Quick Reference Sheet

Room Bookings – Online Payment Gateway How To

For external clients to Curtin University, venue hire payments for Room Bookings can be made online via the Online Payment Gateway. The Online Payment Gateway is for credit cards (VISA, Mastercard and American Express) for existing invoices or credit card payments.

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Important dates

Important dates to remember for external clients, whether new or existing:

Invoice periods:
  Credit cards: 30 days payable
Minimum period required to request invoice: min. of 7 days
Minimum period required for all external booking requests: min. of 14 days

Invoice Payments

Payment of room bookings can be payable via Invoice upon request. As already stated, an invoice requested from Financial Services can take 7 days from the date the request is received. All invoices are requested from the last event date.

In addition to credit card payments via the Online Payment Gateway, debtors are able to make payments to their invoices via Cheque or Bank transfer. Please see your invoice for the latest instructions on these payment methods. You may also make payments in person via the Cashiers. To make a payment in person, please see the instructions below.
How to pay your invoice via credit card

To make a payment on your current invoice via a credit card, please visit the Online Payment Gateway: https://payments.curtin.edu.au/OneStopWeb/aspx/TranList.aspx

Alternatively, click the link to Online Payments from the Curtin University homepage:

Please note this is only for those with a Room Booking reference with the following format: XRB####.#

If you are not awaiting an invoice to be generated, please see the instructions below regarding general Credit Card Payments or for Payments in Person.
Upon accessing the Online Payment Gateway, select the heading **Financial Services:**

**ONLINE PAYMENTS**

**WELCOME TO CURTIN SECURE ONLINE PAYMENTS**

Please select the category that best matches your payment requirement.

- Careers Centre
- Community Life
- Counselling Services
- Curtin Child Care Centre
- Curtin FM Radio
- Earth Science Western Australia
- Events/Conferences
- Faculty of Health Sciences
- Faculty of Humanities
- Faculty of Science and Engineering
- Fashion Design & Research Hub
- **Financial Services**
- Housing & Recreation
- Library
- National Drug Research Institute
- Organisational Development Unit
- Parking
- Student Central
- WASM Functions Services
- Room Bookings

Continue under Financial Services and select **Accounts payment:**

**ONLINE PAYMENTS**

**FINANCIAL SERVICES**

In order to progress your payment, please select the appropriate transaction from the list below.

- **Accounts Payment**
Upon reaching the Accounts Payment screen complete the following fields:

**ONLINE PAYMENTS**

**ACCOUNTS PAYMENT**

Please complete the following details to submit your request:

- **Debtor Code**
- **Invoice Number**
- **Invoice Date**
- **Debtor Name**
- **Finance One Period**
- **Outstanding Amount**
- **Total Invoice Amount**
- **Amount**
- **Comment**

**Field** | **Data Entry**
---|---
Debtor Code | Referred to as “Account Number” on Invoice.
Invoice Number | Referred to as “Invoice No.” located under Account Number on invoice.
Invoice Date | Date field as appears on invoice.
Debtor Name | Name of your organisation much match up to ABN number as provided on the Hire and Use of University facilities application form. This appears on the invoice above the address field. Please complete name as shown.
Finance One Period | Number of month in calendar year. January – 1, December – 12. For example shown, entry for July is 7.
Outstanding Amount | If no payments made under invoice number, outstanding amount will be equal to the Total Amount. If payments have been submitted, this will be remaining balance.
Your Invoice Amount | Total amount payable under invoice number.
Amount* | Amount you are paying by credit card.
Comment | Enter any comments as desired.

*indicates required field

Last updated 04/04/2013
If you are unsure where any of these fields are located on your invoice:

1. Debtor Code
2. Invoice Number
3. Invoice Date
4. Debtor Name
5. Your Invoice Amount
Once these fields have been completed, follow the prompts through the My Selections window. Ensure the items in your cart are correct and select Process Payment to finalise your payment.

Follow the prompts on the payment screen to complete:
Your receipt can then be saved, printed or emailed for your reference.

Our office will also be notified when payments have been submitted.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Bookings</td>
<td>* $400.00</td>
</tr>
<tr>
<td>Booking Reference Number: XRB</td>
<td></td>
</tr>
<tr>
<td>Organisation Name: An Organisation</td>
<td></td>
</tr>
</tbody>
</table>

Total: $400.00
Total Includes GST of: $36.36

*Indicates taxable supply

Please quote the above receipt number if you need to query your payment with Curtin.

Curtin University is a trademark of Curtin University of Technology.
CRICOS Provider Code 00301J (WA) 02637B (NSW)
Credit card payments

To make a payment for your booking via a credit card, please visit the Online Payment Gateway:

Alternatively, click the link to Online Payments from the Curtin University homepage:

Please note this is only for those with a Room Booking reference with the following format: XRB####.

If you are awaiting an invoice to be generated, please see the previous instructions for Invoice payments.
Upon accessing the Online Payment Gateway, select the heading **Room Bookings**:

![Online Payments Screen](image1)

Continue under Room Bookings and select **Room Bookings**:

![Online Payments Screen](image2)

Upon reaching the second Room Bookings screen complete the following fields:
### Field | Data Entry
--- | ---
Booking Reference Number*: | Reference provided to you by the Class Management Office at the time of your booking confirmation. This must start with XRB and all 9 characters must be entered. This is also located on your confirmed Hire and Use of University facilities application form.
Organisation Name*: | Name of your organisation must match up to ABN number as provided on the Hire and Use of University facilities application form.
Name*: | Name of person making payment.
Phone*: | Contact number for person making payment.
Email*: | Contact email for person making payment.
Amount*: | Amount you are paying by credit card.
Comment: | Enter any comments as desired.
*Indicates required field

Once these fields have been completed, follow the prompts through the My Selections window. Ensure the items in your cart are correct and select Process Payment to finalise your payment.
Follow the prompts on the payment screen to complete:
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**TAX INVOICE / RECEIPT**

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Last updated 04/04/2013
Payments in person

Payments can be made in person via the Cashiers (Fees Centre) at the Bentley campus by prior arrangement only. Additional forms are required therefore an appointment must be made prior to your arrival.

- Debit Card/EFTPOS (Limit of $1000 a day)
- Credit card (Visa, Mastercard and AMEX)

The Cashiers are located in Student Central (Bldg 101) from 0900 – 1645, Monday – Friday.

Unfortunately, the Class Management Office cannot accept cash payments for venue hire.

Further Questions or Help

For any further questions or queries related to your bookings, please contact the Class Management Office.

We are located in Student Central, Building 101 on the Bentley Campus.

- Telephone: +61 8 9266 1301
- Fax: +61 8 9266 3375
- Email: roombookings@curtin.edu.au
- Website: http://roombookings.curtin.edu.au/