

# MyFinance



<https://www.maersk.com>



# MAERSK

- **Step 1:** Go to the **MAERSK.com**

- **Step 2:** Click on the above **login icon** and enter your **username and password.**



# MAERSK

The screenshot shows the Maersk MyFinance portal. At the top, there is a navigation bar with the Maersk logo, 'MAERSK', and menu items: Prices, Book, Tracking, Schedules, Supply chain, and Manage. On the right of the navigation bar are language settings (EN), a search icon, a user profile icon, and a hamburger menu icon. Below the navigation bar, the page title is 'MyFinance' and the user's company name is 'Your Company Name'. On the left side, there is a sidebar menu with items: Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance (highlighted with a blue box), Allocations, Captain Peter™, and Support. The main content area has two radio buttons: 'I'm a customer' (selected) and 'I'm an agent'. A blue circle with the number '3' is placed over the 'I'm a customer' button. Below the radio buttons is a search bar with the text '23XXXXXXX' and a placeholder 'ce, Payment receipt no. or Dispute ID'. The search results are titled 'Search results for 'B/L number'' and show one result under the heading 'Overdue invoices'. The result is a table with columns: Invoice no., BL no., Open | Invoice amount, Due | Invoice date, and Status. The row contains: 7676 XXX XXX (Import), 23XXXXXXX, USD 599.50 (599.50), 10 MAY 2024 (07 MAY 2024), and Payable offline. At the bottom of the page, there is a feedback section titled 'Please, help us improve' with a question 'How would you rate your experience?\*' and five smiley face icons. A 'Submit' button is located below the icons.

- **Note:** If you are the consignee of the shipment, please click on “I’m a customer”.

- **Note:** If you are the Broker or Clearance, please click on “I’m an agent”. And you can login your own account on MAERSK.com to take the local charge invoice of your consignee.

**Step 3:** Then, type in your shipment number and click Enter. After that the search result will be shown.



MAERSK

The screenshot shows the Maersk MyFinance dashboard. At the top, there is a navigation bar with the Maersk logo, the text 'MAERSK', and several menu items: 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. On the right side of the navigation bar, there are options for 'EN', a search icon, a user profile icon, and a hamburger menu icon. Below the navigation bar, the main content area is titled 'MyFinance' and includes 'Your Company Name' and 'Export All Open invoices'. There are radio buttons for 'I'm a customer' (selected) and 'I'm an agent'. A search bar contains the text '23XXXXXXX' and a placeholder 'ice, Payment receipt no. or Dispute ID'. Below the search bar, there are tabs for 'Dashboard' (highlighted), 'Open (6)', 'Overdue', 'Paid', 'Disputed', 'Credits & Refunds', and 'E-statement'. The main content area displays a welcome message 'Welcome back, Your Company Name'. There are two main sections: 'Outstanding invoices' and 'Ageing overview'. The 'Outstanding invoices' section shows a list of invoices with columns for 'Overdue invoices', 'Due today', 'Due this week', and 'Due this month', each with a 'View' button. The 'Ageing overview' section shows a bar chart with the y-axis labeled 'USD' and the x-axis labeled 'Days overdue'. The chart has a legend with 'Invoices are overdue' (red), 'Credits' (black), and 'Not due' (blue). The chart shows a single blue bar for the '<0' category, reaching approximately 3.3K on the y-axis. There are also small red bars for the '0-7' and '8-30' categories. A note below the chart says '\* Mouse over column for more details'.

- **Dashboard:** The all overview of the invoices under your company.



# MAERSK

**MAERSK** Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

## MyFinance

Your Company Name  
**Export Selected Open invoice(s)** 5

I'm a customer  I'm an agent

B/L no. Search by B/L no.

Dashboard **Open (6)** Overdue Paid Disputed Credits & Refunds E-statement

### Open invoices

Invoice no. ↓	BL no. ↑	Open Invoice amount ↑	Due Invoice date ↓	Status
<input checked="" type="checkbox"/> 7676 037 881 Import	2386 033 91	<b>USD 55.00</b> 55.00	09 MAY 2024 08 MAY 2024	Payable offline
<input checked="" type="checkbox"/> 7676 037 676 Import	2388 624 83	<b>USD 478.50</b> 478.50	10 MAY 2024 07 MAY 2024	Payable offline
<input checked="" type="checkbox"/> 7676 037 549 Import	2785 821 74	<b>USD 599.50</b> 599.50	10 MAY 2024 07 MAY 2024	Payable offline
<input type="checkbox"/> 7676 036 483 Export	2388 817 30	<b>USD 726.00</b> 726.00	05 MAY 2024 05 MAY 2024	Payable offline Overdue

3 Invoice selected Total: USD 1,133.00


4 5 6

**\*\* Open:** The list of the invoices that have not yet paid

**Step 4:** Next, after you found the invoice that you want to take, then click “Check ✓” in front the invoice number

**Step 5:** You may click on the Export Selected Open Invoices for the report Excel attachment.

**Step 6:** You may click on the download Icon for the PDF attachment.

 => Share the invoice to others

 => Dispute the invoice

 => Download the invoice



MAERSK

The screenshot displays the Maersk MyFinance web application. The top navigation bar includes the Maersk logo, the text 'MAERSK', and menu items: 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. On the right side of the navigation bar, there are options for 'EN', a search icon, a user profile icon, and a hamburger menu icon. A left-hand sidebar contains a list of navigation options: 'Hub dashboard', 'Export overview', 'Import overview', 'Tasks', 'MyCustoms', 'MyFinance' (which is highlighted), 'Allocations', 'Captain Peter™', and 'Support'. The main content area is titled 'MyFinance' and includes a sub-header 'Your Company Name' with a link to 'Export All Open invoices'. Below this, there are radio buttons for 'I'm a customer' (selected) and 'I'm an agent'. A search bar contains the text '23XXXXXXX' and a placeholder 'ice, Payment receipt no. or Dispute ID'. A horizontal menu below the search bar has tabs for 'Dashboard', 'Open', 'Overdue (1)', 'Paid', 'Disputed', 'Credits & Refunds', and 'E-statement'. The 'Overdue (1)' tab is selected and highlighted with a blue box. The main section is titled 'Overdue invoices' and features a 'Filter' button. Below the title is a table with the following data:

<input type="checkbox"/>	Invoice no. ↓	BL no. ↑	Open   Invoice amount ↓↑	Due   Invoice date ↓↑	Status
<input type="checkbox"/>	7676 XXX XXX Export	23XXXXXXX	USD 33.00 33.00	08 JUL 2024 08 JUL 2024	Payable offline Overdue

- **Overdue:** The list of the invoices over the pay day.



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Invoice no. ↓	BL no. ↓↑	Open I Invoice amount ↓↑	Due I Invoice date ↓↑	Status
<input type="checkbox"/> 7676 XXX XXX Import	23XXXXXXX	USD 55.00 55.00	09 MAY 2024 08 MAY 2024	Payable offline
<input type="checkbox"/> 7676 XXX XXX Import	23XXXXXXX	USD 478.50 478.50	10 MAY 2024 07 MAY 2024	Payable offline
<input type="checkbox"/> 7676 XXX XXX Import	23XXXXXXX	USD 599.50 599.50	10 MAY 2024 07 MAY 2024	Payable offline
<input type="checkbox"/> 7676 XXX XXX Export	23XXXXXXX	USD 726.00 726.00	05 MAY 2024 05 MAY 2024	Payable offline Overdue
<input type="checkbox"/> 7676 XXX XXX	23XXXXXXX	USD 20.00 20.00	04 MAY 2024 04 MAY 2024	Payable offline Overdue
<input type="checkbox"/> 7676 XXX XXX	23XXXXXXX	USD 140.00 140.00	26 APR 2024 26 APR 2024	Payable offline Overdue

- **Paid:** The list of the invoices that have paid





# MAERSK



MAERSK

Prices

Book ▾

Tracking

Schedules

Supply chain

Manage ▾

EN ▾



Hub dashboard

Export overview

Import overview

Tasks

MyCustoms

**MyFinance**

Allocations

Captain Peter™

Support

## MyFinance

Your Company Name

Export All Open invoices

I'm a customer  I'm an agent

Search options ▾

Search by B/L, Invoice, Payment receipt no. or Dispute ID

Dashboard

Open

Overdue

Paid

**Disputed (97)**

Credits & Refunds

E-statement

### Disputed invoices

Filter

<input type="checkbox"/>	Case id ↓	Invoice no. ↑	BL no. ↑	Disputed   Invoice amount ↑	Due   Invoice date ↑	Status
<input type="checkbox"/>	2193 3096 Missing Information 10 JUL 2024	<input type="text"/> EXPORT	<input type="text"/>	<b>USD 100.00</b> 100.00	31 JUL 2024 01 JUL 2024	New
<input type="checkbox"/>	2193 0771 Missing Information 09 JUL 2024	<input type="text"/> EXPORT	<input type="text"/>	<b>USD 1,200.00</b> 1,508.00	25 JUN 2024 26 MAY 2024	New
<input type="checkbox"/>	2188 3084 Incorrect Rates 26 JUN 2024	7676 049236 EXPORT	<input type="text"/>	<b>USD 20.00</b> 20.00	26 JUL 2024 26 JUN 2024	Accepted
<input type="checkbox"/>	2188 2965 Missing Information 26 JUN 2024	<input type="text"/> EXPORT	<input type="text"/>	<b>USD 174.00</b> 191.40	14 JUL 2024 14 JUN 2024	Rejected
<input type="checkbox"/>	2188 2955 Missing Information 26 JUN 2024	<input type="text"/> EXPORT	<input type="text"/>	<b>USD 172.86</b> 190.18	14 JUL 2024 14 JUN 2024	Rejected

- **Disputed:** The list of the invoices that have been raising for a dispute. You can view the status in here





MAERSK

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- **Credits & Refund:** The list of the invoices that have been generated as credit or a refund into your company account.



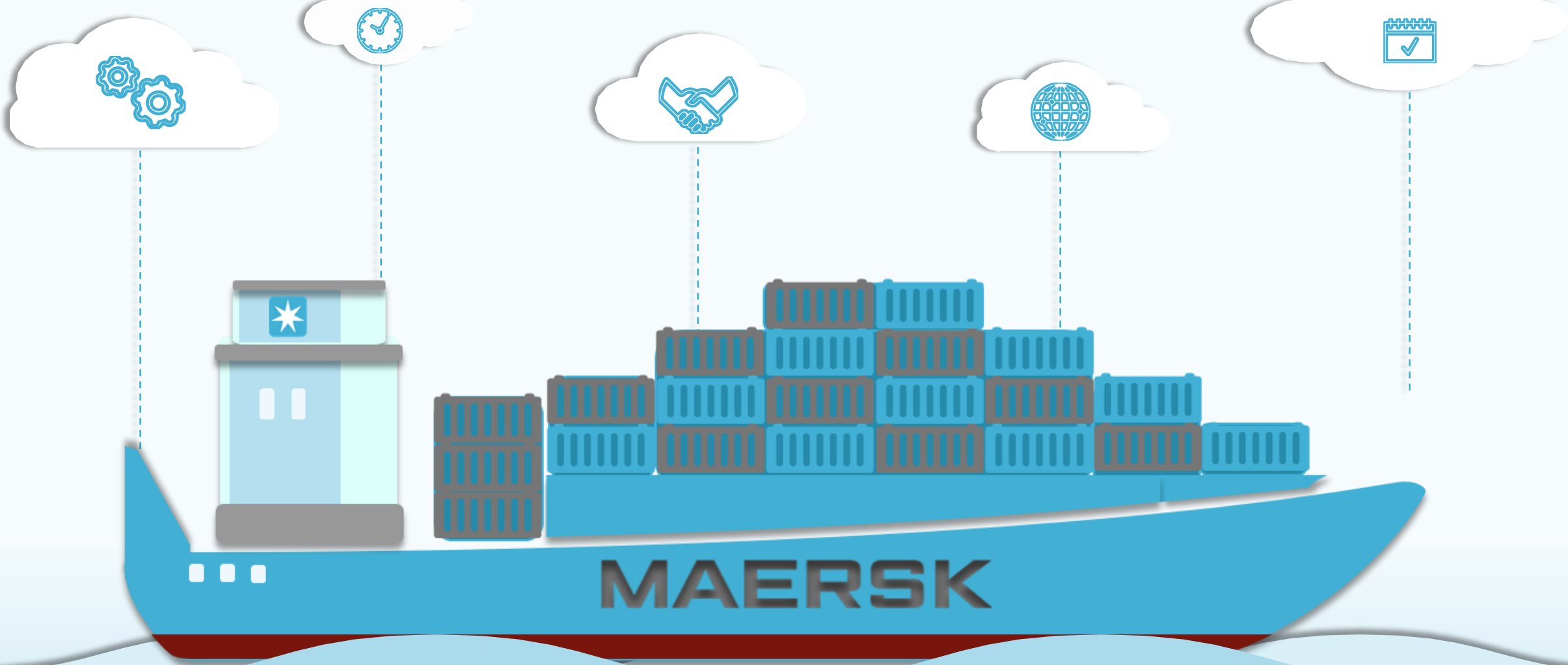
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Currency ↑	Credit	Open	Balance
USD	USD 0.00	USD 3,344.00	<b>USD 3,344.00</b>

A 'Show details' button is located below the table.

- **E-Statement:** is the account statement that calculating the total credit or open invoices with MAERSK



# MAERSK CAMBODIA