

GUIDELINES FOR UNPAID INVOICES:

– If the amount payable to the publisher of the journal exceeds the amount approved by the University of Malaya, UM Bursar will make payment on the specified amount only.

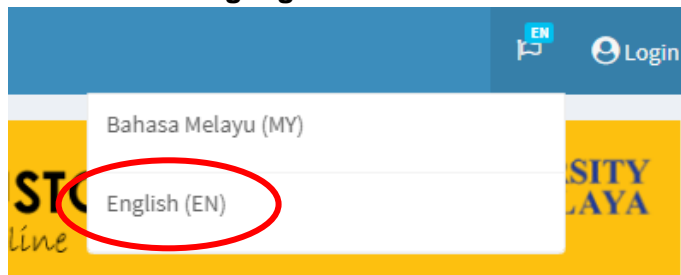
There are two (2) ways for the PI/applicant to make payment of the access amount:

METHOD #1: E-PAY @ UM

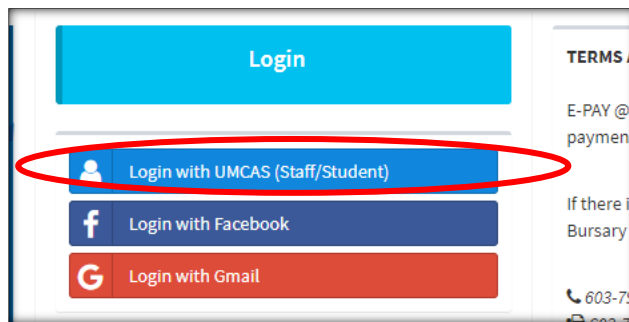
1. To pay directly into University of Malaya's account via E-PAY @ UM - <https://epay.um.edu.my/>

<https://epay.um.edu.my/> > Login with UMCAS (Staff/Student) > Main > Service > Service – Page Charge Fund (IPPP)

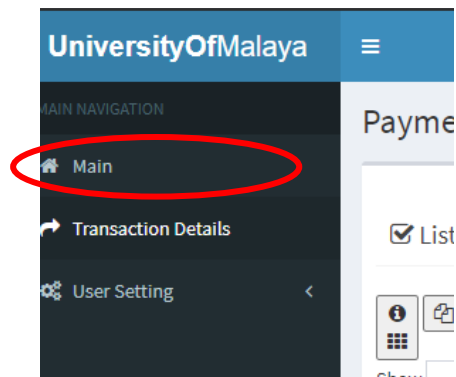
1. Choose Language



2. Login with UMCAS (Staff/Student)



3. Go to Main



4. Go the left side column and choose “Service” and select “Service – Page Charge (IPPP)”

SERVICE

- Service - Re-examination Paper
- Service - Credit Transfer
- Service - Student Verification
- Service - Cleaning Charge
- Service - Parking Charge
- Service - Utility
- Service - Printing
- Service - Notice Board
- Service - Multimedia
- Service - Security & Traffic
- Service - ICT
- Service - Photography
- Service - Consultancy
- **Service - Page Charge (IPPP)**
- Service - Banner / Bunting
- Service - Machine
- Service - Art & Culture
- Service - Journal Fees
 - Journal Institutions & Economics - FFA

Please update your “User Profile Information” if prompted.

5. Continue to the Payment Process Flow

PAYMENT PROCESS FLOW

Make sure all the details are accurate and correct !

Payment Information

(*) Indicate field required

Pay for: Service - Page Charge (IPPP)

Name: [Redacted]

MyCard No./Passport: [Redacted]

Category *: UM Staff

Staff No *: [Redacted]

Total payment *: 2 MYR

Description *: Payment of publication fees

Payment For Third Party?: Yes No

Make sure all the details are accurate and correct !

Payer Information

Mailing Address: [Redacted]

Email Address: [Redacted]

Phone No.:

Mobile Phone No.:

Make Payment

(*) Indicate field required

Payment Mode *: VISA MyDebit Credit Card / Debit Card FPX Internet Banking

Validation Code *: [Image with code] Enter the code above here

Confirmation *: I Agree with Terms & Conditions for Payment via E-PAY @UM (University of Malaya) system.

METHOD #2: INTERNAL MONEY TRANSFER via RGMS

2. To perform the Internal Money Transfer (IMT) from acknowledged grant by following the process stated below:

- (a) Before making any payment transfer, applicant must ensure the journal publishers have registered as VENDOR on e-procurement portal;
- (b) Applicant MUST ensure the balance in the grant(s) acknowledged in the publication is sufficient to transfer the balance of payments;
- (c) Next, applicant has to perform the Internal Money Transfer (IMT) via Research Grant Management System (RGMS) after the application of Page Charge Fund is approved by taking this further steps:
 - √ Get written permission or endorsement from the **Head of PPGP** to perform IMT via official letter (refer example)

SAMPLE LETTER

Date

Head
Centre of Research Grant Management
Level 4, IPPP
University of Malaya

Dear Mdm.,

Request to make payment for page charge fund using xxx grant

I am pleased to inform you that our article "**TITLE OF ARTICLE**" has been accepted for publication in "**NAME OF JOURNAL**". This work has been accomplished under the grant "**PROJECT NO.**". To get the article published, the total amount in the invoice to be paid is "___". However, IPPP will only pay **RMxxx** for **Gx** paper.

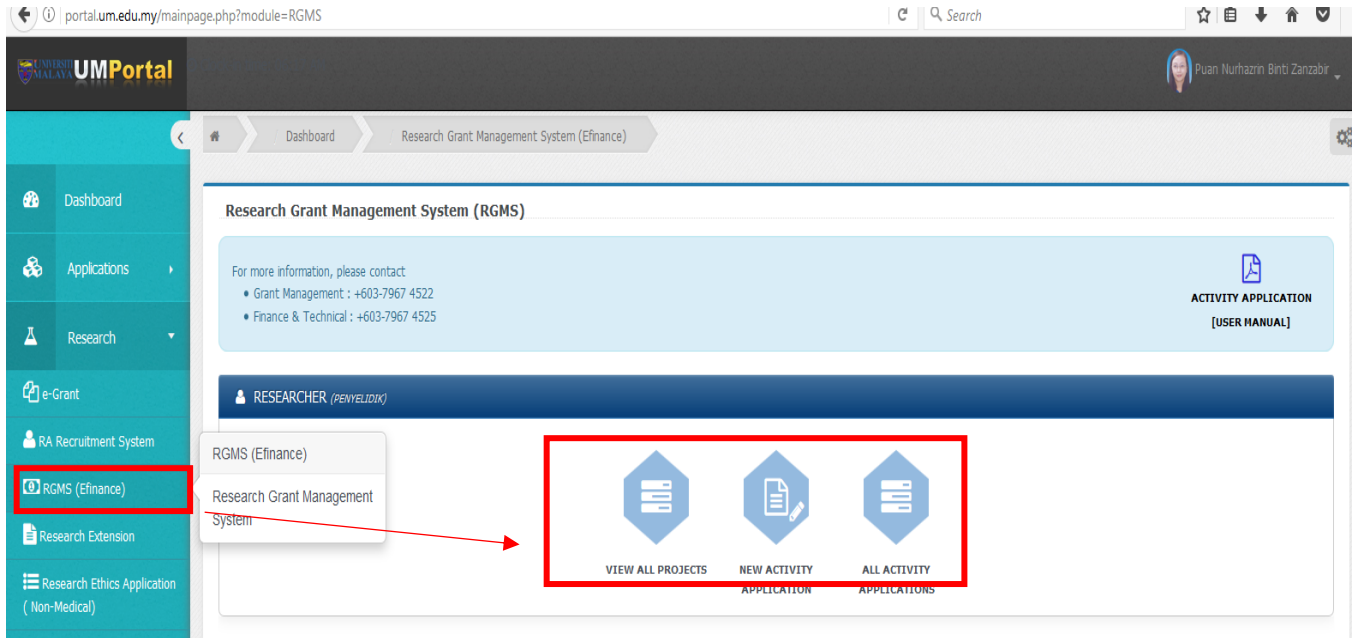
In this regard, I would be grateful if you can approve the excess amount of **RMxxx** from the grant for the Page Charge Fund admin to transfer the total amount in the invoice to the journal publisher. I hereby attach the relevant documents for your consideration.

Thank you very much.

Yours sincerely,

(NAME OF APPLICANT)

- √ Perform IMT process via RGMS (Professional Services & Other Services'category)



- √ Print the IMT slip and get approval from the PI/applicant's Head of Department in the faculty.

Bursar
University of Malaya

Internal Money Transfer

Project No :
SAGA Project No :
Project Leader : JENNIFER ANN HARIKRISHNA
Payee :
Allocation :
Category : Professional Services
Account Code :
Expenses :
Category : Internal Money Transfer
Description : Payment page charge for manuscript publication to Tabung Page Charge Fund IPPP
Amount : RM
Date of Transaction : 8/06/2017
Project Account Balance: RM

Submitted By: [Signature]
Name: JENNIFER ANN HARIKRISHNA
Date: 8/06/2017

Approved By: [Signature]
Associate Professor Dr. N. [Name]
Head
Institute of Biological
[Name]
University of Malaya
50603 Kuala Lumpur
Date & Cop: 14/6/2017

PI's name (points to Project Leader)

HOD/Dean Approval (points to Approved By)

CONTOH EXAMPLE (Watermark)

DITERIMA 14 JUN 2017 (Stamp: PEJABAT AM INSTITUT SAINS BIOLOGI UNIVERSITI MALAYA)

- √ Submit the IMT Slip AND approval/endorsement letter to **Level 7, IPPP.**

WORK FLOW OF IMT APPLICATION :

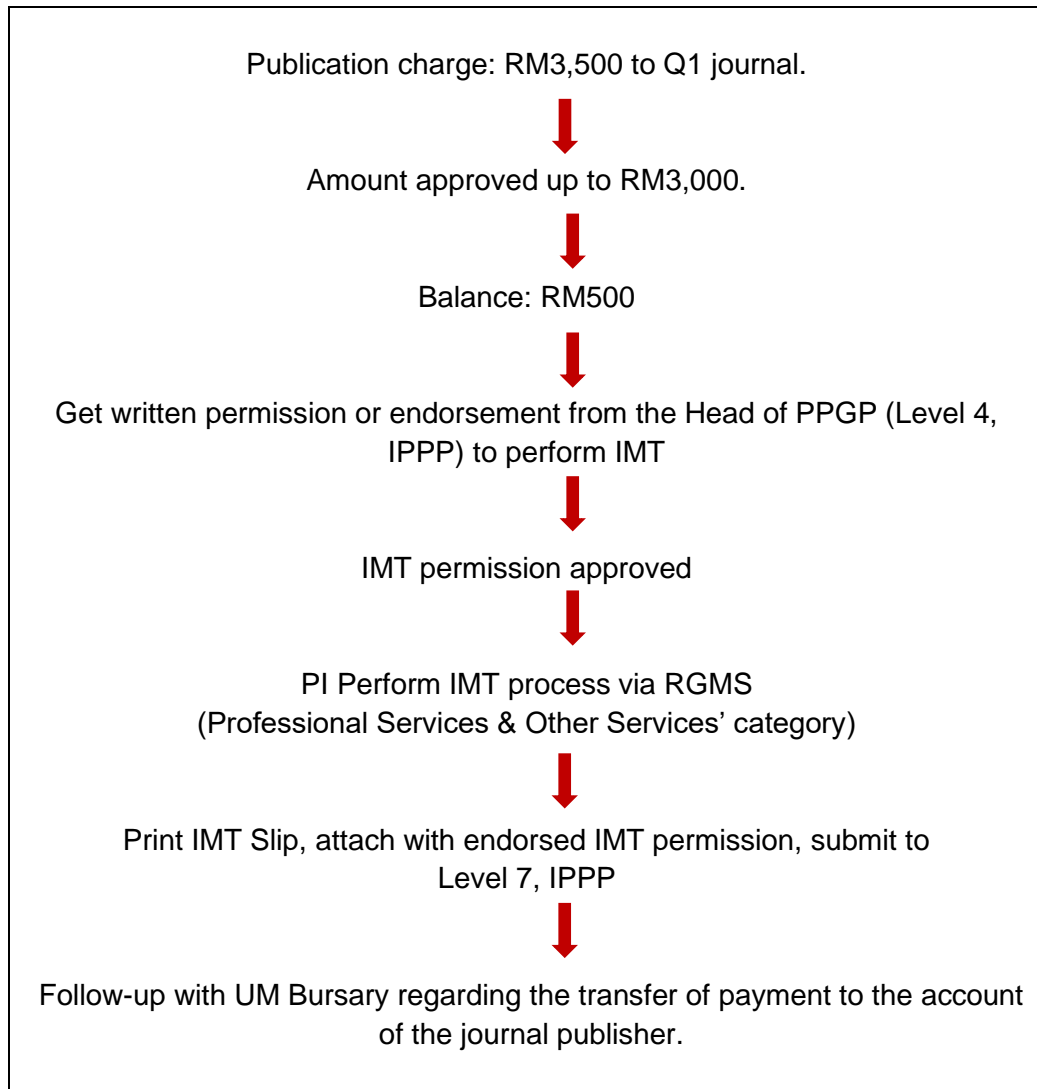
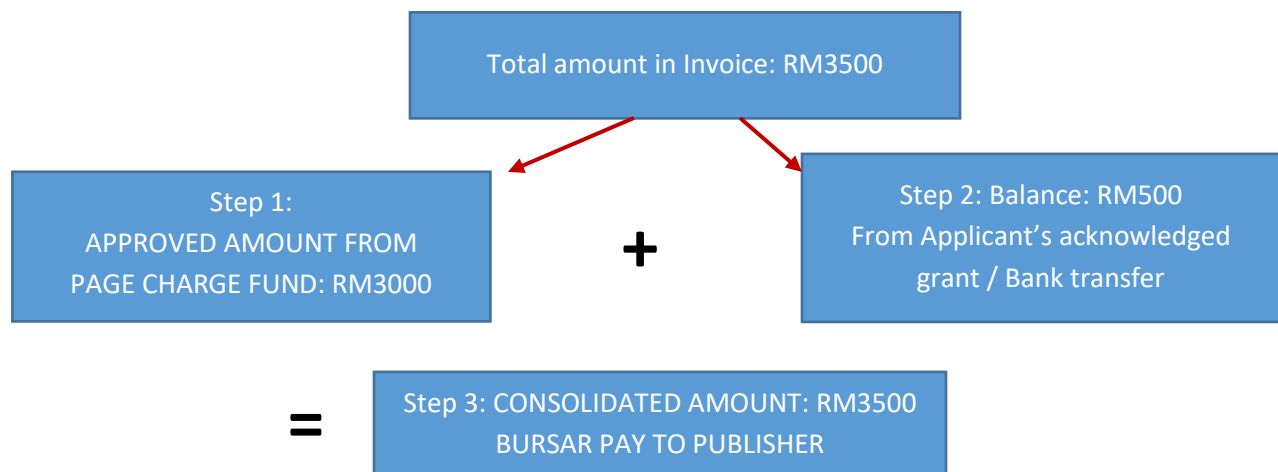


Diagram 1



CHECKLIST FOR UNPAID INVOICES

No	Items	Check (√)
1.	Letter of permission to perform IMT to Head of PPGP (Level 4, IPPP) <ul style="list-style-type: none"> <li data-bbox="293 470 1149 583">- Attach with payment/IMT reminder letter from IPPP <li data-bbox="293 583 1149 697">- Attach with approved Page Charge Fund Application form <li data-bbox="293 697 1149 810">- Attach manuscript page with grant acknowledgement 	
2.	Permission granted (in writing/printed e-mail) from Head of PPGP	
3.	Perform IMT in RGMS UMportal	
4.	Print IMT <ul style="list-style-type: none"> <li data-bbox="293 1104 1149 1161">- Signed by PI and HOD/Deputy Dean/Dean 	
5.	Submit to admin of Page Charge Fund (Erin), IPPP (Level 7): <ul style="list-style-type: none"> <li data-bbox="347 1310 1149 1346">a) Sign and approved IMT slip <li data-bbox="347 1356 1149 1440">b) Copy of written permission from Head of PPGP 	
6.	Follow-up with UM Bursar (ext no 7005)	