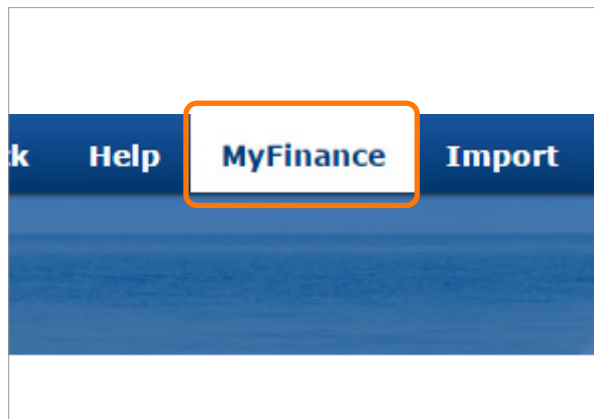


# SEARCH AND DOWNLOAD INVOICES



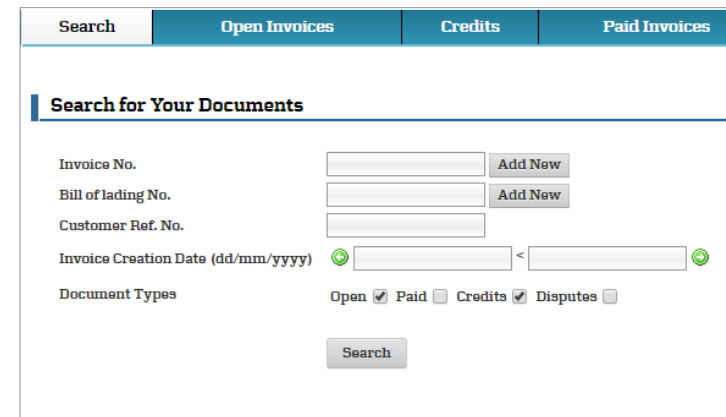
With my.mcc.com.sg, you can quickly view and download your invoices at your convenience.

## STEP 1



Log in to my.mcc.com.sg and then click on the "My Finance" tab on the menu.

## STEP 2



Enter either the invoice number, Bill of Lading number or customer reference number, enter the date range, then click on "Search".

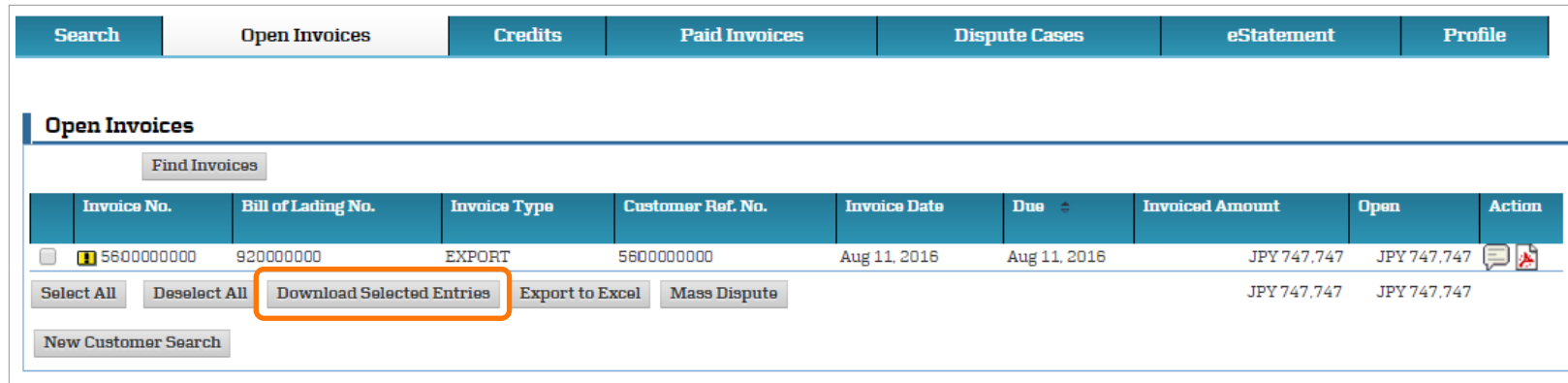
*If you have questions regarding the use of My MCC, please contact Live Help*

# SEARCH AND DOWNLOAD INVOICES




With my.mcc.com.sg, you can quickly view and download your invoices at your convenience.

## STEP 3



The screenshot shows the 'Open Invoices' section of the my.mcc.com.sg interface. At the top, there is a navigation bar with tabs for Search, Open Invoices, Credits, Paid Invoices, Dispute Cases, eStatement, and Profile. Below this, the 'Open Invoices' section is active, featuring a 'Find Invoices' button. A table displays invoice details with columns: Invoice No., Bill of Lading No., Invoice Type, Customer Ref. No., Invoice Date, Due, Invoiced Amount, Open, and Action. A single invoice is listed with the following details: Invoice No. 5600000000, Bill of Lading No. 920000000, Invoice Type EXPORT, Customer Ref. No. 5600000000, Invoice Date Aug 11, 2016, Due Aug 11, 2016, Invoiced Amount JPY 747,747, and Open JPY 747,747. Below the table, there are buttons for 'Select All', 'Deselect All', 'Download Selected Entries' (highlighted with an orange box), 'Export to Excel', and 'Mass Dispute'. A 'New Customer Search' button is also present at the bottom left of the table area.

Invoice No.	Bill of Lading No.	Invoice Type	Customer Ref. No.	Invoice Date	Due	Invoiced Amount	Open	Action
<input type="checkbox"/> 5600000000	920000000	EXPORT	5600000000	Aug 11, 2016	Aug 11, 2016	JPY 747,747	JPY 747,747	

Select the invoice you want to download by ticking the boxes on the left and the click “Download Selected Entries”.

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