

Handbook – 如何查看提单

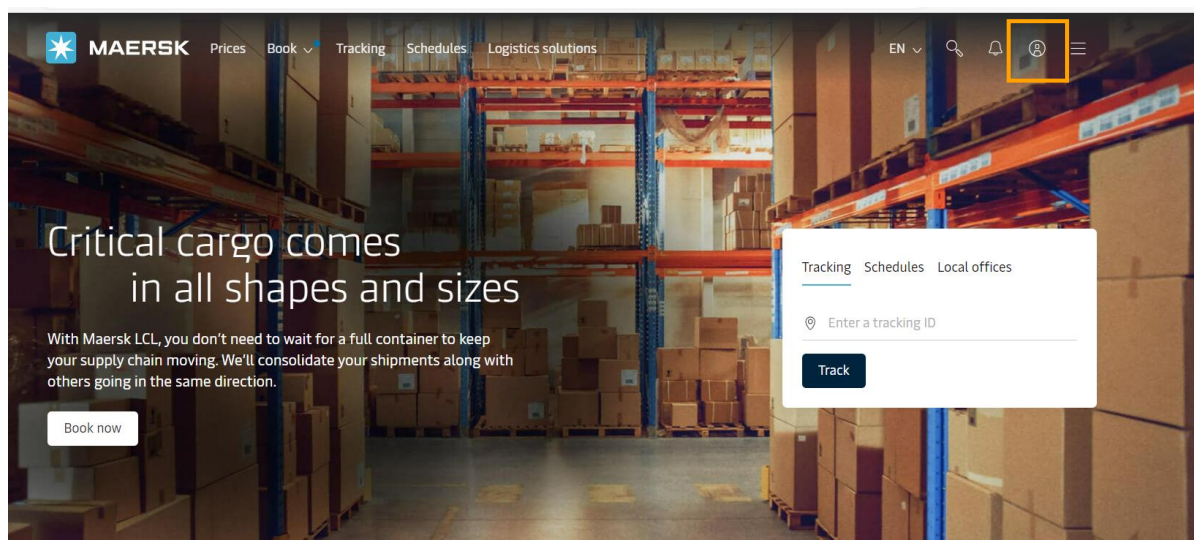
> 如何在订单详情的界面查看并打印提单

注意：1) 如需在线打印正本提单，需要贵司已开通网刷正本权限（自查步骤见第五页）。

2) 只有提单接收方（即 Transport Document Receiver）才有权在线查看/打印正本提单和海运单。

3) 所有提单只能在网站上保存 90 天，请及时到网站查看下载。

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. 录入需要提交补料的订舱号码并点击 Track/跟踪按钮

MAERSK Prices Book Tracking Schedules Logistics solutions Manage

EN Search User Profile Menu

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”页面后可通过以下两种方式查看：

直接在 **summary/概要** 页面右边的 3 documents issued/近期签发的单证处点击 **Original Bill of Lading**（正本提单）/SWB（海运单）下载查看对应文件。

[← Back to shipment overview](#)

Shipment details

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

B/L number: Shanghai, CN Barcelona, ES 1 x 40 Dry High

Duplicate Amend

Departs 26 Sep 2023 Arrives 29 Oct 2023 Fabrics, nos, textiles

Summary Documents Containers & VGM Parties Charges Log

0 tasks to complete View all tasks

3 documents issued

Original Bill of Lading on 25 Sep 2023, 01:45

Certified True Copy of B/L on 26 Sep 2023, 01:45

Booking confirmation on 06 Sep 2023, 06:19

Transport plan summary

Status: On time

Latest event and location: Load at YANGSHAN SGH GUANDONG TERMINAL, CN on 25 Sep 2023, 22:00

Track shipment

Origin Destination

Departure Arrival

from first port of loading at last port of discharge

Amend Bill of Lading

B/L release

1) 直接在此处点击 Original Bill of Lading（正本提单）/SWB（海运单）下载查看对应文件。

2) 点击 **Documents/单证**按钮后再点击 **Original Bill of Lading (正本提单) /SWB (海运单)** 即可打开 PDF 格式的正本提单/SWB。

The screenshot shows the MAERSK website interface. At the top, there is a navigation bar with the MAERSK logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Logistics solutions', and 'Manage'. On the right, there are options for 'EN', a search icon, a user profile icon, and a menu icon. Below the navigation bar, there is a link to 'Back to shipment overview'. The main section is titled 'Shipment details' and includes a search bar with the text 'B/L, booking, container or booked by reference number' and a 'View details' button. Below this, there is a summary card with the following information: B/L number: 231, Shanghai, CN (Departs 26 Sep 2023), Barcelona, ES (Arrives 29 Oct 2023), and 1 x 40 Dry High (Fabrics, nos, textiles). Below the summary card, there are tabs for 'Summary', 'Documents', and 'Containers'. The 'Documents' tab is selected. Below the tabs, there is a table with the following data:

Document	Issued	Status
Booking confirmation	06 Sep 2023, 06:19	Issued
Original Bill of Lading	26 Sep 2023, 01:45	Issued
Certified True Copy of B/L	26 Sep 2023, 01:45	Issued

Below the table, there is a note: 'All times are given in local time, unless otherwise stated.'

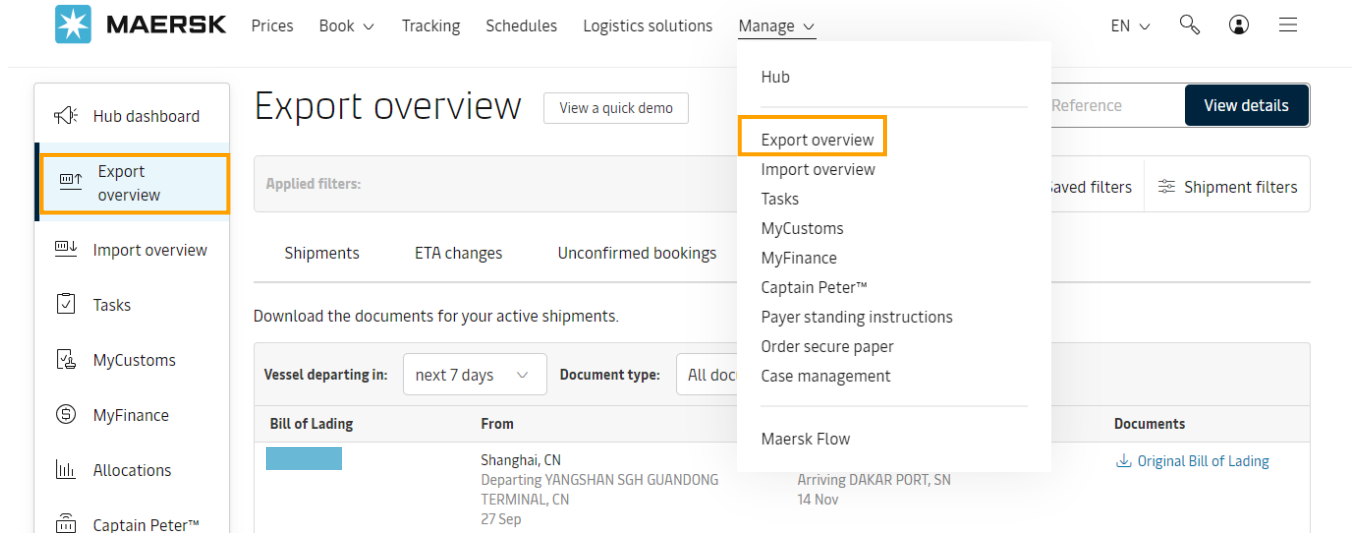
A blue callout box with white text is overlaid on the 'Original Bill of Lading' document link, containing the text: '2) 点击 Documents/单证- Original Bill of Lading (正本提单) /SWB (海运单) 即可打开 PDF 格式的正本/SWB'.

>如何在 **Export overview**/出口概览处下载提单

注：此种方法适用于单量较大需要按照船名下载提单的用户；

目前暂时不支持批量下载，如贵司有这样的需求，欢迎联系我们进行反馈。

1. 登陆 www.maersk.com 后，点击 **Manage/管理**下拉菜单的“**Export overview/货物概览-出口**”或者点击页面左边的“**Export overview/出口概述**”按钮。



The screenshot shows the Maersk website's 'Export overview' page. The 'Manage' dropdown menu is open, and the 'Export overview' option is highlighted with an orange box. The page content includes a sidebar with navigation options like 'Hub dashboard', 'Export overview', 'Import overview', 'Tasks', 'MyCustoms', 'MyFinance', 'Allocations', and 'Captain Peter™'. The main area displays 'Export overview' with a 'View a quick demo' button, 'Applied filters', and tabs for 'Shipments', 'ETA changes', and 'Unconfirmed bookings'. Below this, there's a section for downloading documents for active shipments, with filters for 'Vessel departing in: next 7 days' and 'Document type: All documents'. A table shows a 'Bill of Lading' for a vessel from 'Shanghai, CN' departing 'YANGSHAN SGH GUANDONG TERMINAL, CN' on '27 Sep', arriving 'DAKAR PORT, SN' on '14 Nov'. A 'Documents' section at the bottom right offers to download the 'Original Bill of Lading'.

2. 进入 Export overview/出口概述页面后，点击“Documents/单据”按钮

The screenshot shows the MAERSK Export overview interface. The left sidebar contains navigation options: Hub dashboard, Export overview (highlighted), Import overview, Tasks, MyCustoms, MyFinance, Allocations, Captain Peter™, and Support. The main content area is titled 'Export overview' and includes a search bar for 'Container, B/L number or Booked by Reference' and a 'View details' button. Below this is a filter section with 'Applied filters', 'Saved filters', and 'Shipment filters' (highlighted). The filter section contains fields for 'From (city or country/region)', 'To (city or country/region)', 'Vessel name', and 'My role'. A blue callout box points to these fields with the text: '① 点击此处可通过起运地、目的地、船名等设置筛选条件'. Below the filter section are tabs for 'Shipments', 'ETA changes', 'Unconfirmed bookings', and 'Documents' (highlighted). A blue callout box points to the 'Documents' tab with the text: '② 点击此处可筛选提单类型为正本提单或者海运单或 SWB'. Below the tabs is a section titled 'Download the documents for your active shipments.' with a 'Vessel departing in:' dropdown set to 'next 7 days' and a 'Document type:' dropdown set to 'All documents' (highlighted). A blue callout box points to this dropdown with the text: '③ 点击相应提单号右边的下载按钮下载正本提单/SWB'. Below this is a table with columns: 'Bill of Lading', 'From', 'To', and 'Documents'. The table contains two rows of data. The first row has 'NPO' in the 'Bill of Lading' column, 'Ningbo, CN' in 'From', 'Riga, LV' in 'To', and a 'Waybill' download button in the 'Documents' column. The second row has '2311' in the 'Bill of Lading' column, 'Shanghai, CN' in 'From', 'Naples, IT' in 'To', and a 'Waybill' download button in the 'Documents' column.

MAERSK Prices Book Tracking Schedules Logistics solutions Manage

EN Search User Profile

Export overview

View a quick demo

Container, B/L number or Booked by Reference View details

Applied filters: Saved filters Shipment filters

From (city or country/region) Vessel name My role

To (city or country/region) Please select

Done Save filter

Shipments ETA changes Unconfirmed bookings Documents

Download the documents for your active shipments.

Vessel departing in: next 7 days Document type: All documents

Bill of Lading	From	To	Documents
NPO	Ningbo, CN Departing Beilun Container Terminal Phase 4, CN 26 Sep	Riga, LV Arriving Riga Baltic Container Terminal, LV 11 Nov	Waybill
2311	Shanghai, CN Departing YBMCSHBN SGH CJIBNDNG	Naples, IT Arriving MBPI FS CQ NABTF CQ SPB IT	Waybill

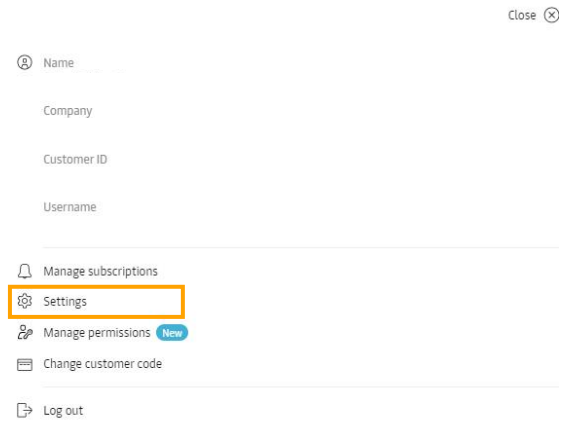
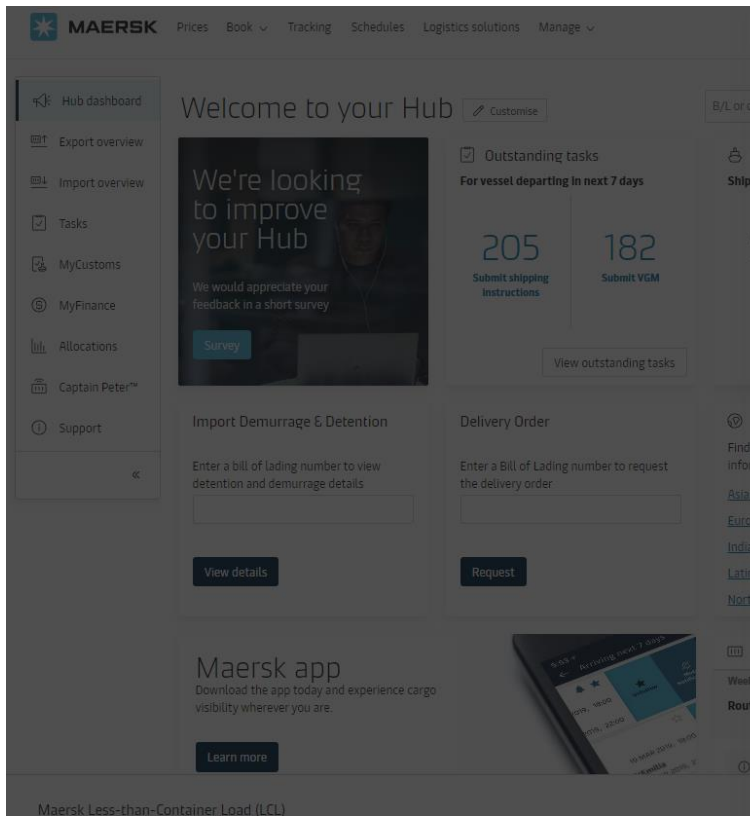
>如何在线查看是否有网刷权限?

1. 登陆网站后,把鼠标移动到右上角头像的位置。

也可直接进入此链接: <https://www.maersk.com/user/account/permissions>

The screenshot displays the Maersk Hub dashboard. At the top, the Maersk logo is on the left, and navigation links for Prices, Book, Tracking, Schedules, Logistics solutions, and Manage are in the center. On the right, there are language (EN), search, and user profile icons. The user profile icon is circled in orange. The dashboard features a left-hand navigation menu with options like Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance, Allocations, Captain Peter™, and Support. The main content area is titled 'Welcome to your Hub' and includes a 'Customise' button. A large banner asks for feedback with a 'Survey' button. Key statistics include 'Outstanding tasks' (205 shipping instructions, 182 VGM) and 'Shipment Overview' (545 departing, 660 arriving) for vessels departing in the next 7 days. There are also sections for 'Import Demurrage & Detention', 'Delivery Order', 'Local Information' (with links for Asia Pacific, Europe, India, Middle East and Africa, Latin America, and North America), and 'Allocations' for Week 40 (02 Oct - 08 Oct). A 'Maersk app' promotion is also visible. A search bar at the top right contains 'B/L or container no.' and a 'View details' button. The bottom right shows a 'No information found' message.

2. 然后在菜单中点击 **setting/ 设置**。



3. 点击 **Your Permissions** 按钮即可查看贵司是否有网站打印提单权限。

Customer:

Customer code: [Change customer code](#)

- Your profile
- Your permissions**
- Company permissions
- Payment Setup
- Customer search

Maersk acknowledge that different companies have different permission needs for their employees. The security settings on your account determines your permissions.

You will soon be able to edit your profile but for the moment please [contact Live Help](#) if you want to make changes.

Access permissions

- See Pricing/Rate Details
- Submit and amend shipping instructions
- View verify copy, seaway bill, certified true copy, arrival notice and other transport r
- Issue center, Work for multiple customers, See notifications
- Book shipments
- Allocation Manager
- View original bill of lading document and order secure paper
- Bank screen
- Perform online payment
- See Invoices
- Data Stewards for Reference data
- Import CSA

客服联系邮箱:

- 中国进口客服邮箱 CN.IMPORT@maersk.com
- 中国华东出口客服 CN.EAST.EXPORT@maersk.com
- 中国华南出口客服 CN.SOUTH.EXPORT@maersk.com
- 中国华北出口客服 CN.NORTH.EXPORT@maersk.com
- 中国台湾地区客服 TW.EXPORT@MAERSK.COM

未打勾，说明还没有网刷正本权限，如果业务需要，可联系当地办事处客服签订网站打印正本协议后再联系网站在线人工客服添加权限

Company access permissions

- Original Bill of Lading will be issued to web as print agreement signed
- Waybill will be issued to web

所有客户均已开通 Seaway bill 权限，如果个别客户没有，请直接联系网站在线人工客服