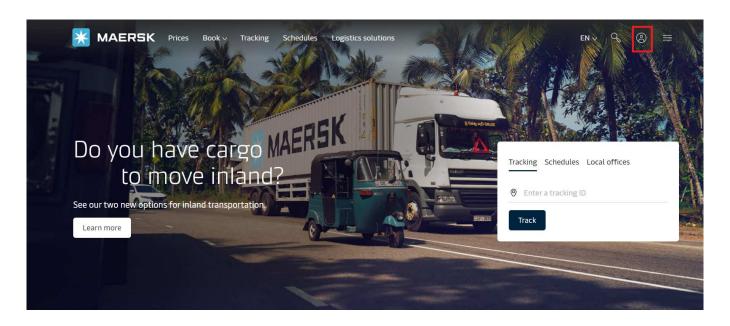


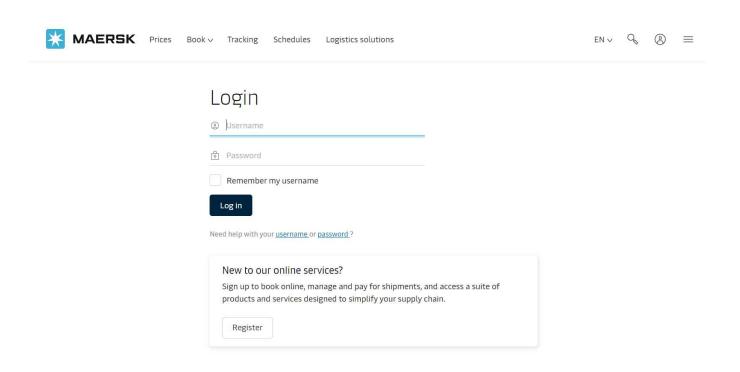
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# 1. Log in

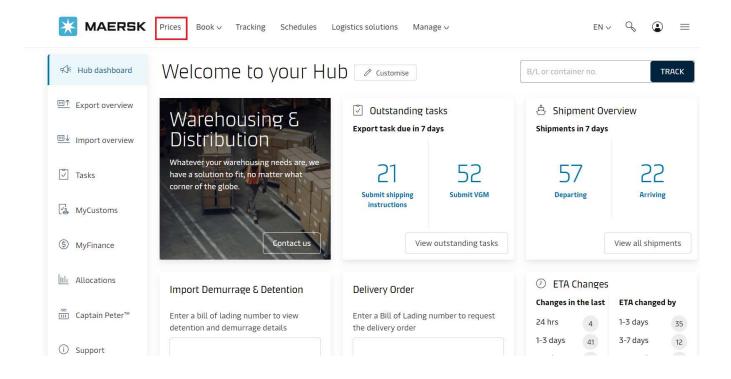
Please click the icon to login or you can register new username



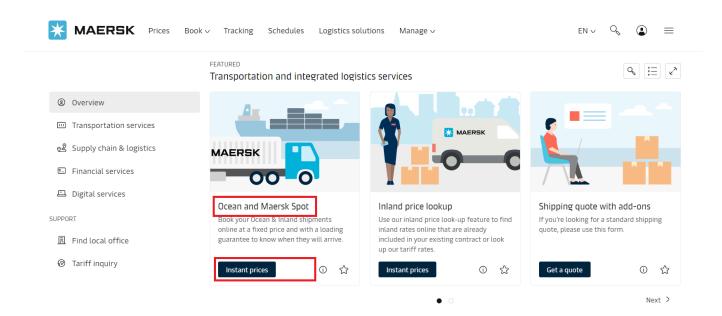


## 2. Quote for Spot

(1) After you log in, please click "Prices" for entry



(2) Click "Instant prices" button under Ocean and Maersk Spot



#### (3) Input the shipment details and click "SEARCH" button

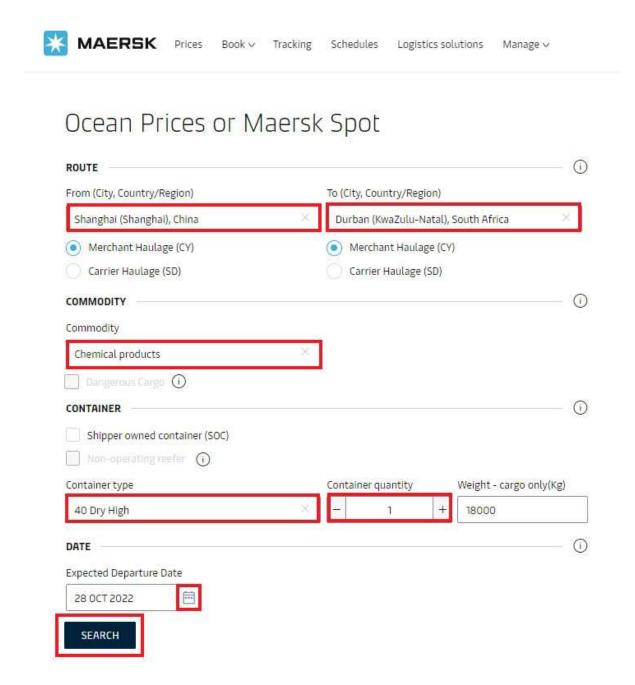
You can choose service mode as CY or SD on both ends.

Only one container type could be searched in one go.

Input commodity group and related description will show in dropdown list.

Shipper owned container(SOC) is not available on SPOT offer, pls quote offline contract rate.

The red-highlighted are mandatory



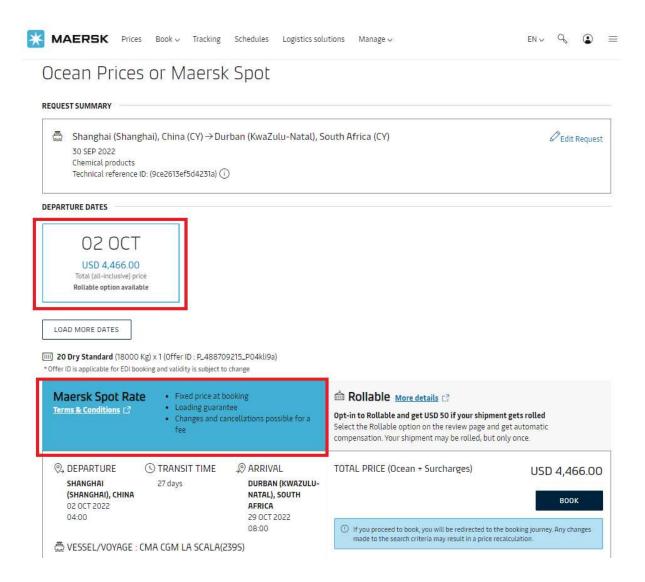
**ALL THE WAY** 

# 3 Maersk Spot offer check

#### (1) Maersk Spot offer available

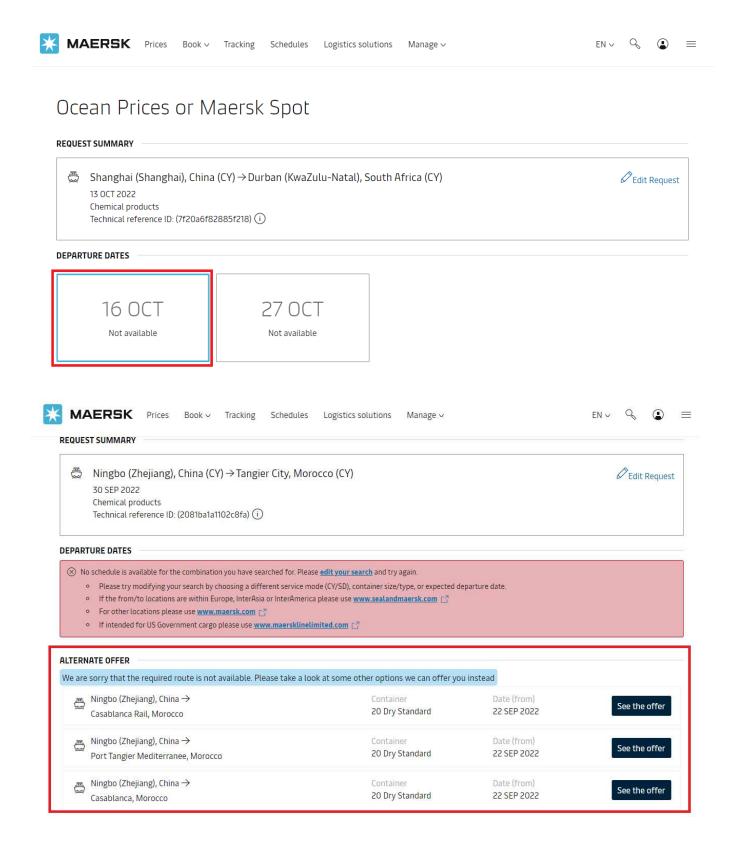
Click the module of departure dates and you can see the offer marked with "Maersk Spot Rate" on the left.

Click "LOAD MORE DATES" to get more options

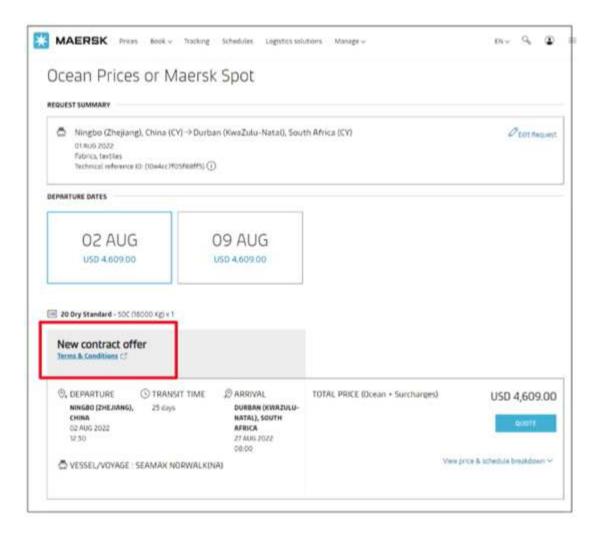


#### (2) Maersk Spot offer not available

You may find "Not available", "Sold out", etc in departure dates module. Sometimes you could see alternate offers. Click"See the offer" for more details.



You may also see "New contract offer" marked on the left after you click the module of departure date. It means you have to quote offline contract rate.



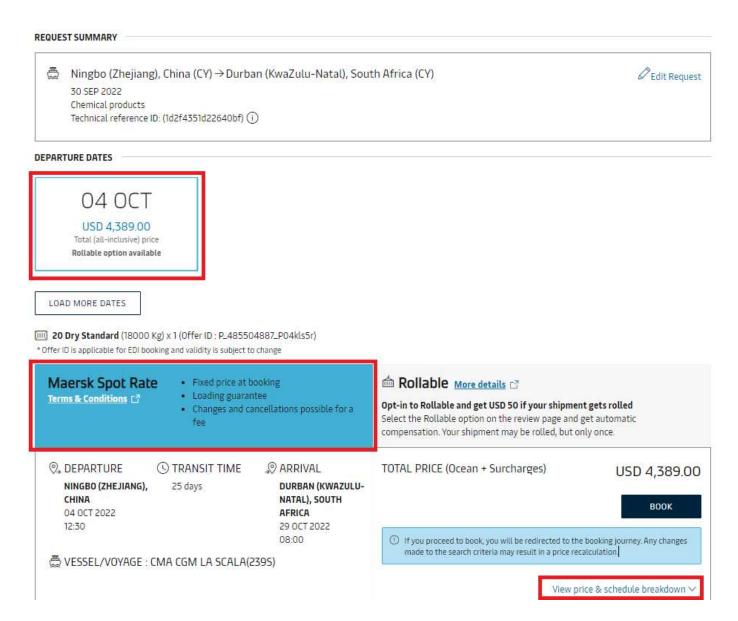
## 4. Booking

#### (1) Rate & schedule breakdown

ETD & total price will be shown on the modules of departure date, you could click on each one for more details. Please double check and ensure there is "Maersk Spot rate" on the left like below snapshot.

Click "Terms & Conditions" to know more about Maersk Spot.

Click "VIEW PRICE & SCHEDULE BREAKDOWN" for more details.

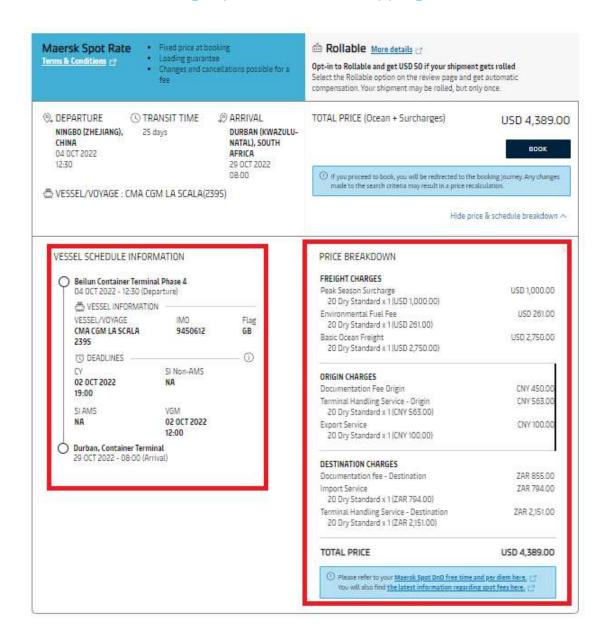


Some routing details are not shown here (i.e. discharge port, 2nd-leg vessel/voyage, etc), you could see them in booking journey pages afterwards.

"If Place of receipt is a barge port of Greater China, the barge etd on the website is just a dummy ETD. The actual specific barge schedule(might be earlier or later than the ETD you saw on the website) will be provided after the booking is released. If you select the earliest departure based on the cargo ready date, we highly recommend you to add several-day buffer because the actual barge schedule arranged for the booking might be earlier than the ETD you select."

Charges type classification(Freight/Origin/Destination) outlined herein are just for guidance, it is not an indication for payment term.

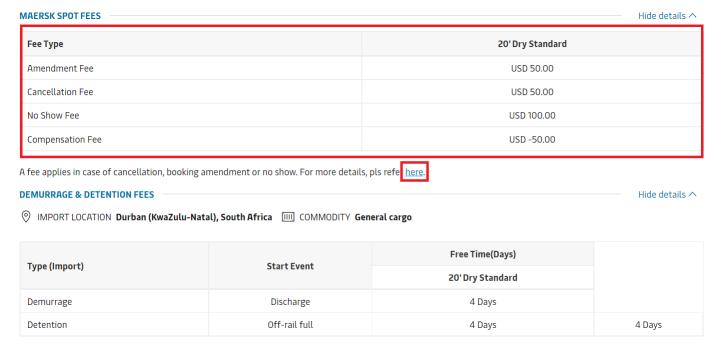
Inland haulage prices(i.e. Inland haulage export/Inland haulage import) are based on cargo weight provided at the time of search and prices may change based on actual weight provided in the Shipping instruction.



## (2) Spot Penalty & Compensation fee information

You could see Spot penalty & compensation fee information for your quoted trade and equipment type.

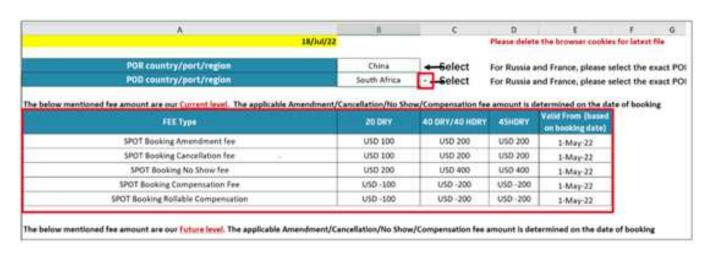
Click "here" to download the Excel file for more details



For more details on Import per diem charges and Export Demurrage & Detention free time, please refer <u>here.</u>

Open the Excel file and select POR & POD country in dropdown list and you will see relevant details in beneath.

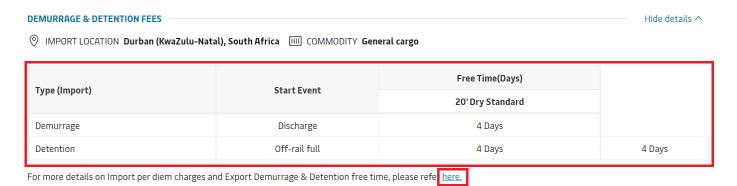
The amount of penalties & compensation is determined by the booking date.



#### (3) Detention & Demurrage

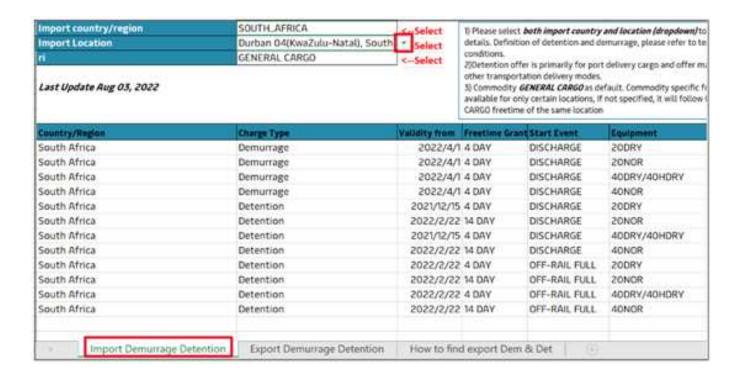
You could see import detention & demurrage free time information for your quoted destination and equipment type.

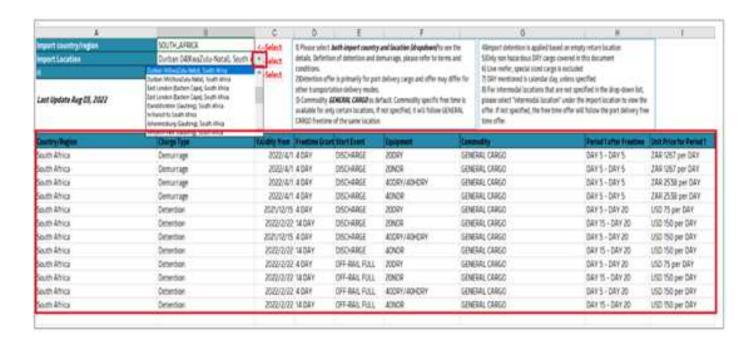
Click "here" to download the Excel file for more details on import per diem charges and export detention & demurrage free time



Open the Excel file and click the sheet "Import Demurrage Detention"

Select in dropdown list of import country/region, import location and commodity and you will see relevant details in the beneath.

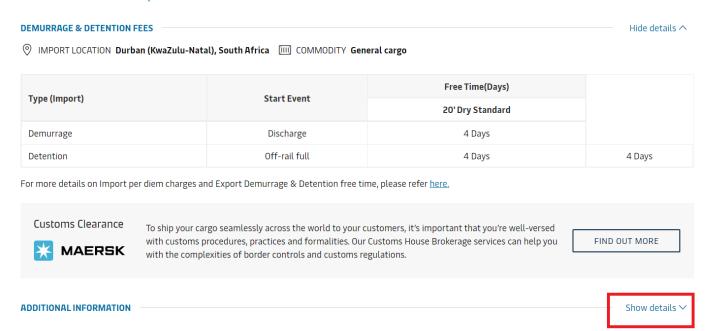




You could find export demurrage detention details in a similar way

#### (4) Additional information

Pls click "Show details" to unfold the information. You could find more detail about Maersk Spot



Please note that some countries may follow different payment terms for certain charges, and the Merchant should refer to the local country website https://www.maersk.com/local-information/ for detailed information on exceptional payment terms which may apply. Here is a table you could take for reference. If any discrepancies between the table and mentioned local country website, pls refer to local country website.

ADDITIONAL INFORMATION Hide details ^

Maersk Spot is a Two-way Commitment Product, where we compensate you if we roll your cargo, and equally, you pay a Cancellation or No-Show Fee if you do not deliver. See the full Maersk Spot Terms and Conditions here 3 for details and fee schedules.

Prices are fixed at booking. Ocean freight is nominated in USD and charges are nominated in the local currency.

For revisions which are not limited to but include change in container quantity, equipment type, cargo weight, etc. The booking may be subject to repricing.

Please note that the charges type classification (freight, origin & destination) outlined herein are for guidance only and shall in no way prejudice the responsibility of the Merchant for payment of Freight and other charges in accordance with the terms and conditions of the governing Bill of Lading; including, in particular but without limitation, clause 16.7. For exceptions to payterm in different regions or country, please click <a href="here">here</a> for more details.

Dates for departures, arrivals and deadlines are estimated. They are given without guarantee and are subject to change without prior notice. For other deadlines, please contact your local office.

For a list of services, charges and fees, go to the Maersk Services & Fees and Surcharges.

Forwarders requesting quotes on behalf of other customers (Named Account Customer), Government Cargo, US Flag should reach out to their sales contact.

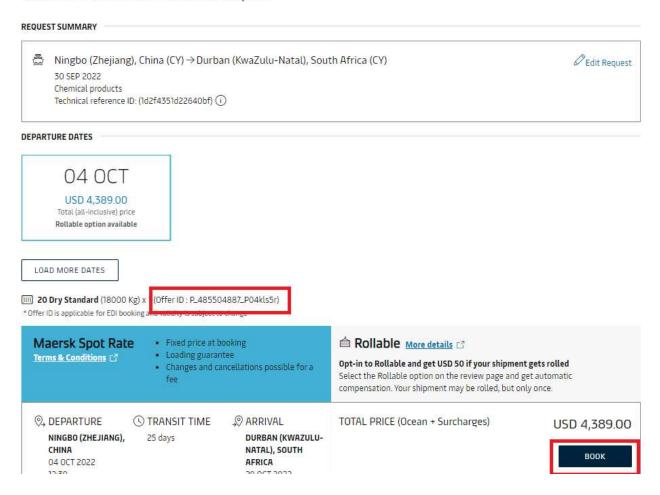
We do not offer products containing OFAC countries in Maersk Spot, and thus change of destination to OFAC countries will not be feasible and request will be rejected.

#### (5) Place a Spot booking

The Offer ID is used for booking via EDI/Inttra, you should input it as service contract number. If you have multiple container type with multiple Offer ID, please connect them with "/" or ";" (i.e. P\_26132147/P\_26132139)

Click "Book" button and redirect to booking journey pages

#### Ocean Prices or Maersk Spot



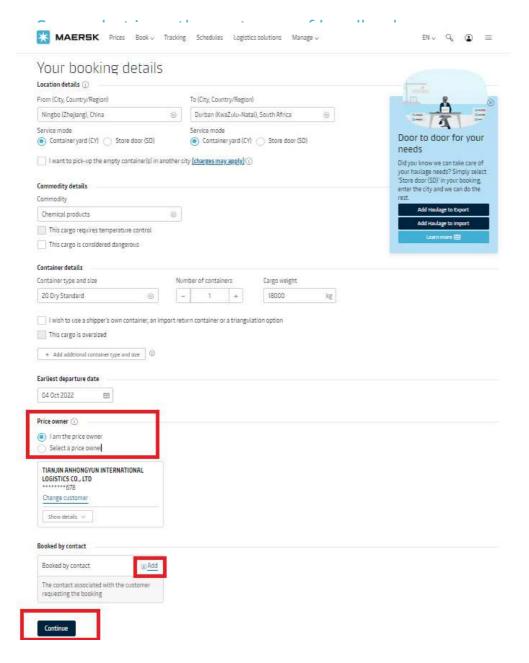
## (6) Booking journey pages — Booking information

You will see those booking information which you input in price search, please double check and rectify if necessary. Click "Continue" to next.

If you add another container size in this page, you will not get Spot offer anymore due to system limitation. If you need different container type in one single booking, pls try to add an equipment after booking confirmation but subject to space availability and price at the moment of proceeding booking amendment.

It is not accepted to revise contractual customer or price owner after Spot booking is confirmed. You should select the correct Price owner in this page.

Booked by contact must be selected before next steps. Booking confirmation will be sent to this contact.

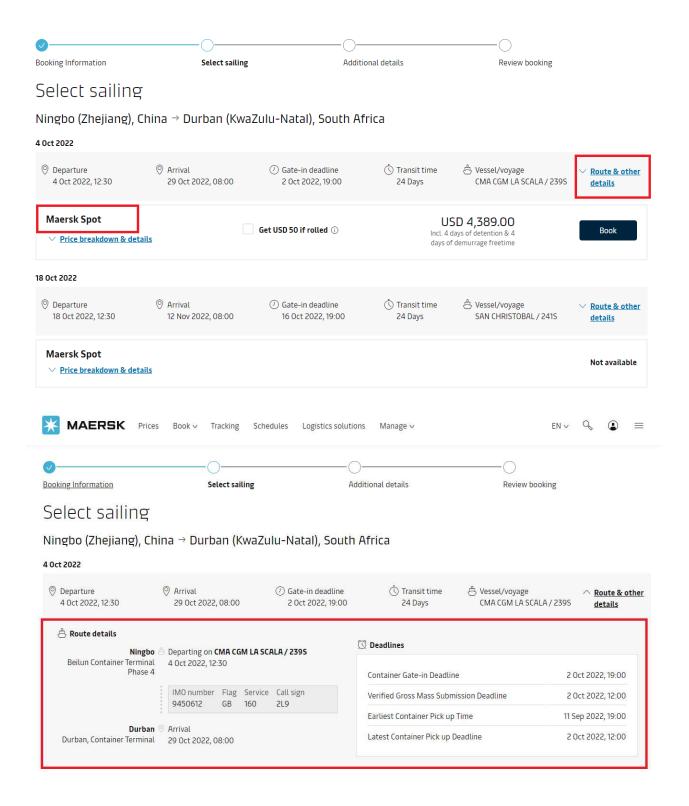


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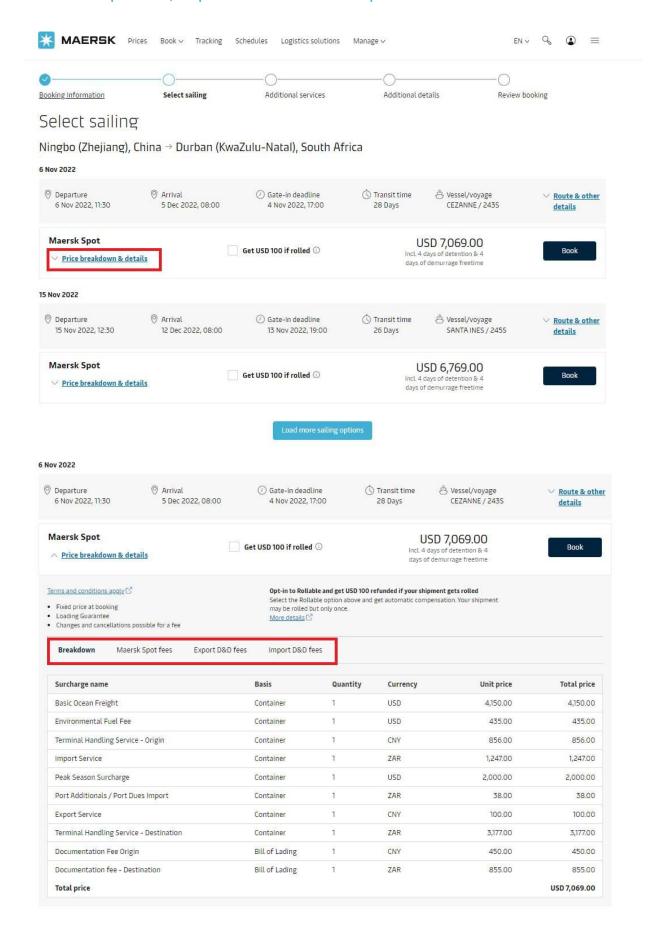
## (7) Booking journey pages — Selecting sailing

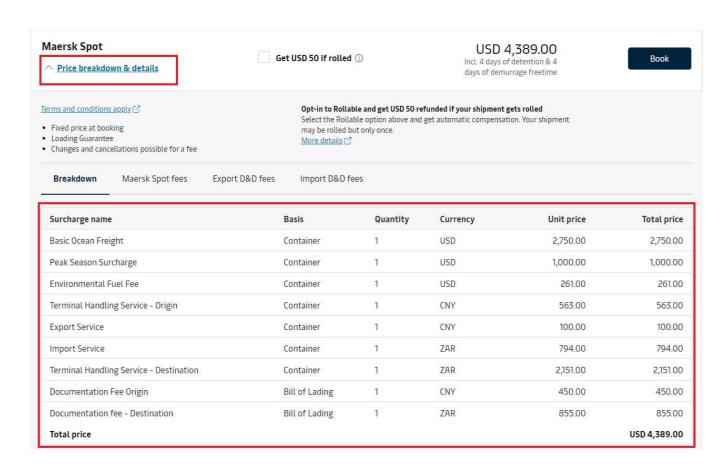
Double check and make sure "Maersk Spot" is mentioned in the offer.

Click "Route & other details" to see Vessel/Voyage and the whole transport plan information including 2nd-leg Vessel/Voyage, discharge port, etc.

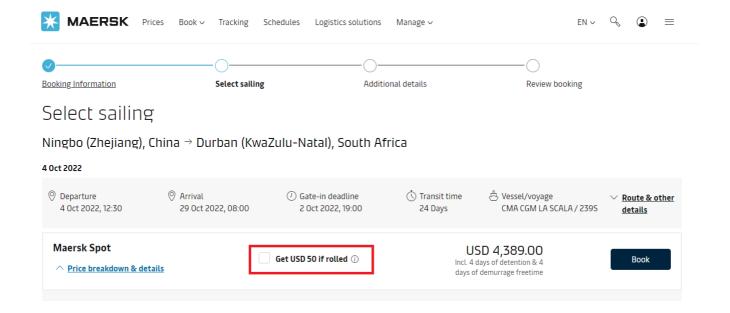


Click "Price breakdown & details" and you could see the tabs of breakdowns, Maersk Spot fee, Export D&D fee and Import D&D fee. Click on tabs for details.



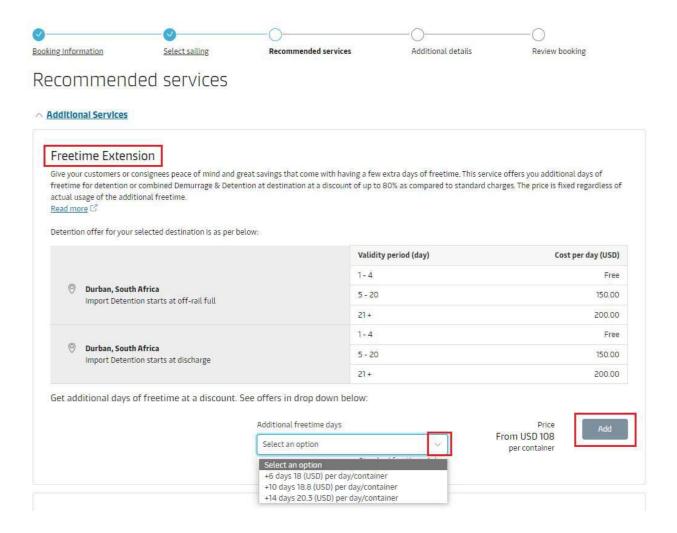


Tick "Get USD XX if rolled" means you are selecting Maersk Spot rollable option. Maersk Spot rollable is an attractive option for your non-time-sensitive cargo. You will get automatic compensation if your cargo gets rolled(refer to Terms&Conditions for details). Kindly note that Maersk Spot rollable cannot be switched to Maersk Spot after booking confirmation.



## (8) Booking journey pages — Recommended services

You could opt for the listed additional services (i.e. import freetime extension, Garment on hanger, Value protect, etc) as per your preference and click "Add" button. Read the details carefully and you could approach customer service if you have more questions.



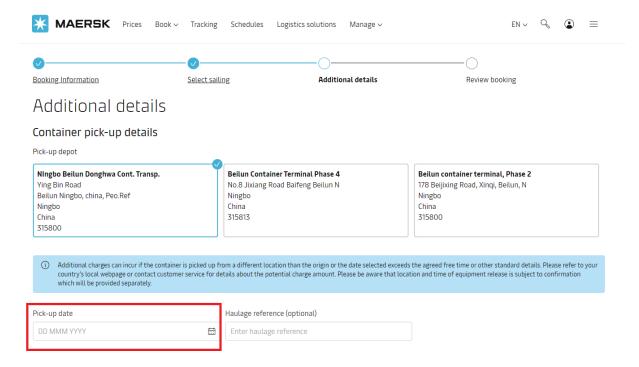
Click the button "Continue" for next step

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## (9) Booking journey pages — Additional details

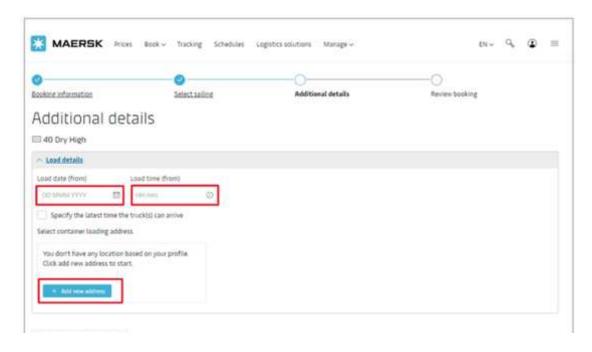
You could choose pick-up depot but it is a dummy selection for GCA ports.

Input pick-up date as mandatory but it is also a dummy information.

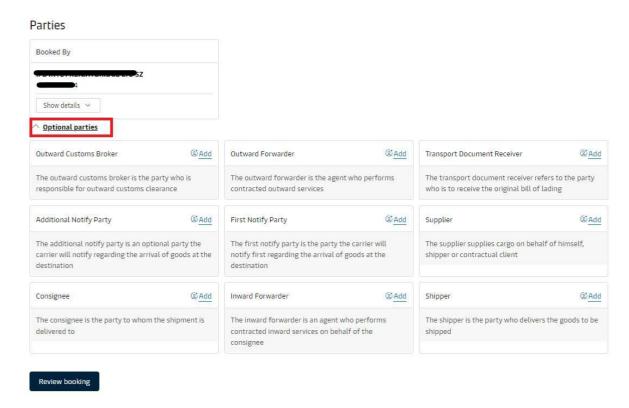


If you choose SD service at origin port, you have to input load date, load time and load address. Do contact our customer service team to check operation availability once your GCA export SD shipment is confirmed.

If you choose CY service at origin but it is an inland service like Rail, please also contact customer service team for relevant operation process."



You could unfold "Optional parties" and input party details if you like. Kindly note that all party information shown on bill of lading is based on SI(Shipping Instruction) submission instead of booking submission.



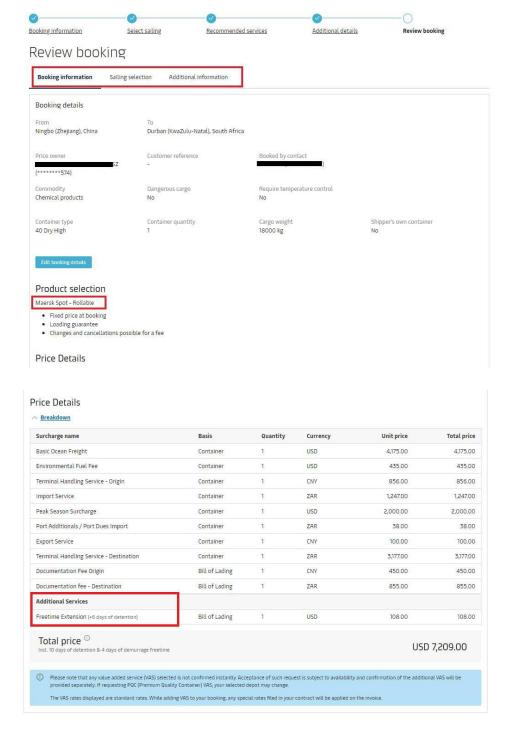
### Click the button"Review Booking"for next step.

## (10) Booking journey pages — Review booking

We are almost finish the booking journey! You could still click different tabs to review Booking information, Sailing selection and Additional information.

You could see Maersk Spot or Maersk Spot – Rollable under product selection.

You could see price details including additional service you opted.

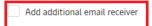


You could tick to add additional email receiver if necessary.

You must tick "I have read and accept all the terms and conditions of this booking" before booking submission. We highly suggest you go through the full Terms and Conditions by clicking those hyperlinks.

#### Notification preferences

Booking confirmation will be sent as per your communication preferences registered with us. If you want us to send booking confirmation to any additional addresses, please specify by checking the tick-box below and adding the relevant email address.



#### Terms & Conditions

#### Maersk Spot terms and conditions

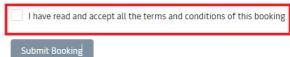
You have selected Maersk Spot booking. By completing the booking you are accepting the Maersk Spot terms and conditions ? Please note that your booking is for a specific departure. Any amendments and cancellations of the confirmed booking are possible against a fee. See how cancellations and amendments work, ?

#### Cargo confirmation

Without prejudice to all the Carrier's rights under the terms of carriage of , we hereby confirm that:

- The Goods in this booking are NOT classified as Dangerous Goods as per the "International Maritime Dangerous Goods (IMDG) Code".
- . The Goods in this booking are safe for carriage by sea and packed in accordance with the CTU Code.
- We have understood that the Carrier shall be entitled, but under no obligation, to open and/or scan any package or Container at any time and to inspect the contents.

By clicking submit booking you agree that the <u>terms and conditions</u> [2] will govern your booking.



## 5. After booking submission

You will find your shipment number after booking is submitted.

The booking could be found in Shipment Overview which you could submit transaction requests accordingly (i.e. booking amendment, booking cancellation, VGM submission, SI submission, etc)

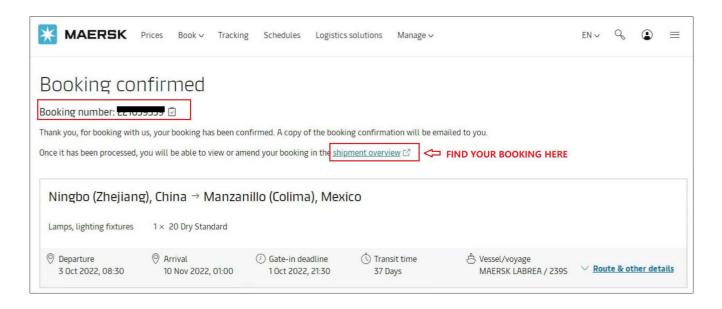
In case you need ask for free cancel for Maersk Spot or Maersk Spot Rollable shipment with a specific reason, pls do drop email to customer service for verification instead of submit cancel request via website.

North China: CN.north.export@maersk.com

East China: CN.east.export@maersk.com

South China: CN.south.export@maersk.com

Taiwan: TW.export@maersk.com



# 6. Maersk Spot Booking - FMC lanes

The purpose of this chapter is for your quick understanding of the key differences of FMC Spot booking journey, compared to non-FMC Spot booking which are listed in previous chapters. Suggest go through the whole handbook for better understanding of Spot booking journey. It is also necessary to read and accept full Terms & Condition before booking submission.

#### (1) Letter of Authority (LOA)

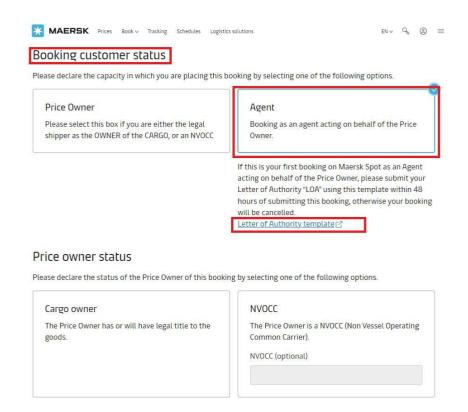
Here we come to Additional details sub-page of Booking journey.

If the booked-by party is not equal to the Price owner, which means booked-by party is acting an agent on behalf of the Price Owner to place a FMC Spot booking, LOA with Price Owner's company letterhead must be submitted within 48 hours of submitting this booking, otherwise the booking will be cancelled. If booking is found with container movement, booking will be moved to tariff. LOA is needed for every combination of booked-by party and price owner company with a period of one year validity. Pls submit LOA for renewal if validity is expired. No need to submit for every booking if LOA of same booked-by party with same price owner was ever submitted in one year.

If you are the price owner (i.e. booked-by party is equal to the price owner), just select "price owner" under Booking customer status. No need to provide LOA in this case.

If you are acting as an agent on behalf of the Price Owner, pls select "Agent" under Booking customer status. Then you will find the hyperlink of LOA template in beneath and please click it to get the template and the relevant requirements. Suppose you've already opted

"Select a price owner" and input for the correct price owner name in previous pages. If you forgot to define the price owner name, pls scroll to the top and click "Booking Information" in the navigation panel and rewind to the relevant sub-page so that you could input again.



#### (2) Price owner status

If Price owner belongs to cargo owner who has legal title of the goods, pls select Cargo owner under Price owner status. In short, it is prohibited to book if cargo owner is blacklisted by FMC or other relevant department. Pls refer to terms & conditions for FMC spot for more details.

If Price owner belongs to NVOCC (Non Vessel Operating Common Carrier), please select NVOCC under Price owner status. NVOCC number is optional in booking submission. If you are not familiar with FMC, suggest to double check whether involved NVOCC has been registered with FMC before submitting the booking. You could also go to FMC website for details:

https://www2.fmc.gov/oti/NVOCC.aspx. If involved NVOCC is not registered with FMC or say it does not have FMC license, FMC filing could not be done and booking will be cancelled in later stage either. If booking is found with container movement, booking will be moved to tariff

Just a kind reminder for you to check if correct price owner was defined in previous page. If you forgot to define the price owner name or need to rectify it, pls scroll to the top and click "Booking Information" in the navigation panel and rewind to the relevant sub-page for input.

#### Price owner status

Please declare the status of the Price Owner of this booking by selecting one of the following options.

Cargo owner

The Price Owner has or will have legal title to the goods.

NVOCC

The Price Owner is a NVOCC (Non Vessel Operating Common Carrier).

NVOCC (optional)

## (3) Terms & Conditions for Maersk Spot FMC lanes

Here we come to Review booking sub-page of Booking journey.

Pls click the hyperlink of "terms & conditions" and read full terms & Conditions for Maersk Spot FMC lanes or directly go to

https://terms.maersk.com/terms-spot-booking-fmc.

#### Terms & Conditions

#### Maersk Spot FMC terms and conditions

You have opted for an FMC regulated Maersk Spot booking or an FMC exempted commodity booking. By continuing the booking you are accepting these terms and conditions of a service contract, including all booking details. Please note that when booking Maersk Spot to and from the US the shipment is regulated by the FMC (Federal Maritime Commission). This means that a letter of authority (LOA) is required from your customer for the first booking (and only for the first booking). Also, in order to make amendments to this type of booking, a cancellation and a new booking is currently required.

#### Cargo confirmation

Without prejudice to all the Carrier's rights under the  $\underline{\text{terms of carriage}}$   $\square$  , we hereby confirm that:

- The Goods in this booking are NOT classified as Dangerous Goods as per the "International Maritime Dangerous Goods (IMDG) Code".
- The Goods in this booking are safe for carriage by sea and packed in accordance with the CTU Code.
- We have understood that the Carrier shall be entitled, but under no obligation, to open and/or scan any package or Container at any time and to inspect the contents.

By clicking submit booking you agree that the <u>terms and conditions</u> 🕜 will govern your booking.

I have read and accept all the terms and conditions of this booking

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#### Some points to be highlighted:

- i) Booking amendment is not allowed for FMC Spot booking. Cancel and rebook for new is currently required.
- ii) Booking confirmation of Spot FMC is not an indication for FMC filing status but just space confirmation. Pls do not pick up empty containers until you have received the email from Maersk confirming FMC filing is completed. Normally email will be distributed within 48 hours of submitting booking, pls also take it into consideration when you select vessel schedule.
- iii) Price owner must match one of shipper, cnee or first notify party on the bill of lading.
- iv) Spot FMC is only available on Maersk.com website while not available on other channel like EDI/Inttra/mobile App etc.