



# Top It Up VAS User Guide

## How to start selling Airtime & Electricity

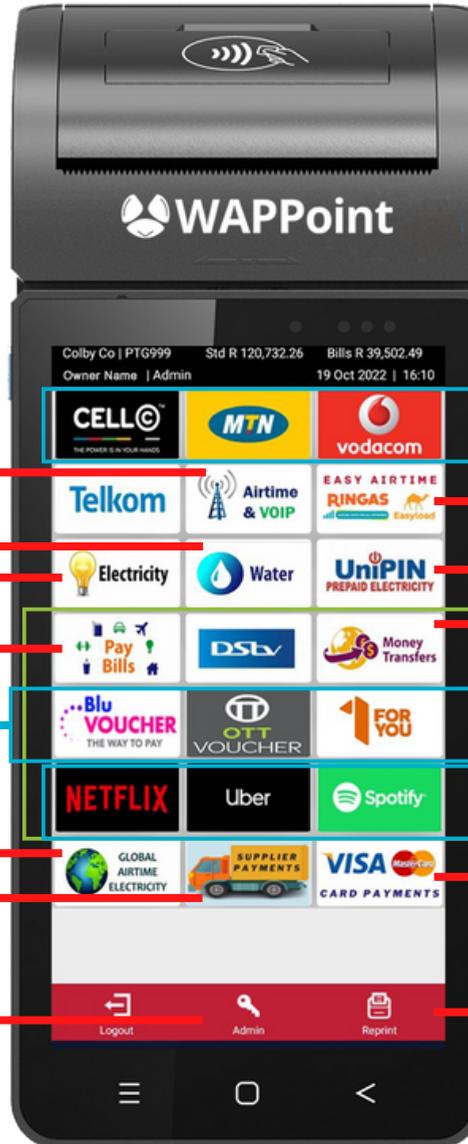
To start vending airtime and bill payments, you must top up your TopItUp wallet on the device. This can be done via eft to TopItUp or from selected stores

## Where to top up your TopItUp wallet:

Pick n Pay, Shoprite, Usave, Checkers, House & Home, OK Mini Market, Makro, Game, Jumbo, Cambridge Food, Builders Warehouse, Builders Depot, Builders Express

OR EFT (Please verify these details against their welcome email):- Nedbank Acc:1334033870- Absa Acc:4079618709- Standard Bank Acc:061738298- FNB Acc:62403309356

TopItUp Help line: 0860 111 723   
064 121 9970 



## Top It Up Wallet

std = cash amount you have left for airtime & electricity bills = amount left for bill payments

Airtime for unpopular networks & other topups  
Also: Siyavula online tutoring platform & Ikeja wifi hotspot top up

For homes with separate water meters  
All municipal electricity meters

Select from list of service providers

Top up bets, gaming, pay insurance, wi-fi hotspots, pay utilities, buy tickets

Send airtime/electricity to someone in different country

Pay supplier invoices before delivery  
For vendors that don't have a supplier account and need to pay invoice in advance

Only Admin can access settings & reports  
View total sales, cash up, balances, history, cashier sales and totals, setup users and more

Airtime & Data from most popular networks

Buy Airtime without knowing the network

Buy Electricity without meter number

Receiver must have an App with ref number  
Bill Payments, split up in most popular groups

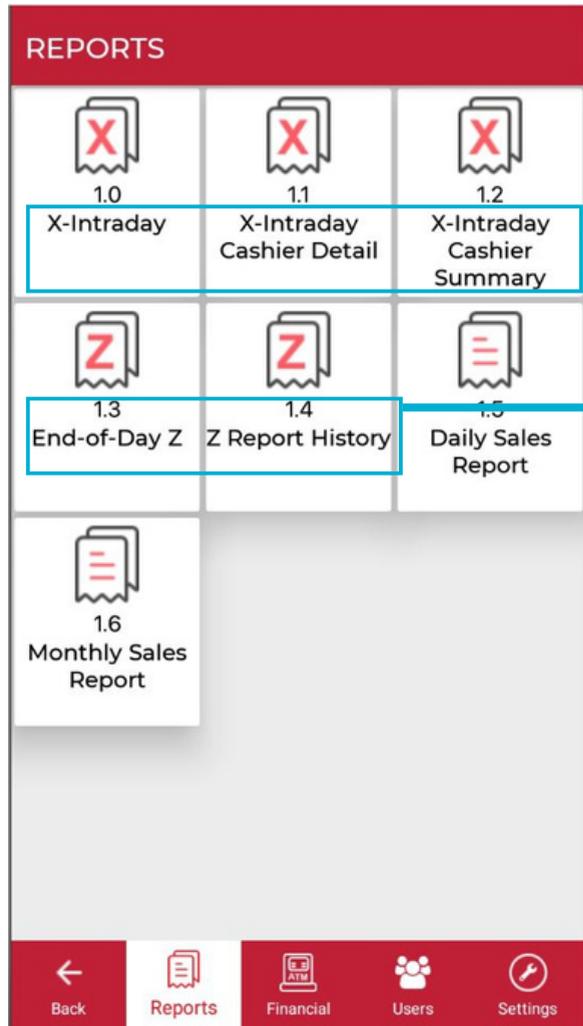
Pay monthly subscriptions

Pay via cards  
Payment amount will not be paid out, but tops up your Top It Up wallet

Reprints previous slips  
The cashier can search for slips via meter /account numbers

# Admin Tab

## Reports



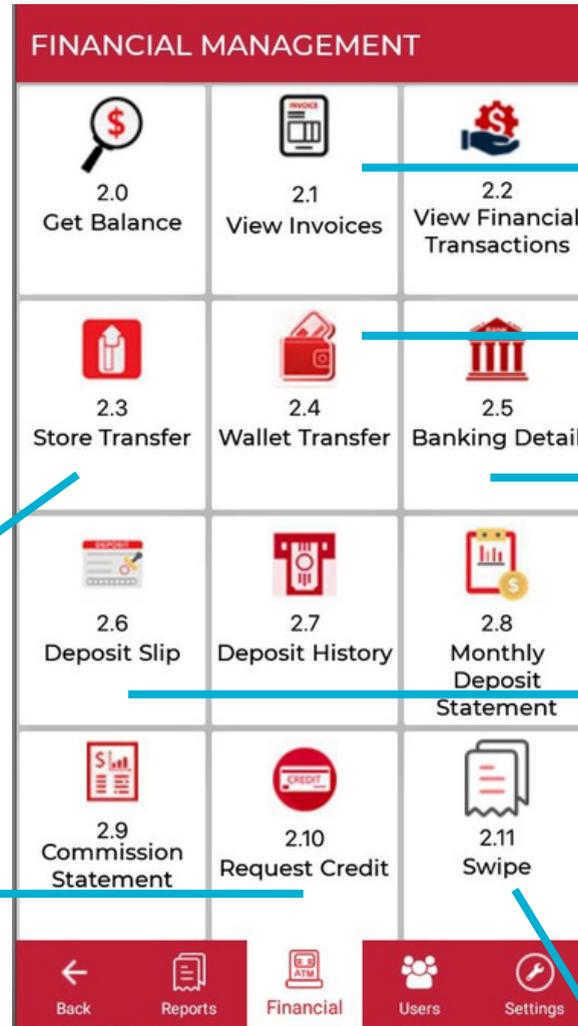
X-Report is to view only

Z-Report is to bank your device and total up all the transactions

Transfer funds to other store's devices

Request funds advance from TopItUp

## Financial



TopItUp Invoices weekly

Transfer funds between your Standard wallet (for airtime & electricity) & your Bills wallet for bill payments

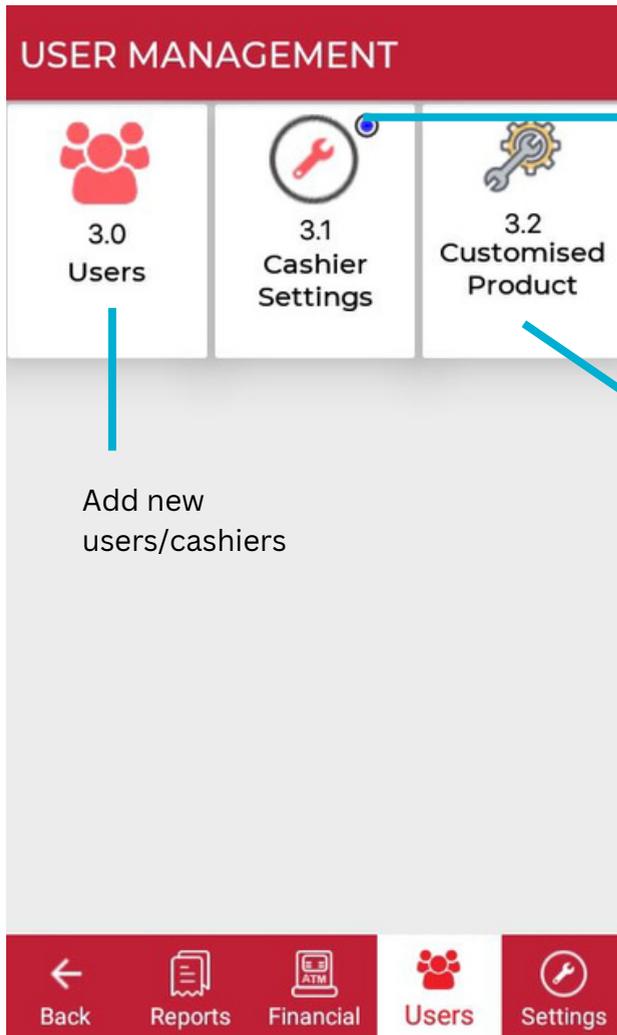
TopItUp Bank account for EFT transfers

Pre-select amounts for standard and bills wallet for top up at selected stores. This will print out the slip to give to cashiers with all the info like acc nr and what you need to top up

View swipe transactions which goes to your digital wallet

# Admin Tab

## User

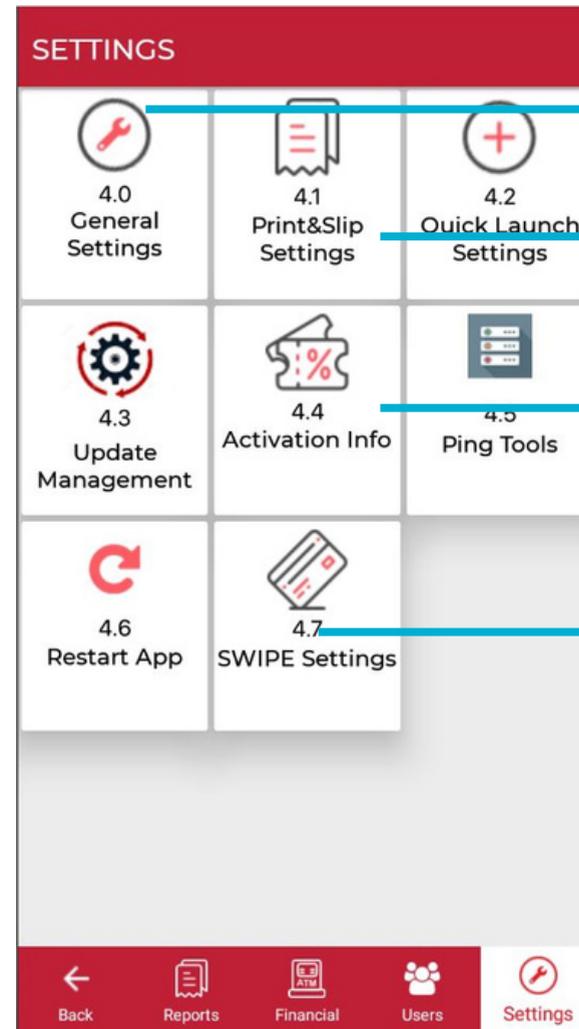


Set rights for cashiers ie: view own sales only, disable bill payments, allow cashup

Disable specific products for cashiers

Add new users/cashiers

## Settings



Name Terminal, log out after x time

Print slip or print to screen and print settings

Airtime and electricity service provider contact numbers

Logout after card sale? Print declined slips?



Back



Reports



Financial



Users



Settings



Back



Reports



Financial



Users



Settings

# Commission Structure

Product Commission	Commission Structure
Airtime & Data	3.50% Flat-Rate across all Networks including VOIP Products
Electricity	Upto 2% on Electricity Municipalities & Private Utilities – dependent on municipality. Typically Electricity commission ranges between 0.5% to 1%
Water	Upto 2% on Water Municipalities & Private Utilities – dependent on municipality. Typically Water commission ranges between 0.5% to 1%
Bill Payments	R2.00 Flat-Fee per transaction
Money Transfers	Commissions range between R2.00 – R8.00 Flat-Fee per transaction, depending on Money Transfer Service Provider & Transfer Value
Universal Vouchers	Ranges between 0.5% to 2% - dependent on Product
International Content	Ranges between 0.5% to 2% - dependent on Product