

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v8.6.5 Build 53428

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Global Payments Big Batch - Settle (GLOBALPAYBB)

Help Desk Phone: 800-846-4472

Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Bank ID	6 Numeric	C	BANKID	Bank Identification Number (aka BIN)
Terminal ID (TID)	4 - 19 Numeric	C	TERMID	Terminal ID (aka Merchant ID) as provided by Global Payments
Plan/Big Batch ID	4 Numeric	C	BIGBATCHID	Big Batch ID as provided by Global Payments (may also be referred to as Customer ID or Plan ID)
Email Notification Banner	0 - 8 Free Form	C	EMAILBANNER	Email notification banner assigned by Global payments
Zipcode	5 - 9 Numeric	C	ZIPCODE	Five or nine digit zipcode of merchant location
Merch Category Code (MCC/SIC)	4 Numeric		MERCHCAT	Merchant Category Code (aka MCC or SIC)
Subscriber ID	1 - 46 Free Form		MERNAME	Free form identification. Used by Globalpayments Data Trans to easily identify who is sending the file.
RFID Capable	1 - 5 Free Form		RFIDCAPABLE	Boolean flag default N. Set to Y if ALL your terminals are rfid capable (contactless). Equivalent to passing rfid=capable to all transactions. You should pass rfid=true when transaction is done via rfid.

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Instructions for use:

Account Rep: Please fill out the form below and then fax (or email) it back to the merchant of record. Note: It is imperative that the information provided below is both accurate and complete for the Monetra system to properly function.

Merchant: Once you have received the information provided below, enter it into the Monetra system as per the current installation procedures located at <http://www.monetra.com/documentation>

Circle a SINGLE industry type listed below:

Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Retail Self-Serve(RS)

Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club Carte Blanche JCB

Complete all the required fields below. Grey blocks represent required minimum lengths.

Bank ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
Terminal ID (TID)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Plan/Big Batch ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																	
Email Notification Banner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
Zipcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
Merch Category Code (MCC/SIC)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																	
Subscriber ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RFID Capable	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																