

# Instant Payer Assignment on www.maersk.com

This feature puts you in control of the import payer assignment via the online portal. Assign the invoice party, update an invoice reference and schedule the invoice with just a few clicks.

**Step 1**  
Click Account  located on the top right corner of the homepage and Login

Click on **Manage** in the top menu and select **Hub**

**Step 2**  
Scroll to the bottom of the Hub page and enter your Bill of Lading number in the field provided and click the **Request Delivery Order** button.

**Step 3**  
Click "Add Payer Details" which can be used as a stand along feature just to update payer details and request invoice

OR  
You can nominate payer to charges as part of your request for Delivery Order.

**Step 4**  
Select charges & corresponding Payers  
Enter Invoice Reference (Optional)  
"Submit"  
This will trigger the requested changes/updates directly to our invoicing system. No subsequent email is required.

Reach out to our Customer Service Team for more information on this feature on +27 21 4086888

**Step 1**  Prices Book  Tracking Schedules Logistics solutions **Manage**  EN   



**Step 2**

Delivery Order

Enter a Bill of Lading number to request the delivery order

**Request delivery order**



**Step 3** B/L no. B/L Status

Cargo release status

- Bill of Lading surrendered
- Manifest submitted to customs

Finance status

- Prepaid charges payment is completed
- Collect charges payment is completed

Delivery orders

Please proceed to delivery order request for the containers with 'ready to submit' status.

**Request delivery order**

Other actions

Add payer details to charges  
Assign payer details for all the charges for this shipment

**Add payer details**

**Step 4** B/L no. 1234567

Import charges and payer details

Change / Assign payer to charge types

None selected  Invoice reference (Optional)

Charge types	Payer Details	Price
Collect charges		
<input type="checkbox"/> Import Service	CUSTOMER NAME - 240001234 <a href="#">Change</a>	Not available
<input type="checkbox"/> Terminal Handling Service - Destination	CUSTOMER NAME - 240001234 <a href="#">Change</a>	Not available
<input type="checkbox"/> Documentation fee - Destination	CUSTOMER NAME - 240001234 <a href="#">Change</a>	Not available
<input type="checkbox"/> Drop Off Charge (Imports)	CUSTOMER NAME - 240001234 <a href="#">Change</a>	Not available
Import Demurrage & Detention charges		
<input type="checkbox"/> Import Demurrage	CUSTOMER NAME - 240001234 <a href="#">Change</a>	Not available
<input type="checkbox"/> Import Detention	CUSTOMER NAME - 240001234 <a href="#">Change</a>	Not available

I agree to the [terms and conditions](#)\* for price/rate information.

\*The price displayed is initial estimate for the charges applicable to this shipment. Your invoice may contain additional local tax or charges if applicable.

**Submit**