

Dear client,

We are happy to announce the 2nd update to our online submission of MRN references.

OPTION 1 (Via Shipment Details page)

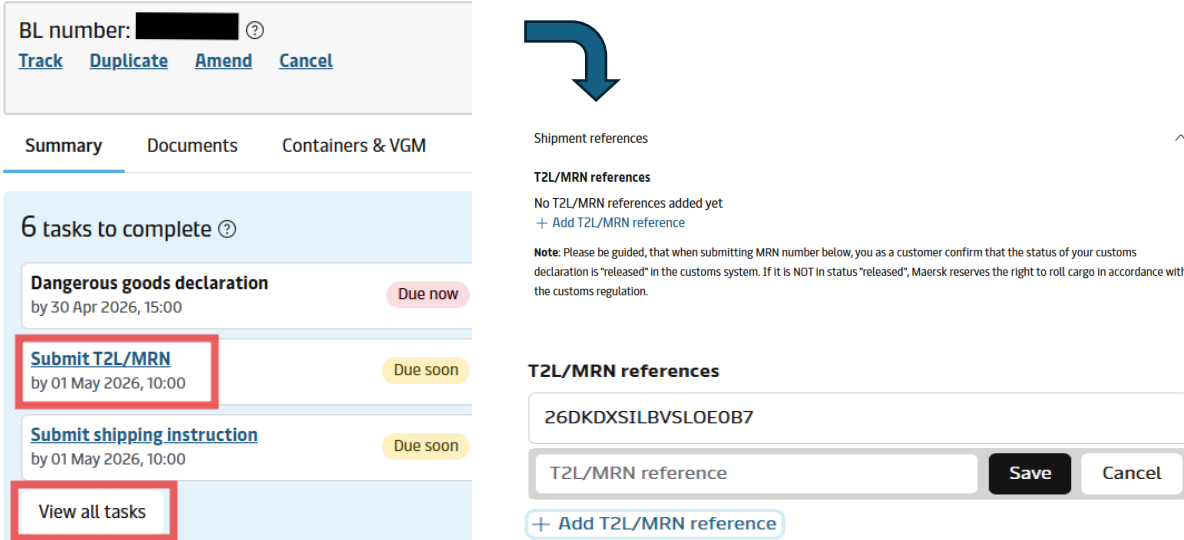
The new feature enables you, as client, to update T2L/MRN references at any stage in your booking process. Whenever you receive the released MRN reference from your customs broker, you simply have to follow the steps below (NB: if you use Maersk customs service, it is still **your** responsibility to enter the MRN reference online).

IMPORTANT: Once the deadline has passed and should you have changes, deletion or amendments, you will have to email MRNDEN@maersk.com for support. But going forward that is exactly what the email is meant for – exceptions! Which naturally means, it will no longer be possible to submit the MRN via email – it must be done online.

Login to your account on www.maersk.com


- 1) Click “manage bookings” and enter your booking ref
- 2) Click the “submit T2L/MRN submission” task in the overview
if the task is not visible, you can press “view all tasks” to expand the list
- 3) Enter the MRN reference and click “save”
(the MRN ref is automatically submitted to our system)
- 4) If you want to add more, simply click “+Add T2L/MRN reference”
- 5) If you made a mistake, all you have to do is “**refresh**” the page, and you can edit or delete
- 6) Once the deadline has passed, you have to ask for exception via MRNDEN@maersk.com to both amend, delete or add further references

Afterwards you will be able to have online verification, that reference has been submitted and you will be able to see for all your bookings, if MRN submission task is due or done.



The screenshot shows the 'Summary' tab of a shipment. On the left, a task list titled '6 tasks to complete' includes: 'Dangerous goods declaration' (due now), 'Submit T2L/MRN' (due soon, highlighted with a red box), and 'Submit shipping instruction' (due soon). A 'View all tasks' button is also highlighted with a red box. On the right, the 'T2L/MRN references' section shows a form with the reference '26DKDXSILBVSLOE0B7' and 'T2L/MRN reference' labels. A blue arrow points from the 'Submit T2L/MRN' task to this form. Below the form is a '+ Add T2L/MRN reference' button.

If you made a mistake, all you have to do is “**refresh**” the page, and you can edit or delete



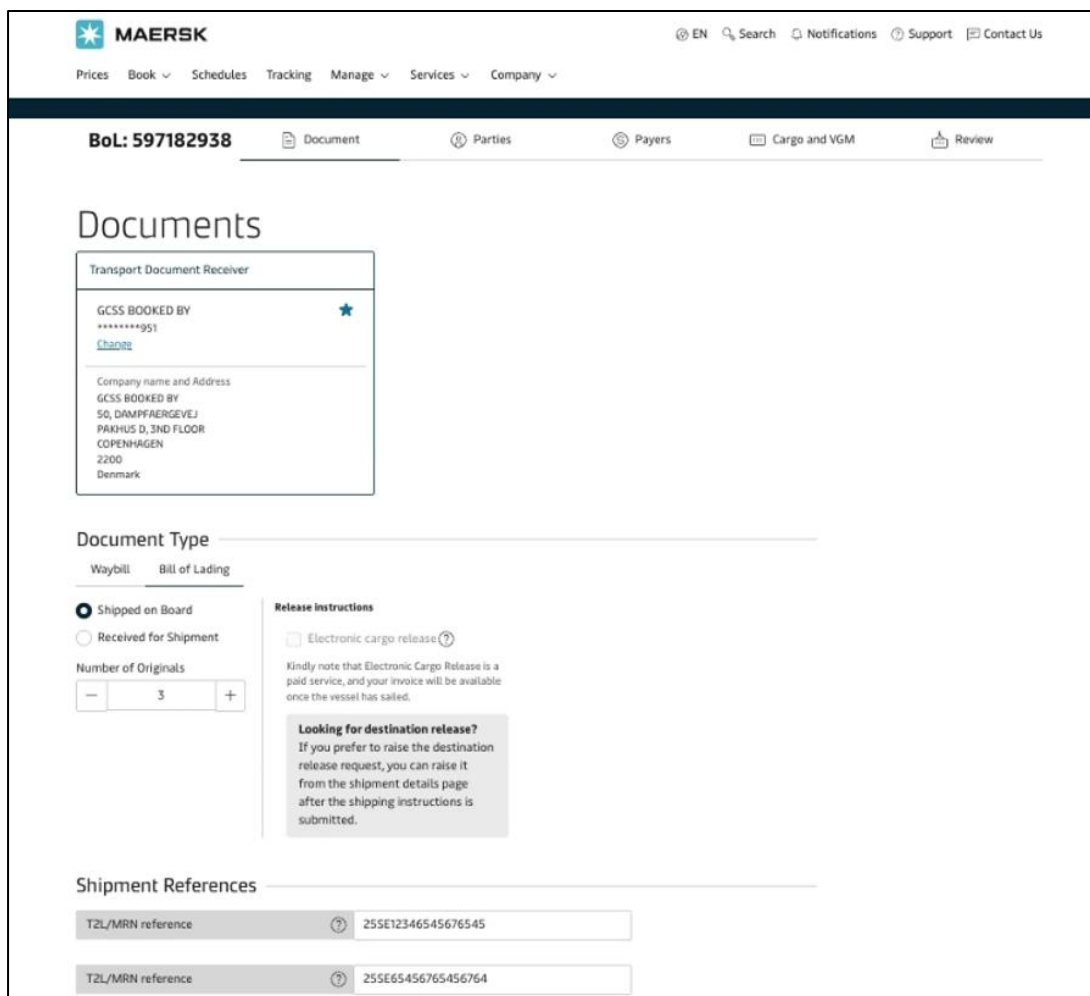
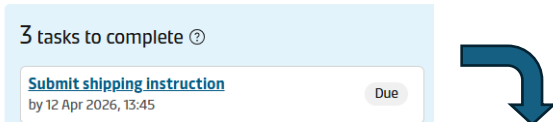
This screenshot shows a single 'T2L/MRN reference' entry: '26DKIOMLQQQSDBGQR8'. To the right of the reference are two buttons: 'Edit' (with a pencil icon) and 'Delete' (with a trash can icon).

OPTION 2 (via SI submission)

We are very excited to introduce the option to add MRN or T2L reference on www.maersk.com for shipments departing from Denmark.

The change will make it much easier for you, as client to submit your MRN or T2L references online, instead of sending mail to our manifest team. Additionally, you will be able to keep track of which references were sent and when.

First part of the roll-out is related to Shipping Instruction submission as below. You are able to submit multiple references per booking and system is case-sensitive to prevent errors.



This is the first step on the way to making MRN submissions digital instead of the current email solution MRNDEN@maersk.com. Going forward this email will only be used for exception handling instead, which will significantly reduce the margin of error, waiting time for manual handling and in the end a clearer traction of documents submitted for your as client, and us as carrier.