

The following checklist serves to speed up activation of the two PostFinance products: Checkout Flex and Checkout All-in-One.

## Checkout All-in-One

PostFinance Checkout All-in-One is a full e-payment solution for all standard payment methods that you can integrate quickly and easily into your online shop as a module. Acceptance agreements are collected on behalf of PostFinance. PostFinance bears the risk and is therefore responsible for the checks and can speed up the activation if the listed points are complied with.

## Checkout Flex

PostFinance Checkout Flex gives you a flexible and highly functional Payment Service Providing solution for your online shop. Your payment methods can be integrated according to your requirements.

If you already have acceptance agreements for your payment methods, then you don't need to take the following points into account. Acceptance agreements from partners will however be activated with Checkout Flex. Our partners such as Worldline or Nets will check these points. It therefore makes sense to take these points into account for the Checkout Flex connection as well, as this speeds up the downstream risk check processes at our partners.

### Product

- Products or services description
- Prices, including statutory VAT and currency
- Transparency in delivery, postage and for other costs
- Availability (delivery times or the expected delivery date)
- Reference to statutory sales restrictions and youth protection provisions

### Shop details

- The URL must be active and accessible to us. If the URL is not yet available publicly, then please provide us with the access data (this can be done in encrypted form in the Checkout back office tool).
- The company name and address are clearly visible on your website (e.g. in the publication details, contact details, "about us" section, etc.). Sole proprietorships must also include the name of the owner.
- General Terms and Conditions (GTC): the GTC must include the company address, the right of withdrawal and the place of jurisdiction.
- Your customers must accept the GTC by ticking a box (click to accept) before initiating the payment process for an order or a donation.

### Checkout contract

- The company name and address must be identical to the information on the website (publication details, contact details, "about us" section, etc.).
- The industry/sector must match the contents of the online shop, and in the case of limited liability companies (GmbHs) and private limited companies (AGs), must also match the extract from the commercial register.
- Account: you must hold an active business account in CHF at PostFinance. If you wish to register a third-party bank account of a Swiss bank as a credit account, then please also complete the following form and send it to us:  
[www.postfinance.ch/content/dam/pfch/doc/0\\_399/01656\\_00\\_en.pdf](http://www.postfinance.ch/content/dam/pfch/doc/0_399/01656_00_en.pdf)

### Payment

- Completeness of the General Terms and Conditions (GTC) including display of the GTC version or date and right of withdrawal for cardholders (at the latest one step/click before initiating the payment process – the customer must read the GTC and right of withdrawal and actively accept them, e.g. via the "click-to-accept" button).
- Changes possible before the definitive order?
- Click of the mouse (before definitive order) clearly recognizable as such (e.g. by clicking on "buy now")
- Correct use of card logos (e.g. Visa, Mastercard, Diners Club, Discover and Maestro).
- Provision of a binding and printable order confirmation (by e-mail or as HTML with a unique reference number) on completion of the order

## Transaction receipt

Product / service description including prices, additional costs and total amount (including currency)

Transaction date (= purchase date)

Delivery date if delivery cannot be carried out immediately

Unique transaction number