

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

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### Your Automatic Debit Authorizations

**Responsible Contact Person**

+63 (2) 8898800 | 1008@maersk.com

**Bank Details Name**

You have not yet given an automatic debit authorization.

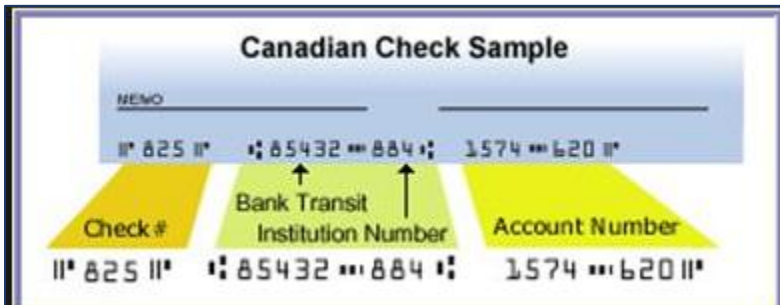
**Grant**

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

Automatic Debit Authorization	Country	Bank Number	Account Number	IBAN	BIC/SWIFT	Account Holder	Account Description
<p><b>Automatic Debit Authorization for New Bank Details:</b></p> <p><b>Note:</b> Please turn off all pop-up blockers before completing and submitting the below information.</p> <p>Account Description <input type="text"/></p> <p>Bank Number * <input type="text"/> Account Number * <input type="text"/></p> <p>Account Holder <input type="text"/></p> <p>Country * <input type="text"/></p> <p>BIC/SWIFT <input type="text"/></p> <p>IBAN <input type="text"/></p> <p>Upload Files </p> <p><b>Save</b> <b>Back</b></p>							

**Account Description:** Checking or Savings

**Bank Number:** The Bank Number for Canadian banks that we need is a 9 digit number comprised of: 0+institution # (which is 3 digits) + branch number  
 So for the below the bank number would be: 0+884+85432 = 088485432 (that is what should be entered in the bank number field)



**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:** Canada

**BIC/SWIFT:** The SWIFT Code for the account

**IBAN:** the box will be grayed out after you select Canada 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.

Country \* Canada ▼

BIC/SWIFT

IBAN

Upload Files

Authorize for SmartPay ? \*

Authorize for Smart Pay

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

SmartPay- Terms and Conditions

By clicking here you agree to

(i) The privacy and cookie policy [<http://terms.sealand.com/privacy/>]

(ii) The 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/>

(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>

(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/>

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.

Agree

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

**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.

Back

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:** 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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