



DebiCheck:



Quick Guide: How to load a TT3 Pre-Stage mandate on the NuPay Go mobile app – V1



Purpose: To load a TT3 Pre-Stage mandate using the NuPay Go mobile app.

Step 1: Log into the NuPay Go app on your mobile, see Fig 1.

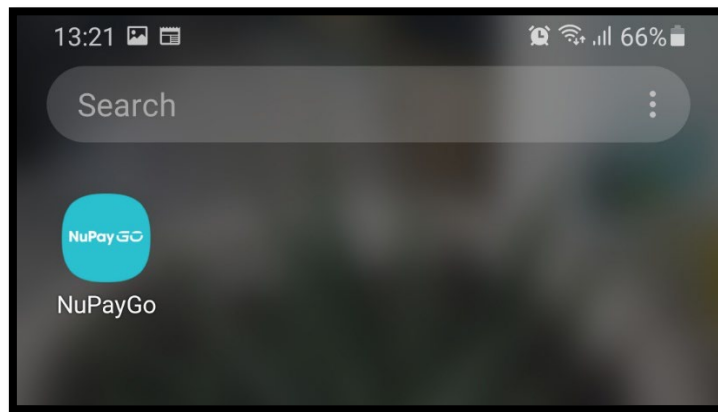


Fig 1 – NuPay Go Mobile App icon

Step 2: The below screen will be displayed, see Fig 2.



Fig 2 – NuPay Go app

Step 3: The following home page will be displayed, see Fig 3.

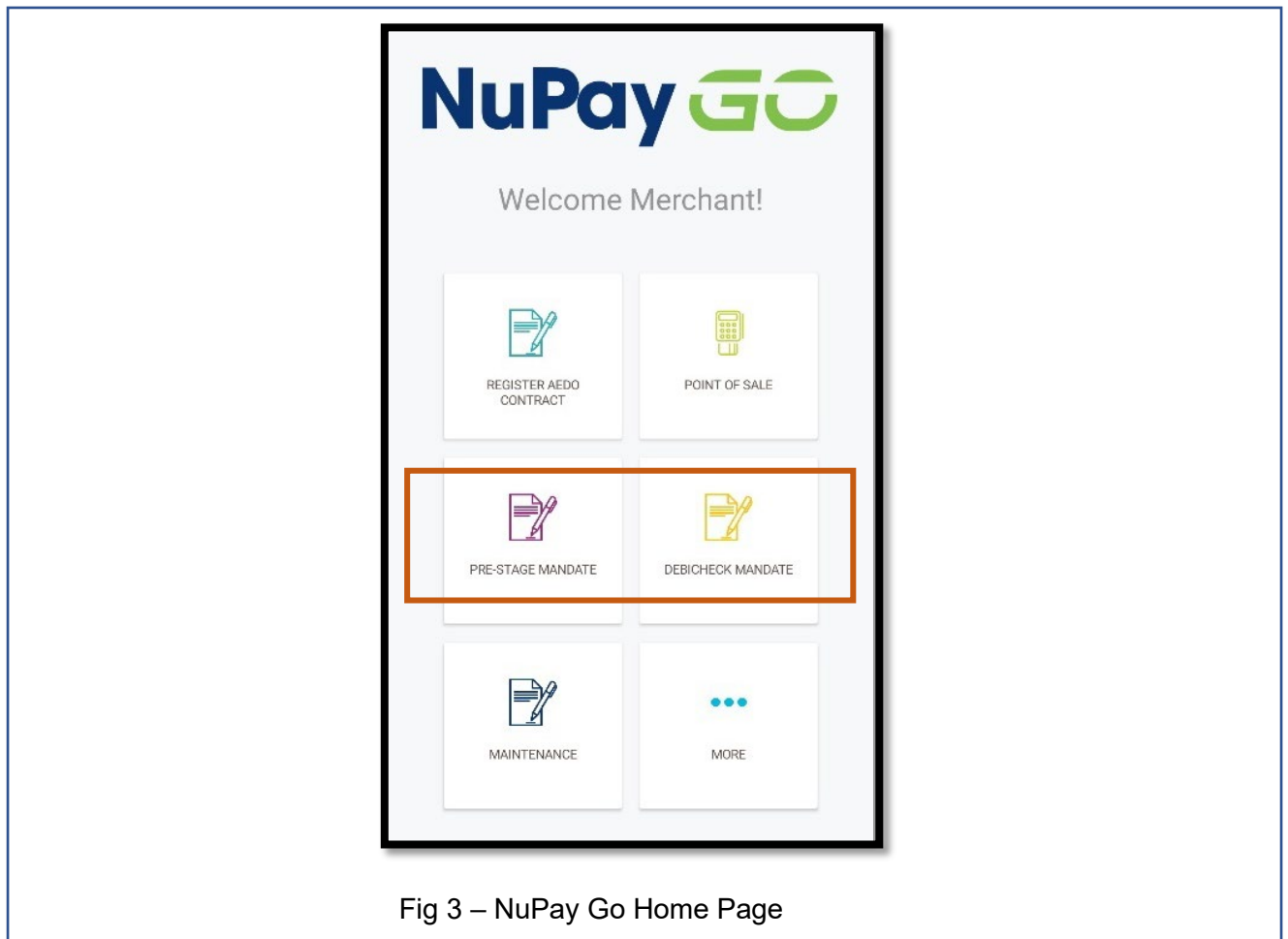


Fig 3 – NuPay Go Home Page

Step 4: The Merchant/User must select TT3 Pre - Stage Mandate see Fig 3.

Note: The Merchant/User can upload the TT3 mandate on the NuPay Go app, however, they will only be able to activate the mandate (Pin and Card) on a terminal by entering the reference number which they will receive at the end of this process.

Step 5: Complete all of the fields to initiate the mandate.

5.1 Enter the Instalment details and the select the Merchant number, see Fig 4.

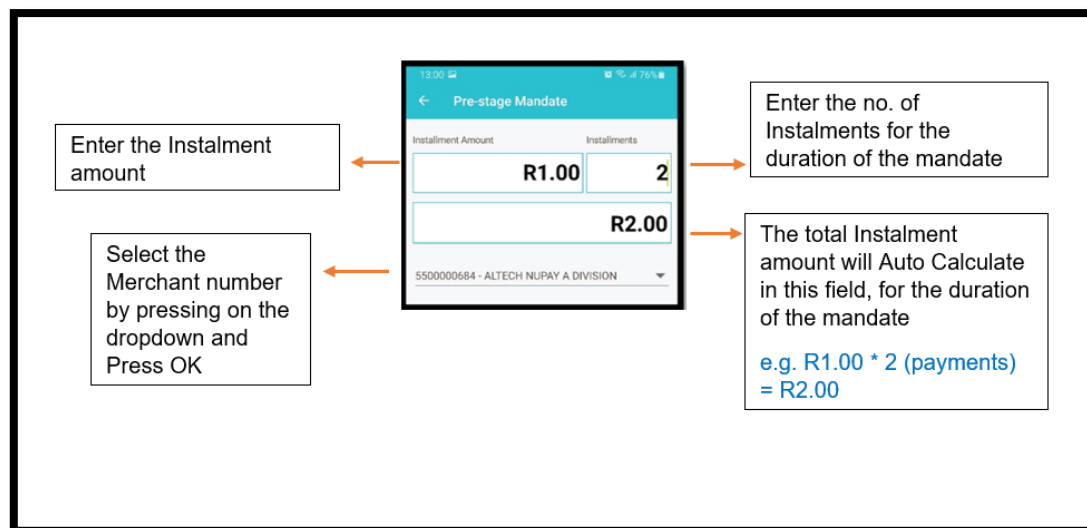


Fig 4 – The Instalment detail screen

5.2 Complete the Consumer's/Debtor's details under "Tell us more about the Client" and Click Next. Refer to Table 1 to explain each of the fields displayed in Fig 5.

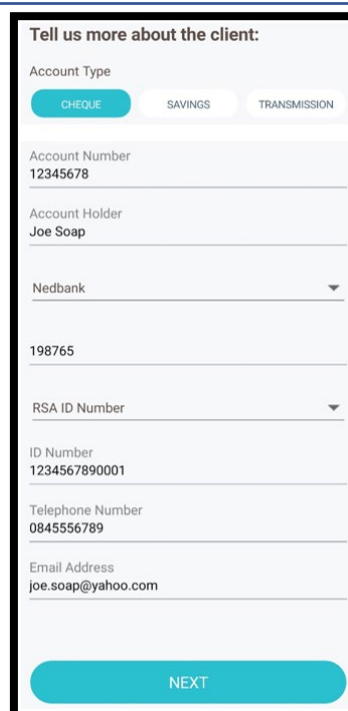


Fig 5 – Client details screen

Field name	Description
Account Type	Select the Account type
Account Number	Enter the Consumer/Debtors bank account number
Account Holder	Enter the Account holders name as it appears on their Bank statement
Select Bank	Select the name of the bank, where the Consumer/Debtors bank account is held at
Branch Code	The universal branch code will default to the Bank chosen in the above field
RSA ID Number	Press the drop down to select the Passport or Temporary ID options or select the RSA ID option
ID Number	Enter the Consumer's/Debtor's ID/Passport/Temporary Residence ID number, as it appears at the bank
Telephone Number	Enter the Consumer/Debtors contact telephone number (Non-Compulsory field)
Email Address	Enter the Consumer/Debtors email address (Non-Compulsory field)

Table 1 – Description of fields as shown in Fig 5

5.3 Complete the Mandate details under “Tell us more about the loan” and Click Next. Refer to Table 2 to explain each of the fields displayed in Fig 6.

The screenshot shows a mobile application screen titled "Tell us more about the loan:". The screen contains the following fields and options:

- First Collection Date and Amount:** A toggle switch is turned off.
- Start Date:** A text input field containing "17 Jun 2021".
- Frequency:** Three radio button options: "ANNUALLY" (selected), "BI-ANNUALLY", and "FORTNIGHTLY".
- Tracking:** Five radio button options: "NO TRACKING", "1 DAY" (selected), "2 DAY", "3 DAY", and "4 D".
- Client Reference:** A text input field containing "Testtran".
- Contract Reference:** An empty text input field.
- Merchant SMS Number:** A text input field containing "0828992668".
- Next:** A large teal button at the bottom of the screen.

Fig 6 – Mandate details screen

Field name	Description
First Collection Date and Amount	The first collection/instalment date is available should the User/Payee wish to collect additional fees that is separate from the agreed collection amount, for example admin fees, delivery fees etc.
First Collection Amount	The amount makes provision for the User/Payee to collect funds over and above the instalment amount i.e. admin fees, delivery fees etc. as the date stipulated in the above field.
Tracking	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
Client Reference	User/Payee(merchant) input field. The client reference number is only displayed on the User/Payee's (merchants) reports
Contract Reference	The Merchant can capture their own reference number, alternatively the field can be left blank, and a unique reference number will be populated
Merchant SMS Number	The Merchant will receive a sms once the Pre-Stage mandate is successfully loaded.

Table 2 – Description of fields as shown in Fig 6

Step 6: The mandate agreement will be displayed. The Customer/Debtor will be required to Sign the mandate to acknowledge the terms and conditions, click Accept and Continue, see Fig 7.

The screenshot shows a mobile application interface for 'Complete Loan'. The screen is divided into several sections:

- Header:** 'Complete Loan' with a back arrow.
- Authority and Mandate for Payment Instructions:**
 - A. AUTHORITY: GIVEN BY: (NAME OF ACCOUNTHOLDER): jmTst1 (ADDRESS):
 - (BANK ACCOUNT DETAILS): BANK NAME: Nedbank, BRANCH NAME AND TOWN: BRANCH NUMBER: 198765, ACCOUNT NUMBER: 1188987038, TYPE OF ACCOUNT: CACC, DATE: 10 June 2021, TO: Abbreviated Short Name as registered with the Acquiring bank.
- Refer to our Contract Dated 10 June 2021 ('the Agreement'):** I/we hereby authorise ALTECH NUPAY A DIVISION to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank. The individual payment instructions so authorised to be issued, must be issued and delivered 1 Annually (interval) on the date when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not differ as agreed to in terms of the Agreement. The payment instructions so authorised to be issued, must carry a number, which number must be included in the said payment instructions and if provided to you should enable you to identify the Agreement on your bank statement. The said number should be added to this form in section E before the issuing of any payment instruction and communicated to me directly after having been completed by you. I / we agree that the first payment instruction will be issued and delivered on 30 June 2021 and thereafter regularly according to the agreement, *except for payment instructions due in December which may be debited against my account prior. If however, the date of the payment instruction falls on a non-processing day (weekend or public holiday) I agree that the payment instruction may be debited against my account on the following business day; or The date of the instruction falls on a non-processing day (weekend or public holiday) I agree that the payment instruction may be debited against my account on the business day prior to the non-processing day. To allow for tracking of dates to match with flow of Credit at no additional cost to myself. I authorise the originator to make use of the tracking facility as provided for in the EDO system at no additional cost to myself. Subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me/us by giving you notice in writing of not less than the interval (as indicated in the previous clause) and sent by prepaid registered post or delivered to your address indicated above.
- B. MANDATE:** I/we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.
- C. CANCELLATION:** I/we agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to you.
- D. ASSIGNMENT:** I/We acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party.

- Signature Area:** A line for a signature with the word 'clear' above it and 'sign above the line' below it.
- Buttons:** A blue 'ACCEPT AND CONTINUE' button at the bottom right.

Fig 7 – Complete Loan screen

Note: If the Consumer/Debtor does not sign the mandate, the following error will be displayed, see Fig 8.

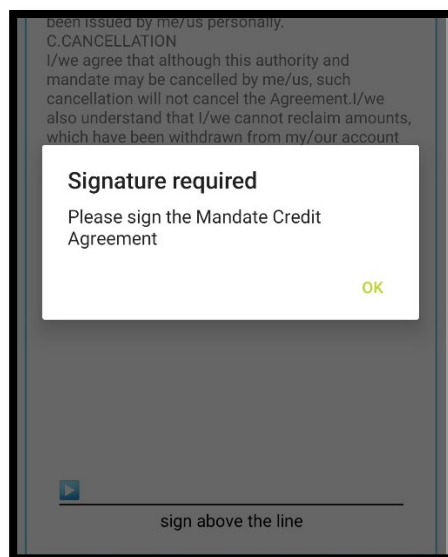


Fig 8 - Signature required screen

Step 7: The result screen will be displayed. Click Done to complete the process, see Fig 9.

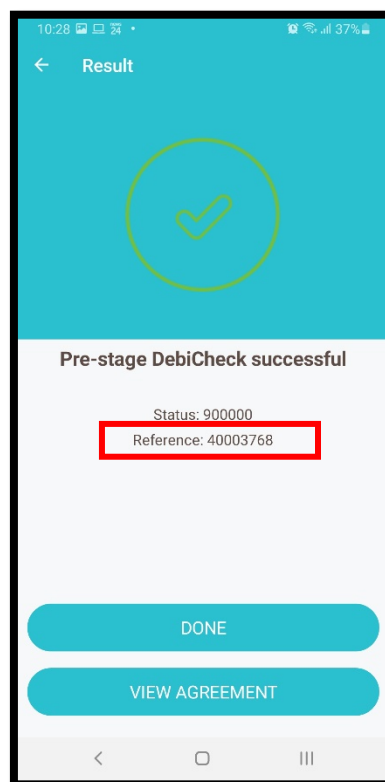


Fig 9 – Result screen

Note: The Reference number shown in Fig 9, must be inserted into the terminal, when the Customer/Debtor comes in to authenticate the mandate.

Step 8: The mandate will appear on the Pre-Stage report, on the NuPayments website, in a “pending” status until the Customer/Debtor authenticates the mandate (Card and Pin), see Fig 10.

Pre-Stage Report

Search Criteria

Date: 2021/06/01 - 2023/06/30
Merchant ID: 5500000008 - STIFFIN DEBI CHECK TESTING
Debtor Account No:
Debtor ID No:
Contract Reference:
Employer Code:

Pending Authorisation Mandates

Print CSV PDF

	Mandate ID	Merchant	Status	Reference	Debtor Bank	Date of First Instalment	Date Loaded	Creditor Bank
1	40003769	000005500000008	Pending	DCPRD00001JDFD	ABSA	2021-07-17	2021-06-11	NEDBANK
2	40003768	000005500000008	Pending	DCPRD00001JDBM	ABSA	2021-07-17	2021-06-11	NEDBANK
3	40003767	000005500000008	Pending	Mytestfile1	NEDBANK	2021-07-16	2021-06-11	NEDBANK

Fig 10 – NuPayments Pre-Stage Report screen