





DebiCheck :

How to Load a Transaction on Transaction Upload (Website) quick guide – V1.1





Logging In

Step 1: Log into the NUPAY website by entering the following URL link into the browser

Link: https://www.nupayments.co.za/

Step 2: Log in – Complete the required fields, see Fig 1.

- ✓ Enter your User ID & Password
- ✓ Accept the Terms and Conditions (Ensure that you familiarise yourself with the content herein)
- ✓ Click on the "Log in" button

(N.B If you cannot remember your password, click on the **"Forgot Password?"** tab and the system will assist you in creating a new password)

	Login information
	Login ID * 7905031212121
	Password * Enter the password that accompanies your username.
	□ Alternative landing page.
	Accept Terms and Conditions. *
	Log in
	Forgot Password?
Fig 1:	Login screen - NuPay Website



Once you have entered the correct "Log in" details, you will be directed to the following homepage, see Fig 2.

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F	<i>ig 2:</i> Homepage - NuPay Website	

Step 3: Click the **Collections icon** for the NUPAY Product List and select **DebiCheck**, see Fig 3.

NuPay Ver Admin Product Range Product Range Forum Cortact Us Log out Muffications Routifications Routifications Read More	BUNKER BUNKER BUNKER BUNKER BUNKER	Image: An and A
	Fig 3: Product List - NuPay Websit	e



You can also "Log in" by ticking the **Alternate landing page** option and click **Log in**, see Fig 4.

Î	Login information Login ID * 790503121211 Password * Enter the password that accompanies your username. Alternative landing page. Accept Terms and Conditions. * Log in Forgot Password?
<i>Fig 4:</i> Alterr	nate Login page - NuPay Website

Step 4: The alternate landing page will be displayed, select DebiCheck, see Fig 5.

A DIVISION OF ALTRON					SERVICE IS MORE THAN AM ALTECH NU WAY	
Home User Admin Product Range Forum Contact Us	NuPay Welcome Please select the appropriate product to be	transferred to it's respective website:				00000
Log out Notifications No Notifications Read More	Collections AEDO MPIS E.Commerce POS BATCHLINK DEBICHECK - Coming	Business Intelligence AEDO BI Cross Product BI	Payments NuCard CARD	Consumer Management Customer Analysis	Management Reports Billing Extimate Geographical	Value Adds AVS EPV Speed Test
		Fig 5: Alternate	Landing page	- NuPay Webs	ite	



Step 5: Select the **Merchant number** (The unique number that is allocated to the Merchant by NUPAY) in the Access Selection screen, and click **Continue,** see Fig 6.

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Home Access Selection	la 10 💿 💿 💿 😒
User Admin Product Range Forum Contact Us Log out Notifications No Notifications Read More	
Fig 6: Access Selection - NuPay We	ebsite

You will be directed to the DebiCheck Home Page. Select **Transaction Upload**, on the far left of the screen or by clicking the **Transaction Upload** tab under Available Functions, see Fig 7.

A DIVISION OF ALTROI	N N		SERVICE IS MORE THAN AN ADD-ON. IT'S AN ALTECH NUPAY WAY OF LIFE
Home	Home Page		
	<u> </u>	Available Functions	
Maintenance	7	Transaction Upload	
Upload Bulk Transaction Upload		Bulk Transaction Upload	
Reporting >		Transaction Maintenance	
Log out		A Reporting	
Notifications No Notifications		Site Visit Request	
Read More			
		<i>Figure 7:</i> DebiCheck Homepage - NuPay Website	9



Purpose: The Transaction Upload screen will enable the User/Payee (merchant) to initiate the mandate.

Step 6: Capture the Payer/Debtors (client) information in the relevant fields and once the fields are completed click **Submit**, see Fig 8.

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me DEBICHECK	Contract Detail				
nsaction Upload					
intenance 🛛 🖗	Merchant:	5500000008 - STIFFIN DEBI C	HECK TESTING *		
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k Transaction	Authentication Type:	Electronic Banking (TT1 DELAY	(ED) *		
load					
porting	•				
biCheck Media 🛛 👂	Client Reference 1:	yui	Client Reference 2:	hgghf	
lout	Account Name:	fah	Account Type:	Cheque Account *	
	Account Number:	118000000	Branch Code:	198765 Codes	
e you ready?					
O Cut Off t May 2021	Frequency:	Bi-weekly	Ŧ		
	No Installments:	1	Tracking Selected:	2 Days Tracking *	
ve Countdown:	Recurring Mandate:	0			
n: 38 Sec	Submit Date:	2021/04/25	Please select ID type:	RSA ID number *	
	Instalment Value: R	100 . 00	Client ID number:	7010255033088 Search	
			Submit Reset		CLICK HERE TO CHAT
		× ×			

The below table can be used as a guide when completing the fields shown in Figure 8

Field	Required information
Merchant	The unique number that is allocated to the User/Payee (merchant) by NUPAY
Authentication Type	The User/Payee can choose: TT1 - Delayed TT1 - Real Time TT3 - Pre-stage (The mandate is captured on the website and a reference number is generated, the Payer/Debtor (merchant) can swipe, use card and pin, to authenticate at a later date) TT3 - TCC Online terminal (The mandate is captured on the website and is real time, there is no reference number generated)



Client Reference 1	User/Payee(merchant) input field. The client reference number is only displayed on the User/Payee's (merchants) reports as well as the Payer/Debtors (clients) bank statements
Client Reference 2	User/Payee(merchant) input field. The client reference number is only displayed on the User/Payee's (merchants) reports on the website
Account Name	The account holders (debtor/clients) name
Account Type	The Payer/Debtor (clients) account type, i.e. Savings, Cheque, Transmission Account (Choose from the drop-down options provided)
Account Number	The Payer/Debtor (clients) bank account number which will be debited for the duration of the contract
Branch Code	The branch code where the Payer/Debtors (clients) bank account is held at (Click on the codes tab and select the required bank as per the drop- down options provided)
Frequency	The agreed frequency in which the Payer/Debtor (client) will make payment, until the full debt is paid up i.e. Weekly, Bi-Weekly, Monthly, End of the month, Last Friday of the Month (Choose from the drop-down options provided)
No. of instalments	The number of instalments that the Payer/Debtor (client) has agreed to, to pay up the full debt amount
Recurring Mandate	A recurring mandate has no end date, the no. of instalments will default to 9999
Tracking Indicator	User/Payee (Merchant) dependant, the option ranges from 0-10 days tracking (Choose on the drop-down options provided) Note: if the frequency is selected as weekly, the maximum no. of tracking days is 7
Submit Date	The date in which the collection (instalment) will be presented
ІД Туре	The Payer/Debtor's (client) SA ID or Passport number (Choose from the drop-down options provided)
Client ID number	The Payer/Debtors (client) 13-digit SA ID no. or the 8-9-digit Passport no.
Instalment Value	The fixed amount to be paid by a Payer/Debtor (client) to the User/Payee (merchant) on a specified date. Instalments are used to pay off both interest and principal debt each month, so that over a specified number of years, the loan/fees etc. is paid off in full.



	Transaction Uploa	ıd	Confirm Transaction	x	
Anno besichereck anaction uplead antoteune pland antoteune pland antoteune apartog apa	Contract Detail Merchant: Authentication Type: Client Reference 1: Account Name: Account Number: Frequency: No Installments: Submit Date:	350000000 - 3113131 D Betronk Binking (173 D ggwe Jax 1188902028 Hotobly 1 2020/02/29	Authentication Type Marchant ID: Terminal Number: Client Reference 1: Client Reference 2: Branch Code: Account Number: Account Number: Account Number: Account Type: Tracking Selected: Frequency: Instalments: Submit Date: Client ID Number:	n Into berore submitting Electronic Banking (TTI DELAYED) 00000550000008 qqwe 234 Nedbank 198765 118 Jax Cheque Account 2 Days Tracking Monthiy 1 2 2020229 6304 R 1.00	
	submit Date: Instalment Value: R	1 . 00	Submit Bear	Submit Cancel	n Unload

Step 7: A confirmation screen will be displayed, click **Submit**, see Fig 9.

The Merchant will receive either a Failed or a Successful response from the bank.



Addendum A: Examples of bank responses.

Below are a few examples of bank responses received on **Transaction Upload** mandate initiation.

TT1 Real Time – Success response

Debicheck Registrati	on Request Result	() ()	•		
Result: 00 - Success Contract Reference: DCPRD00000QKT					
Authentication Type: Electronic Banking (TT1 REAL TIME)					
Merchant ID:	Merchant ID: 00000550000008				
Client Reference 1:	2802	1			
Client Reference 2:	6	-			
Bank:	Capitec Bank				
Branch Code:	470010	-			
Account Number:	1	-			
Account Name:	genise				
Account Type:	Savings Account				
Tracking Selected:	4 Days Tracking	-			
Frequency:	Monthly				
Instalments:	6				
Submit Date:	2020/03/01	-			
Client ID number:					
Instalment Value: R	R 60.00				
		Print Done			

TT1 Delayed – Authorization Pending response

Debicheck Registrati	on Request Result		×		
Result: Successfully Re Contract Reference: D	Result: Successfully Registered and Pending Authentication				
Authentication Type: Electronic Banking (TT1 DELAYED)					
Merchant ID:	00000550000008				
Terminal Number:					
Client Reference 1:	Test				
Client Reference 2:	123				
Bank:	Capitec Bank				
Branch Code:	470010				
Account Number:	1 !				
Account Name:	genise				
Account Type:	Savings Account				
Tracking Selected:	3 Days Tracking				
Frequency:	Bi-weekly				
Instalments:	4				
Submit Date:	2020/03/05				
Client ID number:	7				
Instalment Value: R	R 60.00				
		Print Done)		



TT1 Real Time – Failure response with a reason code

Debicheck Registration Request Result					
Failed to register contract.					
Response Code: 500002 - NRSP - Debtor No Response					
Authentication Type:	Electronic Banking (TT1 REAL TIME)				
Merchant ID:	00000550000008				
Client Reference 1:	Test	1			
Client Reference 2:	12]			
Bank:	Capitec Bank	1			
Branch Code:	470010]			
Account Number:	1 :]			
Account Name:	genise				
Account Type:	Savings Account				
Tracking Selected:	3 Days Tracking				
Frequency:	End Of Month				
Instalments:	6				
Submit Date:	2020/03/31				
Client ID number:	*				
Instalment Value: R	R 60.00				
			Print Done		

TT3 Pre-Stage – Successful Registration and pending Authentication

Debicheck Registration Request Result				
Result: Successfully Registered and Pending Authentication				
Authentication Type	Card and PIN (TT3 Pre-Stage)			
Merchant ID:	00000550000008			
Client Reference 1:	Test			
Client Reference 2:	123			
Bank:	Capitec Bank			
Branch Code:	470010			
Account Number:				
Account Name:	Genise			
Account Type:	Cheque Account			
Tracking Selected:	4 Days Tracking			
Frequency:	Monthly			
Instalments:	6			
Submit Date:	2020/03/30			
Client ID number:				
Instalment Value: R	R 60.00			
	Print	Done		

Note: The Contract Reference will be required when authentication takes place.