

**How to Download Invoices via [www.maersk.com](http://www.maersk.com) for 3<sup>rd</sup> Party Agents/Brokers**  
Quick Reference Guide

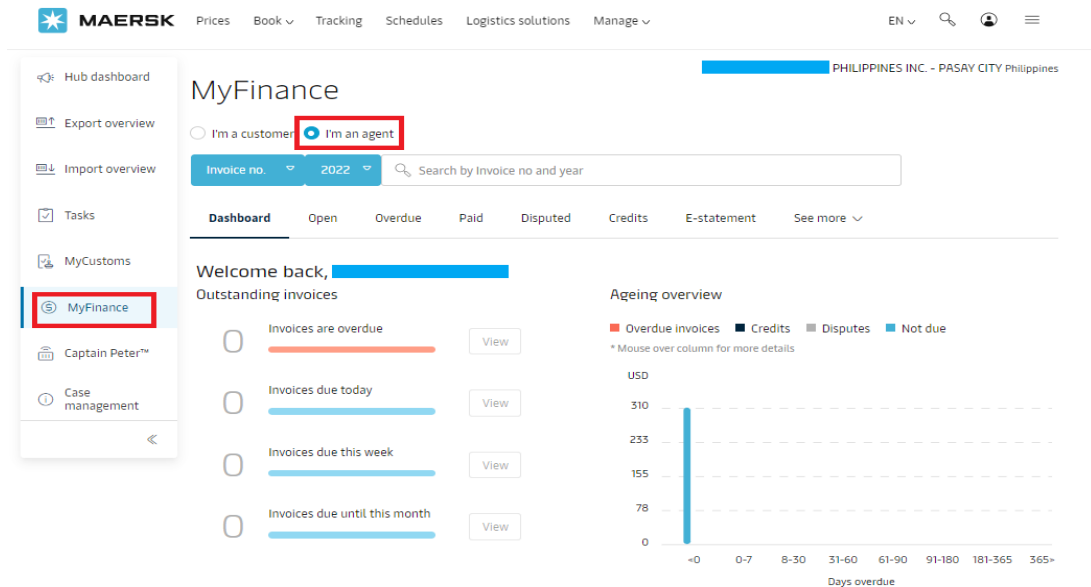
Agents (Brokers/Freight Forwarders) or customer who are not party to shipment can view, download, and email invoices.

- Search basis invoice or bill of lading no.
- Invoice type as local are easily accessible.

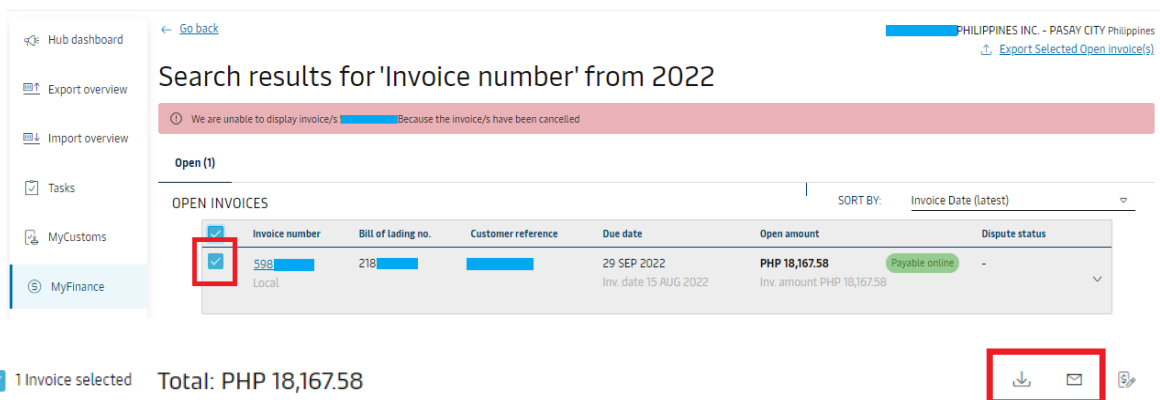
## Step-by-step guide

**STEP #1.** LOG IN to <https://www.maersk.com/myfinance/> -- If you are failed to log in, CHAT technical support [here](#).

**STEP #2.** After login, click **"I'm an agent"** then choose search basis if B/L number or invoice no. with the issuing year and enter.



**STEP #3.** Download the invoice or share the invoice via email in PDF format.



Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Dispute status
598 Local	218		29 SEP 2022 Inv. date 15 AUG 2022	PHP 18,167.58 Inv. amount PHP 18,167.58	Payable online

Note: If you cannot find your invoice on MyFinance, it is likely due to one of the following reasons:

- Your invoice has not yet been generated
- The invoice has been cancelled and/or replaced with a new invoice
- The invoice is related to a value added service which may be issued via email
- Freight and Demurrage/Detention invoices are restricted and will have to go through an online approval process.

Shipping should be easy. That is why we make it easy to manage your shipments online. From finding a price and making bookings to submitting documents and tracking cargo. Click [HERE](#) for more support in using our website.

In case of any questions, please do not hesitate to contact your local Maersk A/S Customer Service Representative through the following channels:

Main Number **+63 282313126** / Toll Free Number **+180011102911**

Export concerns: [ph.export@maersk.com](mailto:ph.export@maersk.com)

Import concerns: [ph.import@maersk.com](mailto:ph.import@maersk.com)

Thank you for the understanding and unwavering support.

Sincerely,  
Maersk A/S