VP-ASP Shopping Cart Add-ons

Gift Registry

Recurring Billing

Pin Numbers

Version 5.00

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Table of Contents

1 Summary

Three separate fee paid add-ons are described in this manual. **Each must be purchased separately**. This documentation provides the installation procedures and usage for the VP-ASP Add-ons:

- Recurring Billing
- Gift Registry
- Pin Number Generation

1.1 Requirements

Each of these separate add-ons is designed for use with either VP-ASP 5.0 with the Option Package. The installation instructions may vary depending of the VP-ASP version currently installed on your site.

These add-ons are also available for VP-ASP 4.50 and 4.0.

2 Recurring Billing Summary

The recurring billing system adds the facility to sell products such as subscriptions, loans, rentals or other types that require that you bill the customer on a periodic basis such as week, month or year. This is a separate VP-ASP product and needs to be purchased separately.

The billing can be set-up automatically when a customer purchases a product from the shop. The billing can also be manually configured without any purchase from your shop.

The facilities of the recurring billing system includes:

1. Automatic creation of recurring billing on purchase of a product.
2. Manual set-up of a recurring billing for a customer.
3. Ability to pay for the bill using any payment method the shop currently uses
4. Ability to set-up any number of billing installments
5. Repayments can be set as weekly, monthly, yearly or any number of days. The interval can be set to any number; for example, bill every week or every 15 days.
6. Customer receives bill via e-mail. You can change the format of the mail message.
7. Customer pays for bill by using your VP-ASP Shopping Cart
8. Reports available to show you how many bills have been sent out or will be sent out over any period of time

2.1 Requirements
The Billing Facility requires VP-ASP 4.0 or 4.50 with the Option Package.

2.2 Cost
The Recurring Billing is a fee paid add-on to the VP-ASP Shopping Cart. Cost is shown on our web site.

2.3 Installation

2.3.1 Installation Steps
The installation steps include the following:
   1. Copy the files to the VP-ASP directory

2.3.2 Installation Steps – Copy Files
Unzip the files and copy them into the VP-ASP Directory. The file is called vpasp450bill.zip. See Section Modified Files (below) for warnings about overwriting modified files.

2.4 New Shop Configuration
These are the Shop Configuration values that control recurring billing.

Xbilling	Yes turns on the billing system
Xbillemailname	Optional. Used as the name of the company sending the bills via email
Xbillemailsubject	Optional. The subject of the e-mail
Xbillemail	Optional. The e-mail address from which the bill appears to the customer
Xbilltemplate	tmp_billing.txt the default mailing template

2.5 Automatic Billing Creation

Automatic bill creation is used when you want to create an installment when the customer purchases a product from your site. It allows you to decide which products, when purchased, should start the automatic rebilling process.

When a customer orders a product from your shop, VP-ASP checks to determine if this is an installment product by looking at the following new fields in the products record. The most important is *billinginstallments.* If this value is non-zero, then VP-ASP will generate a billing record to start the recurring payment facility.

billprice	The amount to be billed.
billinstallments	A number representing the number of installments. For example 12 will mean that this customer should be billed 12 times.
billinstallmenttype	One of the following words: **Day** **Week** **Month** **Year** For example if Month is in this field, the person will be billed once per month for 12 months. The name is important. The first character is checked. So D is equivalent to Daily, Or Day
billinterval	A number such as 1. This is the interval between bills in the same units as above.

2.6 Examples of Billing Values

2.6.1 Example of Bill every two weeks
```
billprice=50.00
billinstallments=6
billinstallmenttype=Week
billinterval=2
```

The customer will be sent an e-mail bill every two weeks. There will be six bills in total. Each bill will be for $50. The first bill will be sent two weeks from the original order.

2.6.2 Monthly billing
```
billprice=10.00
billinstallments=12
billinstallmenttype=Month
billinterval=1
```

This means send the customer a bill every month for twelve months.

2.6.3 Daily billing
```
billprice=5.00
billinstallments=999999
billinstallmenttype=Day
billinterval=7
```

Send the customer a bill every 7 days for $5. There is no limit to the billing. It will be billed 999999 times.

2.7 Automatic Creation Summary

At the end of an order, VP-ASP will look at each product. If the field *billinginstallments* is not 0 a billing record will automatically be created in the new table called "billing" for that product. The billing is done

by product and not by order. So it is possible for a person to order say two products with different billing amounts and times.

2.8 Manual Creation of a Billing Record

It is not necessary for a customer to buy something from your shop. It is possible to set up manual billing. Simply create a record in the billing table with the correct values. Do this through the VP-ASP administration system by creating a new record.

2.9 Billing Table Fields for Manual Creation

These are the fields in the billing table that need to be updated.

billamount	How much to bill at each interval
billnextbilldate	The date to start the billing
billcustomer	Customer's name
billemail	E-mail address of the customer
billdescription	The description of what the bill is for such as the product or service
billinstallments	A number representing the number of installments. For example 12 will mean that this customer should be billed 12 times.
billinstallmenttype	One of the following words: Day, Week, Month, Year For example if Month is in this field, the person will be billed once per month for 12 months. VP-ASP only checks the first character of this field so Y means Year, M means Month, D means daily and W means weekly
billinterval	A number such as 1. This is the interval between bills in the same units as above.
billcreationdate	Date you are creating this billing record
billenddate	Optional. The last date for which a bill should be sent out. If not supplied VP-ASP stops sending bills when the installments are completed.
billtemplate	Optional. A special mailing template used when sending out bills for this billing record

Other fields should not normally be filled in. They will be filled in by VP-ASP as bills are sent out.

Once a billing record is created, it works exactly as if the record was created automatically through an order.

2.10 Sending out Bills

It is up to you to manually run a file from your browser. There is no time driven event in VP-ASP.

This can be done using the new billing administration menu that was created during the installation. This is described in the next section under administration. Use the Send Billing e-mail.

This will send out all bills that are due to be sent out. It will look at the next billing date and send out all bills that have not been sent out since this file has been run. So it will send out bills for which the next billing date is less than or equal today's date.

Billing
1. Send Billing E-mail
2. Editing Billing Table
3. Display Projects
4. Billing Reports

2.11 Billing Template

What does the customer actually receive by e-mail? This is determined by a file called **tmp_billing.txt**. It is possible to have a different billing template used per billing record by altering the billtemplate field.

Templates are explained in the VP-ASP Option Design Guide. Since the mailing is done from the projects table, any field in the projects table can be used in this template. A sample template is shown below. The items in brackets […] is information taken from the projects table. The projects table represents a bill sent to a customer.

```
To: [customer]

Payment is now due for:
[billdescription]

Billing Reference:
[description]

Payment can be made by going to:

http://www.mysite.com/shopping/shopprojectlogin.asp
Project #: [pid]
Email:     [customeremail]
```

You can modify this file (template) to add your own site-specific company and payment terms

2.12 Sending a bill Summary

The following happens when you send out a bill.

1. A record gets created in the projects table. This is the information about how much the customer must now pay. By viewing the projects table you can see the records that represent the bills that have been sent out.
2. E-mail gets sent to the customer asking him to come back to your site to pay the bill. The "Bill" is information from the tmp_billing.txt template merged with information from the project record and e-mailed to your customer.

2.13 How does the customer pay?

The customer pays by coming back to your site to file **shopprojectlogin.asp.** A hyperlink to this file is automatically generated in the e-mail that went to the customer.

They enter the project number that has been e-mailed to them and their e-mail address. VP-ASP then automatically adds the project to their shopping cart and they continue to checkout normally.

Nothing prevents them from browsing your shop and purchasing other items as well as paying the bill.

Enter your project number and email address

* Project Number	
* Email	

Continue

On entering their project number and e-mail address, the service is added to the cart in this form automatically.

Remove	Description	Quantity	Unit Price	Total
☐	Project Number: 1 Name: Fred Buyer Description : Bill Details for office use Billing number=1 Billing date Wednesday 2 October 2002 Date sent Wednesday 2 October 2002 Installment 1 Milk A full liter of full cream milk	1	$5.00	$5.00
	Product Cost			$5.00

After the project is added to the cart it is treated like any other "product". The customer can add another project by using shopprojectlogin.asp or can simply start the checkout process to pay for this bill and other items being purchased.

2.14 Project Payment Updates

Unless you tell VP-ASP, it does not automatically mark the bill paid.

VP-ASP can automatically mark the bill paid when the customer checks out or you can choose to verify each bill manually. To allow automatic updates, set

Xprojectupdate	Yes. This automatically updates the project record when payment is made

If you have xprojectupdate=No, it will be up to you to look at all orders received, note which project they belong to and manually mark that they have been paid. This can be done using the project report described in the next section.

2.15 Billing Administration

Billing Administration allows you to view and modify the billing and projects table. It is implemented with new file shopa_billingadmin.asp. With this table you can:

- Send out Bills
- Manually create new billing records or review existing billing records
- Display bills that have been sent out (projects)
- Run reports based on time periods to see what has been sent and what remains to be sent

2.15.1 Send Billing E-mail

This is used to read all the billing records. It determines if any mail needs to be sent and generates the appropriate project records. This file should be run daily or as often as necessary to send out bills.

2.15.2 Edit Billing Table

This is just the standard VP-ASP edit facility for tables. It is placed here for your convenience.

2.15.3 Display Projects

This is just the standard VP-ASP display projects facility from the original Option Package. It is placed here for your convenience.

2.15.4 Project Reports

The project report displays those projects (actual customer bills) that have not yet been processed. As projects are paid, they can be marked paid and processed. The details can be updated by editing the record.

2.16 Link Back to Original Billing Record

By clicking the number under the billing # header, you will see a formatted billing record that was responsible for the creation of this project record.

Billing #1	
Amount	$5.00
Name	Fred Buyer
Email	fred@abc.com
Description	Milk A full liter of full cream milk
Order #:	1
Payment Information	
Installments	6
# Sent	2
Installment type	m
Installment interval	1
Next billing date	11/1/2002
Previous billing date	10/1/2002
Last mail date	10/2/2002
Order Canceled	False
Completed	False
Date of Order	10/2/2002
Other	
Order Items #	1

2.17 Billing Reports

The billing reports allow displaying a summary of how many bills were sent out over a period of time or will be sent out in a period of time.

First select a date range or a month or a year

Billing Merchant Sales Summary

From Date	**Month** Select	⊙ Today
To Date	**Year** Select	⊙ Yesterday
	Max rows for detailed display 100	
	Sort billid	

Summary Report
Reset

Detailed Report

2.17.1 Summary Report - Future

A Summary Report is used to list the number of bills sent and or the number remaining to be sent in a given period. The report below is for a future period. In this period there will be 3 bills e-mailed for a total of $80. The future reports simple list the count based on next billing date. They DO NOT do forward projections based on number of installments that may occur in the future.

Report for 10/1/2002 to 10/31/2002

Total number of bills yet to be sent = 3
Total amount to be sent = $80.00

Total Amount = $80.00

Shop Administration Home

2.17.2 Summary Report – Past or Current

In this report 1 bill was e-mailed for the date.

Report for 9/23/2002 to 9/23/2002

Total number of bills e-mailed = 1
Total amount bills e-mailed = $10.00

Total Amount = $10.00

2.17.3 Detailed Report

A detailed report lists a summary of a few billing fields. Hyperlinks are generated to the original order or the billing record.

Report for 10/1/2002 to 10/31/2002

Bill #	Total	Next Bill date	Name	Last mail date	# installments	# sent	Order Number
2	$60.00	10/1/2002	Howard test		6		
3	$10.00	10/23/2002	Fred Buyer		5	0	3
1	$10.00	10/23/2002	Fred Buyer	9/23/2002	5	1	1

Total Sales $80.00
Number of sales 3

In the report above, sorted by next billing date, there are three bills to be sent out. Two of them have orders and were created by a customer ordering a product. The first one has no order number and was created as manual billing record.

The third one had one bill already sent out on September 23. The first two have had no bills yet sent out.

2.18 Billing Administration Miscellaneous

Here are some hints.

2.18.1 Stopping billing records from being generated.

If you want to stop VP-ASP from generating any more bills for a specific billing record, edit that billing record and set

billcanceled	True (or not zero)

2.18.2 Stopping automatic billing records from being created

If you do not want VP-ASP to automatically create billing records based on customer orders, set the Shop Configuration value xbilling=No.

Xbilling	No

2.19 Billing Intervals

The billing system uses three VP-ASP tables.

Billing	This holds control information that tells VP-ASP how often to bill, how much, when to stop
Projects	Holds the actual bills that are sent to the customer to pay. E-mails are generated to the customer from this table. Records are added when you click the Bill Administration Send Billing E-mail function.
Orders	This holds the original order that may have caused a billing record to be created and it holds the actual payment for a project.

2.19.1 Project Billing Fields

New fields have been added to the Projects table. These fields include:

Billid	This is the record number in the billing table that caused this record to be created
Billdescription	This is a copy of the original product that the customer has purchased. It comes from the billdescription field in the billing table record. This is used so that the customer knows what they are paying for

2.19.2 New Fields in the Products Record

These fields are used if you want VP-ASP to automatically start the installment billing when a customer purchases a product. The field *billinginstallments* determines whether a billing record gets created at the time the customer purchases this product.

Billprice	The amount to be billed
billinstallments	A number representing the number of installments. For example 12 will mean that this customer should be billed 12 times.
billinstallmenttype	One of the following words: Day, Week, Month, Year For example if Month is in this field, the person will be billed once per month for 12 months.
billinterval	A number such as 1. This is the interval between bills in the same units as above.

2.20 Billing

This is a control table. It is used to determine how many bills to send out, how often, at what interval.

billamount	How much to bill each interval
billnextbilldate	The date to start the billing
billcustomer	Customer's name
billemail	E-mail address of the customer
billdescription	The description of what the bill is for such as the product or service
billinstallments	A number representing the number of installments. For example 12 will mean that this customer should be billed 12 times.
billinstallmenttype	One of the following words: Day, week, Month, Year For example if Month is in this field, the person will be billed once per month for 12 months.
billinterval	A number such as 1. This is the interval between bills in the same units as above.
billcreationdate	Date you are creating this billing record
billenddate	Optional. The last date for which a bill should be sent out. If not supplied VP-ASP stops sending bills when the installments are completed.
billorderid	It is the original order that caused this billing record to be created
billlastmaildate	The date the last bill was sent out
billsentcount	The number of e-mail bills that have been sent to the customer
billcanceled	If True, then the merchant has decided to stop sending bills to the customer
billcompleted	If true, it means that this billing record is no longer used since all installment e-mails have been sent. It is normally set by VP-ASP automatically after the last installment is sent
billcreationdate	The date this billing record itself was created.
billorderitemid	The record number in the oitems table for the original order that created the billing record
billenddate	Used to stop billing at a certain date regardless of whether the number of installments has been reached. Normally this field would not be used
billtemplate	Optional. Used to specific a unique mailing template for bills generated from this billing record
billother1	Unused
billother2	Unused

3 Gift Registry Summary

The Gift Registry allows a customer, called a registrant, to select a range of products from your shop. The products are not actually purchased but saved.

The customer notifies friends and relatives that they can purchase selected items by going to your Internet store. This can be used for weddings, anniversaries, birthdays and other events.

3.1 Cost of Gift Registry Add-on

The Gift Registry is a separate software product. It is not part of VP-ASP base or the VP-ASP Option Package. The cost is shown on our web site.

3.2 Installation

Copy the files to the VP-ASP Directory. Most of the files are new and do not replace any existing VP-ASP files except dummy files. To turn on the Gift Registry, set the following configuration Option.

xgiftregistry	Yes – turns this facility on

A new service is now added to the Customer Service Menu called "Gift Registry". You can also add a direct hyperlink to the main interface to the Gift registry. The file name is **shopgiftregadmin.asp**.

3.3 Registrant

The main interface to the Gift registry is **shopgiftregadmin.asp**. A hyperlink can be placed on the site to point to this file. The registrant is the person creating the gift registry.

The Registrant can:

- Create a new gift registry
- Add products to the registry
- Update address details for existing gift register
- View products in the current registry including those already purchased
- Add additional products to an existing registry
- Delete products from the gift registry

The registrant and the merchant both receive e-mails when a new registry is created.

3.4 The Buyer from the gift registry

The buyer can either:
- Login using the registrant's last name and a password created by the registrant
- Search for a registrant that allows public access.

The buyer will see all the products in the registry but those that have already been purchased cannot be purchased again. The buyer can elect to purchase from the registry items but can also purchase other items from the store.

3.5 Administrator

The shop administrator has two new tables: registrant and registry items. If the registrant table is edited using standard VP-ASP facilities, they will be allowed to view a formatted Gift Registry record.

3.6 Creating Gift Registry

From the main menu, shopgiftregadmin.asp, shown below, the registrant selects "Create New Gift Registry".

1   Buyers would select "search for Event" Or Purchase from Gift Registry"
2   Registrant would select "Creates a new registry" or View your Gift Registry"

3.7 Gift Registry Creation

This form is used for both creating a new registry and for updating a registry. It includes information for registrant, co-registrant and optional shipping details.

3.8 Passwords

The second page of the registration is the creation of passwords. Two passwords are required. The first password is for the registrant to view and edit the registry. Potential buyers use the second. The "Thank You" box is used to send thank you messages to buyers if they purchase from the gift registry.

The private password allows you to view and update the gift registry
The public password is used by your friends to list the products
If you wish anyone to be able to view and buy gifts, check the public allowed checkbox.

* Private password (for self)	
Public password (to send to friends)	
Public allowed to view registry	☐

Thank you note

Continue

3.9 Printable Confirmation

A printable confirmation form is created. At this time no items have been added to the registry. The customer can now shop normally.

Please review your registration details.
Then click shop to start shopping
Use the back button to make changes

Press to start shopping

Registration # 2	
Event Date	20/07/02
Event Type	Wedding
My Password	myprivvate
Buyer password	mypublic
Registrant	
First Name	Howard
Last Name	Test
Address	3 Test Pl
City	Test City
State	NY
Post Code	11720
Country	US
Email	test@test.com

3.10 Adding items to the Cart

The registrant now goes through the normal search and browse of the shop. When ready to create the registry they use the standard checkout, which leads them to this page. On clicking the button, the items in the cart are added to the Gift Registry and the customer receives confirmation e-mail with all the items and a special confirmation that the Gift Registry has been created.

Description	Quantity	Unit Price	Total
Girls Dresses Summer dresses in assorted size and colors Base price $9.90 Features/Options: **Size** Extra Large Add $6.00	1	$15.90	$15.90
Mens Business Shirts Great value men's striped business shirts Base price $19.00 Features/Options: **Size** Extra Large Add $6.00	1	$25.00	$25.00
	Product Cost		$40.90
	Total		**$40.90**

Click here to review your order

Cancel order   Create Gift Registry

3.11 Buying a gift

From the main menu, shopgiftregadmin.asp, shown below, the buyer selects "Purchase a Gift" or "Search for Event".

3.12 Login Page

The login is required to locate the registry. The customer needs to know the public password. On successful login, the buyer sees the items in the registry.

3.13 Search Page

Search allows you to list all registrants who have allowed the public to view the registry.

Please entry the person's last name

| Last Name | test | Search |

3.14 Search Results

The search will result in an alphabetic list of registrants. By clicking on "View" the gift registry items will be listed.

First Name	Last Name	Event type	Event date	Co-Registrant	View
Howard	test	Retirement	2/02/02	co	Yes
Fiona	Buyer	Wedding	2/02/02	Groom	Yes

3.15 Gift Registry Display

The Gift Registry display includes all items; those that have been purchased before cannot be bought again.

ge 1 of 1

Name	Description	Quantity	Price	Order
Girls Dresses	Girls Dresses Summer dresses in assorted size and colors Base price $9.90 Features/Options: **Size** Extra Large Add $6.00	1	$15.90	Bought
Mens Business Shirts	Mens Business Shirts Great value men's striped business shirts Base price $19.00 Features/Options: **Size** Extra Large Add $6.00	1	$25.00	Order

[1]

4 Pin Numbers

The pin number enhancement will do the following:

- Create a new pin number table in the VP-ASP database
- The table can be edited using standard VP-ASP administrative facility
- At the end of an order, a pin number is looked up for each product purchased and e-mailed to the customer. Each product can have its own set of pin numbers.
- Pin Numbers are included in the merchant confirmation
- When Pin numbers reach a low level, a warning is sent to the merchant
- When Pin Numbers reach a critical level another warning is sent to the merchant
- Validates that payment is made according to your specification before pin numbers are sent

4.1 Pin Number Installation

The installation steps include the following:
1. Copy the files to the VP-ASP directory
2. Update your Pin Numbers table

4.2 Installation Steps – Copy Files

Unzip the files and copy them into the VP-ASP Directory.

4.3 New Shop Configuration

Xpinnumber	Yes turns on the pinnumber system
Xpinnumberlowlimit	Set limit for Merchant message
Xpincustomertemplate	tmp_pincustomer.txt
Xpinproductmatch	catalogid The default field to match in products table

4.4 How Pin Numbers Work

On completion of the order, VP-ASP checks the type of payment made against a list of valid payment types defined in Shop Configuration. If the payment type matches, for each product ordered it looks up the product record in the new pinnumbers table and tries to locate a free Pin Number. It then sends the customer an e-mail with that pin number on it.

Multiple e-mails could be generated at the end of an order.

If no pin numbers exist, the customer still receives a message to contact the merchant.

Xendofordervalidpayments	Visa,Paypal
	Examples of valid payments

4.5 Merchant Messages

The merchant will receive messages that indicate a particular set of pin numbers are low. If no pin numbers are available, the merchant will receive a pin number critical message.

4.6 Pin Numbers Table

serialid	Auto number generated
catalogid	The associated product catalogid for this record
pinnumber	The pin number to be used
ordered	Automatically filled in when the pin number is used
pinproductmatch	If the catalogid field is not used to match the product record. This is

	the field name to be used in the match. It is assumed to be a text field. For example ccode
pinother1	Unused