

JABATAN BENDAHARI UNIVERSITI MALAYSIA PERLIS

PEKELILING BENDAHARI BIL. 3 TAHUN 2024

PENGGUNAAN PLATFORM PERKHIDMATAN *FLYWIRE* SEBAGAI SALURAN TERIMAAN PEMBAYARAN DARI LUAR NEGARA KEPADA UNIVERSITI MALAYSIA PERLIS

1.0 TUJUAN

Pekeliling ini dikeluarkan bertujuan untuk memaklumkan kepada semua staf Universiti Malaysia Perlis (UniMAP) mengenai perluasan saluran terimaan pembayaran tanpa tunai menggunakan platform perkhidmatan *Flywire* bagi terimaan bayaran dari luar negara kepada UniMAP.

2.0 LATAR BELAKANG

- 2.1 Jabatan Bendahari sentiasa memastikan penambahbaikan kualiti perkhidmatan terimaan pembayaran tanpa tunai di UniMAP dari masa ke semasa selari dengan perkembangan teknologi terkini.
- 2.2 Selaras dengan polisi kampus tanpa tunai UniMAP, Jabatan Bendahari telah memperluaskan saluran terimaan pembayaran tanpa tunai dengan menggunakan platform perkhidmatan *Flywire* bagi terimaan pembayaran dari luar negara ke akaun bank UniMAP.
- 2.3 Perluasan saluran terimaan pembayaran ini adalah sebagai tambahan kepada penggunaan platform perkhidmatan *Flywire* sebelum ini di UniMAP yang terhad kepada terimaan pembayaran yuran pengajian pelajar antarabangsa sahaja.

2.4 Melalui kelulusan Mesyuarat Jawatankuasa Pengurusan Universiti ke-224 Bil. 16/2024 pada 30 Oktober 2024 penggunaan platform perkhidmatan *Flywire* di UniMAP diperluaskan bagi lain-lain terimaan pembayaran dari luar negara kepada UniMAP seperti **yuran persidangan/seminar, penyaluran geran penyelidikan antarabangsa dan lain-lain bayaran**.

3.0 PLATFORM PERKHIDMATAN PEMBAYARAN MELALUI FLYWIRE

- 3.1 Syarikat *Flywire* menyediakan platform perkhidmatan pembayaran global dengan menawarkan pembayaran menggunakan 140 mata wang di lebih daripada 240 negara. Buat masa ini syarikat *Flywire* mempunyai 4,000 pelanggan di seluruh dunia.
- 3.2 Syarikat ini menyediakan platform perkhidmatan pembayaran kepada pihak yang berada di luar negara bagi melakukan pembayaran kepada UniMAP melalui pemindahan wang bank, pembayaran mengunakan kad seperti *Visa, MasterCard* atau *UnionPay* dan lain-lain.
- 3.3 Platform perkhidmatan *Flywire* juga menawarkan pembayaran dalam mata wang tempatan iaitu Ringgit Malaysia (RM) dan UniMAP akan menerima jumlah pembayaran penuh tanpa potongan kos tersembunyi atau pendedahan kepada turun naik kadar pertukaran mata wang asing.
- 3.4 Selain perkhidmatan itu. platform Flywire menawarkan juga perkhidmatan percuma kepada UniMAP dimana tiada caj transaksi dikenakan seperti caj bank bagi bayaran agen antarabangsa semasa pemindahan telegraf antarabangsa. vuran pedagang untuk pembayaran kad dan lain-lain caj kewangan tersembunyi.

4.0 PENGGUNAAN PLATFORM PERKHIDMATAN PEMBAYARAN MELALUI *FLYWIRE*

- 4.1 Buat masa ini, pihak yang berada di luar negara boleh melakukan pembayaran kepada UniMAP dengan mengakses platform perkhidmatan *Flywire* di laman web rasmi UniMAP (landing page) di <u>https://www.unimap.edu.my/index.php/en/</u> dengan klik pada logo *Flywire*. **Rujuk Lampiran 1.**
- 4.2 Terdapat beberapa pilihan pembayaran boleh dibuat seperti berikut;
 - (a) Pembayaran bagi yuran persidangan/seminar dari peserta luar negara
 - (b) Pembayaran bagi penyaluran geran penyelidikan antarabangsa
 - (c) Lain-Lain bayaran
- 4.3 Pihak pembayar perlu mengisi butiran pembayaran seperti berikut;
 - (a) Jenis pembayaran yang hendak dibuat
 - (b) Jumlah amaun yang hendak dibayar
 - (c) Maklumat pembayaran
 - (d) Memilih kaedah pembayaran
 - (e) Mencetak resit pembayaran apabila selesai pembayaran dibuat.
- 4.4 Panduan penggunaan platform perkhidmatan pembayaran *Flywire* boleh dirujuk di dalam *Payment Guide* seperti di Lampiran 2 atau di laman web rasmi UniMAP dengan klik pada ikon *Flywire* > Panduan > Lain-Lain Bayaran.
- 4.5 Pihak pembayar perlu mengemukakan bukti bayaran iaitu resit bayaran *Flywire* kepada Pusat Tanggungjawab UniMAP yang bertanggungjawab terhadap tuntutan pembayaran tersebut.

5.0 ARAHAN PENGELUARAN RESIT OLEH PUSAT TANGGUNGJAWAB

- 5.1 Pusat Tanggungjawab UniMAP perlu mendapatkan bukti bayaran iaitu resit bayaran *Flywire* daripada pihak pembayar dari luar negara.
- 5.2 Pusat Tanggungjawab UniMAP perlu mengisi Borang Arahan Pengeluaran Resit *Flywire* (Pusat Tanggungjawab) dengan lengkap dan menghantar kepada Unit Hasil, Terimaan dan Pelaburan, Jabatan Bendahari. Borang Arahan Pengeluaran Resit *Flywire* (Pusat Tanggungjawab) adalah seperti di **Lampiran 3**.
- 5.3 Unit Hasil, Terimaan dan Pelaburan, Jabatan Bendahari akan menyemak borang permohonan yang di terima daripada Pusat Tanggungjawab UniMAP bersama transaksi terimaan pembayaran di dalam akaun Bank UniMAP.
- 5.4 Resit rasmi akan dikeluarkan selepas terimaan bayaran tersebut masuk ke akaun bank UniMAP. Resit rasmi akan diserahkan kepada Pusat Tanggungjawab UniMAP atau di emel kepada pihak pembayar bergantung kepada arahan yang diberikan oleh Pusat Tanggungjawab UniMAP.
- 5.5 Pusat Tanggungjawab UniMAP perlu memastikan semua arahan pengeluaran resit rasmi bagi terimaan bayaran melalui platform perkhidmatan *Flywire* dibuat dengan kadar segera setiap kali menerima bukti bayaran daripada pihak pembayar dari luar negara.

6.0 PERTANYAAN DAN MAKLUMAT LANJUT MENGENAI PENGGUNAAN PLATFORM PERKHIDMATAN *FLYWIRE*

6.1 Sebarang pertanyaan dan maklumat lanjut mengenai penggunaan platform perkhidmatan *Flywire* boleh menghubungi Unit Hasil, Terimaan dan Pelaburan seperti berikut;

Unit Hasil, Terimaan dan Pelaburan Jabatan Bendahari Universiti Malaysia Perlis Aras Bawah, Canselori Tuanku Syed Sirajuddin Kampus Alam, UniMAP Pauh Putra 02600 Arau, Perlis

No. Telefon : 04-941 4034 Emel : unithasil@unimap.edu.my

6.2 Selain itu, jika terdapat pertanyaan kepada pihak syarikat *Flywire* boleh menghubungi pihak syarikat *Flywire* seperti berikut;

No. Telefon	: 1-800-81-0611 (bagi pengguna Malaysia)
Emel	: support@flywire.com
Live Chat	: help.flywire.com

7.0 PENUTUP

- 7.1 Perluasan saluran terimaan pembayaran tanpa tunai UniMAP dengan penggunaan platform perkhidmatan *Flywire* dapat meningkatkan kualiti perkhidmatan pengurusan terimaan Jabatan Bendahari UniMAP.
- 7.2 Dengan penyediaan platform perkhidmatan *Flywire* ini diharap semua staf UniMAP dapat menggunakan sepenuhnya perkhidmatan yang ditawarkan terutamanya dalam terimaan pembayaran dari luar negara kepada UniMAP bagi pembayaran yuran persidangan, penyaluran geran penyelidikan dan lain-lain bayaran.

LAMPIRAN 1

Akses Platform Perkhidmatan *Flywire* di Laman Web Rasmi UniMAP (landing page) https://www.unimap.edu.my/index.php/en/ Dengan Klik Logo *Flywire*





Your guide to making international payments with Flywire LAMPIRAN 2

Step 1: Access the correct portal to start a payment

• Visit the <u>Flywire landing page</u> and select the correct portal for your payment.



😵 English 🗸



Welcome to the Payment Portal for Universiti Malaysia Perlis

Please select the correct portal below. Choosing the incorrect portal will delay your payment

UniMAP - Conference	START YOUR PAYMENT
UniMAP - Research Grant	START YOUR PAYMENT
UniMAP - Other Payments	START YOUR PAYMENT
UniMAP@KL - Student Fees	START YOUR PAYMENT
Universiti Malaysia Perlis - Student Fees	START YOUR PAYMENT

Step 2: Select your payment country

- Choose your payment originating country from the dropdown menu (your bank account or card issuing country)
- Enter the payment amount
- Click Next to continue



Step 3: Select your payment method

Based on your country selection, Flywire will automatically display your local currency rate with the appropriate payment options, such as local or international bank transfer.

• Traditional bank transfer (also known as a wire) is the most cost-effective method. Please note that to complete the payment you will need to make arrangements with your bank (in person, online, or over the phone) and send your funds to Flywire in your chosen currency.

Flywire will then convert your currency and pay your institution.

If you select your home country, but you don't see your home currency, don't worry you can always pay in the currency of your institution or select a different currency by clicking the "I want to pay in another currency" link at the bottom of the page. Although the process and benefits will remain the same, your bank will handle the foreign exchange before sending the funds to Flywire.



Select your preferred payment method

Step 4: Enter the payer's information

- Enter the payer's personal details and contact information
- Click Next to continue

Payer information

) required field	
Email *	First name *
Middle name	Family name *
Address 1*	Address 2
City *	State / Province / Region
Zip code / Postal Code	+ 880 🗸 Phone number *
	Receive text notifications on your payment status
I would like to receive emails from Flywire a I have read, understand, and agree to the F	bout future discounts, promotions and offers lywire Terms of Use and Privacy Policy

 $\mathsf{Next} \to$

Step 5: Enter the participant information

- Enter all details as requested by the institution
- Click Next to continue



Help 🛛 Log in 🛞 English 🗸

Information	for	UniMAP -	Other	Payments
mormation	101	UnimAl	Other	rayments

(*) required field

Email Address *	Payment Detail *
Programm Name *	Invoice Number (if any)
← Previous	Next →

Step 6: Review and Confirm

- Review the payer and participant information for accuracy. Use the "Previous" button if you would like to edit your information
- Click Next to continue

Review and o	confirm payment	information
Payment information	You will send ₩1,290,000.00	
	UniMAP - Other Payments will RM4,000.00	receive
	Country or region Korea, Republic of	
Payment method	You selected Bank Transfer in South Ko	rean Won (KRW)
Payer information	First name test	Middle name test
	Family name test	Address 1 test
	Address 2 -	City test
	State / Province / Region -	Zip code / Postal Code test
	Country Korea, Republic of	Phone number +82 12345678
	Email test@test.com	

Final step for <u>bank transfers payments</u>: Review your payment instructions and make your payment at your bank.

- Review bank transfer instructions provided.
- Login to your bank account using your banking app or bank's website to complete your bank transfer using the instructions provided.

	Payment method	3. Paver Info	4. Info for the re	ceiver	5. Review & Confirm	6. Make payme
	Disease initiate th		00 ···································			
	Please initiate th	e transaction of ¥14,826	.00 with your bank no	later than April 8, 2	2024. 😈	
tus 💛 Payment per	nding 🕕 Why is my paymen	pending? Payme	ent ID 95	5768 👔		
u send to Flywire						
14,826.00	Inclusive of our fees				15,600.00)
			f			
Fi	ywire is waiting to eceive your funds.					
You will see the bank	transfer payment instructions	once this step is complet	ed.		Add this p Flywire ac	ayment to your count
You will see the bank	transfer payment instructions o	once this step is complet	ed.		Add this p Flywire ac	ayment to your count ADD PAYMENT
) You will see the bank	a transfer payment instructions of a difference of the second sec	once this step is complet	ed. ion	^	Add this p Flywire ac	ayment to your count ADD PAYMENT
You will see the bank Next: Uplo Due to regulations in invoice from you to	a transfer payment instructions of Dad required de n China, Flywire's payment p verify your payment. Your u	once this step is complet DCUMENTAT Partner is required to c ploaded files will be va	ed. ion collect an official tu alidated by our payr	• Nation bill or nent partner in	Add this p Flywire act	ayment to your count ADD PAYMENT
You will see the bank Next: Uplc Due to regulations in invoice from you to China once you mak provide new or addit	a transfer payment instructions of Dad required de n China, Flywire's payment p verify your payment. Your u ke a payment. If your uploade tional documents or your pa	once this step is complet DCUMENTAT Partner is required to co ploaded files will be va ed files do not meet th yment will be returned	ed. ion collect an official tu alidated by our payr ne criteria, you may d.	A lition bill or nent partner in be asked to	Add this p Flywire act Manage yo Z Edit payr	ADD PAYMENT
You will see the bank Next: Uplc Due to regulations in invoice from you to China once you mak provide new or addi	a transfer payment instructions of Dad required de n China, Flywire's payment p verify your payment. Your u ke a payment. If your uploade tional documents or your pa	Direce this step is completed DCUMENTAT Partner is required to compleaded files will be valued ploaded files will be valued the value of the valu	ed. iON collect an official tu alidated by our payr le criteria, you may d.	ition bill or nent partner in be asked to	Add this p Flywire act Manage yo <u>C</u> Edit payr +86	ADD PAYMENT Dur payment ment details fications
You will see the bank Next: Uplc Due to regulations in invoice from you to China once you mak provide new or addi Tuition bill (a transfer payment instructions of Dad required de n China, Flywire's payment p verify your payment. Your u te a payment. If your uploade tional documents or your pa or invoice Required	once this step is complet DCUMENTAT Partner is required to c ploaded files will be va ed files do not meet th yment will be returned	ed. iON collect an official tu ilidated by our payr le criteria, you may d.	Aition bill or nent partner in be asked to	Add this p Flywire act Manage yo C Edit payr Edit payr +86 E Change p	ADD PAYMENT OUR payment ment details fications

Final step for <u>credit/debit card or online wallet payments</u>: Enter your card details

- Enter your card number, name, expiry date, and security code
- Enter your information within 15 minutes to avoid your session timing out
- Click Make Payment to continue

O, IS 7.00 Inclusive of our fees	RM <i>=</i> €	13,900.00
Flywire is waiting to receive your funds.	, ,	
Payment details		Add this payment to you Flywire account
+ 86 V Phone number	Your issuer will send a one-time password via SMS. This phone number must be registered to your card.	ADD PAYMENT
Card number		Manage your payment
	ΡΑΥ	 Edit payment details SMS notifications
; Payment received Payment II	894 🕐	
• Payment received Payment II send to Flywire 5,023.00 • inclusive of our fees	9 ¹ 894 2	16,000.00
s Payment received Payment II send to Flywire 5,023.00 I inclusive of our fees	9 '894 ? <i>f</i> Flywire has your funds.	. 16,000.00
• Payment received Payment II send to Flywire 5,023.00 • inclusive of our fees	9 1894 2 f Flywire has your funds.	Add this payment to you Flywire account
• Payment received Payment IC send to Flywire 5,023.00 • inclusive of our fees We have	a 1894 a f Flywire has your funds.	Add this payment to your Flywire account
s Payment received Payment IC send to Flywire 5,023.00 Inclusive of our fees We have	a 1894 a f Flywire has your funds. Treceived your payment	Add this payment to your Flywire account ADD PAYMENT Manage your payment E View payment details

Track your payment

Payment tracking is available in the following methods:

- Through the **payment tracking link** included in the automated email sent to your email address after completing the payment
- Log in to check the status of your payment at <u>flywire.com</u>
- Email notifications when there are updates to the status of your payment.
- SMS notifications when there are updates to the status of your payment. (Optional opt-in during Step 3)

Need help?

Support Email: <u>support@flywire.com</u> Online Chat: <u>flywire.com/help</u>

Call :

Australia +61 2 8311 4772 Hong Kong SAR +852 3001 1165 Indonesia +62 21 29223064 Japan +81 5 0180 74338 Malaysia +60 18 008 10611 New Zealand +64 8 004 47163 Singapore +65 3138 6191 Thailand +66 60 003 5979

US (Toll free) +1 800 346 9252 UK +44 20 39 624 308 Mainland China (Toll free) +86 400 006 7175 Korea (Toll free & domestic only) 070 8028 5301 India (Toll free & domestic only) 000 800 4430 048 Vietnam +84 24 4458 1755

LAMPIRAN 3



No. Rujukan (Untuk Kegunaan Jabatan Bendahari)

UNIT HASIL, TERIMAAN DAN PELABURAN JABATAN BENDAHARI UNIVERSITI MALAYSIA PERLIS

A. MAKLUMAT PEMBAYARAN MELALUI FLYWIRE 1. Nama Individu/Syarikat : 2. Alamat Individu/Syarikat : 3. Tujuan Bayaran :
 Nama Individu/Syarikat :
 Alamat Individu/Syarikat :
 Tujuan Bayaran :
4 No Resit <i>Elvwire</i> 5 Jumlah (RM)
6. No. Invois (Jika berkaitan) :
8. Cara Penghantaran Resit : 🦳 Pusat Tanggungjawab Ambil Di Kaunter Jabatan Bendahari
Pihak Jabatan Bendahari Emel Kepada Pihak Pembayar (Wajib Kemukakan Emel Lengkap)
9. Emel :
B. BUTIRAN PEGAWAI BERTANGGUNGJAWAB DI PUSAT TANGGUNGJAWAB
1. Nama :
2. Pusat Tanggungjawab :
3. Jawatan : 4. No. Staf :
5. No. Telefon : 6. Emel :
7. Catatan :
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB Saya dengan ini mengesahkan semua butiran di atas adalah benar;
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB Saya dengan ini mengesahkan semua butiran di atas adalah benar; Tandatangan Ketua Jabatan
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB Saya dengan ini mengesahkan semua butiran di atas adalah benar; Tandatangan Ketua Jabatan
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB Saya dengan ini mengesahkan semua butiran di atas adalah benar; Tandatangan Ketua Jabatan
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB Saya dengan ini mengesahkan semua butiran di atas adalah benar; Tandatangan Ketua Jabatan
C. PENGESAHAN KETUA JABATAN PUSAT TANGGUNGJAWAB Saya dengan ini mengesahkan semua butiran di atas adalah benar; Tandatangan Ketua Jabatan

Nota

⁽¹⁾ Sila pastikan borang lengkap diisi dan bukti bayaran *Flywire* (resit) di lampirkan bersama.

⁽²⁾ Sekiranya arahan pengeluaran resit bagi satu transaksi melebihi dari seorang peserta/syarikat, mohon untuk kepilkan maklumat tambahan bagi penerima-penerima resit di lampiran tambahan dengan mengemukakan maklumat tambahan seperti nama penerima resit, alamat penuh dan jumlah bayaran (RM).

⁽³⁾ Borang yang lengkap hendaklah dihantar kepada Unit Hasil, Terimaan dan Pelaburan, Jabatan Bendahari UniMAP.

⁽⁴⁾ Sebarang pertanyaan boleh menghubungi Unit Hasil, Terimaan dan Pelaburan di talian 04- 941 4034 atau emel: unithasil@unimap.edu.my