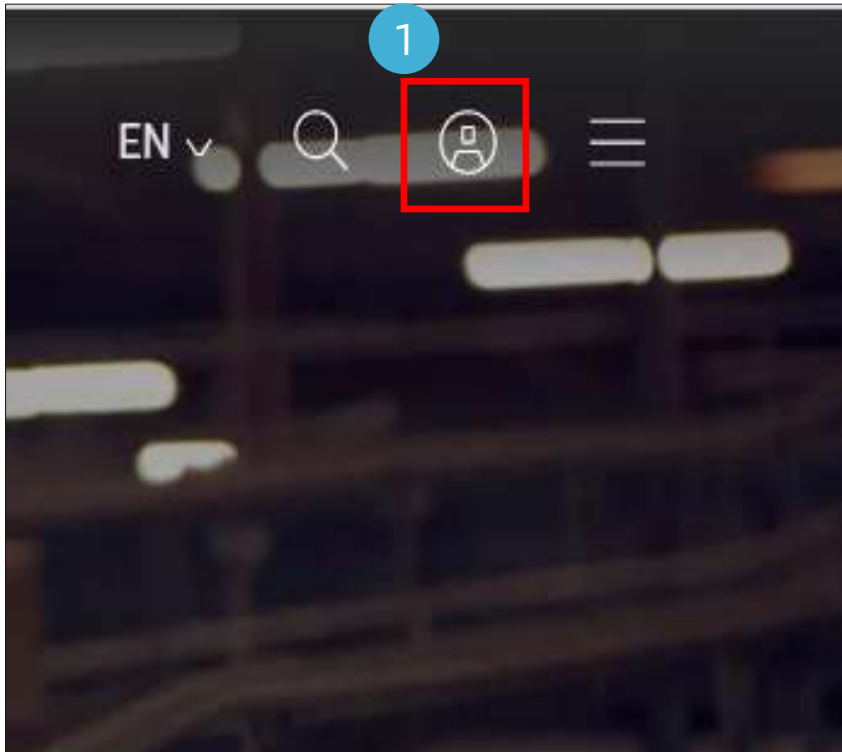


# MyFinance Dashboard

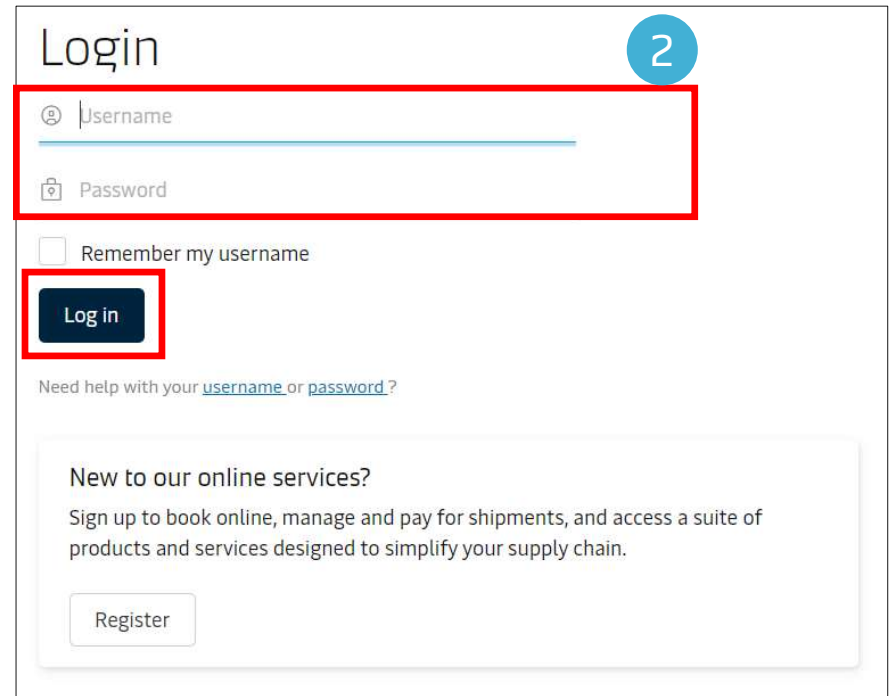
## Step 1:

Click **Account** located at the top right corner of the home page.



## Step 2:

You will be directed to a login page where you need to enter your registered **username** and **password** for the website.

A screenshot of the Login page. The page has a white background. At the top, the word 'Login' is displayed in a large, dark font. To the right of 'Login' is a blue circle with the number '2'. Below the title are two input fields: 'Username' and 'Password'. Both fields are highlighted with a red rectangle. Below the 'Password' field is a checkbox labeled 'Remember my username'. Below the checkbox is a dark blue button with the text 'Log in', which is also highlighted with a red rectangle. Below the button is a link that says 'Need help with your [username](#) or [password](#)?'. At the bottom of the page is a section titled 'New to our online services?' with a subtext: 'Sign up to book online, manage and pay for shipments, and access a suite of products and services designed to simplify your supply chain.' Below this text is a light blue button labeled 'Register'.

# MyFinance Dashboard

## Step 3:

Click **Manage** in the top menu, and select **MyFinance** from the available drop-down.

The screenshot shows the Maersk MyFinance dashboard interface. At the top left is the Maersk logo and navigation links: Prices, Book, Tracking, Schedules, and Supply chain. The 'Manage' dropdown menu is highlighted with a red box and has a blue circle with the number '3' next to it. The dropdown menu contains the following items: Hub (with a 'New' tag), Shipment overview - Export, Shipment overview - Import, All inbound, MyFinance (highlighted with a red box), Remote container management, Payer standing instructions, Order bill of lading, Case management, and Maersk Flow (with a 'New' tag). The main content area features a 'Welcome to your Hub' message, a 'Warehousing & Distribution' banner with a 'Contact us' button, and a '38 Outstanding tasks' widget with a 'Submit shipping instructions' button. On the right, there is a 'Shipment Overview' widget showing '3 Departing' and '59 Arriving' vessels, with a 'View all' button. At the bottom, there is a search bar with the text 'Try searching for a vessel, country/region, container yard, port or local office' and a 'Show on map' dropdown menu.



# MyFinance Dashboard

## Step 4:

Now you will be directed to My Finance Dashboard.

**MyFinance** 4

I'm a customer  I'm an agent

Search options Search by B/L, Invoice, Payment receipt no. or Dispute ID

**Dashboard** Open Overdue Paid Disputed Credits & Refunds E-statement See more

Welcome back, Maersk spt

### Outstanding invoices

6562 Overdue invoices [View](#)

0 Due today [View](#)

0 Due this week [View](#)

6562 Due this month [View](#)

### Ageing overview

■ Invoices are overdue ■ Credits ■ Disputes ■ Not due

\* Mouse over column for more details.

USD

Days overdue	Invoices are overdue	Credits	Disputes	Not due
<0	0	0	0	0
0-7	0	0	0	0
8-30	0	0	0	0
31-60	0	0	0	0
61-90	0	0	0	0
91-180	0	0	0	0
181-365	0	0	0	0
365>	28.5M	0.1M	0	0

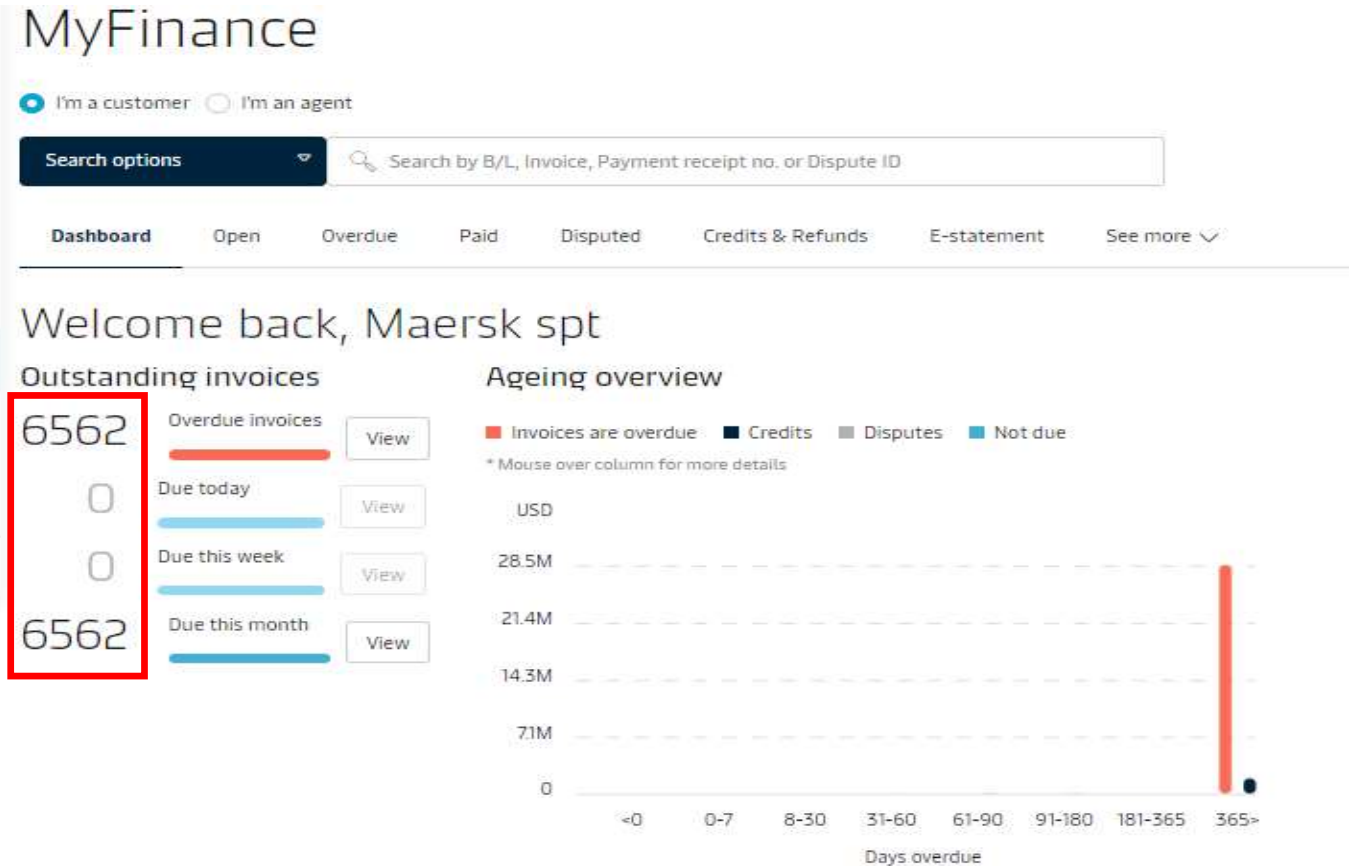
Days overdue



# MyFinance Dashboard

## Step 5:

Here you could have an overview on the total number of invoices which are overdue, invoice due for today, due for the week and due for a month.



# MyFinance Dashboard

## Step 6:

Click **view** button to see the outstanding invoices.

The screenshot shows the MyFinance dashboard interface. At the top, there is a search bar with the text "Search by B/L, Invoice, Payment receipt no. or Dispute ID". Below the search bar is a navigation menu with tabs: Dashboard, Open, Overdue, Paid, Disputed, Credits & Refunds, E-statement, and See more. The main content area displays a welcome message "Welcome back, Maersk spt" and a section for "Outstanding invoices" with a total count of 6562. A blue circle with the number 6 is overlaid on the "View" button for the "Overdue invoices" category. Below this are three rows for "Due today", "Due this week", and "Due this month", each with a "View" button. To the right is an "Ageing overview" bar chart showing the distribution of invoices by days overdue. The chart has a legend with four categories: Invoices are overdue (red), Credits (dark blue), Disputes (grey), and Not due (light blue). The x-axis is labeled "Days overdue" and has categories: <0, 0-7, 8-30, 31-60, 61-90, 91-180, 181-365, and 365>. The y-axis is labeled "USD" and has values: 0, 7.1M, 14.5M, 21.4M, and 28.5M. A single red bar is visible in the 365> category, reaching a value of approximately 28.5M. A small dark blue bar is visible in the 0-7 category.



# MyFinance Dashboard

## Step 7:

You would now be directed to "Overdue" tab where you could see the invoices which are overdue.

MyFinance [Export All Overdue invoices](#)

I'm a customer  I'm an agent

Search options

Dashboard Open **Overdue (6562)** Paid Disputed Credits & Refunds E-statement See more

OVERDUE INVOICES 7 SORT BY: Invoice Date (latest) Filter

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5259020582</a> Import	TAR131138	5259020582	09 JAN 2022 Inv. date 07 DEC 2021	<b>USD 1,272.84</b> Inv. amount USD 1,272.84	Payable online Overdue
<input type="checkbox"/>	<a href="#">5259020618</a> Import	TAR131210	5259020618	02 JAN 2022 Inv. date 07 DEC 2021	<b>USD 31,534.97</b> Inv. amount USD 31,534.97	Payable online Overdue
<input type="checkbox"/>	<a href="#">5259020619</a> Import	TAR131230	5259020619	01 JAN 2022 Inv. date 07 DEC 2021	<b>USD 5,100.00</b> Inv. amount USD 5,100.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5259020620</a> Import	TAR131222	5259020620	01 JAN 2022 Inv. date 07 DEC 2021	<b>USD 5,100.00</b> Inv. amount USD 5,100.00	Payable online Overdue



# MyFinance Dashboard

Scrolling down further on the Dashboard screen, you could also see a graphical representation of the invoices called as "Ageing Overview". Here you could see the total outstanding invoices along with the overdue amount in a graphical format.

## Ageing overview

■ Invoices are overdue ■ Credits ■ Disputes ■ Not due

\* Mouse over column for more details



# MyFinance Dashboard

Further, you could also have an overview of the Disputed invoices for last month.

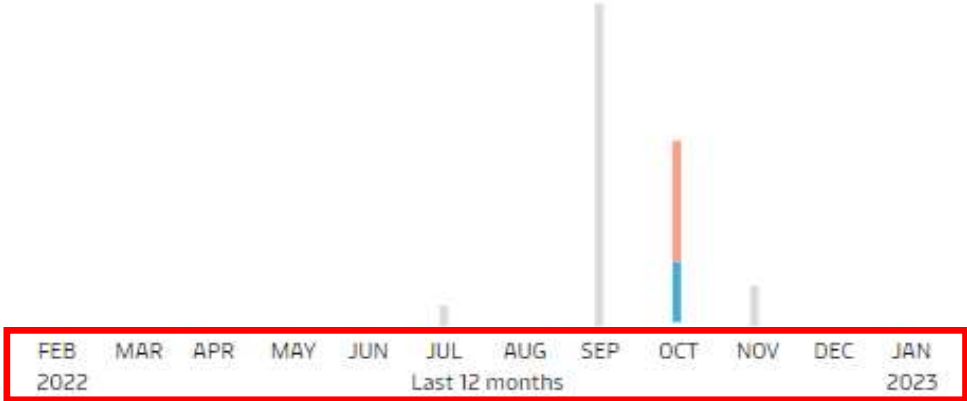
## Dispute overview

### Disputes status

21%	of disputes has been rejected	<a href="#">View</a>
11%	of disputes has been approved	<a href="#">View</a>
68%	of disputes not resolved yet	<a href="#">View</a>

### Disputes reasons

31	Disputed due to incorrect rates	<a href="#">View</a>
10	Disputed due to already paid	<a href="#">View</a>
96	Disputed due to missing information	<a href="#">View</a>







## Overdue Invoices

- Basis Due Date
- Basis Invoice Date
- Basis Currency
- Basis Invoice Type

# Overdue Invoices


Now let's understand how to view Overdue invoices.

## Step 1:

Click on the **Overdue** tab.

1

Dashboard **Open (6562)** **Overdue** Paid Disputed Credits & Refunds E-statement See more ▾

OPEN INVOICES SORT BY: Invoice Date (latest) ▾ Filter 

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input checked="" type="checkbox"/>	<a href="#">5259020582</a> Import	TAR131138	5259020582	09 JAN 2022 Inv. date 07 DEC 2021	<b>USD 1,272.84</b> Inv. amount USD 1,272.84	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5259020618</a> Import	TAR131210	5259020618	02 JAN 2022 Inv. date 07 DEC 2021	<b>USD 31,534.97</b> Inv. amount USD 31,534.97	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5259020619</a> Import	TAR131230	5259020619	01 JAN 2022 Inv. date 07 DEC 2021	<b>USD 5,100.00</b> Inv. amount USD 5,100.00	Payable online Overdue ▾



# Overdue Invoices

## Step 2:

Here could see the invoices which are overdue.

Dashboard Open **Overdue (37)** Paid Disputed Credits & Refunds E-statement See more ▾

OVERDUE INVOICES 2 SORT BY: Invoice Date (latest) ▾ Filter ☰

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> Inv. amount USD 2,064.00	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5434626100</a> Export	214107368	5434626100	03 DEC 2021 Inv. date 03 DEC 2021	<b>INR 3,540.00</b> Inv. amount INR 3,540.00	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5434625865</a> Export	214594354	5434625865	16 DEC 2021 Inv. date 01 DEC 2021	<b>INR 65,785.00</b> Inv. amount INR 65,785.00	Payable online Overdue ▾
<input type="checkbox"/>	<a href="#">5019214726</a> Export	214594354	5019214726	16 DEC 2021 Inv. date 01 DEC 2021	<b>USD 19,440.00</b> Inv. amount USD 19,440.00	Payable online Overdue ▾



# Overdue Invoices

## Step 3:

Click on the **SORT BY** dropdown to sort the invoices as per the selection available.

Dashboard Open **Overdue (37)** Paid Disputed Credits & Refunds E-statement See more **3**

OVERDUE INVOICES SORT BY: Invoice Date (latest) Filter

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> Inv. amount USD 2,064.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5434626100</a> Export	214107368	5434626100	03 DEC 2021 Inv. date 03 DEC 2021	<b>INR 3,540.00</b> Inv. amount INR 3,540.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5434625865</a> Export	214594354	5434625865	16 DEC 2021 Inv. date 01 DEC 2021	<b>INR 65,785.00</b> Inv. amount INR 65,785.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214726</a> Export	214594354	5019214726	16 DEC 2021 Inv. date 01 DEC 2021	<b>USD 19,440.00</b> Inv. amount USD 19,440.00	Payable online Overdue



# Overdue Invoices

## Step 4:

Click **Filter** button to segregate invoices. Here you could see multiple options like Due Date, Invoice Date, Currency and Invoice Type, basis which you could segregate the invoices.

4

Dashboard Open **Overdue (37)** Paid Disputed Credits & Refunds E-statement See more

OVERDUE INVOICES SORT BY: Invoice Date (latest) Filter

**Due date** Yesterday Last week Last month Last 3 months

Invoice date From To  
Enter Date (DDMMYYYY) Enter Date (DDMMYYYY)

Currency

Invoice type

Apply Clear

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> Inv. amount USD 2,064.00	Payable online Overdue



# Overdue Invoices

Now lets filter the invoices basis the Due date.

## Step 1:

Click **Due date** from the left-hand navigation panel.

Dashboard Open **Overdue (37)** Paid Disputed Credits & Refunds E-statement See more ▾

OVERDUE INVOICES SORT BY: Invoice Date (latest) ▾ Filter

1 **Due date** Yesterday Last week Last month Last 3 months

Invoice date From To  
Enter Date (DDMMYYYY) Enter Date (DDMMYYYY)

Currency

Invoice type

Apply Clear

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue ▾



# Overdue Invoices

Under Due Date, you could further segregate the invoices as per the choices available. i.e. yesterday, last week, last month and last 3 months.

Dashboard   Open   **Overdue (37)**   Paid   Disputed   Credits & Refunds   E-statement   See more ▾

OVERDUE INVOICES   SORT BY: Invoice Date (latest) ▾   Filter ☰

<b>Due date</b>	Yesterday	Last week	Last month	Last 3 months
-----------------	-----------	-----------	------------	---------------

Invoice date   From: Enter Date (DDMMYYYY) [calendar icon]   To: Enter Date (DDMMYYYY) [calendar icon]

Currency

Invoice type

Apply   Clear

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue ▾



# Overdue Invoices

## Step 2:

Click on one of the sub-choices available. For example: click on the **last 3 months** tab.

## Step 3:

You could remove the existing filters by clicking on the **Clear** button.

The screenshot displays the 'Overdue Invoices' section of a Maersk system. At the top, there are navigation tabs: Dashboard, Open, **Overdue (37)**, Paid, Disputed, Credits & Refunds, E-statement, and See more. Below this, the 'OVERDUE INVOICES' header is shown with a 'SORT BY: Invoice Date (latest)' dropdown and a 'Filter' button. A filter panel is open, showing tabs for 'Due date': Yesterday, Last week, Last month, and **Last 3 months** (highlighted with a red box and a blue circle with the number 2). Below the tabs are 'From' and 'To' date pickers with values '01-11-2022' and '30-01-2023' respectively. At the bottom of the filter panel are 'Apply' and 'Clear' buttons (the 'Clear' button is highlighted with a red box and a blue circle with the number 3). Below the filter panel is a table of invoices:

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue





# Overdue Invoices

## Step 4:

Now you could provide a desired date range for which you would like to view an invoice. i.e., enter the **From** and **To** dates.

Dashboard Open **Overdue (103)** Paid Disputed Credits E-statement See more ▾

OVERDUE INVOICES SORT BY: Invoice Date (latest) ▾ FILTER

**Due date** Yesterday Last week Last month Last 3 months

Invoice date **4** From  To

Currency

Invoice type

CLEAR APPLY × CLOSE

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Dispute status
<input type="checkbox"/>	5115597926 Export	206622206	5115597926	12 JAN 2021 <span>Overdue</span> Inv. date 12 JAN 2021	INR 8,875.96 Inv. amount INR 8,875.96	<span>Payable online</span> -
<input type="checkbox"/>	5115597377 Export	206963560	5115597377	11 JAN 2021 <span>Overdue</span> Inv. date 11 JAN 2021	INR 13,379.43 Inv. amount INR 13,379.43	<span>Payable online</span> -



# Overdue Invoices

For example: we have selected a date range from 1<sup>st</sup> Oct 2020 to 30<sup>th</sup> Dec 2020, so that we could view the invoices for this duration.

## Step 5:

Click on "apply" button.

Dashboard Open **Overdue (103)** Paid Disputed Credits E-statement See more ▾

OVERDUE INVOICES SORT BY: Invoice Date (latest) ▾ FILTER

Due date Yesterday Last week Last month **Last 3 months**

Invoice date **4** From 01-10-2020 To 30-12-2020

Currency

Invoice type

CLEAR **5** APPLY × CLOSE

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Dispute status
<input type="checkbox"/>	5115597926 Export	206622206	5115597926	12 JAN 2021 <span>Overdue</span> Inv. date 12 JAN 2021	INR 8,875.96 Inv. amount INR 8,875.96	Payable online -
<input type="checkbox"/>	5115597377 Export	206963560	5115597377	11 JAN 2021 <span>Overdue</span> Inv. date 11 JAN 2021	INR 13,379.43 Inv. amount INR 13,379.43	Payable online -



# Overdue Invoices

## Step 6:

Now you could the list of invoices as per the filters applied.

Dashboard Open **Overdue (11)** Paid Disputed Credits E-statement See more ▾

OVERDUE INVOICES SORT BY: Invoice Date (latest) ▾ FILTER(1)

**Due date** Yesterday Last week Last month Last 3 months

Invoice date From 01-10-2020 To 30-12-2020

Currency

Invoice type

CLEAR APPLY × CLOSE

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Dispute status
<input type="checkbox"/>	<b>5115570813</b> Export	206963560	5115570813	26 DEC 2020 <span>Overdue</span> Inv. date 08 DEC 2020	<b>INR 105,855.38</b> Inv. amount INR 105,855.38 <span>Payable online</span>	<span>Disputed</span> ▾
<input type="checkbox"/>	<b>5115569834</b> Export	206447842	5115569834	28 DEC 2020 <span>Overdue</span> Inv. date 07 DEC 2020	<b>INR 5,351.06</b> Inv. amount INR 5,351.06 <span>Payable online</span>	- ▾
<input type="checkbox"/>	<b>5115568935</b> Export	206622833	5115568935	26 DEC 2020 <span>Overdue</span> Inv. date 06 DEC 2020	<b>INR 86,975.38</b> Inv. amount INR 86,975.38 <span>Payable online</span>	<span>Disputed</span> ▾
<input type="checkbox"/>	<b>5434598019</b>	206396585	5434598019	15 DEC 2020 <span>Overdue</span>	<b>INR 55,176.33</b> <span>Payable online</span>	-



# Overdue Invoices

Similarly, you could view the invoices basis and Invoice date by following the similar steps, which are as highlighted on the screenshot.

The screenshot shows the 'Overdue (10)' filter interface. The top navigation bar includes 'Dashboard', 'Open', 'Overdue (10)', 'Paid', 'Disputed', 'Credits', 'E-statement', and 'See more'. The main section is titled 'OVERDUE INVOICES' and includes a 'SORT BY: Invoice Date (latest)' dropdown and a 'FILTER(2)' button. The filter panel on the left has a 'Due date' section with radio buttons for 'Yesterday', 'Last week', 'Last month', and 'Last 3 months' (highlighted with a red box and callout 2). Below this is the 'Invoice date' section (highlighted with a red box and callout 1), which contains 'From' and 'To' date pickers (both highlighted with a red box and callout 4). The 'From' date is '01-10-2020' and the 'To' date is '30-12-2020'. At the bottom of the filter panel are 'Apply' and 'Clear' buttons (both highlighted with a red box and callout 5). The table below shows two overdue invoices:

Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Dispute status
5115570813 Export	206963560	5115570813	26 DEC 2020 <span>Overdue</span> Inv. date 08 DEC 2020	INR 105,855.38 <span>Payable online</span> Inv. amount INR 105,855.38	Disputed
5115569834 Export	206447842	5115569834	28 DEC 2020 <span>Overdue</span> Inv. date 07 DEC 2020	INR 5,351.06 <span>Payable online</span> Inv. amount INR 5,351.06	-



# Overdue Invoices

Now let's see how to view the invoices segregated basis a currency.

## Step 1:

From the left navigation panel, click currency.

## Step 2:

Select the desired currency basis the choices available.

The screenshot displays the 'Overdue Invoices' section of a software interface. At the top, there are navigation tabs: Dashboard, Open, **Overdue (37)**, Paid, Disputed, Credits & Refunds, E-statement, and See more. Below the tabs, the section is titled 'OVERDUE INVOICES'. On the left, a filter menu is open, with the 'Currency' option highlighted by a red box and a blue circle with the number '1'. The 'Currency' filter shows a 'Select currencies' dropdown menu, also highlighted by a red box and a blue circle with the number '2'. This menu contains two options: 'USD' and 'INR', each with an unchecked checkbox. Below the filter menu, there are 'Apply' and 'Clear' buttons. The main area below the filter shows a table of overdue invoices.

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue

# Overdue Invoices

## Step 3:

For example, in this case we will select the currency as USD.

## Step 4:

Click on the "Apply" button.

## Step 5:

Now you could see the invoices basis the currency selected.

The screenshot shows the 'OVERDUE INVOICES' section of a Maersk system. At the top, there are navigation tabs: Dashboard, Open, **Overdue (19)**, Paid, Disputed, Credits & Refunds, E-statement, and See more. Below the tabs, the interface is titled 'OVERDUE INVOICES' with a 'SORT BY: Invoice Date (latest)' dropdown and a 'Filter(1)' button. A 'Select currencies' dropdown menu is open, showing 'USD' selected (indicated by a red box and a blue circle with the number 3) and 'INR' unselected. Below the dropdown, there is an 'Apply' button (indicated by a red box and a blue circle with the number 4) and a 'Clear' button. The main table of invoices is shown below, with a red box around the 'Open amount' column (indicated by a blue circle with the number 5). The table has columns for Invoice number, Bill of lading no., Customer reference, Due date, Open amount, and Status. Three invoices are listed, all with 'Payable online' and 'Overdue' status.

Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue
<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue
<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> Inv. amount USD 2,064.00	Payable online Overdue



# Overdue Invoices

Now let's see how to view the invoices basis the Invoice Type.

## Step 1:

From the left navigation panel, select "Invoice Type".

## Step 2:

Select the desired Invoice type.

The screenshot displays the 'Overdue (19)' section of a Maersk invoice management system. A navigation bar at the top includes 'Dashboard', 'Open', 'Overdue (19)', 'Paid', 'Disputed', 'Credits & Refunds', 'E-statement', and 'See more'. Below this, the 'OVERDUE INVOICES' section features a 'SORT BY: Invoice Date (Latest)' dropdown and a 'Filter(1)' button. A filter panel is open, showing 'Due date', 'Invoice date', 'Currency', and 'Invoice type' (highlighted with a red box and a blue circle '1'). The 'Invoice type' filter is set to 'Select invoice types', with options for 'Export', 'Manual', and 'Others' (all with checkboxes, highlighted with a red box and a blue circle '2'). 'Apply' and 'Clear' buttons are at the bottom of the filter panel. Below the filter panel is a table of overdue invoices with columns for 'Invoice number', 'Bill of lading no.', 'Customer reference', 'Due date', 'Open amount', and 'Status'. Three invoices are listed, all with 'Export' as the type and 'Overdue' status.

Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue
<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue
<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> Inv. amount USD 2,064.00	Payable online Overdue



# Overdue Invoices

## Step 3:

For example, in this case we will select the invoice type as "Export".

## Step 4:

Click on the "Apply" button.

## Step 5:

Now you could see the invoices for the export shipments.

Dashboard Open **Overdue (19)** Paid Disputed Credits & Refunds E-statement See more

OVERDUE INVOICES SORT BY: Invoice Date (latest) Filter(2)

3 Select invoice types

Invoice date  Export  Manual  Others

4 Apply Clear

5

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> Inv. amount USD 2,360.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> Inv. amount USD 1,770.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> Inv. amount USD 2,064.00	Payable online Overdue





# Overdue Invoices

You could also export the overdue invoices.

## Step 1:

Click on the hyperlink **Export All Overdue Invoices** which is on the right-hand-top-corner.

1

**MyFinance**

VIVEK ENTERPRISE India  
[Export All Overdue invoices](#)

I'm a customer  I'm an agent

Search options Search by B/L, Invoice, Payment receipt no., or Dispute ID

Dashboard Open **Overdue (37)** Paid Disputed Credits & Refunds E-statement See more

OVERDUE INVOICES SORT BY: Invoice Date (latest) Filter

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input type="checkbox"/>	<a href="#">5019214831</a> Export	212616562	5019214831	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 2,360.00</b> inv. amount USD 2,360.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214830</a> Export	212616330	5019214830	07 DEC 2021 Inv. date 07 DEC 2021	<b>USD 1,770.00</b> inv. amount USD 1,770.00	Payable online Overdue
<input type="checkbox"/>	<a href="#">5019214817</a> Export	211451911	5019214817	06 DEC 2021 Inv. date 06 DEC 2021	<b>USD 2,064.00</b> inv. amount USD 2,064.00	Payable online Overdue



# Overdue Invoices

## Step 2:

On the bottom-left-hand-corner you could see the exported file been generated in an excel format (you could see the list of overdue invoices). Click on it to access.

**MyFinance** GCCS BOOKED BY (DK00007951) Denmark  
[EXPORT ALL OVERDUE INVOICES](#)

Search options

Dashboard Open **Overdue (1853)** Paid Disputed Credits E-statement See more

OVERDUE INVOICES SORT BY: Invoice Date (latest) FILTER

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Dispute status
<input type="checkbox"/>	5035402612 Invoice	200119229	5035402612	13 JAN 2021 <span>Overdue</span> Inv. date 13 JAN 2021	<b>USD 5,500.00</b> Inv. amount USD 5,500.00	-
<input type="checkbox"/>	5035402605 Invoice	200117212	5035402605	10 DEC 2020 <span>Overdue</span> Inv. date 10 DEC 2020	<b>USD 2,000.00</b> Inv. amount USD 2,000.00	-
<input type="checkbox"/>	5035402604 Invoice	200117218	5035402604	10 DEC 2020 <span>Overdue</span> Inv. date 10 DEC 2020	<b>USD 12,766.25</b> Inv. amount USD 12,766.25	-
<input type="checkbox"/>	5409255151 Invoice	23361157	5409255151	07 DEC 2020 <span>Overdue</span> Inv. date 07 DEC 2020	<b>USD 2,000.00</b> Inv. amount USD 2,000.00	-
<input type="checkbox"/>	5409255150 Invoice	23361157	5409255150	07 DEC 2020 <span>Overdue</span> Inv. date 07 DEC 2020	<b>USD 1,500.00</b> Inv. amount USD 1,500.00	-

**2**

