Automated process : Indications for the merchant

For an automated process, you need to get your transactions data, prepare a csv file with the desired datas (for validation or for correction), then you can set the automated upload in the UI.

1. Connect to the API and retrieve your transactions' data

To access the API , you need to
– Get your token
– make the below calls (only support HTTPS)

To get your transactions' data, you need to make the below call one time per program (max 20 calls per day):

-> GET pending transactions (list of your individual pending transactions)

https://api.awin.com/advertisers/progId/transactions/?startDate=yyyy-MM-ddThh%3Amm%3Ass&endDate=yyyy-MM-ddThh%3Amm%3Ass&timezone=Europe/Paris&status=pending&accessToken=Token

Details of the marked parameters:

progId -> your program ID

yyyy-MM-ddThh%3Amm%3Ass -> the time frames must always be in that format (year-month-dayThour%3Aminute%3Asecond)
and the amount of days between start date and end date cannot exceed 31 days.

Token -> Your token

more info :

http://wiki.awin.com/index.php/Advertiser_Service_API

http://wiki.awin.com/index.php/API_get_transactions_list

2. Preparation of the transaction file

Now that you have all your pending transactions (one file per program if you have multiple programs), follow the steps below:

 – Add a column status to your file and fill in the status next to each transaction that needs to be processed.

– Filter your transactions' data by status and remove the pending transactions that will not be processed yet.

– Generate a csv file, with the expected columns (see instruction below) and edit the data for each transaction within the respective columns and save.

Expected column for you csv file :

Field	Description	Example	mandatory to **validate** a conversion	mandatory to **reject** a conversion	mandatory to **amend** a conversion
Order Reference	Advertisers order reference	6478356	Y	Y	Y
Transaction Date	Date of commission (dd/mm/yyyy hh:mm:ss)	04/11/2004 22:30:12	Y	Y	Y
Status	The status of the transaction	accepted	Y	Y	Y
Status Note	A reason for Declines and Amendments	Order returned, Room upgraded		Y	Y
New Sale Price	New sale amount for an adjustment only	28.00			Y
Commission Breakdown	CG Code and Allocated Price	CD:8.99|DVD:12.99			Y
Currency	3-letter ISO Codes	GBP			Y

For transactions to be "Accepted", only order reference, transaction status and date fields are mandatory to be filled in. Anything else can be left empty.

For transactions to be "Declined", you must fill in order reference, transaction status, date and Status Note fields (you always need to give a reason when you decline a transaction).
For the reason, please refer to the Awin wiki

For transactions to be "Accepted" but "Amended" first (original order value change because of partial return), you must fill in order reference, transaction status, date, New Sale Price (breakdown of the products in the basket) and Commission Breakdown. Once the transactions are amended, they will automatically be accepted.

Note that when amending a transaction value, the new value must be in the program currency and not in the original tracking currency
the commission will be recalculated with the new values you give in the commission breakdown
value for the publisher must be manually recalculated and placed in the Commission value field.

more infos about the file : http://wiki.awin.com/index.php/Advertiser_Batch_Validation

3. Automation of the batch transaction process via FTP

order for us to fetch the data from your csv file, you must have a FTP/ SFTP or HTTP location where the transactions' data can be reached.
(if you do not have any location, we are happy to host your file on our FTP server with providing you a personal account)

Once you have the host location in place, follow the steps below:

– Place your csv file in the location (you must empty the file every time after the transactions have been successfully processed in order to avoid errors when our system is trying to fetch the file).

– Send your location link to us and we will do the settings for you in your account.

We also need to know how often you want us to fetch your file? Daily or weekly.

Once the settings are configured, you will only need to update your file and our system will continue to fetch your file based on your condition.
You will have the possibility to receive an auto-confirmation email after every batch process so that you can see if there were errors or if the validation has been successful.