E-Payment User Guide

For Indonesia Market only.

EN   IDN

E-Payment

This is a user guide of Indonesia market for completing E-Payment with ONE. This may or may not be Applicable to your country.

**Access
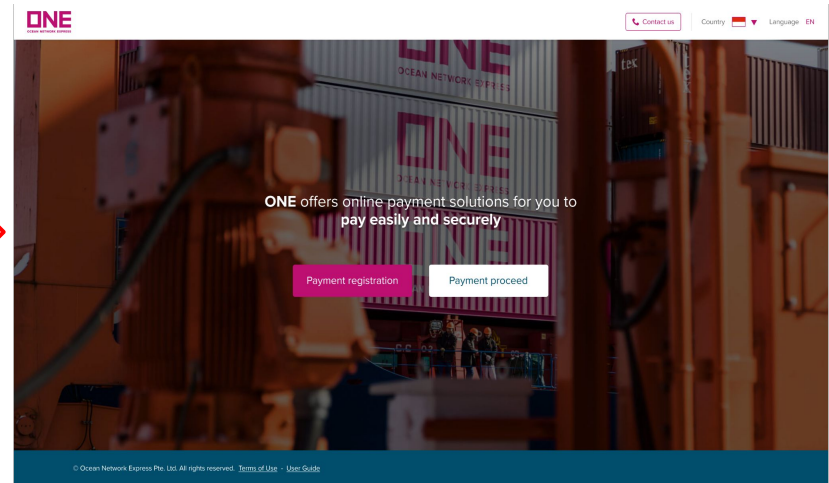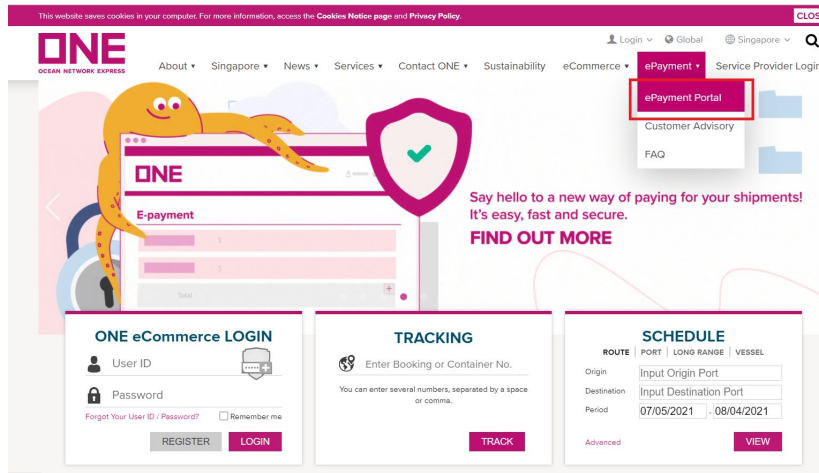E-Payment Portal**

**How to register
Payment**

**How to proceed
Payment**

EN   IDN

Access
E-Payment Portal

EN   IDN

Access E-Payment Portal

E-Payment Portal link can be found in the home page **https://id.one-line.com/** as a submenu by clicking ePayment from the main menu.
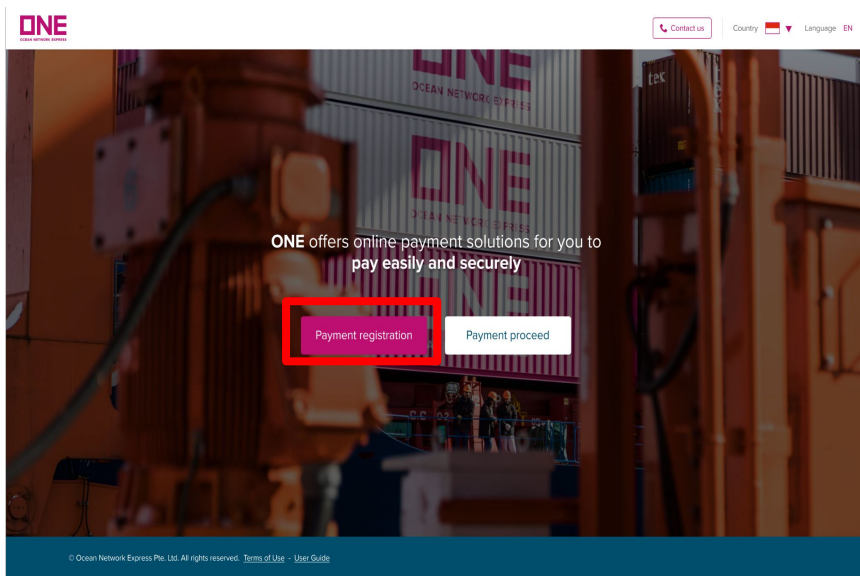
By clicking E-Payment Portal link you will be directed to **ONE E-Payment system**.

How to register Payment

EN   IDN

How to register Payment

In order to create a new "Payment Registration", Click on "**Payment Registration**" button it will open a new page for Payment Registration creation.

EN   IDN

How to register Payment

Step 1: Fill User's information

1. **Company name:** Input your company name. The max is 200 characters.

2. **Email Address:** Input your email address to receive Payment Registration information.

3. **Contact number:** Input your contact number so that we can contact you if there is any issues.

Let's register your payment

Company name ①

Please input company name

Max length 200 characters

Email address ②

Please input your e-mail to receive Payment registration information

Ex: aaa@example.com

Contact number ③

+62 ▼ | Please input your contact number

Max length 12 digits

EN   IDN

How to register Payment

Step 2: Fill in Payment details

EN   IDN

How to register Payment

Step 2: Fill in Payment details

1. **B/L or Invoice No:** Input B/L(or Invoice No.) you would like to pay for. And, the maximum per Payment Registration is 450 B/L(or Invoice No)s.

2. **Currency:** Currency is set as the local currency of the country users belonged to.

3. **Amount:** Amount for each B/L(or Invoice)

4. **Remark:** Input remark, if any, which may be reference information of this B/L(or Invoice).

5. **Download template:** If you click on 'download template', an excel worksheet will be downloaded so that you can fill in those data of BL/Invoice No, Amount, and Remark and upload it by using the 'batch upload' button.

6. **Batch upload:** Once you finish fill in on the excel sheet, you can upload it into the system by clicking on 'batch upload'. If the batch upload is done, the data in the excel sheet will be presented on the payment page.

EN   IDN

How to register Payment

Step 2: Fill in Payment details

7. **Total amount:** Total amount of all the BL or Invoice no will be presented into the 'Total Amount' item. Here, it must not exceed the maximum amount which will be determined by your bank account.

8. **Save and Proceed to Pay:** After the above items all filled in, then click on **'Save and Proceed to Pay'** button in order to move on to the next steps. Then, it will direct you to the 'Pay Proceed' page, which will be explained below in more detail.

EN   IDN

How to register Payment

Step 2: Fill in Payment details

9. **Save and Email:** If you want to save it temporarily and proceed with the payment later, you can use 'save and email'. Once it's clicked, a pop-up window will appear, and it shows your Payment Registration No. , which is automatically generated. After Payment Registration No. is generated, the portal will save it and send notification mail to you.

Your Payment Registration Created Successfully!

Your Payment Registration ID2109174350 has been created and sent to your email.

Do you want to create a new one?

Create a New One   View Details

EN   IDN
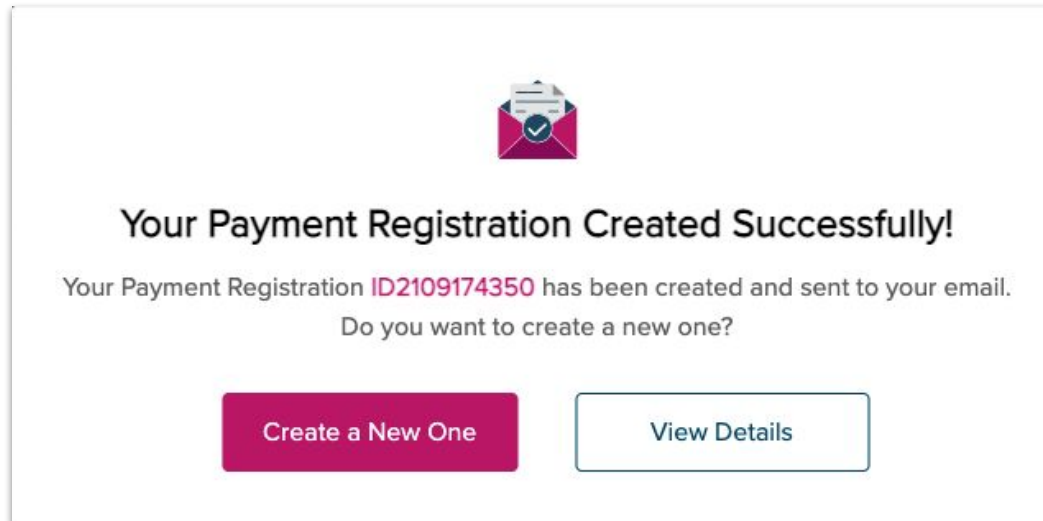
How to register Payment

When Payment Registration No. is generated from the E-Payment system successfully, you will receive an alert mail addressed to the email address you inputted in the page of 'Let's register your payment'. Below is the sample. And, you can find Payment Registration No. and the other information you keyed in.
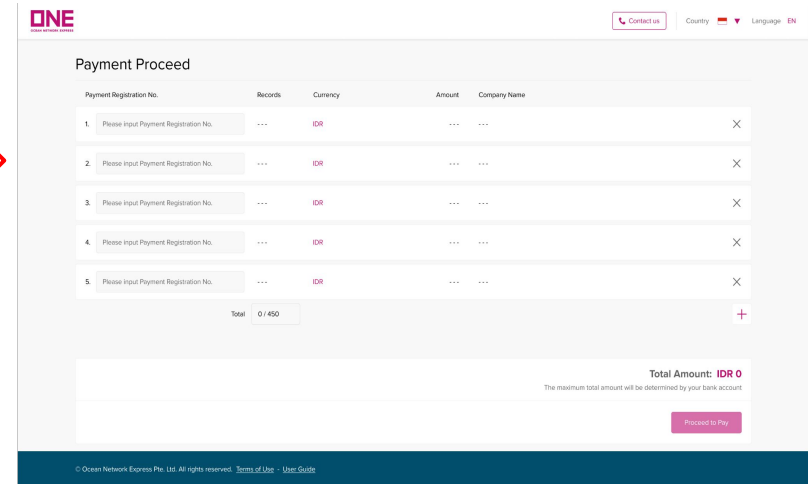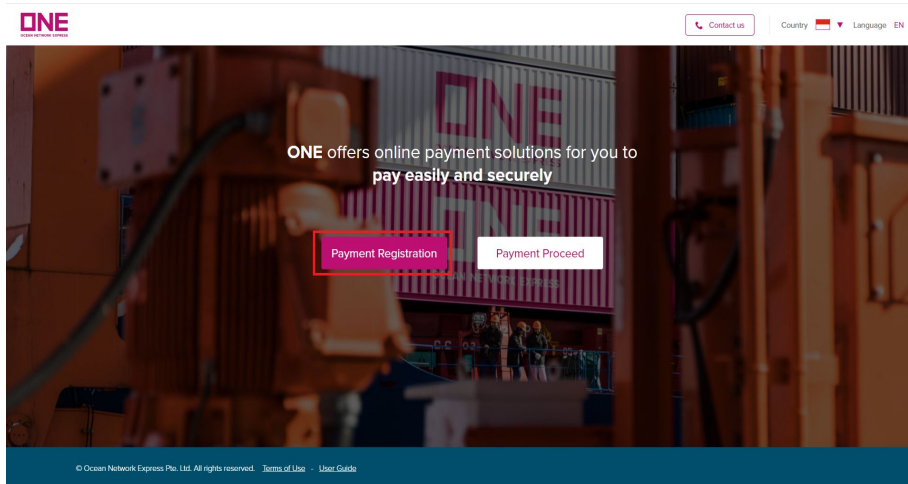
EN IDN

How to proceed Payment

EN   IDN

How to proceed Payment

System will direct you to the 'Payment Proceed' page if earlier steps are all carried out successfully, or you can click on "**Payment Proceed**" button it will open a new page for pay a Payment Registration.

EN   IDN

How to proceed Payment

Step 1: Fill in Payment Registration details

How to proceed Payment

Step 1: Fill in Payment Registration details

1. **Payment Registration No.**: Input unpaid Payment Registration No. created earlier (or it will be shown automatically if you click 'Save and proceed to pay' from Payment Registration page). The page will show 5 lines as default, but if you want to add more, you can click on the + icon.

2. **Records**: Records means the number of the B/L or Invoice no inputted in the 'Payment Registration' page.

3. **Currency**: Currency is set as local currency.

4. **Amount**: Total amount is for all of the B/L or Invoice no.

5. **Company Name**: Company name is the thing you inputted in the 'Let's register your payment' page.

6. **Total**: It shows the total cases of B/L or Invoice No. you inputted from the total limit which is 450.

7. **Total Amount**: Total amount is for all of the Payment Registration No.

8. **Proceed to Pay**: Once the above is all finished, you can click on 'Proceed to Pay' to move on to the next steps. Once it's clicked, a pop-up window will appear.

EN   IDN

How to proceed Payment

Step 2: Complete Payment

Click on "**Confirm**" to proceed with the payment.

Proceed to Pay

By clicking comfirm, you continue with the payment

Confirm   Discard
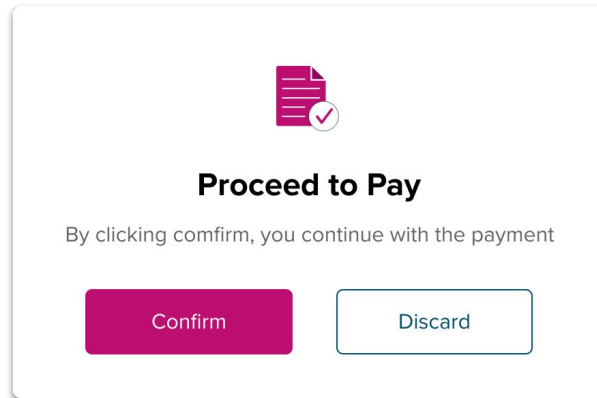
When you click on "**Confirm**" on Proceed to Pay, the system will navigate to the Payment Gateway for you to choose the payment method.

EN   IDN

How to proceed Payment

Please choose your preferable bank and follow the instruction to complete the payment.

Note: If you want to cancel the payment, please click "Back to merchant" and you will be routed to E-Payment Portal landing page.

EN IDN

How to proceed Payment

01: **Setting:** Country

- If you access the ePayment portal, the system will detect the country you're located so it'll be shown at the header of the page. And, according to it, the ePayment portal will decide the local currency.

- However, if you want to change the country, you can select another country from the default value and then all of the data already inputted in the page will be clear.

02: **Others:** Contact Us

- In case you need to contact ONE for E-Payment service, you can refer to an office address, contact number, email, and working hours by clicking on the 'Contact Us' icon. Users are presented with a 'Minimised View' of Open Orders or submitted Bookings.

03: **Others:** Terms of Use

- If you click on 'Term of Use' at the bottom of the page, the portal will open a new browser of Term of Use.

EN   IDN

Panduan Pengguna Pembayaran Elektronik (ePayment)

Untuk penggunaan di Indonesia.

EN   IDN

Pembayaran Elektronik

Panduan pengguna pembayaran elektronik ONE (ePayment) untuk pasar dan pelanggan di Indonesia

**Akses
Portal ePayment**

**Cara Pendaftaran
Pembayaran**

**Cara Melanjutkan
Pembayaran**

EN   IDN

Akses
Portal ePayment

Akses Portal ePayment

Tautan portal ePayment dapat ditemukan di halaman website kami **https://id.one-line.com/** pada bagian submenu dengan memilih ePayment dari menu utama.

Dengan memilih menu ePayment, anda akan diarahkan ke halaman **ONE ePayment System**.

EN IDN
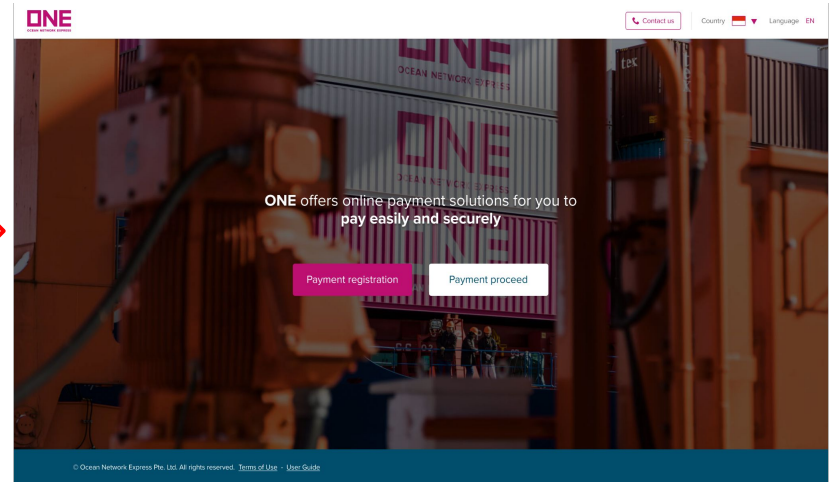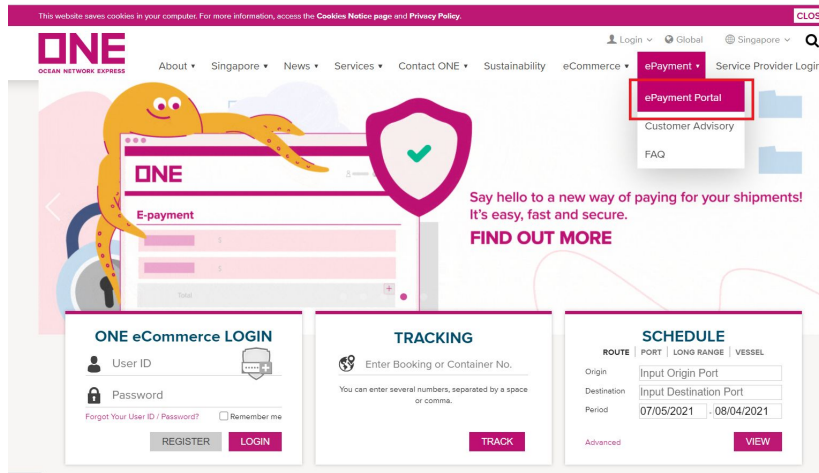
Cara Pendaftaran Pembayaran

Cara Pendaftaran Pembayaran

Untuk membuat pendaftaran pembayaran baru, pilih **"Payment Registration",** halaman untuk pendaftaran pembayaran akan tersedia.

EN IDN

Cara Pendaftaran Pembayaran

Langkah 1: Isi informasi Pengguna

1. **Company Name :** Masukkan nama perusahaan anda. Maksimal 200 karakter.

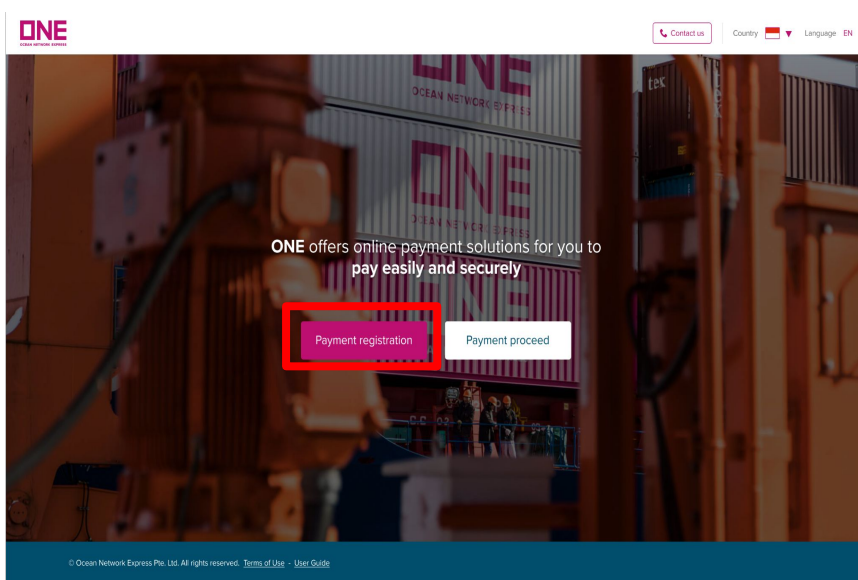2. **Email Address :** Pastikan memasukkan alamat email anda dengan benar untuk menerima informasi pendaftaran pembayaran dan bukti pembayaran (Kwitansi).

3. **Contact Number :** Masukkan nomor HP yang dapat di hubungi setiap saat jika terdapat masalah.

Let's register your payment

Company name ①
Please input company name
Max length 200 characters

Email address ②
Please input your e-mail to receive Payment registration information
Ex: aaa@example.com

Contact number ③
+62 ▼ Please input your contact number
Max length 12 digits

EN   IDN

Cara Pendaftaran Pembayaran

ONE
OCEAN NETWORK EXPRESS

Langkah 2: Isi rincian pembayaran

EN   IDN

Cara Pendaftaran Pembayaran

Langkah 2: Isi rincian pembayaran

1. **B/L or Invoice No :** Masukkan B/L (atau No Invoice) yang ingin anda bayar. Maksimal 450 B/L (atau No Invoice) per pendaftaran pembayaran.

2. **Currency :** Pastikan mata uang yang dipilih adalah IDR.

3. **Amount :** Jumlah nominal untuk setiap B/L (atau No Invoice)

4. **Remark :** Masukan keterangan (jika ada) yang dapat menjadi informasi acuan B/L (atau No Invoice).

5. **Download Template :** Menu ini akan membantu anda jika melakukan pendaftaran pembayaran dalam jumlah, dengan cara 'download template'. Lembar kerja excel akan diunduh sehingga anda dapat mengisi data BL/No Invoice, jumlah dan keterangan.

6. **Batch Upload :** Setelah anda selesai mengisi lembar excel, anda dapat mengunggahnya ke dalam sistem dengan memilih 'Batch Upload'. Jika proses unggah sudah selesai, data di excel tersebut akan ditampilkan di halaman pembayaran.

Cara Pendaftaran Pembayaran

Langkah 2: Isi rincian pembayaran

7. **Total Amount :** Jumlah nominal semua BL atau No Invoice terlihat di 'Total Amount'. Mohon diperhatikan, untuk nominal jumlah total di halaman ini tidak boleh melebihi limit transfer harian di bank anda untuk menghindari gagal transfer.

8. **Save and Proceed to Pay :** Setelah semua bagian di atas telah diisi dengan benar, pilih 'Save and Proceed to Pay' untuk menyelesaikan pembayaran. Anda akan diarahkan ke halaman 'Proceed Payment', yang akan dijelaskan lebih rinci di halaman berikutnya (Bagian 'Cara Melanjutkan Pembayaran')

EN   IDN

Langkah 2: Isi rincian pembayaran

9. **Save and Email :** Jika anda ingin menyimpan pendaftaran pembayaran sementara, anda dapat memilih menu '**Save and Email**'. Jika menu ini dipilih, akan ditampilkan nomor pendaftaran pembayaran anda secara otomatis. Nomor pendaftaran pembayaran ini akan tersimpan dan terkirim ke email yang didaftarkan di menu pendaftaran pembayaran. Contoh email akan ditampilkan di halaman selanjutnya

Your Payment Registration Created Successfully!

Your Payment Registration ID2109174350 has been created and sent to your email.
Do you want to create a new one?

Create a New One   View Details

EN   IDN
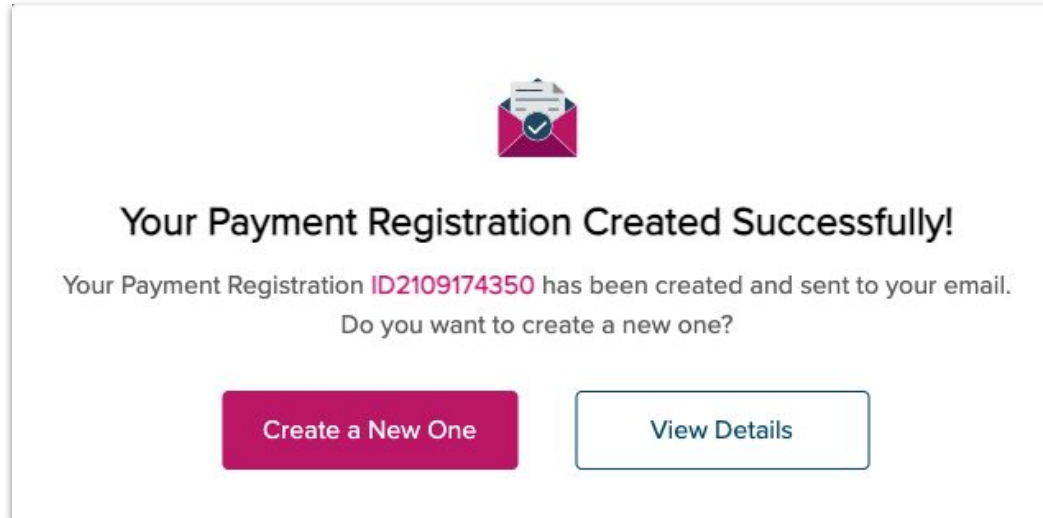
Cara Pendaftaran Pembayaran

Contoh email yang akan diterima, jika memiih menu **"Save and Proceed to Pay"**
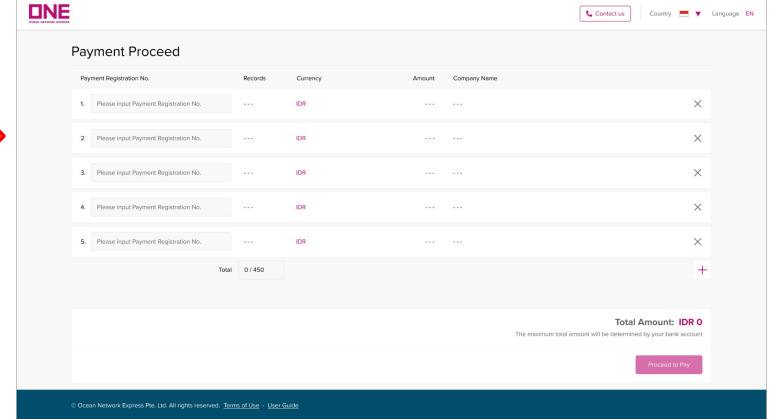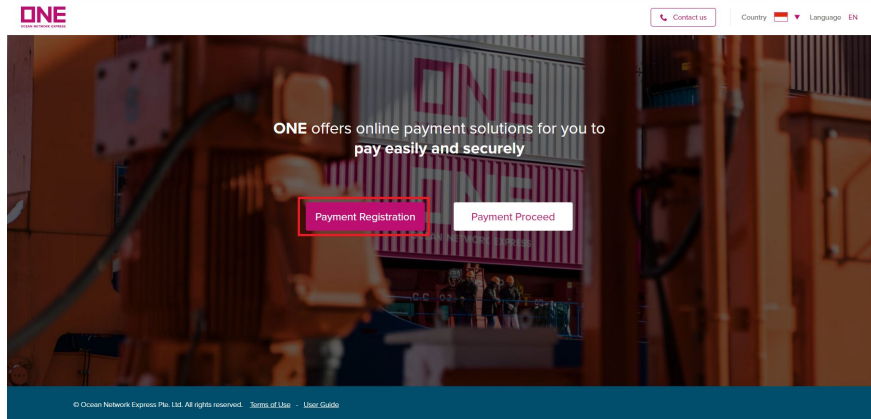
EN   IDN

Cara Melanjutkan Pembayaran

EN IDN

Cara Melanjutkan Pembayaran

Pilih menu **"Payment Proceed"** setelah langkah-langkah pendaftaran pembayaran telah berhasil dilakukan, kemudian halaman baru untuk menyelesaikan pembayaran akan tersedia.

EN   IDN

Cara Melanjutkan Pembayaran

Langkah 1: Masukkan Payment Registration Number

EN   IDN

Cara Melanjutkan Pembayaran

Langkah 1: Masukkan Payment Registration Number

1. **Payment Registration No. :** Masukkan nomor pendaftaran pembayaran yang belum dibayar dan yang dibuat sebelumnya (atau akan ditampilkan secara otomatis jika anda memilih 'Save and Proceed to Pay' dari halaman 'Pendaftaran Pembayaran'). Halaman akan menampilkan 5 baris. Tetapi jika anda ingin menambahkan lebih banyak, anda dapat memilih tanda +.

2. **Record :** Merupakan jumlah B/L atau Invoice yang diinput di halaman 'Pendaftaran Pembayaran' (Terisi secara otomatis).

3. **Currency :** Pastikan mata uang yang dipilih adalah IDR (Terisi secara otomatis).

4. **Amount :** Jumlah total pembayaran untuk semua B/L atau Invoice (Terisi secara otomatis).

5. **Company Name :** Nama Perusahaan yang telah anda masukkan di halaman 'Let's Register Your Payment' (Terisi secara otomatis).

6. **Total :** Menunjukkan jumlah B/L atau Invoice yang anda masukkan dari total limit yaitu 450.

7. **Total Amount :** Jumlah total pembayaran untuk semua nomor pendaftaran pembayaran.

8. **Proceed to Pay :** Setelah semua bagian di atas selesai, anda dapat memilih 'Proceed to Pay' untuk melanjutkan ke Payment Gateway yang terhubung dengan Bank rekanan.

EN   IDN

Cara Melanjutkan Pembayaran

Langkah 2: Selesaikan pembayaran

Pilih **"Confirm"** untuk menyelesaikan pembayaran.

Proceed to Pay

By clicking comfirm, you continue with the payment

Confirm   Discard
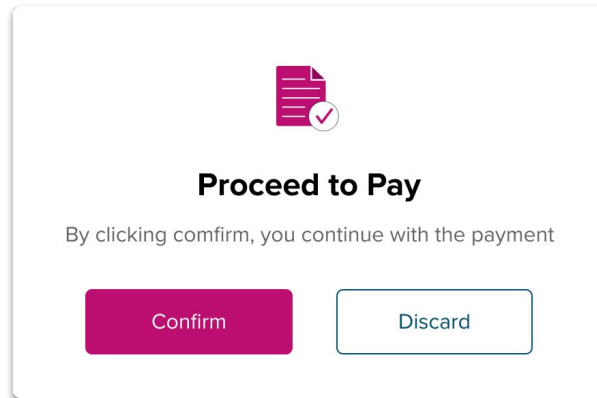
Ketika anda memilih "**Confirm**". Sistem akan melanjutkan ke Payment Gateway untuk memilih metode pembayaran yang diinginkan.

EN   IDN

Cara Melanjutkan Pembayaran

Silakan pilih bank yang sesuai dengan anda kemudian ikuti instruksi untuk menyelesaikan pembayaran.

Atau menggunakan jaringan ATM bersama jika nama bank yang ingin dipilih tidak tersedia
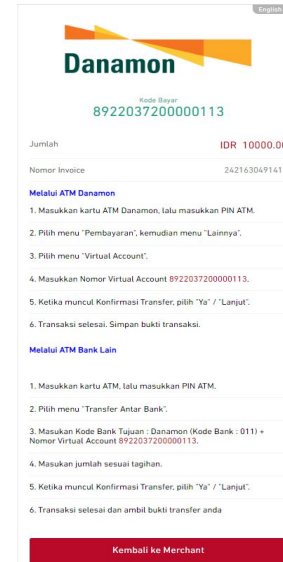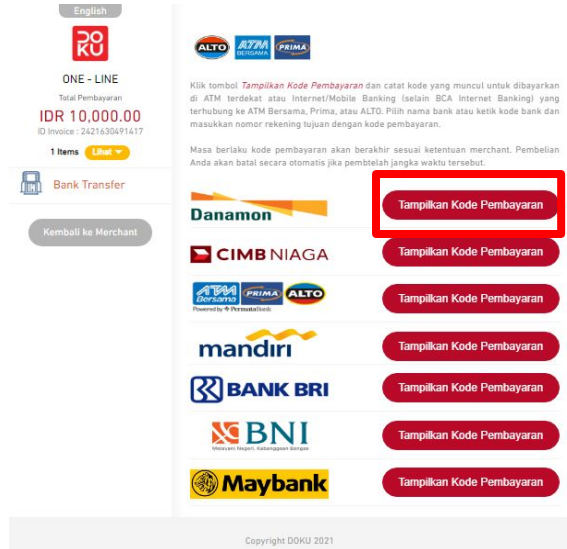
Catatan: Jika anda ingin membatalkan pembayaran, silakan memilih "Kembali ke Mercant". Anda akan diarahkan kembali ke halaman Portal ePayment.

Cara Melanjutkan Pembayaran

01: **Pengaturan:** Country

- Jika anda mengakses portal ePayment, sistem akan mendeteksi negara tempat anda berada sehingga akan ditampilkan di halaman utama. Portal ePayment akan menentukan mata uang lokal secara otomatis.

- Namun, jika anda ingin mengubah negara, anda dapat memilih negara lain yang terdapat di menu epayment, semua data yang sudah dimasukkan sebelum perubahan negara akan terhapus.

02: **Lainnya:** Contact Us

- Jika anda perlu menghubungi ONE untuk layanan ePayment, anda dapat merujuk ke alamat kantor, nomor kontak, email dan jam kerja dengan memilih menu 'Contact Us'.

03: **Lainnya:** Term of Use

- Jika anda memilih 'Term of Use' di bagian bawah halaman, untuk mengetahui syarat dan ketentuan penggunaan portal ini.

EN   IDN