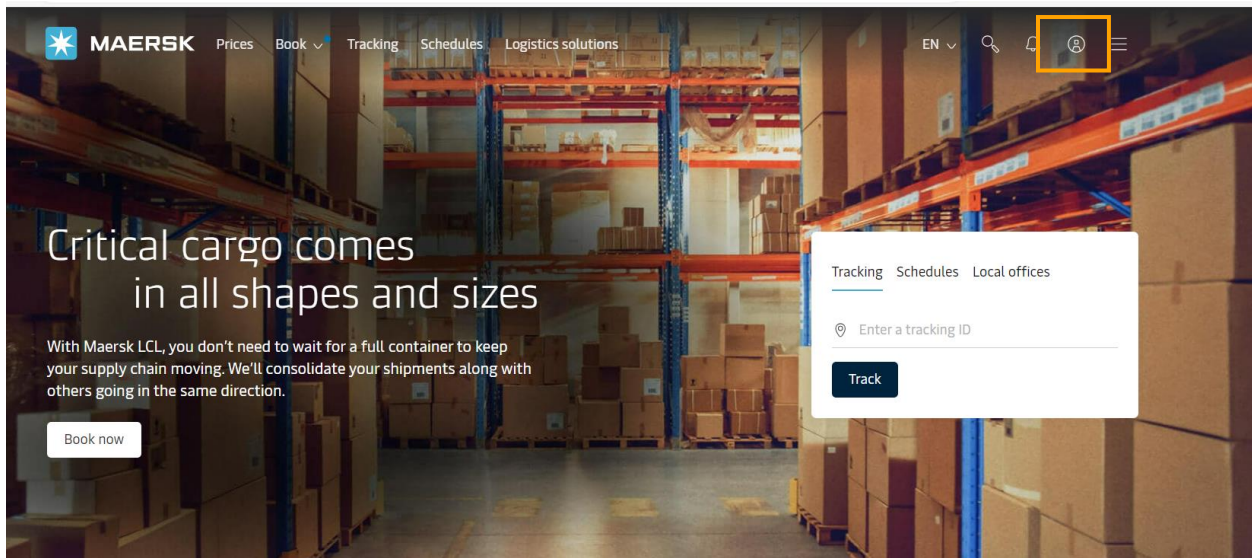


Handbook - 如何通过网站授权提单接收方公司

如果贵司已经是当前订舱的订舱方/合约方/发货人/提单接收方/出口货代之一
您可以按照以下步骤进行提单接收方的授权：

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

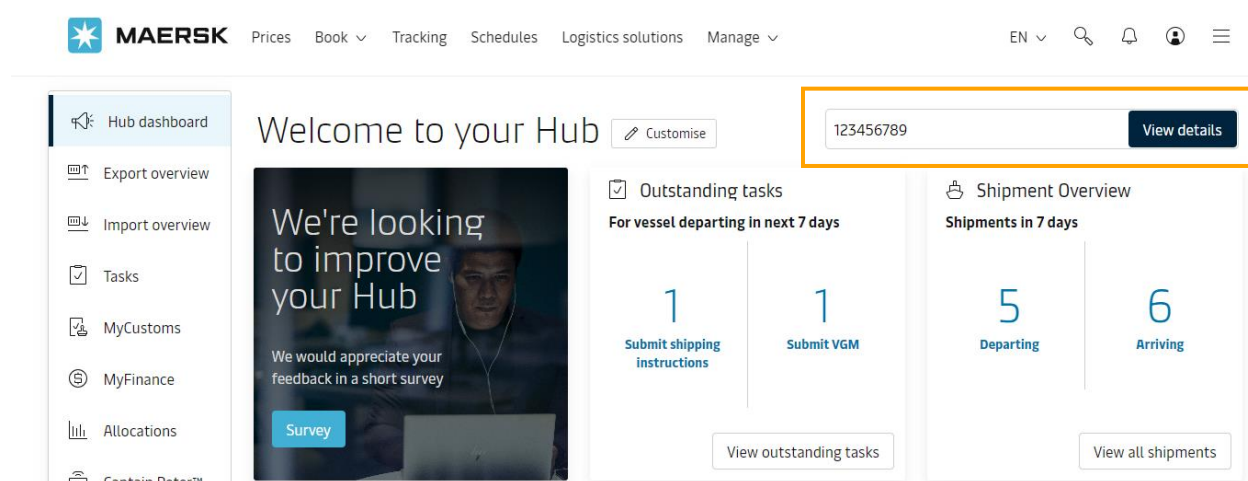


Need help with your [username](#) or [password](#) ?

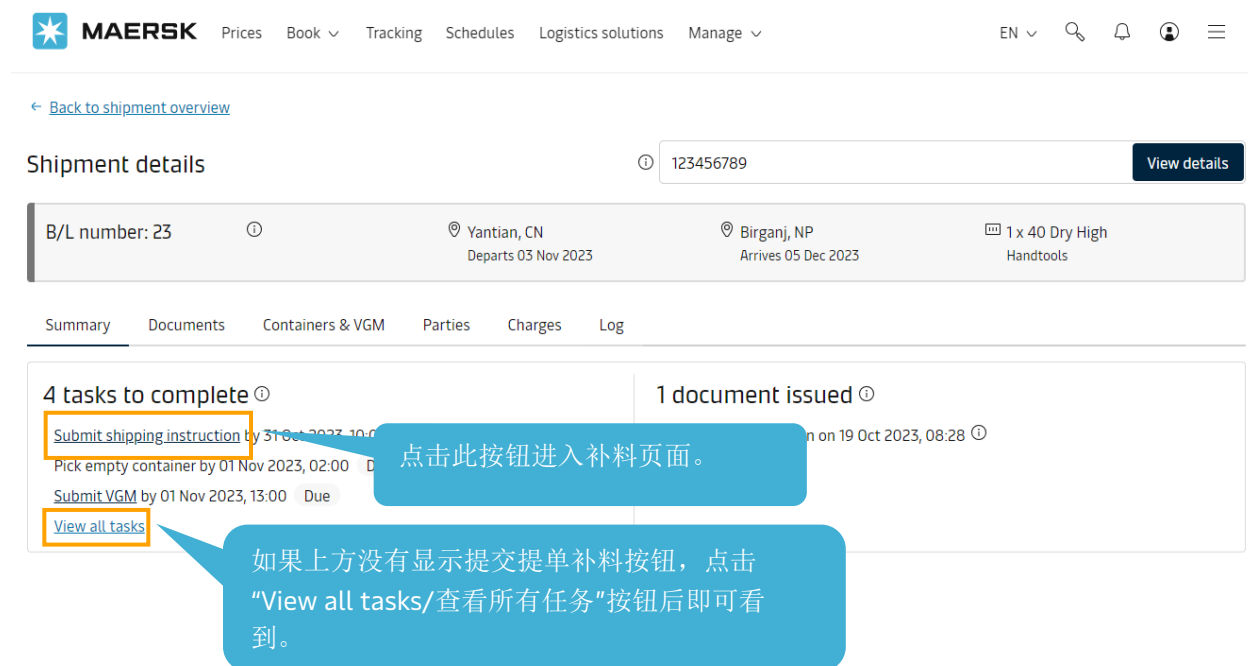
New to our online services?

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

2. 录入需要授权提单接收方的订舱号码并点击 **View details/货件追踪**按钮



3. 页面跳转到“**Shipment details/订单详情**”的“**Summary/概要**”页面后找到并点击“**Submit Shipping Instruction/提交提单补料**”按钮



4. 进入补料页面后，点击 **Transport Document Receiver/运输单据接收方**处的 **Change/更改**按钮去更新为需要授权的公司，然后直接拖到该页下方点击 **Save Draft/保存草稿**按钮即可即时完成授权。

Documents

Transport Document Receiver

SERVICE ★

*****364

Change

Company name and Address

SERVICE

40, HONG KONG MIDDLE ROAD
QINGDAO
266000

点击 Change/更改按钮后，再点击 Search/Add（搜索/添加）按钮去搜索您需要授权为提单接收方的公司。

搜索的时候可以按照公司名加国家的方式去查找，也可以直接用客户代码去快速精确查找（推荐）。

搜索到目标公司后，点击 CONFIRM/确认按钮选择该公司。

SEARCH / ADD PARTY ×

★ Favorites 🔍 Search / Add

You can search a party by their trading name and address or customer code

By trading name By customer code

Trading name

Country

party

Search

点击该页下方的 Save Draft/保存草稿按钮即可即时完成授权。


因为只更新了提单接收方，其他信息未填写，此操作不会导致补料被提交。

Request Coordinates

Save Draft Save & Continue →

如何查看授权是否成功?

完成授权后, 重新进入 **Shipment details/订单详情** 页面, 即可在 **Parties/当事方** 处查看核对 **Transport Document Receiver/提单接收方** 信息。

 **MAERSK** Prices Book ▾ Tracking Schedules Logistics solutions Manage ▾ EN ▾ 🔍 🔔 👤 ☰

Shipment details ⓘ 123456789 [View details](#)

B/L number: 23 ⓘ [Duplicate](#) [Amend](#) [Cancel](#) **Yantian, CN** **Birganj, NP** **1 x 40 Dry High Handtools**
Departs 03 Nov 2023 Arrives 05 Dec 2023

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

Parties added to this shipment

Booked By LOGISTIC CO.,LTD *****213 312 REN MIN ROAD, NINGBO, 315020, China References: None	Price Owner LOGISTIC CO.,LTD *****213 312 REN MIN ROAD, NINGBO, 315020, China References: None	Shipper LOGISTIC CO.,LTD *****213 312 REN MIN ROAD, NINGBO, 315020, China References: None
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Transport Document Receiver
LOGISTICS
CO.,LTD
*****345
21 JIHUA ROAD,
ROOM 1703,JINHAI PLAZA,
FOSHAN,