
Web Invoicing / Quick Pay

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HomePort® The Web Portal Designed for You

The award-winning Web site that centralizes your APL shipment information and transactions.

HomePort Login

User ID

Password **Go**

[Forgotten Password?](#)

Need an ID? Register Now.

Want to learn more? View Demos.

Simplify! APL introduces BL Instructions (desktop)
Create your BL Instructions offline and submit through standard e-mail. No more faxes or Web browsers needed.

E-BL Print Convenience...Delivered
Print BLs with a printer and deliver printable BLs directly to your bank, forwarder or consignee via e-mail.

New Region-to-Region Schedules

- View key origins, destinations and multiple services at a glance
- Six-week timeframe ideal for planning
- Available in print-friendly PDF format

BL Split & Consolidate now available!
BL Instructions version 3.0 includes the ability to split and consolidate your BLs. With the added flexibility, you now have even greater control over your BL production.

Reefer Cargo? APL Has It On Ice
Cool trend: Since 1985, the worldwide market for

- After you receive your User ID and Password via email, go to www.apl.com and enter your User ID and Password in the login boxes and click “Go”.

My Name Here
Apl Limited

- ▶ Shipments
- ▶ QuickReport
- ▶ Bills of Lading
- ▶ Bookings
- ▶ Schedules
- ▶ Rates & Tariffs
- ▶ Payment Center
- ▶ Industry News
- ▶ Links
- ▶ Contacts
- ▶ Customize

Open All Close All

Welcome To HomePort

Today's Tip:

8/7/2003 - Changing your password: We recommend that you change your password on a regular basis. You can easily do this by clicking on My Profile in the upper right corner. Whilst in your profile screen, please remember to check your other details are also correct and amend if necessary. [More Tips...](#)

HomePort FEEDBACK?

Featured Links

Advance Manifest Information Gate Cams-U.S. West Coast Ports

- Los Angeles
- Oakland
- Seattle

New At HomePort

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24 Mar 2003

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[Release Notes...](#)

Service Highlights

Asia North America Enhancements:

- NYX - New York Express (PDF)
The NYX service is a new fixed day, all-water offering serving Asia, Panama and U.S. East Coast trades.
- APX - Atlantic Pacific Express (PDF)
The APX service now offers expanded coverage of the crucial Pearl River Delta and Shenzhen Special Economic Zone areas.
- PSV - South China/Los Angeles Express (PDF)
The enhanced PSV service features direct calls at Chivan, Hong Kong and Kaohsiung with fast and seamless access to and from the Pacific Southwest.

Your name will appear in the upper left corner just below the APL logo.

- Click “Payment Center” located at left side of screen to open sub-menu below it.

Instant Help Contact Us Help Search

HomePort Services News About APL My Profile Log Out

Trace Schedules Shortcuts

My Name Here
Apl Limited

- ▶ Shipments
- ▶ QuickReport
- ▶ Bills of Lading
- ▶ Bookings
- ▶ Schedules
- ▶ Rates & Tariffs
- ▼ Payment Center
 - Supplier
 - Proof of Delivery
 - Order Processing
 - Access Authorization
 - Create Invoice
 - Invoice Inquiry
 - Repair Estimate Status
 - Repair Estimate Status (new)
 - Job Entry
 - Tariff Codes
 - Repair Details
 - Container Charges
- ▶ Industry News
- ▶ Links
- ▶ Contacts
- ▶ Customize

Payment Center Overview

For Customers

- **Statement of Account** — You can view all outstanding charges payable to APL, summarized by vessel voyage. Select a particular vessel voyage to view charge details by Bill of Lading or invoice number. Charges will be displayed in both U.S. dollars and local currency.
- **Container Charges** — Check demurrage status and detailed charges for your containers at select destination ports or terminals. Your trucking providers can also check demurrage status and a summary of charges on your behalf.

For Suppliers/Vendors

- **Invoices Status** — If you provide goods or services to APL, we make it simple for you to determine the status of your invoice. Search by invoice number, date range and APL check number.

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- The sub-menu now appears below “Payment Center”. Click “Create Invoice”.

Payment Center

Create Invoice

Select Supplier

Questions ? Email [Accounts Payable](#)

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- From the drop box, select the supplier name to be used for creating invoices.
- Press “Display Invoiceable Orders”.

Payment Center

[◀ back](#)

ABC TRUCKING
456 MAIN STREET
OAKLAND, CA 94607

PO Date : February 08, 2003 to August 07, 2003
PO Status : Invoiceable
Sort Order : PO Number

Tired of waiting for your APL check to arrive in the mail? Want to avoid another trip to the bank? Sign up today for APL's EXPRESS DEPOSIT! APL will deposit your payment in the account you specify on the next day following payment due date (US only). To get started, click link below, print, complete and fax to Debra Lewis at (901) 684-7993.
[ACH AUTHORIZATION FORM](#)

GET PAID FASTER USING THE NEW QUICK PAY FEATURE!

Step 1 - Click 'View Quick Pay Option' button to view all pending payment invoices and discount terms
Step 2 - Select the invoice(s) to be paid the next business day OR exit to Invoice Inquiry
Step 3 - Authorize Quick Pay and the early payment discount

[View Quick Pay Option](#)

[Reset Values](#)

[Create Invoice](#)

PO Number	Rel Num	Loc	Date	Order Status	Invoice Curr	Invoice Number	Invoice Status
<input checked="" type="radio"/> T0010482	0000	KCS	Aug 6, 2003	Approved	USD		
<input type="radio"/> T0010489	0000	KCS	Aug 6, 2003	Approved	USD		
<input type="radio"/> T0010493	0000	KCS	Aug 5, 2003	Approved	USD		
<input type="radio"/> T0010495	0000	KCS	Aug 6, 2003	Approved	USD		
<input type="radio"/> T0010498	0000	KCS	Aug 5, 2003	Approved	USD		
<input type="radio"/> T0028668	0000	CHS	Aug 4, 2003	Approved	USD		

[Reset Values](#)

[Create Invoice](#)

[Back to Create Invoice](#)

Questions ? [Email Accounts Payable](#)

- Click on circle next to PO Number you wish to invoice against.
- Press "Create Invoice".

Payment Center

Supplier Invoice Create Request

Vendor	ABC TRUCKING 456 MAIN STREET OAKLAND, CA 94607		
Purchase Order	T0010482 000000KCS		
PO Date	AUGUST 06 2003		
Invoice Number	<input type="text"/>		
Invoice Date	<input type="text" value="07"/>	<input type="text" value="AUGUST"/>	<input type="text" value="2003"/>
Invoice Amount	<input type="text"/>	USD (**)	
Tax/VAT Amount	<input type="text"/>	USD (**)	
Total Amount	<input type="text"/>	USD (**)	
Current Terms	NET DUE IN 35 DAYS		
	<input type="button" value="Quick Pay Option"/>	<input type="button" value="Create Invoice"/>	

• Questions ? Email [Accounts Payable](#)

- Enter your Invoice Number.
- Enter Invoice Amount.
- Enter Tax/VAT Amount. Leave blank if zero.
- Enter Total Amount.
- Press “Create Invoice” to submit invoice using your **current payment terms**, ie. Net 35 Days.

A confirmation screen will appear (see page 8).

OR

- Press “Quick Pay Option” to submit invoice using **early payment terms**. The Quick Pay screen will appear (see page 10).

Payment Center

Invoice Create Request - ACCEPTED

Vendor	ABC TRUCKING 456 MAIN STREET OAKLAND, CA 94607
Purchase Order	T0010501 000000KCS
PO Date	AUGUST 07 2003
Invoice Number	123456
Invoice Date	AUGUST 08 2003
Invoice Amount	50.00
Tax/VAT Amount	.00
Total Amount	50.00
Terms Discount	(.00)
Net Pay Amount	50.00
Payment Terms	NET DUE IN 35 DAYS
Payment Date	SEPTEMBER 12 2003



• Questions ? Email [Accounts Payable](#)

- You're done! If you have another invoice to create, press "Select Another PO".
- If you want to print a hard copy of the invoice, press "Print Ready Format" and then print to your printer (see example of invoice print on page 9).



To: APL Limited

Remit To:

ABC TRUCKING
456 MAIN STREET
OAKLAND, CA 94607

Country Code 001
Telephone Nbr 510-123-4567
Fax Nbr 510-123-4567
Tax Id Nbr 123456789

Invoice Nbr 123456
Invoice Date August 8, 2003
Date Entered August 8, 2003

APL PO Nbr T0010501 000000KCS
APL PO Date August 7, 2003
APL Vendor Nbr 1234567ABC

Line Amt 50.00
Tax Amt .00
Total Amt 50.00

Currency USD
Terms Disc .00
Net Pay Amt 50.00
Payment Terms NET DUE IN 35 DAYS
Est Payment Date September 12, 2003

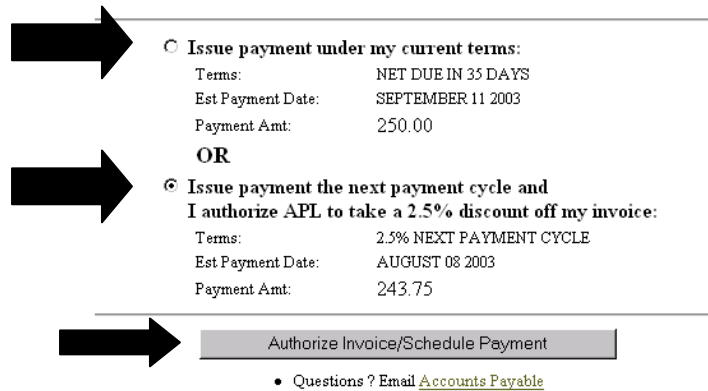
Note: This invoice was entered via the internet and is not fully validated until interfaced to APL's mainframe financial system, thus is not guaranteed to pay as entered until validation occurs.

This screen appears after you press "Print Ready Format". You would then do a screen print to your printer.

Payment Center

Supplier Quick Pay Option

Click on the button next to the payment option selected and press Authorize Invoice/Schedule Payment button



Issue payment under my current terms:
Terms: NET DUE IN 35 DAYS
Est Payment Date: SEPTEMBER 11 2003
Payment Amt: 250.00

OR

Issue payment the next payment cycle and I authorize APL to take a 2.5% discount off my invoice:
Terms: 2.5% NEXT PAYMENT CYCLE
Est Payment Date: AUGUST 08 2003
Payment Amt: 243.75

• Questions ? Email [Accounts Payable](#)

- Click on circle next to payment option selected and press “Authorize Invoice/Schedule Payment”.

Note: Defaults to NEXT DAY payment terms.

A confirmation screen will appear.

- If you have finished invoicing, click “Log Out” located at top of screen.

Payment Center

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ABC TRUCKING
456 MAIN STREET
OAKLAND, CA 94607

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[View Quick Pay Option](#)

[Reset Values](#)

[Create Invoice](#)

PO Number	Rel Num	Loc	Date	Order Status	Invoice Curr	Invoice Number	Invoice Status
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<input type="radio"/> T0010495	0000	KCS	Aug 6, 2003	Approved	USD		
<input type="radio"/> T0010498	0000	KCS	Aug 5, 2003	Approved	USD		
<input type="radio"/> T0028668	0000	CHS	Aug 4, 2003	Approved	USD		

[Reset Values](#)

[Create Invoice](#)

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Questions ? [Email Accounts Payable](#)

After you have created invoices (without Quick Pay 2.5%), you can authorize an early payment anytime before the payment due date. The cost will be from 1% - 2.5% depending on the number of days early the invoice is paid.

- To view your previously submitted 'pending payment' invoices and Quick Pay terms, press "View Quick Pay Option".

Payment Center

QUICK PAY

ABC TRUCKING
456 MAIN STREET
OAKLAND, CA 94607

Click the checkbox next to the invoice(s) selected and press Authorize Quick Pay

If payment due date is:

30 + days from current date = 2.5% early payment discount.
20 - 29 = 2.0%
10 - 19 = 1.5%
2 - 9 = 1.0%

CURRENT STATUS				QUICK PAY					
Sel	Invoice Nbr	Invoice Date	Due Date	Gross Amt	Currency	Due Date	Disc Term	Disc Amt	Pay Amt
<input type="checkbox"/>	DW155785	Jul 31, 2003	Sep 4, 2003	50.00	USD	Aug 8, 2003	2.0%	1.00	49.00
<input type="checkbox"/>	DW155786	Jul 31, 2003	Sep 4, 2003	50.00	USD	Aug 8, 2003	2.0%	1.00	49.00
<input type="checkbox"/>	DW155787	Aug 2, 2003	Sep 6, 2003	50.00	USD	Aug 8, 2003	2.0%	1.00	49.00
<input type="checkbox"/>	DW155788	Jul 31, 2003	Sep 4, 2003	150.00	USD	Aug 8, 2003	2.0%	3.00	147.00
<input type="checkbox"/>	DW155802	Aug 4, 2003	Sep 8, 2003	50.00	USD	Aug 8, 2003	2.5%	1.25	48.75
<input type="checkbox"/>	DW155804	Aug 4, 2003	Sep 8, 2003	50.00	USD	Aug 8, 2003	2.5%	1.25	48.75
<input type="checkbox"/>	DW155805	Aug 4, 2003	Sep 8, 2003	150.00	USD	Aug 8, 2003	2.5%	3.75	146.25
<input type="checkbox"/>	DW155806	Aug 4, 2003	Sep 8, 2003	50.00	USD	Aug 8, 2003	2.5%	1.25	48.75
<input type="checkbox"/>	DW155817	Aug 4, 2003	Sep 8, 2003	125.00	USD	Aug 8, 2003	2.5%	3.13	121.88

Note: Payment should be issued the next business day for US vendors, within 5 days for NON-US vendors.

[Back to Create Invoice](#)

Questions? Email [Accounts Payable](#)

This screen will display all your 'pending payment' invoices along with optional Quick Pay terms.

This screen gives you the option of authorizing an early payment and discount terms for any 'pending payment' invoice(s).

- To authorize an invoice(s) for early payment, click the box next to the invoice(s) selected and press "Authorize Quick Pay".

A confirmation screen will appear (see page 13).

Payment Center

Nbr of Invoice(s) processed: 1

Update Successful. Payment should be issued next business day for US vendors; within 5 days for NON-US vendors

Vendor : ABC TRUCKING

<u>Invoice Nbr</u>	<u>Est Due Dt</u>	<u>Disc Amt</u>	<u>Pay Amt</u>
DW155802	Aug 9, 2003	1.25	48.75

[Back to Create Invoice](#)

Questions ? Email [Accounts Payable](#)

This screen confirms your Quick Pay invoice(s).

Payment will be issued the next business day (US vendors).