

# KENYA PORTS AUTHORITY

## MPESA PAYMENT PROCESSING



### End-User Manual

## 1. Introduction

Kenya Ports Authority has since 2013, been processing electronic payments via Real-time Gross Settlement System (RTGS), Telegraphic Transfers (TT), Cheques and Cash where the Customers electronically book their invoices for intended payment then proceed to bank the monies in the above modes into our various Collection accounts.

The MPesa seamless integration has been developed to secure the need of the urgent numerous small payments that fall due during non-banking hours. The payments targeted are payments that are Kshs. 70,000/= and below because of the Central Banks currency capping on this mode of payment.

This mode of payment being highly favored for its 24/7 real-time convenience and especially so for the Cash Clientele will enhance the efficiency of Cargo delivery.

## 2. THE MPESA – Customer Payment Mode

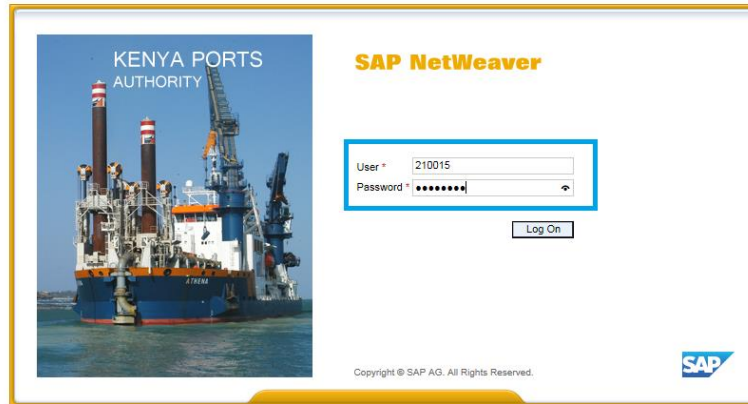
### Registration

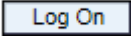
The Customers are encouraged to register for this mode of payment by making email applications to [Credit.control@kpa.co.ke](mailto:Credit.control@kpa.co.ke) . The applications should indicate the Customer's preferable numbers of use in payment of the MPesa transactions.

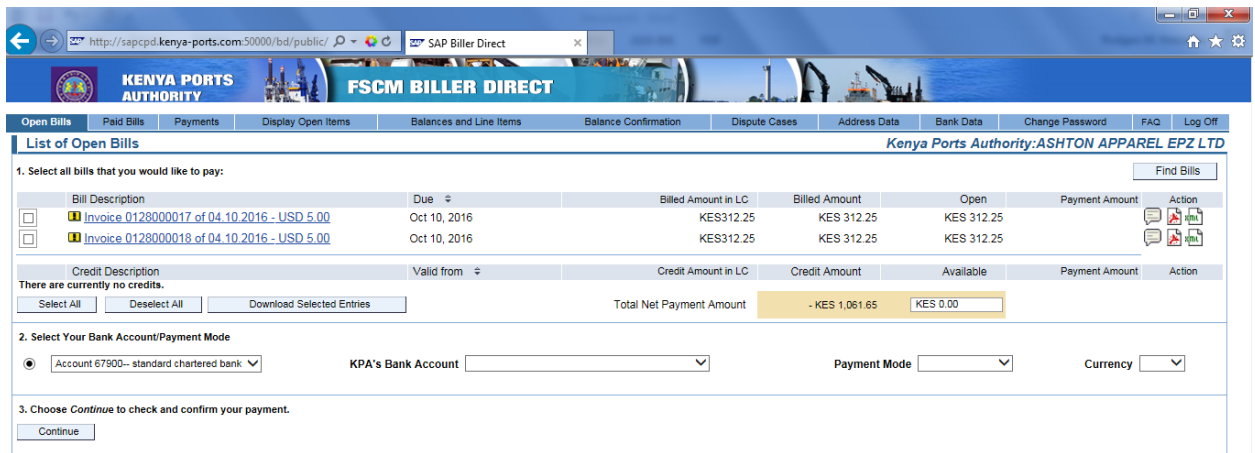
### Operation


The Customer will access their Biller Direct Accounts in the usual manner and enter the User Log In credentials (the User Name being their Port Account Numbers and subsequently their respective passwords) as seen here below: -

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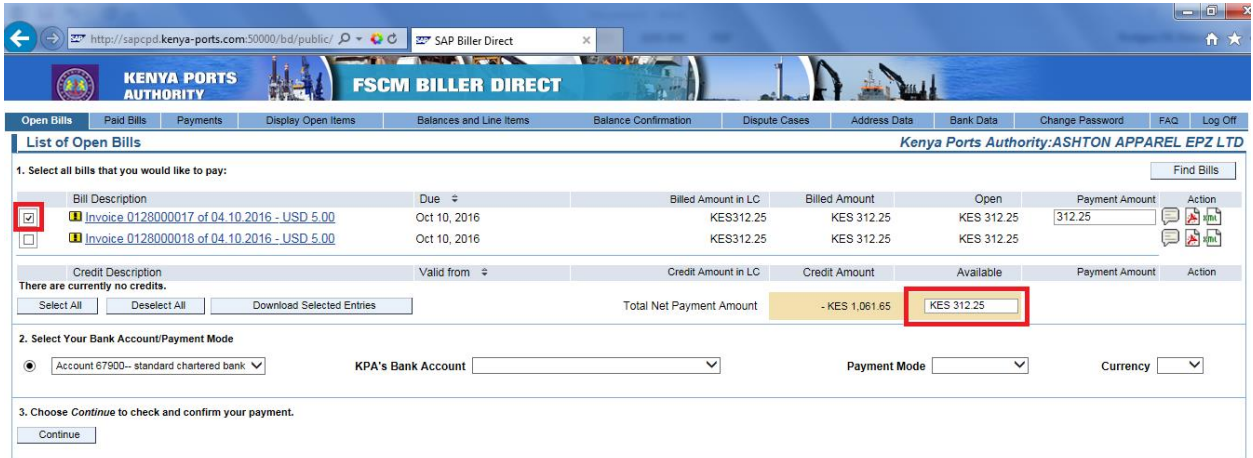
Proceed to log in  and the following screen pops up: -



The Customer will move to select the invoices they intend to process payment for as in the screen below by ticking the relevant invoice (  )

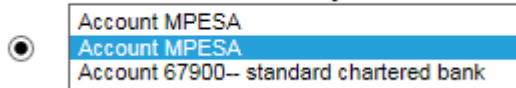
The amount to be paid after the picking of the invoices to be paid will be displayed as in this image - **Total Net Payment Amount** - KES 1,061.65 **KES 312.25**. Please ensure that the amount highlighted red is not above Kshs. 70,000/=. The other amount besides it represents the total payable invoices.

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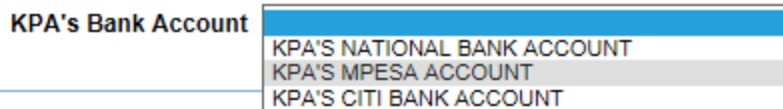
- ❖ The Customer will proceed to select the MPESA option in his Bank Account/Payment

### 2. Select Your Bank Account/Payment Mode

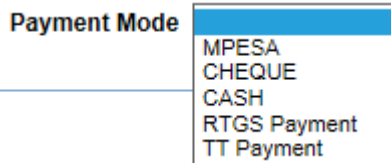


Mode selection field -

- ❖ The Customer then needs to indicate the KPA Account he/she is paying into in this Case MPesa Account also -



- ❖ The Customer will subsequently populate the payment mode which is again the



Mpesa Payment Mode -

- ❖ Finally the Customer will select the currency that he/she will make this payment in. Note that it has to be Kenya Shillings because MPesa transactions are only executed



in Kenya Shillings-

The screen will now be populated with payment instructions as follows (take note of the fields circled in red): -

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**List of Open Bills** Kenya Ports Authority: ASHTON APPAREL EPZ LTD

1. Select all bills that you would like to pay:

Bill Description	Due	Billed Amount in LC	Billed Amount	Open	Payment Amount	Action
<input checked="" type="checkbox"/> Invoice 0128000017 of 04.10.2016 - USD 5.00	Oct 10, 2016	KES312.25	KES 312.25	KES 312.25	312.25	
<input type="checkbox"/> Invoice 0128000018 of 04.10.2016 - USD 5.00	Oct 10, 2016	KES312.25	KES 312.25	KES 312.25		

There are currently no credits.

Credit Description	Valid from	Credit Amount in LC	Credit Amount	Available	Payment Amount	Action
Total Net Payment Amount						
				- KES 1,061.65	KES 312.25	

2. Select Your Bank Account/Payment Mode

Account MPESA KPA's Bank Account: KPA'S MPESA ACCOUNT Payment Mode: MPESA Currency: KES

3. Choose Continue to check and confirm your payment.

Continue

3. Choose *Continue* to check and confirm your payment.

Continue

The Customer will execute the **Continue** button to confirm the entries selected. This leads the Customer to the following screen: -

**List of Bills Selected for Payment** Kenya Ports Authority: ASHTON APPAREL EPZ LTD

You want to pay the bills listed with bank details: Account MPESA

If you now want to effect payment, click on Pay.

Bill Description	Due On	Billed Amount in LC	Billed Amount	Open	Payment Amount
Invoice 0128000017 of 04.10.2016 - USD 5.00	Oct 10, 2016	KES312.25	KES 312.25	KES 312.25	KES 312.25
Bill Total			KES 312.25	KES 312.25	
Credits				KES 0.00	
Total Net Payment Amount				KES 312.25	

Back Pay

Back

If the Customer wishes to go back to the last screen they the press

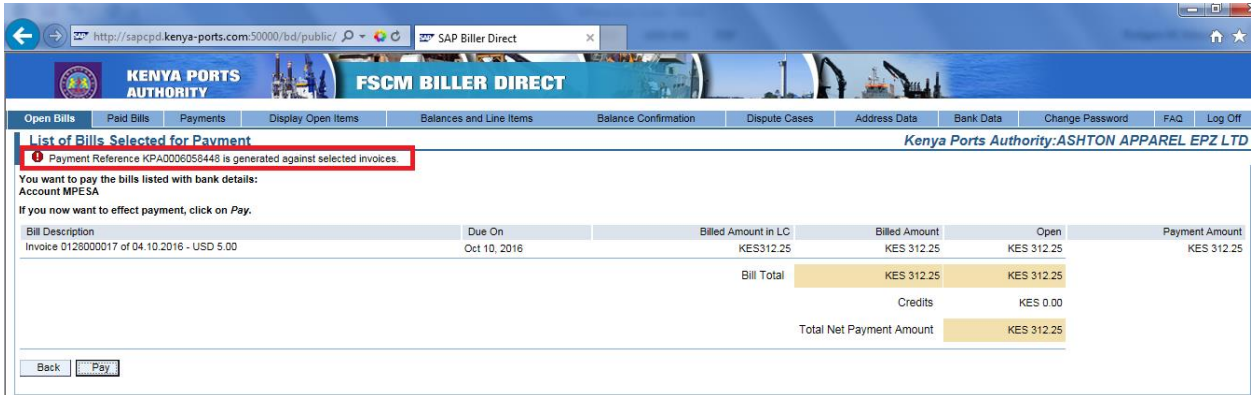
Pay

Otherwise after confirming details of the screen above the press the **Pay** button to execute payment and the screen shows that the item has been paid for the selected invoices vide the payment reference indicated as seen here below

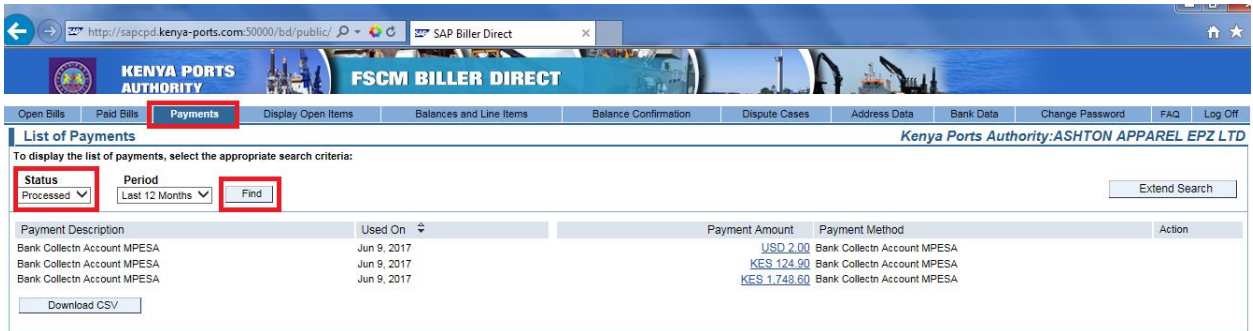
**Payment Reference KPA0006058448 is generated against selected invoices.**

This item appear about the top left of the screen as highlighted in red in the screen in the following page

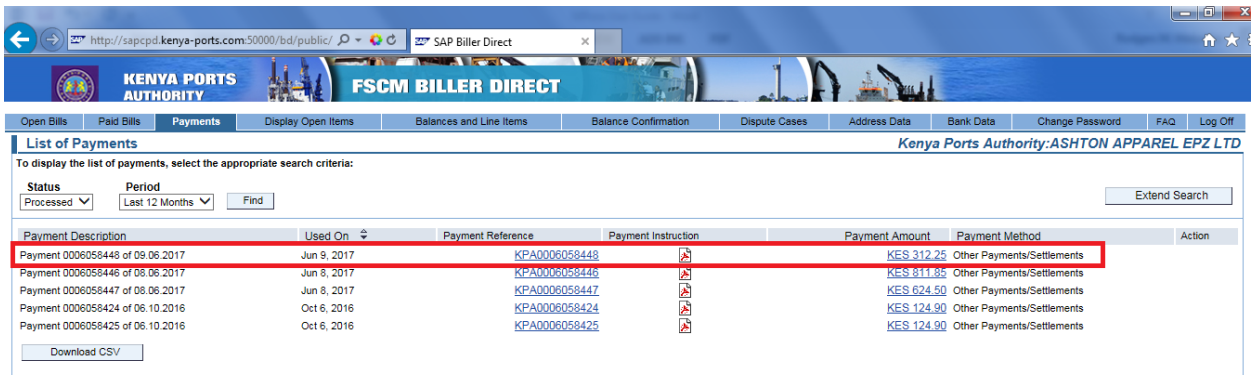
## KPA MPESA PAYMENT PROCESSING GUIDE



The Customer then moves to the tab **Payments**, selects the status “Processed” as indicated here **Status** **In Process** **Processed**. The Customer then processes “find” **Find** to get the screen showing the receipts processed. The above three picks and executions are circled red in the screen below for ease of reference.



After the above execution the Customer will see the recently processed item as in the screen below: -

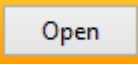


The Customer will proceed to double click on the receipt number circled in red in the screen below

The screenshot shows the 'List of Payments' section in the FSCM BILLER DIRECT system. The interface includes a navigation bar with options like 'Open Bills', 'Paid Bills', 'Payments', etc. Below the navigation bar, there are search filters for 'Status' (set to 'Processed') and 'Period' (set to 'Last 12 Months'). A table lists several payments with columns for 'Payment Description', 'Used On', 'Payment Reference', 'Payment Instruction', 'Payment Amount', and 'Payment Method'. The payment reference 'KPA0006058448' is highlighted with a red circle. Other payment references include KPA0006058446, KPA0006058447, KPA0006058424, and KPA0006058425. The corresponding payment amounts are KES 312.25, KES 811.85, KES 624.50, KES 124.90, and KES 124.90 respectively. All payment methods are listed as 'Other Payments/Settlements'. A 'Download CSV' button is located at the bottom left of the table.

The item below appears on your screen: -

The screenshot shows a file download dialog box from the browser. The message reads: 'Do you want to open or save PaymentReceipt.pdf (13.1 KB) from sapcpd.kenya-ports.com?'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a yellow box.

Click the icon  and it will open the Cash Sale Receipt seen below



# Kenya Ports Authority

## REVENUE RECEIPT

PIN No.: P0510945228  
VAT No.: 0106742J

ASHTON APPAREL EPZ LTD  
,  
43371  
MOMBASA, KE


Date  
09.06.2017  
Your Account with us  
0000210015

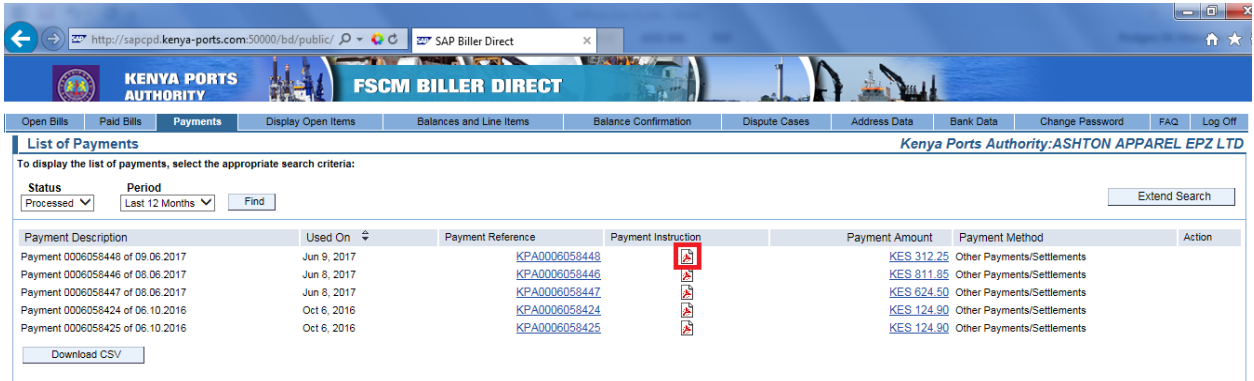
Receipt Number  
KPA0006058448

Dear Customer,






Thank you for initiating payment for invoices:

Bill Number	Bill Date	Currency	Amount
128001725	04.10.2016	USD	5.00
Total Amount paid in: KES			312.25

The Customer goes back to the screen below and clicks the icon  adjacent to the relevant receipt number



The screenshot shows the 'FSCM BILLER DIRECT' interface for Kenya Ports Authority. It features a navigation menu with options like 'Open Bills', 'Paid Bills', 'Payments', 'Display Open Items', 'Balances and Line Items', 'Balance Confirmation', 'Dispute Cases', 'Address Data', 'Bank Data', 'Change Password', 'FAQ', and 'Log Off'. The main content area is titled 'List of Payments' and includes search filters for 'Status' (set to 'Processed') and 'Period' (set to 'Last 12 Months'). Below the filters is a table with the following data:

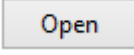
Payment Description	Used On	Payment Reference	Payment Instruction	Payment Amount	Payment Method	Action
Payment 0006058448 of 09.06.2017	Jun 9, 2017	<a href="#">KPA0006058448</a>		<a href="#">KES 312.25</a>	Other Payments/Settlements	
Payment 0006058446 of 08.06.2017	Jun 8, 2017	<a href="#">KPA0006058446</a>		<a href="#">KES 811.85</a>	Other Payments/Settlements	
Payment 0006058447 of 08.06.2017	Jun 8, 2017	<a href="#">KPA0006058447</a>		<a href="#">KES 624.50</a>	Other Payments/Settlements	
Payment 0006058424 of 06.10.2016	Oct 6, 2016	<a href="#">KPA0006058424</a>		<a href="#">KES 124.90</a>	Other Payments/Settlements	
Payment 0006058425 of 06.10.2016	Oct 6, 2016	<a href="#">KPA0006058425</a>		<a href="#">KES 124.90</a>	Other Payments/Settlements	

A 'Download CSV' button is located at the bottom left of the table area.

The item below appears on your screen: -



The screenshot shows a Windows file dialog box with the text: 'Do you want to open or save PaymentInstruction.pdf (3.63 KB) from sapcpd.kenya-ports.com?'. The dialog has 'Open', 'Save', and 'Cancel' buttons. The Windows taskbar is visible at the bottom.

Click on the icon  and the following payment instruction opens. The Customer is required to clinically follow the instructions in this document to accomplish the execution of the Mpesa transaction on his/her phone.



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09.06.2017

ASHTON APPAREL EPZ LTD  
, MOMBASA  
Postal Code:

Dear Customer,

**RE: Payment Reference Number: 0006058448**

Please deposit your **MPESA** Payment with **Amount KES 312.25** (THREE HUNDRED TWELVE) using **KPAs PAY BILL NUMBER 929929**.

Please mention your **account reference number 0006058448** in your mobile transaction while making payment.

It is mandatory that the Account Reference Number is reflected in your MPesa payments for KPA to honor the payment.

Thanking You,

**HEAD OF FINANCIAL ACCOUNTING**

**KENYA PORTS AUTHORITY**

The **VERY IMPORTANT ITEMS** that the Customer should note in this form are the items highlighted in the form above.

- a) That the Paybill number is 929929
- b) That the Account number will always be the Payment Reference Number as recorded in the subject of this form
- c) The amount payable **SHALL ALWAYS BE ROUNDED UP TO THE NEXT SHILLING** since Mpesa does not take in cents. The **Amount KES 312.25** in this form will therefore be paid as **KES 313**

On successful confirmation of payment on the Customer's cellphone, the bills in the Authority are paid and Cargo is ready for delivery.