

# How to Select the Correct Payer in MyFinance

The correct Payer for BL 237453213 is **42800013772** MAERSK LOGISTICS & SERVICES PHILIPPINES INC.

But if you search this BL 237453213 in another Payer, like in **42848704481**, MAERSK LOGISTICS **AND** SERVICES PHILIPPINES INC, there is no result found.

The image shows a two-step process for selecting the correct payer in MyFinance. The first screenshot shows the MyFinance dashboard with a search for BL 237453213. The search results show "No result be found" and a message: "There are no invoices found for BL no 237453213". A blue box highlights the account icon in the top right corner, with a blue arrow pointing to the second screenshot. The second screenshot shows the user profile page with the following information:

- Name: Lilibeth Braza Ortiz
- Company: MAERSK LOGISTICS AND SERVICES PHILIPPINES INC. (MLSPI).
- Customer ID: 42848704481
- Username: lab046

Below the profile information, there are several options: "Manage subscriptions", "Settings", and "Manage permissions" (with a "New" badge). A blue box highlights the "Change customer code" option, with a red checkmark next to it. A blue arrow points from this box to the text "choose 'Change customer code'".

Select the correct Payer for BL 237453213, which is **42800013772** MAERSK LOGISTICS & SERVICES PHILIPPINES INC.

# Customers

Please select the customer you want to work on

Name	Address
MAERSK LOGISTICS AND SERVICES PHILIPPINES INC. (MLSPI). 42848704481	MOA COMPLEX, 9/F ONE E-COM CENTER, HARBOR DRIVE, MANILA, PHILIPPINES, 1300
<b>MAERSK LOGISTICS &amp; SERVICES PHILIPPINES INC.</b> <b>42800013772</b>	9/F ONE, AVENUE MALL OF ASIA COMPLEX, E-COM CTR HARBOR DRIVE COR SUNSET, BARANGAY 76, NCR, FOURTH DISTRICT, PASAY, PHILIPPINES, 1300
MAERSK LOGISTICS & SERVICES SINGAPORE PTE. LTD. 43248703555	1, 13-01, PAYA LEBAR QUARTER, PAYA LEBAR LINK, SINGAPORE, SINGAPORE, 408533
MAERSK LOGISTICS & SERVICES PHILIPPINES INC - VAS PASAY CITY	MOA COMPLEX, 9/F ONE E-COM CENTER,

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Select the correct Payer

Search the BL 237453213, then here's the result:

Tasks  
 MyCustoms  
 MyFinance  
 Allocations  
 Captain Peter™  
 Support

I'm a customer  I'm an agent

Search options

## Search results for 'B/L number'

Open (1)

### Open invoices

Invoice no.	BL no.	Open   Invoice amount	Due   Invoice date	Status
<input type="checkbox"/> 5986 930 129 International IMPORT	2374 532 13	PHP 60,418.95 60,418.95	30 APR 2024 27 MAR 2024	Payable offline Overdue

If you are an **agent**, please follow the same steps to **change the customer code**

MAERSK Prices Book

Hub dashboard  
Export overview  
Import overview  
Tasks  
MyCustoms  
MyFinance  
Allocations  
Captain Peter™

Close

Name  
Lilibeth Braza Ortiz

Company  
MAERSK LOGISTICS AND SERVICES PHILIPPINES INC. (MLSPI).

Customer ID  
42848704481

Username  
lab046

Manage subscriptions  
Settings  
Manage permissions **New**  
**Change customer code**

Select the correct invoice party of that shipment or BLs

# Customers

Please select the customer you want to work on

Name	Address
<b>MAERSK LOGISTICS AND SERVICES PHILIPPINES INC. (MLSPI).</b> 42848704481	MOA COMPLEX, 9/F ONE E-COM CENTER, HARBOR DRIVE, MANILA, PHILIPPINES, 1300
<b>MAERSK LOGISTICS &amp; SERVICES PHILIPPINES INC.</b> 42800013772	9/F ONE, AVENUE MALL OF ASIA COMPLEX, E-COM CTR HARBOR DRIVE COR SUNSET, BARANGAY 76, NCR, FOURTH DISTRICT, PASAY, PHILIPPINES, 1300
<b>MAERSK LOGISTICS &amp; SERVICES SINGAPORE PTE. LTD.</b> 43248703555	1, 13-01, PAYA LEBAR QUARTER, PAYA LEBAR LINK, SINGAPORE, SINGAPORE, 408533
<b>MAERSK LOGISTICS &amp; SERVICES PHILIPPINES INC - VAS PASAY CITY</b> 42800288034	MOA COMPLEX, 9/F ONE E-COM CENTER, HARBOR DRIVE, PASAY, PHILIPPINES, 1300

## Search the BL

Hub dashboard  
Export overview  
Import overview  
Tasks  
MyCustoms  
**MyFinance**  
Allocations  
Captain Peter™  
Support

← Go back

**MAERSK LOGISTICS & SERVICES PHILIPPINES INC. PHILIPPINES**

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

I'm a customer  I'm an agent

B/L no.

### Search results for 'B/L number'

Open (1) Request access (2)

#### Open invoices

Invoice no. ↓	BL no. ↓↑	Open   Invoice amount ↓↑	Due   Invoice date ↓↑	Status
<input type="checkbox"/> 5986 930 129 International LOCAL	<input type="checkbox"/> 2374 532 13 237453213	PHP 60,418.95 60,418.95	30 APR 2024 27 MAR 2024	Payable offline

MAERSK LOGISTICS & SERVICES PHILIPPINES INC. PHILIPPINES

Export Selected Open invoice(s)

Rate of Exchange

Upload Proof of Payment(s)

I'm a customer  I'm an agent

B/L no.

### Search results for 'B/L number'

Open (1) Request access (2)

#### Open invoices

Invoice no. ↓	BL no. ↓↑	Open   Invoice amount ↓↑	Due   Invoice date ↓↑	Status
<input type="checkbox"/> 5986 930 129 International LOCAL	<input type="checkbox"/> 2374 532 13 237453213	PHP 60,418.95 60,418.95	30 APR 2024 27 MAR 2024	Payable offline

# How to Change the Amount in MyFinance

**Please be advised that one PTR request with one payment proof only**

- **Overpayment** – If the paid amount is more than open invoice amount
  - You need to change the amount in **"Paid Amount"** field as per payment proof (The amount should be the same as the one on the payment proof)

MAERSK Prices Book Tracking Schedules Logistics solutions Manage EN

Hub dashboard Export overview Import overview Tasks MyCustoms MyFinance Allocations Captain Peter™ Support

← Back ABC Pvt. Ltd. United Arab Emirates Rate of Exchange

Your Selected Invoices

Payment method: Bank transfer Cheque or bank reference number: TEST12345678900 Currency: AED

B/L no.	Invoice number	Open amount	Paid amount
987	065	AED 266.00	AED 1,000.00
Total		AED 266.00	AED 1,000.00

+ Bill of Lading

Upload Proof of Payments  
pdf, png, jpeg, jpg, bmp & tiff formats are the file types supported for the upload. Each file should be less than 5MB. Please do not add password protected files.

Upload Proof of Payments

- **Short Payment** – If the paid amount is lower than open invoice amount
  - You need to change the amount in **"Paid Amount"** field as per payment proof (The amount should be the same as the one on the payment proof)

MAERSK Prices Book Tracking Schedules Logistics solutions Manage EN

Hub dashboard Export overview Import overview Tasks MyCustoms MyFinance Allocations Captain Peter™ Support

← Back ABC Pvt. Ltd. United Arab Emirates Rate of Exchange

Your Selected Invoices

Payment method: Bank transfer Cheque or bank reference number: TEST12345678900 Currency: AED

B/L no.	Invoice number	Open amount	Paid amount
987	065	AED 266.00	AED 150.00
Total		AED 266.00	AED 150.00

Partial payment of invoices results in non release of B/L. Please make a full payment or [raise a dispute](#).

+ Bill of Lading

Upload Proof of Payments  
pdf, png, jpeg, jpg, bmp & tiff formats are the file types supported for the upload. Each file should be less than 5MB. Please do not add password protected files.

Upload Proof of Payments

# How to Download the OR in MyFinance

Log in MyFinance, select the correct payer, input the invoice, then search

Hub dashboard  
Export overview  
Import overview  
Tasks  
MyCustoms  
**MyFinance**  
Allocations  
Captain Peter™  
Support

← Go back SOUTHBASE TRADING PHILIPPINES  
Rate of Exchange  
Upload Proof of Payment(s)

I'm a customer  I'm an agent

Search options

Search results for 'Invoice number'

Paid (1)

**Paid invoices**

<input type="checkbox"/>	Invoice no. ↑↓	BL no. ↑↓	Paid   Invoice amount ↑↓	Paid   Invoice date ↓	Receipt no.	Status
<input type="checkbox"/>	5986 951 433 Import	2391 564 47	PHP 112,078.00 112,078.35	05 JUN 2024 31 MAY 2024	3401 004 251	other payments / settlements

Find the Receipt no. then download OR

Hub dashboard  
Export overview  
Import overview  
Tasks  
MyCustoms  
**MyFinance**  
Allocations  
Captain Peter™  
Support

← Go back SOUTHBASE TRADING PHILIPPINES  
Rate of Exchange  
Upload Proof of Payment(s)

I'm a customer  I'm an agent

Search options

Search results for 'Invoice number'

Paid (1)

**Paid invoices**

<input type="checkbox"/>	Invoice no. ↑↓	BL no. ↑↓	Paid   Invoice amount ↑↓	Paid   Invoice date ↓	Receipt no.	Status
<input type="checkbox"/>	5986 951 433 Import	2391 564 47	PHP 112,078.00 112,078.35	05 JUN 2024 31 MAY 2024		

Download payment receipt 3401004251