

Registering Disputes Online

My.Seagoline.com



By registering your disputes online, you can have confidence that it will be processed in a timely manner.

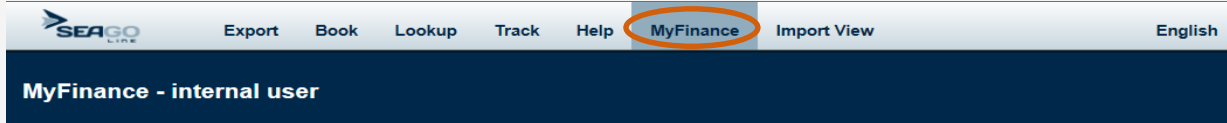
- All it takes is four easy steps to dispute an invoice. You can also re-dispute an invoice if the outcome is not what you expected.

STEP 1

GO TO MY.SEAGOLINE.COM, AND CLICK ON "REGISTER". IF YOU ALREADY HAVE AN ACCOUNT, CLICK ON "LOG IN".

STEP 2

ONCE YOU HAVE SUCCESFULLY REGISTERED OR LOGGED IN, CLICK ON "MY.FINANCE".



STEP 3

SELECT THE INVOICE THAT YOU WANT TO DISPUTE AND CLICK ON THE "NOTE BUBBLE".

	Invoice No.	Invoice Date	Type	Contract No.	Invoice Date	Due Date	Amount	Open	
<input type="checkbox"/>	5698707336	570324590	EXPORT	5698707336	21-oct-2016	30-nov-2016	983.00 USD	983.00 USD	
<input type="checkbox"/>	5698707337	570327314	EXPORT	5698707337	21-oct-2016	30-nov-2016	983.00 USD	983.00 USD	
<input type="checkbox"/>	5698707338	570328682	EXPORT	5698707338	21-oct-2016	30-nov-2016	983.00 USD	983.00 USD	
<input type="checkbox"/>	5698707339	570337681	EXPORT	5698707339	21-oct-2016	30-nov-2016	983.00 USD	983.00 USD	
<input type="checkbox"/>	5698707340	570343957	EXPORT	5698707340	21-oct-2016	30-nov-2016	983.00 USD	983.00 USD	

STEP 4

YOU FILL IN THE REQUIRED FIELDS: DISPUTE REASON, CONTACT DETAILS, COMMENTS AND ATTACH A DOCUMENT OR EMAIL TO SUPPORT THE DISPUTE. "DISPUTE REASON" COULD INCLUDE: INCORRECT RATES OR PAYER, ALREADY PAID, MISSING INFORMATION ETC. THEN CLICK "SEND".

Invoice No.	Invoice Date	Date	Amount	Open
5248201898	Tue Apr 14 2015	14-Apr-2015	USD 100.00	USD 100.00

Reason	Amount	Reference
Incorrect Rates	100.00	

Comment: Please add your contract number and what you expect the rate to be

Contract number 123456 Name: Mary Smith

If you have any questions regarding my.seagoline.com, please contact LIVE HELP or your local Seago Line representative

