

Export On – Boarding Kit (Ocean)



ALL THE WAY

Customer Contact Directory:

- Export CS - ph.export@maersk.com

Collectors:

ph.collection@maersk.com (Credit)

Sea.cash.collections@maersk.com (Cash)

-statement of account and hold order query)

Contact Number:

Trunk Line: (02) 2823 13126

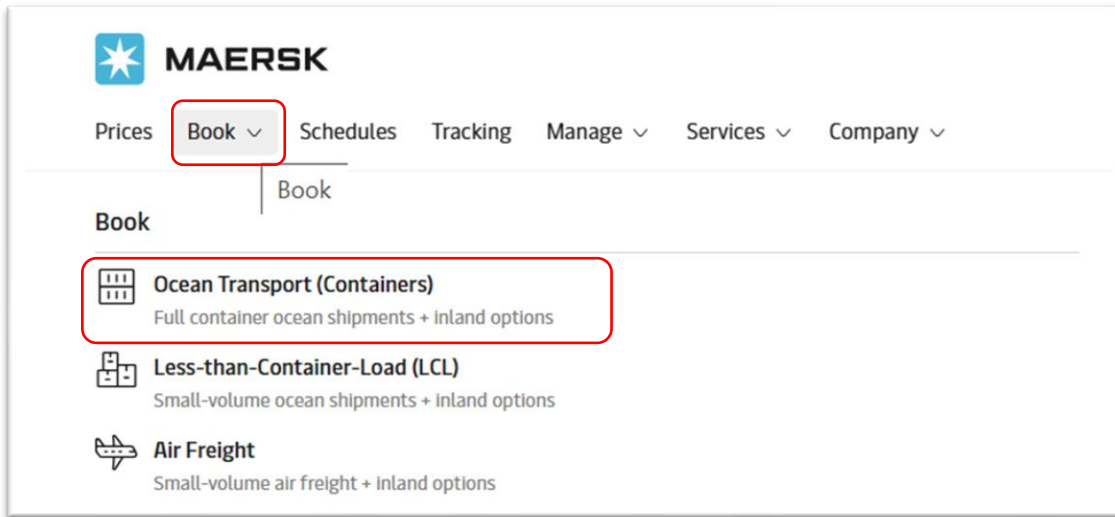
Free: 180011102911



Export Process

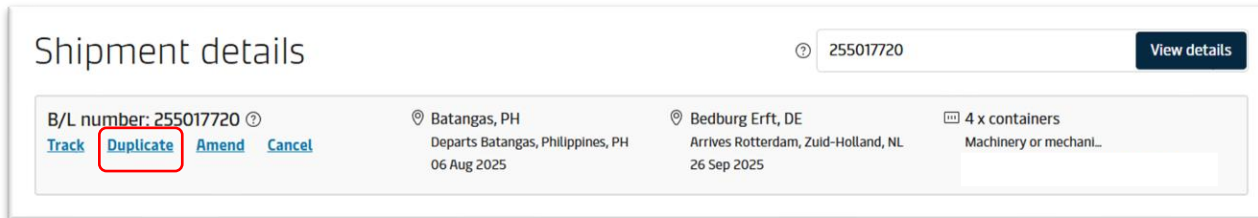
Shipping has never been this easy

- Login with your Maersk account
- Click on Book and then Ocean Transport (Containers).



The screenshot shows the Maersk website's navigation menu. The 'Book' dropdown menu is open, and the 'Ocean Transport (Containers)' option is highlighted with a red box. Below the 'Book' dropdown, the 'Ocean Transport (Containers)' option is also highlighted with a red box. The other options in the 'Book' menu are 'Less-than-Container-Load (LCL)' and 'Air Freight'.

- You can also duplicate a booking, by searching the old booking number then select Duplicate.



The screenshot shows the 'Shipment details' page for a booking with B/L number 255017720. The 'Duplicate' button is highlighted with a red box. The page displays the following information:

| Origin | Destination | Containers |
|--|--|---|
| Batangas, PH Departs Batangas, Philippines, PH 06 Aug 2025 | Bedburg Erft, DE Arrives Rotterdam, Zuid-Holland, NL 26 Sep 2025 | 4 x containers Machinery or mechanl... |

- Fill in all mandatory fields.
Click **continue** when done

A. Enter Origin and Destination

How will your cargo be transported?

Containers Boxes & Pallets ^{NEW}

Booking Information Select sailing Recommended services Additional details Review booking

Your booking details

Location details ⓘ

From (City, Country/Region)

To (City, Country/Region)

Inland transportation ⓘ

CY I will arrange to deliver the container to the port/inland location

SD I want Maersk to pick up the container at my facility

I want to pick-up the empty container(s) in another city (charges may apply) ⓘ

CY I will arrange for pick up of the container from the port/inland location

SD I want Maersk to deliver the container at my facility

Speed up your booking process by reusing details from a previous booking

[Show previous bookings](#)

ⓘ If you are a contract customer, you will also be able to view contracted rates, when you continue to book on the next page.

Check Maersk offers for your next vessel

Please enter your location and the container details

What do you want to ship?

Commodity

This cargo requires temperature control

This cargo is considered dangerous

- B. Commodity:** choose a commodity category on the drop-down

How will your cargo be shipped?

Container type and size Number of containers Cargo weight per container

 kg

[Advanced options](#)

C. Container Type – Choose from a) Regular Size, b) Reefer, c) Odd Size or d) Shipper's Own

D. Weight – indicate close to actual commodity weight (container tare weight should not be included)

E. Enter Price Owner and Booked by party

Who is the Price Owner? ⓘ

I am the price owner

Select a price owner

If you are not the Price Owner

- tick the option labeled **'Select a Price Owner'**

A Search Prompt Appears

- **Find the Price Owner**
 - 🔍 By Company Name
 - 🔍 By Customer Code

Price owner ⓘ

You can search for a party by their customer code OR their trading name and address.

Customer code

Or

Trading name Country

+ Additional address details

➤ Enter **Booked by Party**

Booked by contact

| | |
|---|---------------------|
| Booked by contact | Add |
| The contact associated with the customer requesting the booking | |

When is your cargo ready to ship?

Please select your earliest departure date, and click continue to book

When is your cargo ready to ship?

 × 📅

[Select tomorrow](#)

Clicking the button takes you to the next step to select your desired sailing and continue with your booking

[Continue to book](#)

Select your earliest departure date, and click **'Continue to book'**

- Select the preferred sailing date.

Booking Information
Select sailing
Recommended services
Additional details
Review booking

Select sailing

Batangas, Philippines → Sydney (New South Wales), Australia

30 Jul 2025

| | | | | | |
|---------------------------------|-------------------------------|--|----------------------------------|-------------------------------------|---|
| Departure 30 Jul 2025, 23:00 | Arrival 23 Aug 2025, 14:00 | Gate-in deadline 30 Jul 2025, 15:00 | Transit time 23 days 13 hours | Vessel/voyage HAPPY LUCKY / 531N | Route & other details |
|---------------------------------|-------------------------------|--|----------------------------------|-------------------------------------|---|

Contract
[Price breakdown & details](#)
Price Restricted
Vessel sold out

Maersk Spot
[Price breakdown & details](#)
Not available

- You may click “search more sailing options” if you wish to see long term sailing dates.

27 Aug 2025

| | | | | | |
|---------------------------------|-------------------------------|--|----------------------------------|-------------------------------------|---|
| Departure 27 Aug 2025, 17:00 | Arrival 20 Sep 2025, 14:00 | Gate-in deadline 27 Aug 2025, 06:00 | Transit time 23 days 19 hours | Vessel/voyage HAPPY LUCKY / 535N | Route & other details |
|---------------------------------|-------------------------------|--|----------------------------------|-------------------------------------|---|

Contract
[Price breakdown & details](#)
Price Restricted
Book

3 Sep 2025

| | | | | | |
|--------------------------------|-------------------------------|---------------------------------------|----------------------------------|---------------------------------------|---|
| Departure 3 Sep 2025, 17:00 | Arrival 27 Sep 2025, 14:00 | Gate-in deadline 3 Sep 2025, 06:00 | Transit time 23 days 19 hours | Vessel/voyage MAERSK XIAMEN / 536N | Route & other details |
|--------------------------------|-------------------------------|---------------------------------------|----------------------------------|---------------------------------------|---|

Contract (792268154)
[Price breakdown & details](#)
Price Restricted
Book

[Search more sailing options](#)

➤ **Optional** – Enhance Your Shipment with our Value Added Services

You can elevate your logistics experience by adding premium services tailored to your needs:

Recommended services

Maersk ECO Delivery New!

By selecting ECO Delivery, you will receive a proportional discount on the Emission Surcharge (ESS) which will be reflected on the final invoice.

Reduce your supply chain's greenhouse gas emissions with our innovative ocean shipping options, powered by alternative fuels.

Supports your decarbonisation Cost effective Shipment level

[Read more about ECO Delivery](#)

Choose alternative fuel amount: **Add**

| | | | |
|--|---|---|---|
| <input checked="" type="radio"/> 100% Alternative Fuel Reduce up to 84% of your emissions USD 725.00 <small>Most Popular</small> | <input type="radio"/> 50% Alternative Fuel Reduce up to 42% of your emissions USD 376.00 | <input type="radio"/> 25% Alternative Fuel Reduce up to 21% of your emissions USD 193.00 | <input type="radio"/> 10% Alternative Fuel Reduce up to 8% of your emissions USD 81.00 |
|--|---|---|---|

Detention Freetime Extension

Purchase additional freetime for Detention or combined Demurrage & Detention at your destination, helping you save time and avoid potential costs compared to standard detention charges. This service is non-refundable and subject to local country regulations for freetime and terminal storage fees.

[Read more](#)

Buy additional freetime at Sydney, Australia. Import Detention starts at discharge.

+4 days USD 200 **+8 days** USD 400 **+14 days** USD 700

Add

Garments on Hangers Service

The service of providing and/or installing hanger beams inside a container to enable garments to be hung. This ensures ease of transport of the apparel. This service is applicable based upon the customer's request for transportation of apparel with the need for hanger beams.

No of containers: Qty per container: Price: **1 × USD 1,400.00** **Add**

Standard Export Clearance

Maersk will apply to the authorities on your behalf, a standard export clearance based on the information from your transport booking, together with your commercial documents. Bookings may not exceed 3 HS codes per shipment. Exceptions apply and will be clarified during your first booking and are subject to our terms and conditions including those set out in the Maersk "Letter of Representation". [show more](#)

Price: **PHP 8,900.00** **Add**

Standard Import Clearance

Maersk will apply to the authorities on your behalf, a standard import clearance based on the information from your transport booking, together with your commercial documents. First 3 HS codes included, thereafter every additional 3 lines at 2.50 AUD per line. Exceptions apply and will be clarified during your first booking and are subject to our terms and conditions including those set out in the [show more](#)

Price: **AUD 120.00** **Add**

Value Protect

Value Protect protects your cargo against damage caused by incidents such as delays, fire or perils of the sea. It can be used in addition to your standard insurance or as stand-alone protection, providing many benefits. It can be applied to all containerised shipments and commodities.

[Value Protect Terms and Conditions](#)

Choose a level of coverage: **Add**

| | | | |
|---|--|---|--|
| <input type="radio"/> Dry Starter Compensation up to USD 16,000.00 per container USD 29.00 | <input type="radio"/> Dry Base Compensation up to USD 30,000.00 per container USD 39.00 | <input type="radio"/> Dry Plus Compensation up to USD 60,000.00 per container USD 118.00 | <input type="radio"/> Dry Extended Compensation up to USD 120,000.00 per container USD 235.00 |
|---|--|---|--|

Please note that any additional services selected is not confirmed instantly. Acceptance of such request is subject to availability and confirmation of the additional services will be provided separately. If requesting PQC (Premium Quality Container), your selected depot may change.

Continue

A. Indicate the preferred depot to withdraw container and scheduled date

*** container availability depends on our container audit, which is being done every day, you may check our "depot update" in our website.

Depot Update Link : <https://www.maersk.com/local-information/asia-pacific/philippines/local-solutions/inland-services>

➤ You will immediately receive the booking number of your shipment.

Booking confirmed

Booking number: 257541052

Thank you, for booking with us, your booking has been confirmed. A copy of the booking confirmation will be emailed to you.

Once it has been processed, you will be able to view or amend your booking in the [shipment overview](#)

Batangas, Philippines → Sydney (New South Wales), Australia

(Without Batteries) Electronics, electronic appliances, audio, video equipment, telecommunication equipment, new 1 x 40 Dry High

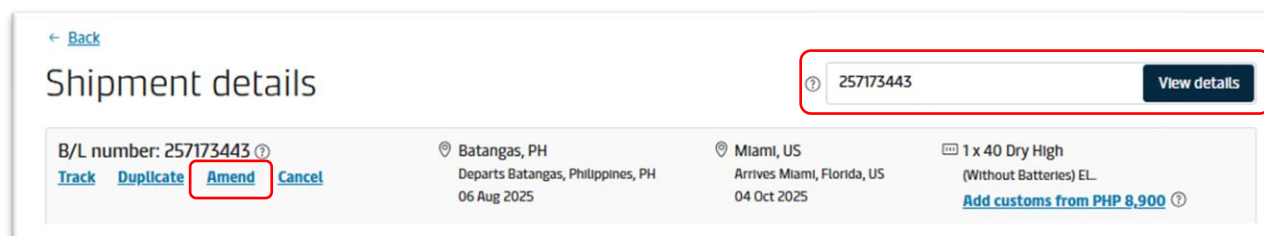
| | | | | | |
|--------------------|--------------------|--------------------|------------------|--------------------|---|
| Departure | Arrival | Gate-in deadline | Transit time | Vessel/voyage | Route & other details |
| 27 Aug 2025, 17:00 | 20 Sep 2025, 14:00 | 27 Aug 2025, 06:00 | 23 days 19 hours | HAPPY LUCKY / 535N | |

Stay informed

To receive updates about any transport plan changes for your shipment, [sign up for notifications](#). Notifications would only be sent to those subscribed

How to amend booking?

- Log in to your account, input BL number in the 'View details', then search
- Click the Amend booking button



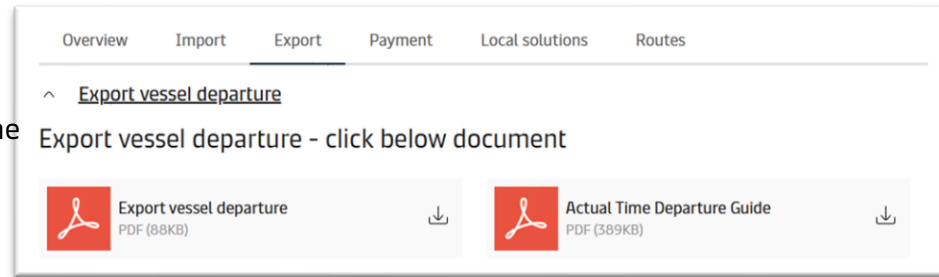
The screenshot shows the 'Shipment details' page for a Maersk booking. At the top left is a '[← Back](#)' link. The main heading is 'Shipment details'. On the right, there is a search bar containing the BL number '257173443' and a 'View details' button. Below this, the B/L number '257173443' is displayed with a help icon. Underneath are four action buttons: 'Track', 'Duplicate', 'Amend', and 'Cancel'. The 'Amend' button is highlighted with a red box. To the right of these buttons, the origin is 'Batangas, PH' with a location pin icon, and the departure is 'Departs Batangas, Philippines, PH' on '06 Aug 2025'. The destination is 'Miami, US' with a location pin icon, and the arrival is 'Arrives Miami, Florida, US' on '04 Oct 2025'. The cargo description is '1 x 40 Dry High (Without Batteries) EL.' and there is a link to 'Add customs from PHP 8,900' with a help icon.

SUBMIT VGM (Verified Gross Mass)

➤ Ensure Timely VGM Submission

Make sure to submit your Verified Gross Mass (VGM) before the terminal cut-off time. Late submission may result in:

- Container shut out
- Offloading from the vessel

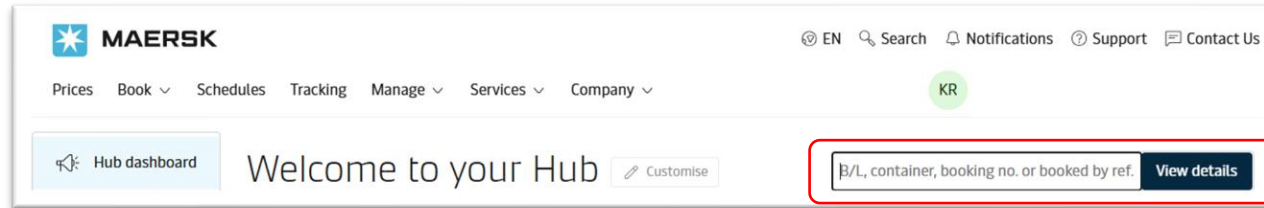


You can find the latest export vessel LCT (Loading Closing Time) directly on our website.

Link: <https://www.maersk.com/local-information/asia-pacific/philippines/export>

How to Submit VGM

➤ Search for the BL Number in the 'View Details'



- Select the 'Submit VGM'

Shipment details 257412024 [View details](#)

B/L number: 257412024 [Track](#) Batangas, PH Departs Batangas, Philippines, PH 01 Aug 2025 Jakarta, ID Arrives Jakarta, Indonesia, ID 14 Aug 2025 1 x 40 Dry High Autoparts, car parts, v... [Add customs from PHP 8,900](#)

Summary Documents Containers & VGM Parties Charges & Invoices Log

4 tasks to complete [?](#)

- Submit VGM** by 01 Aug 2025, 13:00 Due soon
- Container gate in by 01 Aug 2025, 17:00 Due
- Submit shipping instruction Deadline not available

[View all tasks](#)

1 document issued [?](#)

Booking confirmation on 24 Jul 2025, 13:25 UTC [?](#)

Bill of Lading [?](#)

B/L is not yet issued

[?](#) B/L will be available subject to payment and vessel departure.

Watch this space for B/L related updates.

- VGM Computation:
CARGO WEIGHT + TARE WEIGHT = VGM

- VGM Method
'Cargo weight added to container'

VGM Weight Discrepancy:
A weight discrepancy of **1,500 kgs** is subject to **VGM shut out** from the terminal.

A weight discrepancy of **3,000 kgs** is subject to **VGM shut out** from the terminal and Maersk will impose a weight discrepancy fee of **USD 300**

Shipment details [?](#) B/L, container, booking no. or booked by ref. [View details](#)

B/L number: 257412024 [Track](#) Batangas, PH Departs Batangas, Philippines, PH 01 Aug 2025 Jakarta, ID Arrives Jakarta, Indonesia, ID 14 Aug 2025 1 x 40 Dry High Autoparts, car parts, v...

Summary Documents Containers & VGM Parties Charges & Invoices Log

[Back to Containers](#)

Enter VGM details on below table & submit.

⚠ VGM submission pending: All (1) containers. Due: 01 Aug 2025, 13:00.

| Container | Size & type | Cargo weight (kg) | Tare weight (kg) | VGM | VGM Method |
|---|----------------|-------------------|------------------|--------------|-------------------------------------|
| CIPU5061032 ⚠ VGM pending | 40 ft Dry High | 13200 | 3700 | Enter VGM kg | Select VGM method ? |

Find container details, including tare weight, for all your containers using the [container tare weight finder](#) [?](#)

All origins will be subject to the following Weight Discrepancy Fee (WDF):

[Update - WDF \(Weight Discrepancy Fee\) | Maersk](#)

| Charge Code | Origin / Destination | Container Size/Type | Weight Discrepancy | Rate / Currency | Charge Basis |
|-------------|----------------------|---|--------------------|-----------------|---------------|
| WDF | World / World | Any DRY, REEFER, OPEN TOP, FLAT RACK Size | +/- 3,000 KGS | 300 USD | Per Container |
| WDF | World / World | Any TANK Size | +/- 5,000 KGS | 300 USD | Per Container |

Once you've successfully submitted your (VGM), a **notification highlighted in green** will appear on your screen.

✔ VGM has successfully been submitted for the requested container(s).

Enter VGM details on below table & submit.

| Container | Size & type | Cargo weight (kg) | Tare weight (kg) | VGM | VGM Method |
|-------------|----------------|-------------------|------------------|----------|---------------------------------|
| CIPU5061032 | 40 ft Dry High | 13200 | 3700 | 17792 kg | Cargo weight added to container |

Find container details, including tare weight, for all your containers using the [container tare weight finder](#).

Additionally, an **email notification** will be sent to your registered email address confirming the successful VGM update.

Right-click or tap and hold here to download

[Go to your Hub Dashboard on Maersk.com](#)

VGM submission: B/L number 257412024

Dear Kristel Paulene Delos Reyes,

You have submitted VGM for the following containers.

Please see the details below.

| Container number | VGM | VGM method |
|------------------|----------|---------------------------------|
| CIPU5061032 | 17792 kg | Cargo weight added to container |

Check more about your shipment on [Shipment details](#).

Submit Shipping Instructions

- Search for the BL Number in the 'View Details'

MAERSK

EN Search Notifications Support Contact Us

Prices Book Schedules Tracking Manage Services Company

KR

Hub dashboard

Export overview

Export overview

Ocean (362) LCL (0) Air (12)

B/L, container, booking no. or booked by ref. View details

MAERSK

EN Search Notifications Support Contact Us

Prices Book Schedules Tracking Manage Services Company

KR

← Back

Shipment details

255017720 View details

B/L number: 255017720

Track Duplicate Amend Cancel

Batangas, PH
Departs Batangas, Philippines, PH
06 Aug 2025

Bedburg Erft, DE
Arrives Rotterdam, Zuid-Holland, NL
26 Sep 2025

4 x containers
Machinery or mechanL.
Add customs from PHP 10,700

Summary Documents Containers & VGM Parties Charges & Invoices Log

3 tasks to complete

Submit VGM
by 06 Aug 2025, 02:00 Due

Container gate in
by 06 Aug 2025, 06:00 Due

Submit shipping instruction
Deadline not available

View all tasks

1 document issued

Booking confirmation
on 21 Jul 2025, 03:21 UTC

Bill of Lading

B/L is not yet issued

B/L will be available subject to payment and vessel departure.

Watch this space for B/L related updates.

- Select 'Submit shipping instructions' in the summary tab

← Exit Shipping Instructions

Shipment: 255017720 From Philippines 06 Aug 2025 To Germany 26 Sep 2025

BoL: 255017720 Document Parties Payers Cargo and VGM Review

Documents

Transport Document Receiver

EPSON PRECISION (PHILIPPINES), INC. ☆

Company name and Address
EPSON PRECISION (PHILIPPINES), INC.
LIMA TECHNOLOGY CENTER

Document Type

Waybill Bill of Lading

Shipped on Board
 Received for Shipment

Shipment References

Does this shipment have a House Bill of Lading (Is this Master bill of lading)?

Yes
 No

EDRI - Next Filing Party

^ Vessel and Location Aliases on B/L

Vessel

MAERSK XIAMEN(SG) / 532N (First Load Port)
 MARCHEN MAERSK(DK) / 533W (Second Load Port)

Import freetime

Detention

Total freetime 10 days

Select additional days

4 8 14

BEST

Applies to

All containers (4)

Total Price USD 1,750.00

Continue to buy detention

- Declare your shipment's document type and the transport document receiver in the document properties field.

DOCUMENT TYPES

1. For Seawaybill – select 'Waybill – Shipped on Board'
2. For Original Bill of Lading (OBL), select either:
 - 'Bill of Lading – Shipped on Board' (BL date will be date of container loading)
 - 'Bill of Lading' – Received (BL date will be date of gate in)

➔ Select the **Vessel** you wish to appear in the Bill of Lading copy

- **For document request, tick YES**

to the details you wish to include in your Bill of Lading.

Documentation Requests

Free detention and demurrage time
The number of free days of detention/demurrage applicable to your shipment before charges are applicable.
Basis Maersk's policy OR your specific contract, only certain types of freetime clauses can be show on the bill of lading for specific destination country.

No Yes

Agent details on BL
Do you want Maersk agent details at destination to be printed on BL

No Yes

In-transit
The in-transit clause below will be included on the BL

No Yes

Transshipment
Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.

No Yes

- In the 'Parties' field, declare the Shipper, Consignee and the Frist Notify Party, if needed.

Parties

| | | |
|--|---|---|
| Shipper ADD You must specify a Shipper for this shipment | Consignee ADD To order <input type="checkbox"/> You must add a Consignee to this shipment or set as "To Order" | First Notify Party ADD Same as Consignee <input type="checkbox"/> |
|--|---|---|

Additional Parties (optional)

| | | |
|-------------------------|-------------------|------------------|
| Additional Notify Party | Outward Forwarder | Inward Forwarder |
|-------------------------|-------------------|------------------|

BoL: Document Parties Payers Cargo and VGM Review

Payers

Do you want to display these charges and amounts on the bill of lading? No Yes

Step 1) Ensure your Payers are present:

| Payer | Payer Code | Invoice Reference (optional) ? |
|-------|------------|--------------------------------|
| ***** | ***** | Invoice reference |
| | | Invoice reference |
| | | Invoice reference |

Add payer

Step 2) Assign Payers to charges:

| Charge Types | Payment Terms ? | Payer | Payer Code | Invoice Reference ? |
|---|---|--------------|------------|---------------------|
| All | | | | |
| Origin | | | | |
| <input type="checkbox"/> Terminal Handling Service - Origin | <input type="radio"/> Prepaid <input type="radio"/> Collect | Assign payer | | |
| Freight | | | | |
| <input type="checkbox"/> Fossil Fuel Fee | <input type="radio"/> Prepaid <input type="radio"/> Collect | Assign payer | | |
| <input type="checkbox"/> Value Protect Starter | <input type="radio"/> Prepaid <input type="radio"/> Collect | Assign payer | | |
| <input type="checkbox"/> Basic Ocean Freight | <input type="radio"/> Prepaid <input type="radio"/> Collect | Assign payer | | |
| Destination | | | | |
| <input type="checkbox"/> Container Protect Essential | <input type="radio"/> Prepaid <input type="radio"/> Collect | Assign payer | | |

Dear customer, please note that a change of payer, or payment terms, could lead to an administrative charge if you haven't provided the right information while submitting the shipping instruction.

Save Draft **Save & Continue** →

← Previous

Payment Details:

Update the Payment Terms (Prepaid or Collect) and the Bill to Party.

- ❖ Prepaid – from origin
- ❖ Collect – from destination

- Declare your shipment's container details, cargo description, mark's & numbers, and HS code.

HS CODE: Mandatory to provide HS Code

BoL: 257006329 [Document](#) [Parties](#) [Payers](#) [Cargo and VGM](#) [Review](#)

Cargo details

We recommend using upload functionality to quickly add details for multiple containers [Download Excel template](#) [Upload Excel](#)

Provide descriptions for each type of goods in the shipment
 Booked commodity: (Without Batteries) Electronics, electronic appliances, audio, video equipment, telecommunication equipment, new
 Please DO NOT enter Agent address, Freetime, in-transit or transshipment clauses Cargo description - use the [Document page](#).
 Local customs regulations need the actual cargo description within the first 2 lines.
 To enable your instant draft bill we will not be validating any clauses entered here.

Kind of packages 6 digit HS Code

1

Cargo description
 Your description goes here...

Cargo description should be in English language only. 0 / 100000

Enter a name for your template [Create template](#) [Open templates](#)

✓ Add Marks and Numbers

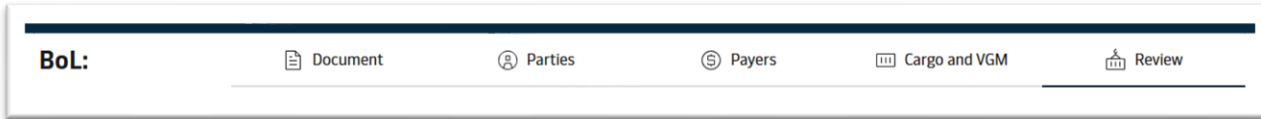
[Duplicate description](#)

[Add another description to this shipment](#)

Give container details, VGM and seals

| Container Details | | Seals and Additional Details | | | | |
|-------------------|--------------|------------------------------|-------------|---------------|----------|---------------|
| Container number | Pkgs (count) | Cargo wt. (kg) | Volume (m³) | Tare wt. (kg) | VGM (kg) | VGM method |
| 1/4 | 1 | 10000.000 | | | | Not available |
| 2/4 | 1 | 10000.000 | | | | Not available |
| 3/4 | 1 | 10000.000 | | | | Not available |
| 4/4 | 1 | 10000.000 | | | | Not available |

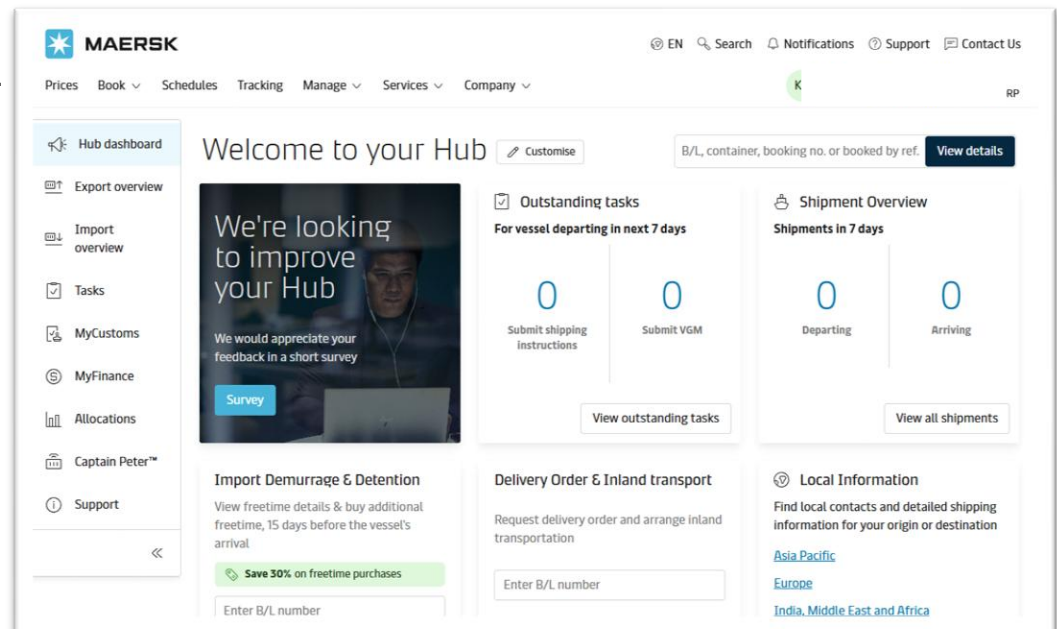
- You'll get a preview of your Shipping Instructions. Check the details then click 'Submit'.



Manual Amendment request is subject to Manual Amendment fee amounting to 40USD

MyFINANCE

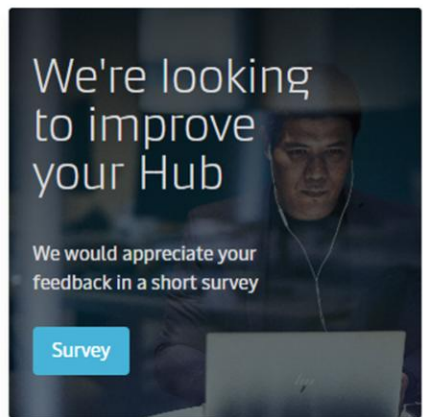
- After you log in, you will be directed to the Main Page.
- Select MyFinance



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

Welcome to your Hub [Customise](#)

B/L, container, booking no. or booked by ref. [View details](#)



We're looking to improve your Hub

We would appreciate your feedback in a short survey

[Survey](#)

Outstanding tasks

For vessel departing in next 7 days

| | |
|------------------------------|------------|
| 0 | 0 |
| Submit shipping instructions | Submit VGM |

[View outstanding tasks](#)

Shipment Overview

| | |
|-----------|----------|
| 0 | 0 |
| Departing | Arriving |

[View all shipments](#)

Import Demurrage & Detention

View freetime details & buy additional freetime, 15 days before the vessel's arrival

Save 30% on freetime purchases

Delivery Order & Inland transport

Request delivery order and arrange inland transportation

Local Information

Find local contacts and detailed shipping information for your origin or destination

[Asia Pacific](#)

[Europe](#)

[India, Middle East and Africa](#)

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Prices Book Schedules Tracking Manage Services Company KR

Hub dashboard
Manage bookings
MyCustoms
MyFinance
Allocations
Captain Peter™
Support

MyFinance

Upload proof of payment Rate of exchange Manage agent access Customer Agent

Search options Search by BL, Invoice, Payment receipt no. or Dispute ID

Dashboard Open Overdue Paid Disputed Credits & Refunds E-statement

Welcome back,

Email notifications

Would you like to receive email notifications for invoices and payments (Ocean and D&D)?

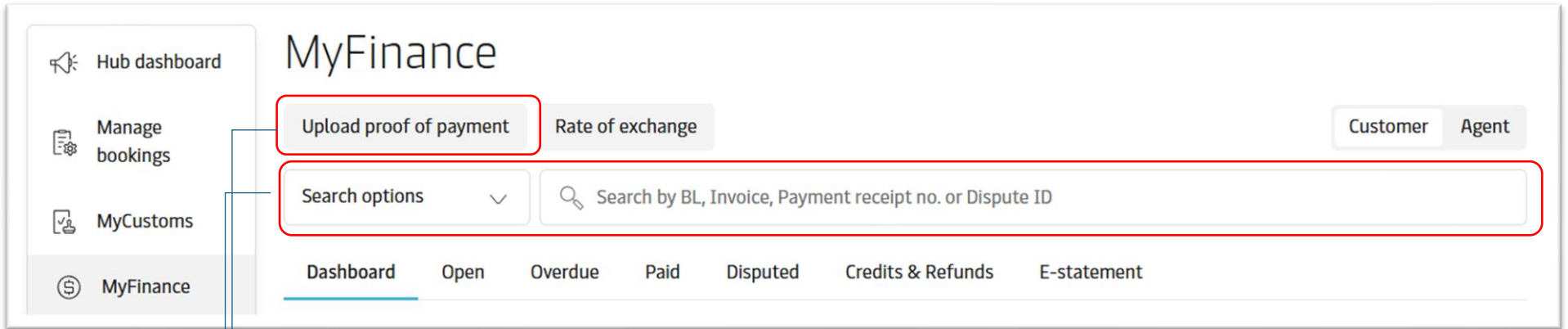
0/2 enabled

Outstanding invoices

| | | |
|---|------------------|----------------------|
| 2 | Overdue Invoices | View |
| 0 | Due today | View |
| 0 | Due this week | View |
| 8 | Due this month | View |

➤ MyFinance is a one stop access for your Finance Concerns.

- View/Download invoices
- Identify Overdue Invoices
- Track Paid Shipments
- Disputes
- Check Credit Notes and Refund Requests
- Download copies of Statement of Account
- Access Paid to Release



You may use Upload proof of payment directly

Or you may search the BL/ Invoice reference number

Fill out all required information

- Payment Method (e.g., bank transfer, cheque, etc.).
- Bank/ UTR Cheque Reference (BL Number)
- Currency
- BL number or Invoice number if it is already available.
- Additional comment (Optional)
 - You may include instructions such as: *"DND advance payment"*
- Contact information
 - Email (Automatically populated using your registered email address)
 - Additional email (optional) - Add another recipient if you want others to receive the acknowledgement receipt.
- Submit
 - Once all fields are complete, review the details and click Submit.
 - You will receive an acknowledgement email once the payment has been validated.

1. Proof of payment details

Outline the invoices or bill of lading numbers associated with each payment. Multiple invoices or bill of lading numbers can be added to one proof of payment submission. Duplicate use of a proof of payment document may be rejected.

Payment method: Bank/UTR or cheque reference: Currency:

2. Add invoices or bill of lading

3. Upload proof of payment

Upload your documentation that shows you have paid the above invoice(s) or BL(s)

4. Upload Withholding Tax (WHT)

Upload your WHT documentation that shows you have withheld tax on the above invoice(s) or BL(s)

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.

Additional comments (optional)

Please add any relevant details or comments. In case of overpayment, please specify the reason.

5. Contact information

Email: Additional email (optional):

Payment Status Definitions

Incoming Payment – In Process

Payment has been initiated and is currently being processed. Posting is still pending.

Payment Accepted – Payment Already Posted

Payment has been successfully received and applied to the account

Payment Rejected –

Payment was not successfully processed. Please refer to the rejection reason sent via email or coordinate with the Finance team for further assistance.

The screenshot shows the MyFinance web application interface. At the top, there are buttons for 'Upload proof of payment' and 'Rate of exchange', along with 'Customer' and 'Agent' dropdown menus. Below these is a search bar with 'Search options' and a search icon. The main content area is titled 'Paid (1)' and 'Paid invoices'. There is an 'Ocean (1)' filter and an 'Export all' button. A table lists the following data:

| <input type="checkbox"/> | Invoice ↑ | Reference ↑ | Paid Invoice amount ↑ | Paid Invoice date ↓ | Receipt no. | Status |
|--------------------------|--------------------------------|----------------|--------------------------|------------------------------|--------------|------------------|
| <input type="checkbox"/> | 7628 578 611 Ocean - Import | BL 2653 258 91 | PHP 6,634.40 6,634.40 | 24 Apr 2026 16 Apr 2026 → | 4160 580 134 | Incoming payment |