

Stanbic Ebiller Documentation

Ebiller is a general corporate billing platform that aims at easing you monthly bill payments. It is divided into

- Bank Side
- Payer side
- Biller Side

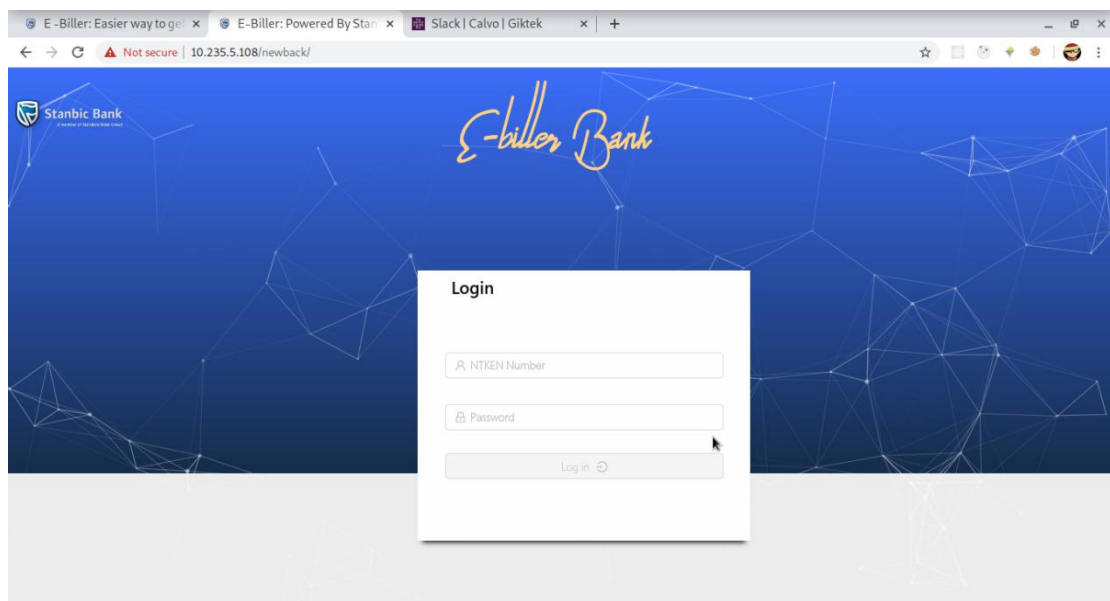
Bank Side

This is the administrative panel for bank users

Usage

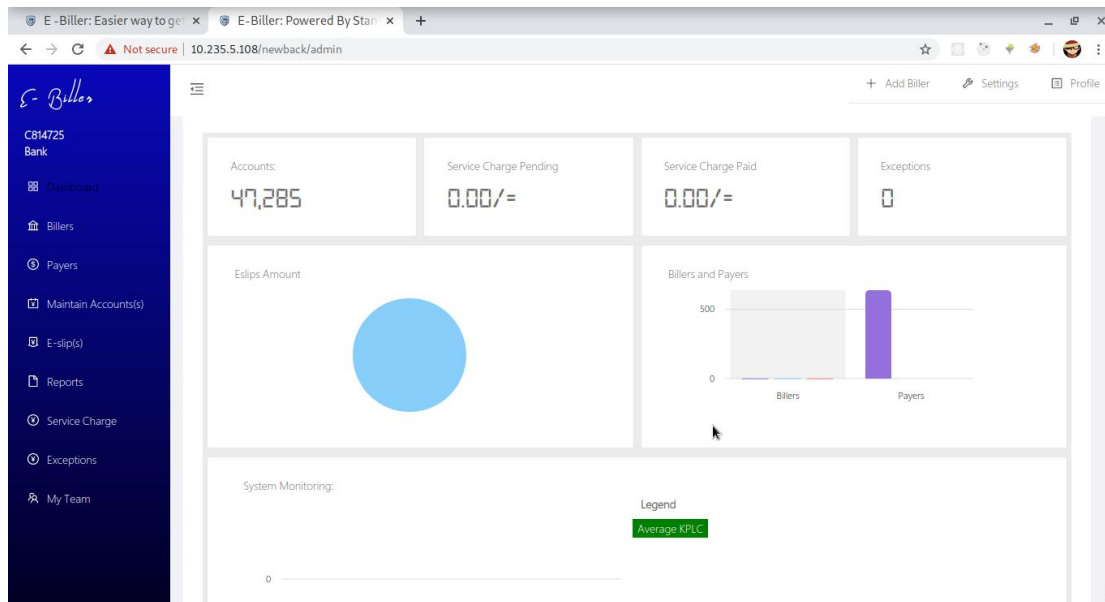
Login

Bank users login with their NTKEN credentials



Dashboard

The bank dashboard has a summary of the accounts, service charge, number of exceptions, total eslip amount, number of payers and number of billers.







Billers

Billers are divided according to the status

- Active(Have completed registration and activated accounts)
- Pending(Registered but inactive accounts)
- Invited(have only invited)

Active Billers

The screenshot shows the 'Active Billers' page with the following table:

#	Company Name	Billor Code	Sector	Branch	Email	Actions
1	KPLC	975			clintonmbaty@gmail.com	 
2	KELVIN WAWERU KARIUKI	976			vshikanda@gmail.com	 

Powered by Stanbic Bank

Pending Billers

The screenshot shows the 'Pending Billers' tab selected in the E-Biller interface. The sidebar on the left contains the following menu items: Dashboard, Billers (highlighted), Payers, Maintain Accounts(s), E-slip(s), Reports, Service Charge, Exceptions, and My Team. The main content area features a search bar and a table with the following columns: #, Company Name, Biller Code, Sector, Branch, Email, and Actions. The table is currently empty, displaying 'No Data'. The footer indicates the system is 'Powered by Stanbic Bank'.

Invited Billers

The screenshot shows the 'Invited Billers' tab selected in the E-Biller interface. The sidebar on the left contains the following menu items: Dashboard, Billers (highlighted), Payers, Maintain Accounts(s), E-slip(s), Reports, Service Charge, Exceptions, and My Team. The main content area features a search bar and a table with the following columns: #, Company Name, Biller Code, Sector, Branch, Email, and Actions. The table contains two entries:

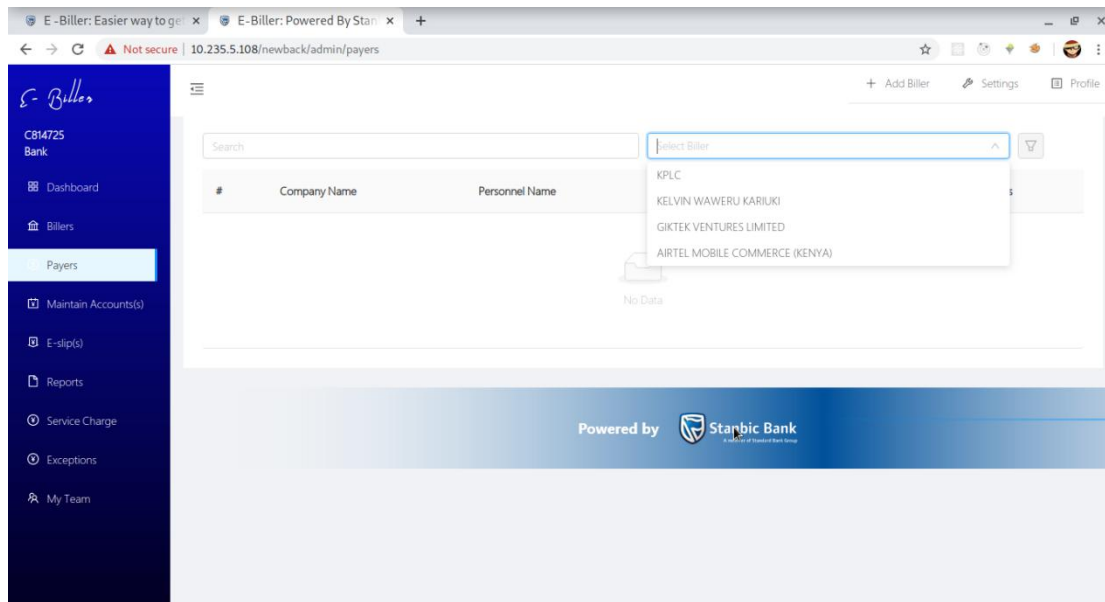
#	Company Name	Biller Code	Sector	Branch	Email	Actions
1	GIKTEK VENTURES LIMITED	979			w@gmail.com	[Icon]
2	AIRTEL MOBILE COMMERCE (KENYA)	983			ataru@gmail.com	[Icon]

The footer indicates the system is 'Powered by Stanbic Bank'.

Payers

List of all active payers filtered by according to the biller

To get a list of payers you have to select a biller first then the click on the filter button



Payer List

The screenshot shows the 'Payers' section of the E-Biller admin interface. The left sidebar contains navigation links: Dashboard, Billers, Payers (selected), Maintain Accounts(s), E-slip(s), Reports, Service Charge, Exceptions, and My Team. The main content area has a search bar and a 'Select Biller' dropdown menu set to 'KPLC'. Below the dropdown, the table lists 7 payers with columns: #, Company Name, Personnel Name, Company Code, Status, and Actions.

#	Company Name	Personnel Name	Company Code	Status	Actions
1	Mumbi Muriuki		315	Active	
2	Susan Odhiambo		316	Active	
3	TEST NAME		317	Active	
4	KD INC		318	Active	
5	STANBIC RECON		319	Active	
6	GODI LTD		320	Active	
7	Rachel Wangai		321	Active	

Payer Profile

You can view a payer's profile by clicking on the blue eye icon

The screenshot shows the 'payer-profile' page in the E-Biller system. The left sidebar contains navigation links: Dashboard, Billers, Maintain Accounts(s), E-slip(s), Reports, Service Charge, Exceptions, and My Team. The main content area displays the profile for 'Mumbi Muriuki' with a company code of 315. It includes fields for Stanbic Bank Account Name and Number, and a list of personal details: Personnel Name (00724378156), Phone Number (mumbi.muriuki@stanbic.com), Email (Active), Branch, Location, Country, Sector, and Status. A 'Stats' section at the bottom shows: No of Accounts: 0, No of Eslips Generated: 0, No of Invoices Received: 0, Loans Taken: 0, and Cash Transacted: Kes. 118126.45.

Maintain Accounts

The bank can manage accounts of a biller upon request
Management of the accounts is split into

- Adding new accounts

The first screen lists the accounts per biller. In order to get the list you have to select a biller and a payer then click the button to fetch

The screenshot shows the 'viewAccounts' page. The left sidebar is the same as the previous screen, with 'Maintain Accounts(s)' highlighted. The main content area has a search bar and two dropdown menus set to 'KPLC' and 'Caleb Muriuki'. Below these is a table with the following data:

#	Account No.	Account Name	Alias
1	25537628	SCAFLOW LIMITED	Riara Meadows

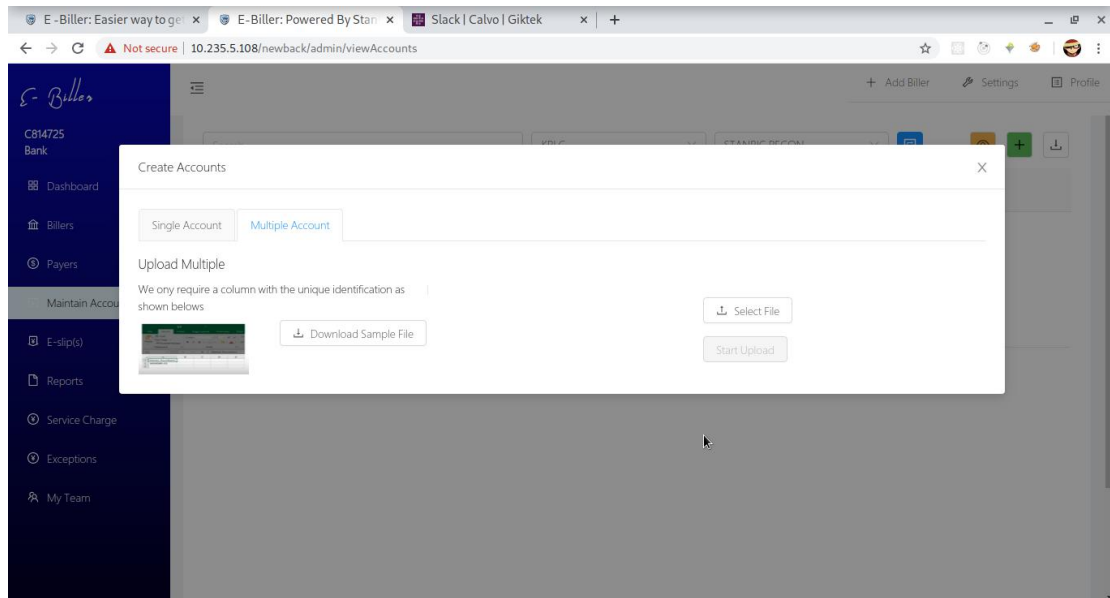
At the bottom right of the table, there are pagination controls showing '< 1 >' and '50 / page v'.

Adding Accounts

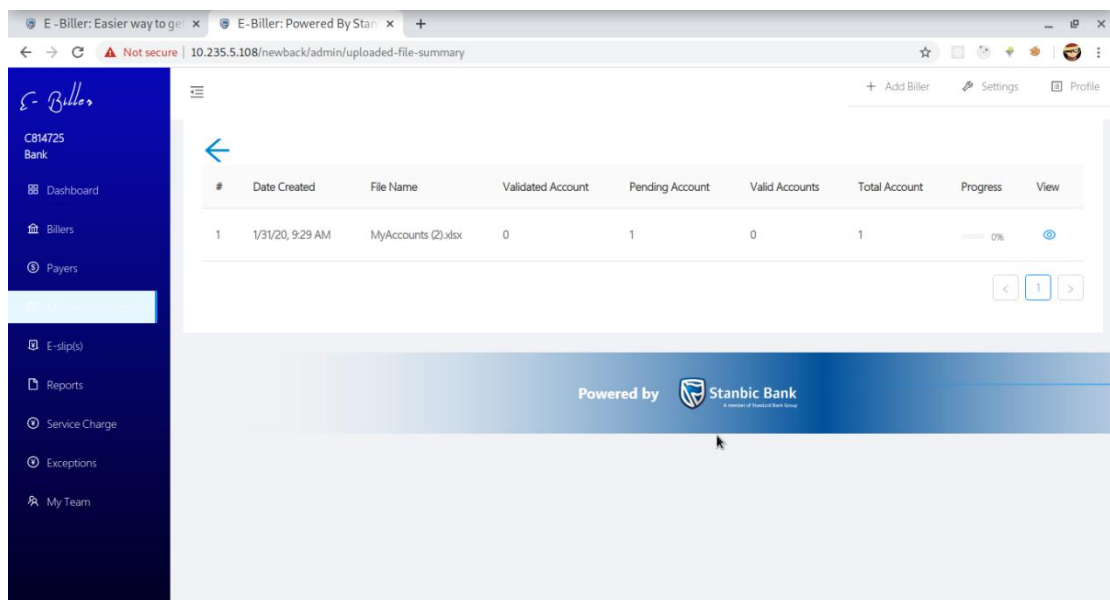
Accounts can be added by

- Uploading an excel file containing the accounts

To get the format of the required file you can download a sample by clicking on the download sample file button



If the file is in a supported format the accounts are validated before being added to the selected payers profile



- Adding a single account by providing
 1. Account Number to query against
 2. Alias(Optional)

After adding the account number you validate it first then save it to your profile by clicking save

The account number will be used to fetch an account name and the amount due

The screenshot shows a web browser window with the URL `10.235.5.108/newback/admin/viewAccounts`. A modal titled "Create Accounts" is open, featuring two tabs: "Single Account" (selected) and "Multiple Account". Below the tabs, the text "My Accounts" is displayed. To the right, it says "Amount Due: KES. /=". The form contains three input fields: "Account Number", "Account Name", and "Alias". At the bottom of the modal are two buttons: "Validate" and "Save". The background shows a sidebar with navigation options like "Dashboard", "Biller", "Payers", "Maintain Accounts", "E-slip(s)", "Reports", "Service Charge", "Exceptions", and "My Team".

Eslips

To view, create or perform any operation select a biller and a payer first

Generate E slip

Can be generated by

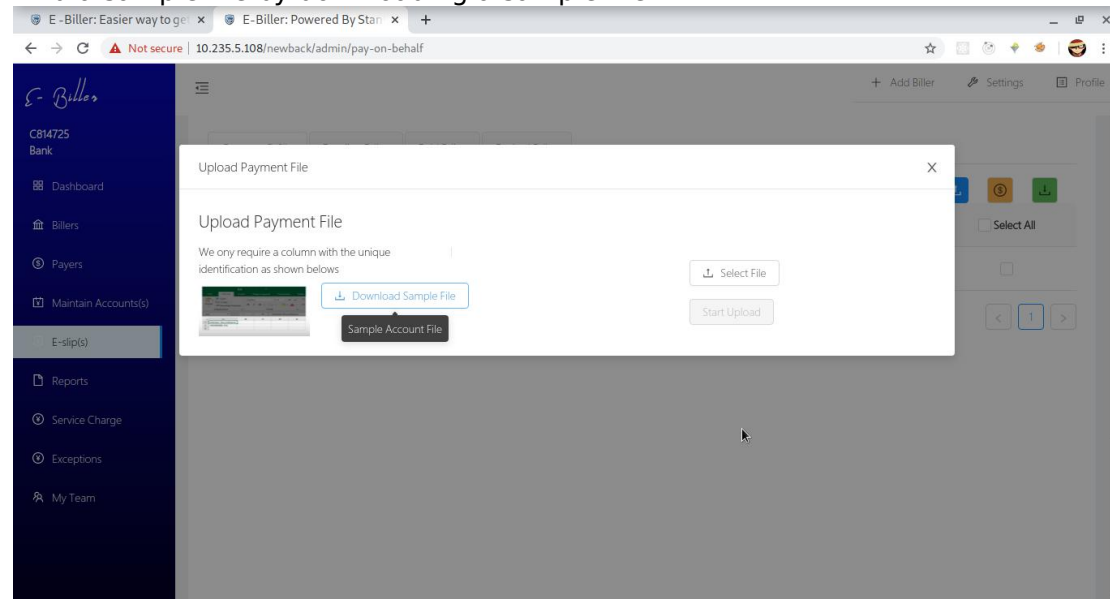
- Selecting accounts that you want to add to the eslip

The screenshot shows the "Generate E-Slip" interface. At the top, there are tabs for "Generate E-Slip", "Pending Eslips", "Paid Eslips", and "Expired Eslips". Below the tabs is a search bar and two dropdown menus: "KPLC" and "Caleb Muriuki". To the right of these are three icons: a blue circular arrow, a blue download icon, and a green download icon. Below this is a table with the following columns: "#", "Account Number", "Account Name", "Amount Due", "Amount To Pay", and "Select All". The table contains one row with the following data: #1, Account Number 25537628, Account Name SCAFLOW LIMITED, Amount Due Ksh.0.00, Amount To Pay Ksh.0.00, and a checkbox. At the bottom right of the table are navigation buttons: "<", "1", and ">". The sidebar on the left is the same as in the previous screenshot.

#	Account Number	Account Name	Amount Due	Amount To Pay	Select All
1	25537628	SCAFLOW LIMITED	Ksh.0.00	Ksh.0.00	<input type="checkbox"/>

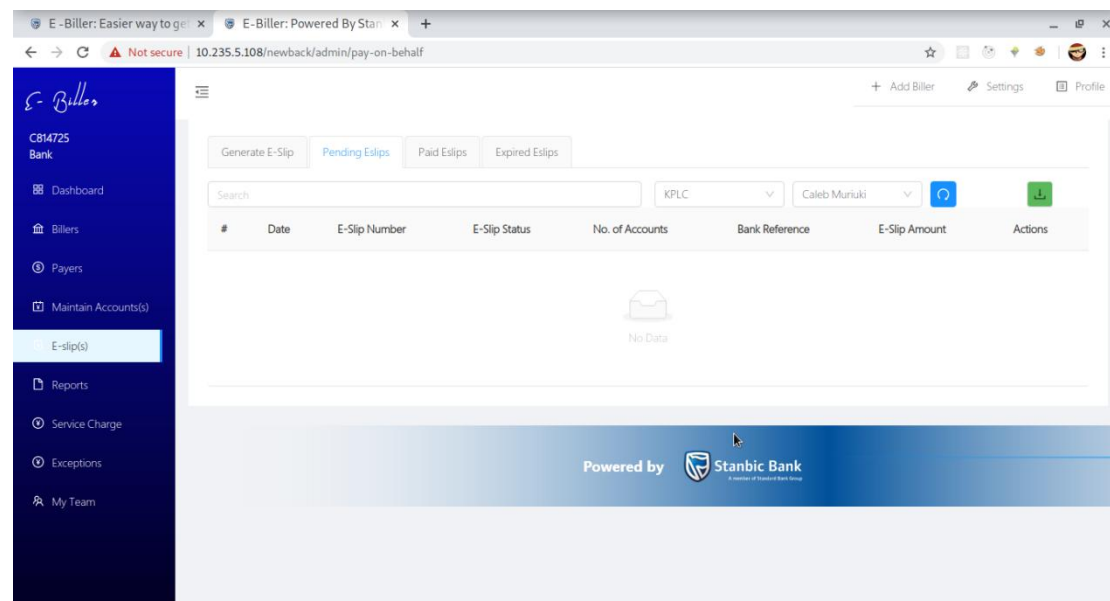
- Uploading a payment file

Find a sample file by downloading a sample file



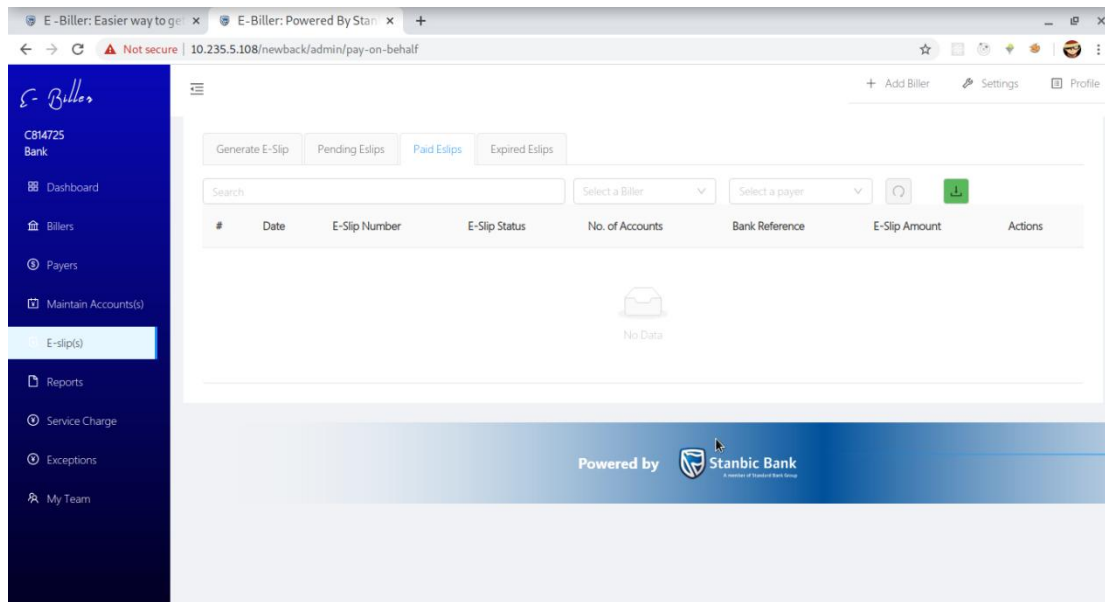
Pending Eslips

List of unpaid eslips



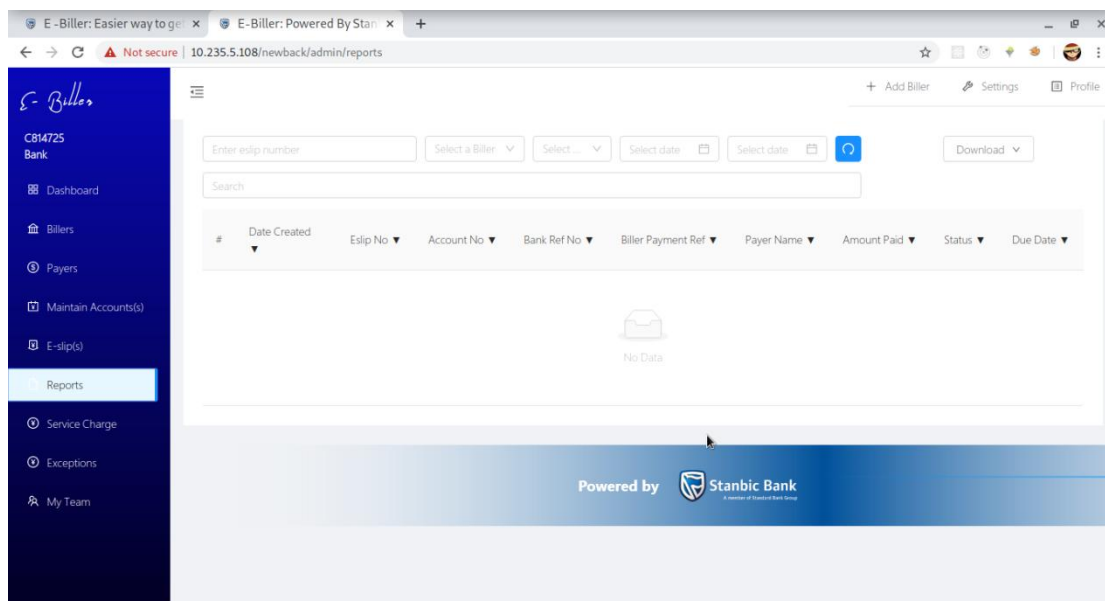
Paid Eslips

List of paid eslips



Reports

Provides a summary of the paid eslips according to the date range, biller and payer. The list is fetched once you click the the blue reconcile button.



My Team

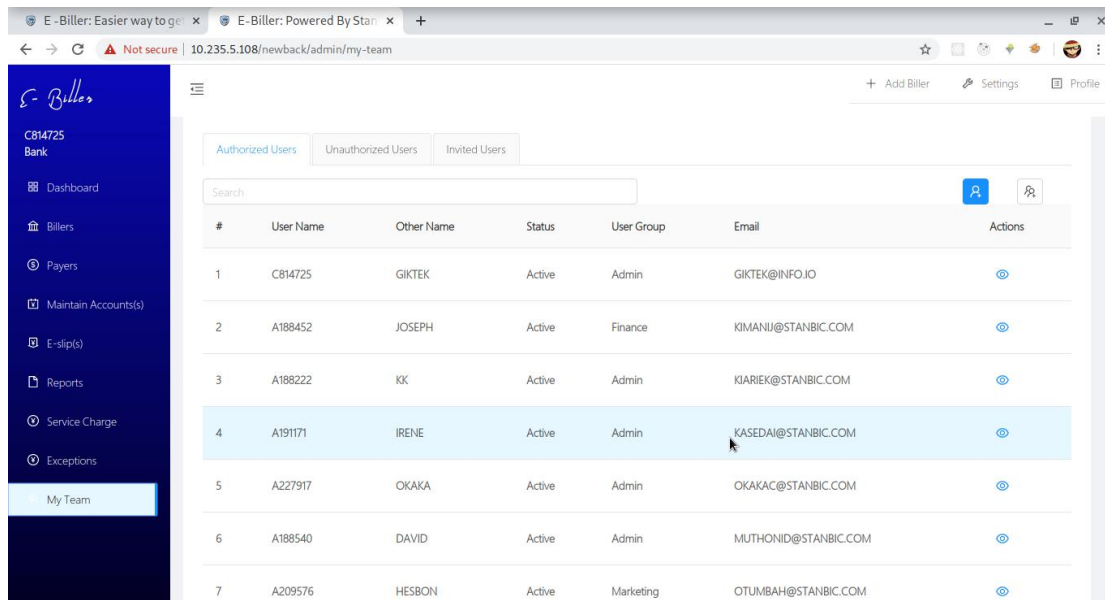
Option of managing the bank team members

You can

- Add new members
- Edit the current members
- Freeze/Lock a member
- Create a user group

- Edit a user group
- Delete a user group
- Manage roles per user group

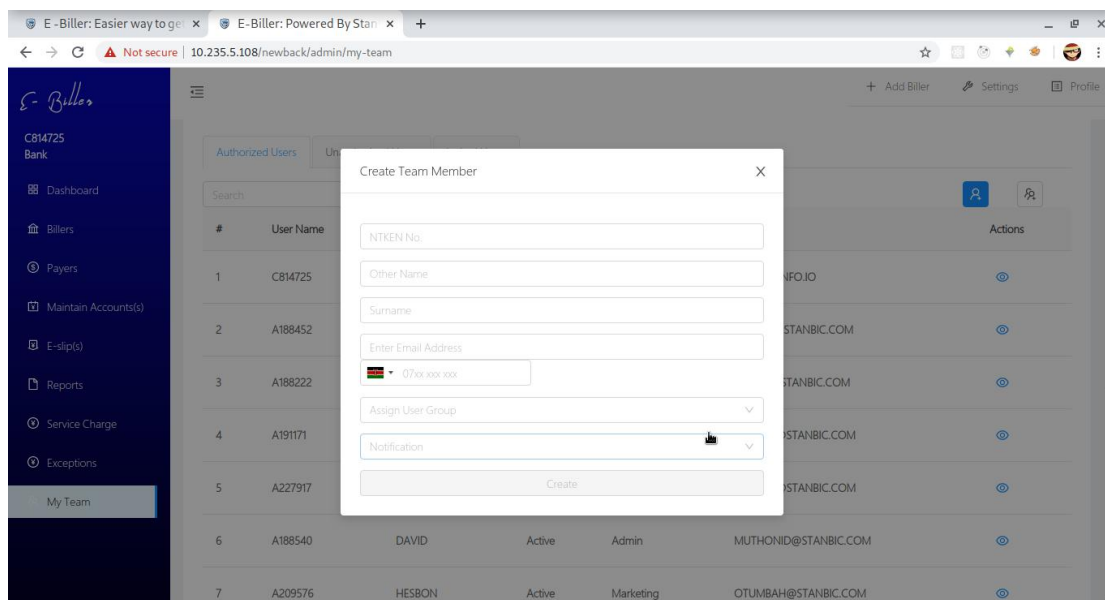
List of the team members



The screenshot shows the 'My Team' section of the E-Biller admin interface. A sidebar on the left contains navigation links: Dashboard, Billers, Payers, Maintain Accounts(s), E-slip(s), Reports, Service Charge, Exceptions, and My Team (highlighted). The main content area has tabs for 'Authorized Users', 'Unauthorized Users', and 'Invited Users'. Below the tabs is a search bar and a table of team members.

#	User Name	Other Name	Status	User Group	Email	Actions
1	C814725	GIKTEK	Active	Admin	GIKTEK@INFOJO	
2	A188452	JOSEPH	Active	Finance	KIMANJU@STANBIC.COM	
3	A188222	KK	Active	Admin	KIARIEK@STANBIC.COM	
4	A191171	IRENE	Active	Admin	KASEDAI@STANBIC.COM	
5	A227917	OKAKA	Active	Admin	OKAKAC@STANBIC.COM	
6	A188540	DAVID	Active	Admin	MUTHONID@STANBIC.COM	
7	A209576	HESBON	Active	Marketing	OTUMBAH@STANBIC.COM	

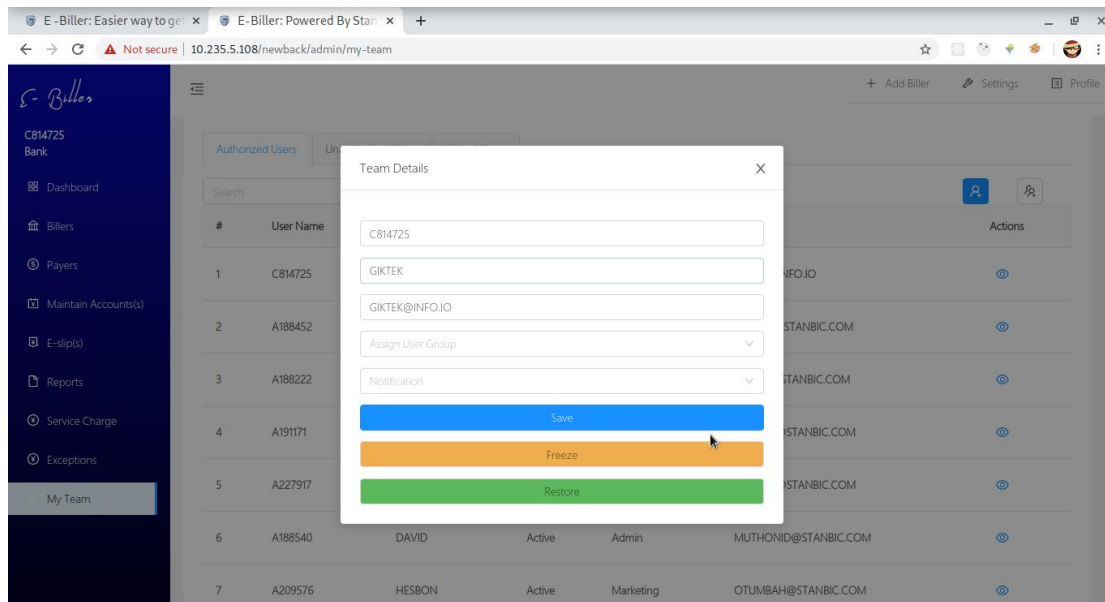
Adding a new team member



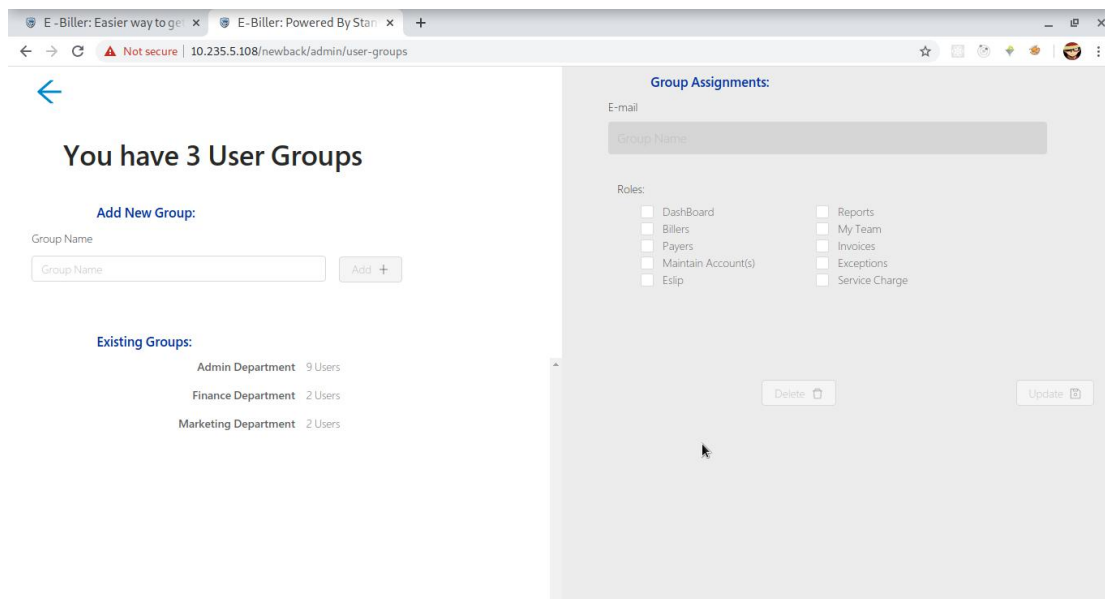
The screenshot shows the 'My Team' section with the 'Create Team Member' modal open. The modal contains the following fields:

- NTKEN No. (text input)
- Other Name (text input)
- Surname (text input)
- Enter Email Address (text input)
- Country (dropdown menu showing '07xx xxx xxx')
- Assign User Group (dropdown menu)
- Notification (dropdown menu)
- Create (button)

Editing a team member



User groups



Note

- ❑ *Most buttons are disabled whilst some of the fields in the form are empty. Please fill those fields first*
- ❑ *Under eslips and maintain accounts the operations are tied to a specific biller and a specific payer. Kindly select each before attempting to perform any operation*

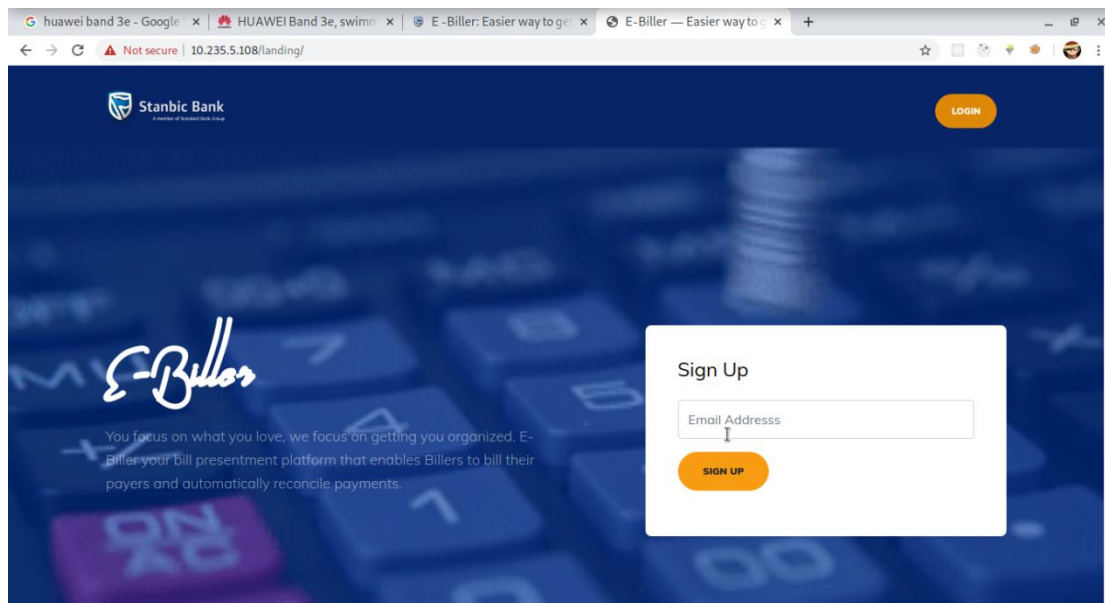
Payer Side

Usage

Client side

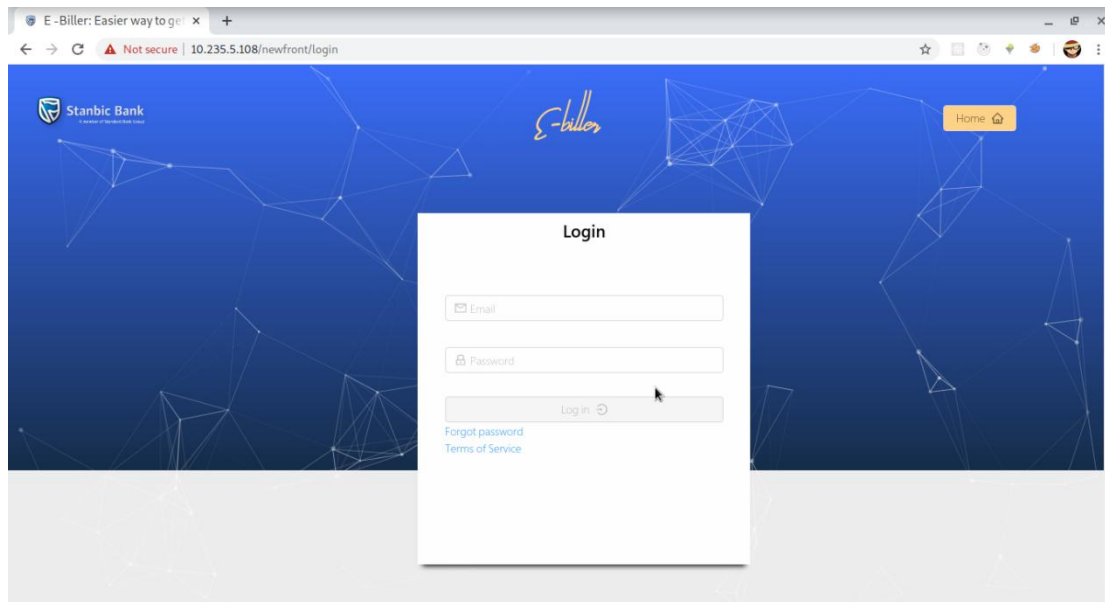
Payer registration

A payer is expected to register with an email address.



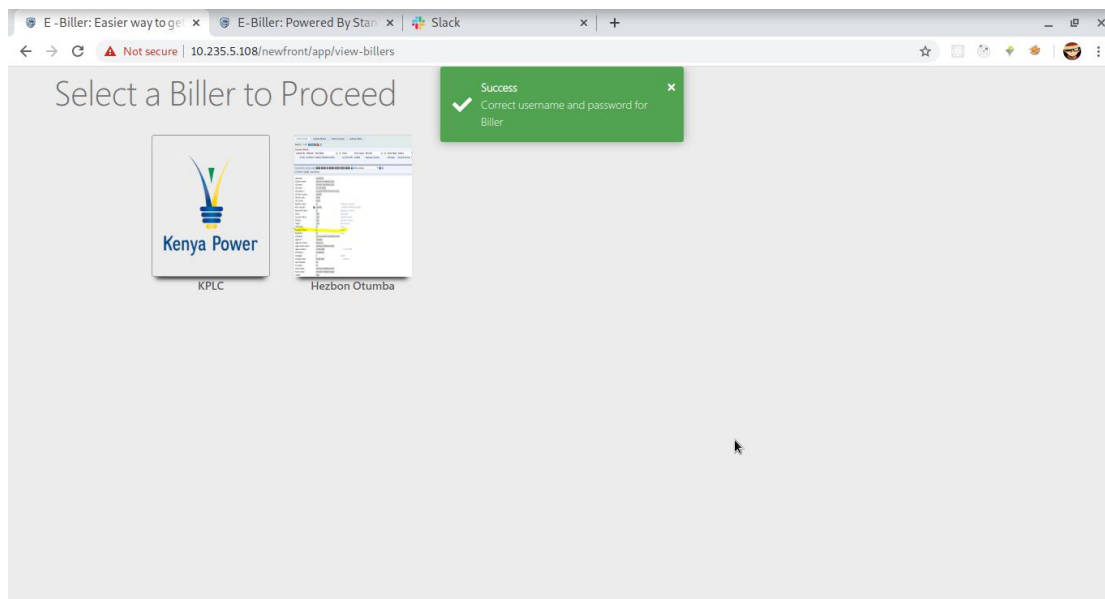
Payer Login

A payer logs in with the email and password



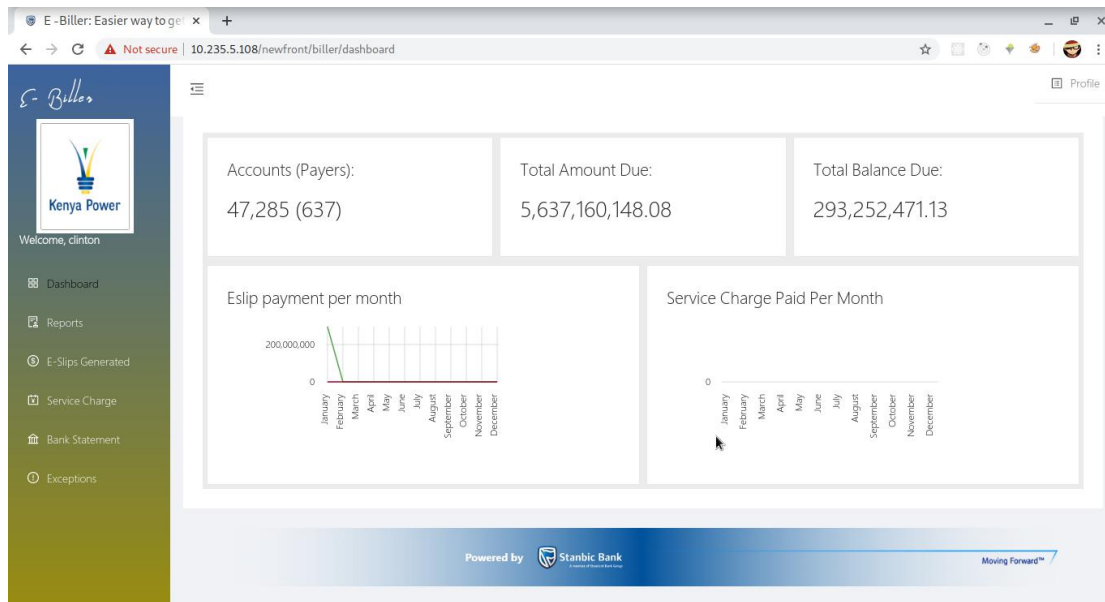
View Billers

List of available open billers



Payer Biller Dashboard

Has a summary of the accounts, amount due, summary of eslips and amount paid



Maintain Accounts

Account administration by adding, editing and deleting accounts

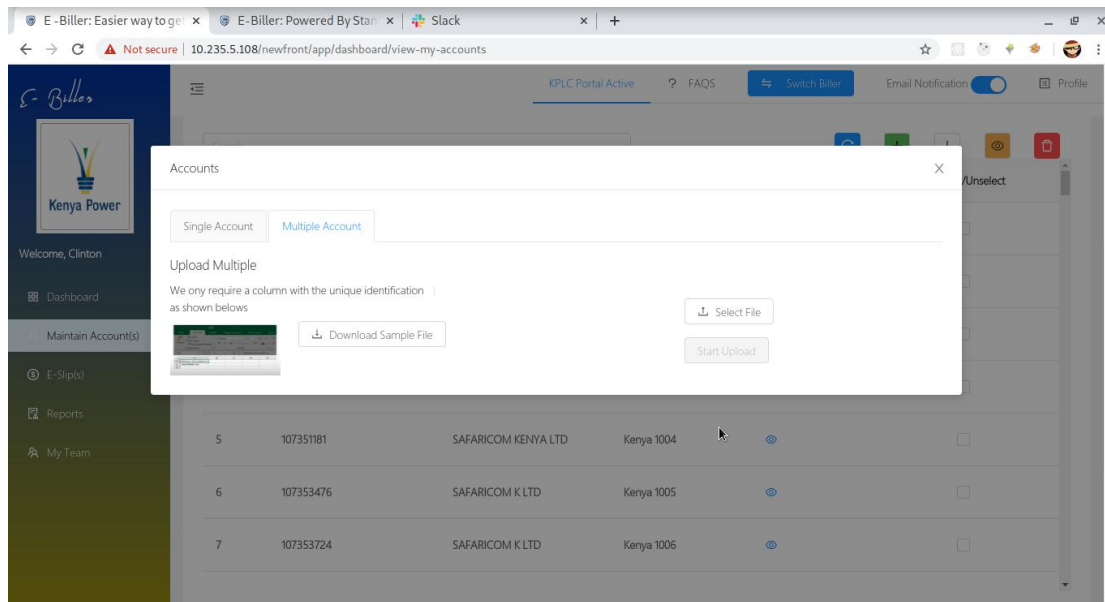
Adding Accounts

By account number

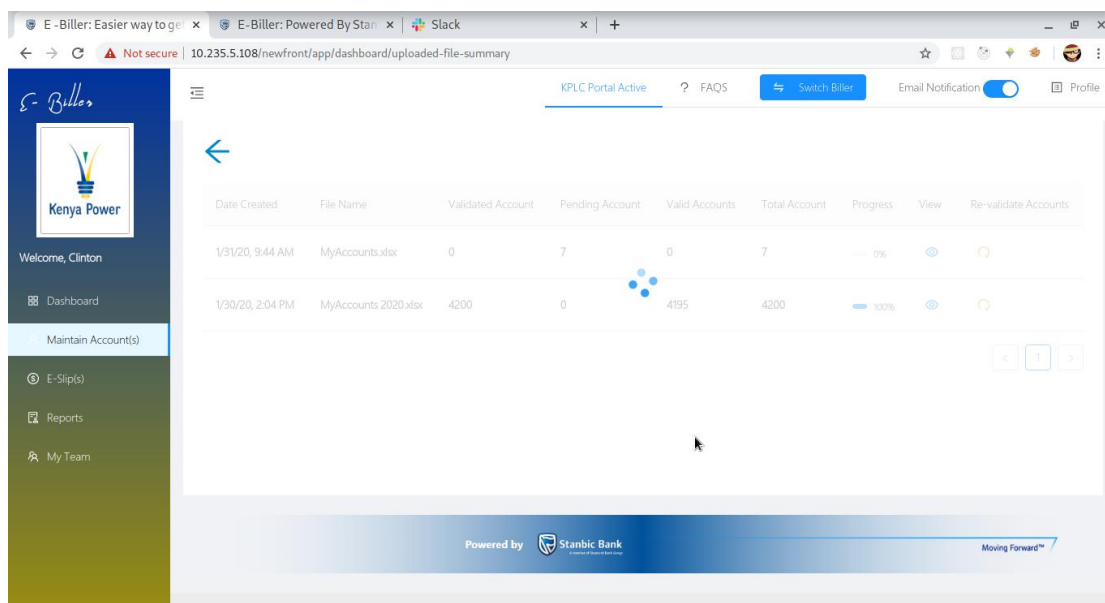
The screenshot shows the 'Maintain Accounts' interface in the E-Biller system. A modal window titled 'Accounts' is open, allowing the user to add a new account. The modal has two tabs: 'Single Account' (selected) and 'Multiple Account'. Below the tabs, the text 'My Accounts' is displayed. The form includes fields for 'Account Number', 'Account Name', and 'Alias'. The 'Amount Due' is shown as 'KES. /='. At the bottom of the modal are 'Validate' and 'Save' buttons. In the background, a table lists existing accounts:

Account Number	Account Name	Alias
107351181	SAFARICOM KENYA LTD	Kenya 1004
107353476	SAFARICOM K LTD	Kenya 1005
107353724	SAFARICOM K LTD	Kenya 1006

Add multiple accounts by uploading an excel file containing the accounts



Once the upload is complete the accounts are checked if they are valid as they are added to your profile



Once the percentage the upload is complete you can view the uploaded accounts or revalidate if any account failed

The screenshot shows the E-Biller dashboard with a sidebar on the left containing the Kenya Power logo and navigation links: Welcome, Clinton; Dashboard; E-Slip(s); Reports; and My Team. The main content area displays a table of accounts with the following data:

#	Account No.	Account Name	Account Balance	Status	Date Created
1	15350374	STANBIC BANK KENYA	7904.31	true	1/31/20, 9:44 AM
2	1109125	CFC STANBIC BANK K LTD	5741.00	true	1/31/20, 9:44 AM
3	14634081	CFC STANBIC BANK K LTD	106729.44	true	1/31/20, 9:44 AM
4	21353818	EVANS ODHIAMBO KIDERO	-13220.00	true	1/31/20, 9:44 AM
5	34408385	CFC STANBIC BANK K LTD	42925.19	true	1/31/20, 9:44 AM
6	33722440	CFC STANBIC BANK K LTD	86977.15	true	1/31/20, 9:44 AM
7	31431984	BASHIR SHUKARI SALAH	2125.38	true	1/31/20, 9:44 AM

At the bottom of the table, there is a pagination control showing '1' of 50 pages. The footer of the dashboard includes the text 'Powered by Stanbic Bank' and 'Moving Forward™'.

Generate Eslip

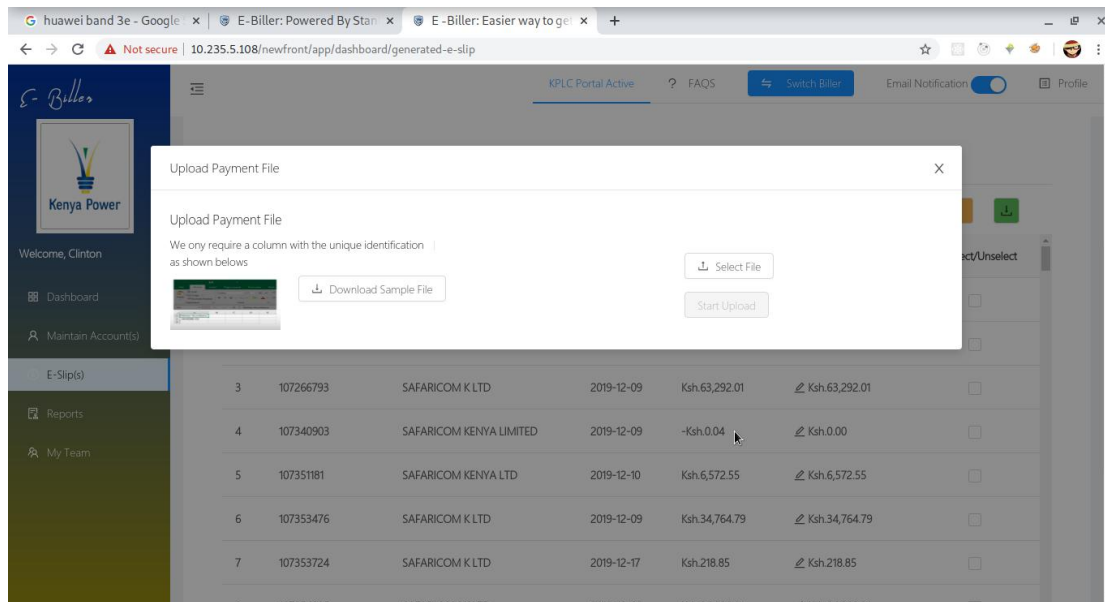
Eslips are generated according to the account

The screenshot shows the 'Generate E-Slip' section of the E-Biller dashboard. The sidebar is the same as in the previous screenshot. The main content area has tabs for 'Generate E-Slip', 'Pending Eslips', 'Paid Eslips', 'Expired Eslips', and 'Account Reports'. The 'Generate E-Slip' tab is active, displaying a table of accounts with the following data:

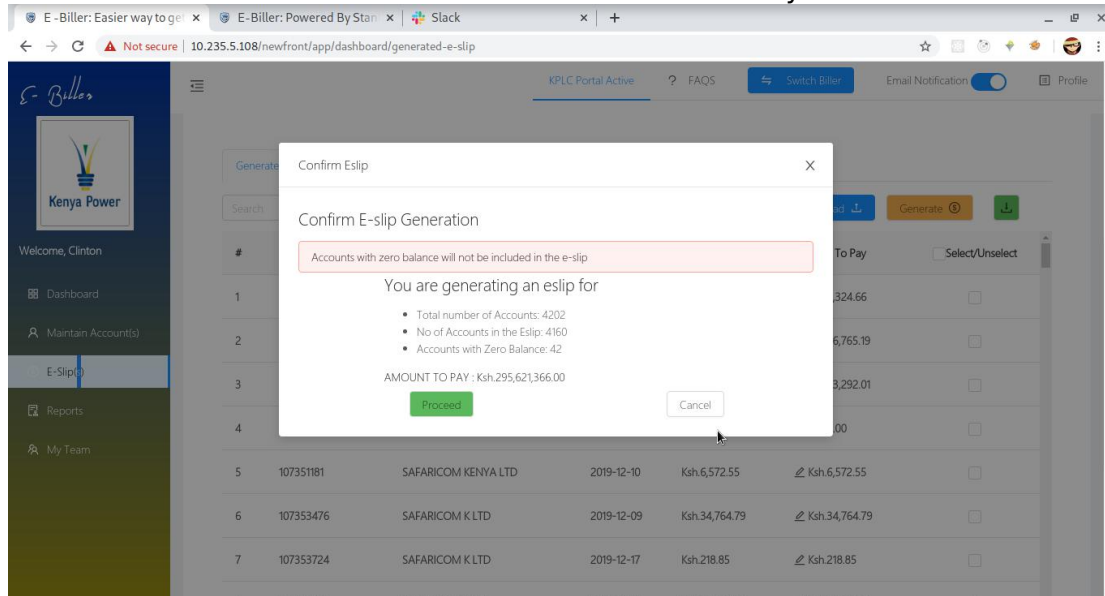
#	Account Number	Account Name	Due Date	Amount Due	Amount To Pay	Select/Unselect
1	107165946	SAFARICOM KENYA LTD	2019-12-05	Ksh.2,324.66	₱ Ksh.2,324.66	<input type="checkbox"/>
2	107229207	SAFARICOM KENYA LIMITED	2019-12-09	Ksh.26,765.19	₱ Ksh.26,765.19	<input type="checkbox"/>
3	107266793	SAFARICOM K LTD	2019-12-09	Ksh.63,292.01	₱ Ksh.63,292.01	<input type="checkbox"/>
4	107340903	SAFARICOM KENYA LIMITED	2019-12-09	-Ksh.0.04	₱ Ksh.0.00	<input type="checkbox"/>
5	107351181	SAFARICOM KENYA LTD	2019-12-10	Ksh.6,572.55	₱ Ksh.6,572.55	<input type="checkbox"/>
6	107353476	SAFARICOM K LTD	2019-12-09	Ksh.34,764.79	₱ Ksh.34,764.79	<input type="checkbox"/>
7	107353724	SAFARICOM K LTD	2019-12-17	Ksh.218.85	₱ Ksh.218.85	<input type="checkbox"/>

At the top of the table, there are buttons for 'Upload', 'Generate', and 'Download'. The 'Generate' button is highlighted in orange.

Or by uploading a payment file



On either instance you'll have a popup to confirm eslip generation
It will outline the number of accounts,number of valid eslips,the accounts with a zero balance and the amount to correct zero balance if any



Pending eslips

E-Biller: Easier way to ge x E-Biller: Powered By Stan x Slack

10.235.5.108/newfront/app/dashboard/generated-e-slip

KPLC Portal Active ? FAQs Switch Biller Email Notification Profile

Generate E-Slip Pending Eslips Paid Eslips Expired Eslips Account Reports

Search

#	Date	E-Slip Number	E-Slip Status	No. of Accounts	E-Slip Amount	Actions
1	1/31/20, 9:45 AM	EKPL20200000005	Pending	4160	Ksh.295,621,366.00	View Refresh Download
2	1/30/20, 4:28 PM	EKPL20200000004	Pending	4154	Ksh.295,368,963.40	View Refresh Download
3	1/30/20, 4:24 PM	EKPL20200000003	Pending	2	Ksh.33,337.75	View Refresh Download
4	1/30/20, 2:13 PM	EKPL20200000002	Pending	5	Ksh.70,427.20	View Refresh Download

< 1 >

Eslip Accounts

E-Biller: Easier way to ge x E-Biller: Powered By Stan x Slack

10.235.5.108/newfront/app/dashboard/account-eslips

KPLC Portal Active ? FAQs Switch Biller Email Notification Profile

Search

Eslip Number: EKPL20200000005 Number of Accounts: 4160

#	Account Name	Account Number	Amount to Pay	Amount Due	Status	Due Date
1	SAFARICOM KENYA LTD	107165946	Ksh.2,324.66	Ksh.2,324.66	PENDING	2020-03-31
2	SAFARICOM KENYA LIMITED	107229207	Ksh.26,765.19	Ksh.26,765.19	PENDING	2020-03-31
3	SAFARICOM K LTD	107266793	Ksh.63,292.01	Ksh.63,292.01	PENDING	2020-03-31
4	SAFARICOM KENYA LTD	107351181	Ksh.6,572.55	Ksh.6,572.55	PENDING	2020-03-31
5	SAFARICOM K LTD	107353476	Ksh.34,764.79	Ksh.34,764.79	PENDING	2020-03-31
6	SAFARICOM K LTD	107353724	Ksh.218.85	Ksh.218.85	PENDING	2020-03-31
7	SAFARICOM K LTD	107354235	Ksh.24,922.31	Ksh.24,922.31	PENDING	2020-03-31

Paid Eslips

Kenya Power

Welcome, Clinton

Dashboard

Maintain Account(s)

E-Slip(s)

Reports

My Team

Generate E-Slip

Pending Eslips

Paid Eslips

Expired Eslips

Account Reports

Search

#	Date	E-Slip Number	E-Slip Status	No. of Accounts	E-Slip Amount	Actions
No Data						

Powered by Stanbic Bank

Moving Forward

Account Reports

Summary of the accounts according to the eslip

Kenya Power

Welcome, Clinton

Dashboard

Maintain Account(s)

E-Slip(s)

Reports

My Team

Generate E-Slip

Pending Eslips

Paid Eslips

Expired Eslips

Account Reports

Search

Account Name	Account Number	Amount Due	Actions
SAFARICOM KENYA LTD	107165946	Ksh.2,324.66	👁
SAFARICOM KENYA LIMITED	107229207	Ksh.26,765.19	👁
SAFARICOM K LTD	107266793	Ksh.63,292.01	👁
SAFARICOM KENYA LIMITED	107340903	-Ksh.0.04	👁
SAFARICOM KENYA LTD	107351181	Ksh.6,572.55	👁
SAFARICOM K LTD	107353476	Ksh.34,764.79	👁

By clicking the eye icon you view a summary of the account

#	Date Created	Esip No.	Bank Ref No.	Amount Due	Amount Paid	Due Date	Status
1	01/30/2020	EKPL20200000002		2324.66	2324.66	2020-03-30	ERROR
2	01/30/2020	EKPL20200000004		2324.66	2324.66	2020-03-30	PENDING
3	01/31/2020	EKPL20200000005		2324.66	2324.66	2020-03-31	PENDING

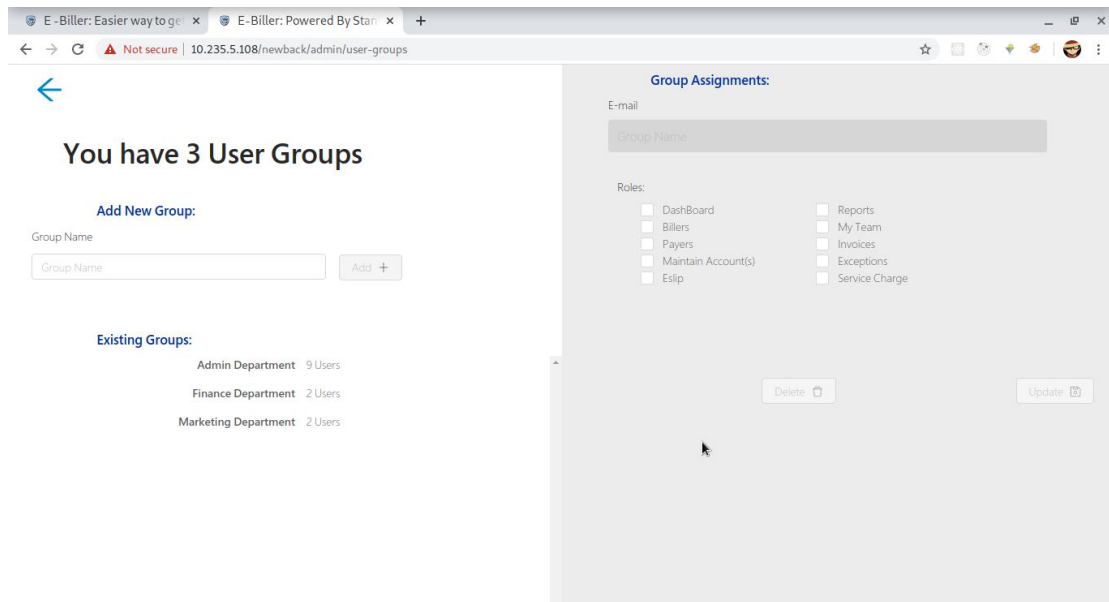
My Team

Team management include

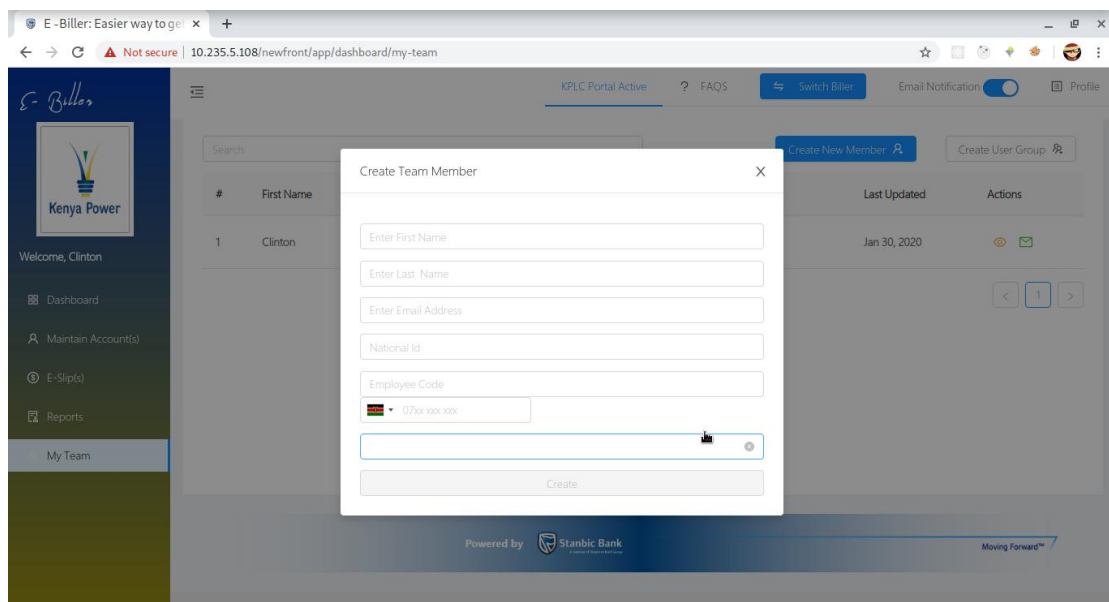
- Adding a team member
- Edit a team Member
- Freeze/Lock a team member
- Create a user group
- Assign user to user group
- Edit/delete user groups

#	First Name	Last Name	User Group	Status	Email	Last Updated	Actions
1	Clinton	Opanga	Super Admin	Active	clinton.mbaty@giktek.io	Jan 30, 2020	

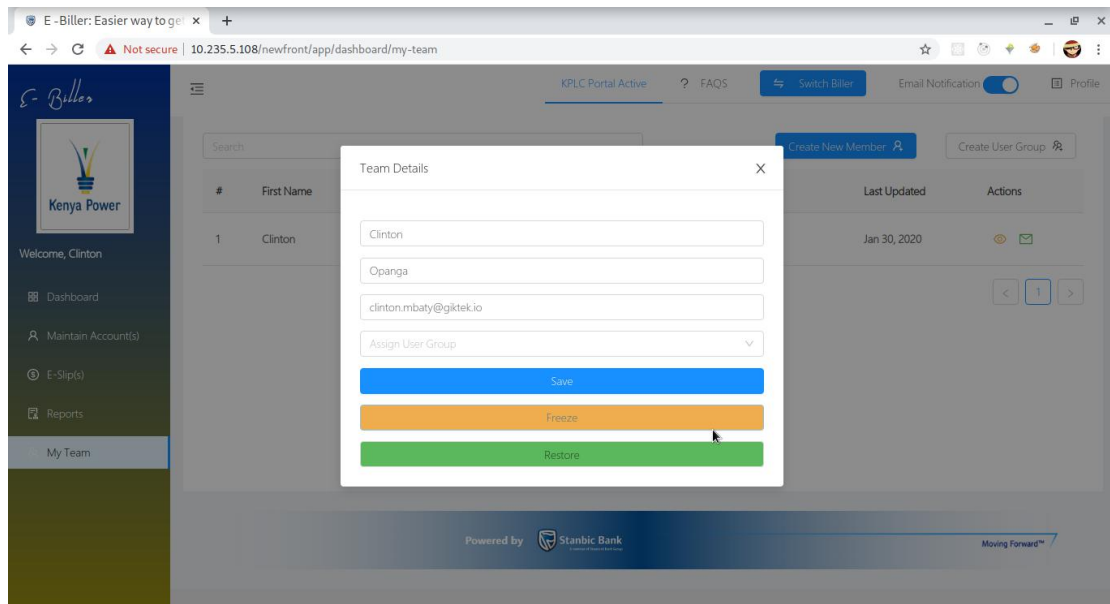
Creating a user group



Creating a team member



Edit team member



The End