

# Handbook 12 - 如何查询船证模板和内容

① 登陆 [www.maersk.com](http://www.maersk.com) 后, 输入您的订舱号码并点击“货件追踪”按钮。

The screenshot shows the Maersk Hub homepage. At the top, there's a navigation bar with links for '价格' (Prices), '订舱' (Book), '跟踪' (Tracking), '船期' (Schedules), '物流解决方案' (Logistics solutions), and '管理' (Manage). Below the navigation is a search bar containing the tracking number '123456789'. To the right of the search bar is a button labeled '货件追踪' (Track Shipment). On the left side of the main content area, there's a sidebar with links for '平台主页' (Platform Home), '出口概述' (Export Overview), and '进口概述' (Import Overview). The central part of the page features a banner with the text 'We're looking'.

② 页面跳转到“订单详情”的“概要”页面后：如果尚未提交补料，找到并点击“提交提单补料”按钮；如果已经有提单样本，点击“更改提单样本”按钮。

The screenshot shows the 'Shipment details' page. At the top, it displays basic shipping information: B/L number (202407270001), Departure port (Shanghai, China), and Arrival port (Matadi, Congo, Dem. Rep. of). Below this, there's a section titled '4 tasks to complete' with four items: 'Submit shipping instruction' (due now), 'Pick empty container' (due now), 'Submit VGM' (due now), and 'View all tasks'. To the right, there's a summary of issued documents: '0 tasks to complete', '2 documents issued', and a detailed view of the 'Bill of Lading' document, which includes fields like 'Verify copy' and 'Amend verify copy'. A large blue arrow points from the top right towards the 'Request certificate' section on the right side of the page.

③ 在文件版面下方的“请求证书”处可以查看马士基能够操作的船证的固定格式及内容，点击每个项目右边的下载按钮，即可查看下载PDF格式的船证模板。查看到后，提供PDF格式的保函样本给公邮客服或告知客服需要的船证项目去申请船证即可。

The screenshot shows the 'Request certificate' section. It lists several options for bill of lading templates, each with a download link indicated by a downward arrow icon. The options include: 'Correct vessel name', 'Maersk operated vessel', 'Seaworthiness', 'Vessel owner', 'Vessel flag nationality', and 'Built date and year'. Below this, there's a section titled '航期表' (Sailing Schedule) with a single option: 'No Scheduled calls' (不停靠的国家/地区).