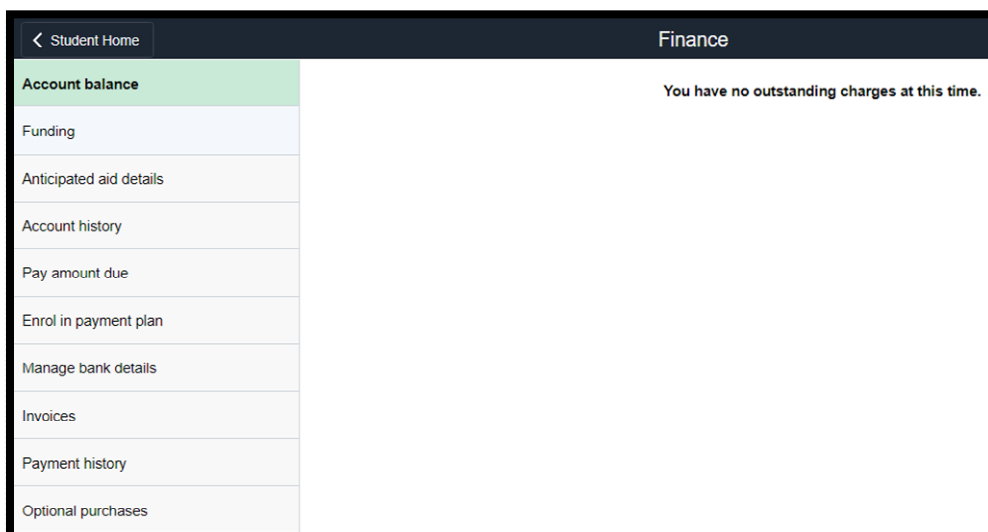


## USER GUIDE ON MAKE AN OPTIONAL PURCHASE

1. You may access the NottinghamHub via:
  - a) Please log in to Nottingham Homepage and click to NottinghamHub
  - b) Please use this URL : [hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)
2. Please log in with your University username and password.



3. Click to Finance tiles and the web page will appear as below;



4. Please click to **Optional purchases** button and this page will appear.

Account Inquiry | **Electronic Payments/Purchases** | Account Services

[Make a Payment](#) | **Purchase Items** | [Payment Profile](#)

### Purchase Items

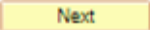
#### Select Items

Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Select NEXT to confirm your purchases.

Available Items	Unit Price	Quantity	Item Total
1 <a href="#">Graduation-quest ticket</a>	120.00	<input type="text"/>	0.00
2 <a href="#">Graduation Ext Ticket</a>	120.00	<input type="text"/>	0.00
3 <b>Graduation Total</b>			<b>0.00</b>

Available Items	Unit Price	Quantity	Item Total
1 <a href="#">Visa deposit</a>	2,000.00	<input type="text"/>	0.00
2 <a href="#">Lab Coat : Navy blue Size XXL</a>	75.00	<input type="text"/>	0.00
3 <a href="#">Desoldering Wick</a>	14.00	<input type="text"/>	0.00
4 <a href="#">Visa renewal fee - 6 mths</a>	625.00	<input type="text"/>	0.00
5 <a href="#">First special Visa pass</a>	153.00	<input type="text"/>	0.00
6 <a href="#">Third special Visa pass</a>	100.00	<input type="text"/>	0.00

5. Select item that you wish to purchase, enter the information needed and click 

6. Below page will appear and click  button to confirm your order.

Account Inquiry | **Electronic Payments/Purchases** | Account Services

[Make a Payment](#) | **Purchase Items** | [Payment Profile](#)

### Purchase Items

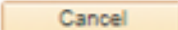
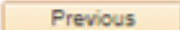
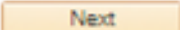
#### Confirm Order


Verify the amount and total of the items you have selected for purchase. If correct, select the NEXT push button. If you wish to make changes, select the PREVIOUS push button.

Selected Items	Term	Unit Price	Quantity	Item Total
Parking Fines		50.00	50	2,500.00

Currency used is Malaysian Ringgit

Total 2,500.00

7. Click to  button.

Account Inquiry | **Electronic Payments/Purchases** | Account Services

Make a Payment | **Purchase Items** | Payment Profile

### Purchase Items

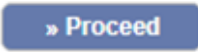
## Confirm Payment

Payment can be made using a Credit Card or FPX.




Please see following instructions if you're paying through Google Chrome or Microsoft Edge:

1. Open a new Browser window
2. Copy the following in the browser bar:
  - a. For Chrome: chrome://flags/#same-site-by-default-cookies
  - b. For Microsoft Edge: edge://flags/#same-site-by-default-cookies
3. Select "Disabled" in the drop-down.
4. Select Relaunch / Restart Button.

Cancel Previous Continue to Make Payment

8. You will direct to merchant portal as below. Please select the method of payment and fill up the necessary information needed. Once complete, please click  button.

Available Payment Method:

 Credit / Debit Card     Online Banking     eWallet


**Summary Of Transaction**

Net Charges	M YR 62,500.00
Pay To	DemoAcc347 - The University of Nottingham Malaysia Campus
Payment of	MC Test Online Payments
Reference No / Payment ID	000000443997 / T092882779821

**Credit / Debit Card Details**

Timeout: 02:29

Cardholder Name  Example ?

Credit / Debit Card No.  

CVC/CVV2  CVC/CVV2 ?

Expiry Date  --  --

Card Issuing Country

Card Issuing Bank

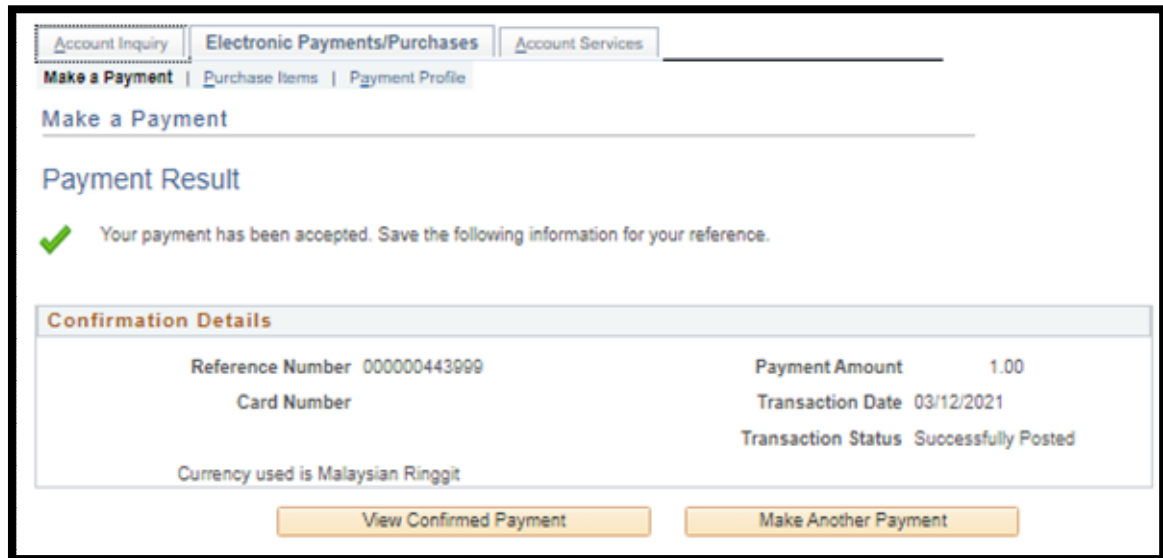
I authorize THE UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS\*MYR to debit the above net charges from my credit / debit card and I have read & agreed to [iPay88 Privacy Statement](#).

*Note: "THE UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS\*MYR" will be shown on your credit / debit card statement*

» Proceed Cancel

9. Once you have confirmed that you have key in the correct information, please click Submit button.

10. This page will appear, and student will be notified through email. If you didn't receive any email from ipay88 after the successful transaction, please email to [ITServiceDesk@nottingham.edu.my](mailto:ITServiceDesk@nottingham.edu.my).



The screenshot shows the 'Payment Result' page on the ipay88 platform. At the top, there are navigation tabs: 'Account Inquiry', 'Electronic Payments/Purchases' (which is active), and 'Account Services'. Below these are sub-links: 'Make a Payment', 'Purchase Items', and 'Payment Profile'. The main heading is 'Make a Payment', followed by 'Payment Result'. A green checkmark icon is next to the message: 'Your payment has been accepted. Save the following information for your reference.' Below this is a 'Confirmation Details' section with a table of transaction information. At the bottom, there are two buttons: 'View Confirmed Payment' and 'Make Another Payment'.

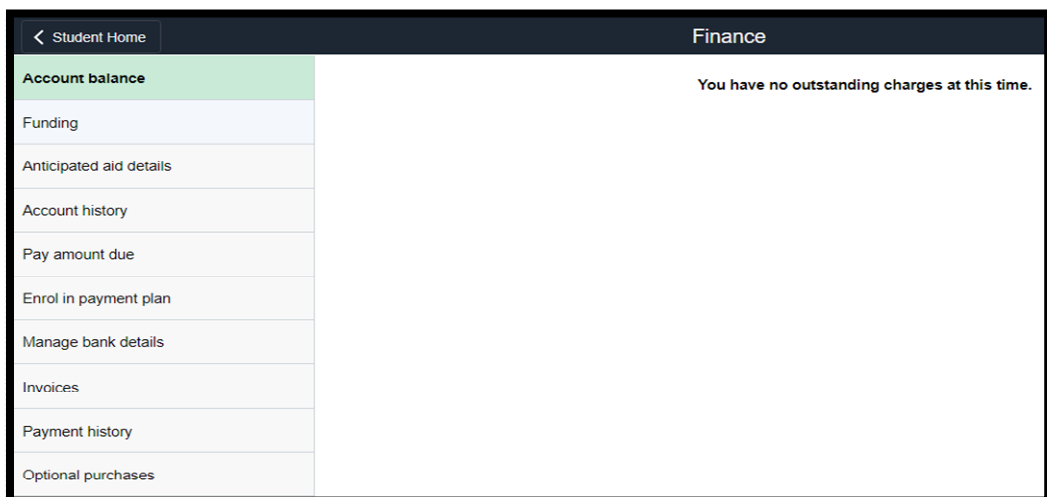
Confirmation Details	
Reference Number	000000443999
Payment Amount	1.00
Card Number	
Transaction Date	03/12/2021
Currency used is Malaysian Ringgit	
Transaction Status	Successfully Posted

## USER GUIDE HOW TO PRINT OFFICIAL RECEIPT FROM NOTTINGHAM HUB

1. You may access the NottinghamHub via:
  - c) Please log in to Nottingham Homepage and click to NottinghamHub
  - d) Please use this URL : [hub.nottingham.ac.uk](http://hub.nottingham.ac.uk)
2. Please log in with your University username and password



3. Click to Finance tiles and the web page will appear as below;



4. Please click to **Payment history** button and below page will appear;

Account Inquiry | Electronic Payments/Purchases | Account Services

Summary | Activity | Charges Due | Payments | Pending Aid

From 03/06/2021 To 03/12/2021 go

Posted Payments			
Date Paid	Payment Type	Paid Amount	Print Receipt
03/12/2021	Online Payment TUT - Ref # 000000444000	1.00	<a href="#">Print Receipt</a>
<b>Total Posted Payments for this view</b>		<b>1.00</b>	

Currency used is Malaysian Ringgit

**Pending Payments**

You have no pending payments.

- You will see all official receipts for all payment you have made. Please make sure to forward the proof of payment to Finance Office ([Finance-Office@nottingham.edu.my](mailto:Finance-Office@nottingham.edu.my)), if you make a payment through other than NOTTINGHAM HUB for issuance receipt purposes.
- Please click the [Print Receipt](#) button to view the receipt.

Account Inquiry | Electronic Payments/Purchases | Account Services

Summary | Activity | Charges Due | Payments | Pending Aid

From 03/06/2021 To 03/12/2021 go

Posted Payments			
Date Paid	Payment Type	Paid Amount	Print Receipt
03/12/2021	Online Payment TUT - Ref # 000000444000	1.00	<a href="#">Print Receipt</a>
<b>Total Posted Payments for this view</b>		<b>1.00</b>	

Currency used is Malaysian Ringgit

**Pending Payments**

You have no pending payments.

- If you having a problem to view the or print the official receipt, kindly drop an email to Finance Office ([Finance-Office@nottingham.edu.my](mailto:Finance-Office@nottingham.edu.my)) for verifications. If the issue is due to system error, we will forward your enquiries to [ITServiceDesk@nottingham.edu.my](mailto:ITServiceDesk@nottingham.edu.my).