

网上申请电放分两个步骤

提示：网上申请电放需同时满足以下两个条件：

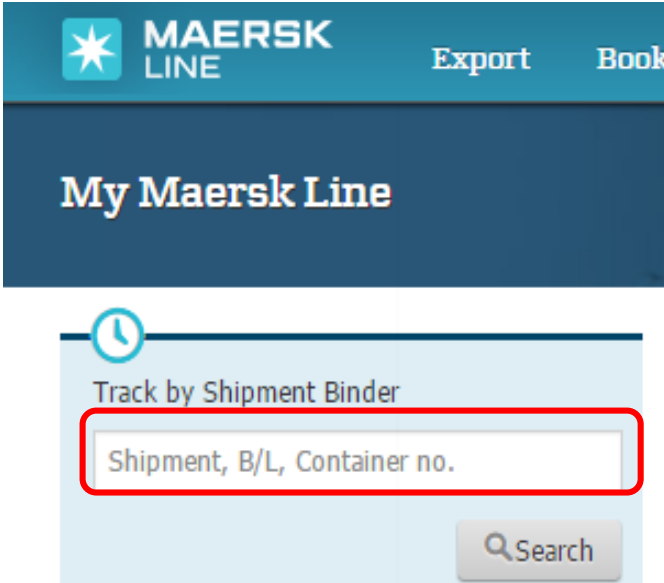
1. 正本提单尚未领取；
2. 电放收货人与提单收货人一致 (不包含收货人为“To order”的提单)。

如不具备以上两个条件，需将正本提单和电放信同时提供给马士基柜台组安排电放。

第一步： 在补料时做相应备注，以便第一时间生成电放费帐单

(如补料时未备注电放, 可通过改单申请备注 “Telex Release” 以获取电放费账单)

首先, 登录马士基网站, 在方框中录入您的订舱号并点击search



The screenshot shows the Maersk website interface. At the top, there is a teal header with the Maersk logo and the text 'MAERSK LINE', 'Export', and 'Book'. Below this is a dark blue section with the text 'My Maersk Line'. Underneath, there is a light blue section with a clock icon and the text 'Track by Shipment Binder'. A search input field is highlighted with a red border, containing the placeholder text 'Shipment, B/L, Container no.'. To the right of the input field is a 'Search' button with a magnifying glass icon.

点击“**Submit shipping instruction**”, 进入到补料的界面

Shipping instructions

You have not yet submitted your shipping instructions.

Submit shipping instructions

出单类型: 请选择“**Bill of Lading – Shipped on Board**”

1. Document Properties

2. Cargo Details

3. Parties

Document Properties

Document Type

Bill of Lading - Shipped on Board

Review界面，在Additional Comments处备注“**Telex Release**”

Document Properties | Cargo Details | Parties | Payment Details | **5. Review**

I do not require Verify Copy (Considered as approved)

> Submit

> Save

< Previous

This is a preview of your transport document
Please review it and go back to correct any misinformation
By clicking Submit, you agree to the "Shipping Instructions Terms".

		Document Type Bill of Lading - Shipped on Board	SCAC MAEU
WENCHANG CITY, HAINAN, CHINA		B/L 95.....	B/L 958.....
Consignee		Export Reference	Svc Contract
Notify Party		Onward Inland Routing	
Vessel DUMMY BARGE		Voyage No. 1234	Place of Receipt Haikou
Port of loading Haikou, China		Port of Discharge Caldera, Costa Rica	Place of Delivery Puntarenas, Costa Rica

PARTICULARS FURNISHED BY SHIPPER

Additional Comments

Telex Release

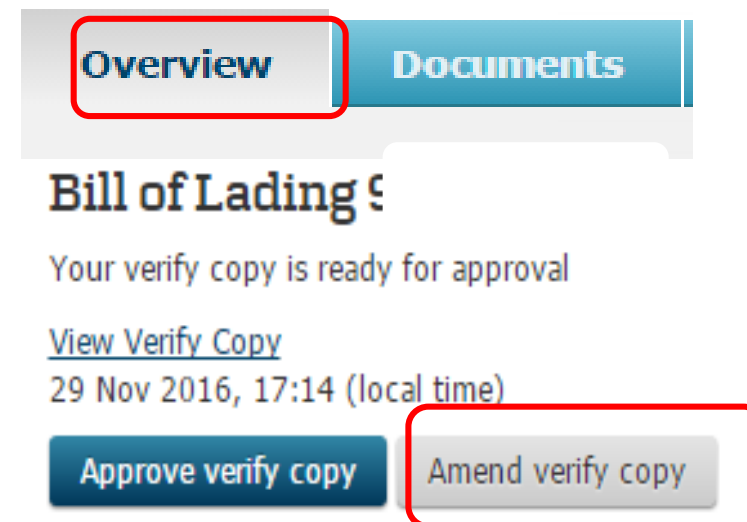
❖ 温馨提示：电放费账单一旦在我司系统生成就无法删减，如果不确定电放，请不要备注。

❖ 有权限在网上打印正本的客人，如果未确认电放，可备注“Manual Issue”，这样提单不会挂网，也不会产生电放费。

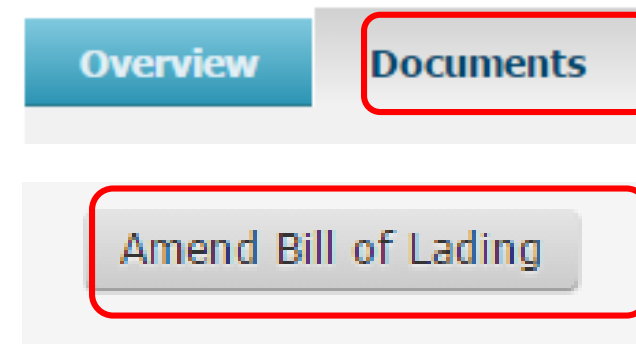
第二步：正式提交电放申请

(注意：提交之前请确认包含电放费在内的所有预付费用已结清)

在Overview界面，点击“Amend Verify Copy”



或者，在Documents界面，点击“Amend Bill of Lading”



Review界面，在Additional Comments处备注电放信息

Document Properties Cargo Details Parties Payment Details **5. Review**

I do not require Verify Copy (Considered as approved)

> Submit

> Save

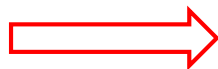
< Previous

This is a preview of your transport document
Please review it and go back to correct any misinformation
By clicking Submit, you agree to the "[Shipping Instructions Terms](#)".

		Document Type Bill of Lading - Shipped on Board	SCAC MAEU
Shipper		Booking no: !	B/L No. !
Consignee		Export Reference	Svc Contract
		Notify Party	
		Onward Inland Routing -	
Vessel DUMMY BARGE	Voyage No. 1234	Place of Receipt Haikou	
Port of loading Haikou, China	Port of Discharge Caldera, Costa Rica	Place of Delivery Puntarenas, Costa Rica	
PARTICULARS FURNISHED BY SHIPPER			

Additional Comments

Telex Release
Release to party : XXX
Requestor email : XXX



❖ 当您确认需安排电放时，请在网上改单备注栏提供以下信息：

TELEX RELEASE

RELEASE TO PARTY: (备注：请提供完整信息, 包括公司名称, 地址, 联系人, 电话, 邮箱等等)

REQUESTOR EMAIL: (备注: 申请电放的联系人邮箱, 我司收到申请后4个工作小时内邮件确认)