



# EPAY ONLINE PAYMENT PLATFORM GUIDE

**VERSION 3.1**



Enter in the customers 10 digit account # (SAP Code)

Begin by entering the name of the payor

PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor  SAP Code  Email

Enter email address in the event MSC needs to contact or communicate with you.

Bill of Lading / Booking	Invoice Number	Amount	Currency	Add to cart
<input type="text"/>	<input type="text"/>	<input type="text"/>	USD <input type="button" value="v"/>	<input type="button" value="+"/>
<input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="?"/> <input type="button" value="📄"/>			

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Total 0 USD 0 CAD

Payment Method



Enter the invoice number associated to the BOL you are paying.

Finish by entering the amount on the invoice.

Enter the Bill of Lading you wish to include in your payment.

Click "Add to Cart" to register invoice to your payment. Repeat this step to add additional invoices.

PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor

SAP Code

Email

Bill of Lading / Booking

Invoice Number

Amount

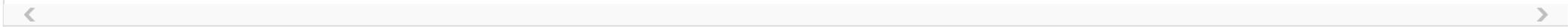
Currency

Add to cart



Browse...

Upload



Total

0 USD

0 CAD

Payment Method

Continue



HAVE YOU SEVERAL INVOICES TO PAY ???

PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor  SAP Code  Email

Bill of Lading / Booking	Invoice Number	Amount	Currency	Add to cart
<input type="text"/>	<input type="text"/>	<input type="text"/>	USD <input type="button" value="v"/>	<input type="button" value="+"/>

EPAY User Guide

< Total 0 USD 0 CAD >

Payment Method

Kindly follow the following instructions when using the upload feature.

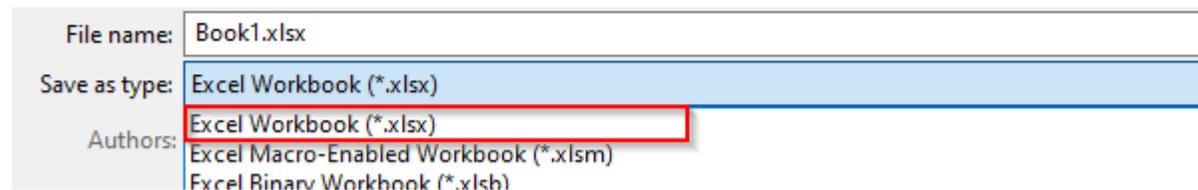
1. Open a new excel file.
2. Ensure that the default tab reads "Sheet1"



3. Ensure that the file include the following tabs: BL, Invoice, Amount, Currency
4. Proceed by entering the info under the correct column as seen below
  - Currency could only be one of the following: "USD" or "CAD"

	A	B	C	D
1	BL	Invoice	Amount	Currency
2	M123456	I1111	50	USD

5. Once completed, Save your file in (.xlsx: excel 2017) format



# UPLOAD FEATURE(CONT....)

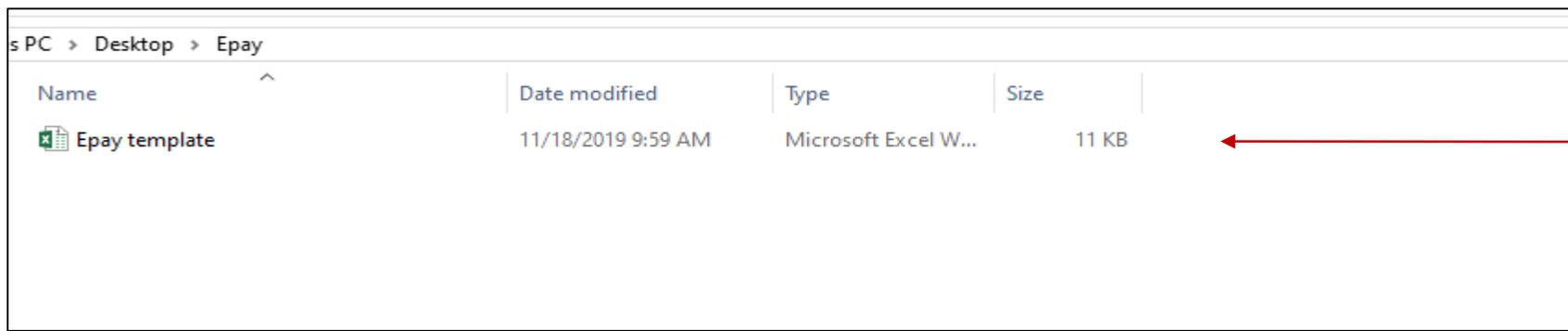


BL	Invoice	Amount	Currency
MEDUBC180412	CAML181138207I	75.00	USD
MEDUBC180413	CAML191138107I	125.00	USD
MEDUBC180480	CAVA181138407I	450.00	USD
MSCUOT192501	CATO181135401I	1,211.00	USD
MSCUOT158421	CAML191122554I	350.00	USD

Example of customers created template.

If the customer does not have an existing template, they can click the template icon and build off this format.

	A	B	C	D
1	BL	Invoice	Amount	Currency
2	M123456	I1111	50	USD



Once template is complete, save the file to your PC.

# UPLOAD FEATURE(CONT....)



Once template is prepared, attach the file to the payment.

## PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor

SAP Code

Email

Bill of Lading / Booking

Invoice Number

Amount

Currency

Add to cart



Browse...

Upload



Total

0 USD

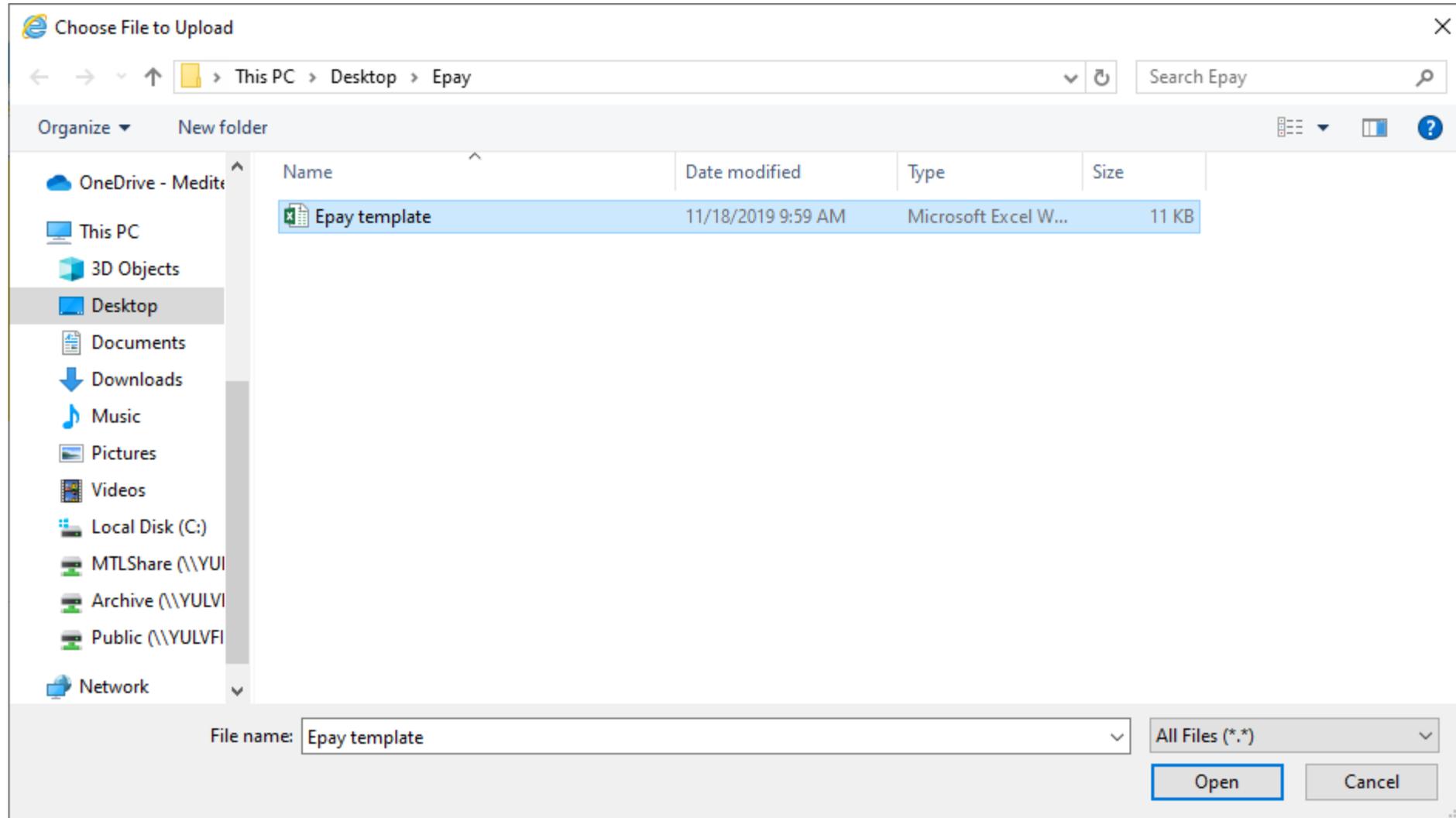
0 CAD

Payment Method

Credit Card

Continue

# UPLOAD FEATURE(CONT....)





PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor

SAP Code

Email

Bill of Lading / Booking

Invoice Number

Amount

Currency

Add to cart

USD



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Total

0 USD

0 CAD

Payment Method

- Credit Card
- Wire Transfer
- Check

When all items have been registered and payment method is selected, click continue to proceed.

### Review Transaction

US\$ Dollar Based Credit Card

CAD (Canadian) \$ Dollar Based Credit Card

PAYMENT FOR SERVICE

SAP Code 1000235554 

BL / Booking	Invoice Number	Amount
MEDUBC180412	CAML1811382071	75.00 \$USD
<b>Administrative Fee</b>		1.50 \$USD
<b>TOTAL:</b>		<b>76.50\$USD</b>

PAYMENT FOR SERVICE

SAP Code 1000235554 

BL / Booking	Invoice Number	Amount
MEDUBC180412	CAML1811382071	99.19 \$CAD
<b>Administrative Fee</b>		1.98 \$CAD
<b>TOTAL:</b>		<b>101.17\$CAD</b>

Once currency has been chosen, click "Continue" to proceed to Moneris Protected Platform.

Continue



Mandatory fields marked by \*

Customer Details

Customer ID: 1000235554

Email Address: accounts@livingston.com

Note: ref: da0dd307-250b-421b-9931-5296e3e1e627

Payment Details

Transaction Amount: \$76.50 (USD)



Order ID: mhp19320145101p42

Please complete the following details exactly as they appear on your card.  
Do not put spaces or hyphens in the card number.

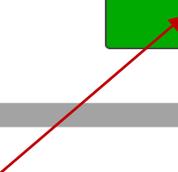
Cardholder Name\*:

Card Number\*:

Expiry Date (MMYY)\*:

Card Security Code\*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

 **Process Transaction**

**Cancel Transaction**



**From:** MEDITERRANEAN SHIPPING CO <esp\_receipt@moneris.com>  
**Sent:** Thursday, November 14, 2019 9:04 AM  
**To:** John Smith <johnsmith@domain.com>  
**Subject:** Transaction Receipt - Do Not Reply

## MEDITERRANEAN SHIPPING CO

### TRANSACTION APPROVED - THANK YOU

#### PAYMENT DETAILS

TYPE	PURCHASE
DATE	2019-11-14 09:04:28
ORDER ID	mhp19317090400p64
AMOUNT(USD)	\$3193.62
CARDHOLDER	John Smith
CARD NUM	**** * 9999
ACCOUNT	VISA
REF NUM	664564940013580090
AUTH CODE	028585

#### CUSTOMER DETAILS

CUST ID	
EMAIL	<a href="mailto:johnsmith@domain.com">johnsmith@domain.com</a>
NOTE	ref. da62a90e-a43f-4671-ba33-7d4ded2dfa00

Please keep this email as your transaction receipt.  
This receipt has been sent from an unmonitored email account.  
Do not reply to this email.



PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor

SAP Code

Email

Bill of Lading / Booking

Invoice Number

Amount

Currency

Add to cart



Browse...

Upload



<			>

Total

0 USD

0 CAD

Payment Method

Credit Card

Wire Transfer

Check

Continue



PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor

SAP Code

Email

Bill of Lading / Book

Thank you, your proof of payment has been submitted.

OK

Currency

Add to cart



Total

0 USD

0 CAD

Payment Method

Wire Transfer Number

Currency

Amount

Please upload a picture of the Wire Transfer Receipt. Only .jpg,.png,.jpeg,.gif,.pdf Files are allowed.

Submit





PAYMENT FOR MARITIME TRANSPORTATION SERVICES

Payor

SAP Code

Email

Bill of Lading / Booking

Invoice Number

Amount

Currency

Add to cart



Browse...

Upload



A \$100 USD monthly check processing fee will be applied to your account when payment is made by check.



Total

0 USD

0 CAD

Payment Method

Check Number

Currency

USD

Amount

A \$100 USD monthly check processing fee will be applied to your account when payment is made by check.

Please upload a picture of the Check. Only .jpg, .png, .jpeg, .gif, .pdf Files are allowed.

Browse...

Submit

**m**  
**sc**