

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v9.10.1 Build 240429007**

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# Global Payments Big Batch (Settle) (GLOBALPAYBB)

Help Desk Phone: Not on file

## Supported Card Types: (C)redit

Merchant Field	Field	Required	Monetra Name	Description
Plan/Big Batch ID	4 Numeric	C	BIGBATCHID	Big Batch ID as provided by Global Payments (may also be referred to as Customer ID or Plan ID)
New filename format	1 - 5 Free Form	C	NEWFILENAME	Whether or not to use the new filename format or the old one. New merchant accounts should use the new format.
Bank ID	6 Numeric		BANKID	Bank Identification Number (aka BIN). Not used or the value assigned prior to migration may continue to be used.
Subscriber ID	1 - 46 Free Form	C D E G	MERNAME	Free-form identification. Used by Global Payments to easily identify who is sending the file.
Vendor ID	1 - 10 Free Form	C D E G	VENDORID	Identifies the vendor supplying the software
Terminal ID	4 - 15 Free Form	C	TERMID	Assigned by Global Payments for each merchant (may also be referred to as Merchant ID)
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Merchant Category Code	4 Numeric		MERCHCAT	Merchant Category Code (aka MCC or SIC)
Prestigious Property	1 Capital Alpha		PPROPERTY	Visa Prestigious Property Program indicator. Valid values are B, S, and D

### Instructions for use:

**Account Rep:** Please fill out the form below and then fax (or email) it back to the merchant of record. Note: It is imperative that the information provided below is both accurate and complete for the Monetra system to properly function.

**Merchant:** Once you have recieved the information provided below, enter it into the Monetra system as per the current installation procedures located at <http://www.monetra.com/documentation>

Circle a SINGLE industry type listed below:

Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Restaurant(F) Lodging(H) Retail Self-Serve(RS)

Circle ALL payment types that apply:

Visa   MasterCard   American Express   Discover   Diners Club   JCB

Complete all the required fields below. Grey blocks represent required minimum lengths.

Plan/Big Batch ID

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## New filename format

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Bank ID

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Subscriber ID

[illegible]

Vendor ID

[illegible]

Terminal ID

Merchant Postal Code

Merchant Category Code

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## Prestigious Property

