## Guide Book for Smart Pay

 Customer login to Maersk.com <u>Maersk Global Accounts</u> site with Credential to access My Finance;

	Login				
	(e) Username				
	Password				
	Remember my	y username			
	Log in				
Add new Bank Ac	count to activate the S	Smart Pav Opt	tion:		
I) Click Account	icon	Smart ray Op			
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<ul> <li>★ MAERSK</li> <li>★ Hub dashboard</li> <li>★ Export overview</li> <li>Tasks</li> <li>MyCustoms</li> <li>MyFinance</li> </ul> 2) Click Settings Q Manage s Settings Q Manage p	Price Book Tracking Schedules Welcome to your H We're looking to improve your Hub We would appreciate your feedback in a short survey icon	Logistics solutions Manage	B/L or con ask5 in next 7 days	EN V tainer no. A Shipment Over Shipments in 7 days Departing	View details

3) Click on Payment Set Up Table:

Your profile	Your permissions	Company permissions	Payment Setup	Customer search
Bank Details				
Add bank account i be registered withi	nformation to sign up fo 1 1 work day.	or Smart pay & online bank t	ransfer, or to receive refu	nds into your bank account quickly. On Submtting the Bank details, the account will

4) Click on New Bank account, you will get below screen to update the Bank details & enclose required supporting document & click on Submit

Add Bank Account

			-	
Country/Region	Bank Name			
8				
Bank Number/Transit/Routing No/Sort Code ③	Account No.	IBAN (optional)	Bic/Swift	?
Account Holder (optional)	Account Description(Option:	al)		
		n y	<b>*</b>	
			4/20	
Lauthorize this bank account to make payments us	sing SmartPay		-17 a. w	
Attach Supported Documents ⑦ Please attach Invoices, Cheque from an external party, Bank St information), Bank details on official letter head of registered I representative. pdf file type supported for the upload. Each file should be less Upload 1	atements containing bank account n usiness with Maersk, Account letter than 2MB. Please do not add passwo	umber and address (front page with non-confiden from the bank on bank letterhead signed by the b rd protected files.	tial ank	
Cancel Submit				

- 3. Once the Bank request is submitted, it usually takes 1 -2 working day to be approved by Maersk Finance Team.
- 4. Once the Bank account is approved by Maersk team it will reflect as below with Authorise Tick. (Authorise Tick is an assurance by customer to deduct fund from their Bank). If there is no Authorise tick, the Bank account will not be available for payment.

	<b>5K</b> Plan & book $\checkmark$	Track $\backsim$	Logistics solutions $ \smallsetminus $	Industry & insights	∨ Manage ∨		$\rm EN  \backsim$	Q	٩	≡
Customer:										
Customer code:	Chang	e customer co	ode							
Your profile	Your company P	ermissions	Payment Setup	Customer search						
Bank Details Add bank account in be registered within	formation to sign up for 1 work day.	r Smart pay &	online bank transfer, or	to receive refunds into	o your bank account q	uickly. On Submtting the	e Bank det	ails, the	accou	ınt will
Country	Bank Name			Account No.	Description	Smart Pay				
AU		ZEALA	ND	)52		🔽 Authorise		Ť	5	
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5. Select Invoices in Myfinance Portal and Click Pay Button.

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	Search options V Search by B/L, Invoice, Payment receipt no	o. or Dispute ID		
Tasks	Dashboard <b>Open (1605)</b> Overdue Paid Disputed	Credits E-statement Se	e more 🗸	
🛃 MyCustoms	OPEN INVOICES	SORT BY: Invoice Date (latest)	v Filter ≋	Feedb
(\$) MyFinance	Invoice number Bill of lading no. Customer reference Due date	Open amount	Status	ack
Captain Peter™	50593		Payable online	
	Impor		Overdue	~
(i) Support	Soss:	RUY 2021 IIV. ADDURE NETR 200.00	Overdue Payable online	Ę

6. Select Smartpay as the Payment Method. Your selected invoices

in selected involces			
Invoice number	Bill of lading no.	Payment amount	
<b>505</b> ! Import	91:	<b>MYR 980.00</b> Inv. amount MYR 980.00	Ū
<b>505</b> ! Import	91:	<b>MYR 980.00</b> Inv. amount MYR 980.00	Ū
Total amount		MYR 1,960.00	
Partial payment			
lect payment method			
• X MAERSK SmartPay	ay with Maersk Smart Pay & avail an Ir ith no extra Convenience fee.	nstant B/L Release	B/L Release

7. Click accept after reviewing the terms and conditions, then click Proceed to Pay;

Account XXXXX	XXXXX1 RHB BANK BERHAD	$\checkmark$	
🔿 🌓 VISA 🗮	Pay using Credit, debit or prepaid cards & avail Instant B/L Release.	Instant B/L Release	
erms and condition	15 and conditions		
The privacy and cooki ) The terms of use [htt i) If you pay in UK in GE ttps://www.bacs.co.uk/ v) If you pay in New Zer ayment Clearing Assoc ) Ensure that your acco ectronic payment requ	e policy [https://www.maersk.com/privacy-and-cookie-po ps://terms.maersk.com/] and 3P currency you agree to the terms as defined by BAC iervices/bacsschemeS/direCtdebit/pages/dirEctdebit.aspx aland or Australia, you agree to the terms and condition iation. [https://auspaynet.com.au/network/direct-debit- pount has sufficient funds, that your account is unbloch lests.Failure to do so could result in a service fee bein	Nicy], S ] ons as referenced in the Australian lectronic-transfers] ked, and that your bank will accept g assessed on your account for any	

8. Click "Submit Payment" if the payment information is correct.

## Please confirm payment for below.

Invoice no.	Payment amount
505	MYR 980.00
505	MYR 980.00
Total payment amount	MYR 1,960.00



## 9. Once payment is executed, email is triggered to customer and Invoices are moved to Paid tab.

Payment confirmation						
⊘ Thank you for your pay	ment					
Please print a copy of this p	oage as your con	firmation. You	r receipt will be	available on MyFinance	e in 24 hrs.	
We are debiting your bank	account Accour	nt XXXX	RHB BAN	NK BERHAD		
Invoice number				Bill of lading no.	Payment	amount
505 Import				913	MYR 980	0.00
505 Import				913	MYR 980	).00
Total amount (27 MA	AR 2023)				MYR 1,90	50.00
Dashboard Open PAID INVOICES  Only invoices paid in th Please search for an low	Overdue e last 30 days are	Paid (2)	Disputed	Credits E-s	tatement See more S RT BY: Invoice Date (lates	Continue to myFinance
Please search for an Inv	oice, B/L or payme	ent receipt numb	er to find invoices	paid more than 30 days a	ago.	
Invoice number	Bill of lading no.	Customer reference	Paid date	Paid amount	Payment receipt	Status
505 Import	913	505	-	Inv. amount MYR 980.00		Payment arranged V