Virtual Terminal

Quick Start Guide

Virtual Terminal

The Virtual Terminal has been designed for businesses to use with ease when taking mail order or secure telephone payments. The secure environment allows a user to process credit and debit card payments, as well as refund transactions, all in real time.

General Transaction Settings

The below sections specify some general transaction settings, such as currency, merchant account, etc.

Transaction Lookup

*Cross Reference: [   ] [Lookup Transaction]

Transaction Details

*Merchant Account: [▼]
*Transaction Type: [SALE   ▼]
*Merchant's Country: [United Kingdom [GB] ▼]
*Currency: [United Kingdom Pound (£) [GBP] ▼]
*Payment Mode: [Process transaction now ▼]
*Amount: [   ]
*Surcharge: [No surcharge applied ▼]
*Capture/Settle: [Automatically immediately ▼]
*Payment Type: [Single Payment (Non Recurring) ▼]
Unique Reference: [   ]
Order Description: [   ]

Making a Simple Transaction

1. Log into the portal - https://portal.breathepay.co.uk/

2. Click on the 'Virtual Terminal' Tab

    A.   Transaction Process – Choose 'Process Transaction Now'

    B.   Merchant Account – Should default to you customer account

    C.   Transaction Action – Choose 'Sale'

3. Then fill in the customer card details

4. Open 'Notification Details' tab if you'd like an email notification or customer receipt

5. Then click 'Process Transaction' at the bottom.

That's it!

Transaction Lookup
Cross Reference: You can search for a specific transaction using the unique Cross Reference. Type or paste the cross reference into this box and click Lookup Transaction.

Transaction Details
Merchant Account: Select the Merchant Account/ID you wish to process the transaction on – we strongly recommend the SALES on the Virtual Terminal are always done on a MOTO Merchant Account.

Transaction Type: Use the drop down menu to specify the type of transaction. PREAUTH, SALE, REFUND etc.

Merchant's Country: Use the drop down menu to specify the country in which the Merchant is based.

Currency: Use the drop down menu to specify the currency to be used for the transaction.

Payment Mode: Use the drop down menu to specify what type of payment will be performed. Choose between a manual transaction, a pay button, or a SOTPay transaction (if enabled on the merchant account). This will modify what details appear on the virtual terminal as specified in **Payment Mode Details**. If you'd like more information about the payment modes, please read their relevant user guides or contact support.

Amount Mode (Pay Button Only): Use the drop down menu to specify whether the amount is static or whether the cardholder can decide what to pay, i.e. donation.

Amount: Enter the amount of the transaction you wish to process.

Surcharge: If surcharges are enabled on the merchant account, use the drop down to specify whether you'd like to apply a surcharge on this transaction.

Capture/Settle: Use the drop down menu to specify when you wish to capture and settle the funds from the Customer.

Payment Type: Select if this is a one off payment or whether this is part of a Recurring/Instalment Agreement. The Instalment Payment is when the Cardholder is payment in instalments for a product/service and the end price is known. The Recurring Agreement is potentially a never ending repeat payment where the repeat charge is known but the end amount may not be.

Unique Reference: The merchant can enter a unique reference to help them identify the sale.

Order Description: The merchant can enter an order description.

Payment Mode Details

The below sections are tied to the **Payment Mode** method selected in the **Transaction Details** section. They will appear dynamically depending on the mode selected.

Payment Details (Card)
If a **Payment Mode** of *Process Transaction Now* was selected, you will be presented with the following options.

Payment Details (Card)

*Card Number: _____ (Surcharges may apply)

*Expiry Date: [____ ▼] [____ ▼]

Security Code: [_____]

Card Number: Enter the 16-digit PAN/card number here

Expiry Date: Use the drop down menu to select the expiry date of the card.

Security Code: Enter the CV2/CVV number on the signature strip on the back of the card to be processed.

Pay Button Options
If a **Payment Mode** of *Generate A Pay Button* was selected, you will be presented with the following options.

Pay Button Options ⌄

*Button Text: [Pay Now]

*Redirect URL: [_____]

Redirect URL on failure: [_____]

Button Text: The text to display on the Pay Button itself, e.g. "Click Here To Pay".

Redirect URL: The location to go to after the payment has taken place. This can be any URL you wish to direct the customer to after a payment or attempted payment has been made. *NOTE: If a value for Redirect URL on Failure is supplied, the URL specified for Redirect URL will only be used when a payment has been successful.*

Redirect URL on failure (optional): The location to send the customer to after payment has failed. If no value is provided, the value in **Redirect URL** is provided.

SOTPay Options

If a **Payment Mode** of *Register a SOTPay Transaction* was selected, you will be presented with the following options.

Attended: Use the drop down to specify whether you're actively talking to the customer or not.

Agent Name: Enter the name of the person taking the payment.

Send Link By: Use the drop down menu to specify how you'd like to send the SOTPay transaction to the cardholder, e.g. text, e-mail, etc.

Customer Details

Customer's Name: Enter the full name of the cardholder to be charged.

Customer's Address: Enter the address of the cardholder to be charged.

Customer's Town/City: Enter the town/city of the cardholder to be charged.

Customer's County: Enter the county of the cardholder to be charged.

Customer's Postcode: Enter the full postcode of the cardholder to be charged.

Customer's Country: Enter the country of the cardholder to be charged.

Customer's Phone: Enter the full phone number of the customer.

Customer's Email: Enter the email address of the customer.

Delivery Details

Delivery Details ⌄

Copy Customer Address

Deliver To: [   ]

Delivery Address: [   ]

Delivery Town / City: [   ]

Delivery County: [   ]

Delivery Postcode: [   ]

Delivery Country: [▼]

Delivery Phone: [   ]

Delivery Email: [   ]

This information is normally optional but some Acquirers may require all or part of it to help with fraud checking.

Deliver to: Enter the full name of the recipient.

Delivery Address: Enter the address of the receiver,

Delivery Town/City: Enter the town/city of the receiver.

Delivery County: Enter the county of the receiver.

Delivery Postcode: Enter the full postcode of the receiver.

Delivery Country: Enter the country of the receiver.

Delivery Phone: Enter the full phone number of the receiver.

Delivery Email: Enter the email address of the receiver.

Purchase Details

Purchase Details ∨

Tax and Discounts

Tax Amount:	[ ]
Tax Rate:	[ ] (Up to 2 decimal places)
Tax Reason:	[ ] (E.g. VAT)
Discount Amount:	[ ]
Discount Reason:	[ ] (E.g. Buy 1 Get 1 Free)

Purchased Items

Description	Quantity	Amount
> [ ]	[ ]	[ ] ⇧ ⇩ ✖

[Add New Item]

This information is optional and stored by the Gateway but only sent with American Express and PayPal transactions.

Note: Only the description, quantity and amount information for up to six items are sent to American Express.

Tax and Discounts
Tax Amount: Enter the amount of tax in the total price.

Tax Rate: Enter the rate of tax.

Tax Reason: Reason for tax (e.g. VAT).

Discount Amount: Enter the amount of discount included in price.

Discount Reason: Reason for discount (e.g. Buy one get one free).

Purchased Items (AMEX requirement only)
Description: Brief description of product/service being purchased.

Quantity: Amount being purchased for AMEX card only.

Amount: Total amount of product/service.

Authorisation

Authorisation ⌄

Authorisation Code: [   ] (If authorised off-line with Acquiring Bank)

Authorisation Code: Enter the authorisation code provided by the Acquiring Bank. If you have a transaction referred to the bank for further information. If the transaction is given an authorisation code, this is where you enter that authorisation code.

Custom Details

Custom Details ⌄

You can add a standard or custom value by using the 'Add Field' button below. If you select a field that is available in one of the above sections then any value here will override any above value.

[▾] [Add Field] [Delete All Fields]

You can add a standard or custom value by using the 'Add Field' button below. If you select a field that is available in one of the above sections, then any value here will be ignored. Our standard fields include Statement Narratives, Merchant Details, Supplier Details, Customer Details, Delivery Details, Shipping Details, Receiver Detail and Facilitator Details.

Clicking the button at the bottom of the page will commit the transaction for processing.