

Handbook-B/L Notification

1.如何订阅提单-----P2

2.如何编辑/删除订阅信息-----P7



> 如何订阅提单

1. 注册用户登陆网站 www.maersk.com 后, 在菜单栏找到**管理**。

The image shows a screenshot of the Maersk website. At the top, there is a blue navigation bar with the Maersk logo on the left. The navigation menu includes '报价' (Quote), '订舱' (Booking), '管理' (Management), and '跟踪' (Tracking). The '管理' (Management) option is circled in red, with a red '1.' above it, indicating the step in the instructions. To the right of the navigation bar are links for '帮助支持' (Help & Support), '简体中文' (Simplified Chinese), a user profile 'Cindy Chun Xiang Xue', and '设置' (Settings). Below the navigation bar are links for '解决方案' (Solutions), '船期' (Ship Schedule), '全球网络' (Global Network), and '当地信息' (Local Information), along with a search icon. The main content area features a large banner for 'Maersk Spot' with a background image of a man wearing a blindfold. The banner text reads: '在餐厅用餐时，您不会接受不确定的价格 - 那您为什么要在订舱时勉强接受？' (When dining in a restaurant, you won't accept uncertain prices - so why would you accept them when booking?) and 'Maersk Spot，提供舱位保证、订舱即锁定价格。' (Maersk Spot, providing cabin guarantees and locking prices upon booking). Below the banner are two buttons: 'TRY IT NOW' and 'LEARN MORE'. Below the banner are three promotional cards: 1. '货运跟踪' (Cargo Tracking) with a magnifying glass icon and text '货运、提单或集装箱编号' (Cargo, Bill of Lading or Container Number), with a '货物跟踪' (Cargo Tracking) button. 2. 'MyFinance' with a credit card icon and text '人民币在线支付' (RMB Online Payment), with buttons for '开始体验在线支付' (Start experiencing online payment) and '更多资讯' (More information). 3. '准备好运送货物？' (Ready to ship goods?) with a magnifying glass icon and text '查询航运及内陆运输费率。' (Check shipping and inland transport rates), with buttons for '查询价格' (Check price) and '立即订舱' (Book now).

2. 然后在 **管理** 的下级菜单中选择 **“通知”**。



货运跟踪

货运、提单或集装箱编号

跟踪

MyFinance

在线付款并查看发票和帐户

转到 MYFINANCE

货运

货运概览 - 导出

预计抵港时间变化

2. 通知

远程集装箱管理

货运概览 - 导入

全部入站

单据

提交装船须知

核准确认副本

打印提单

打印货运单

提交 VGM

订单提单表格

交货单

任务



Find a price

GET A QUOTE



Download our mobile app

DOWNLOAD NOW



My beta

MORE INFO

3. 接着就会进入 Notifications 的界面，点击 CREATE NEW NOTIFICATION



Notifications

3. [CREATE NEW NOTIFICATION](#)

Filter: All notifications | Sort: Latest

0 of 0 notifications

No notifications found

[Create new notification](#)

4. 在通知类型这里选择 **Bill of Lading** ,再点击 **CONTINUE**

Notifications

Create new notification

Notification type

Select the type of notification you would like to receive.

- Transport plan - ETA changes ⓘ
- 4.** **Bill of lading** ⓘ
- Arrival notice ⓘ

5. CANCEL CONTINUE

5. 填写 邮箱 以及勾选你需要接收的 提单类型 再点击 SUBMIT

(当相应的提单类型放上网后，做为提单接收方设置的邮箱就会收到相应的通知)

Notifications

← NOTIFICATION TYPE

Create new notification

Bill of lading details

Enter these mandatory details for your email notification

6. Email address

EDI Trading Partner ID

7. Document type (i)

- Verify copy
- Waybill
- Original
- Approved copy

8.

> 如何编辑/删除订阅信息

1. 注册用户登陆网站 www.maersk.com 后, 在菜单栏找到**管理**。



The screenshot shows the Maersk website interface. At the top, there is a blue navigation bar with the Maersk logo on the left. The main navigation menu includes: 报价 (Quote), 订舱 (Booking), **管理** (Management), and 跟踪 (Tracking). The '管理' option is circled in red with a red '1.' above it. To the right of the navigation bar are links for 帮助支持 (Help Support), 简体中文 (Simplified Chinese), a user profile for Cindy Chun Xiang Xue, and 设置 (Settings). Below the navigation bar, there are additional links: 解决方案 (Solutions), 船期 (Ship Schedule), 全球网络 (Global Network), and 当地信息 (Local Information). The main content area features a large banner for 'Maersk Spot' with a background image of a man wearing a blindfold. The banner text reads: '在餐厅用餐时，您不会接受不确定的价格 - 那您为什么要在订舱时勉强接受？' (When dining in a restaurant, you won't accept uncertain prices - why would you accept them when booking?) and 'Maersk Spot，提供舱位保证、订舱即锁定价格。' (Maersk Spot, providing cabin guarantees, booking locks prices). Below the banner are two buttons: 'TRY IT NOW' and 'LEARN MORE'. Below the banner, there are three promotional cards: 1. '货运跟踪' (Cargo Tracking) with a magnifying glass icon, text '货运、提单或集装箱编号' (Cargo, Bill of Lading or Container Number), and a '货物跟踪' (Cargo Tracking) button. 2. 'MyFinance' with a credit card icon, text '人民币在线支付' (RMB Online Payment), and buttons for '开始体验在线支付' (Start Online Payment Experience) and '更多资讯' (More Information). 3. '准备好运送货物？' (Ready to Ship?) with a magnifying glass icon, text '查询航运及内陆运输费率。' (Check shipping and inland transport rates), and buttons for '查询价格' (Check Price) and '立即订舱' (Book Now).

2. 然后在 **管理** 的下级菜单中选择 **“通知”**。



货运跟踪

货运、提单或集装箱编号

跟踪

MyFinance

在线付款并查看发票和帐户

转到 MYFINANCE

货运

货运概览 - 导出

预计抵港时间变化

2. **通知**

远程集装箱管理

货运概览 - 导入

全部入站

单据

提交装船须知

核准确认副本

打印提单

打印货运单

提交 VGM

订单提单表格

交货单

任务



Find a price

GET A QUOTE



Download our mobile app

DOWNLOAD NOW



My beta

MORE INFO

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

点击三角符号可查看Notification详情。

MAERSK 报价 订舱 管理 帮助 联系人 简体中文 Lucy Chan 设置

我们的解决方案 关于马士基 全球网络 当地信息

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 460 notifications

Email address

grace.lee@abc.com

Notification type

Bill of lading

Last Updated

26 Jun 2018 10:11

username



Notification details

Creator

username

Document type

Verify copy, Waybill, Original

3.

DELETE

EDIT