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Santander Commercial Card

Virtual Card Batch Upload Guide

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1 Introduction

This guide explains how to:

- Build a CSV file for creating multiple virtual cards (also known as Payment Requests) in one batch.
- Upload the batch file to Smart Data.
- View the Payment Requests in Smart Data.

This file can be created through your Enterprise Resource Planning (ERP) program, e-procurement or accounts payable systems, or via manual data entry. The approach is best suited for high-volume accounts payable operations.

You can use the batch upload process for both standard virtual cards, and virtual cards intended for mobile wallets (if you have been enabled for this feature).

If you have any questions, please contact Client Service, phone: 844 726 0095 or email clientservice@santander.us

2 Creating the Batch File

2.1 Template

Your implementation manager will provide you with a CSV template you can use for uploading virtual card payments. The template will be slightly different for virtual cards intended for mobile wallets. The differences are explained in Section 2.3.

Your implementation manager will pre-fill rows 1 and 2 for you. Do not edit these cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ActionType	RecordId	IssuerId	UserName	RequestId	MinPurchaseAmount	MaxPurchaseAmount	PurchaseCurrency	PurchaseType	VCardAlias	SupplierName	SupplierEmail	MultiUse	ValidFrom	ValidTo	ValidFor
2	Head-GlobInv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber										
3																
4																

2.2 Payment Request Parameters – One Virtual Card for One Invoice

If you have one virtual card (Purchase Request) for one invoice, then enter the details for each virtual card as in the example below:

	A	B	C	D	E	F	G	H
1	ActionType	RecordId	IssuerId	UserName	RequestId	MinPurchaseAmount	MaxPurchaseAmount	PurchaseCurrency
2	Head-GlobInv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber		
3	CreateApprovedPurchase	1	90	1000789	101	25	1661	840
4	CreateApprovedPurchase	2	90	1000789	102	350	10609	840
5	CreateApprovedPurchase	3	90	1000789	103	0	19	840
6	CreateApprovedPurchase	4	90	1000789	104	0	70	840

	I	J	K	L	M	N	O	P
1	PurchaseType	VCardAlias	SupplierName	SupplierEmail	MultiUse	ValidFrom	ValidTo	ValidFor
2								
3	Batch Upload	AP Virtual Card Program	NE Plumbing Supplies	AR@neplumbing.com	F	2025-08-02 00:00:00.00	2025-08-16 23:59:59.00	4
4	Batch Upload	AP Virtual Card Program	Valued Supplier	info@psupplies.com	F	2025-08-02 00:00:00.00	2025-08-16 23:59:59.00	2
5	Batch Upload	AP Virtual Card Program	Valued Supplier	sharon@pplumb.com	F	2025-08-01 00:00:00.00	2025-08-16 23:59:59.00	12
6	Batch Upload	AP Virtual Card Program	Valued Supplier	pay@goodplumb.com	F	2025-07-01 00:00:00.00	2025-07-16 23:59:59.00	12

- Fields in yellow are fixed and will not change.
- Fields in green are specific to your program. You may need to edit these if you have multiple real cards or purchase templates.
- Fields in blue are specific to each virtual card.

If you have custom data fields defined, these will be listed from column Q onwards.

The table below gives instructions for each field:

Column	Field	Description	Sample Value
A	ActionType	Instruction to create a purchase request	CreateApprovedPurchase
B	RecordId	Enter a number for each purchase request in column B. It is best to use a sequence, eg 1,2,3.	1
C	IssuerId	Enter the value provided by your implementation manager.	90
D	UserName	Your username will be provided by your implementation manager and should be the same for each of your payments.	1000789
E	RequestId	Request ID is a unique value to prevent duplicate processing. Best practice is to use a sequential three-digit value.	101
F	MinPurchaseAmount	Enter a minimum value to restrict use of the virtual card.	1050.00
G	MaxPurchaseAmount	Enter a maximum value to restrict use of the virtual card.	1051.00
H	PurchaseCurrency	Entering a currency code ensures that the merchant only swipes in the currency you set. All transactions will be posted in USD.	840 is the code for USD. A full list of currency codes is given in the appendix.
I	PurchaseType	This references the purchase template to be used for the payment. Usually, you will use the template created for batch uploads	Batch Upload Template
J	VCardAlias	Choose the real card you want to generate this payment/virtual card from	AP Virtual Card Program
K	SupplierName	Enter your supplier's name. You can also use the generic <i>Valued Supplier</i> if required	NE Plumbing Supplies
L	SupplierEmail	Enter your supplier's email address.	AR@neplumbingsupp.com
M	MultiUse	Choose F (false) for a single payment for single invoice. Choose T (true) for single payment for multiple invoices.	F
N	ValidFrom	Select the date your virtual card will be valid from.	2025-08-02 00:00:00.0 +0000
O	ValidTo	Select the date your virtual card will be valid to. Make the valid period long enough for the supplier to process the payment, but short enough to limit misuse or fraud.	2025-08-16 00:00:00.0 +0000
P	ValidFor	Length of time the card can be used for (months).	4
Q	CDF_[name]	Custom Data Fields (CDFs) must match what you have on the associated purchase template. You may have up to 29 custom data fields.	12-45789
R	CDF_[name]		2589
S	CDF_[name]		Northeast Sales
T	CDF_[name]		PO 784445

2.3 Payment Request Parameters – One Virtual Card for Multiple Invoices

If you have one virtual card (Purchase Request) for multiple invoices, then enter the details as shown in the example below. Rows 3 and 7 are the details for two payments. Rows 4-6 and 8-9 give details of the invoices associated with the two payments.

	A	B	C	D	E	F	G	H
1	ActionType	RecordId	IssuerId	UserName	RequestId	MinPurchaseAmount	MaxPurchaseAmount	PurchaseCurrency
2	Head-GlobInv	InvoiceNumber	TotalAmount	CurrencyCode	InvoiceDate	PONumber		
3	CreateApprovedPurchase	1	90	1000789	101	25	1661	840
4	Line-GlobInv	1252	25	840	7/23/2025	po58B2		
5	Line-GlobInv	1455	385.5	840	6/28/2025	po14V1		
6	Line-GlobInv	1656	1250	840	8/1/2025	po1V2		
7	CreateApprovedPurchase	2	90	1000789	102	350	10609	840
8	Line-GlobInv	5852	350.89	840	7/21/2025	po5123		
9	Line-GlobInv	5853	10258	840	7/22/2025	po5124		

	I	J	K	L	M	N	O	P
1	PurchaseType	VCardAlias	SupplierName	SupplierEmail	MultiUse	ValidFrom	ValidTo	ValidFor
2								
3	Batch Upload	AP Virtual Card Program	NE Plumbing Supplies	AR@neplumbing.com	F	2025-08-02	2025-08-16	4
4								
5								
6								
7	Batch Upload	AP Virtual Card Program	Valued Supplier	info@psupplies.com	F	2025-08-02	2025-08-16	2
8								
9								

- Fields in yellow are fixed and will not change.
- Fields in green are specific to your program. You may need to edit these.
- Fields in blue are specific to each virtual card.
- Fields in white relate to invoice addenda data.

If you have custom data fields defined, these will be listed from column Q onwards.

The table below give instructions for the fields in the supplementary lines (see Section 2.2 for other fields):

Column	Field	Description	Sample Value
A	Head-GlobInv	Indicates that the line relates to a sub-invoice	Line-GlobInv
B	InvoiceNumber	Invoice number	1252
C	TotalAmount	Amount on invoice	25.00
D	CurrencyCode	Currency of the transaction	840
E	InvoiceDate	Invoice date	7/21/2025
F	PONumber	Purchase Order Number	po14V1

2.4 Payment Request Parameters – Virtual Cards for Mobile Wallets

Your Implementation manager will give you a template to use for virtual cards intended for mobile wallets. The template will look like the example below:

	A	B	C	D	E	F	G	H	I
1	ActionType	RecordId	IssuerId	IcaNumber	BankNumber	UserName	SupplierEmail	RequestId	MinPurchaseAmount
2	CreateApprovedPurchase	1	90	31462	10000000000	10000789	sally@testacc.com	101	0
3	CreateApprovedPurchase	2	90	31462	10000000000	10000789	jose@gmail.com	102	0

	J	K	L	M	N	O	P
1	MaxPurchaseAmount	PurchaseCurrency	PurchaseType	VCardAlias	SupplierName	MultiUse	ValidFrom
2	100	840	Mobile Wallet	AP Virtual Card Program	Add Description	T	2024-08-26 00:00:00.0 +0000
3	75	840	Mobile Wallet	AP Virtual Card Program	Add Description	T	2024-08-26 00:00:00.0 +0000

	Q	R	S	T	U	V	W
1	ValidTo	ValidFor	ICMPUserFirstName	ICMPUserLastName	ICMPUserEmail	ICMPUserPhoneCountryCode	ICMPUserMobilePhone
2	2024-12-31 00:00:00.0 +0000	5	Sally	Smith	sally@testacc.com	1	9785662356
3	2024-12-31 00:00:00.0 +0000	5	Jose	Sanchez	jose@gmail.com	1	6177895663

	W	X	Y	Z	AA	AB	AC
1	ICMPUserMobilePhone	PurchaseRequestDescription	VCNDeliveryMethod	CDF_FIRST NAME	CDF_LAST NAME	CDF_EMAIL ADDRESS	CDF_MOBILE
2	9785662356	Train fare	APP	Sally	Smith	sally@testacc.com	9785662356
3	6177895663	New Wrench	Email	Jose	Sanchez	jose@gmail.com	6177895663

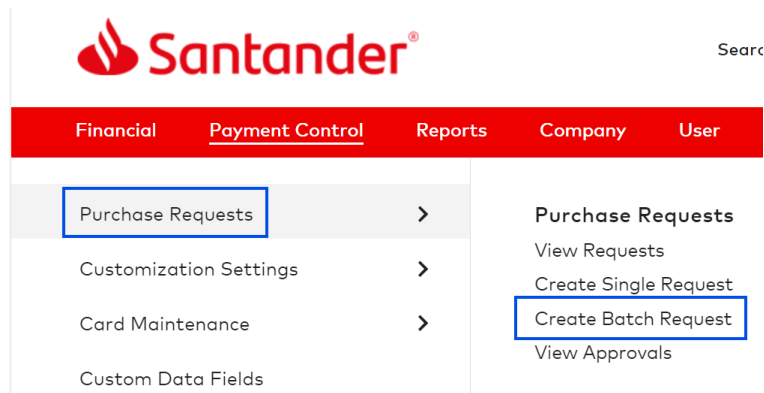
- Fields in yellow are fixed and will not change.
- Fields in green are specific to your program. You may need to edit these if you have multiple real cards or purchase templates.
- Fields in blue are specific to each virtual card.

Fields unique to this template and not defined above are:

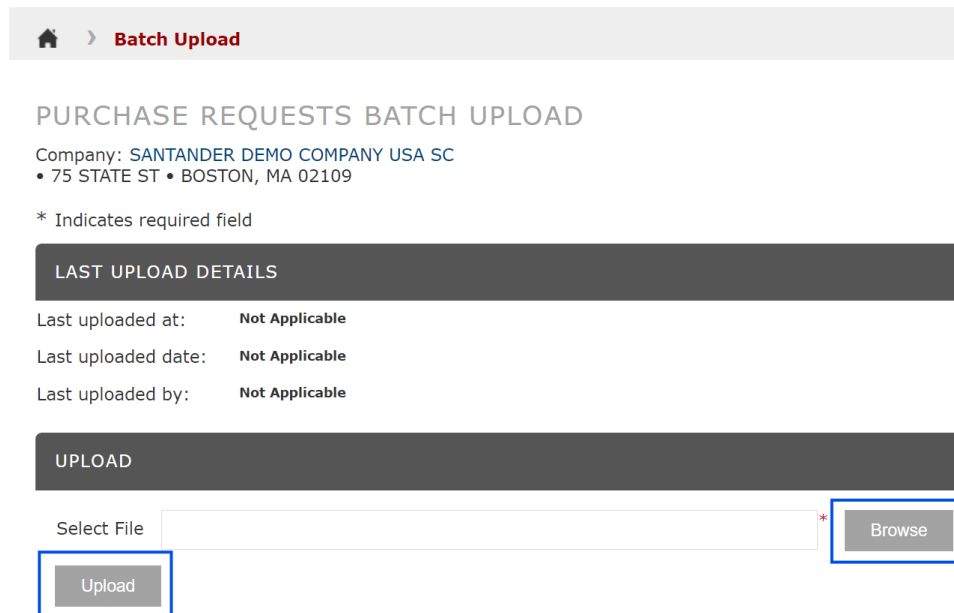
Column	Field	Description	Sample Value
N	SupplierName	There is no supplier name required	'Add Description'
	ICMPUserFirstName	Card recipient's first name	
	ICMPUserLastName	Card recipient's last name	
	ICMPUserEmail	Card recipient's email	
	ICMPUserPhoneCountryCode	Country code of recipient's mobile phone	US country code is 1
	ICMPUserMobilePhone	Card recipient's mobile phone number (without country code)	
	PurchaseRequestDescription	Purchase description	Train fare
	VCNDeliveryMethod	Virtual cards can be sent via an email or sent to an app on the recipient's phone	App
	CDF_FIRST NAME	Custom Data Fields (CDFs) must match what you have on the associated purchase template. You may have up to 29 custom data fields.	Sally
	CDF_LAST NAME		Smith
	CDF_EMAIL ADDRESS		sally@testacc.com
	CDF_MOBILE		9785662356

4 Uploading the Batch File

You are now ready to upload your payment file. Login to Smart Data and click **Payment Control > Purchase Requests > Create Batch Request**.



The **Purchase Request Batch Upload** screen will open. Click **Browse** to find your file to upload. Select the file from your computer or network, click **Open** and then click **Upload**



Check for any errors. For example, files larger than four megabytes or invalid file types. Fix any errors before continuing. Click **Confirm Upload**.

BATCH UPLOAD

LAST UPLOAD DETAILS

Last uploaded at: **Not Applicable**
Last uploaded date: **Not Applicable**
Last uploaded by: **Not Applicable**

UPLOAD

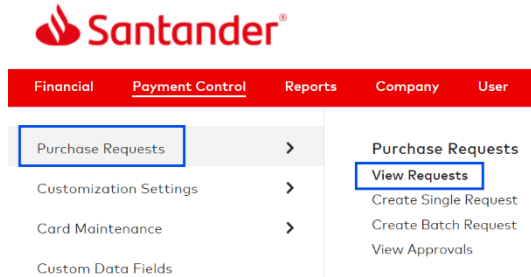
Select File

CONFIRM UPLOAD

You will receive a confirmation message. For security reasons you must confirm within *five minutes*.

5 Viewing Submitted Purchase Requests

To view the Purchase Requests you have just uploaded, first select **View Requests** from the menu.



Then click on the view icon next to the Purchase Request you wish to view. This will display all the details, including the card number and all the parameters you specified.

VIEW PURCHASE REQUESTS

SEARCH CRITERIA

Purchase Request ID:

Submitted Between: Start Date: End Date:

Amount: Min: Max:

VCN: Last 4 digits Status:

Purchase Group: Purchase Template:

Approved By:

Approved Between: Start Date: End Date:

View All Requests: Search

SEARCH RESULTS

[Expand All](#) | [Collapse All](#)

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	Request ID	Submitted Date	Requestor	Requested Amount	Purchase Type	Purchase Template	Delivery Method	Approval Queue	Approved By	Approved Date	Status
<input type="checkbox"/>	45125044	07/21/2020	Brad Boyd	3,891.45	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/21/2020	Approved
<input type="checkbox"/>	70742507	07/15/2020	Brad Boyd	1,349.17	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/15/2020	Approved
<input type="checkbox"/>	70742653	07/15/2020	Brad Boyd	474,236.06	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/15/2020	Approved
<input type="checkbox"/>	70742651	07/15/2020	Brad Boyd	46,050.93	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/15/2020	Approved
<input type="checkbox"/>	70742501	07/15/2020	Brad Boyd	175,450.80	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/15/2020	Approved
<input type="checkbox"/>	70742497	07/15/2020	Brad Boyd	1,098.01	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/15/2020	Approved
<input type="checkbox"/>	70742647	07/15/2020	Brad Boyd	2,792.10	All MCCs	Batch Upload	EMAIL	n116726	n116726	07/15/2020	Approved

If you sent invoice data with your Purchase Request, you can view by clicking on **Show Invoice Addenda** at the bottom of the page.

