

# Handbook 5.1 – Bill of Lading

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# > 如何在货物信息集的界面查看并打印提单

注意: 1) 如需在线打印正本, 请联系当地客服签订协议申请网刷资质.

2) 获得网刷正本的资质后, 该公司下帐号需要联系在线帮助添加打印正本打印权限.

3) 只有单证接收方 (即 transport document receiver) 才有权在线 查看/打印 提单.

4) 所有提单只能在网站上保存90天, 请及时上网查看并打印.

## 1. 登陆 www.maersk.com 后, 输入提单单号点击 “货件追踪”

The screenshot shows the Maersk Hub website interface. The browser address bar displays 'maersk.com/hub/'. The navigation menu includes '价格', '订舱', '跟踪', '船期', '物流解决方案', and '管理'. The user's language is set to 'ZH\_HANS'. The main content area features a '欢迎来到您的 Hub' message and a 'Customise' button. A red circle highlights the '货件追踪' button next to the '提单或集装箱编号' input field. The dashboard displays several key metrics: '未完成任务' (10 pending tasks), '提交提单补料' (10 pending documents), '货运概览' (47 pending shipments), and '即将到港' (6 pending arrivals). A search bar at the bottom allows users to search for ships, containers, ports, and offices.

接着就会进入该票订舱号 **货物信息集** 的界面，

2. 点击 **单证** 3. 再点击 **查看提单** 即可打开PDF格式的正本/SWB

The screenshot shows the Maersk Shipment Binder interface for a specific shipment. The browser address bar shows the URL: [maersk.com/shipmentbinder/t/914087652/show](https://maersk.com/shipmentbinder/t/914087652/show). The Maersk logo is visible in the top left, and the user's location is set to ZH\_LHANS.

The main content area displays shipment details: **离泊 on 10 Apr 2022** (Yantian, 44, CN) and **即将到达 on 18 May 2022** (Newark, NJ, US). The cargo is categorized as **多个品名类别** (6 x 20ft HighVent).

The navigation tabs include: **概览**, **2. 单证** (highlighted with a red circle), **集装箱**, **费率**, **记录**, and **附加服务**.

The 'Documents' section shows a list of documents with the following columns: **文件名**, **创建日期**, and **状态**.

文件名	创建日期	状态
<a href="#">Booking Confirmation</a>	06 Apr 2022 17:06 (local time)	Booking confirmation available for 914087652
<a href="#">Booking Confirmation</a>	02 Apr 2022 17:27 (local time)	Booking confirmation available for 914087672
<b>提单样本</b> <b>3.</b>	04 May 2022 16:19 (local time)	已确认 on 04 May 2022 16:19 (local time)
<a href="#">查看海运单</a>	04 May 2022 16:19 (local time)	运输文件被建立
<a href="#">查看提单副本</a>	04 May 2022 16:19 (local time)	
<a href="#">查看到货通知</a>	08 May 2022 14:52 (local time)	

Callout 1 (red box around '查看海运单'):

点击“查看提单”可打开PDF格式的正本/SWB  
请务必在90天内打印提单

Callout 2 (red box around '更改提单' button):

提单签发后如需改单，只能在此界面点击“更改提单”按钮才可以进入改单的界面

# > 如何在待办事项的界面查看并打印提单

注意: 1) 如需在线打印正本, 请联系当地客服签订协议申请网刷资质.

2) 获得网刷正本的资质后, 该公司下帐号需要联系在线帮助添加打印正本打印权限.

3) 只有单证接收方 (即 transport document receiver) 才有权在线 查看/打印 提单.

4) 所有提单只能在网站上保存90天, 请及时上网查看并打印.

## 1. 登陆 www.maersk.com 后, 在主页中点击 “查看所有货物”

The screenshot shows the Maersk website dashboard. At the top, there is a navigation bar with the Maersk logo, a search bar, and user profile information. Below the navigation bar, the main content area is divided into several sections:

- Platform Home:** A sidebar on the left with navigation links for Platform Home, Export Overview, Import Overview, Tasks, MyCustoms, MyFinance, and Captain Peter™.
- Welcome to your Hub:** A central banner with a "Customise" button.
- Warehouse and Distribution:** A section with a background image of a warehouse and a "Contact Us" button.
- Tasks:** A section titled "未完成任务" (Unfinished Tasks) with a sub-header "出口任务 7天内到期" (Export tasks due within 7 days). It displays two metrics: "10 提交提单补料" (10 Submit bill of lading supplements) and "10 提交VGM" (10 Submit VGM), with a "查看未完成任务" (View unfinished tasks) button.
- Freight Overview:** A section titled "货运概览" (Freight Overview) with a sub-header "未来 7天的订单" (Orders for the next 7 days). It displays two metrics: "47 即将离港" (47 Departing soon) and "7 即将到港" (7 Arriving soon), with a "查看所有货物" (View all cargo) button circled in red and labeled "1.".
- Search and Map:** A search bar at the bottom with the text "尝试搜索船舶、国家/地区、集装箱堆场、港口或当地办事处" (Try searching for ships, countries/regions, container yards, ports or local offices). Below the search bar are icons for various services and a "在地图上显示" (Show on map) button. A tooltip explains that using the "Show on map" button will show all locations.



## 2. 在货物概览中点击 代办事项 – 打印正本提单/海运单

全部 **2. 待办事项** Maersk待办事项 预计到港时间变更 出口海关

提交 样本确认 打印正本提单 10 打印海运单 10 集装箱重量核查(VGM)

点击“显示高级选项”可以通过 起运地 / 目的地 / 船名 来快速筛选相应的正本

显示高级选项

文件一经打开,将被视为已经打印并从列表中删除.您仍然可以通过货物信息集访问此文件.

提单号码	收货地(From)	目的地(To)	船名
<input checked="" type="checkbox"/> 96XXXXXXX View Bill of Lading	Leixoes, PT On Nov 30 出发地 Leixoes, PT	Sharjah, AE On Dec 30 目的地 Sharjah, AE	SAFMARINE NUBA 船旗: HK, 建立: 2008
<input checked="" type="checkbox"/> 96XXXXXXX View Bill of Lading	Leixoes, PT On Oct 25 出发地 Leixoes, PT	Sharjah, AE On Dec 04 目的地 Sharjah, AE	SAFMARINE NAKURU 船旗: HK, 建立: 2008
<input type="checkbox"/>	Leixoes, PT On Oct 18 出发地 Leixoes, PT	Sharjah, AE On Nov 26 目的地 Sharjah, AE	SAFMARINE NUBA 船旗: HK, 建立: 2008
<input type="checkbox"/>	Leixoes, PT On Dec 06 出发地 Leixoes, PT	Riyadh, SA On Jan 12 目的地 Dammam, SA	SAFMARINE NAKURU 船旗: HK, 建立: 2008
<input type="checkbox"/>	Lisbon, PT On Dec 06 出发地 Lisbon, PT	Port Klang, 10, MY On Jan 10 目的地 Port Klang, 10, MY	SAFMARINE NUBA 船旗: HK, 建立: 2008
<input type="checkbox"/>	Lisbon, PT On Oct 24 出发地 Lisbon, PT	Ningbo, 33, CN On Dec 11 目的地 Ningbo, 33, CN	SAFMARINE NUBA 船旗: HK, 建立: 2008
<input type="checkbox"/>	Leixoes, PT On Nov 23 出发地 Leixoes, PT	Sharjah, AE On Jan 04 目的地 Sharjah, AE	SAFMARINE NAKURU 船旗: HK, 建立: 2008
<input type="checkbox"/>	Lisbon, PT On Oct 17 出发地 Lisbon, PT	Ningbo, 33, CN On Dec 20 目的地 Ningbo, 33, CN	SAFMARINE NAKURU 船旗: HK, 建立: 2008
<input type="checkbox"/>	Lisbon, PT On Oct 17 出发地 Lisbon, PT	Ningbo, 33, CN On Dec 20 目的地 Ningbo, 33, CN	SAFMARINE NAKURU 船旗: HK, 建立: 2008
<input type="checkbox"/>	Leixoes, PT On Oct 08 出发地 Leixoes, PT	Sharjah, AE On Nov 13 目的地 Sharjah, AE	SAFMARINE NUBA 船旗: HK, 建立: 2008

查看全部

点击提单号下面的 **View Bill of Lading** 可打开正本

在单号前打勾, 再点这里的 Download 可以批量下载正本.


✓ MARK AS PRINTED

✓ DOWNLOAD

# 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人头的  位置

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



The screenshot shows the Maersk user portal interface. At the top right, the user profile icon is highlighted with a red box and the number 1, indicating the location to click for account settings. The main content area displays a welcome message, navigation menu, and various dashboard widgets including a warehouse and delivery section, task completion status, and a map search interface.

**MAERSK** 价格 订舱 ∨ 跟踪 船期 物流解决方案 管理 ∨ ZH\_HANS ∨ 🔍  ☰

平台主页

出口概述

进口概述

任务

MyCustoms

MyFinance

配额

Captain Peter™

帮助支持

欢迎来到您的 Hub  Customise

提单或集装箱编号  货物追踪

**仓储和配送**

无论在地球的哪一个角落, 无论是什么样的仓储需求, 这里总有一款解决方案适合您。

 联系我们

未完成任务  
出口任务 7 天内到期

18 提交提单补料

16 提交VGM

 查看未完成任务

📦 货运概览  
未来 7 天的订单

23 即将离港

15 即将到港

 查看所有货物

🔍 尝试搜索船舶、国家/地区、集装箱堆场、港口或当地办事处

在地图上显示 ∨



搜索以查找船舶、container、港口、办事处或集装箱堆场的位置及详细信息。您也可按国家搜索来查看我们在当地的位置。

使用“在地图上显示”查看我们的所有位置。

## 2. 然后在菜单中点击“设置”

The screenshot shows a web browser window with the Maersk Hub website. The browser's address bar displays <https://www.maersk.com/hub/>. The website header includes the Maersk logo and navigation links for '价格' (Price), '订舱' (Booking), '跟踪' (Tracking), and '船舶' (Ships). A left-hand navigation menu contains options such as '平台主页' (Platform Home), '出口概述' (Export Overview), '进口概述' (Import Overview), '任务' (Tasks), 'MyCustoms', 'MyFinance', and '配额' (Quota). The main content area features a large banner with the text '欢迎来到您的' (Welcome to your) and '与 Maersk 一起' (With Maersk together). Below the banner, there is a search bar with the placeholder text '尝试搜索船舶、国家/地区' (Try searching for ships, countries/regions).

On the right side of the page, a user profile menu is open, displaying the following items:

- 名称 (Name)
- 公司 (Company) - ABC Company
- 客户 ID (Customer ID)
- 用户名 (Username)
- 通知 (Notifications)
- 2. 设置 (Settings)** - This option is highlighted with a red box.
- 更改客户代码 (Change Customer Code)
- 注销 (Logout)

### 3. 然后在Permissions 查看账号是否有打印权限。

Customer: [Redacted]

Customer code: [Redacted] [Change customer code](#)

Your profile Your company **3. Permissions** 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 related documents
- 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:

华东地区: CN.EAST.EXPORT@MAERSK.COM  
华北地区: CN.NORTH.EXPORT@MAERSK.COM  
华南地区: CN.SOUTH.EXPORT@MAERSK.COM  
台湾地区: TW.EXPORT@MAERSK.COM

#### Company access permissions

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

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客服签协议申请

所有客户均已开通网刷 Seaway bill 权限, 如果个别客户没有, 请直接联系Live Help