



MYFINANCE - MANUAL

Version: 06 / 2016



MyFinance:

Account management made easy

At Maersk Line, we are dedicated to providing you with intelligent transportation solutions that propel your ambitions each and every day. We want to be your carrier of choice by offering a host of solutions that simplifies your shipping experience. One such tool that we offer is MyFinance.

MyFinance is our free web-based ecommerce tool that makes it easier for you to manage your Maersk Line account online. MyFinance eliminates manual processes that are usually required when viewing invoices, checking the account balance or raising a dispute. MyFinance provides real time information, hence everything you need to manage your account is available online and accessible around the clock.

WHAT ARE THE FUNCTIONALITIES AND BENEFITS OF MYFINANCE?

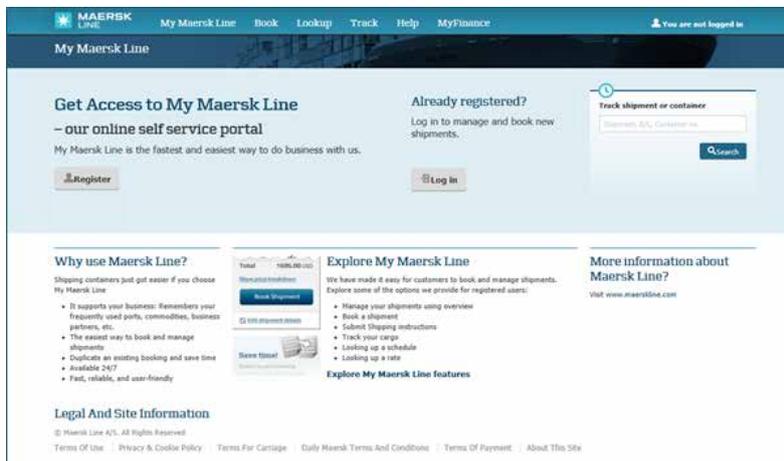
- **View your invoice**
View all your invoices with a few clicks, eliminating the need to manually request for an invoice.
- **Raise your dispute**
By raising your disputes in the MyFinance platform, your dispute will be logged in our system immediately.
- **Check your balance**
MyFinance eliminates confusion about account balance by providing more visibility to your statements, which improves accounting processes and cash management.

MyFinance is available 24/7 and offers easy management of financial transactions, saving you time and costs. To see how simple it is to manage your Maersk Line account, register on www.my.maerskline.com today!

It's easy to register

To access MyFinance, users need to register on my.maerskline.com

Step 1: From the homepage of my.maerskline.com, click 



Step 2: Fill in your details in the form provided, accept the terms and click 

Step 3: You will now receive an email confirming your registration.

registration@maersk.com
to me

Dear Cornelia Pereira

Your registration request has been forwarded to the administrator for approval

You will be informed by email when your request has been approved.

If you have general questions about Maersk Line, please go to <http://www.maerskline.com> or contact your local office.

Office name : Maersk Line Agency
Office city : Aarhus
Phone : 45-89348000
Email : pia.aggerholm@maersk.com

Thank you for using Maersk Line online services.

Yours sincerely,
Maersk Line

Please do not reply to this email, as we are unable to respond from this email address.

Search documents

With your MyFinance account, you can search for one or multiple documents.

Simply provide **one** of the following: Invoice No., Bill of Lading No., or Customer Ref. No. Then check the tick box of the document you are searching for.

In the example below, the user provided the Invoice No.

Across the Invoice No. field, click **Add New**

Copy or paste your Invoice No. Click **OK**

After clicking on **Search** a list of documents relevant to your search parameters will appear.

Invoice No.	Bill of Lading No.	Customer Ref. No.	Due	Invoiced Amount	Open	Action
5246283221	585145799	5246283221	26/11/2012	USD 25.00	USD 25.00	[Icons]
5247486225	560787238	40-30-017991	17/10/2013	USD 50.00	USD 50.00	[Icons]
5247522892	5288P2844	5247522892	28/10/2013	USD 312.00	USD 312.00	[Icons]

Paid Invoices

With your MyFinance account, you can view paid invoices. You can select and download invoices, export the list of invoices to Microsoft Excel and create a dispute case.

Search	Open Invoices	ePayments	Paid Invoices	Dispute Cases	eStatements	Switch Account	Log Off				
List of Invoices Paid or Payment Arranged											
To display paid invoices, select the appropriate search criteria											
Status	Period	Extend Search									
Processed	Last 30 Days	Find									
Invoice No.	Bill of Lading No.	Invoice Type	Clearing Document	Invoice Date	Due	Invoice Amount	Paid Date	Paid Amount	Status	Payment Method	Actions
<input type="checkbox"/> 1900274526	860109621	EXPORT	3400116775	Mon Mar 15 2010	15-Mar-2010	USD 436.62	07-Apr-2010	USD 436.62	Processed	Other Payments/Settlements	
<input type="checkbox"/> 1900275718	860007997	EXPORT	3400116775	Mon Mar 15 2010	15-Mar-2010	USD 1,983.10	07-Apr-2010	USD 1,983.10	Processed	Other Payments/Settlements	
<input type="checkbox"/> 1900277707	860093872	EXPORT	3400116775	Mon Mar 15 2010	15-Mar-2010	USD 436.62	07-Apr-2010	USD 436.62	Processed	Other Payments/Settlements	
<input type="checkbox"/> 5644721562	860220654	EXPORT	3400476198	Tue May 04 2010	04-May-2010	USD 436.62	23-Jul-2010	USD 436.62	Processed	Other Payments/Settlements	
<input type="checkbox"/> 5644732683	860586913	EXPORT	3400447368	Sat Jun 19 2010	19-Jun-2010	USD 1,783.10	20-Jul-2010	USD 1,783.10	Processed	Other Payments/Settlements	
<input type="checkbox"/> 5644732684	551559234	EXPORT	3501093680	Sat Jun 19 2010	19-Jun-2010	USD 240.86	07-Sep-2010	USD 240.86	Processed	Other Payments/Settlements	
<input type="checkbox"/> 5644732685	551559216	EXPORT	3501093680	Sat Jun 19 2010	19-Jun-2010	USD 205.76	19-Dec-2011	USD 502.30	Processed	Other Payments/Settlements	

By clicking on **Extend Search** you can perform an advanced search of paid invoices according to your required criteria. You can further narrow your search by providing specific information such as the Bill of Lading No., Invoice Amount or Paid Amount.

List of Invoices Paid or Payment Arranged

To display paid invoices, select the appropriate search criteria

Status

Processed ▼

Period

Last 5 Years ▼

Search for Invoices

Hide Search

Display All Invoices

Bill of Lading No.

Invoice Amount **To**

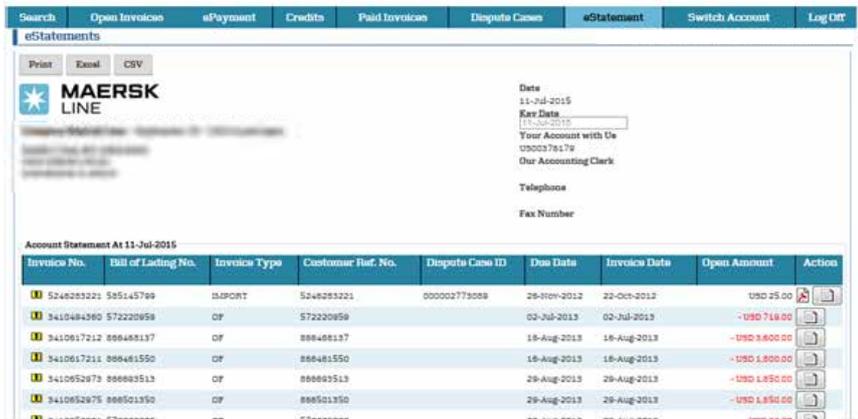
Paid Amount **To**

Text in Payment Method

Find

eStatements

With your MyFinance account, You can view or download your statement of account.

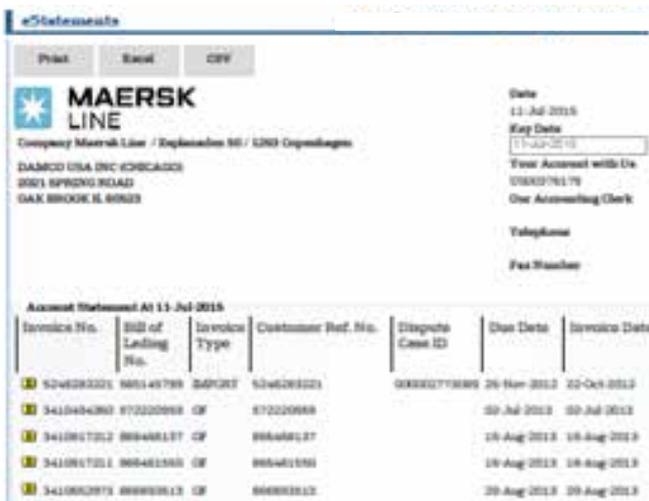


You can print your statements in PDF or export to Microsoft Excel by clicking

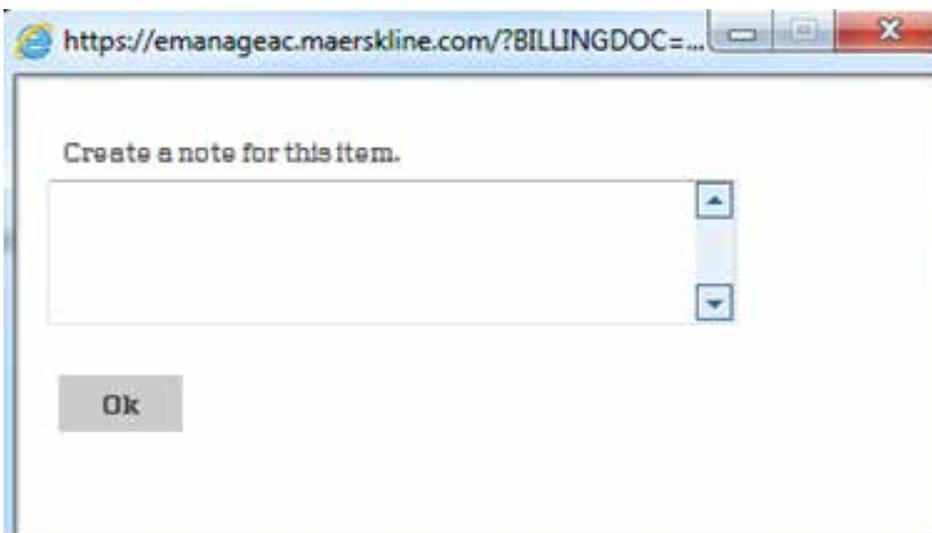
Print

or

Excel



You can add notes for your future reference.



Dispute Cases

By raising your disputes in the MyFinance platform, you can rest assured that you will get your dispute logged on immediately.

List of Dispute Cases

To display dispute cases, select the appropriate search criteria:

Status: Period:

Case ID	Invoice No.	Bill of Lading No.	Invoice Date	Invoice Type	Amount Disputed	Reason	Status	Created On
000003656648	5644733584	551559234	19-Jun-2010	EXPORT	USD 0.00	Incorrect Rates	New	09 July 2015 13:47:33
000003656655	5644917502	859959268	06-Jun-2012	EXPORT	USD 0.00	Incorrect Payer	New	09 July 2015 11:28:22
000003656654	5644986572	865163851	07-Apr-2013	EXPORT	USD 0.00	Incorrect Rates	New	09 July 2015 11:27:40
000003656653	5645048628	867482440	20-Mar-2014	EXPORT	USD 0.00	Already Paid	New	09 July 2015 11:26:12
000003656652	5645048628	562881470	20-Mar-2014	EXPORT	USD 0.00	Incorrect Payer	New	09 July 2015 11:25:20
000003656647	5644762048	859667932	10-Oct-2010	IMPORT	USD 0.00	Already Paid	New	09 July 2015 11:21:07
000003656646	5644735968	551559234	30-Jun-2010	EXPORT	USD 0.00	Missing Information	New	09 July 2015 10:56:04
000003656645	5644987051	865628423	09-Apr-2013	EXPORT	USD 0.00	Missing Information	New	09 July 2015 10:55:29

You can view your dispute cases by selecting the status and period of the dispute.

Status: Period:

- New
- In Process
- Redisputed
- Accepted and Closed
- Rejected and Closed
- All

List of Dispute Cases

To display dispute cases, select the appropriate search criteria:

Status: Period:

Period dropdown options: Last 30 Days, Last 12 Months, Last 5 Years

Case ID	Invoice No.	Bill of Lading No.	Invoice Date
000003656655	5644917502	859959268	06-Jun-
000003656654	5644986572	865163851	07-Apr-
000003656653	5645048628	867482440	20-Mar-
000003656652	5645048628	562881470	20-Mar-

By clicking on you can perform an advanced search of dispute cases according to your required criteria. You can also search for a dispute case by providing the Case ID, Invoice No., or Bill of Lading No.

List of Dispute Cases

To display dispute cases, select the appropriate search criteria:

Status: Period:

Search for Disputes:

Case ID:

Invoice No.:

Bill of Lading No.:



Your Promise. Delivered.