



Merchant Portal Overview

This document is intended as guidance on the process for using the Merchant System on the AE Switch Portal.

Contents

Merchant Portal Overview	1
Using the merchant portal	2
Merchant Portal Access URL	2
Merchant Portal Login	2
Home Panel	3
My Merchant Account	3
Merchant Home	3
Transactions	4
My Banking	5
New Beneficiary	5
Pay Beneficiary	6
Internal Merchant payments	7
User Maintenance	9
Send Single SMS	9
Performance Charts	10
Airtime	11
Pin less Airtime	11
Data and Airtime	12



Using the merchant portal

Merchant Portal Access URL

https://transact.aeswitch.africa/Merchant_Portal/login.aspx

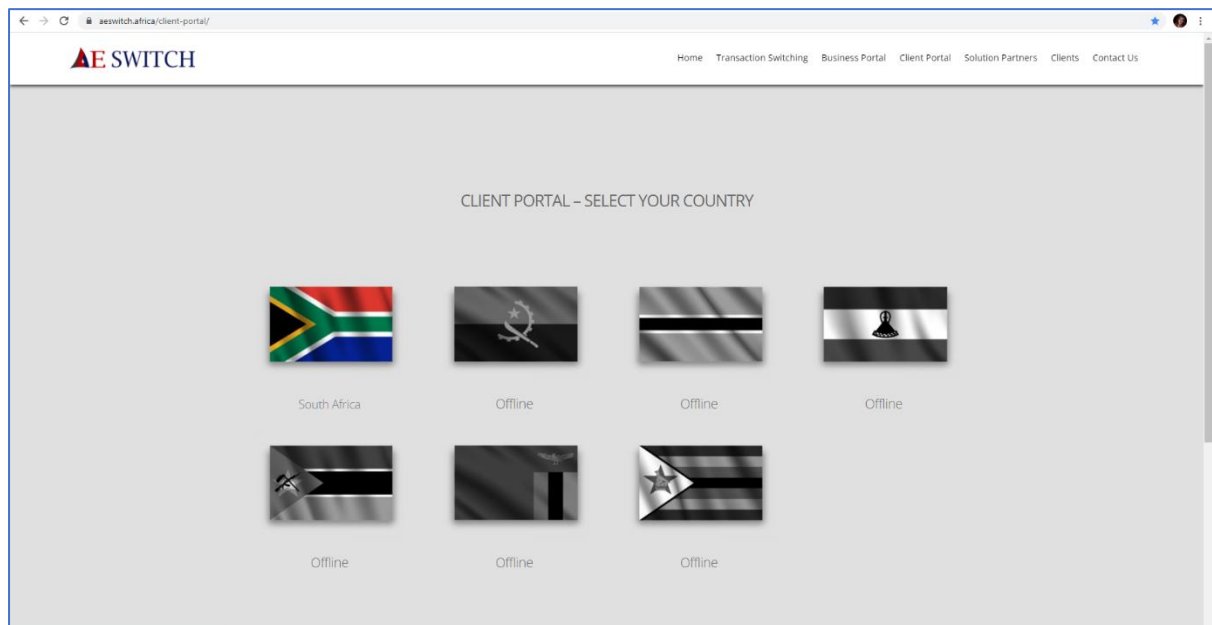


Fig.1 Select your country.

Merchant Portal Login

This is the page users will use to enter the merchant portal once registration has been completed.

1. The User must provide the following details.
 - a. The “Account ID” which was SMSed when the business merchant was created.
 - b. The “User Detail” which is the cell number the Account ID and Pin were sent to.
 - c. The “5 Digit Pin” sent to them via an SMS when their business merchant is created.
2. Once your details are filled in click login to enter.

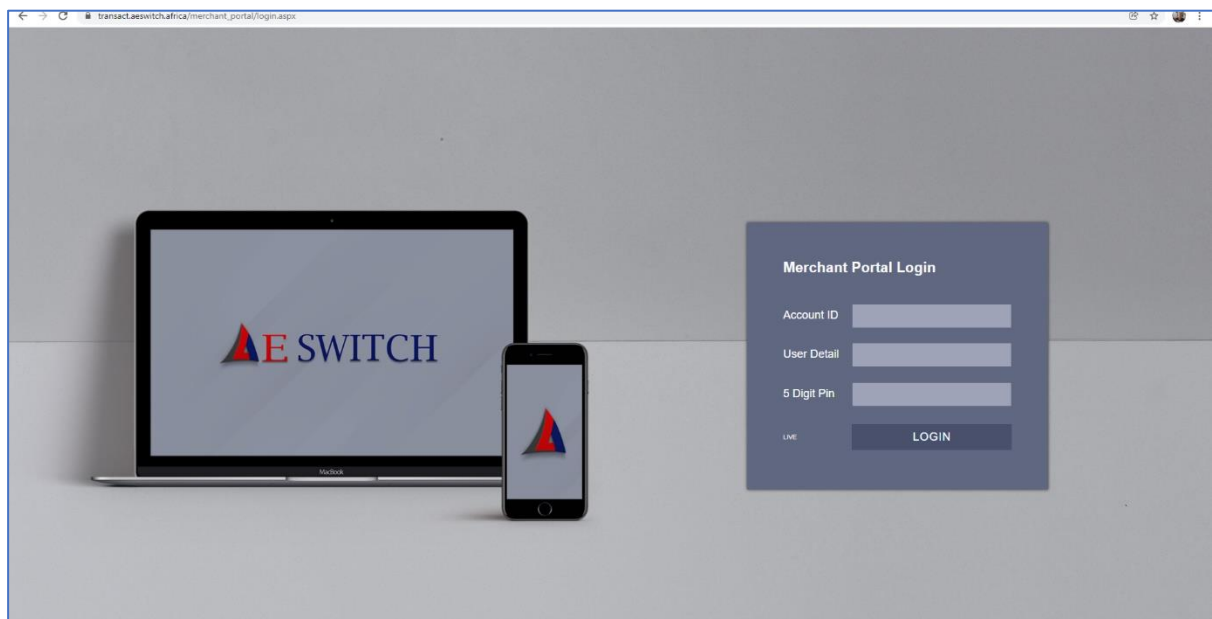


Fig.2 Merchant Portal Login Form

Home Panel

The home panel gives you access to your “My Merchant account”, “My Banking” and “Airtime”.

From the drop down in the top right corner you can see your system reference.

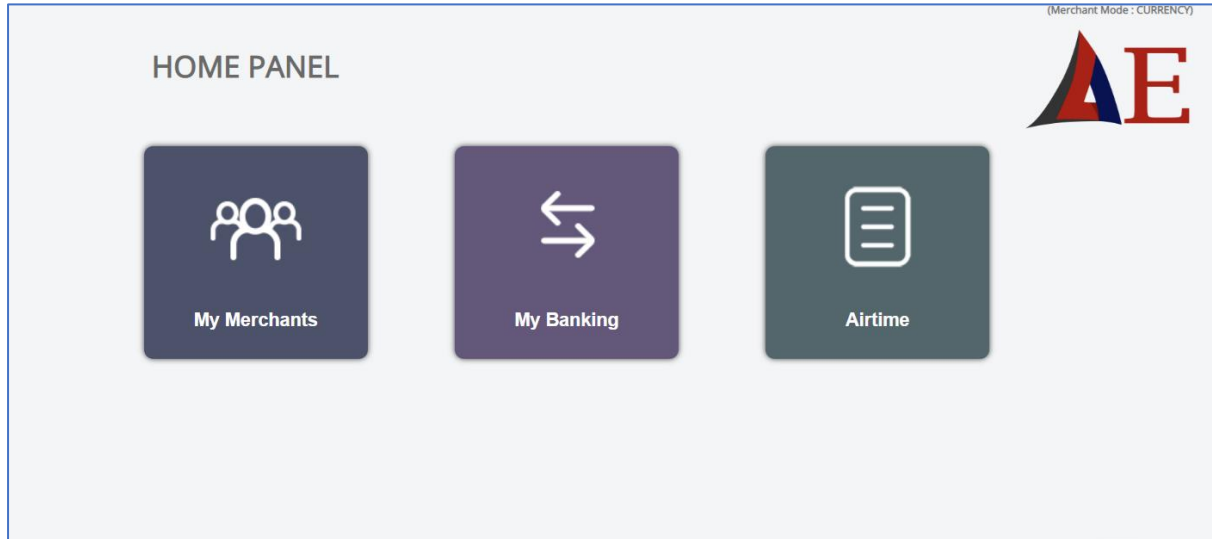


Fig.3 Home Panel

My Merchant Account

Merchant Home

From the Merchant home you can view how to credit your merchant account as well as your system reference number (SYS...).

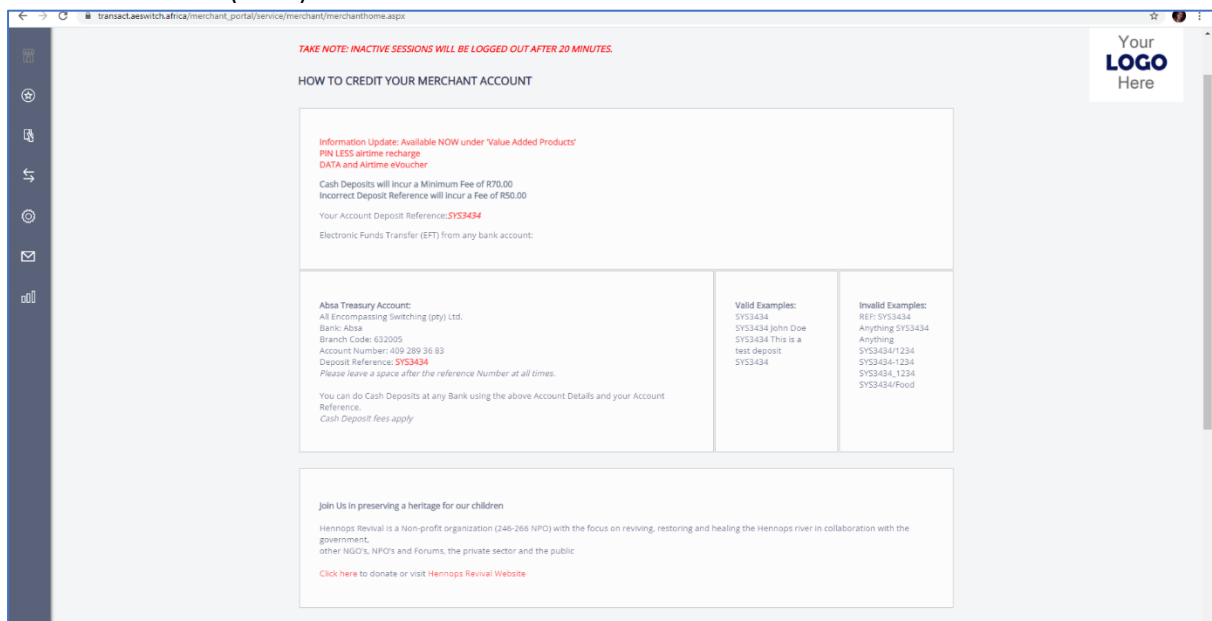


Fig.4 Merchant Home Page.

Transactions

To view your transactions:

1. Select a from date
2. Select a too date
3. Click refresh statement to get an updated statement.

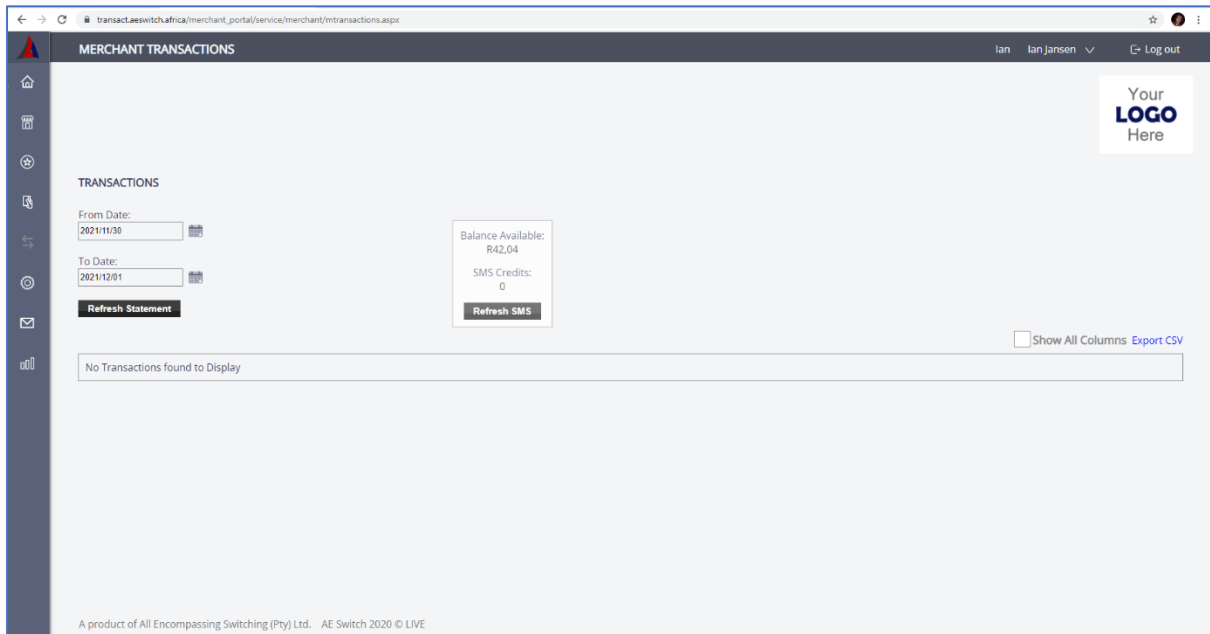


Fig.5 Transactions

My Banking

Here you can add new beneficiaries and pay existing beneficiaries

New Beneficiary

Tick my beneficiary list to view your current beneficiaries

To create a new beneficiary:

1. Fill in an account friendly name (this is for your personal identification of the account)
2. Fill in the account holder's name (these details will be verified with the bank)
3. Select an account type from the drop-down list
4. Fill in the account number
5. Select a bank branch from the drop-down list
6. Click continue
7. Confirm the details
8. Click submit

The screenshot shows a web browser window with the URL `transact.aeswitchafrica/Merchant_Portal/service/Banking/bankaspvt`. The page title is "NEW BANK BENEFICIARY". In the top right corner, the user is logged in as "ian" (Ian Jansen) with a "Log out" link. A sidebar on the left contains icons for home, user profile, and a menu. The main content area features a checkbox labeled "MY BENEFICIARY LIST". Below this is a form titled "NEW BANK BENEFICIARY" with the sub-header "ADD BANK DETAILS". The form contains the following fields: "Account Friendly Name" (text input), "Account Name" (text input), "Account Type" (dropdown menu with "UNKNOWN" selected), "Account Number" (text input), "Branch Code" (text input with "ABSA Bank" selected), and "632 005" (text input). At the bottom of the form are "Cancel" and "Continue" buttons. In the top right corner of the form area, there is a placeholder for a logo that says "Your LOGO Here". At the bottom of the page, a footer reads: "A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE".

Fig. 6 Adding a new beneficiary

Pay Beneficiary

Click 'Show Maximum Pay Out' to view the maximum amount that you can pay to your bank account after fees are deducted.

The screenshot shows a web browser window with the URL `transact.aeswitchafrica/Merchant_Portal/service/Banking/bankbeneficiary.aspx`. The page title is "PAYMENT TO BANK ACCOUNT". Below the title, there is a link "Hide Maximum Pay Out". The main content area is divided into two sections. The top section, titled "Summary", displays two payment options: "Next day Payment" for R135.48 and "Instant Payment (RTC)" for R95.48, each with a "Continue" button. The bottom section, titled "SELECT BENEFICIARY", contains several input fields: a dropdown menu for "Select Friendly Name...", a text field for "Amount" (pre-filled with 135.48), a text field for "My Reference" (with a character limit of 17), a text field for "Beneficiary Reference" (with a character limit of 17), a checkbox for "RTC" (labeled "Click here to enable 'Real Time Clearance'"), a text field for "Email Payment Notification", and a text field for "SMS Payment Notification" (with a note "(0.25c per Notification)"). A "Continue" button is at the bottom of this section. The footer of the page reads "A product of All Encompassing Switching (Pty) Ltd. AE Switch 2023 © LIVE".

Fig. 7 Payment to bank account.

To make a payment.

1. Click show maximum pay out.
2. Select Either next day payment or Instant Payment.
3. Select the beneficiary from the drop-down list.
4. Fill in "My Reference", The reference that will be displayed on your transaction report.
5. Fill in "Beneficiary Reference", The reference that will be displayed on your bank statement.
6. The RTC block will be ticked depending on whether it is an instant payment or a next day payment.
7. If you would like your Proof of payment to be sent via email, then fill in your Email address.
8. If you would like to receive and SMS with the Proof of Payment then fill in your cell phone number under SMS Payment Notification.
9. Click continue to make the payment.

Internal Merchant payments

Merchant Payment

This is not a payment to your loaded bank account.

To make a merchant account payment to another existing merchant system:

1. Under your 'My Merchant Account Tab', find the side tab for 'Internal Merchant Payments'.
 2. Select your merchant account reference or tick "Manually enter a System account reference" to be able to fill in another account reference.
 3. Enter the amount for payment
 4. Fill in your reference (located below "Merchant Account payments")
 5. Fill in your beneficiary's reference.
 6. Click continue payment
 7. Confirm the details.
 8. Click "Continue"
- If you would like to donate to the Hennops Revival, just tick their box and pay.

The screenshot shows the 'INTERNAL MERCHANT PAYMENTS' page in the AE Switch merchant portal. The page has a dark header with the title and user information (AE Merchant Demo, Alex Beeforth, Log out). A sidebar on the left contains navigation icons. The main content area is titled 'MERCHANT ACCOUNT PAYMENTS' and displays 'YOUR MERCHANT ACCOUNT REFERENCE: 100039800089'. Below this, there is a section 'Member of AE Wages Platform' with a checkbox for 'Donate to Hennops Revival'. The 'Select Merchant to Pay' section includes a dropdown menu currently showing '- Select Merchant System -', and two checkboxes: 'Manually Enter a System Account Reference' and 'AE Switch Payment'. A form box contains input fields for 'Enter Merchant Account Reference', 'Amount', 'My Reference', and 'Beneficiary Reference'. At the bottom of the form are 'Cancel' and 'Continue Payment' buttons. The footer of the page states 'A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE'.

Fig.8 Merchant account payments

AE Switch Payment

To make an AE Switch payment (a payment to AE Switch):

1. Tick "AE Switch Payment"
 2. Your Merchant Account reference will auto fill.
 3. Enter the amount for payment
 4. Fill in your reference (located below "Merchant Account payments")
 5. Fill in your beneficiary's reference.
 6. Click continue payment
 7. Confirm Details.
 8. Click Continue.
- If you would like to donate to the Hennops Revival, just tick their box.

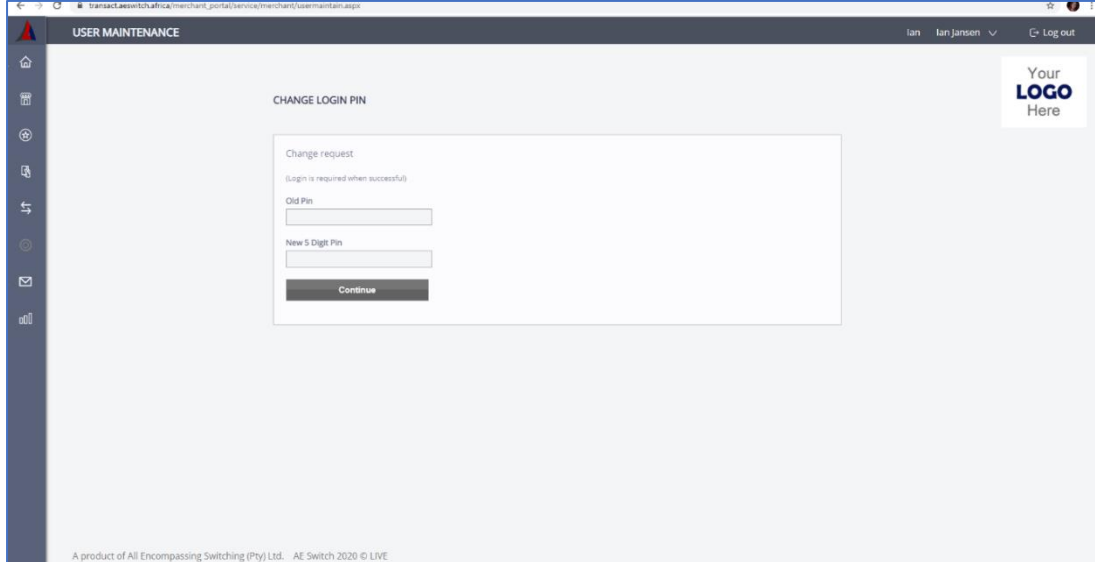
The screenshot shows the 'INTERNAL MERCHANT PAYMENTS' page in the AE Switch Merchant Portal. The page has a dark header with the title 'INTERNAL MERCHANT PAYMENTS' and a user profile 'lan | lan jansen' with a 'Log out' link. A balance of 'R9.33' is displayed in the top right corner. The main content area is titled 'MERCHANT ACCOUNT PAYMENTS' and shows 'YOUR MERCHANT ACCOUNT REFERENCE: 300034303432'. Under the 'Selected' section, the 'AE Switch Payment' option is checked. Below this, there is a form with the following fields: 'Enter Merchant Account Reference' (pre-filled with '300000100010'), 'Amount', 'My Reference', and 'Beneficiary Reference'. At the bottom of the form are 'Cancel' and 'Continue Payment' buttons. A sidebar on the left contains various navigation icons. A placeholder for a logo is visible on the right side of the page.

Fig. 9 AE Switch Payment

User Maintenance

To change your Pin:

1. Fill in your old pin
2. Fill in a new pin
3. Click Continue



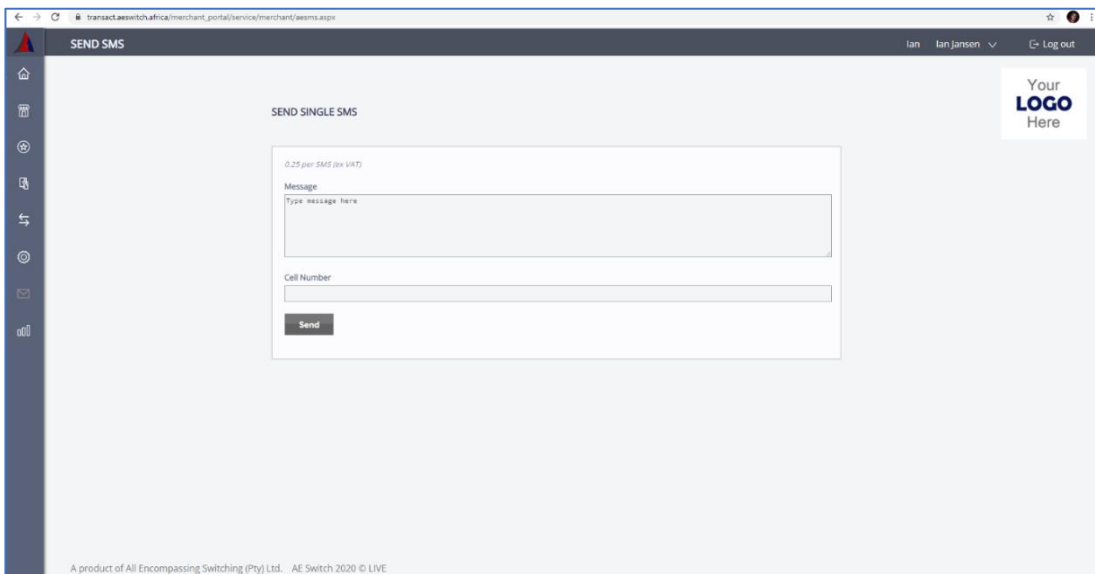
The screenshot shows the 'USER MAINTENANCE' page in the AE Switch merchant portal. The page title is 'CHANGE LOGIN PIN'. It features a 'Change request' box with the instruction '(Login is required when successful)'. Inside this box are two input fields: 'Old Pin' and 'New 5 Digit Pin', followed by a 'Continue' button. The page includes a sidebar with navigation icons, a top navigation bar with the user's name 'lan lanjansen' and a 'Log out' link, and a 'Your LOGO Here' placeholder. The footer text reads 'A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE'.

Fig.10 User Maintenance

Send Single SMS

To send a single SMS:

1. Enter your message (1 SMS is 160 Characters)
2. Fill in a Cell Number
3. Click Send



The screenshot shows the 'SEND SINGLE SMS' page in the AE Switch merchant portal. It includes a '0.25 per SMS (ex VAT)' note. The form contains a 'Message' field with the placeholder 'Type message here', a 'Cell Number' field, and a 'Send' button. The layout is consistent with the previous page, featuring a sidebar, top navigation bar with 'lan lanjansen' and 'Log out', and a 'Your LOGO Here' placeholder. The footer text is 'A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE'.

Fig. 11 Send a Single SMS

Performance Charts

To view the performance charts:

1. Select a category, either “Card payments”, “Wallet Payments” or “Deposits”
2. Select a start date
3. Select an end date
4. Click show report

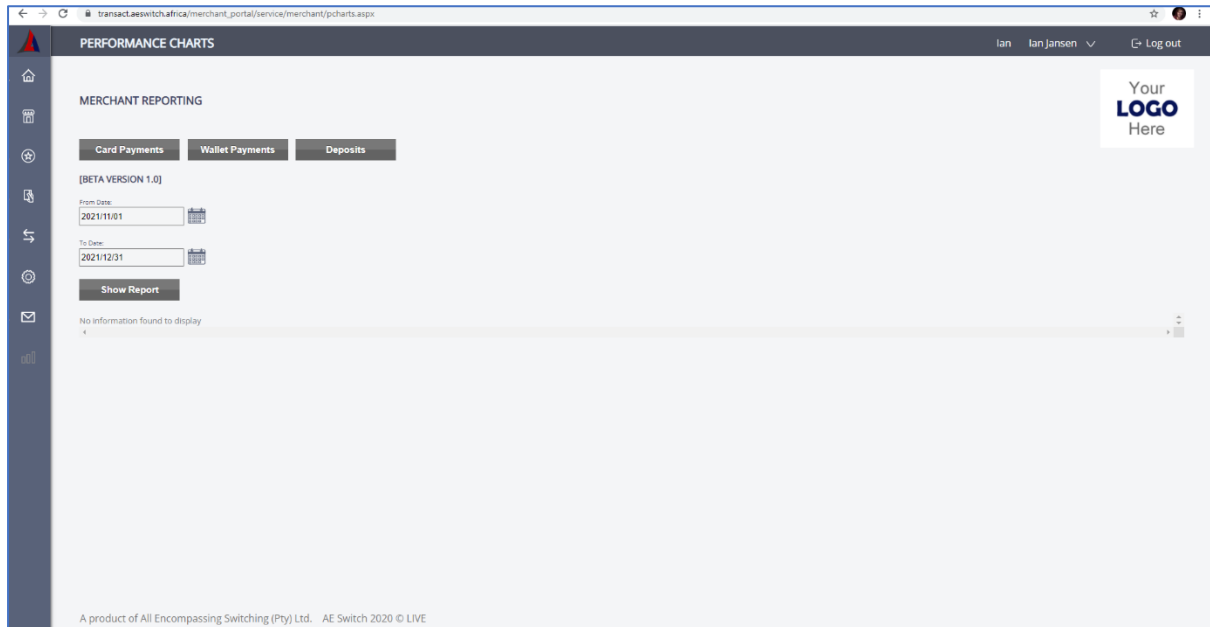


Fig. 12 Performance Charts.

Airtime

Here you can buy Pin less Airtime, Data and airtime vouchers, prepaid electricity and renew your vehicle license.

***Please Note that your balance is visible in the top right of the screen above your Logo.**

Pin less Airtime

To purchase pin less airtime:

1. Fill in a cell phone number.
2. Fill in an amount for purchase.
3. Click continue

The screenshot shows the 'PINLESS AIRTIME' page in a web browser. The URL is 'transact.aeswitchafrica/Merchant_Portal/service/vaprod/pinless.aspx'. The page has a dark header with the AE Switch logo and a user profile 'lan lan Jansen' with a 'Log out' link. On the right, the balance is 'R40,04' and there is a placeholder for 'Your LOGO Here'. The main content area is titled 'PINLESS' and contains a form with the text 'Minimum top-up amount is R2.00'. The form has two input fields: 'Cell Number' and 'Amount'. Below the fields is a 'Continue' button. The AE Switch logo is centered at the bottom of the form. A footer at the bottom of the page reads 'A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE'.

Fig. 13 pin less airtime

The screenshot shows the 'PINLESS AIRTIME' page after a successful purchase. A modal dialog box is displayed in the center with the text 'transact.aeswitchafrica says Message: Success TP reference: RETPORD10587834' and an 'OK' button. The form below the dialog now shows the 'Cell Number' as '071 888' and the 'Amount' as 'R2,00'. The form has two buttons: 'Back' and 'Buy Now'. The AE Switch logo is centered at the bottom of the form. The header and footer are the same as in the previous screenshot, but the balance in the top right corner is now 'R42,04'.

Fig. 14 Pin less Airtime purchase Success

Data and Airtime

To purchase data or airtime vouchers:

1. Select a provider from the drop-down list
2. Tick either “for voice/ SMS” or “for data”
3. Select a product from the drop-down list
4. Click continue
5. Confirm the details are correct
6. Click Buy Now
7. Fill in an email address if you would like to email someone the voucher.
8. Click Send

The screenshot shows the 'PRINT SLIP' VOUCHER page in the AE Switch Merchant Portal. The page has a dark blue header with 'DATA AND AIRTIME' on the left and user information 'lan lan Jansen' and 'Log out' on the right. A balance of 'R38,04' is displayed in the top right corner. The main content area is light gray and contains a form titled 'PRINT SLIP' VOUCHER. The form has two sections: the first section is for selecting a service provider, with a dropdown menu showing 'Select a Provider' and the Vodacom logo below it; the second section is for selecting a product, with radio buttons for 'for Voice/SMS' and 'for Data' (selected), and a dropdown menu showing 'MyMeg 50MB 30 Days - [Price: R12]'. A 'Continue' button is at the bottom of the form. On the right side of the page, there is a placeholder for a logo that says 'Your LOGO Here'. At the bottom of the page, there is a footer that reads 'A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE'.

Fig. 15 Data and airtime voucher purchase

The screenshot shows the 'PRINT SLIP' VOUCHER page in the AE Switch Merchant Portal, displaying the confirmation details for a data purchase. The page layout is identical to the previous screenshot, but the form content has changed. The first section now displays the Vodacom logo. The second section shows the product details: 'Product MyMeg 50MB 30 Days' and 'Price R12,00'. Below this information are two buttons: 'Back' and 'Buy Now'. The rest of the page, including the header, balance, and footer, remains the same.

Fig. 16 Confirm Data purchase.

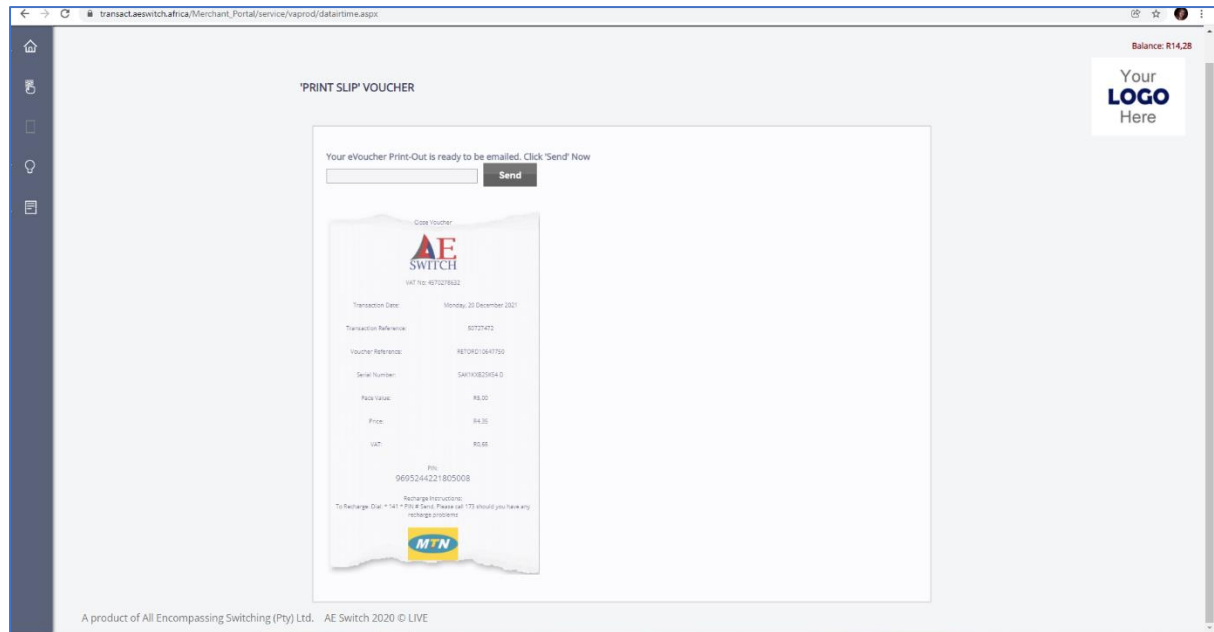


Fig.17 Airtime Voucher