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. 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: -
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. Please ensure that the amount highlighted red is not above Kshs. 70,000/=. The other amount besides it represents the total payable invoices.
The Customer will proceed to select the MPESA option in his Bank Account/Payment 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): -
The Customer will execute **Continue** to confirm the entries selected. This leads the Customer to the following screen:

If the Customer wishes to go back to the last screen they the press **Back**.

Otherwise after confirming details of the screen above the press **Pay** 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.
The Customer then moves to the tab [Payments], selects the status “Processed” as [Processed] indicated here. 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:

![Image of a computer screen showing a list of payments and a payment receipt]

The item below appears on your screen:

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

![Image of a revenue receipt]

**Kenya Ports Authority**

**REVENUE RECEIPT**

ASHTON APPAREL EPZ LTD

43371

MOMBASA, KE

Dear Customer,

Thank you for initiating payment for invoices:

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Bill Date</th>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>128001725</td>
<td>04.10.2016</td>
<td>USD</td>
<td>5.00</td>
</tr>
</tbody>
</table>

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 item below appears on your screen:

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.
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.