



Handbook - 如何在网站申请目的港放单

1. 目的港放单是什么？

目的港放单是指把正本提单权限转移给到收货人，收货人可以在目的港打印正本提单。

2. 关于提单异地签发服务费

为了持续为您提供灵活可靠的服务，马士基于 2025 年 3 月 10 日起推行全球性的“提单异地签发服务费”。该附加费涵盖了在与起运地或发货人所在地不同的地点提供提单的行政成本，并将按每份提单收取。服务费（费率和货币）将根据提单新接收方所在国家收取。点击[此处查看具体费率](#)

3. 通过网站提交目的港放单申请的前提条件：

处理时间：提交申请后一般会即时完成；少数未能即时完成的情况，提交申请后四个工作小时内处理完成。

前提条件：

- 1) 只有提单接收方可申请，且提单接收方公司有网签权限
- 2) 提单类型为正本提单
- 3) 正本提单已挂网
- 4) 收货人不是 to order
- 5) 目的港国家接受目的港放单

===== 操作步骤：见指南[第二页到第五页](#) =====

如何申请目的港放单

Handbook 16-How to Apply Destination Release ---2025/09/05

如何在网站申请目的港放单

1. 登陆 www.maersk.com 后, 输入需要申请目的港放单的提单号码并点击“货件追踪”按钮。

The screenshot shows the Maersk Hub dashboard. On the left, there's a sidebar with links like 'Hub dashboard', 'Export overview', 'Import overview', 'Tasks', 'MyCustoms', and 'MyFinance'. The main area has a banner with the text 'We're looking to improve your Hub' and 'We would appreciate your feedback in a short survey'. To the right, there's a search bar with the number '123456789' and a 'View details' button. Below the search bar, there's a section for 'Outstanding tasks' and a large blue callout bubble containing the text '录入提单号码并点击“货件追踪”按钮'. At the bottom, there are four buttons: 'Submit shipping instructions' (309), 'Submit VGM' (202), 'Departing' (698), and 'Arriving' (1068).

2. 跳转到“订单详情”的“概要”页面后点选页面右边的“Transfer Bill of Lading”选项并点击“Continue”按钮继续。

The screenshot shows the 'Shipment details' page. At the top, there's a search bar with 'B/L, container, booking no. or booked by ref.' and a 'View details' button. Below the search bar, there's a summary of shipping information: B/L number (Chongqing, CN), Departed Chongqing, Chongqing, CN on 12 Feb 2025; Arrival (Lazaro Cardenas, MX) Arrives Lazaro Cardenas, Michoacan de Ocampo, MX on 22 Mar 2025; and cargo details (2 x 40 Dry High, New Electric vehicles s...). A blue callout bubble points to the 'Transfer Bill of Lading' option in the 'B/L issued to' section.

On the left, there's a 'Tasks to complete' section with three items: 'Submit shipping instruction' (due 01 Mar 2025, 04:00), 'Pick empty container' (due 01 Mar 2025, 21:00), and 'Submit VGM' (due 02 Mar 2025, 18:00). A 'View all tasks' button is also present.

In the center, there's a 'Documents issued' section with four items: 'Original Bill of Lading' (on 12 Feb 2025, 04:50 UTC), 'Certified True Copy of B/L' (on 12 Feb 2025, 04:50 UTC), 'Verify copy' (on 11 Feb 2025, 08:40 UTC), and a 'View all documents' button.

On the right, there's a 'Bill of Lading' section with a 'B/L issued to' field containing 'B/L issued to'. A blue callout bubble points to this field with the text '点选“Transfer Bill of Lading”按钮并点击“Continue”按钮继续。注：需要提单接收方来提交申请，且正本提单挂网后才能看到此选项。' Below this, there's a 'B/L release' section with options for 'Electronic cargo release / Telex' and 'Transfer Bill of Lading' (which is selected). A 'Continue' button is highlighted with an orange border.

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3. 进入“B/L release”页面后，在**B/L release payer**处选择支付提单异地签发服务费的付款方，**Transfer B/L to**处选择**Consignee**，勾选好接受条款并点击页面下方的**Submit request**按钮然后点击“**Yes, transfer**”按钮即可提交目的港放单申请。

The screenshot shows the Maersk Destination Release application interface. At the top, there is a navigation bar with the Maersk logo and links for Prices, Book, Tracking, Schedules, Services, Manage, EN, and a search icon. Below the navigation bar, the page title is "Shipment details". On the left, there is a section titled "Transfer Bill of Lading" with two main boxes highlighted by orange outlines:

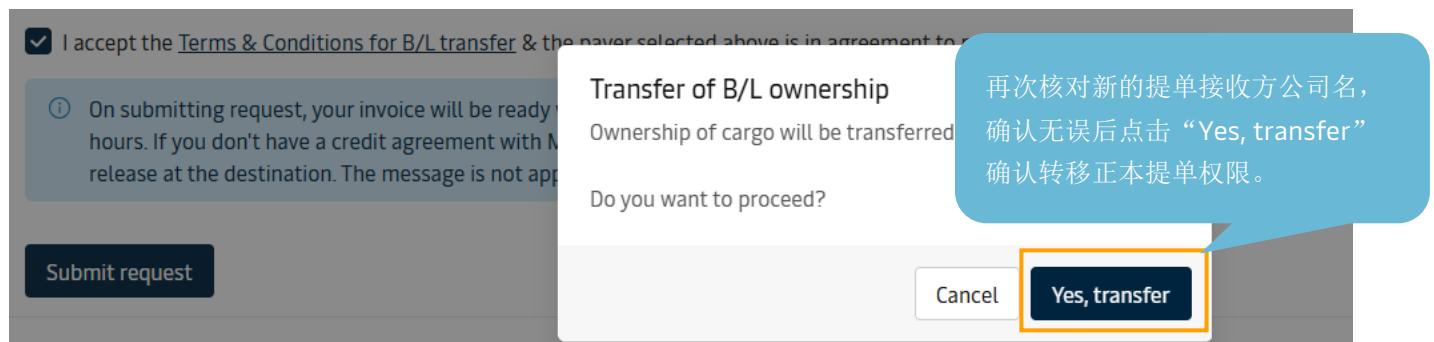
- Transfer B/L to:** This box contains fields for "Consignee" (BIKE *****) and "BIKE" contact information (STLr, TEL:4, FAX:4, KOPR... Czech Republic). A blue callout bubble next to this box says: "建议核对一下收货人信息，如果发现收货人信息有误，联系客服核实更新正确后再进行操作。" (Please verify the consignee information, if there is any error, contact customer service to verify and update it before operating.)
- Transfer B/L payer:** This box has a dropdown menu "Please select a payer" and a "View charges" button. A blue callout bubble next to this box says: "选择支付提单异地签发服务费的付款方。点击“View charges”按钮可以查看提单异地签发服务费的费率。" (Select the party paying the异地签发 service fee. Click the "View charges" button to view the异地签发 service fee rate.)

Below these boxes, there is a section titled "Confirmation of the B/L transfer will be sent to" with a list of email addresses and a "Add another email address" button. A blue callout bubble next to this section says: "接收目的港放单申请回执的默认邮箱地址为当前登陆账号注册的邮箱。如需其他邮箱接收，可以在 Enter consignee or other email address 处和+ADD another email address 处分别填写一个额外的邮箱地址。" (The default email address for receiving the destination release confirmation is the email registered with the current login account. If you need another email address, you can enter it in the "Enter consignee or other email address" field and "+ADD another email address" field.)

At the bottom, there is a checkbox labeled "I accept the Terms & Conditions for B/L transfer & the payer selected above is in agreement to pay the B/L transfer charge." followed by a note: "On submitting request, your invoice will be ready within 20 minutes for most of the cases. Sometimes it can take up to 12 hours. If you don't have a credit agreement with Maersk, kindly complete your payment promptly to ensure a smooth cargo release at the destination. The message is not applicable if you have pre-paid the Bill of lading transfer fee." A blue callout bubble next to the "Submit request" button says: "勾选接受条款并点击“Submit request”按钮。" (Check the acceptance terms and click the "Submit request" button.)

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Shipment details

★ 网页显示如下提示就代表提交成功，同时邮箱里会收到系统发送的主题带有 Bill of Lading Transfer XXX (提单号码) 的邮件回执。

① Thank you for the B/L transfer request.
BL transfer request is being processed. All the email recipients will receive confirmation email shortly.

② B/L, container, booking no. or booked by ref. [View details](#)

③ 1 x 40 Dry
Consolidated Cargo
[Add customs from CNY 165](#) ④

您可以根据邮件回执内容显示查看目的港放单是否已即时完成。

◇ 如果回执内容显示 XXX company can now download the Original Bill of Lading online, 表示目的港放单已经完成，同时可通知收货人直接登陆网站下载正本提单。



[Go to your Hub Dashboard on Maersk.com](#)

Transfer Bill of lading

Dear Tina,

We confirm:

- Transfer of **B/L 123456789** has been successfully processed.
- The B/L has been transferred to **ABC COMPANY**
- **ABC COMPANY** can now download the Original Bill of Lading online.
- A service charge of USD 30.00 will be applied and invoiced to **ABC COMPANY**

Note: Invoice will be ready few days before vessel arrival. If you don't have a credit agreement with Maersk, kindly complete your payment promptly to ensure a smooth cargo release at the destination. This message is not applicable if you have pre-paid the Bill of lading transfer fee.

Please check the updated status on [Shipment Details](#).

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- ◇ 如果回执内容显示 XXX company **can contact the local Maersk office to collect the B/L**, 表示目的港放单申请已经处理完毕，同时可通知收货人联系目的港办事处申请领取正本提单。



[Go to your Hub Dashboard on Maersk.com](#)

Transfer Bill of lading

Dear Tina,

We confirm:

- Transfer of **B/L 123456789** has been successfully processed.
- The B/L has been transferred to **ABC COMPANY**
- **ABC COMPANY** can contact the local Maersk office to collect the B/L.
- A service charge of USD 30.00 will be applied and invoiced to **ABC COMPANY**

Note: Invoice will be ready few days before vessel arrival. If you don't have a credit agreement with Maersk, kindly complete your payment promptly to ensure a smooth cargo release at the destination. This message is not applicable if you have pre-paid the Bill of lading transfer fee.

Please check the updated status on [**Shipment Details**](#).

- ◇ 如果邮件主题同时含有受理号码，表示需要公邮客服进行进一步跟进，您会在四个工作小时内收到答复。

From: Maersk Support Team <autoreply@maersk.com>
Sent: 2025 年 2 月 11 日 16:40
To: Test <test@test.com>
Subject: Your Case Number : 2502-302349183, Bill of Lading Transfer 123456789