

Self-Service Portal Paid to Release

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What is Paid to Release?

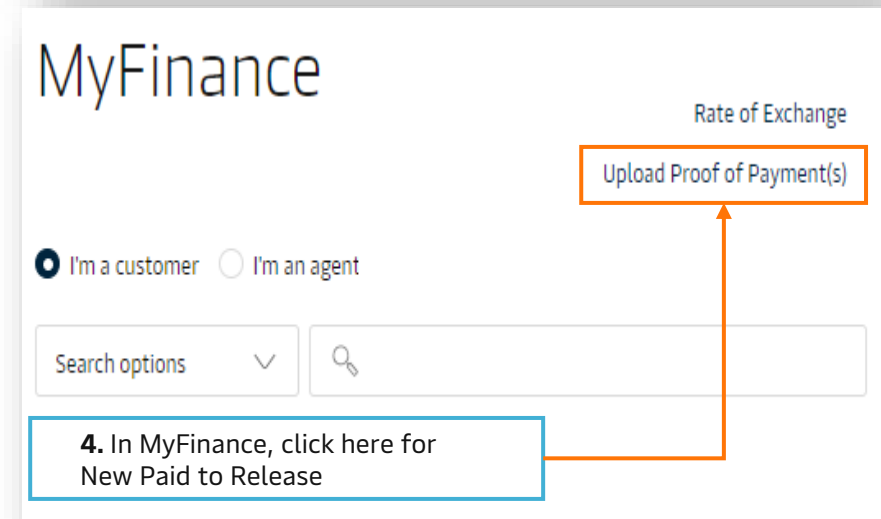
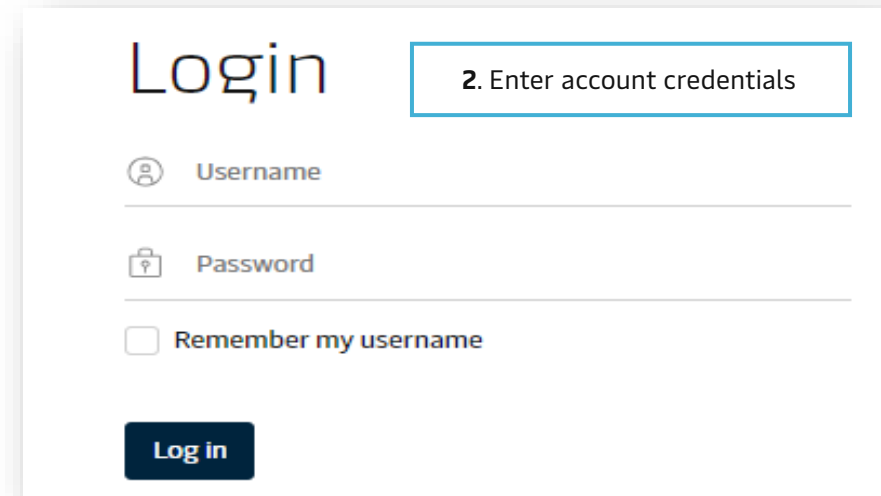
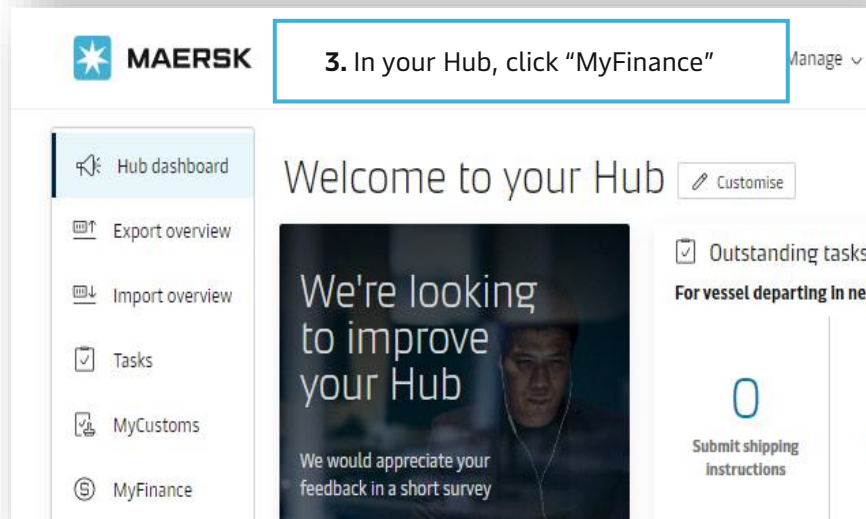
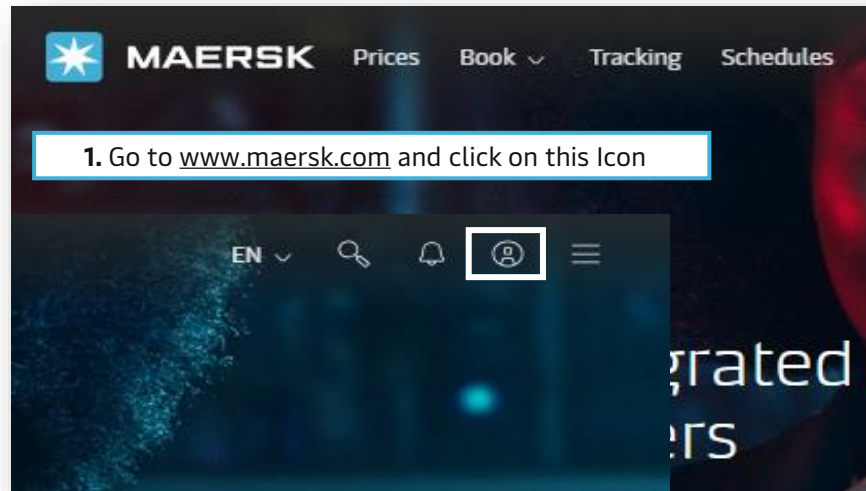
Paid to Release is an online platform for customer's payment submission.

The intention is to provide an easier process and a common platform for all customers to navigate and submit relevant details for payments made to Maersk.

Benefits:

- Pay single or multiple invoices on a standard platform.
- No more waiting at the counter or sending emails.
- Shorter turnaround for delivery orders or cargo releases.
- All approvals and rejections will be communicated through email.
- Track and trace your remittances online under "**Paid Invoice**" tab.
- Easily access, print, and download payment receipts and e-statements.

Go to Paid to Release



Submit Payment with Invoice

In the New Paid to Release, you are now able submit payment for multiple invoice or shipments.

1. In **Open or Overdue** tab, highlight one or more invoices by clicking the box before the Invoice Number

Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input checked="" type="checkbox"/>	International import		21 FEB 2024	PHP 83,587.92	Payable offline Overdue
<input checked="" type="checkbox"/>	International import		22 FEB 2024	PHP 18,906.34	Payable offline Due today

2. A selection bar will appear on the bottom part of the page, click this icon for Paid to Release

2 Invoice selected Total: PHP 102,494.26

3. Select/Input below payment details:

- Payment Method
- Cheque or Bank Reference (could also be the Booking or BL number)
- Currency (PHP or USD)
- Paid Amount (should be the same as the amount on the proof or payment)

Invoice number	Open amount	Paid amount
	PHP 83,587.92	PHP 83,587.92
	PHP 18,906.34	PHP 18,906.34
Total	PHP 102,494.26	PHP 102,494.26

Submit Payment with Invoice

4. Upload the copy of payment proof (ensure it is readable)

5. Indicate comments (you may input specific containers in this)

6. Add Contact Information, you have an option to add another OR recipient

7. Click **"Submit Proof of Payment"** to proceed

The screenshot shows a web form titled "Upload Proof of Payment(s)". It includes a file upload button, a text area for "Additional comments (optional)", a "Contact Information" section with an "Email" field and an "Additional email (optional)" field, and a "Submit Proof of Payment" button. Orange boxes highlight the upload button, the comments text area, the email fields, and the submit button.

Upload Proof of Payment(s)
pdf, png, jpeg, jpg, bmp & tiff formats are the file types supported for the upload. Each file should be less than 5MB. Please do not add password protected files.

Upload Proof of Payment(s)

Additional comments (optional)
In case of overpayment, please specify the reason
0 / 200

Contact Information

Email ⓘ Additional email (optional)
charlene.alipio@mcctransport.com.ph

Submit Proof of Payment → Cancel

8. You will see below and received an email regarding the payment submission.

Our finance team will send the copy of the Official Receipt on the email addresses indicated on the Contact information

📌 You have successfully submitted your proof of payment.

Our team will review the submitted proof of payment and notify you on [redacted] about the status of your request. You can also check the current status in the Open invoices tab on MyFinance.

In case of any issues or questions, please contact your local customer support team.

Reference number: 0924010407343601

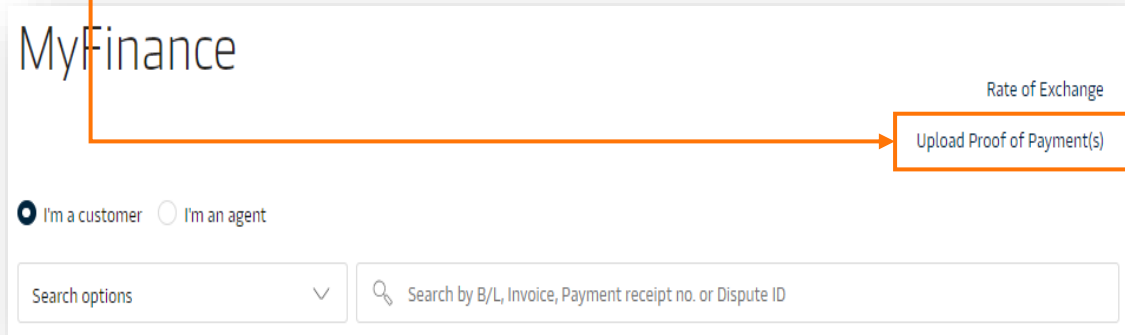
Reminder:
You can only attach one deposit slip/proof of payment per payment submission

If you will submit a WHT or BIR 2307, kindly send it separately to ph.export@maersk.com or ph.import@maersk.com.

Please ensure the correct format for the subject is followed:
" CWT: BL or Invoice Number "

Submit Payment without Invoice

1. Click "Upload Proof of Payment(s)" in the upper right corner in MyFinance



MyFinance

Rate of Exchange

Upload Proof of Payment(s)

I'm a customer I'm an agent

Search options

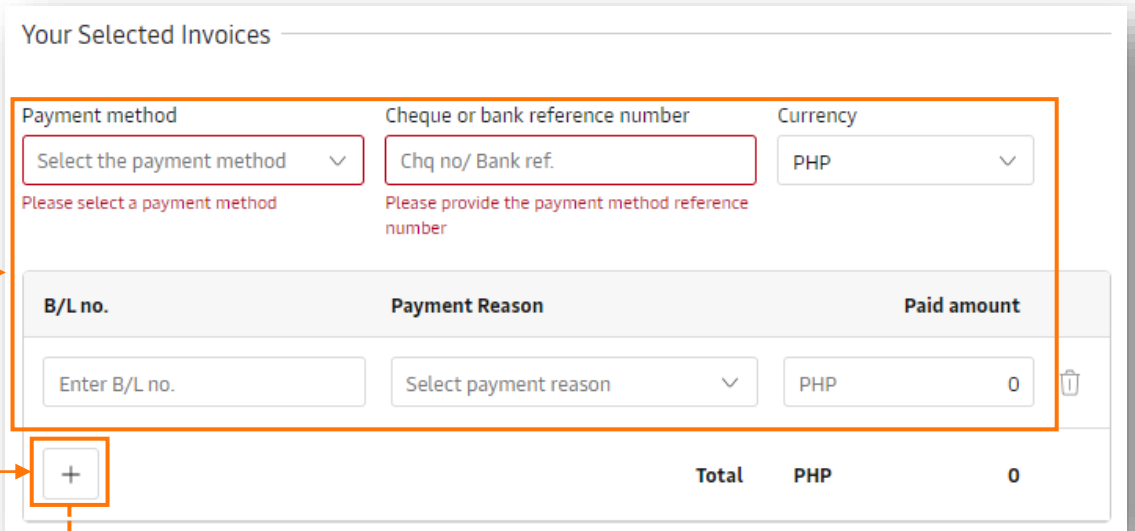
2. Indicate below details:

- Payment method
- Cheque or Bank Reference (could also be the Booking or BL number)
- Currency (PHP or USD)
- Booking or BL number
- Payment Reason
- Paid Amount

3. You may click this add multiple shipments / BL numbers. A new line will appear, enter details for the other shipment to pay



Enter B/L no. Select payment reason PHP 0



Your Selected Invoices

B/L no.	Payment Reason	Currency	Paid amount	
<input type="text" value="Enter B/L no."/>	<input type="text" value="Select payment reason"/>	<input type="text" value="PHP"/>	<input type="text" value="0"/>	<input type="button" value="🗑️"/>
Total			PHP	0

Submit Payment without Invoice

4. Upload the copy of payment proof (ensure it is readable)

5. Indicate comments (you may input specific containers in this)

6. Add Contact Information, you have an option to add another OR recipient

7. Click **"Submit Proof of Payment"** to proceed

The screenshot shows a web form for submitting payment proof. It includes a file upload section, a comments text area, and contact information fields. Orange boxes and arrows highlight the 'Upload Proof of Payment(s)' button, the 'Additional comments (optional)' text area, the 'Email' field, and the 'Submit Proof of Payment' button.

Upload Proof of Payment(s)
pdf, png, jpeg, jpg, bmp & tiff formats are the file types supported for the upload. Each file should be less than 5MB. Please do not add password protected files.

Additional comments (optional)
In case of overpayment, please specify the reason
0 / 200

Contact Information

Email Additional email (optional)

8. You will see below and received an email regarding the payment submission.

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Please ensure the correct format for the subject is followed:
" CWT: BL or Invoice Number "

Download Official Receipt

1. In Myfinance, you may search the specific shipment or click po the "Paid" tab

I'm a customer I'm an agent

Search options

Search results for 'B/L number'

Paid (5)

2. Highlight the Paid Invoice

Paid invoices Sort by: Invoice Date (latest) v

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Paid date	Paid amount	Payment receipt	Status
<input checked="" type="checkbox"/>	det-inv			01 FEB 2024 Inv. date 20 JAN 2024	PHP 38,500.00 Inv. amount PHP 38,500.00	other payments / settlements	v
<input type="checkbox"/>	det-inv			01 FEB 2024 Inv. date 20 JAN 2024	PHP 11,000.00 Inv. amount PHP 11,000.00	other payments / settlements	v

3. A selection bar will appear on the bottom part of the page, click this icon to Download a copy of the Official Receipt

Download payment receipt

1 Invoice selected **Total: PHP 38,500.00**