June 2020

Santander Commercial Card

Virtual Card for Account Payables File Upload Guide

Contents

1. Santander Virtual Card

A virtual card is a 16-digit credit card number created for one purpose — to pay a supplier for a transaction with a pre-defined amount. No physical cards are involved. The virtual card number processes like a normal credit card payment.

The purpose of this guide is to provide instructions for uploading batch virtual card payment files to In Control. Mastercard has a comprehensive user guide *Mastercard In Control for Commercial Payments – Batch Requests Technical Reference Guide,* which should be consulted for complex tasks not covered in this guide. This is available from the reference panel on the In Control home screen and from Client Service at:

- Client Service
  clientservice@santander.us
  844-726-0095

If you have questions on creating a batch upload file or on the use of In Control, contact Client Service at:

- Client Service
  clientservice@santander.us
  844-726-0095

2. Batch Upload Overview

The Batch Upload allows users to submit one or multiple purchase requests by uploading a file rather than creating a purchase request in In Control. This file can be created through your Enterprise Resource Planning (ERP) program, e-procurement, accounts payable, or manual data entry. The approach is best suited for high-volume accounts payable operations.

Two file formats are available:

1. Comma-separated values (CSV), the most common format and the example covered in this guide.
2. Extensible Markup Language (XML).

The request file you send triggers a response file in the same format. This response file has the virtual account numbers added to it. The response file can be accessed from the **Inbox Files** in In Control. The response file will also have any error messages if there is an issue with uploading the file.

Batch purchase requests are approved automatically using an **Auto Approve Purchase Group**.

The Auto Approve Purchase Group is configured with the purchase templates needed to submit purchase requests through the batch upload process. Once the appropriate Purchase Template is included within the "Auto Approve Purchase Group," it must be set to "Active."

The Purchase Request Status within the In Control portal will automatically be set to "Approved" after processing a file upload.

3. Creating the Batch Upload File

Your implementation manager will provide you with a CSV template you can use for uploading purchase requests. Row 1 and 2 will be prefilled by your implementation manager. Do not edit these cells.

	A	B	C	D	E	F	G	H	I
1	ActionType	RecordId	IssuerId	IcaNumber	BankNumber	UserName	RequestId	MinPurchaseAmount	MaxPurchaseAmount
2	Head-GlobInv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber			

	J	K	L	M	N	O	P	Q	R	S
1	PurchaseCurrency	PurchaseType	VCardAlias	SupplierName	SupplierEmail	MultiUse	ValidFrom	ValidTo	ValidFor	CDF_Vendor ID
2										

	T	U	V	W	X
1	CDF_Account Number	CDF_Invoice Number	CDF_Invoice Date	CDF_Invoice Amount	CDF_Purchase Order Number
2					

3.1. Virtual Card for One Invoice

Enter the virtual card details in rows 3 and below. It should always start with CreateApprovedPurchase in column A.

The fields in yellow will be the same for all virtual card payments.

Your username (in blue) will be provided to by your implementation manager and should be the same for each of your payments.

	A	B	C	D	E	F
1	ActionType	RecordId	IssuerId	IcaNumber	BankNumber	UserName
2	Head-GlobInv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber
3	CreateApprovedPurchase	1	90	15990	1297	0000000EXAMPL

Enter a number for each purchase request in column B. It is best to use a sequence, e.g., 1, 2, 3, etc.

You will complete the fields in columns G to X for your particular transaction.

3.2. Virtual Card for Multiple Invoices

To pay multiple invoices with one virtual card, first enter the virtual card payment, as you search for a single invoice — see row 3 in the example below. In the rows below, provide the details of the separate invoices to be paid with the one virtual card — see rows 4 – 9. You can pay as many invoices as you require with one virtual card payment.

An invoice should always start with Line-Globlnv in column A.

Fields in yellow are standard for all payments. Field in blue will be provided to you by your implementation manager and should be the same for all your payments.

The sum of the TotalAmount for each invoice should be between the min and max amounts specified in columns H and I.

Do not edit the date format in column E.

	A	B	C	D	E	F	G	H	I
1	ActionType	RecordId	IssuerId	IcaNumber	BankNumber	UserName	RequestId	MinPurchaseAmount	MaxPurchaseAmount
2	Head-Globlnv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber			
3	CreateApprovedPurchase	4	90	15990		1297 400004005CVIRT	413	50	4352
4	Line-Globlnv	101	50	840	2021-01-15 E54515				
5	Line-Globlnv	102	1000	840	2021-01-15 E54415				
6	Line-Globlnv	103	258.48	840	2021-01-15 E54315				
7	Line-Globlnv	104	23.89	840	2021-01-17 E54215				
8	Line-Globlnv	105	450	840	2021-01-20 E54115				
9	Line-Globlnv	106	2568.9	840	2021-01-20 E54015				
10									

You can continue to build the batch upload file with a combination of single invoice virtual cards and multiple invoice virtual cards, as shown in the example below.

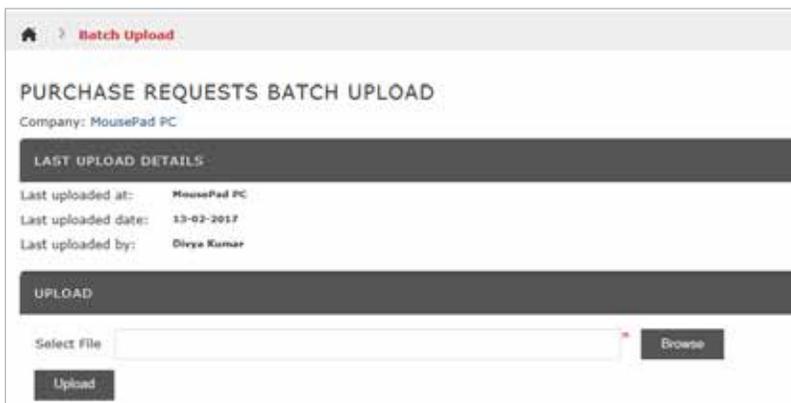|	A	B	C	D	E	F	G	H	I	J
1	ActionType	RecordId	IssuerId	IcaNumber	BankNumber	UserName	RequestId	MinPurchaseAmount	MaxPurchaseAmount	PurchaseCurrency
2	Head-Globlnv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber				
3	CreateApprovedPurchase	1	90	15990		1297 0000000EXAMPL	1	10	150	840
4	CreateApprovedPurchase	2	90	15990		1297 0000000EXAMPL	2	50	250	840
5	CreateApprovedPurchase	3	90	15990		1297 0000000EXAMPL	3	10	1000	840
6	CreateApprovedPurchase	4	90	15990		1297 0000000EXAMPL	4	100	4500	840
7	Line-Globlnv	101	50		840 YYYY-MM-DD E54515					
8	Line-Globlnv	102	1000		840 YYYY-MM-DD E54415					
9	Line-Globlnv	103	258.45		840 YYYY-MM-DD E54315					
10	Line-Globlnv	104	23.89		840 YYYY-MM-DD E54215					
11	Line-Globlnv	105	450		840 YYYY-MM-DD E54115					
12	Line-Globlnv	106	2568.9		840 YYYY-MM-DD E54015					
13	CreateApprovedPurchase	4	90	15990		1297 400004005CVIRT	5	100	600	840
14	CreateApprovedPurchase	4	90	15990		1297 400004005CVIRT	6	150	10000	840
15	Line-Globlnv	201	0		840 YYYY-MM-DD J54511					
16	Line-Globlnv	202	0		840 YYYY-MM-DD J54412					
17	Line-Globlnv	203	0		840 YYYY-MM-DD J54313					
18	Line-Globlnv	204	0		840 YYYY-MM-DD J54214					
19	Line-Globlnv	205	0		840 YYYY-MM-DD J54115					
20	Line-Globlnv	206	0		840 YYYY-MM-DD J54016					

4. Finalizing the File

After completing the template with all the payment information, name and save the file:

1. Click "Save As."

2. Change Save As Type to CSV (Comma delimited).

3. Then close the file.

4. Message comes up saying: "Some Features in your workbook might be lost if you save it as CSV (Comma Delimited); Do you want to keep using that format? Click "Yes."

5. When the file closes, find the file and right click and select "Open with."

6. Use "Notepad" to open the file.

7. In places where you see commas that look like this ",,,,,,,,,,,,,,,,,,,," ensure they are deleted. They are usually next to all the Line-GlobInv sections and the PONumber.

8. If there are a lot of records, then you can use the Find and Replace Excel function to replace all commas with blanks.

9. Once all of the commas are deleted, go to File and select "Save As" to save as a comma delimited file (CSV).

10. When saving the file, add ".csv" to the end of the file name.

11. Close the file.

5. Uploading a Batch File

1. Click Payment Control > Purchase Requests > Create Batch Request.

2. The Purchase Requests Batch Upload page opens.

3. Click Browse.

4. Select the file from your computer or network.

5. Click Open.

6. Click Upload.
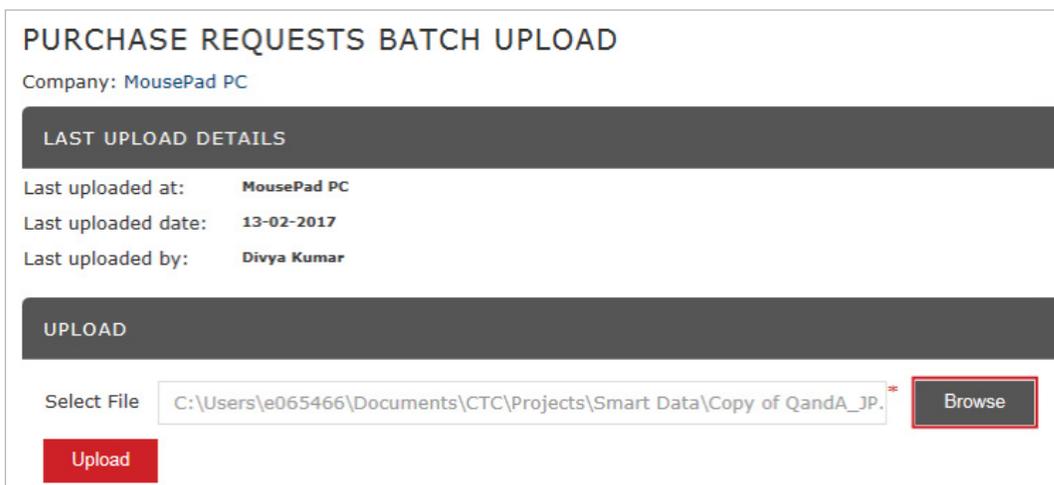
7. Check for any errors. For example, files larger than four megabytes or invalid file types. Fix any errors before continuing.

8. Click Confirm Upload.

9. You receive a confirmation message.

For security reasons, you must confirm within five minutes.

6. View Transactions Submitted

1. Click Payment Control > Purchase Requests > View Requests.
2. Click on the view icon next to the request ID of file you want to view.

3. Scroll to the bottom of the page and click on Show Invoice Addenda to view all the invoices paid from the chosen request ID.
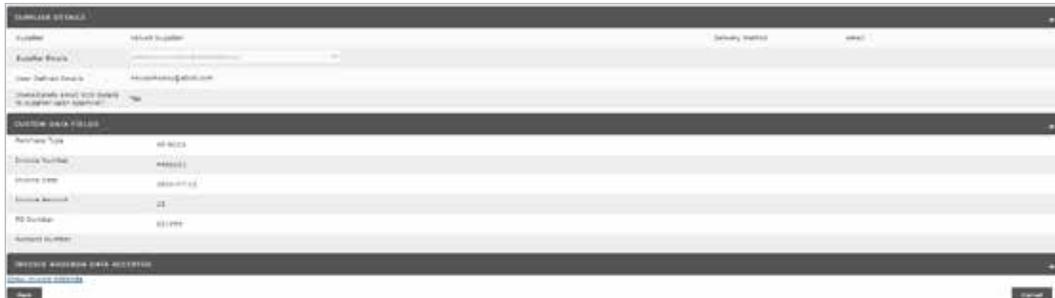
7. Opening a Loaded Batch File
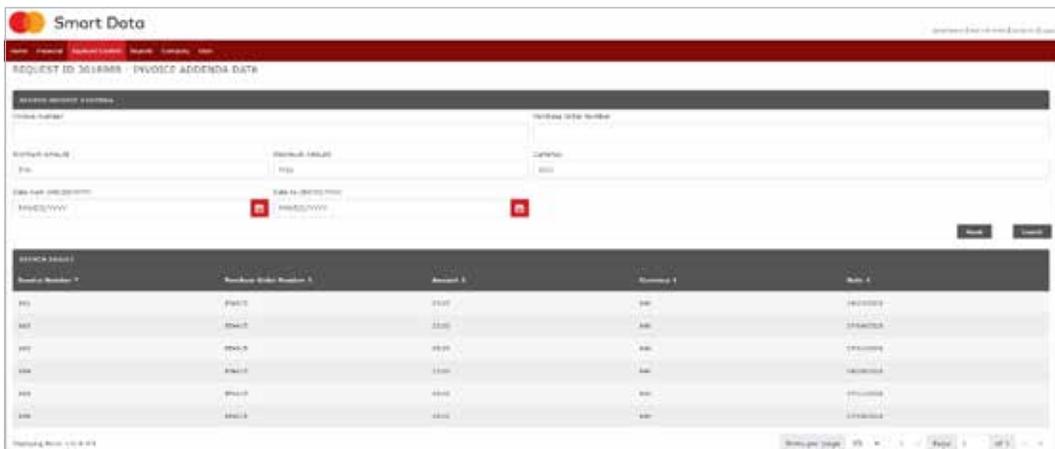
You can also view purchase requests by opening batch files that you successfully uploaded using In Control. Files are available for view for 30 days, after which they are automatically deleted.

1. Click Reports > Inbox Files.

2. The Payment Control – Inbox Files page opens.

3. Click the file description. It will be the same name as the file you uploaded, but with the words Response File.

4. Select whether to Open or Save. Mastercard recommends saving.