

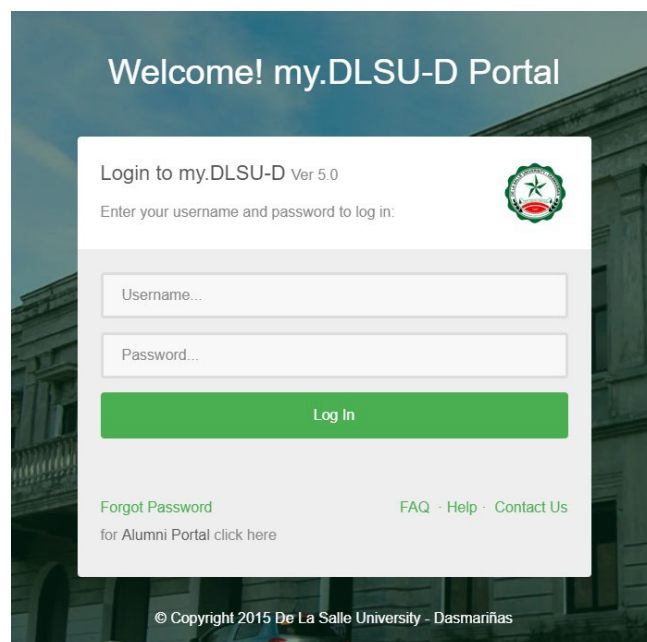
BUx USER MANUAL

BUx is an end to end payments solution that aims to provide a seamless experience to both merchants and customers. BUx allows you to pay over-the-counter, through E-wallets and online banking channels.

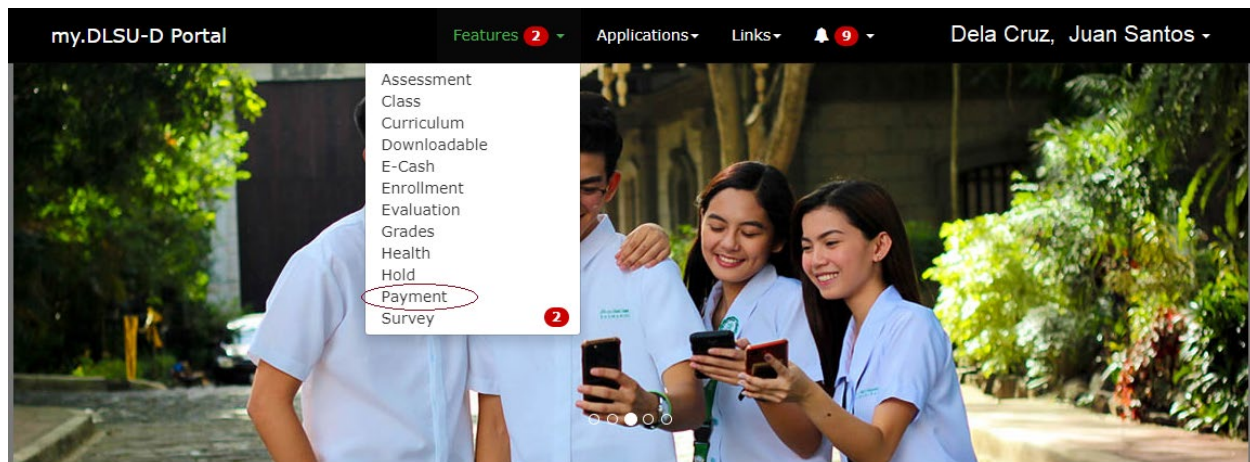
1. Click the **Portal** to display the log in page.



2. Log on to your Portal Account.



3. Select **Features** tab then select **Payment** on the Student Account Menu.



» Announcements

Wearing of ID of Students with Official Business Onsite
📅 Mar 07, 2022 11:00 AM by OVCAR

Please be informed that starting 07 March 2022 (Monday), students with official business onsite must wear School ID while inside the University premises.

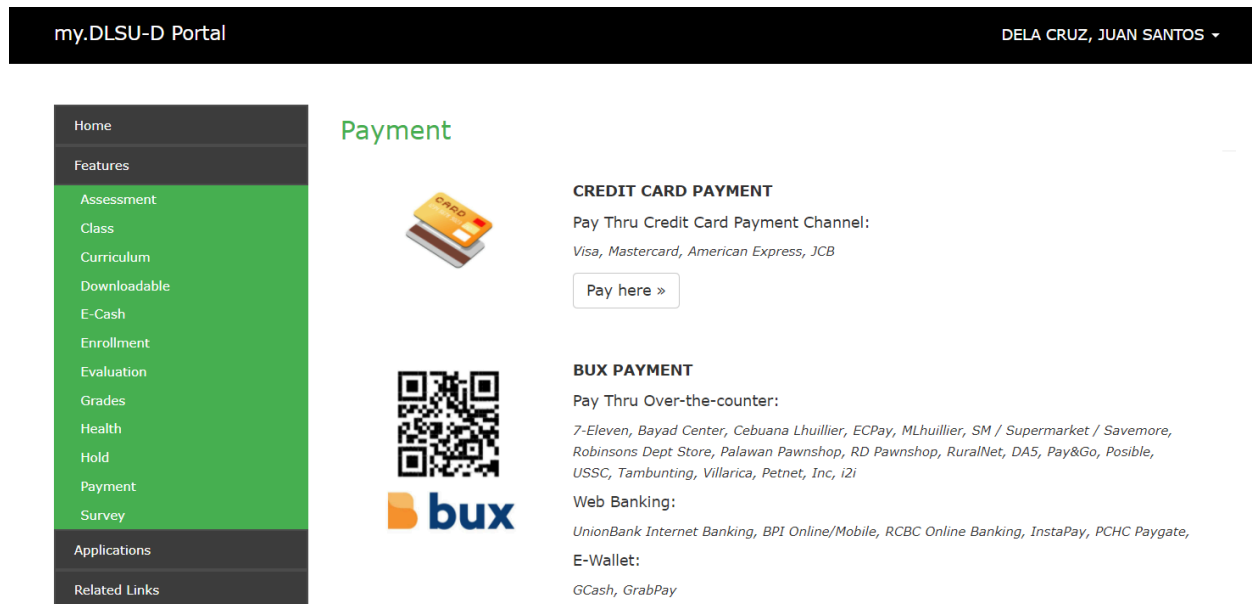
Students whose IDs are not yet issued must present their Certificate of Registration (COR) Forms.

CORs issued in the first semester are accepted if the CORs for the current semester are unavailable.



▼ Safety and Health Protocols



4. Select the payment option (**Credit Card Payment** or **BUX Payment with QR Code**).



5. When you select **BUx payment**, you will see this page. Fill-out all the required fields like: Customer Name, email, mobile number, student number and so on.



DE LA SALLE ...
For Enrollment Payment
Enter Amount
₱ 0.00

Customer Information

Customer Name

Email Mobile Number

Additional Details

Student Name and Student Number

Purpose of Payment

Payment Method

Payment Method Select Channel

Leave a Note


Summary


Over-the-counter

Sub Total:	₱ 0.00
Transaction Fee:	₱ 0.00
Total:	₱ 0.00

[Pay Now](#)

By clicking you agree to our [Terms & Conditions](#) and [Privacy Policy](#), entailing that BUx is not responsible for nor does it ensure the delivery, performance or fulfillment of the goods or service that you are paying for. BUx only ensures that your payment is processed seamlessly and safely.


DLSUD
dlsud-bux@dlsud.edu.ph | 9560853227



IMPORTANT REMINDER:

- In order for the Finance and Accounting Office (FAO) to properly account and record your payment(s), please ensure that you will supply the required information **completely and accurately**. Otherwise, processing of your payment(s) may extend beyond the normal processing of FAO.
- The form below has the corresponding information as to what should be supplied upon payment.

The image shows a screenshot of a BUX payment form for De La Salle University. The form is titled "DE LA SALLE ... For Enrollment Payment". At the top, there is a "bux" logo and the university's crest. Below the crest, the text "DE LA SALLE ..." and "For Enrollment Payment" are displayed. A red oval highlights the "Enter Amount" field, which shows "₱ 0.00". An arrow points from this field to a green box containing the text "AMOUNT of the FEE(S) that you will pay." Below the amount field, the form is divided into several sections: "Customer Information", "Additional Details", "Payment Method", and "Leave a Note". Each section has a red border. Arrows point from these sections to green boxes explaining their requirements. The "Customer Information" section includes fields for "Customer Name", "Email", and "Mobile Number". The "Additional Details" section includes fields for "Student Name and Student Number" and "Purpose of Payment". The "Payment Method" section includes a "Payment Method" dropdown menu (set to "Over-the-counter") and a "Select Channel" dropdown menu. The "Leave a Note" section is a large text area. Below the "Leave a Note" section, there is a "Summary" section.

Customer Information

Customer Name
Customer Name

Email
Email Address

Mobile Number
+63

Additional Details

Student Name and Student Number
Student Name and Student Number

Purpose of Payment
Purpose of Payment

Payment Method

Payment Method
Over-the-counter

Select Channel

Leave a Note

Summary

Student name, DLSU-D email*, and an active mobile number

Student name and permanent student number** (if already available) and the PURPOSE of payment whether for tuition, TOR, ethics, thesis, etc.

Provide additional details of payment as necessary.

- Please note that all fields are required to be filled out before proceeding.
- The confirmation emails will be sent to the registered email address in this form. Please provide your correct DLSU-D email address.
- In case the permanent student number is not yet provided, please use your temporary student number or your application number.

6. Select your desired payment method. BUx has three (3) available payment methods: over-the-counter, web banking, and e-wallet.

6.1 for over-the-counter payment:

Payment Method

Payment Method
Over-the-counter

Select Channel

- 7-Eleven
- Bayad Center
- Cebuana Lhuillier
- ECPay
- SM / Supermarket / Savemore
- Robinsons Dept Store
- Palawan Pawnshop
- RD Pawnshop

Leave a Note

Summary

Over-the-counter

6.2 for web banking payment:

Payment Method

Payment Method
Web Banking

Select Channel

- UnionBank Internet Banking
- BPI Online/Mobile
- RCBC Online Banking
- InstaPay
- PCHC Paygate

Leave a Note

6.3 for e-wallet payment:

Payment Method

Payment Method
E-Wallet

Select Channel

- GCash
- GrabPay

Leave a Note

Note: Here's the list of the available channels & fees:

*** List of available **over-the-counter channels**. The fee for over-the-counter payments is **Php20.00** per transaction.

Over-the-counter	Min Amount	Max Amount
7-Eleven	PHP 50	PHP 10,000
Bayad Center	PHP 50	PHP 20,000
Cebuana Lhuillier	PHP 50	PHP 30,000
Ecpay	PHP 50	PHP 30,000
SM Department / Supermarket /Savemore Counter	PHP 50	PHP 30,000
Robinson Dept. Store	PHP 50	PHP 30,000
Palawan Pawnshop	PHP 50	PHP 20,000
RD Pawnshop	PHP 50	PHP 20,000
RuralNet	PHP 50	PHP 20,000
Da5	PHP 50	PHP 20,000
Posible*	PHP 50	PHP 10,000
Pay&Go*	PHP 100	PHP 5,000
USSC**	PHP 50	PHP 20,000
Tambunting Pawnshop**	PHP 50	PHP 20,000
Villarica**	PHP 50	PHP 20,000
Petnet**	PHP 50	PHP 20,000
i2i	PHP 50	PHP 20,000

***List of available **online banking channels**. The fee for online banking payments is **Php15.00** per transaction.


Web Banking Channel (Online Banking Only)	Min Amount	Max Amount	Surcharge Fees
Unionbank Internet Banking	PHP 50	PHP 30,000	PHP 10
BPI Online/Mobile	PHP 50	PHP 30,000	PHP 15
RCBC Online Banking	PHP 50	PHP 30,000	PHP 5
Instapay	PHP 50	PHP 30,000	Depends on bank
PCHC	PHP 50	PHP 30,000	Depends on bank

Surcharge fees are additional fees charged to the customer.

***List of available **E-wallet channels**. Fees for E-wallet payments is **2.0% + Php10.00** per transaction.

E-wallet Channels	Min Amount	Max Amount	Surcharge Fees
GCash	PHP 50	PHP 30,000	None
GrabPay	PHP 50	PHP 30,000	None

See sample accomplished form below:



DE LA SALLE ...
For Enrollment Payment

Enter Amount

₱ 5000

Customer Information

Customer Name

Email Mobile Number

Additional Details

Student Number & Name

Purpose

Payment Method

Payment Method Select Channel

Leave a Note

Summary


Over-the-counter	7-Eleven

Sub Total:	₱ 5,000.00
Transaction Fee:	₱ 20

Total:	₱ 5,020.00

[Pay Now](#)

By clicking you agree to our [Terms & Conditions](#) and [Privacy Policy](#), entailing that BUs is not responsible for nor does it ensure the delivery, performance or fulfillment of the goods or service that you are paying for. BUs only ensures that your payment is processed seamlessly and safely.



DeLaSalleUniversityDas...

Note: The transaction fee depends on the selected payment method.

7. After completing all the required fields click **PAY NOW**.

Summary

Over-the-counter


Sub Total: ₱ 0.00

Transaction Fee: ₱ 0.00

Total: ₱ 0.00


[Pay Now](#)

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DLSUD

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Note: You will see the “**Summary**” at the lower part of the payment page including your **TOTAL** payment.

8. After clicking 'Pay now,' you will receive an email on how to pay. Payment channels have different payment procedures.

Payment via 7-Eleven

Please make a payment at any [7-Eleven branches](#) nationwide and present this barcode or reference number to the cashier.

████-████-████

Payment Details

Reference number	████-████-████
Merchant name	DE LA SALLE UNIVERSITY – DASMARIÑAS
Issuance date	Apr 07 2022, 11:24 AM
Expiry	Apr 09 2022, 11:24 AM

Description
Prelim Payment Installment

Amount to pay: **PHP** █████

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How To Pay Instructions

1. Go to nearest 7-Eleven branch.
2. Present the barcode or reference number
████████████████████
3. Pay the specified amount of **PHP** █████ in cash.
4. The cashier will process your payment in real-time.
5. Successful payment notification will be sent to you via email at
████████████████████@dlsud.edu.ph.
6. Your merchant **DE LA SALLE UNIVERSITY – DASMARIÑAS** will contact you regarding your transaction.
7. If you do not receive successful payment notification, please contact our support team at support@bux.ph.

[View Store Locator](#)

Limited branches only.

Note: Here is a sample screenshot if you pay through 7-eleven.

9. After completing your payment, you will receive an email that your payment is **“Successful.”**

Successful Payment!

Your payment via **7-Eleven** is complete! Your reference no. is # [REDACTED]-[REDACTED]-[REDACTED]. Please check the payment details below:

Payment Details

Reference number:	[REDACTED]-[REDACTED]-[REDACTED]
Merchant name:	DE LA SALLE UNIVERSITY – DASMARIÑAS
Date purchased:	Apr 07 2022, 11:24 AM

DESCRIPTIONS:

Prelim Payment Installment

AMOUNT PAID: **PHP** [REDACTED]

Questions? [We're here to help](#)

Visit us:
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Avenue, Ortigas Centre,
Pasig City Philippines

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