



LEMBAGA PELABUHAN KELANG
(PORT KLANG AUTHORITY)
Beg Berkunci 202,
Jalan Pelabuhan Utara,
42005 Pelabuhan Klang
SELANGOR DARUL EHSAN, MALAYSIA.

Tel: 603-3168 8211
Fax: 603-3168 9117
603-3168 8228
603-3168 8229
603-3167 0211

Laman Web: www.pka.gov.my
Email: onestopagency@pka.gov.my
ISO 9001:2015 & ISO/IEC 27001:2013

(JAB. ZON BEBAS, JAB. DAGANGAN BERBAHAYA & JAB. TEKNOLOGI MAKLUMAT)

Ruj. Tuan:

Ruj. Kami: LPK:PB/600-4/1 Jld.4 (12)

Tarikh : 30 Jun 2022

(SEMUA EJEN-EJEN PERKAPALAN)

YBhg. Dato' Sri / Datuk / Dato' / Tuan / Puan,

PEKELILING PENGURUS BESAR LEMBAGA PELABUHAN KELANG NO. 7/2022

BAYARAN KEPADA LEMBAGA PELABUHAN KELANG MELALUI PORTAL BAYARAN "BayarNow"

Dengan hormatnya saya merujuk perkara yang tersebut di atas.

2. Lembaga Pelabuhan Kelang (LPK) telah menyediakan satu portal bayaran bagi pembayaran kepada LPK. Portal bayaran tersebut juga mampu menjana bil/ invois dan juga penyata akaun terkini syarikat/ pelanggan.
3. Portal bayaran tersebut boleh diakses oleh semua syarikat/ pelanggan melalui pautan seperti berikut. <https://lpk.bayarnow.my>
4. Oleh yang sedemikian, LPK menggalakkan pihak syarikat/ pelanggan dapat menggunakan portal bayaran tersebut sepenuhnya bermula dari tarikh surat ini.
5. Bersama- sama ini dikemukakan manual portal bayaran LPK untuk rujukan semua syarikat/ pelanggan. Jika terdapat sebarang pertanyaan berhubung perkara ini boleh diajukan kepada Jabatan Kewangan, LPK di talian 03-3168 8211 samb. 3119 / 3120 atau emel di finance@pka.gov.my.


6. Segala kerjasama pihak Y.Bhg Dato' Sri / Datuk / Dato' / Tuan / Puan amat dihargai dan didahului dengan ucapan terima kasih.

Sekian.

"WAWASAN KEMAKMURAN BERSAMA 2030"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(KAPT. K.SUBRAMANIAM)

Pengurus Besar

Lembaga Pelabuhan Kelang



User Manual
**BAYAR NOW CUSTOMER PORTAL &
PAYMENT GATEWAY**





1. Introduction

Bayar Now is a customer portal and payment gateway application service which provides electronic billings and payments services for all customer under Lembaga Pelabuhan Kelang (LPK) to provides bank transfer payment solution.

Bayar Now direct integrated to the Century Financial Accounting System (CF) and the transactions will be auto-generated and auto-posted in a real time basis.

2. Overview

By using Bayar Now, the agency and customer users can manage their payment billing through an online system banking via FPX, B2C, Credit Card and Debit Card. Through Bayar Now interface, the customer can register and setup new accounts, updating profile, view all the outstanding billings and paid transactions.

This user manual guideline will help to facilitating the admin user to monitor and review the customer portal and payment gateway system as a regular basis and will help the customer to create a new account and make an online payment process.



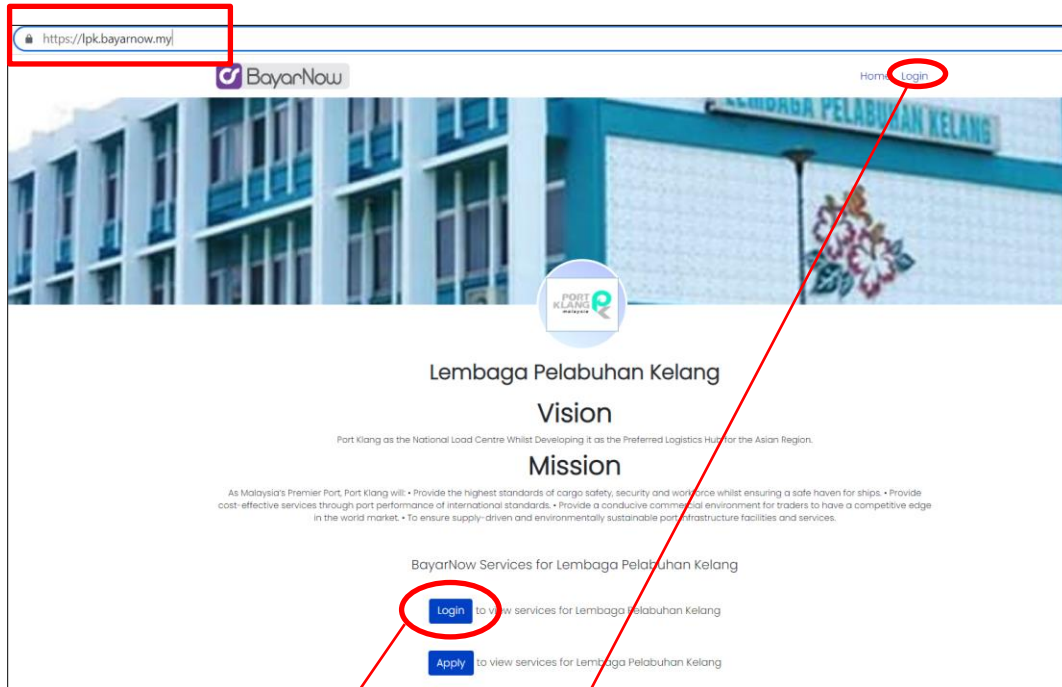
3. Registration of Customer

3.1. Logon as a Customer

3.1.1. Open your internet browser

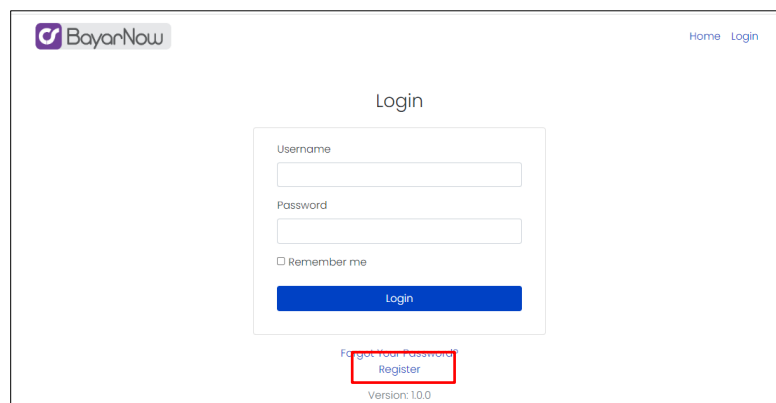
3.1.2. Type the web address (URL) for the Bayar Now login page in the address field

<https://lpk.bayarnow.my/>



3.1.3. Click on the Login button or Login hyperlink to view services of your agency.


3.1.4. To register as a new customer, click on the 'Register' hyperlink as below screen:





3.1.5. The customer to fill up the company's information as below:

- a) Name – The name of the Person in Charge
- b) Company Name – Full company's name as per Business Registration
- c) Username – The username id of the customer
- d) E-Mail Address – The email address of the customer (mandatory)
- e) Company Registration Number – The business registration number (max 30 char)
- f) Company Address
- g) Password
- h) Confirm password

Home [Login](#)

Register

Name	Company Name
<input data-bbox="472 957 826 997" type="text"/>	<input data-bbox="862 957 1214 997" type="text"/>
Username	Company Registration Number
<input data-bbox="472 1056 826 1096" type="text"/>	<input data-bbox="862 1056 1214 1096" type="text"/>
E-mail address	Company Address
<input data-bbox="472 1155 826 1194" type="text"/>	<input data-bbox="862 1155 1214 1247" type="text"/>
Password	
<input data-bbox="472 1253 826 1293" type="text"/>	
Confirm password	
<input data-bbox="472 1352 826 1392" type="text"/>	

[Register](#)

[Forgot Your Password?](#)
[Login](#)



3.2. Home

Two (3) services will be provided to the customer user as below:

a) All Transactions

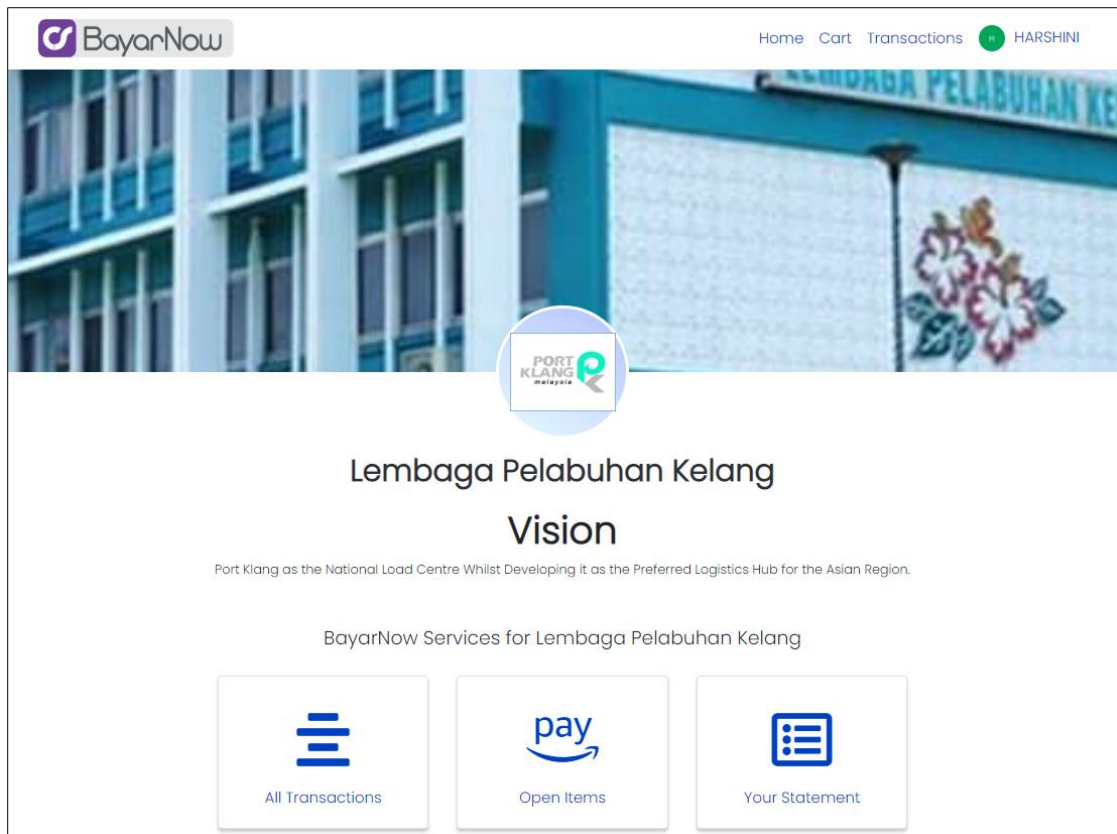
- To view all the transactions such as Invoice, Cash Receipt, Debit Note and Credit Note posted in the CF System.

b) Open Items

- To view all the outstanding open item billing
- To make an online payment process

c) Your Statement

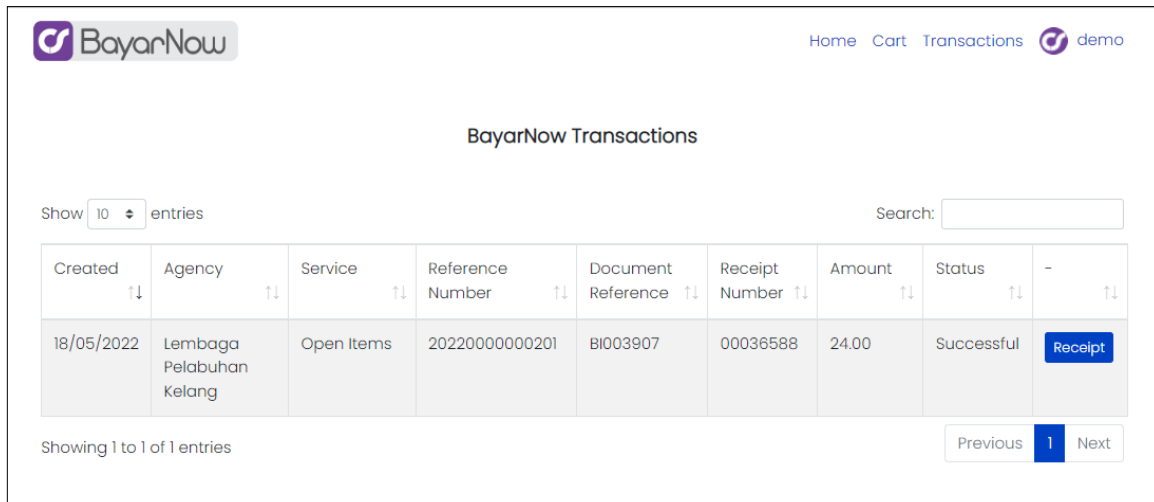
- To view statement of account





3.3. Transaction

Bayar Now Transactions to display all the successful or failed transactions once customer have made a Bayar Now payment processing. Once the payment has been made and posted to the CF, the customer may view the Receipt immediately from the screen.



The screenshot shows the BayarNow Transactions page. At the top left is the BayarNow logo. On the top right are navigation links: Home, Cart, Transactions, and a demo button. The main heading is "BayarNow Transactions". Below this is a search bar and a "Show 10 entries" dropdown. A table displays transaction details with columns: Created, Agency, Service, Reference Number, Document Reference, Receipt Number, Amount, Status, and a "Receipt" button. The table contains one entry for a transaction on 18/05/2022. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous" and "Next" navigation buttons.

Created	Agency	Service	Reference Number	Document Reference	Receipt Number	Amount	Status	
18/05/2022	Lembaga Pelabuhan Kelang	Open Items	20220000000201	BI003907	00036588	24.00	Successful	Receipt

3.4. Update My Account

3.4.1. Click on the login user name at the header at the right corner side, the button My Account and Logout will display. Click on the My Account button to update your account info or change a new password.




The screenshot shows the BayarNow My Account page. At the top left is the BayarNow logo. On the top right are navigation links: Home, Cart, Transactions, and a demo button. A dropdown menu is open, showing "My Account" and "Logout" options. The main heading is "Lembaga Pelabuhan Kelang Vision". Below this is the text "Port Klang as the National Load Centre Whilst Developing it as the Preferred Logistics Hub for the Asian Region." and "BayarNow Services for Lembaga Pelabuhan Kelang". There are three service buttons: "All Transactions", "Open Items", and "Your Statement".



3.4.2. After click My Account, the Update Account Info will display. Once you update the info, click Save button or after you change password, click Change Password button to overwrite the existing info.

BayarNow Home Cart Transactions demo

Update Account Info

 Change Avatar

Name: demo Username: demo E-mail address: phil@censof.com

Save Cancel

Change Password

Old password: New password: Confirm password:

Change Password Cancel

3.5. Open Item Service

3.5.1. Open Item to display all the outstanding billing to be paid by the customer. From the service, the customer also able to start to make an online payment process for the settlement.

BayarNow Services for Lembaga Pelabuhan Kelang :: Open Items [Back](#)

Open Invoices for Lembaga Pelabuhan Kelang

Show 10 entries Search:

	Branch	Invoice Date	Document Type	Invoice Number	Amount	Open Amount	
	LPK	26/01/2018	INV	BI005261	6.00	6.00	View Pay
	LPK	26/01/2018	INV	BI005252	12.00	12.00	View Pay
	LPK	26/01/2018	INV	BI005253	12.00	12.00	View Pay
	LPK	26/01/2018	INV	BI005256	12.00	12.00	View Pay
	LPK	26/01/2018	INV	BI005260	18.00	18.00	View Pay
	LPK	25/01/2018	INV	BI005241	6.00	6.00	View Pay
	LPK	25/01/2018	INV	BI005230	6.00	6.00	View Pay
	LPK	25/01/2018	INV	BI005244	6.00	6.00	View Pay
	LPK	25/01/2018	INV	BI005226	6.00	6.00	View Pay
	LPK	25/01/2018	INV	BI005238	6.00	6.00	View Pay

Showing 1 to 10 of 979 entries Previous 1 2 3 4 5 ... 98 Next



3.6. All Transactions Service

3.6.1. All Transaction to display all transaction listing generated in CF as open item or paid status as below transaction type:

- Invoice
- Cash Receipt
- Debit Note
- Credit Note

BayarNow Services for Lembaga Pelabuhan Kelang :: All Transactions Back

All transactions for Lembaga Pelabuhan Kelang

Show entries Search:

-	Banch	Invoice Date	Document Type	Invoice Number	Amount	Open Amount	-
	LPK	09/04/2016	INV	PD078134	1,980.00	1,980.00	Pay
	LPK	03/04/2016	INV	PD077906	1,980.00	1,980.00	Pay
	LPK	27/01/2016	INV	PD075425	1,980.00	1,980.00	Pay
	LPK	25/12/2015	INV	PD074178	1,980.00	1,980.00	Pay
	LPK	07/09/2015	INV	PD070000	1,980.00	1,980.00	Pay
	LPK	05/07/2015	INV	PD067526	1,980.00	1,980.00	Pay
	LPK	19/06/2015	INV	PD066884	1,980.00	1,980.00	Pay
	LPK	13/06/2015	INV	PD066650	1,980.00	1,980.00	Pay
	LPK	09/12/2014	INV	PD059829	1,980.00	1,980.00	Pay
+	LPK	28/12/2017	INV	BI004840	1,980.00	0.00	View

Showing 91 to 100 of 1,087 entries Previous 1 ... 9 10 11 ... 109 Next

3.6.2. The customer can view the original tax invoice once click the View button

TAX INVOIS

PORT KLANG **LEMBAGA PELABUHAN KELANG**
 Ring Road/202, Jalan Pelabuhan Utama,
 42095 Pelabuhan Klang, Selangor Darul Ehsan, Malaysia
 Tel: 03-33882211 Fax: 03-33891117
 Web: http://www.pka.gov.my
 No Pendaftaran GST: 6005298496

No Pelanggan: P2000009	No Invois: 00100	Tarikh Invois: 28/12/2017
------------------------	------------------	---------------------------

Pelanggan : M&K Maritime (M) Sdn Bhd No 51 (1st Flr) Jalan Remis 4 11200 Kajang Selangor Telfax No: 333262562 / 333262566 No Pendaftaran GST:		Vessel ID: AB036 Vessel Name: ANTEGIN II Due Date: 19/04/2018
---	--	---

Baris	Keterangan	Qty	Rate (RM)	Jumlah (RM)	Tarif (%)	Jumlah GST (RM)	Jumlah (RM)
1	ATA : 24/11/2017 12:00:00 GRT : 32983 MEF Ship Call No: 6284 Service : Port Dues	350	6	1,980.00	25-L	0.00	1,980.00
Jumlah							1,980.00
Penggunaan							0.00
GST							0.00
Fax Dibayar							0.00
Jumlah Besar							1,980.00

Amalan Ringgit Malaysia. Satu Ringgit Sembilan Ratus Lapan Puluh Selangor.

Pembayaran perlu dibuat dalam tempoh 30 hari daripada tarikh terbit invoice.

Bayaran boleh dibuat dalam bentuk cek/bank draft/kartun wang atas nama LEMBAGA PELABUHAN KELANG

No Akuan : 6020450062

Nama Bank : Maybank Berhad

Sila sertakan nombor akuan dan nombor level dalam semua surat menyurat.

Printout ini dihasilkan melalui komputer, tiada tandatangan diperlukan.



3.6.3. The customer able to click at the + button to view the detail of the payment transactions to relate to the original bill.



BayarNow Services for Lembaga Pelabuhan Kelang :: All Transactions

[Back](#)

All transactions for Lembaga Pelabuhan Kelang

Show entries

Search:

-	Banch	Invoice Date	Document Type	Invoice Number	Amount	Open Amount	-
	LPK	09/04/2016	INV	PD078134	1,980.00	1,980.00	Pay
	LPK	03/04/2016	INV	PD077906	1,980.00	1,980.00	Pay
	LPK	27/01/2016	INV	PD075425	1,980.00	1,980.00	Pay
	LPK	25/12/2015	INV	PD074178	1,980.00	1,980.00	Pay
	LPK	07/09/2015	INV	PD070000	1,980.00	1,980.00	Pay
	LPK	05/07/2015	INV	PD067526	1,980.00	1,980.00	Pay
	LPK	19/06/2015	INV	PD066884	1,980.00	1,980.00	Pay
	LPK	13/06/2015	INV	PD066650	1,980.00	1,980.00	Pay
	LPK	09/12/2014	INV	PD059829	1,980.00	1,980.00	Pay
x	LPK	28/12/2017	INV	BI004840	1,980.00	0.00	View

Document Date	Document Type	Document Number	Amount	-
15/01/2018	CSH	018033	1,980.00	Receipt

Showing 91 to 100 of 1,087 entries

Previous [1](#) ... [9](#) **[10](#)** [11](#) ... [109](#) Next



4. Bayar Now Payment Processing

4.1. Payment

4.1.1. To click Open Items at the Home screen

4.1.2. To search the invoice or billing to be paid

4.1.3. Click at the Pay button

Branch	Invoice Date	Document Type	Invoice Number	Amount	Open Amount	View	Pay
LPK	26/01/2018	INV	BI005261	6.00	6.00	View	Pay
LPK	26/01/2018	INV	BI005252	12.00	12.00	View	Pay
LPK	26/01/2018	INV	BI005253	12.00	12.00	View	Pay
LPK	26/01/2018	INV	BI005256	12.00	12.00	View	Pay
LPK	26/01/2018	INV	BI005260	18.00	18.00	View	Pay
LPK	25/01/2018	INV	BI005241	6.00	6.00	View	Pay
LPK	25/01/2018	INV	BI005230	6.00	6.00	View	Pay
LPK	25/01/2018	INV	BI005244	6.00	6.00	View	Pay
LPK	25/01/2018	INV	BI005226	6.00	6.00	View	Pay
LPK	25/01/2018	INV	BI005238	6.00	6.00	View	Pay

4.1.4. The system will automatically integrate to Kiplepay (payment gateway) screen. By default, the screen will show payment via debit/credit card. The customer have to fill up card details if she/he want to use this payment method.

SECURE ONLINE PAYMENT

VISA Payment Options

Amount (MYR) 1.00

Order ID 20220000000211

Card Number

Expiry Date Month Year ?

CVV ?

Cardholder Details - [Optional] +

I here by agree with the [Terms of Service & Privacy Policy](#).

Please refer to merchant refund policy.
This transaction will appear as **ALB-MPOS* molpay** on your credit card/debit card billing statement

Back Pay Online

Powered By: Razer Merchant Services



4.1.5. However, customer may choose other payment method by click the Payment Options button.

SECURE ONLINE PAYMENT **VISA** **Payment Options**

Amount (MYR) 1.00

Order ID 20220000000211

Card Number

Expiry Date Month Year ?

CVV ?

Cardholder Details - [Optional] +

I here by agree with the [Terms of Service & Privacy Policy](#).

Please refer to merchant refund policy.
This transaction will appear as **ALB-MPGS**molpay*** on your credit card/debit card billing statement

Back **Pay Online**

Powered By: **RAZER** Merchant Services

4.1.6. The customer may choose preferred payment platform from the screen such as debit/credit card, FPX (online banking) and also e-Wallet to proceed with the payment.

SECURE ONLINE PAYMENT **VISA** **Payment Options**

VISA **FPX** **Maybank** **CIMB Clicks**

BANK ISLAM **RHB Now** **BSN** **connect** **AFFIN BANK** **allianceonline**

AmOnline **HSBC** **OCBC Bank**

eBank.com **Standard Chartered** **UOB**

Boost **Alipay** **GrobPay**

MAE **Shopee Pay** **AGRO BANK**

I here by agree with the [Terms of Service & Privacy Policy](#).

Please refer to merchant refund policy.
This transaction will appear as **ALB-MPGS**molpay*** on your credit card/debit card billing statement

Back **Pay Online**

Powered By: **RAZER** Merchant Services



4.1.7. If customer choose CIMB Clicks, this screen will be displayed. Selected bank screen will be appeared upon Pay Online button is clicked.

SECURE ONLINE PAYMENT **CIMB Clicks** « Payment Options

Amount (MYR) 1.00

Order ID 20220000000211

Name demo

Email demo@demo.com

Contact Number 0123456789

Description POT17507

By clicking the continue button, you agree to the [Terms of Service](#) & [Privacy Policy](#).

Pay Online via CIMB Clicks

Powered By: **RAZER**

Facebook, Twitter, Instagram icons

4.1.8. Customer need to login and proceed with the payment authorization as normal practice.

Help

CIMB Clicks

Please enter your login credentials

Step 1 of 5

Enter User ID x

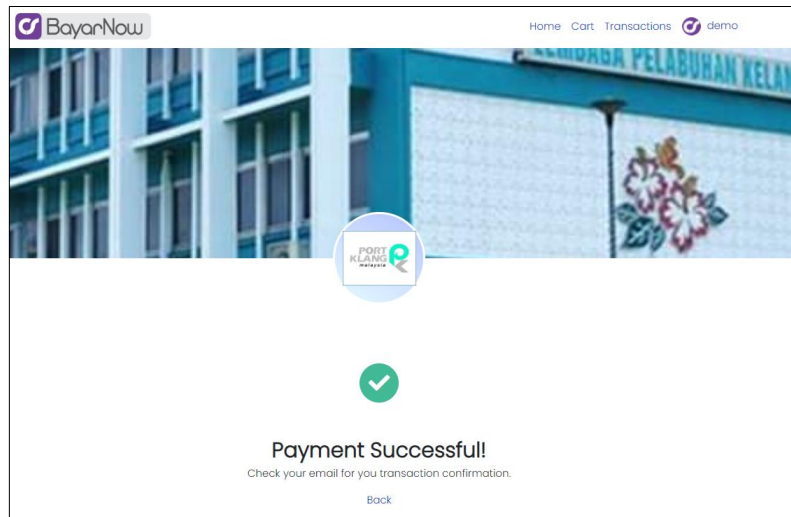
CIMB Clicks ID is mandatory

Login

[Cancel](#)

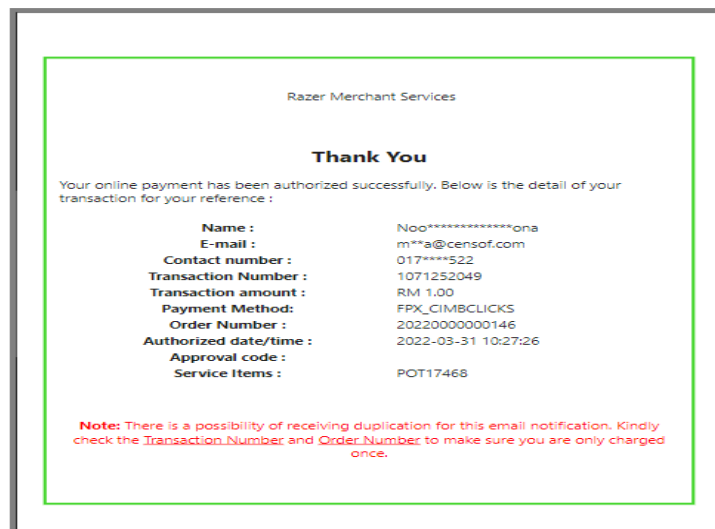


4.1.9. Once the transaction being successful, the system will display the status as below.
Click Back to go back to the home screen to print the receipt.



4.1.10. The customer will receive email notification from payment gateway immediately as below:

Razer <notification-sa@razer.com>
To: ~~XXXXXXXXXXXXXXXXXXXX~~





4.1.11. To print the receipts, go to Transaction from the Home screen and the transaction will be displayed and the customer able to generate the receipt from the receipt button.

BayarNow Transactions

Show 10 entries Search:

Created	Agency	Service	Reference Number	Document Reference	Receipt Number	Amount	Status	
19/05/2022	Lembaga Pelabuhan Kelang	Open Items	20220000000207	BI005261	00036589	6.00	Successful	Receipt

4.2. Generating Receipt

4.2.1. The receipt will be generated from CF and to link and display in Bayar Now once the payment transaction being successfully posted.

4.2.2. The transaction will be integrated in real time basis. Agency to ensure to Open period of the month in CF to avoid the transaction being failed during the integration process.

4.2.3. The sample of the receipt as below:

TAX INVOICE Asal

LEMBAGA PELABUHAN KLANG
Beg Herkunci 202,
Jalan Pelabuhan Utara,
42005 Pelabuhan Klang,
Selangor, Malaysia
Tel: 603 - 3168 8211 Faks: 603 - 3168 7626

TARIKH : 15/01/2018
NO. RESIT : 018033
ID PENGGUNA : shaiful
KOD PTJ / DANA : LPK

RESIT RASMI
DITERIMA DARIPADA: MK Maritime (M) Sdn Bhd
ALAMAT:

UNTUK BAYARAN: PORT DUES PSM00029
RINGGIT MALAYSIA: Satu Ribu Sembilan Ratus Lapan Puluh Sahaja.
RM: 1,980.00
CARA BAYAR/RUJUKAN: TT / TT-15/1/18

* Jika pembayaran melalui cek, resit ini dianggap sah hanya setelah cek ditandakan
* Resit ini dijana oleh komputer. Tandatangan tidak diperlukan

TAX INVOICE Salinan

LEMBAGA PELABUHAN KLANG
Beg Herkunci 202,
Jalan Pelabuhan Utara,
42005 Pelabuhan Klang,
Selangor, Malaysia
Tel: 603 - 3168 8211 Faks: 603 - 3168 7626

TARIKH : 15/01/2018
NO. RESIT : 018033
ID PENGGUNA : shaiful
KOD PTJ / DANA : LPK

RESIT RASMI
DITERIMA DARIPADA: MK Maritime (M) Sdn Bhd
ALAMAT:

UNTUK BAYARAN: PORT DUES PSM00029
RINGGIT MALAYSIA: Satu Ribu Sembilan Ratus Lapan Puluh Sahaja.
RM: 1,980.00
CARA BAYAR/RUJUKAN: TT / TT-15/1/18

* Jika pembayaran melalui cek, resit ini dianggap sah hanya setelah cek ditandakan
* Resit ini dijana oleh komputer. Tandatangan tidak diperlukan

Process End