

NETS



NETSBiz App User guide

***Accepting QR
payments just
got easier***

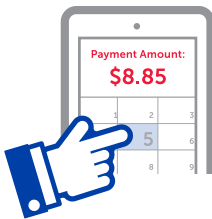
With SGQR, your customers can now easily make payments to you with just their mobile phone.

Simple to Pay

Customers simply make payment by scanning the QR code within the SGQR label with any of the payment apps listed on the label.



Step 1:
Scan SGQR label



Step 2:
Enter transaction amount and make payment



Step 3:
Receive a successful payment notification message

Simple to Collect

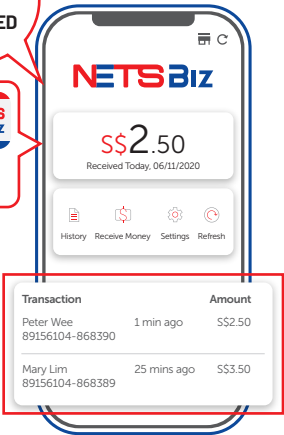
Once your customer has made payment, you can verify successful payment by:



Listening out for voice alert*



Viewing notification message



Validating transaction amount received

*Voice alert is not available for iOS.

NETSBiz App



The NETSBiz App sends notifications of successful transactions to your mobile device and allows you to view your transaction history.

Features

Receive Transaction Notifications

- Allows you to receive payment notifications, so you can collect payment without disrupting order fulfilment
- Configure notification settings

Manage Transactions

- View transaction history, easily track your sales on-the-go
- Easily view total daily sales amount

Manage Multiple Outlets

- Consolidated view across outlets
- Rename your Terminal IDs for easy reference

Manage Users

- Add and manage users
- Assign up to four levels of user rights (including business owner level)
- Restrict view to selected terminal IDs

Receive Money

- Use the Receive Money function to generate a NETS QR code on your phone, which customers can scan to pay

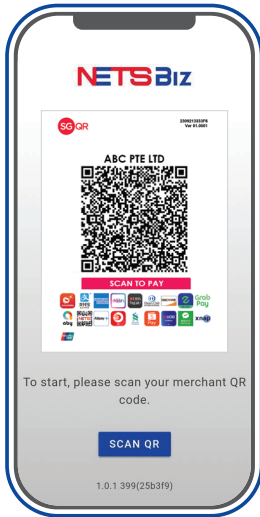
Refresh Transactions

- Allows you to retrieve the latest payment notification

Download the NETSBiz App



Login



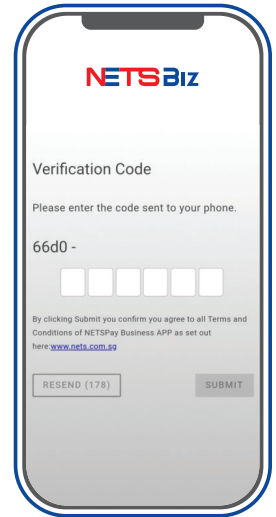
Step 1:

Download the app and scan your SGQR label



Step 2:

Enter the last 4 digits of your handphone number



Step 3:

Enter the verification code sent to your mobile number via SMS

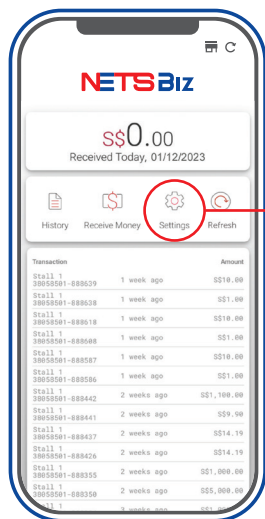
Business Owners

- Enter the last 4 digits of the mobile number registered with NETS during onboarding

Employees

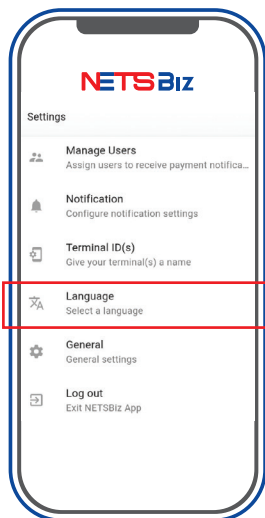
- Employers must first register their employee's details on their own app
- Once this is done, employees will receive an SMS confirmation with instructions to download the NETSBiz app. Thereafter, employees can follow steps 1, 2 and 3 to login.

Set Up



Get started by setting up the app to best meet your needs.

Step 1 : Set your preferred language



- Users can choose either English or Chinese language.
- This will change the text within the app, as well as the voice notification that plays when a successful transaction is made.



Set Up

Step 2: Select your preferred notification method

Depending on your preference, you may choose to receive a text notification, and/or voice alert when a successful payment is made.

Voice Alert*:
Informs merchants of the transaction amount that has been received.

Toggle here to select notification method

Pop-up Notification:

**Voice alert is not available for iOS.*
Users can choose either English or Chinese language. This will change the text within the app, as well as for the voice alert notification when a successful transaction is made.

Step 3: Renaming of your terminal IDs

- To ensure ease of tracking, you can rename your Terminal IDs with your outlet name (e.g. Tiong Bahru)
- Please note that outlet names can be a maximum of 15 characters, including spacing.

Terminal ID(s)

Tiong Bahru
37065701

Please enter the new name or remarks here:
(Max. 15 characters including spacing)

Tiong Bahru

CANCEL OK

Set Up

Step 4: Setting up of staff structure

There are four levels of users that can be set up within the app:



**Business
Owner**

- Has access to the payment notifications and transaction history of all outlets in the business
- Can add or remove owner, managers and workers as users

Note:

Each outlet's QR has to be scanned and logged-into once to start viewing transactions for the respective outlets. There can be only one user assigned to the Business Owner level.



Owner

- Has access to the payment notifications and transaction history of all outlets in the business
- Can add or remove managers and workers as users

Note:

There can only be one user assigned to the Owner level.



Manager

- Only has access to the payment notifications and transaction history of specific outlets assigned by the Business Owner/Owner
- Can add or remove workers as users

Note:

No limitation to the number of users assigned to Manager level



Worker

- Only has access to the payment notifications and transaction history of specific terminals assigned by the Business Owner/Owner/Managers
- Unable to add or remove users to the app

Note:

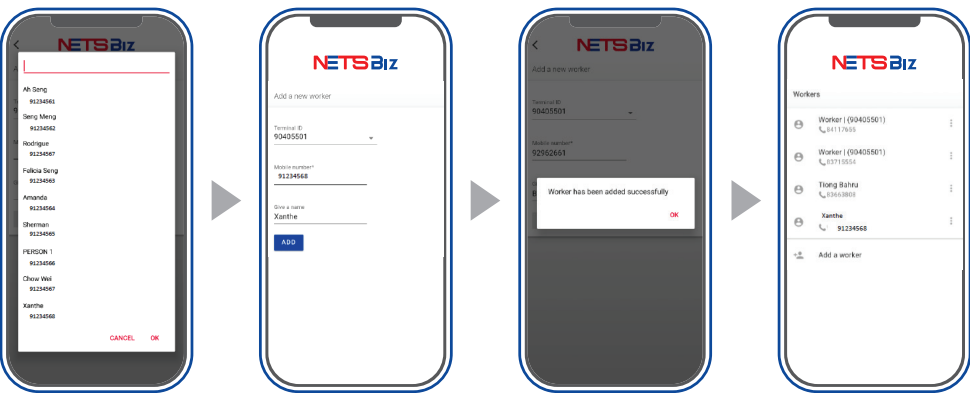
No limitation to the number of users assigned to the Worker level

Set Up

Step 4: Setting up of staff structure

Adding of staff (only accessible to business owners, owners and managers)

Contact book integration



NETSBiz app can sync with contact book to allow easy assignment of manager and worker

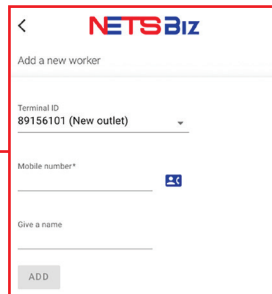
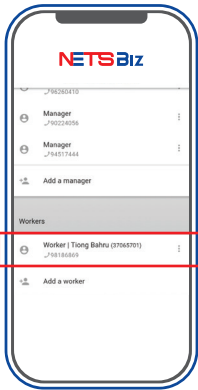
Add manager



Set Up

Step 4: Setting up of staff structure

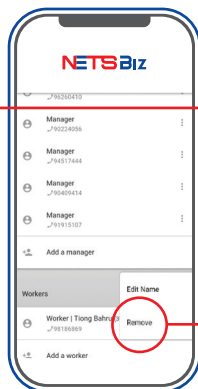
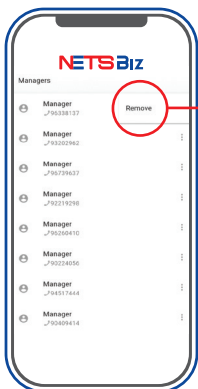
Add worker



When setting up a worker, select the relevant terminals that they can have access to here.

Remove manager and worker

- Business owners can remove owner, managers and workers
- Owners may remove managers and workers
- Managers may remove workers
- Workers do not have rights to remove users

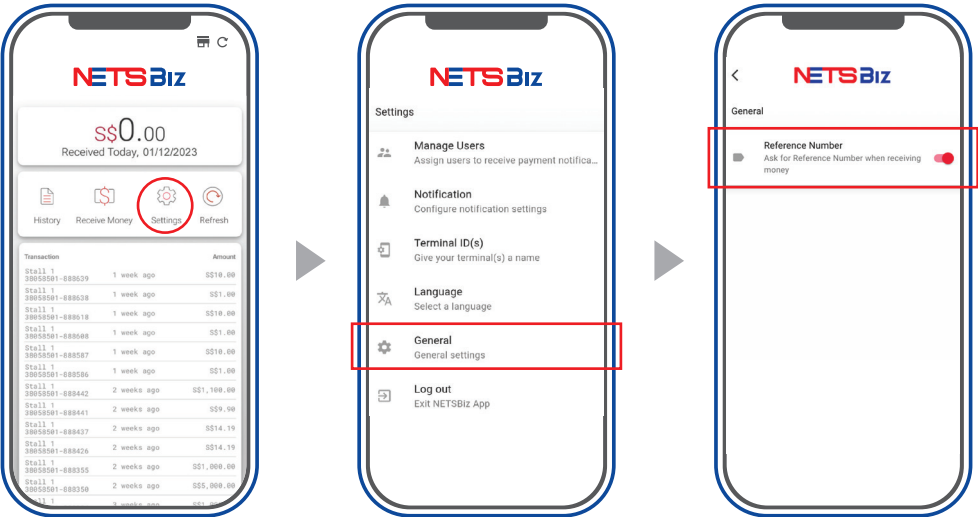


To remove staff click on the remove button on the right

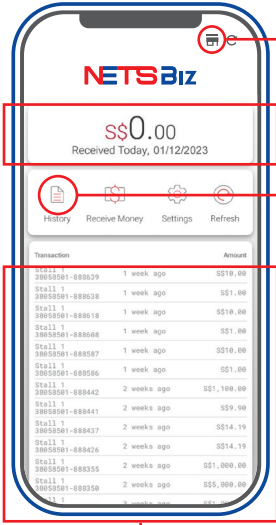
Set Up

Step 5: Enable reference number

You can key in reference number when using 'Receive Money' function. Follow the steps below to enable 'Reference Number' option.



Managing Your Transactions



The main app interface displays the NETSBiz logo at the top. Below it, a summary shows 'S\$0.00 Received Today, 01/12/2023'. A navigation bar at the bottom includes icons for History, Receive Money, Settings, and Refresh. The History section lists recent transactions with columns for Transaction ID, Time, and Amount.

Transaction	Amount
2005001-888329 1 week ago	S\$10.00
Stall 1 3885801-888328 1 week ago	S\$1.00
Stall 1 3885801-888318 1 week ago	S\$10.00
Stall 1 3885801-888608 1 week ago	S\$1.00
Stall 1 3885801-888587 1 week ago	S\$10.00
Stall 1 3885801-888586 2 weeks ago	S\$1.00
Stall 1 3885801-888442 2 weeks ago	S\$1,100.00
Stall 1 3885801-888441 2 weeks ago	S\$9.90
Stall 1 3885801-888437 2 weeks ago	S\$14.19
Stall 1 3885801-888436 2 weeks ago	S\$14.19
Stall 1 3885801-888335 2 weeks ago	S\$1,000.00
Stall 1 3885801-888334 2 weeks ago	S\$5,000.00

Click to toggle between RIDs and view the transactions

NETSBiz

11189179000

11189156100

Total amount received for the day
(On 24 hour basis, resets to zero at midnight)

Tap on the history icon to view transaction details

NETSBiz

27/11/2023

Tiong Bahru 18:05:36 STAN:000154 S\$0.05

Tiong Bahru 18:05:13 STAN:000153 S\$2.22

Tiong Bahru 11:37:59 STAN:682157 S\$0.01

26/11/2023

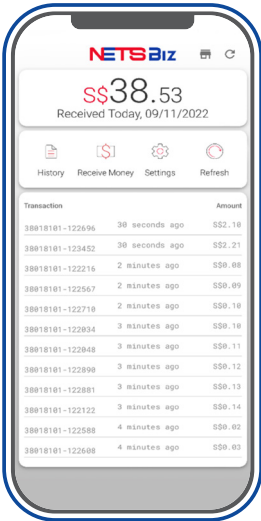
Tiong Bahru 15:38:41 STAN:646850 S\$0.92

View the most recent transactions on your home page

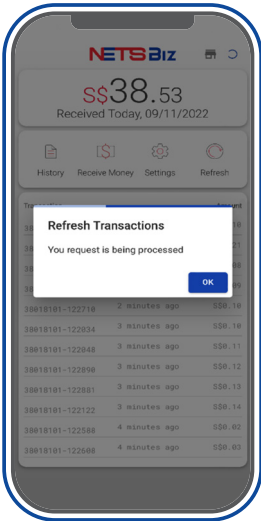
Transaction details:

Amount	S\$0.01
Time	27/11/2023, 11:37:59 AM
Merchant ID	11189179000
Terminal ID	89179001
STAN	682157
Payment Method	DBS PayLah!
Status	Successful

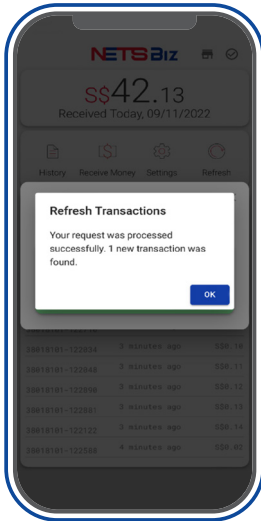
Refresh Your Transactions



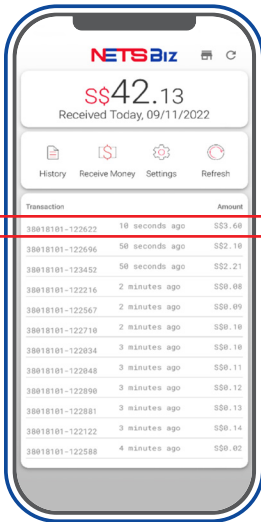
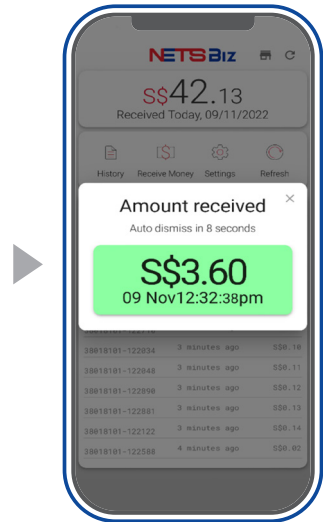
Click on Refresh button



Wait for loading to end



Click on OK



Refreshed transaction

Receive Money

Generate your own NETS QR Code

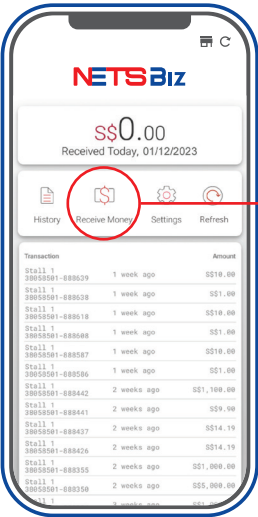


Generate a NETS QR code on your phones via the NETSBiz App

This function is perfect for businesses on-the-go:

- Deliveries
- Pop-up stores / mobile kiosks / events
- Restaurants or bars, giving staff the ability to bring phones over to customer's tables for payment
- Personal services merchants (such as handymen, personal trainers)

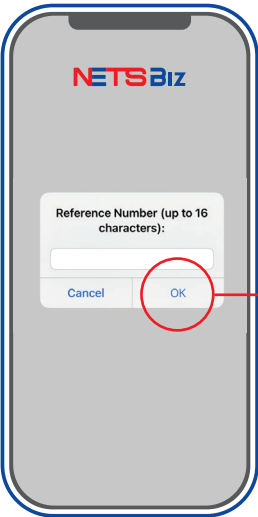
Receive Money



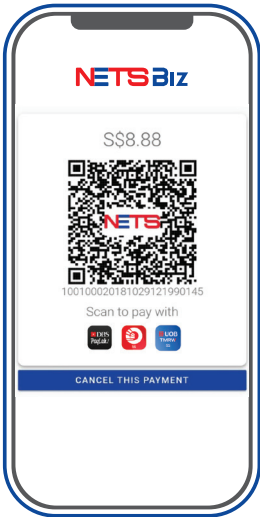
Select
'Receive Money'



Enter the
transaction
amount



Enter Reference
Number



The NETS QR is
generated. Your
customers can then
scan your mobile
phone to make
payment

Reporting

For merchants with terminals, you can differentiate QR transactions within MerchantConnect via:

All Purchase Cashback

01 Nov 2020 - 30 Nov 20

All Accounts

All Outlets(RID)

All TIDs

Payment Modes - 3

Apply Filter

Refresh

Transaction Date	Account	RID	TID	Product	Type	Channel	Payment Mode	Amount	Status	Settlement Date
11 Nov 2020, 02:33 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	OCBC Digital	\$ 12.34	Normal	11 Nov 2020
11 Nov 2020, 02:32 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	OCBC Digital	\$ 0.01	Normal	11 Nov 2020
11 Nov 2020, 02:28 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	OCBC Digital	\$ 0.01	Normal	11 Nov 2020
11 Nov 2020, 02:23 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	DBS PayLah	\$ 1.03	Normal	11 Nov 2020
11 Nov 2020, 01:09 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	UOB TMRW	\$ 70.03	Normal	11 Nov 2020

Refer to 'QR Static' transactions

Displays payment app used by consumer

To find out more:
Please refer to the full list of FAQs on our website.



Request for training
To request for training, please contact us at merchantraining@nets.com.sg.

**Network for Electronic Transfers
(Singapore) Pte Ltd**

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NETS Sales & Customer Service

Hotline: 6274 1212 | email: info@nets.com.sg

NETS



NETSBiz 应用程序 用户指南

简单接收QR 支付

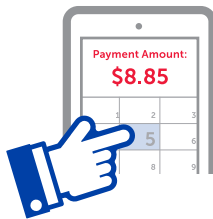
现在您的顾客可以很简单地使用手机应用程序扫描SGQR码向您付款。

简单的付款方式

顾客只需要使用显示在SGQR贴上相同的付款应用程序扫描即可付款。



第一步：
扫描SGQR标签



第二步：
输入交易金额，
进行支付



第三步：
将会收到一则支付
成功的通知信息

简单的收款方式

您可通过以下方式确认您的顾客是否成功付款：



*语音通知功能无法在iOS使用。

NETSBiz 应用程序



您手机里的NETSBiz 应用程序将会收到交易成功的确认信息，并允许您查看交易记录。

特点

接收交易通知

- 使您能安心地进行对订单或交易的收款
- 设置通知配置

交易管理格式

- 能随时轻松地查看业绩和交易记录
- 能简单查看当天的销售金额

管理多个销售点

- 能综合查看各销售点的业绩
- 能为各销售点命名，以便正确查阅

用户管理

- 添加与管理用户
- 系统允许设置到四级级别的用户权限
-包括注册业主级别
- 可限制查看限定的终端机编号

收取款项

- 使用“收款”功能来创建带有的款项的QR码，让顾客扫描支付

刷新交易记录

- 允许您检索最新的付款通知

下载 NETSBiz 应用程序



登录



第一步：
下载应用程序，扫描您的
SGQR标签

第二步：
输入您的手机号码
的最后四个数字

第三步：
输入透过短信发送到
您的手机号的验证码

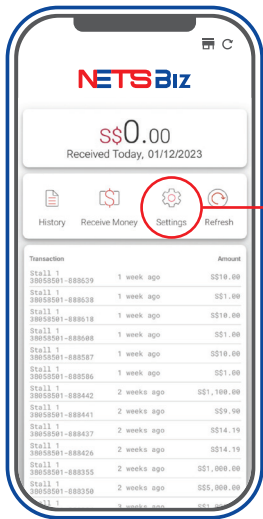
业主

- 输入您在申请NETS 无现金QR码时所填写手机号码的最后四个数字

店员

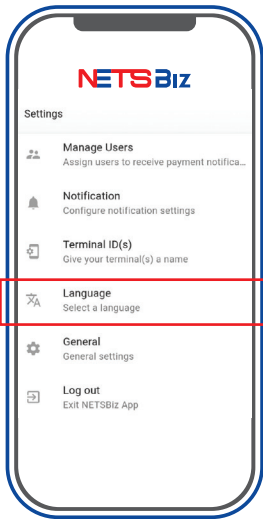
- 雇主必须将经理或店员的手机号码注册在 NETSBiz 应用程序的正确级别里
- 电话号码输入完成以后，店员将会收到附有下载NETSBiz 应用程序的说明的短信通知。随后，店员可按照步骤1、2和3进行登录

设置



采用最适合您的业务需求的应用程序设置。

第一步：设置您的首选语言



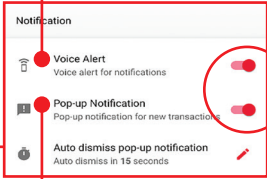
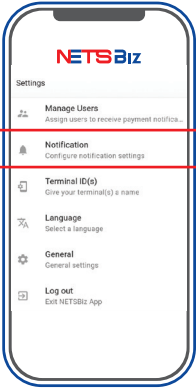
- 用户可选择英文或中文
- 这将改变应用程序内的文本, 以及在交易成功时播放的语音通知



设置

第二步: 选择您首选的通知方式

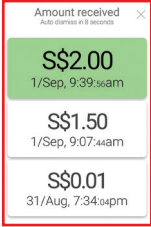
您可以选择在付款成功后收到文字显示和/或语音提示。



语音提示*:
通知商家已收到的成功交易金额

在此切换通知方式

文字显示弹出通知:

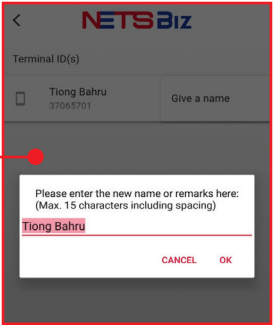

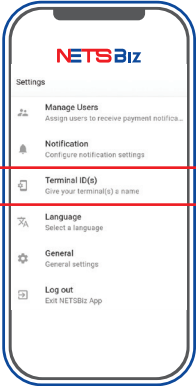


* 语音通知功能无法在iOS使用。

用户可以选择英文或中文。这将更改应用程序内的文本，以及交易成功时的语音提示通知。

第三步: 您可以为不同终端机编号重新命名

- 您可以为终端机编号改名为营业地点的简称来方便辨认记录，比如：中峇鲁
- 请注意: 这重新命名包括空格只限定为15个字符



设置

第四步:设置职员结构

在这应用程序中,可设置四个级别的用户:



注册业主

- 可以查看所有零售店的付款通知和交易记录
- 可添加或删除业主,经理和店员级别的用户

注意:

每个零售店的QR码必须被扫描并登录一次,才能开始查看各个零售店的交易记录。只能将一个用户分配为注册业主级别。



业主

- 可以查看所有零售店的付款通知和交易记录
- 可添加或删除经理和店员级别的用户

注意:

只能将一个用户分配为业主级别。



经理

- 只限于接收被注册业主或业主特定终端机的付款通知和交易记录
- 只能添加或删除店员级别的用户

注意:

分配为经理级别的用户没有数量限制。



店员

- 只限于接收被注册业主,业主或经理特定终端机的付款通知和交易记录
- 无法在这应用程序里添加或删除任何用户

注意:

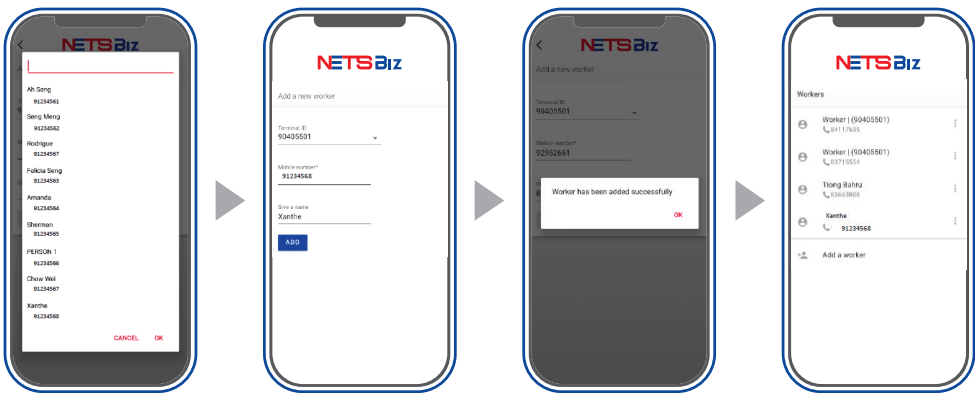
分配为店员级别的用户没有数量限制。

设置

第四步: 设置店员结构

加入店员 (只有注册业主, 业主和经理有权进行)。

通讯录整合



NETSBiz 应用程序可以与通讯录同步, 以便轻松分配经理和店员。

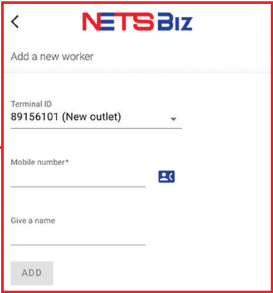
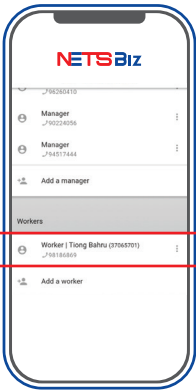
添加经理



设置

第四步: 设置店员结构

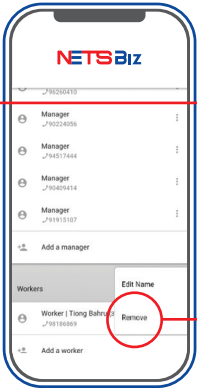
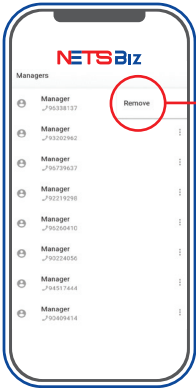
添加店员



在添加店员时, 设定店员能访问的终端机编号。

删除经理和店员用户

- 注册业主有权删除业主, 经理和店员用户的权限
- 业主有权删除经理和店员用户的权限
- 经理有权删除店员用户的权限
- 店员用户没有添加或删除任何用户的权限

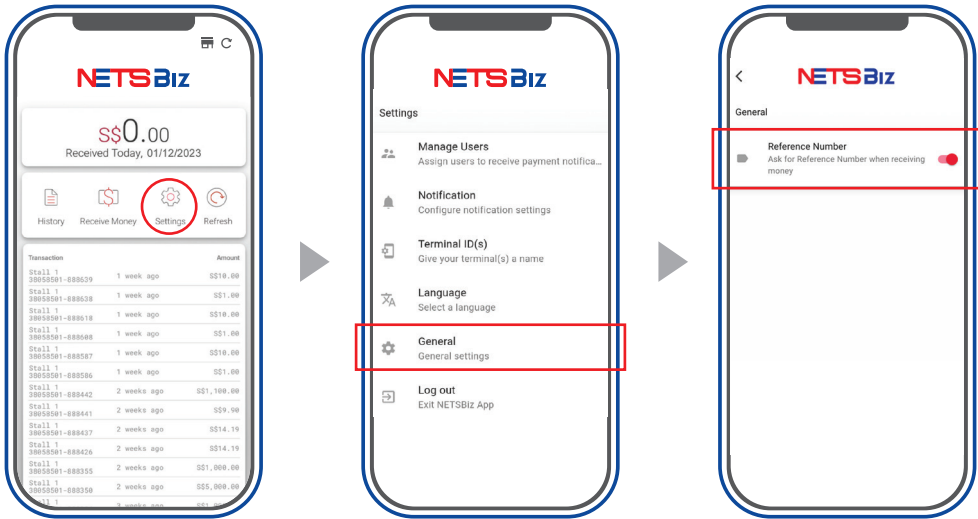


按下右边的删除键, 来删除店员用户

设置

第五步：启用交易编号

使用“收款”功能时，您可以输入交易编号。请按照以下步骤启用“交易编号”选项。



管理收款记录



在主页上可查看到近期的交易记录



在RID之间切换并查看交易记录



当日成功收款的总额
成功收款总额的显示为24小时, 过了午夜将自动归零



点按“历史”可查看付款交易的详情



Transaction	Amount
2005001-888329 1 week ago	S\$10.00
Stall 1 3885801-888328 1 week ago	S\$1.00
Stall 1 3885801-888318 1 week ago	S\$10.00
Stall 1 3885801-888608 1 week ago	S\$1.00
Stall 1 3885801-888587 1 week ago	S\$10.00
Stall 1 3885801-888586 1 week ago	S\$1.00
Stall 1 3885801-888442 2 weeks ago	S\$1,100.00
Stall 1 3885801-888441 2 weeks ago	S\$9.90
Stall 1 3885801-888437 2 weeks ago	S\$14.19
Stall 1 3885801-888436 2 weeks ago	S\$14.19
Stall 1 3885801-888335 2 weeks ago	S\$1,000.00
Stall 1 3885801-888334 2 weeks ago	S\$5,000.00



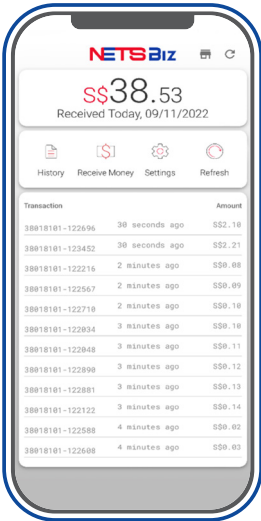
27/11/2023	
Tiong Bahru 18:05:36 STAN:000154	S\$0.05
Tiong Bahru 18:05:13 STAN:000153	S\$2.22
Tiong Bahru 11:37:59 STAN:682157	S\$0.01

26/11/2023	
Tiong Bahru 15:38:41 STAN:646850	S\$0.92

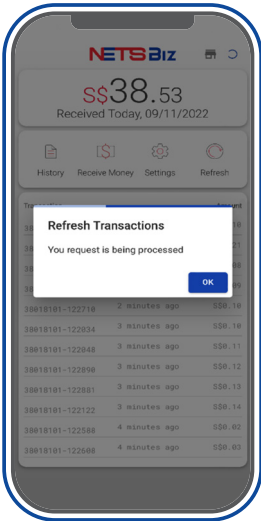


Amount	S\$0.01
Time	27/11/2023, 11:37:59 AM
Merchant ID	11189179000
Terminal ID	89179001
STAN	682157
Payment Method	DBS PayLah!
Status	Successful

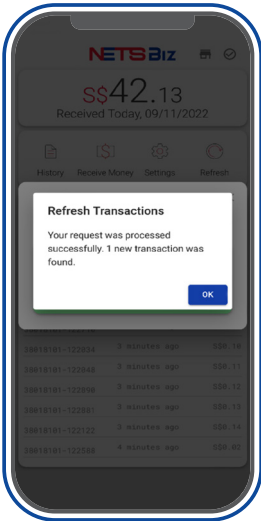
刷新您的交易记录



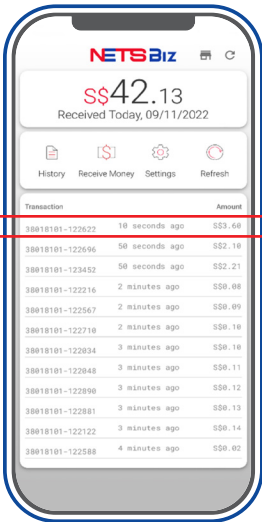
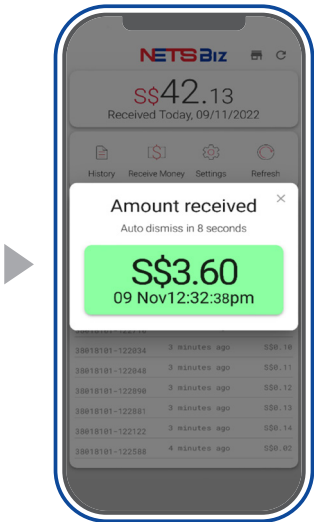
点击刷新按钮



等待加载结束



点击确定



刷新交易记录

收款功能

创建您个人的 NETS QR 码

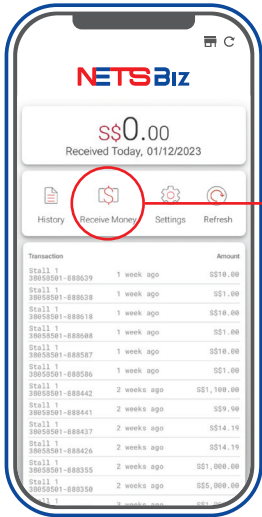


通过 NETS Biz 应用程序在您手机的创建NETS QR码。

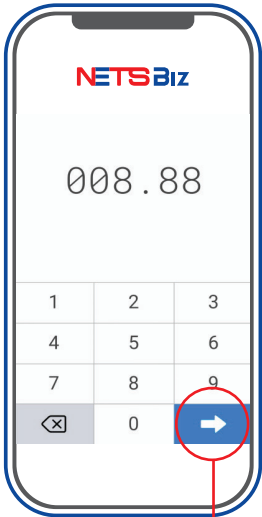
此功能适用于流动业务模式:

- 送货模式
- 快闪店、流动式摊位、促销活动等等
- 在餐厅或酒吧里允许服务员端手机到顾客或餐桌接收付款
- 提供个人服务的商家, 如: 维修技工, 私人教练等等

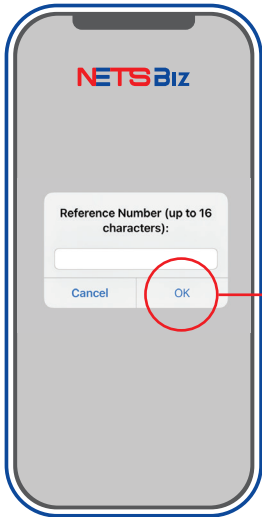
收款功能



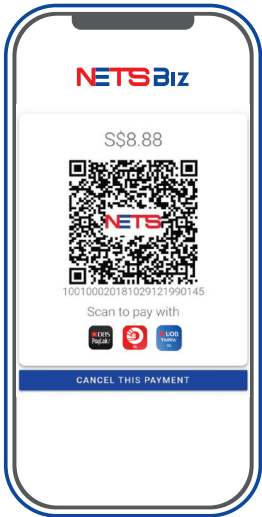
选择“收款”
功能



输入所需的交
易金额



输入交易编号



包含所需要支付
金额的 NETS QR
码将呈现在手机
里，以便客户扫描
付款

报告

对于备有终端机的商家, 可以通过MerchantConnect 辨认每项QR码的交易:

All Purchase Cashback										
01 Nov 2020 - 30 Nov 20		All Accounts	All Outlets(RID)	All TIDs	Payment Modes - 3		Apply Filter	Refresh		
Transaction Date	Account	RID	TID	Product	Type	Channel	Payment Mode	Amount	Status	Settlement Date
11 Nov 2020, 02:33 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	OCBC Digital	\$ 12.34	Normal	11 Nov 2020
11 Nov 2020, 02:32 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	OCBC Digital	\$ 0.01	Normal	11 Nov 2020
11 Nov 2020, 02:28 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	OCBC Digital	\$ 0.01	Normal	11 Nov 2020
11 Nov 2020, 02:23 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	DBS PayLah	\$ 1.03	Normal	11 Nov 2020
11 Nov 2020, 01:09 PM	I04247	11136001300	36001301	EFTPOS	Purchase	QR Static	UOB TMRW	\$ 70.03	Normal	11 Nov 2020

您可参考
固定QR码
“QR Static”
交易记录

显示客户所
使用的付款
应用程序

如要了解更多:

请参考在NETS网页上的完整解答



要求培训

若需要提供培训, 请把申请发到此电邮: merchantraining@nets.com.sg

**Network for Electronic Transfers
(Singapore) Pte Ltd**

351 Braddell Road #01-03 Singapore 579713

NETS 销售与客户服务

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