

# GP webpay Portal

## User's guide

**Version: 1.1**

Global Payments Europe, s.r.o.

Created **11.1.2016**

Last update **29.7.2016**



SERVICE. DRIVEN. COMMERCE

**global**paymentsinc.com

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Approved	
Version	1.1
Confidentiality	Confidential

**Document history:**

Version	Date	Author	Comment
0.1	11.01.2016	GPE Application Dev.	Initial document version
0.2	13.01.2016	GPE Application Dev.	Revised version (comments incorporated)
0.3	14.01.2016	GPE Application Dev.	Revised version (comments incorporated)
0.4	21.03.2016	GPE Product	General revision according to the current version of the application
0.5	23.03.2016	GPE Application Dev.	Corrections, state diagram of payment
0.6	11.04.2016	GPE Product	Corrections, comments incorporated
1.0	29.04.2016	GPE Product	General revision, amendments incorporated
1.1	08.06.2016	GPE Product	Minor changes in application

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# 1. Formula clause

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## 2. Introduction

The manual “GP webpay Portal” aims at e-commerce merchants, who accept payments via GP webpay payment gateway in their e-shops.

The manual describes all the menus of the GP webpay Portal for users with the role of “Administration”.

**Important notice:** it is the merchant’s acquirer, who enables the user individual payment methods and functions. Information regarding ordering the GP webpay payment gateway and contacts for all the acquirers are available on [www.gpwebpay.cz](http://www.gpwebpay.cz).

The GP webpay Portal enables the user to:

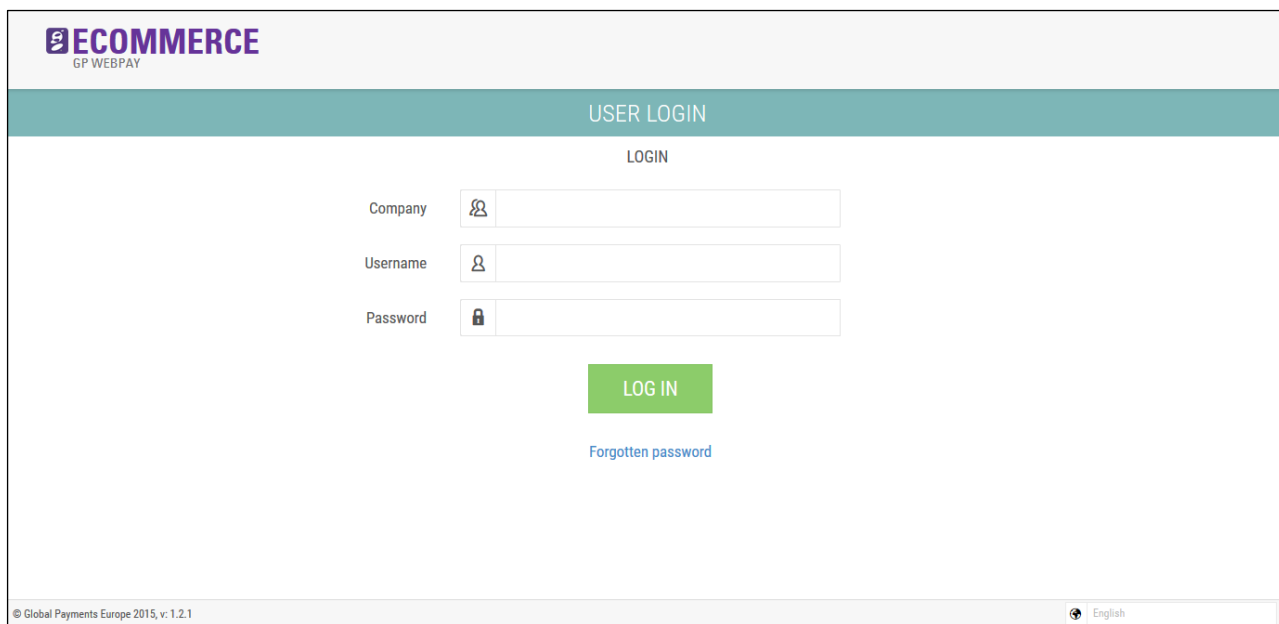
- search and manage payments
- create, send, search and manage PUSH payments
- create and manage users
- display statistics and functions authorized for the e-shop and payments
- create and manage keys
- download technical documentation and other resources for integration with the GP webpay payment gateway interface

## 3. User login

### 3.1 Login

The user may access the GP webpay Portal via URL address <https://portal.gpwebpay.com>.

After entering the URL address to the browser, a form to login to the GP webpay Portal is displayed. The user enters data in “Company”, “Username”, and “Password” boxes (see Picture No. 1).



The screenshot shows the 'USER LOGIN' page of the GP webpay Portal. At the top left is the 'ECOMMERCE GP WEBPAY' logo. The page has a teal header with 'USER LOGIN' and a white body with 'LOGIN' centered. Below this are three input fields: 'Company' with a person icon, 'Username' with a person icon, and 'Password' with a lock icon. A green 'LOG IN' button is centered below the fields. A blue link 'Forgotten password' is below the button. The footer contains '© Global Payments Europe 2015, v. 1.2.1' on the left and a language selector 'English' on the right.

Pic. 1: User login to the GP webpay Portal

User receives the password for the first login from the Application Support Global Payments Europe (GPE).

After the first user's login to the system using the password provided by the GPE Application Support, a form to change the password is displayed. The user chooses his/her new password for login to the GP webpay Portal. The user is also prompted for updating the user data.

## 3.2 User data update

After the first login to the GP webpay Portal, the user is asked to confirm and/or complete the user data (see Pic. 2). After entering the valid user data and pressing the "Confirm" button, a verification code to confirm the entered data is sent to the given e-mail address.

ECOMMERCE  
GP WEBPAY

USER DATA

CONFIRMATION OF USER DATA

Enter valid user data. Verification code to confirm the data entered will be sent to the provided e-mail address .

\* First name Tomáš

\* Last name Dobry

\* E-mail tomasdobry@post.cz

Telephone

\* Preferred language English (United Kingdom) ▼

Time zone ... ▼

BACK CONFIRM

© Global Payments Europe 2015, v: 1.3.1-S English

Pic. 2: Confirmation and/or completion of user data

After that the user enters the verification code to confirm the entered data that he/she has received using the e-mail given in the previous step, and then presses the “Save” button (see Pic. 3).

ECOMMERCE  
GP WEBPAY

USER DATA

CONFIRMATION OF USER DATA

The verification code was sent to the e-mail address tomasdobry@post.cz. Enter the verification code and select "Save".

\* Verification code

[New verification code](#)

BACK SAVE

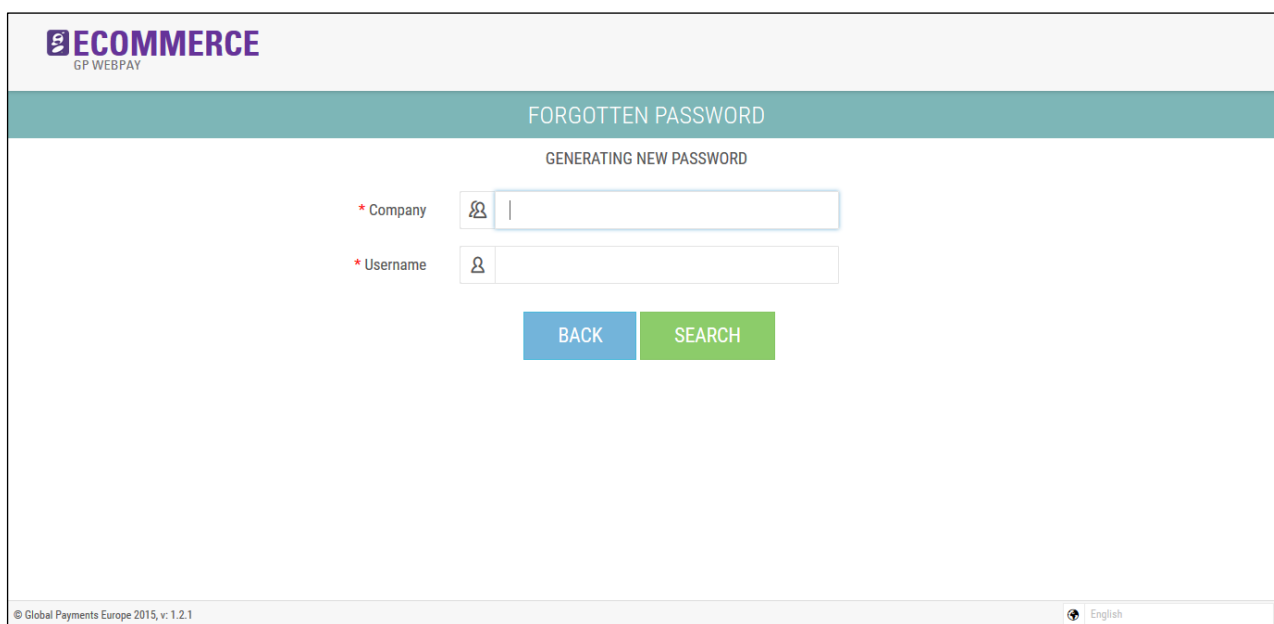
© Global Payments Europe 2015, v: 1.3.1-S English

Pic. 3: Entering of the verification code to confirm the entered data

### 3.3 Forgotten password

The menu enables the user to recover forgotten password:

- After pressing the “Forgotten password” link, a form is displayed. User enters data in the “Company” and “Username” boxes (see Picture No. 4).
- After pressing the “Search” button, there are displayed both the user data (company, name and surname) and e-mail address to which an e-mail with verification link to create a new password will be sent after pressing the “Confirm” button.
- Click the verification link to display a form. User enters data in the “New password” and “New password check” boxes.
- After pressing the “Save” button, a form to login to the GP webpay Portal is displayed.



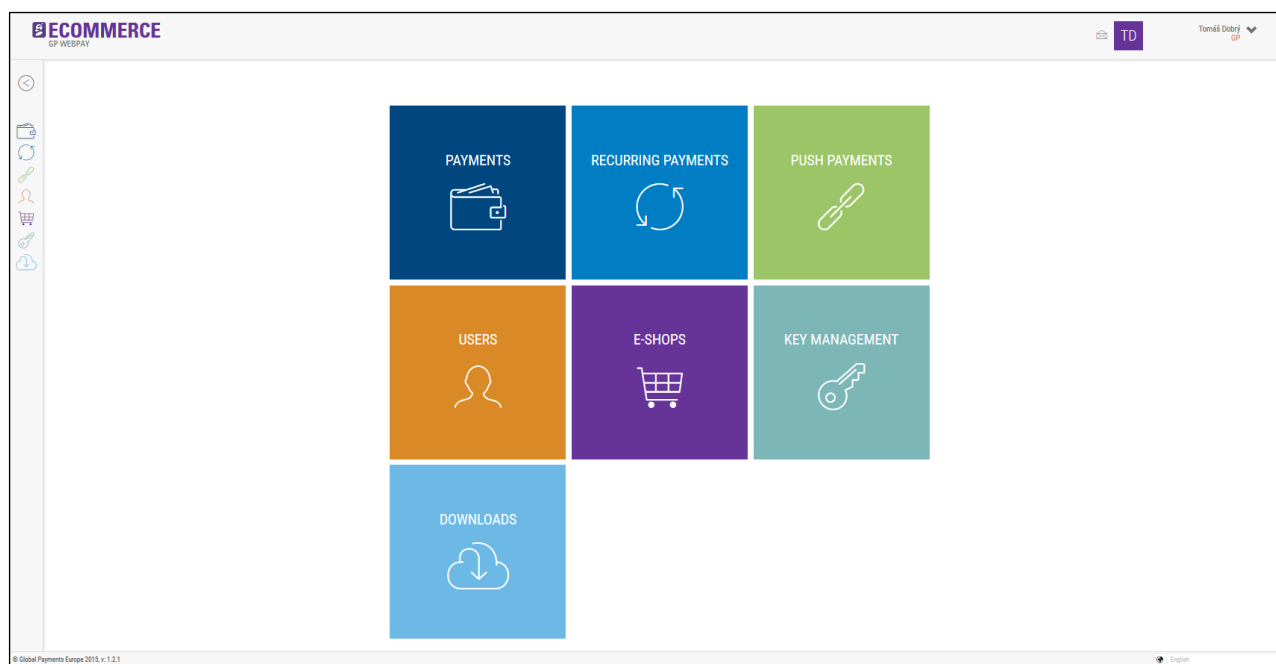
The screenshot shows the 'FORGOTTEN PASSWORD' recovery form in the GP webpay Portal. The header includes the 'ECOMMERCE GP WEBPAY' logo. The main heading is 'FORGOTTEN PASSWORD' with a sub-heading 'GENERATING NEW PASSWORD'. The form contains two input fields: '\* Company' and '\* Username', each preceded by a small person icon. Below the inputs are two buttons: a blue 'BACK' button and a green 'SEARCH' button. The footer shows the copyright '© Global Payments Europe 2015, v. 1.2.1' and a language selector set to 'English'.

Pic. 4: Forgotten password recovery

## 4.Login menu

After a successful user login to the GP webpay Portal, there is displayed the initial menu (see Picture No. 5) corresponding to roles assigned to the logged in user. The name of the logged in user is consistently displayed in the upper right corner of the GP webpay Portal. After the user logs in, a language version of the GP webpay Portal corresponding to the initial settings made by the GPE Application Support (see the menu “Settings/User data/Preferred language”) is displayed. The user can change the language version by clicking a flag in the lower right corner of the GP webpay Portal.





Pic. 5: Login menu

## 4.1 Payments

The user has an option to search payments according to the search filter settings, to display details of payment, including its status and history, and to manage the payment.

## 4.2 Recurring payments

The user has an option to search registration payments for the service of Recurring payments (see the document “Platební brána GP webpay – Uživatelská příručka” in the “Downloads” menu) according to the search filter settings, to display details of payment, and to manage the payment.

## 4.3 PUSH payments

The user has an option to create a PUSH payment (see the document “Platební brána GP webpay – Uživatelská příručka” in the “Downloads” menu) and to send it to the customer’s e-mail address. The user has also an option to search created PUSH payments according to the search filter settings, to display details of payment, and to manage the payment.

## 4.4 Users

The user with the “Administration” role has an option to display a list of users and to administer their roles. The user with the “Administration” role has also an option to create a new user.

## 4.5 E-shops

The user has an option to display statistics and functions enabled for e-shop and payments.

## 4.6 Key management

The user has the option to create and manage keys to secure communication between the e-shop and the GP webpay server and to create and manage payments. The user has also the option to view the status, in which the keys for e-shop are.

## 4.7 Downloads

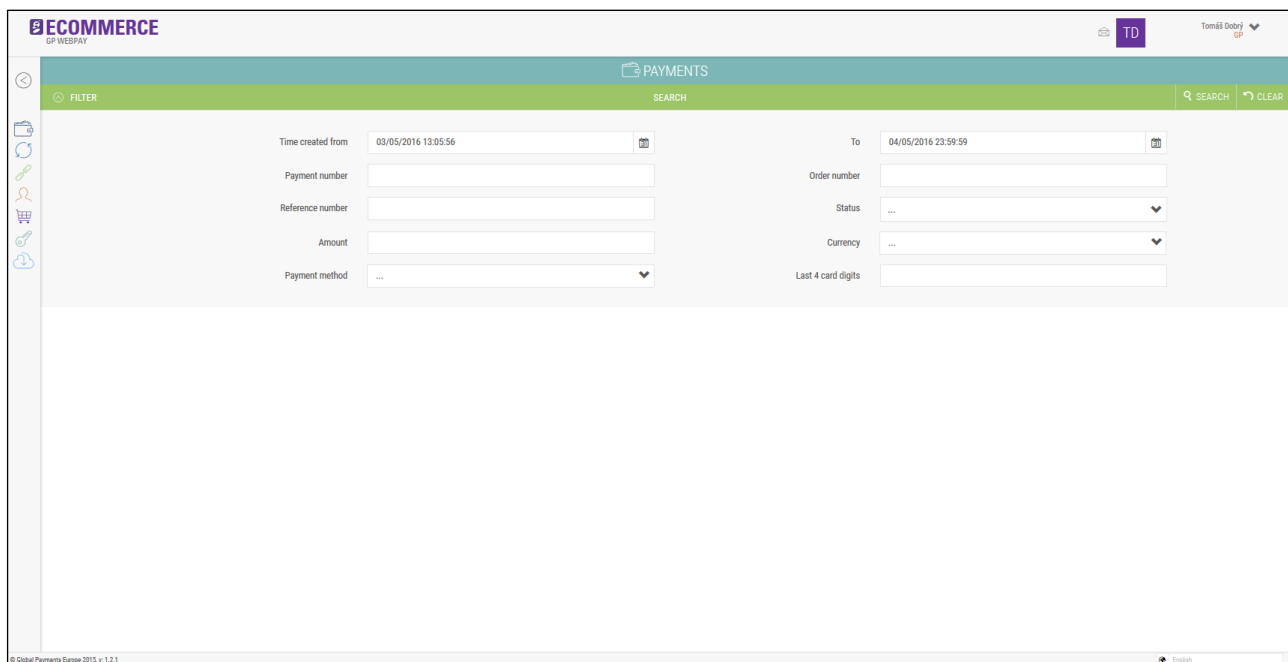
The user has the option to download technical documentation and other resources for integration with the GP webpay payment gateway interface.

## 4.8 Logged in user

The user can set or update his/her contact data and preferred language. The user can also change his/her password to login to the GP webpay Portal.

# 5. Payments

This menu enables to search and manage payments. The search filter is displayed (see Picture No. 6).



The screenshot shows the 'PAYMENTS' section of the GP webpay Portal. It features a search filter interface with a green header bar containing 'FILTER' and 'SEARCH' buttons. Below the header, there are two columns of search criteria. The left column includes 'Time created from' (03/05/2016 13:05:56), 'Payment number', 'Reference number', 'Amount', and 'Payment method'. The right column includes 'To' (04/05/2016 23:59:59), 'Order number', 'Status', 'Currency', and 'Last 4 card digits'. A sidebar on the left contains icons for various functions, and the top right shows the user's name 'Tomáš Dobry' and a language selector 'English'.

Pic. 6: Filter to search payments

## 5.1 Search filter

- E-shop: option to choose the e-shop from the list,
- Time created from – to: time and date of creating a payment,
- Payment number,
- Order number,
- Reference number,

- Status: option to choose the status from the list,
- Amount,
- Currency: option to choose the currency from the list,
- Payment method: option to choose the payment method from the list,
- Last 4 card digits: option to enter the last 4 card digits.

After entering the data in the filter, the searching process is started by pressing the “Search” button. The data are deleted from the filter by pressing the “Clear” button.

## 5.2 Search

Searched out payments are sorted from the newest to the oldest (see Picture No. 7). All types of payments are searched out - standard, registration, recurring, and PUSH payments (note: only the PUSH payments, where the user has clicked the payment link). The number of the searched out payments is at the bottom part of the list. Maximum of 100 items is displayed on the page; in case of a larger number of payments, not all of them are displayed and it is necessary to use the arrow keys to scroll. To search out a specific payment it is highly recommended to set the search filter as accurately as possible. Basic information is displayed for every searched out payment.

E-COMMERCE GP WEBPAY									
PAYMENTS									
SEARCH									
Time of payment creation	Payment number	Order number	E-shop	Payment method	Status	Card association	Requested	Captured	Refunded
11-Apr-2016 12:34:25	1460370862527		Global Payments	Card - payment gateway	Unpaid		0.30 CZK	0.00 CZK	0.00 CZK
06-Apr-2016 09:26:19	145927570290		Global Payments	Card - payment gateway	Unpaid		0.30 CZK	0.00 CZK	0.00 CZK
05-Apr-2016 15:27:20	1459862838325		Global Payments	Card - payment gateway	Unpaid		0.60 CZK	0.00 CZK	0.00 CZK
05-Apr-2016 15:12:00	1459861917139		Global Payments	Card - payment gateway	Unpaid		0.30 CZK	0.00 CZK	0.00 CZK
05-Apr-2016 14:41:48	1459860088817		Global Payments	Card - payment gateway	Authorized	MC	100.00 CZK	0.00 CZK	0.00 CZK
04-Apr-2016 10:46:47	1459759606706		Global Payments	Card - payment gateway	Unpaid		100.00 CZK	0.00 CZK	0.00 CZK
04-Apr-2016 10:41:58	1459759313357		Global Payments	Card - payment gateway	Authorized	MC	0.30 CZK	0.00 CZK	0.00 CZK
31-Mar-2016 16:52:11	1459433930770		Global Payments	Card - payment gateway	Unpaid		0.30 CZK	0.00 CZK	0.00 CZK
31-Mar-2016 16:18:30	1459433909159		Global Payments	Card - payment gateway	Authorized	MC	0.30 CZK	0.00 CZK	0.00 CZK
31-Mar-2016 09:59:58	1459411198430		Global Payments	Card - payment gateway	Captured	MC	0.30 CZK	0.30 CZK	0.00 CZK
30-Mar-2016 11:25:00	1459329783514		Global Payments	Card - payment gateway	Pending authorization		200.00 CZK	0.00 CZK	0.00 CZK
30-Mar-2016 09:34:01	1459323240836		Global Payments	Card - payment gateway	Partial payment/refund	MC	100.00 CZK	50.00 CZK	0.00 CZK
30-Mar-2016 09:26:48	1459322807818		Global Payments	Card - payment gateway	Captured	MC	0.30 CZK	0.30 CZK	0.00 CZK
30-Mar-2016 08:06:51	1459318009270		Global Payments	Card - payment gateway	Authorized	MC	10.00 CZK	0.00 CZK	0.00 CZK
29-Mar-2016 15:14:10	1459257259232		Global Payments	Card - payment gateway	Unpaid		100.00 CZK	0.00 CZK	0.00 CZK
23-Mar-2016 14:24:33	1458739472069		Global Payments	Card - payment gateway	Unpaid		0.30 CZK	0.00 CZK	0.00 CZK
23-Mar-2016 14:21:28	1458739200441		Global Payments	Card - payment gateway	Pending authorization		500.00 CZK	0.00 CZK	0.00 CZK
23-Mar-2016 14:01:38	1458738096600		Global Payments	Card - payment gateway	Captured	MC	0.20 CZK	0.20 CZK	0.00 CZK
21-Mar-2016 15:52:30	1458571949811		Global Payments	Card - payment gateway	Authorized	MC	0.30 CZK	0.00 CZK	0.00 CZK
21-Mar-2016 15:48:55	1458571733701		Global Payments	Card - payment gateway	Captured	MC	0.30 CZK	0.30 CZK	0.00 CZK

Pic. 7: List of searched out payments

## 5.3 Details of payment

After clicking a payment in the list of searched out payments, basic information about the payment is displayed (see Picture No. 8). Further possible payment management depends on its status. The user can then make requested payment management (Capture, Refund etc.). If the amount is requested, the amount must be entered with a decimal point (e.g. the amount of 10 CZK and 30 halers is entered as 10.3).

Payment management can be made in bulk by selection of a few payments using the button in the last column of the list of searched out payments. In the bottom part of the screen, there is then displayed the list of the selected payments, which the user can manage in bulk (see Picture No. 9). A precondition for managing payments is to store the private key in the browser memory (for more details see the Chapter 10. Key management). Any requirement to manage payment is confirmed by entering a password for the private key.

The screenshot shows the 'DETAILS OF PAYMENT' section for a transaction. The table below summarizes the key data points visible in the interface.

Field	Value
E-shop	Global Payments
E-shop number	7700049976
Time of payment creation	15-Mar-2016 14:58:51 CET
Payment number	1458050330634
Order number	1458090330634
Reference number	
3D Authentication result	
Authorization time	15-Mar-2016 14:59:39 CET
Authorization number	000000156503
Authorization code	576646
Authorization result	Authorized
Status	Captured
Requested	10.00 CZK
Authorized	10.00 CZK
Captured	10.00 CZK
Refunded	0.00 CZK
Refund possible till	15-Apr-2017 21:50:00 CEST
Account	GPE CZ
Card association	MC
Last 4 card digits	4014

Pic. 8: Details of payment

The screenshot shows the 'BULK PAYMENT REFUND' modal window. It displays the number of payments for full refund (3) and prompts the user to import their private key to the browser's memory. The background shows a list of payments with a 'REFUND' button in the last column.

Time of payment creation	Payment number	Order number	E-shop	Payment method	Status	Card association	Requested	Captured	Refunded
15-Mar-2016 15:08:50	1458050864631		Global Payments	Card - payment gateway	Pending authorization		2,350.00 CZK	0.00 CZK	0.00 CZK
15-Mar-2016 14:58:51	1458090330634		Global Payments	Card - payment gateway	Captured	MC	10.00 CZK	10.00 CZK	0.00 CZK
15-Mar-2016 09:24:29	1458030263491		Global Payments	Card - payment gateway	Captured	MC	0.30 CZK	0.30 CZK	0.00 CZK
03-Mar-2016 14:17:03	1457011022564		Global Payments	Card - payment gateway	Unpaid		100.00 CZK	0.00 CZK	0.00 CZK
29-Feb-2016 15:59:15	1456757950299		Global Payments	Card - payment gateway	Unpaid		100.00 CZK	0.00 CZK	0.00 CZK
26-Feb-2016 13:37:38	1456490257092		Global Payments	Card - payment gateway	Captured	MC	100.00 CZK	100.00 CZK	0.00 CZK
22-Feb-2016 10:06:12	1456131911941		Global Payments	Card - payment gateway	Unpaid		0.30 CZK	0.00 CZK	0.00 CZK
22-Feb-2016 09:54:54	1456130073844		Global Payments	Card - payment gateway	Unpaid		100.00 CZK	0.00 CZK	0.00 CZK

Pic. 9: Bulk selection and payment management

### 5.3.1 Payment statuses

Possible payment statuses are listed in the Annex “14.1. Payment statuses”. The most common statuses are “Captured” and “Authorized”.

Payment status “Captured” – the payment is in this status, if the request for capturing is created with parameter “DEPOSITFLAG=1”, see the document “GP webpay API HTTP - Technická specifikace pro vývojáře” in the “Downloads” menu. For a payment in this status it is possible to cancel capturing and to change into a status “Authorized” (the “Cancel the capture” button). After

the batch is closed (it is made automatically by the GP webpay system at the end of the business day, usually after 10:00 p.m.), it is possible to make (partially) refund of payment (the “Refund” button).

Payment status “Authorized” – the payment is in this status, if the request for capturing is created with parameter “DEPOSITFLAG=0”, see the document “GP webpay API HTTP - Technická specifikace pro vývojáře” in the “Downloads” menu. For a payment in this status it is possible to make a full or partial capturing (the “Capture” button), or to reverse the payment (the “Reverse the payment” button).

Any requirement to manage payment is confirmed by entering a password for the private key. New status of payment is displayed in the list of payments and in the payment details.

### 5.3.2 Payment history

After clicking the link “Payment history” in the upper left corner at the “Details of payment“, history of payment is displayed (see Picture No. 10). In the left part, there are displayed activities made by e-shop/user; in the right part, there are displayed activities made by the GP webpay payment gateway.

**PAYMENT HISTORY**

E-shop Global Payments created the payment no. 145267920260 for the amount of 1.00 CZK.  
13-Jan-2016 11:00:28

GP webpay authorized the payment no. 145267920260 for the amount of 1.00 CZK.  
13-Jan-2016 11:00:38

GP webpay performed capture no. 1 of payment no. 145267920260 in the amount of 1.00 CZK.  
13-Jan-2016 11:00:48

GP webpay sent the payment no. 145267920260 to settlement.  
13-Jan-2016 22:01:28

User karkia performed refund no. 1 of the payment no. 145267920260 in the amount of 0.50 CZK.  
18-Jan-2016 12:23:02

GP webpay sent the payment no. 145267920260 to settlement.  
18-Jan-2016 22:01:18

**Payment Details:**

- Authorization result: Authorized
- Status: Partial payment/refund
- Requested: 1.00 CZK
- Authorized: 1.00 CZK
- Captured: 1.00 CZK
- Refunded: 0.50 CZK
- Refund possible till: 13-Feb-2017 21:50:00 CET
- Account: GPE CZ
- Card association: VISA
- Last 4 card digits: 0016

**Payment List:**

Date	Time	Payment No.	Global Payments	Card - payment gateway	Status	Amount	Refund
12-Jan-2016	12:37:32	1452596311943	Global Payments	Card - payment gateway	Unpaid	0.00 CZK	0.00 CZK
12-Jan-2016	11:53:42	1452595706995	Global Payments	Card - payment gateway	Pending authorization	2,000.00 CZK	0.00 CZK
12-Jan-2016	11:25:36	1452594336448	Global Payments	Card - payment gateway	Authorized	0.10 CZK	0.00 CZK
12-Jan-2016	10:06:37	1452589347694	Global Payments	Card - payment gateway	Pending authorization	9.00 CZK	0.00 CZK

Pic. 10: Payment history

## 6. Recurring payments

This menu enables to search and manage Recurring payments. The filter to search registration payments is displayed (see Picture No. 11).

**ECOMMERCE**  
GP WEBPAY

TD Tomáš Dobýš GP

**RECURRING PAYMENTS**

**FILTER** **SEARCH** **SEARCH** **CLEAR**

Time created from: 20/02/2016 12:14:08 To: 04/05/2016 23:59:59

Payment number:  Order number:

Amount:  Currency: ...

Status: ...

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Pic. 11: Filter to search registration payments

If at least one recurring payment with the “Captured” status has been made to the registration payment, the “Payments” button is displayed at the registration payment. After clicking the “Payments” button at the selected registration payment in the list of the searched out registration payments (see Picture No. 12), in the menu “Payments” there are displayed recurring payments to the registration payment. After clicking the payment in the list of recurring payments to a registration payment, there is displayed basic information about the payment (see Picture No. 13).

**ECOMMERCE**  
GP WEBPAY

TD Tomáš Dobýš GP

**RECURRING PAYMENTS**

**FILTER** **SEARCH** **SEARCH** **CLEAR**

Time of payment creation	Payment number	Order number	E-shop	Status	Requested	Payments
09-Jun-2016 11:42:54	146546528116	145081062835	Global Payments	Valid	1.00 CZK	<a href="#">Payments</a>
09-Jun-2016 11:41:20	146546523247	145081059995	Global Payments	Created	1.00 CZK	-

XLSX PDF 1 - 2 / 2 20

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Pic. 12: List of searched out registration payments

The screenshot displays the 'PAYMENTS' section of the GP webpay Portal. It features a search bar with 'SEARCH' and 'CLEAR' buttons. Below the search bar, there are filter options for 'Time created from', 'To', 'Payment number', 'Order number', 'Reference number', 'Amount', 'Status', 'Currency', 'Payment method', and 'Last 4 card digits'. The main table lists payment records with columns: Time of payment creation, Payment number, Order number, E-shop, Payment method, Status, Card association, Requested, Captured, and Refunded. A 'DETAILS OF PAYMENT' section is expanded, showing a table with payment details such as E-shop, E-shop number, Time of payment creation, Payment number, Order number, Reference number, 3D Authentication result, Authorization time, Authorization number, Authorization code, Authorization result, Status, Requested, Authorized, Captured, Refunded, Refund possible till, Account, Card association, and Last 4 card digits. A 'REFUND' button is visible below the details table.

Time of payment creation	Payment number	Order number	E-shop	Payment method	Status	Card association	Requested	Captured	Refunded
09-Jun-2016 11:56:25	20160609115625		Global Payments	Recurring payment	Captured	VISA	1.00 CZK	1.00 CZK	0.00 CZK

Pic. 13: Details of recurring payment made to a registration payment

## 7. PUSH payments

### 7.1 Creating a PUSH payment

This menu enables creating a PUSH payment. In the first step, the user enters data for the PUSH payment to a form (see Picture No. 14). Items marked with an asterisk are required:

- E-shop: option to choose an e-shop from the list of e-shops, which have enabled PUSH payments, see the menu “E-shops: Authorization for payment” menu,
- Payment number:
  - It can contain only numbers and its maximum length is 15 characters,
  - The number has to be unique within the e-shop,
  - The user has an option to use the “Create payment number” button to create a unique payment number by the system,
- Processing method:
  - After selecting the option to “Pay the amount”, there is created the payment, which will be immediately, after the customer pays it on the GP webpay payment gateway, captured from the customer’s account,
  - After selecting the option to “Block the amount” there is created the payment, which will be immediately, after the customer pays it on the GP webpay payment gateway, blocked on the customer’s account. The user has an option to make a payment and to capture the amount from the customer’s account later by means of the GP webpay Portal (the menu “Payments”) or using the Web Services,

- Amount: the amount requested to be paid; decimals can be used as well
- Reference number:
  - Optional identifier that can help work with the payment, e.g. invoice number,
  - It can contain these ASCII characters: x20(space), x23(#), x24(\$), x2A-x3B(\*+,-./0-9:;), x3D(=), x40-x5A(@A-Z), x5E(^), x5F(\_), x61-x7A(a-z),
  - Maximum allowed length is 20 characters,
  - The number might not be unique, it can be repeated.
- Language: option to choose the language of e-mail template and of the GP webpay payment gateway,
- Order number:
  - Optional identifier that can help the merchant his/her work with the payment,
  - It can contain only numbers and its maximum length is 30 characters,
  - The number might not be unique, it can be repeated.
- Valid to:
  - By default, PUSH payment is valid for 90 days,
  - The user can specify their own expiry date (maximum is 90 days from the date of creation), until then the customer can use the payment link for payment,
  - After expiration, the payment link is invalid and it cannot be used for payment.
- Currency: option to choose the currency from the list.

After entering data for PUSH payment in the form, it goes to the second (facultative) step of “Entering e-mail” by pressing the “Continue” button.

The screenshot displays the 'PUSH PAYMENTS' interface within the GP Webpay E-commerce portal. The top navigation bar includes the 'Ecommerce GP WEBPAY' logo and a user profile for 'Tomáš Dobrý Global Payments'. The main heading is 'PUSH PAYMENTS'. Below this, a progress bar shows three steps: '1 PUSH payment creation', '2 Entering an e-mail address (optional)', and '3 Summary'. The current step is '1 PUSH payment creation', which contains a form with the following fields and options:

- E-shop:** A dropdown menu showing 'Global Payments - 7700049976'.
- Language:** A dropdown menu showing 'Czech'.
- Payment number:** A text input field with a copy icon and a help icon.
- Order number:** A text input field.
- Processing method:** Two radio buttons: 'Capture the amount' (selected) and 'Block the amount'.
- Valid to:** A date picker showing '07/09/2016'.
- Amount:** A text input field.
- Currency:** A dropdown menu showing 'CZK'.
- Reference number:** A text input field.
- Server URL:** A text input field.
- E-shop data:** A text input field with a help icon.

A blue 'CONTINUE' button is located at the bottom right of the form. A blue banner at the top right of the form area reads 'PUSH PAYMENT CREATION (1/3)'.

Pic. 14: Creating a PUSH payment



In the second step, the user has an option to enter customer's e-mail address to send payment link and/or to enter e-mail address of e-shop to send confirmation of settlement of the payment link.

If the option "Send payment link to client by e-mail" is selected, a form is displayed (see Picture No. 15). Items marked with an asterisk are required:

- To: customer's e-mail address,
- Subject: text for the subject of the message can be changed by the user,
- Message: text of message to be sent to the customer can be modified by the user. Nevertheless, it is necessary to preserve the text string "\${link}" (without the quotation marks), which will be replaced, when sending a message, by the created payment link.

Pic. 15: Entering customer's e-mail address to send payment link

If the option "E-mail to send confirmation of payment" is selected, a form is displayed (see Picture No. 16). Items marked with an asterisk are required:

- To: e-mail address of the e-shop,
- E-shop data: data entered will be sent in the request for creating a payment to the GP webpay payment gateway interface in the "MD" parameter (see the document "GP webpay API HTTP - Technická specifikace pro vývojáře" in the "Downloads" menu) and will be returned to the e-shop in the response from the GP webpay payment gateway in the unchanged form,
- Payment description: data entered will be sent in the request for creating a payment to the GP webpay payment gateway interface in the "DESCRIPTION" (see the document "GP webpay API HTTP - Technická specifikace pro vývojáře" in the "Downloads" menu).

The screenshot displays the 'PUSH PAYMENTS' interface within the 'Ecommerce GP WEBPAY' portal. The top navigation bar includes the 'Ecommerce GP WEBPAY' logo, a 'TD' icon, and the text 'Tomáš Dobrý Global Payments'. The main header area is labeled 'PUSH PAYMENTS'. The central form is titled 'PUSH payment creation' and shows a progress bar with three steps: 'PUSH payment creation', 'Entering an e-mail address (optional)', and 'Summary'. The current step, 'Entering an e-mail address (optional)', is highlighted with a blue bar indicating 'ENTERING AN E-MAIL ADDRESS (2/3)'. The form contains two checkboxes: 'E-mail address for sending the payment link' (unchecked) and 'E-mail for sending confirmation of payment' (checked). Below the checkboxes, there is a 'To' field with the email address 'vkerka@gpe.cz' and a 'Payment description' field. At the bottom of the form are 'BACK' and 'CONTINUE' buttons.

Pic. 16: Entering e-mail address of the e-shop to send confirmation of payment

To the last, third step “Push Payment Summary”, it goes by pressing the “Continue” button.

In the last, third step, there are displayed data about the created PUSH payment and about the entered e-mail addresses (see Picture No. 17). After entering the password to the private key and after pressing the “Create payment link” button, there is displayed confirmation about the successful creating a PUSH payment and about sending it to the given e-mail address (see Picture No. 18). The “Payment link” contains the created payment link, which the user can store to the clipboard and use it in other application. The created payment link cannot be changed.

The user can create other PUSH payment by pressing the “Create another PUSH payment” button.

The user has the option to search in created PUSH payments by pressing the “Search for PUSH payments” button. Search filter is displayed (see Picture No. 19).

**ECOMMERCE**  
GP WEBPAY

TD Tomáš Dobry  
Global Payments

PUSH PAYMENTS

✓ PUSH payment creation ———— ✓ Entering an e-mail address (optional) ———— 3 Summary

**PUSH PAYMENT SUMMARY (3/3)**

**PUSH payment**

E-shop: Global Payments  
Payment number: 1465466821964  
Order number:  
Valid to: 07-Sep-2016 00:00:00  
Reference number:  
Server URL:

✗ E-mail address for sending the payment link  
✗ E-mail for sending confirmation of payment

Amount to be captured: **1.00 CZK**

\* Private key password

BACK

CREATE THE PAYMENT LINK

© Global Payments Europe 2015, v: 1.2.2.6 English

Pic. 17: PUSH payment summary

**ECOMMERCE**  
GP WEBPAY

TD Tomáš Dobry  
Global Payments

PUSH PAYMENTS

**PAYMENT LINK**

✓

PUSH payment has been successfully created.

Payment link:  
<https://dev.3dsecure.gpwebpay.com/pgw/pay/hXSplC>

CREATE ANOTHER PUSH PAYMENT SEARCH FOR PUSH PAYMENTS

© Global Payments Europe 2015, v: 1.2.2.6 English

Pic. 18: Confirmation of a successful creating a PUSH payment

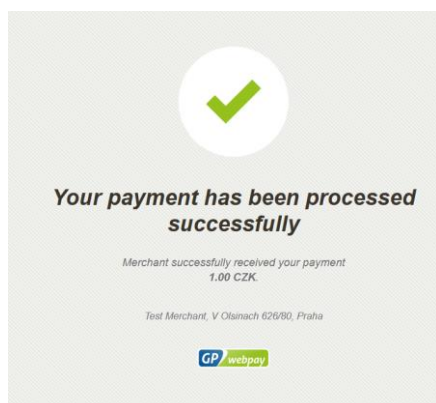
The screenshot displays the 'Ecommerce GP WEBPAY' interface. At the top right, there is a user profile for 'Tomáš Dobry' with initials 'TD'. The main header is 'PUSH PAYMENTS'. Below this is a green bar with 'FILTER' and 'SEARCH' buttons. The search area contains several input fields: 'Time created from' (04/04/2016 13:53:22), 'To' (04/05/2016 23:59:59), 'Payment number', 'Order number', 'Amount', 'Currency' (dropdown), and 'Status' (dropdown). A sidebar on the left contains icons for various functions. The footer shows '© Global Payments Europe 2015, v1.2.1' and a language selector set to 'English'.

Pic. 19: Filter to search PUSH payments

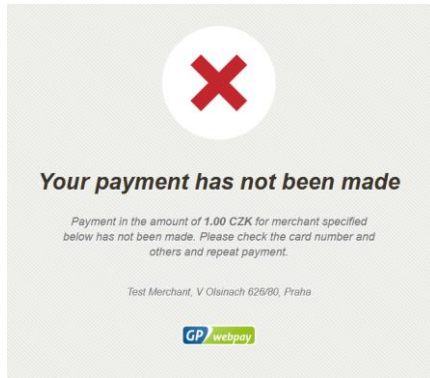
## 7.2 Capturing a PUSH payment

The customer receives e-mail informing about the created PUSH payment with the payment link. If the customer decides to pay it, he/she clicks the payment link and the browser redirects him/her to the GP webpay payment gateway, where he/she makes the payment. The customer is then informed about the result of payment:

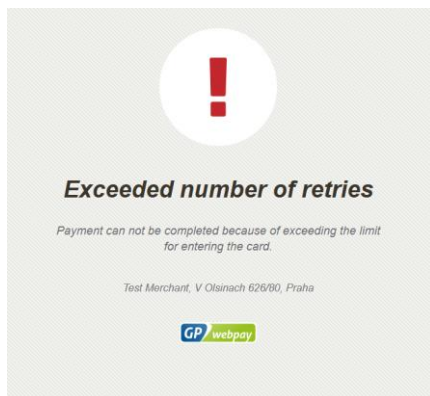
- Payment has been processed successfully:



- Payment was unsuccessful:

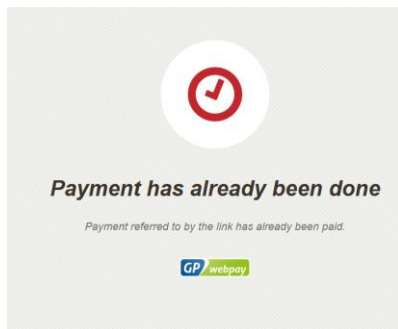


- The limit of payment attempts has been exceeded:

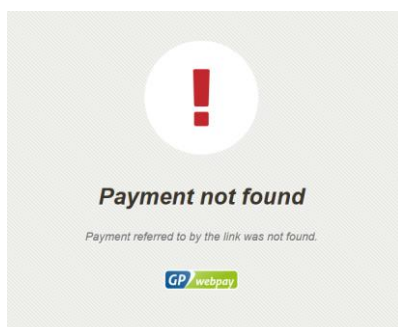


If the customer is not redirected to the GP webpay payment gateway after clicking the payment link, the customer is informed about the reason:

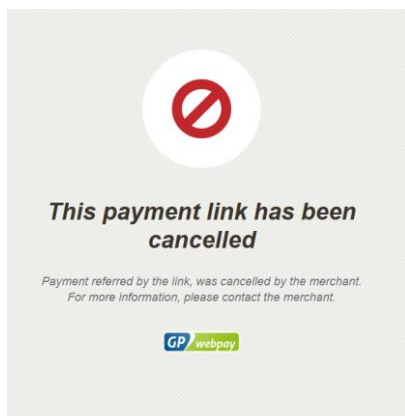
- Payment has already been done:



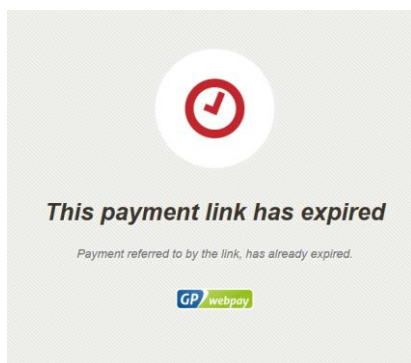
- Payment not found:



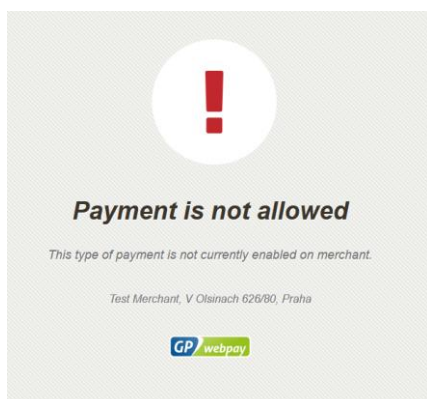
- Payment has been cancelled:



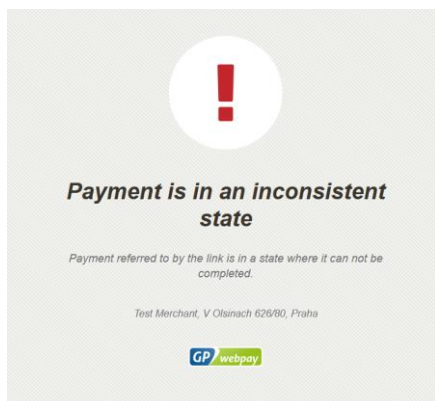
- Payment has already expired:



- PUSH payments are not authorized for the e-shop:



- Payment is in an inconsistent state:



PUSH payment can be created also using the Web Services (method “createPaymentLink()”), see the document “GP webpay API WS - Technická specifikace pro vývojáře” in the “Downloads” menu.

## 8. Users

### 8.1 Create a new user

The menu enables a user with the role “Administration” to create a new user. Data on the new user are entered in the form (see Picture No. 20). Items marked with an asterisk are required.

The role “Search for payments” is assigned to a new user by default.

New user can change his/her data, settings, and password in the “Settings” menu, after signing in to the GP webpay Portal.

### 8.2 List of users

Menu enables the user with the role “Administration” to display a list of users, to manage their roles (by clicking the check box, one or more roles can be assigned) and to block/unblock access to the GP webpay Portal (by clicking the lock at the user's name). The list of users can also be exported to a file in XLSX or PDF format.

The user can be assigned these roles:

- Search for payments: enables the user to search for payment in the “Payments” menu,
- Manage payments: enables the user to search a payment in the “Payments” menu and to manage the payment after click it in the list of searched out payments,
- PUSH payments: enables the user to create, send and search for a PUSH payment,
- Administration: enables the user to use all the menus of the GP webpay Portal.

**CREATE A USER**

\* Username

\* New password

\* New password check

\* First name

\* Last name

\* E-mail

**CREATE**

**USER LIST**

User name	Search for payments	Payment management	PUSH payments	Administration
global_payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
holovka	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
kerka	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
pokus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

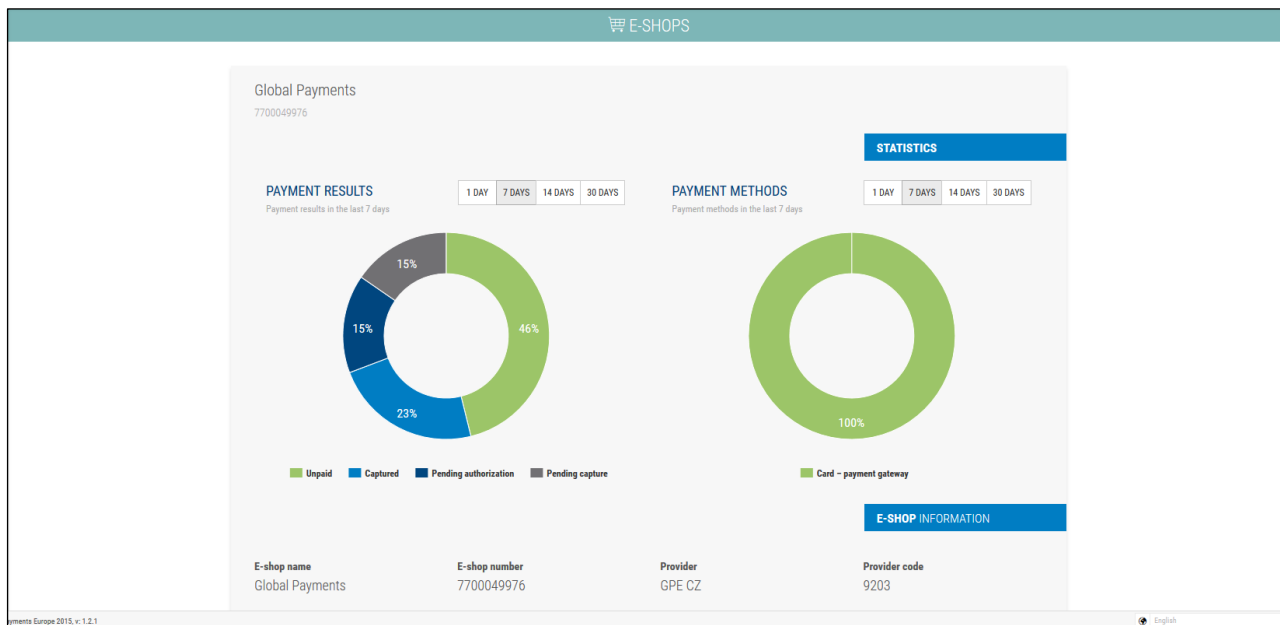
XLSX PDF 1 - 4 / 4

© Global Payments Europe 2015, v. 1.2.2.6 English

Pic. 20: Users

## 9. E-shops

The menu enables the user to select e-shop and to display statistics and enabled functions for the e-shop and payments (see Picture No. 21).



Pic. 21: Menu "E-shops"

### 9.1 Statistics

The menu enables the user to display statistics of the e-shop. There are following options.

- Payments results:
  - Time interval can be specified: 1 day, 7 days, 14 days, or 30 days
  - A graph according to payment statuses is displayed
- Payment methods:
  - Time interval can be specified: 1 day, 7 days, 14 days, or 30 days
  - A graph according to payment method is displayed

### 9.2 E-shop data

There are displayed e-shop data that have been stored in the GP webpay payment gateway in the course of boarding process.

### 9.3 Authorization for payments

For every payment methods or function, there is displayed, if it is enabled or disabled for the e-shop. Authorization for payment is determined by the provider.

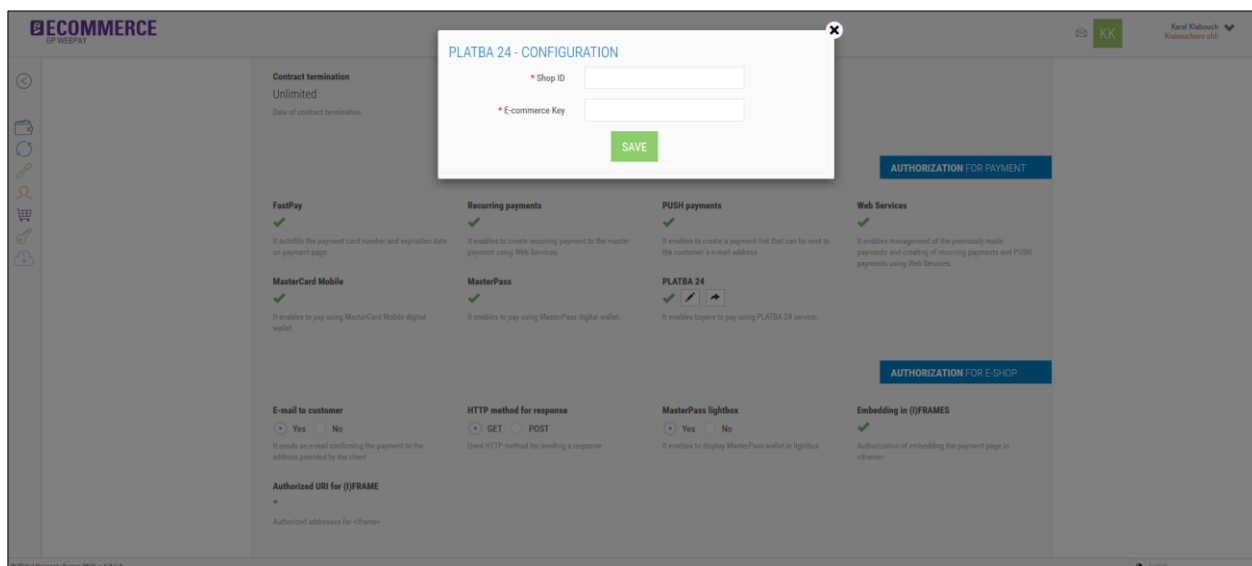


### 9.3.1 PLATBA 24

The menu enables the user to activate the PLATBA 24 service on the GP webpay payment gateway, i.e. the payment button of the SERVIS 24 internet banking provided by Česká spořitelna, a.s.

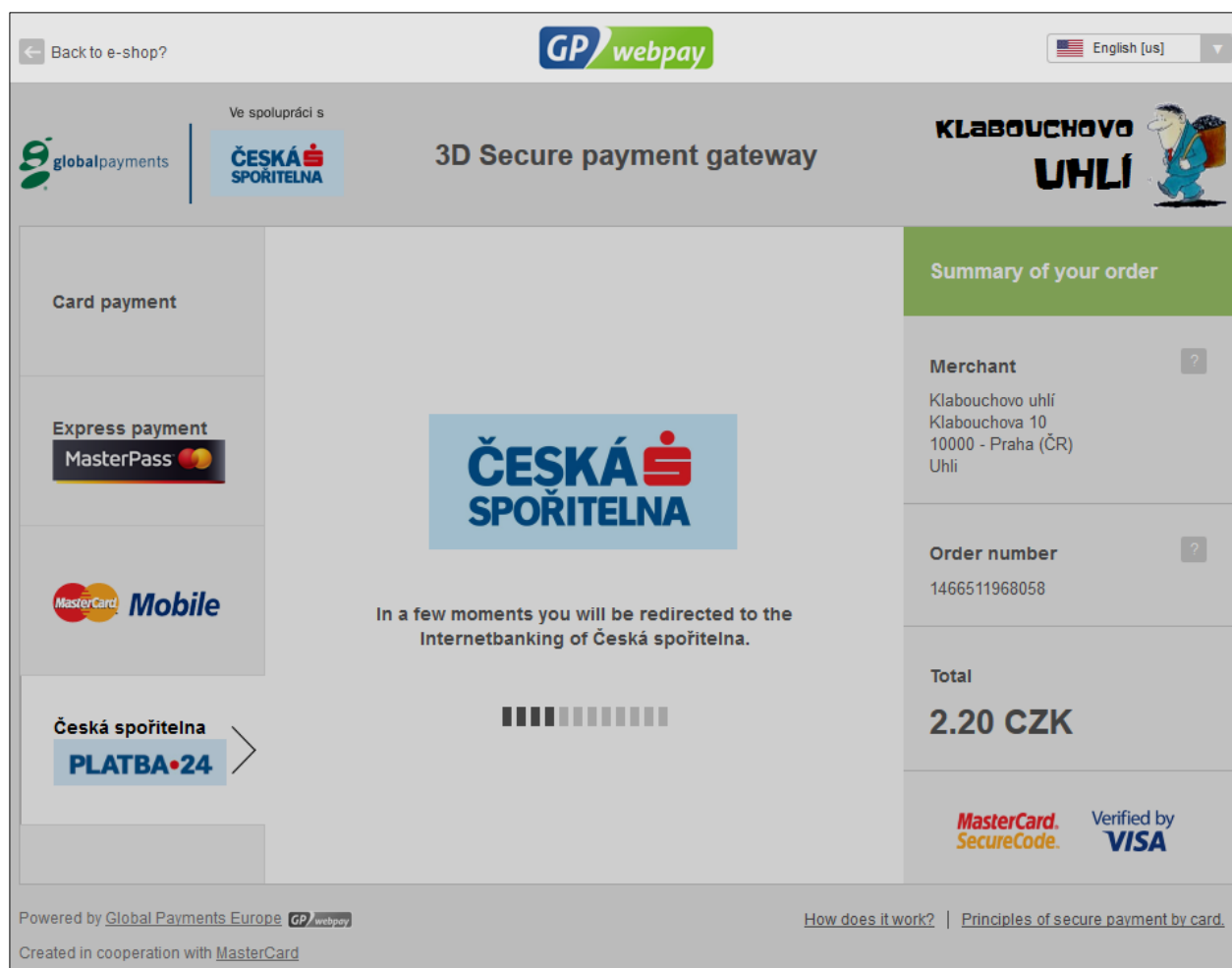
To activate the PLATBA 24 service, it is necessary to sign a contract with Česká spořitelna, a.s. and to get the credentials from it (e-shop ID, E-commerce key).

After pressing the “Credentials” button, a form for entering the credentials (e-shop ID, E-commerce key) is displayed, see Pic. 22.

The image is a screenshot of the GP webpay portal's configuration interface. A modal window titled "PLATBA 24 - CONFIGURATION" is centered on the screen. This window contains two input fields: "Shop ID" and "E-commerce Key", each preceded by a red asterisk indicating they are required. Below these fields is a green "SAVE" button. The background of the portal is dimmed but visible. On the left is a sidebar with icons for various functions. The main area shows a "Contract termination" section with "Unlimited" status. Below this are several payment method status indicators, each with a green checkmark: "FastPay", "MasterCard Mobile", "Recurring payments", "MasterPass", "PUSH payments", and "PLATBA 24". To the right of these are sections for "Web Services" and "Embedding in iFRAMEs". At the bottom right, there are buttons for "AUTHORIZATION FOR PAYMENT" and "AUTHORIZATION FOR E-SHOP". The top right corner of the portal shows a user profile for "Karel Klouček" and a "KK" logo.

Pic. 22: Entering credentials for the PLATBA 24 service

After pressing the “Store” button, the PLATBA 24 service is activated for the given e-shop and at the GP webpay payment gateway, there is displayed the “PLATBA 24 Česká spořitelna” button (see Pic. 23). Deactivation of the PLATBA 24 service is carried out by deletion of the credentials.



Pic. 23: Display of the PLATBA 24 service button at the GP webpay payment gateway

After pressing the “Test payment” button it is possible to make a payment of 1 CZK to verify that the settings is correct.

## 9.4 Authorization for e-shop

For every function, there is displayed if it is enabled or disabled for the e-shop. Authorization for e-shop is determined by the provider.

### 9.4.1 E-mail to a customer

The menu enables the user to set up, if confirmation about the payment made on the GP webpay payment gateway is to be sent to the customer's e-mail address. This functionality is conditioned by customer's email address delivery in the EMAIL parameter; see the document “GP webpay API HTTP - Technická specifikace pro vývojáře” in the “Downloads” menu.

### 9.4.2 HTTP method for response

The menu enables the user to set up, if the HTTP method “GET” or “POST” is to be used for delivery of response from the GP webpay payment gateway. If the “POST” method is set up, the URL return address of the e-shop has to use the https protocol, otherwise the browser would display an undesirable warning about sending data to an unsecure address to the customer after the payment is completed, and that would decrease credibility of the e-shop.

### 9.4.3 MasterPass lightbox

The menu enables the user to set up, whether after the choice to pay by MaterPass wallet shall be displayed a webpage with the wallet on the payment gateway in the lightbox regime, or whether it shall be redirected to the MasterPass server. If the payment page is displayed in the e-shop in the form of iframe, the lightbox regime can cause undesirable behaviour; in these cases it is necessary to disable the lightbox regime.

## 9.5 Authorization for currencies

There are displayed currencies, for which the e-shop is authorized to carry out payments. Authorization for e-shop is determined by the provider.

## 9.6 Authorization for payment methods

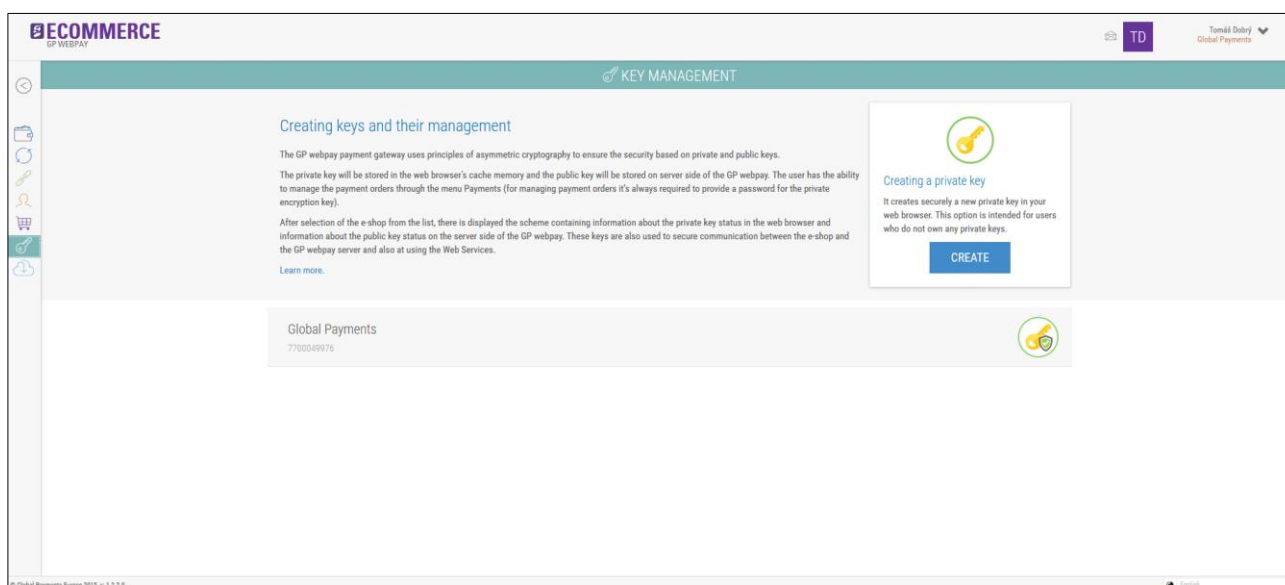
There are displayed payments methods, which can be used by the customer to make the payment to the e-shop on the GP webpay payment gateway. Authorization for e-shop is determined by the provider.

# 10. Key management

The menu enables the user to create and manage keys (see Picture No. 24). GP webpay payment gateway uses principles of asymmetric cryptography to ensure security based on private and public keys.

The private key is stored in cache memory of the browser and the public key is stored in the GP webpay server. After that the user can carry out management of payments in the “Payments” menu (it is always required to enter the password to the private key).

After selection of an e-shop from the list, there is displayed a scheme informing about the private key status in the browser and about the public key status on the GP webpay server. Keys are also used to secure the communication between the e-shop and the GP webpay server, and at using Web Services.



Pic. 24: Menu “Key management”

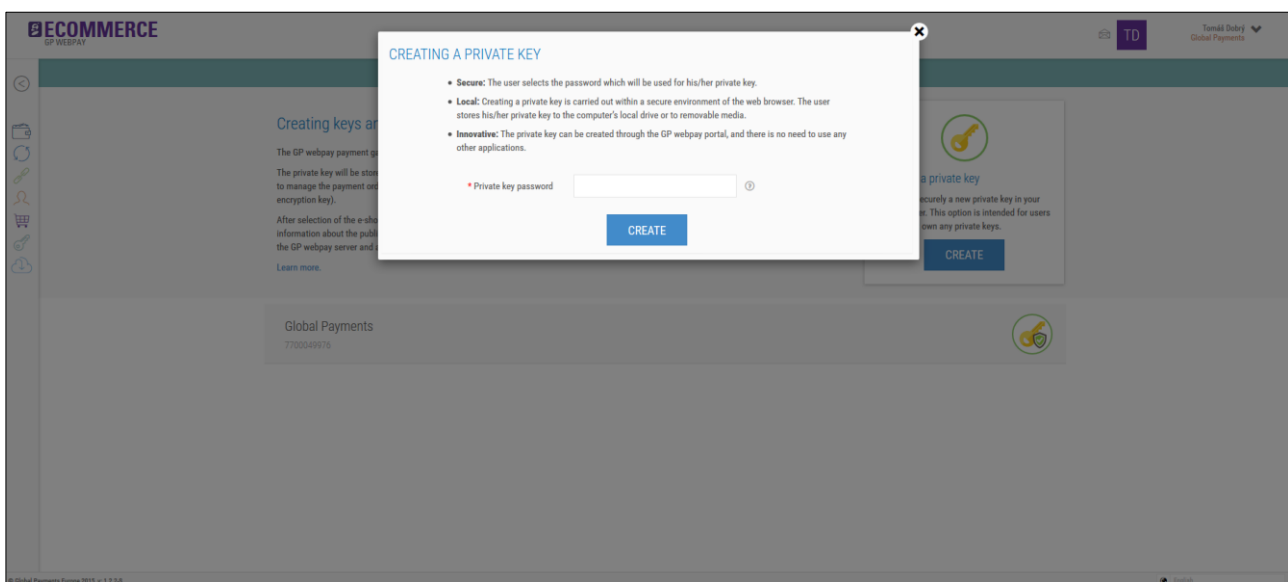
## 10.1 Creating a private key

The menu enables the user to generate the private key.

- After pressing the “Create” button a form is displayed, where the customer enters the chosen password to the private key (see Picture No. 25).

The password must be min. 8 characters and contain at least 3 types of the following requested types of characters:

- upper case letter
- lower case letter
- figure
- special character
- After pressing another “Create” button, the private key is created (file “gpwebpay-pvk.key”) and the user is prompted to store it (e.g. on the computer’s local drive).



Pic. 25: Creating a private key

The private key is created by means of the browser on the user’s computer and it never leaves this computer in the course of the work with the GP webpay. When stored on the computer’s local drive or in the browser memory, the key is encrypted by the password that must be entered every time when the key is used. The password to the key file can later be changed by means of the “GP webpay Keystore Manager” application (menu “Downloads”).

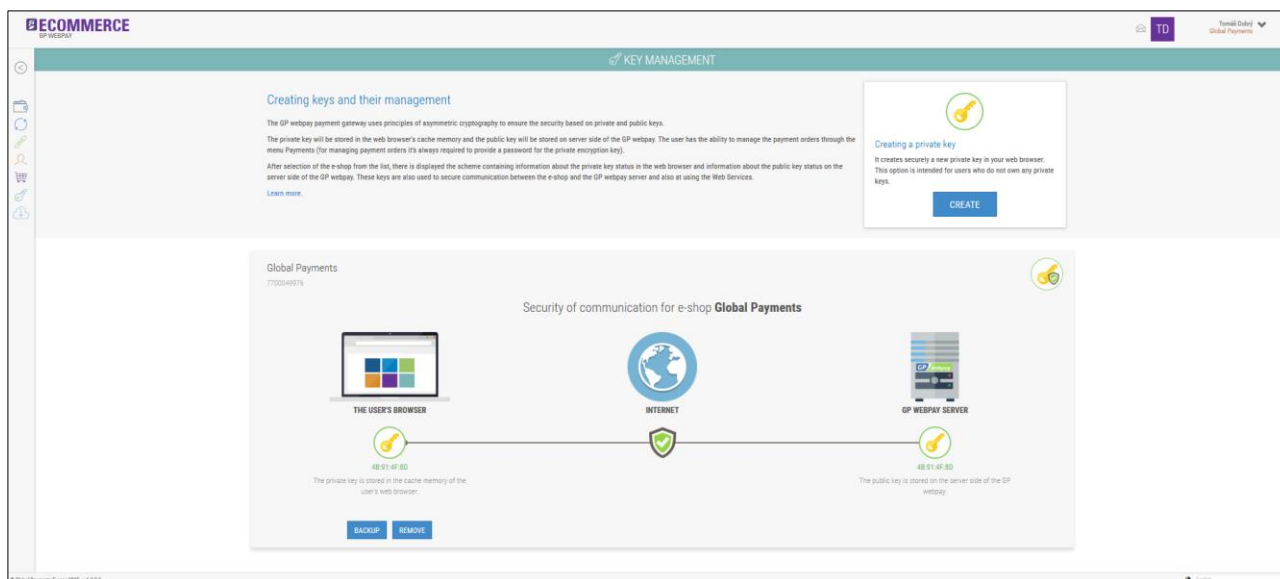
The private key is usable for secure access to the GP webpay payment gateway and it is possible to be created also by other tools, e.g. OpenSSL, KeyManager, apod. Requested parameters of the key are as follows:

- RSA Algorithm
- Key length 2048 bits
- Format for storing PKCS#8 encrypted private key

## 10.2 Insert the private key in the browser memory

The menu enables the user to insert the private key into the browser cache memory and the public key to store on a server side of the GP webpay.

- After pressing the “Insert” button, a form is displayed to enter the path and password for the private key.
- After pressing the “Confirm” button, a form for the verification code entering is displayed; the code is sent to the user’s e-mail address.
- After pressing the “Insert” button, the private key is stored in the browser memory and the public key is stored to a server side of the GP webpay.
- After selection the e-shop in the “Key management” menu, the scheme informing about status of the private key in the browser and of the public key in the GP webpay server is displayed (see Picture No. 26).



Pic. 26: Scheme informing about the key statuses

## 10.3 The private key management

### 10.3.1 Backup

The menu enables the user to backup the private key stored in the cache memory of the browser.

- After pressing the “Backup” button, the user is prompted to store the private key (file “gpwebpay-pvk.key”).

### 10.3.2 Remove

The menu enables the user to remove the private key from the browser cache memory (e.g. after log out from the GP webpay Portal in case, that the user does not access the GP webpay Portal from his/her own computer).

- After pressing the “Remove” button, the user is prompted to confirm removal of the private key from the browser memory.
- After pressing another “Remove” button, the scheme informing about status of the private key in the browser and of the public key in the GP webpay server is displayed.

### 10.3.3 Insert

The menu enables the user to insert the private key into the browser memory (e.g. from a portable memory storage medium if the user does not access the GP webpay Portal from his/her own computer).

- After pressing the “Insert” button, a form to enter the path and password to the private key is displayed.
- After pressing another “Insert” button, the private key is stored to the browser memory and the scheme informing about status of the private key in the browser and of the public key in the GP webpay server is displayed.

## 10.4 Change of a key format

In the GP webpay Portal, the user can use the key from the previous version of the GP webpay administration interface; however it is necessary to change its format. This change can be made using the “GP webpay Keystore Manager” application (menu “Downloads”).

## 11. Downloads

The menu enables the user to display and to download documentation (in various language versions) and other sources for integration with the GP webpay payment gateway interface (see Picture No. 27).

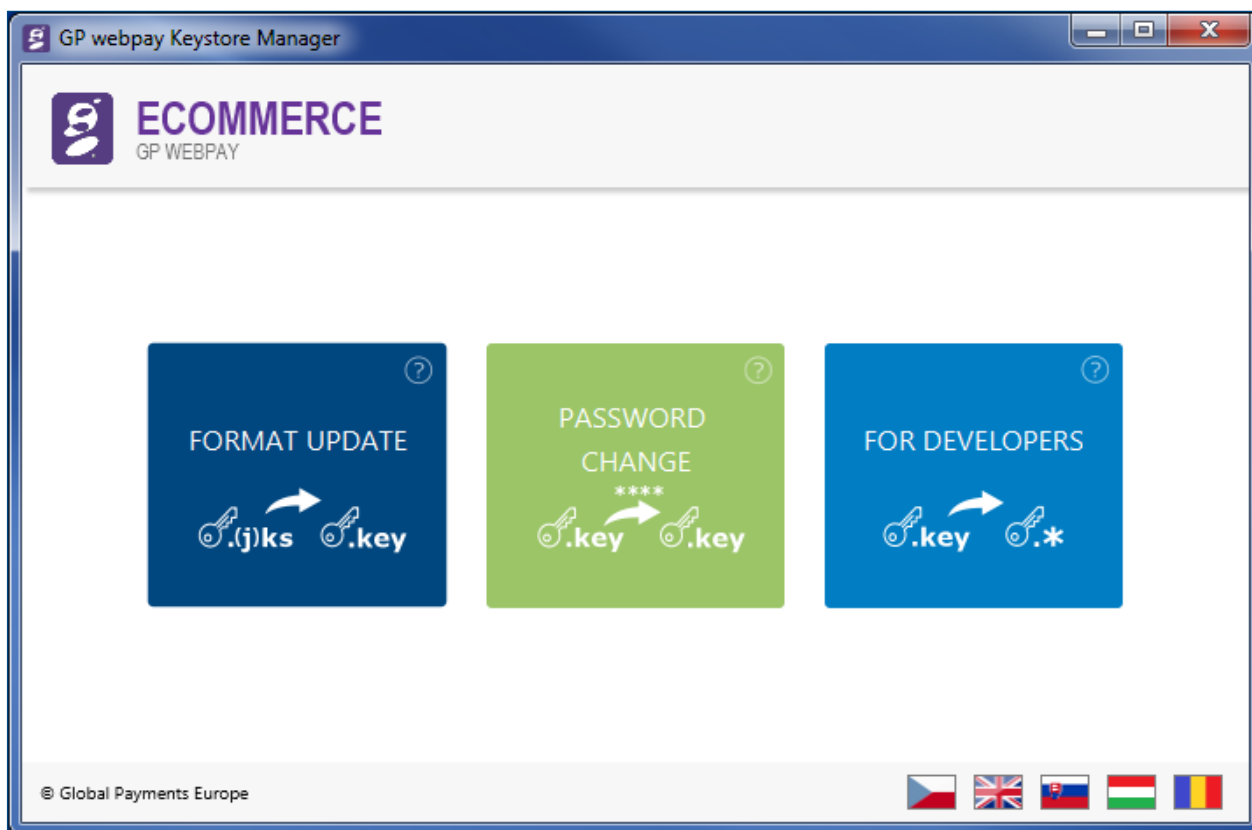
The screenshot displays the 'Downloads' section of the GP webpay Portal. The header includes the 'Ecommerce GP WEBPAY' logo and the user's name 'Tomáš Dobý'. The main content area is a table with columns for 'Resource Type', 'Name', and 'Update Time'. The table lists various resources such as 'Application - GP webpay Keystore Manager', 'GP webpay - Service description', 'GP webpay portal - User guide', 'GP webpay - Private key management', 'GP webpay - HTTP API', 'GP webpay - WS API', 'GPE test public key (.GPE\_test\_public\_key.zip' file)', 'Logos - GP webpay and payment methods', 'GP webpay - practical scenarios', and 'Application - Demo e-shop PHP'. Each resource has a 'Download' button and a small icon representing the file type. The footer of the page shows the copyright information '© Global Payments Europe 2015, v 1.0.1' and a language selector set to 'English'.

Resource Type	Name	Update Time	Download
JNLP	Application - GP webpay Keystore Manager	08-Jun-2016	Download
Documentation	GP webpay - Service description	08-Jun-2016	Download
Documentation	GP webpay portal - User guide	08-Jun-2016	Download
Documentation	GP webpay - Private key management	08-Jun-2016	Download
Documentation	GP webpay - HTTP API	08-Jun-2016	Download
Documentation	GP webpay - WS API	08-Jun-2016	Download
Documentation	GPE test public key (.GPE_test_public_key.zip' file)	08-Jun-2016	Download
Documentation	Logos - GP webpay and payment methods	08-Jun-2016	Download
Documentation	GP webpay - practical scenarios	08-Jun-2016	Download
Documentation	Application - Demo e-shop PHP	08-Jun-2016	Download

Pic. 27: List of downloads

## 11.1 Application “GP webpay Keystore Manager”

The “GP webpay Keystore Manager” application (see Picture No. 28) enables to change the key format from the previous version of the GP webpay administrative interface for use in the GP webpay Portal (menu “Key management”).



Pic. 28: “GP webpay Keystore Manager” application

## 12. Logged in user

Name of the logged in user is permanently displayed in the upper right corner of the GP webpay Portal. After clicking the initials or the name of user, basic user data and “Settings” and “Log out” are displayed.

### 12.1 Settings

#### 12.1.1 User data

The menu enables the user to display a form with his/her data and settings. The user can change all the items except for “Company” and “User name”. Items marked with an asterisk are required.

#### 12.1.2 Password

The menu enables the user to change the password after login to the GP webpay Portal (see Picture No. 29).

The screenshot displays the 'GP webpay Portal' interface. At the top, the 'Ecommerce GP WEBPAY' logo is on the left, and a user profile 'TD' with the name 'Tomáš Dobrý GP' is on the right. Below the header is a teal bar labeled 'USER DATA'. A sidebar on the left contains icons for navigation. The main content area has three tabs: 'User data', 'Password', and 'E-mail'. The 'Password' tab is active, showing a form with three input fields: 'Previous password', 'New password', and 'New password check'. Each field has a red asterisk indicating a required field. A green 'SAVE' button is positioned below the fields. The footer contains the copyright notice '© Global Payments Europe 2015, v. 1.2.1' and a language selector set to 'English'.

Pic. 29: Password change

### 12.1.3 E-mail

The menu enables the user to change e-mail. A form to enter a new e-mail is displayed. After the form is sent, the user is prompted to enter the verification code sent to the newly entered e-mail address.

## 12.2 Log out

The “Log out” button enables the user to log out from the GP webpay Portal. After logging out, the webpage to login to the GP webpay Portal is displayed to the customer.

## 13. Information and error messages

The GP webpay Portal uses two types of messages at communication with a user – the information and the error ones. An information message (in green) is displayed above the form, to which it relates. An error message (in red, see Picture No. 30) is displayed under the field, where an error occurs (an error notice – error must be corrected, so that it might be continued).



ECOMMERCE  
GP WEBPAY

TD

Tomáš Dobrý  
GP

PAYMENTS

FILTER

SEARCH

SEARCH

CLEAR

Time created from

03/05/2016 14:26:15

Invalid date sequence

To

04/05/2016 23:59:59

Invalid date sequence

Payment number

Order number

Reference number

Status

Amount

Currency

Payment method

Last 4 card digits

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English

Pic. 30: Example of error message

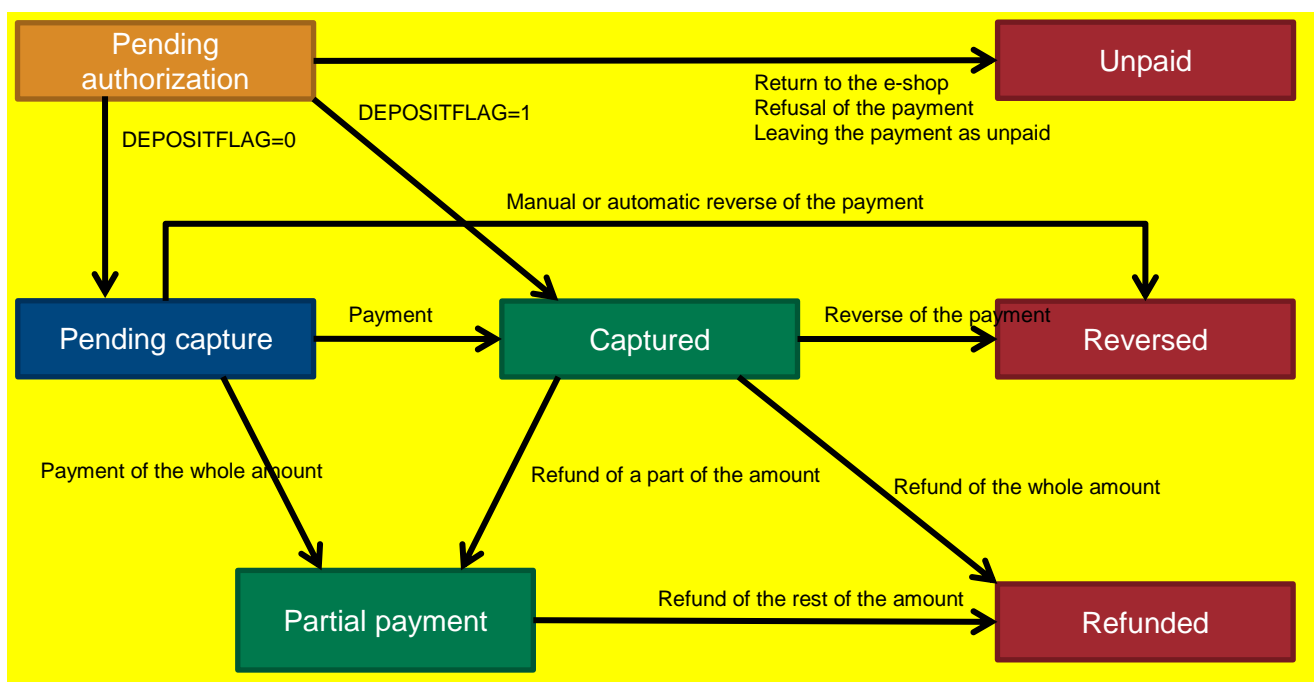
## 14. Annexes

### 14.1 Statuses of payment

Status of payment	Description of payment status
<b>Captured</b>	Payment has been captured. Payment will be credited to the e-shop's account according to the contract with the bank for card acceptance on the Internet.
<b>Unpaid</b>	Payment has not been captured. The reason can be non-completion of the payment by the customer on the GP webpay payment gateway, customer's return from the GP webpay payment gateway to the e-shop, decline of payment in the systems of GPE, card association, and issuer, or technical problem.
<b>Refunded</b>	Payment has been refunded. Refund has been made by the e-shop by means of the GP webpay Portal (menu "Payments"), or using the Web Services.
<b>Partial payment</b>	Payment has been paid partially or refunded partially. Partial payment has been made by the e-shop by means of the GP webpay Portal (menu "Payments"), or using the Web Services.
<b>Pending capture</b>	Payment has been authorized by the issuer and the paid amount has been blocked on the customer's account. E-shop has the option to capture the amount from the customer's account later by means of the GP webpay Portal (menu "Payments"), or using the Web Services.
<b>Pending authorization</b>	Payment is processed. E-shop has created a payment request and the customer has the option to pay on the GP webpay payment gateway. Standard payments can be paid until expiry of the time interval for payment, PUSH payments can be paid until expiry of the payment link or exhaustion of attempts for payment.
<b>Reversed</b>	Payment has been reversed. The reverse has been made by the e-shop by means of the GP webpay Portal (menu "Payments"), or using the Web Services, or the payment gateway GP webpay after expiry of the time interval for blocking the amount on the customer's account by the issuer.

### 14.2 Status diagram chart for payment

The following diagram shows possible statuses of payment and the main transitions between them.



## 14.3 Payment methods

Payment method	Description of a payment method
<b>Card – payment gateway</b>	Payment was made by a card at the GP webpay payment gateway.
<b>Card – FastPay</b>	Payment was made by a card at the GP webpay payment gateway using the “FastPay” function.
<b>Card – e-shop</b>	Payment was made by a card in e-shop, verification of the customer (3D Secure) has been made by the GP webpay systems.
<b>Card – Web Services</b>	Payment was made by a card in e-shop, verification of the customer (3D Secure) has been made by the e-shop systems, or has not been made at all.
<b>MasterCard Mobile</b>	Payment was made by a card at the GP webpay payment gateway using the digital wallet MasterCard Mobile.
<b>MasterPass – e-shop</b>	Payment was made in e-shop using the MasterPass digital wallet.
<b>MasterPass – Payment gateway</b>	Payment was made at the GP webpay payment gateway using the MasterPass digital wallet.
<b>Recurring payment</b>	Payment was made in e-shop using the “Recurring payments” function.