

# 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

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

#### Payment Information

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

Specify an email address or multiple comma separated email addresses that you wish to receive notifications about successful SALE or PREAUTH transactions.

Email:  optional (multiple email addresses can be separated with commas)

#### Customer Receipt

Choose whether receipt emails are sent to customers if they supply their email address in the payment process.

Customer Receipt Enabled:  optional

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

**Customer Receipt** – Turn this **ON** to 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
<b>notifyEmail</b>	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).
<b>customerReceiptsRequired</b>	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.