

操作手册 - 如何订阅运输计划变更通知

1. 注册用户登陆马士基网站www.maersk.com，在**管理**的下拉菜单中选择**通知**

The screenshot shows the Maersk website's top navigation bar. The '管理' (Management) menu item is highlighted with a red box and a '1.' above it. A dropdown menu is open under '管理', with the '通知' (Notifications) option highlighted with a red box and a '2.' above it. Other menu items include '报价' (Quotes), '订舱' (Bookings), '帮助' (Help), '联系人' (Contacts), '简体中文' (Simplified Chinese), 'vivi deng' (User profile), and '设置' (Settings). Below the navigation bar, there are three main sections: '货运跟踪' (Freight Tracking), '货运' (Freight), and '单据' (Documents). The '通知' option is located under the '货运' section.

欢迎来到我们的新网站！

为了简化客户操作并提供无缝的点到点数字用户体验，我们已将之前 maersk.com、maerskline.com 和 my.maerskline.com 网站的功能和内容整合到一个网站：
www.maersk.com。我们期待继续与您合作。

[了解更多](#)

2. 进入 Notifications 的界面，点击 **CREATE NEW NOTIFICATION**

MAERSK 报价 订舱 管理 帮助 联系人 简体中文 vivi deng 设置

我们的解决方案 关于马士基 全球网络 当地信息

Notifications

3. **CREATE NEW NOTIFICATION**

Filter: All notifications | Sort: Latest

0 of 0 notifications

No notifications found

[CREATE A NEW NOTIFICATION](#)

3. 选择通知类型 **Transport plan-ETA changes**, 点击**CONTINUE** 进入订阅页面做详细设置。

如果同一公司下有多个账户，请分别登陆并订阅。



报价 订舱 管理

帮助

联系人

简体中文

vivi deng

设置

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Notifications

Create new notification

Notification type

Select the type of notification you would like to receive.

4.

Transport plan - ETA changes ⓘ

Bill of lading ⓘ

Arrival notice ⓘ

5.

CANCEL

CONTINUE


4. 自定义发送通知的条件

- 选择接收通知的类型： 预计到港时间变更的通知 / 预计出发时间变更的通知
船名航次变更的通知 / 港口码头变更的通知

Create new notification

ETA change notification details

Select which type of transport plan changes you would like to receive notifications for


Estimated time to arrival (ETA) 

Select Minimum ETA change to choose after how much change in the ETA you wish to be informed

Minimum ETA Change

1 Day 

请选择预计到港时间ETA变化天数，例如：原ETA时间延迟了一天即需要收到通知


Estimated time of departure (ETD) 

Select Minimum ETD change to choose after how much change in the ETD you wish to be informed


Minimum ETD change

1 Day 

请选择预计出发时间ETD变化天数，例如：原ETD时间延迟了一天即需要收到通知

Vessel and voyage 

Select to receive vessel and voyage change notification

Port and terminal 

Select to receive port and terminal change notification

* 即使ETA或ETD不变，仅“船名航次/Vessel and Voyage”或者“港口和码头/Port and Terminal”的变化，也可以设置接收通知

4. 自定义发送通知的条件

- 填写接收通知的邮箱，语言，频率


Email Details

Enter these mandatory details for your email notification

Email address


Group@ABCcompany.com

完善通知接收人的邮箱地址：您自己的私人邮箱/您同事邮箱/您公司的公共邮箱
*** 此处填写的邮箱仅作为运输计划变更通知接收使用

Language 

简体中文

选择接收通知的语言：可选择12种语言，包括常用的中文和英文。
温馨提示：如选择语言为中文，届时收到的邮件正文中会显示中国[当地转关转港指示](#)，
点击超链接即可打开文件

Frequency 

选择接收通知的频率：特定某一天/一周一次/每四小时/每十二小时，我们建议您选择每四小时接收一次，以便您可以收到更及时的通知。

Once a day on:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Every 4 hours

Every 12 hours

4. 自定义发送通知的条件

- 设置通知覆盖的订舱运输路线，接收范围

Additional filters

You can refine your notifications using the following filters

Location

Please note that notifications will be sent based on impacted shipments from any of the "From" countries to any of the "To" countries

From

All Countries

可设置只接收某一进出口国家的相关通知

To

All Countries

Roles

My company

Receive notifications only for shipments where my company plays the following role(s). [Click here](#) to find out more about each role.

Booked by

Price Owner

Outward forwarder

Shipper

First notify party

Inward forwarder

Consignee

Release to

可设置只接收您公司作为订单相关方时的通知，包括常用的：

- 订舱方 (Booked By)
- 发货方 (Shipper)
- 收货方 (Consignee)
- 合约方 (Price Owner)
- 第一通知方 (First Notify Party)

不常用的：

- 出口代理 (Outward forwarder)
- 进口代理 (Inward forwarder)
- 货物接收方 (Release to)

My bookings

4. 自定义发送通知的条件

- 有针对性地设置订舱邮箱

Additional filters

You can refine your notifications using the following filters

Location

Please note that notifications will be sent based on impacted shipments from any of the "From" countries to any of the "To" countries

From

To

Roles

My company

My bookings

可针对某一订舱邮箱设置通知，选择 "My Bookings"

例子: Lucy是某公司的订舱操作员之一，只希望收到使用本人邮箱进行订舱的运输计划变更通知，不需要收到公司在马士基全部订舱的通知，选择这项功能即可实现

Receive notifications ONLY for the bookings submitted by the following email address.

My booking email address

更多详细信息：

1. 请在此处填写订舱时使用的邮箱，请确保邮箱地址填写准确，并与本账号的注册公司关联
2. 此处填写的邮箱与通知接收方无关，仅作筛选订舱使用
3. 目前只开放填写一个邮箱，如有需要，请按照您自己需求分别进行多个订阅

6.

CANCEL

SUBMIT

当您完成全部步骤之后，点击Submit按钮即可完成订阅设置

二. 如何编辑/删除订阅信息

1. 注册用户登陆马士基网www.maersk.com，在管理的下拉菜单中选择通知

The screenshot shows the Maersk website's navigation bar. The '管理' (Management) menu item is highlighted with a red box and a red '1' above it. A dropdown menu is open under '管理', with the '通知' (Notifications) option highlighted with a red box and a red '2' to its left. Other menu items include '报价' (Quotes), '订舱' (Bookings), '帮助' (Help), '联系人' (Contact Us), '简体中文' (Simplified Chinese), 'vivi deng' (User Profile), and '设置' (Settings). Below the navigation bar, there are sections for '货运跟踪' (Freight Tracking), 'MyFinance', and '货运' (Freight) with various sub-options. A '单据' (Documents) section is also visible on the right.

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了解更多

2. 进入 Notifications 的界面，在此界面可以看到所有设置的订阅通知信息。

点击三角符号（如下图）可查看通知订阅的详情。

Notifications

CREATE NEW NOTIFICATION

Filter: All notifications Sort: Latest

2 of 2 notifications

Email address
grace.lee@abc.com

Notification type
Bill of lading

Last Updated
06 Jun 2018 07:15
username

Email address
grace.lee@abc.com

Notification type
Transport plan change:
ETA, Vessel and voyage, Port and terminal

Last Updated
06 Jun 2018 07:14
username



3. 在展开的界面中可以对已设置的订阅信息进行编辑或者删除。

Notifications

CREATE NEW NOTIFICATION

Filter: All notifications | Sort: Latest

15 of 459 notifications

Email address	Notification type	Last Updated	
grace.lee@abc.com	Transport plan change: ETA, ETD, Vessel and voyage, Port and terminal	17 Jun 2018 09:48 SYS-TPCR8	^ ⋮

Notification details

Creator	Language	Frequency	Minimum ETA Change	Minimum ETD change
username	English	MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY	3 Day	1 Day

Additional filters

Location	
From	To
All Countries	All Countries
Roles	
Booked by, Shipper, Consignee, Price Owner, First notify party, Release to, Outward forwarder, Inward forwarder	

3.

DELETE EDIT