SAMARTH

[Engineering]

Document Title: **Payment Gateway Integration SOP**

Document Type: Standard Operating Procedure

Document Number: 1.0

Document Version Control

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| **Version Number** | **Date** | **Author** | **Sections Modified** | **Summary of Changes** | **Approved By** |
| 1.0 | 02 June, 2024 | Sharad Mishra | Initial Release | Initial SOP document creation | - |

**For Coordinators/Support Team**

1. Receive Test Kit from Bank –
	1. Fill request form https://forms.gle/E7wkUVMFn3jhJpcbA
	2. Forward Email to pgintegration@samarth.ac.in; Include Institution’s name in Email Subject
	3. Revert to Institution and Bank using PG Test Kit Receipt Email Template

<Salutations>

I am writing to confirm that we have received the payment gateway testing kit. I have forwarded the kit to our payments team (**pgintegration@samarth.ac.in**), who will handle the integration process. Based on their standard procedures, the integration is expected to take approximately **1-3 weeks**.

This timeline includes thorough testing to ensure seamless functionality and compliance with our security protocols.

I will keep you updated on the progress and will inform you if there are any changes to the timeline. Should you need any further information or have any specific requirements during this period, please feel free to reach out to me.

Thank you once again for your cooperation and support.

Best regards,

<Signature>

**For Engineering/Development Team**

1. If the PG is in the list of existing integrations:
	1. In table ‘*payment\_gateway’ -* add row for applicable payment gateway after copying it from the Test Kit Credentials document
	Reference Table: https://docs.google.com/spreadsheets/d/1RAsAnTLJPvP1yZkMZxHHHwyOvT2gvi89JJ-lyubo3go/edit?usp=sharing
	2. After your work, check that the table has only one row corresponding to each payment gateway provider as applicable
2. If the PG is **not** in the list of existing integrations: Build Module, then proceed as above
3. Test Kit Integration Response:
	1. Prepare response in the formats prescribed by the Payment Gateway / Bank
	2. Standard Process:
		1. Create **PDF document** of all Screenshots of all screens and Response as received on SAMARTH for both Successful Transaction and Failed Transaction. Also share Encrypted and Decrypted Response String
		2. Make 20 Demo User Logins: Download Format from <https://docs.google.com/spreadsheets/d/1cBKkvQKfjt0oL0fWPbQ5bQV1tm6-fAG1I1NdpC3-dMI/edit?usp=sharing>
4. Send to bank after review for release of Live Kit
5. In table ‘*payment\_gateway’* - replace Test Kit MID and Keys with Live Kit details and release on Production