

2021 年 12 月吉日

お客様各位

 マースク AS  
財務部

## MyFinance – 請求書ダウンロード方法のご案内

拝啓 貴社益々ご清祥のこととお喜び申し上げます。  
平素は格別のご高配を賜り、厚く御礼申し上げます。

お客様の業務効率化・スピーディな処理のために、いつでも MyFinance より請求書をダウンロード頂くことが可能でございます。請求書のダウンロード方法につきまして、下記ご案内申し上げます。

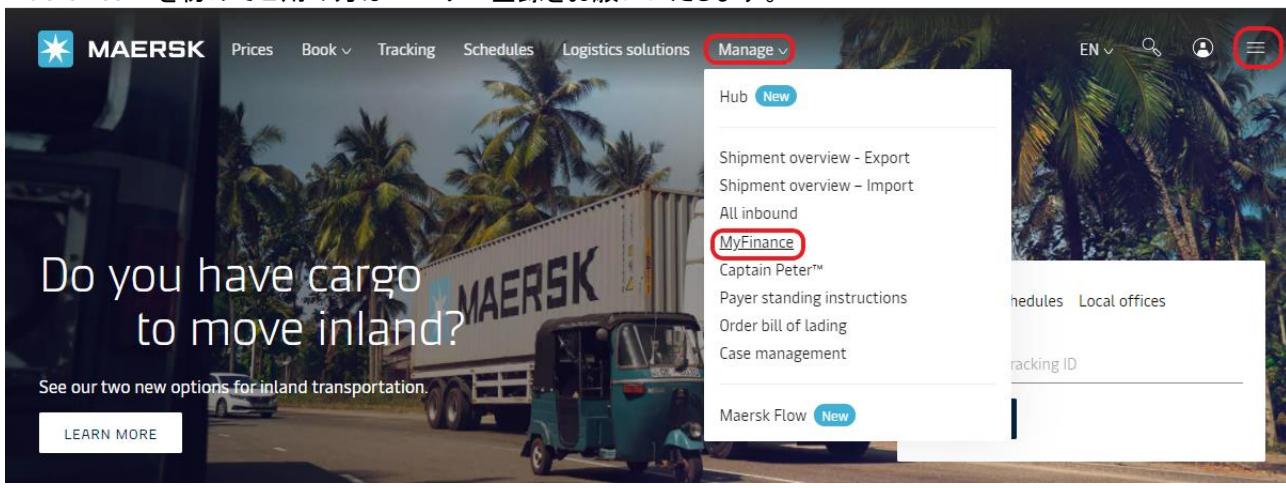
本件に關しご不明な点等につきましては、財務会計部 中国・成都財務会計サービスセンター（E メール [JP.Payment.Ocean@maersk.com](mailto:JP.Payment.Ocean@maersk.com)）までご連絡ください。 敬具

記

### 請求書のダウンロード方法

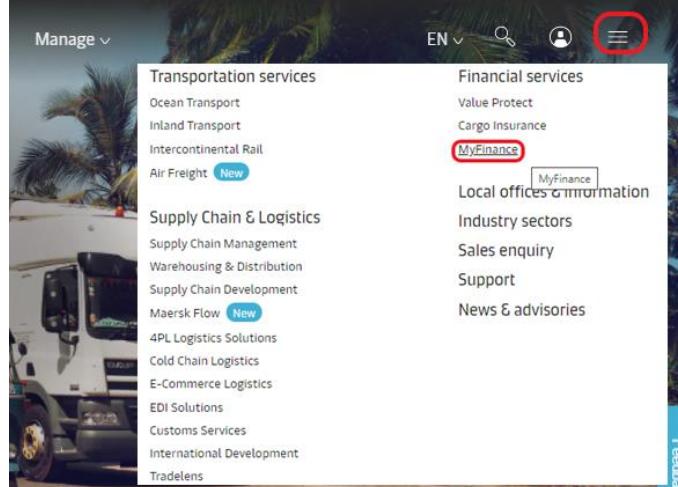
**Step 1.** maersk.com → Manage/船積み管理 または右上の三本線☰ のメニューより MyFinance をクリック → LOGIN ボタンをクリック。

Maersk.com を初めてご用の方はユーザー登録をお願いいたします。



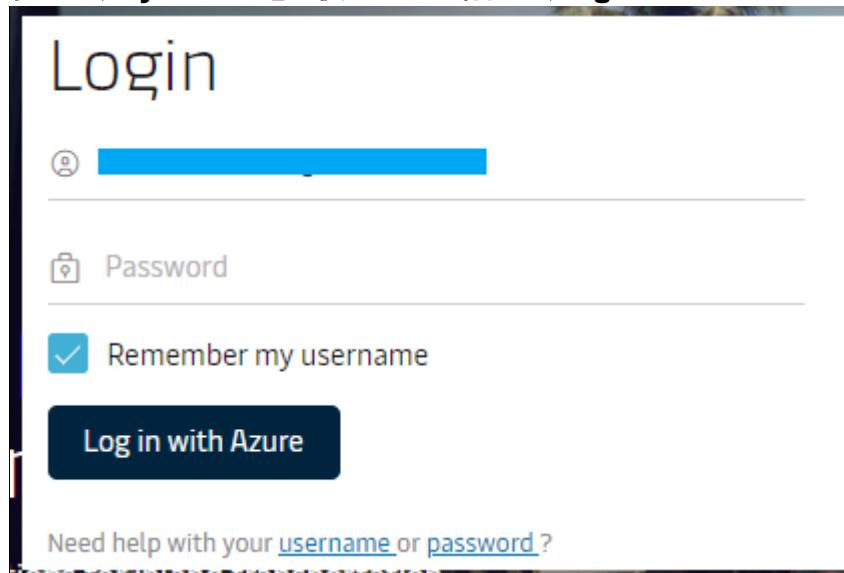
The screenshot shows the Maersk.com homepage with a banner about inland transportation. The top navigation bar includes 'Prices', 'Book', 'Tracking', 'Schedules', 'Logistics solutions', and 'Manage'. A dropdown menu for 'Manage' is open, showing options like 'Hub', 'Shipment overview - Export', 'Shipment overview - Import', 'All inbound', 'MyFinance' (which is circled in red), 'Captain Peter™', 'Payer standing instructions', 'Order bill of lading', and 'Case management'. Below this is another section for 'Maersk Flow'.

or



This screenshot shows a different view of the Maersk.com homepage with a banner about trucking. The top navigation bar includes 'Manage', 'EN', a search icon, and a user icon. The 'Manage' dropdown menu is open, showing sections for 'Transportation services' (including Ocean Transport, Inland Transport, Intercontinental Rail, Air Freight), 'Supply Chain & Logistics' (including Supply Chain Management, Warehousing & Distribution, Supply Chain Development, Maersk Flow), 'Financial services' (including Value Protect, Cargo Insurance, MyFinance), and 'Local offices & information' (including Industry sectors, Sales enquiry, Support, News & advisories). The 'MyFinance' option is circled in red.

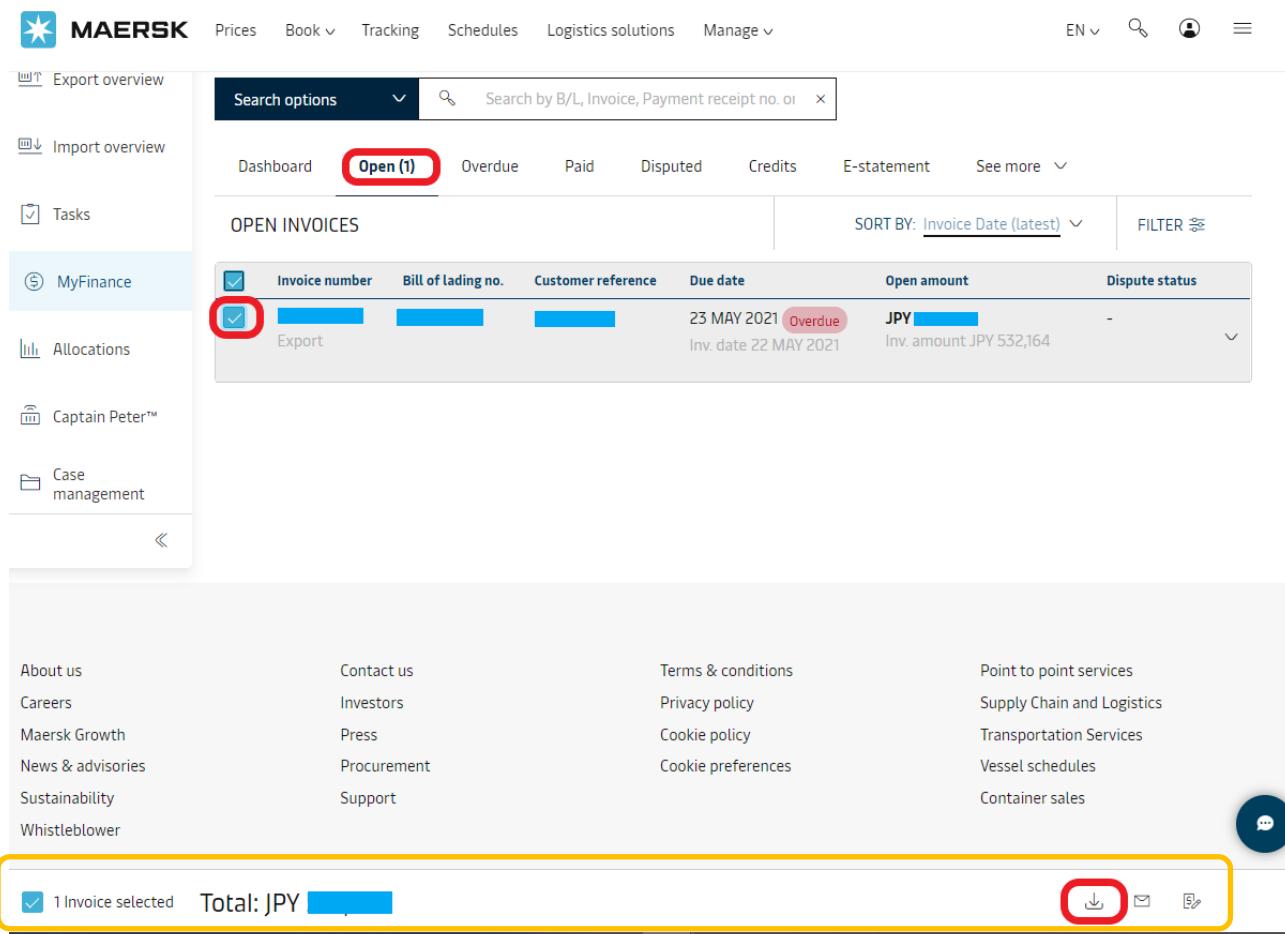
初めて、MyMaerskをお使いになる場合は、Login ID と Password を入力ください。



The screenshot shows the MyMaersk login interface. It features a large "Login" header at the top. Below it are two input fields: "Username" (with a placeholder icon) and "Password" (with a placeholder icon). A checked checkbox labeled "Remember my username" is present. A dark blue button labeled "Log in with Azure" is located below the password field. At the bottom of the form, there is a link "Need help with your [username](#) or [password](#) ?".

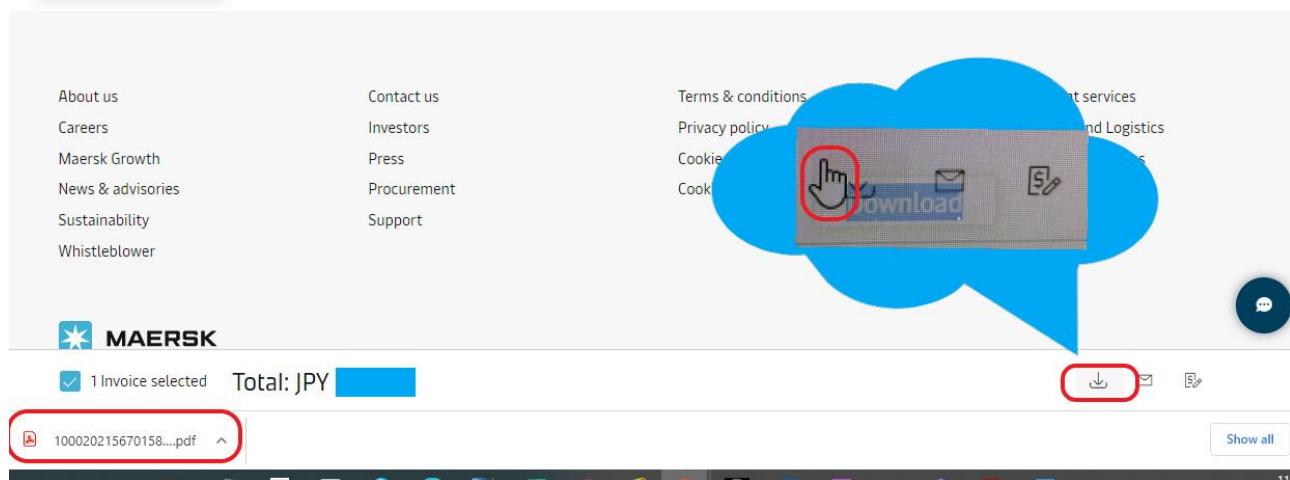
**荷主様用** →3<sup>rd</sup> Party 様(B/L上のPartyに属さないお客様)による立替払いについては Step.4へ

**Step 2.** Open(未払い)タブに、Open Invoices (未払いの請求書)が表示されるので、ダウンロードしたい invoice number に□を入れます。すると右下に3つのアイコンが現れます。



The screenshot shows the MyMaersk dashboard with the "Open" tab selected under the "Invoices" section. The main area displays a table titled "OPEN INVOICES" with columns: Invoice number, Bill of lading no., Customer reference, Due date, Open amount, and Dispute status. One row in the table has a checkbox in the first column, which is circled in red. The "Open amount" column shows "JPY [REDACTED]" and "Inv. amount JPY 532,164". At the bottom of the table, there is a summary: "1 Invoice selected Total: JPY [REDACTED]". To the right of this summary, three icons are highlighted with a yellow box and a red circle: a download icon, an envelope icon, and a print icon.

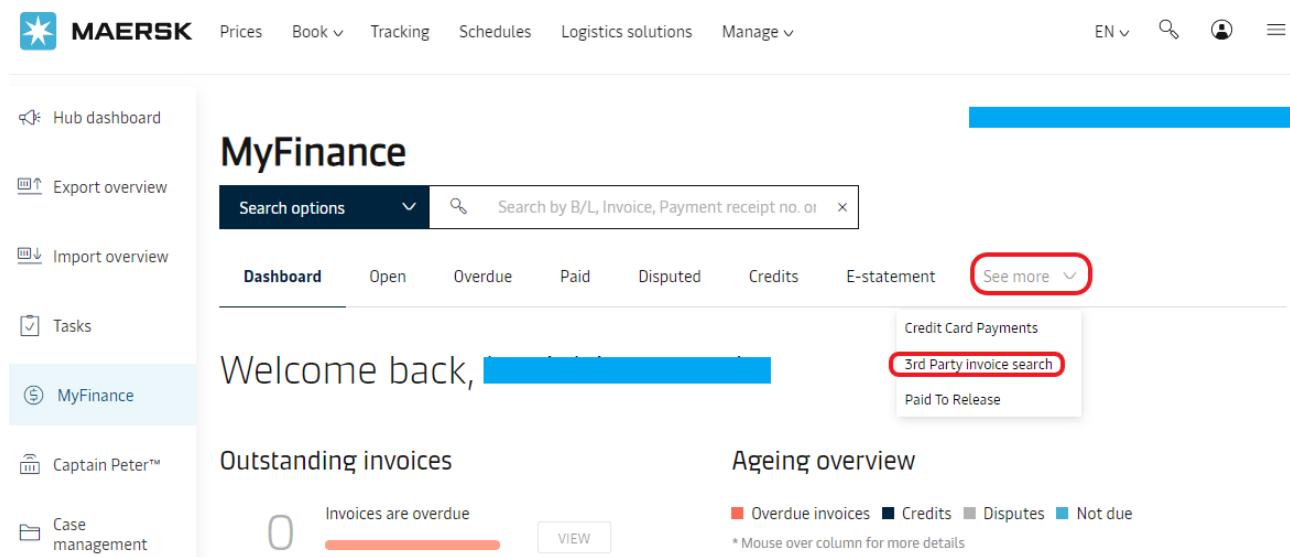
**Step 3.** 一番左がダウンロードボタンなので、マークになる場所でクリックください。ダウンロードができると左下にPDFが作成されますので、必要に応じて請求書を保存ください。



The screenshot shows the Maersk MyFinance interface. At the top, there's a navigation bar with links like 'About us', 'Contact us', 'Terms & conditions', and 'Download services'. Below the navigation is a toolbar with a download icon circled in red. The main area shows an invoice summary: '1 Invoice selected Total: JPY [redacted]'. Below this, a file list shows a PDF file named '100020215670158...pdf' with a red box around it. To the right of the file list are icons for 'Show all' and a magnifying glass.

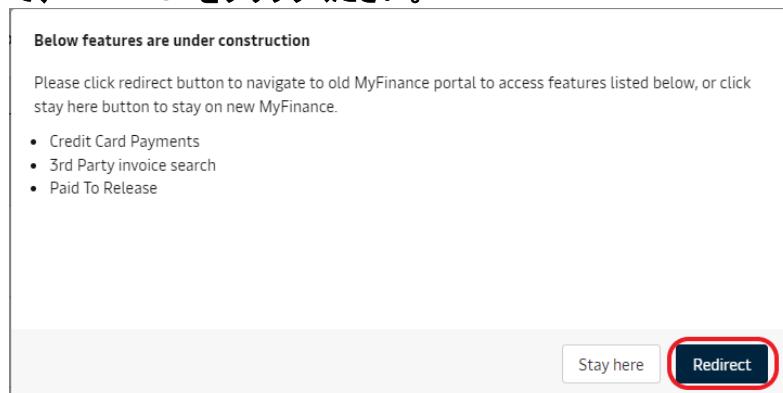
**3rd party 様** (B/L上のPartyに属さないお客様)用 (Step.1からのつづき)

See More'から 3rd Party Invoice search をクリック。



The screenshot shows the Maersk MyFinance interface. On the left is a sidebar with options like 'Hub dashboard', 'Export overview', 'Import overview', 'Tasks', 'MyFinance' (which is selected and highlighted in blue), 'Captain Peter™', and 'Case management'. The main area has a 'MyFinance' header and a search bar. Below the search bar is a 'See more' dropdown menu with several options: 'Credit Card Payments', '3rd Party invoice search' (which is circled in red), and 'Paid To Release'. The '3rd Party invoice search' option is clearly highlighted.

**Step 3.** 次に、Old My Finance へ画面遷移するために under construction のメッセージが出るので、REDIRECT をクリックください。



The screenshot shows a modal dialog box with the title 'Below features are under construction'. It contains text: 'Please click redirect button to navigate to old MyFinance portal to access features listed below, or click stay here button to stay on new MyFinance.' Below this is a bulleted list: '• Credit Card Payments', '• 3rd Party invoice search', and '• Paid To Release'. At the bottom of the dialog are two buttons: 'Stay here' and 'Redirect' (which is circled in red).

**Step 4.** メニューバーが英語表記の場合は、Profile より Japanese を選択し、Change Language をクリック。(注)請求書閲覧の場合のみ日本語表記を推奨しています。



**Step 5.** 「検索」ボタンをクリック、「I'm an Agent」を選択いただき、該当 BL 番号を入力のうえ、左下の Search ボタンをクリック。



**Step 6.** 「アクション」欄の  をクリックすると、該当の請求書を開く/保存が可能です。(但し、Local Charge のみの開示となりますため、海上運賃(Base Ocean Freight)につきましては、コンサイン一様やシッパー様よりお取り寄せください。)



なお、お支払は、請求書に記載の通貨でご手配頂きますようお願いいたします。

以上

2022 年 8 月吉日

お客様各位

マースク AS  
財務部

## MyFinance – 海貨業者様/Agent 様による立替払い方法のご案内

拝啓 貴社益々ご清祥のこととお喜び申し上げます。  
平素は格別のご高配を賜り、厚く御礼申し上げます。

さて、このたび弊社では、コンプライアンス強化および業務効率化のため、海貨業者様/Agent 様による Paid to Release 機能のご利用方法を変更させていただくことになりました。  
つきましては、下記のとおり 3rd party/Agent 様による立替払い方法にならい、ご実施頂きますようお願い申し上げます。  
本件に関しご不明な点等につきましては、マースク AS 財務会計部 中国・成都財務会計サービスセンター（E メール [JP.Payment.Ocean@maersk.com](mailto:JP.Payment.Ocean@maersk.com)）までご連絡ください。

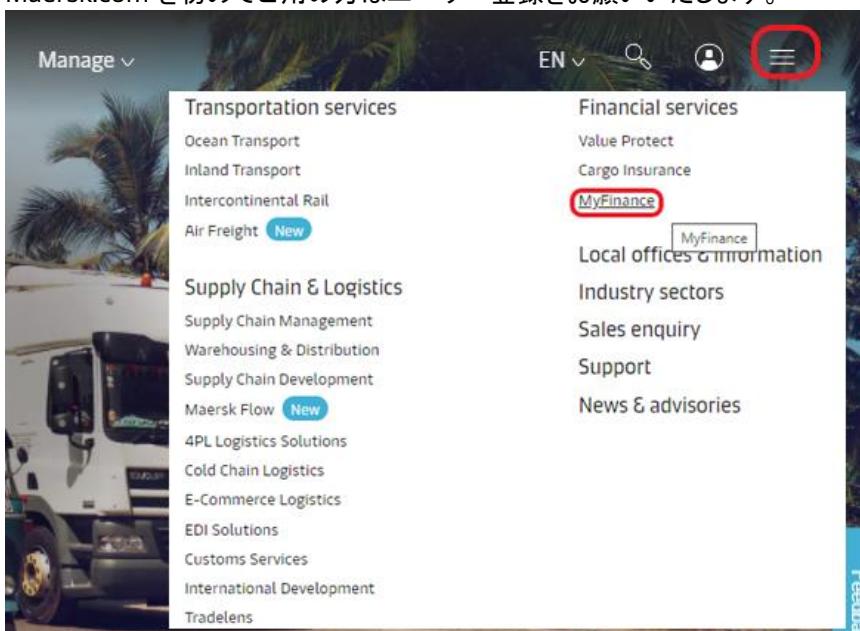
敬具

記

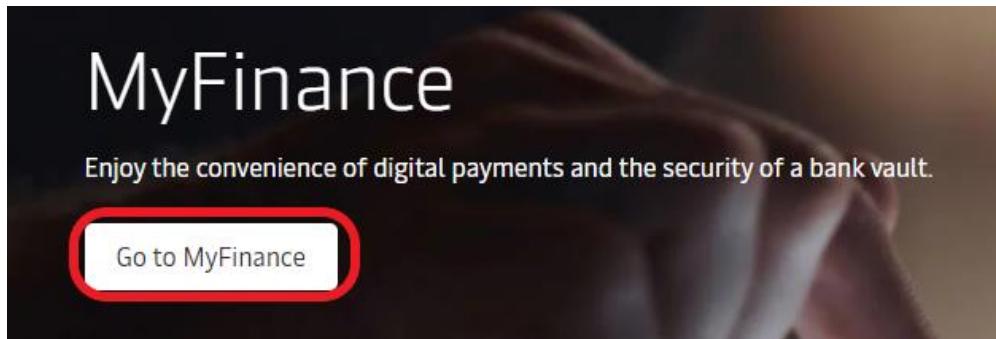
## 海貨業者様/Agent 様による立替払い方法

**Step 1. maersk.com → 右上の三本線☰ のメニューより Financial services - MyFinance をクリック → LOGIN ボタンをクリック。**

Maersk.com を初めてご用の方はユーザー登録をお願いいたします。



**Go to MyFinance をクリック**



初めて、MyMaerskをお使いになる場合は、Login IDとPasswordを入力ください。

The image shows the login interface. It includes fields for "Username" and "Password", a "Remember my username" checkbox, and a "Log in with Azure" button. A link for help with the username or password is also present.

**Step 2.See More'から 3<sup>rd</sup> Party Invoice search をクリック。**

The image shows the MyFinance dashboard. On the right, there is a callout box highlighting the "3rd Party invoice search" link under the "See more" dropdown. The dashboard also displays various financial metrics such as "Outstanding invoices", "Overdue invoices", and "Ageing overview".

**Step 3. 以下メッセージが表示されるので、REDIRECTをクリック。**

**Below features are under construction**

Please click redirect button to navigate to old MyFinance portal to access features listed below, or click stay here button to stay on new MyFinance.

- 3rd Party invoice search
- Paid To Release

[Stay here](#)
[Redirect](#)

**Step 4.** 「Search」ボタンをクリック、「I'm an Agent」を選択いただき、該当 BL 番号または請求書番号(および発行年度を選択)を入力のうえ、左下の Search ボタンをクリック。(複数ある場合は、Add New をクリックして行を追加)

## MyFinance

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Profile
<span style="margin-right: 20px;">Japan</span> <span>Maersk A</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 5px;"> </span>							
<input type="text" value="Search for Your Documents"/>							
<input type="radio"/> I'm a Customer <input checked="" type="radio"/> I'm an Agent							
Bill of Lading No. <input type="text"/> <span style="border: 2px solid red; padding: 2px; margin-right: 10px;">Add New</span> OR Invoice No. <input type="text"/> 2022 <input type="button" value="▼"/> <span>Add New</span> <span>Search</span>							

**Step 5.**

- ① **Invoice Type** が local の場合、Step 6 へ  
**Invoice** の status が approved invoice であります。

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Profile																								
<span style="margin-right: 20px;">Japan</span> <span>Maersk A</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 5px;"> </span>																															
<b>Approved Invoice</b>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Invoice No.</th> <th>Bill of Lading No.</th> <th>Customer Name</th> <th>Due Date</th> <th>Invoice Amount</th> <th>Open Amount</th> <th>Invoice Type</th> <th>Invoice Status</th> <th>Business Area</th> <th>Business Area Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>97</td> <td></td> <td>S-CORP</td> <td>Jun 11, 2022</td> <td>\$443 JPY</td> <td>\$443 JPY</td> <td>LOCAL</td> <td>Open</td> <td>JP00</td> <td>Japan</td> <td></td> </tr> </tbody> </table>								Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Amount	Open Amount	Invoice Type	Invoice Status	Business Area	Business Area Description	Action	<input type="checkbox"/>	97		S-CORP	Jun 11, 2022	\$443 JPY	\$443 JPY	LOCAL	Open	JP00	Japan	
Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Amount	Open Amount	Invoice Type	Invoice Status	Business Area	Business Area Description	Action																				
<input type="checkbox"/>	97		S-CORP	Jun 11, 2022	\$443 JPY	\$443 JPY	LOCAL	Open	JP00	Japan																					
<span>Select Displayed Items</span> <span>Deselect Selected Items</span> <span>Download Selected Entries</span> <span>Pay</span> <span>Email</span>																															

② **Invoice Type** が FREIGHT の場合

海上運賃(Base Ocean Freight)につきましては、コンサニー様やシッパー様のご了承が必要となります。以下手順に従い、Email にて承認依頼のメールを送信ください。

◆ Status に Approved Required の表示がある場合には、あなたの Email address と、コンサイニー様またはシッパー様の Email address を入力し、Send ボタンをクリックします。(宛先・送信元は複数設定可能)

◆ Email has been sent successfully の表示がでたら、送信完了です。

Approval Required

Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Type	Invoice Status	Business Area	Business Area Description	Status
<input checked="" type="checkbox"/>			TRANSPORTATION CO LTD (TYO)	May 19, 2022	FREIGHT	Open	JP00	Japan	APPROVAL REQUIRED

The Invoice which you are trying to request includes Freight charges and requires Customer's approval. Please request for the Customer's consent view or extract the invoice copy.

Enter Your Email Id: \*  Add New 

Enter Customer Email Id:  Add New 

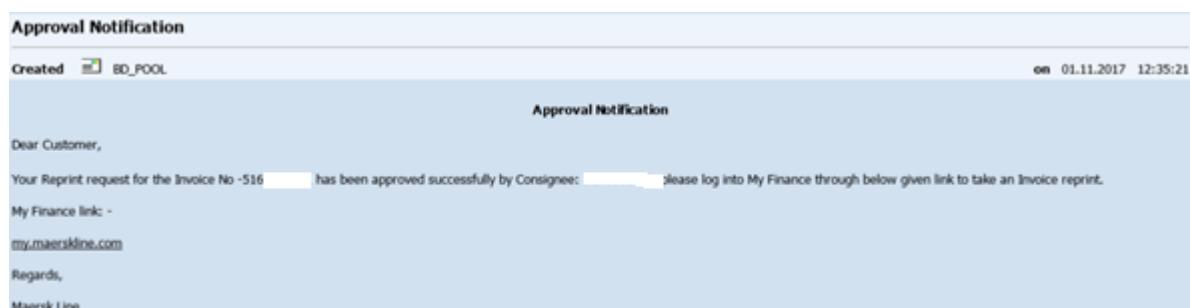
**Send** 

If you do not want to view the invoice copies, where customer approval is required, you may still choose to select invoices and submit payment remittance by selecting Create Payment remittance tab

[Create Payment Remittance](#) If invoices you have paid are not available here, you may still choose to submit payment remittance by selecting 'Create Payment remittance' tab providing BL number.

 Email has been sent successfully

◆ コンサイニー様またはシッパー様が承認すると、以下のような承認メール'Approval Notifications' を受信します。



コンサイニー様またはシッパー様が承認すると、Approved Required タブにあった請求書は Approved invoice タブに移動します。

Search	Open Invoices	ePayment	Credits	Paid Invoices	Dispute Cases	eStatement	Profile				
Japan											
<b>Approved Invoice</b>											
Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Amount	Open Amount	Invoice Type	Invoice Status	Business Area	Business Area Description	Action
<input type="checkbox"/>	27		S CORP	Jun 11, 2022	8,443 JPY	8,443 JPY	LOCAL	Open	JP00	Japan	
<a href="#">Select Displayed Items</a>		<a href="#">Deselect Selected Item</a>		<a href="#">Download Selected Entries</a>		<a href="#">Pay</a>	<a href="#">Email</a>				

### Step 6.

Approved invoice タブから該当の請求書を選択し、Create Payment Remittance をクリック

**Approved Invoice**

Select	Invoice No.	Bill of Lading No.	Customer Name	Due Date	Invoice Amount	Open Amount	Invoice Type	Invoice Status	Business Area	Business Area
<input checked="" type="checkbox"/>				Oct 16, 2018	35,240 JPY	35,240 JPY	LOCAL	Open	JP00	Japan

[Select Displayed Items](#) [Deselect Selected Items](#) [Download Selected Entries](#) [Email](#)

**Create Payment Remittance** If invoices you have paid are not available here, you may still choose to submit payment remittance by selecting 'Create Payment remittance' tab providing

**Step. 7.**

必須項目\*を入力し、明細を添付して**'Submit'**をクリック

**Enter Payment Remittance Details**

To Upload Payment Remittance enter the required data.  
To send Payment Remittance, click on Submit.  
To return to overview, choose Back.

Total Invoices Selected :1									
Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due Date	Original Invoice Amount	Open Amount	Pay	
		LOCAL		Oct 15, 2018	Oct 16, 2018	JPY 35,240	JPY 35,240		

**Add BL**

Total Amount	JPY 35,240
Total Invoice Amount	JPY 35,240
Difference	JPY 0
Paid Amount	35,240.00
Email ID *	<input type="text" value="jmaersk.com"/> <a href="#">Add New</a>
Currency	JPY - Japan
Payment Method	Bank Deposit/EFT
Chq No/Bank Ref.	bank
Agent Name	

Append Files ( Permitted Total Size: 4 MB )  
 Payment Proof to process payment : [Choose File](#) [No file chosen] [Upload](#) 1018MSK.pdf [\[Delete\]](#)

[Submit](#) [Back](#)

1. Email ID : お客様の E メールアドレスを入力してください。
2. Payment Method : Bank Deposit/EFT を選択してください。
3. Chq No/Bank Ref. : 'bank' と入力してください。
4. Payment Proof to process payment:  
 'Browse' をクリックし、添付する明細を選択後、'Upload' をクリックしてください。
5. 'Submit' をクリックしてください。

お手続きは以上で完了です。

**【立替え払いの場合の送付後の流れ】**

リクエストを承った事を示すメッセージと受付番号が表示されます。

**Enter Payment Remittance Details**

Payment Remittance created successfully with Advice Number: 0918101904352901

Thanks for the submission. We will process the request as soon as possible. You can find Payment status in Paid Tab.

Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due Date	Original Invoice Amount
		LOCAL		Oct 15, 2018	Oct 16, 2018	JPY 35,240

弊社での手続きが完了致しましたら、Step 7.で入力いただいた E メールアドレスに E メールをお送り致します。'approved' とある場合は手続きは完了です。'rejected' とある場合、手続きは完了しておりません。英文にて理由を明記しておりますが、ご不明な点がございま

したら、お手数ですが財務会計部までご連絡をお願いいたします。

財務会計部 中国・成都財務会計 サービス センター (E メール [JP.Payment.Ocean@maersk.com](mailto:JP.Payment.Ocean@maersk.com))

RA No : 0920101606072901 Has been Approved.



Workflow System <CENFACTNOREPL@maersk.com>

Dear Customer,

Your Payment Remittance 0920101606072901 has been approved.

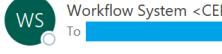
Please find below details .

Customer No : [REDACTED]  
Customer Name : [REDACTED]  
Payemnt Adv no : [REDACTED]  
Total Paid Amount : 65,850  
Agent name :  
Payemnt Method : BANK DEPOSIT/EFT  
Chq no/ Ref : BANK  
Email : [REDACTED]

Approve

Regards,  
Maersk A/S

RA No : 0920101606430001 Has been Rejected



Workflow System <CENFACTNOREPL@maersk.com>

Dear Customer,

Your Payment Remittance 0920101606430001 has been rejected.

Please find below rejection remarks:

Customer No : [REDACTED]  
Customer Name : [REDACTED]  
Payemnt Adv no : [REDACTED]  
Total Paid Amount : 135,826  
Total Inv Amount :  
Agent name :  
Payemnt Method : BANK DEPOSIT/EFT  
Chq no/ Ref :  
Email : [REDACTED]

Reject

Regards,  
Maersk A/S

### 輸入の明細をお送りくださったお客様へのご案内

'approved'メールを受信されて1時間以上経過してもNACCSの荷渡可能表示欄にて'Y'が確認できない場合は、お手数ですが弊社カスタマーサービス([JP.IMPORT@maersk.com](mailto:JP.IMPORT@maersk.com))までご連絡をお願い申し上げます。

輸出書類に関するお問い合わせやご指示は [JP.EXPORT@maersk.com](mailto:JP.EXPORT@maersk.com)までご連絡をお願い申し上げます。

以上