Business Process: Inbound API Integration



Date	Description	Version	Process Ref / Nr	Author
03 Feb 2021	Business Process draft	0.0.1		J Vierbergen
23 Feb 2021	Reviewed	0.0.1		R de Breyn
24 Feb 2021	Approved	0.0.1		R de Breyn

PROCESS NAME: Inbound API Integration

This process involves the steps to verify, setup, guide, test and activate an inbound API integration, after proper approval and information gathering by Distributor.

Purpose:

The purpose of this process is to enable automated distribution of electronic products and services to (external) retailers through VVS API access.

Requirements:

- Business approval for integration request.
- Completeness & validity of requested information.
- All contacts and stakeholders on all levels contact details.

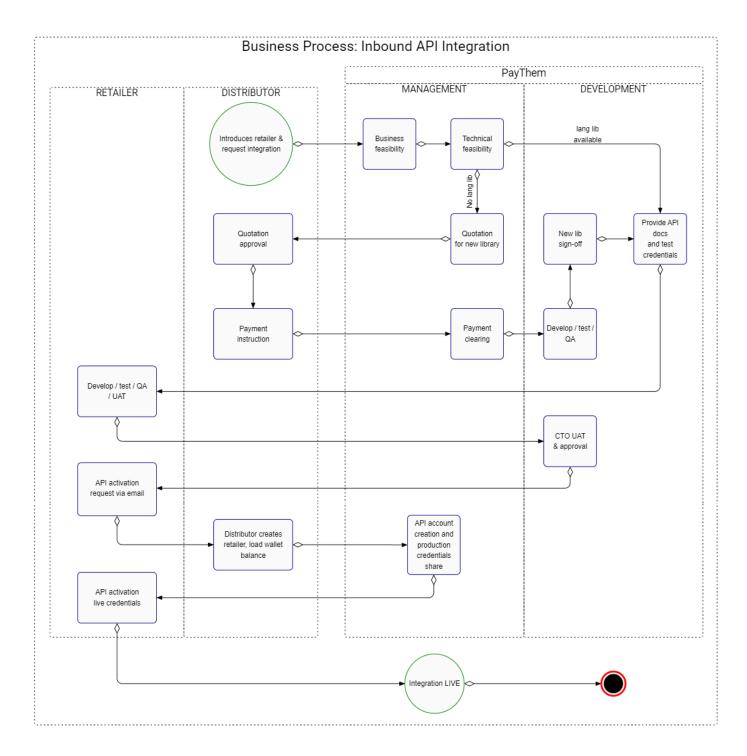
Impediments:

· Incomplete information will impede the process from commencing or finishing successfully and timely.

Roles & Responsibilities:

- Distributor does the introduction of the retailer and full vetting of proposed retailer before approaching PayThem with all required information
- · Retailer the client introduced by the Distributor.
- Retailer Dev Team the team that will develop the inbound integration to VVS.
- Distributor / Retailer Project Manager the owner of the integration project.
- PayThem Management will assess feasibility on business level and approve or reject.
 - PayThem management will also define the return policy of purchased products.
 - The feasibility process and return policy setup are outside of this document scope.
- PayThem CTO will assess feasibility of the integration on a technical level and approve or instruct a custom development or reject the integration. Will also test the integration to verify integrity and functioning before activating the integration.
- PayThem Support will provide API documentation and further assistance if needed, to the retailer development team, before testing
 the integration.
- PayThem Project Manager this is the designated PayThem member who manages the Distributor and its operations within the VVS
 context.

Process Flow:



Process:

STE P NR	STEP DESCRIPTION	PURPOSE OF STEP	TO BE EXECUTED BY	TIMELINE REQUIREMENTS FOR STEP COMPLETION	STEP DEPENDANCIES / REQUIREMENTS
1	Distributor introduces retailer and requests integration	Initiate process	Distributor		Retailer passed Distributor's own vetting processes
2	Assess business feasibility		PayThem Management		Information to be provided for feasibility assessments: • Language of integration • Maximum quantity per request

new library verified by CT Distributor approves quotation and makes payment Payment clearing PayThem Payment clearing PayThem Project Manager All information to be managed via ticketing system. Research and Design new library Pevelopens / Outsourced Develop new library Perceding step PayThem CTO Perceding step Perceding step PayThem CTO Retailer Dev Team Perceding step Perceding	3	Assess technical feasibility:		PayThem CTO	Management approval
new library Distributor approves quotation and makes Distributor Distributor Quotation		library exists, proceed to step 12 • if feasible and approved but no language			
Payment clearing Payment clearing Create Jirs Service Desk ticket. All information to be managed via ticketing system. Research and Design new library Develop new library Developers / Outsourced Testing Completion acknowledgement - Security protocols [separate process] PayThem CTO Preceding step Preceding step PayThem CTO Preceding step Preceding step Preceding step PayThem CTO Preceding step Preceding step PayThem CTO Preceding step Preceding step PayThem CTO Preceding step PayThem CTO Preceding step Completed step 3 or library dependent Security protocols [separate process] PayThem Completed step 3 or library dependent Security protocols Retailer Dev Team Preceding step API activation request by e-mail Distributor creates retailer and loads balance If retailer does not already exist. Distributor PayThem CTO Retailer Devecing step Preceding step Preceding step PayThem CTO Retailer Devecing step Preceding step Preceding step Preceding step PayThem CTO Retailer Distributor creates retailer and loads balance Preceding step	4			PayThem CTO	Feasibility and need for new library verified by CTO
To Create Jira Service Desk ticket. All information to be managed via ticketing system. Research and Design new library Pevelop new library Pevelop new library Pevelopers / Outsourced Developers, Testers, QA Preceding step Completion acknowledgement Security protocols [separate process] PayThem CTO Preceding step Preceding step Preceding step PayThem CTO Preceding step Completed attention acknowledgement Security protocols [separate process] PayThem PayThem Completed attention acknowledgement PayThem Completed step 3 or library dependent PayThem Completed step 3 or library depend	5			Distributor	Quotation
All information to be managed via ticketing system. Research and Design new library Developers / Outsourced Developers / Outsourced Developers / Outsourced Developers / Testers, QA Preceding step Completion acknowledgement Security protocols [separate process] PayThem CTO Preceding step Completed atep 3 or library ended to library dependent ended ended to library dependent ended to library dependent ended ende	6	Payment clearing		PayThem	Payment proof received
Preceding step Developers / Outsourced Developers, Testers, QA Preceding step PayThem CTO Preceding step PayThem CTO Preceding step PayThem CTO Preceding step PayThem Completed step 3 or library dependent Preceding step PayThem Preceding step PayThem Preceding step Pre	7	All information to be managed via ticketing	technical integration		Payment cleared
Developers, Testers, QA 11 Sign-off & UAT Preceding step 12 Provide API documents and test credentials Development, testing, QA, UAT Preceding step PayThem Completed step 3 or library dependent Preceding step PayThem Completed step 3 or library dependent Preceding step PayThem Completed step 3 or library dependent Preceding step PayThem API activation request by e-mail Distributor creates retailer and loads balance If retailer does not already exist. Distributor PayThem CTO Retailer Preceding step	8	Research and Design new library		PayThem CTO	Preceding step
11 Sign-off & UAT 12 Provide API documents and test credentials 13 Development, testing, QA, UAT 14 UAT and Approval 15 API activation request by e-mail 16 Distributor creates retailer and loads balance 17 Requests API account on new retailer 18 CTO creates API account 19 API production credentials shared with Retailer 20 API integration LIVE PayThem CTO Preceding step Preceding step Preceding step Preceding step PayThem CTO Preceding step	9	Develop new library			Preceding step
acknowledgement Security protocols [separate process] PayThem Completed step 3 or library dependent Retailer Dev Team Preceding step UAT and Approval PayThem CTO Retailer UAT and Ap 15 API activation request by e-mail Distributor creates retailer and loads balance Preceding step 16 Distributor creates retailer and loads balance Preceding step 17 Requests API account on new retailer Distributor Preceding step 18 CTO creates API account PayThem CTO Preceding step PayThem CTO Preceding step PayThem CTO Preceding step API production credentials shared with Retailer PayThem CTO Request by e-mail PayThem CTO Request by e-mail PayThem CTO Request by e-mail Live credentials rece	10	Testing			Preceding step
library dependent 13 Development, testing, QA, UAT Retailer Dev Team Preceding step 14 UAT and Approval PayThem CTO Retailer UAT and Ap 15 API activation request by e-mail Distributor creates retailer and loads balance If retailer does not already exist. Distributor Preceding step 17 Requests API account on new retailer Distributor Preceding step 18 CTO creates API account PayThem CTO Preceding step 19 API production credentials shared with Retailer PayThem CTO Request by e-mail API integration LIVE Retailer Live credentials received.	11	Sign-off & UAT	acknowledgement • Security protocols	PayThem CTO	Preceding step
14 UAT and Approval PayThem CTO Retailer UAT and Ap 15 API activation request by e-mail Retailer Preceding step 16 Distributor creates retailer and loads balance If retailer does not already exist. Distributor Preceding step 17 Requests API account on new retailer Distributor Preceding step 18 CTO creates API account PayThem CTO Preceding step 19 API production credentials shared with Retailer PayThem CTO Request by e-mail 20 API integration LIVE Retailer Live credentials received.	12	Provide API documents and test credentials		PayThem	Completed step 3 or 11, library dependent
API activation request by e-mail Distributor creates retailer and loads balance If retailer does not already exist. Distributor Preceding step Preceding step Preceding step Distributor Preceding step Preceding step Preceding step Preceding step Preceding step PayThem CTO Preceding step PayThem CTO Request by e-mail API production credentials shared with Retailer API integration LIVE Retailer Preceding step PayThem CTO Request by e-mail Live credentials rece	13	Development, testing, QA, UAT		Retailer Dev Team	Preceding step
Distributor creates retailer and loads balance If retailer does not already exist. Distributor Preceding step Requests API account on new retailer Distributor Preceding step CTO creates API account PayThem CTO Preceding step API production credentials shared with Retailer PayThem CTO Request by e-mail API integration LIVE Retailer Live credentials received.	14	UAT and Approval		PayThem CTO	Retailer UAT and Approval
17 Requests API account on new retailer 18 CTO creates API account 19 API production credentials shared with Retailer 20 API integration LIVE Distributor PayThem CTO Preceding step PayThem CTO Request by e-mail Live credentials rece	15	API activation request by e-mail		Retailer	Preceding step
18 CTO creates API account PayThem CTO Preceding step 19 API production credentials shared with Retailer PayThem CTO Request by e-mail 20 API integration LIVE Retailer Live credentials rece	16	Distributor creates retailer and loads balance	If retailer does not already exist.	Distributor	Preceding step
19 API production credentials shared with Retailer PayThem CTO Request by e-mail 20 API integration LIVE Retailer Live credentials rece	17	Requests API account on new retailer		Distributor	Preceding step
20 API integration LIVE Retailer Live credentials rece	18	CTO creates API account		PayThem CTO	Preceding step
	19	API production credentials shared with Retailer		PayThem CTO	Request by e-mail
Monthly Testing/Monitoring [separate process] • Verify status. Find Preceding step	20	API integration LIVE		Retailer	Live credentials received
anomalies		Monthly Testing/Monitoring [separate process]			Preceding step
Mailing lists for updates.		Mailing lists for updates.			

DISCLAIMER

This process contains information intended solely for authorized individuals, which is confidential or private in nature & is subject to legal privilege. If you are not the intended recipient of this document, you may not use, disseminate, distribute or copy this document or the information it contains. This applies to any attachments that is linked to this document. If you are not authorized, any disclosure, copying, distribution or any action taken or omitted in reliance on it, is prohibited & may be unlawful & you are requested to return this document to any intended authorized individual.