



CLOSED MICROSITE INSTRUCTIONS, CREATION OF PAYMENT ORDERS AND MASS UPLOADS

General Instructions

Medellín, August 2022

Version 2

CONFIDENTIAL USE

Document Statement

This document was prepared by, for and shall remain the property of Evertec® for its confidential use.

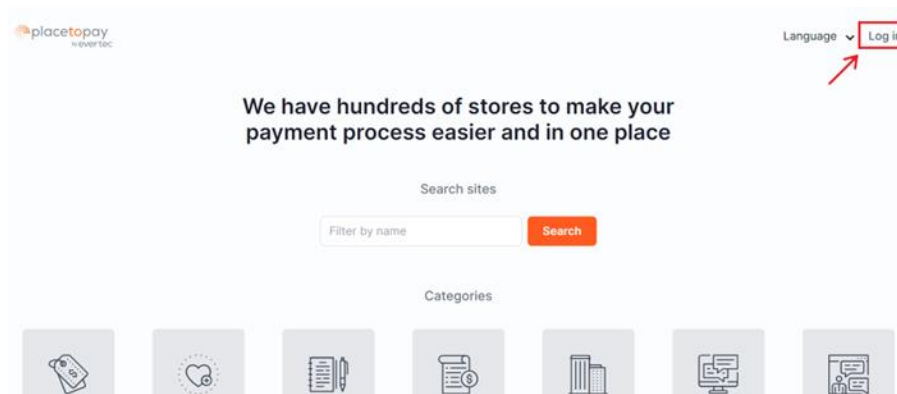
Customer agrees by its acceptance or use of these documents, to return them upon request of Evertec® and not to reproduce, copy, lend or otherwise disclose or dispose of their contents, directly or indirectly, and not to use them for any purpose other than that for which they were specifically prepared.

1. ACCESS TO THE CLOSED MICROSITE.

Considerations:

- Have a username and password to access the administrative console:
<https://panel.placetopay.com/index.php/module/Sites/action/Index>
- Be clear about the name of the payment site created in the console, which will be tied to the microsite.

you must click on the start button shown in the link: [Sites - Evertec®](#).



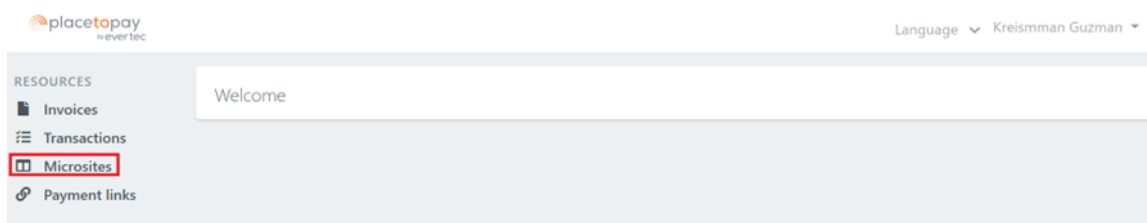
Enter the credentials provided by Placetopay and click on the login button.

Log in

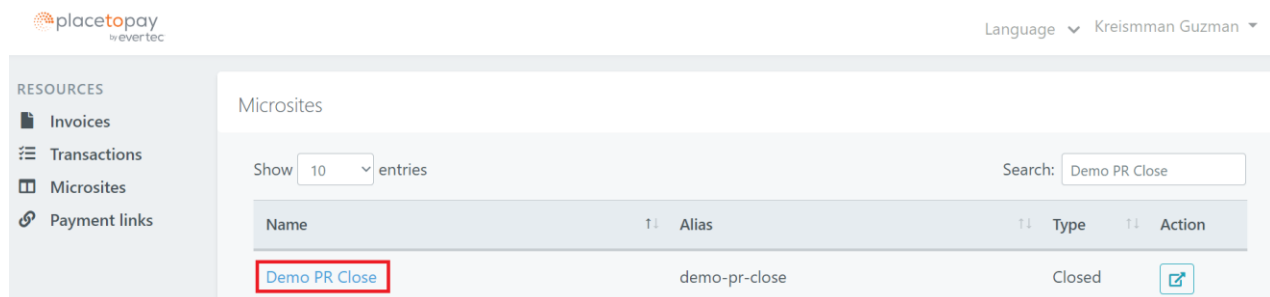
Username	<input type="text" value="evertec_instructive"/>
Password	<input type="password" value="....."/>

By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and Evertec PlacetoPay in its capacity as manager.

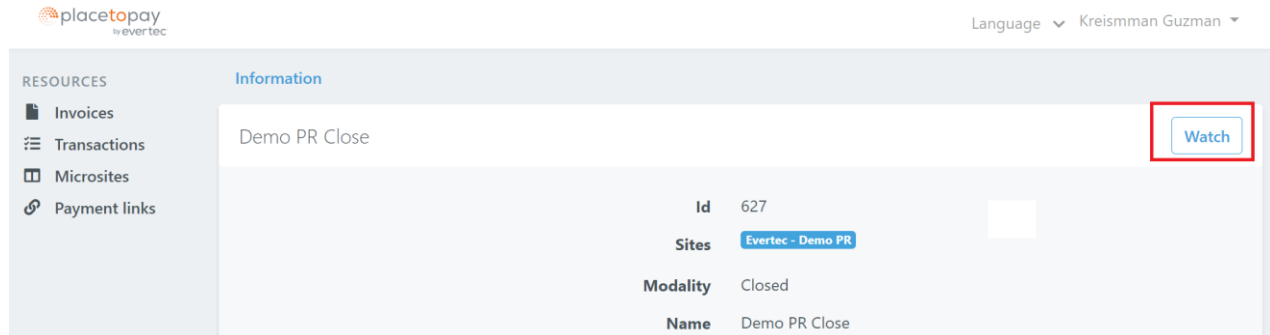
Then, you must enter the microsities option to start the process.



Click on the name of the microsite to access the details.



Once inside the microsite detail, click on the button located at the top right "WATCH" to enter the microsite and extract the URL to share.



Once inside the microsite, the URL of the browser is the one that must be shared with the client (it is always the same for all clients) so that he/she can enter the data of the payment order that we generate. The data to be entered by the customer are: Payment order number (reference) and the alternate reference, these data are parameterized within the order which is explained later in this same document.

URL to share with the customer

Demo PR Close

< Return Language ▾

Electronic payment

From your house, office or wherever you are, pay safely through our payment system. Use our service 24 hours and 7 days a week

Start the payment process, by entering the following information

Alternative Reference*

Reference *

By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and Evertec Placetopay in its capacity as manager.

[Log in](#)

Once the user fills in the payment order data and presses the enter button, it shows the details of all the related invoices, the user has the option to pay all the associated pending invoices or the one selected. When the user determines which invoices he/she is going to pay, he/she must click on pay selected and at that moment he/she is redirected to the payment portal where he/she enters the data of the payment method and makes the transaction.

< Logout Language ▾

Electronic payment

From your house, office or wherever you are, pay safely through our payment system. Use our service 24 hours and 7 days a week

Related records				
REFERENCE	DESCRIPTION	ALT. REFERENCE	NO SURCHARGE	TOTAL TO PAY
2345	test	2345	2023-09-27	\$10.00 View Pay

placetopay
by evertec

2. ONE-TO-ONE PAYMENT ORDER UPLOAD

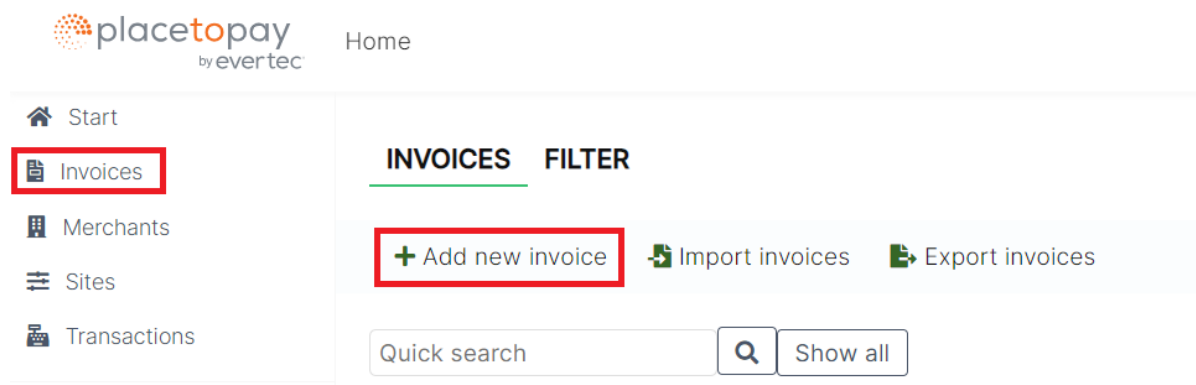
Considerations:

- Have a user name and password to access the administrative console:
<https://panel.placetopay.com/index.php/module/Sites/action/Index>
- Be clear about the name of the payment site created in the console, which will be tied to the microsite.

2.1. ORDER OF PAYMENT

Steps:

1. When entering the administrative console, click on the "Invoices" field where a tab will be displayed and select "add new invoice".



2. The information requested in the form is entered:

- **Invoice number:** this must be numeric and is unique for each payment order to be charged, this field is understood as the reference of the transaction.
- **Alternate reference:** this field can be an alphanumeric field which can be a internal code on the product or service in the inventory.
- **Identification type:** this field is not mandatory, it can be selected according to the type of document used by the end user.
- **Identification number:** the document number of the purchaser who is going to to acquire the product or service.

- **On behalf of:** Name of the person who will purchase the product or service.
- **E-mail:** of the person who is going to purchase the product or service.
- **Service code:** is a numeric code that identifies the services you want to manage according to the products.
- **Description:** description of the service code.
Note: if there is no internal coding, enter the number 0 in the field.
- **Currency:** select the type of currency
- **Amount:** total value to be debited to the user
- **Tax:** if the product or service that we are going to associate to the order of payment by local legislation breaks down the tax, in this field to go the multiplication that is going to be configured in the refund base.
- **Subtotal:** is the net value of the purchase (excluding tax).
- **Creation date:** by default it brings the day on which the action is to be performed, but it is fully editable by the merchant.

INVOICES **ADD NEW INVOICE**

Site *	<input type="text" value="[Select]"/>
Invoice number *	<input type="text"/> ?
Alternate reference	<input type="text"/> ?
Identification type	<input type="text" value="Employer Identifi..."/> x v
Identification number	<input type="text"/> ?
On behalf of	<input type="text"/>
Email	<input type="text"/>
Service code *	<input type="text"/>
Description *	<input type="text"/>
Currency *	<input type="text" value="US Dollar"/> x v
Subtotal *	<input type="text"/> ?
Tax *	<input type="text"/>
Amount *	<input type="text"/>
Creation date *	<input type="text" value="2023-08-28"/> ...

3. Payment control information, each field is listed in detail below:

Surcharge rate:



- **Daily value:** from the due date of the payment order, the user will be charged a daily surcharge (as configured in the surcharge field).
- **Fixed value:** from the due date of the payment order, the user will be charged a single surcharge value configured in the payment order.
- **Daily value:** (from the due date from generation): from the date of generation of the payment order, the user will be charged a daily surcharge (as configured in the surcharge field).
- **Expiration date:** this is the date from which the user will be charged the configured surcharge.
- **Expiration hour:** this is the time from which the user will be charged the configured surcharge.
- **Due rate:** fixed value or percentage of arrears according to the type of currency set in the payment order.
- **Second expiration date:** second control of the above mentioned
- **Second due date:** second arrears value
- **Cut-off date:** date on which the payment order becomes ineligible for payment.

⌵ Información de control de pago	
Due type *	Valor diario x ▲ ?
Expiration Date *	Valor diario
Expiration hour *	Valor fijo
Due rate *	Valor diario [a partir del vencimiento desde la generación]
Second Expiration Date	... ?
Second due rate	... ?
Cutoff date *	2023-09-27 ... ?

You can delete a payment order individually by clicking on the payment order number.

Invoice number	Site	Alternate reference	Identification number	Currency	Amount	Expiration Date	Due rate	Payment date
100281	nutmeg and co ltd - ms cerrado	100281	VerenaMetz	USD	100.85	09/27/2023	0.00%	08/28/2023
100282	nutmeg and co ltd - ms cerrado	100282	TiborToplenszky	USD	49.85	09/27/2023	0.00%	

After entering the payment order, you will have the option to delete the payment order.

 Edit invoice  Delete invoice

Site

Invoice number

1234

Alternate reference

Asore 2022

Identification number

-

On behalf of

Service code

1

Description

Currency

USD

Subtotal

0.00

Tax

0.00

Amount

532.00

Creation date

10/11/2022

Upload date

10/13/2022

Updated by

evertec_olopez

Important: to delete a payment order, no transaction process must have been registered on it.

How to consult a payment order?

To consult a payment order you will have two options. The first one will have a section where you can perform a quick search.

INVOICES FILTER

+ Add new invoice Import invoices Export invoices

Quick search



Show all

Here you can perform a quick search with the payment order number or if you have the alternate reference, you will be able to find the specific order you are looking for.

INVOICES FILTER

+ Add new invoice Import invoices Export invoices

1243



Show all

Pages: 1 Lines per page: 15 30 100

Invoice number	Site	Alternate reference	Identification number	Currency	Amount	Expiration Date	Due rate	Payment date
1243	Demo PR	2022	-	USD	532.00	06/01/2024	10.00%	

Another way to search for transactions is by using the filter option.

INVOICES FILTER

+ Add new invoice Import invoices Export invoices

Quick search



Show all

There you will be able to perform a more advanced search since you will have more options with which to perform it.

INVOICES **FILTER**

Filter your search below.

Field	Operator	Value
Invoice number	=	
Invoice number		
Site		
Alternate reference	00:00:00	
Identification number		
Airline		
Creation date		

+ Add

Remove

Clean

✓ Apply

Save

After selecting the search parameters, you must add each of the conditions for the search filter.

INVOICES **FILTER**

Filter your search below.

Field	Operator	Value
Invoice number	=	

+ Add

After selecting the parameters for the filter, you must apply the filter.

Selected filters

Creation date > 2023-08-27 00:00:00

Remove

Clean

✓ Apply

Save

Once applied you will be able to visualize the payment orders you are looking for according to the parameters you select.

INVOICES **FILTER**[+ Add new invoice](#) [📄 Import invoices](#) [📄 Export invoices](#)

Quick search



Show all

Pages: 1 Lines per page: 15 30 100

Invoice number	Site	Alternate reference	Identification number	Currency	Amount	Expiration Date	Due rate	Payment date
100281	ms cerrado	100281		USD	100.85	09/27/2023	0.00%	08/28/2023
100282	ms cerrado	100282		USD	49.85	09/27/2023	0.00%	

1-2 results out of 2.

In addition to this you can also save filters in case you are constantly searching for the same type of information, for this you must click on the Save filter option.

INVOICES **FILTER**

Filter your search below.

Field

Invoice number x

Operator

=

Value

Add

Selected filters

Creation date > 2023-08-27 00:00:00

Remove

Clean

✓ Apply

Save

It will ask for a name for the filter, assign it and click on the Ok button.

panel says

Por favor ingrese el nombre con el cual desea identificar el filtro.

El nombre debe poseer por lo menos 5 caracteres.

OK

Cancel

This can be viewed in the saved filters section and to apply it you only have to click on it and click on the option to apply filter.

3. INSTRUCTIONS FOR MASS UPLOADING OF PAYMENT ORDERS

In these instructions you will find the steps to follow to perform the mass upload of payment orders from the administrative console.

Considerations:

- To have a user and password to access the administrative console
<https://panel.placetopay.com/index.php/module/Sites/action/Index>
- The import file must contain up to five thousand payment orders and must be in csv format.
- The file must meet the following conditions:

Fecha generación(aaaaammdd)	Valores obligatorios	Ordenes de pago a importar	Código servicio	Nombre servicio	Suma total de los valores a pagar de las ordenes de pago (sin el valor de recargo)			
20201008	1000	A	9002992280	3	0	Placetopay Mensualidad	60000000	
1234	ralterna1	1000000001	Pepito Perez	14800000	20201029	00000	20201111	0
2345	ralterna2	1000000111	Andres Murillo	25265000	20201030	15000000	20201112	0
3456	ralterna3	1000111000	Maria Queiroz	19935000	20201028	3000000	20201113	0
								Código recargo(cero por defecto)
Referencia Orden de pago	Referencia alterna	Documento comprador	Nombre comprador	Fecha vencimiento(aaaaammdd)	Valor recargo(cuatro decimales al fina)	Fecha corte orden de pago (aaaaammdd)		
							Valor Orden de pago (dos decimales al final)	

This file can be generated from any office tool similar to Microsoft Excel for greater ease and order.

Column A should contain the invoice creation date in YYYYMMDD format.

A	B	C	D	E	F	G	H	I
20220126	1740 A		77888995-9	5	1001	Pago Matricu	1000000	
106	S2170312	11257844-9	Arroyave Gri	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Per	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Gri	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz \	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Osp	200000	20220129	0	20220130	1

In column B the start or upload time of the file in military time should be entered.

A	B	C	D	E	F	G	H	I
20220126	1740 A		77888995-9	5	1001	Pago Matricu	1000000	
106	S2170312	11257844-9	Arroyave Gri	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Per	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Gri	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz \	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Osp	200000	20220129	0	20220130	1

Column C must contain the letter A, which identifies that the file is alphanumeric.

A	B	C	D	E	F	G	H	I
20220126	1740	A	77888995-9	5	1001	Pago Matricu	1000000	
106	S2170312	11257844-9	Arroyave Gri	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Per	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Gri	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz \	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Osp	200000	20220129	0	20220130	1

In column D you must enter the RUT or the organization's identification number.

A	B	C	D	E	F	G	H	I
20220126	1740	A	77888995-9	5	1001	Pago Matricu	1000000	
106	S2170312	11257844-9	Arroyave Gri	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Per	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Gri	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz \	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Osp	200000	20220129	0	20220130	1

Column E should be the total number of invoices to be loaded in the parameter file.

A	B	C	D	E	F	G	H	I
20220126	1740	A	77888995-9	5	1001	Pago Matricu	1000000	
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Column F contains the service code that you wish to assign, you can leave the default number 1001 or if not, the business can enter its identifier.

A	B	C	D	E	F	G	H	I
20220126	1740	A	77888995-9	5	1001	Pago Matricu	1000000	
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Column G should contain a general description of the payment to be made with the invoices charged.

A	B	C	D	E	F	G	H	I
20220126	1740	A	77888995-9	5	1001	Pago Matriculas	1000000	
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Column H should contain the total value that adds up all the invoices that are being uploaded, to this value two more decimals (00) should be added, this is a rule so that the correct value is displayed when uploading the invoice.

A	B	C	D	E	F	G	H	I
20220126	1740	A	77888995-9	5	1001	Pago Matriculas	1000000	
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Column I is an identifier, in this case it should always be left empty.

A	B	C	D	E	F	G	H	I	J
20220126	1740 A		77888995-9	5	1001	Pago Matriculas	1000000		
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1	
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1	
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1	
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1	
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1	

In row A, the reference or payment order number of the transaction must be entered.

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

In row B the internal or alternate reference number to be given to the invoice must be entered.

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Row C should contain the document number of the user to whom the invoice will be related

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Row D is the name of the person to whom the invoice is to be related.

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Row E is the value to be paid of the invoice, to this value you must add two more decimals (00), this is a rule so that the correct value is displayed when uploading the invoice.

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Row F must contain the due date of the invoice, this date must be in YYYYMMDD format.

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

Row G the surcharge value in case of using this, if this surcharge is not going to be charged, it can be sent in 0 and in case of using surcharge it must be sent with two additional decimals (00).

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

In row H the invoice cut-off date should be entered in YYYYMMDD format.

A	B	C	D	E	F	G	H	I
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1

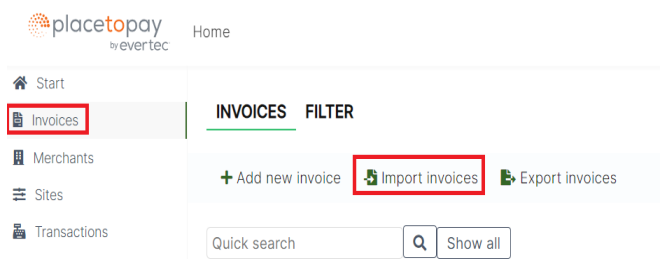
In row I the type of surcharge to be used must be entered: 1 if it is a fixed value, 2 if it is a daily value and 3 if it is a daily value from generation.

A	B	C	D	E	F	G	H	I	J
106	S2170312	11257844-9	Arroyave Grisales Viviana	200000	20220129	0	20220130	1	
1300	S2170311	11257852-3	Arroyave Perez Gloria	200000	20220129	0	20220130	1	
45	S2170311	11257840-7	Gonzales Grisales Lucas	200000	20220129	0	20220130	1	
221	S2170311	11257841-5	Nuñez Ortiz Viviana	200000	20220129	0	20220130	1	
234	S2170311	11257842-8	Jaramillo Ospina David	200000	20220129	0	20220130	1	

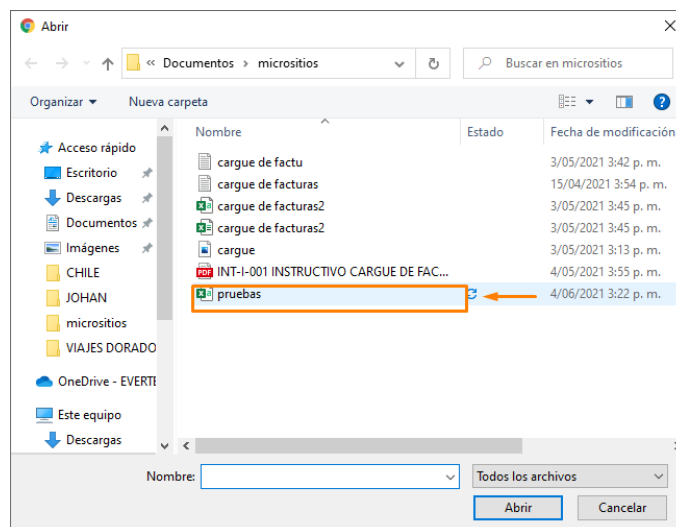
NOTE: If at the moment of uploading an error occurs, open the file with notepad and remove the; in the "identifier" field, save the file and attach it again.

Steps:

1. When you enter the administrative console, you must click on "payment orders" and then click on "Import payment orders".



2. After selecting the file, you will see that the file was uploaded correctly, then click on accept and the payment orders will be uploaded in bulk.





File to import: *

 ~~No se permite subir un archivo~~



- Once this is done, you will be able to see that the file was correctly configured, and the associated payment orders will be shown in the main configuration menu.

Imported files

Date	File	User	Action
07/27/2023 05:07:14 pm GMT-05:00	 Cargue de facturas básico - Valentina.csv	Kreismman Guzman	



If you wish to delete the uploaded file, you can do so at the bottom, in the section called Files imported in advance, the imported files will be displayed with their respective date, file name and the user who made the import.

Imported files

Date	File	User	Action
07/27/2023 05:07:14 pm GMT-05:00	 Cargue de facturas básico - Valentina.csv	Kreismman Guzman	

In the section called action, we are going to click on the trash can and in this way it will be eliminated.

Imported files

Date	File	User	Action
07/27/2023 05:07:14 pm GMT-05:00	 Cargue de facturas básico - Valentina.csv	Kreismman Guzman	



evertecinc.com

