



CargoSmart Invoices and Payment

CargoSmart Invoices and Payment provides centralized visibility to your invoices and tools to improve your payment process with your carrier. You can search for invoice details, view carrier charges, and print invoices that have been uploaded to your account. Payment Instructions lets you communicate to your carrier how you intend to make a payment on selected invoices. Your carrier processes your checks or electronic transfers against invoices indicated in your instructions, reducing the need for follow-up calls and e-mails.

Business Benefits

- Improve internal record keeping
- Reduce manual work and minimize errors when gathering and calculating invoices
- View current charges to find out when you can pay so that you can expedite your cargo release
- Save time by using one reference number, instead of multiple B/L numbers, on a check stub to indicate which invoices to pay

Key Features

Invoice Details

- Find invoices – search by carrier, invoice number, B/L number, vessel name, company, invoice status, and due date range
- View invoice details – audit your freight, accessorial, detention, and demurrage charges
- Print invoices – upload to your account instead of being mailed to your office
- Request changes and additional prints
- View invoice payment and print history
- Share visibility of your invoice details with associate companies through Relationship Manager

Payment Instructions

- Group your invoices by vessel voyage and due date range to view the calculated total
- Receive a reference number for your payment instructions that you may refer to on your checks instead of multiple B/L numbers
- Print copies of payment instructions for your records
- Share payment instructions with your accounting department or broker to process payments with your carrier

Getting Started

To search for invoice details (after your company administrator has granted you access to Invoices and Payment):

1. From the Finance menu option in My CargoSmart Center, select Invoices and Payment, and then select Invoice View and Print.
2. Enter the appropriate search criteria and click Find Invoice.

To create payment instructions:

1. Select invoices from the result list that you would like to include in your payment instructions.
2. Click Create Payment Instructions, enter your remarks, and click Submit Payment Instructions.

To sign up to print invoices:

1. From the Finance menu option in My CargoSmart Center, select Sign-up for Invoice Print.
2. Follow the instructions included to request invoice printing.

Sample Invoice Details

Invoice Details - OOCL Invoice Number 4130363765								
Last Modified: 30 Jun 2004, 10:07 Pacific Standard Time								
Invoiced Company		Office of Issue		Bill of Lading Number		Vessel Voyage		
:		OOCL (Singapore) Pte Ltd OOCL (Singapore) Pte Ltd 65 Chulia Street OOCL Centre No. 42-00		78266120		P&O NECLLOYD KOBE 039		
Invoice Total:	SGD	5,584.43	Issued Date:	02 Jul 2004				
Paid Amount:	SGD	0.00	Last Payment Date:	02 Jul 2004				
Carrier Adjustment Amount:	SGD	0.00	Due Date:	02 Jul 2004				
Outstanding Amount:	SGD	5,584.43						
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<small>If you have any questions regarding the invoice or B/L details, please contact your carrier.</small>								
Details Payment History Payment Instructions History Log								
Summary								
Sub Total before GST: SGD 5,584.43								
Total GST: SGD 0.00								
Sub Total after GST: SGD 5,584.43								
Charge Details								
B/L Number	Charge Type	Basis	Rate	Extended Value	Exchange Rate	GST%	GST Amount	Total with GST
78266120	Ocean Freight	2	USD 444.00	USD 444.00	1.677008	0	SGD 0.00	SGD 1,489.18
	Terminal Handling Charge at Lo	2	USD 555.00	USD 555.00	1.677008	0	SGD 0.00	SGD 1,861.48
	Terminal Handling Charge at Di	2	USD 666.00	USD 666.00	1.677008	0	SGD 0.00	SGD 2,233.78