Installation Manual for Unzer xt:Commerce

This manual describes the installation and usage of the Unzer extension for xt: Commerce.

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Table of Contents

1	Introduction		5	
	1.1	Procedure of the Installation	5	
	1.2	System Requirements	5	
2	Configuration			
	2.1	Live Environment	7	
	2.2	Test Environment	7	
3	Module Installation and Update in the xt:Commerce Shop			
	3.1	Installation	8	
	3.2	Updates and Upgrades		
		3.2.1 Update Checklist		
		3.2.2 Update Instructions	9	
4	Module Configuration in the xt:Commerce Shop			
	4.1	Base Module Configuration		
		4.1.1 Sending e-Mails for status updates		
	4.2	Payment Method Configuration		
		4.2.1 Choosing the Authorization Method4.2.2 Payment Form Position		
		4.2.3 Capturing Orders Directly		
		4.2.4 Uncertain Status		
		4.2.5 Setting the Order Status		
	4.3	Direct Capturing of Transactions	12	
	4.4	Uncertain Status		
		4.4.1 Setting the order state		
	4.5	Stock Management in xt:Commerce 4 / 5		
	4.6	Optional: Validation	12	
5	Settings / Configuration of Payment Methods			
	5.1	General Information About the Payment Methods	14	
	5.2	Information on Payment Status		
		5.2.1 Order status "pending" / imminent payment (or similar)		
		5.2.2 Order status "cancelled"		
	5.3	Invoice		
	5.4	Prepayment		
	5.5	Instalment	15	

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	5.0	Secured invoice	13
6	The	Module in Action	17
	6.1	Recommended Practice	17
	6.2	Order Transaction Information	18
	6.3	Transaction Table	19
	6.4	Using Invoice Details of a Processor 6.4.1 xt:Commerce Order Confirmation (E-Mail) 6.4.2 xt:Commerce Invoice (PDF) 6.4.3 xt:Commerce-Backend (Transaction details)	20 20
		6.4.5 Refunding Orders	21
	6.5	Capturing / Cancelling Orders	
	6.6	Setting up Cron Job	23
	6.7	Partial Cancel	23
7	Testing		25
	7.1	Test Data	25
8	Errors and their Solutions		27
	8.1	The Referrer URL appears in my Analytics Tool	27
9	Erro	or Logging	28
	9.1	Log Levels	28
	9.2	Log Location	28
10	Advanced Information		
	10 1	Transaction Object	29



1 Introduction

This manual explains the installation, configuration and usage of the payment module for xt: Commerce and Unzer.

Before beginning with the installation, please make sure that you are in possession of all necessary data:

- User name and password for the login to the backend of Unzer
- xt:Commerce payment module as ZIP file.
- Access data to your server and shop

Partial cancellations can only be processed in a limited manner via the shop backend. You may select the option "Close order" while capturing an order, then all items not part of the capture will be cancelled. Pure partial cancellations must be processed via the Insights of Unzer.

The checkout must be served via https for the payment methods to be available.

1.1 Procedure of the Installation

In this document you will find all important information for the installation of the module. It is important that you strictly follow the checklist. Only this will guaranteed a secure usage of the plugin in correspondence with all security regulations.

- 1. Configuration of the test environment by means of the integration data from Unzer. These can be found on the test platform under https://sbx-insights.unzer.com/
- 2. Configuration of the basic settings of the payment module
- 3. Configuration of the payment methods
- 4. Carrying out of a test purchase by means of the attached <u>test data</u> at the end of this document
- 5. If the test was successful, you can configure the live data in your shop. Log into the live environment with the obtained access data under: https://insights.unzer.com/

.htaccess Directory Protection

In order to test the module, any kind of directory protection or IP blocking on your server must be deactivated. This is crucial as otherwise the payment feedback of Unzer might not get through to the shop.

1.2 System Requirements

In general, the plugin has the same system requirements as xt:Commerce. Below you can find the most important requirements of the plugin:

- PHP Version: 5.4.x or higher
- OpenSSL: Current version with support for TLS 1.2 or higher.



- fsockopen: The PHP function fsockopen must be enabled. The plugin must be able to connect to external systems over the Internet.
- PHP Functions: All common PHP functions must be enabled.



2 Configuration

2.1 Live Environment

You find the necessary credentials in your Unzer Account (https://insights.unzer.com/). You need the following:

- API Private Key
- API Public Key

Log into your Unzer account and go to "Settings > Configuration". There you'll find the necessary credentials.

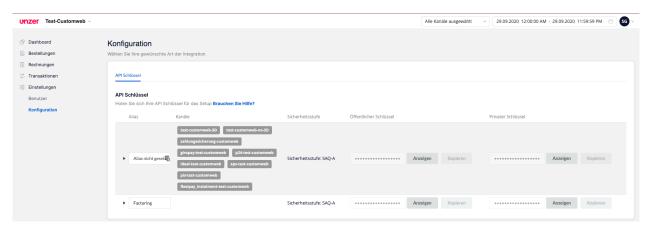


Figure 2.1: API Keys

Now enter those two keys into the main configuration of the plugin in your shop.

2.2 Test Environment

To login to the test environment you can use the following URL: https://sbx-insights.unzer.com/



3 Module Installation and Update in the xt: Commerce Shop

3.1 Installation

At this time you should already be in possession of the module. In order to install the module in your shop, please carry out the following steps:

- 1. Unzip the archive you have just downloaded.
- 2. In the unzipped folder navigate to the folder "files"
- 3. For some shops there are different versions of the plugin provided. If this is the case open the folder which corresponds to your shop version.
- 4. Using your preferred FTP client upload **entire content** of this folder into the root directory of your shop. For some shops there is a specific folder containing the plugins. If that is the case upload the plugin into this folder. Make sure that the folders aren't replaced but merely merged.
- 5. If you haven't yet done so, log back into your shop.

3.2 Updates and Upgrades

You have direct and unlimited access to updates and upgrades during the duration of your support contract. In order to receive constant information about available updates we ask you to subscribe to our RSS feed that we publish for your module.

We only recommend an update if something doesn't work in your shop, if you want to use new feature or if there is a necessary security update.

3.2.1 Update Checklist

We ask you to strictly comply with the checklist below when doing an update:



- 1. Always do a backup for your database and your files in your shop
- 2. Use always a test system to test the update process.
- Wait until all the files are copied to the shop, clear the cache if there is one in your shop and then visit the configuration page of the main module so that the update process will be initialized.

Do not do updates directly in the live environment

Please test the update procedure first in your test shop. Our support team is able and willing to help you if you experience problems with the update process.

Depending on the version it could be that the database has to be migrated. We recommend you therefore, to perform the updates in times when the shop is not visited too frequently by your customers.

3.2.2 Update Instructions

Please always read the update instruction. Those instructions can be found in the changelog. If there are no special remarks, you can proceed by just overwriting the files in your system.



4 Module Configuration in the xt:Commerce Shop

The configuration consists of two steps. The first step is the configuration of the main module with all the basic settings (cf. <u>Configuration of the Main Module</u>). During the second step you can then carry out individual configurations for each <u>payment method</u>. This allows for full flexibility and perfect adaptation to your processes.

Create backups!

Please create a backup of the main directory of your shop. In case of problems you will then always be able to return your shop to its original state.

We furthermore recommend testing the integration on a test system. Complications may arise with third party modules installed by you. In case of questions, our support is gladly at your disposal.

4.1 Base Module Configuration

The settings for the Base Module can be found in "Content > Plugin > deinstalled plugins > Unzer Base Module". To install the module, click 'install'. A new window should open now. Next, cklick F5 in your browser in order to reload all Java Script data of the modules and then return to the location of the installed plugins.

The settings of the module can be opened by clicking on the pen. Enter the options that you set in the administration surface of Unzer. If an option is unclear, a click on the question mark will show more information. The central settings will be explained.

4.1.1 Sending e-Mails for status updates

Mark every status that you want to trigger an e-Mail to the customer if his order was set to this status.

4.2 Payment Method Configuration

After the Basic Module was configured successfully, the payment method settings for your shop can be found under Settings >. Every method is listed seperately. Activate the desired payment methods by selecting them and clicking **Activate Selection**.

With a click on the pen, a new window for the settings will open. Most settings are self-explanatory. A click on the question mark shows additional information.



4.2.1 Choosing the Authorization Method

You can choose between several display options for the authorization of card payments. The option Authorization Method determines, which payment methods you would like to process.

4.2.2 Payment Form Position

If you have the corresponding package of Unzer, the payment information can be entered directly in your shop. The setting **Page for Payment Form** adjusts the position of the payment form

Payment Processing

Please bear in mind that additional options with Unzer have to be enabled in order to use some of the payment processing methods.

Some authorization methods might not be available for every payment method.

4.2.3 Capturing Orders Directly

The option "Capturing" determines wether payments should be captured directly or if they should be authorized before. If you only want to authorize as a first step, ensure that the payments are issued later.

Depending on your Acquiring Contract, a reservation is guaranteed for a limited time only. If you are not capturing within this time, the authorization might not be guaranteed. Further information on the process of capturing is provided below.

Varying Settings between Unzer - backend and module

The settings in the payment method module might overwrite your settings in the Unzer backend.

4.2.4 Uncertain Status

You can mark orders without a 3D Secure Verification or other security mechanism failures. This allows you to examine the order manually before the shipment.



4.2.5 Setting the Order Status

You can determine which status the order should have for every payment method. This refers to the initial order status.

4.3 Direct Capturing of Transactions

The option "Capture" allows you to specify if you wish to debit payments directly or if you first wish to authorise them and then debit the payment at a later point.

Depending on your acquiring contract, a reservation is only guaranteed for a specific period of time. Should you fail to debit the payment within that period, the authorisation may therefore no longer be guaranteed. Further information on this process can be found below.

Different settings between Unzer and the module

It may be that settings saved in the payment modules overwrite settings saved in Unzer.

4.4 Uncertain Status

You can specifically label orders for which the money is not guaranteed to be received. This allows you to manually control the order before shipment.

4.4.1 Setting the order state

For each payment method you may select in which state the order should be set to depending on the booking state. This is the initial state of the order.

4.5 Stock Management in xt:Commerce 4 / 5

Since the 19.05.2017 we changed the way we handle the stock implementation in xt:Commerce 4 / 5. Products will now automatically be restocked when the status of the order is changed to failed. The status of the order is automatically changed to failed if the customer does click on the cancel button on the payment page. However if he uses the back button in the browser we can not determine the status of the order. In this case you have to manually cancel the order to restock the items.

Please note the stock will automatically be increased if you switch an order into the failed state.

4.6 Optional: Validation

Note: It can be that this option is not visible in your module. In this case just ignore this section.

With the option 'Validation' you can define the moment when the payment method should be made visible to the customer during the checkout process. This setting is relevant for modules where the usage depends on the customer's compliance with specific preconditions. For



example, if a solvency check has to be carried out or if the payment method is only available in certain countries. In order for the credit check or address validation to also work with European characters, the charset of the "Blowfish mode" must be set to "UTF-8" for certain PSP settings.

You have the choice between these options:

- Validation before the selection of the payment method: A validation verification is carried out before the customer selects the payment method. If the customer does not fulfill the requirements, the payment method is not displayed
- Validation after selection of the payment method: The verification of the compliance occurs after the selection of the payment method and before the confirmation of the order
- **During the authorisation:** The validation verification is carried out by Unzer during the authorisation process. The payment method is displayed in any case



5 Settings / Configuration of Payment Methods

5.1 General Information About the Payment Methods

The plugin contains the most common payment methods. In case a desired payment method is not included per default, please contact us directly.

In order to be able to use a payment method, it must be activated in your account with Unzer as well as in your shop. Information about the configuration of the payment methods can be found further above.

Below you can find important information for specific payment methods that deviate from the standard process.

5.2 Information on Payment Status

For each payment method you can define an initial payment status (status for authorized payments etc.). You hereby define the payment status for each state depending on the processing type of the order (captured, authorized, etc.). It's the initial status which the order assumes. Depending on the mutation carried out by you, the status can change.

Important info regarding Order Status

Never set the status to **Pending Unzer** or any similar pending status which is implemented by the module.

5.2.1 Order status "pending" / imminent payment (or similar)

Orders with the status 'pending Unzer' are pending orders. Orders are set to that status if a customer is redirected in order to pay but hasn't returned successfully or the feedback hasn't reached your shop yet (Customer closed window on the payment page and didn't complete payment). Depending on the payment method these orders will automatically be transformed into cancelled orders and the inventory will be cleared (so long as the Cronjob is activated). How long this takes depends on the characteristics of the payment method and cannot be configured.

If you have a lot of pending orders it usually means that the notifications from your webserver to Unzer are being blocked. In this case check the settings of your firewall and ask the Hoster to activate the IPs and User Agents of Unzer.

5.2.2 Order status "cancelled"

Orders with the status "cancelled" have either been set to that status automatically due to a timeout, as described above, or have been cancelled directly by the customer.



5.3 Invoice

The fundamental concept of invoice is that the goods are shipped before the buyer pays the outstanding amount. That implies that the buyer has a limited time to carry out the payment to the merchant's bank account.

In case the buyer returns some of the items, you should create a refund. This does also work if the buyer has not yet paid the invoice. In this case, the outstanding amount will be reduced accordingly.

5.4 Prepayment

In case of prepayment, the buyer has to pay the invoice before the merchant ships the goods.

To realize this process, the shop needs to be informed about incoming payments. For this purpose the order is marked as uncertain until Unzer notifies the shop about the successful payment via a background request. This leads to the uncertain state being lifted and is the trigger to go ahead and start the shipment process.

In case the customer decides not to order all items, you can create a refund. This is possible even before the buyer has paid the amount. In this case the outstanding amount is reduced so that the lower payment by the buyer will still trigger the shipment process by lifting the uncertain state.

5.5 Instalment

Instalment as a payment method allows the buyer to pay the outstanding amount in multiple slices.

Similar to invoice, the instalment payment method relies on the shipment to determine the due dates of the different slices. You can use the deferred capture operation to let Unzer know when the shipment is ready. In case you like to reduce the amount, you can do this as part of the capture. The plugin will carry out corresponding cancel requests and send the delivery notification to Unzer.

Although it is possible to trigger the delivery notification, called finalize, in Unzer's Insights, we strongly recommend you to do it in the shop's backend.

In case you need to reduce the amount of the slices at a later point in time, you can do refunds.

5.6 Secured Invoice

The fundamental concept of invoice is that the goods are shipped before the buyer pays the outstanding amount. That implies that the buyer has a limited time to carry out the payment to the merchant's bank account.

This process has implications on to the shipment. In case the goods are not in stock, it is important not to capture the amount directly because with the capture the shipment notification is sent out and the due date is defined relatively to this point in time. In other words, you should configure the payment method to just authorize the payment and capture the



amount once the goods are ready to be shipped. This process is also recommended for other payment methods, if the goods are out of stock. In Unzer Insights, the execution of the shipment notification is called finalize. The finalize operation is triggered with the capture. If only part of the amount is captured, the corresponding reduction will be applied automatically.

In case the buyer returns some of the items, you should create a refund. This does also work if the buyer has not yet paid the invoice. In this case, the outstanding amount will be reduced accordingly.



6 The Module in Action

Below you will find an overview of the most important features in the daily usage of the Unzer module.

6.1 Recommended Practice

Generally the most of the actions can be carried out from within the shop backend or from within the Unzer Insights. Not all actions that are triggered in Insights can be transferred correctly to the shop backend.

As such it is recommended to use the shop backend to carry out those actions (like refunds, cancels, captures etc.). This way both systems stay in sync.

Transaction Information	
Transaction ID	33
Transaction External ID	17_33
Authorization Status	successful
Order ID	17
Created On	2014-05-17T15:09:25+02:00
Updated On	2014-05-17T15:09:37+02:00
Customer ID	2
Zahlungsid	31411549
Autorisierungsbetrag	100
Währung	CHF
Zahlungsmethode	MasterCard
Zahlungsid	31411549
Verbuchter Betrag	100
Transaktion autorisiert	Ja
Transaktion ist unsicher 🕕	Nein
Transaktion verbucht	Ja
Transaktion bezahlt	Ja
Alias	XXXXXXXXXXXXX0007 (05/17)
Alias Token	xtc 4 17 330007
Akzeptanz	
Kartennummer	XXXXXXXXXXXXX0007
Kartenablaufdatum	05/17
Händler Referenz	demo_sx_ps_xtc_4_17_33

Figure 6.1: Transaction Information.



6.2 Order Transaction Information

In each order processed by our module, you can view all important information on the transaction. For instance, this feature allows you to match the orders to the transactions visible in the Unzer backend.

To view this information, open the orders. At the bottom of the order you will find the paragraph **Unzer Transactions**. This shows all details on all former actions related to this order. Click on the key in the column "Action" to see the transaction information (c.f. image "Transaction Information").



Figure 6.1: Transaction Overview



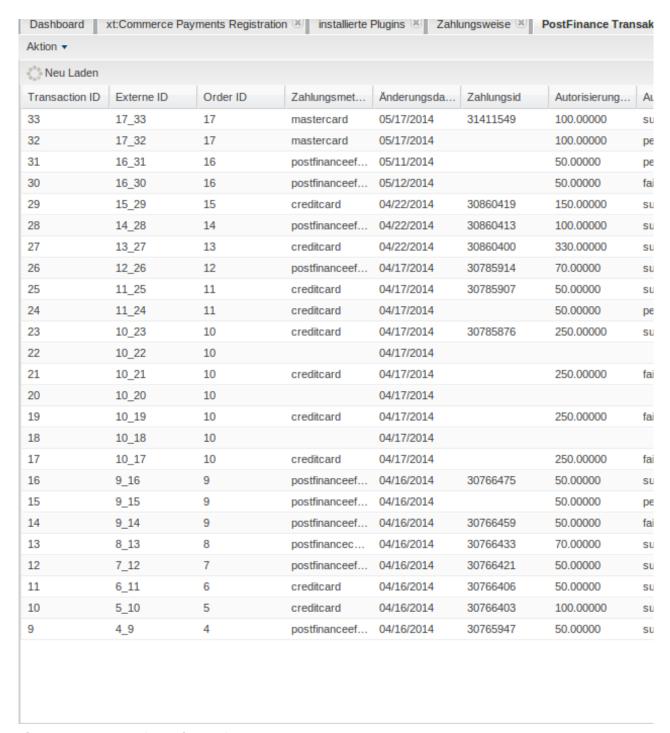


Figure 6.1: Transaction Information

6.3 Transaction Table

In addition to information on the order, the transaction table shows information on the transactions in your shop. Among other things, it allows you to match the Unzer transaction number to the order in your shop.



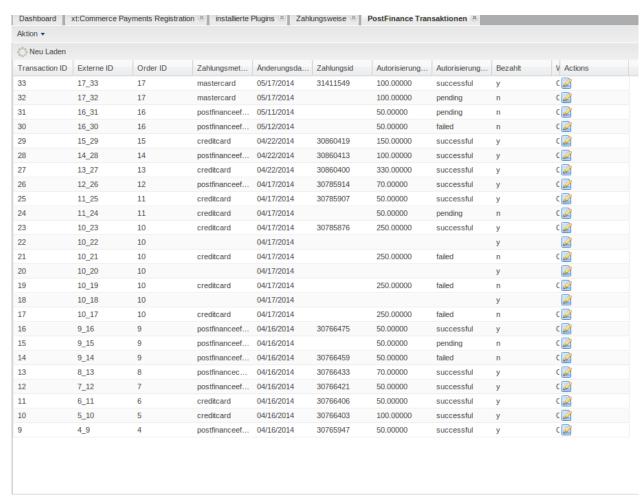


Figure 6.1: Transaction Information.

6.4 Using Invoice Details of a Processor

In the following context you can view or embed the "payment details" of for example an "Open Invoice" transaction:

6.4.1 xt:Commerce Order Confirmation (E-Mail)

The "payment information" will be visible in the default "order confirmation e-mail" of xt: Commerce.

6.4.2 xt:Commerce Invoice (PDF)

Due to technical limitations, it is currently not possible to display the "payment information" here.

6.4.3 xt:Commerce-Backend (Transaction details)

You can view the transaction details in xt:Commerce under **Administer Orders > Unzer Transactions**.



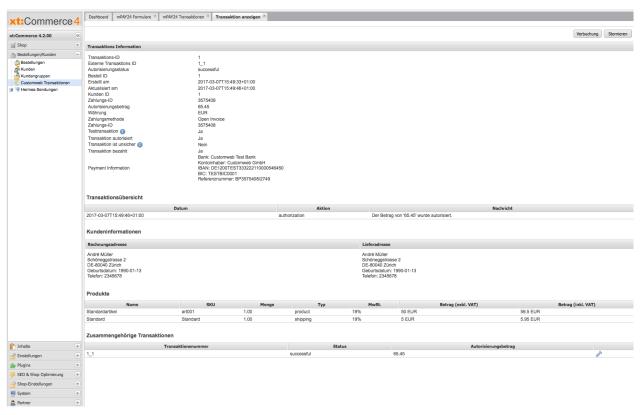


Figure 6.1: Transaction details within xt:Commerce.

6.4.4 xt:Commerce Success-Page

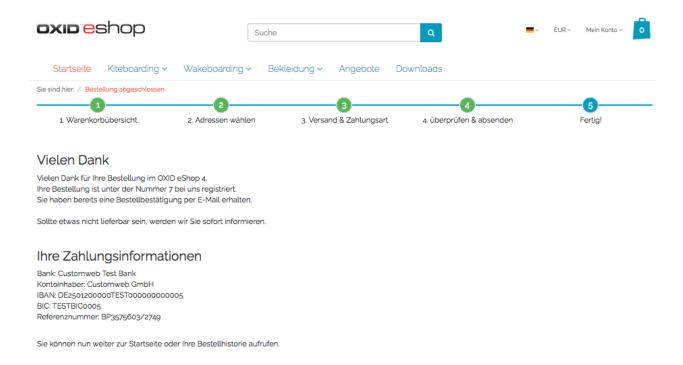


Figure 6.1: Payment information on the xt:Commerce "Success-Page".



6.4.5 Refunding Orders

In order to issue a refund, open the transaction information (c.f. above). This shows all information on the transaction. With a click on "Refund", an input mask for credit notes will open. By clicking **Refund**, the refund request is transmitted to Unzer.

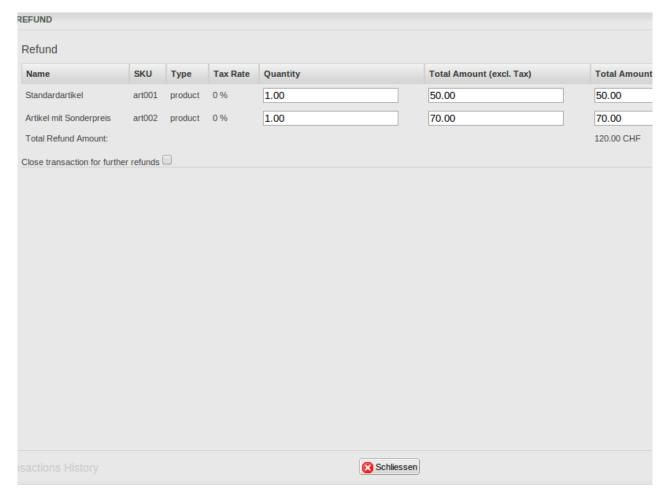


Figure 6.1: refund button

Executing a refund will not change the status of the order.



6.5 Capturing / Cancelling Orders

Please note:

The transaction management between Unzer and your shop is not synchronised. When you register payments with Unzer, the status in the shop is not adjusted and the order cannot be captured in the shop again.

6.5.1 Capturing / Cancelling Orders

To capture orders, open the transaction information (c.f. above). This will show you all information on the transaction. With a click on "Capture" (top right), the order is forwarded to Unzer. You do not have to log in to the Unzer backend. You can enter the products you would like to capture in the input mask.

By clicking "Cancel" the transaction is cancelled and the reserved amount is cleared on the customer's card immediately.

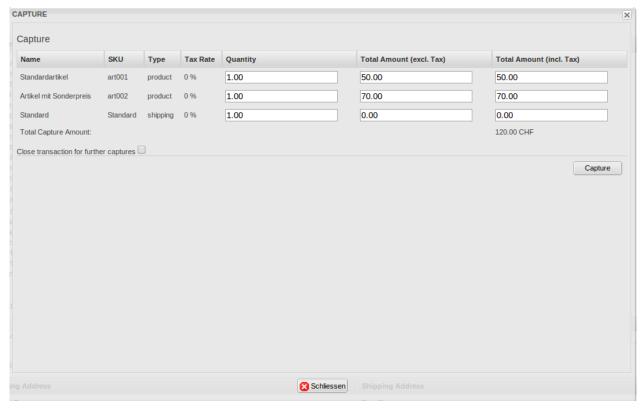


Figure 6.1: Capturing Transactions

6.6 Setting up Cron Job

To activate the time-controlled plug-in functions (e.g. Update Service, deleting pendant orders, etc.), follow the Unzer instructions for the set up of Cron Job.



6.7 Partial Cancel

If you set the checkbox "close transaction for further captures" then the rest amount which has not been captured will be cancelled.

If you want to initiate a partial cancellation on an authorize transaction and allow further captures to be made, you must initiate the partial cancel from the Unzer backend.

The transaction allows only refunds when the transaction has been closed for further captures.



7 Testing

Before switching from test to live mode it is important that you test the module extensively.

Testing

Do not forget to switch the operating mode from test to live after having successfully tested the module.

7.1 Test Data

In the following section you can find the test data for the various payment methods:

Credit / Debit Card

Card number 4711 1000 0000 0000 Visa Success

Expiry Date 12/2030 CVC 123

3D PW secret!33

Card number 5453 0100 0005 9543 Mastercard Success

Expiry Date 12/2030 CVC 123 3D PW secret3

WeChat Pay

Username keychain Password 123

Alipay

Username keychain Password 123

EPS

Bank / Issuer Stuzza Bank EPS Simulation

Username 1003993 Password rX/'PvZzIW?&

iDEAL

Account Bankname ING_TEST

giropay

Bank number 12345679 Account number 0000000300

IBAN DE46940594210000012345

BIC TESTDETT421 User chiptanscatest2

User PIN 12345

sellxed

User TAN 123456

TAN mechanism optical Chip-TAN

SOFORT

Bank number 00000 Account number 123456 User PIN 123456 User TAN 12345



8 Errors and their Solutions

8.1 The Referrer URL appears in my Analytics Tool

When a customer and the notification are redirected via Header Redirection, the Unzer Referrer URL might appear in your Analytics Tool thus hiding the original traffic source. However, most Analytic Tools are able to minimize this problem.

In case you are using Google Analytics as reporting tool, this step by step guide may help you to exclude the URLs: <u>under bullet point 4</u>.



9 Error Logging

The module will log different unexpected errors or information depending on the configured level. If there is any issue with the module, this log can help identify the cause.

9.1 Log Levels

You can configure the log level in the Unzer settings.

- Error: Logs unexpected errors only. (Default)
- Info: Logs extended information.
- Debug: Logs information helpful for debugging.

9.2 Log Location

The log file is stored in the xt:Commerce log directory. Please make sure the path exists and it is writable by the webserver. (Default Path: {shopRootDirectory}/xtLogs/)



10 Advanced Information

This section of the manual is for advanced usage of the module. The content is for advanced users with special requirements. Everything in this section is optional and not required for the daily usage of the module.

10.1 Transaction Object

This section describes how to extract information from a transaction, if you need it for further processing. E.g. you require more information of the transaction for further processing an order in your ERP system.

The code snippets in this section assume your script resides in the root folder of the shop with the default shop folder structure.

Have xt:Commerce initialized in your script, this is required for the database connection.

```
$root_dir = dirname(__FILE__).'/';
define('_VALID_CALL','true');
define('_SRV_WEBROOT',$root_dir);

include _SRV_WEBROOT.'conf/debug.php';
include _SRV_WEBROOT.'conf/config.php';

include _SRV_WEBROOT.'conf/database.php';
include _SRV_WEBROOT.'conf/paths.php';
include _SRV_WEBROOT._SRV_WEB_FRAMEWORK.'function_handler.php';
include _SRV_WEBROOT._SRV_WEB_FRAMEWORK.'database_handler.php';
include the module main file and module classes.

require_once 'plugins/unzercw/init.php';
```

Now you can load the transaction and then extract the transactionObject. Load the transaction by Id:

require_once 'plugins/unzercw/lib/UnzerCw/Util.php';

```
$transactionById = UnzerCw_Entity_Util::loadTransaction($transactionId);
$transactionObject = $transactionById->getTransactionObject();
```