



eInvoice/ePayment User Manual

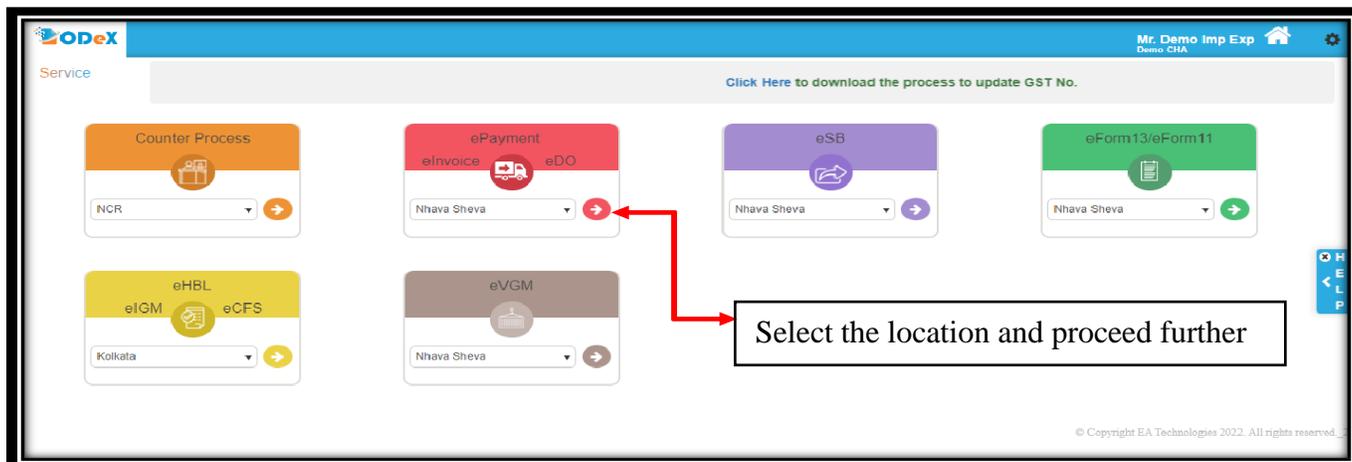
Version 1.2 Date:17th Jan' 2023

Contents

1. Requesting Invoice through ODeX	3
2. How to Re-Request for invoices on ODeX	7
3. How to make invoice payments through ODEX.....	9
4. How to add an invoice manually and make a payment	14
5. Payments – Frequently Asked Questions (FAQs).....	17

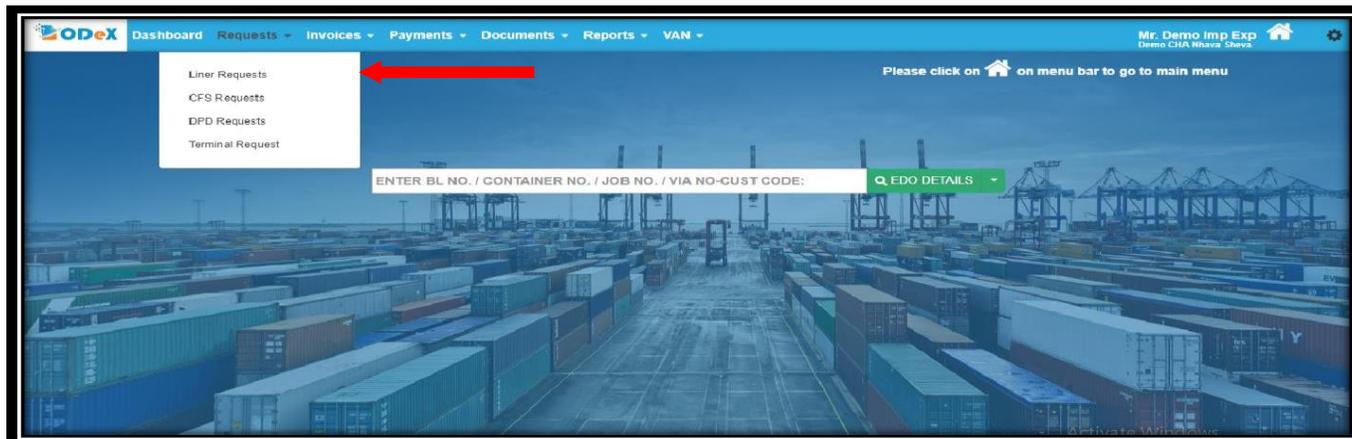
1. Requesting Invoice through ODeX

Step 1: User visits <https://www.odexglobal.com> and selects the eInvoice option with the correct location from which the invoice would be released.



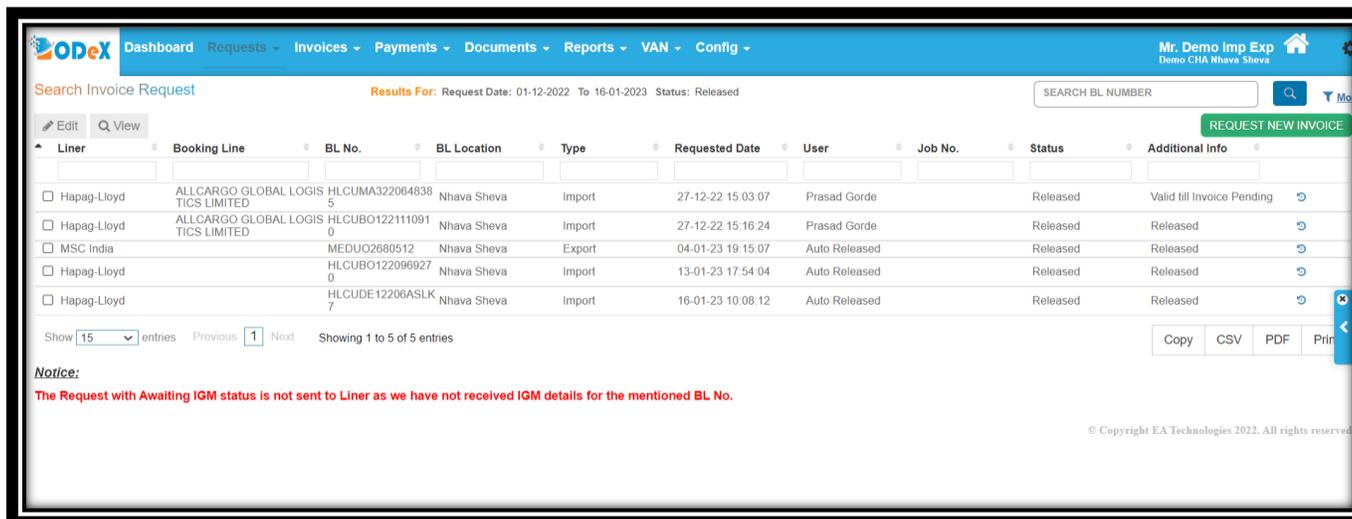
The screenshot shows the ODeX dashboard with several service cards: Counter Process, ePayment (eInvoice, eDO), eSB, eForm13/eForm11, eHBL, eIGM, eCFS, and eVGM. A red arrow points to the 'ePayment' card, and a callout box contains the text: "Select the location and proceed further".

Step 2: Select the Liner Requests option as shown below to submit a new invoice request.



The screenshot shows the ODeX dashboard with the 'Invoices' menu open. The 'Liner Requests' option is highlighted with a red arrow. The background image shows a large container yard.

Step 3: Select Request New Invoice to submit the request.



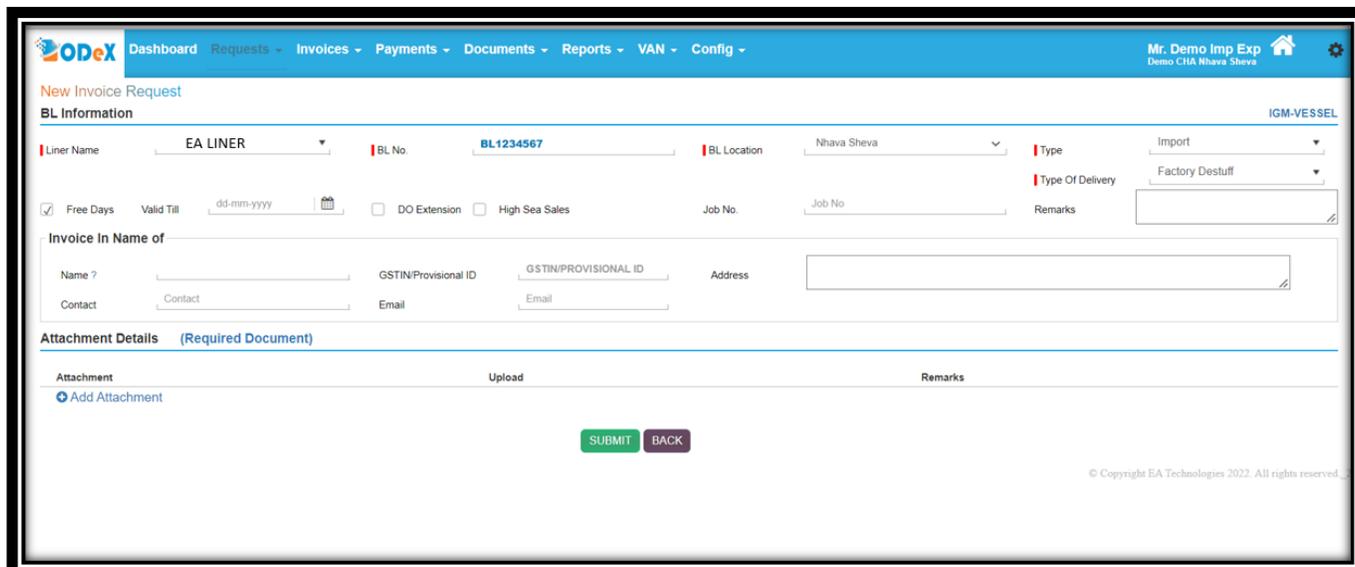
The screenshot shows the ODeX dashboard with the 'Request New Invoice' button highlighted. Below the button is a table of existing requests.

Liner	Booking Line	BL No.	BL Location	Type	Requested Date	User	Job No.	Status	Additional Info
<input type="checkbox"/>	Hapag-Lloyd ALLCARGO GLOBAL LOGIS TICS LIMITED	HLCUMA3220648385	Nhava Sheva	Import	27-12-22 15:03:07	Prasad Gorde		Released	Valid till Invoice Pending
<input type="checkbox"/>	Hapag-Lloyd ALLCARGO GLOBAL LOGIS TICS LIMITED	HLCUBO1221110910	Nhava Sheva	Import	27-12-22 15:16:24	Prasad Gorde		Released	Released
<input type="checkbox"/>	MSC India	MEDUO2680512	Nhava Sheva	Export	04-01-23 19:15:07	Auto Released		Released	Released
<input type="checkbox"/>	Hapag-Lloyd	HLCUBO1220969270	Nhava Sheva	Import	13-01-23 17:54:04	Auto Released		Released	Released
<input type="checkbox"/>	Hapag-Lloyd	HLCUDE12206ASLK7	Nhava Sheva	Import	16-01-23 10:08:12	Auto Released		Released	Released

Notice: The Request with Awaiting IGM status is not sent to Liner as we have not received IGM details for the mentioned BL No.

Step 4: Update the required information in the REQUEST INVOICE screen and click the Submit button.

- Select the liner name, Enter the BL Number, Select type of delivery.
- For free days select the check box or update the validity date manually
- In case of DO Extension select the check box
- Upload the BL copy (although it is not mandatory)



ODeX Dashboard Requests Invoices Payments Documents Reports VAN Config

Mr. Demo Imp Exp
Demo CHA Nhava Sheva

New Invoice Request

BL Information IGM-VESSEL

Liner Name: EA LINER | BL No.: BL1234567 | BL Location: Nhava Sheva | Type: Import | Type Of Delivery: Factory Destuff

Free Days Valid Till: dd-mm-yyyy | DO Extension | High Sea Sales | Job No.: Job No. | Remarks:

Invoice In Name of

Name?: | GSTIN/Provisional ID: | Address: | Contact: | Email: |

Attachment Details (Required Document)

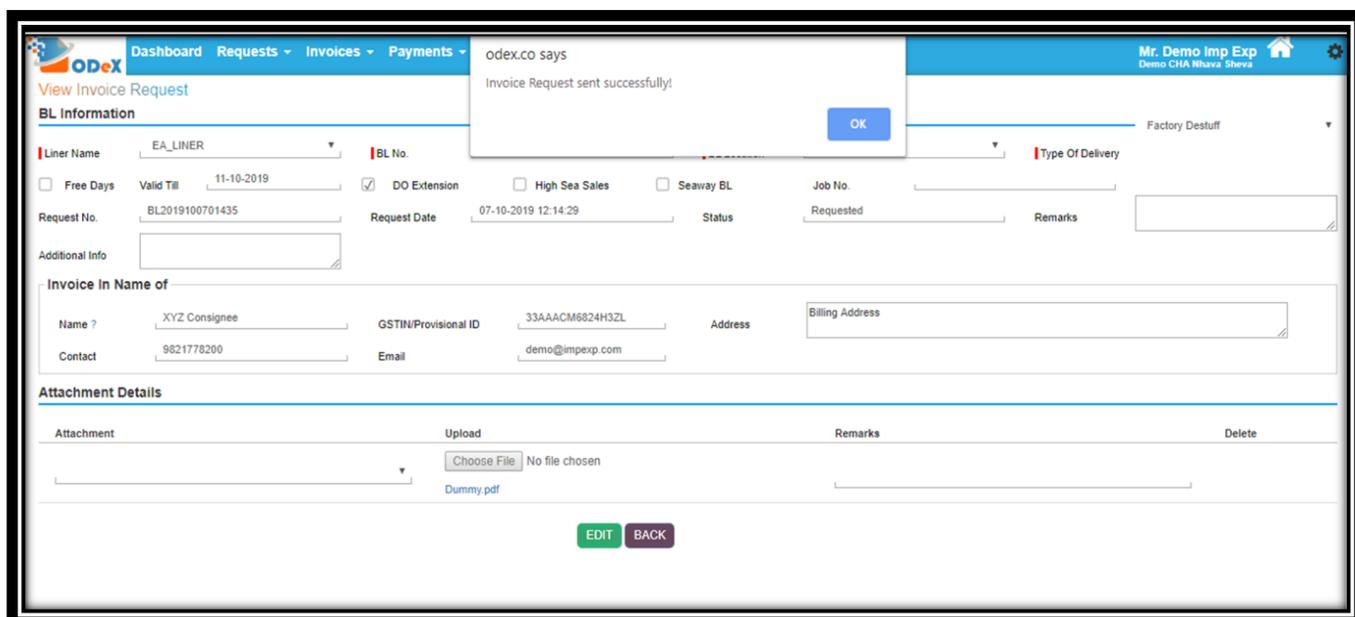
Attachment Upload Remarks

[Add Attachment](#)

SUBMIT **BACK**

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Step 5: Confirmation will be displayed on the screen on invoice been sent to the Liner.



ODeX Dashboard Requests Invoices Payments odex.co says

Mr. Demo Imp Exp
Demo CHA Nhava Sheva

View Invoice Request

BL Information

Liner Name: EA_LINER | BL No.: BL2019100701435 | Request Date: 07-10-2019 12:14:29 | Status: Requested | Type Of Delivery: Factory Destuff

Free Days Valid Till: 11-10-2019 | DO Extension | High Sea Sales | Seaway BL | Job No.: | Remarks:

Invoice In Name of

Name?: XYZ Consignee | GSTIN/Provisional ID: 33AAACM6824H3ZL | Address: Billing Address | Contact: 9821778200 | Email: demo@impexp.com

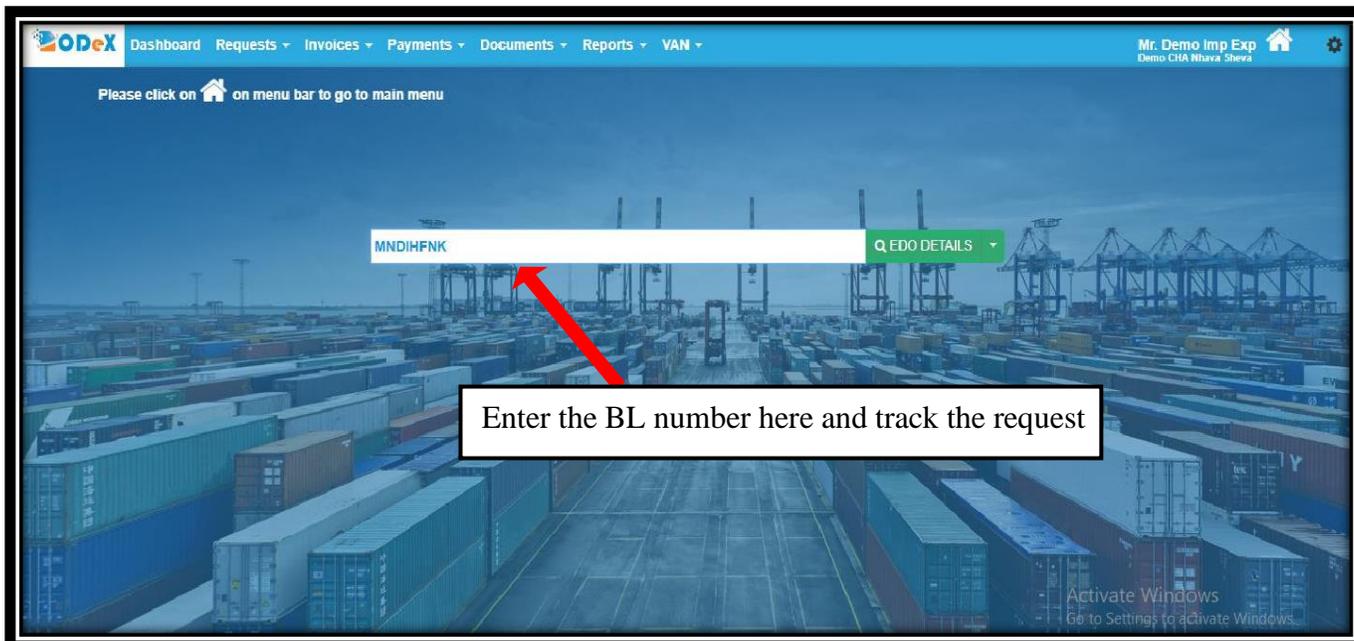
Attachment Details

Attachment Upload Remarks Delete

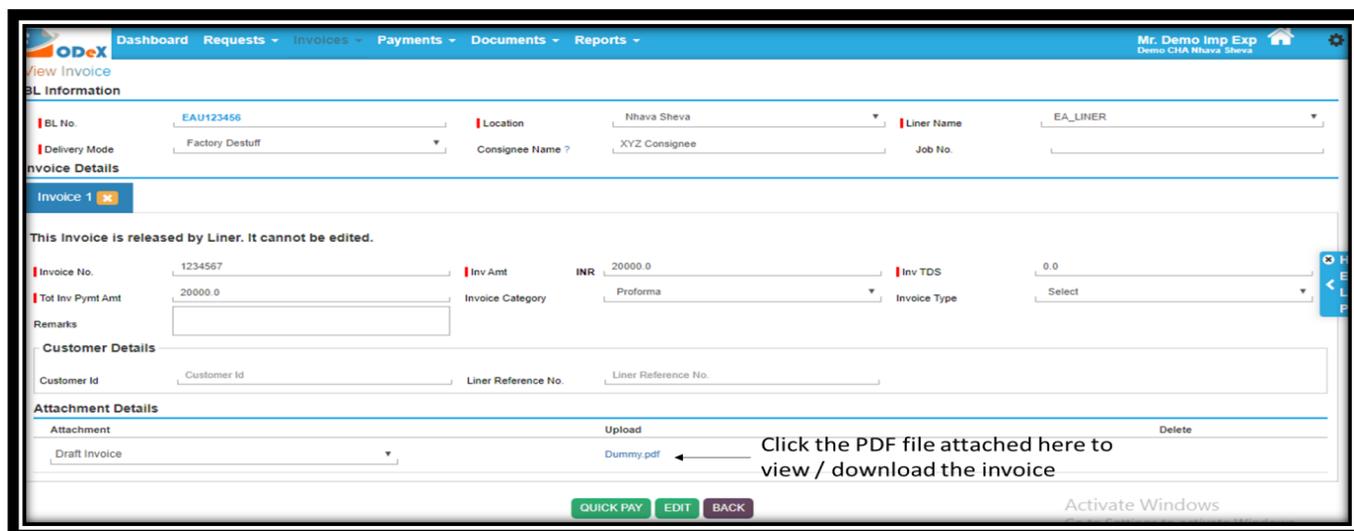
Choose File No file chosen
Dummy.pdf

EDIT **BACK**

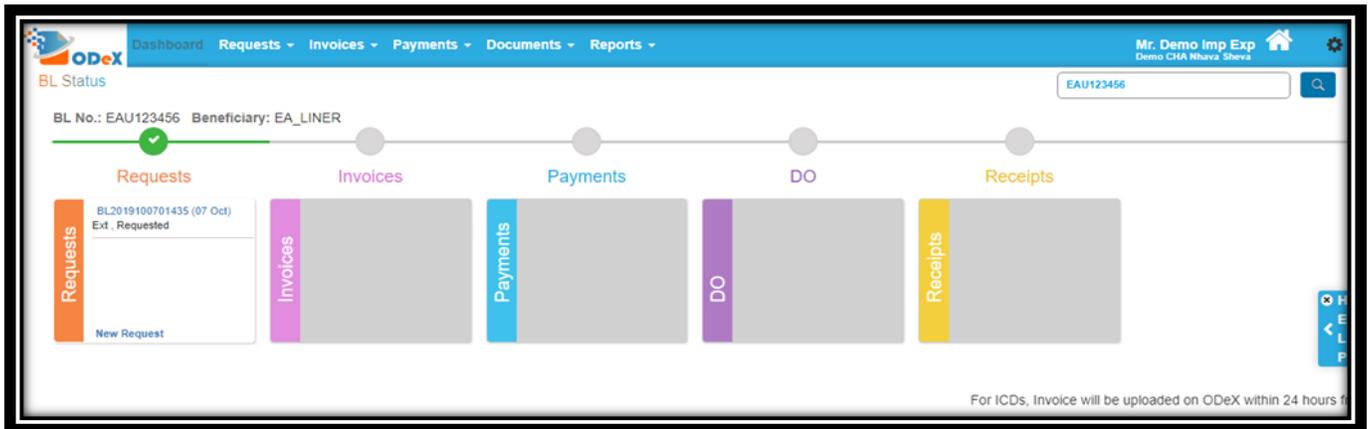
Step 6: Enter the BL in the dashboard as mentioned below to track the request submitted on ODeX.



Step 7: Below screen will display the status of the invoice request with the status requested.



Step 8: Once the invoice gets released, Invoice will appear in the Invoice field as mentioned below and the invoice will be viewable.



Dashboard Requests Invoices Payments Documents Reports

Mr. Demo Imp Exp
Demo CHA Nhvava Sheva

BL Status EAU123456

BL No.: EAU123456 Beneficiary: EA_LINER

Requests Invoices Payments DO Receipts

Requests: BL2019100701435 (07 Oct) Ext. Requested
New Request

Invoices: 1234567 (07 Oct) Proforma Open
Make Payments

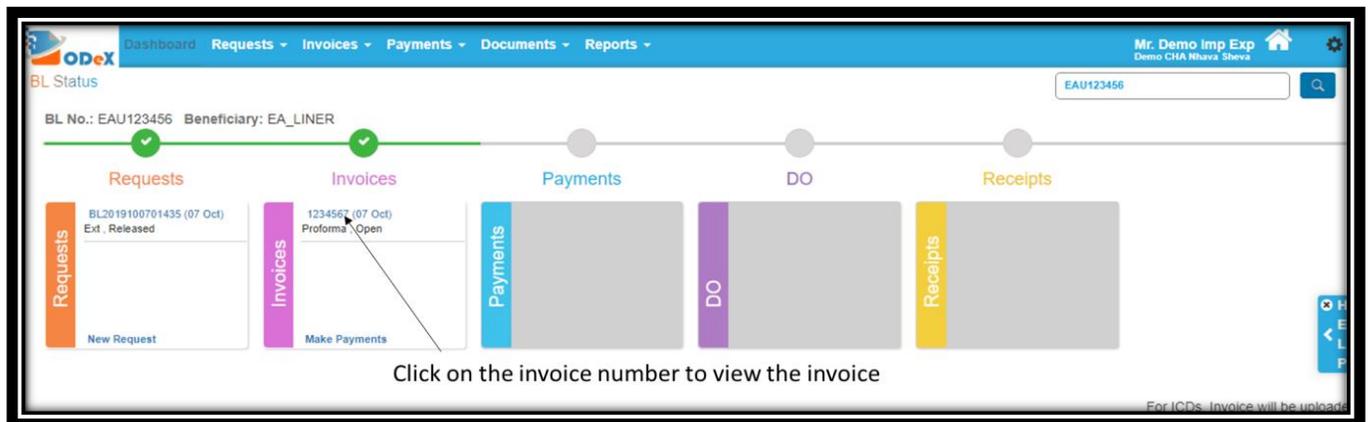
Payments: [Greyed out]

DO: [Greyed out]

Receipts: [Greyed out]

For ICDs, Invoice will be uploaded on ODeX within 24 hours

Step 9: Below screenshot shows how to open the Invoice released by the shipping line.



Dashboard Requests Invoices Payments Documents Reports

Mr. Demo Imp Exp
Demo CHA Nhvava Sheva

BL Status EAU123456

BL No.: EAU123456 Beneficiary: EA_LINER

Requests Invoices Payments DO Receipts

Requests: BL2019100701435 (07 Oct) Ext. Released
New Request

Invoices: 1234567 (07 Oct) Proforma Open
Make Payments

Payments: [Greyed out]

DO: [Greyed out]

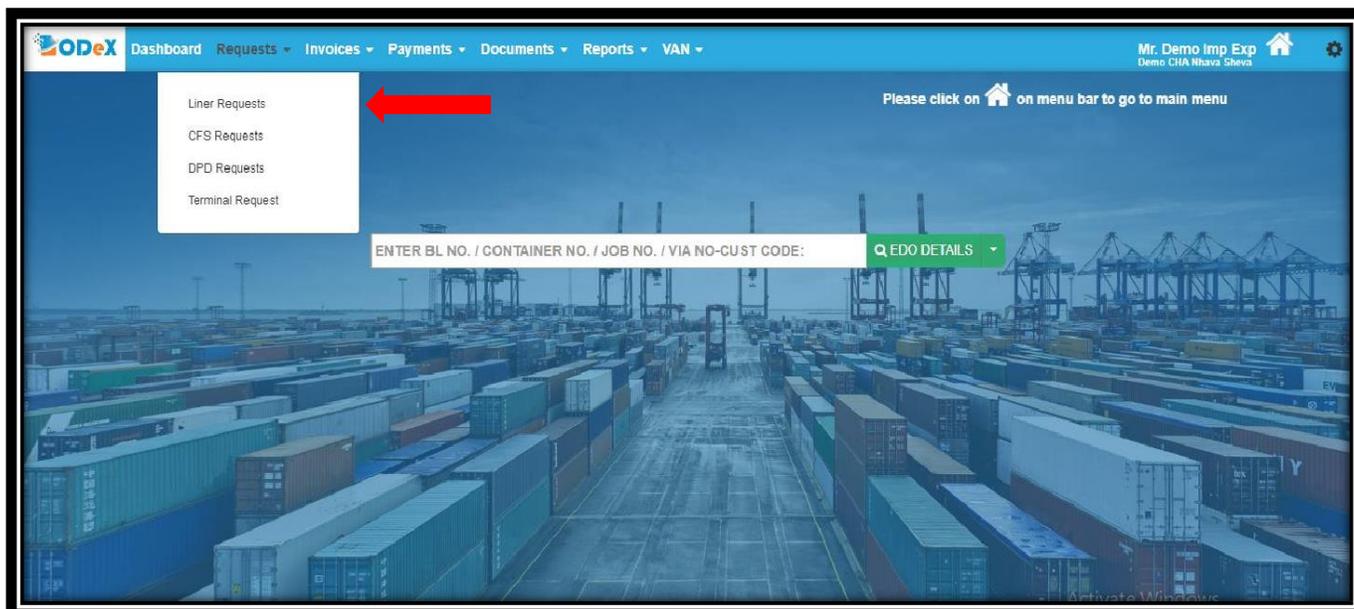
Receipts: [Greyed out]

Click on the invoice number to view the invoice

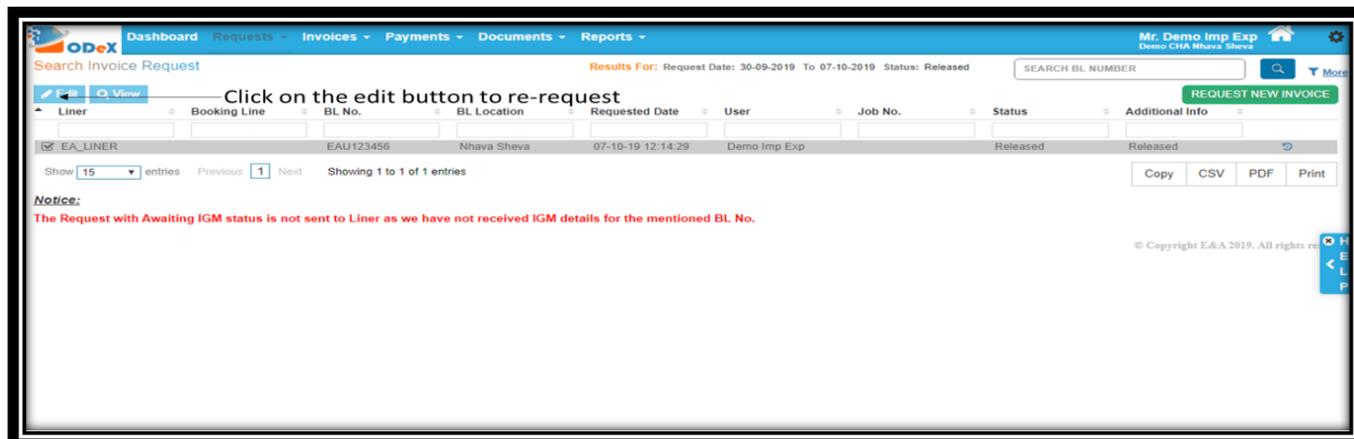
For ICDs, Invoice will be uploaded

2. How to Re-Request for invoices on ODeX

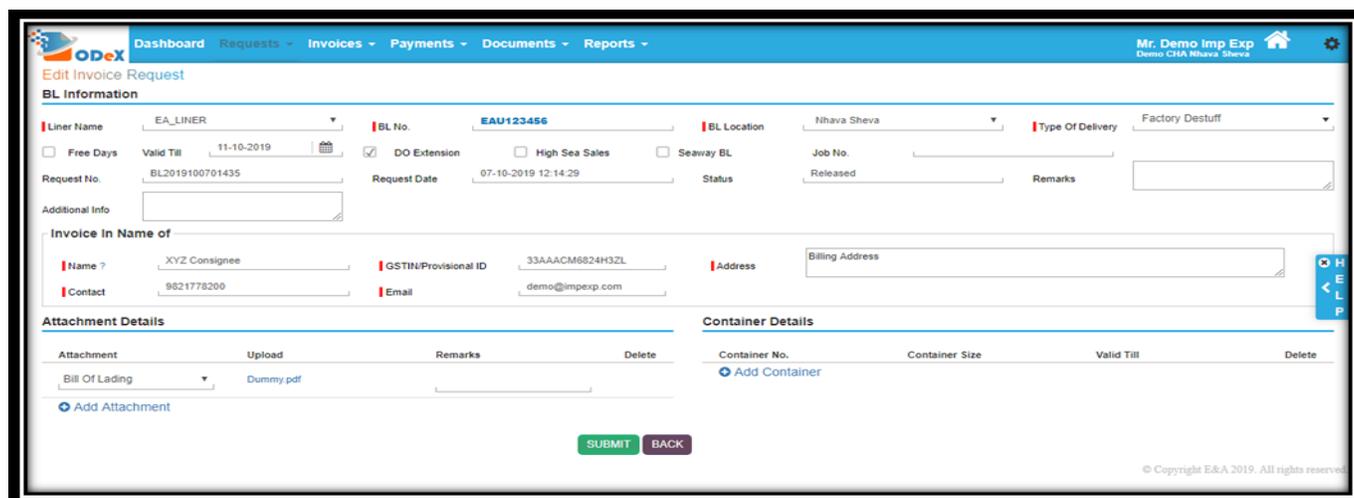
Step 1: Select the Liner Requests option from the Requests menu as shown below.



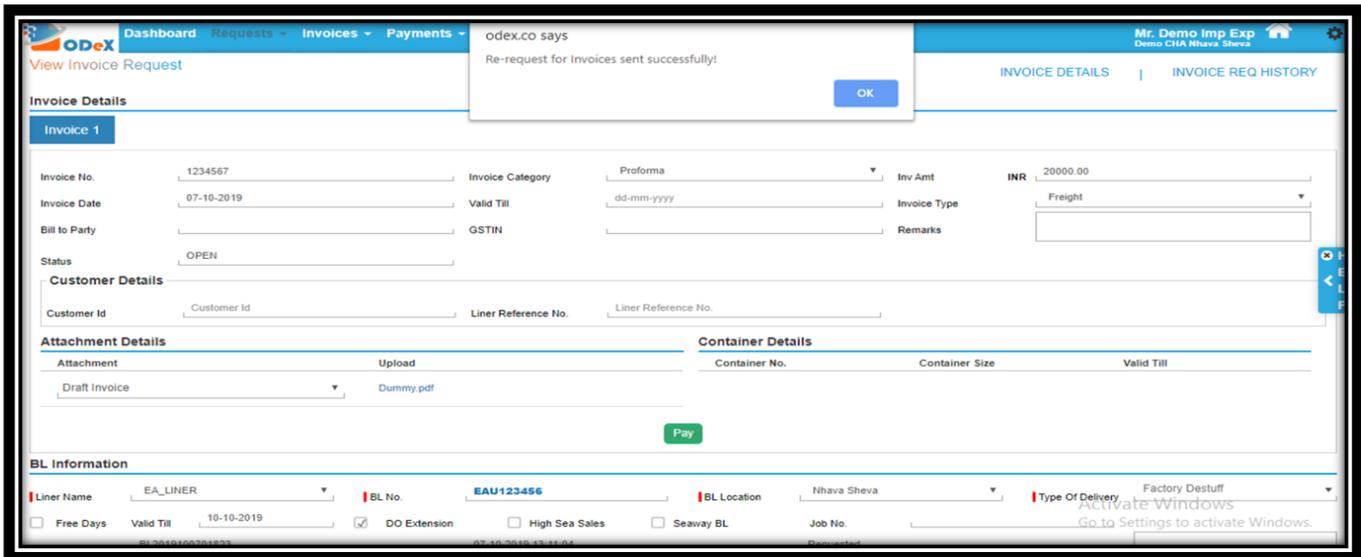
Step 2: Invoice requested with Released status will appear as mentioned below.



Step 3: Make the necessary changes and click on SUBMIT



Step 4: Below confirmation will be displayed once the request is again submitted.



View Invoice Request

odex.co says
Re-request for Invoices sent successfully!

INVOICE DETAILS | INVOICE REQ HISTORY

Invoice Details

Invoice 1

Invoice No. 1234567 Invoice Category Proforma Inv Amt INR 20000.00
 Invoice Date 07-10-2019 Valid Till dd-mm-yyyy Invoice Type Freight
 Bill to Party GSTIN Remarks
 Status OPEN

Customer Details

Customer Id Liner Reference No. Liner Reference No.

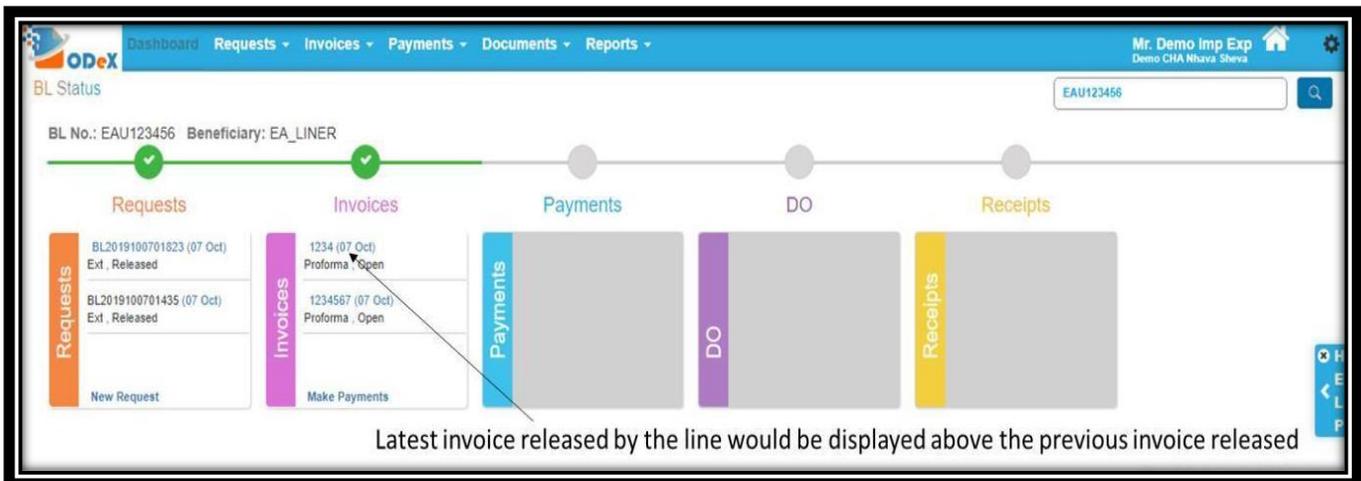
Attachment Details **Container Details**

Attachment Upload Container No. Container Size Valid Till
 Draft Invoice Dummy.pdf

BL Information

Liner Name EA_LINER BL No. EAU123456 BL Location Nhava Sheva Type Of Delivery Factory Destuff
 Free Days Valid Till 10-10-2019 DO Extension High Sea Sales Seaway BL Job No.

Step 5: Invoice once released will be displayed on the dashboard.



BL Status

BL No.: EAU123456 Beneficiary: EA_LINER

Requests Invoices Payments DO Receipts

Requests

- BL2019100701823 (07 Oct)
Ext. Released
- BL2019100701435 (07 Oct)
Ext. Released
- New Request

Invoices

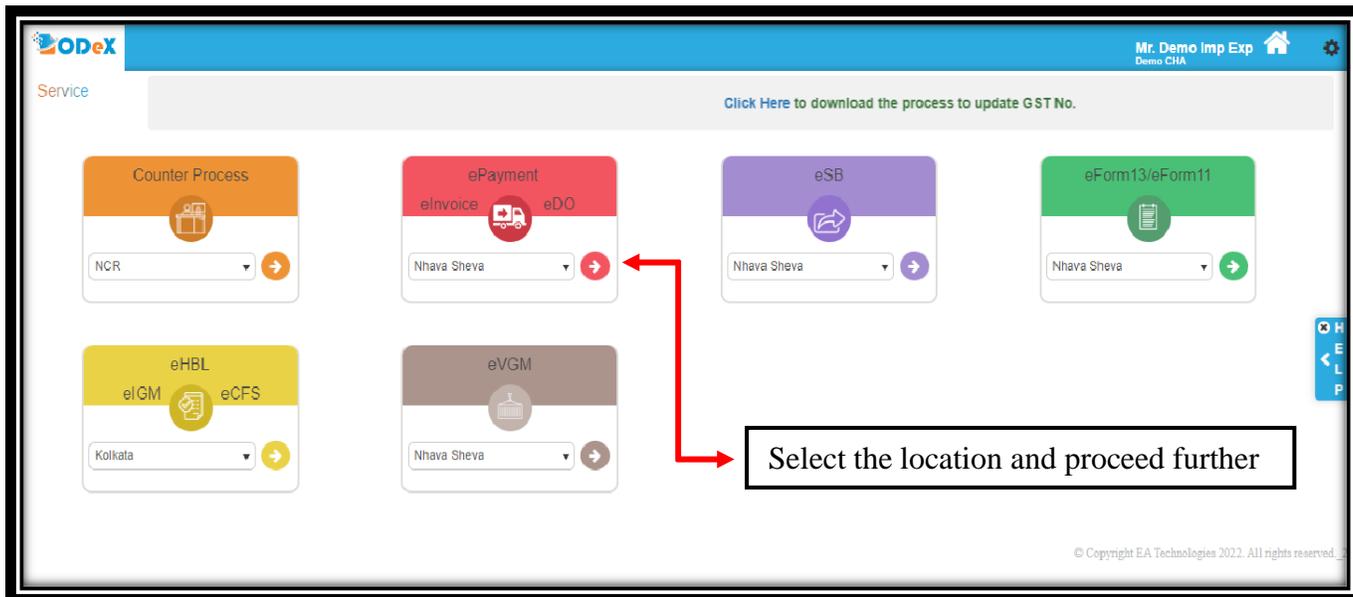
- 1234 (07 Oct)
Proforma, Open
- 1234567 (07 Oct)
Proforma, Open
- Make Payments

Payments DO Receipts

Latest invoice released by the line would be displayed above the previous invoice released

3. How to make invoice payments through ODEX

Step 1: User visits www.odexglobal.com and selects the ePayment option with the correct location from which the invoice would be released.



Service

Click Here to download the process to update GST No.

Mr. Demo Imp Exp
Demo CHA

Counter Process
NCR

ePayment
eInvoice eDO
Nhava Sheva

eSB
Nhava Sheva

eForm13/eForm11
Nhava Sheva

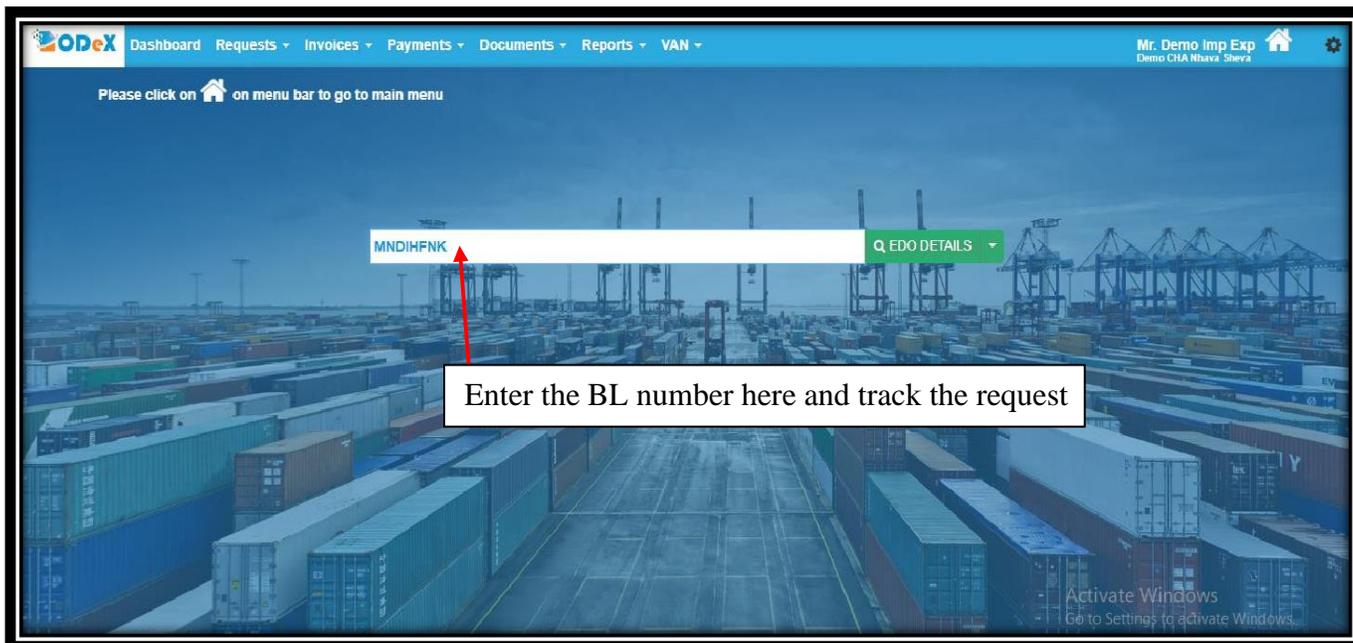
eHBL
eGM eCFS
Kolkata

eVGM
Nhava Sheva

Select the location and proceed further

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Step 2: Enter the BL number as shown below and proceed.



Dashboard Requests Invoices Payments Documents Reports VAN

Mr. Demo Imp Exp
Demo CHA Nhava Sheva

Please click on  on menu bar to go to main menu

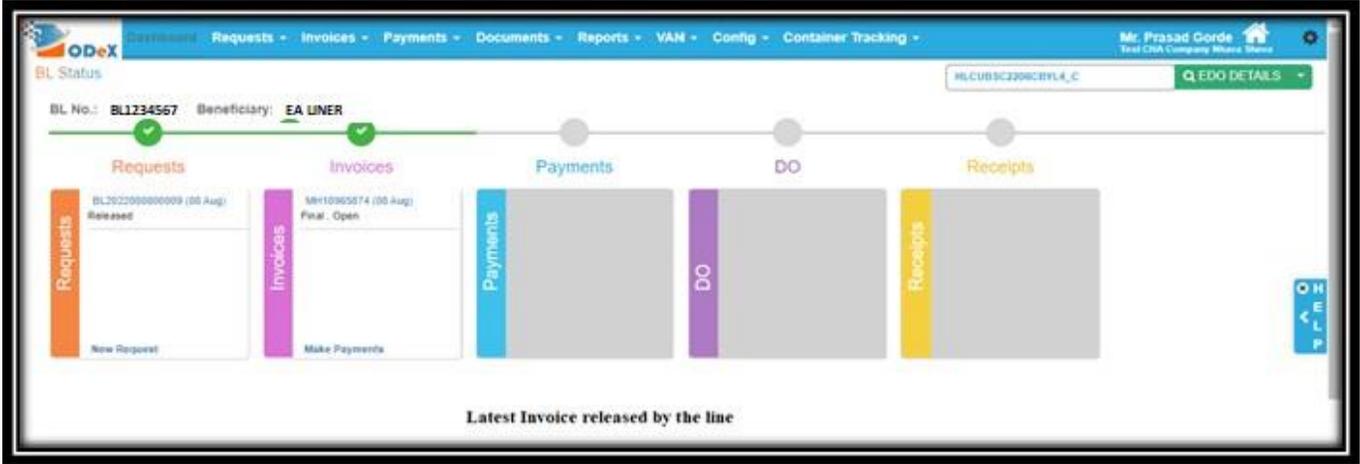
MNDIHFNK

Q EDO DETAILS

Enter the BL number here and track the request

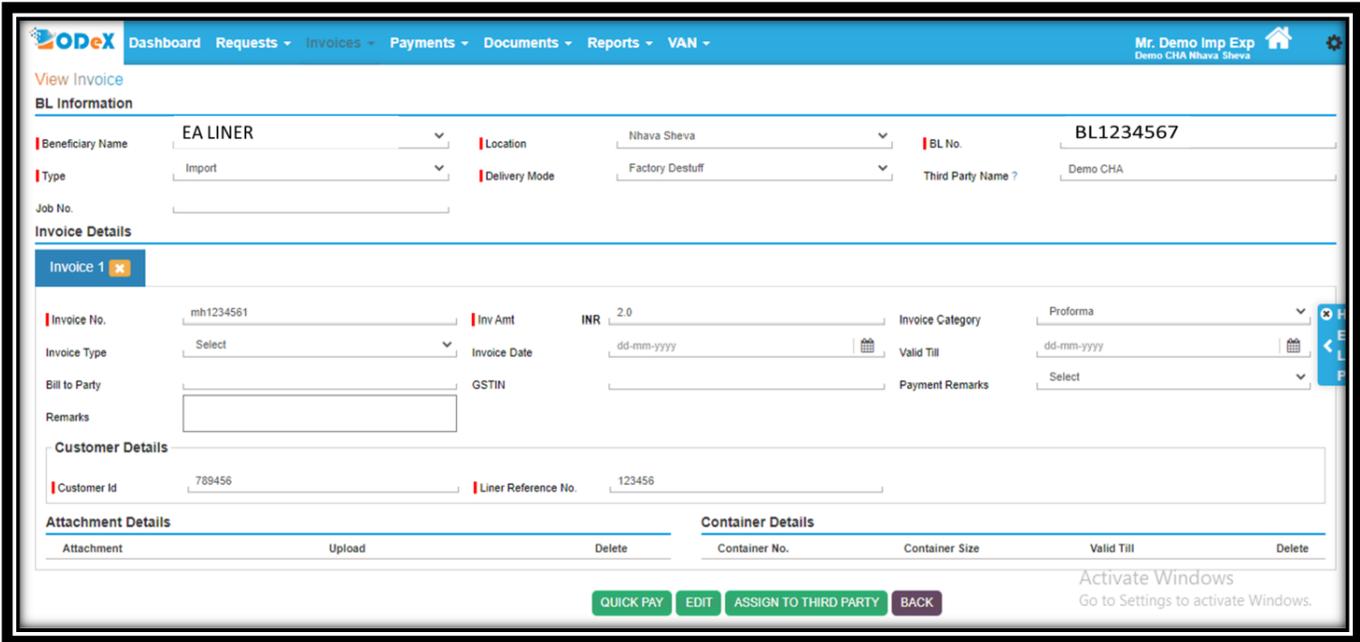
Activate Windows
Go to Settings to activate Windows.

Step 3: As shown below, select the invoice number for which the payment needs to be done



The screenshot shows the ODeX BL Status dashboard for BL No. BL1234567 and Beneficiary EA LINER. A progress bar at the top indicates the status of various stages: Requests (green checkmark), Invoices (green checkmark), Payments (grey circle), DO (grey circle), and Receipts (grey circle). Below the progress bar are five main sections: Requests (with a 'New Request' button), Invoices (with a 'Make Payments' button), Payments, DO, and Receipts. A text label at the bottom of the dashboard reads 'Latest Invoice released by the line'.

Step 4: Click on quick pay option to proceed further for the payments.



The screenshot shows the ODeX 'View Invoice' form for BL No. BL1234567. The form is divided into several sections:

- BL Information:** Beneficiary Name (EA LINER), Location (Nhava Sheva), BL No. (BL1234567), Type (Import), Delivery Mode (Factory Destuff), and Third Party Name (Demo CHA).
- Invoice Details:** Invoice No. (mh1234561), Inv Amt (INR 2.0), Invoice Category (Proforma), Invoice Type (Select), Invoice Date (dd-mm-yyyy), Valid Till (dd-mm-yyyy), Bill to Party, GSTIN, and Payment Remarks (Select).
- Customer Details:** Customer Id (789456) and Liner Reference No. (123456).
- Attachment Details:** A table with columns for Attachment, Upload, and Delete.
- Container Details:** A table with columns for Container No., Container Size, Valid Till, and Delete.

At the bottom of the form, there are four buttons: QUICK PAY, EDIT, ASSIGN TO THIRD PARTY, and BACK. A message at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

Step 5: Click on continue after confirming the amount from the below summary


Dashboard Requests Invoices Payments Documents Reports VAN

Mr. Demo Imp Exp
Demo CHA Nhava Sheva

Verify Payment(Liner)

PAY TO EA LINER Nhava Sheva

Pay Online
Pay Offline

ID Type	ID No.	Type	Bill to Party	Invoice No.	Inv Amt	Inv TDS(INR)	Inv Payment Amt(INR)	Remarks	Delete
BL Number	BL1234567			mh1234561	INR 2.00	0.00	2.00		✖ +DO Revalidation
					2.00	0.00	Grand Total: 2.00		

ODeX Service Charge via Subscription

Invoice Cum Receipt: Self Third Party

Company Name: Demo CHA Billing Address: HEAD OFFICE, Test, AMRAWATI, MAHARASI State: MAHARASHTRA

GSTIN/Provisional ID: 27AADCE184P1ZD Third Party Name: _____

Add Invoice

CONTINUE
BACK

Activate Windows

Or Agent can assign the Payment to the Consignee or Shipper by clicking on the Third Party option.


Dashboard Requests Invoices Payments Documents Reports VAN Config Container Tracking

Mr. Prasad Gorde
Test CHA Company Nhava Sheva

Verify Payment(Liner)

PAY TO EA LINER Nhava Sheva

Pay Online
Pay Offline

ID Type	ID No.	Type	Bill to Party	Invoice No.	Inv Amt	Inv TDS(INR)	Inv Payment Amt(INR)	Remarks	Delete
BL Number	BL1234567			mh1234561	INR 2.00	0.00	2.00		✖ +DO Revalidation
					2.00	0.00	Grand Total: 2.00		

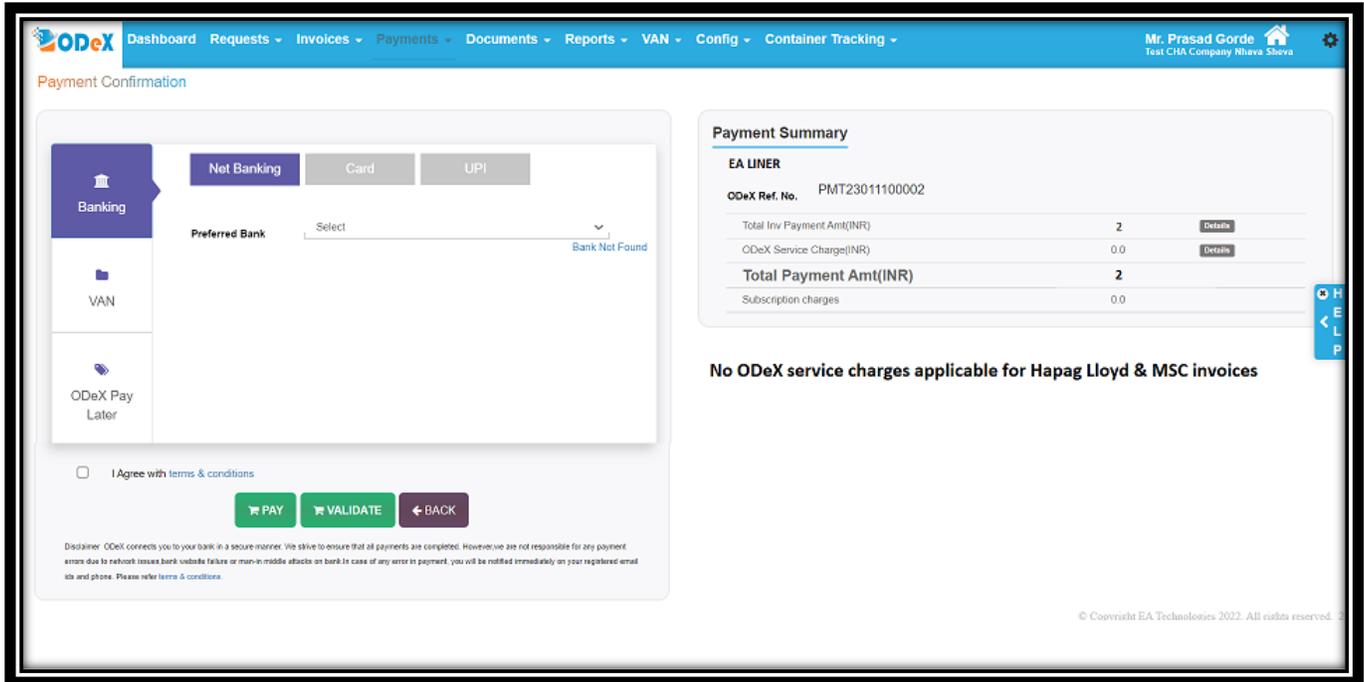
Invoice Cum Receipt: Self Third Party

GSTIN/Provisional ID: _____ Third Party Name: _____ Billing Address: _____ State: _____

Email: _____ ASSIGN PAYMENT TO THIRD PARTY

Add Invoice

Step 6: Select the bank from which you wish to make the payments.



Payment Confirmation

Banking | Net Banking | Card | UPI

Preferred Bank: Select Bank Not Found

I Agree with terms & conditions

PAY **VALIDATE** **BACK**

Payment Summary

EA LINER

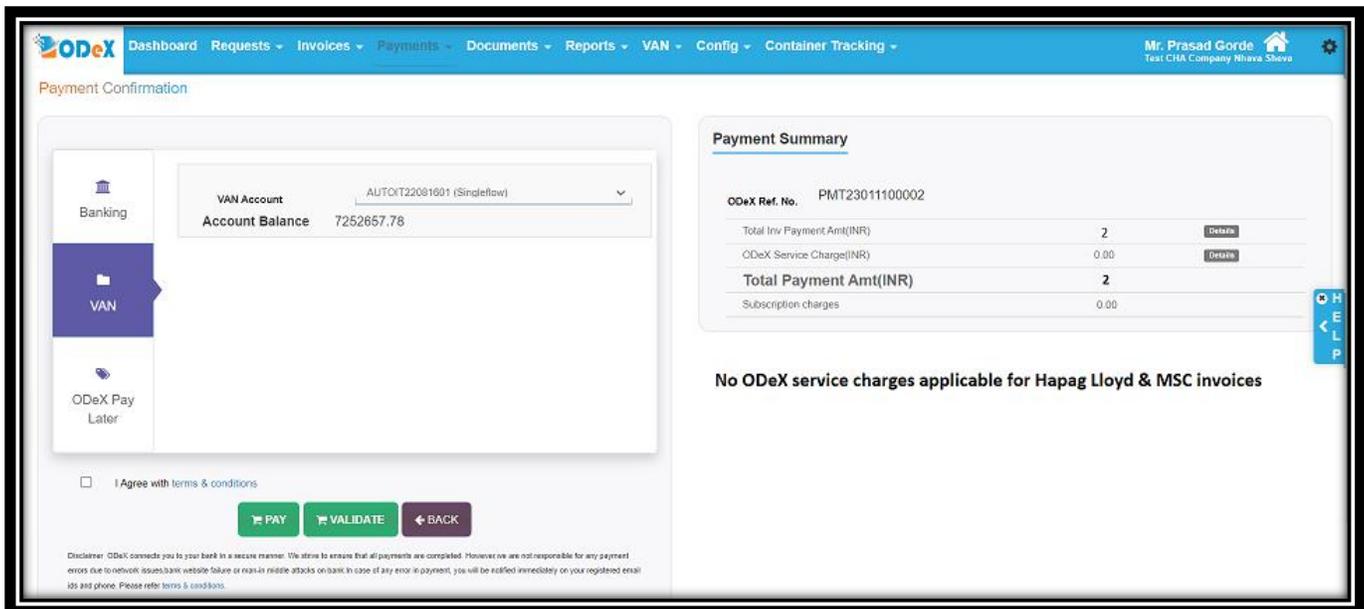
ODeX Ref. No. PMT23011100002

Total Inv Payment Amt(INR)	2	Details
ODeX Service Charge(INR)	0.0	Details
Total Payment Amt(INR)	2	
Subscription charges	0.0	

No ODeX service charges applicable for Hapag Lloyd & MSC invoices

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Step 7: In case of VAN account, please select the VAN option and proceed for payments



Payment Confirmation

Banking | VAN | ODeX Pay Later

VAN Account: AUTOX122081901 (Singleflow)

Account Balance: 7252657.78

I Agree with terms & conditions

PAY **VALIDATE** **BACK**

Payment Summary

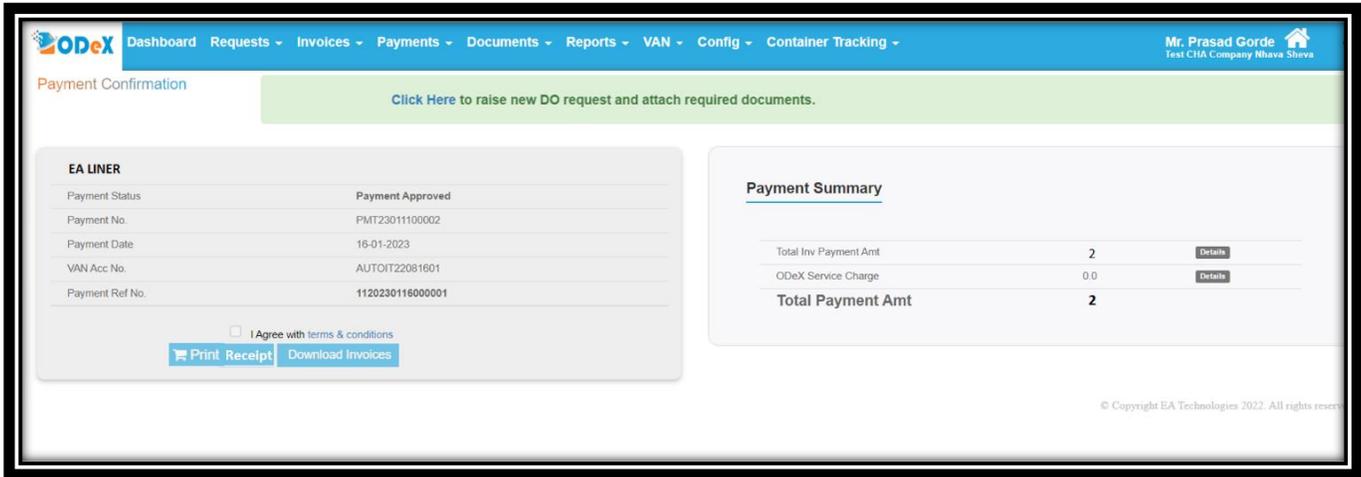
ODeX Ref. No. PMT23011100002

Total Inv Payment Amt(INR)	2	Details
ODeX Service Charge(INR)	0.00	Details
Total Payment Amt(INR)	2	
Subscription charges	0.00	

No ODeX service charges applicable for Hapag Lloyd & MSC invoices

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Step 8: Payment processing screen will appear on ODeX.



Payment Confirmation

Click Here to raise new DO request and attach required documents.

EA LINER	
Payment Status	Payment Approved
Payment No.	PMT23011100002
Payment Date	16-01-2023
VAN Acc No.	AUTOIT22081601
Payment Ref No.	1120230116000001

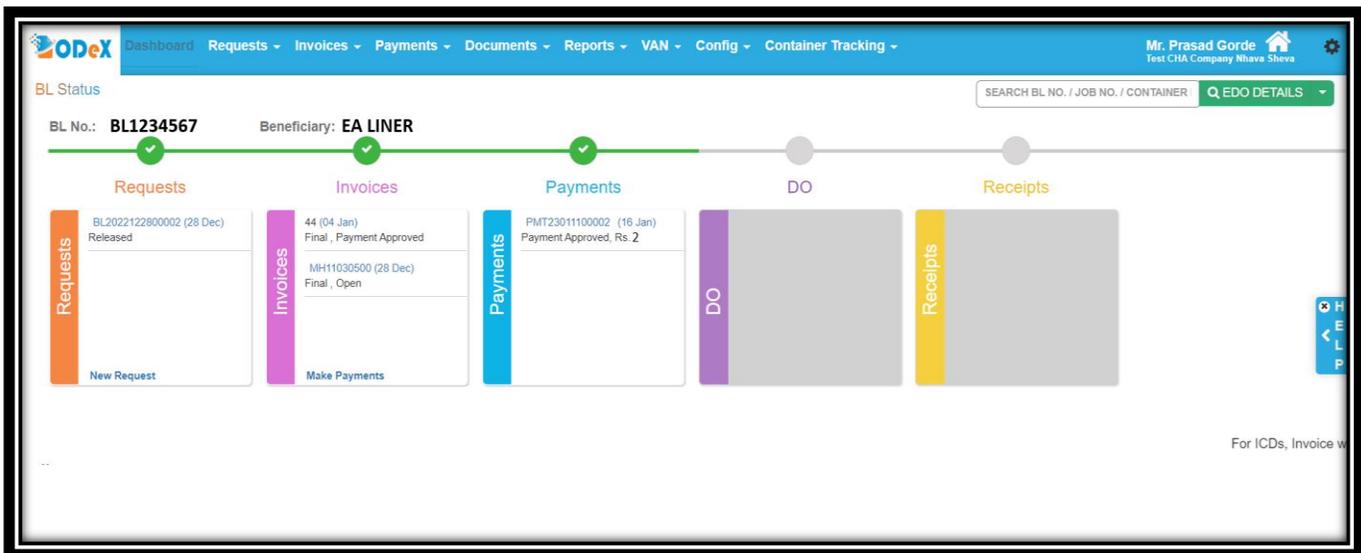
I Agree with terms & conditions

[Print Receipt](#) [Download Invoices](#)

Payment Summary		
Total Inv Payment Amt	2	Details
ODeX Service Charge	0.0	Details
Total Payment Amt	2	

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Step 9: Payment made through ODeX will reflect on the dashboard as shown in the below screen.



BL Status

BL No.: **BL1234567** Beneficiary: **EA LINER**

SEARCH BL NO. / JOB NO. / CONTAINER | [EDO DETAILS](#)

Requests Invoices Payments DO Receipts

Requests
BL2022122800002 (28 Dec)
Released
[New Request](#)

Invoices
44 (04 Jan)
Final, Payment Approved
MH-11030500 (28 Dec)
Final, Open
[Make Payments](#)

Payments
PMT23011100002 (16 Jan)
Payment Approved, Rs. 2

DO

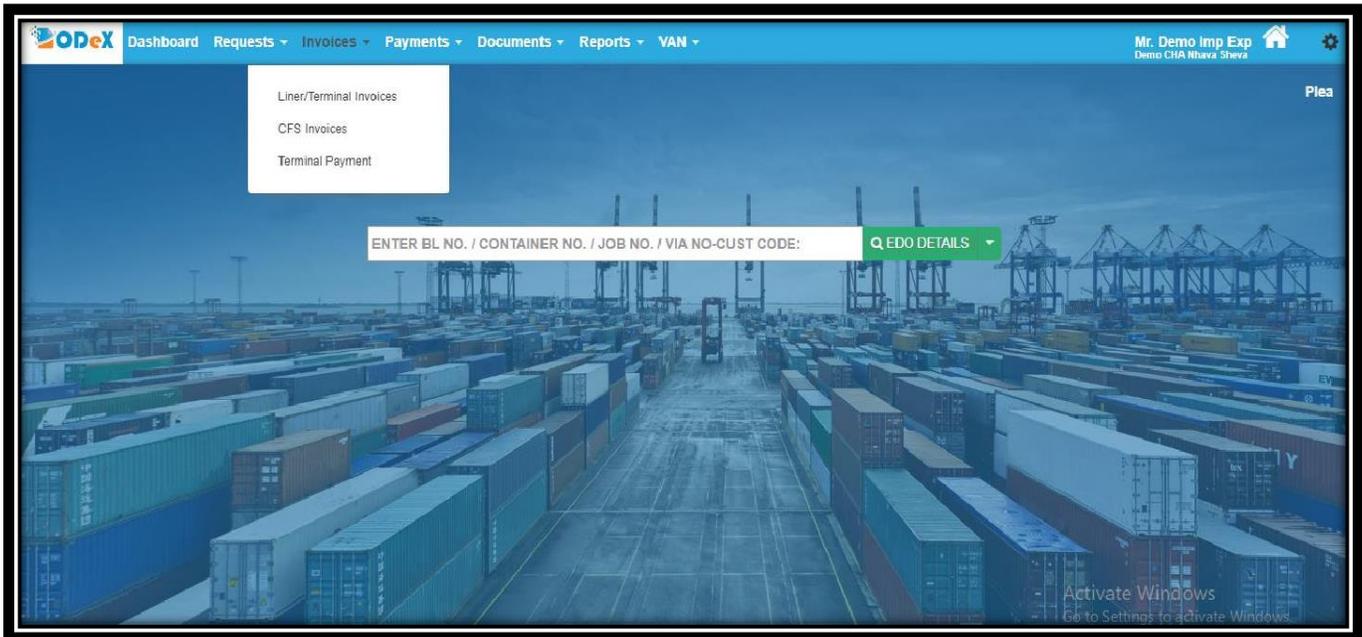
Receipts

For ICDS, Invoice w

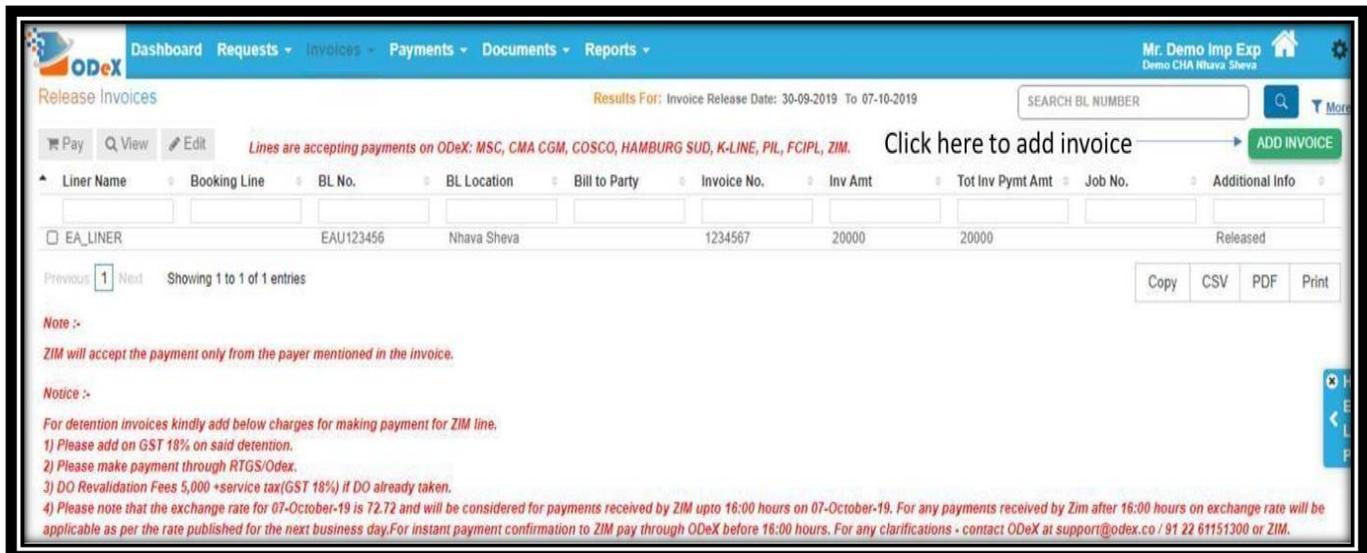
4. How to add an invoice manually and make a payment

Step 1: In case the invoices are provided directly or provided at the counter, below process to be followed to add the invoice manually and to initiate the payment.

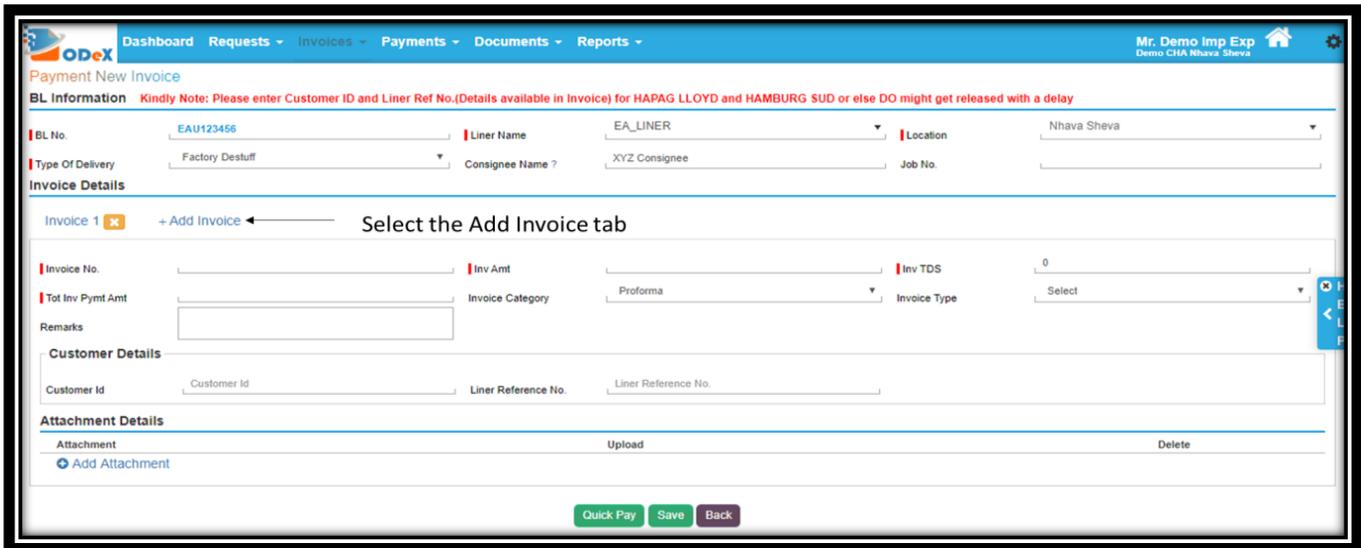
Select the invoices option from the menu and then click on liner invoices



Step 2: Select the ADD Invoice.



Step 3: Select the Add Invoice tab as per the below screen



Payment New Invoice

BL Information Kindly Note: Please enter Customer ID and Liner Ref No.(Details available in Invoice) for HAPAG LLOYD and HAMBURG SUD or else DO might get released with a delay

BL No. EAU123456 Liner Name EA_LINER Location Nhava Sheva

Type Of Delivery Factory Destuff Consignee Name ? XYZ Consignee Job No.

Invoice Details

Invoice 1 ✕ + Add Invoice **Select the Add Invoice tab**

Invoice No. Inv Amt Inv TDS 0

Tot Inv Pymt Amt Invoice Category Proforma Invoice Type Select

Remarks

Customer Details

Customer Id Liner Reference No.

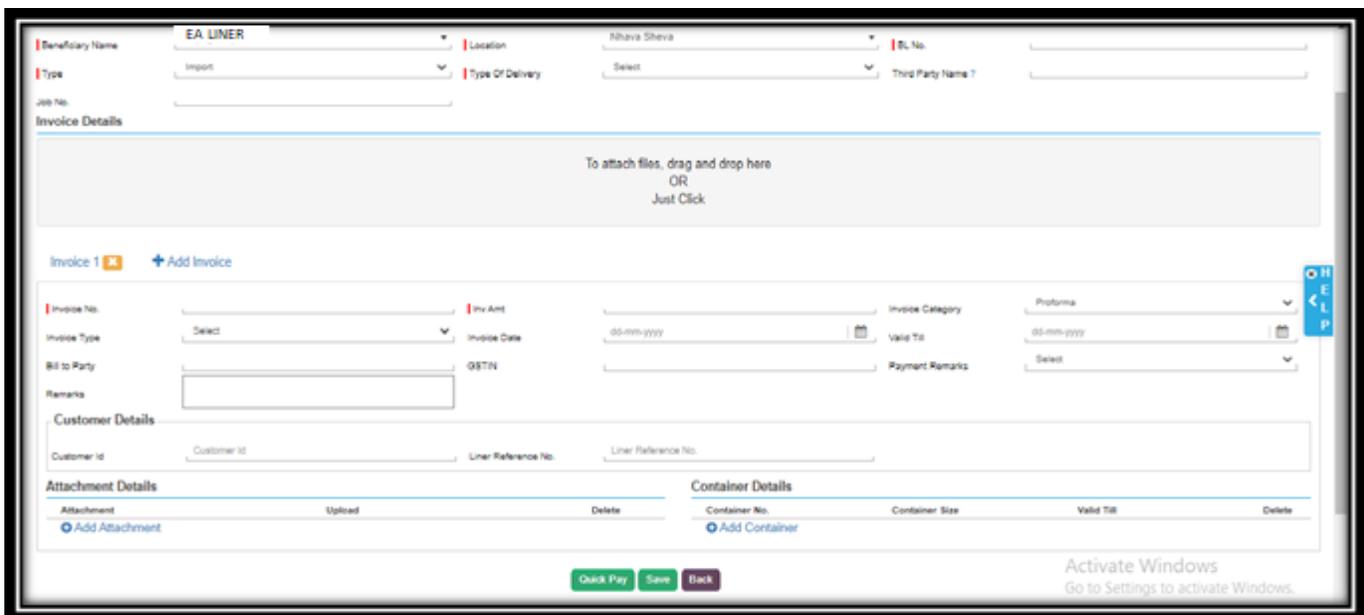
Attachment Details

Attachment Upload Delete

[Add Attachment](#)

[Quick Pay](#) [Save](#) [Back](#)

Step 4: Update the Invoice number, amount mentioned on the invoice, and other mandatory information, upload the invoice copy received and click on quick pay



Beneficiary Name EA_LINER Location Nhava Sheva BL No.

Type Import Type Of Delivery Select Third Party Name ?

Job No.

Invoice Details

To attach files, drag and drop here
OR
Just Click

Invoice 1 ✕ + Add Invoice

Invoice No. Inv Amt Invoice Category Proforma

Invoice Type Select Invoice Date dd-mm-yyyy Valid To dd-mm-yyyy

Bill to Party GSTIN Payment Remarks Select

Remarks

Customer Details

Customer Id Liner Reference No.

Attachment Details

Attachment Upload Delete

[Add Attachment](#)

Container Details

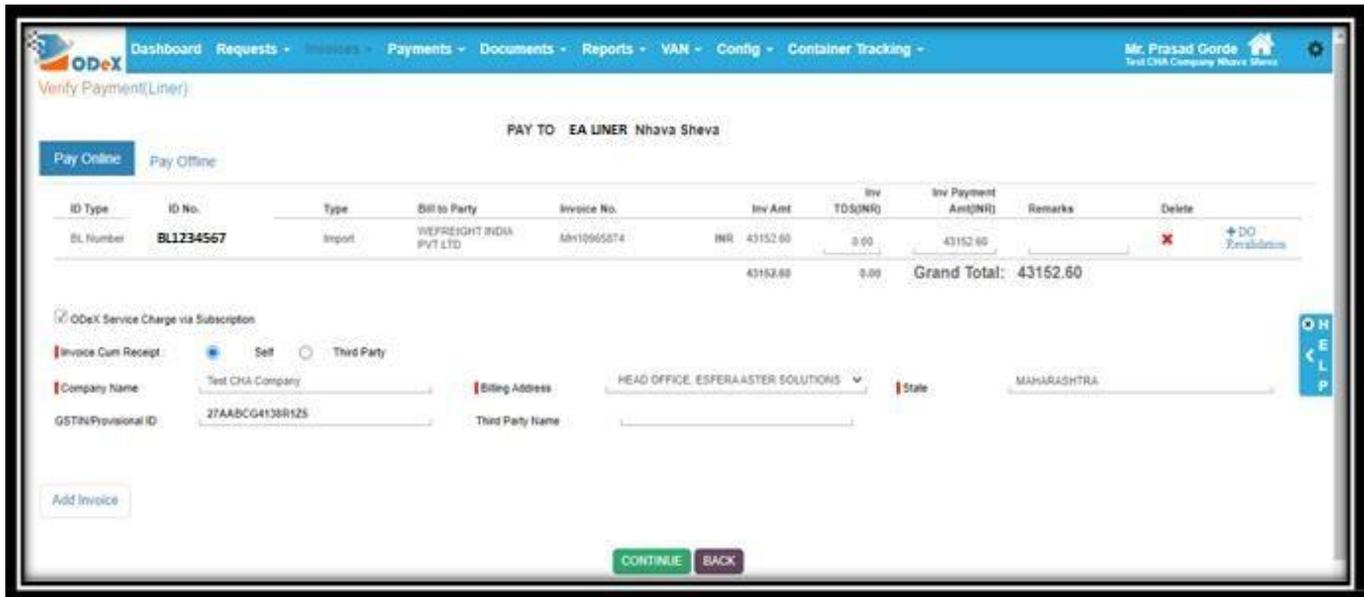
Container No. Container Size Valid Till Delete

[Add Container](#)

[Quick Pay](#) [Save](#) [Back](#)

Activate Windows
Go to Settings to activate Windows.

Step 5: Below summary page of the invoice amount would appear after adding the invoice manually. Click continue to proceed further which will direct you to payment mode option.



The screenshot displays the 'Verify Payment(Liner)' interface in the ODeX system. At the top, there is a navigation bar with options like Dashboard, Requests, Payments, Documents, Reports, VAN, Config, and Container Tracking. The user's name, Mr. Prasad Gorde, and company name, Test CHA Company, are visible in the top right corner.

The main section is titled 'Verify Payment(Liner)' and shows 'PAY TO EA LINER Nhava Sheva'. There are two tabs: 'Pay Online' (selected) and 'Pay Offline'.

A table lists the invoice details:

ID Type	ID No.	Type	Bill to Party	Invoice No.	Inv Amt	Inv TDS(INR)	Inv Payment Amt(INR)	Remarks	Delete
BL Number	BL1234567	Import	VSE FREIGHT INDIA PVT LTD	MH10965874	INR 43152.60	0.00	43152.60		✗ + DO / Resubmission
					43152.60	0.00	Grand Total: 43152.60		

Below the table, there are several form fields and options:

- ODeX Service Charge via Subscription
- Invoice Cum Receipt: Self Third Party
- Company Name: Test CHA Company
- Billing Address: HEAD OFFICE, ESFERAASTER SOLUTIONS
- State: MAHARASHTRA
- GSTIN/Provisional ID: 27AABCG4138R1Z5
- Third Party Name: (empty field)

At the bottom, there are 'Add Invoice', 'CONTINUE', and 'BACK' buttons.

The payment process remains the same as mentioned in the above payment process flow.

Please note if agent has assigned the Payment to the actual consignee / shipper using Third Party option so the payment request will be visible on the Consignee / Shipper request dashboard to proceed further with the Payments

5. Payments – Frequently Asked Questions (FAQs)

What are the modes of Payment?

Ans: There are 3 modes are available named as

- A) Net Banking**
- B) Virtual Account (VAN) and**
- C) ODeX Pay Later (OPL)**

2. How to track the Payments?

Ans: A) The ODeX Payment can be tracked using the main dashboard by entering the BL Number.

B) Go to Track Payment >> Click on more option available on top right >> Select Status >> Search

3. Bank is not available in drop down then how to process the payments?

Ans: Please write an email to support to create the VAN account. From there customers can process the payments.

4. What is VAN and How customers can use this accounts?

Ans: Virtual account number, ODeX will provide this facility to do the payments to multiple stakeholders on the platform. With Zero payment failure and 24 X 7 availability.

5. In case payment is not reflected then whom to contact?

Ans: Please write an email with the details of the payment to ODeX support. They will help you with the steps to follow.

6. Payment is processed but DO is not received?

Ans: Check status on screen payment is approved then contact to Hapag team after the working TAT.

7. Consignee process the Payments?

Ans: Please register one time consignee on ODeX and from there they can process the payments or let the consignee give the authority to the agents.

8. ODeX VAN amount to be credit in advance?

Ans: VAN is Zero balance account and no need to put advance money in this account. At the time of shipment put the exact amount and process from there.

9. ODeX is third party portal?

Ans: ODeX is providing the solution on behalf of Hapag. And Hapag has given the authority to process the Invoice, Payment and Delivery order.

10. Bulk Payment Options?

Ans: In ODeX you can select multiple invoices in one go and process the payments.

Also, customer will get entire reconciliation on single click and export the same from the UI.

11.Can customer process the partial payments?

Ans: No, customer need to process the full amount mentioned in invoice to proceed for successful transaction.