# Installation Manual for PAYONE e-Commerce

This manual describes the installation and usage of the PAYONE extension for e-Commerce.

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# 1 Introduction

This manual describes how to install configure and use the payment module for e-Commerce and PAYONE.

Before you get started, make sure to have all necessary data at hand.

- You received a user name and a password from PAYONE. Log in to the PAYONE Merchant Interface. (https://pmi.payl.de/)
- e-Commerce payment module from sellxed.com/shop
- Login data for your server and shop



# 2 PAYONE Channels

According to the functions of the module which you want to use, you have to request the different channels at PAYONE. With the numbers of channels come various costs on the part of the PAYONE. Here you'll find an overview of the different functions and their corresponding channels.

- Channel Frontend: Payment page
- Channel Client-API: Hidden, Alias Manager, Ajax, Moto
- Server-API: Refund, Capture, Cancel

Note that you must use at least PHP version 5.6 for our plugins. PHP 8 or higher is currently not supported.

#### 2.1 Installation Process

This document contains all information necessary to install the module. Make sure to follow the described steps strictly in order to ensure the safe use of the module in compliance with all security regulations.



- 1. Configuration of the PAYONE test administration surface. The test platform can be found under <a href="https://pmi.pay1.de/">https://pmi.pay1.de/</a>
- 2. Configuration of the main settings
- 3. Configuration of the payment methods
- 4. Conducting a test order by means of the <u>Test Data</u> enclosed at the end of this document

#### Installation Service

Our payment plugins should have per default the correct settings for most of our customers' preferences. That means once you have entered the required credentials in the plugin configuration to connect your account to your website, the plugin should be fully operational. Should you be willing to receive detailed information on a setting you do not know, you may contact our support team who will be able to assist you further.

Our support team is at your disposal during regular business hours at: <a href="http://www.sellxed.com/support">http://www.sellxed.com/support</a>. Furthermore, you have the option of ordering our installation service. We will make sure the plugin is installed correctly in your shop: <a href="http://www.sellxed.com/shop/de/integration-und-installation.html">http://www.sellxed.com/shop/de/integration-und-installation.html</a>

### .htaccess Directory Protection

In order to test the module, any kind of directory protection or IP blocking on your server must be deactivated. This is crucial as otherwise the payment feedback of PAYONE might not get through to the shop.



# 3 PAYONE - Backend Configuration

First, log on to the PAYONE Merchant Interface (<a href="https://pmi.pay1.de/">https://pmi.pay1.de/</a>)

# 3.1 Payment Portal Setup

Under **Configuration > Payment Portals** you can set up the payment portal for your shop. Among other things you define the TransactionStatus URL. This is the URL that the parameters for further processing are sent to after payment has taken place.

#### 3.1.1 Shop Portal Administration: Tab General

General settings such as portal name, Shop URL and the sender e-mail can be defined in the tab 'General'. These settings can be defined independently.

Make sure that the Server API, Front-end and Client API are activated in the Channel settings as shown in the screenshot.

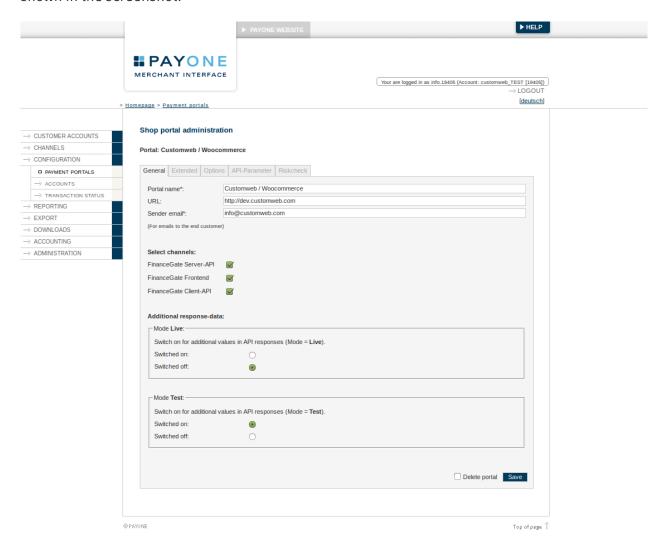


Figure 3.1: Tab 'General'



#### 3.1.2 Shop Portal Administration: Tab Extended

In this tab you define the TransactionStatus URL. The URL you need to enter can be found directly on the general information site of the module in your shop. More information can be found in the section <u>Transaction-Feedback</u>). The remaining fields can be left empty. They will be filled by the module.

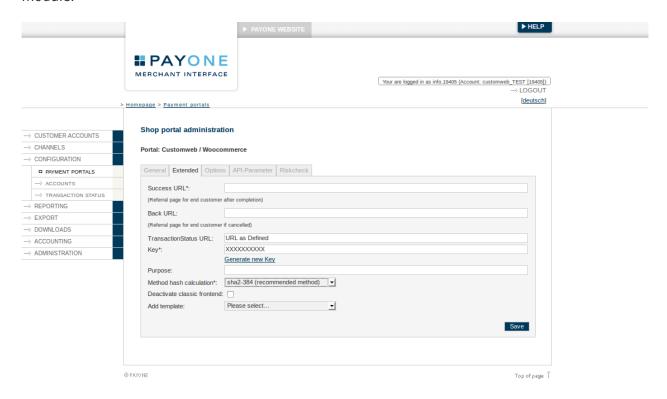
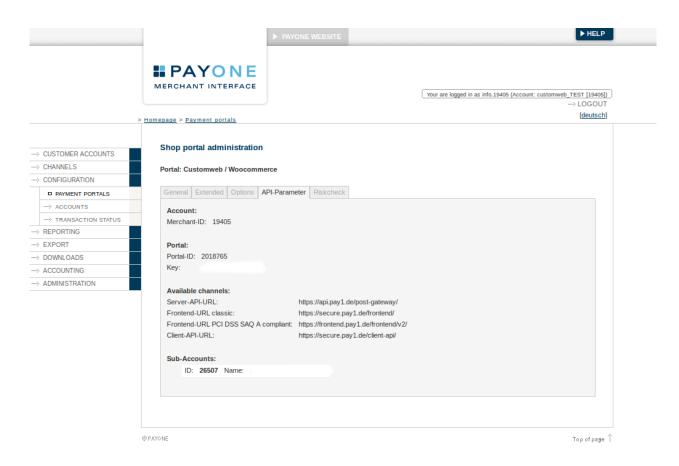


Figure 3.1: Extended configuration of the payment portal

## 3.1.3 Shop Portal Administration: API-Parameter

This tab contains all relevant information to enter in the Main Module.





**Figure 3.1:** API-Parameter Configuration.

## 3.2 Authorization Methods

#### PCI 3.1 - SAO A-EP

Please note that with the changes in PCI new rules apply regarding the applicable self assessment questionnaire. If you host the forms to entering of the credit cards directly in your webshop (Hidden Authorization) or Ajax authroization new rules apply. If you want to continue to work with SAQ-A, you have to use Payment Page or the Widget Authorization.

In the configuration of the payment method you have the possibility to switch between various authorization methods. These regard primarily the depiction of the credit card forms in the shop. You'll find further information about that in chapter authorization methods.

# 3.3 Account Activation

Further information on the payment method configuration and the implementations of the settings can be found <a href="https://example.com/here">here</a>. After the activation and configuration of the payment methods you can conduct a test by means of the <a href="https://example.com/Test\_Data">Test\_Data</a> provided in this manual. As soon as the tests As soon as the tests have been successful you can contact PAYONE to demand the activation of your account. You will be able to process payments immediately.



# 4 Module Installation and Update in the e-Commerce Shop

#### 4.1 Installation

At this time you should already be in possession of the module. Should this not be the case, you can download the necessary files in your customer account in the <u>sellxed shop</u> (Menu "My Downloads Downloads"). In order to install the module in your shop, please carry out the following steps:

- 1. Download the plugin. The download can be found in your sellxed.com account under "My Downloads".
- 2. Unzip the archive you have just downloaded.
- 3. In the unzipped folder navigate to the folder "files"
- 4. For some shops there are different versions of the plugin provided. If this is the case open the folder which corresponds to your shop version.
- 5. Using your preferred FTP client upload **entire content** of this folder into the root directory of your shop. For some shops there is a specific folder containing the plugins. If that is the case upload the plugin into this folder. Make sure that the folders aren't replaced but merely merged.
- 6. If you haven't yet done so, log back into your shop.

# 4.2 Updates and Upgrades

You have direct and unlimited access to updates and upgrades during the duration of your support contract. In order to receive constant information about available updates we ask you to subscribe to our RSS feed that we publish for your module.

More information regarding the subscription of this RSS feed can be found under: <a href="http://www.sellxed.com/en/updates">http://www.sellxed.com/en/updates</a> upgrades.

We only recommend an update if something doesn't work in your shop, if you want to use new feature or if there is a necessary security update.

#### 4.2.1 Update Checklist

We ask you to strictly comply with the checklist below when doing an update:



- 1. Always do a backup for your database and your files in your shop
- 2. Use always a test system to test the update process.
- Wait until all the files are copied to the shop, clear the cache if there is one in your shop and then visit the configuration page of the main module so that the update process will be initialized.

#### Do not do updates directly in the live environment

Please test the update procedure first in your test shop. Our support team is able and willing to help you if you experience problems with the update process. However, if you decide to perform the update directly in your live shop there is the possibility of a downtime of the shop of more than two days depending on the availability of our support if you do not want to book our complementary support.

Depending on the version it could be that the database has to be migrated. We recommend you therefore, to perform the updates in times when the shop is not visited too frequently by your customers.

#### 4.2.2 Update Instructions

Please always read the update instruction. Those instructions can be found in the changelog. If there are no special remarks, you can proceed by just overwriting the files in your system.



# 5 Module Configuration in the e-Commerce Shop

The configuration consists of two steps. The first step is the configuration of the main module with all the basic settings (cf. <u>Configuration of the Main Module</u>). During the second step you can then carry out individual configurations for each <u>payment method</u>. This allows for full flexibility and perfect adaptation to your processes.

## Create backups!

Please create a backup of the main directory of your shop. In case of problems you will then always be able to return your shop to its original state.

We furthermore recommend testing the integration on a test system. Complications may arise with third party modules installed by you. In case of questions, our support is gladly at your disposal.

# 5.1 Basic Module Configuration

Activate the plugin by selecting the module E-commerce PAYONE in the **Plugin** menu.

The settings for the basic module can be found at **PAYONE > PAYONE**. Fill out the fields, you should have already entered the necessary data in the PAYONE backend or you received it as part of your correspondence with PAYONE. Each option is explained in more detail in a short info text in the shop.

# 5.2 Setting the Transaction Feedback URL

In order for payments to be processed in your shop you need to enter at least one Feedback URL in the PAYONE configuration. The URL can be found in your e-Commerce shop under: **PAYONE > Setup**.

# 5.3 Payment Method Configuration

After the basic module has been configured successfully, you can proceed to the payment settings. The payment methods you want to accept in your shop can be adjusted at **Settings** > **Store** > **Payments**. Every payment method is listed individually. Activate the payment methods you would like to provide in your shop by ticking the corresponding boxes on the right side. Individual changes can be made for each payment method to adjust it to your processes.



# 5.4 Direct Capturing of Transactions

The option "Capture" allows you to specify if you wish to debit payments directly or if you first wish to authorise them and then debit the payment at a later point.

Depending on your acquiring contract, a reservation is only guaranteed for a specific period of time. Should you fail to debit the payment within that period, the authorisation may therefore no longer be guaranteed. Further information on this process can be found below.

## Different settings between PAYONE and the module

It may be that settings saved in the payment modules overwrite settings saved in PAYONE.

#### 5.5 Uncertain Status

You can specifically label orders for which the money is not guaranteed to be received. This allows you to manually control the order before shipment.

#### 5.5.1 Setting the order state

For each payment method you may select in which state the order should be set to depending on the booking state. This is the initial state of the order.

# 5.6 Optional: Validation

Note: It can be that this option is not visible in your module. In this case just ignore this section.

With the option 'Validation' you can define the moment when the payment method should be made visible to the customer during the checkout process. This setting is relevant for modules where the usage depends on the customer's compliance with specific preconditions. For example, if a solvency check has to be carried out or if the payment method is only available in certain countries. In order for the credit check or address validation to also work with European characters, the charset of the "Blowfish mode" must be set to "UTF-8" for certain PSP settings.

You have the choice between these options:

- Validation before the selection of the payment method: A validation verification is carried out before the customer selects the payment method. If the customer does not fulfill the requirements, the payment method is not displayed
- Validation after selection of the payment method: The verification of the compliance occurs after the selection of the payment method and before the confirmation of the order
- **During the authorisation:** The validation verification is carried out by PAYONE during the authorisation process. The payment method is displayed in any case



# 6 Settings / Configuration of Payment Methods

# 6.1 General Information About the Payment Methods

The plugin contains the most common payment methods. In case a desired payment method is not included per default, please contact us directly.

In order to be able to use a payment method, it must be activated in your account with PAYONE as well as in your shop. Information about the configuration of the payment methods can be found further above.

Below you can find important information for specific payment methods that deviate from the standard process.

# 6.2 Information on Payment Status

For each payment method you can define an initial payment status (status for authorized payments etc.). You hereby define the payment status for each state depending on the processing type of the order (captured, authorized, etc.). It's the initial status which the order assumes. Depending on the mutation carried out by you, the status can change.

### Important info regarding Order Status

Never set the status to **Pending PAYONE** or any similar pending status which is implemented by the module.

## 6.2.1 Order status "pending" / imminent payment (or similar)

Orders with the status 'pending PAYONE' are pending orders. Orders are set to that status if a customer is redirected in order to pay but hasn't returned successfully or the feedback hasn't reached your shop yet (Customer closed window on the payment page and didn't complete payment). Depending on the payment method these orders will automatically be transformed into cancelled orders and the inventory will be cleared (so long as the Cronjob is activated). How long this takes depends on the characteristics of the payment method and cannot be configured.

If you have a lot of pending orders it usually means that the notifications from your webserver to PAYONE are being blocked. In this case check the settings of your firewall and ask the Hoster to activate the IPs and User Agents of PAYONE.

#### 6.2.2 Order status "cancelled"

Orders with the status "cancelled" have either been set to that status automatically due to a timeout, as described above, or have been cancelled directly by the customer.



# 7 The Module in Action

Below you will find an overview of the most important features in the daily usage of the PAYONE module.

### 7.1 Useful Information on Transactions

For each order processed with our module you can access an overview of the most important transaction information. Among other things, this allows you to identify each corresponding order to each transaction displayed in the backend.

You can find the orders at Dashboard > Store Sales.

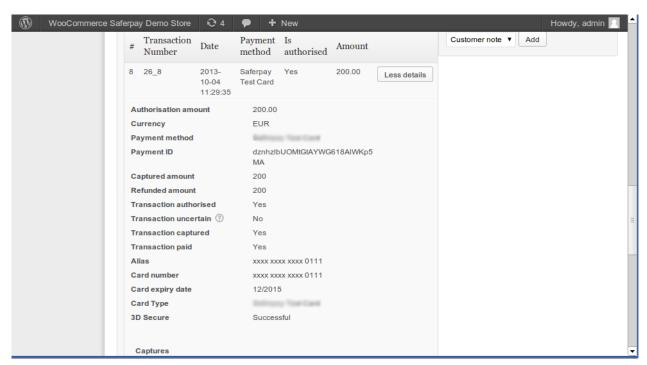


Figure 7.1: Transaction information in WordPress E-Commerce.

# 7.2 Alias Manager / Token Solution Usage

The Alias Manager allows you to store your customers' credit card data safely with PAYONE. You can enable this by activating the option "Alias Manager" in the configuration of the <u>Payment Method</u>. The customer can then select between the saved cards when making purchases in the future and does not have to enter all credit card data again.



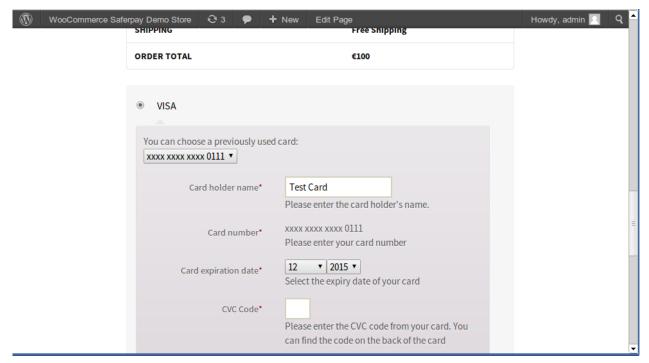


Figure 7.1: Alias Manager in WooCommerce

# Alias Manager Options

In order to use the Alias Manager, the option has to be unlocked by PAYONE. Please contact the support service if you wish to activate the option.

# 7.3 Capture / Cancel Orders



#### 7.3.1 Capturing and Cancelling Orders

In order to capture orders, open the order first (Dashboard > Store Sales) and then open the transaction information. Enter the amount you want to capture into the input field. By clicking on Capture the card is charged directly.

An order can be **cancelled** by clicking "Cancel Transaction" and the transaction as well as the reserved amount is released on the customer's card immediately.

## Capturing Orders in the PAYONE Backend

The transaction management between PAYONE and your shop is not synchronised. When capturing payments in the PAYONE, the status is not adjusted in the shop and a second capture is not possible.

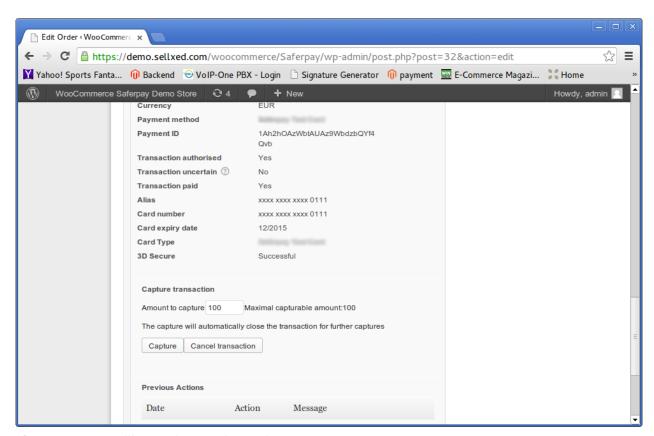


Figure 7.1: Cancelling and capturing orders

## Partial Capturing

Please inquire, whether multiple captures are supported within your PAYONE contract. Otherwise, partially captured transactions could be blocked from future captures.



## 7.4 Order Refunds

In order to refund an order, open the transaction information (see above).

You can refund individual items or an arbitrary amount by adjusting the total amount or the number of items.

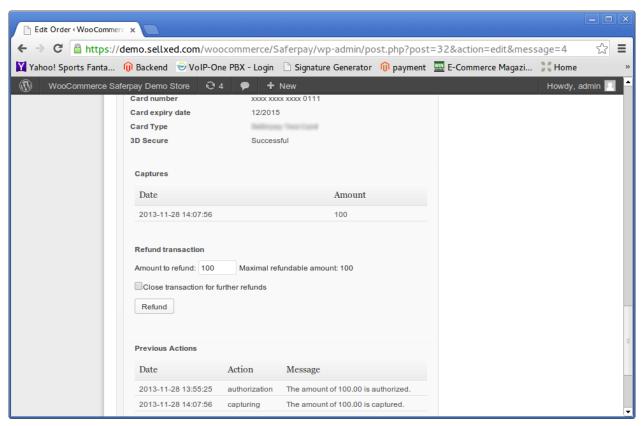


Figure 7.1: Refunds in WooCommerce for PAYONE.

#### Maximum Refund

Our module restricts the refund amount to 100% of the originally authorised amount.

# 7.5 Transaction History

Every action within the transaction management is processed through the module. Information on each transaction can be viewed in the corresponding order.



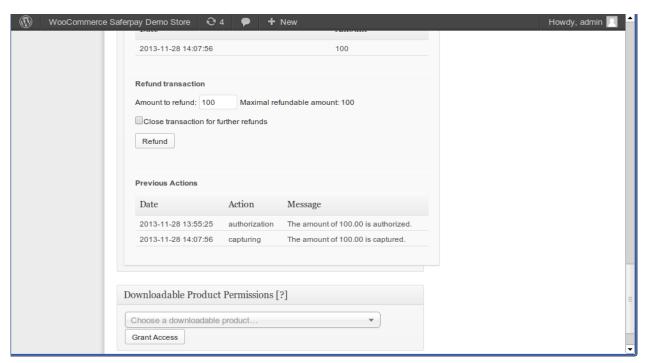


Figure 7.1: Transaction overview in the transaction history.

# 7.6 Using Invoice Details of a Processor

In the following context you can view or embed the "payment details" of for example an "Open Invoice" transaction:

#### 7.6.1 e-Commerce Order Confirmation (E-Mail)

The "payment information" will be visible in the default "order confirmation e-mail" of e-Commerce.

#### 7.6.2 e-Commerce Invoice (PDF)

The "payment information" will be visible in the default e-Commerce-Invoice.

#### 7.6.3 e-Commerce-Backend (Transaction details)



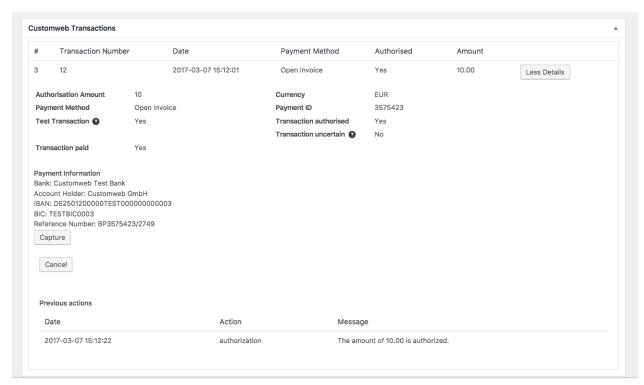


Figure 7.1: Transaction details within e-Commerce.

# 7.6.4 e-Commerce Success-Page



Thank you. Your order has been received.

Order Number: 12Date: March 7, 2017

• Total: **€10.00** 

· Payment Method: Open Invoice

## **Order Details**

Product	Total
Test ×1	€10.00 (ex. tax)
Subtotal:	€10.00 (ex. tax)
Payment Method:	Open Invoice
Total:	€10.00

# **Customer Details**

Email:	info@customweb.com
Telephone:	12345678

## **Billing Address**

André Müller Schöneggstrasse 2 8004 Zürich

# Payment Information

Bank: Customweb Test Bank Account Holder: Customweb GmbH

IBAN: DE2501200000TEST000000000003

BIC: TESTBIC0003

Reference Number: BP3575423/2749

Figure 7.1: Payment information on the e-Commerce "Success-Page".

# 7.7 Cron Job Setup

In order to activate the time-controlled plugin functions (e.g. update service, deleting pending orders etc.) you have to set up cron jobs in e-Commerce. The update function is especially



relevant - it allows you to fetch subsequent transaction changes at PAYONE via the API. Please keep in mind that additional options might have to be activated.

The module uses the default e-Commerce cron. Information on the setup can be found <u>here</u>.



# 8 Testing

Before switching from test to live mode it is important that you test the module extensively.

## Testing

Do not forget to switch the operating mode from test to live after having successfully tested the module.

#### 8.1 Test Data

In the following section you can find the test data for the various payment methods:

#### **SOFORT**

Sofort

IBAN DE85123456782599100003

BIC TESTTEST
Bank account 2599100003
Bank code 12345678

#### giropay

Sofort

IBAN DE46940594210000012345

 BIC
 TESTDETT421

 ID / PIN
 sepatest1 / 12345

 NR / TAN
 MAS\_Test / 123456

#### **Direct Debits**

Hidden Mandate Accept

IBAN DE00123456782599100004

BIC TESTTEST

Hidden Mandate Denied - Invalid BIC

IBAN DE00123456782599100004

BIC TESTTESX

#### Credit / Debit Card

VISA Verified by Visa Visa 3D

Card number 4012 0010 3714 1112

Expiry Date: 12/2020 Name Hans Muster

CVC: 123 3-D Secure Password 12345

VISA CH Visa CH

Card number 4111 1111 1111 1111

Expiry Date: 12/2020

Name Hans Muster

CVC: 123

VISA DE Visa DE

Card number 4111 1310 1011 1111

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

VISA AT Visa AT

Card number 4111 1210 1111 1111

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

MasterCard MasterCard SecureCode Mastercard 3D

Card number 5453 0100 0008 0200

Expiry Date: 12/2020 Name Hans Muster

CVC: 123 3-D Secure Password 12345

Mastercard Mastercard

Card number 5500 0000 0000 0004

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

American Express American Express

Card number 340 0000 0000 0009

Expiry Date: 12/2020 Name Hans Muster

CVC: 1234

JCB JCB J/Secure JCB 3D

Card number 3528 4501 3100 3315

Expiry Date: 12/2020 Name Hans Muster

CVC: 123 3-D Secure Password 12345

JCB JCB

Card number 3088 0000 0000 0009

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

Maestro Maestro

Card number 5000 0000 0000 0009

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

Carte Bleue Carte Bleue

Card number 4973 0100 0000 0004

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

Diners Club Diners Club

Card number 30 0000 0000 0004 Expiry Date: 12/2020

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

Discover Card

Card number 6011 1111 1111 1117

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

MasterCard

Mastercard Mastercard

Card number 5500 0000 0000 0004

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

MasterCard MasterCard SecureCode Mastercard 3D

Card number 5453 0100 0008 0200

Expiry Date: 12/2020 Name Hans Muster

CVC: 123 3-D Secure Password 12345

Visa

VISA CH Visa CH

Card number 4111 1111 1111 1111

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

VISA DE Visa DE

Card number 4111 1310 1011 1111

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

VISA AT Visa AT

Card number 4111 1210 1111 1111

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

VISA Verified by Visa

Card number 4012 0010 3714 1112

Expiry Date: 12/2020 Name Hans Muster

CVC: 123 12345 3-D Secure Password

**American Express** 

**American Express American Express** 

Card number 340 0000 0000 0009

Expiry Date: 12/2020 Name Hans Muster

CVC: 1234

**Diners Club** 

Diners Club Diners Club

Card number 30 0000 0000 0004

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

**Discover Card** 

Discover Discover Card

Card number 6011 1111 1111 1117

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

**Carte Bleue** 

Carte Bleue Carte Bleue

Card number 4973 0100 0000 0004

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

JCB

JCB JCB

Card number 3088 0000 0000 0009

Expiry Date: 12/2020 Name Hans Muster

CVC: 123

JCB JCB J/Secure JCB 3D

Card number 3528 4501 3100 3315

Expiry Date: 12/2020 Name Hans Muster

CVC: 123 12345 3-D Secure Password

27 / 31

Visa 3D



Maestro

Maestro Maestro

Card number 5000 0000 0000 0009

Expiry Date: 12/2020 Name Hans Muster

CVC: 123



# 9 Errors and their Solutions

You can find detailed information under <a href="http://www.sellxed.com/en/faq">http://www.sellxed.com/en/faq</a>. Should you not be able to solve your problem with the provided information, please contact us directly under: <a href="http://www.sellxed.com/en/support">http://www.sellxed.com/en/support</a>

# 9.1 The Referrer URL appears in my Analytics Tool

When a customer and the notification are redirected via Header Redirection, the PAYONE Referrer URL might appear in your Analytics Tool thus hiding the original traffic source. However, most Analytic Tools are able to minimize this problem.

In case you are using Google Analytics as reporting tool, this step by step guide may help you to exclude the URLs: <u>under bullet point 4</u>.



# 10 Error Logging

The module will log different unexpected errors or information depending on the configured level. If there is any issue with the module, this log can help identify the cause.

# 10.1 Log Levels

You can configure the log level in the PAYONE settings.

- Error: Logs unexpected errors only. (Default)
- Info: Logs extended information.
- Debug: Logs information helpful for debugging.

# 10.2 Log Location

The log file is stored in the logs folder of this plugin wp-content/plugins/plugins /ecommerce\_payonecw/logs. Please make sure the path exists and it is writable by the webserver.



# 11 Advanced Information

This section of the manual is for advanced usage of the module. The content is for advanced users with special requirements. Everything in this section is optional and not required for the daily usage of the module.

# 11.1 Transaction Object

This section describes how to extract information from a transaction, if you need it for further processing. E.g. you require more information of the transaction for further processing an order in your ERP system.

The code snippets in this section assume your script resides in the root folder of the shop with the default shop folder structure.

Have Wordpress initialized in your script, this is required for the database connection.

```
require_once( dirname(__FILE__) . '/wp-load.php' );
Include the modules Util class.
require_once ABSPATH.'wp-content/plugins/ecommerce_payonecw/classes
/PayoneCw/Util.php';
Now you can load the transaction and then extract the transactionObject.
Load the transaction by Id:
$transactionById = PayoneCw_Util::getTransactionById($transactionId);
$transactionObject = $transactionById->getTransactionObject();
Load the transaction by the external Id:
$transactionByExternal = PayoneCw_Util::getTransactionByExternalId
($externalId);
$transactionObject = $transactionByExternal->getTransactionObject();
Load transactions by the order id:
$transactionsByOrder = PayoneCw_Util::getTransactionsByOrderId($orderId);
foreach($transactionsByOrder as $transaction){
    $transactionObject = $transaction->getTransactionObject();
    //Do something with each object
}
```