


# Downloading Invoice and Receipt via MyFinance

Updated  
October 2023




 Hub dashboard

 Export overview


 Import overview

 Tasks

 MyCustoms

 MyFinance

 Allocations

 Captain Peter™

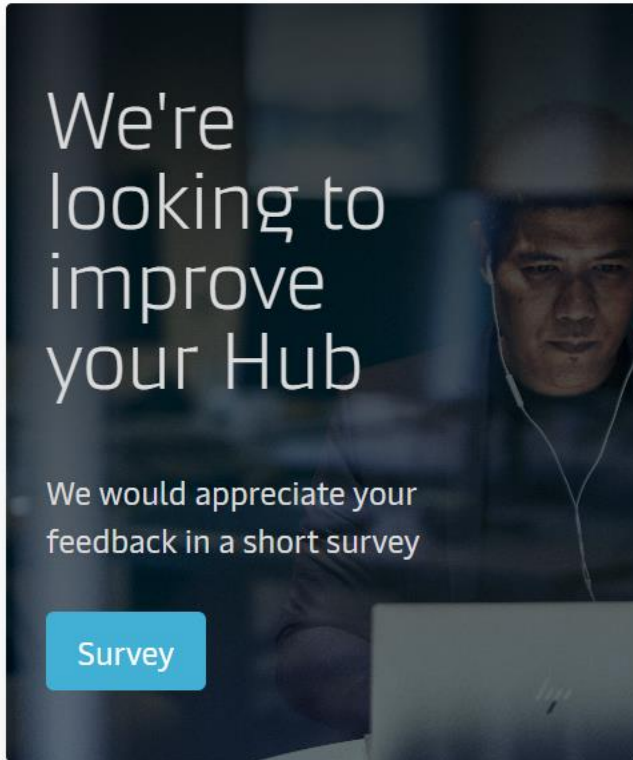
 Support




# Welcome to your Hub

 Customise

[View details](#)



 Outstanding tasks  
For vessel depart

0

Submit shipping  
inst

Hub

Export overview

Import overview

Tasks

MyCustoms

MyFinance

Captain Peter™

Order secure paper

Case management

Port Overview

Days

1

Arriving

Click "Manage" and select "MyFinance" (Logging in is required)

[View outstanding tasks](#)

[View all shipments](#)

## Import Demurrage & Detention

Enter a bill of lading number to view detention and demurrage details

## Delivery Order

Enter a Bill of Lading number to request the delivery order

## Local Information

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



# Downloading Invoice

## MyFinance

Export All Open invoices

I'm a customer  I'm an agent

Search options ▾

🔍 Search by B/L, Invoice, Payment receipt no. or Dispute ID

Dashboard **Open (2)** Overdue Paid Disputed Credits E-statement See more ▾

### Open invoices

Click "Open"

Sort by: Invoice Date (latest) ▾

Filter ⚙️

<input type="checkbox"/>	Invoice number	Bill of lading no.	customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">55314</a> export					▾
<input type="checkbox"/>	<a href="#">55314</a> import					▾



Click the invoice number to download your preferred invoice (Or click the checkbox for multiple selection)

Feedback



# Downloading Invoice

## MyFinance

Export Selected Open invoice(s)

I'm a customer  I'm an agent

Search options ▾

🔍 Search by B/L, Invoice, Payment receipt no. or Dispute ID

Dashboard Open (2) Overdue Paid Disputed Credits E-statement See more ▾

### Open invoices

Sort by: Invoice Date (latest) ▾

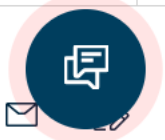
Filter ⚙️

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input checked="" type="checkbox"/>	<a href="#">55314</a> export			Inv. date	Inv. amount	▾
<input type="checkbox"/>	<a href="#">55314</a>					▾

Once checked the checkboxes, click here to download invoice(s)

👍 1 Invoice selected

Total:



Feedback

# Downloading Receipt

Search options Search by B/L, Invoice

Click "Paid"


- Dashboard
- Open
- Overdue
- Paid (3)**
- Disputed
- Credits
- Statement
- See more

Paid invoices Sort by: Invoice Date (latest) Filter

Only invoices paid in the last 30 days are shown.  
Please

Click the checkbox to download your preferred receipt  
*Receipt cannot be downloaded with multiple selection*

checkbox	Inv no.	reference	Status
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	import		
<input type="checkbox"/>	export		

Then, click  and select "Payment Receipt" to download Receipt

- Invoice
- Payment Receipt**

1 Invoice selected

Total:



# Searching for Invoice/Receipt

## MyFinance

I'm a customer  I'm an agent

Search options ▾

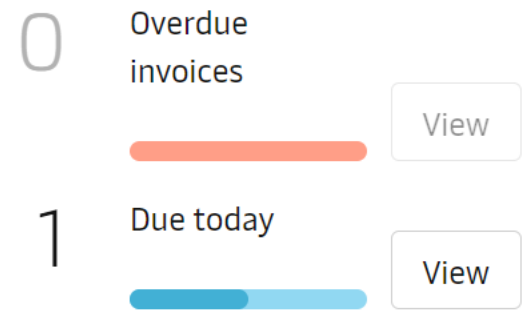
Provide the B/L no., then press Enter to search

Credits E-statement See more ▾

Feedback

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- MyFinance**
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- Captain Peter™
- Support

### Outstanding invoices

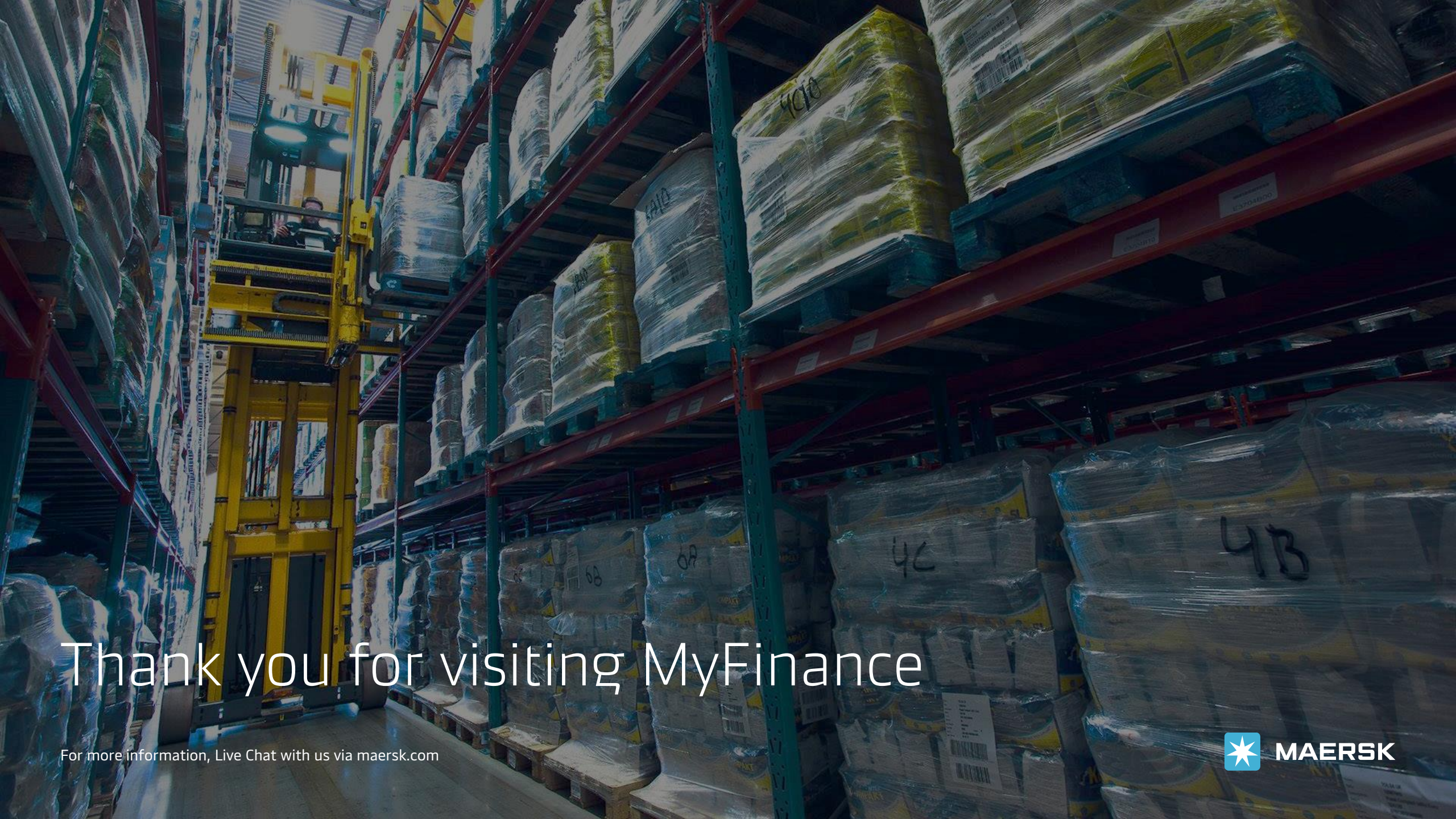


### Ageing overview

■ Invoices are overdue ■ Credits ■ Disputes ■ Not due  
\* Mouse over column for more details







Thank you for visiting MyFinance

For more information, Live Chat with us via [maersk.com](https://maersk.com)

