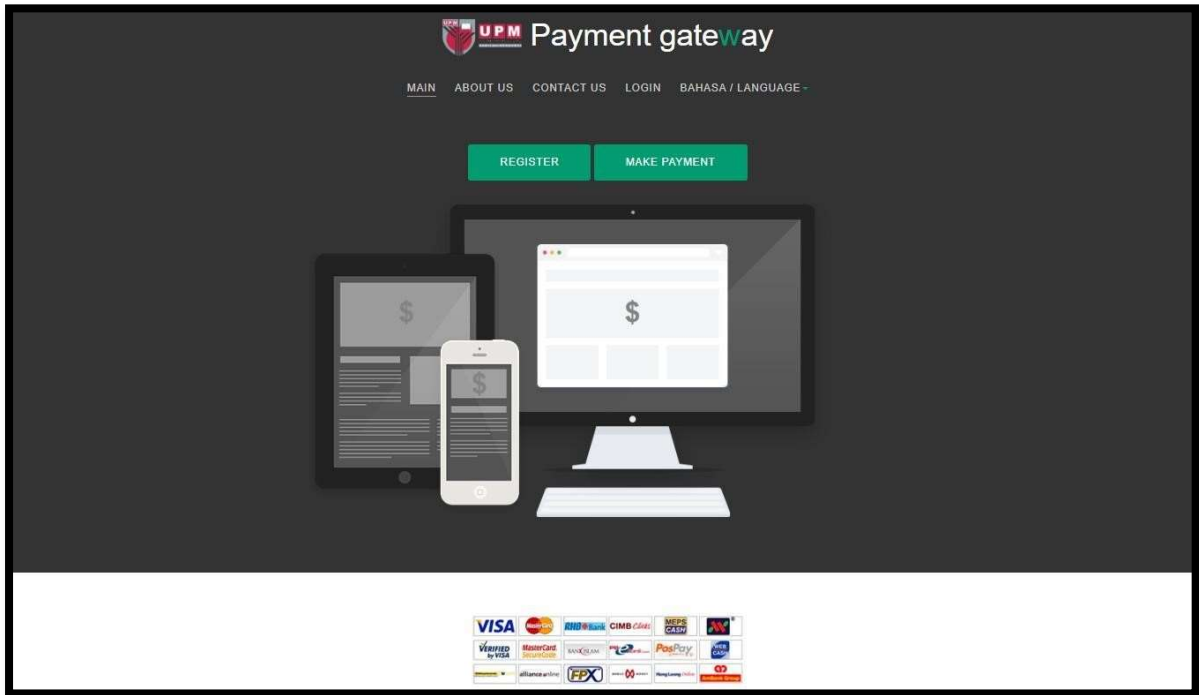


UNIVERSITY PUTRA MALAYSIA
THE 8th INTERNATIONAL AGRICULTURE STUDENTS SYMPOSIUM

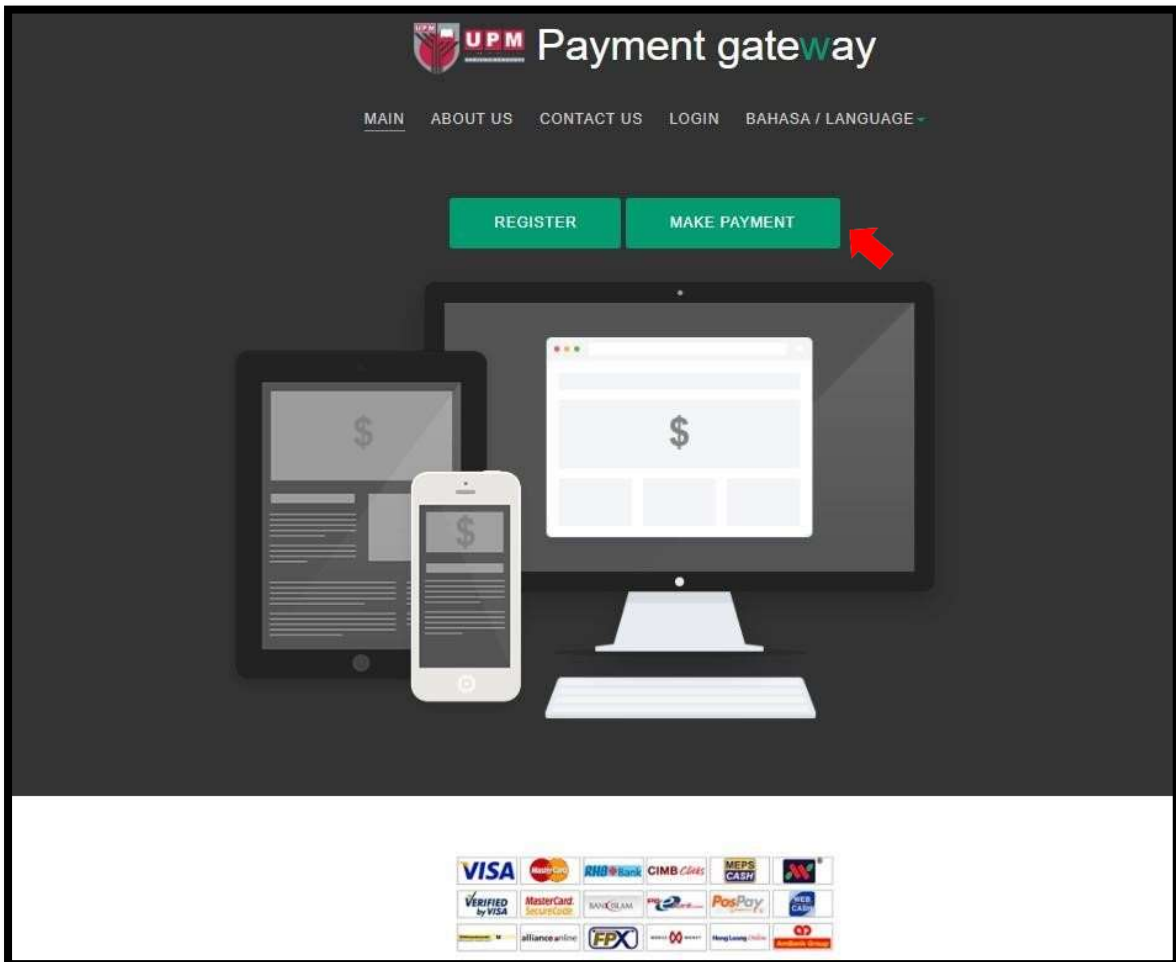
USER MANUAL
PAYMENT VIA UPM PAYMENT GATEWAY SYSTEM



1.0 LOGIN INTO SYSTEM

1.1 Search for UPM Payment Gateway page

<https://paygate.upm.edu.my/action.do> and click on the “MAKE PAYMENT” button



2.0 FILL UP PARTICIPANTS' INFORMATION

The screenshot shows the 'PAYMENT ONLINE' interface. The 'PAYMENT INFO' section is active, displaying a list of categories for payment. The 'IASS' category is selected and highlighted in blue. A red arrow points to this selection. The form includes the following fields:

- BAYARAN KEPADA / PAYMENT FOR* (Dropdown menu)
- NAMA PEMBAYAR / PAYER NAME* (Text field)
- NO KP / IC NO / PASSPORT NO* (Text field)
- NO TEL / TELEPHONE No* (Text field)
- ALAMAT EMEL / EMAIL ADDRESS* (Text field)
- NAMA SYARIKAT / COMPANY'S NAME (Text field, with a note: *Jika berkaitan / If related*)
- NOMBOR ID VENDOR / VENDOR'S ID (Text field, with a note: *Jika berkaitan / If related*)
- KETERANGAN/ DETAILS (Text field)
- BAYARAN MELALUI / PAYMENT METHOD* (Dropdown menu)
- MATAWANG / CURRENCY* (Dropdown menu)
- JUMLAH BAYARAN / AMOUNT* (Text field)

At the bottom, there is a 'BAYAR / PAY' button.

2.1 Select **“IASS”** from the drop-down list under *PAYMENT FOR* section

2.2 Fill up the participants' information in the sections provided

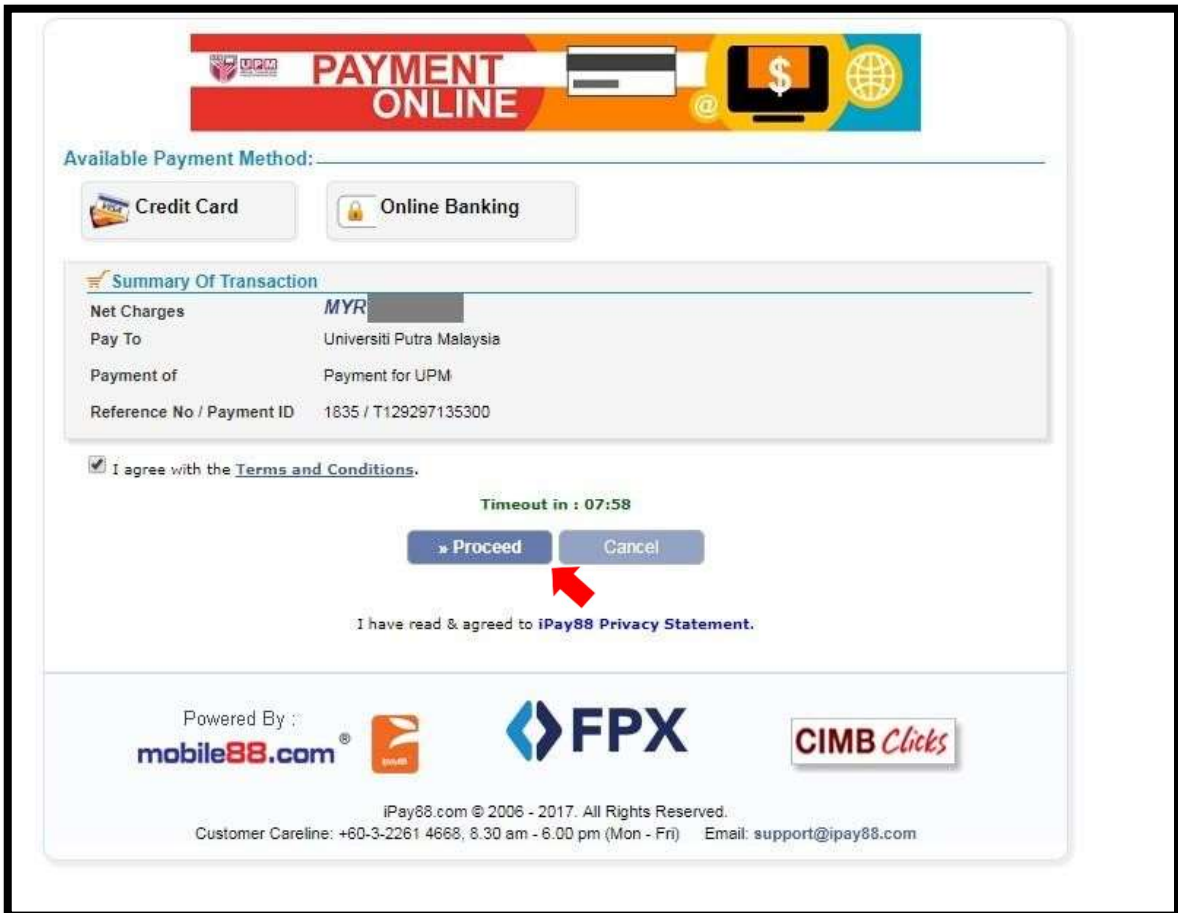
2.3 For *DETAILS* section, please fill in

- i. **Name**
- ii. **Passport Number**
- iii. **8th IASS**

2.4 For *PAYMENT METHOD* section, you may choose from **“ONLINE BANK TRANSFER”** or **“CREDIT CARD”**

2.5 For *CURRENCY* section, you may choose from **“RM” (RINGGIT MALAYSIA)** or **“USD” (UNITED STATE DOLLAR)**

3.0 PAYMENT PROGRESS

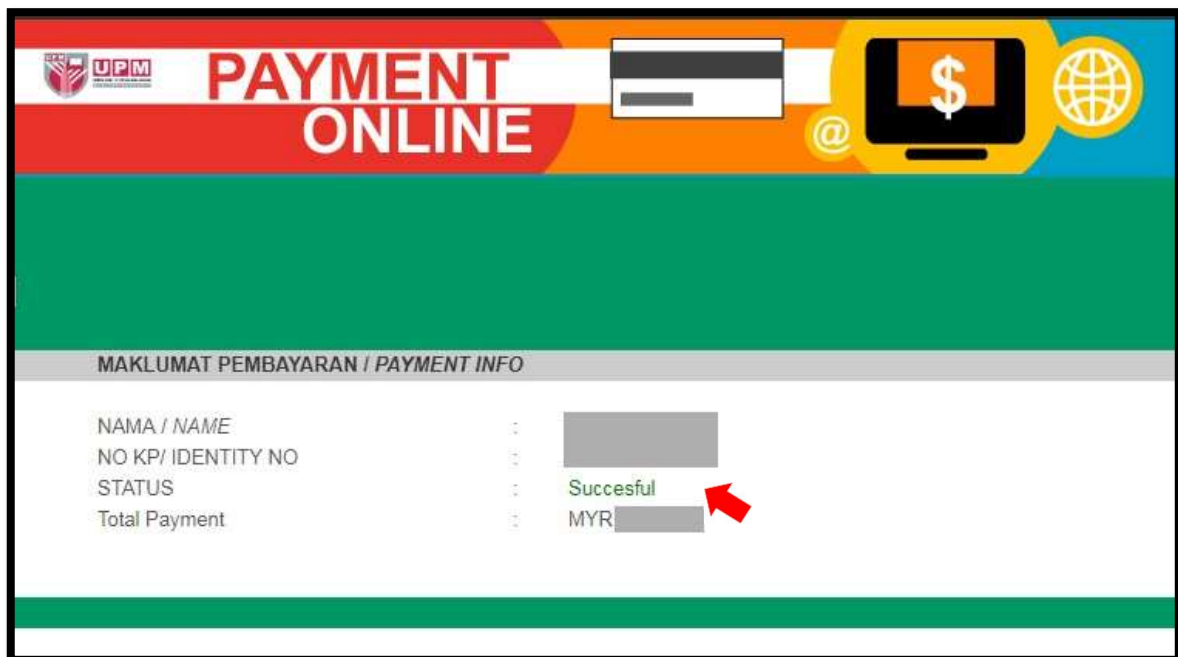


3.1 Select your preferred payment method and fill up required information

3.2 Click “**PROCEED**” button to complete your payment

Ps: Please do not close your current window or click the *Back* button on your browser until your browser takes you the page as below. We may not receive a successful transaction status from you if the process is interrupted.

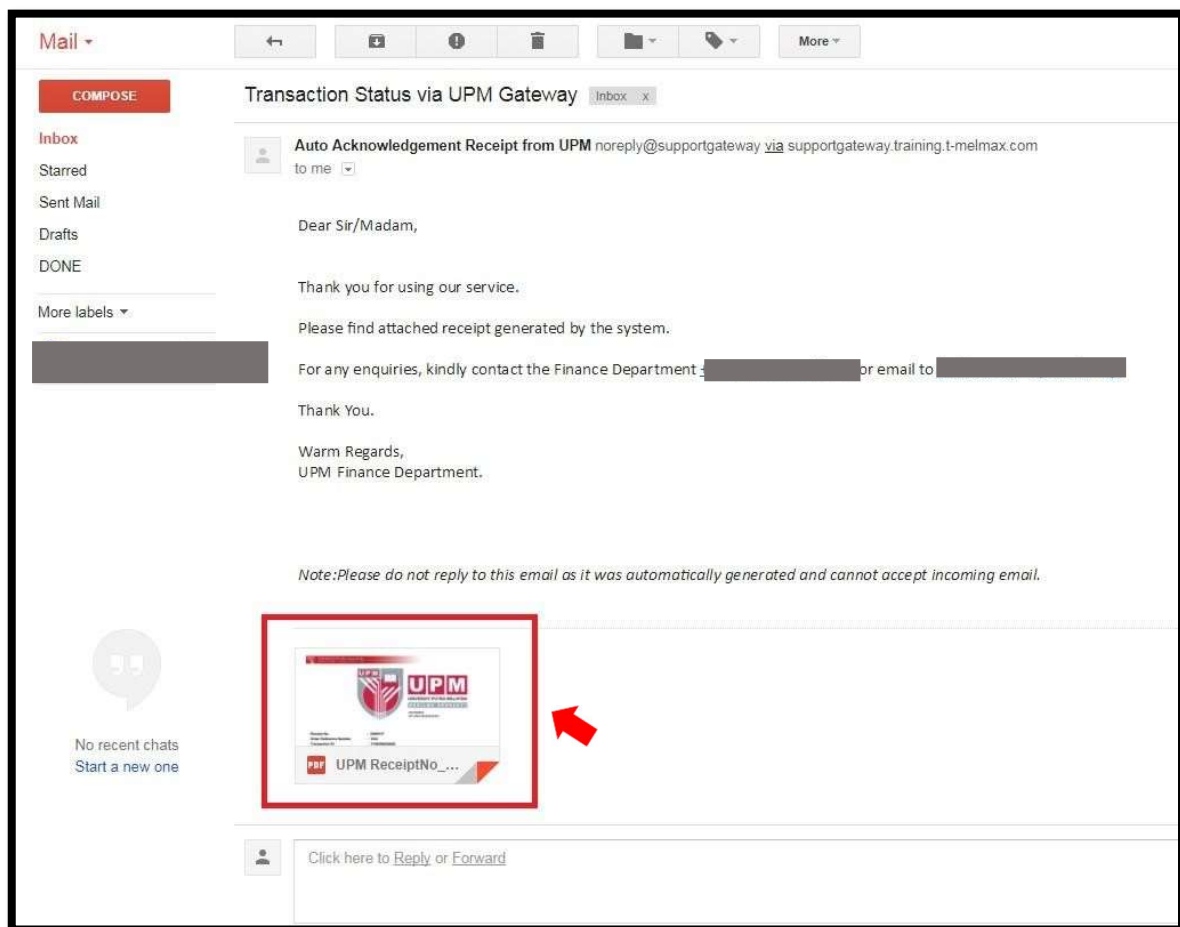
4.0 CONFIRMATION ON SUCCESSFUL PAYMENT



4.1 Once your payment is completed, your payment status should show “**SUCCESSFUL**”

4.2 Please wait patiently and give some time for the system to load

5.0 RECEIVE PAYMENT RECEIPT UPON SUCCESSFUL TRANSACTION VIA EMAIL



Ps: Participants are required to download a copy of the payment receipt once you have received it through email.