



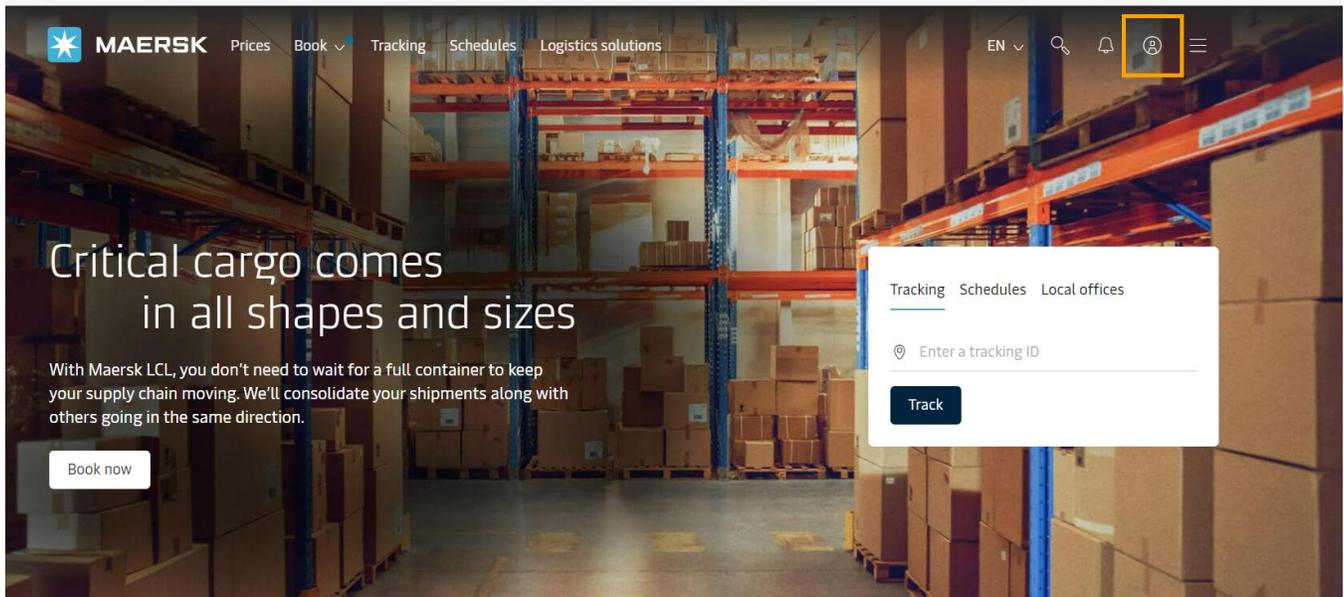
Handbook - 如何查看或更改提单（样本）

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进入提单（样本）查看/更改页面

1. 进入 www.maersk.com 点击右上角头像“Account/账户”，输入用户名+密码，点击 **Log in** 完成登录



Login

Remember my username

Log in

Need help with your [username](#) or [password](#) ?

New to our online services?

Sign up to book online, manage and pay for shipments, and access a suite of products and services designed to simplify your supply chain.

Register

2. 录入需要操作的提单号码并点击 **View details/货物追踪按钮**

Hub dashboard
Export overview
Import overview
Tasks
MyCustoms
MyFinance
Allocations
Captain Peter™
Support

Welcome to your Hub [Customise](#)

123456789 [View details](#)

We're looking to improve your Hub
We would appreciate your feedback in a short survey
[Survey](#)

Outstanding tasks
For vessel departing in next 7 days

235 [Submit shipping instructions](#)
234 [Submit VGM](#)

[View outstanding tasks](#)

Shipment Overview
Shipments in 7 days

621 [Departing](#)
718 [Arriving](#)

[View all shipments](#)

Import Demurrage & Detention
Enter a bill of lading number to view detention and demurrage details

Delivery Order
Enter a Bill of Lading number to request the delivery order

Local Information
Find local contacts and detailed shipping information for your origin or destination
Asia Pacific

3. 页面跳转到 **Shipment details/订单详情**的 **Summary/概要**页面后点击右侧 **Amend Bill of Lading/ Waybill/ Verify copy/修改提单/更改海运单/更改提单样本**即可对正本提单/海运单/提单样本进行修改
点击 **Documents/单证**页面下方的 **Original Bill of Lading（正本提单）/ Waybill（海运单）/ Verify copy（提单样本）**即可下载正本提单/海运单/提单样本

[← Back to shipment overview](#)

Shipment details [B/L, booking, container or booked by reference number](#) [View details](#)

B/L number: 23 [Duplicate](#) [Amend](#) [Hong Kong, HK](#) [Shanghai Jiading, CN](#) [1 x 40 Dry](#)
Departed 20 Oct 2023 Arrives 29 Oct 2023 Plastic, plastic articles...

Summary Documents Containers & VGM Parties Charges Log

0 tasks to complete [View all tasks](#)

3 documents issued [View all documents](#)

Arrival notice on 17 Oct 2023, 20:55 [View](#)
[Verify copy](#) on 17 Oct 2023, 03:34
[Booking confirmation](#) on 28 Sep 2023, 01:27

Transport plan summary [View](#)

Status: In transit [View](#) Transit time: [View](#)
Latest event and location: Oct 2023, 21:38 [Track shipment](#)

Origin [View](#)

Bill of Lading [View](#)

[Amend verify copy](#)
B/L release

Click "AMEND VERIFY COPY/更改提单样本" button to enter the amendment page

[← Back to shipment overview](#)

Shipment details

B/L, booking, container or booked by reference number

[View details](#)

B/L number: 23
[Duplicate](#) [Amend](#)

Xiamen, CN
Departs 19 Oct 2023

Rotterdam, NL
Arrives 25 Nov 2023

5 x 40 Dry
Salt, sulphur, earths a...

Summary

Documents

Containers & VGM

Parties

Charges

Log

0 tasks to complete

[View all tasks](#)

3 documents issued

[Original Bill of Lading](#) on 18 Oct 2023, 19:50

[Certified True Copy of B/L](#) on 18 Oct 2023, 19:50

[Booking confirmation](#) on 12 Sep 2023, 10:02

Transp

Status: Not

Latest event

02:50

[Track shipment](#)

Origin

Destination

Departure

Arrival

如果正本提单已经签发，则点击“Amend Bill of Lading/修改提单”按钮进入改单页面

Bill of Lading

B/L issued to

SERVICE

on 18 Oct 2023, 19:50

Electronic cargo release

Amend Bill of Lading

B/L release

[← Back to shipment overview](#)

Shipment details

B/L, booking, container or booked by reference number

[View details](#)

B/L number: 23
[Duplicate](#) [Amend](#)

Shanghai, CN
Departs 19 Oct 2023

Vancouver, CA
Arrives 06 Nov 2023

1 x 40 Dry High
Household goods, per...

Summary

Documents

Containers & VGM

Parties

Charges

Log

0 tasks to complete

[View all tasks](#)

3 documents issued

[Waybill](#) on 19 Oct 2023, 07:32

[B/L](#) on 19 Oct 2023, 07:32

[B/L](#) on 21 Sep 2023, 06:55

Transp

Status: N

Latest event and location: Load at YANGSHAN SGH GUANDONG TERMINAL, C

2023, 02:22

[Track shipment](#)

Origin

Destination



如果海运单已经签发，则点击“Amend Waybill /更改海运单”按钮进入改单页面

Bill of Lading

Waybill issued to

SERVICE

on 19 Oct 2023, 07:32

Amend Waybill

B/L release

[← Back to shipment overview](#)

Shipment details

B/L, booking, container or booked by reference number

[View details](#)

B/L number: 231
[Duplicate](#) [Amend](#)

Hong Kong, HK
Departed 20 Oct 2023

Shanghai Jiading, CN
Arrives 29 Oct 2023

1 x 40 Dry
Plastic, plastic articles...

Summary **Documents** Containers & VGM Parties Charges Log

Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found [here](#).

Document	Date (in UTC)	Status/Action
↓ Booking confirmation	28 Sep 2023, 01:27	Issued
↓ Verify copy		
Arrival notice ⓘ		

All times are given in local time, unless otherwise stated.

点击“提单样本”按钮即可查看并下载提单样本

如果提单已经签发，将不会显示提单样本/Verify copy 的按钮。

[← Back to shipment overview](#)

Shipment details

B/L, booking, container or booked by reference number

[View details](#)

B/L number: 23

Shanghai, CN
Departed 24 Oct 2023

Misuratah, LY
Arrives 03 Dec 2023

1 x 40 Dry High
Sports goods

Summary **Documents** Containers & VGM Parties Charges Log

Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found [here](#).

Document	Status/Action
Booking confirmation ⓘ	Issued
↓ Original Bill of Lading	Issued
↓ Certified True Copy of B/L	

All times are given in local time, unless otherwise stated.

点击“正本提单”按钮即可查看并下载正本提单

如果贵司未开通网刷正本权限，同时有下载带章的提单副本的需求，在签单后，可以点击“经认证的提单真实副本”按钮。

[← Back to shipment overview](#)

Shipment details

B/L, booking, container or booked by reference number

[View details](#)

B/L number: 23

Shanghai, CN
Departed 24 Oct 2023

Valencia, ES
Arrives 30 Nov 2023

1 x 20 Dry
Chemical products, nos

Summary **Documents** Containers & VGM Parties Charges Log

Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found [here](#).

Document	Status/Action
Booking confirmation ⓘ	Issued
↓ Waybill	Issued
↓ Certified True Copy of B/L	24 Oct 2023, 05:46 Issued

All times are given in local time, unless otherwise stated.

点击“海运单”按钮即可查看并下载海运单

温馨提示

- 提单接收方和 Outward Forwarder 可以查看提单样本，提单接收方/合约方和 Outward Forwarder 可以修改提单样本。
- 只有提单接收方可以查看或者修改签发后的正本提单/海运单。
- 显示目的港代理、免箱期、转运条款、运输船只条款在“文件/Document”页面直接选择。
- 显示/不显示费用的要求，在“付款人/Payers”版面直接选择。
- 进入改单的界面后，此界面可以自由切换，按照您的修改需求直接点击对应的版面去更改，更改好后去到 Review 页面核对无误即可点击页面下方的 Send shipping instruction/发送修改说明按钮提交改单申请。
- Document/文件:修改提单接收方，提单类型，港口拼写，条款
- Parties/当事方:修改发货方/收货方/通知方
- Payers/付款人:修改费用的付款方式，付款公司以及是否显示费用在提单上
- Cargo and VGM/货物重量和载货集装箱重量验证:修改货描、唛头、货物件重尺、VGM 和封条号码

Document/文件

提单接收方信息，没有更新过的情况下，默认是订舱方

Document Parties Payers Cargo and VGM Review

Transport Document Receiver

订舱当前含有的免箱期天数

Change

Company name and Address

购买额外免箱期后免箱期天数总计

点击“Change/更改”按钮可以更新成其他公司

Freetime Extension

以下三种天数都可供选择购买

Detention

Included Freetime
14 days

Containers
2 × 20 Dry Standard

Select Additional days
4 8 14

Total freetime
18 days

Save up to 40% from potential charges

Total price
144^{USD}₀₀

Purchase detention extension

点击此按钮进入购买额外免箱期页面

免箱期购买服务：如果不需要在此处购买额外免箱期的话，忽略此浮窗即可；如果需要在此处购买免箱期的话，选择好需要购买的额外免箱期天数，点击 Purchase detention extension 按钮后勾选条款并点击 Confirm purchase 按钮即可(额外免箱期在开船前可在此处多次购买)

Freetime Extension

Detention

勾选此条款

You're about to purchase 4 extra detention freetime extension days for 144.00 USD. The amount will be added on your invoice.

By accepting above you agreed to become a payer for the invoice, which would be send for the purchase of detention free days (Freetime Extension Contract)

Kindly note that once purchased, this charge for the Freetime Extension non-refundable.

购买免箱期后无法申请退款

点击 Confirm purchase 按钮即可购买

Total price 144^{USD}₀₀

Go back

Confirm purchase

Document Type

Waybill **Bill of Lading**

Shipped on Board
 Received for Shipment

Number of Originals

- 3 +

Release instructions

Destination release ?
 Electronic cargo release ?

单据类型：海运单（Waybill）；正本提单（Bill of Lading）

如果需要电放,单据类型选择“已装船提单 /Bill of Lading”,同时点选“Electronic cargo release”;如果需要目的港放单,同时点选“Destination release”。（这里选了电放会添加电放费,最终电放还需要开船后再次申请;目放则是一次性完成,如果是需要等通知目放,则不在此处点选。）

Shipment References

Does this shipment have a House Bill of Lading (Is this Master bill of lading)?

Yes
 No

有 house 单, 请选 Yes;

没有 house 单, 选择 No。

Is the House Bill of Lading (HBL) to be created by Maersk?

Yes
 No

Please see House Bill of Lading Management

需要马士基申报 HBL 的 AMS,请选择 Yes,并在最后一页的“其他要求和备注”栏提供 HBL 的补料信息;不需要马士基申报 HBL 的 AMS,选择 No 即可。

^ Vessel and Location Aliases on B/L

Vessel

Y34 TEST FEED 20(DK) / 343E (First Load Port)
 MAERSK LAVRAS(DK) / 343E (Second Load Port)

头程是驳船的时候,在此处选择提单是显示驳船还是大船(即选择是显示第一个装货港的船还是第二个装货港的船);

港口拼写方式只能从下拉菜单选择

Location Aliases

Load Port Bremerhaven	Port of Discharge Hong Kong
Departing 30 Oct 2023 05:01	Arriving 07 Dec 2023 08:00

^ Documentation Requests

Free detention and demurrage time

The number of free days of detention/demurrage

No Yes

是否显示目的港免用箱在提单上。如果需要显示的话，点击 Yes，系统会自动带出可以显示的用箱天数。如果有多种显示方式可选的话，勾选需要的显示方式。

Agent details on BL

Do you want Maersk agent details at destination to be printed on BL

No Yes

是否显示目的港代理在提单上。

In-transit

The in-transit clause below will be included on the BL

No Yes

是否显示转运条款在提单上。

Transshipment

Shows the details of intended future vessel(s) a

No Yes

是否显示转运船舶信息在提单上。

Request Certificates

点击此按钮可以查看下载船证模板。

Continue →

点击此按钮跳转到下一个版面。

Parties/当事方

Parties

Shipper

*****154 **TRADING LIMITED** ☆

Change

Company Name and Address Printed on B/L
FUJIAN TRADING LIMITED  Edit

 Edit

如果需要更改成其他公司，点击相应联络方处的“Change/更改”去搜索选择/新建公司信息。

Consignee

Change

Company Name and Address Printed on B/L
AMAZON P.O. BOX CHEMUSIAN BUSINESS CENTER NGINA ROAD, MOMBASA KENYA

169/300 **Apply Changes** **Cancel**

References  Edit

如果公司不变，需要更改提单上显示的地址信息，点击相应联络方处的 Edit(编辑) 按钮去更改即可，修改后点击 **Apply Changes/应用更改** 按钮保存。

Party

MPEX LIMITED ☆

Company Name and Address Printed on B/L
gnee  Edit

References

新建的公司信息保存好后，也可以点击 **Edit(编辑)** 按钮去修改为需要显示在提单上的信息。

Additional Parties (optional)

 **ADDITIONAL NOTIFY PARTY**

 **OUTWARD FORWARDER**

 **INWARD FORWARDER**

Continue →

需要在提单上显示第二通知方的话点击此按钮。

Payers

是否显示费用在提单上

如果进口国家强制要求显示费用，则只能选择 Yes。

Do you want to display these charges and amounts on the bill of lading? No Yes

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) ?
SERVICE	*****354	Invoice reference
LTD	CO *****695	Invoice reference

Add payer

账单参考信息，选填项。
填写了会显示在账单上。

可以在此处添加付款方，方便在下方费用处直接选择到付款方。在下方费用处去添加也可以。

Step 2) Assign Payers to charges

Charge Types Payment terms Payer Payer Code Invoice Reference ?

All Charges selected: 3 Prepaid Collect Assign payer

ORIGIN

Terminal Handling Ser Prepaid Collect Assign payer

Document Assign payer

Export Se Assign payer

FREIGHT

Basic Ocean Freight Prepaid Collect Assign payer

Bunker Adjustment Factor Prepaid Collect Assign payer

Panama Crossing Charge Prepaid Collect

Low Sulphur Surcharge Prepaid Collect

可以进行批量选择费用去更新付款方式和付款公司。如果有勾选费用的话，在此处去批量更新付款方式和付款公司并点击 OK 按钮保存。

也可以不批量勾选，逐个费用逐个费用地去更新付款方式和付款公司。

Cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Furniture, nos

Kind of packages 6 digit HS Code

包装类型可以从下拉菜单选择，也可以直接手动输入。

6位数的商品编码也是必填项。

Cargo description

Do not enter time, in-transit or transshipment clauses here - use the Document page. Local customs regulations need the actual cargo description within the first 2

该数字为品名的序列号，不会显示在提单上。

点击“添加标记和编号”可以填写唛头信息

输入货描信息（如果有常使用的货描信息可以在录入货描后，输入模板名称点击创建模板，创建好之后就可以直接打开模板去使用）

Add Marks and Numbers

有显示多条货描的需求的话，可以点击下方两个按钮去添加货描。

Delete description

Add another description for this shipment

Copy these details to another description

点击此按钮可以新增一条不同的货描信息。新增后需要去手动录入包装类型，HS Code 和货描。

点击此按钮新增一条和页面上一条完全一样的货描信息：包装类型、HS code 和货描都会自动复制好。

添加好的货描都需要分配给箱子，如果添加了多余的货物描述，点击此按钮可以进行删除。

Give container details, VGM and seals

Container Details

Seals and Additional Details

更改货物的件重尺和VGM信息

40 Dry High

	Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m ³)	Tare wt. (kg)	VGM (kg)	VGM method
1/1	MRKU48	234	3698.000	65.5200	3810	7508	Weight of cargo added to cont:

Give container details, VGM and seals

Container Details **Seals and Additional Details**

40 Dry High

Container number	Shippers seal
1/1 MRKU4	

更改封条号码

温馨提示：

只修改封条号码，不修改其他提单内容，不会收取改单费(如果涉及进口舱单已经发送，可能会有额外费用)

Continue → By submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight

[← Previous](#)

Review/审核

Document The data you are trying to

Review

审核页面和导出来的 PDF 预览件不是最终提单样本，核对填写的内容的准确性即可。

改单页面无保存按钮；

核对无误后点击右下角的 **Send shipping instruction/发送修改说明** 按钮提交改单申请即可。

[← Previous](#) [Print Preview](#) [Send shipping instructions](#)

特殊改单情况

无法进入改单界面或者改单界面不支持修改的特殊改单情况，可以发送邮件给对应的客服公邮处理。

#	特殊改单情况说明	
1	提单样本显示的信息与补料不一致	<p>华东客服： CN.EAST.EXPORT@MAERSK.COM</p> <p>华北客服： CN.NORTH.EXPORT@MAERSK.COM</p> <p>华南客服： CN.SOUTH.EXPORT@MAERSK.COM</p> <p>为了确保我们能准确地识别和及时地处理您的单证需求，请您在发送电子邮件的标题中运用以下关键词：</p> <p>新 SI 的标题： "NEW SI "+(提单编号)</p> <p>修正/更改 SI 的标题： "AMD SI" + (提单编号)</p> <p>美国海关 house 单 SI 的标题： "HBL SI" + (提单编号)</p> <p>三角贸易换单要求的标题： "Switch at"（地点）+（提单号）</p>
2	需要显示 on board date 的提单样本	
3	需要更新样本上的驳船船名航次	
4	出样本后需要拆单/并单	
5	需要换单或者修改换单信息	
6	SPC-BBK（散装货）网站限制无法在线提交改单	
7	电放/第三地放单后需要改单	
8	提交改单申请后四个工作小时内未完成	
9	货物到港后需要改单	
10	同时含有拆单与合单的提单需要更改	
11	House 单需要更改	