

MYFINANCE

HOW TO ACCESS

Step 1 Click on to MyFinance tab on the top

The screenshot shows the SeaLand website's MyFinance interface. At the top, there is a navigation bar with the following items: SeaLand (logo), My SeaLand, Book, Lookup, Track, Help, and MyFinance (highlighted with a red border). Below the navigation bar, there is a red header with the text 'My SeaLand'. The main content area is divided into two columns. The left column has the heading 'Get Access to My SeaLand' followed by the sub-heading '– our online self service portal'. Below this, it says 'My SeaLand is the fastest and easiest way to do business with us.' and there is a 'Register' button with a user icon. The right column has the heading 'Already registered?' followed by the text 'Log in to manage and book new shipments.' and a 'Log in' button with a key icon.

HOW TO SEARCH INVOICES

Step 1 On the home page of MyFinance you can track your invoice due a date range by:

- Invoice Number
- Bill of Lading Number
- Customer Reference

Step 2 Write it down a click on search

The screenshot shows the search interface for documents. At the top, there is a navigation bar with the following items: List of Open Invoices, Abonos, Paid Invoices, Casos de clarificación, and eStatement. Below the navigation bar, there is a section titled 'Search for Your Documents'. This section contains several input fields: 'Invoice No.', 'Bill of lading No.', and 'Customer Ref. No.'. Below these fields, there is a 'Due Date Range (dd/MM/yyyy)' field with a date range of '01/05/2015 < 31/07/2015'. Below the date range, there are checkboxes for 'Document Types': 'Open' (checked), 'Paid' (unchecked), 'Credits' (checked), and 'Disputes' (unchecked). A 'Search' button is highlighted with a red border.

HOW TO DOWNLOAD INVOICES

Step 1 Click on the List of Open Invoice tab

Step 2

- A. If you want to download multiple invoices:
- Select them with a checkmark or click on Select All and
 - Click on download marked.

List of Open Invoices								Abonos	Paid Invoices	Casos de clarificación	eStatement	Salir del sistema
List of Open Invoices								Find Invoices				
Invoice No.	Invoice Date	Bill of Lading No.	Customer Ref. No.	Vencido	Invoiced Amount	Pendiente	Acción					
<input checked="" type="checkbox"/>	9500020773	10/06/2015	566918950	6373043750401500	10/07/2015	USD 1.560,00	USD 1.560,00					
<input checked="" type="checkbox"/>	9500017324	28/05/2015	566544259	9500017324	27/06/2015	USD 3.300,00	USD 3.300,00					
Select All						Deselect All		Download marcado				
						USD 4.860,00		USD 4.860,00				

Búsqueda de clientes nueva

- Choose the format for downloading the invoices by clicking on one of the options (CSV or PDF)
- Clicks on Open or Save according to your preference

List of Open Invoices	Abonos	Paid Invoices	Casos de clarificación	eStatement	Salir del sistema
Download of Invoices					
Choose the Format for Downloading the Invoices					
To process the invoice overview in a spreadsheet program, use the CSV download					
If you require a printable version of the invoices, use this download.					
Atrás				Download CSV	
				Download PDF	

Do you want to open or save Jul_30_2015_9_15_25_PM.zip from emanageac.sealand.com?

Open Save Cancel

- B. If you want to download a single invoice:
- Press the red button on the action column
 - Clicks on Open or Save according to your preference

Invoice No.	Invoice Date	Bill of Lading No.	Customer Ref. No.	Vencido	Invoiced Amount	Pendiente	Acción		
<input type="checkbox"/>	9500020773	10/06/2015	566918950	6373043750401500	10/07/2015	USD 1.560,00	USD 1.560,00		
<input type="checkbox"/>	9500017324	28/05/2015	566544259	9500017324	27/06/2015	USD 3.300,00	USD 3.300,00		
Select All						Deselect All		Download marcado	
						USD 4.860,00		USD 4.860,00	

Búsqueda de clientes nueva

Do you want to open or save 800020159500020773001SD 9500020773.pdf (217 KB) from emanageac.sealand.com?

Open Save Cancel

HOW TO DISPUTE INVOICES

Step 1 Click on the List of Open Invoice tab

Step 2 Select the invoice you want to dispute

Step 3 Press the callout button at the action column for that row.

	Invoice No.	Invoice Date	Bill of Lading No.	Customer Ref. No.	Vencido	Invoiced Amount	Pendiente	Acción
<input type="checkbox"/>	9500020773	10/06/2015	566918950	6373043750401500	10/07/2015	USD 1.560,00	USD 1.560,00	
<input type="checkbox"/>	9500017324	28/05/2015	566544259	9500017324	27/06/2015	USD 3.300,00	USD 3.300,00	
						USD 4.860,00	USD 4.860,00	

Select All Deselect All Download marcado

Búsqueda de clientes nueva

Step 4 It will redirect you to a new window, please fill the necessary data to enter your dispute:

- A. Reason: incorrect rates, incorrect payer, already paid or missing information
- B. Comments: please elaborate your case, text all the data you can share.
- C. Name, e-mail and contact number.

Optional:

- D. Reference
- E. Upload document

Step 5 Click on Send

Invoice or Credit No.	Invoice or Credit Date	Fecha	Importe	Pendiente
9500020773	Wed Jun 10 2015	10/07/2015	USD 1.560,00	USD 1.560,00

Reason	Importe	Referencia
<input type="text" value=""/>	1.560,00	<input type="text" value=""/>

Comentario

Name:

Email:

Contact Number:

Añadir fichero (tamaño global permitido: 4 MB)

Ficheros que deben anexarse

Step 6 Your dispute has been sent.

List of Open Invoices	Abonos	Paid Invoices	Casos de clarificación	eStatement	Salir del sistema
Confirmación para crear un caso de clarificación					
Se han reservado sus datos. Haremos lo posible para proporcionarle un rápido tratamiento.					
Factura o abono		Fecha		Importe	
566918950 EXPORT		10/07/2015		USD 1.560,00	
Casos de clarificación reservados					
Causa		Importe		Referencia	
Incorrect Payer		USD 1.560,00			

HOW TO REVIEW DISPUTE CASES

You can review your disputes cases

Step 1 Click on the Disputes tab

Step 2 Review your disputes

List of Open Invoices	Abonos	Paid Invoices	Disputes	eStatement	Salir del sistema
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Lista de casos de clarificación

Para visualizar casos de clarificación seleccione los criterios de búsqueda correspondientes

Status: Período:

ID caso	Invoice No.	Invoice Date	Importe a clarificar	Reason	Status	Creado el
000005092870	9500020773	10/06/2015	USD 1.560,00 USD 1.560,00	Incorrect Payer	New	30 de julio de 2015 21:38:22

Casos de clarificación reservados

Causa	Invoice No.	Importe	Referencia	Creado el
Incorrect Payer	9500020773	USD 1.560,00		30 de julio de 2015 21:38:22

Step 3 To check more details click on ID case number

Visualizar caso de clarificación

Para registrar modificaciones introduzca la información necesaria

Para enviar sus modificaciones haga clic en *Enviar*.
Con *Back* volverá al resumen.

ID caso	Importe a clarificar	Reason	Status	Referencia	Creado el
000005092870	USD 1.560,00	Incorrect Payer	New	LALALA	30 de julio de 2015 21:38:22

Notas

Description of Customer 30.07.2015 21:38:21
XXXXXXXXXX

Comentario

Name: NINA
Email: NINA.PAEZ@SEALAND.COM

HOW TO REVIEW PAYMENTS

You can check the list of payments

Step 1 Click on the Payment tab

Step 2 Review your payments

List of Open Invoices	Payments	Paid Invoices	eStatement		
List of Payments					
Buscar abonos					
Credit Note No.	Credit Date	Bill of Lading No.	Importe del abono	Disponible	Acción
3410011463	Thu Jul 02 2015	0000263509	USD 50,00	USD -50,00	
			USD 50,00		
Búsqueda de clientes nueva					

HOW TO REVIEW PAID INVOICES

You can check the list of paid invoices

Step 1 Click on the Paid Invoices Tab

Step 2 Select the appropriate search criteria:

- i. Status: In treatment or closed
- ii. Period

List of Open Invoices	Abonos	Paid Invoices	Casos de clarificación	eStatement	Salir del sistema				
List of Invoices Paid or Payment Arranged									
To display paid invoices, select the appropriate search criteria									
Status	Período								
En tratamiento	Últimos 30 días	Buscar							
Expand Search									
Invoice No.	Invoice Date	Bill of Lading No.	Vencido	Invoiced Amount	Payment Arranged Date	Pago ordenado	Status	Vía de pago	Acción
There are either no bills present or none were found that match the search criteria you entered.									
Búsqueda de clientes nueva					Descarga				

Step 3 For advanced search click on "Expand Search" and fill the blanks.

Step 4 Click on search button

List of Open Invoices	Abonos	Paid Invoices	Casos de clarificación	eStatement	Salir del sistema				
List of Invoices Paid or Payment Arranged									
To display paid invoices, select the appropriate search criteria									
Status	Período								
En tratamiento	Últimos 30 días	Buscar							
Expand Search									
Search for Invoices									
<input checked="" type="radio"/>	Display All Invoices								
<input type="radio"/>	Bill of Lading No.								
<input type="radio"/>	Invoice Amount		hasta						
<input type="radio"/>	Paid Amount		hasta						
<input type="radio"/>	Text in Payment Method								
Buscar									
Invoice No.	Invoice Date	Bill of Lading No.	Vencido	Invoiced Amount	Payment Arranged Date	Pago ordenado	Status	Vía de pago	Acción
There are either no bills present or none were found that match the search criteria you entered.									
Búsqueda de clientes nueva					Descarga				

HOW TO REVIEW YOUR STATEMENT


Step 1 Click on the eStatement tab

Step 2 Review your statement

- ✓ You can print your statement by clicking on Printing button at the bottom left
- ✓ You can download the stamen by clicking on the Excel or CSV button
- ✓ You can preview the invoice by clicking on the Bill of Lading No.

List of Open Invoices	Abonos	Paid Invoices	Casos de clarificación	eStatement	Sair del sistema
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e Statements



Company SeaLand / Esplanaden 50 / 1098 Copenhagen k
KUEHNE + NAGEL INC D/B/A ACES(DIVIS)
302 WEYMOUTH ST
ROCKLAND MA 02370

Fecha: 30/07/2015
Fecha clave: 30/07/2015
Su cuenta con nosotros: USS0002384
Nuestro responsable: Dane Mark Pasagui Timbal
Teléfono:
Telefax:

Account Statement At 30/07/2015

Invoice No.	Invoice Type	Customer Ref. No.	Dispute Case ID	Due Date	Bill of Lading No.	Invoice Date	Open Amount
9500017324	EXPORT	9500017324		27/06/2015	566544259	28/05/2015	USD 3.300,00
9500020773	EXPORT	6373043750401500	000005092870	10/07/2015	566749925	10/06/2015	USD 1.560,00
3410011463		566749925		02/07/2015	566749925	02/07/2015	USD -50,00

Saldo total: Total per Currency **USD 4.810,00**