

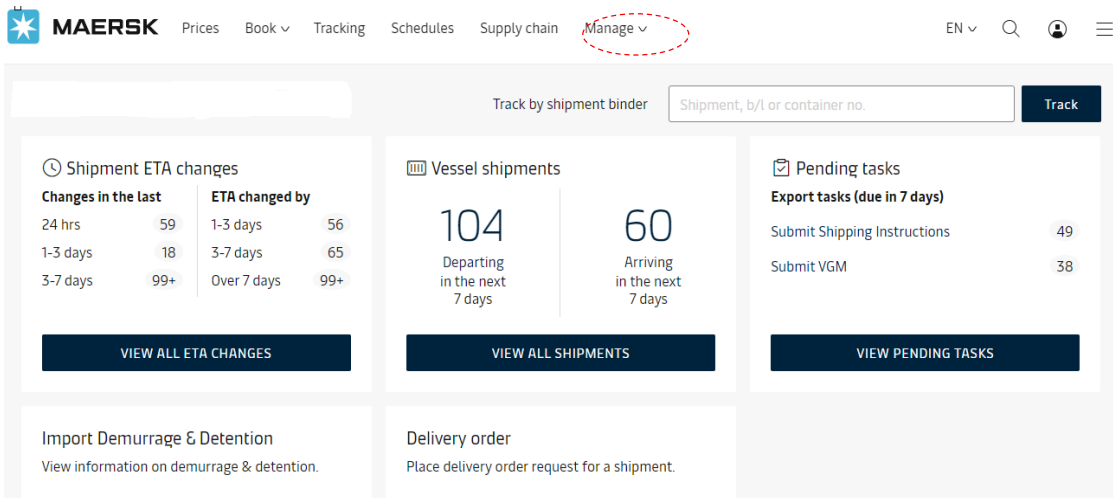


# How to submit online Payment Remittance

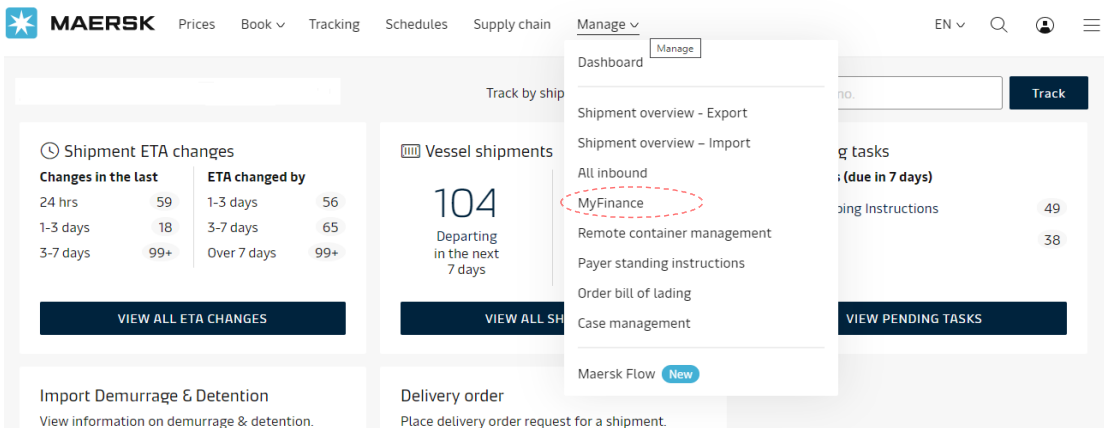
1. Register/Login to Maersk.com
2. Generate MyFinance ID
3. Click on "Create Payment Remittance"
4. Provide mandatory details and payment proof
5. Submit and Done

# How to create a Payment Remittance

Step 1. Go to [www.maersk.com](http://www.maersk.com), Log In and click on **Manage**

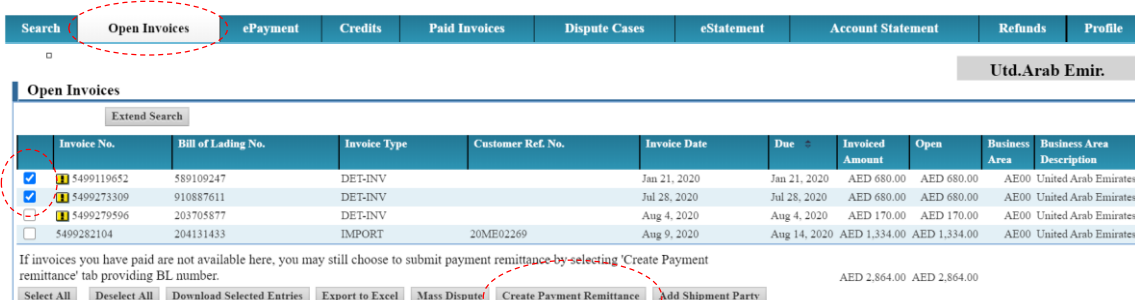


Step 2. Click on **MyFinance** button



Step 3. Option 1. If you are a **cargo owner/customer** then under **Open Invoices**, select the Invoice & click **Create Payment Remittance**

- a) You can select multiple invoices in one go for one deposit receipt.
- b) Multiple payment mode receipt is not acceptable (cash & Cheque together)
- c) For credit note adjustments with your payable invoice kindly write to [ae.import@maersk.com](mailto:ae.import@maersk.com) for imports or [ae.export@maersk.com](mailto:ae.export@maersk.com) for exports.



Step 3. Option 2. If you are an **agent**, under Search tab, select I'm an agent and insert BL number & click **Search**.

- a) You can select multiple invoices in one go for one deposit receipt.
- b) Multiple payment mode receipt is not acceptable (cash & Cheque together)
- c) For credit adjustments with your payable invoice kindly write to [ae.import@maersk.com](mailto:ae.import@maersk.com) for imports or [ae.export@maersk.com](mailto:ae.export@maersk.com) for exports.

Step 4. Update the payment details, upload the deposit copy and click **Submit**

Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due Date	Original Invoice Amount	Open Amount	Payment Amount
5499119652	589109247	DET-INV		Jan 21, 2020	Jan 21, 2020	AED 680.00	AED 680.00	700.00
5499273309	910887611	DET-INV		Jul 28, 2020	Jul 28, 2020	AED 680.00	AED 680.00	680.00
5499279596	203705877	DET-INV		Aug 4, 2020	Aug 4, 2020	AED 170.00	AED 170.00	170.00
<b>Total Amount</b>							AED 1,530.00	AED 1,550.00

# How to create a Payment Remittance for Demurrage or Invoice not available

## Step 1. Under **Open Invoices**, click **Create Payment Remittance**

Search **Open Invoices** ePayment Credits Paid Invoices Dispute Cases eStatement Account Statement Refunds Profile

Utd.Arab Emir.

**Open Invoices**

Extend Search

Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due	Invoiced Amount	Open	Business Area	Business Area Description
<input type="checkbox"/> 5499119652	589109247	DET-INV		Jan 21, 2020	Jan 21, 2020	AED 680.00	AED 680.00	AE00	United Arab Emirates
<input type="checkbox"/> 5499273309	910887611	DET-INV		Jul 28, 2020	Jul 28, 2020	AED 680.00	AED 680.00	AE00	United Arab Emirates
<input type="checkbox"/> 5499279596	203705877	DET-INV		Aug 4, 2020	Aug 4, 2020	AED 170.00	AED 170.00	AE00	United Arab Emirates
<input type="checkbox"/> 5499282104	204131433	IMPORT	20ME02269	Aug 9, 2020	Aug 14, 2020	AED 1,334.00	AED 1,334.00	AE00	United Arab Emirates

If invoices you have paid are not available here, you may still choose to submit payment remittance by selecting 'Create Payment remittance' tab providing BL number.

Select All Deselect All Download Selected Entries Export to Excel Mass Dispute **Create Payment Remittance** Add Shipment Party

New Customer Search

AED 2,864.00 AED 2,864.00

## Step 2. Under **Open Invoices**, click **Create payment remittance** & then on **This is a deposit/advance**

Search **Open Invoices** ePayment Credits Paid Invoices Dispute Cases eStatement Account Statement Refunds Profile

Utd.Arab Emir.

**Open Invoices**

Extend Search

Selection of invoices will enable us accelerated cargo BL release

Correct Invoice not available  **This is a deposit/advance**  Container Deposit

Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due	Invoiced Amount	Open	Business Area	Business Area Description
<input type="checkbox"/> 5499119652	589109247	DET-INV		Jan 21, 2020	Jan 21, 2020	AED 680.00	AED 680.00	AE00	United Arab Emirates
<input type="checkbox"/> 5499273309	910887611	DET-INV		Jul 28, 2020	Jul 28, 2020	AED 680.00	AED 680.00	AE00	United Arab Emirates
<input type="checkbox"/> 5499279596	203705877	DET-INV		Aug 4, 2020	Aug 4, 2020	AED 170.00	AED 170.00	AE00	United Arab Emirates
<input type="checkbox"/> 5499282104	204131433	IMPORT	20ME02269	Aug 9, 2020	Aug 14, 2020	AED 1,334.00	AED 1,334.00	AE00	United Arab Emirates

If invoices you have paid are not available here, you may still choose to submit payment remittance by selecting 'Create Payment remittance' tab providing BL number.

Select All Deselect All Download Selected Entries Export to Excel Mass Dispute **Create Payment Remittance** Add Shipment Party

New Customer Search

AED 2,864.00 AED 2,864.00

## Step 3. Update the payment details, upload the deposit copy and click **Submit**

Search Open Invoices ePayment Credits Paid Invoices Dispute Cases eStatement Account Statement Refunds Profile

Utd.Arab Emir.

**Enter Payment Remittance Details**

To Upload Payment Remittance enter the required data.

To send Payment Remittance, click on **Submit**.

To return to overview, choose **Back**.

Bill of Lading No.  **Mention the BL number**

Payment Amount  **Exact ATM/Bank deposit amount**

Currency  **Select AED/USD**

Comments  **Mention if any comments**

Agent Name

Email ID

Payment Method  **If Bank/cash deposit TSEQ 4 digit no., if cheque cheque no. and if EFT then EFT reference no.**

Chq No/Bank Ref.

Append Files ( Permitted Total Size: 4 MB)

Payment Proof to process payment  No file chosen  **Enter your email ID**

**For Bank/ATM upload the Bank/ATM deposit slip, For EFT upload the transaction receipt and for Cheque upload cheque copy and deposit slip**

# How to create a Payment Remittance for an available invoice(s) along with an invoice that's not available

Step 1. Under **Open Invoices**, select the available invoice and click on create payment remittance.

Step 2. Update the payment details:

a) Under add BL mention the BL number for which invoice is not available and update the payment details.