

Web Invoice Inquiry

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- Go to www.apl.com and click on “Register Now” located in the Homeport Login box to register for your new Homeport ID.

The screenshot shows the APL HomePort website interface. At the top, there are navigation tabs for HomePort, Services, News, and About APL. Below these are search and utility fields: a 'Trace' field with a 'Go' button, a 'Schedules' field, and a 'Shortcuts' dropdown menu. The main content area is titled 'HomePort ID Registration' and includes the instruction 'Click on the desired form to register'. There are four main form categories listed: 'Customer Form' (with a link to view invoices/BL's), 'Demurrage Form' (with a link to pay demurrage), 'Vendors Form (Except Maintenance & Repair)' (with links to create invoices and process dray orders), and 'Maintenance & Repair Vendor Form' (with links for order entry and invoice creation). Below these are links to PDF instructions for web invoicing and invoice inquiry. An Adobe Reader logo is also present. A black arrow points to the 'Vendors Form' link.

- Click on “Vendors Form”.

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HomePort
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Vendor Registration Form

- Expect confirmation within two business days, Monday - Friday.
- Need Help? [Field Definitions](#) [Questions? Email \[pnd@apl.com\]\(mailto:pnd@apl.com\)](#)

Your Name:

Company Name:

Payment Location:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code: Country:

Telephone:

E-mail Address:

Re-enter E-mail Address:

Provide APL/APLL Vendor# and a Paid Invoice# **OR** Provide APL/APLL PO# and a Paid \$Amount

APL /APLL Vendor# Example: 1234567 ABC

Enter APL/APLL Vendor#:

Invoice#:

APL /APLL PO# Example: T 1234567 ABC

Enter PO#:

Amount:

Select functions needed:

[Invoice Inquiry](#)

[Dray Order Processing](#)

[Create Invoice](#)

Choose your own User ID (6-8 characters)

Click on functions in blue for more details

For security reasons, you must complete the left box OR the right box. Complete the right box if you are requesting

- Submit form and expect to receive your Homeport ID and password within 2 days via email.

- After you receive your Homeport ID and password, go to www.apl.com and enter your id and password in the Homeport Login box and press “Go”.

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Trace Go Schedules Shortcuts

Welcome To HomePort

Today's Tip:

10/18/2002 - Updating Your User Profile: It is very important to keep your HomePort user profile up-to-date. You can easily change your name, e-mail address, telephone and FAX number by clicking My Profile in the upper right corner. We recommend using My Profile to change your password on a regular basis. [More Tips...](#)

U.S. West Coast Ports

Ports are Open

- Situation Update-15 Oct 2002
- Vessel Schedules
- FAQ's (PDF)
- Eagle Marine Services Web Site
- PMA Web Site

New At HomePort

E-BL Print Convenience...Delivered

Print BLs with a regular printer and deliver printable BLs directly to your bank, forwarder or consignee via e-mail. [Demo...](#)

Enhanced BL Instructions

This new version 2.1 saves time and money by improving the accuracy of BL submittals. [Release Notes...](#)

Pay Demurrage in Payment Center

For North American import shipments, you or your trucker can calculate container demurrage and pay any outstanding charges instantly using a credit card.

Transportation Highlights

Improved Red Sea Express Service from Pakistan

(JUN 2002) REX now features the fastest connections from Karachi to the U.S. West Coast and improved transit times to the U.S. East Coast.

Trans-Pacific Services

(JUN 2002) Faster transits, expanded coverage and a new Pacific South Vancouver Service - just in time for peak season!

My Name Here
Apl Limited

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

HomePort FEED BACK?

- Your name will appear in the upper left corner just below the APL logo.
- Click on “Payment Center” located at the left side of screen below your name.

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 - Create Invoice
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Open All Close All

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 under “Payment Center”. Click on “Invoice Inquiry”.

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Supplier

- [Access Authorization](#)
- [Create Invoice](#)
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Container Charges

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Open All Close All

Payment Center

Supplier Invoice Inquiry

Select Supplier

Invoice Date Range From
 To

Invoice # ending Pattern

Payment Status (*)

Check # ending pattern

Check Date Range From
 To

- This screen allows you to search for invoices 5 different ways:
 1. Invoice Date Range
 2. Invoice Number
 3. Invoice Payment Status
 4. Check Number
 5. Check Date Range
- When using Invoice Date Range, the Payment Status is always included in the search parameters. For example: Show me invoices for October 2002 which are in Pending Payment status. For this search, click the button next to Invoice Date Range and not the button next to Payment Status. This example is shown above.
- Press “Show Invoices”.

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Trace Schedules Shortcuts

APL

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Payment Center

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Supplier Invoice Inquiry by Invoice Date and Status

APL SUPPLIER
123 MAIN ST
OAKLAND, CA 94601

Invoice Dt : October 01, 2002 to October 31, 2002
Payment Status : Pending

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). Call Debra Lewis at 901-684-7312 or email debra_lewis@apl.com to get started.

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

Sort Order : Invoice Date, Invoice Number

Invoice Number	Invoice Date	Due Date	Status	Currency	Paid Amt	Gross Amt	Check Number	Description
TGS22282	Oct 10, 2002	Nov 14, 2002	Pending	USD	.00	12,120.00		

- The search results will appear near the bottom of the screen as shown above.
- For more details, click on the invoice number in blue.
- To get paid faster, press “View Quick Pay Option” button to view all pending payment invoices and early payment discount terms.

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Payment Center

QUICK PAY

APL SUPPLIER
123 MAIN ST
OAKLAND, CA 94601

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"/>	TGS22282	Oct 10, 2002	Nov 14, 2002	12,120.00	USD	Oct 19, 2002	2.0%	242.40	11,877.60

Authorize Quick Pay Reset Values

- This screen allows you to get paid faster on your pending payment invoices. APL will issue payment the next business day (US only) and deduct an early payment discount as shown in the example above.
- Click the box next to the invoice(s) selected and press “Authorize Quick Pay”.
- A confirmation screen will appear with your selected Quick Pay invoices.