

## WORLDPAY VIABLE

# CERTIFICATION STEPS

### Step 1

As part of the Statement of Work process, once a review of your testing requirements (i.e., data collection information and Level 1& 2 LoA documentation) has been finalized, Worldpay will issue you with test lists and TSE files for all the brand suites that are in scope for your certification project.

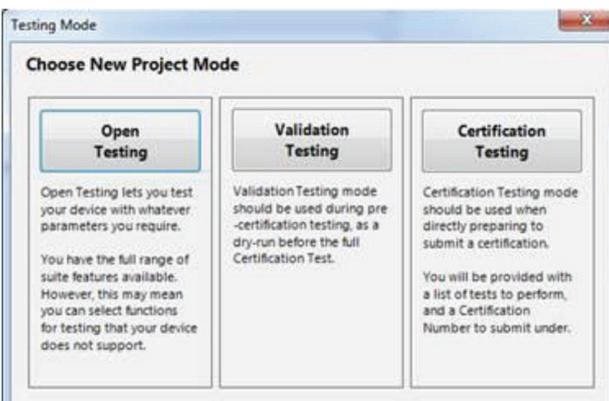
### Step 2

The stages of a Certification run are as follows:

**Open Testing** – We advise you to create an “Open Testing” project first which will enable you to run all the tests applicable to you and ensure they pass before your Validation and Certification stages.

**Validation Testing** – This is your dry run for the Certification. You run all applicable tests and ensure they are passing. You submit your results along with receipts to the Certification Team who will review them and feedback any issues that you need to correct before you start the Certification run.

**Certification Testing** – This is the official Certification run. You run all tests ensuring they are passing and correct, then send your results and receipts to the Certification Team for review.



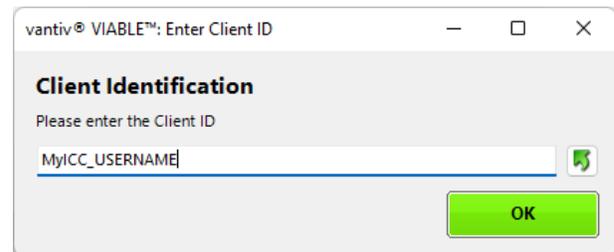
### Step 3

When a project is created in the tool, you will be asked to import the test list or TSE file that will have been sent to you from Worldpay following the Testing Requirements review process.

### Step 4

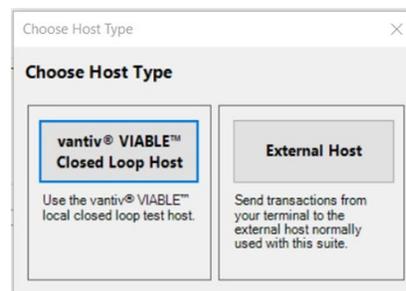
Once the test list is imported you will be asked to enter your Client / Customer ID, which is provided in the 'Testing Requirement Confirmation' email.

Please enter this into the tool carefully, as this identification is used to track your validation and certification results.



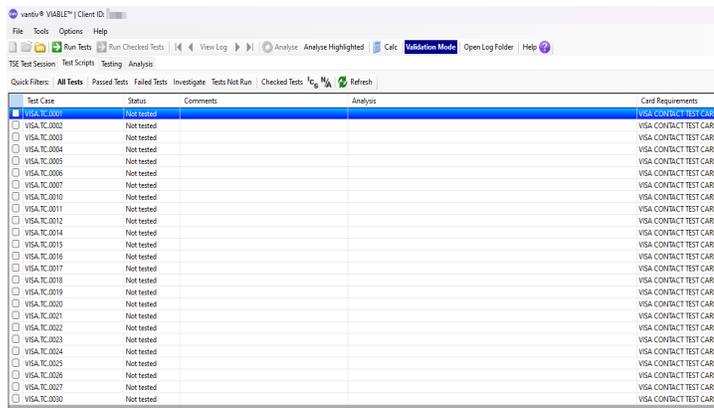
### Step 5

When prompted to choose the Host Type, please select the first option if performing Closed Loop testing or the second option is performing Open Loop testing.



## Step 6

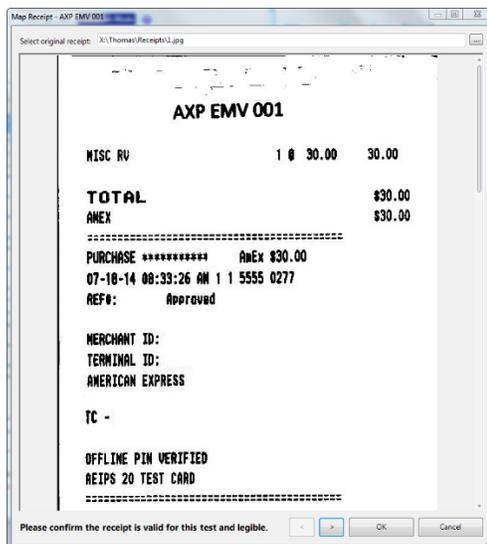
Once you have selected 'Save' and set up your testing project in the tool, you will need to run all test cases that have been imported into the tool.



Test Case	Status	Comments	Analysis	Card Requirements
VISA.TC.0001	Not tested			VISA CONTACT TEST CARD
VISA.TC.0002	Not tested			VISA CONTACT TEST CARD
VISA.TC.0003	Not tested			VISA CONTACT TEST CARD
VISA.TC.0004	Not tested			VISA CONTACT TEST CARD
VISA.TC.0005	Not tested			VISA CONTACT TEST CARD
VISA.TC.0006	Not tested			VISA CONTACT TEST CARD
VISA.TC.0007	Not tested			VISA CONTACT TEST CARD
VISA.TC.0010	Not tested			VISA CONTACT TEST CARD
VISA.TC.0011	Not tested			VISA CONTACT TEST CARD
VISA.TC.0012	Not tested			VISA CONTACT TEST CARD
VISA.TC.0014	Not tested			VISA CONTACT TEST CARD
VISA.TC.0015	Not tested			VISA CONTACT TEST CARD
VISA.TC.0016	Not tested			VISA CONTACT TEST CARD
VISA.TC.0017	Not tested			VISA CONTACT TEST CARD
VISA.TC.0018	Not tested			VISA CONTACT TEST CARD
VISA.TC.0019	Not tested			VISA CONTACT TEST CARD
VISA.TC.0020	Not tested			VISA CONTACT TEST CARD
VISA.TC.0021	Not tested			VISA CONTACT TEST CARD
VISA.TC.0022	Not tested			VISA CONTACT TEST CARD
VISA.TC.0023	Not tested			VISA CONTACT TEST CARD
VISA.TC.0024	Not tested			VISA CONTACT TEST CARD
VISA.TC.0025	Not tested			VISA CONTACT TEST CARD
VISA.TC.0026	Not tested			VISA CONTACT TEST CARD
VISA.TC.0027	Not tested			VISA CONTACT TEST CARD
VISA.TC.0030	Not tested			VISA CONTACT TEST CARD

## Step 7

Some tests require an image of the receipt to be included as part of the test results. Each receipt must be labeled with the relevant test name provided during each test case and scanned as is required by the test. There should be one image file per receipt. For AMEX, please ensure both the 'merchant' and 'customer' copies of the receipts are submitted (if applicable).



## Step 8

If any issues or failures are detected during testing, a helpdesk ticket will need to be raised so that the issue or failure can be investigated further, and a resolution can be provided. To do this, go to the test case that is failing, select 'Mail to Support', fill in the requested information and submit to [viable@iccsolutions.com](mailto:viable@iccsolutions.com).

Subject Mailing: AXP QC 002.log Status: Fail

AXP QC 002.log 58 KB  
AXP QC 002.png 116 KB

Please complete the following:

Your name:

Company name:

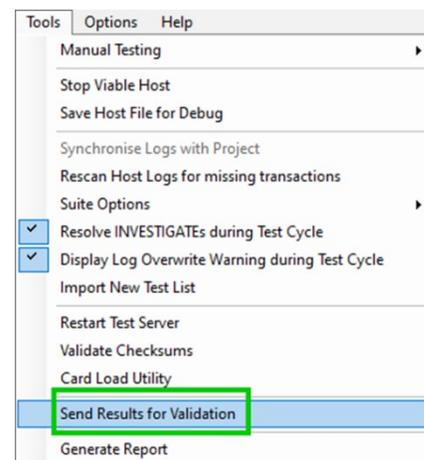
Phone number:

Email if different from sending email:

Description of problem:

## Step 9

Once all tests in the Validation or Certification project have passed (GREEN), use the 'Send Results for Validation' function from the Tools menu and submit the logs for analysis using the process below. Repeat the same process for each test suite.



Provide the 3-digit Validation Identification Code when requested. This code is provided to you via email.

Validation identification code:

\*\*\*Please note that you may only send a submission after receiving an authorisation e-mail\*\*\*

[Close] [Submit]

If you have not received a code, contact the helpdesk at:

[viable@iccsolutions.com](mailto:viable@iccsolutions.com)

Once all test suite packages have been received, the validation review process will begin. You will be provided with an email notification acknowledging receipt of your results along with SLA for feedback.

After the validation process is complete for all suites, you will receive an email with the outcome of the analysis.

If failures are detected, you will need to correct the issue(s) and resubmit only the affected test case(s) within the corresponding test suite, unless instructed otherwise.

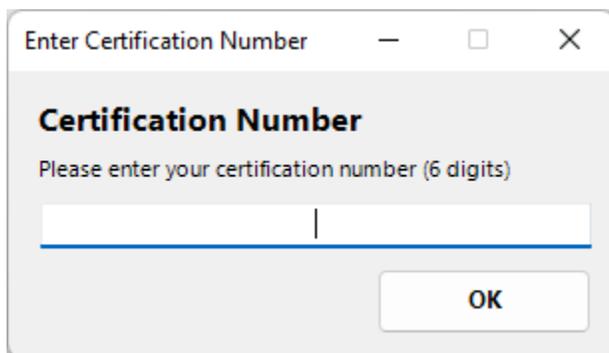
## Step 10

Once the validation of all test suites has passed and payment for your certification has been confirmed, you will be contacted to schedule a one-week certification window.

After the schedule for a certification window is agreed to, you will receive a Certification Number.

During the certification window, you will need to create a new project for each card brand test suite and select 'Certification Testing'. Enter the Certification Number when prompted.

Projects must be in 'Certification Testing' mode and include the Certification Number for the certification testing.



All projects must be completed within the certification window.

## Step 11

Once all test cases have passed (GREEN), use the 'Send Results for Validation' function and submit for review using the same process from Step 9.

Once all test suite packages have been received, the certification review process will begin. You will be provided with an email notification acknowledging receipt of your results along with SLA for feedback.

After the certification review is complete for all suites, you will receive an email with the outcome of the analysis.

If failures are detected, you will need to correct the issue(s) and resubmit only the affected test case(s) within the corresponding test suite, unless instructed otherwise.

## Step 12

Once all brand suites have passed our certification review with no further issues outstanding, we will submit your results to AMEX for further review (if this brand is in scope for your certification project).

## Step 13

As soon as we receive approval from AMEX for your results, we will notify your Worldpay Implementation Consultant who will advise on the next steps of your certification.