



# E-Payment User Guide

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

**Access  
E-Payment Portal**

**How to Create a PO**

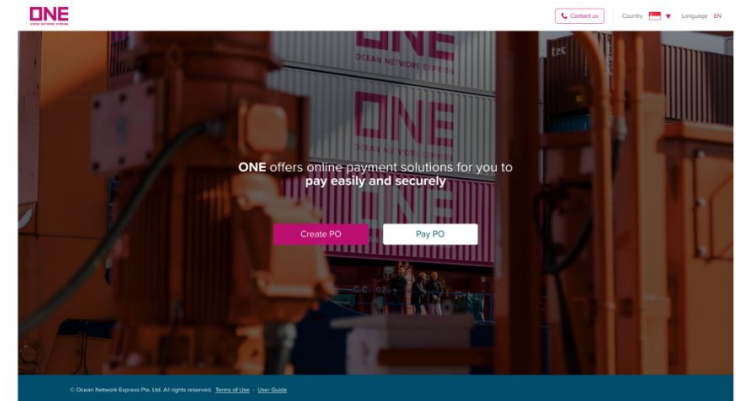
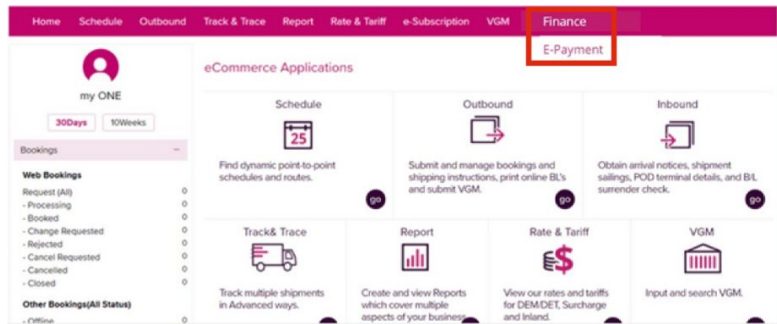
**How to Pay PO**

# Access E-Payment Portal

# Access E-Payment Portal

E-Payment link can be found in the eCommerce platform as a submenu by clicking Finance from the main menu.

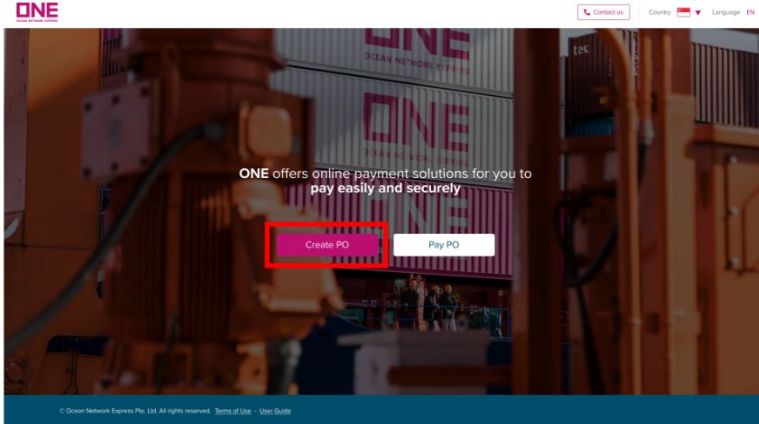
By clicking E-Payment link you will be directed to **ONE E-Payment system**.



# How to Create a PO

# How to Create a PO

In order to create a new "Purchase order", Click on "**Create PO**" button it will open a new page for PO creation.



**Let's Create Your PO**

Company name: Please input your company name (Max length: 255 characters)

Email address: Please input your e-mail address to receive PO (Ex: example@gmail.com)

Contact number: Please input your contact number (Max length: 9 digits)

Download Template | Batch Upload

Bill of Lading number or Invoice No. (Maximum: 50 characters)	Currency	Amount	Remark
1. ONEY   Please input BL number or Invoice number	SGD	Please input amount	Please input, if any
2. ONEY   Please input BL number or Invoice number	SGD	Please input amount	Please input, if any
3. ONEY   Please input BL number or Invoice number	SGD	Please input amount	Please input, if any
4. ONEY   Please input BL number or Invoice number	SGD	Please input amount	Please input, if any
5. ONEY   Please input BL number or Invoice number	SGD	Please input amount	Please input, if any

**RECEIVABLE OFFICE**  
(Please select receivable office)

SINGAPORE  
Address: 2 Harbourfront Place, #06-01, SINGAPORE 098499

PO No. (Automatically Generated)

**Total Amount: SGD 0.00**  
(The total amount must not exceed SGD 250,000.00)


Save and Proceed to Pay | Save and Email

# How to Create a PO

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

Let's Create Your PO

<p>Company name ①</p> <div>Please input your company name</div> <div>Max length 200 characters</div>	<p>Email address ②</p> <div>Please input your e-mail address to receive PO</div> <div>Ex: aaa@example.com</div>	<p>Contact number ③</p> <div><div> +65 ▼</div><div>Please input your contact number</div><div>Max length is 11 digits</div></div>
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# How to Create a PO

## Step 2: Fill in Payment details

5

6

Download Template

Batch Upload

1

2

3

4

Bill of Lading number or Invoice No.  
(Maximum 50 BLs per PO)

Currency

Amount

Remark

1. ONEY

Please input BL number or Invoice number

SGD

Please input amount

Please input, if any

×

2. ONEY

Please input BL number or Invoice number

SGD

Please input amount

Please input, if any

×

3. ONEY

Please input BL number or Invoice number

SGD

Please input amount

Please input, if any

×

4. ONEY

Please input BL number or Invoice number

SGD

Please input amount

Please input, if any

×

5. ONEY

Please input BL number or Invoice number

SGD

Please input amount

Please input, if any

×

+

RECEIVABLE OFFICE  
(Payment will be made to below office)  
  
SINGAPORE  
Address: 2 Harbourfront Place, #06-01, SINGAPORE 098499

PO No. (Automatically Generated)

7

8

Total Amount: SGD 0.00  
(The total amount must not exceed SGD 200,000.00)

Save and Proceed to Pay

Save and Email



## Step 2: Fill in Payment details

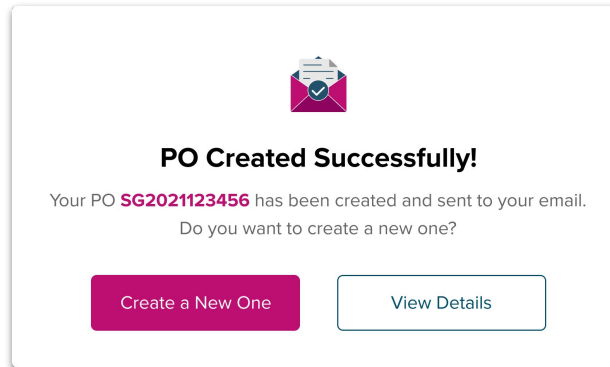
1. **B/L or Invoice No:** Input B/L(or Invoice No.) you would like to pay for. And, the maximum per PO is 50 B/L(or Invoice No)s.
2. **Currency:** Currency is set as the local currency of the country users belonged to.
3. **Amount:** Amount for each B/L(or Invoice)
4. **Remark:** Input remark, if any, 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.

## 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 local market's limitation, SGD 200K(SGD 200,000.00) for Singapore or HKD 400K(HKD 400,000.00) for Hong Kong.
8. **Save and Proceed to Pay:** After the above items all filled in, then click on 'Save and Proceed to Pay' in order to move on to the next steps. Then, it will direct you to the 'Pay PO' page, which will be explained below in more detail.

## 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 PO No. , which is automatically generated. After PO No. is generated, the portal will save it and send notification mail to you.



# How to Create a PO

When PO 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 create your PO'. Below is the sample. And, you can find PO No. and the other information you keyed in.

[Alert] PO Number SG2021123456 Inbox x



**ONE SG** <epayment@one-line.com>  
to me ▾

Dear Customer,

Your PO number SG2021123456 has been created as following:

**Creation Date, Time** 2021-May-18 15:12:08

**Company name**

**Email address**

**Contact number**

**PO number** SG2021123456

BL or Invoice Number	Currency	Amount	Remark
AARA05605400	SGD	123.00	

**Total** **SGD 123.00**

Thank you for using ONE E-Payment

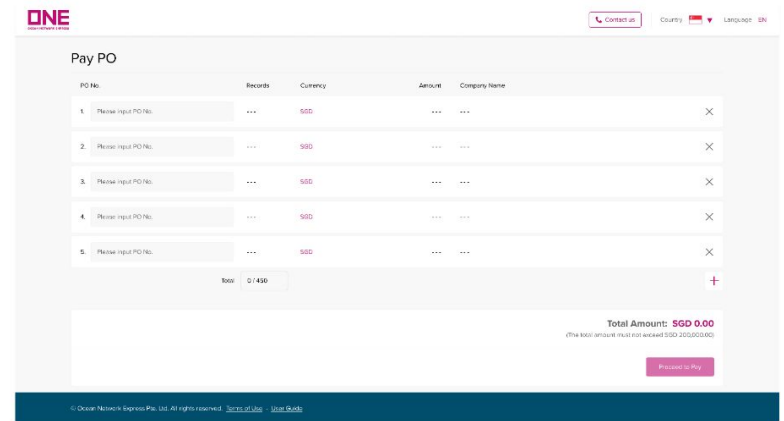
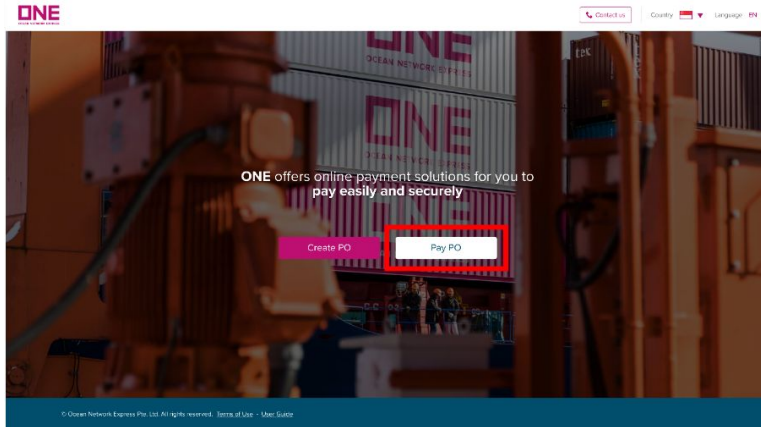
To ensure safety and security as well as to protect your PO information, when making transaction via E-payment portal, please read carefully and follow transaction instructions here.

For further information, please direct your inquiries to

# How to Pay PO

# How to Pay PO

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



# How to Pay PO

## Step 1: Fill in PO details

Pay PO

PO No. 1	Records 2	Currency 3	Amount 4	Company Name 5	
1. SG2021040001	10	SGD	70,000.00	Company ABC	×
2. Please input PO No.	---	SGD	---	---	×
3. Please input PO No.	---	SGD	---	---	×
4. Please input PO No.	---	SGD	---	---	×
5. Please input PO No.	---	SGD	---	---	×

6

Total

10 / 450

+

7

Total Amount: SGD 70,000.00

(The total amount must not exceed SGD 200,000.00)

8

Proceed to Pay

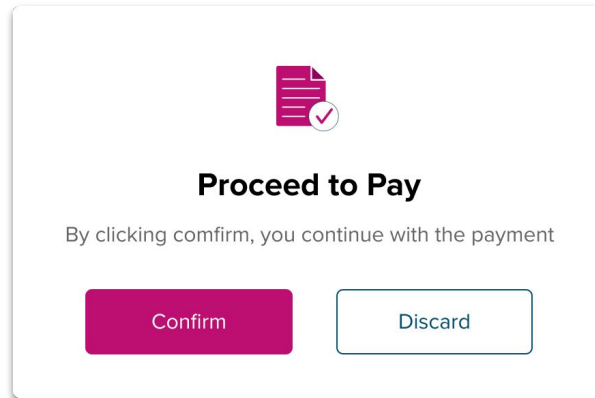
## Step 1: Fill in PO details

1. **PO No.:** Input unpaid PO No. created earlier (or PO No. will be shown automatically if you click 'Save and proceed to pay' from Create PO 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 'Create PO' 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 create you PO' page.
6. **Total:** It shows the total cases of B/L or Invoice No. you inputted from the total limit which is which is 450.
7. **Total Amount:** Total amount is for all of the PO 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.



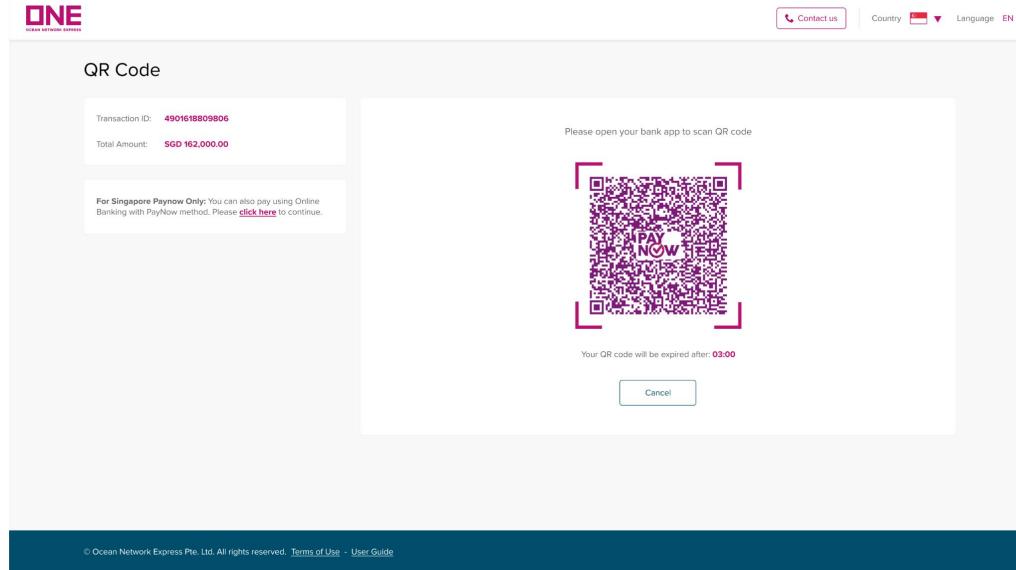
## Step 2: Complete Payment

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



When you click on "**Confirm**" on Proceed to Pay, the system will open another browser of QR code with transaction ID and the total amount.

Please Open your bank app and scan the QR code to complete the payment.



**Note:** QR code will expire in **03 minutes**. In case it exceeds the time limit, then the portal will show a pop-up that “Your QR code is expired” with Retry and New Payment button.

In case it is expired, the portal will re-generate a new transaction ID and re-generate a new QR code.

# How to Pay PO

**For Singapore PayNow Only:** You can also pay using Online Banking with PayNow method by click to “[click here](#)” button. The system will open the Online Banking PayNow page:

The screenshot shows the 'Online Banking PayNow' interface. At the top left is the ONE logo. At the top right are links for 'Contact us', 'Country' (with a flag icon), and 'Language' (set to 'EN'). The main content area has a title 'Online Banking PayNow' and a note: 'Note: Please enter the following UEN, Total Amount, and Transaction UID as Payee Reference (13 digits only, no space or additional remarks) for the payment.' Below this, there are three rows of information, each with a 'Copy' button: 'ONE's UEN: 201708450C', 'Payee Reference: 4901618809806', and 'Total Amount: SGD 162,000.00'. At the bottom of this section are two buttons: 'New Payment' and 'Home Page'. The footer contains the copyright notice: '© Ocean Network Express Pte. Ltd. All rights reserved. Terms of Use - User Guide'.

Field	Value	Action
ONE's UEN:	201708450C	Copy
Payee Reference:	4901618809806	Copy
Total Amount:	SGD 162,000.00	Copy

[New Payment](#) [Home Page](#)

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On this page, you can copy the corresponding information to make PayNow transfers using the Online Banking method

## 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.