

Developer Manual

Offline Capture – TORC



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01 Offline Capture – TORC

Offline Capture is a technology that enables the establishment to send its sales in text format (file) following the specifications and parameters of the layout, so that they may be processed by Rede.

This type of capture is specific for establishments that conduct recurring sales. For example:

- **Publishers;**
- **Newspapers;**
- **Gyms;**
- **Colleges;**
- **Internet providers;**
- **And others.**

These establishments have a contract with the credit card holders to debit the monthly installments, and the sending of the installments is controlled by the establishment itself.

In order for the files to be trafficked, it is necessary to hire the services of a Van (company specialized in file traffic) approved by Rede, in accordance with the list attached at the end of the layout.



The Van is responsible for securely transmitting the files between the parties (encryption of data) and they are in accordance with the standards and procedures of Rede's Information Security area.

This file allows the following types of sales:

- **One installment / whole payment sales (rotating);**
- **Installments without interest;**
- **IATA — specific to airlines;**
- **Installments with interest (financed by the Issuing Bank);**
- **Regular payments;**
- **Sales in dollars (US\$).**

If you opt for the Installments without interest, there is no need to control the sending of the monthly debits (installments), because the Rede system will process them automatically.

If you want to know if your establishment is authorized to use this type of technology (area of activity), please contact your Rede sales representative or the Customer Service Center on these phone numbers: **0800 728 4433** or **4001 4433**.



02 Differences in discount rate

There are two ways to calculate the discount on the processed sales, in relation to the types of sales — Regular payments and Normal sales. The difference between them is the way in which Rede applies the discount on the settlement — for Regular payments, the tariff (fixed rate) will be applied; and for the others, the administrative fee (%) will be applied.

The decision to assign the type of discount to your establishment is the responsibility of the Commercial area.

03 Processing and return

The processing of the file will be done in the early hours of the following day, provided it is received by our server by 9 p.m., and the return will be up to 48 hours. This period is determined by the Issuing Banks.

When there is the emission of a file and the deadline for its return expires, the establishment shall contact its Van so that they can analyze the file and make it available.

In cases in which the batch file is not in Rede's system, the establishment shall send the file data — Offline Transmission number (positions 16 to 25) and the sequence number (positions 61 to 64), which are both located in the type 00 record (header), as well as the transmission logs. These data will be forwarded to our Systems area to be analyzed.



04 Layout Specifications

As soon as your establishment contracts the services of the Van, the Implementations area will be alerted and it will arrange for the establishment of the **O.T. (Offline Transmission)** code. This code will replace the code of the establishment or the POS (Point of Sale) code in the type 00 record (header).

An e-mail will be sent with the following information:

- **TORC** registration performed for the machine XXXXXXXXX, **the O.T. code is XXXX** – positions 16 to 25 of the header (type 00 record).

Sending of the 1st file must follow the parameters below; otherwise the file will not be recognized by the system and will be disregarded.

- The sequence (positions 61 to 64) of the type 00 record (header) must commence at '0001'.

The file will only be authorized for the Commercial Group (composed of various parent companies) or for a specific Parent company; that is, it will not be authorized for any Subsidiary.

This procedure is a rule of the System and it will enable sales to be sent from any Subsidiary and from any Head office registered by the Commercial Group, or from any Subsidiary registered under one specific Parent company.

When contracting the file in the Van, it shall be informed if the authorization will be from the Commercial Group or the Parent Company.



05 File structure

Each movement sequence (positions 61 to 64) of the type 00 record (header) shall contain only one single type of sale, but it may have several lots.

When there are more than 999 sales, you must create a new lot, because each one holds up to 999 sales.

The counters present in the file must be maintained so that there is no rejection of the movement, because they are used to verify the integrity of information. They are:

- **Movement Sequence** – must be incremented for each composition of records from “00 to 99”
- **Lot Number** – must be incremented for every 999 type 01 records.
- **Sequence Number in the Lot** – it must be incremented by 1 for each record in the same lot (it goes from 001 to 999).
- **Sequence Number of the Record in the Movement** – the counter shall be started at 00001 in the type 00 record (positions 61 to 64) and incremented by 1 for each new record, of any type. The number of records in the movement is equal to the constant value in this field in the type 99 record.



5.1 Type of card (position 78)

The file allows the inclusion of sales from the following credit cards:

- 1** = MasterCard
- 2** = Diners
- 3** = Other cards

Based on this list, the corresponding code should be filled in for field 78 'Product' of the type 00 record (header). We recommend that code '3' be used, since it also serves for the Visa brand.



06 Structure error

The first thing done when the file is received by the system is the verification of its structure. If any parameter error is found (in accordance with layout specifications) the entire file will be rejected; that is, none of the cancelations will be canceled.

However, the system will emit a return file with status 'R' — Rejected (described at the end of the type 00 record), which contains the header record and the records where inconsistencies were found (type 00, 01, 30, 40, or 99), together with the corresponding error code.

For sales of type 101, 102, 104, and 106, the error code will be shown at positions 198 to 199; and for type 103, the error code will be shown at positions 204 to 205.

In this case, the guidelines on how to correct and resubmit the file should be checked, as shown in table 2 — “Table for the status of the rejected movement”, attached at the end of the layout.

The field 'reference number' (positions 03 to 15) of the type 01 record, can be freely used by the establishment; however, it is mandatory.

The fields (positions 120 to 228) must be left blank, except for Pay Pass type sales.



07 Backup files

There are two types of files that serve as backup to the Offline Capture: the Electronic Statement of Credit Sales; and the Electronic Financial Statement.

For more information, see the Rede website userede.com.br in the options: **Solutions / Other Services / Electronic Statement**

They set out the respective layouts and the Developer manuals, with the key concepts and rules adopted by the Rede system.



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Central de Atendimento Rede:

4001 4433
(capitais e regiões metropolitanas)

0800 728 4433
(demais localidades)

Portal Rede:
userede.com.br

