>PayCargo



Container Lifecycle Payment Portal

Vendor 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 status information. The portal's user-friendly interface lets you easily monitor containers, manage guarantee days and resolve disputes.

User Guide

This user guide provides an overview of your watchlist, as well as how to:

- Log into your watchlist
- <u>View containers and contracts</u>
- Update guarantee days
- <u>Resolve single transaction disputes</u>

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Watchlist Overview

Container Watchlist Introduction

The watchlist provides a user-friendly interface to monitor the containers associated with your vendor account and the status information across the vendor lifecycle.

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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/pay ment/1234			
Vendor Transaction Link	A link to the instance of the transaction as recorded by the vendor's system.	https://www.paycargo.com/user/pay ment/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







View the Details for a Container

Navigate to your watchlist.

Enter the container number in the filter field at the top of the column.

The container information will be displayed.

Using the scroll bar at the button, you can scroll to the right to see all information relevant to that container.

C	ontainer Watchlist	🕑 😢 Bulkac	tion								
				Payer Transaction Link		Vendor Transaction Link.		Container #	-	N	MBL #
	Pay Demurrage	Balance History	Guarantee Days		Ŧ		Ŧ	HAMU2290372	×	r	
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View Container Contracts

Navigate to your watchlist.	> P	ayCargo .	•						
At the top left, select the Contracts tab.	Cor	tracts	e Bolk a	ract Type	Custor	ner Match Code	Demurrage Day	rs 1	Pestina
All of your contracts will be listed.									
	Carrier	Contract Type	Customer Match Code	Demuerage Days	Destination	Equipment Type	Internal Reference #	Origin	Service ID
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To search for contracts for a specific customer, enter the Customer Match Code at the top of the column and click the filter	Contract	5 0 🖄	Bulk action					_	
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Changing Guarantee Days

Navigate to your watchlist. https://watchlist.paycargo.com	
Use the filter field at the top of the column to search for the container number you want to update the guarantee for.	Container Watchlist
Select the calendar icon in the Guarantee Days column.	Container Watchlist Balance Histery Balance Histery Guarantee Days Container # MBL # Carrier Demurrage Ame Container
Choose the type of guarantee from the three options.	Guarantee Free Days for Container FCGU2303009 Current Good Through Date: 118/2025
1. Blanket guarantee: Extends guarantee far into the future (similar to a credit customer)	Choose a Guarantee Type You have three options: L enable a blanket guarantee OR 2, guarantee through a specific date OR 3, partial guarantee with a date range. 1. Enable Blanket Guarantee 2. Guarantee Through Date January 2025 January 2025 January 2025
2. Guarantee through date: Choose a specific date to guarantee the container through	Sun Mon Tue Weid Tue Fill Stat Dur Mon Due Mon Tue Weid 20 20 20 31 1 2 3 4 Image: State Sta
3. Partial guarantee: Guarantee for a date range. (Used in situations such as a terminal closure.)	2 3 4 5 6 7 8 Jump To Totatay
When selecting options 2 or 3, enter the associated date(s) using the calendar.	
Enter the reason. This is a required field. The submit button is grayed out until the reason is entered.	Gesarrantee Free Days for Container FCGU2200009 Cr Current Good Through Date: 1/18/2025 Chocke a Guarantee Type You have three options: L enable a kanket guarantee OR 2, puratestee through a specific date OR 3, partial guarantee with a date range. Image: Control of the control of t
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	the both scenarios, you need to include a resear for the guarantee.



Resolving Single Transaction Disputes

Log into your Paycargo and select Transactions at the top of the page.	PayCargo, Dashboard Transactions Funds Vendors
Disputed transactions are noted in the Status field.	Transactions Swap for transactions via the filters below and create / approve transactions via the buttors to the right to make asyments.
Select the transaction by checking the box in the left column.	start hy Winder Q. ## Saarch hy Unit Number or Het No. Q. S Saarch hy Jenourie Q. B 0108/21
The transaction window will open.	0712/7 55524 342vecd Invoice 3M Approved 528.00 1 0712/7 55524 342vecd Invoice 3M Approved 528.00 1 0712/7 55524 342vecd Invoice 3M Approved 528.00 1 0712/7 55524 342vecd Invoice 3M Departed 513.85.00 1
Review the transaction information. Note: Comments and attachments related to the transaction are found by scrolling down on the right side of the window, Select the Reason for Resolution.	Transaction VENDOR/BILLER Hapag-Loyd America TYPE* Demurrage Status Disputed REASON FOR RESOLUTION* Select One CONTAINER NUMBER* Commercial Waiver Rate Agreement Discrepancy BILL OF LADING*
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