vodapay | vending

Quick Start Guide

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Getting Started – Terminal Setup

Once you have:
- Been successfully on boarded as a POS merchant
- Received your new terminal

You are good to go setting up your login (administrator) details activating your VodaPay Vending app on your new terminal.

Procedure

1. Power up your terminal.
2. Swipe to unlock.
3. Swipe left or right to locate the **vodapay** | store.
4. Select the **vodapay** | vending.
5. Click to accept or decline the VodaPay Vending. Ts&Cs are available on the link provided.
6. If the Ts&Cs are declined, access to the VodaPay Vending app is blocked.
7. If Ts&Cs are accepted, access will be granted.
8. Authentication code: This code is the last 8 digits of your VPS number. (e.g. if your VPS number is VPS**123456789102**, the authentication code will be **56789102**)

Note: The VodaPay Vending app will be installed by default on the Max terminal. Swipe to the left to locate the VodaPay Vending app and if the app is not available (could be deleted or any other reasons) swipe to locate the VodaPay Store and download the VodaPay Vending App from the VodaPay Store. For more information on the VodaPay Store, please refer to the VodaPay Max Manual.

Now you are ready to set up your administrator log in details and key in your authentication code to activate your VodaPay Vending app.
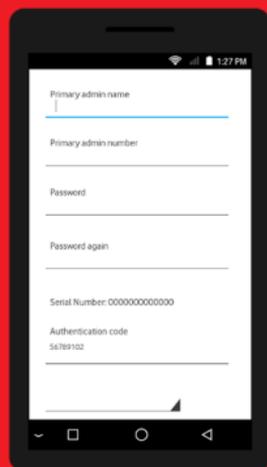
1. e.g [NAME]
2. e.g [ENTER YOUR CHOICE OF ADMIN NUMBER]
3. e.g [ENTER A PASSWORD IN THE FORM OF A PIN]
4. e.g [REPEAT YOUR PASSWORD/PIN]
5. e.g [SERIAL NUMBER AUTO POPULATED]
6. e.g [ENTER THE LAST 8 DIGITS OF YOUR VPS NUMBER]

1. Primary Admin Name: This can be 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 on the EBOS admin portal.
6. Authentication code: This code is the last 8 digits of your VPS number. (e.g. if your VPS number is VPS**123456789102**, the authentication code will be **56789102**)
7. Select "Continue" upon completion and happy vending!!!

An example of the completed screen is shown below:
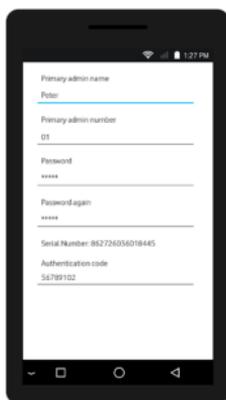
Please Note: To be able to vend Airtime & Bundles, Electricity and Account Payments the Administrator need to allocate and add a Cashier User profile on the VodaPay Vending app. Please see below to see how to add a Cashier User.
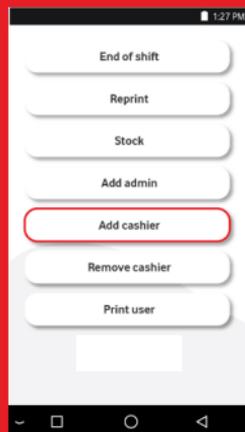
How to add a Cashier User
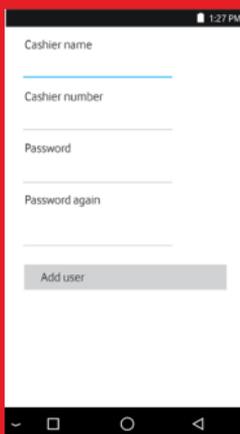
1. Select **Administration.**

2. Enter your Admin user number and password, then select **OK.**
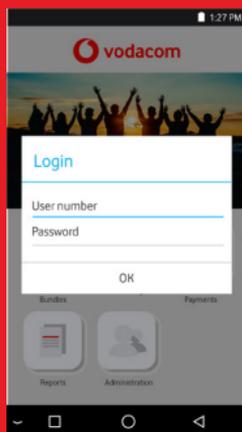
3. Select **Add cashier.**

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

EasyPay Number

Your EasyPay number is an 18-digit number you must use as a reference for bill payments in all top up payments you make into your VodaPay Vending Account. The number will be in your Welcome Letter or refer to Page 33 on how to print your barcode/EasyPay number.

Paying funds into your Vodapay Vending Account

Once you have set up your device, you may pay funds into your Vodapay Vending account. There are 5 methods to top up your VodaPay Vending account.

- **Option 1) Online go to https://new.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 "EasyPay 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

- **Option 2) EasyPay App**
  - Please download the EasyPay app from Apple App Store or Google Play store
  - Register with you name and mobile number
  - Select "Pay Bill"
  - Select "EasyPay Bill" enter your 18 digit App Store number
  - Select "Verify"
  - Select "Pay"
  - Select Popular or Other amounts and key in amount
  - Select Masterpass and proceed with add a card or use your card to pay

- **Option 3) EasyPay pay points at selected retailer stores. (Normally at the financial services counter)**
  - Note: When topping up your VodaPay Vending Account at your selected retail store: simply inform the person at the pay point you wish to make a bill payment.
  - Your broker or agent will provide you with a list of the EasyPay retail pay points in your area
  - Please take your EasyPay number as provided to you by your broker, of agent or as provided by the VodaPay Support Desk.
  - You can also view and print the EasyPay number and barcode by:
    - Clicking on VodaPay Vending App
    - Click on "Reports"
    - Key in Administrator PIN
    - Select Print "EP Number"
  - Provide EasyPay number and amount to the person at the pay point.
  - You can take the printed slip with your EasyPay number and Barcode to the cashier at the pay point. The can scan the barcode of the EasyPay number. This is much easier and safer that keying in the 18 digit EasyPay number.
  - Please remember to ask for a receipt

- **Option 4) MyVodacomApp**
  - If you are a Vodacom customer please open the MyVodacomApp on your mobile phone
  - Click "Buy" for myself
  - Select "Pay Bills"
  - Select "EasyPay"
  - Key in your EasyPay Number and Cellphone number
  - Key in amount
  - Select how to pay, by Bank Card or VodaPay
  - If you selected bank card, read, understand and agree to ts&c's
  - Select your card details you want to use or add a new card
  - Put in "CVV"
  - Select pay amount
  - Put in OTP received on SMS
  - You will receive "Success" on App and by SMS

- **Option 5) 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
- Key in your EasyPay number where it prompts for EasyPay Account No.
- Key in the amount
- Select to pay from Wallet or card
- Make payment
- You will receice "Success" on App and by SMS or email depending what you selected

Note: Monies paid using your specific EasyPay number will reflect in your wallet balance once EasyPay receives notification from the retailer that the funds being paid is deposited. These times may vary depending on the channel/retailer.. Please plan your top up to maintain a positive balance to be able to keep trading

Making payments at EasyPay pay points to top up your VodaPay Vending account

VodaPay Vending payments to top up your VodaPay Vending account may be performed at a large number of participating EasyPay channels and retailers. Monies may be paid using the EasyPay payment method available at selected retailers/collectors using your **EasyPay number** provided by your sales agent or VodaPay Support Desk.

EasyPay Top Retail Collector Stores

Visit any of the retailers that can accept EasyPay payments that is closest to you business. Make a note of your EasyPay number as or print the EasyPay number and barcode for scanning you need to provide that to the retailer/collector in order to top up your VodaPay Vending account.

| Top 10 Collectors |
|---|
| Pick n Pay Franchise/Stores (including Boxer) |
| Caltex |
| CiGi Cell (Spar) |
| Woolworths |
| Game |
| Ackermans |
| Kazang Connect |
| Makro |
| RA Cellular |
| Builders Warehouse |

Note: Monies paid using your specific EasyPay number will reflect in your wallet once EasyPay receives notification from the retailer that the funds have been deposited. These times may vary depending on the channel/retailer.

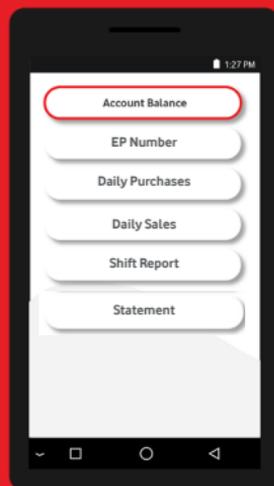# How to check your VodaPay Vending balance on VodaPay Vending App
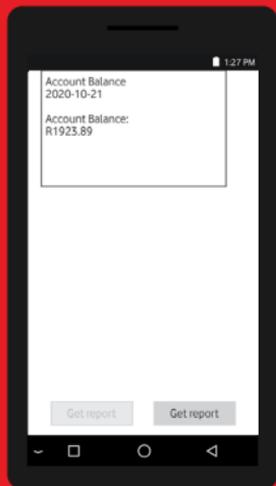
1. Select **Reports.**

2. Enter your Admin user number and password, then select **OK.**
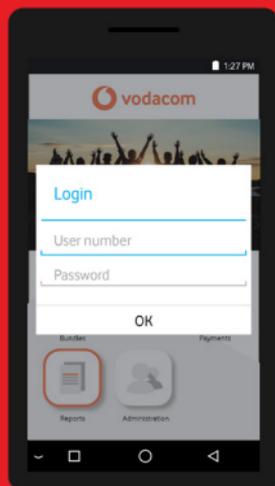
3. Select **Account Balance.**

4. The total remaining credit and the credit limit on the terminal will display.

Contact us

Phone: **0800 000 654**
🟢 : **072 605 9421**

Email: Vendsupport@vodacom.co.za
Web: http://voda.com/accept-payments

Call centre operating hours:
Monday to Sunday 7am to 7pm with after-hours support for emergencies.

Vodacom South Africa

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