Standard Operating Procedure for Online Payment Portal Usage

1. UoM staff who wish to use online payment portal to receive payments should request the Finance Division to configure the payment portal for their respective payment recieving activities. The authorised staff (eg. MSc coordinator, Head of the Department, Deputy Registrar of Examinations division, ..) should send a request explaining the requirement to pay@uom.lk

2. For every request that is sent to pay@uom.lk a support ticket is created automatically and directed to the finance division.

3. Relevant staff in the finance division shall attend to the support tickets:
   - Log in to https://pay-admin.uom.lk admin portal
   - Create/enable an expenditure code for a requirement payment receiving activity
   - Assign permissions to the relevant UoM staff to the relevant expenditure code related activities https://pay-admin.uom.lk
   - Send a reply to the requesting staff upon setup completion

4. Once the setup completion email is received, the staff who requested the service could log into https://pay-admin.uom.lk using their UoM user credentials and perform the following actions:
   - Create payment reference codes or generate pay advices to request payments from payees
   - Monitor pending and received payment relevant to the expenditure codes assigned to them
   - Download various reports

5. Once the reference/pay advice is generated, the payees may make online payments through https://pay.uom.lk

Note: For all payments collected through the online payment gateway (credit/debit cards) a service charge of 1% is charged by the bank and this has to be absorbed by the respective payment receiving department/division.

If there are any issues encountered, please send an email with details to pay@uom.lk

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