

# *myPayment*

## **Dagang Net Payment System (myPayment)**

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myPayment - Agent Module User Manual

Prepared by Dagang Net Technologies Sdn Bhd  
Version 0.1

19 June 2015

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# Section 1. Introduction

## 1.1. What is myPayment?

Financial Services Payment Gateway (myPayment) is a system that facilitates online payment for the following products and services;

- Duty Payment to Kastam Diraja Malaysia
- Permit Payment to Permit Issuance Agency
- eSijil3P Payment to Federal Agricultural Marketing Authority (FAMA)
- Bill Payment to DNT
- Other new trade facilitation and non-trade facilitation products and services

## 1.2. How does myPayment Benefit Me?

- It's convenient – Transaction can be made online via multiple browsers and devices
- Mobility – Transaction can be performed regardless of location over internet connection
- Real Time Information - Data and information on transactions will be updated via and into the system as they take place
- Online Statements/ Reports – All required statements and reports on transactions that take place will be made available online based on the type of logins
- Security: Online transactions eliminate the needs of physical cash or cheques transactions over the counter
- Daily online Reconciliation – Ability to check and trace funds accurately to provide efficiency in funds management and optimizing the gains from interest rates and services provided by the banks.

## 1.3. Who Should Read This Publication?

myPayment user manual is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for;

i. **Agent**

Enabling the user to make online payments and maintenance through myPayment.

## 1.4. Requirements to use myPayment

myPayment is a web based application. Therefore, there is no installation required. All is needed are:

- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Microsoft Internet Explorer 10 and above
  - Mozilla Firefox version 31 and above
  - Google Chrome version 40 and above
- Internet Connection
- PDF Viewer/Reader (To view the report)

## 1.5. About This Publication

This publication is to provide overview on how myCARGO users can make online payment for duty, permit, eSijil3P fee or other new trade or non-trade facilitation products and services, view payment report and have a better understanding of the myPayment system with step-by-step instructions.

## 1.6. Support Information


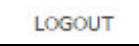








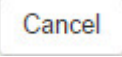


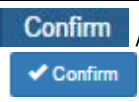







Should there be any issues arising from the use of myPayment, please contact Dagang Net's Careline;

Call our CARELINE at **1300 133 133**

or email to [careline@dagangnet.com](mailto:careline@dagangnet.com)

*CARELINE is available 24 hours daily, including public holidays*

## 1.7. Convention

Icon / Button	Description	Function (s)
	Sign In	To sign into the myPayment application
	Log out	To log out of the myPayment application
	Search	To search for a particular list
	Reset	To undo changes
	Previous	To go to previous/first page of a list
	Next	To go to next/last page of a list
	Calendar	To view calendar
	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
	Close Button	To close a pop-up window
	Radio Button	To select item
	Cancel Button	To exit / return
	English Language Button	To change language to English
	Bahasa Language Button	To change language to Bahasa
	Confirm Button	To confirm and proceed to next step
	Save Button	To save changes made
	Submit Button	To submit the application
	Search Button	To search for particular list
	View Button	To view bank account details
	Edit Button	To edit bank account
	Delete Button	To delete bank account
	Agree and Continue Button	If agree with the Terns & Conditions and continue with the transaction

## 1.8. Abbreviation

Abbreviation	Definition
Dagang Net	Dagang Net Technologies Sdn Bhd
CPM	Customer Profile Management
ROC No	Registrar of Companies No.
iCAMS	Dagang Net's Online Registration System
FPX	Financial Process Exchange

## Section 2. Getting started with myPayment

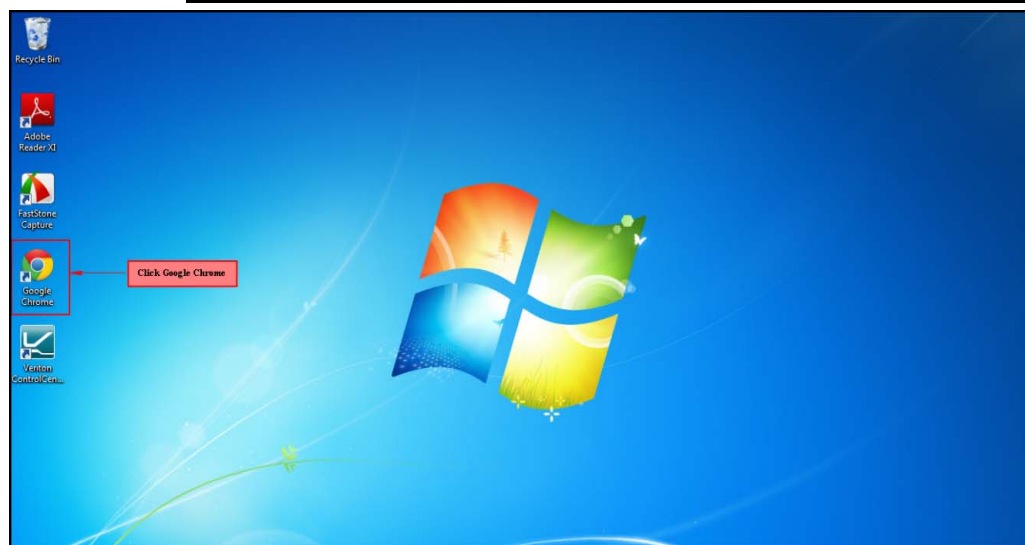
### 2.1. Log In

Before logging in, you must ensure that you have the correct username and password.

- You may login via <https://mypayment.dagangnet.com.my>
- myPayment is supported by Google Chrome, Microsoft Internet Explorer and Mozilla Firefox.

To login, please follow the steps below:

#### 2.1.1. Launch Browser



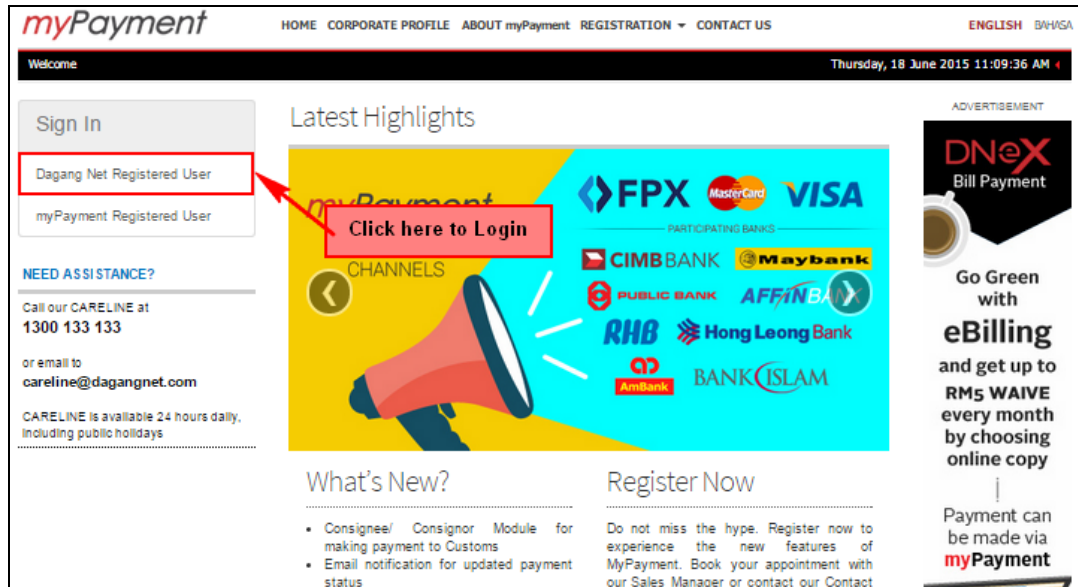
- In your PC's Desktop, double click the browser to launch it.

#### 2.1.2. Enter URL (Uniform Resource Locator) at Address Bar

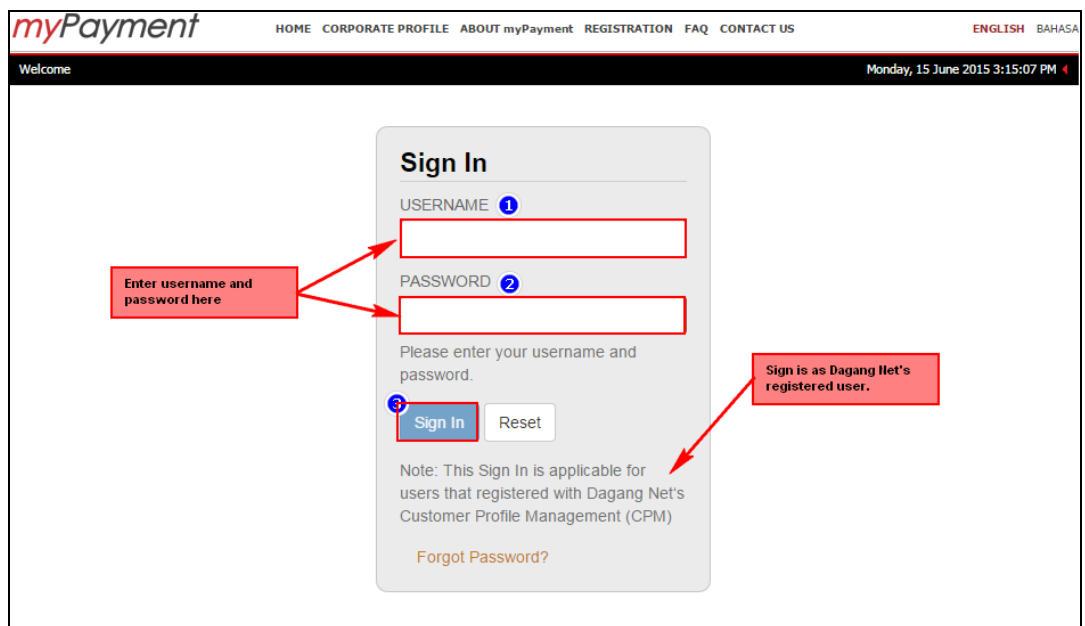


- In the browser, go to address bar.
- Enter: <https://mypayment.dagangnet.com.my>

## 2.1.3. Log in Users



- i. To login, click on **Dagang Net Registered User** and below screen will appear.

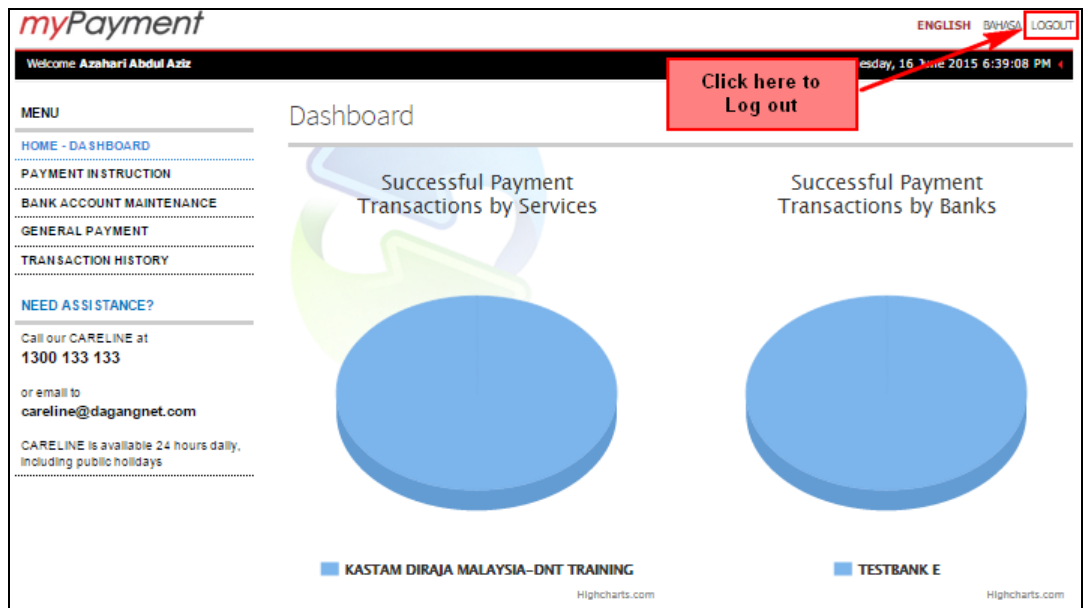


- ii. Enter the username and password that was registered with DagangNet (iCAMS)
- iii. Click on **Sign In** to login.

## 2.2. Log Out

Once done with the payment, please log out from myPayment as in steps below;

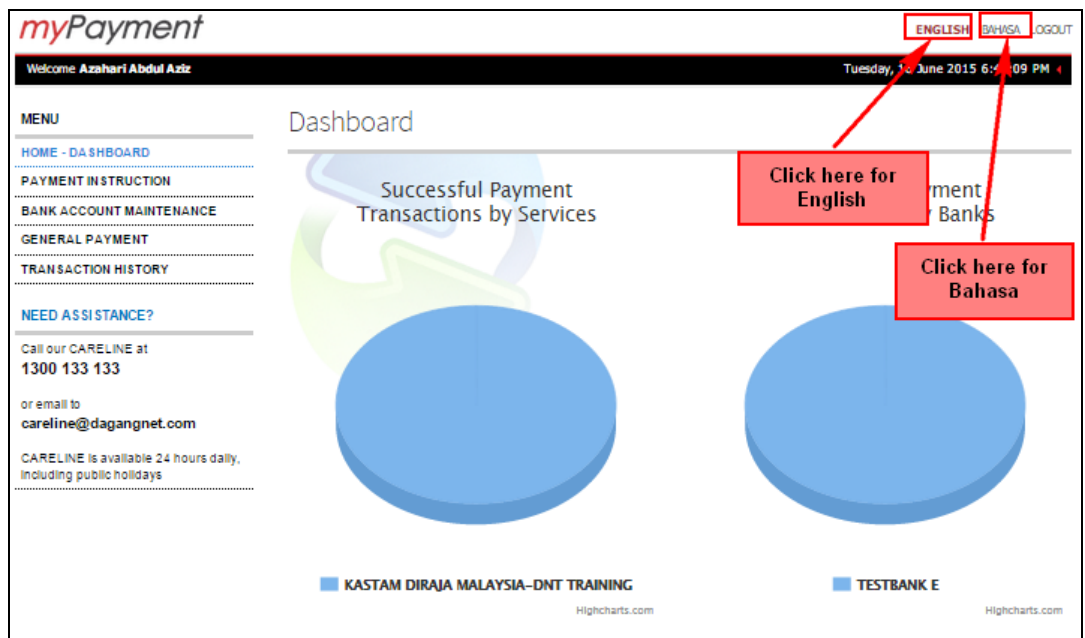




- i. On the top right corner of the page, click the **LOGOUT** as in image above to log out

## 2.3. Change the Language

This system is available in tow (2) languages, which are English and Bahas Malaysia. To change the language, at the top right corner of the page, click on the **ENGLISH** for English, and click on **BAHASA** for Bahasa as shown in image below.



## Section 3. Users

Agents who had registered with iCAMS can use the same username and password to login into myPayment and make payment. Admin is allowed to create up to four (4) users as below;

### 3.1. Admin User

This user can maintain (add, edit, delete) the bank account details. To maintain the bank account, please see; *Bank Account Maintenance*.

Admin user can also create the login credentials for all groups' users as follow;

Type of user	Roles
Super user	- User who has a role of creator, authorizer and viewer in the system. Small organizations will have Super User who can perform all related activities in the system
Creator	- User who can create, edit and delete Payment Instructions - User who can view payment status - User who can view transaction history - User who can view payment status - User who can view and extract payment report
Authorizer	- User who can delete, reject and submit the Payment Instructions - User who can view payment status - User who can view transaction history - User who can view payment status - User who can view and extract payment report
Viewer	- User who can view payment status - User who can view transaction history - User who can view payment status - User who can view and extract payment report

#### 3.1.1. Add New User

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To create these users, please follow the steps below;

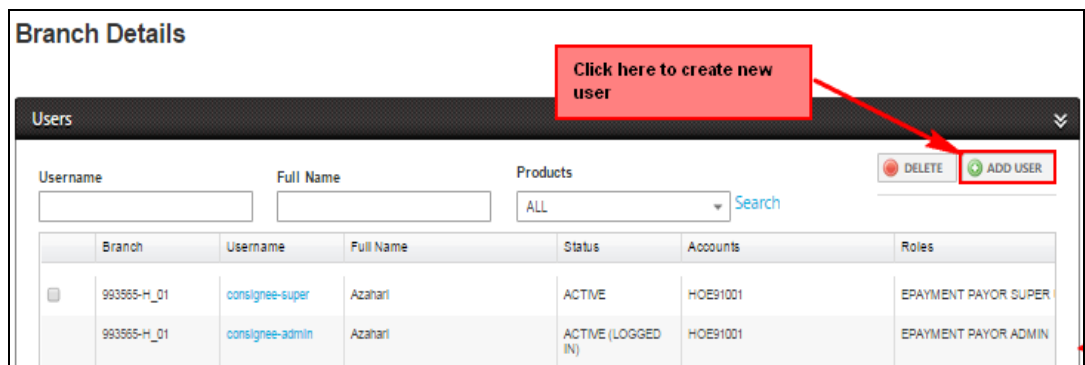
- i. Agent who had registered with an active account with Dagang Net can login into iCAMS to create the other 4 users.
- ii. Login into iCAMS as in image below



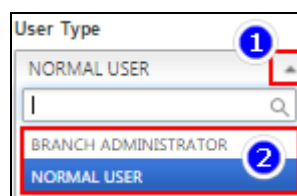
iii. Click on setting and then click on branch details as in image below



iv. In the Branch Details page, click on  to add new user.



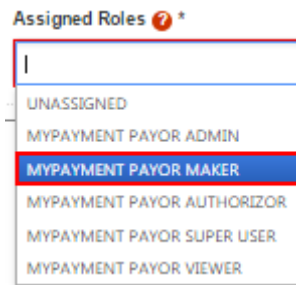
- v. In the User Profiles page, enter the new user details as below.
- vi. Create the new user name, password and User ID number (IC number, passport, etc)
- vii. Choose the user type (Normal User)



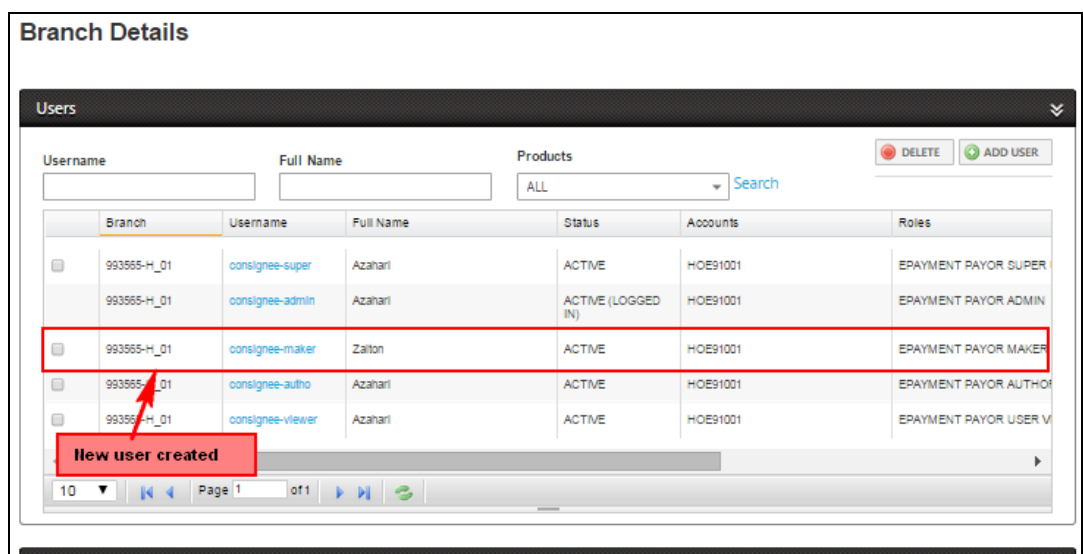
viii. Choose the Assigned Account for the user



- ix. Choose the Assigned Roles for the new user. Please see *Admin User* for type of users and its roles.



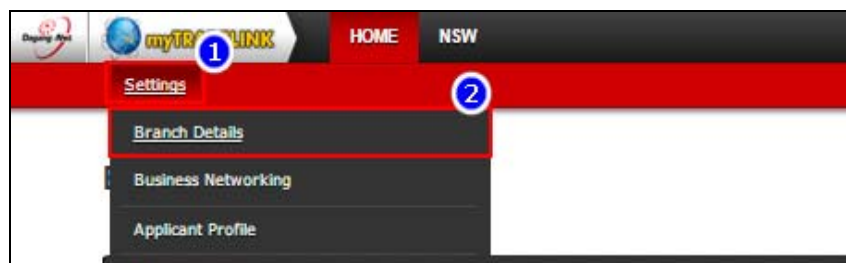
- x. Click on **Submit**
- xi. The new user is created and displayed in the Branch Details as in image below



### 3.1.2. Delete User

Admin user can also delete a user if necessary, as in steps below;

- i. Login into iCAMS with Admin ID
- ii. Click on setting and then click on branch details as in image below



- iii. In the users list, click on the  to select the user to delete as in image below

**Branch Details**

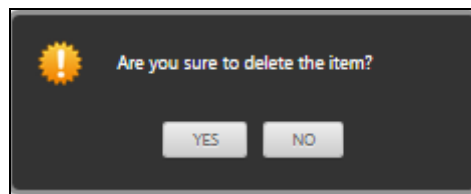
**Users** 2

Username:  Full Name:  Products: ALL

	Branch	Username	Full Name	Status	Accounts	Roles
<input type="checkbox"/>	993555-H_01	consignee-super	Azahari	ACTIVE	HOE91001	EPAYMENT PAYOR SUPER
<input type="checkbox"/>	993555-H_01	consignee-admin	Azahari	ACTIVE (LOGGED IN)	HOE91001	EPAYMENT PAYOR ADMIN
<input checked="" type="checkbox"/>	993555-H_01	consignee-maker	Azahari	ACTIVE	HOE91001	EPAYMENT PAYOR MAKER
<input type="checkbox"/>	993555-H_01	consignee-autho	Azahari	ACTIVE	HOE91001	EPAYMENT PAYOR AUTHO
<input type="checkbox"/>	993555-H_01	consignee-user	Azahari	ACTIVE	HOE91001	EPAYMENT PAYOR USER V

**Click here to choose the user to delete**

- iv. Click on  to delete the user
- v. A confirmation to delete the user will appear as below.



- vi. Click Yes, and the user will be deleted.

## Section 4. Bank Account Maintenance

### 4.1. Add New Bank Account

Admin or Super user can add new bank account to be used in the payment process. Below steps will show how to add the new bank account.

- i. On the left side, click on **BANK ACCOUNT MAINTENANCE**
- ii. Click on **ADD NEW** to add new bank account as in image below

The screenshot shows the 'myPayment' interface. On the left, a menu lists 'BANK ACCOUNT MAINTENANCE' with a blue '1' and 'ADD NEW' with a blue '2'. The main form is titled 'Bank Account Details - Add New'. It has a 'Bank \*' dropdown menu with a blue '3' and a 'Bank Branch No. \*' required field. Below are 'Account Holder \*' (required), 'Account No. \*' (required), and 'Corporate Id' (optional) fields. At the bottom, there are 'Agent Code' (pre-filled with 'HF1001'), 'Maker Name' (optional), and 'Bank IBAN' (optional) fields. A 'Save' button with a blue '4' and a 'Reset' button are at the bottom right.

- iii. Click on **▼** to add the bank name as in image below

This is a close-up of the 'Bank \*' dropdown menu. The dropdown is open, showing a list of banks: 'Please select', 'AFFIN BANK', 'AMBANK', 'BANK ISLAM', 'CIMB BANK', 'HONG LEONG BANK', 'MAYBANK BERHAD', 'MAYBANK 2U' (highlighted with a blue bar and a blue '2'), 'PUBLIC BANK', and 'RHB BANKING GROUP'. A red arrow points from a red box containing the text 'Choose your preferred bank' to the 'MAYBANK 2U' option. A 'Reset' button is visible below the dropdown.

- iv. Choose your preferred bank.
- v. Enter the Branch No, Account Holder Name and Account No or any other information as required.
- vi. Agent Code can be seen as in image below. No need to enter the code.


A close-up of the 'Agent Code' field, which is a text input box containing the value 'HF1001'.

vii. Click on  or  to reset the information.

viii. A notification of successfully added the bank details will appear.

### System Alert
















Bank Account successfully added



ix. New bank account will be displayed in the Listing .













### Bank Account Details - Listing


**New Account Added**

No.	Bank ↑	Bank Branch No.	Account Holder	Account No.	Action
1	CIMB BANK	111	MAT	12345432	  
2	HONG LEONG BANK	123	AZHARUDIN	1234567890	  
3	MAYBANK 2U	123	AMINUDDIN	098767890	  
4	PUBLIC BANK	123	RED ONE	1234543212	  
5	RHB BANKING GROUP	RHB000001	MOHD RHYMIE KARIM	1841100114455 22	  

## 4.2. Bank Account Listing



Bank Account Details - Listing

No.	Bank ↑	Bank Branch No.	Account Holder	Account No.	Action
1	CIMB BANK	111	MAT	12345432	  
2	HONG LEONG BANK	123	AZHARUDIN	1234567890	  
3	MAYBANK 2U	123	AMINUDDIN	098767890	  
4	PUBLIC BANK	123	RED ONE	1234543212	  

- i. In the Bank Account Details- Listing, click on  to view the Banks account details as in image below.

View

Bank	RHB BANKING GROUP
Bank Branch No.	RHB000001
Account Holder	MOHD RHYMIE KARIM
Account No.	164110011445522
Corporate Id	MRK
Maker Name	REMBO
Bank IBAN	123456789
Agent Code	HF1001

- ii. Click  to close the window and back to the listing screen.
- iii. Click on  to edit the bank details.
- iv. Click on  to delete the preferred account. A notification to delete the bank account will appear as below. Click  to continue.

Delete

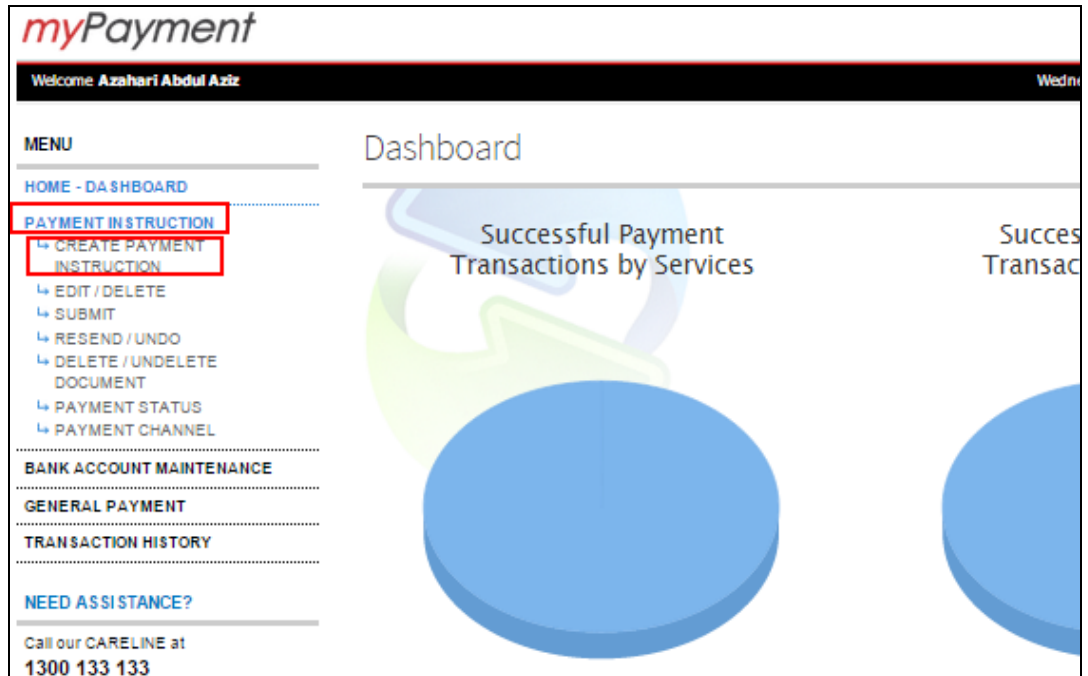
Are you sure you want to request delete?



## Section 5. Payment Instruction

### 5.1. Create Payment Instruction

To create a Payment instruction, please follow the steps below;



- i. In the main page, click on **PAYMENT INSTRUCTION**
- ii. Click on **CREATE PAYMENT INSTRUCTION** to open the Payment Instruction page as in image below.

## Payment Instruction - Duty Payment - Add New

Payment No. \*

Required

Payment Type

Duty Payment

### Payor

Name

Bank Branch No.

Bank Name \*

Please select

Agent Name

DAGANG NET TECHNOLOGIES SDN BHD

Account No.

Agent Code / ROC No.

HF1001

### Payee

Name

KASTAM DIRAJA MALAYSIA-DNT TRAINING

Bank

CIMB BANK

Branch No.

CIB

### Available Document / Reference No.

Select	No.	Job No.	Document / Reference No.	Date ↓	Amount (RM)
<input type="checkbox"/>	1	JOBPAY12	H10105000232	27-05-2015	939,180.00
<input type="checkbox"/>	2	JOBPAY11	H10105000237	27-05-2015	939,180.00
<input type="checkbox"/>	3	JOBPAY10	H10105000220	27-05-2015	939,180.00
<input type="checkbox"/>	4	K8080501T	H10105000025	08-05-2015	870,000.00
<input type="checkbox"/>	5	1EOP05A	H10104000560	30-04-2015	16,133,425.20
<input type="checkbox"/>	6	1EOP03	H10104000561	30-04-2015	238,924.20
<input type="checkbox"/>	7	9EOP005A	H10904000164	30-04-2015	900,001.20
<input type="checkbox"/>	8	1EOP05	H10104000557	30-04-2015	16,133,425.20
<input type="checkbox"/>	9	9EOP002	H10904000157	30-04-2015	65,358.15
<input type="checkbox"/>	10	9EOP003B	H10904000159	30-04-2015	652,004.70
<input type="checkbox"/>	11	9EOP005	H10904000165	30-04-2015	950,000.20
<input type="checkbox"/>	12	1EOP03C	H10104000555	30-04-2015	238,924.20
<input type="checkbox"/>	13	9EOP003C	H10904000158	30-04-2015	652,004.70
<input type="checkbox"/>	14	1EOP03B	H10104000564	30-04-2015	238,924.20
<input type="checkbox"/>	15	K2ADMCG21C	H10204000038	30-04-2015	167,600.00

TOTAL RECORDS : 16

GO TO PAGE 1

Notes:

- 1 payment instruction may consist up to 10 job numbers.
- Total amount for 10 job number must not exceeds 10 Million Ringgit.

### Selected Document / Reference No.

No.	Job No.	Document / Reference No.	Date	Amount (RM)
No. Jobs selected				

- iii. All information in red is mandatory.
- iv. For Payment No, enter the number manually. Any number is accepted as long it is different for each payment instruction. For example, T100, T101, T102 etc.
- v. Click on  to add bank Name as in image below.

- vi. All bank details will be included automatically once the bank had been chosen.

Payment Instruction - Duty Payment - Add New

---

**Payment No. \***  **Payment Type**

---

**Payor**

**Name**  **Bank Branch No.**

**Bank Name \***  **Agent Name**

**Account No.**  **Agent Code / ROC No.**

---

**Payee**

**Name**

**Bank**  **Branch No.**

---

Available Document / Reference No.

Select	No.	Job No.	Document / Reference No.	Date ↓	Amount (RM)
<input type="checkbox"/>	1	JOBPAY12	H10105000232	27-05-2015	939,180.00
<input type="checkbox"/>	2	JOBPAY11	H10105000237	27-05-2015	939,180.00

- vii. In the Available Document/ Reference No. section, click on  to choose the payment to be make.
- viii. 1 payment instruction may consist up to 10 job numbers, but the total amount for all 10 job number must not exceed 10 Million Ringgit. For example, if one job number had amounted to 10 Million Ringgit, only this transaction is allowed to be created. For any payment instruction that required amount exceeding 10 Million Ringgit, please contact your bank for the arrangement.

Available Document / Reference No.

Select <b>1</b>	No.	Job No.	Document / Reference No.	Date ↓	Amount (RM)
<input checked="" type="checkbox"/>	1	JOBPAY06	H10105000227	27-05-2015	939,180.00
<input type="checkbox"/>	2	JOBPAY12	H10105000232	27-05-2015	939,180.00
<input type="checkbox"/>	3	JOBPAY11	H10105000237	27-05-2015	939,180.00
<input type="checkbox"/>	4	JOBPAY09	H10105000224	27-05-2015	939,180.00
<input type="checkbox"/>	5	JOBPAY10	H10105000220	27-05-2015	939,180.00
<input type="checkbox"/>	6	JOBPAY14	H10105000235	27-05-2015	939,180.00
<input type="checkbox"/>	7	K8080501T	H10105000025	08-05-2015	870,000.00
<input type="checkbox"/>	8	K8080502T	H10105000029	08-05-2015	500,000.00
<input type="checkbox"/>	9	K1P050501	H10105000011	05-05-2015	1,000,000.00
<input type="checkbox"/>	10	1EOP05A	H10104000560	30-04-2015	16,133,425.20
<input type="checkbox"/>	11	9EOP003A	H10904000162	30-04-2015	652,004.70
<input type="checkbox"/>	12	1EOP03	H10104000561	30-04-2015	238,924.20
<input type="checkbox"/>	13	K1112	H10104000162	30-04-2015	102.00
<input type="checkbox"/>	14	1EOP01	H10104000554	30-04-2015	54.06
<input type="checkbox"/>	15	9EOP01	H10904000146	30-04-2015	51.03

TOTAL RECORDS: **32** GO TO PAGE:

Notes:

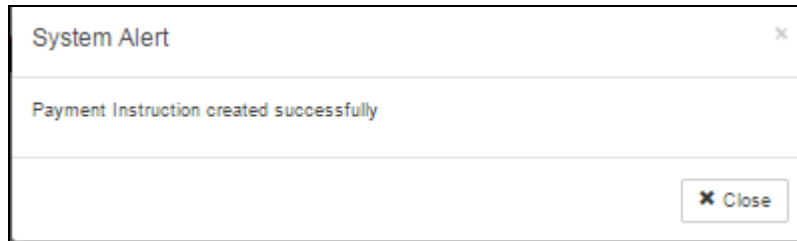
- 1 payment instruction may consist up to 10 job numbers.
- Total amount for 10 job number must not exceeds 10 Million Ringgit.

Selected Document / Reference No.

No.	Job No.	Document / Reference No.	Date	Amount (RM)
1	JOBPAY06	H10105000227	27-05-2015	939,180.00
				<b>2</b> Grand Total : 939,180.00

**3**

- ix. Once job was chosen, it will be display at the bottom of the page.
- x. Please check the grand total, and make sure it does not exceeding 10 million ringgit.
- xi. Click  to save the payment transaction.
- xii. A successful notification will appear as below



- xiii. Click  to close the notification

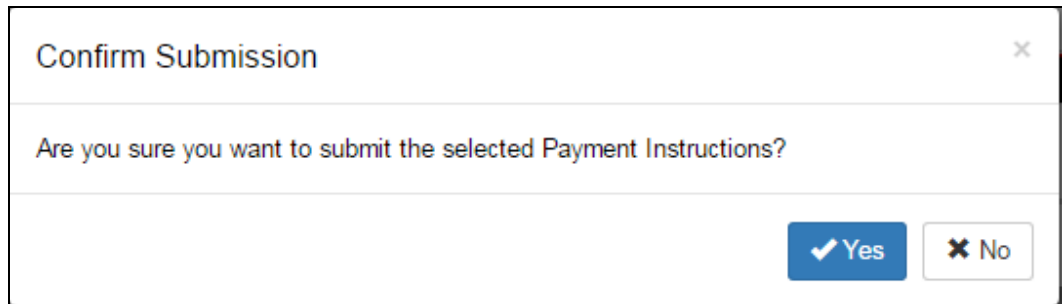
## 5.2. Submit Payment Instruction

After successfully creating the payment instruction, user will be directed to the Submission page as in image below. User can also manually go to this page by click on the **PAYMENT INSTRUCTION** and then the **SUBMIT** located at the menu section on left side of the page.

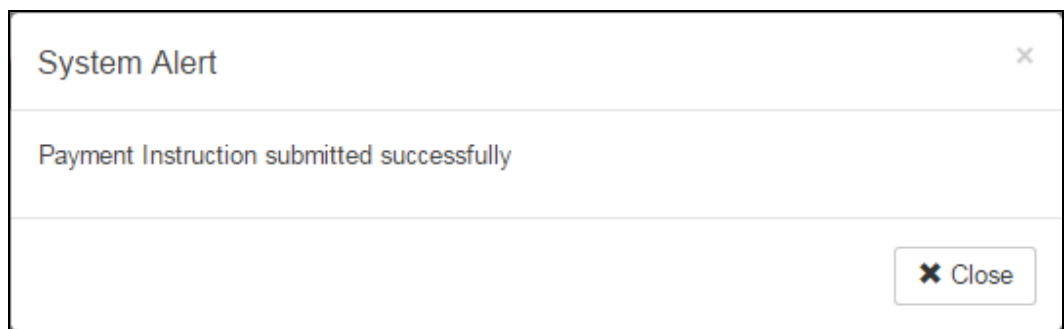
The screenshot shows the 'myPayment' interface. On the left is a menu with 'PAYMENT INSTRUCTION' selected. The main area is titled 'Payment Instruction - Duty Payment - Submit' and contains a table with two rows of payment instructions. The second row is highlighted with a red box. Below the table is a confirmation section with the FPX logo, a checkbox for 'Please tick to agree to FPX Terms and Conditions', and an 'Agree and Continue' button.

Select	No.	Payment No. ↑	Date	Details	Amount (RM)
<input type="checkbox"/>	1	SIT78	03-06-2015	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank TESTBANK E Payment Type Duty Payment Account No. 123456789012	11,621.91
<input checked="" type="checkbox"/>	2	T123	11-06-2015	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank TESTBANK E Payment Type Duty Payment Account No. 123456789012	939,180.00

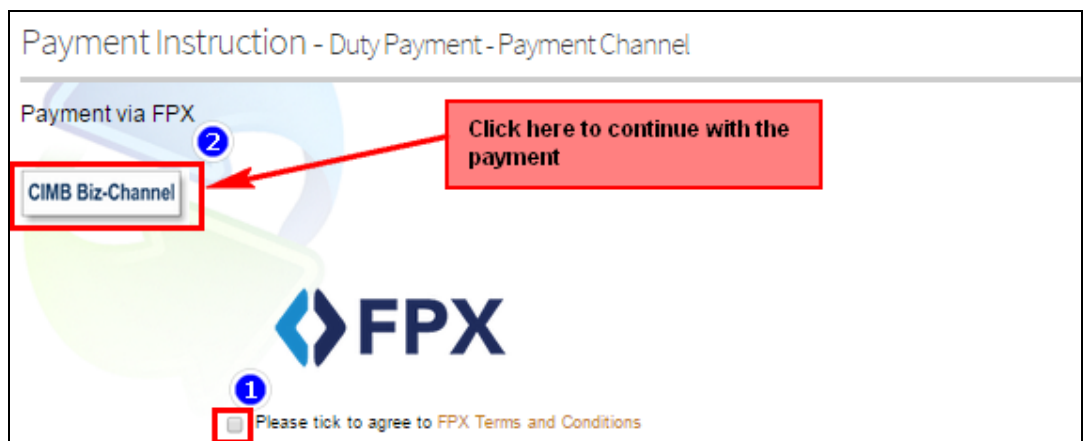
- i. In the Submit page, click on  to select the payment instruction to pay.
- ii. At the bottom, click on  if you are agree with the FPX Terms and Condition. Please click on **FPX Terms and Conditions** to read.
- iii. Click on **Agree and Continue** to continue the payment.
- iv. A confirm Submission notification will appear as below. Click



v. A successful submitted notification will appear as in image below.



vi. Click  to close the notification and the page will be directed to the Payment Channel as image below.



vii. Again, click on  if you are agreeing with the FPX terms and condition. Please click on [FPX Terms and Conditions](#) to read.

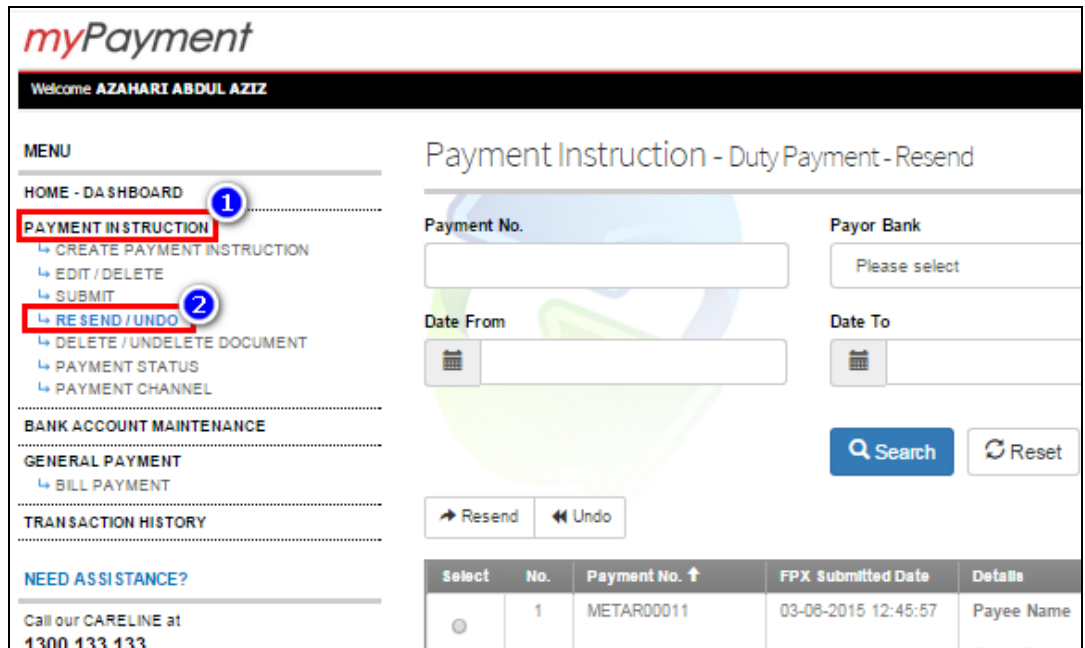
viii. Click on your bank logo as in image above, which will be directed to your preferred bank page.

### 5.3. Resend/ Redo Payment Instruction

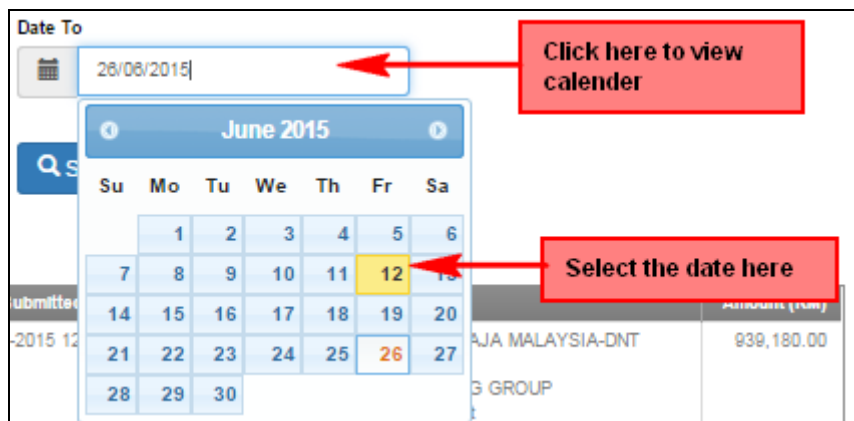
This section allows users to resend or resubmit their failed job. A failed job might due to certain reason, which will be display in the Resend section.

For example, due to insufficient fund, where users can change the bank account and resend the job.

To resend the job, please follow the steps below;



- i. Click on **PAYMENT INSTRUCTION** and then on **RE SEND / UNDO** to open the Resend page
- ii. All failed job will be displayed in this section, with the status.
- iii. User can search the job by Payment No, Payor Bank or Date.
- iv. To search by Payor Bank click on  to select the bank or,
- v. To search by transaction date, click on  to view the calendar and select the From and To date.



- vi. Click on **Search** to search the job.
- vii. The failed jobs will be listing out in a table with its details and statuses.

Payment Instruction - Duty Payment - Resend

1

Payment No.  Payor Bank

Date From  Date To

2

4

Select	No.	Payment No. ↑	FPX Submitted Date	Details	Amount (RM)
<input type="radio"/>	1	METAR00011	03-06-2015 12:45:57	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank RHB BANKING GROUP Payment Type Duty Payment Payee Order No. KDRM-DUT-METAR00011-1505031247490134 Status <b>Invalid Buyer Account</b>	939,180.00
<input type="radio"/>	2	PAY15MAY201501	15-05-2015 17:02:40	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank TESTBANK E Payment Type Duty Payment Payee Order No. KDRM-DUT-PAY15MAY201501-1505151702510730 Status <b>Transaction Limit Exceeded</b>	1,234,279.20
<input type="radio"/>	3	PAY18MAY201502	21-05-2015 13:55:00	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank TESTBANK E Payment Type Duty Payment Payee Order No. KDRM-DUT-PAY18MAY201502-1505211356160567 Status <b>Insufficient Funds</b>	26,670.80
<input type="radio"/>	4	PAY21MAY201501	21-05-2015 09:50:41	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank TESTBANK E Payment Type Duty Payment Payee Order No. KDRM-DUT-PAY21MAY201501-1505210958250293 Status <b>Insufficient Funds</b>	74.61

3

**Status of failed jobs**

- viii. Click on  to select the job to resend.
- ix. Then, click on  to resend the selected job.
- x. The job details will be display as in below image. User can edit their bank name here. Click on  to select other bank name.



Payment Instruction - Duty Payment - Resend

Payment No. PAY21MAY201501 Payment Type Duty Payment

Payor

Name MAT Bank Branch No. 111

Bank Name \* CIB - CIMB BANK Agent Name DAGANG NET TECHNOLOGIES SDN BHD

Account No. 12345432 Agent Code / ROC No. HP001

Payee

Name KASTAM DIRAJA MALAYSIA-DNT TRAINING

Bank CIMB BANK Branch No. CIB

Selected Document / Reference No.

No.	Job No.	Document / Reference No.	Date	Amount (RM)
1	K9ADMCG21B	H10904000127	30-04-2015	74.61

2 Confirm Cancel

**Click here to choose other bank account**

- xi. Click on to confirm to continue the transaction.
- xii. A resend successful notification will appear as below. Click on  to close the notification.

System Alert ×

---

Resend successful

## 5.4. Delete/ Undelete Document

This section allows users to delete a job which had been paid manually. It also allowed users to undelete the deleted job, in case it was mistakenly done.

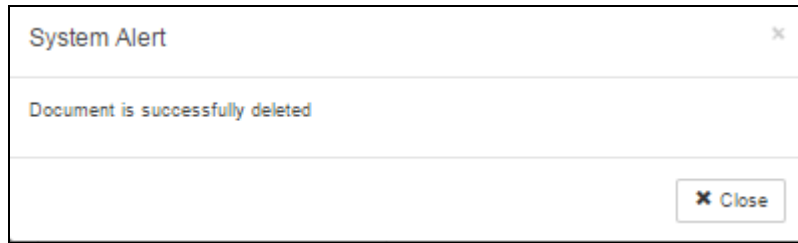
### 5.4.1. Delete

To delete a job, please follow the steps below;

The screenshot shows the 'myPayment' interface. The title is 'Delete / Undelete Document - Duty Payment - Delete'. The left menu has 'PAYMENT INSTRUCTION' (1), 'DELETE / UNDELETE DOCUMENT' (2), and 'DELETE' (3) highlighted. The search form has 'Job No.' (4) and 'Date From' / 'Date To' fields. A 'Search' button (5) is present. The table below has a checkbox (6) selected for the 11th record. A 'Confirm' button (7) is at the bottom.

Select	No.	Job No.	Document / Reference No.	Date	Amount (RM)
<input type="checkbox"/>	1	JOBPAY12	H10105000232	27-05-2015	939,180.00
<input type="checkbox"/>	2	JOBPAY11	H10105000237	27-05-2015	939,180.00
<input type="checkbox"/>	3	JOBPAY09	H10105000224	27-05-2015	939,180.00
<input type="checkbox"/>	4	JOBPAY10	H10105000220	27-05-2015	939,180.00
<input type="checkbox"/>	5	JOBPAY14	H10105000235	27-05-2015	939,180.00
<input type="checkbox"/>	6	K2080501T	H10105000025	05-05-2015	870,000.00
<input type="checkbox"/>	7	K2080502T	H10105000029	05-05-2015	500,000.00
<input type="checkbox"/>	8	K1P050501	H10105000011	05-05-2015	1,000,000.00
<input type="checkbox"/>	9	1EOP05A	H10104000560	30-04-2015	16,133,425.20
<input type="checkbox"/>	10	1EOP03	H10104000561	30-04-2015	238,924.20
<input checked="" type="checkbox"/>	11	K11112	H10104000162	30-04-2015	102.00
<input type="checkbox"/>	12	1EOP01	H10104000554	30-04-2015	54.06
<input type="checkbox"/>	13	9EOP01	H10904000146	30-04-2015	51.03
<input type="checkbox"/>	14	9EOP03SA	H10904000164	30-04-2015	900,001.20
<input type="checkbox"/>	15	K1MCRG21B	H10104000500	30-04-2015	32,853.00

- i. To view the Delete page, click on **PAYMENT INSTRUCTION** and then on **DELETE / UNDELETE DOCUMENT** and **DELETE**
- ii. Users can search for the job by Job No or Date (click on  to select the date)
- iii. Click on **Search** to search.
- iv. Click on  to select the job to delete
- v. Click on **Confirm** to delete the job.
- vi. A successful deleted notification will appear as per image below.
- vii. Click on **Close** to close the notification.



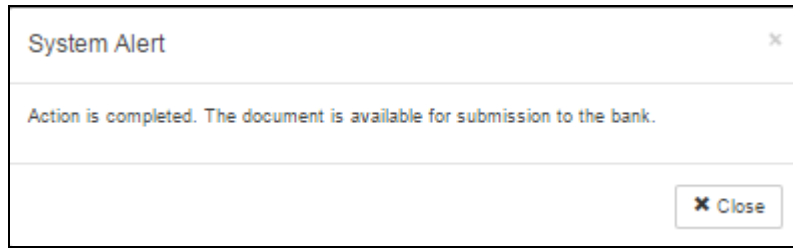
## 5.4.2. Undelete

All deleted job will be display in this section. Users can undelete the job, which will allow users to make payment for the undelete job.

To undelete a job, please follow the steps below;

The screenshot shows the 'Delete / Undelete Document - Duty Payment - Undelete' page. The left sidebar contains a 'MENU' with the following items: HOME - DASHBOARD (1), PAYMENT INSTRUCTION (1), CREATE PAYMENT INSTRUCTION, EDIT / DELETE, SUBMIT, DELETE / UNDELETE DOCUMENT (2), UNDELETE (3), PAYMENT STATUS, PAYMENT CHANNEL, BANK ACCOUNT MAINTENANCE, ADD NEW, LISTING, GENERAL PAYMENT, BILL PAYMENT, TRANSACTION HISTORY, and NEED A ASSISTANCE?. The main content area has a 'Job No.' field (4), 'Date From' and 'Date To' fields (5), a 'Search' button (5), and a table of records. The table has columns: Select, No., Job No., Document / Reference No., Date, and Amount (RM). The table contains two rows: Row 1: Job No. 1, JOBPAY04, H10105000222, 27-05-2015, 939,180.00; Row 2: Job No. 2, K1112, H10104000162, 30-04-2015, 102.00. Below the table is a 'TOTAL RECORDS: 2' label and a 'GO TO PAGE' dropdown. At the bottom, there is a 'Confirm' button (6) and a 'Reset' button.

- i. To view the Undelete page, click on **PAYMENT INSTRUCTION** and then on **DELETE / UNDELETE DOCUMENT** and **UNDELETE**
- ii. Users can search for the job by Job No or Date (click on  to select the date)
- iii. Click on **Search** to search.
- iv. Click on  to select the job to undelete
- v. Click on **Confirm** to undelete the job.
- vi. A successful undeleted notification will appear as per image below.
- vii. Click on **Close** to close the notification.



## 5.5. Payment Status & Reports

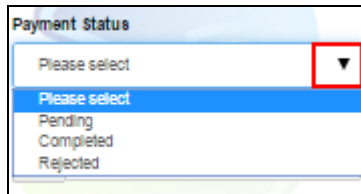
This section contains all the Payment Instruction/ job statuses. Consignee can view all their payment transactions made by them or by their agent.


### 5.5.1. Payment Status

To view the payment status, please follow the steps below;

No.	Payment No.	FPX Submitted Date	Details	Amount (RM)
1	PAY21MAY201501	12-05-2015 17:59:41	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: CIMB BANK Payment Type: Duty Payment Payee Order No.: KDRM-DUT-PAY21MAY201501-1506121759410723 FPX Txn Id: 1506121801450408 Status: Pending for Authorization	74.61
2	PAY12MAY201502	03-06-2015 12:55:20	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: TESTBANK E Payment Type: Duty Payment Payee Order No.: KDRM-DUT-PAY12MAY201502-1506031255200602 FPX Txn Id: 1506031257250281 Status: Approved	1,234,279.20
3		12-05-2015 12:45:57	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: RHB BANKING GROUP Payment Type: Duty Payment Payee Order No.: KDRM-DUT-METAR00011-1506031247490134 FPX Txn Id: 1506031249530278 Status: Invalid Buyer Account	939,180.00
4	TESTB2B2JUN001	12-05-2015 10:26:19	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: TESTBANK E Payment Type: Duty Payment Payee Order No.: KDRM-DUT-TESTB2B2JUN001-1506121026270820 FPX Txn Id: 1506121026310154 Status: Pending for Authorization	652,004.70

- i. To view the Undelete page, click on **PAYMENT INSTRUCTION** and then on **PAYMENT STATUS**
- ii. Users can search for the job by Payment Status, Payment No, Payor Bank or Date (click on  to select the date)
- iii. To select the Payment Status, click on  to view the status list.




- iv. Click on  to search and the list of job status will be display.
- v. Payment status will be displayed as in image above. Each status have different colour. For example, red for Invalid Buyer Account, and green for Approved.

## 5.5.2. Payment Report

Consignee can also view and print a report from here. However, consignee can only view the payment report that was paid by them only. If the agent had made the payment for them, consignee can only view the transaction in listing, not the report. The report will be available for the agent only.

No.	Payment No.	FPX Submitted Date	Details	Amount (RM)
1	PAY21MAY201501	12-05-2015 17:59:41	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: CIMB BANK Payment Type: Duty Payment Payee Order No.: KDRM-DUT-PAY21MAY201501-1506121758416723 FPX Txn Id: 1506121801455405 Status: Pending for Authorization	74.61
2	121	12-05-2015 16:49:01	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: CIMB BANK Payment Type: Duty Payment Payee Order No.: KDRM-DUT-121-1506121649030336 FPX Txn Id: 1506121651130376 Status: Pending for Authorization	54.05
3	FMASMK3	11-08-2015 13:58:34	Document / Reference No.: H10105000230 (RM939,180.00) PAID by: Consignee Name: LUCAS AUTOMATIVE SDN BHD BOC No.: 20079K Status: Approved	939,180.00
4	TESTB2B2JUN001	12-05-2015 10:26:19	Payee Name: KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank: TESTBANK E Payment Type: Duty Payment Payee Order No.: KDRM-DUT-TESTB2B2JUN001-1506121026270520 FPX Txn Id: 1506121026310154	652,004.70

- i. To view the payment reports, click on the payment no, for example 
- ii. The report will be view as example below. Consignee can save or print this report.



## 5.6. Payment Channel

This section allows user to choose the payment channel as in steps below;

- i. Click on  if you are agreeing with the FPX terms and condition. Please click on [FPX Terms and Conditions](#) to read.
- ii. Click on your bank logo as in image above, which will be directed to your preferred bank page.

# Section 6. General Payment

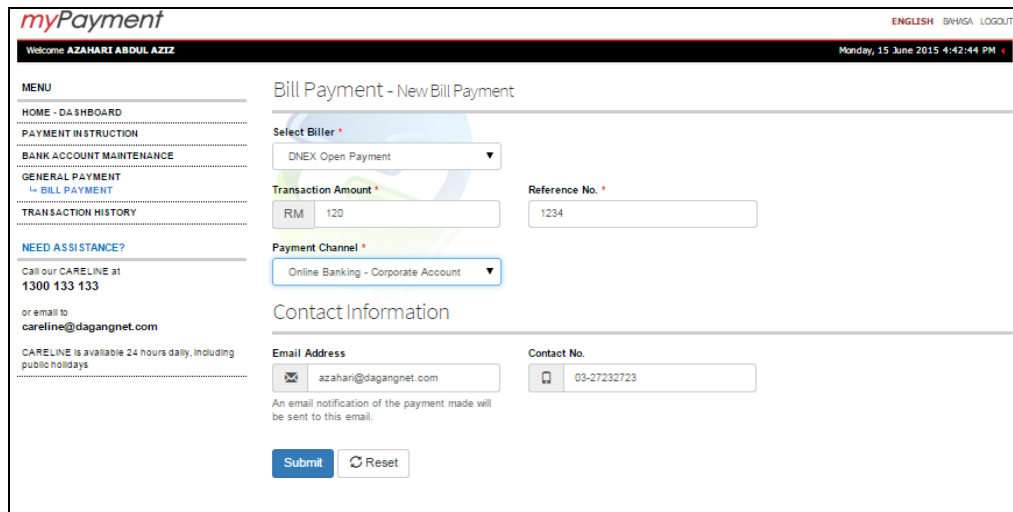
## 6.1. Bill Payment via myPayment

myPayment allows users to make payments via online for the billers that are registered with Dagang Net.

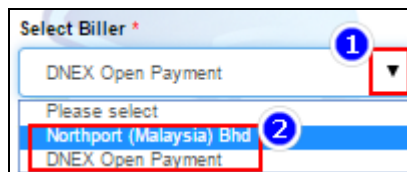
### 6.1.1. Bill Payment

To make a payment, please follow the steps below;

- i. After login into myPayment page, click on **GENERAL PAYMENT** as below image.
- i. Click on **BILL PAYMENT** to make payment
- ii. Below page will appear.



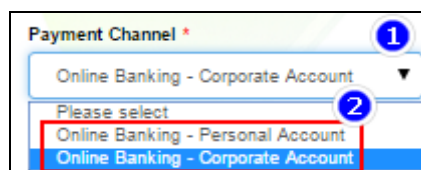
- i. Select the Biller. Click on ▼ to view the list as below, and click on the Biller.



- ii. Enter the Transaction Amount and Reference No



- iii. Click on ▼ to select the Payment Channel. Either to pay with Personal (B2C) or Corporate Account (B2BI)





- iv. Once done, click on **Submit** to submit the payment.
- v. A Confirmation Payment page will appear as below.

Bill Payment - New Bill Payment

---

Confirm Payment

---


Biller	DNEX Open Payment
Transaction Amount	RM 120.00
Reference No.	1234
Payment Channel	Online Banking - Corporate Account

---

Contact Information

---

Email Address	Contact No.
azahari@dagangnet.com	03-27232723



**1**  Please tick to agree to **FPX Terms and Conditions**

**2** **Confirm**

- vi. Please tick  **Please tick to agree to FPX Terms and Conditions** to confirm the payment.
- vii. Click **Confirm** to continue the payment.

## Section 7. Transaction History

To view the status and payment history, please follow the steps below;

myPayment

Welcome Azahari Abdul Aziz

Transaction History

Payment No. Date From Date To

Payment No. Search Reset

TRANSACTION HISTORY

No.	Date	Payment No.	Transaction Description	Payment Channel	Status	Transaction Amount	Currency
-----	------	-------------	-------------------------	-----------------	--------	--------------------	----------

i. Click on **TRANSACTION HISTORY** and below page will appear.

Transaction History

Reference No. Date From Date To

Reference No. Search Reset



Current status

No.	Date	Reference No.	Transaction Description	Payment Model	Status	Currency	Transaction Amount
1	11/05/2015 03:33:27 PM	1234	Open Payment	Corporate Account (B2B)	Pending FPX	MYR	12.00

TOTAL RECORDS : 1

GO TO PAGE 1

ii. In this page, user can view all the transactions made and check on their statuses.

iii. To search for a specific transaction, enter the transaction No and click on  to choose the transaction dates. Then, click on  to search for the transaction.