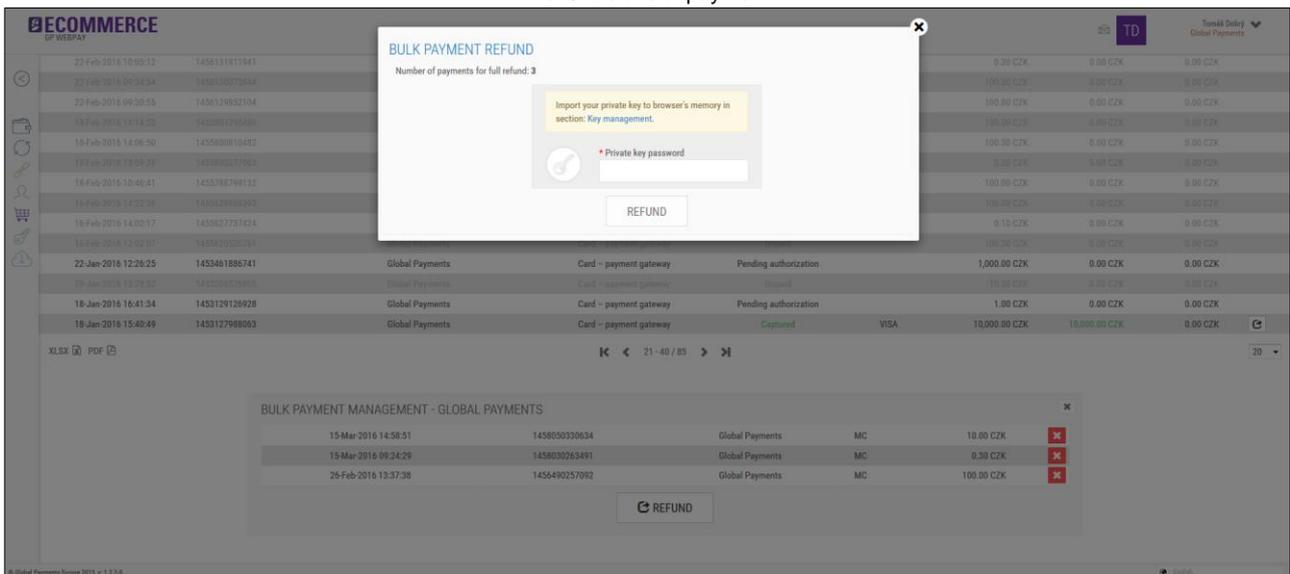
After clicking a payment in the list of searched out payments, basic information about the payment is displayed (see Picture No. 8). Further possible payment management depends on its status. The user can then make requested payment management (Capture, Refund etc.). If the amount is requested, the amount 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.



Pic. 8: Details of payment



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).

Payment status “Authorized” – the payment is in this status, if the request for capturing is created with parameter “DEPOSITFLAG=0”, 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 make a full or partial capturing (the “Capture” button), or to reverse the payment (the “Reverse the payment” button).

Any requirement to manage payment is confirmed by entering a password for the private key. New status of payment is displayed in the list of payments and in the payment details.

5.3.2 Payment history

After clicking the link “Payment history” in the upper left corner at the “Details of payment“, history of payment is displayed (see Picture No. 10). In the left part, there are displayed activities made by e-shop/user; in the right part, there are displayed activities made by the GP webpay payment gateway.

The screenshot shows the 'PAYMENT HISTORY' modal window for payment no. 145267920260. The modal contains the following events:

- 13-Jan-2016 11:00:28: E-shop Global Payments created the payment no. 145267920260 for the amount of 1,00 CZK.
- 13-Jan-2016 11:00:38: GP webpay authorized the payment no. 145267920260 for the amount of 1,00 CZK.
- 13-Jan-2016 11:00:40: GP webpay performed capture no. 1 of payment no. 145267920260 in the amount of 1,00 CZK.
- 13-Jan-2016 22:01:28: GP webpay sent the payment no. 145267920260 to settlement.
- 18-Jan-2016 12:23:03: User kerka performed refund no. 1 of the payment no. 145267920260 in the amount of 0,50 CZK.
- 18-Jan-2016 22:01:18: GP webpay sent the payment no. 145267920260 to settlement.

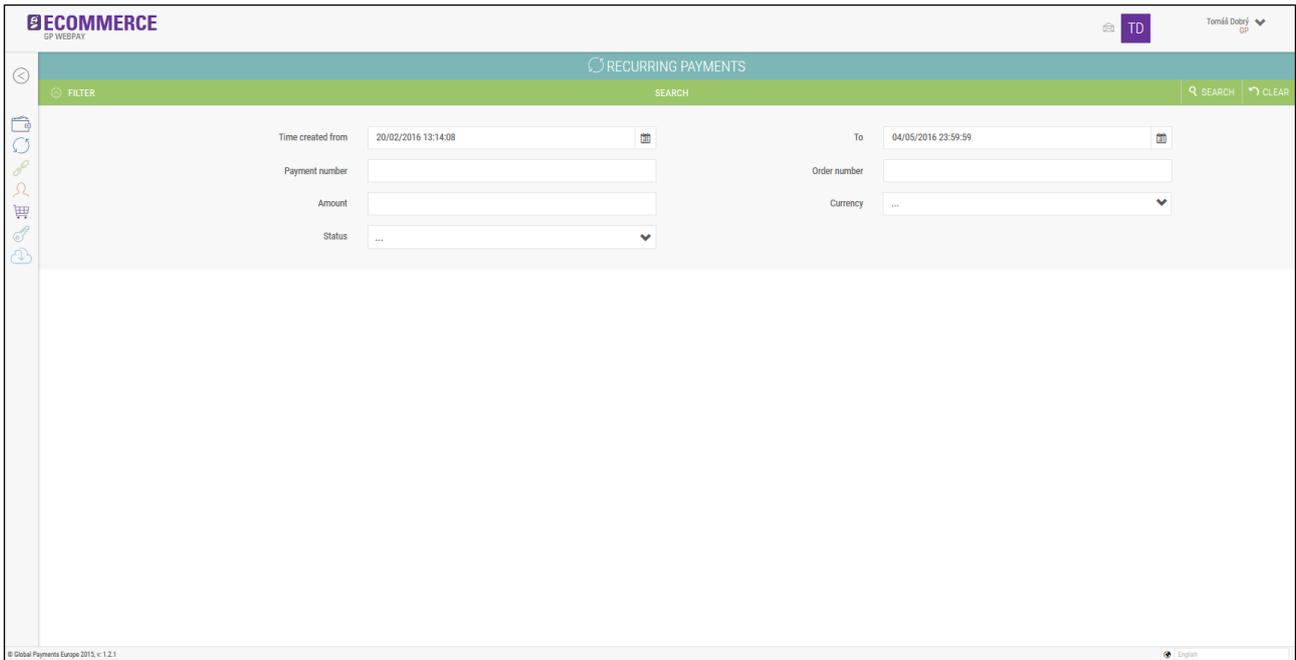
The background interface shows a list of payments and a detailed view of a payment with the following details:

- Authorization result: Authorized
- Status: Partial payment/refund
- Requested: 1,00 CZK
- Authorized: 1,00 CZK
- Captured: 1,00 CZK
- Refunded: 0,50 CZK
- Refund possible till: 13-Feb-2017 21:50:00 CET
- Account: GPE CZ
- Card association: VISA
- Last 4 card digits: 0016

Pic. 10: Payment history

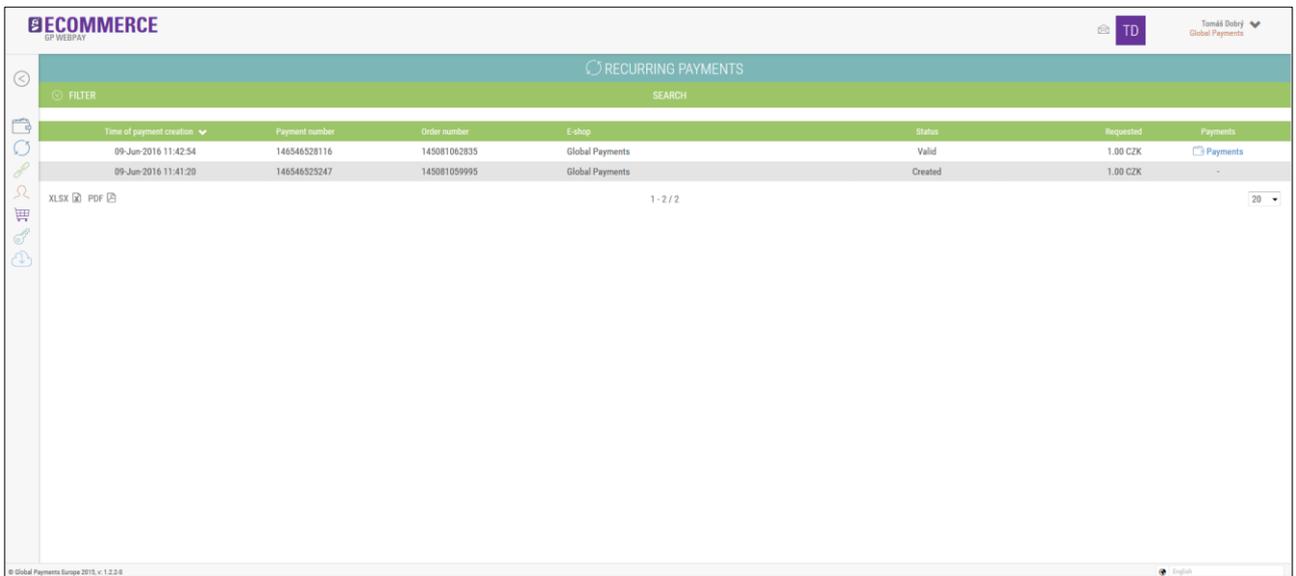
6. Recurring payments

This menu enables to search and manage Recurring payments. The filter to search registration payments is displayed (see Picture No. 11).



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).



Pic. 12: List of searched out registration payments

| 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 |

| 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 | |
| Reference number | |
| 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 |

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.

The screenshot displays the 'RECURRING PAYMENTS' section of the GP webpay Portal. At the top, there is a navigation bar with the 'ECOMMERCE GP WEBPAY' logo, a user profile icon for 'Tomáš Dobrý GP', and a 'TD' icon. Below the navigation bar is a header for 'RECURRING PAYMENTS' with a refresh icon. A green bar contains 'FILTER' and 'SEARCH' options. A table lists recurring payments with columns for 'Time of payment creation', 'Payment number', 'Order number', 'E-shop', 'Status', and 'Payments'. One payment is listed: '13-Dec-2017 10:15:23', '151315649458', '149802492964', 'Global Payments', 'Authorized', and '-'. Below the table is a 'DETAIL' view for the selected payment, showing fields for 'Payment number', 'Time of payment creation', 'E-shop', 'Order number', and 'Status'. A red 'REVOKE' button is positioned below the details. At the bottom, there are options for 'XLSX' and 'PDF' exports, a page indicator '1 - 1 / 1', and a dropdown menu set to '20'. The footer includes the copyright notice '© Global Payments Europe 2016, v: 1.8.0' and a language selector set to 'English'.

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

The screenshot displays the 'E-COMMERCE GP WEBPAY' interface. At the top right, the user 'Tomáš Dobrý GP' is logged in. The main content area is titled 'TOKEN' and contains a table with two rows of payment data. The second row is selected, and its details are shown in a 'DETAIL' modal window.

| 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 |

Below the details, there is a red 'REVOKE' button. At the bottom of the modal, there are options for 'XLSX' and 'PDF' exports, a page indicator '1 - 2 / 2', and a dropdown menu set to '20'.

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.

The screenshot displays the 'PUSH PAYMENTS' creation interface. At the top, the 'ECOMMERCE GP WEBPAY' logo is on the left, and the user's name 'Tomáš Dobrý GP' is on the right. The main header is 'PUSH PAYMENTS'. Below it, a progress bar shows three steps: '1 PUSH payment creation', '2 Entering an e-mail address (optional)', and '3 Summary'. The current step is '1'. A blue button at the top right of the form area says 'PUSH PAYMENT CREATION (1/3)'. The form fields are as follows:

- * E-shop:** Global Payments - 7700049976
- * Language:** Czech
- * Payment number:** [Empty field]
- Order number:** [Empty field]
- * Processing method:** Capture the amount, Block the amount
- * Valid to:** 28/12/2019
- * Amount:** [Empty field]
- * Currency:** CZK
- Reference number:** [Empty field]
- Server URL:** [Empty field]
- E-shop data:** [Empty field]
- Payment description:** [Empty field]
- Payment type:** ...

A blue 'CONTINUE' button is located at the bottom right of the form. The footer contains '© Global Payments Europe 2016, v. 1.11.0' and 'English'.

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.

The screenshot displays the 'PUSH PAYMENTS' interface. The current step is 'Entering an e-mail address (optional)'. The form contains the following fields and options:

- E-mail address for sending the payment link (It sends the payment link to the customer's e-mail)
- E-mail for sending confirmation of payment (It sends confirmation of payment to the e-shop's e-mail address)

The 'Message' section shows a preview of an email template with the following content:

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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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).

ECOMMERCE
GP WEBPAY

TD Tomáš Dobrý GP

PUSH PAYMENTS

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

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

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

* To

Payment description

BACK CONTINUE

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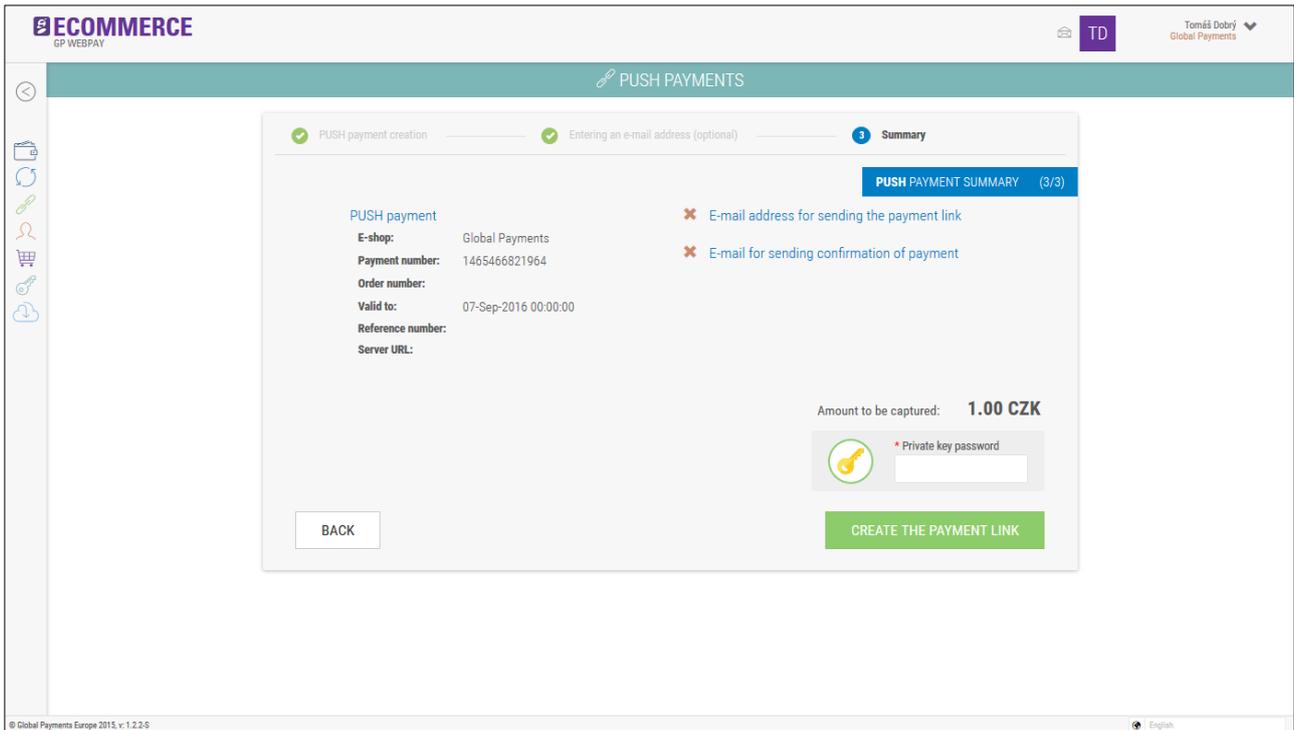
Pic. 18: Entering e-mail address of the e-shop to send confirmation of payment

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

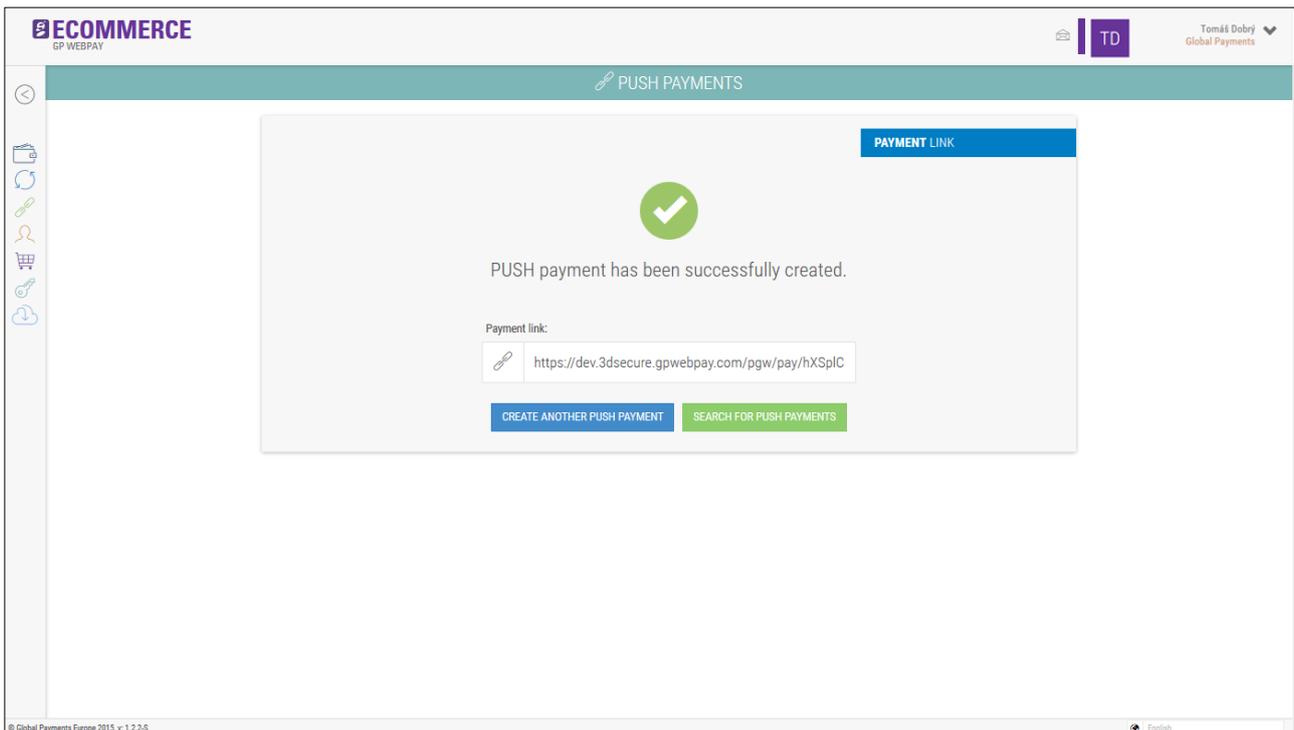
In the last, third step, there are displayed data about the created PUSH payment and about the entered e-mail addresses (see Picture No. 19). After entering the password to the private key and after pressing the “Create payment link” button, there is displayed confirmation about the successful creating 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).



Pic. 19: PUSH payment summary



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

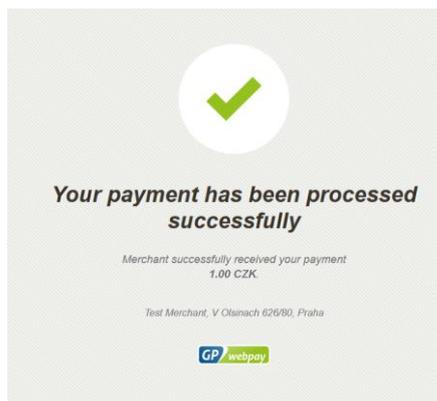
The screenshot displays the 'Ecommerce GP WEBPAY' interface. At the top right, there is a user profile for 'Tomáš Dobrý GP' with initials 'TD'. The main header is 'PUSH PAYMENTS'. Below this is a green bar with 'FILTER' and 'SEARCH' options, and a 'CLEAR' button. The filter section contains several input 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 navigation icons. The footer shows '© Global Payments Europe 2015, v.1.2.1' and 'English'.

Pic. 21: Filter to search PUSH payments

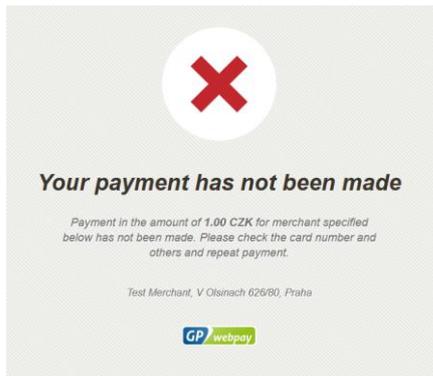
8.2 Capturing a PUSH payment

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:

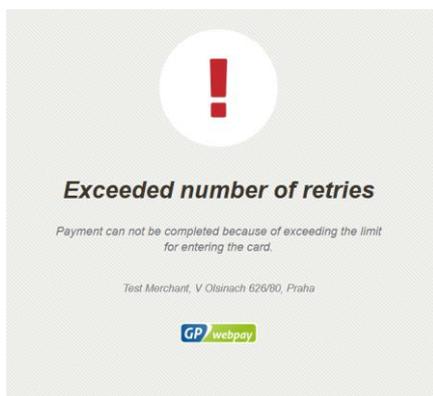
- Payment has been processed successfully:



- Payment was unsuccessful:

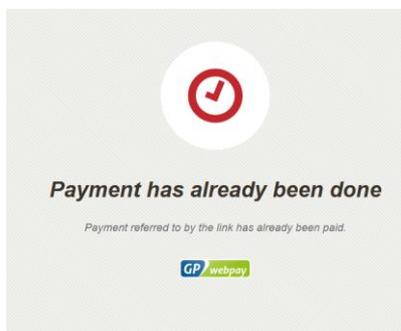


- The limit of payment attempts has been exceeded:

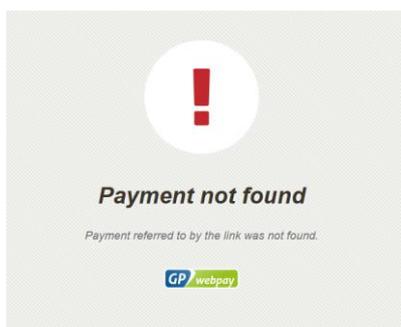


If the customer is not redirected to the GP webpay payment gateway after clicking the payment link, the customer is informed about the reason:

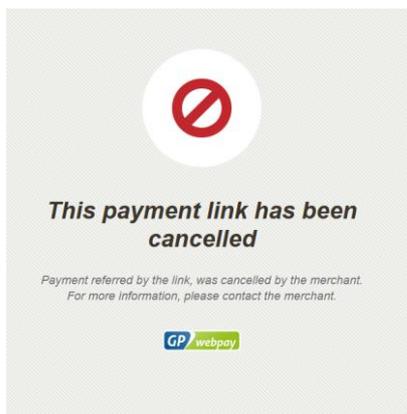
- Payment has already been done:



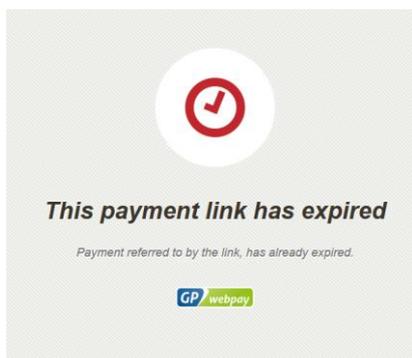
- Payment not found:



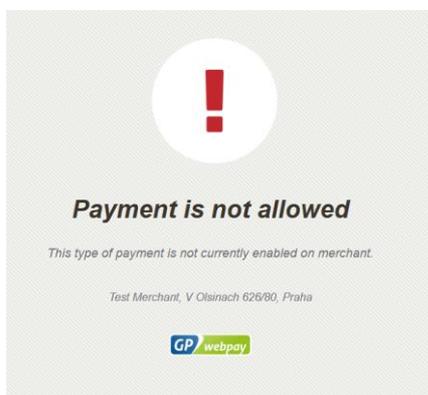
- Payment has been cancelled:



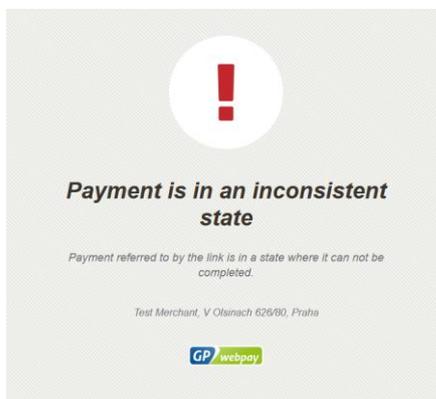
- Payment has already expired:



- 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.

The screenshot displays the 'USERS' management interface in the GP webpay Portal. At the top, the 'ECOMMERCE GP WEBPAY' logo is visible on the left, and the user 'Tomáš Dobrý GP' is logged in on the right. The main content area is titled 'USERS' and contains a 'USER LIST' table. The table lists various users with their names and icons, and columns for different management actions. Below the table, there are options to export the list as XLSX or PDF, and a page indicator '1 - 11 / 11'. At the bottom of the main area is a 'CREATE A USER' form with several input fields and a 'CREATE' button.

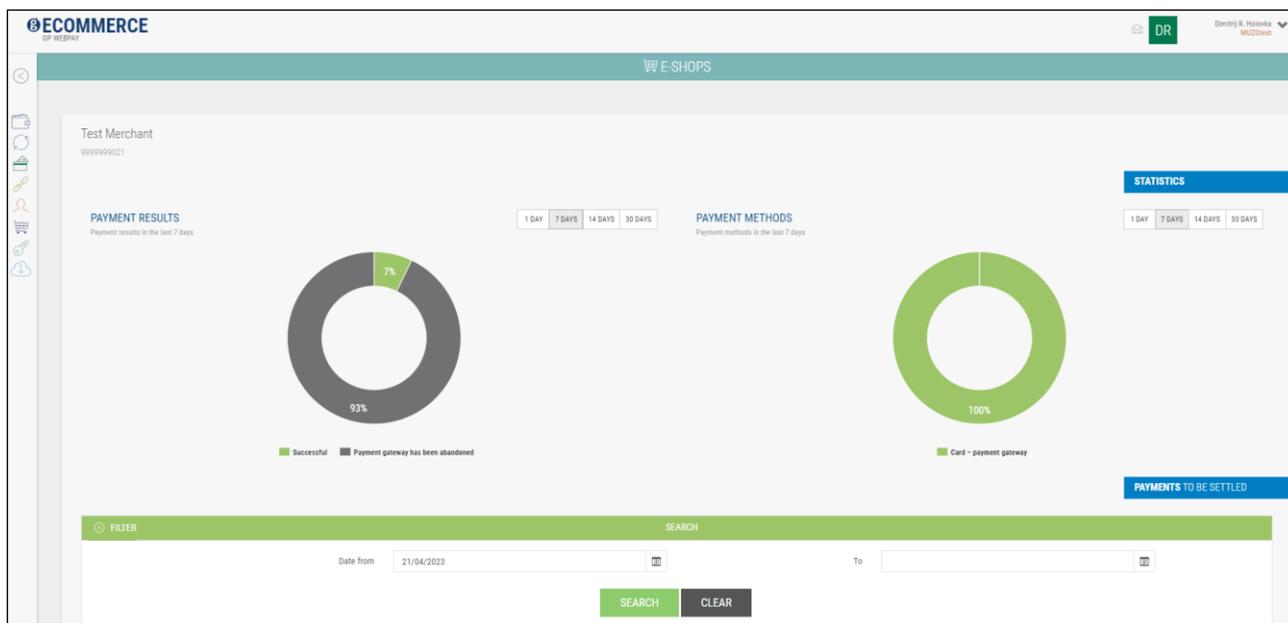
| User name | Search for payments | Payment management | PUSH payments | Administration | User private key | Remove key from server | Visibility |
|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|------------------------|------------|
| 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 |
| mnojzjs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | EDIT |

Below the table, there are options to export the list as XLSX or PDF, and a page indicator '1 - 11 / 11'. At the bottom of the main area is a 'CREATE A USER' form with several input fields and a 'CREATE' button.

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

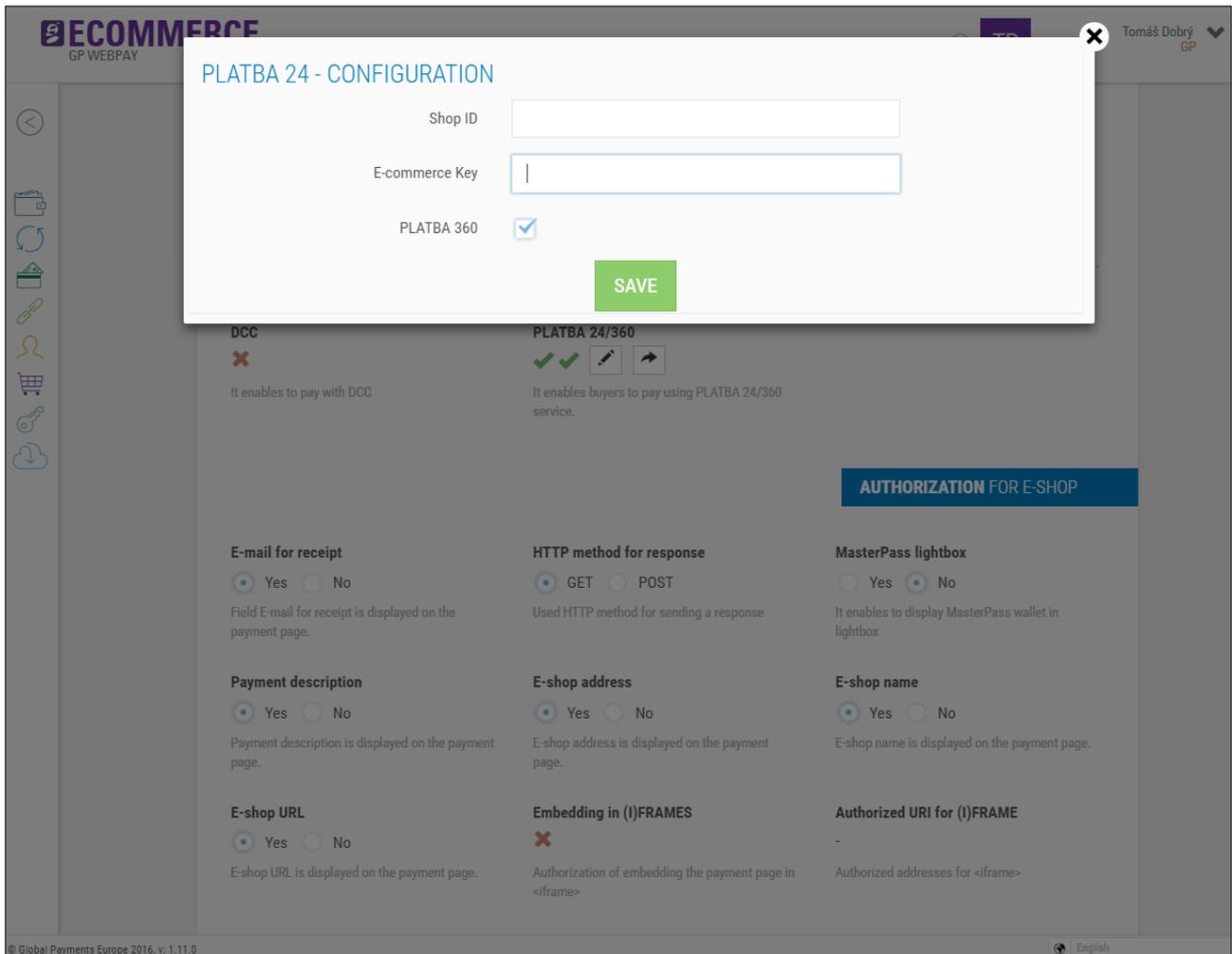
For every payment methods or function, there is displayed, if it is enabled or disabled for the e-shop. Authorization for payment is determined by the provider.

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 'GP WEBPAY' portal interface. A modal window titled 'PLATBA 24 - CONFIGURATION' is open, featuring the following elements:

- Shop ID:
- E-commerce Key:
- PLATBA 360:
- A green 'SAVE' button.

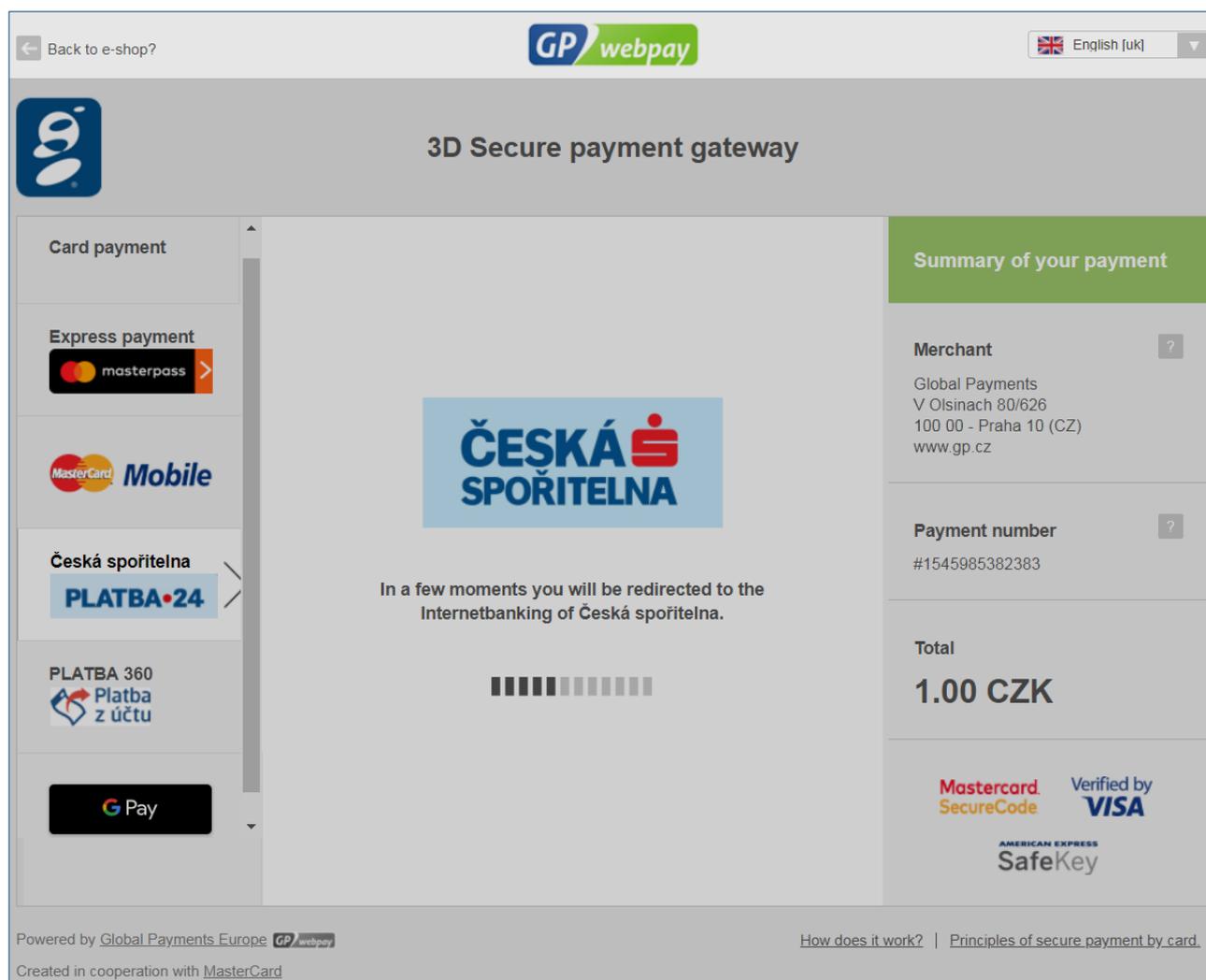
The background configuration page includes:

- DCC**: Status 'X', description 'It enables to pay with DCC'.
- PLATBA 24/360**: Status '✓✓', description 'It enables buyers to pay using PLATBA 24/360 service'.
- AUTHORIZATION FOR E-SHOP** section with various radio button options:
 - E-mail for receipt: Yes (selected), No
 - HTTP method for response: GET (selected), POST
 - MasterPass lightbox: Yes, No (selected)
 - Payment description: Yes (selected), No
 - E-shop address: Yes (selected), No
 - E-shop name: Yes (selected), No
 - E-shop URL: Yes (selected), No
 - Embedding in (I)FRAMES: Status 'X', description 'Authorization of embedding the payment page in <iframe>'.
 - Authorized URI for (I)FRAME: -

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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

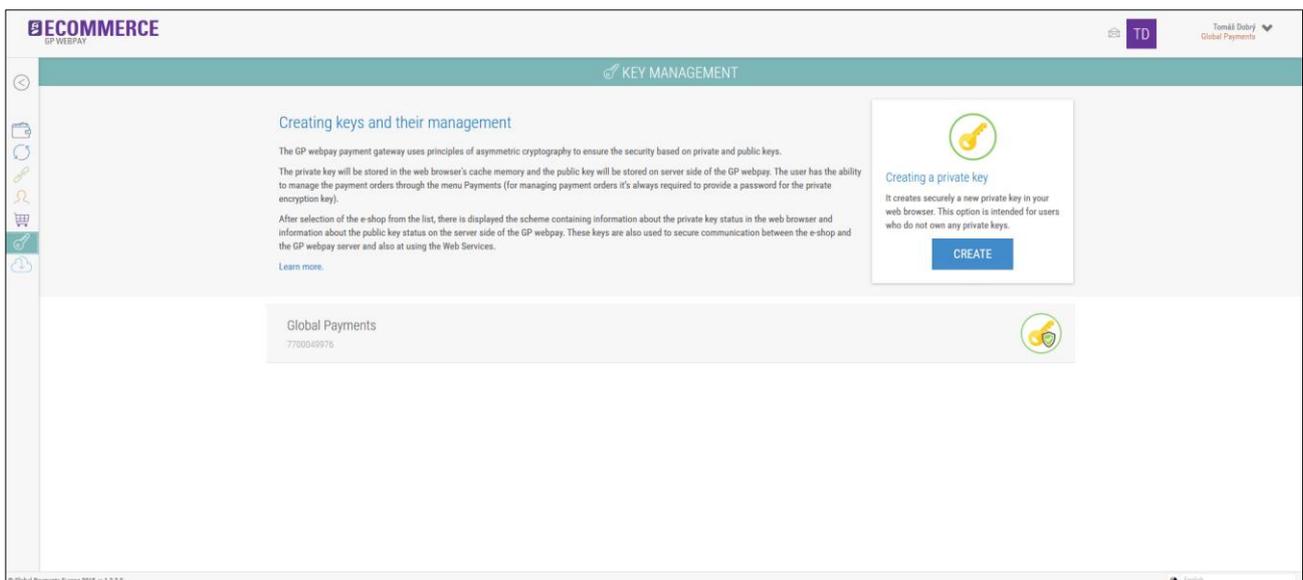
There are displayed payments methods, which can be used by the customer to make the payment to the e-shop on the GP webpay payment gateway. Authorization for e-shop is determined by the provider.

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”

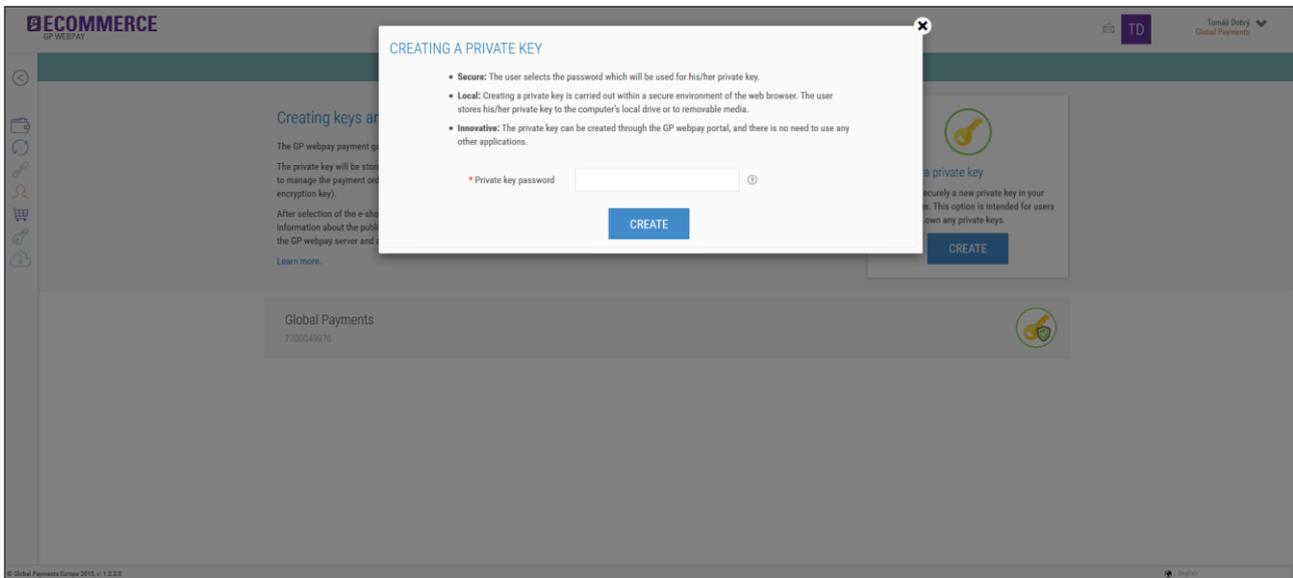
11.1 Creating a private key

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:

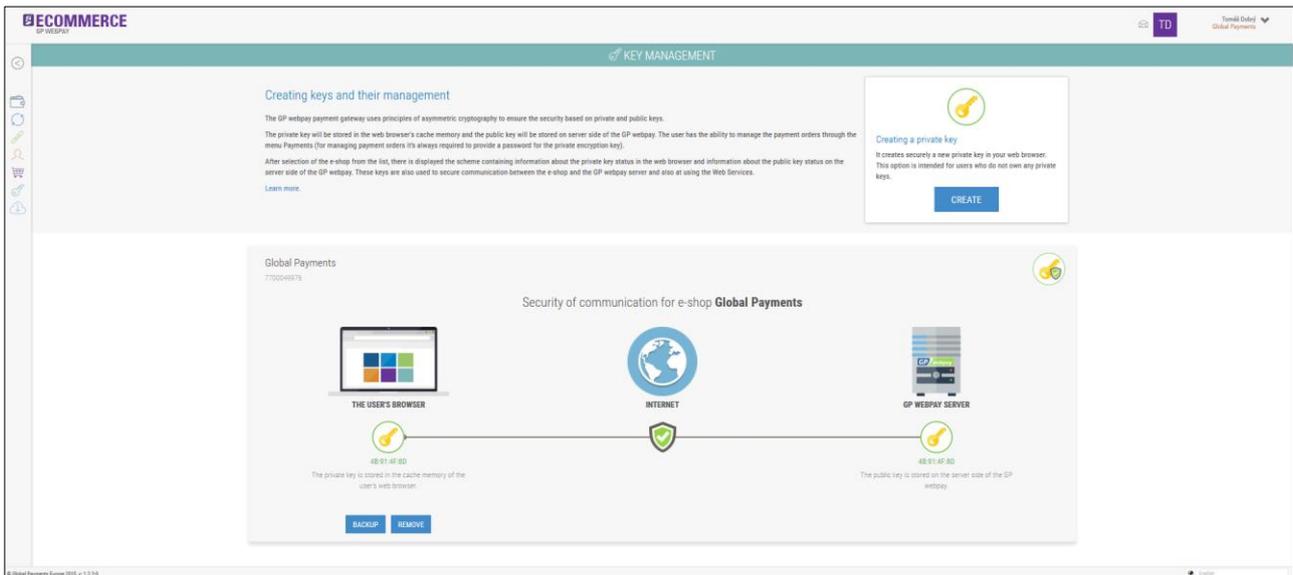
- RSA Algorithm
- Key length 2048 bits
- Format for storing PKCS#8 encrypted private key

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).

| 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 |
| PAY006 | Documentation | Logos – GP webpay and payment methods | 02-Mar-2017 |
| PAY006 | JNLP | Application – GP webpay Keystore Manager | 12-Jul-2017 |
| PAY006 | Documentation | Application – Demo e-shop PHP | 08-Mar-2017 |
| 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 |
| PAY006 | Documentation | GP webpay - implementation examples | 24-May-2017 |

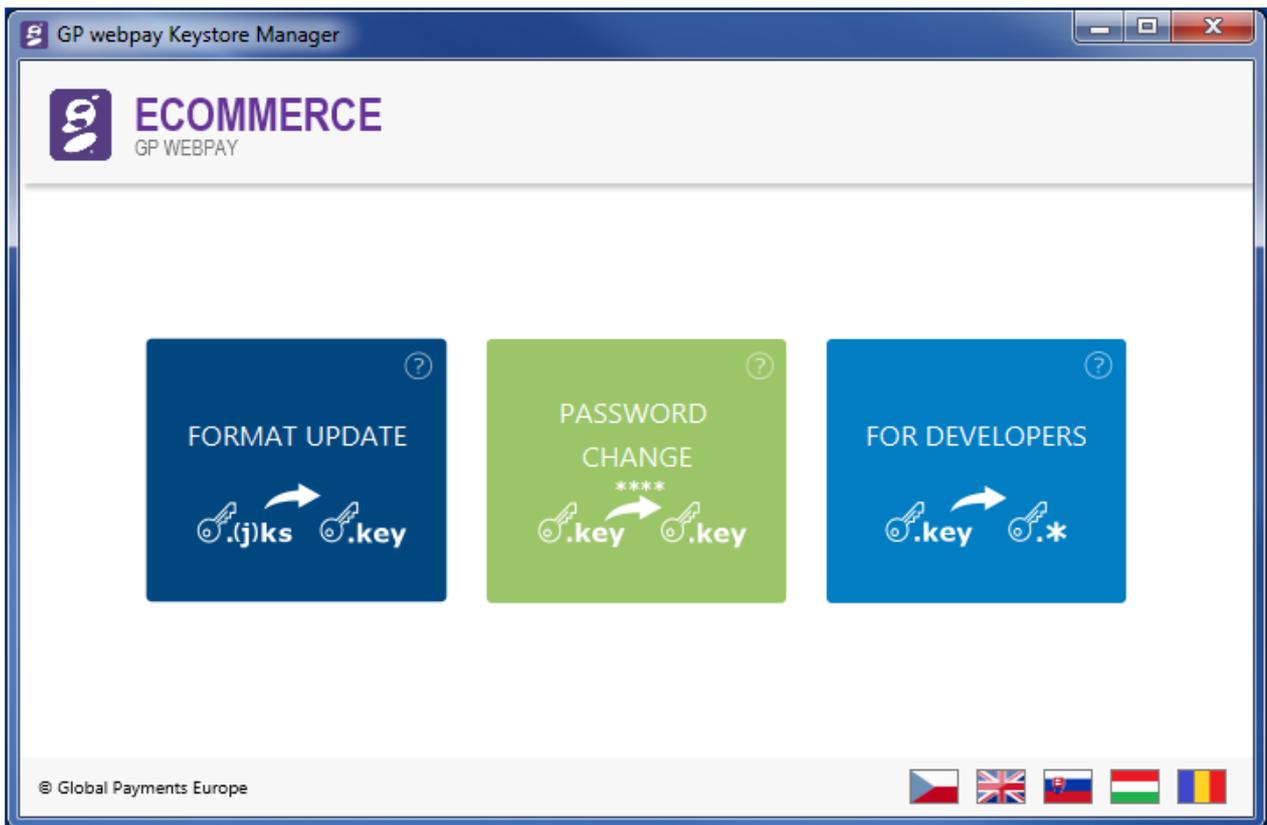
XLSX PDF 1 - 13 / 13 20

© 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.

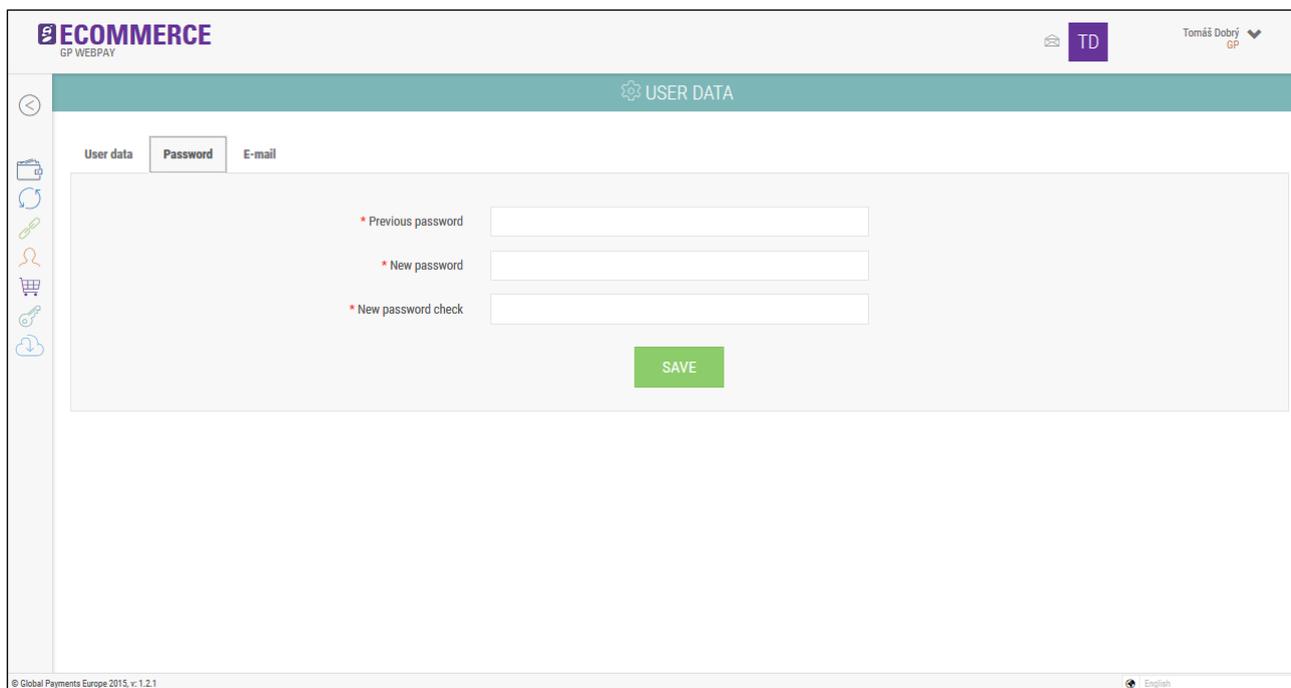
13.1 Settings

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 shows the 'USER DATA' page in the GP webpay Portal. The page has a teal header with the 'ECOMMERCE GP WEBPAY' logo on the left and a user profile 'TD' on the right. Below the header, there are three tabs: 'User data', 'Password', and 'E-mail'. The 'Password' tab is active. The form contains three input fields with red asterisks indicating required fields: 'Previous password', 'New password', and 'New password check'. A green 'SAVE' button is positioned below the fields. A vertical sidebar on the left contains icons for home, search, cart, and other functions. The footer includes 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

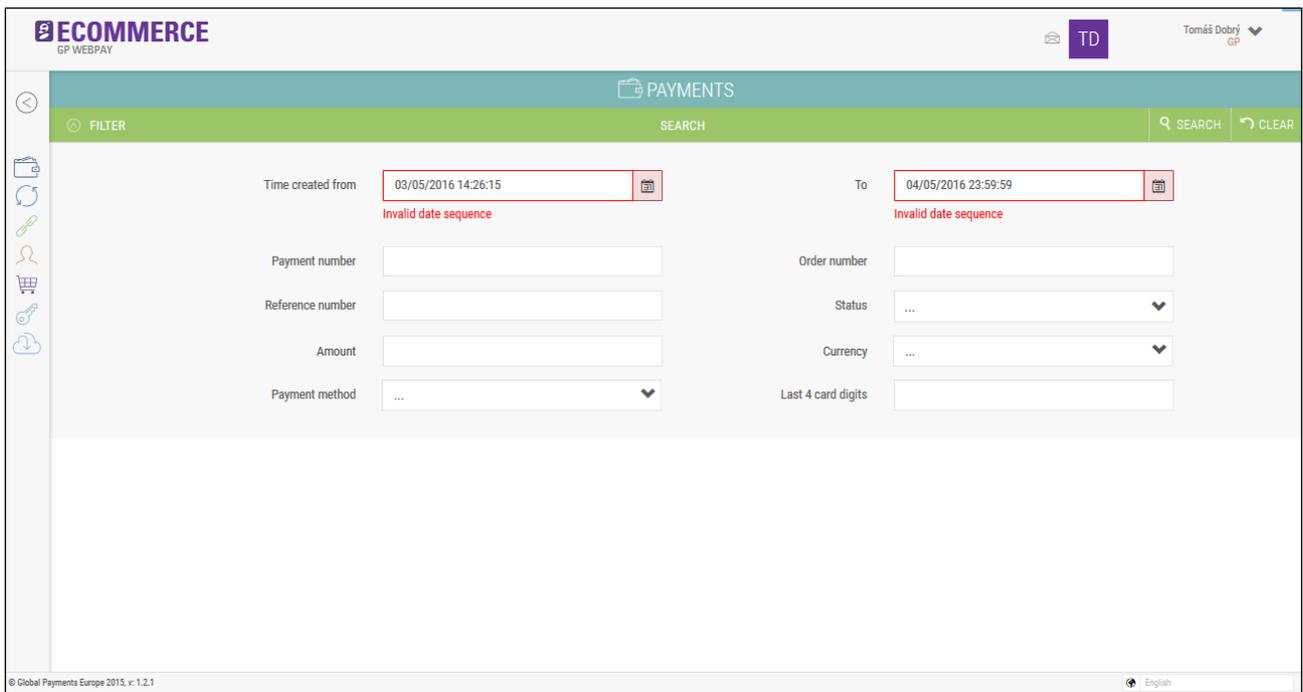
The menu enables the user to change e-mail. A form to enter a new e-mail is displayed. After the form is sent, the user is prompted to enter the verification code sent to the newly entered e-mail address.

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).



Pic. 32: Example of error message

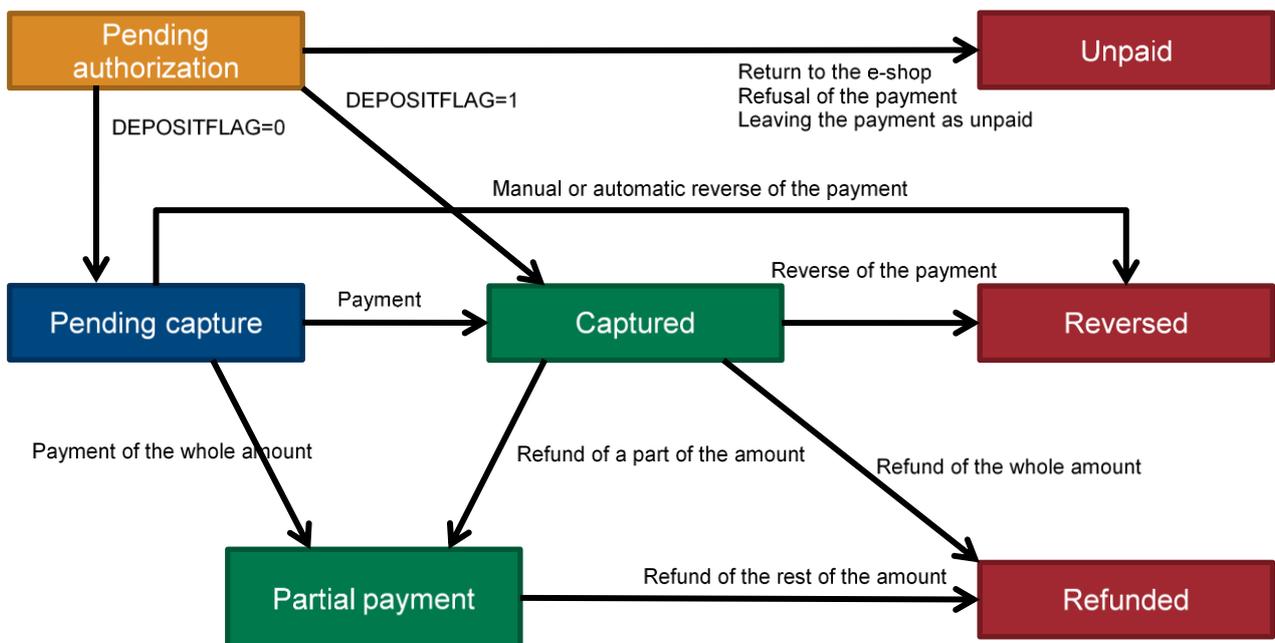
15. Annexes

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. |