

How to set-up your Value-Added Services on your VodaPay Max Card Machine



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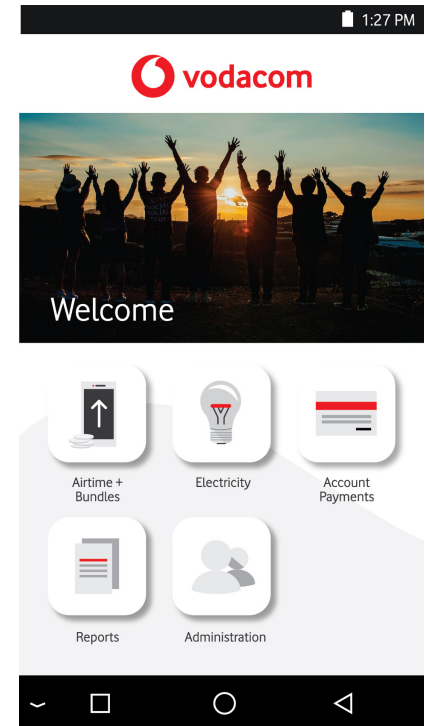
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Getting Started

Welcome to the VodaPay Vending Merchant POS User Guide. This user guide explains how to setup your vending account to sell prepaid products like airtime for all networks, electricity, take bill payments and more using your card machine.

The VodaPay Vending main menu

The main menu provides access to the different services that are available from the application. After selecting a service, you will be able to perform transactions specific to that service, e.g. to sell airtime vouchers. The following menu options are available:



Transactions	
<p>Airtime – Enables Admin user to sell airtime and data vouchers to customers.</p>	
<p>Electricity – Enables Admin user to sell electricity tokens to customers.</p>	
<p>Account payment – Enables admin users to effect bill payments on behalf of customers.</p>	
<p>Gaming – Enables Admin user to sell gaming tokens to customers.</p>	



Note: With the VodaPay Kwika card machine you can always accept card payments when selling vending products or services such as electricity or airtime and so much more.

Getting Started – Terminal Setup

Your VodaPay Max card machine is fully activated and ready to transact. You can now setup your vending account with this easy procedure below.

Procedure

1. Power up your terminal.
2. Swipe to unlock your terminal.
3. From the VodaPay Max Card payment home screen, double click the ◀ button on your terminal.
4. Swipe right twice and select the VodaPay Vending app.
5. Click the checkbox to accept the VodaPay Vending Ts & Cs and click on **“Accept.”**
6. Complete the on-screen information to setup your Administrator account (see the next page for more details).
7. Top up your vending balance by using your EasyPay reference number, please go to **page 08**.
8. Setup a cashier to start selling, please go to **page 09**.



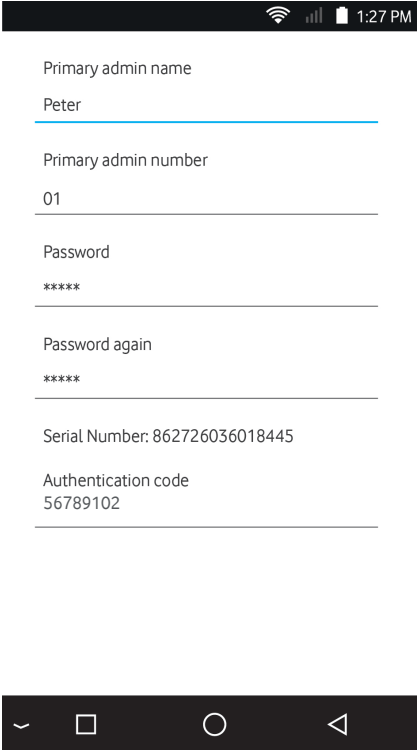
You can switch between the VodaPay Vending and VodaPay Max (card payment) app by double clicking on the device menu bar.

[Click here](#)

Now you are ready to set up your administrator log in details and key in your authentication code to activate your VodaPay Vending app.

1. Primary Admin Name: Free format text. Choose your username and remember it.
2. Primary Admin number: A numeric number, a minimum of 2 digits (e.g. 01) used to identify yourself or an administrator on the device. Keep it simple and remember it, it will be used many times going forward.
Note: The above is your primary administrator login details.
3. Password: A numeric field. Keep this safe.
4. Password again: Confirm your numeric password.
5. Serial number: This will be important to communicate to the administrator when activating the Merchant.
6. Authentication code: This code is the last 8 digits of your VPS number. (e.g. if your VPS number is **VPS123456789102**, the authentication code will be **56789102**)

Click on "Continue" upon completion and allow a few seconds for your account registration to complete. Happy vending!



The screenshot shows a mobile app interface for setting up an administrator account. At the top, there is a status bar with a Wi-Fi icon, cellular signal bars, a battery icon, and the time 1:27 PM. Below the status bar, the form consists of several labeled input fields: 'Primary admin name' with the text 'Peter' entered; 'Primary admin number' with '01' entered; 'Password' with '*****' entered; 'Password again' with '*****' entered; 'Serial Number' with the value '862726036018445' displayed; and 'Authentication code' with '56789102' entered. At the bottom of the screen, there is a dark navigation bar with four icons: a back arrow, a square home button, a circular app drawer button, and a right-pointing triangle.

Example

EasyPay Number

The EasyPay number must be used to top up your VodaPay Vending account. Your EasyPay number is an 18-digit number (starting with 92187).

Top up your VodaPay Vending Account to enable you to trade

Once you have set up your device, you need to top up your VodaPay Vending account to be able to trade. There are 4 methods to make payment to Vodacom.

• Option 1) VodaPay App

- | | |
|---|--|
| <ul style="list-style-type: none">- If you do not have the VodaPay App, you can download it from Apple App Store or Google Playstore.- Once you are set up and have a Wallet with money and/or a credit card linked as an alternative payment method, you can also use this app to top up your VodaPay Vending account.- Open your VodaPay App on your smart phone.- Select "EasyPay bill" button.- Click the magnifying glass, in the upper right hand, and search for "EasyPay" then select the EasyPay icon. | <ul style="list-style-type: none">- Key in the amount.- Select to pay from Wallet or card.- Make payment.- You will receive a "Success" icon in the App and by SMS or email depending on your preference. |
|---|--|

Option 2) If you bank with Capitec Bank

- | | |
|---|--|
| <ul style="list-style-type: none">- Log into your banking app.- Click on Transact.- Click on "Pay Bills". | <ul style="list-style-type: none">- Select or search for "Vodacom Payment Services".- Enter your EP number and click on confirm.- Review the details and click "Pay now" to top up your balance. |
|---|--|

• Option 3) Retail

- Boxer.
- Pick 'n Pay.
- Spar.
- Ackermans.

- Game.
- Makro.
- Woolworths.

Option 4) Online go to <https://www.easypay.co.za/>

- Please register with your name and mobile number.
- When logged in on the website, Select "Pay Accounts".
- Key in your EasyPay number in the "Easy Pay Number" box.

- Key in your Reseller or Merchant Name in the "Account Reference" box.
- Key in the amount you want to top up your wallet with.
- You will be taken to the payment gateway.

Electronic/Web Channels

Please remember, when paying monies using on one of EasyPay Internet/Mobile Application platforms using your EasyPay" number provided by your sales agent or VodaPay Support Desk.

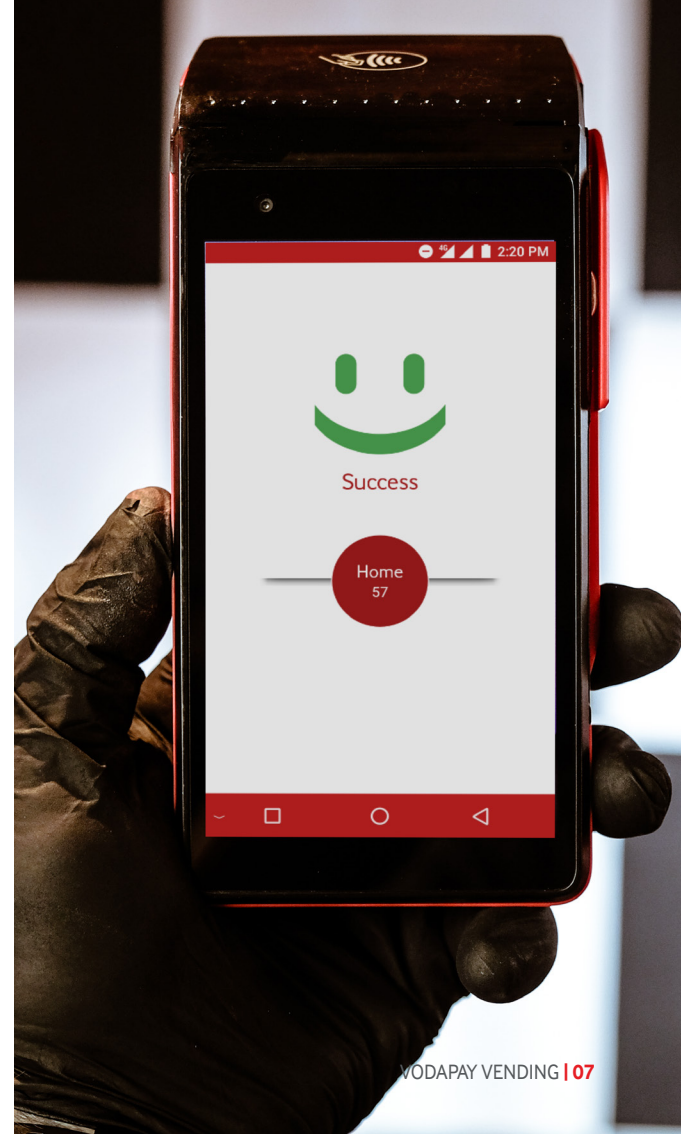
Note: Money paid into your vending account using your unique EasyPay number will reflect within minutes using the VodaPay app or Capitec. Retail times may vary.



Reports

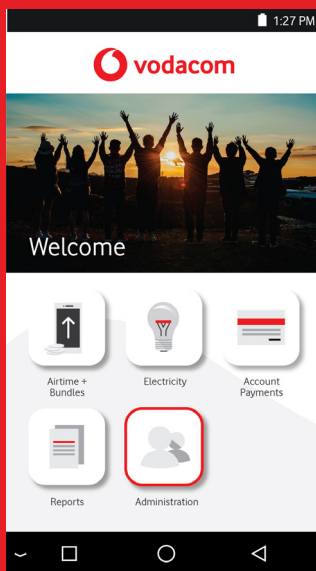
The **Reports** menu option enables Admin users to get and print reports. The following options are available:

- Account Balance – This option will display the merchant's total remaining balance on the terminal.
- Print and view EasyPay (EP) Number - This option will display the merchant EasyPay number. When selecting PRINT, it prints the number and BARCODE as well. This is the number the merchant will use as reference when topping up the VodaPay Vending account. The barcode can be scanned at the EasyPay Retailer stores where the merchant can top up its VodaPay Vending account.
- Statement – This option will display the opening balance, all sales that have been made for the selected day and the closing balance.
- Daily Purchases – This option will display all items/transactions (including items that have not been collected by the terminal and reversed transactions).
- Daily Sales – This option will display all items/transactions that have been printed from the terminal. The report can be used to balance the cash in the till.
- Shift Report – This option will print a summary of sales, including a breakdown per cashier. This option only prints Sales and not Purchases.

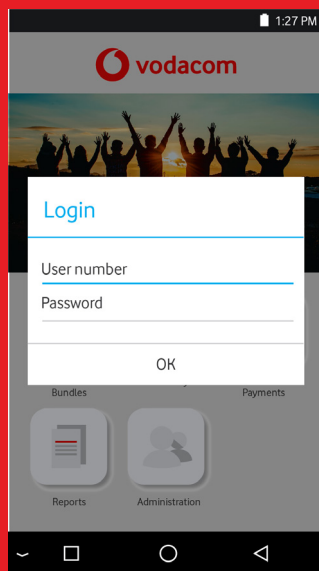


How to view and print the EasyPay number and Barcode

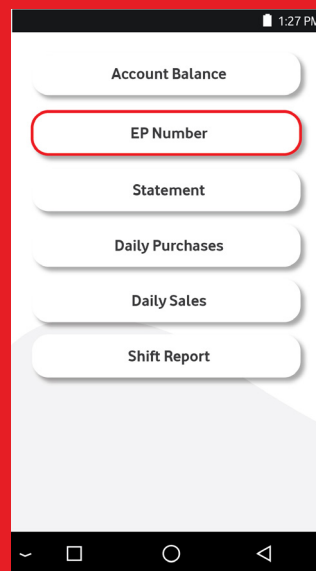
1. Select **Administration**.



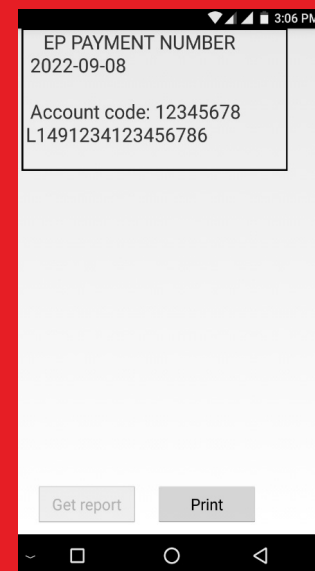
2. Enter your Admin user number and password, then select **OK**.



4. Select EP number to display for print

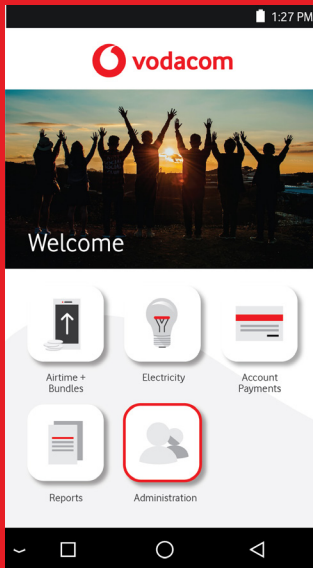


5. The EasyPay number will display. Select Print to print the EP number and Barcode.

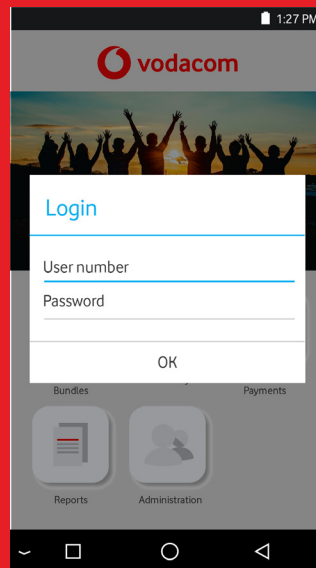


How to add a Cashier User

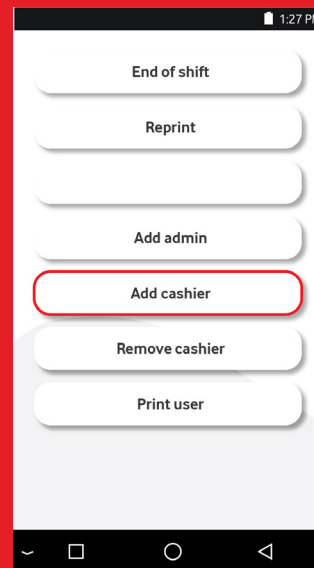
1. Select **Administration**.



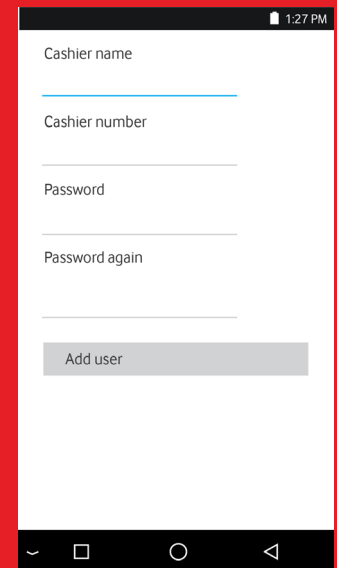
2. Enter your Admin user number and password, then select **OK**.



3. Select **Add cashier**.



4. Enter a name, number and password (x2), then select **Add user**.

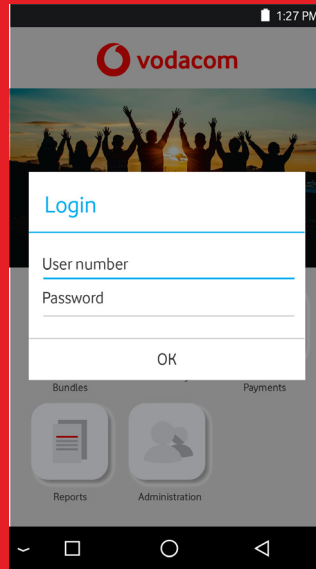


How to sell universal airtime (EasyLoad)

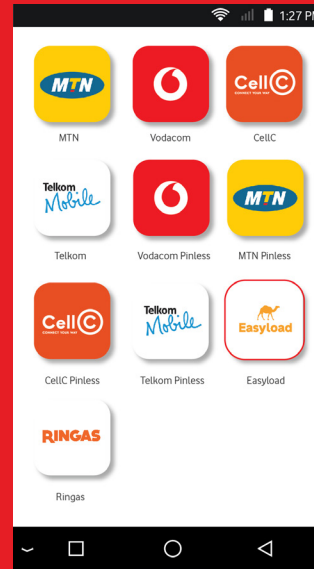
1. Select **Airtime + Bundles**.



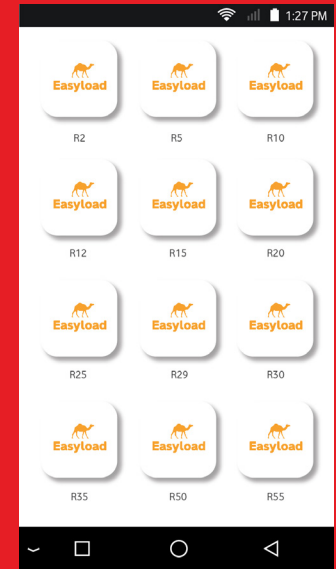
2. Enter your Cashier user number and password, then select **OK**.



3. Select the airtime provider whose voucher you want to sell.

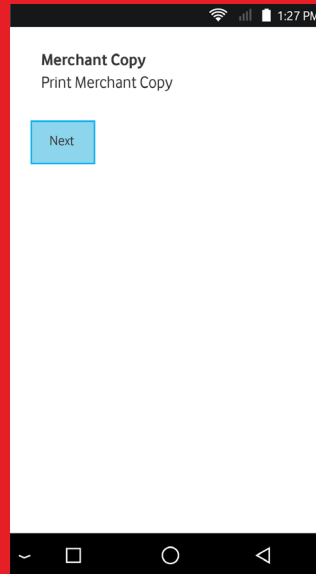


4. Select the product you wish to sell.



How to sell universal airtime - continued

5. Select Next to print a merchant copy. Tear off the merchant copy and put it in your till.



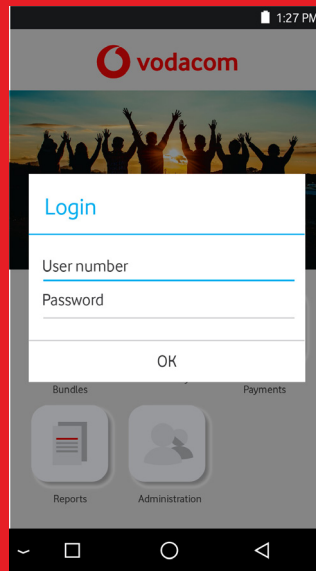
Note: Please inform your customer to carefully follow the instructions on the voucher.

How to sell universal airtime (Ringas)

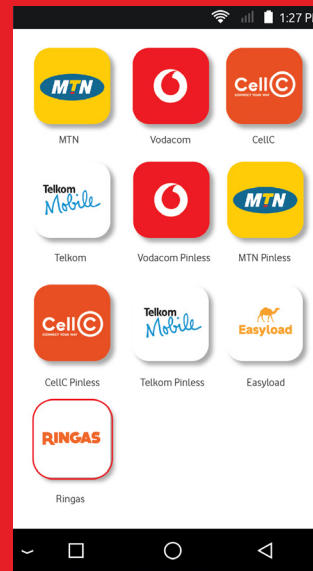
1. Select **Airtime + Bundles**.



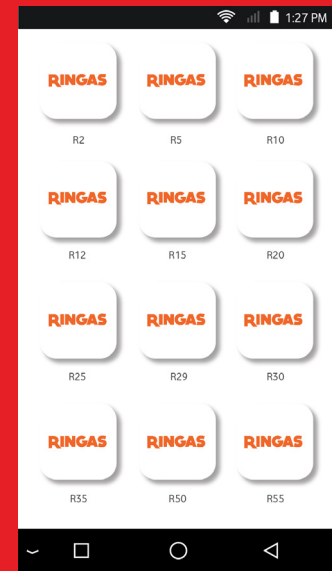
2. Enter your Cashier user number and password, then select **OK**.



3. Select the airtime provider whose voucher you want to sell.

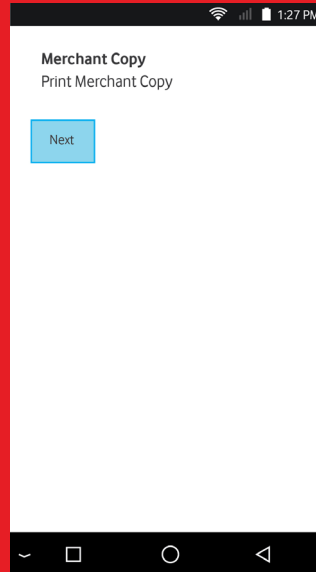


4. Select the product you wish to sell..



How to sell universal airtime - continued

5. Select Next to print a merchant copy. Tear off the merchant copy and put it in your till.



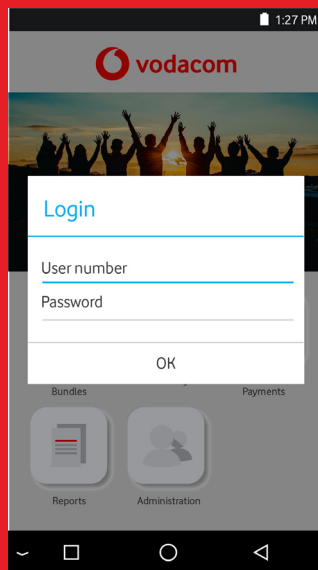
Note: Please inform your customer to carefully follow the instructions on the voucher.

How to sell a Gaming vouchers(Hollywood Bets)

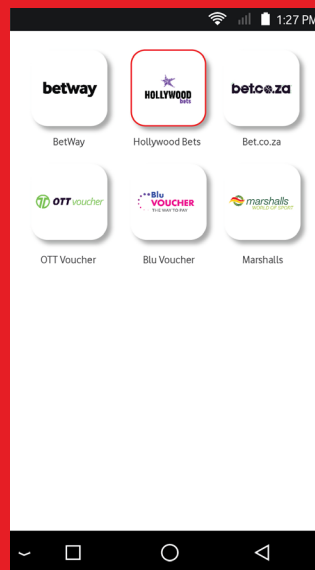
1. Select **Gaming**.



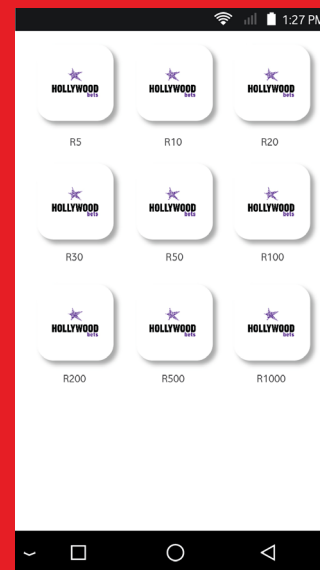
2. Enter your Cashier user number and password, then select **OK**.



3. Select the gaming provider whose voucher you want to sell.

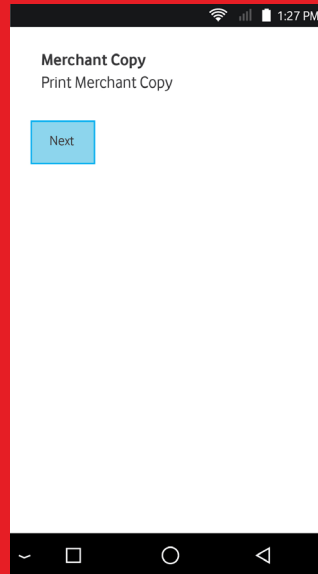


4. Select the product you wish to sell..



How to sell Gaming vouchers - continued

5. Select Next to print a merchant copy. Tear off the merchant copy and put it in your till.



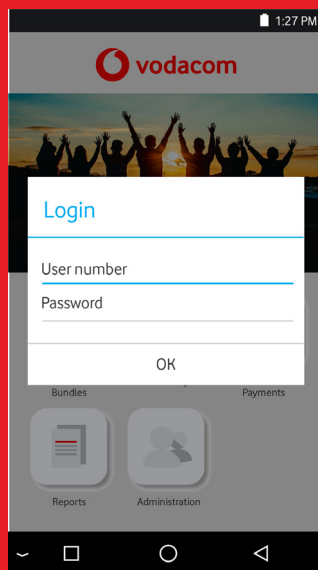
Note: Please inform your customer to carefully follow the instructions on the voucher.

How to sell a Gaming vouchers(OTT vouchers)

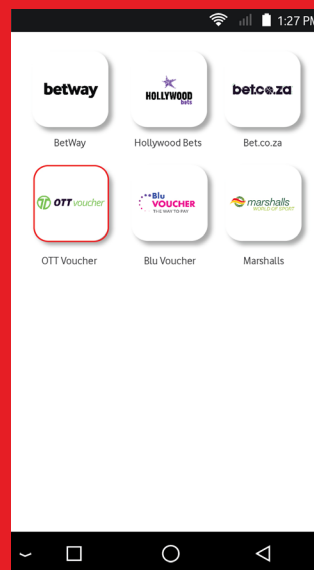
1. Select **Gaming**.



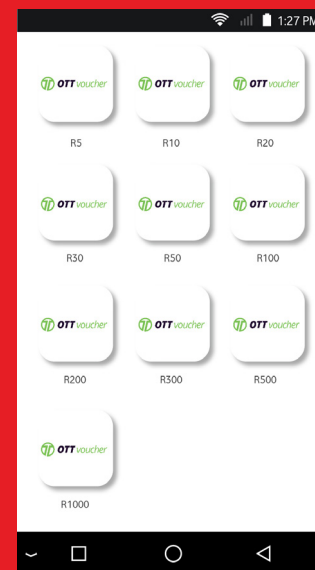
2. Enter your Cashier user number and password, then select **OK**.



3. Select the gaming provider whose voucher you want to sell.

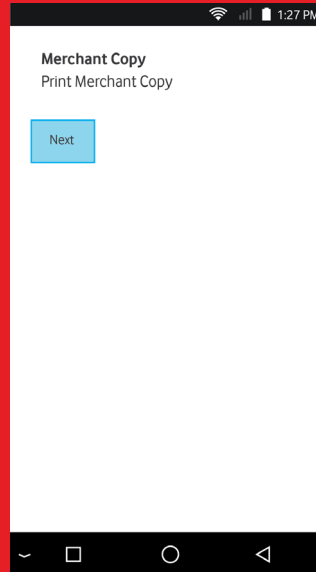


4. Select the product you wish to sell..



How to sell Gaming vouchers - continued

5. Select Next to print a merchant copy. Tear off the merchant copy and put it in your till.



Note: Please inform your customer to carefully follow the instructions on the voucher.

Customer Care and Support

If you are experiencing any problems, feel free to contact VPS Support at:

Phone: **0800 000 654**

WhatsApp: **072 605 9421**

Email: Vendsupport@vodacom.co.za

Web: <http://voda.com/acceptpayments>

Call centre operating hours:

Monday to Sunday 7am to 7pm every day (including public holidays).

If you would like to learn more about how VodaPay Vending works, please click the button below to visit our VodaPay Business Support Portal.

Click here



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