

## Handbook - 如何查看补料是否提交成功

1. 在主页上方的菜单栏中找到 **管理(Management)**,从它的下拉菜单中选中 **货物概览-出口(Export** overview)



2. 接着在右上角的方框中录入您的订舱号,并点击 "跟踪(View details)"。

| 🔆 MAERSK                     | . Prices Book $\sim$ Tracking Schedules Logistics solutions Manage $\sim$ | en ~ 🔍 🗘 😨 🗏                       |  |  |  |
|------------------------------|---------------------------------------------------------------------------|------------------------------------|--|--|--|
| 长 Hub dashboard              | Export overview View a quick demo 123456789                               | View details                       |  |  |  |
| <u>⊡↑</u> Export<br>overview | Ccean (682) 프 LCL (0) ↔ Air (0)                                           | 0                                  |  |  |  |
| ↓ Import overview            | Applied filters:                                                          | ☆ Saved filters 📚 Shipment filters |  |  |  |
| 🗸 Tasks                      | Shinments ETA changes Unconfirmed bookings Documents                      |                                    |  |  |  |
| MyCustoms                    |                                                                           |                                    |  |  |  |
| S MyFinance                  | View and download your active shipments.                                  |                                    |  |  |  |
| IIII Allocations             | Vessel departing in: next 7 days $\checkmark$                             | 🕁 Download current page            |  |  |  |
|                              | Bill of Lading From To Vessel                                             | Cargo                              |  |  |  |



## 3. 点击"概要 (Summary)"下面的"查看所有任务(View all tasks)"。

← Back to shipment overview

| Shipment details                                |                                      | B/L, booking, container or booked by reference number |                                      | View details |
|-------------------------------------------------|--------------------------------------|-------------------------------------------------------|--------------------------------------|--------------|
| B/L number: 231 <sup>①</sup><br>Duplicate Amend | Shanghai, CN<br>Departed 19 Oct 2023 | Chicago, US<br>Arrives 16 Nov 2023                    | I 3 x 40 Dry High<br>Furniture, nos  |              |
| Summary Documents Containers & VGM              | Parties Charges Log                  |                                                       |                                      |              |
| O tasks to complete<br><u>View all tasks</u>    |                                      | <b>3 documents issued</b> ①                           | 19 Oct 2023, 07:34<br>ep 2023, 04:15 |              |
| ള് Transport plan summary 🛈                     |                                      | Bill of Lading <sup>(1)</sup>                         |                                      |              |

4. 如果看到"提交提单补料(Submit shipping instruction)"右边有**绿色打勾圆形图案**则表示补料已成功提 交。

| All Tasks for B/L number: 231                                                                                                        |                    |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|--|--|--|
| <ul> <li>O Due now (in 24 hrs)</li> <li>O Due soon (within 3 days)</li> <li>O Due (over 3 days)</li> <li>✓ Task completed</li> </ul> |                    |  |  |  |
| Tasks                                                                                                                                | Due by             |  |  |  |
| Submit shipping instruction                                                                                                          | 14 Oct 2023, 16:00 |  |  |  |
| Submit VGM                                                                                                                           | 16 Oct 2023, 16:00 |  |  |  |
| Container gate in 🕑                                                                                                                  | 17 Oct 2023, 08:00 |  |  |  |
| Pick empty container 🥥                                                                                                               | Unavailable        |  |  |  |
|                                                                                                                                      | Close              |  |  |  |

