

Online Delivery Order & Import Payer Assignment

Requesting your Delivery Order & Nominating Payers for Import charges via maersk.com

Step 1

- Access www.maersk.com
- Login using your credentials
- Track Shipment

Step 2

Select "Import Delivery Order"

Step 3

If you have Collect Charges & Payment pending and you are a cash customer please proceed to "Add Payer Details" and request a invoice before requesting your Delivery Order.

The "Add Payer" feature allows you to nominate yourself as a payer for import charges which will trigger the requested changes directly to our invoicing system.

At this stage value added charges (Eg: Jnb Drop off Fee) are excluded from this feature. As an interim measure we request that you email us if you need to be invoiced for a value added charge.

Once charges has been paid (or for credit customers) proceed to "Request Delivery Order"

Step 4

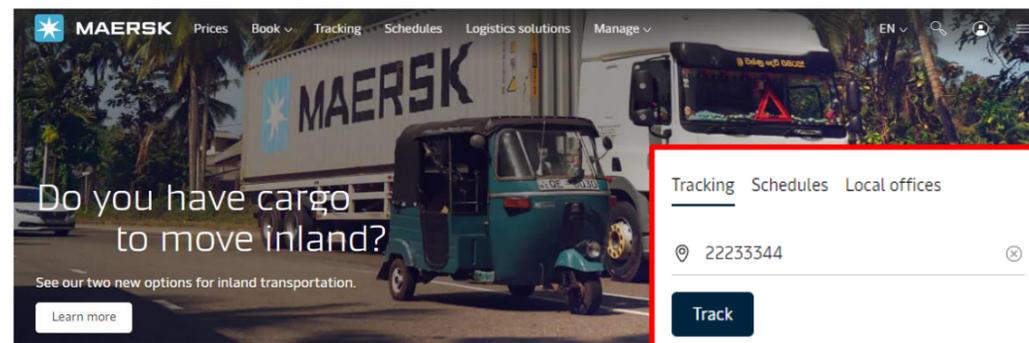
- Select haulage mode
- Upload supporting documents if required. (No longer a need to upload cargo dues receipts)
- For Merchant shipments please update Transporters name in the "Release Container to" field
- Review & Submit Request

Your request will be reviewed and Delivery Order issued

For more information please reach out to our Customer Service Team

+27 21 4086888

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Shipment no. 123456789

Booking Date	21 Oct 2022 03:33 (local time)
Contract ID	SPOT
Price Calculation Date	01 Nov 2022
Cargo loaded on board	
Product Type	
Service Mode	Merchant Haulage (CY) - Merchant Haulage (CY)
Additional References	None

Your export tasks

01 Nov 2022 10:00	Shipping instruction	✓
02 Nov 2022 15:00	Verified Gross Mass	✓
03 Nov 2022 12:00	Container gate in	✓

Maersk export tasks

01 Nov 2022 18:00	Advance manifest submission (South Africa)	✓
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Booking actions

- DUPLICATE BOOKING
- AMEND BOOKING
- CANCEL BOOKING

B/L actions

- B/L RELEASE

Other actions

- SUBMIT VGM
- IMPORT DELIVERY ORDER

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Import charges and payer details

Change / Assign payer to charge types

<input type="checkbox"/> None selected	Change / assign a payer to selected	Invoice reference (Optional)	Enter reference for this shipment
Charge types	Payer Details	Price	
Collect charges			
<input type="checkbox"/> Port Additional / Port Dues - Import			
<input type="checkbox"/> Documentation fee - Destination			
<input type="checkbox"/> Terminal Handling Service - Destination			
<input type="checkbox"/> Import Service			
Import Demurrage & Detention charges			
<input type="checkbox"/> Import Demurrage			
<input type="checkbox"/> Import Detention			

Request delivery order Cancel

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