



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

ePayment@UPSI Portal (Version 2.0)

Prepared by:

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December 2020
Version 1.0*

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1 Tuition Fee / Fine

- a) Open a browser and type **https://epayment.upsi.edu.my**. The following site will be displayed and click on the **Tuition Fee/Fine** menu:



Image 1.1 – Tuition Fee / Fine menu at the landing page

- b) Fill in the student id and click the **Submit** button.

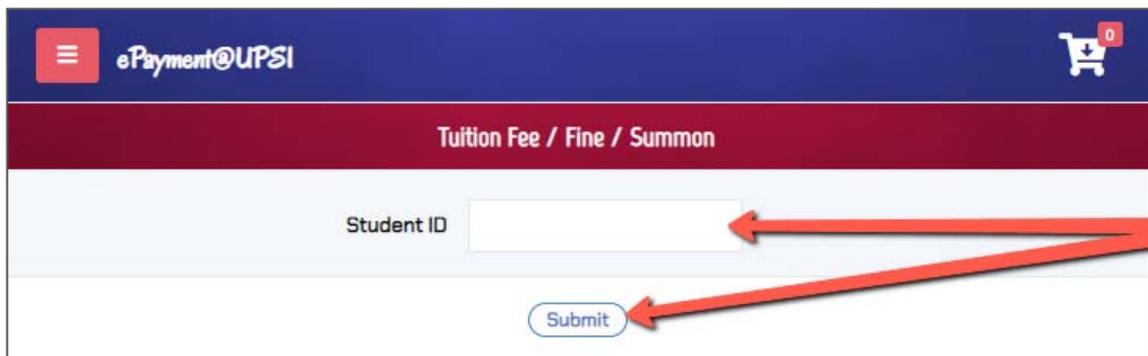


Image 1.2 – Tuition Fee / Fine / Summon page

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS سولطان ادریس قندیدین سولطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	USER MANUAL			
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c) Click on **Add to Cart** button to add the fee and others in the cart.

Tuition Fees / Fines / Summons

Name AHMAD BIN ABDULLAH
Student ID D20123456789

Fee #1 Tuition Fee (Invoice No: BL160XXXXXX)
Amount RM799.00

Fee #2 Tuition Fee (Invoice No: BL150XXXXXX)
Amount RM397.00

RM 1196.00

Fine #1 Tidak memiliki pelekak universiti yang sah semasa berada di dalam kampus. [Offense ID: 12-00XXXXX]
Amount RM10.00

RM 10.00

Fine #2 Library Fines
Amount RM186.42

RM 186.42

Image 1.3 – Tuition Fee / Fine / Summon details

d) If the action is successful, a message will be displayed and the cart will be updated. Please refer to **View Cart & Payment Gateway** in the chapter 7 for the further steps.

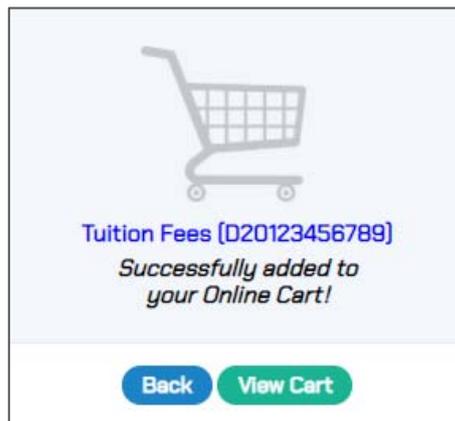


Image 1.4 – Successful add to cart message

 UNIVERSITI PENDIDIKAN SULTAN IDRIS <small>اوتوزمستى قندديدن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</small>	USER MANUAL			
	SYSTEM NAME	ROLE	FORMAT	PAGE
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2 Wakaf / Donation

- a) Open a browser and type **https://epayment.upsi.edu.my**. The following site will be displayed and click on the **Wakaf/Donation** menu:



Image 2.1 – Wakaf / Donation menu

- b) Select payer type, fill in IC/passport number, click the enter button, and fill in all the details.

Image 2.2 – Wakaf / Donation form

SYSTEM NAME	ROLE	FORMAT	PAGE
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c) Select Donation type and fill in the value of donation. Click the **Add to Cart** button.

Image 2.3 – U-STAR Application Dashboard

d) Click on the **Add to Cart** button to proceed this item into cart. If the action is successful, a message will be displayed and the cart will be updated. Please refer to **View Cart & Payment Gateway** in the chapter 7 for the further steps.



Image 2.4 – Confirmation of Wakaf

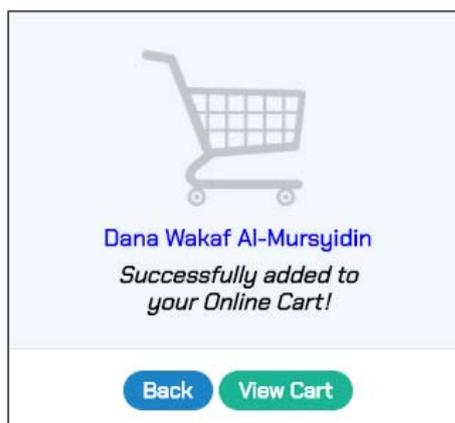


Image 2.5 – Successful add to cart message

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتورسیتی قندیدین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	USER MANUAL			
	SYSTEM NAME	ROLE	FORMAT	PAGE
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3 Books

- a) Open a browser and type **https://epayment.upsi.edu.my**. The following site will be displayed and click on the **Books** menu:



Figure 3.1 – Books menu

- b) Click the search icon button and fill in searching keyword. Click the **Search** button.

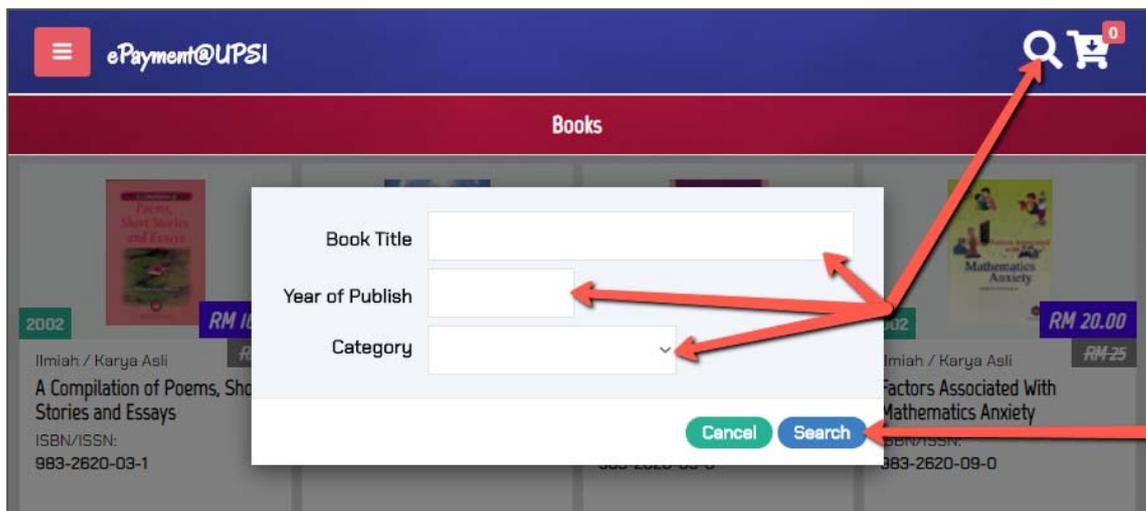


Figure 3.2 – Books search box

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپنيزسیتی قندیدين سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	USER MANUAL			
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c) Choose the book and click the add to cart button.

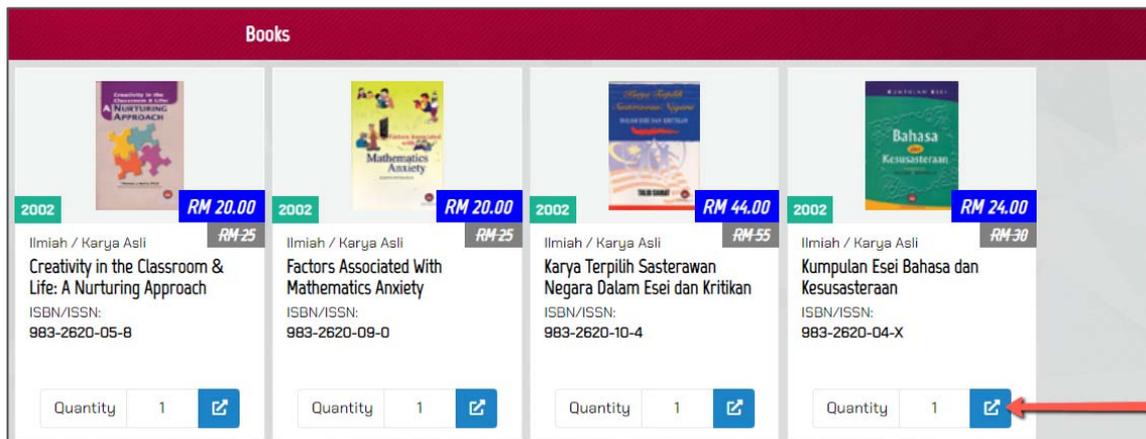


Figure 3.3 – Add book to cart button

d) If the action is successful, a message will be displayed and the cart will be updated. Please refer to **View Cart & Payment Gateway** in the chapter 7 for the further steps.

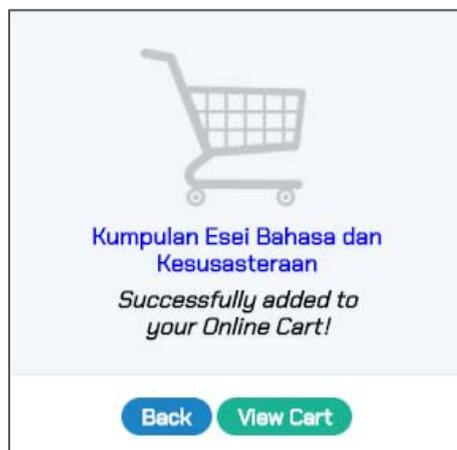


Image 3.4 – Successful add to cart message

SYSTEM NAME	ROLE	FORMAT	PAGE
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4 Products

- a) Open a browser and type **https://epayment.upsi.edu.my**. The following site will be displayed and click on the **Products** menu:



Figure 4.1 – Products menu

- b) Choose the product and click the add to cart button.

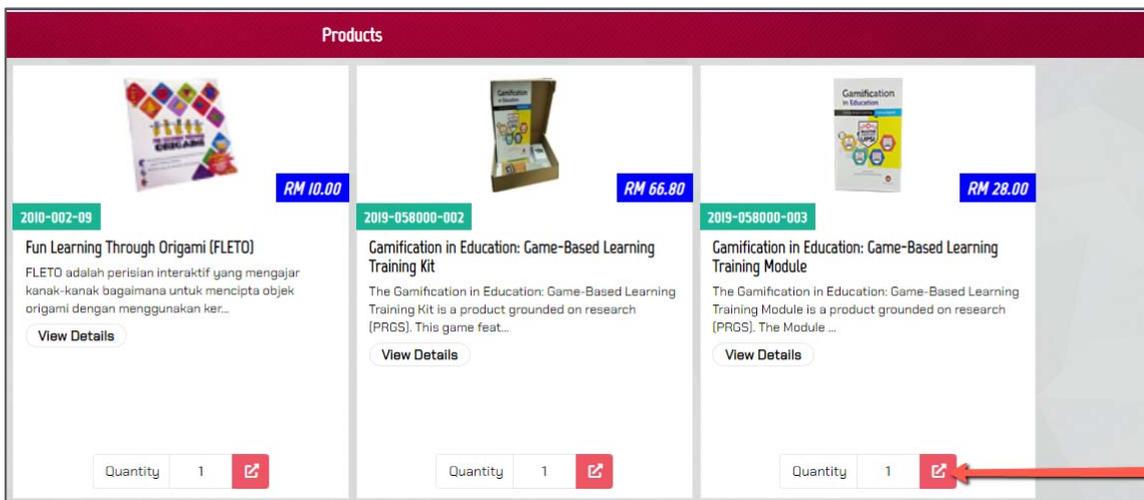


Figure 4.2 – Add product to cart button

- c) If the action is successful, a message will be displayed and the cart will be updated. Please refer to **View Cart & Payment Gateway** in the chapter 7 for the further steps.



Image 4.3 – Successful add to cart message

5 Vendor Registration

- a) Open a browser and type **https://epayment.upsi.edu.my**. The following site will be displayed and click on the **Vendor Registration** menu:



Figure 5.1 – Vendor Registration menu

- b) Select register type, fill in company SSM number and click the enter button. Fill in the company name, email address and click the **Add to Cart** button.

Figure 5.2 – Vendor Registration page

- c) If the action is successful, a message will be displayed and the cart will be updated. Please refer to **View Cart & Payment Gateway** in the chapter 7 for the further steps.

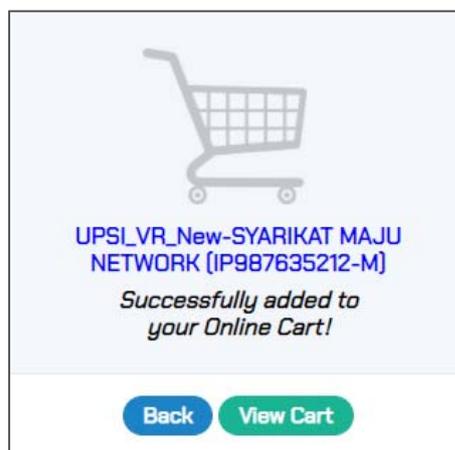


Image 5.3 – Successful add to cart message

SYSTEM NAME	ROLE	FORMAT	PAGE
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6 Events / Seminar

- a) Open a browser and type **https://epayment.upsi.edu.my**. The following site will be displayed and click on the **Events/Seminar** menu:

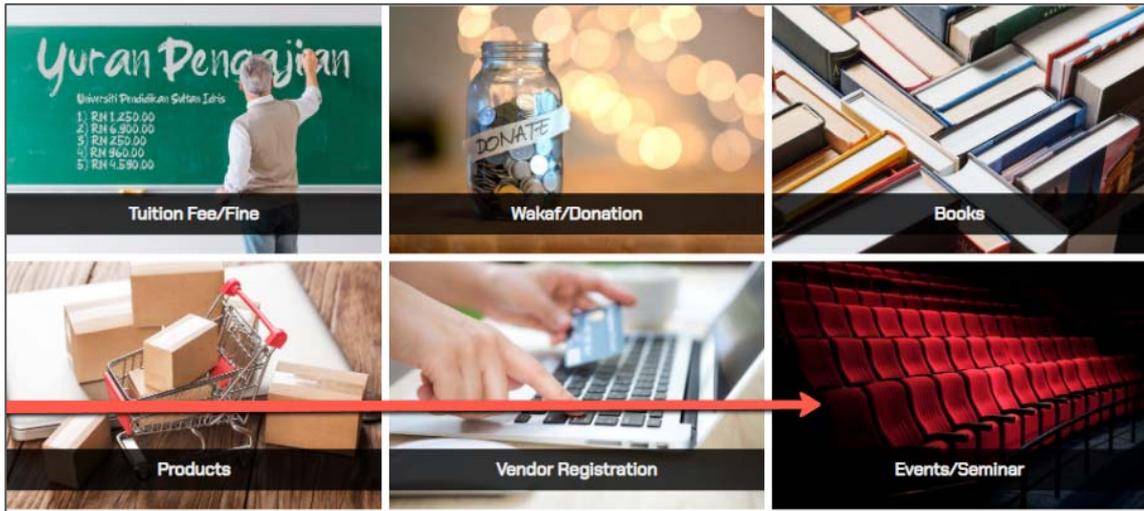


Figure 6.1 – Events / Seminar menu

- b) Choose the event or seminar and click the **View Details** button.



Figure 6.2 – Event / Seminar page

c) Fill in all the participant details and click the **Add to Cart** button.

Figure 6.3 – Event / Seminar participant form

d) If the action is successful, a message will be displayed and the cart will be updated. Please refer to **View Cart & Payment Gateway** in the chapter 7 for the further steps.

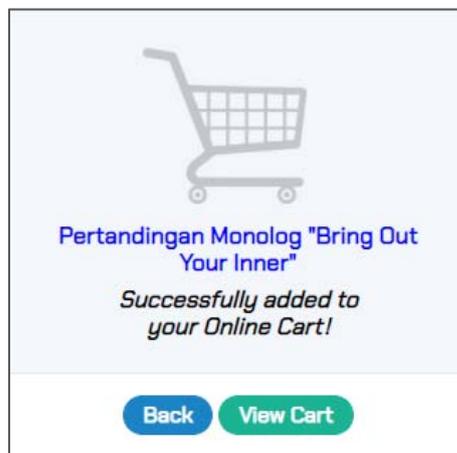


Image 6.4 – Successful add to cart message

7 View Cart & Payment Gateway

- a) Click the **View Cart** button.



Image 7.1 – Successful add to cart message

- b) Choose the ship to state and click the **Submit** button.

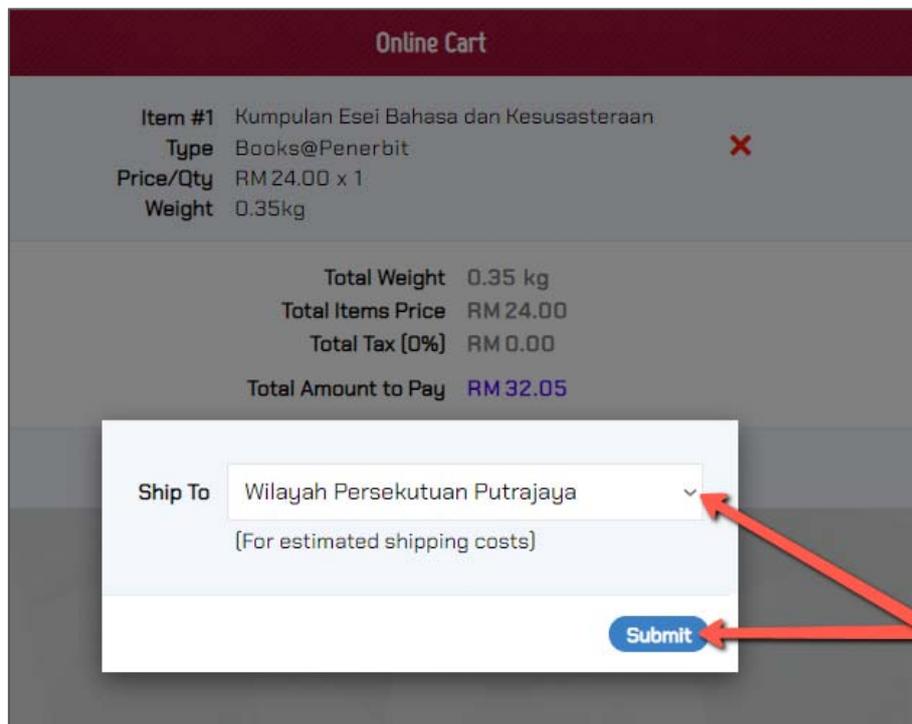


Figure 7.2 – Ship to state drop down menu

c) Click the **Proceed to Checkout** button.



Figure 7.3 – Online cart page

d) Fill in the payer ID and click the enter button.

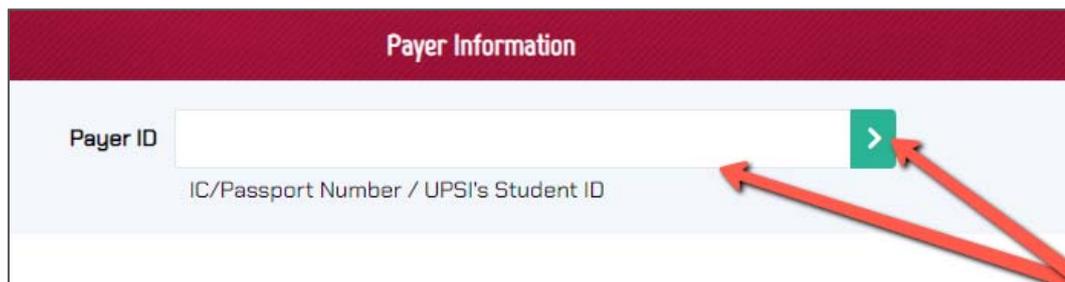


Figure 7.4 – Payer Information page

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپن یونیورسٹی کئدیدیکن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	USER MANUAL			
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e) Fill in all the payer information form and click the **Pay Now** button.

Figure 7.5 – Payer Information form

f) Click the **Submit** button.

Figure 7.6 – Confirmation payment details

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپن یونیورسٹی کئدیدیکن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	USER MANUAL			
	SYSTEM NAME	ROLE	FORMAT	PAGE
	ePayment@UPSI Portal Version 2.0	User	A4	13

g) Choose the payment gateway type and click the button.

ePayment@UPSI

PAYMENT INFORMATION		PAYMENT GATEWAY	
Name	AHMAD BIN ABDULLAH	Internet Banking (FPX) Credit Card (MasterCard/VISA) International (Flywire)	
Payer ID	901234567891		
Address	NO 1, JALAN SENTOSA, TAMAN BUNGA RAYA, 30020 IPOH, PERAK		
1	Books@Penerbit - Kumpulan Esei Bahasa dan Kesusasteraan (022009-06-055)	RM 24.00	
	Shipping Cost	RM 8.05	
	Additional Charges	RM 0.00	
	Tax Amount	RM 0.00	
	Amount To Be Paid	RM 32.05	

Figure 7.7 – Payment gateway

h) Complete all the process and if the payment is successful, a **Transaction Successful** page will be displayed. Click the **Print Receipt** button.

ePayment@UPSI

TRANSACTION SUCCESSFUL

Name	AHMAD BIN ABDULLAH
Payer ID	9012345678901
Address	NO 1, JALAN SENTOSA, TAMAN BUNGA RAYA, 30020 IPOH, PERAK

#	Item Paid	Price (RM)
1	ZRL Kumpulan Esei Bahasa dan Kesusasteraan (022009-06-055)	24.00

Shipping Cost	RM 8.05
Tax Amount	RM 0.00
Amount Paid	RM 32.05

[Print Receipt](#)

Please keep your receipt for validation purpose. For enquiries :

- 1) Tuition Fees : 015 - 4879 7744
- 2) Seminars / Conferences / Events / Dana Wakaf : 05 - 450 6652 / 6331 / 6908
- 3) Vendor Registration : 05 - 450 6307 / 6552.
- 4) Study Leave / Emolument : 05 - 450 6672 / 6952

Figure 7.8 – Transaction successful page



**UNIVERSITI
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SULTAN IDRIS EDUCATION UNIVERSITY
35900 Tanjung Malim, Perak Darul Ridzuan
(GST ID : 001963364352)
Tel : 05-450 6652/6331/6908

Transaction ID : 2020ET002475
Transaction Date : 10/12/2020 19:37:19 PM
Order Number : 61321
Printing Date : 10/12/2020 07:48:24 PM
Receipt No : A00000242
Status : Payment Pending
***Payments take at least 1-3 working days to clear after UPSI receives*

TAX INVOICE

Name AHMAD BIN ABDULLAH
Customer ID 9012345678901
Address NO 1, JALAN SENTOSA, TAMAN BUNGA RAYA,
30020 IPOH, PERAK

#	Item Paid	Price (RM)
1	Books@Penerbit - Kumpulan Esei Bahasa dan Kesusasteraan (022009-06-055)	24.00
	Shipping Cost	8.05
	Additional Charges - FFX	0.00
	Add Tax @ 0%	0.00
	Amount Paid	32.05

Thank You For Using ePayment@UPSI

Please keep your receipt for validation purpose. For enquiries :

- 1) Tuition Fees : 015 - 4879 7744
- 2) Seminars / Conferences / Events / Dana Wakaf : 05 - 450 6652 / 6331 / 6908
- 3) Vendor Registration : 05 - 450 6307 / 6552
- 4) Study Leave / Emolument : 05 - 450 6672 / 6952

Figure 7.9 – ePayment@UPSI receipt

- i) Click the **Sign Out** button to finish the payment process.

Payment Complete

Item #1 Kumpulan Esei Bahasa dan Kesusasteraan
Type Books@Penerbit
Price/Qty RM 24.00 x 1
Weight 0.35kg



Total Weight 0.35 kg
Total Price RM 24.00
Total Tax [0%] RM 0.00
Total Shipping RM 8.05
Total Amount RM 32.05
Transaction ID 2020ET002475
Status Payment Payment Pending
***Payments take at least 1-3 working days to clear after UPSI receives*

Print Receipt
Sign Out

Figure 7.10 – Payment Complete page

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اونڤوسټي قنديديقن سلطان ادريس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	USER MANUAL			
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