




Click on the [SmartPay Tab](#) in MyFinance

Click on the [Grant](#) Button

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Bank Data	Credit/Debit Cards	SmartPay	Profile
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Your Automatic Debit Authorizations *Maersk Line: INTERNATIONAL INC*

Responsible Contact Person

Mary Smith    018@maersk.com

Bank Details Name

You have not yet given an automatic debit authorization.

The form should be completed with the following information. (Note: user must disable their pop up block in order to submit the form)

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Grant or change automatic debit authorization *Maersk Line: INTERNATIONAL INC*

Your Automatic Debit Authorizations

Bank Details Name

Until further notice, I hereby instruct you to collect the amount of the invoices selected for payment via SmartPay. Collection will be done via the account selected for SmartPay. I confirm to have ensured that the account selected has sufficient funds to cover the amount of the selected invoices, and that my account is unblocked for collection.

Automatic Debit Authorization for Existing Bank Details

Automatic Debit Authorization	Country	Bank Number	Account Number	IBAN	BIC/SWIFT	Account Holder	Account Description
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Automatic Debit Authorization for New Bank Details:

Note: Please turn off all pop-up blockers before completing and submitting the below information.

Account Description


Bank Number * Account Number *

Account Holder

Country *

BIC/SWIFT

IBAN

Upload Files 

USA Customer - SmartPay Registration via the SmartPay Tab

Account Description: Checking or Savings

Bank Number: The Bank Number for USA banks that we need is a 9 digit number ACH routing number

Account Number: This is the bank account number

Account Holder: This is the name that the bank account is listed under (normally the company name)

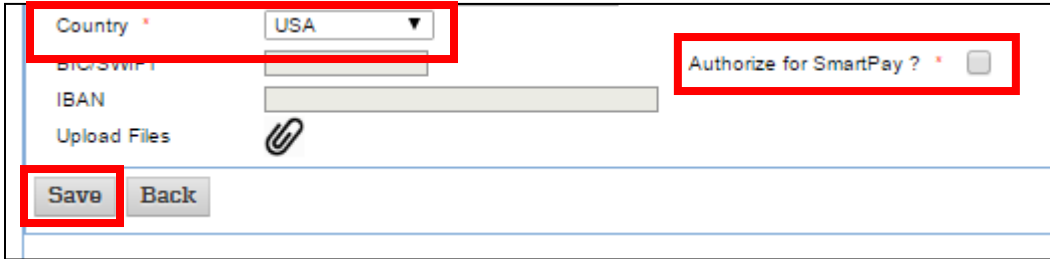
Country: USA

BIC/SWIFT: the box will be greyed out after you select USA as the country

IBAN: the box will be grayed out after you select USA as the country

Upload Files: Click on the paperclip to attach a PDF copy of the check or a bank statement or a letter on bank letter head advising the account name, account number, account ACH routing number. **Only PDF attachments are accepted.** I recommend a check if they have it.

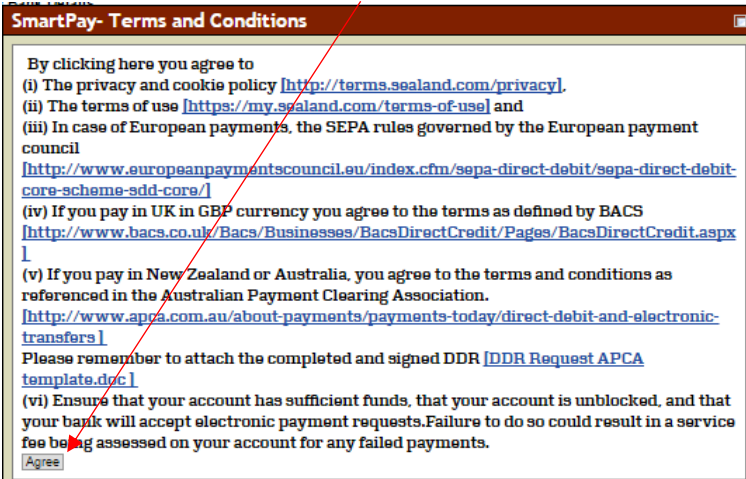
Note: When the country is selected – then the user will see the Authorize for SmartPay box. They click in the box.



The screenshot shows a registration form with the following elements highlighted in red boxes:

- The "Country" dropdown menu, which is currently set to "USA".
- The "Authorize for SmartPay ?" checkbox, which is currently unchecked.
- The "Save" button.

Then the user should click “Agree” and the box disappears



The screenshot shows a dialog box titled "SmartPay- Terms and Conditions" with the following text:

By clicking here you agree to

- (i) The privacy and cookie policy [\[http://terms.sealand.com/privacy/\]](http://terms.sealand.com/privacy/).
- (ii) The terms of use [\[https://my.sealand.com/terms-of-use/\]](https://my.sealand.com/terms-of-use/) and
- (iii) In case of European payments, the SEPA rules governed by the European payment council [\[http://www.europeanpaymentscouncil.eu/index.cfm/sepa-direct-debit/sepa-direct-debit-core-scheme-sdd-core/\]](http://www.europeanpaymentscouncil.eu/index.cfm/sepa-direct-debit/sepa-direct-debit-core-scheme-sdd-core/)
- (iv) If you pay in UK in GBP currency you agree to the terms as defined by BACS [\[http://www.bacs.co.uk/Bacs/Businesses/BacsDirectCredit/Pages/BacsDirectCredit.aspx\]](http://www.bacs.co.uk/Bacs/Businesses/BacsDirectCredit/Pages/BacsDirectCredit.aspx)
- (v) If you pay in New Zealand or Australia, you agree to the terms and conditions as referenced in the Australian Payment Clearing Association. [\[http://www.apca.com.au/about-payments/payments-today/direct-debit-and-electronic-transfers\]](http://www.apca.com.au/about-payments/payments-today/direct-debit-and-electronic-transfers/)

Please remember to attach the completed and signed DDR [\[DDR Request APCA template.doc\]](#)

- (vi) Ensure that your account has sufficient funds, that your account is unblocked, and that your bank will accept electronic payment requests. Failure to do so could result in a service fee being assessed on your account for any failed payments.

Next click on the Save button and the SmartPay Bank Registration has been submitted.

You'll receive the below confirmation message that your registration has been submitted.

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Bank Data	Credit/Debit Cards	SmartPay	Profile	Switch Account
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Your Automatic Debit Authorizations

Thank you, the changes to your Bank Data have been Saved.
 In case you requested creation of a new bank account, the request has been submitted for verification, and you will be informed by e-mail once the account is ready for use.

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Note: if we do not have the bank branch on file, an additional box will pop up that needs to be completed and submitted.

SAP Biller Direct - Google Chrome

https://emanaged.maerskline.com/bd/content_bank_bankkeyincorrect_init.sap

The bank key you have entered does not exist in our system. To complete your bank registration we need some additional information on your bank.
 Please complete these additional fields.
 If your bank does not have SWIFT code, please leave this field blank.

Bank Name: *

Bank Street: *

Bank City: *

Bank Branch: *

Bank Number: *

Swift:

[Proceed](#)

Bank Name: Name of bank where account is held

Bank Street: Street address for the branch where the bank account was opened

Bank City: City for the branch where the bank account was opened

Bank Branch: (<http://banks-america.com/>) The Name of the bank branch (normally is "Street Name + Branch" or "Town Name + Branch")

Bank Number: ACH routing number for the bank account

Swift: For USA you can leave this blank

Click Proceed after completing all mandatory fields.

Click the Save button on the main Bank Data Screen.

Then you will receive the below confirmation screen.

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- [Credits](#)
- [Paid Invoices](#)
- [Dispute Cases](#)
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- [Credit/Debit Cards](#)
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- [Profile](#)
- [Switch Account](#)

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