



WooCommerce  
SEPA Direct Debit  
Payment Gateway

Release 2.5.0  
Copyright 2016/03/04

---

1. Quick Setup.....	3
2. Upload and activate.....	4
2.1. Upload.....	4
2.2. Activate.....	5
2.3. Updateing the Plugin.....	5
3. Payment Gateway Setup.....	6
3.1. SEPA Payment Settings.....	8
3.1.1. General Settings.....	8
3.1.2. Sepcial Gateway Settings.....	9
4. Checkout with the SEPA Payment.....	10
5. SEPA settings at the user account.....	11
5.1. Wordpress User Profile.....	11
5.2. WooCommerce Account Settings.....	12
6. Process your SEPA Payments.....	13
6.1. After Checkout.....	13
6.2. Create SEPA XML File.....	13
6.3. Manage your Transactions.....	14
6.4. Updated Order Status.....	15

## 1. QUICK SETUP

---

- Install WooCommerce
- Upload and Activate the „**WooCommerce - SEPA Payment Gateway**“ Plugin
- Setup the Payment Settings at the WooCommerce Backend
- Create your SEPA XML File

---

## 2. UPLOAD AND ACTIVATE

---

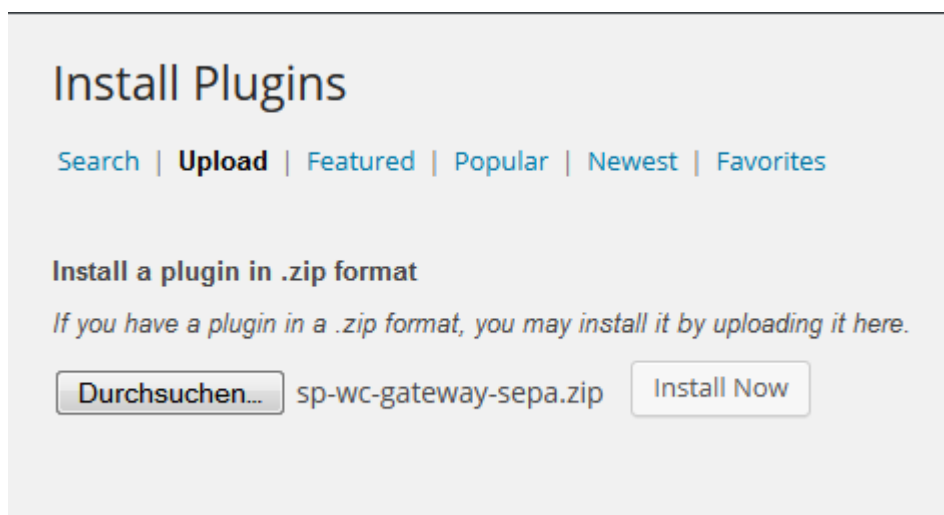
### 2.1. UPLOAD

---

After you downloaded and saved the 'WooCommerce - SEPA Payment Gateway' Plugin you have to upload it to your wordpress installation.

Please go to you 'Plugins/Add New' Menu, select 'Upload' from the top links and choose the downloaded ZIP-File at the upload-field.

After selecting the File please press the „Install Now“ Button.



## 2.2. ACTIVATE

---

After the Plugin is uploaded you will get a succes screen.

Please use the Link „Activate Plugin“ to activate the Plugin.

### Installing Plugin from uploaded file: sp-wc-gateway-sepa.zip

Unpacking the package...

Installing the plugin...

Plugin installed successfully.

[Activate Plugin](#) | [Return to Plugins page](#)

## 2.3. UPDATEING THE PLUGIN

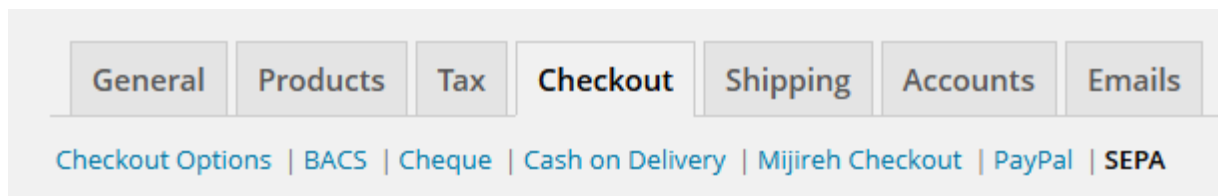
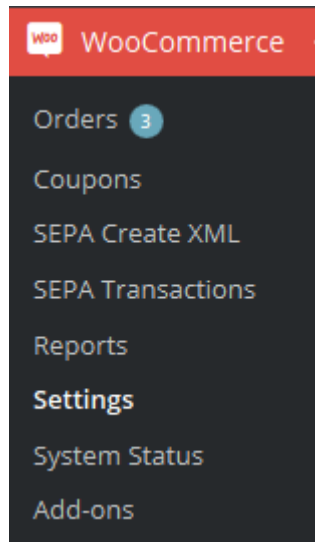
---

After you update the plugin it is necessary to re-save the settings-page of every form.

### 3. PAYMENT GATEWAY SETUP

---

To Setup the 'WooCommerce - SEPA Payment Gateway' Plugin go the the WooCommerce Settings page and select the „Checkout“ Tab.



If you select the new Checkout-Option „SEPA“ you will get the setting fields of the new SEPA Payment Gateway, where you could setup your settings.

## SEPA

Allows payments by SEPA, more commonly known as direct debit.

Enable/Disable

☒ Enable SEPA Payment

Title

② SEPA Direct Debit

Description

② We will debit the amount directly from your account via SI

Instructions

② We will debit the amount directly from your account via SI

Account Owner

② Ralf Fuhrmann

Account IBAN

② DE123

Account BIC

② DE123

Creditor Id

② DE123

Mandate Id

② DE123

---

### 3.1. SEPA PAYMENT SETTINGS

---

#### 3.1.1. GENERAL SETTINGS

---

<i>Field</i>	<i>Description</i>
<b>Enable / Disable</b>	Enable or Disable the Payment Gateway
<b>Title</b>	Title that will be shown at the Checkout
<b>Description</b>	Description that will be shown to the user at the Checkout-Process.
<b>Instructions</b>	Instructions that will be given to the user at the Checkout-Process.



---

### 3.1.2. SEPCIAL GATEWAY SETTINGS

---

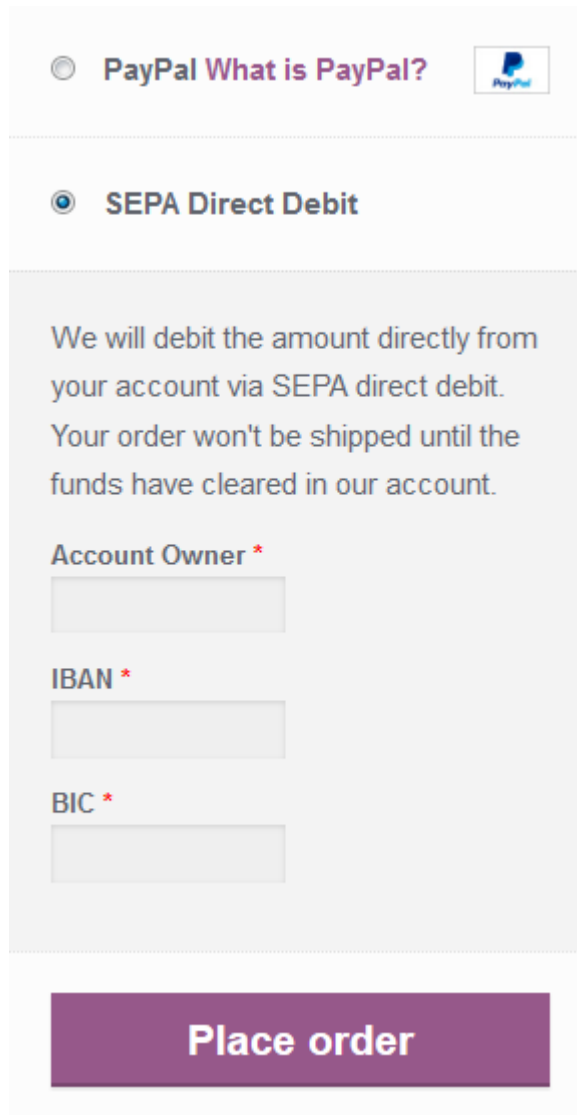
<i>Field</i>	<i>Description</i>
<b>Account Owner</b>	The Owner of your bank account
<b>Account IBAN</b>	The IBAN of your bank account
<b>Account BIC</b>	The BIC of your bank account
<b>Creditor Id</b>	Your Creditor-Id. Without this you can't participate at the SEPA process
<b>Mandate Id</b>	<p>The first part of the Mandate Id. This will be by the Order-Number.</p> <p>Example : If your setup 'ABCDEFGH' as your Mandate-Id, the Id at the SEPA Payment of the Order with number 23 will be 'ABCDEFGH000023'</p>

After you type in your settings please use the 'Save Changes' Button to save your input.


#### 4. CHECKOUT WITH THE SEPA PAYMENT

---

At the Checkout Process your users will now have the possibility to select the SEPA Payment as Checkout and Payment Gateway.



The screenshot shows a checkout form with two payment options. The first option is 'PayPal What is PayPal?' with a radio button and a PayPal logo. The second option is 'SEPA Direct Debit' with a selected radio button. Below the SEPA option, there is a grey box containing the text: 'We will debit the amount directly from your account via SEPA direct debit. Your order won't be shipped until the funds have cleared in our account.' Below this text are three input fields labeled 'Account Owner \*', 'IBAN \*', and 'BIC \*'. At the bottom of the form is a purple button labeled 'Place order'.

☐ PayPal What is PayPal? 

☒ SEPA Direct Debit

We will debit the amount directly from your account via SEPA direct debit. Your order won't be shipped until the funds have cleared in our account.

Account Owner \*

IBAN \*

BIC \*

Place order

After the User selects the „SEPA Payment“ he must fill the needed fields to process the payment. IBAN and BIC will be checked.

## 5. SEPA SETTINGS AT THE USER ACCOUNT

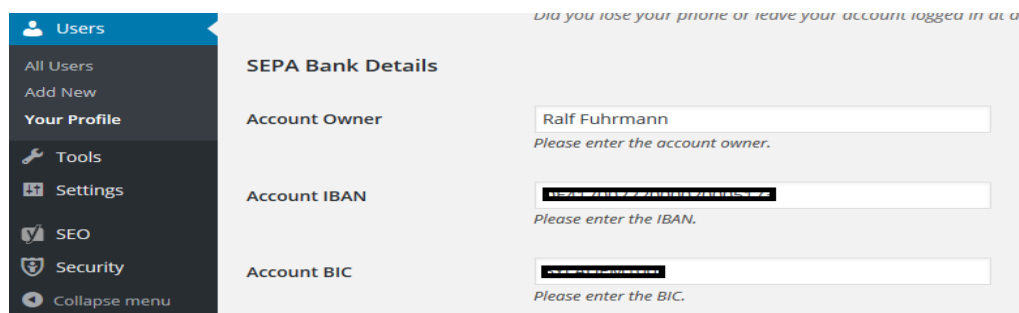
If the user checkouts for the first time, the entered SEPA data ( account-details ) will be stored at the user-profile.

At the next checkout from this user, the data will be pre-defined.

The SEPA details could be edited at two places.

### 5.1. WORDPRESS USER PROFILE

The user or an admin can edit the SEPA details at the default wordpress user-profile.



The screenshot shows the WordPress user profile page. On the left is a sidebar menu with options: Users, All Users, Add New, Your Profile (highlighted), Tools, Settings, SEO, Security, and Collapse menu. The main content area is titled 'SEPA Bank Details' and contains three form fields: 'Account Owner' with the value 'Ralf Fuhrmann', 'Account IBAN', and 'Account BIC'. Each field has a placeholder text below it: 'Please enter the account owner.', 'Please enter the IBAN.', and 'Please enter the BIC.' respectively. At the top right of the main area, there is a link: 'Did you lose your phone or leave your account logged in at a...'

**SEPA Bank Details**

**Account Owner**

Please enter the account owner.

**Account IBAN**

Please enter the IBAN.

**Account BIC**

Please enter the BIC.

Save changes

---

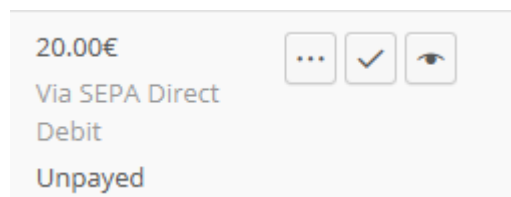
## 6. PROCESS YOUR SEPA PAYMENTS

---

### 6.1. AFTER CHECKOUT

---

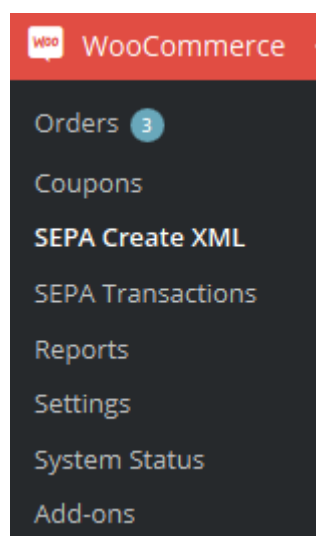
When a user used the „SEPA Payment“ the Order will be setted to „On-Hold“ and marked as „Unpaid“.



### 6.2. CREATE SEPA XML FILE

---

At the End of the Day, Once a week or whenever you need, you could create the SEPA XML file. Please select the new Menu Entry at the WooCommerce-Menu.



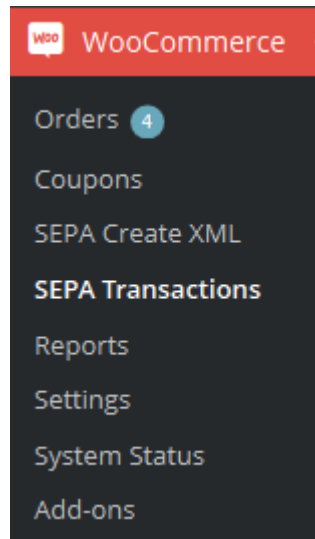
All open SEPA-Payments will be processed and a new SEPA XML file was created.

### Create SEPA XML File

Order-ID	Order-Date	Order-Amount
111	June 9, 2014	20
Order-ID	Order-Date	Order-Amount

### 6.3. MANAGE YOUR TRANSACTIONS

There is a new menu entry to manage your SEPA Transactions and XML Files, called „SEPA Transactions“.



After you select this menu you'll get a list of all SEPA Transactions with a link to the XML file.

## SEPA Transactions

Transaction-ID	Transaction-Date	Transaction-Amount
7	June 1, 2014	59

### File-Name-XML

C:\Webserver\htdocs\woocommerce  
\wp-content\plugins\woocommerce\sepa  
\sepa\_dd-000007.xml

You have to send this SEPA XML file to your bank to process the Direct Debit.

## 6.4. UPDATED ORDER STATUS

After the SEPA XML File was created the Order Status will be updated to „Processing“ and the creation date of the SEPA XML File will be shown at the order list.

Total	Actions
20.00€ Via SEPA Direct Debit June 9, 2014	<input checked="" type="checkbox"/> <input type="checkbox"/>