

How to set-up your VodaPay Vending services on your VodaPay Kwika Card Machine





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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	
Airtime – Enables Admin user to sell airtime and data vouchers to customers.	Vedecom Cell© Telkom Esyload RINGAS
Electricity – Enables Admin user to sell electricity tokens to customers.	Constructions Co
Account payment – Enables admin users to effect bill payments on behalf of customers.	
Gaming – Enables Admin user to sell gaming tokens to customers.	HOLLTWOOD Detway Detce.za



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 – card machine set up

Once you have been successfully onboarded as a POS merchant, within 48 hours your VAS will be unlocked on your card machine.

SG cull 1129 C reduction Enter Amount F1 Ryment History Z Device Settings	1. Access Value-Added Services (VAS) by clicking the ← button.
So till 1129 Payment Rem 1/3 3 Balance 3 Wast Weating	2. Select VAS on the Payments Menu and enter your admin password.
30 util 11.20 TERMS and CONDITIONS By continuing to use this service you agree to Vodacom Vending TS & CS	3. Read and accept the T&Cs by pressing 🔎 button before selling VAS. Press the 🚽 button to download products.
Sciell 1129 Select Vendor Item 1/11 Easyley Vacace Prints MTN Protess Cell C Printers	4. You are now ready to sell, go ahead and select the product you want.



Note: The VodaPay Vending option will be available by default on the Kwika card machine. Press the green button to locate the VodaPay Vending option. If the option is not available **click here**

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		
 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. 	 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		
- Log into your banking app. - Click on Transact. - Click on "Pay Bills".	 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.

Report



The **Report** menu option enables Admin user to get reports. The following options are available:

- Account Balance This option will display the merchant's total remaining balance on the terminal.
- View EasyPay (EP) Number This option will display the merchant EasyPay number. This is the number the merchant will use as reference when topping up the 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 tokens and vouchers sold for the day with the retail price and commission earned.



Note: You are only able to see reports for the day. If you have not made any sales an error message will be returned.

SG util 1129 Water derivers Enter the Material 11 Royment Hatory 12 Device Setting:	SGuill 1120 Device Settings Item 1/3 Amon Transators Masser ELL 22	1. Press 📧 to access the "Admin" menu.
SG atll 1129 Admin Menu Rem.2/6 Operator Report Upload Last Dy Upload Last 7 Days	SGrill 1129 Manager Menu Item 3/3 Type Report Shift Report VAS Report VAS Report Type Report Saft Report Type Report Saft Report Type Report Saft Report Type Report	2. Scroll down and select Report and select "EP number".
SG (III 1129 Select Report Hen 1/4 Account Balance Promote Satement Daily Purchass	Sgrull 1122 EP number 2023-06-08 Moccard 2023/96/78304 9218/7333916/78304	3. The EP number is shown on screen. The EP number will always start with 92187.

Administration

The **Administration** menu option enables Admin user to perform administrative tasks. The following options are available:

- Merchant details: You will need this information should you need to contact our Support number for assistance.
- Resend token or voucher



Sciuli 129 Vedace Enter Amount Fl Ryment Hatory F2 Device Settings	GG nill 1129 Admin Menu Item 2/6 Operator Report Upload Last Day Upload Last Days Merchane Details	1. Press 📼 to access the "Admin" menu and press the 🛁 button to proceed.
SG util 1129 Device Settings Item 1/3 Admin Transactions Manager	SG nill 1129 Mechant Name Sliver fox Aggregator MD VP55359167304 TD 000000001 SN KSRW601997 App Venton v1.309 2023/08/23 1005588	2. Scroll down and select Merchant Details and press the 🛁 button.

Updating your app

For your device to access the VodaPay VAS Vending functionality, your app version needs to be at least version 1.3.17.

If your app version is lower than version 1.3.17, try these steps to update your app.



How to resend a token or voucher

3G illi 11:29 Volacom Enter Amount FI Payment History F2 Device Settings	1. Press 🖪 to access the "Payment History" menu.
3G all 1129 Payment History Item 1/3 Today Previous day Resend Last VAS	2. Scroll down and select Resend Last.
3G attll 1129 RESEND LAST 3G attll Cell C Pinless Cell C Administration Permission Admin Password	3. The device will only bring back the LAST VAS transaction completed and ask for the admin password.
SG attl 1129 REENTER CELL NUMBER for SMS receipt 0821234567	4. The number the original transaction was sent too is returned, so the merchant can fix the typo and resend or enter another number completely.

How to sell universal airtime (EasyLoad)

3G till 1129 Select Vendor Select Vendor Item 8/18 R Stry R2 Expland F1 A MTN F1 A Cit C F2 Tetkom Mobile F2	1. Select the network your customers want to buy a pinned voucher for.
Airtime R15 Enter to confirm	2. Select the amount and press the 🞴 button.
SMS receipt	3. Confirm the customer's details and press the 🛃 button, if correct.
SG all 1129 Select Payment Type Item 1/2 1 Cash 2 Cired	4. Confirm the customer's preferred method of payment and press ← button.

How to sell universal airtime (EasyLoad) - continued

3G:till 1129 Tap/Insert/Swipe/Manual	5. If the customer has chosen "Card" in the step above, you can tap or insert the bank card to accept payment.
SG all III III Select Payment Type Item 1/2 1 Cash 2 Cast	6. If available, confirm the customer's bank account type and press the 🚽 button.
3G nill 1129 e-Receipt Option No Item 1/2 Purchase Ys No	7. To receive a merchant copy of the transaction, select "Yes" on e-Receipt and enter's the customer's number to provide a copy of card transaction via SMS.
SG all 1129 Online Processing PAYMENT APPROVED	8. Card payment is now processed and approved.

How to sell universal airtime (EasyLoad) - continued



How to sell gaming vouchers (Hollywood Bets)

3G HIII 11.29 Select Vendor Item 8/19 DSTV Hellywood Bets MTN Celic Telkom Mobile	1. Select the network your customers want to buy a pinned voucher for.
SG attl 1129 R50 Enter to confirm	2. Select the amount and press the 🛁 button.
SG uill 1129 ENTER CELLPHONE number of receive SMS receipt CONFIRM SMS Cellphone Number 0921234567 I	3. Confirm the customer's details and press the edition of the button, if correct.
Select Payment Type Item 1/2 1 Cash 2 Cerel 2 T	4. Confirm the customer's preferred method of payment and press 🚽 button.

How to sell gaming vouchers (Hollywood Bets) - continued

3G nill 1129 Tap/Insert/Swipe/Manual	5. If the customer has chosen "Card" in the step above, you can tap or insert the bank card to accept payment.
Select Payment Type Item 1/2 1 cash 2 Card	6. If available, confirm the customer's bank account type and press the 🚽 button.
36 III 1129 e-Receipt Option Item 1/2 Yee No So So	7. To receive a merchant copy of the transaction, select "Yes" on e-Receipt and enter's the customer's number to provide a copy of card transaction via SMS.
3G all 1129 Online Processing PAYMENT APPROVED	8. Card payment is now processed and approved.

How to sell gaming vouchers (Hollywood Bets) - continued

SG utill 1129 CHECK SMS	 9. The customer is sent their token or voucher via SMS and the merchant a balance SMS. Note: Please inform your customer to carefully follow the instructions in the SMS.
Sull 1129 Cuccessful. Press Enter to Ext	10. The transaction is now complete and the customer can be handed their card.

How to sell gaming vouchers (OTT Vouchers)

3G utll 1129 Select Vendor Item 8/18 DSTV OTT Vooeler Kon Celi C Telkom Mobile	1. Select the network your customers want to buy a pinned voucher for.
3G attl 1129 R50 Enter to confirm	2. Select the amount and press the 🔁 button.
3Guill 11:29 ENTER CELLPHONE Guill number of receive CONFIRM SMS SMS receipt Cellphone Number 0921254567 Cellphone Number	3. Confirm the customer's details and press the effective button, if correct.
Scall 1129 Select Payment Type Item 1/2 1 Cash 2 Cred	4. Confirm the customer's preferred method of payment and press ← button.

How to sell gaming vouchers (OTT Vouchers) - continued

3G nill 1129 Tap/Insert/Swipe/Manual	5. If the customer has chosen "Card" in the step above, you can tap or insert the bank card to accept payment.
Select Payment Type Item 1/2 1 Cash 2 Card 1 TA 1 Z	6. If available, confirm the customer's bank account type and press the 🚽 button.
e-Receipt Option Item 1/2 Yes No	7. To receive a merchant copy of the transaction, select "Yes" on e-Receipt and enter's the customer's number to provide a copy of card transaction via SMS.
36 util 1129 Online Processing PAYMENT APPROVED	8. Card payment is now processed and approved.

How to sell gaming vouchers (OTT Vouchers) - continued



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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