
UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

e-Commerce SYSTEM
SISTEM e-Commerce
(ECM)

Payment Guidelines
Panduan Pembayaran

Version 1.2
Versi 1.2

<i>e-Commerce System (ECM)</i> <i>Sistem e-Commerce (ECM)</i>	Version: 1.2 <i>Versi 1.2</i>
Payment Guidelines <i>Panduan Pembayaran</i>	Date: 02 nd September 2014 <i>Tarikh: 02 September 2014</i>

Study Kajian

Date <i>Tarikh</i>	Version <i>Versi</i>	Description <i>Penerangan</i>	Authors <i>Penulis</i>
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Go to the e-Commerce Portal : ecommerce.utm.my/ecommerce

Layari Portal e-Commerce : ecommerce.utm.my/ecommerce

1. Click on “Payment” menu (refer Figure 1).

Klik menu “Payment” (rujuk Gambarajah 1).



Figure 1

Gambarajah 1

2. Please read the notice of payment gateway.

Sila baca pemaklum bayaran.

3. Click on “Read” (refer Figure 2).

Klik “Read” (rujuk Gambarajah 2).

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NO	Notice of payment gateway
1	<p>VIP's payment gateway is an essential part of payment processing. While a merchant account authorizes you to accept credit cards online, the payment gateway is the application that processes each transaction and deposits fund into your company's designated bank account. While most of clients choose to bundle their VIP merchant account with our gateway payment, there are those with already established internet merchant account from their bank who prefer the flexibility if utilizing our gateway services alone. Whether you are using it bundle with VIP merchant account or on its own payment gateway includes the following features :</p>
2	<p>Secure, Real-Time Transactions. Our secure payment transaction module communicates in real time. Because of this, VIP provides the merchant and their customers instant notification that their transaction has been approved. This merchant solution allows for sale, encrypted transactions to be processed via the internet. An added benefit to the transaction module is that multiple transactions can be processed simultaneously therefore saving valuable time.</p>
3	<p>Online Reports. Merchant have real time access to our detailed online reports 24 hours a day. User's Reference Manual. Please refer the e-Commerce in UTM User Manual for a complete instruction on using this system The Bursar</p>




Figure 2

Gambarajah 2

4. Please read all the terms and conditions carefully.

Sila baca semua terma dan syarat dengan teliti

5. Tick “/” in the “Action” column to indicate that you have read each one of them.

Tandakan “/” pada ruangan “Action” untuk menandakan yang anda telah membaca setiap terma dan syarat tersebut.

6. Click “Submit” to proceed (refer Figure 3).

Klik “Submit” untuk meneruskan proses pembayaran (rujuk Gambarajah 3).

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NO	TERMS AND CONDITIONS	ACTION <input checked="" type="checkbox"/>
1	Please ensure all information are accurate before payment is made.	<input checked="" type="checkbox"/>
2	Please ensure that you close or disable the Popup Blocker on the web browser before making any payment. Please follow the instructions on the transaction screen until the payment process is completed and payment receipt is displayed. UTM will not be responsible if the receipt and validation of transaction screen cannot be displayed as a result of the pop-up blocker issue in your browser.	<input checked="" type="checkbox"/>
3	Please do not close the pop-up page displayed during the commencement of FPX transaction in order to facilitate a successful transaction.	<input checked="" type="checkbox"/>
4	FPX service charge of RM 0.70 per transaction is charged to your personal account.	<input checked="" type="checkbox"/>
5	Please print or save the payment transaction receipt. This receipt is valid and can be used as proof of payment.	<input checked="" type="checkbox"/>
6	Payment will be updated during a 2-working day period. (If there are no technical system problems).	<input checked="" type="checkbox"/>
7	The FPX payment service operating hours is from 7 am to 11 pm including weekends and public holidays.	<input checked="" type="checkbox"/>
8	All payment are NOT fundable.	<input checked="" type="checkbox"/>
9	start from monday, all payment cannot be made	<input checked="" type="checkbox"/>

Figure 3

Gambarajah 3

7. Please choose the appropriate Category (Eg : choose “Endowment”).

Sila pilih Kategori yang sesuai (Contoh : pilih “Endowment”).

8. Tick “/” in the “Action” column of the programme/activity to be paid.

(refer Figure 4).

Sila tandakan “/” pada ruangan program/aktiviti yang akan dibayar (rujuk Gambarajah 4).

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E-COMMERCE IN UTM (ViP)

Stage: INSTRUCTIONS --> TERMS & CONDITIONS --> **CHOOSE** --> CONFIRMATION --> PAYMENT

1. Please choose the appropriate programme/activity that you wish to register:

Category: [10] - ENDOWMENT

Show 50 ent

NO	CODE	CATEGORY	AMOUNT	ACTION
1	UTM0001	[10] ENDOWMENT	RM 10.00	<input type="checkbox"/>
2	UTM0002	[10] ENDOWMENT	RM 10.00	<input type="checkbox"/>

Showing 1 to 2 of 2

First Previous 1 Next Last

Figure 4

Gambarajah 4

9. Choose the payment method:

Pilih jenis pembayaran seperti berikut:

a) **Internet banking – Financial Process Exchange (FPX/MEPS)**
For payment via saving account of participating banks (Maybank, Bank Islam (M) Bhd, RHB, Public Bank, CIMB and Hong Leong Bank).


b) **Credit Card Acceptance (Mastercard & Visa Only)**
For payment via credit card (Master & Visa only).

10. Click “Submit” to proceed (refer Figure 5).

Klik “Submit” untuk meneruskan proses pembayaran (rujuk Gambarajah 5).

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2. Please choose payment type:

 Debit Card - Financial Process Exchange (FPX / MEPS) (for local client only)


 e-Commerce Credit Card Acceptance (Mastercard & Visa Only)

Figure 5

Gambarajah 5

11. Please confirm your selection of value :

Sila pilih jenis nilai :

- a) Adjustable value – you can choose the value in the “Amount” column (refer Figure 6).**

Boleh diubah – anda boleh mengubah nilai di ruangan “Amount” (rujuk Gambarajah 6).

- b) Non-adjustable value.**

Tidak boleh diubah.

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Total of programme selected: **2**
 Programme(s) with (Adjustable value: **1**, Non-adjustable value: **1**)

Please confirm your selection:

CODE	PROGRAMME	CATEGORY	AMOUNT
UTM0062	Non-adjustable value ACED 2012 (NON PRESENTING PARTICIPANT)	[08] CONFERENCE	RM 600
UTM0063	Adjustable value HARI BERSAMA PELANGGAN PBTM	[11] FEES	RM <input type="text" value="300"/>

Figure 6

Gambarajah 6

12. Fill up all the compulsory fields (marked with *) and optional fields for our reference. Then click “submit” (refer Figure 7).

*Isikan semua ruangan yang diwajibkan (ditandakan dengan *) dan ruangan-ruangan yang tidak diwajibkan sebagai rujukan kami. Kemudian klik “submit” (rujuk Gambarajah 7).*

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eCommerce In UTM - Payment Via FPX (MEPS)

Note that * is mandatory field.
Please fill up the authorization form below:

FPX UTM ID/System Type : CFUTM00007 / 4

* **Full Name** :

* **IC/ISID/Passport/MyKad** :

Reference Number :

E-mail Address :

Contact Number :

Remarks :

Figure 7

Gambarajah 7

13. Please make sure all the information displayed are correct, then click “Submit” to proceed (refer Figure 8).

Note: Please copy the Transaction ID and FPX/CC UTM ID of your payment for your reference later. You can check the status of your payment using “Search Payment” menu.

Sila pastikan semua maklumat yang dipaparkan adalah tepat, seterusnya klik “Submit” untuk meneruskan proses pembayaran (rujuk Gambarajah 8).

Nota: Sila catatkan “Transaction ID” dan “FPX/CC UTM ID” pembayaran anda untuk rujukan. Anda boleh menyemak status pembayaran anda menggunakan menu “Search Payment”.

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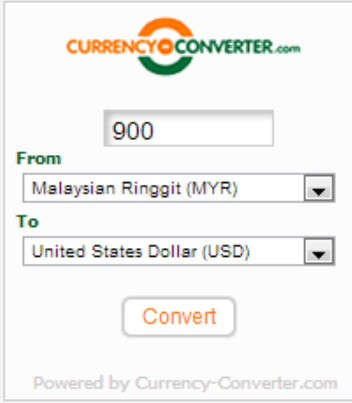
Transaction ID	: 00002CFUTM00007888888888888021213115953
FPX UTM ID	: CFUTM00007
Full Name	: AHMAD BIN YUSOF
IC/ISID/Passport/MyKad	: 888888888888
Amount (RM)	: 900
Reference Number	: 1234
E-mail Address	: ahmad@gmail.com
Contact Number	: 017-7777777
Remarks	: PAYMENT FOR CONFERENCE AND FEES
System Type	: 4
Foreign Currency	: 

Figure 8

Gambarajah 8

14. The final confirmation page is consists of payment details and service charge. (Click “Continue” to proceed (refer Figure 9)).

Halaman pengesahan terakhir mengandungi maklumat pembayaran beserta caj perkhidmatan. Klik “Continue” untuk meneruskan proses pembayaran (rujuk Gambarajah 9).

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ONLINE SYSTEM E-COMMERCE WITH UTM - PAYMENT VIA FPX
YOUR INFORMATION

IC No. : 888888888888
Name : AHMAD BIN YUSOF
Email Address : ahmad@gmail.com
Transaction ID : 00002CFUTM00007888888888888021213115953
Total Payment : RM 900.7
System_Type : 4

Nota : Caj Perkhidmatan sebanyak RM0.70 telah dikenakan pada jumlah bayaran diatas.

Figure 9

Gambarajah 9

15. Payment procedures based on the selected payment method are as follows:

Prosuder pembayaran mengikut kaedah yang anda pilih adalah seperti berikut :

a) Internet banking – Financial Process Exchange (FPX/MEPS)

1. Click “Click Here>>” to proceed (refer Figure 10).

Klik “Click Here>>” untuk meneruskan proses pembayaran (rujuk Gambarajah 10).

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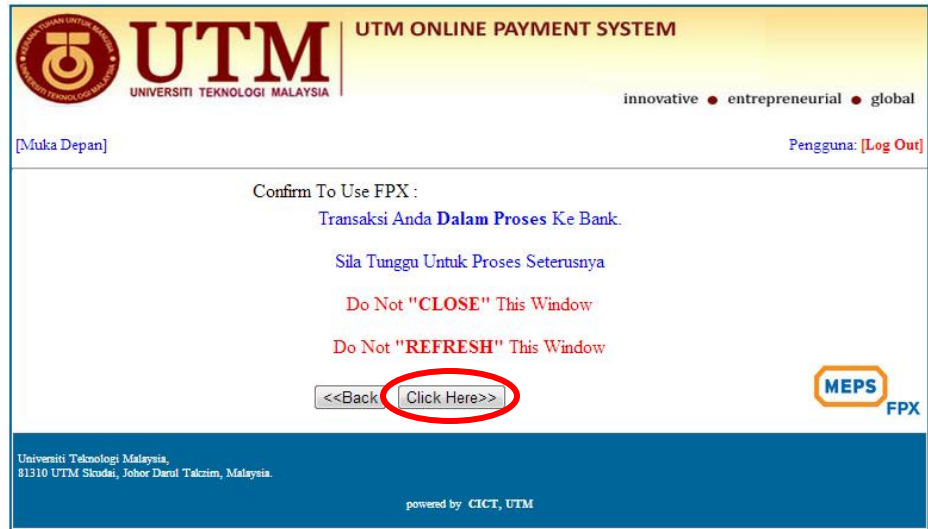


Figure 10

Gambarajah 10

2. Choose Retail/Corporate Internet Banking.

Pilih di ruangan “Retail/Corporate Internet Banking”.

3. Click “Agree and Continue” to proceed (refer Figure 11).

Klik “Agree and Continue” untuk meneruskan proses pembayaran (rujuk Gambarajah 11).

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Select your Retail / Corporate Internet Banking

Retail Banking

BANK ISLAM
 CIMB Clicks
 HongLeong Bank Connect
 maybank2u.com
 PB eBank.com
 RHB Now

Corporate Banking

Maybank 2.net

Enter e-Mail address to receive transaction status (optional)

I agree with the [Terms and Conditions](#)

- ▶ Please disable your pop-up blocker. For more information, [please click here](#)
- ▶ On some browser, you may see the Transaction Response displayed in two (2) tabs. This will not affect your transaction. For more information, [please click here](#)
- ▶ Please do not click on browser's back button, refresh or close this page.






Figure 11

Gambarajah 11

4. **You will be asked to login to your online banking account in a pop-up secured window. Please login and follow the instructions of your online banking system (refer Figure 12).**

Anda akan dikehendaki untuk log masuk ke akaun bank dalam talian anda pada tettingkap yang akan terbuka dan selamat. Sila log masuk dan ikuti arahan-arahan yang disediakan oleh sistem perbankan dalam talian anda (rujuk Gambarajah 12).

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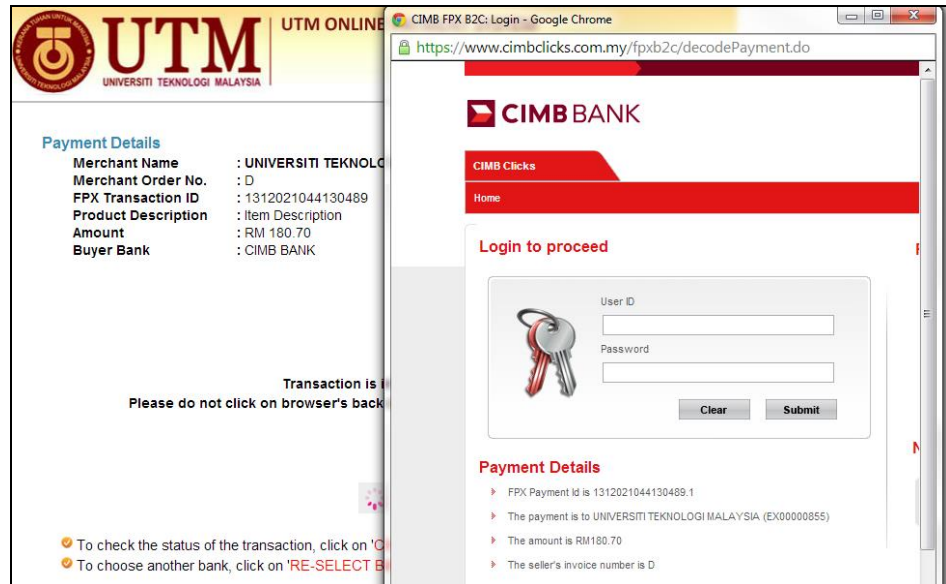


Figure 12

Gambarajah 12

b) Credit Card Acceptance (Mastercard and Visa Only)

1. Choose your card type (Visa or MasterCard : refer Figure 13).

Pilih jenis kad kredit (Visa atau Master: rujuk Gambarajah 13).

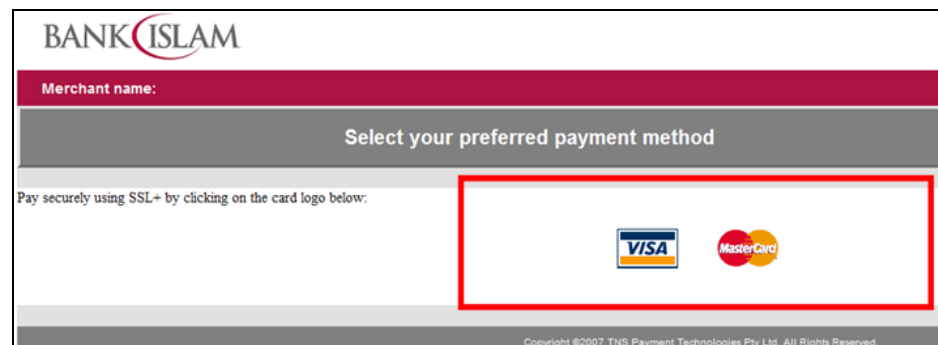


Figure 13

Gambarajah 13

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2. Enter your card details (card number, expiry date and security code: refer Figure 14)

Masukkan butiran-butiran kad anda (nombor kad, tarikh luput dan kod keselamatan: rujuk Gambarajah 14).

The screenshot shows a web form titled "Enter your card details". At the top, it says "MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form." Below this are three input fields: "Card Number", "Expiry Date" (with a dropdown for "month/year"), and "Security Code". A red rectangular box encloses these three fields. To the right of the "Security Code" field, there is a note: "The 3 digits after the card number on the signature panel of your card." Below the form is an image of a blue MasterCard. A red arrow points from the "Security Code" field to the signature panel of the card, where a red box highlights the 3-digit security code. At the bottom of the form, it says "Purchase Amount: MYR RM3,170.00". The MasterCard logo and "SecureCode" are visible at the bottom left of the form area.

Figure 14

Gambarajah 14

3. Enter the secure code that has been sent to your mobile phone.

Masukkan secure code yang dihantar ke telefon bimbit anda.

4. Klik "Submit" to proceed (refer Figure 15).

Klik "Submit" untuk meneruskan proses pembayaran (rujuk Gambarajah 15).

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Figure 15

Gambarajah 15

- 5. Payment receipt will be displayed upon completion of payment (refer Figure 16).**

Note: Please keep the receipt for reference.

Resit pembayaran akan dipaparkan setelah selesai proses pembayaran (rujuk Gambarajah 16).

Nota: Sila simpan resit tersebut sebagai rujukan.

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Terima kasih kerana menggunakan VPC, Berikut adalah maklumat transaksi anda.	
Resit Transaksi VPC	
Tarikh	: 26/11/2013
Merchant Transaction Reference	: 00002CCUTM00015781105016661261113104415
Order Information	: 781105016661
Transaction Response Code Description	: Transaction Successful
Message	: Approved
Amount	: ██████████
Receipt Number:	: 333013390603
Cetak resit ini sebagai rujukan pembayaran.	
<input type="button" value="Cetak"/> 	

Figure 16
Gambarajah 16