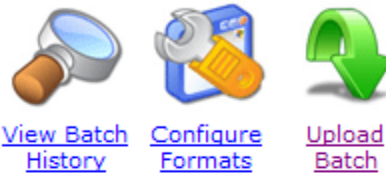


## PlanetAuthorize.Net™ Payment Gateway

### Batch Upload Instructions

The PlanetAuthorize™ real-time payment gateway provides merchants with the ability to submit and process transactions as a batch upload. This upload feature allows merchants to upload multiple transactions directly to the PlanetAuthorize™ payment gateway.

[Home](#) » **Batch Upload**



You may upload a .CSV (Comma Separated Value), an .XLS (Microsoft Excel), or a .TXT (Text) file.

\* File:

Auto Detect File Format

Use Selected Format

Format:  [View Format](#)

After submitting a batch upload, the results will be emailed to you once it has completed.

The Batch Upload feature provides three options:

**View Batch History** - View the current status of transaction files that have been previously processed.

**Configure Formats** – View or modify the current file format required for uploading transaction files.

**Upload Batch** – Submit transactions directly to the payment gateway.

For more information regarding batch uploads simply login in the merchant control panel and select Batch Uploads from the navigation menu.