

# MYFINANCE -MANUAL

Version: 05/2016





At Maersk Line, we are dedicated to providing you with intelligent transportation solutions that propel your ambitions each and every day. We want to be your carrier of choice by offering a host of solutions that simplifies your shipping experience. One such tool that we offer is MyFinance.

MyFinance is our free web-based ecommerce tool that makes it easier for you to manage your Maersk Line account online. MyFinance eliminates manual processes that are usually required when viewing invoices, checking the account balance or raising a dispute. MyFinance provides real time information, hence everything you need to manage your account is available online and accessible around the clock.

#### What are the functionalities and benefits of MyFinance?

- **View your invoice** View all your invoices with a few clicks, eliminating the need to manually request for an invoice.
- **Raise your dispute** By raising your disputes in the MyFinance platform, your dispute will be logged in our system immediately.
- Check your balance

MyFinance eliminates confusion about account balance by providing more visibility to your statements, which improves accounting processes and cash management.

Pay online
 Coming soon to MyFinance!

MyFinance is available 24/7 and offers easy management of financial transactions, saving you time and costs. To see how simple it is to manage your Maersk Line account, register on www.maerskline. com today!

### It's easy to register

To access MyFinance, users need a Maersk Line digital certificate which can be obtained by registering on our website.

OK

**Step 1**: From the homepage of My.Maerskline.com, click

MAERSK LINE My Maersk	Line Book Lo	okup Track	Help MyFinance	L You are not logged in
My Maersk Line	A THE	1112		
Get Access to My M - our online self service My Maersk Line is the fastest and ca	portal	ess with us.	Already registered? Log in to manage and book no alignments.	70 Control of Control
#Register			-BLog in	
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**Step 2** : Fill in your details in the form provided, accept the terms and click

Your business detail	And the second			To register as a new user is fr
First name:"	Kseniya			- Benefits for registered users
Laut names*	Donska			- Supported browsers
Company name:*	Maersk Line			By registering as a new user, without restriction the user te
Department:	Simplification			(encompassing general user to user terms and privacy policy)
Street Name:*	Esplanaden			granted access to our on-line services. You can book and tr
Street No:	50			submit your shipping instructio transport documents, view you
More address info:	e dak			statement and view or downlo detailed data of your cargo mo
City:=	Copenhagen			Without waiving any other right any breach or violation of the
Postal/Zip:=	1098			subject to legal prosecution.
State:	U.S.A. only			We use digital certificates to pline business with us. After rec
Country/territory:*	Denmark	-		certificate will be processed w
Phone:*	+45 33633679			The registration process involv
Email: *	Kseniya.Donska@maersk.com			cookie to your browser when y
Your local Maersk Line	Denmark			The certificate is issued for us
office:*	222 BKG EMPTY	•		browser only so please registe browser that you intend to us
Comments				As a registered customer, you personal and company details
	access to NyMaersk Line i	ncluding MyFinance	4 (*)	list of users within your compa available.
				- Retry CA download
	Marine and Annual A			
Terms & privacy po				
Registered user term	s & privacy policy ir terms & privacy policy			

**Step 3** : You will now receive an email confirming your details. Click the link within this email to download your digital certificate.

Dear Kseniya Donska
We are pleased to advise you that your Digital Centificate 'xseniya Donska (Maerisk Line ID:16383)' is now ready to be downloaded from our web site;
Please click on the link below to download the digital certificate:
https://eregd.maerskine.com/ereg/download
- If you are asked for your pin code, please enter cEpDu214501 If any pop-ups appear during the download, please accept them For security reasons, the certificate is user and browser specific and can only be downloaded from the PC you have registered from.
Should you experience any difficulties during the download of the certificate, please use the 'Live Help' service on our website.
We use digital certificates to protect your online business with us. You can read more about the digital certificate here:
https://maerskline-demo.maerskline.com/link/?page=brochure&path=/do_business/new_user/about_certificates
If you have general questions about Maersk Une, please go to maerskline-demo.maerskline.com or contact your local office:
KHH test CPH Fac: 3-1-1 Fac: 3-1-3 Email: a@pa
Thank you for your interest in Maersk Line.
Yours sincerely. Maersk Line

### **MyFinance Functionalities**

#### **Account Profile**

#### What are the functionalities and benefits of MyFinance?

Choose your language from a drop down menu and click on Change Language

English	Change Language
English	
Spanish	
Portuguese Chinese Traditional Chinese Simplified	
Japanese French	
Russian Italian	

#### **Multiple Accounts**

MyFinance allows you to manage multiple accounts in a single platform.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Switch Account	LogOff
Selec	t your account.					N (1)		
Yours	account with us				Customer No.			
	k Line:DAMCO USA I k Line:PESOUERA CP				1000U500376179 1000AR00006576			
Invoic Bill of Find	u No, lading No.	1						
Yours	account with us				Customer No.			
	the language for MVE Language • Chang	inance e Language						

You can select the customer code and if you have only the Bill of Lading No. or Invoice No., you can search on which customer code this invoice belongs to.

Financ		rsk Line Bo	ok Lookup Tr	ack Help	MyFinance		
earch	Open Invoices sur account.	ePayment	Paid Invotces	Dispute Cas	es eStatement	Profile	Switch Account
Manrok Li	ount with us nonDAMCO USA INC (CI neiPESOUERA CRUZ DE			10000	omer No. 1900376178 190005578		
Invence N Bill of lade Find							
_	ount with us			Low	omer No.		

### **Search documents**

With your MyFinance account, you can search for one or multiple documents.

Simply provide **one** of the following: Invoice No., Bill of Lading No., or Customer Ref. No. Then check the tick box of the document you are searching for.

Search	Open Termices	ePayment	Credits	Peid lavoices	
Searchf	nr Your Documents		50		
Ireas N			Add Ne		
Mariat	ng No.	0	Add No.		
Determ	Bef. No.	L			
Invoice Co	nation Data (dd/mm/yyyy)	0	34		)
Deces	Турев	Open 7 Paid	Condito 77 Ba	opactana T	
		Seeth			

In the example below, the user provided the Invoice No.

Across the Invoice No. field, click Add New

	SK My Maersl	cLine Book	Looki	ip Track Hel	p MyFinance		-	You are logged in as Koeniya Doreska
MyFinanc	e	1	Harris and					
Search	Open Invoices or Your Documents	ePeymont	Credite	Paid Invoices	Dispute Cases	eStatement	Switch Account	LogOff
Invoice No Bill of Ledi Castoner Invoice Cr Document	g No. Ref. No. aetson Date (dd/mm/yyyy)	Open P Paid C		Leveler No.				

OK

Copy or paste your Invoice No. Click



After clicking on Search a list of documents relevent to your search paramenters will appear.

LINE	RSK My Ma	iersk Line – Book	Lookup Track	Help MyFinani			tisa ara lagged m L Ksemiya Domi
lyFinan	ce	11					
Search	Open Invoices	ePeyment	Credita Paid Invoice	n Dispute Case	estetement	Switch Account	ut Log Off
Search	for Your Documen	its					
Bill of led Continues Invoice C		01.01/1970	c 09:07/2020	0			
Dictation Open Invo	oices	Smrth	redite 🖗 Disputes 🖺				
Open Invo Select All	oices Develoct All Dav	Smrth	inshits 🎔 Disputes 🗂 the Disputes for the selected for	VIELEN			
Open Invo Select All Show 10	Demolect All Demolect All Demolect All	Search .	in Department of the selection for			Search	
Open Invo Select All Show 10	Dices Develocit All Dar entries travece Free	Smarth wetched Sciences Crew Date of seding No.	the Dispates for the selected for	2) Der	Surviseed Assessed	Орни	Activo T25(2)
Select All Show 10	Demolect All Demolect All Demolect All	Search .	in Department of the selection for		Longing Assault		Artino Artino

### **Open Invoices**

With your MyFinance account, you can view all open invoices. You can print your invoices or create a dispute case.

	levence No.	ENI of Loding No.	Invoice Type	Contourse Ref. No.	Sintence Clote	Due	Invoced Amount	Open	Action
<b>F1</b>	00.5248283223	525145748	INDORT	5245213221	22-011-2212	29-001-2012	0102500		
	IN \$247488235	Sectorzie	EXHIBIT	40.95.627982	1740-003	17-009-0019	1180 50.00	190 90.00	
11	M 5247522882	8231022344	TROOL	\$247\$22992	29-5ep-2018	38-0192018	190 312 00	100.012.00	PA
Ci.	33247585128	865311872	SIPORT	\$247583109	15-00-011	24/001-003	100141000	100147030	D.
	Bisauttutees	\$85742287	THOMAS	32943390	15-040-2018	10-Jan-2014	1903 3,282 78	01040578	
	1115267mm122	822678+68	SIPORT .	\$247808328	1800-2015	35-htm-2014	198 254 28	10025430	(D)A
1	1052a7802883	122227444	DIPORT	5247903882	110404011	12-340-2014	1710 312 00	1110 312.00	
	III 5247738429	#81175485	DIDRORT	82477784298	Cultura Dist	17/300-2014	1987-1818-00	19015030	02
	III \$247802643	\$817994T4	DIFFORT	\$247802845	11 040 2013	21-240-2214	1902 3,475.00	1100 1,700 00	
0	III ShuTemanus	381709415	DAPORT	Souteroeue	LA Decurran	21-140-2214	NUMBER OF STREET	12521,752.05	0 A
	III 5247802989	\$817994TZ	DOPORT	1247812983	11-040-2018	21-209-2214	100 11050	1901,790.00	
	ID Southanni	SecTuring	EPORt	22860210	13-Date 2013	20-han-2014	110 410 10	11047522	
-	III 5247833827	#Sapplices	DIFORT.	5247851827	10/06/2010	25-240-2014	100 11.100.00	1722 3.340.00	

You can select and de-select invoices by clicking Select All Or Deselect All

Torroice No.	Itill of Leding No.	Invoice Typ
2 Basicoloum	553085238	110001
(F) 10 1041050400	995 4400020	TROPORT
2 U 5545050607	017175040	DOORT
🐨 🖽 mienoscense 🗆	\$83995236	REPORT
2 Banatosassa	951406710	1004001
(F) III salanceizcar	951307908	diameter .
2 D 10 10 10 2113	867188831	TROUCE
₩ 10 1845052828	887975840	COURT
TELESSINGE [3]	993 462020	DOPORT
(7) III missimum	001406710	EXPORT
THECEDENEE T	993305054	REPORT
7 Useenmana	0075408231	DOORT
E maseacaaria	051404004	EXPORT
7 BISS40054817	905494004	TROUGT
(C) (D) 1041054010	087560831	DORME
2 Baseneessa	C200004	DIVIDER
Scient All Des	dect All Deverdened S	elected Dateurs

You can download selected entries in either CSV or PDF format.

Second	Open Invoices	ePeyment	Paul Investore	Dispute Cases	erSterrement	Switch Account
Downlos	d of Invoices					
Chosen the Po	remail for Developing the 3					
To process the	e lavous orservers is a spre	adabast program, san	the CEV downland			Download CWV
If you require	a prostable variance of the se	reises, une filie devel	und.			Townshould PERF
Smith						

You can also export the list of invoices to Microsoft Excel by clicking Export to Excel

#### List of Open Invoices

Invoice No.	Bill of Lading No.	Invoice Type	Invoice Date	Castomer Ref. NO.	Due	Invoiced Amount	Currency	Open	Currency
\$640046403	\$63096296	EXPORT	10-Mat-14	0045048488	10-Mar-14	015	090	818	USD
5645050400	\$67462020	EXPORT	29-Mar-14	5645050400	29-Mar-14	2,865.00	050	2,865.00	U50
5645050607	867575640	EXPORT	31-Mat-14	5645050697	01-Mar-14	490	USD	490	USD
6646060964	\$63096236	EXPORT	01 Apr 14	5645050964	01-Apr 18	-90	VSD	60	USD
5640001358	\$01486710	EXPORT	CUI-Ad1-14	2045051189	02-Apr-14	2,998.00	050	2,998.00	USD
\$645052047	\$61397306	MPORT	07-Apr 14	5645052547	07-Apr-14	300	USO	300	USD
6645062113	867568831	EXPORT	08-Apr-14	5645052113	08-Apr-14	490	USD	490	USD
5645052823	867579840	EXPORT	11-Apr-14	5645052823	11-Apr-14	. 60	USD	50	USD:
5645063437	\$61462320	EXPORT	14-Apr-14	5045053407	14-Apr-14	500	USO	300	USD.
9645053685	901485710	EXPORT	16-Apt-14	564505348R	15-Apr-14	200	USD	200	USD
5645053687	861505554	EXPORT	15-Apr-14	\$645053687	15-Apr-14	400	030	430	USD
6646063673	867563831	EXPORT	16-Apr-14	8645053873	15-Apr-14	. 64	USD	44	USD
5645053975	\$61494004	EXPORT	15-Apr-14	5645063975	15-Apr-14	- 66	U50	55	U50
\$648064017	001404004	EXPORT	21-Apr-14	0645054917	25-Ace-14	-00	USO	65	USD

You can raise a mass dispute on selected invoices by clicking Mass Dispute



By clicking on Find Invoices you can perform a search of open invoices by providing one of the following: Bill of Lading No., Invoice Date, Invoice Amount or Open Amount.

Search	Open Invoices	ePayment	Credits	Paid Invoice
Open In	voices		× *	
Search for L	ivoices		Hide	Search
the second s	All Invoices	2		
C Bill of L	ading No.		Add New	
C Invoice	Data: (Day/ Month/ Year		To	)
Invoice	Amount	0	To	
C Open A	mount	0	To	
Find				

### **Online Payment - for card payment**

This part of the manual covers the following markets: Canada, Singapore, Great Britan, Ireland, Malaysia, Japan, Italy, France and Australia.

HOW TO GET STARTED:

1) Go to 'ePayments' tab

2) Select the invoices to be paid. The payment amount will get highlighted.

3) Select the payment method as 'Credit Card' and enter the Card Details

4) Accept the Terms and Conditions

5) Click on 'Continue'. Please refer the screenshot below.

MAERSK	Export	Book	Lookup	Track	Help	MyFinance	e Impor	18 		English	You are logged in as
S445707474 80		- DODK		110LK	meip	1979 F 111111	NDF 10, 2014		050-5750.00	Linghan	
5443707479 603		EXPO		FE 17508		Mar 11, 2014	Apr 10, 2014		USD 1 350.00		<u>ব্যুক্</u> রমূর্য
5443707480 603		EXPO		FE 17351		Mar 11, 2014	Apr 10, 2014		USD 675.00		5
✓ Ⅲ 5443708529 603		EXPO	2025	5443708529		Mar 12 2014	Apr 11, 2014			675.00	5
✓ ■ 5443708532 603		EXPO	32	FE 17349		Mar 12, 2014	Apr 11, 2014		USD 2.700.00		2
	t Invoice	S	7555	0.000.0000		Page 1 V Fro	CONTRACTOR OF A			COMPARE NO.	
Select All Deselect A	ll Down	load Selecter	Entries								
	and historican				Payme	ent Amount		Payment Amount USD	3375.00		
								Payment Amount GEP	0		
Enter your credit card c						Card Type	lichael Aaster-/Euro C 8868 1/2020		ter Card Details		
3. Select check box and By clicking here you (i) the privacy and coo (ii) the terms of use [h] (iii) the terms and com	agree to kie policy [] tp://my.ma	ittp://terma. eraldine.cou	meerskline. n/terms-of-u	our paymer	st. 1. 🗲	Accept the		er			
Continue	100000 (All 537)	. Second Alexand			NAME OF A DESCRIPTION						-

If a pop up screen asking for a one time password appears:

- Enter a password
- Click on 'Submit'

If you click on 'Exit', your transaction will be terminated and you will need to start the payment process again. Please refer to the screenshot on the next page.

Select All	Deselect All Download Selected Entries				-		
			222		mount USD	3375.00	
	MasterCard. SecureCode.	мемве	M ER BANK		amount GBP	0	
. Select		<u></u>					
O Smart	Added Protection Please submit your Mast	erCard SecureCode.					
	Merchant:	Maersk Line Test					
Enter your	Amount:	\$3375.00					
	Date:	04/18/2016					
	Card Number:	***************************************					
	Personal Message:	SecureCode is "1234	4"				
	User Name:	test1			_		
	SecureCode:	••••	• 1	Enter the C	na Tima Dar	eword	
. Select ch		New User / Forgot your Sec	cureCode?	a cinter the c	ine mile rus	SWOID	
10000000000		Submit 7 He	lp <u>Exit</u>				
By clicl (i) the pri			NS 60-46				
(ii) the pri (ii) the te							
(iii) the te					~		
Continue							
Please wait v	<			2			

6) Review card details, invoices, amount and currency from the Summary page. If correct, proceed with the payment and click on 'Pay'. Click on 'Back' if there are changes needed and you will need to start the payment again. Please refer to the screenshot below.

Export Book	Lookup Track	Help MyFinance	Import		You are logged in as English <b>2</b> Pravin Binit
Invoices ePayment	Credits Peid Invoic	es Dispute Cases	eStatement Bank Date	Smart Pay Pro	ofile Switch Account
the bills listed with cree	dit card:			Maersk Line:FR	MEYERS SOHN (UK) LT.
Bill of Loding No.	Invoice Date	Due Date	Invoiced Amount	Open Amount	Payment Amount
603129911 603130410	Wed Mar 12 2014 Wed Mar 12 2014	Apr 11, 2014 Apr 11, 2014			
			Total Net Payment Amount	USD 3,375.00	USD 3.375.00
	Export Book Invoices ePayment es Selected for Paym the bills listed with cro to effect payment, click Ibil of Leding No. 603129911	Export Book Lookup Track Invoices ePayment Credits Paid Invoic es Selected for Payment the bills listed with credit card: to effect payment, click on Pay. Bill of Lading No. Bill of La	Export Book Lookup Track Help MyFinance Invoices ePayment Credits Paid Invoices Dispute Cases es Selected for Payment the bills listed with credit card: to effect payment, click on Pay. Bill of Lading No. Invoice Date Date 608129911 Wed Mar 12 2014 Apr 11.2014	Export         Book         Lookup         Track         Help         MyFinance         Import           Invoices         ePayment         Credits         Paid Invoices         Dispute Cases         eStatement         Bank Data           es Selected for Payment         the bills listed with credit card:         to effect payment, click on Pay.         Invoice Data         Due Data         Invoiced Amount           bill of Lading No.         Invoice Data         Due Data         Invoiced Amount           503129911         Wed Mar 12 2014         Apr 11, 2014         USD 1/783.45	Export     Book     Lookup     Track     Help     MyFinance     Import       Invoices     ePsyment     Credits     Paid Invoices     Dispute Cases     eStatement     Bank Data     Smart Pay     Protection       es Selected for Payment     Maersk Line:FR     Maersk Line:FR       the bills listed with credit card:     to effect payment, click on Pay.     Invoiced Amount     Open Amount       bill of Lading No.     Invoice Date     Due Date     Invoiced Amount     Open Amount       503129011     Wed Mar 12 2014     Apr 11, 2014     USD 1,783.45     USD 2,700.00

- 7) Payment gets authorised in less than 5 seconds and you can take the print receipt by clicking on 'Print'.
- 8) Once payment has been authorised, the invoices are moved from 'Open Invoices tab' to 'Paid Invoices' tab and will have an 'In Process' status.
- 9) The invoices will move to 'Processed' status within next 1 hour. You may take the Official Print receipt as well. Please refer below screenshot.

	Invoices ePaymen	t Credits Paid Invoice	25 Dispute Cases	eStatement Bank Date	Smart Pay Pro	ofile Switch Account
Confirmatic	n of payment				Maerek Line:FR	MEYERS SOHN (UK) L
	ERSK					
LINE						
u have paid t D 3.375.00	he bills listed. We are do	ebiting your credit card with	h:			
		1.01				
access the o	pen invoices, click on Be	ack.				
nvoice No.	pen invoices, click on Be Bill of Lading No.	nck.	Duo Doto	Invoiced Amount	Open Amount	Payment Amount
ivoice No.			Due Dete Apr 11, 2014	Invoiced Amount	Open Amount USD 675.00	Construction of the second second
a a company a construction de la company a construction de la construc	Bill of Loding No.	Invoice Data	a to the General Arter 1	A contraction of the least of the state		USD 675.
ivoice No. 143708529	Bill of Loding No.	Invoice Data Wed Mar 12 2014	Apr 11, 2014	USD 445.86 USD 1,763.45	USD 675.00 USD 2,700.00	USD 675. USD 2,700.
waice No. 143708529	Bill of Loding No.	Invoice Data Wed Mar 12 2014	Apr 11, 2014	USD 445.86	USD 675.00	USD 575 USD 2,700
143708529 143708532	Bill of Loding No.	Invoice Data Wed Mar 12 2014	Apr 11, 2014	USD 445.86 USD 1,763.45	USD 675.00 USD 2,700.00	USD 575 USD 2,700

### **Online Payment**

This part of the manual is applicable to our Non 3DS countries - USA, Ecuador, Peru, Bolivia, Chile, Cyprus, Germany, Finland, Latvia, Lithuania, Estonia, Netherlands, Belgium, Portugal, Spain, Greece, Malta, Hong Kong, Slovakia, Slovenia, Macau.

#### New card to pay online

Select the invoice that you would like to pay. Click radio button 'New Credit Card', enter card details, including CVV, agree to terms and conditions and select Continue to next page to pay.

Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due =	Invoiced Amount	Open	Payment Amount	Actio
310000028	Select I	nvoices		Sep 16, 2015	Sep 16, 2015	USD 999.00	USD 999.00	999.00	1
Select All	Deselect All	Download Selected	1 Entries						
						Payment Amount USD	999		
Payment Method	i notyet Known 👻					Select New Ca	rd 📫 🖲 New	Credit Card	
	NAME OF TAXABLE PARTY OF TAXABLE PARTY	uro Card -	Credit C	ard Description		(for example	, current account, cor	npany credit card,)	
	Card Number			Cardholder					
			Only use for this paym	ent transaction		🖛 Enter 0	Card Details		
	res (MM/YYYY)								
	res (MM/YYYY)	See Glossary	12 1220						

#### Confirm selection and pay

Review selections for payment and select pay.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Bank Data	Credit Cards	Profile
List of Invo	ices Selected for Pay	ment							
MC#4444	ay the bills listed with nt to effect payment, c								
Invoice No.	Invoice	Date	Due Date	Invoice	d Amount	Open Amount		Payment Amount	
3100000028	Wed Sep 1	6 2015	Sep 16, 2015	8	USD	999.00	USD 999.00		USD 999.
					Total Net Payment An	nount	USD 999.00		USD 999.0
Back	Pay 🔶 Kelec	t Pay							
Data		Cray							

#### Confirmation of successful payment

Receive confirmation of payment acceptance.

00.666 GSI	e bills listed. We are debiting en invoices, click on Back.	your credit card MC 4	444 with:				Container Lines:NOR	
Invoice No.	Invoice Date	Due Date	Invoice	d Amount	Open Amount		Payment Amount	
310000028	Wed Sep 16 2015	Sep 16, 201		USD 999	.00	USD 999.00		USD 999.0
				Total Net Payment Amou	nt	USD 999.00		USD 999.0
hank you for your	payment							

### **Online Payment**

#### **Payment receipt**

This shows successful payment, with token and amount paid in green.

You have pai USD 999.00	d the bills listed.	We are deb	iting your credit car	d MC 4444 with:	
To access the	e open invoices,	click on Ba	ck.		
Invoice No.	Invoice Date	Due Date	Invoiced Amount	Open Amount	Payment Amount
3100000028	Wed Sep 16 2015	Sep 16, 2015	USD 999.00	USD 999.00	USD 999.00
Thenk you for		Total N	let Payment Amount	USD 999.00	USD 999.00
Your online pa			ccessfully. Please allo by of this page as you	• 14.0 (COO)	siness days for your
Back	Print				

#### Card Registration - Advance Payment Card Registration

Customer can store card details in advance of payment to save time later on. Card number is securely stored showing only the last 4 digits of the card number.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Bank Data	Credit Cards	Profile
Credit Ca	irds								
Card Ty	pe Ca	rd Number	Ex	pires (MM/YYYY)	Cardholder	Cre	dit Card Descripti	on	Delete
New entry							07.		
Visa Card					[		1		
Save	Back	1							
	Secure Ci	edit Card Numbe	r						

Once card is registered, customer can amend details (e.g. expiry date) or delete card.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Bank Data	Credit Cards	Profile
Credit Ca									
Credit Ca	rds								
Responsible	Contact Person								
- 7221 1220	0.77.7.								
Card Type	Card Number	6	Expres ()	IM/YYYYY)	Cardholder		Credit Card Description		
Visa Card		t	09/2015		AUTHORISE	D	VC#1111		
Edt									

### **Online Payment**

#### Card was advance registered

Select invoices of same currency, select card, enter CVV, agree to terms and conditions and select continue to next page to pay.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute C	'ases	eStatement E	ank Data	Credit Cards	Profile
1. Select al	l invoices that you wo	uld like to pay:							Find inv	ices
Invoid	e No. Bill of Ladi	ng No. Invoid	e Type C	ustomer Ref. No.	Invoice Date	Due =	Invoiced Amount	Open.	Payment Amount	Action
C 00 3100	STATUS CONTRACTOR	Invoice	20		0(11, 2015 0(15, 2015	Oct 1, 2015 Oct 5, 2015	USD 25,000.0 USD 1,100.0		1,100.00	
Select A	a Deselect Alt	Downlo	ad Solected Entrie	K.			Payment Amount USD	\$100		
G MC 44	at the payment method at I entropy Select ard Verification Code/Value ation Code/Value 555	Existing Car	d	ing with VV Number				C New	Credit Card	
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#### One-time payment without advance card registration

Select the invoice that you would like to pay. Then, tick checkbox 'Only use for this payment transaction', enter card details, CVV, agree to terms and conditions and select continue to pay.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute (	lases	eStatement	Bank Data	Credit Cards	Profile
										174
Open In	voices									
1. Select a	Il involces that you wou	ld like to pay:							Find b	ivoices
Invoid	e No. Bill of Ladin	g No. Invoice	е Туре С	Customer Ref. No.	Invoice Date	Due =	Invoiced Amou	nt Open	Payment Amour	t Action
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Select /	M Deselect All	Downloa	nd Selected Entri	ies						
	NACES AND	des tratesta		94 (117)			Payment Amour	t USD 999		
2. 2. Sele	ct the payment metho	d you want to use	e. You are pa	aying with			5			
C Paym	ent Method not yet Known 🝷						Select Net	v Card 📫 📔	New Credit Card	
Enter your	credit card data:						4	Enter Card Deta	dla	
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	Card Number	4444		COLUMN DE LA COLUM	Cardholder AUTHO	ORISED				
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Cont	nue	New Customer S	earch							
Cont										

### **Paid Invoices**

With your MyFinance account, you can view paid invoices. You can select and download invoices, export the list of invoices to Microsoft Excel and create a dispute case.

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List of Invo	ices Paid or	Payment	Arranged		2.55						
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By clicking on Extend Search you can perform an advanced search of paid invoices according to your required criteria. You can further narrow your search by providing specific information such as the Bill of Lading No., Invoice Amount or Paid Amount.

List of Invoices Paid or	Payment Arranged
To display paid invoices, se	lect the appropriate search criteria
Status Period Processed V Last 5 Years	
Search for Invoices	Hide Search
Display All Invoices	
Bill of Lading No.	
C Invoice Amount	То
C Paid Amount	To
C Text in Payment Method	
Find	

### eStatements

With your MyFinance account, you can view paid invoices. You can select and download invoices, export the list of invoices to Microsoft Excel and create a dispute case.

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You can print your statements in PDF or export to Microsoft Excel by clicking

Print r

Excel

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### **Dispute Cases**

By raising your disputes in the MyFinance platform, you can rest assured that you will get your dispute logged on immediately.

Search	Open Invision	n ePsyment	Paid Invoice	n Dispu	ite Conen ellite	tement S	witch Acco	unt LogOff
List of Dispu	te Cases				10			
To display disp	ute cases, selec	t the appropriate sear	ch criteria:					
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You can view your dispute cases by selecting the status and period of the dispute.

Statua New	-	Period Last 30 Days 💌	Find	Search	Open Invoices	ePaym	ent	Paid Invoice
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In Process Redisputed Accepted and Closed	pice No.	Bill of Lading No.	Invoice Dat	To display dis	spute cases, select	t the appropriate	e search	n criteria:
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By clicking on Extend Search you can perform an advanced search of dispute cases according to your required criteria. You can also search for a dispute case by providing the Case ID, Invoice No., or Bill of Lading No

Service	Open Livi		ePeyment	Post Invuices		
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### **Online Payment - SmartPay**

#### **Registration to SmartPay**

Registration and sign up to SmartPay, is done at the "SmartPay" tab. There are three sections on this tab:

(1) Top - Existing accounts already setup with Maersk and authorized to be used for Smart Pay payments.

Middle - Existing accounts setup with Maersk, but not yet authorized for Smart Pay use
 Bottom - New account setup and "Smart Pay" authorization for use.

Top section is informational only. While middle and bottom sections are where the customer takes action and is described below.

#### Authorizing use of an existing bank account (Middle)

In the "SmartPay" tab, all existing bank accounts that are maintained with Maersk will be displayed. An existing account can be chosen for SmartPay usage.

After clicking on the "Smart Pay" tab, simply select the existing account to be authorized for Smart Pay use.

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### **Online Payment - SmartPay**

A pop up box containing terms and conditions will appear. Confirm to terms and conditions, and press "Save".

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Click "Agree" to the terms and conditions, and press "Save".

#### Using a new bank account (Bottom)

If a bank account is not maintained already with Maersk, or a new bank account should be created for SmartPay usage only – a request for creation of a new bank account can be done at the bottom section of "SmartPay" tab.

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A mail will be sent for confirmation of the bank account creation, or decline of the request.

### **Online Payment - SmartPay**

#### Using a new bank account – in United Kingdom

For a bank account to be created for SmartPay usage in United Kingdom in GBP currency, it is required to upload a Direct Debit Instruction (DDI), when raising the request for a new bank account.

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Confirm to terms and conditions, and press "Ok". Then upload a signed copy of a Direct Debit instruction, and press "Save".

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A mail will be sent for confirmation of the bank account creation, or decline of the request. As per BAC's regulations a 10 day period is required before the created bank account can be used for SmartPay payments.

### **Pay Online via SmartPay**

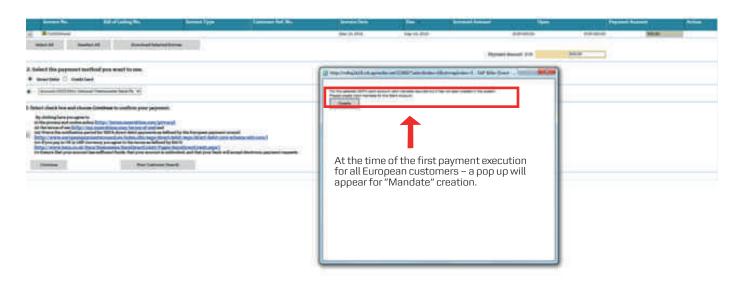
#### **Executing a SmartPay payment**

All payments are done in the "ePayment" tab, by choosing the invoices to pay, select payment method, select bank account (if multiple registered for SmartPay usage), agree to the terms and conditions and press "continue".

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#### Mandate creation for European customers

When executing the first SmartPay payment for European customers, a "Mandate" needs to be created. A "Mandate" is a unique ID between Maersk and customers. The "Mandate" will be sent to banks with each payment.



## **Pay Online via SmartPay**

### Confirm selection and pay

Review selections and press pay

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#### Confirm selection and pay

Receive confirmation of payments acceptance

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### Your Promise. Delivered.

