

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

ePayment@UPSI Portal (Version 2.0)

Prepared by:

ICT Centre Sultan Idris Education University 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.

Tuition Fee / Fine / Summon	
Student ID	
Submit	
Image 1.2 – Tuition Fee / Fine / Summo	n page

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الرئيزرسيتي قنديديةن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	ePayment@UPSI Portal Version 2.0	User	A4	1	

c) Click on **Add to Cart** button to add the fee and others in the cart.

	Tuition Fees / Fines / Summons		
Name Student ID	AHMAD BIN ABDULLAH D20123456789		
Fee #1 Amount	Tuition Fee (Invoice No: BL160XXXXX) RM799.00		
Fee #2 Amount	Tuition Fee (Invoice No: BL150XXXXX) RM397.00		
	RM 1196.00 😭		
Fine #1	Tidak memiliki pelekat universiti yang sah semasa berada di dalam kampus. (Offense ID: 12-00XXXXX)		
Amount	RM10.00		
	RM 10.00 📜		
Fine #2 Amount	Library Fines 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.

Tuition Fees (D20123456789)
Successfully added to your Online Cart!
Back View Cart

Image 1.4 – Successful add to cart message

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ارنىزرىيتى قىدىدىغان سلطان لاريس SULTAN IDRIS EDUCATION UNIVERSITY	ePayment@UPSI Portal Version 2.0	User	A4	2

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.

ePayment@UPSI		¥°
	Wakaf / Donation	
Payer Type	Individu	~
IC/Passport No.	850409015211	>
Name		
Address		
		<u> </u>
Postcode		
City		
State		~
Email		
Phone No.		

Image 2.2 - Wakaf / Donation form

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c) Select Donation type and fill in the value of donation. Click the **Add to Cart** button.

Donation	Dana Wakaf Al-Mursyidin	~
Kompleks Pondok Bitara (RM)	10.00	
Kompleks Akademi Pendidikan (RM)	10.00	
	Add to Cart	

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



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.

ePayment@UPS	I.		₽.™
		Books	
2002 Ilmiah / Karya Asli A Compilation of Poems, Sho Stories and Essays ISBN/ISSN: 983-2620-03-1	Book Title Year of Publish Category		Mathematics Anxiety BB3-2620-09-0

Figure 3.2 – Books search box

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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

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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.

Pro	ducts	
RM 10.00 2010-002-09 Fun Learning Through Origami (FLETO) FLETO adalah perlalan interaktif yang mengajar kanak-kanak bagaimana untuk mencipta objek origami dengan menggunakan ker View Details	Z019-058000-002 Camification in Education: Game-Based Learning Training Kit The Gamification in Education: Game-Based Learning Training Kit is a product grounded on research (PRGS). This game feat View Details	Constraint Constraint
Quantity 1 🕑	Quantity 1	Quantity 1

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.

7	
Gamification i	n Education: Game-
Gamification in Education: Game Based Learning Training Module Successfully added to	

Image 4.3 – Successful add to cart message

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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.

Register Type	New Registration	~
Company SSM Number	IP987635212-M	>
Company Name		
Email Address		-

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

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الوَنَوْرِسِيَّي قَدَيديدَيْنَ سلطان ادْرِيس SULTAN IDRIS EDUCATION UNIVERSITY	ePayment@UPSI Portal Version 2.0	User	A4	8

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.

	Events / Seminar
#1 Title	DIMEX-BUSINESS (DIGITAL MEDIA EDUCATION EXPRESS-BUSINESS)
Organizer	Kolej Aminuddin Baki
Date	19/12/2020 - 19/12/2020
	View Details
#2 Title	Pertandingan Monolog "Bring Out Your Inner"
Organizer	Kolej Harun Aminurrashid
Date	18/12/2020 - 28/12/2020
	View Details
#3 Title	BAYARAN BANTAHAN DAN RAYUAN KEPUTUSAN PEMILIHAN MPP SESI 2020/2021
Organizer	BHGN HAL EHWAL PELAJAR & ALUMNI
Date	14/01/2021 - 14/01/2021
	View Details

Figure 6.2 – Event / Seminar page

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اونيزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	ePayment@UPSI Portal Version 2.0	User	A4	9

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

Title Peri Organizer Kole	andingan Monolog "Bring Out Your Inner" j Harun Aminurrashid	
Date 18/1	2/2020 - 28/12/2020	
Category	ndividu ~	
🗙 RM 10 - Te	rbuka (Pelajar) 🤇	
IC/Passport	123456789023	
Name		
Gender	~	
Email		
Organization		
Manager		
Total		

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

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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.

Item #1 Type Price/Qty Weight	Kumpulan Esei Bahasa Books@Penerbit RM 24.00 x 1 0.35kg	dan Kesusasteraan	×
	Total Weight Total Items Price Total Tax (0%)	0.35 kg RM 24.00 RM 0.00	
_	Total Amount to Pay	RM 32.05	- 12
Ship To	Wilayah Persekutua	n Putrajaya	~
	(For estimated shippin	g costs)	

Figure 7.2 – Ship to state drop down menu

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

Item #1	Kumpulan Esei Bahasa	dan Kesusasteraan	
Type	Books@Penerbit)	<
rice/Qty	RM 24.00 x 1		
Weight	0.35kg		
	Total Weight	0.35 kg	
	Total Items Price	RM24.00	
	Total Tax (0%)	RM 0.00	
	Total Shipping Cost × (Ship to Putrajaya)	RM 8.05	
	Total Amount to Pay	RM 32.05	

Figure 7.3 – Online cart page

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

	Payer Information	
Payer ID	IC/Passport Number / UPSI's Student ID	2
	, nakozana de akarati a konserina per se konserina kunserina per geserina per kana kang serina kang serina kan	

Figure 7.4 – Payer Information page

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e) Fill in all the payer information form and click the **Pay Now** button.

	Payer Information	
Payer ID	123456789012	
Name		R
Address		
Postcode		
City		
State		~
Email		
Phone		
[☑ Use above details as my shipping address for this transaction	
	Pay Now	

Figure 7.5 – Payer Information form

f) Click the **Submit** button.

AHMAD BIN ABDULLAH NO 1, JALAN SENTOSA, TAMAN BUNGA RAYA, 30020 IPOH, PERAK ahmad@mail.com 0123456789		
tal Weight tems Price al Tax (0%) oping Cost o to Perak) unt to Pay Back Su	0.35 kg RM 24.00 RM 0.00 RM 8.05 RM 32.05	
	tal Weight terms Price al Tax (0%) oping Cost to Perak) unt to Pay Back Su	

Figure 7.6 – Confirmation payment details

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



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.

	TRANSACTION SUCCESSFUL	
Name Payer ID Address	AHMAD BIN ABDULLAH 9012345678901 NO 1, JALAN SENTOSA, TAMAN BUNGA RAYA, 30020 IPOH, PERAK	
# Item	Paid	Price (RM)
1 <i>ZR</i> L	Kumpulan Ese <mark>i Bahasa dan Kesusasteraan (022009-06-055)</mark>	24.00
	Shipping C Tax Amou	ost RM 8.05 unt RM 0.00
	Print Receipt	an RM 32.03
Please keep 1) Tuition F 2) Seminar 3) Vendor F 4) Study Le	your reciept for validation purpose. For enquiries : ees : 015 - 4879 7744 's / Conferences / Events / Dana Wakaf : 05 - 450 6652 / 6331 / 6908 Registration : 05 - 450 6307 / 6552. eave / Emolument : 05 - 450 6672 / 6952	
Please keep 1) Tuition F 2) Seminar 3) Vendor F 4) Study Le	your reciept for validation purpose. For enquiries : ees : 015 - 4879 7744 s / Conferences / Events / Dana Wakaf : 05 - 450 6652 / 6331 / 6908 Registration : 05 - 450 6307 / 6552. eave / Emolument : 05 - 450 6672 / 6952 Figure 7.8 – Transaction successful page	
Please keep 1) Tuition F 2) Seminar 3) Vendor F 4) Study Le	your reclept for validation purpose. For enquiries : ees : 015 - 4879 7744 s / Conferences / Events / Dana Wakaf : 05 - 450 6652 / 6331 / 6908 Registration : 05 - 450 6307 / 6552. eave / Emolument : 05 - 450 6672 / 6952 Figure 7.8 – Transaction successful page	
Please keep 1) Tuition Fi 2) Seminar 3) Vendor F 4) Study Le 4) Study Le IVERSITI DIDIKAN NI JORIS	your reciept for validation purpose. For enquiries : ees : 015 - 4879 7744 s / Conferences / Events / Dana Wakaf : 05 - 450 6652 / 6331 / 6908 Registration : 05 - 450 6307 / 6552. eave / Emolument : 05 - 450 6672 / 6952 Figure 7.8 – Transaction successful page	FORMAT

SULTAN ID



Figure 7.9 - ePayment@UPSI receipt

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





JNIVERSITI	USER MANUAL				
Sultan Joris	SYSTEM NAME	ROLE	FORMAT	PAGE	
ارتیزرسیتی قندیدیقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	ePayment@UPSI Portal Version 2.0	User	A4	15	