

MyFinance for Agents



STEP #1

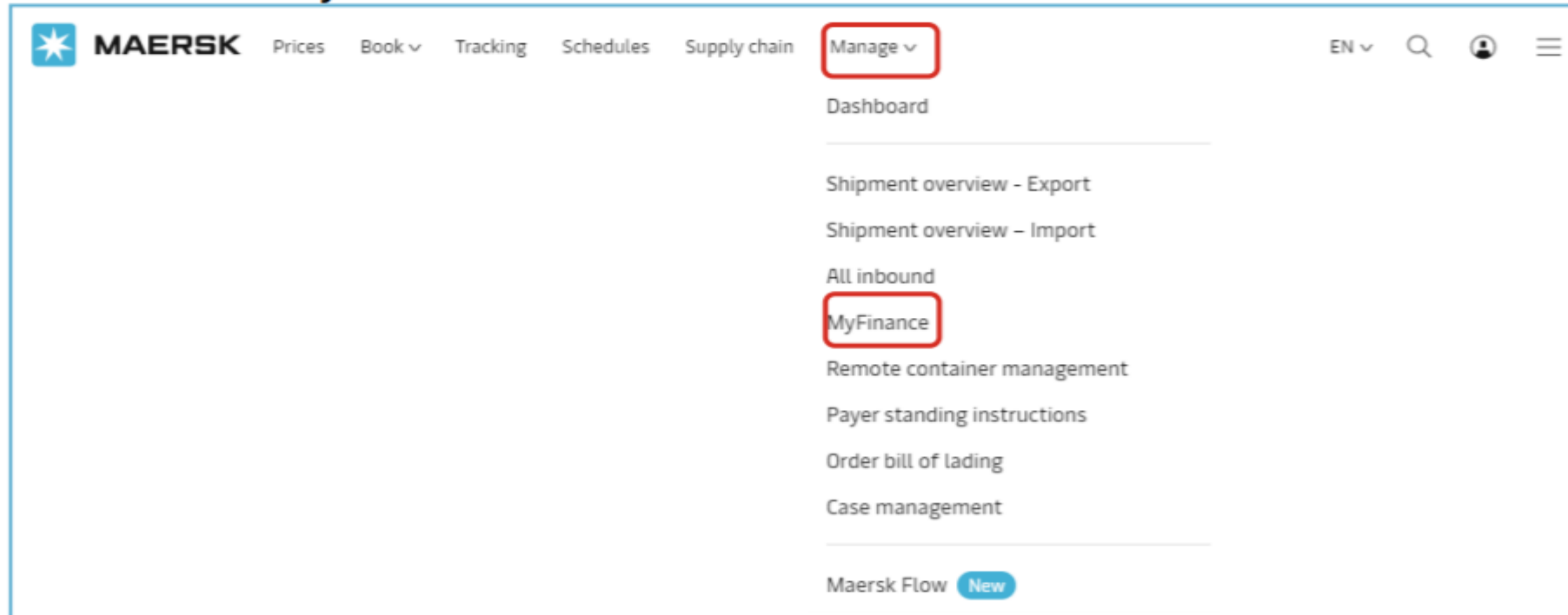
LOG IN to www.Maersk.com.

-- If you are failed to log in, CHAT technical support [here](#).



STEP #2

After login, click **"MANAGE"** then **"MyFinance"**

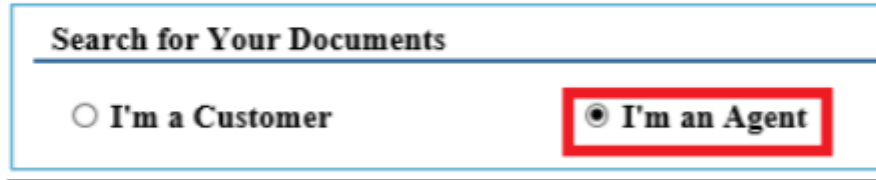


STEP #3

Click **Search** Tab and select **"I'm an Agent"**

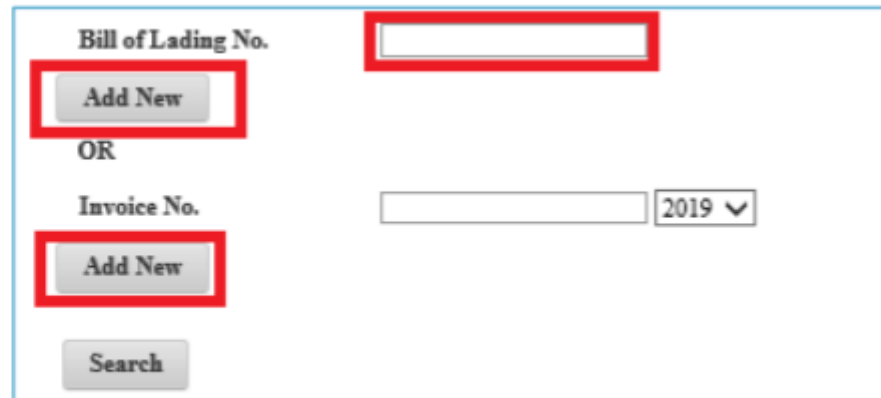


A horizontal navigation menu with ten tabs: Search, Open Invoices, ePayment, Credits, Paid Invoices, Dispute Cases, eStatement, Account Statement, Refunds, and Profile. The 'Search' tab is highlighted with a red border.



A form titled "Search for Your Documents" containing two radio button options: "I'm a Customer" and "I'm an Agent". The "I'm an Agent" option is selected and highlighted with a red border.

Type **BL NUMBER** or **INVOICE NUMBER**, (click ADD NEW to search for more than 1 BL or invoice)




A search form with two input sections. The first section is for "Bill of Lading No." with an empty text input field and an "Add New" button highlighted with a red border. Below this is the text "OR". The second section is for "Invoice No." with an empty text input field, a year dropdown menu set to "2019", and an "Add New" button highlighted with a red border. At the bottom of the form is a "Search" button.


STEP #4

Click "Search"

"Approved Invoices" - You can download and share all invoices in this table via email.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Account Statement	Refunds	Profile		
India											
Approved Invoice											
Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Amount	Open Amount	Invoice Type	Invoice Status	Business Area	Business Area Description	Action
<input type="checkbox"/>	5431862526	585356681	LAXMI INTERNATIONAL	Sep 25, 2019	3,540.00 INR	3,540.00 INR	LOCAL	Open	IN00	India	
Select Displayed Items	Deselect Selected Items	Download Selected Entries	Email								


- To download invoices → Check ✓ Select invoices, click the PDF logo in the right corner.
 - To share invoices via email → Check ✓ Selected invoices, click "Email", enter email or click "ADD NEW" to send more than 1 email.
- An email will be sent to your email ID with a PDF invoice attached.
An email prompt will appear successfully


 Email has been sent successfully

Approval Required - All invoices in this table require approval from the consignee so you can view or download the invoice.

Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Type	Invoice Status	Business Area	Business Area Description	Status
<input checked="" type="checkbox"/>	5111489589	964916612	TIMESCAN LOGISTICS PVT LTD	May 26, 2018	FREIGHT	Paid	IN00	India	APPROVAL REQUIRED

The Invoice which you are trying to request includes Freight charges and requires Customer's approval. Please request for the Customer's consent view or extract the invoice copy.

Enter Your Email Id:* Add New 

Enter Customer Email Id:TIMESCAN LOGISTICS PVT LTD Add New 

- Check ✓ Selected invoice
- Enter your email & Consignee email (click "ADD NEW" to send to more than 1 email) to request approval.
- An email prompt will appear successfully

 Email has been sent successfully

- Once the Consignee approves / rejects your request, you will receive an email notification to the email ID entered.
- Check the table "Open Invoices Requesting approval", the status changes to "Pending Approval".
- If "Rejected", the status will change to "Request Denied",
- If "Approved" then the invoice will be moved to the "Approved Invoices" table and ready for download.

Select	Invoice No.	Bill of Lading No.	Customer Name	Due	Invoice Type	Status
<input type="checkbox"/>	54 9	98. 7	ARIDIM SARL	Dec 19, 2017	FREIGHT	APPROVAL REQUIRED

The Invoice which you are trying to request includes Freight charges and requires Customer's approval. Please request for the Customer's consent view or extract the invoice copy.

Enter Your Email Id:-