

CapLink

Supplier's Introduction to Caplink

Last Updated 07/01/2020 – v2

CONTENTS

1. Document overview	3
2. CapLink overview	3
3. Processing methods	3
a. CapLink Standalone (no integration)	3
b. CapLink Batch (partial integration)	4
c. CapLink Integrated (full integration).....	4
4. CapLink component diagram	5
5. CapLink minimum requirement	6
6. Contacts:	6

1. Document overview

This document provides a quick introduction/overview to the CapLink Software from a Supplier's perspective. This document does not focus on the guidelines for using CapLink but rather provides an overview of what CapLink is and the requirements for deployment within a Supplier's environment.

2. CapLink overview

The CapLink software is the tool used by our Capricorn Preferred Suppliers to transmit their Capricorn related transactions back to us. The CapLink software is currently deployed at some 2000+ Suppliers across AU / NZ.

CapLink allows a Supplier to transmit their transactions directly from their end to Capricorn's Head Office while providing Supplier the tools to review the flow of those submitted transactions through various reports and monitoring statuses.

3. Processing methods

CapLink offers three level of integration/setup:

- 1. Standalone
- 2. Batch
- 3. Fully integrated

a. CapLink Standalone (no integration)

CapLink Standalone requires the Supplier/end user to manually key in every single invoice directly in the CapLink software using the available interface as per below

Request Authorisation

User: Admin

Member Number: [] [SEARCH]

Transaction Type: Invoice [v] [Last Member Update: 8 March 11:06 AM]

Document Number: [] [PRE AUTH]

Amount: [] [REQ AUTH CODE] Create Local Auth

Date: Thursday, 8 March 2018 [v]

[VIEW AUTHS] [SUBMIT] [CANCEL] [NEW]

Member Number → Customer's Capricorn Member Number

Transaction type → Invoice or Credit (Can be selected from drop down)

Document Number → Supplier Invoice Reference

Amount → Full amount including GST

Date → Can be back dated to match invoice. Needs to be no older than the 1st day of the second previous month

b. CapLink Batch (partial integration)

In this case, the Supplier runs a report (either automated or not) that generates a csv/txt files containing all their Capricorn related data/transactions. The file is then saved in a defined folder that CapLink is set to lookup.

The file would contain the following information per transaction:

- Date
- Invoice ID
- Capricorn ID of Member being billed
- Full amount
- Supplier ID (optional – Required if running multiple Capricorn IDs to differentiate each IDs transaction)

A sample template file can be requested from CapLink.support@capricorn.coop . While the column order does not need to match the template, the above fields is the minimum content required for batch to be viable.

c. CapLink Integrated (full integration)

CapLink has a webservice API that can be deployed locally on the machine where the main CapLink install resides. The Supplier's Point of Sale (POS) may leverage the API to interface directly with the CapLink software. The API is an addon to the main CapLink install and only deployed as required. This option is only viable if the POS system in use already offers the means to interface with CapLink through said API.

Please refer to the Appendix section for a list of popular POS that already provide some interfacing to CapLink by default.

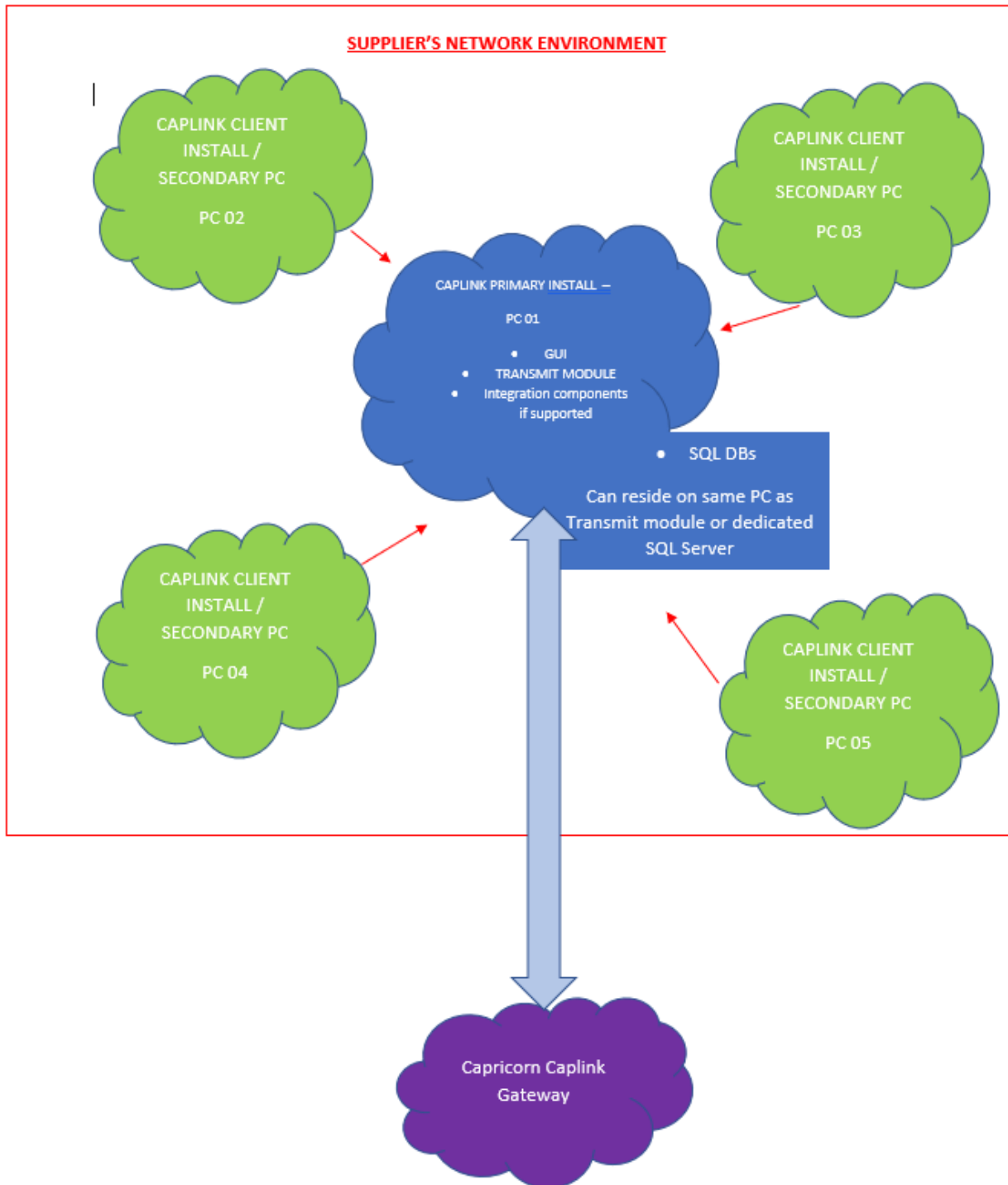
If integration is not available already but the POS developers or the Supplier is willing to develop/design required, additional information can be requested from CapLink.support@capricorn.coop in regards to the CapLink local API.

All cost associated with any development related to integration will be beared by Supplier directly if any.

4. CapLink component diagram

A CapLink install in a Supplier's environment would consist of two main areas:

1. The Main Install (GUI + TRANSMIT MODULE + DBs)
2. Multiple secondary installs (GUI Only - optional)



5. CapLink minimum requirement

Below are the minimum recommended specs required for a CapLink installation to occur. Below applies to the main instance only.

- . Admin access for the installation
- . Remote Access through TeamViewer (Quick support version available for download – No Install required to run)
- . Minimum hardware configuration (*Operating system requirements may supersede CapLink requirements*)
 - 1 gigahertz (GHz) or faster
 - 4 GB RAM – **Recommended 8 GB RAM**
 - 30/40 GB free Space - (Minimum Recommended)
- . Software requirements - **Please note CapLink is Windows based only.**
 - Windows 7/8/10 (if installed on desktop)
 - Windows Server 2012 or higher (if installed on Server)
 - A functional web browser with access to the Internet (Internet Explorer 9.0 onwards. Alternatively Google Chrome or Firefox)
 - .NET 3.5 SP1; → if not activated already, the Capricorn software team will try to activate where possible.
- . SQL – **The (free) express version will be installed if SQL isn't available by default.**
CapLink Supports SQL 2008 R2/2012/2014/2016/2017 (if not already installed/available, a MS SQL express version suited to the OS system will be deployed during installation of CapLink by the Capricorn software team)

6. Contacts:

For all your CapLink related queries and issues, you can contact the CapLink Support team at Capricorn Society Limited.

Ph: 1800 327 437 (AU) or 0800 401 444 (NZ) → Ask for CapLink Support

Email: CapLink.support@capricorn.coop

Location: Western Australia **Time:** +08

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