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Container Lifecycle Payment Portal

Payer Functionality

What is PayCargo's Container Lifecycle Payment Portal?

PayCargo's Container Lifecycle Payment Portal is an innovative platform enabling enhanced time-pending payments.

The portal's watchlist provides everything you need in one place. You'll have real-time access to container availability, quick updates on hold and release statuses, and details on your container's Last Free Day (LFD). The portal's user-friendly interface lets you easily monitor your containers, helping you keep track of important container events that affect demurrage fees and pay any charges with just a few clicks.

The portal also provides automated generation of OSRA-compliant pro-forma invoices, which speeds up the payment process. This integration offers a seamless accounting experience, simplifying both your accounts receivable and payable processes.

User Guide
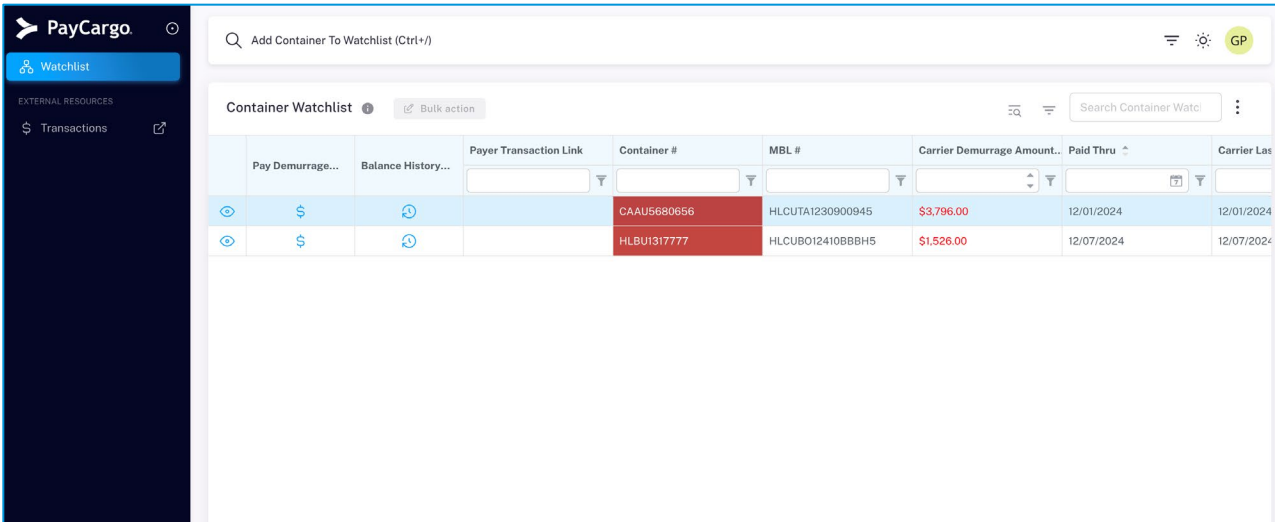
This user guide provides an overview of your personalized watchlist, including how to:

- Log into your watchlist
- Add and remove containers from your watchlist
- Pay demurrage fees from your watchlist
- Dispute demurrage fees

Watchlist Overview

Container Watchlist Introduction

The watchlist provides a user-friendly interface to monitor your containers, helping you keep track of important container events that affect demurrage fees, and pay any charges.

Container Watchlist Field Descriptions

Column	Description	Example
Pay Demurrage	A button to pay demurrage for the selected container. It will take the user to a widget which can be used to either pay outstanding demurrage or pay through a selected date.	N/A
Balance History	Brings up a pop-up container the history of charges and free time on the selected container. Shows the running balance and reasons for holds.	See pop-out
Guarantee Days	Takes the user to a pop-up with a calendar, allowing the user to put a guarantee on a container. It prompts the user to select a guarantee type so that a container won't get charged demurrage during the period.	There are three options: • blanket guarantee • guarantee through a specific date partial guarantee with a date range

Container Watchlist Field Descriptions, Continued

| Column	Description	Example
Payer Transaction Link	A link to the instance of the transaction in the payer's account if available.	https://www.paycargo.com/user/payment/1234
Vendor Transaction Link	A link to the instance of the transaction as recorded by the vendor's system.	https://www.paycargo.com/user/payment/1234
Container #	The container number. Used to uniquely identify a container along with the MBL. The color of the cell will correspond to the state of the container.	HLCU1234567
MBL #	Master Bill of Lading number. Used to uniquely identify the shipment and voyage a container is associated with.	HLCUMA3240976540
Carrier Demurrage Amount	The dollar amount owed to the carrier for demurrage. This is the amount that will be displayed under "Pay Demurrage"	$381.00
POD City	Port of Discharge city. The location at which the container was discharged.	Houston, US
Terminal	The terminal at the POD where the container was discharged.	Bayport Container Terminal
Active Holds	A list of holds that are currently applied to the container which could affect pick-up availability and demurrage charges.	Customs, Line, Other
Available for PU	Indicates whether or not the container is available to be picked up from the terminal.	No
Vessel ATA	The date of the actual arrival of the vessel container carrying the selected container.	12/29/2024
Discharged Time	The date at which the terminal recorded that the selected container was discharged	12/31/2024
Container Availability Date	The first date that the selected container was available	1/3/2025

Container Watchlist Field Descriptions, Continued

Column	Description	Example
Match Code	A short code representing the consignee	PAYC
Service Contract	Identifier for the service contract that applies to the selected container which determines rates, terms, and conditions.	S20ECD007
Carrier Last Free Day	The date after which the container will start accruing demurrage. This date can be affected by holds and guarantees on the container but will not include pre-paid demurrage time.	1/6/2025
Paid Thru	The date through which demurrage has been paid for the selected container. This will be the same as the Carrier Last Free Day if no demurrage has been pre-paid.	1/6/2025

Log-In

Navigate to: https://watchlist.paycargo.com

Enter your username and password and click Login
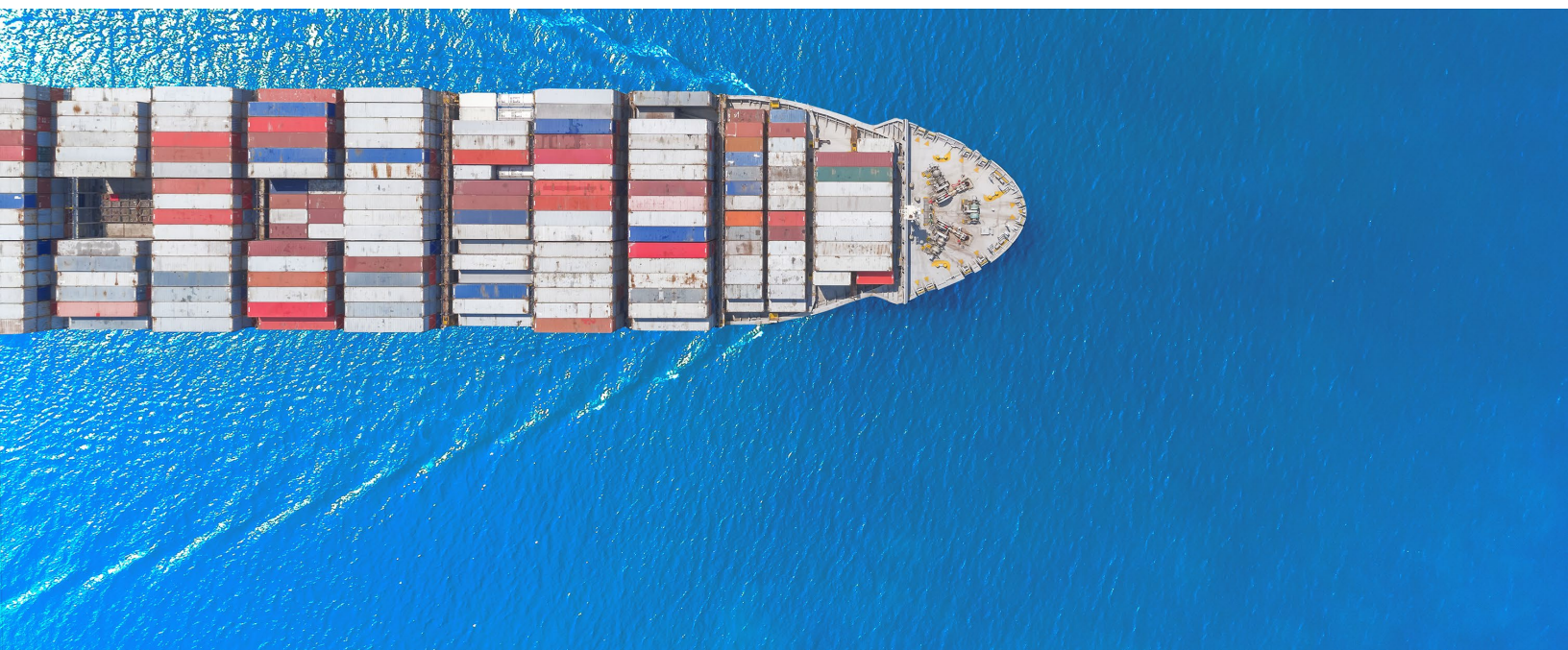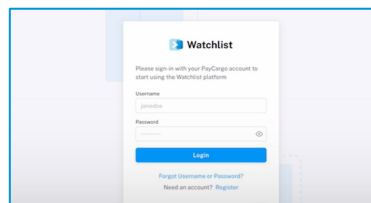
Add Containers to Your Watchlist

Select Add Container from your watchlist in the top search field.
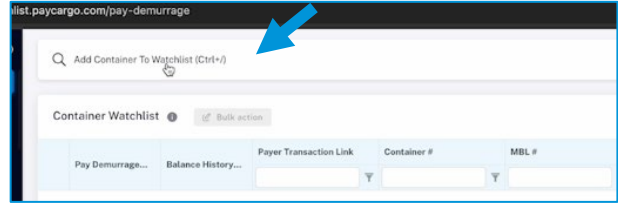
In the pop-up, add your container number and click Search.
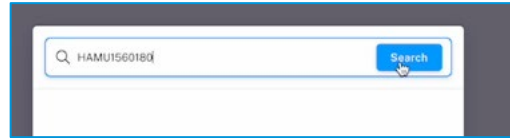
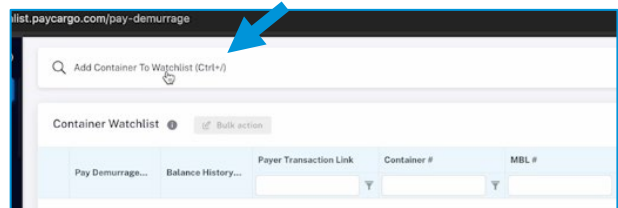The container will be displayed, select Add and Close the window.
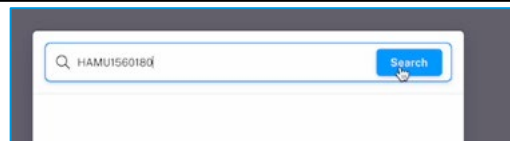
The Container will then be shown in your watchlist.
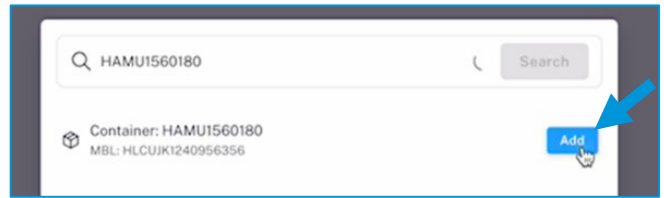
Remove a Container from Your Watchlist
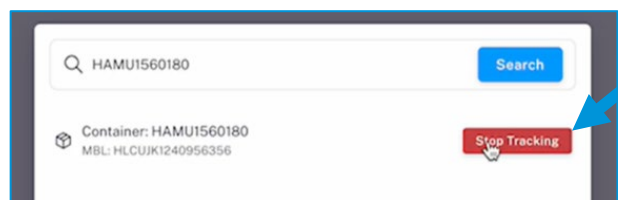
From you watchlist, select the search bar at the top.

In the pop-up, add your container number and click Search.

The container will be displayed. Select Stop tracking and close the window.

The Container will be removed from your watchlist.
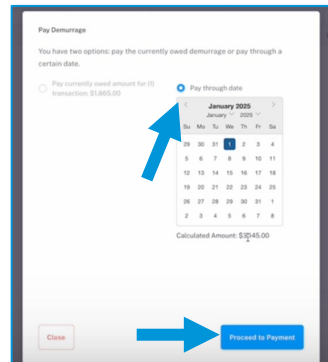
Pay Demurrage Fees

Navigate to your watchlist. Containers highlighted in red have demurrage fees owed. The demurrage amount is also shown in red.

To pay the fee, select the $ icon on the left.
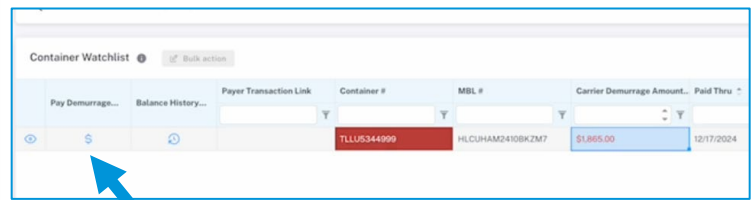
In the pop-up, select whether you would like to pay the current amount owed or pay through a specific date.
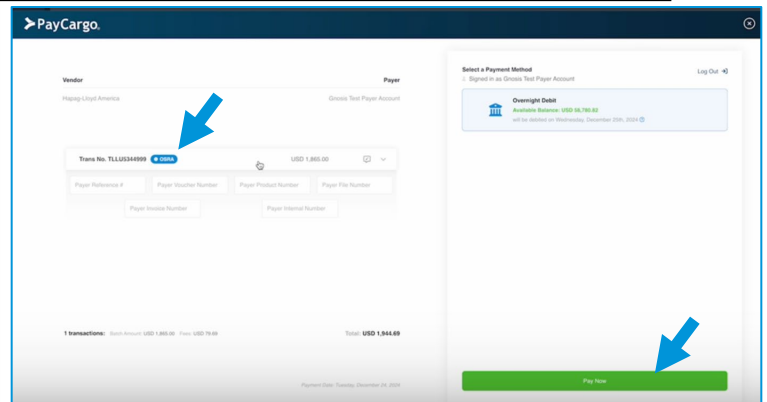
Then select 'Proceed to payment'.

Confirm the transaction amount and select PayCargo Checkout.

On the left side of the transaction page, select the OSRA button to pull OSRA compliance information.

On the right side, select the payment method from those set up by your company.

Then select Pay Now to pay the transaction.

OSRA compliance information can be pulled from the Transactions page by selecting the OSRA button.

OSRA Information

DRAFT RECEIPT

Transaction Overview

Type	Demurrage	**Total Amount**	USD 602.00	**Free Time Start Date**	01/07/2025
Container Number	FCIU7475008	**Bill of Lading Number(s)**	Bill Of Lading	**Free Time End Date**	01/14/2025
Paid Through Date	01/16/2025	**Port of Discharge**	USHOU	**Invoice Date**	01/16/2025
		Container Availability Date	01/07/2025	**Invoice Due Date**	01/16/2025
		Allowed Free Time (Days)	6		

Transaction Lines

Item	Date(s) Charged	Applicable D/D Rule	Qty	U/Price	Amount
LINE DEMURRAGE -DRY - FREETIME	Jan: 8, 9, 10, 11, 12, 13	DDR - 1	6	USD 0.00	USD 0.00
LINE DEMURRAGE -DRY -TIER1	Jan: 14	DDR - 2	1	USD 160.00	USD 160.00
LINE DEMURRAGE -DRY -TIER2	Jan: 15, 16	DDR - 3	2	USD 221.00	USD 442.00

Compliance Statement
Hapag-Lloyd states that(a) all charges contained herein are consistent with all applicable Federal Maritime Commission rules with respect to detention and demurrage;

Carrier Statement
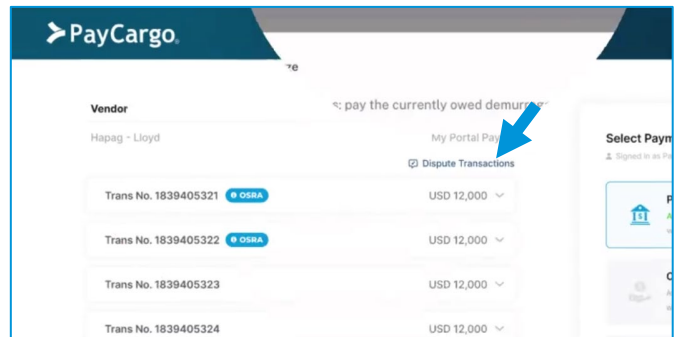Hapag-Lloyd performance did not cause or contribute to the underlying charges contained herein.

Dispute One or Multiple Demurrage Fees

From the watchlist, select the select the $ icon for the container you would like to demurrage dispute the fee for.

To dispute the demurrage fee, on the transaction page, select Dispute Transactions.
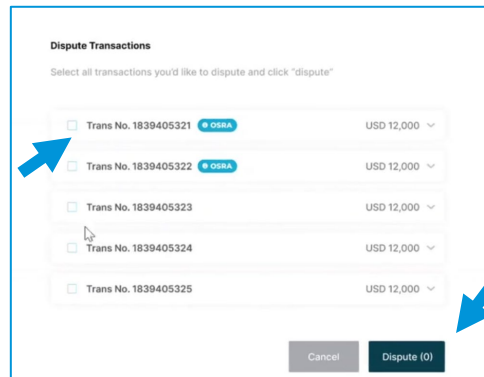
You will be brought to the dispute transaction page. On the left slide select the transactions you would like to dispute and click the Dispute button.
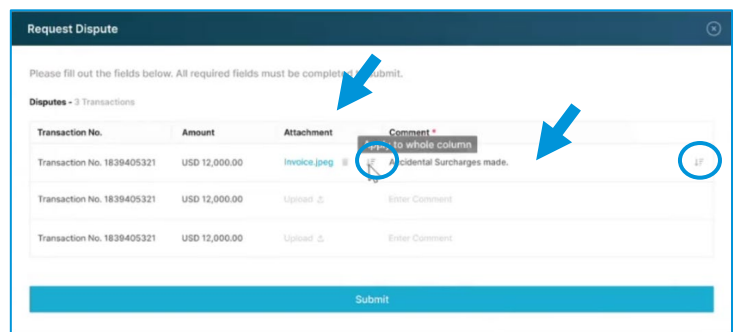

The disputed transactions will be listed. Add an attachment and comments for each of the transactions.

Note: The downward arrow will copy the comments and attachment to all transactions listed

Select Submit.

The disputed items will be removed from the Transaction page.