

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

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"/>