

2023年11月吉日

お客様各位

マースク AS
財務部

MyFinance – Paid to Release (振込明細オンライン送付方式)ご利用方法について

拝啓 貴社益々ご清祥のこととお喜び申し上げます。
平素は格別のご高配を賜り、厚く御礼申し上げます。

弊社では、お客様の業務効率化・スピーディな処理を目指して、従来のメールでの振込明細の送付方法から、弊社ウェブサイト MyMaersk の中にある MyFinance の Paid to Release(オンラインによる振込明細送付)機能に移行しております。

本件に関し ご不明な点等につきましては、マースク AS 財務会計部 中国・成都財務会計 サービスセンター (Eメール JP.Payment.Ocean@maersk.com) までご連絡ください。

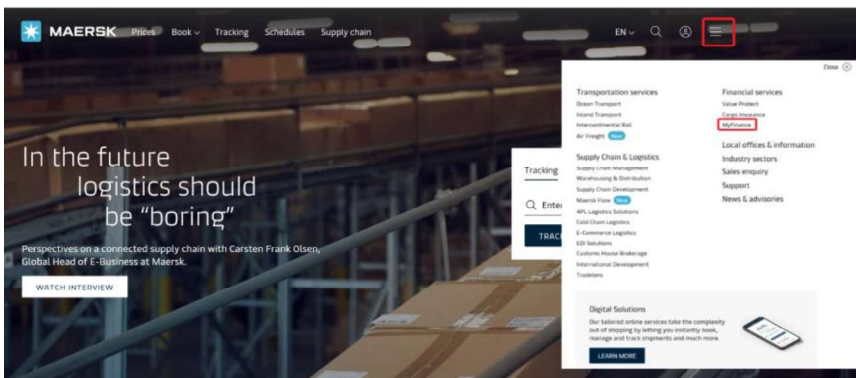
敬具

記

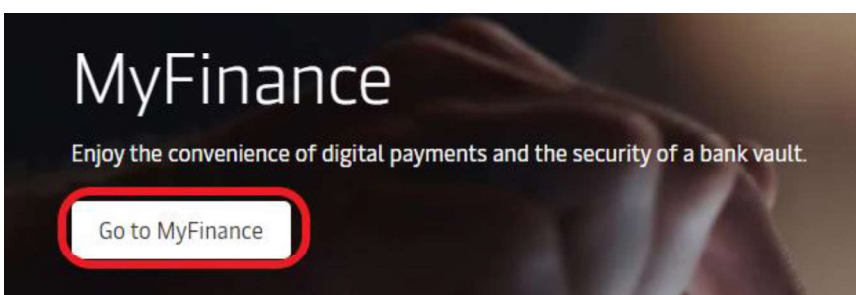
Paid to Release(PTR)ご利用方法

Step 1. maersk.com → 右上の三本線☰のメニューより MyFinance をクリック → LOGIN ボタンをクリック。

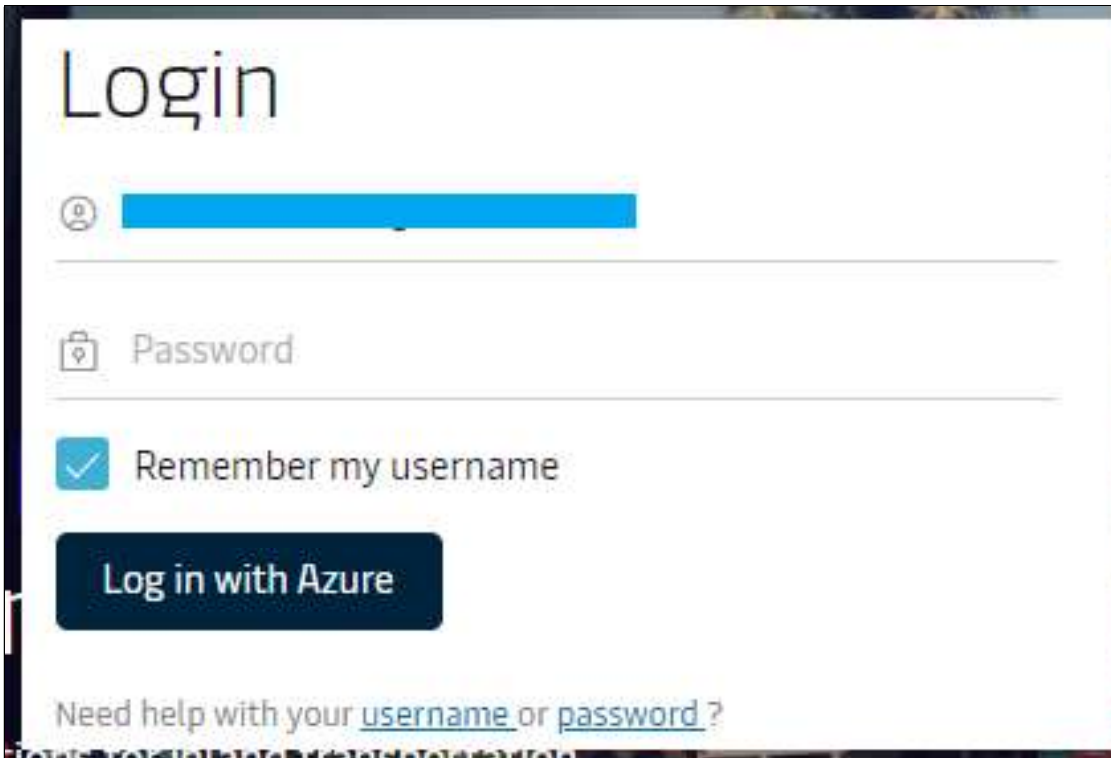
Maersk.com を初めてご利用の方はユーザー登録をお願いいたします。



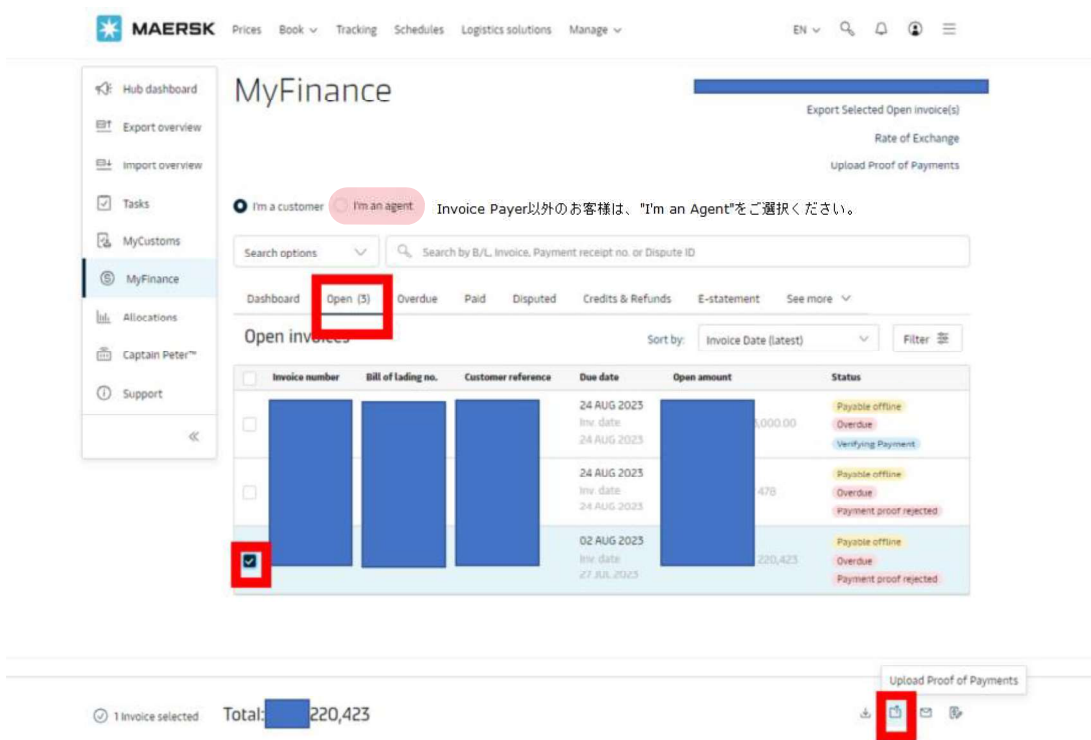
Go to MyFinance をクリック



初めて、MyMaersk をお使いになる場合は、Login ID と Password を入力ください。



Step 2. 'OPEN' タブから該当の請求書を選択し、upload proof of payment をクリック



MAERSK Prices Book Tracking Schedules Logistics solutions Manage

EN

MyFinance

Export Selected Open invoice(s)
Rate of Exchange
Upload Proof of Payments

I'm a customer I'm an agent Invoice Payer以外のお客様は、「I'm an Agent」をご選択ください。

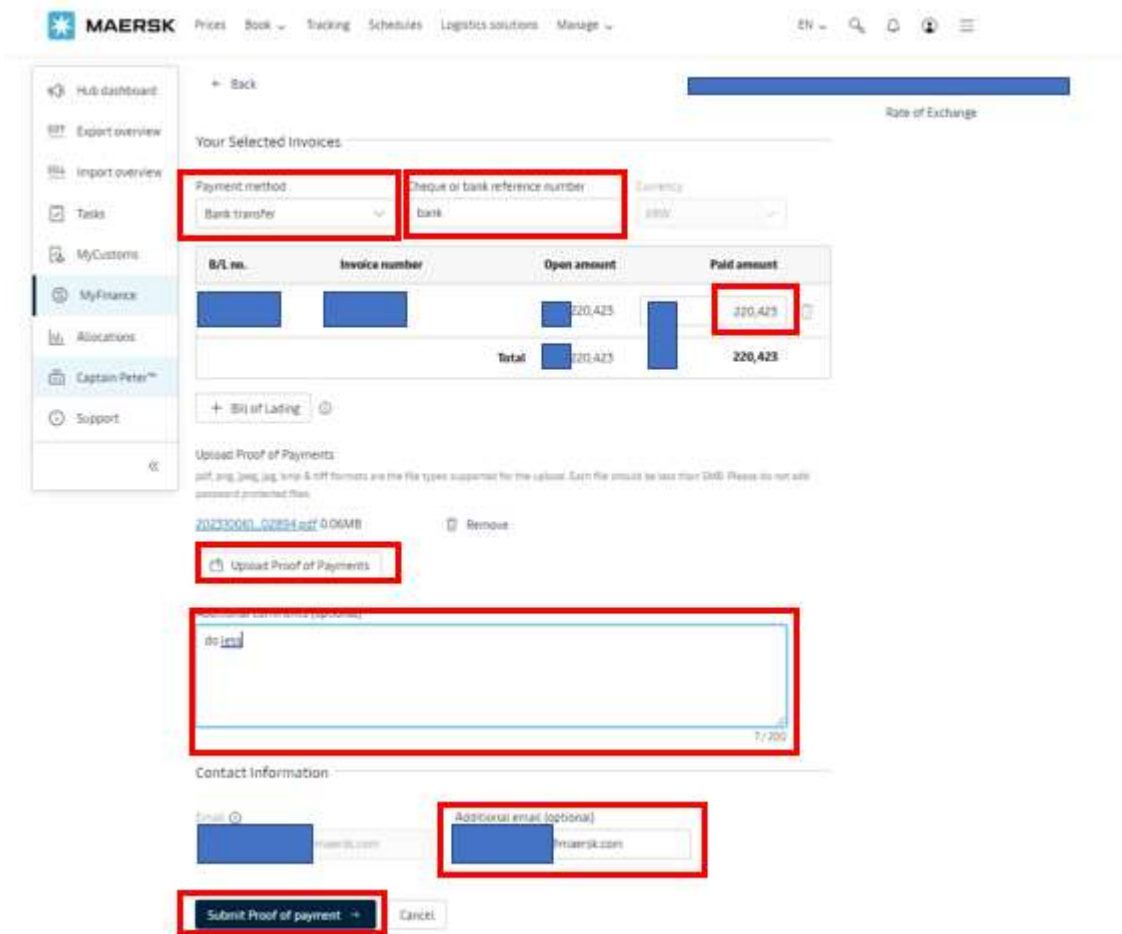
Search options Search by B/L, Invoice, Payment receipt no. or Dispute ID

Dashboard **Open (5)** Overdue Paid Disputed Credits & Refunds E-statement See more

Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>			24 AUG 2025 Inv. date: 24 AUG 2023	1,000.00	Payable offline Overdue Verifying Payment
<input type="checkbox"/>			24 AUG 2025 Inv. date: 24 AUG 2023	478	Payable offline Overdue Payment proof rejected
<input checked="" type="checkbox"/>			02 AUG 2025 Inv. date: 27 JUL 2023	220,423	Payable offline Overdue Payment proof rejected

1 Invoice selected Total: 220,423

Upload Proof of Payments

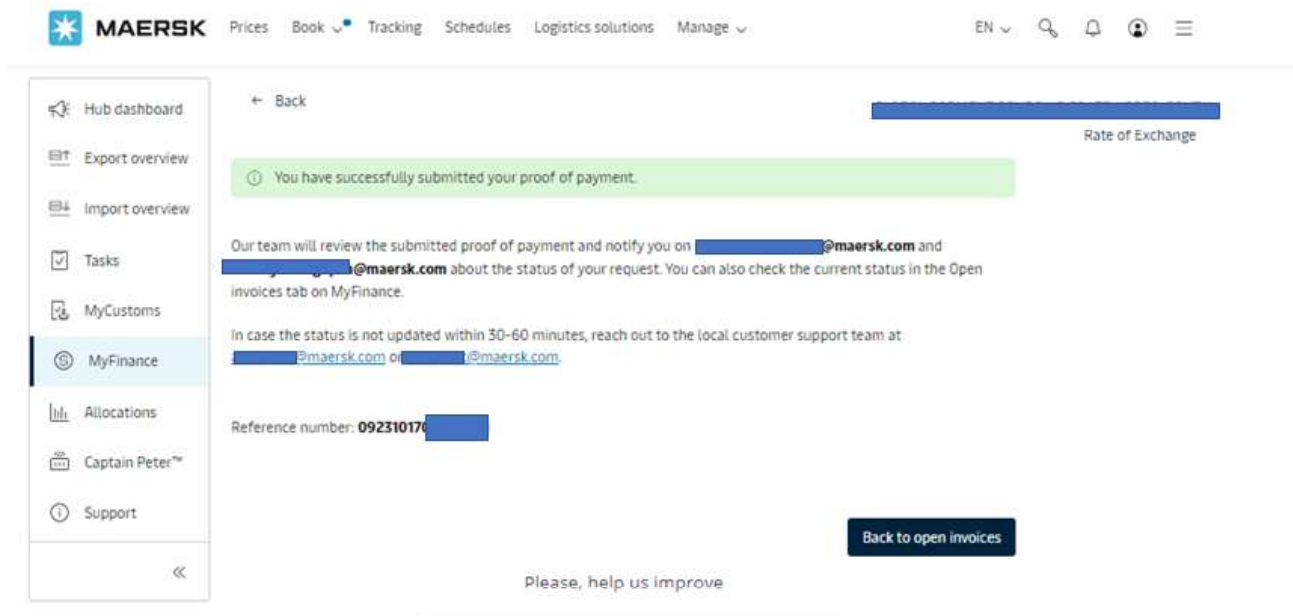
Step 3. 必須項目*を入力し、明細を添付して'Submit'をクリック。


The screenshot shows the MAERSK web portal interface for submitting a proof of payment. The page title is "Your Selected Invoices". Below this, there are several input fields: "Payment method" (set to "Bank transfer"), "Cheque or bank reference number" (set to "bank"), and "Currency" (set to "USD"). A table displays invoice details with columns for "B/L no.", "Invoice number", "Open amount", and "Paid amount". The "Paid amount" for the selected invoice is 220,423. Below the table, there is a section for "Upload Proof of Payments" with a file upload button and a text area for "Additional comments" containing "do less". At the bottom, there is a "Contact Information" section with an "Additional email (optional)" field and a "Submit Proof of payment" button.

【入力項目】

- Total Payment Amount: 振込明細と合致しているかご確認ください。
 - Currency: 通貨を選択してください。(複数の通貨がある場合には、通貨毎に)
 - * Payment Method: Bank transfer を選択してください。
 - * Chq of bank reference number.: bank と入力ください
 - * upload bank proof of payment : upload bank proof of payment をクリックし、添付する明細を選択後、OPEN をクリックしてください。
 - * additional email: お客様の E メールアドレス をご入力ください。
- Additional comments: Hold/Doless ご希望の場合には、“Hold/Doless”を入力ください
SubmitProof of payment をクリックしてください。

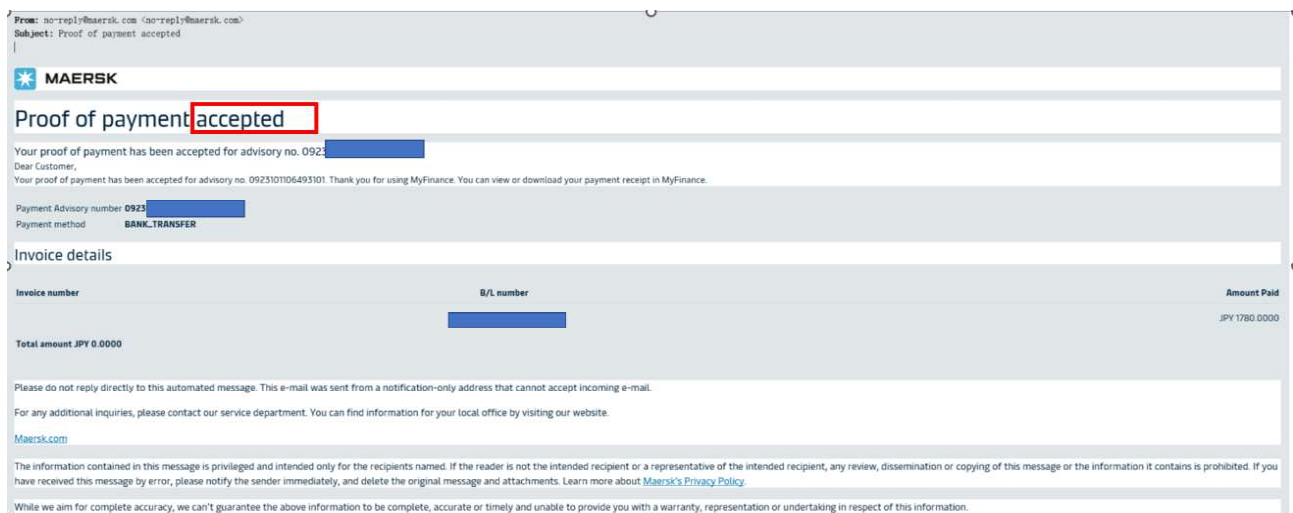
Step 4 SubmitProof of payment ボタンをクリックし、アップロードが完了すると、以下のメッセージと受付番号が表示されます。お急ぎの場合は、Advice Number (092 から始まる 15 桁の数字)をお控えください。



The screenshot shows the Maersk MyFinance interface. A green notification bar at the top states: "You have successfully submitted your proof of payment." Below this, a message reads: "Our team will review the submitted proof of payment and notify you on [redacted]@maersk.com and [redacted]@maersk.com about the status of your request. You can also check the current status in the Open invoices tab on MyFinance. In case the status is not updated within 30-60 minutes, reach out to the local customer support team at [redacted]@maersk.com or [redacted]@maersk.com." A reference number "092310170" is displayed. A "Back to open invoices" button is visible at the bottom right. The left sidebar contains navigation options like Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance (highlighted), Allocations, Captain Peter™, and Support.


Step 5. 追って、ご登録いただいたメールアドレスに、Workflow System より自動配信されます。弊社での手続きが完了致しましたら、Step 3.で入力いただいた E メールアドレスに E メールをお送り致します。'approved'とある場合は手続きは完了です。'rejected'とある場合、手続きは完了しておりません。英文にて理由を明記しておりますが、ご不明な点がございましたら、お手数ですが財務会計部までご連絡をお願いいたします。

財務会計部 中国・成都財務会計 サービス センター (E メール JP.Payment.Ocean@maersk.com)



The screenshot shows an email from no-reply@maersk.com with the subject "Proof of payment accepted". The main heading is "Proof of payment accepted" (with "accepted" highlighted in a red box). The body text states: "Your proof of payment has been accepted for advisory no. 092310106493101. Thank you for using MyFinance. You can view or download your payment receipt in MyFinance." It also lists the "Payment Advisory number 092310106493101" and "Payment method BANK_TRANSFER". An "Invoice details" section follows, showing a table with columns for Invoice number, B/L number, and Amount Paid. The total amount is listed as "Total amount JPY 0.0000" and "Amount Paid JPY 1780.0000". The email concludes with a disclaimer: "Please do not reply directly to this automated message. This e-mail was sent from a notification-only address that cannot accept incoming e-mail. For any additional inquiries, please contact our service department. You can find information for your local office by visiting our website. Maersk.com. The information contained in this message is privileged and intended only for the recipients named. If the reader is not the intended recipient or a representative of the intended recipient, any review, dissemination or copying of this message or the information it contains is prohibited. If you have received this message by error, please notify the sender immediately, and delete the original message and attachments. Learn more about Maersk's Privacy Policy. While we aim for complete accuracy, we can't guarantee the above information to be complete, accurate or timely and unable to provide you with a warranty, representation or undertaking in respect of this information."

From: no-reply@maersk.com <no-reply@maersk.com>
Subject: Proof of payment rejected

 MAERSK

Proof of payment **rejected**

Your proof of payment has been rejected for advisory no. 0923 [REDACTED]
Dear Customer,
Your proof of payment has been rejected for advisory no. 0923100609164601.

Rejection remarks:
Reject. プラウザ Issue: カンマとドリオドが誤り間違っているようです。

Payment Advisory number 0923 [REDACTED]
Payment method BANK TRANSFER

Invoice details

Invoice number	B/L number	Amount Paid
7 [REDACTED]	UA [REDACTED]	JPY 200,0000
Total amount JPY 200,0000		

Please do not reply directly to this automated message. This e-mail was sent from a notification-only address that cannot accept incoming e-mail.
For any additional inquiries, please contact our service department. You can find information for your local office by visiting our website.
Maersk.com

輸入の明細をお送りくださったお客様へのご案内

'approved'メールを受信されて1時間以上経過してもNACCSの荷渡可能表示欄にて'Y'が確認できない場合は、お手数ですが弊社カスタマーサービス(電話: 050-4560-2762 / E-メール JP.IMPORT@maersk.com)までご連絡をお願い申し上げます。

輸出書類に関するお問い合わせやご指示は JP.EXPORT@maersk.comまでご連絡をお願い申し上げます。

以上