POS SIA CONFIGURATION MANUAL FOR WOOCOMMERCE

Summary

INSTALLATION

To install a new module on WooCommerce:

- Enter the back office and select Plugins -> Add New
- Click on the "Upload plugin" button
- Choose the zip file to upload
- Click on the "install Now" button

After installation activate it:

- Enter the back office and select Plugins -> Installed Plugins
- Search "WooCommerce VPOS Sia Gateway" and click on "Activate" link.
- After activation, click on "Settings" link, to configure it.

FIRST USE

In order to use the module in Production environment it is necessary to have access credentials to the VPOS SIA service.

Credentials are provided by e-mail following the signing of a contract relating to the Acquiring E-commerce SIA - virtual POS service.

Once the production environment is correctly activate, by clicking on "VPOS panel" you can access the SIA panel to monitor all transactions made on your account.
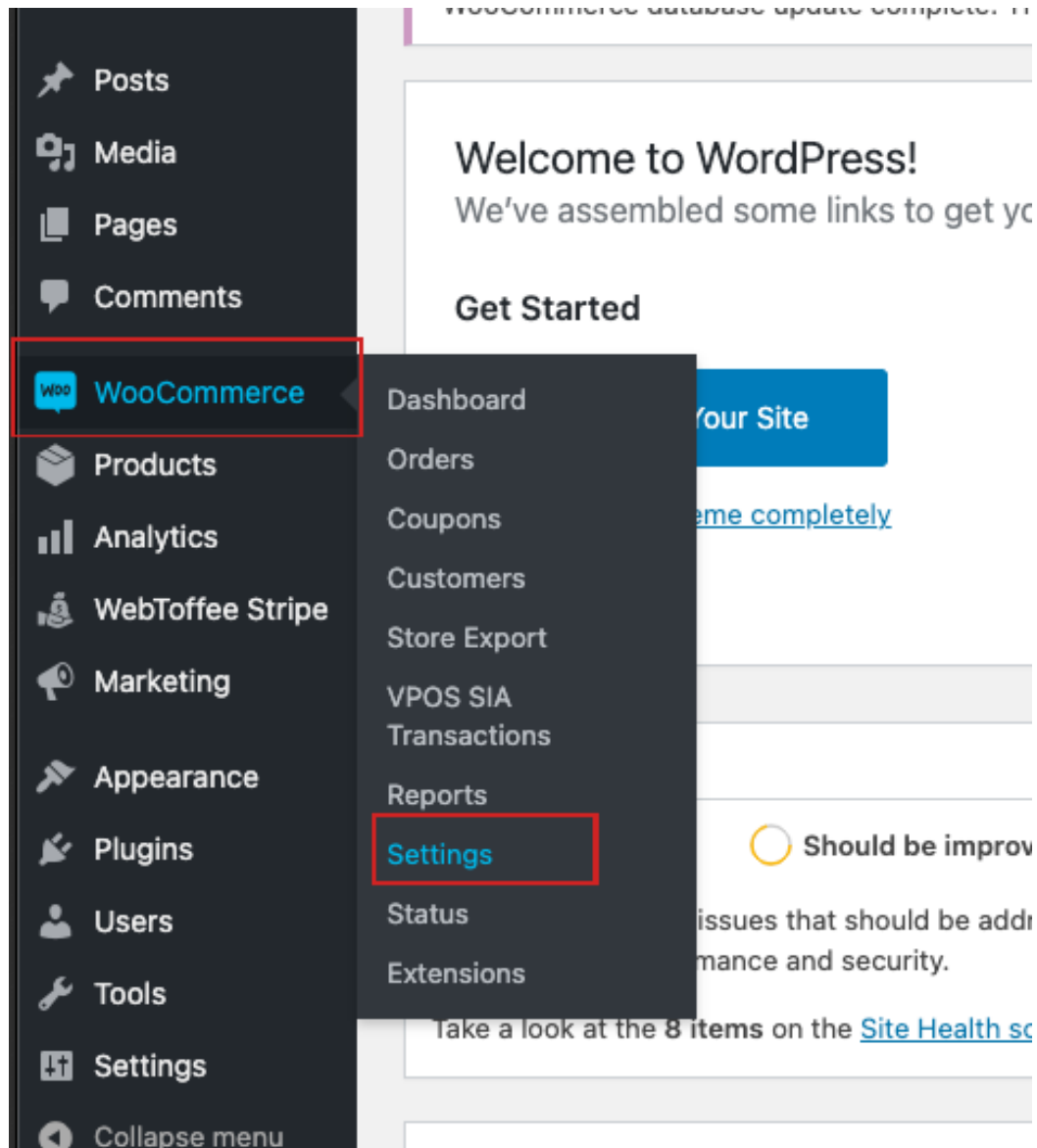
No credentials are required for the test environment since is predefined for you.
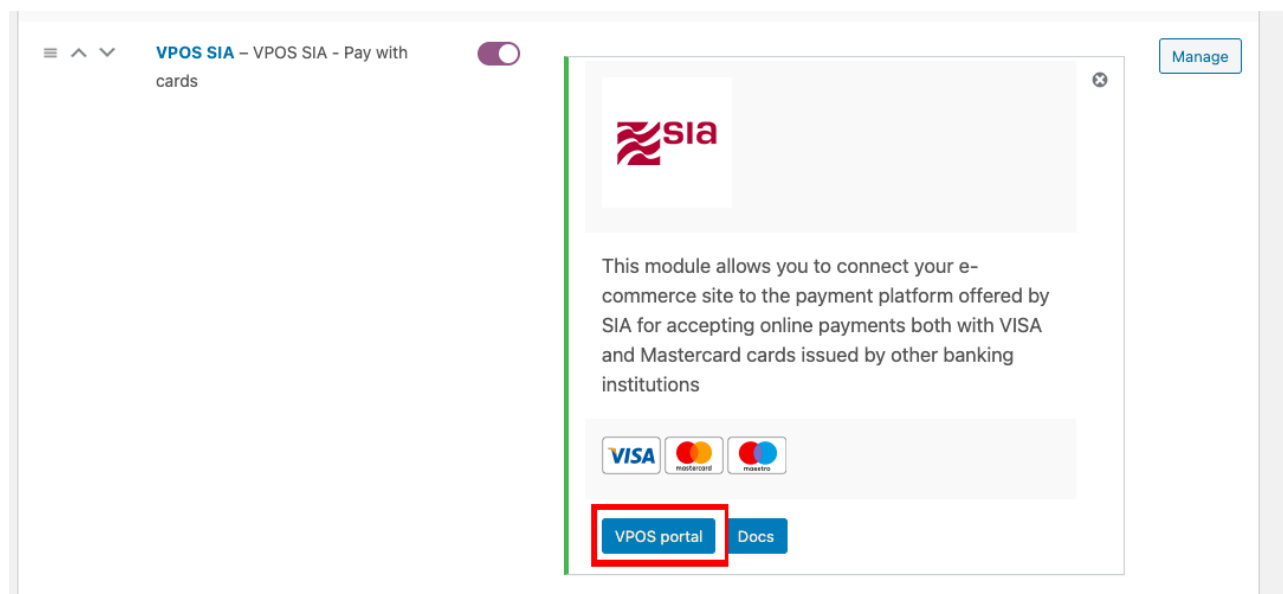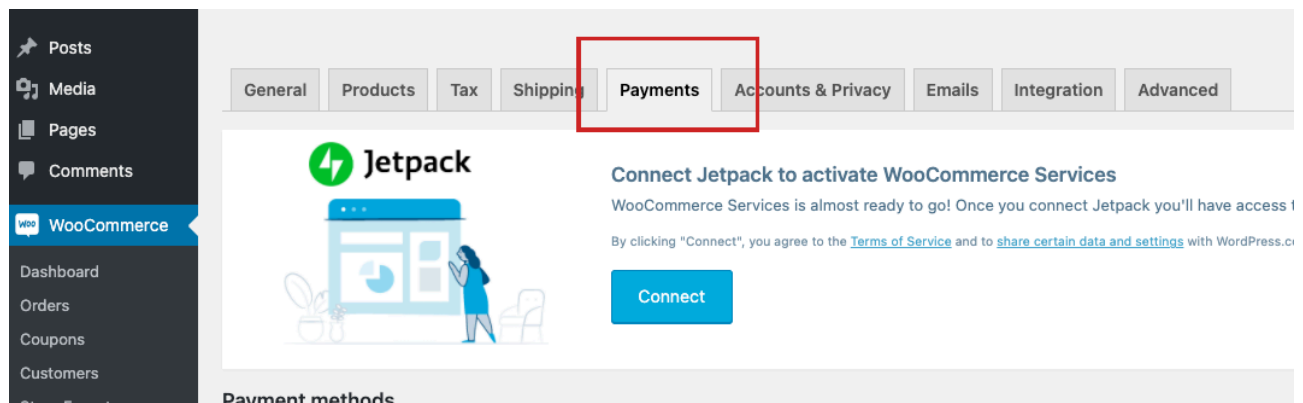
CONFIGURATION / INITIAL CONFIGURATION

To configure a module on WooCommerce, goto to settings; follow the steps below
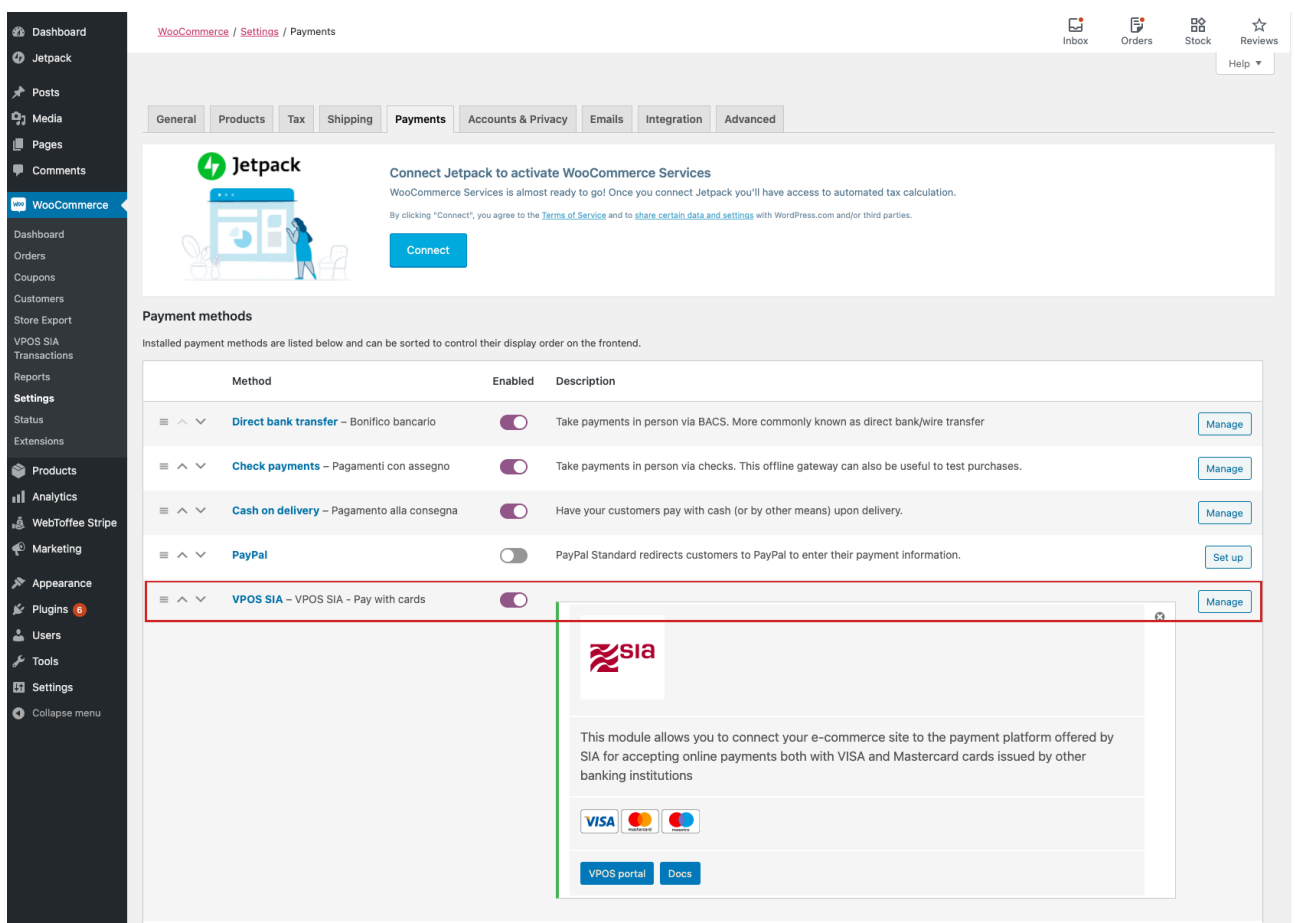
Enter the back office and select WooCommerce -> Settings

Open "Payments" Tab

Find "VPOS SIA – VPOS SIA – Pay with cards" and click on "Manage" button

The module is divided into various sections: "GENERAL PARAMETERS", "TEST SERVER SETTINGS", "PRODUCTION SERVER SETTINGS" and "ADVANCED SETTINGS".

GENERAL PARAMETERS

In this section you can Enable/Disable plug-in, select the type of accounting through a drop-down menu from the following options:

- IMMEDIATE(default)
- DEFERRED

You can also select the language used on the POS.

N.B. Faced with the choice of deferred accounting, the seller must access the back office to confirm or cancel the accounting of the transaction, within the period of time provided for in the contract signed.

TEST SERVER SETTINGS

In this section you will find fields with credentials already active and preset for carrying out test transactions. Under "Enable TEST server" it will be possible to activate or deactivate the test server, by default it is active.

After selecting your bank and saving the data, the ShopCode, Startup Key, Outcome Key fields will be automatically pre-filled.

Whenever you change the value of the "Select your bank" drop-down box, the ShopCode, Startup Key, Outcome Key fields will be automatically emptied, and then automatically repopulated when saving the data

Please check with your acquiring bank before activation of production environment for VPOS, which currencies are enabled for you in production environment.

N.B. Even when using the test server to test the module, the WooCommerce store must not be in maintenance mode and still accessible from the internet; otherwise errors may occur after proof of payment.

PRODUCTION SERVER SETTINGS

In this section the credentials and access keys provided by SIA will be configured. This information is provided by partner bank.

It will be necessary to have signed a contract relating to the Acquiring E-commerce service SIA - virtual POS with SIA against which the following parameters will be provided by e-mail to be entered in the fields of the production server form:

- Shop code
- Start key
- API-Result key

Production server settings

Gateway URL, PRODUCTION server	https://virtualpos.sia.eu/vpos/payments/main?PAGE=LAND
Shop code, PRODUCTION server	Insert the shop code provided by SIA
Starter Key, PRODUCTION server	Insert the starter key provided by SIA
Outcome API Key, PRODUCTION server	Insert the outcome API key provided by SIA

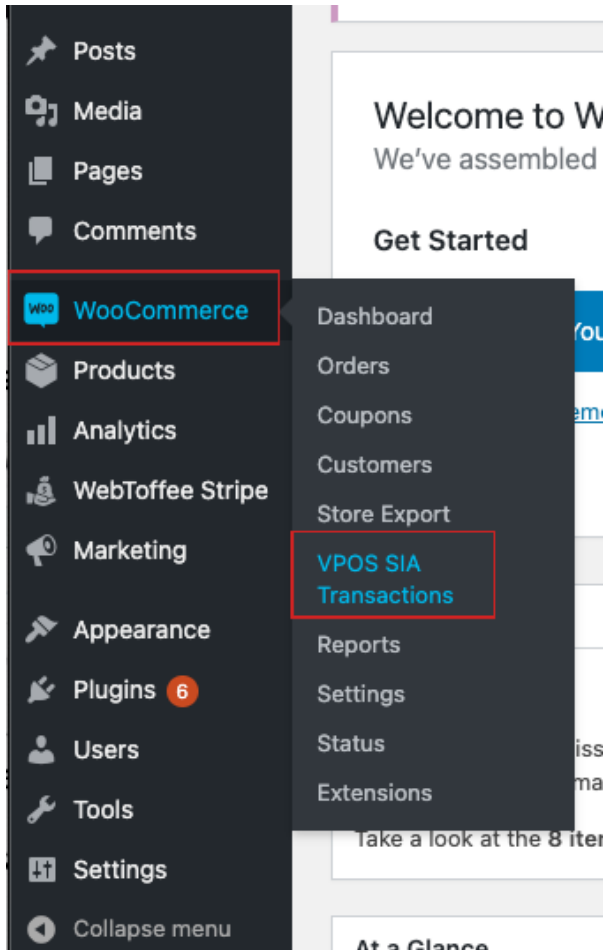## ADVANCED SETTINGS

In this section, you can enable logging for debug.

Advanced settings

Enable Logging	☑ Enable transaction logging for gateway. | View Log

TRANSACTION LISTS

In this section you can view all the transactions made on your account.

To open lists, Enter the back office and select WooCommerce -> VPOS SIA Transactions

It will be possible to search for a specific period the result will be shown in the table.

It will be possible to export the list of filtered transactions in a CSV format file through the "Export this page in CSV" button.

List of possible status

- **Pending payment** — Order received, no payment initiated. Awaiting payment (unpaid).
- **Failed** — Payment failed or was declined (unpaid) or requires authentication (SCA). Note that this status may not show immediately and instead show as **Pending** until verified (e.g., PayPal).
- **Processing** — Payment received (paid) and stock has been reduced; order is awaiting fulfillment. All product orders require processing, except those that only contain products which are both Virtual and Downloadable
- **Completed** — Order fulfilled and complete – requires no further action.
- **On hold** — Awaiting payment – stock is reduced, but you need to confirm payment.
- **Canceled** — Canceled by an admin or the customer – stock is increased, no further action required.
- **Refunded** — Refunded by an admin – no further action required.
- **Authentication required** — Awaiting action by the customer to authenticate the transaction and/or complete SCA requirements.