



# *myPayment*

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

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myPayment -Consignee Module User Manual

Prepared by Dagang Net Technologies Sdn Bhd  
Version 1.0

19 June 2015

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# Section 1. Introduction

## 1.1. What is myPayment?

Dagang Net Payment System (myPayment) is a system that facilitates online payment for the following products and services;

- Customs duties & Importation GST to Royal Malaysian Customs
- Permit Payment to Permit Issuance Agencies
- Bill Payment to DNEX
- Other new trade facilitation and non-trade facilitation products and services

## 1.2. How does myPayment Benefit Me?

- 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. **Consignee**

User who is registered with Dagang Net to perform online payments Via 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 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






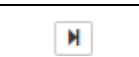
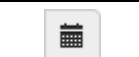


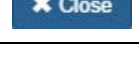

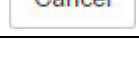
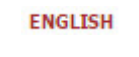
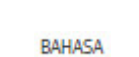




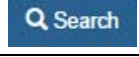


Should there be any issues arising from the use of myPayment, please contact Dagang Net's Careline;

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

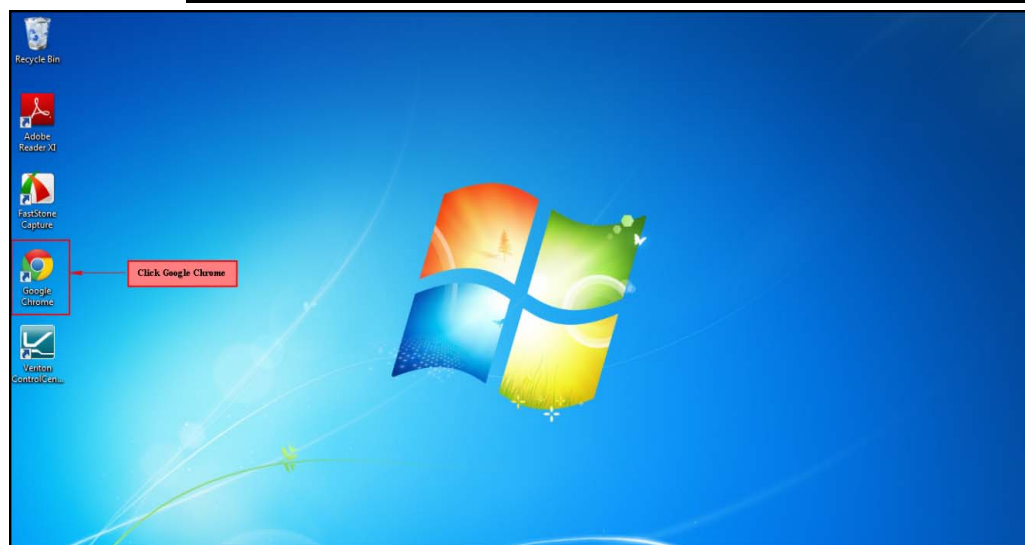
### 2.1. Log In

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 the Browser



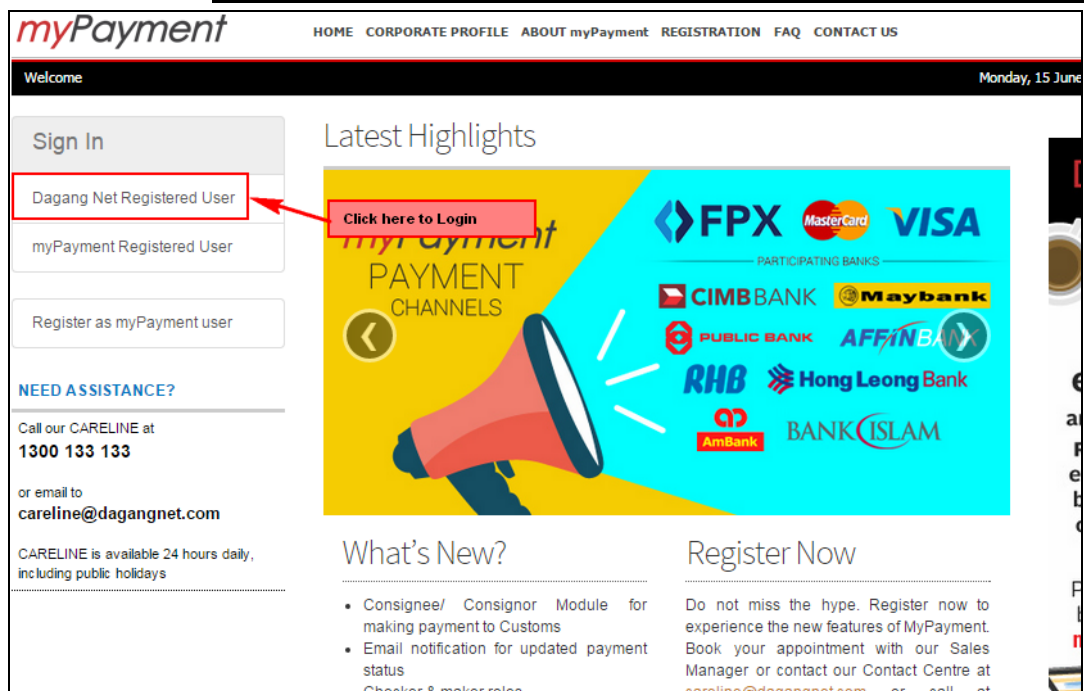
- In your PC's Desktop, double click the browser to launch it.

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

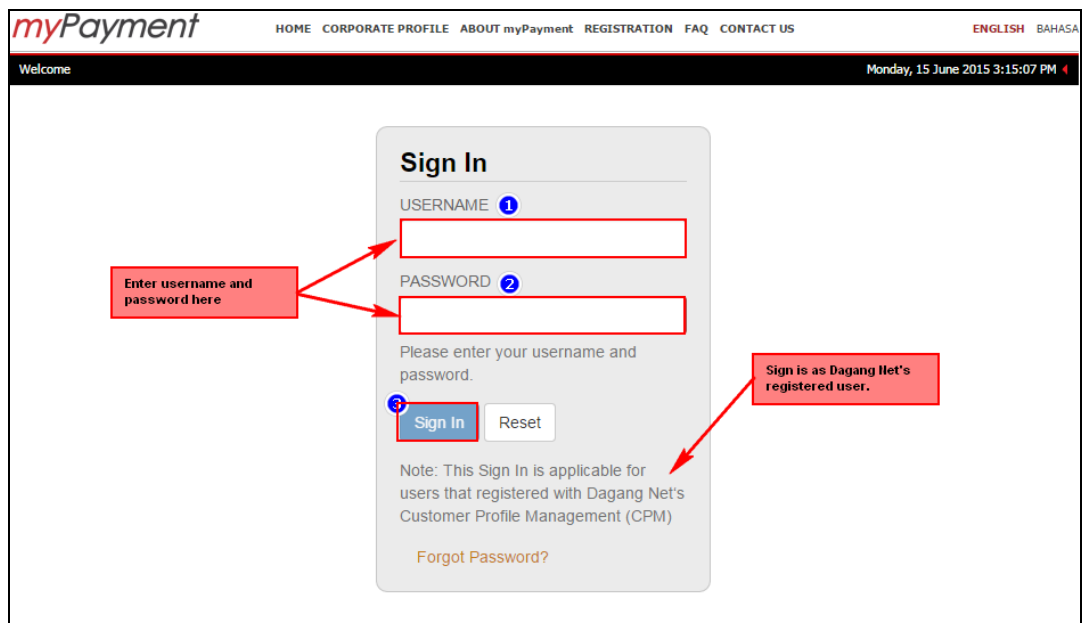


- In the browser, go to address bar.
- Enter: <https://mypayment.dagangnet.com.my>

## 2.1.3. Log in Users



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

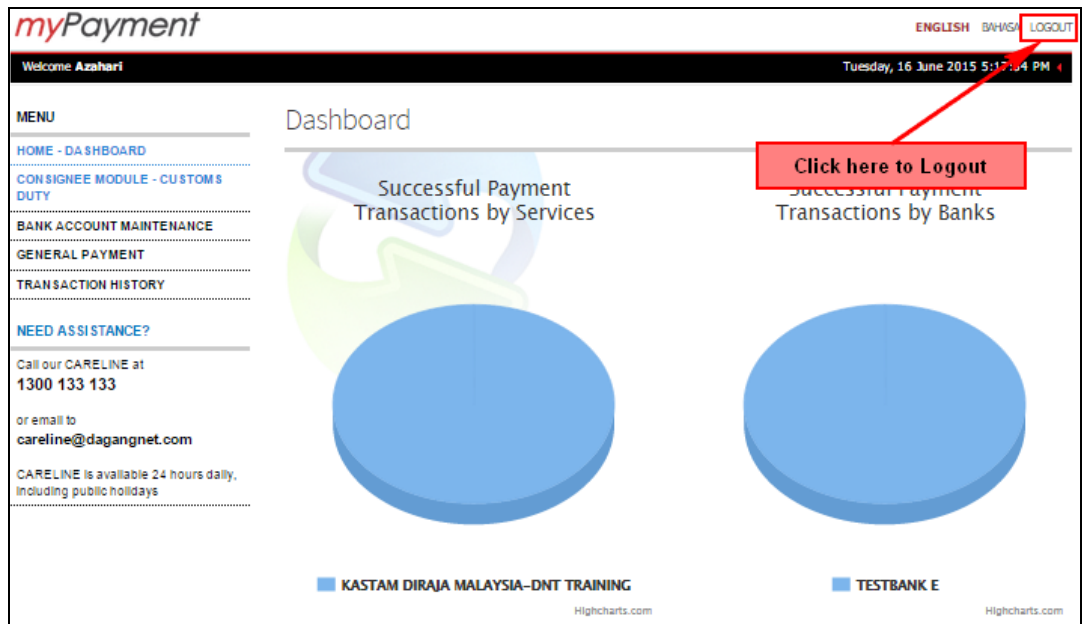


- ii. Enter the username and password that was registered with Dagang Net (iCAMS)
- iii. Click on **Sign In** to login.



## 2.2. Log Out

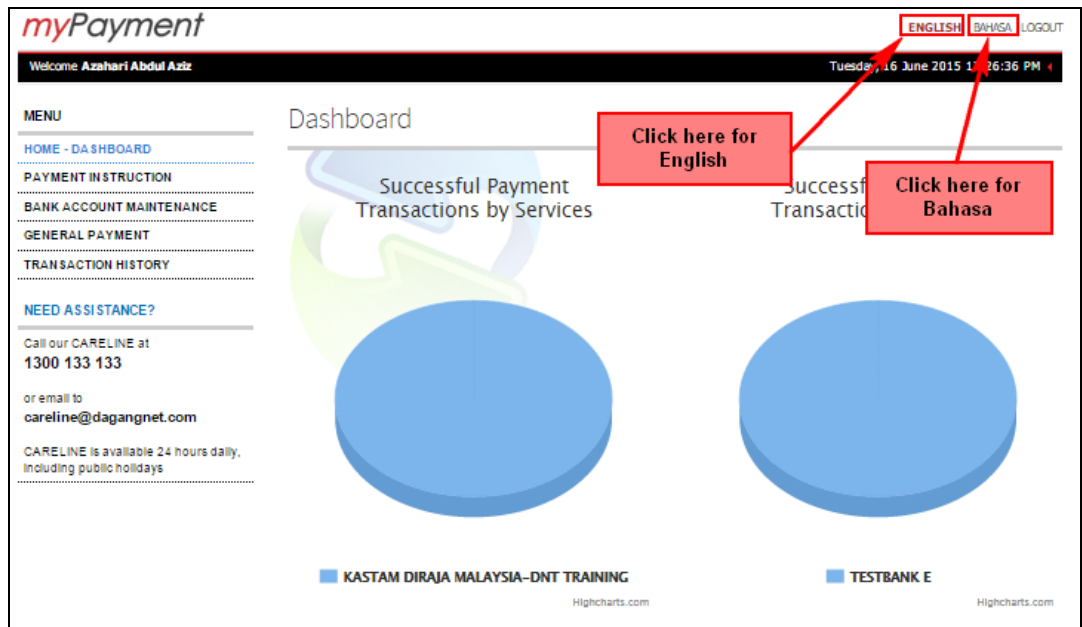
Once done with the payment, please log out from myPayment as in steps below;



- 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 two (2) languages that are English and Bahasa 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

Upon registration with Dagang Net, our Customer Profile Management (CPM) Unit will email the admin login credentials to you based on the email address written in the application form. Admin is allowed to create up to four (4) users under the same company/ ROC Number.

### 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 creates 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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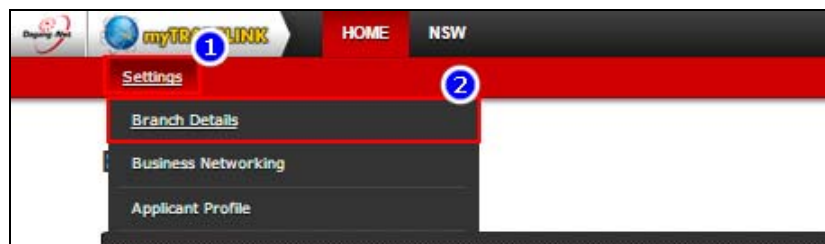
To create these users, please follow the steps below;


- i. New users are required to register with Dagang Net. Once user had received their user ID and password, user can login into iCAMS to create the other 4 users.
- ii. For online registration with Dagang Net, please go to <http://reg.dagangnet.com.my> and fill up the online registration form.

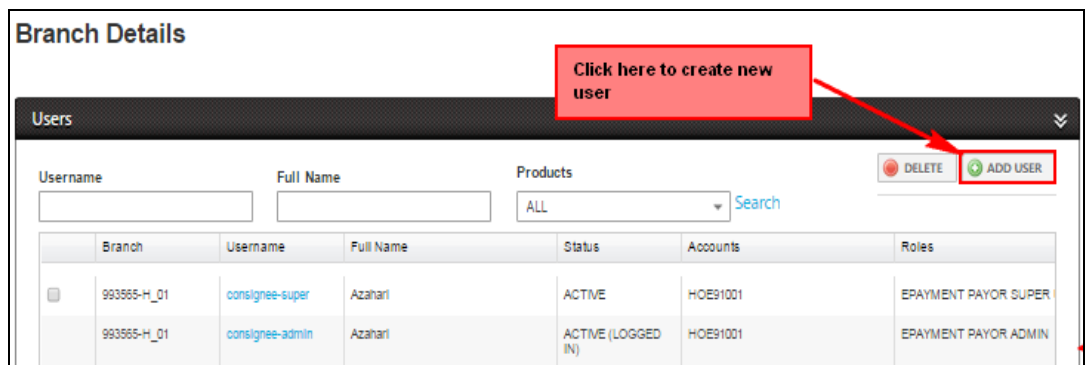
- iii. Once the registration is successful, users will receive an email notification from Dagang Net together with the admin login credentials.
- iv. You may log to <https://up.dagangnet.com.my/> to create up another users within your company (up to four (4))



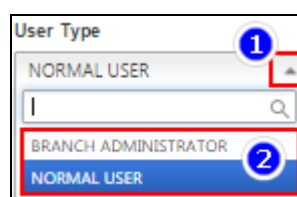
- v. Click on setting and then click on branch details as in image below



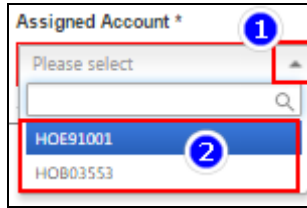
- vi. In the Branch Details page, click on  to add new user.



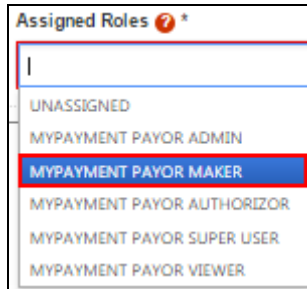
- vii. In the User Profiles page, enter the new user details as below.
- viii. Create the new user name, password and User ID number (IC number, passport, etc)
- ix. Choose the user type (Normal User)



- x. Choose the Assigned Account for the user

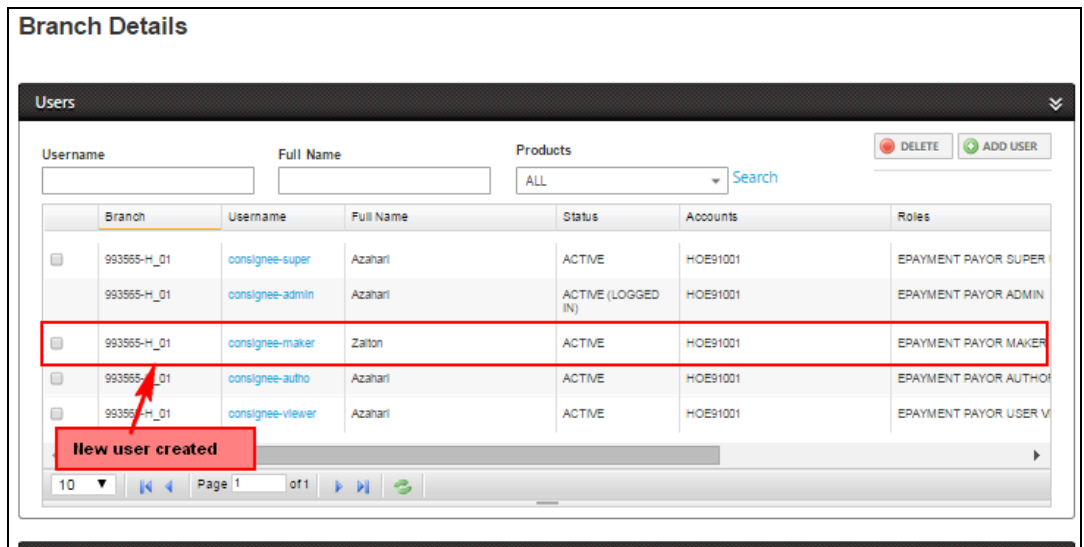


- xi. Choose the Assigned Roles for the new user. Please see *Admin User* for type of users and its roles.



- xii. Click on 

- xiii. The new user is created and displayed in the Branch Details as in image below




### 3.1.2. Delete User

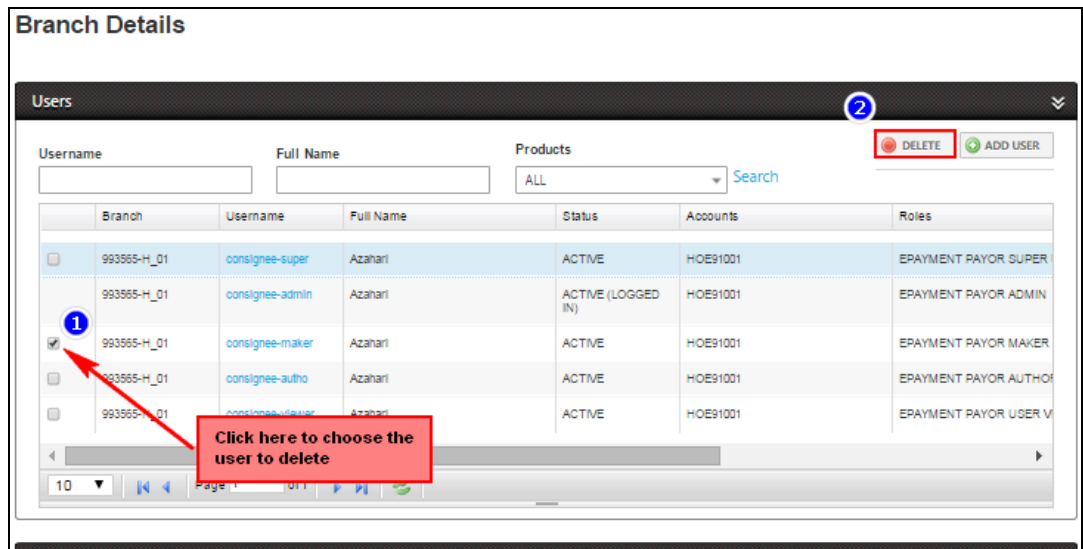
Admin user can also delete a user if necessary, as in steps below;


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

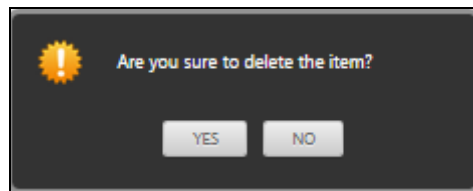




- iii. In the users list, click on the  to select the user to delete as in image below



- 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

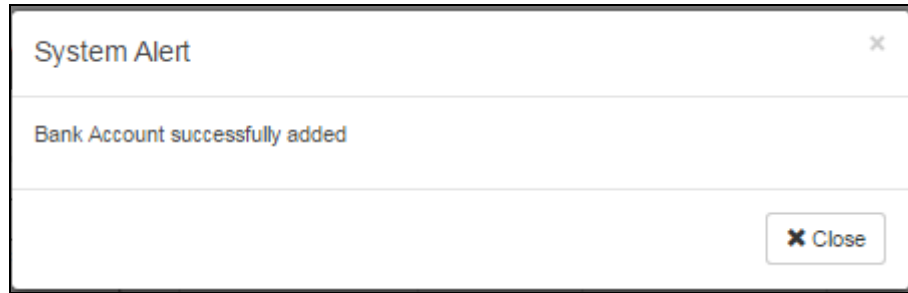
The screenshot shows the 'Bank Account Details - Add New' form. On the left sidebar, under 'BANK ACCOUNT MAINTENANCE', the 'ADD NEW' button is highlighted with a red box. The main form area contains several input fields: 'Bank \*' (a dropdown menu with 'Please select' and a red box around the dropdown arrow), 'Bank Branch No. \*' (a required text field), 'Account Holder \*' (a required text field), 'Account No. \*' (a required text field), 'Corporate Id' (an optional text field), 'Agent Code' (a text field with 'HF1001'), 'Maker Name' (an optional text field), and 'Bank IBAN' (an optional text field). At the bottom right, there are 'Save' and 'Reset' buttons.

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

The screenshot shows the 'Bank Account Details - Add New' form with the 'Bank \*' dropdown menu open. The dropdown list contains the following options: 'Please select', 'AFFIN BANK', 'AMBANK', 'BANK ISLAM', 'CIMB BANK', 'HONG LEONG BANK', 'MAYBANK BERHAD', 'MAYBANK 2U' (highlighted in blue), 'PUBLIC BANK', and 'RHB BANKING GROUP'. A red box highlights the dropdown arrow and the list, with an arrow pointing to the selected bank and a text box saying 'Choose your preferred bank'. The 'Reset' button is visible at the bottom right.

- iv. Choose your preferred bank.
- v. Enter the Branch No, Account Holder Name and Account No or any other information as required.
- vi. Onc done, click on **Save** or **Reset** to reset the information.

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



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

The screenshot shows the 'myPayment' dashboard. At the top right, there is a notification box that says 'New Bank Account Added' with a red arrow pointing to the third row of the table below. The table is titled 'Bank Account Details - Listing' and contains the following data:


No.	Bank ↑	Bank Branch No.	Account Holder	Account No.	Action
1	CIMB BANK	111	MAT	12345432	[Icons: Search, Edit, Delete]
2	HONG LEONG BANK	123	AZHARUDIN	1234567890	[Icons: Search, Edit, Delete]
3	MAYBANK 2U	123	AMINUDDIN	098767890	[Icons: Search, Edit, Delete]
4	PUBLIC BANK	123	RED ONE	1234543212	[Icons: Search, Edit, Delete]
5	RHB BANKING GROUP	RHB000001	MOHD RHYMIE KARIM	1641100114455 22	[Icons: Search, Edit, Delete]

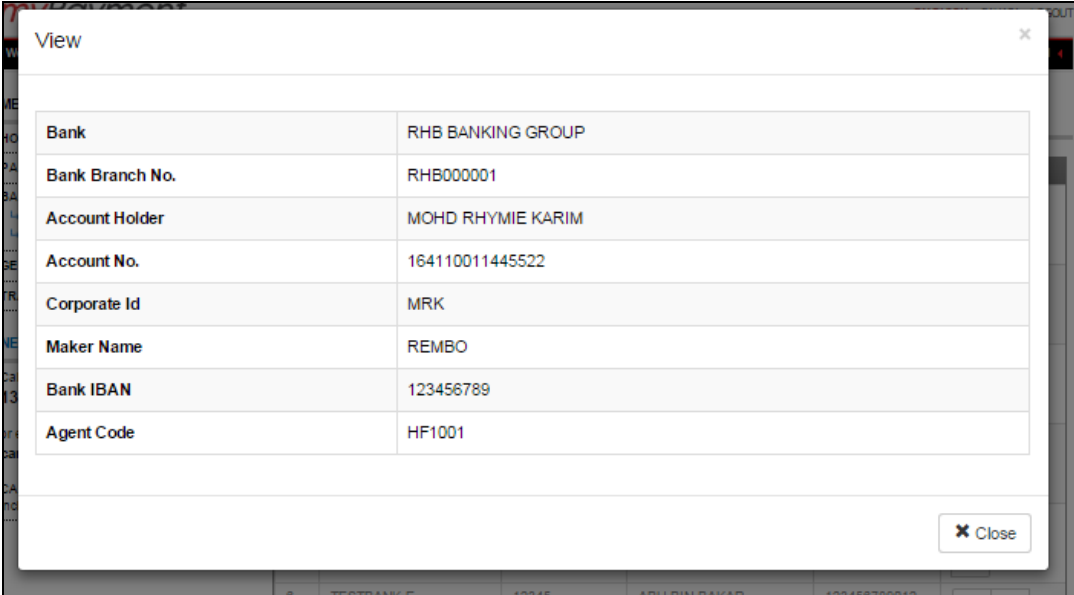
## 4.2. Bank Account Listing

Bank Account Details - Listing





No.	Bank ↑	Bank Branch No.	Account Holder	Account No.	Action
1	CIMB BANK	111	MAT	12345432	[Icons: Search, Edit, Delete]
2	HONG LEONG BANK	123	AZHARUDIN	1234567890	[Icons: Search, Edit, Delete]
3	MAYBANK 2U	123	AMINUDDIN	098767890	[Icons: Search, Edit, Delete]
4	PUBLIC BANK	123	RED ONE	1234543212	[Icons: Search, Edit, Delete]
5	RHB BANKING GROUP	RHB000001	MOHD RHYMIE KARIM	1641100114455 22	[Icons: Search, Edit, Delete]

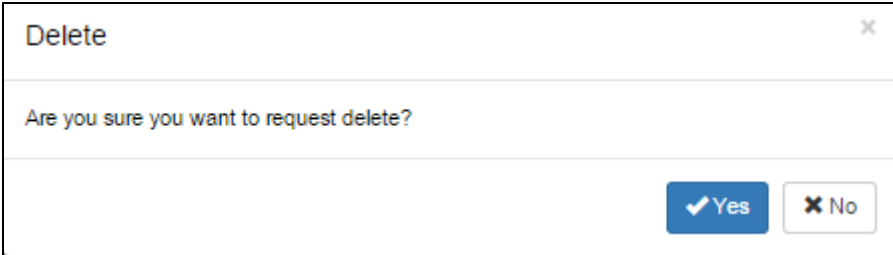


- i. In the Bank Account Details- Listing, click on  to view the Banks account details as in image below.



Field	Value
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**

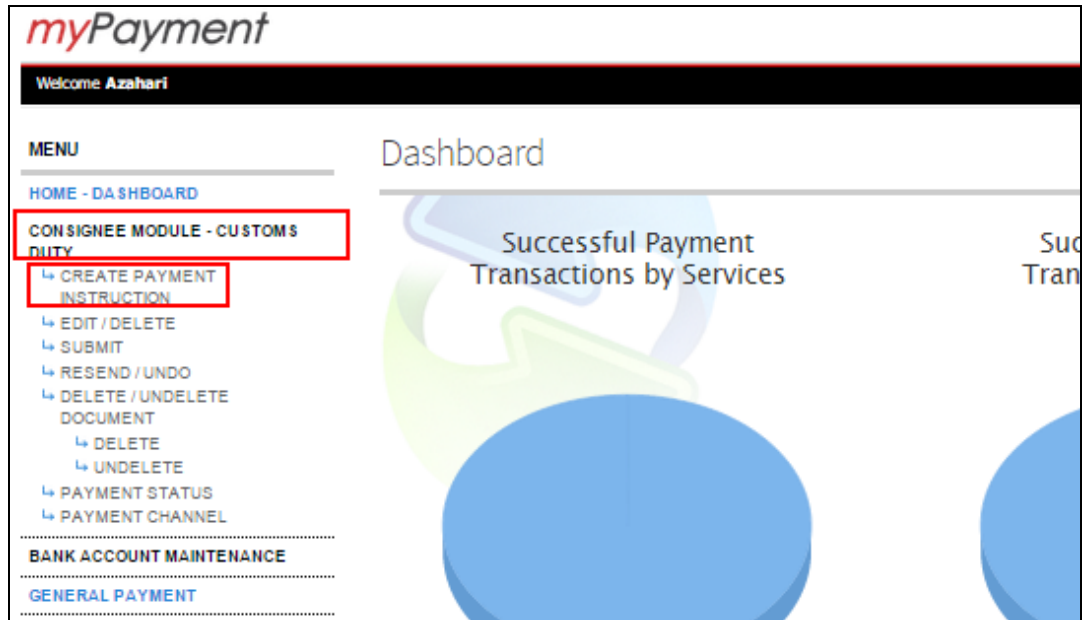
Are you sure you want to request delete?



## 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 **CONSIGNEE MODULE - CUSTOMS DUTY**
- ii. Click on **CREATE PAYMENT INSTRUCTION** to open the Payment Instruction page as in image below.

## Payment Instruction - Duty Payment - Add New

<b>Payment No. *</b> Required	<b>Payment Type</b> Duty Payment
----------------------------------	-------------------------------------

### Payor

<b>Name</b> <input type="text"/>	<b>Bank Branch No.</b> <input type="text"/>
<b>Bank Name *</b> Please select ▼	<b>Agent Name</b> DAGANG NET TECHNOLOGIES SDN BHD
<b>Account No.</b> <input type="text"/>	<b>Agent Code / ROC No.</b> HF1001

### Payee

<b>Name</b> KASTAM DIRAJA MALAYSIA-DNT TRAINING	
<b>Bank</b> CIMB BANK	<b>Branch No.</b> 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	JOBPAY09	H10105000224	27-05-2015	939,180.00
<input type="checkbox"/>	4	JOBPAY10	H10105000220	27-05-2015	939,180.00
<input type="checkbox"/>	5	K8080501T	H10105000025	08-05-2015	870,000.00
<input type="checkbox"/>	6	1EOP05A	H10104000580	30-04-2015	16,133,425.20
<input type="checkbox"/>	7	1EOP03	H10104000581	30-04-2015	238,924.20
<input type="checkbox"/>	8	K1112	H10104000162	30-04-2015	102.00
<input type="checkbox"/>	9	1EOP01	H10104000554	30-04-2015	54.08
<input type="checkbox"/>	10	9EOP01	H10904000148	30-04-2015	51.03
<input type="checkbox"/>	11	9EOP005A	H10904000164	30-04-2015	900,001.20
<input type="checkbox"/>	12	K1MCRG21B	H10104000500	30-04-2015	32,853.00
<input type="checkbox"/>	13	1EOP05	H10104000557	30-04-2015	16,133,425.20
<input type="checkbox"/>	14	9EOP002	H10904000157	30-04-2015	65,358.15
<input type="checkbox"/>	15	9EOP003B	H10904000159	30-04-2015	652,004.70

TOTAL RECORDS : 24

GO TO PAGE 1

**Notes:**

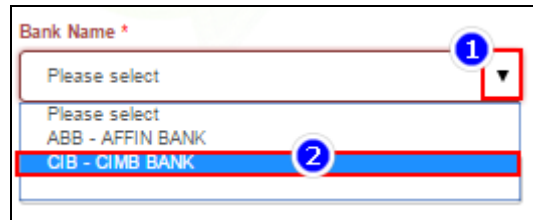
- 1 payment instruction may consist up to 10 job numbers.
- Total amount for 10 job number must not exceeds 10 Million Ringgit.

### 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.



The image shows a web form field labeled "Bank Name \*". The field contains the text "Please select" and a dropdown arrow icon. A red box highlights the dropdown arrow, with a blue circle containing the number "1" next to it. Below the field, a dropdown menu is open, showing two options: "ABB - AFFIN BANK" and "CIB - CIMB BANK". The "CIB - CIMB BANK" option is highlighted in blue, with a blue circle containing the number "2" next to it.

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

Payment Instruction - Duty Payment - Add New

Payment No. \* T123 1 Payment Type  
 Duty Payment

Payor

Name: TAN Bank Branch No.: WF123  
 Bank Name \* CIB - CIMB BANK 2 Company / Business Name: TALISMAN MALAYSIA LIMITED  
 Account No.: 78877880098 Agent Code / ROC No.: 993585H

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)	Declarant Name	Declarant Agent Code
<input type="checkbox"/>	1	WF01	W20105072630	28-05-2015	380.41		WF0137
<input type="checkbox"/>	2	WF01	W20105072182	28-05-2015	703.22		WF0137
<input type="checkbox"/>	3	WF01	W20105072242	28-05-2015	81.11		WF0137
<input type="checkbox"/>	4	WF01	W20105072537	28-05-2015	347.92		WF0137
<input checked="" type="checkbox"/>	5	WF01	W20105072039	28-05-2015	45.56		WF0137
<input type="checkbox"/>	6	WF01	W20105072603	28-05-2015	327.85		WF0137
<input type="checkbox"/>	7	WF01	W20105072595	28-05-2015	704.65		WF0137
<input type="checkbox"/>	8	WF01	W20105072585	28-05-2015	623.93		WF0137
<input type="checkbox"/>	9	WF01	W20105072312	28-05-2015	481.67		WF0137
<input type="checkbox"/>	10	WF01	W20105072570	28-05-2015	60.99		WF0137
<input type="checkbox"/>	11	WF01	W20105072587	28-05-2015	138.32		WF0137
<input type="checkbox"/>	12	WF01	W20105072459	28-05-2015	372.82		WF0137
<input type="checkbox"/>	13	JOBPAY12	H10105000232	27-05-2015	939,180.00	DNEX BERHAD	HF1001
<input type="checkbox"/>	14	TD00	D10201000017	26-01-2015	588,340.67		DF0047
<input type="checkbox"/>	15	TD00	D10201000016	26-01-2015	312,394.53		DF0047



TOTAL RECORDS : 68 GO TO PAGE 1 ▼ | ◀ ▶

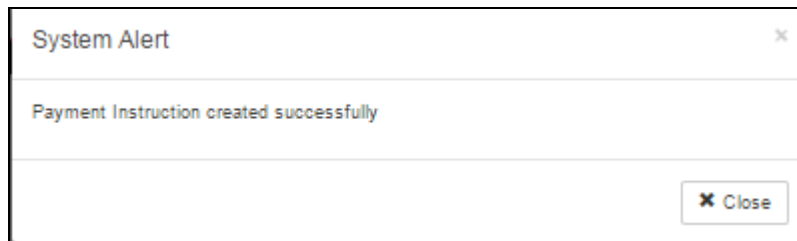
Notes:  
 1. 1 payment instruction may consist up to 10 job numbers.  
 2. Total amount for 10 job number must not exceeds 10 Million Ringgit.


Selected Document / Reference No.

No.	Job No.	Document / Reference No.	Date	Amount (RM)	Declarant Name	Declarant Agent Code
1	WF01	W20105072039	28-05-2015	45.56		WF0137
						Grand Total : 45.56

5

- 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.
- 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. Clic  to save the payment transaction.
- xii. A successful notification will appear as below

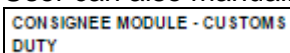



- xiii. Click  to close the notification

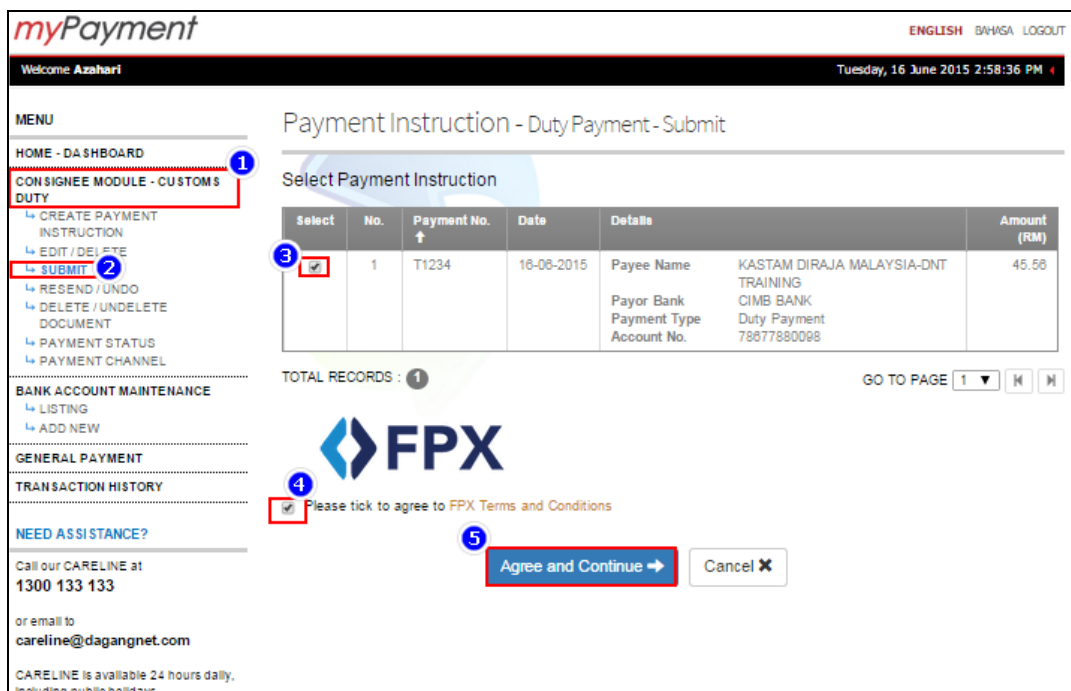
## 5.2. Submit Payment Instruction

After successfully creating the payment instruction, user will be directed to the Submission page as in image below.

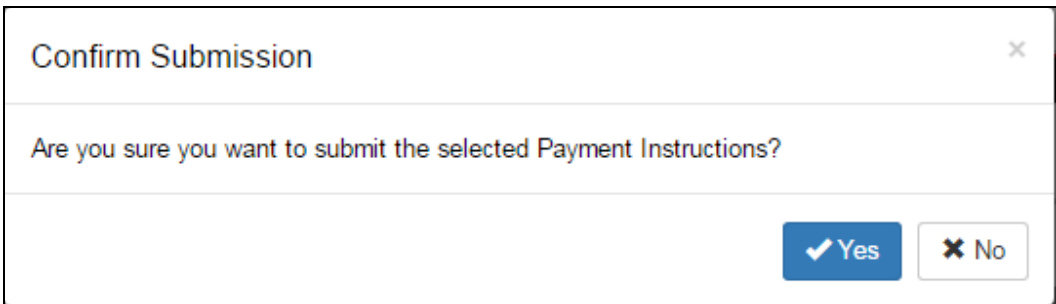
User can also manually go to this page by click on the



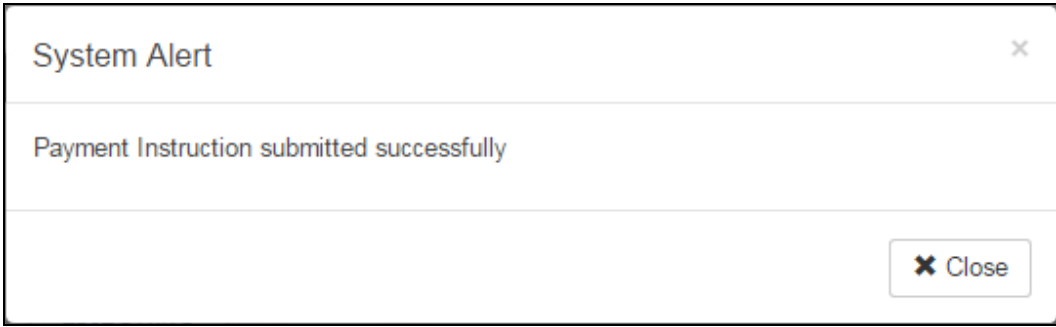
and then the  located at the menu section on left side of the page.



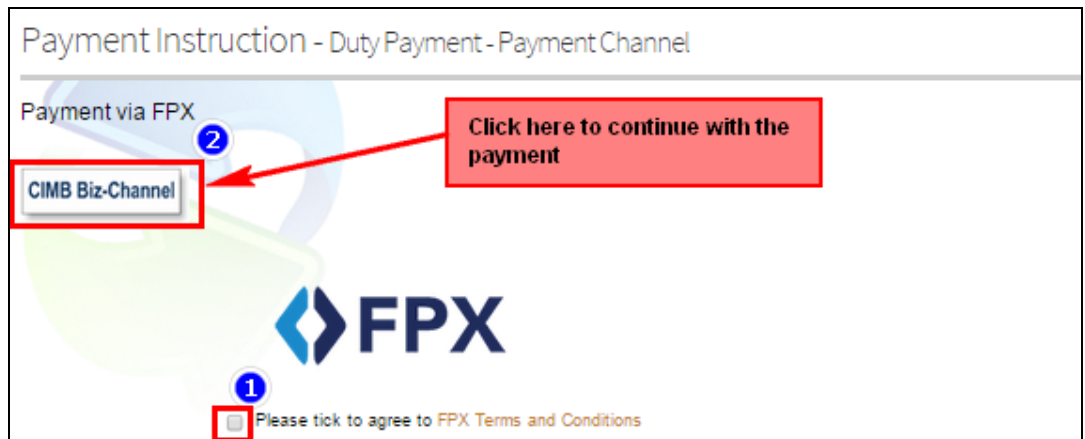
- i. In the Submit page, click on  to select the payment instruction to pay.
- ii. At the bottom, click on  if you are agree with the FPX terms and condition. Please click on **FPX Terms and Conditions** to read.
- iii. Click on **Agree and Continue** to continue the payment.
- iv. A confirm Submission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

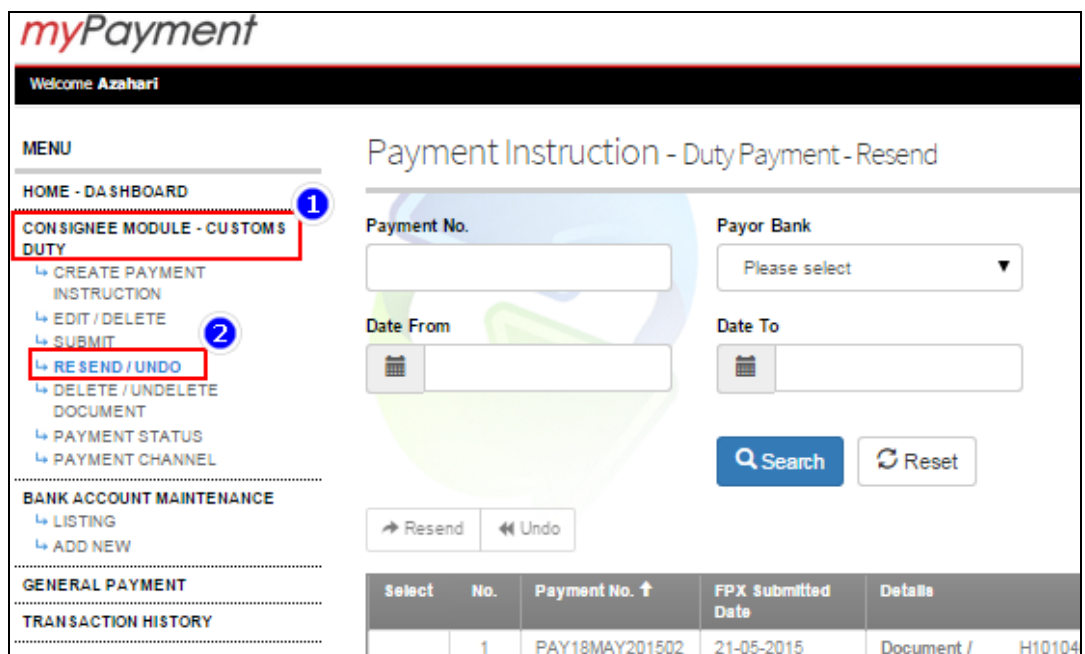


- vii. Again, click on  if you are agreeing with the FPX terms and condition. Please click on [FPX Terms and Conditions](#) to read.
- viii. Click on your bank logo as in image above, which will be directed to your preferred bank page.

### 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.

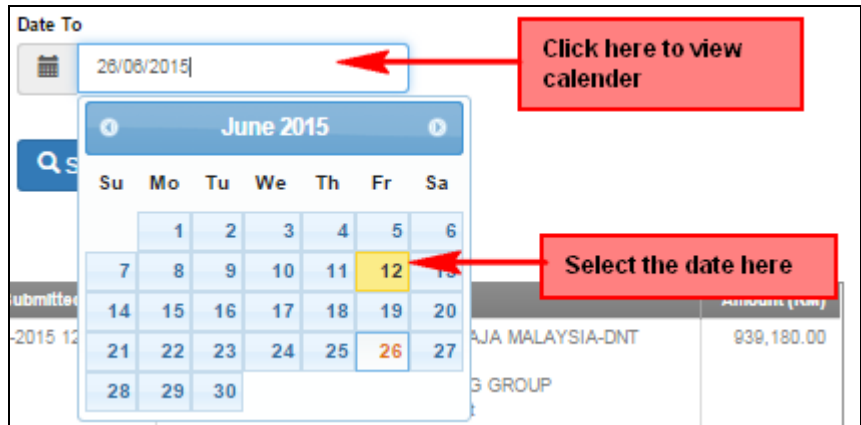
To resend the job, please follow the steps below;



- i. Click on [CONSIGNEE MODULE - CUSTOMS DUTY](#) and then on [RESEND / 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  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	03-05-2015 12:45:57	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank RHB BANKING GROUP Payment Type Duty Payment Payee Order No. KDRM-DUT-METAR00011-1505031247490134 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 checked="" 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.  Payment Type

---

Payor

Name  Bank Branch No.

Bank Name \*  Agent Name

Account No.  Agent Code / ROC No.

---

Payee

Name

Bank  Branch No.

---

Selected Document / Reference No.

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

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.



## 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.

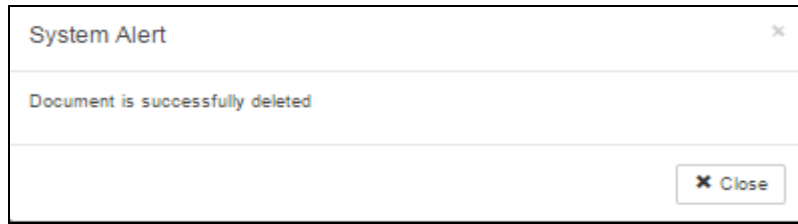
### 5.4.1. Delete

To delete a job, please follow the steps below;

The screenshot shows the 'myPayment' interface. The left menu has 'CONSIGNEE MODULE - CUSTOMS DUTY' (1) expanded to show 'DELETE / UNDELETE DOCUMENT' (2) and 'DELETE' (3). The main area has a search form with 'Job No.' (4) set to 'WF01' and a 'Search' button (5). Below is a table with 11 records. The third record is selected (6). At the bottom, there is a 'Confirm' button (7) and a 'Reset' button.

Select	No.	Job No.	Document / Reference No.	Date ↓	Amount (RM)
<input type="checkbox"/>	1	WF01	W20105072630	28-05-2015	380.41
<input type="checkbox"/>	2	WF01	W20105072182	28-05-2015	703.22
<input checked="" type="checkbox"/>	3	WF01	W20105072242	28-05-2015	81.11
<input type="checkbox"/>	4	WF01	W20105072537	28-05-2015	347.92
<input type="checkbox"/>	5	WF01	W20105072603	28-05-2015	327.85
<input type="checkbox"/>	6	WF01	W20105072595	28-05-2015	704.85
<input type="checkbox"/>	7	WF01	W20105072585	28-05-2015	623.93
<input type="checkbox"/>	8	WF01	W20105072312	28-05-2015	481.67
<input type="checkbox"/>	9	WF01	W20105072570	28-05-2015	60.89
<input type="checkbox"/>	10	WF01	W20105072587	28-05-2015	138.32
<input type="checkbox"/>	11	WF01	W20105072459	28-05-2015	372.82

- i. To view the Delete page, click on **CONSIGNEE MODULE - CUSTOMS DUTY** 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.



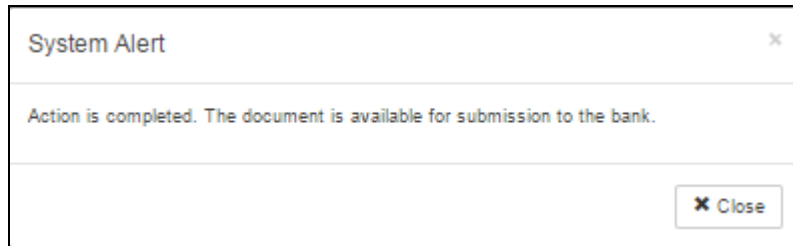
## 5.4.2. Undelete

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 'myPayment' web application interface. The page title is 'Delete / Undelete Document - Duty Payment - Undelete'. The sidebar menu on the left includes sections for 'MENU', 'HOME - DASHBOARD', 'CONSIGNEE MODULE - CUSTOMS DUTY', 'BANK ACCOUNT MAINTENANCE', 'GENERAL PAYMENT', and 'TRANSACTION HISTORY'. The main content area features search filters for 'Job No.', 'Date From', and 'Date To', along with 'Search' and 'Reset' buttons. Below the filters is a table with columns: 'select', 'No.', 'Job No.', 'Document / Reference No.', 'Date', and 'Amount (RM)'. A table with one record is shown, with a 'select' checkbox checked. Below the table, there are 'TOTAL RECORDS : 1' and 'GO TO PAGE' controls. At the bottom, there are 'Confirm' and 'Reset' buttons. Numbered callouts (1-7) highlight specific elements: 1. 'CONSIGNEE MODULE - CUSTOMS DUTY' in the sidebar; 2. 'DELETE / UNDELETE DOCUMENT' in the sidebar; 3. 'UNDELETE' in the sidebar; 4. 'Job No.' input field; 5. 'Search' button; 6. 'select' checkbox in the table; 7. 'Confirm' button.

- i. To view the Undelete page, click on **CONSIGNEE MODULE - CUSTOMS DUTY** 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;

Payment Instruction - Duty Payment - Status


Payment Status:  Payment No.:  Payor Bank:

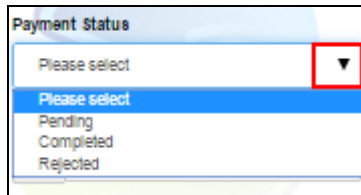
Date From:  Date To:


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: <span style="background-color: orange;">Pending for Authorization</span>	74.61
2	PAY12MAY201502	03-05-2015 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: <span style="background-color: green;">Approved</span>	1,234,279.20
3		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: <span style="background-color: red;">Invalid Buyer Account</span>	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: 1506121028310154 Status: <span style="background-color: orange;">Pending for Authorization</span>	652,004.70

- i. To view the Undelete page, click on CONSIGNEE MODULE - CUSTOMS DUTY 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 Invalidied 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	T123	11-06-2015 20:28:12	Document / Reference No. H1010500022 (RM939,180.00) PAID by Agent : DNEK Name : BERHAD Agent : HF1001 Code : Status Pending for Authorization	939,180.00
2	PAY25MAY201506	25-05-2015 14:39:02	Payee Name KASTAM DIRAJA MALAYSIA-DNT TRAINING Payor Bank TESTBANK E Payment Type Duty Payment Payee KDRM-DUT- Order No. PAY25MAY201506-1505251440050958 FPX Txn Id 1505251442120083 Status Approved	6,068,464.57
3	SIT80	25-05-2015 17:33:07	Document / Reference No. H10105000028 (RM5,772.00) PAID by Agent : DNEK Name : BERHAD Agent : HF1001 Code : Status Approved	5,772.00

- 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;

Payment Instruction - Duty Payment - Payment Channel

Payment via FPX

CIMB Biz-Channel Hong Leong Online Business RHB Reflex™

FPX

Please tick to agree to FPX Terms and Conditions

Click on the preferred bank

- 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

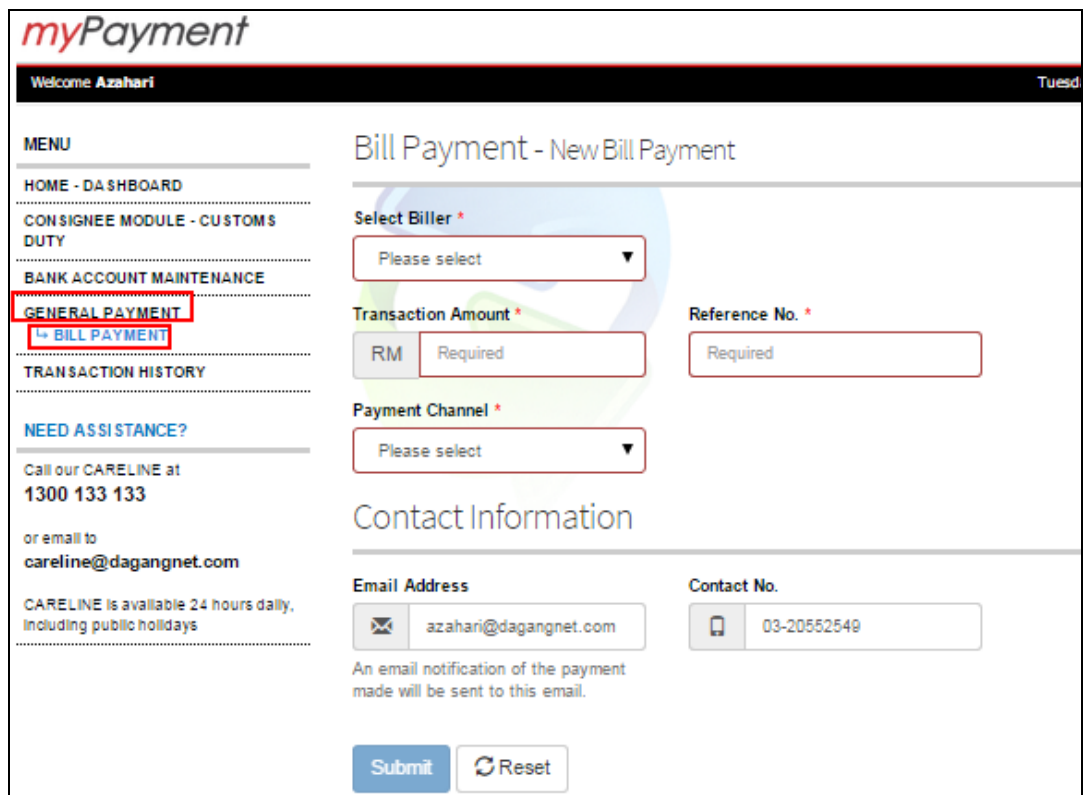
### 6.1. Bill Payment via myPayment

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

#### 6.1.1. Bill Payment

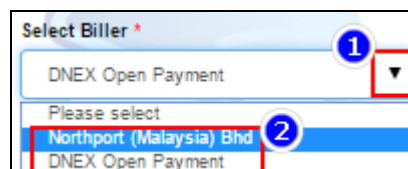
To make a payment, please follow the steps below;

- i. After login into myPayment page, click on **GENERAL PAYMENT** as below image.



The screenshot shows the 'myPayment' interface. On the left is a 'MENU' with options: HOME - DASHBOARD, CONSIGNEE MODULE - CUSTOMS DUTY, BANK ACCOUNT MAINTENANCE, GENERAL PAYMENT (highlighted), BILL PAYMENT (highlighted), TRANSACTION HISTORY, and NEED ASSISTANCE?. The main area is titled 'Bill Payment - New Bill Payment'. It features a 'Select Biller \*' dropdown menu, a 'Transaction Amount \*' field with 'RM' and 'Required' labels, a 'Reference No. \*' field with 'Required' label, and a 'Payment Channel \*' dropdown menu. Below this is a 'Contact Information' section with 'Email Address' (azahari@dagangnet.com) and 'Contact No.' (03-20552549) fields. A note states: 'An email notification of the payment made will be sent to this email.' At the bottom are 'Submit' and 'Reset' buttons.

- ii. Click on **BILL PAYMENT** to make payment
- iii. Below page will appear.
- iv. Select the Biller. Click on  to view the list as below, and click on the Biller.



The image shows a close-up of the 'Select Biller \*' dropdown menu. The dropdown is open, showing a list of billers: 'DNEX Open Payment', 'Please select', 'Northport (Malaysia) Bhd', and 'DNEX Open Payment'. The 'Northport (Malaysia) Bhd' option is highlighted in blue. A red box highlights the dropdown arrow, and a blue circle with the number '1' is next to it. Another blue circle with the number '2' is next to the 'Northport (Malaysia) Bhd' option.

- v. Enter the Transaction Amount and Reference No



The image shows a close-up of the 'Transaction Amount \*' and 'Reference No. \*' input fields. The 'Transaction Amount \*' field contains 'RM 120' and the 'Reference No. \*' field contains '1234'.

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

Payment Channel \*

Online Banking - Corporate Account ▼

Please select

Online Banking - Personal Account

Online Banking - Corporate Account

- vii. Once done, click on **Submit** to submit the payment.
- viii. 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 azahari@dagangnet.com

Contact No. 03-27232723

**FPX**

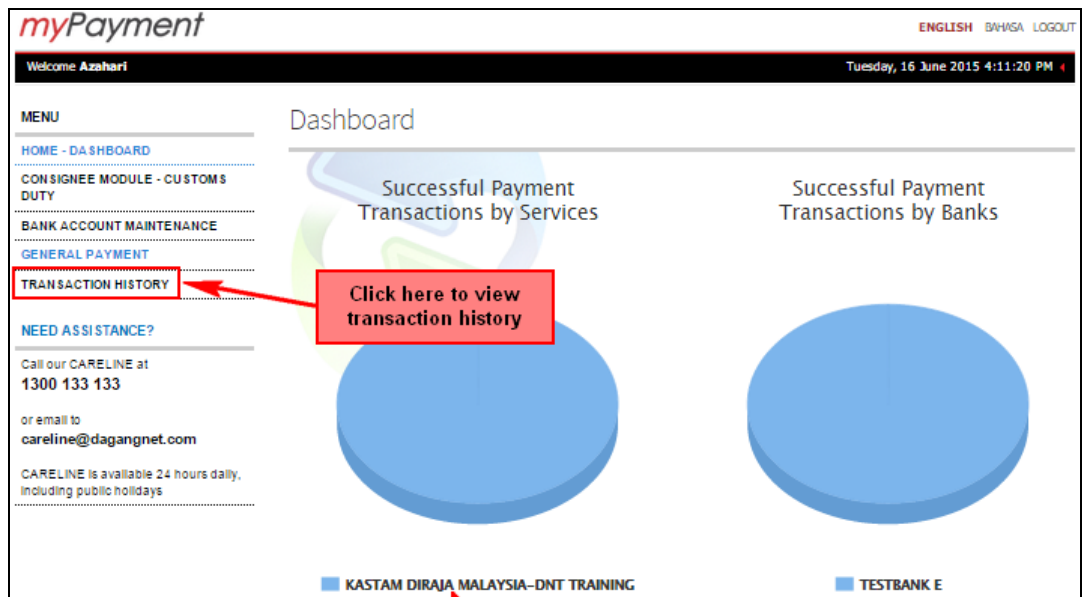
Please tick to agree to [FPX Terms and Conditions](#)

**Confirm**

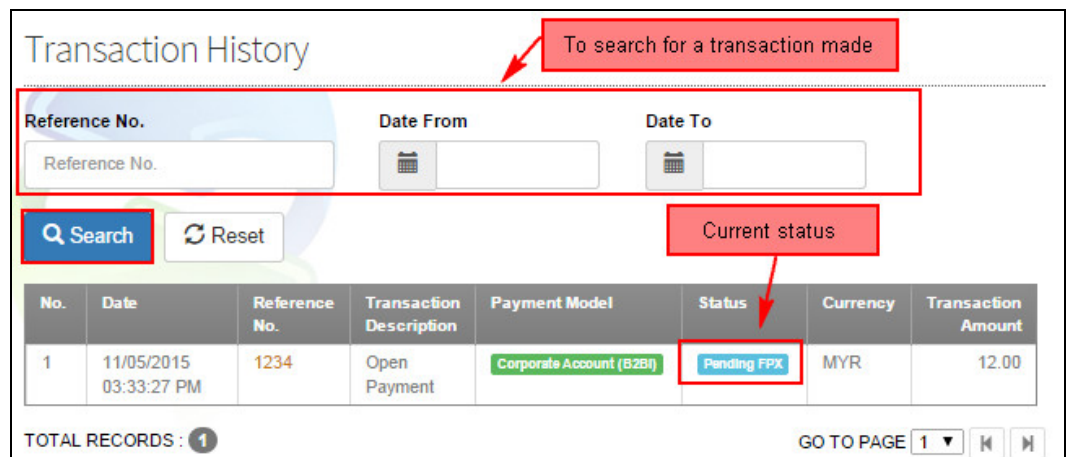
- ix. Please tick  Please tick to agree to [FPX Terms and Conditions](#) to confirm the payment.
- x. Click **Confirm** to continue the payment.



## Section 7. Transaction History

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



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



- 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.

-----end-----