



Customer Advisory

New Interface How to Submit Shipping Instruction

www.sealandmaersk.com

Easily & seamlessly

Dear Valued Customer,

We at Sealand Maersk constantly strive to improve our service to our customers. Submit your Shipping Instruction online – easily and seamlessly before the Submission Deadline. Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued. You can print these online or download them on www.sealandmaersk.com, and you may forward to relevant parties.

In order to load your container(s), we need information about the shipper/consignee and the cargo. All this should be provided in the Shipping Instruction (Container stuffing details can be uploaded via an Excel file.)

Note:

- For now, system update is valid just for SI submission, the amendment still use old interface.
- For now, system update is valid just for single/multi (up to 10) containers and single cargo-line.

What is the new shipping instruction?

- | | |
|---|--|
| <input checked="" type="checkbox"/> New user interface | <input checked="" type="checkbox"/> Party cards |
| <input checked="" type="checkbox"/> Clickable steps | <input checked="" type="checkbox"/> Consignee as "to order" |
| <input checked="" type="checkbox"/> Country specific data | <input checked="" type="checkbox"/> Overhauled payer screen |
| <input checked="" type="checkbox"/> VGM | <input checked="" type="checkbox"/> Favourites for cargo description |

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com

Access shipping instructions

Only a limited number of shipment parties have the ability to submit a shipping instruction.

Submit shipping instruction	Amend verify copy	Amend bill of lading
<p><i>The following shipment parties can submit shipping instructions:</i></p>	<p><i>Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.</i></p>	<p><i>It allows user to amend shipping instruction once the original bill of lading is ready. This action will result in a new version of the bill of lading.</i></p>
<p>1. Booked by party 2. Price owner 3. Switched shipper / Doc shipper / Shipper <i>Based on priority. Example: If a Doc shipper & Shipper is present then only Doc shipper can submit shipping instruction.</i> 4. Transport document receiver 5. Outward Forwarder</p>	<p><i>The following shipment parties can perform this action.</i></p> <p>1. Price owner 2. Transport document receiver 3. Outward Forwarder</p>	<p><i>The following shipment parties can perform this action.</i></p> <p>1. Transport document receiver</p>

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
 Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
 +62 21 5093 9471

www.sealandmaersk.com

Step-by-step guide

To submit shipping instructions via Website (*New Interface*)

Step 1

Please choose Yes or No if you want /or not to split, combine or require multiple B/Ls

Submit shipping instructions

Welcome to our new shipping instructions experience.

Some features are still in development so you may need to use our old pages for now, depending on your requirements.

Do you want to **split, combine** or require **multiple B/Ls** for this shipment?

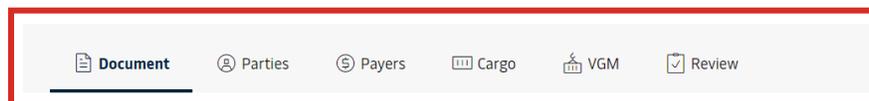
Yes No

START

If you want to split/combine or multiple B/Ls and click Yes, it will be redirected to SSP portal

Step 2

Document page: select document type, shipment reference, vessel and location aliases on B/L and request certificates



Page/steps name change and it can be clickable instead of stepping back

Document Type

Waybill

Bill of Lading

Shipped on Board

Received for Shipment

Shipment References

Select reference

+ Add Another Reference

Select if document Type is waybill or OB/L

MRN/PRN/PEF can be selected under shipment reference by drop down

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com

^ Vessel and Location Aliases on B/L

Vessel

MUMBAI MAERSK(DK) / 104E (First Load Port)

Location Aliases

<p>Load Port</p> <p>Please select an alias <input type="text"/></p>	<p>Port of Discharge</p> <p>Please select an alias <input type="text"/></p>
<p>Departing 31 Jan 2021 06:00</p>	<p>Arriving 03 Mar 2021 00:01</p>

Select Load/discharge port and vessel name if

^ Request Certificates

To cover the requirement of the Letter of Credit, you can select one or more of the following standard certificates. Full details of each certificate can be found in the PDF sample.

Vessel	Download Sample PDF
<input type="checkbox"/> Correct vessel name	
<input type="checkbox"/> Maersk operated vessel	
<input type="checkbox"/> Seaworthiness	

Can find related certificates per category (Vessel, Schedule, Miscellaneous)

SAVE DRAFT

SAVE & CONTINUE →

Once all done, click SAVE & CONTINUE

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com

Step 3 Parties page: update mandatory information of Shipper, Consignee and First Notify Party by customer name or code. Party cards and Consignee as "To Order" function newly added

Document **Parties** Payers Cargo VGM Review

Parties

<p>Transport Document Receiver</p> <p>GCSS BOOKED BY 10000007951 Change</p> <p>Address 21, DAMPFÆRGEVEJ PAKHUS D, 2ND FLOOR COPENHAGEN 2100 Denmark</p> <p>References Edit</p>	<p>Shipper ADD</p> <p>You must specify a Shipper for this shipment.</p>	<p>Consignee ADD</p> <p>TO ORDER <input checked="" type="checkbox"/></p> <p>You must add a Consignee to this shipment or set as "To Order"</p>	<p>First Notify Party ADD</p> <p>SAME AS CONSIGNEE <input type="checkbox"/></p>
---	---	---	---

If you select "To order" as Consignee, input first notify party message pops up

Additional Parties (optional)

[ADDITIONAL NOTIFY PARTY](#) [OUTWARD FORWARDER](#) [INWARD FORWARDER](#)

[SAVE DRAFT](#) [SAVE & CONTINUE →](#)

Once all done, click **SAVE & CONTINUE**

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com

Step 3

Payers page: update payer information/pay term per charge, also assign a payer

Document Parties **Payers** Cargo VGM Review

0 Charges Selected: Assign Payment Term to Selected Assign a Payer to Selected

Charge Types	Payment Terms	Payer details and Invoice Reference
ORIGIN		
<input type="checkbox"/> Documentation Fee - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ Assign a Payer
FREIGHT		
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ Assign a Payer
<input type="checkbox"/> Low Sulphur Surcharge	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ Assign a Payer
DESTINATION		
<input type="checkbox"/> Documentation fee - Destination	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ Assign a Payer
<input type="checkbox"/> Terminal Handling Service - Destination	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ Assign a Payer

You either can set pay term or payer in each or also eligible to click left tick box if any charge is in same term/payer together and then select term/payer by drop down box on the top

Dear customer, please note that a change of payer, or payment terms, could lead to an administrative charge if you haven't provided the right information while submitting the shipping instruction.

Submit [Payer Standing Instruction](#) to facilitate application of payer for future shipment.

SAVE DRAFT **SAVE & CONTINUE →**

Once all done, click **SAVE & CONTINUE**

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com

Step 5

Cargo page: update cargo detail/description

Document Parties Payers **Cargo** VGM Review

ADD CONTAINER NUMBER **20FT Dry Standard**
Garments, apparel, new (max weight 29178kg)

Cargo details

Kind of packages: pkgs HS Code:

Cargo description: jhh

Enter a name for your template **CREATE TEMPLATE** **OPEN TEMPLATES**

Add Marks and Numbers

Piece count

No. of packages	Cargo weight	Volume
<input type="text" value="7"/>	<input type="text" value="22338.000"/> kg <small>(max 29178kg)</small>	<input type="text" value="20.0000"/> m ³

Seals

Shipper seal	Carrier seal	Customs seal	Veterinarian seal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By clicking pencil image, please add container number.

Can use favorites cargo description or use your template

Once all done, click SAVE & CONTINUE

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com

Step 6 VGM page: update VGM/VGM method

Document Parties Payers Cargo **VGM** Review

VGM - Optional

You can always add the VGM at a later time by going to the [Shipment Management](#) page.

Container number	Type	Cargo weight	Tare weight	VGM	VGM method
mrku996044	20 Dry Standard	22,338kg	2,269kg	d lbs <small>Value must be a number greater than zero</small>	Weighed after packing

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

SAVE DRAFT **SAVE & CONTINUE →** Skip this Step

← Previous

Once all done, click SAVE & CONTINUE

Step 7 REVIEW page: check all input before submit SI and missing details

Document Parties Payers Cargo **VGM** **Review**

- Document
- Parties
- Payers
- Cargo

Please check the cargo step to provide missing information.

Additional Requests & Comments

Your comments go here ...

0/2000

Some required information is missing. Please check and fill in the details in order to be able to send the shipping instructions.

SAVE DRAFT **SEND SHIPPING INSTRUCTIONS**

Once all done, click send shipping instructions for submission

Any missing information, warning message with yellow highlight generated and can not proceed to submit until all cleared

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com



Should you have any concerns or questions, please do not hesitate to reach us:

E-MAIL ✉

[id.export@sealandmaersk.com](mailto:sealandmaersk.com) for export enquiries,
[id.import@sealandmaersk.com](mailto:sealandmaersk.com) for import enquiries

PHONE ☎ +62 21 5093 9471

CHAT 💬 click [here](#) for guideline

WEB PAGE 🌐 [Indonesia Local Information Page:](#)

We want to thank you for your business and look forward to continuously serving your global transportation needs.

Best Regards,

Sealand A Maersk Company - Indonesia

PT. Pelayaran Bintang Putih as agent for Sealand – A Maersk Company
Menara Batavia, 15th floor, Jl.K.H. Mas Mansyur kav. 126

Jakarta 10220, Indonesia
+62 21 5093 9471

www.sealandmaersk.com