

## eCommerce enhanced functionality – “My Invoice”

### Customer Advisory # MUM/ MUM/2023-2024/075

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10<sup>th</sup> May, 2022

Dear Valued Customers,

Ref : Our earlier advisory dated 24<sup>th</sup> Mar, 2022 wherein we had announced our eCommerce enhanced functionality of “My Invoice”.

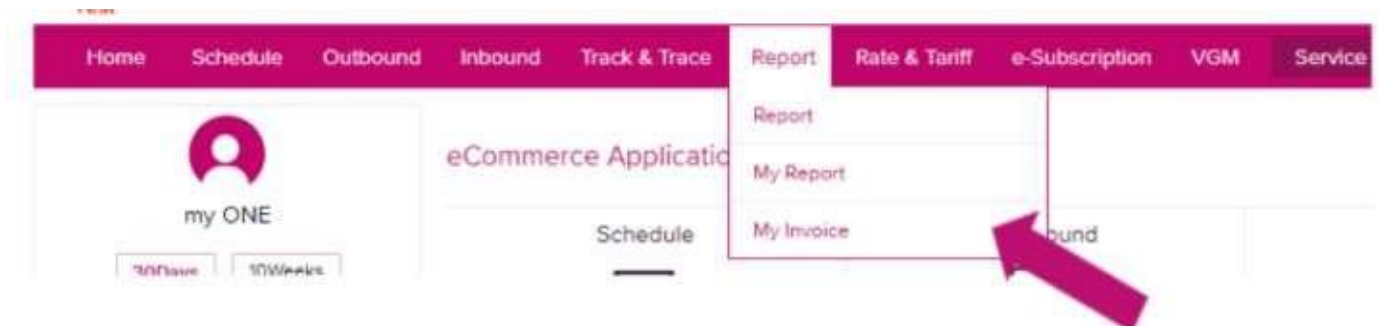
**On the basis of the feedback from our customers, we have enhanced “My Invoice Module” in our eCommerce Portal which will help you to download the invoices much faster than before.**

#### Key Features :

- View and download invoices as PDF
- Extract all types of invoices viz., freight invoice, miscellaneous invoice etc
- Invoices of Last 90 days from the date issue will be available for download

#### Guide :

1) After logging into ONE eCommerce, please click on below menu item.



Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM

**Report** My Invoice [User Guide](#)

Report  
My Report  
My Invoice

Invoice Number:

BL Number:

Issue Date: 2022-02-20 ~ 2022-03-23

Due Date: YYYY-MM-DD ~ YYYY-MM-DD

ALL/Fully Paid/Outstanding: ALL

Overdue: ALL

Bound: ALL

Invoice Type: ALL

Remark  
- Currently you are only able to see invoices which have been issued within a European, African country, Australia, New Zealand, UAE or India.  
- Invoices issued in India will only be available for 180 days from the issue date.

[Search](#) Total: 0

B/L Number	Invoice Number	Invoice Type	Bound	Issue Office	Issue Date	Due Date	Inv Cur
	DE145655	Original	O/B	HAMB	2021-07-06	2021-07-06	EUR

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[Download](#) [Download All](#)

- You can input parameters to search for an invoice.
- You can click the invoice number to download the PDF, and you can select download "Original" or "Copy" invoice PDF.

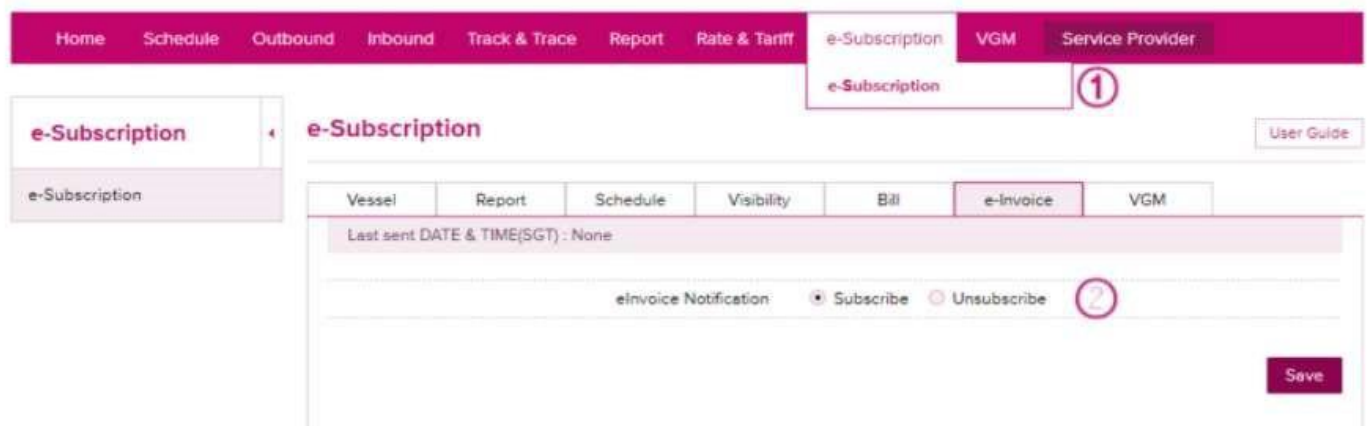
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[Download](#) [Download All](#)

- a. Select the number of invoices on each page.
- b. You can download the invoice information on the current page into Excel. Or, you can download all invoice information into Excel, if more than one page.

3) You can also subscribe to the email alert when any new invoice is ready.

- a. Go to e-Subscription.
- b. Click on Subscribe and save.



ONE would like to take this opportunity to thank you for your continual support and for trusting your valuable business to ONE.

Should you have any questions or concerns, please contact your sales account representative or Customer Service desk for additional information.

For, **Ocean Network Express(India) Private Ltd.**

**Authorized Signatory**