



WC CERTIFICATION CHECKLIST BASIC PAYMENT

Instructions for use

Medellín, April 2023

Version 1

CONFIDENTIAL USE

Document Statement

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Point	Description	
Commercial activity	The site must only process products and/or services related to the commercial activities established at the beginning of the negotiation, in case they are products not allowed by Placetopay, the site will not be certified.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
Payment process and use of corporate image.	<p>When initiating the payment, before redirecting to Placetopay, the Placetopay logo is required to be found, as well as the logos of the franchises that will be used on the site (VISA, DINERS, DISCOVER, MASTERCARD and AMERICAN EXPRESS), in turn the user must see the total amount to be paid and the breakdown of the taxes that would be in the transaction (if any).</p> <p>The system must be independent at the time of updating the status of a transaction when the user returns from the WC interface, so whenever it is returned, a consumption must be made to the getRequestInformation To know the status of the payment, according to the above, at the time a payment summary is provided and the transaction is updated in the merchant's system, it must be done in a general way in BD, maintaining traceability according to the status given by Placetopay.</p> <p>Keep in mind that the probe (Cronjob) and notification (Webhook) should only be depended on when the transaction is under PENDING status, otherwise whenever there is a final state APPROVED or REJECTED, the system must update according to what is specified in the previous paragraph</p> <p>The font of the Placetopay logo before the redirect and in all sections of the page that is included, must point to one of the urls provided.</p> <p>https://static.placetopay.com/placetopay-logo.svg https://static.placetopay.com/placetopay-logo-dark-background.svg https://static.placetopay.com/placetopay-logo-square.svg https://static.placetopay.com/placetopay-logo-square-dark-background.svg</p> <p>Note that the name of Placetopay must be displayed with an uppercase initial or uppercase held together, avoiding any other usage such as: PlaceToPay, PlacetoPay, etc.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply

Frequently asked questions	The FAQs must be anywhere on the site, they are usually placed in the header or footer of the page, they were sent in the initial email of the integration.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Terms, Conditions & Privacy Policies	The user must accept the terms and conditions before being redirected to the payment, in the same way the merchant must provide the option to view the terms and conditions of the site (the terms and conditions are defined by the merchant).	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Use of Taxes	<p>The merchant must discriminate the VAT and ICE of the products in the transaction, this point is validated in the display of the value to be paid and in the request that has been sent to Placetopay.</p> <p>The basis, tax rate, and tax value must be submitted.</p> <p>This is mandatory if it applies within the core business.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
Expiry Time	The expiration time of paid sessions is determined, it is recommended that the session lasts between 10 to 30 minutes.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Security Requirements	<p>The configuration data of the Placetopay connection must be stored as parameters either in the database or in some file .ini, .json, .xml, .env, etc.</p> <p>For sites that use JavaScript validations, you should avoid affecting the operation when logged in from a browser that has JavaScript execution disabled. This can be bypassing page loading or performing server-side validation.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Webcheckout template customization	The use of the logo of the business must be evidenced, please provide the logo in PNG format to the analyst in charge, additionally if the business requires it you can change the theme, for this indicate which colors should be customized in the interface.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Control of the redirect button	Double requests by the user or the merchant should be avoided in case the service takes a long time to respond when the payment button is clicked.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Cancellation of webcheckout session	When returning to the trade, in case you click on I do not want to continue with the process in the WC interface , a summary of the transaction must be displayed indicating at least: the reference, the value and the status of the transaction.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Lightbox handling (If using the functionality)	The system must guarantee the correct transactional functioning when the redirection occurs through lightbox, because in browsers such as safari a normal redirection process is done because it does not support this feature, so the system must always send the returnUrl attribute and control	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply

	<p>the consumption through the getRequestInformation method to provide a summary of the payment when this type of scenario occurs at the time of payment by a user.</p> <p>This service should only be used for payment methods in which an internal redirection is not made, i.e. those in which the user is not redirected back to the banking interface to carry out the payment process; Rather, the entire payment process is done in the same interface, because this causes the lightbox window to be lost and a normal redirection is made in case of not finding an environment conducive to its operation in the new interface.</p>	
Field Validation (CREATEREQUEST)	<p>The buyer structure must be sent at the time of the request to create a payment session in Placetopay.</p> <p>The information required is: name, surname, email, identity document, type of identity document and mobile (cell phone).</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
	<p>Required fields are validated in the merchant, an error message must be indicated to the customer if they have not filled in all the data required for shipment to Placetopay.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
	<p>For the validation of the document, the constraints in the field must be implemented, according to the type of document selected by the user, the validations of the documentation can be taken as a reference: https://placetopay-api.stoplight.io/docs/webcheckout-docs/71046995c46b3-tipos-de-documento</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
	<p>It must be validated that the mobile phone has the correct structure of a cell phone, avoiding the entry of letters and special characters except for the +.</p> <p>Keep in mind that if you send the phone, it must be different from the mobile phone, since it belongs to a fixed or conventional line.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
	<p>In the event that the identity document is an identity card or passport (PPN):</p> <p>Names and surnames must not have numbers or special characters, they must have only letters (Includes ñ, tilde and space).</p> <p>In the event that the identity document belongs to companies:</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable

	It must be sent only under name, business name or trade name and in this case numbers are allowed.	
	It must be validated that the email has the correct structure of an email.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
	It validates that the reference is not repeated in any case, it is validated against pending, approved and rejected transactions in the database. Please note that the reference must have a minimum length of 1 character and a maximum of 32 characters	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
	The sending of the user's IP and browsing agent is evidenced.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Handling Responses for Transactional Statuses	When returning to the merchant for APPROVED transactions, a summary of the transaction must be displayed indicating at least: the reference, value and status of the transaction. Please note that the payment status of "Approved" or "Approved" should be handled with these words.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
	When returning to the merchant for REJECTED transactions, a summary of the transaction must be displayed indicating at least: the reference, value and status of the transaction. Please note that the payment status of "Declined" or "Declined" should be handled with these words.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
	When returning to the trade for PENDING transactions, a summary of the transaction must be displayed indicating at least: the reference, value and status of the transaction. Please note that the payment status is "Pending" and should be handled with this word.	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
	It must be evidenced that the merchant validates the notification (Webhook) sent by Placetopay and that it updates the status in its database. This URL must work on a public port (80 or 443) and must not exceed 128 characters or be embedded in a URL shortener, the request will be sent by POST method with content from a JSON object. No additional data can be sent in the notification in both the body and the headers	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
	It must be evidenced that the merchant performs the probe process (Cronjob) as a backup to resolve the pending	<input type="checkbox"/> Meets

	<p>transactions in its database, for this it must consult about the current status of the transactions saved in the database with pending status so that in case the status has changed, it can be updated.</p> <p>In the test environment, it should be run every 5 or 10 minutes, only when it is to be tested by the trade; otherwise it must be kept idle, while in production it will need to run once a day.</p>	<input type="checkbox"/> Doesn't comply
	<p>If a user has pending transactions and tries to pay for a new transaction, the user should be shown an informational message that they have pending transactions with their respective references (at least the last one).</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
Transaction Retry	<p>Within the WC interface you must perform a rejected behavior transaction and hit the retry button, making the next transaction with a pending behavior card, when returning to the merchant the same state given in the WC interface must be maintained.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply
Proof of Sale	<p>Proof of payment is evidenced according to each of the transaction statuses.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
Transaction history	<p>The use of payment history is evidenced in user 1,</p> <p>Approved, pending, and rejected transactions should be displayed in descending order, with the following data: reference, date and time, status, value with their respective currency, and authorization.</p> <p>The value of the transaction must be maintained throughout the execution of the transaction and also reflected in the history. Additionally, it must be ensured that the update of the payment status is done under the same flow, that is, if the transaction has a final status: approved, rejected or pending in the payment summary, in the same way it must be shown in the history without depending on any other process except for the pending status.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable
Reverse Transactions	<p>The reversal process should be defined in case the merchant makes reversals in its system or is going to use the administrative console.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Doesn't comply <input type="checkbox"/> Not applicable



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