E-MAIL RECEIPTS

USER GUIDE

Version: 1.0

1 About E-Mail Receipts

E-Mail Receipts, as the name implies, are receipts of transactions for a business and its customers sent to an e-mail address. With them enabled, the business and the customer will receive the details of every transaction that has been successfully completed.

This system is flexible as it allows e-mails to be sent to both the merchant and their customer, only the merchant or only the customer.

CUSTOMER RECEIPT

Your Details

Name	:	John Smith
Address	:	17 Test Street, Test Town, Test Country
Postcode	:	T3ST 4NG
Email	:	test@example.com

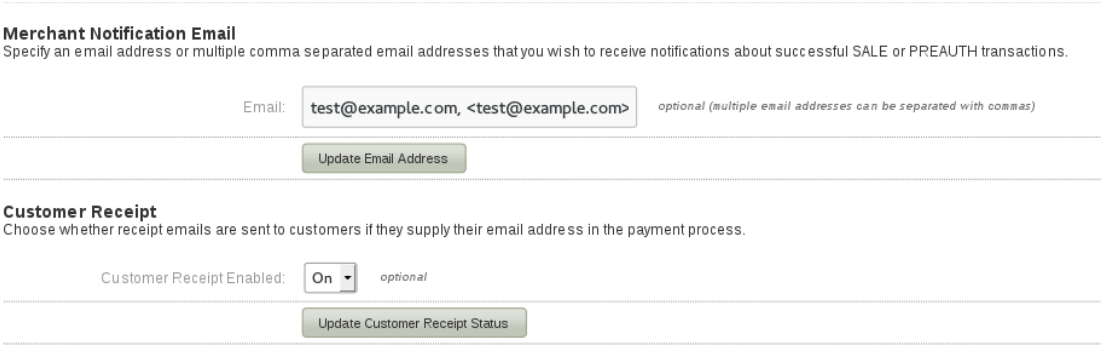
Payment Information

Merchant	:	Test Merchant
Response	:	AUTHCODE: Test
Time	:	01/01/2015 00:00:00
Amount	:	£25.00
Transaction Reference	:	1234567890ABCDEFG
Order Ref	:	Apples

Please note: This email was sent from a notification only address that can't accept incoming emails. Please do not reply to this message.

2 Fields Required

2.1 Merchant Management System



Merchant Notification Email – Enter an e-mail address here to be notified of transactions customers make.

Customer Receipt – Turn this **ON t**o allow your customers to receive e-mail receipts when they supply a valid e-mail.

2.2 Integration Field

Pass these request fields to the gateway to receive notification emails.

Field Name	Description
notifyEmail	Pass a valid RFC 2822 e-mail address to this field to have the merchant be sent a receipt of the transaction. **Note: This will override the e-mail address set in the Merchant Management System (MMS).**
customerReceiptsRequired	Set this to **'Y'** to allow customers to receive email when they enter a valid RFC 2822 email address. **Note: This will override the Customer Receipt setting in the Merchant Management System (MMS).**

3 How E-Mail Receipts Work

3.1 Merchant Notification Emails

If a valid RFC 2822 email address string is present in the **Merchant Notification Email** in the MMS (Merchant Management System) or a value is sent in via the **notifyEmail** field (which will take priority over the e-mail set in the **Merchant Notification Email** field in the MMS) **AND** the transaction is a successful sale with a predetermined date of capture (i.e. capture delay is not set to -1 or never), a notification email will be sent to the address/addresses specified by the merchant.

The notifyEmail field is capable of receiving a full RFC 2822 standard email address string. The examples below can be combined but need to be comma separated:

1. test@example.com
2. <test@example.com>
3. Test Account <test@example.com>

3.2 Customer Emails

If the **Customer Receipt** field is set to '**On**' in the MMS (Merchant Management System), or a '**Y'** is sent via the **customerReceiptsRequired** field (which will take priority over the **Customer Receipt** field in the MMS) and the transaction is a successful sale with a predetermined date of capture (i.e. capture delay is not set to -1 or never), **AND** the customer has supplied a valid email address in the **customerEmail** field, then a receipt email will be sent to the address in the **customerEmail** field.