

**Monetra®**

**Merchant Account Setup Worksheet**

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

**Generated On: May 4, 2024**

Copyright 1999-2024 i3 Verticals, LLC

The information contained herein is provided "As Is" without warranty of any kind, express or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose. There is no warranty that the information or the use thereof does not infringe a patent, trademark, copyright, or trade secret.

i3 Verticals, LLC shall not be liable for any direct, special, incidental, or consequential damages resulting from the use of any information contained herein, whether resulting from breach of contract, breach of warranty, negligence, or otherwise, even if Monetra Technologies has been advised of the possibility of such damages. Monetra Technologies reserves the right to make changes to the information contained herein at anytime without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of i3 Verticals, LLC

# 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

# Global Payments Big Batch (Settle) (GLOBALPAYBB)

## 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 received 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

New filename format

Bank ID

Subscriber ID

Vendor ID

Terminal ID

Merchant Postal Code

Merchant Category Code

Prestigious Property