

Batch uploads in the Fetch system



Import new plans

If you already have customers on existing recurring card payment plans that you would like to import into the Fetch system, you can do this by converting the data into a CSV file.

This is a fast way of importing a bulk number of plans into the system. When the file has been validated and processed, a notification email will be sent to the address you specify on the batch upload page.

The import formats are displayed in the table below. The file must be 33 columns.

	Column	Description	Format	Max length	Required
1	Title	Customer's title (Mr, Mrs, Ms etc)	String	50 characters	No
2	First name	Customer's first name	String	256 characters	No
3	Last name	Customer's last name	String	128 characters	No
4	Date of birth	Customer's date of birth	Date	10 characters	No
5	Company Name	Customer's Organisation	String	255	No
6	Address1	Customer's address 1	String	128 characters	No
7	Address2	Customer's address 2	String	128 characters	No
8	Address3	Customer's address 3	String	128 characters	No
9	Suburb	Customer's suburb	String	50 characters	No
10	Town/city	Customer's city/town	String	50 characters	No
11	Postcode	Customer's postcode	String	50 characters	No
12	Country ID	Payer's country: 112 for New Zealand or 9 for Australia	Integer		No
13	Telephone (home)	Customer's phone number	String	50 characters	No
14	Telephone (work)	Customer's phone number	String	50 characters	No
15	Telephone (mobile)	Customer's phone number	String	50 characters	No
16	Fax	Customer's fax number	String	50 characters	No
17	Email	Customer's email	String	128 characters	No
18	Account ID	The account you would like the payments processed through	Integer		No
19	Initial payment date	If you would like a payment to occur before the plan starts use this field to specify the date. Must be before or on the date designated for 'Start	DD/MM/YYYY e.g. 18/07/2013	10 characters	No

	Column	Description	Format	Max length	Required
		date'.			
20	Initial Payment Amount	* Required if initial payment date specified. If you would like a payment to occur before the plan starts use this field to specify the amount.	Decimal		No*
21	Start date	The first payment date for the plan. The rest of the plan's payments will be calculated using this date and the frequency specified.	DD/MM/YYYY e.g. 18/07/2011	10 characters	No
22	Frequency mode	The frequency at which the payment will recur. Value/name: 1 Daily 2 Weekly 3 Fortnightly 4 Four-Weekly 5 Eight-Weekly 6 Twelve-Weekly 7 Monthly - Fixed Date 8 Monthly - Last Business Day 10 Two-Monthly - Fixed Date 11 Three-Monthly - Fixed Date 12 Six-Monthly - Fixed Date 13 Twelve-Monthly - Fixed Date	Integer		Yes
23	Amount	Payment amount	Decimal		Yes
24	Total amount	If you would like the plan to be an 'instalment' plan, provide the total amount that will be paid before the plan ends.	Decimal		No
25	Failed payment option	If you provide a 'total amount' (above) to set up an instalment plan, you can specify an action to occur if the payment fails. See below for possible values: Failed option /name / description 1 Schedule a manual payment. <i>Merchant schedules a payment to cover the failed amount</i> 2 Add to next payment. <i>Amount of failed payment will be added to the next payment. If the failed payment was the last payment, a new payment at the selected frequency will be scheduled.</i> 3 Add to last payment. <i>Amount of failed payment will be added to the</i>	Integer		No

	Column	Description	Format	Max length	Required
		<i>last payment. If the failed payment was the last payment, a new payment at the selected frequency will be scheduled.</i> 4 Add additional payment at the end. Amount of failed payment will be added as a new payment to the end of the plan at the selected frequency.			
26	Reference	Unique merchant reference field	String	50 characters	No
27	Particular	Unique merchant reference field	String	50 characters	No
28	Retry payments	Whether or not to retry the payment automatically if it is declined: 0 = Do not retry; 1 = retry	Boolean		Yes
29	Retry day interval	* Required if using retries. If you have specified retry payments this value will determine the frequency in days that the retries will occur e.g. 1 = every day; 2 = every other day etc.	Integer		No
30	Retry max attempts	* Required if using retries. If you have specified retry payments, this will determine how many attempts to try. Maximum is 7.	Integer		No
31	Card number	Card number	Digits	20 characters	Yes
32	Card expiry	The expiry date of debit or credit card in the format mmyy e.g. for May 2013 = 0513	Date	4	Yes
33	Card name	Card holder name	String	256 characters	Yes

The data in a CSV file could look like this:

Ms, Jane, Brown, 1-May-78, 23 Jane Street, , , Naenae, Lower
Hutt, 3456, 112, , , 24567890, , j.b@provider.co.nz, , 27/03/2013, 45, 28/03/20
13, 1, 100.00, 1200, 1, J Brown, 400089, 0, 1, 3, 4987654321098760, May-13, Jane
B

Dr, Sarah, Smith, , 76 Main Street, North End, , Any suburb, Palmerston
North, 7896, 112, , , 24567890, , s.smith@clear.co.nz, , , 29/03/2013, 2, 46.00
 , , , S Smith, 400087, 1, 2, 2, 5123456789012340, May-13, S Smith

Mr, John, Jones, 17-Nov-72, 4 Aussie Road, , , Mooloolaba, Gold
Coast, 4534, 9, , , , jj@aussie. aus, , 27/03/2013, 675, 29/03/2013, 4, 34.10, , 4
 , j Jones, 400045, 0, 3, 1, 4005550000000001, May-13, John Jones

The result

The resulting file is the input file with the inclusion of three additional leading columns:

Column	Description
? Column 1 - Plan ID	Plan ID is the identification for the new plan. If there was an error this may be blank, in which case a message will be provided in column 3.
? Column 2 - Line number	Line number is the line number from the original import file.
? Column 3 - Validation error message	Validation error message provides additional information if the line cannot be imported.