

Versapay SuitePayments Bundle Update Process

Quick Reference Guide

As a Versapay client, you now can update the Versapay SuitePayments bundle.

Instructions

Step 1: The latest bundle update is available on the Installed Bundles Page. Take a look at this [NetSuite Help Center article](#) for more information on bundle updates.

ACTION	NAME ▼	BUNDLE ID	COPIED FROM	VERSION
	Versapay SuitePayment	124110		2024.07.1

***Note:** This screenshot is for demonstration purposes only. The bundle version displayed in the screenshot may not represent the current bundle version. The current bundle version available will be reflected inside of your NetSuite account, when you hover over the "gear icon" in the "Action" column above.

Step 2: After the latest update is installed, you will need to update the Solupay Integration role. Please refer to this reference guide for step-by-step [instructions](#) on how to update the role.

Step 3: Next, you will need to add the 'Versapay Payments User' role to any employees in NetSuite who will be processing payments in Versapay. This role grants a user permission to access and use Versapay-specific features. Please refer to this reference guide for step-by-step [instructions](#) on how to add the role. (The role is only required on the employee's record and does not have to be logged under the Versapay Payments User role).

Note: If the 'Versapay Payments User' role is not added to users who perform payment-related tasks in Versapay Payments for NetSuite today, they will no longer be able to do so.

Step 4: Finally, set the Default Tax Rate for Purchase Level 2 to '10.00' in the payment processing profile.

Purchase Level 2
PURCHASE LEVEL 2 - DEFAULT TAX RATE (EXAMPLE: 10.25, 100.00)
<input type="text" value="10.00"/>