

# maersk.com – Shipping Instruction Attachment Sheet の入力方法 (as of Aug 2023)

## 【はじめに】

本サービスをご利用の際は、User IDとパスワードでログインが必要です。

ユーザー登録がまだの方は、別途登録ガイドをご参照の上、ユーザー登録を完了させてください。

対象ブラウザは、Google Chrome, Microsoft Edge, Firefoxの最新版です。

## 【本書の内容】

1. Shipping Instructionをまだ提出していない場合 – S/I 提出方法
2. Shipping Instructionをすでに提出している場合 – B/L訂正方法 (Cargo Details 限定)



# 1. Shipping Instructionをまだ提出していない場合 – S/I 提出方法

maersk.com から S/I を作成いただける方

ブッキング時に、以下いずれかの Party に指定されている会社が S/I を作成できます

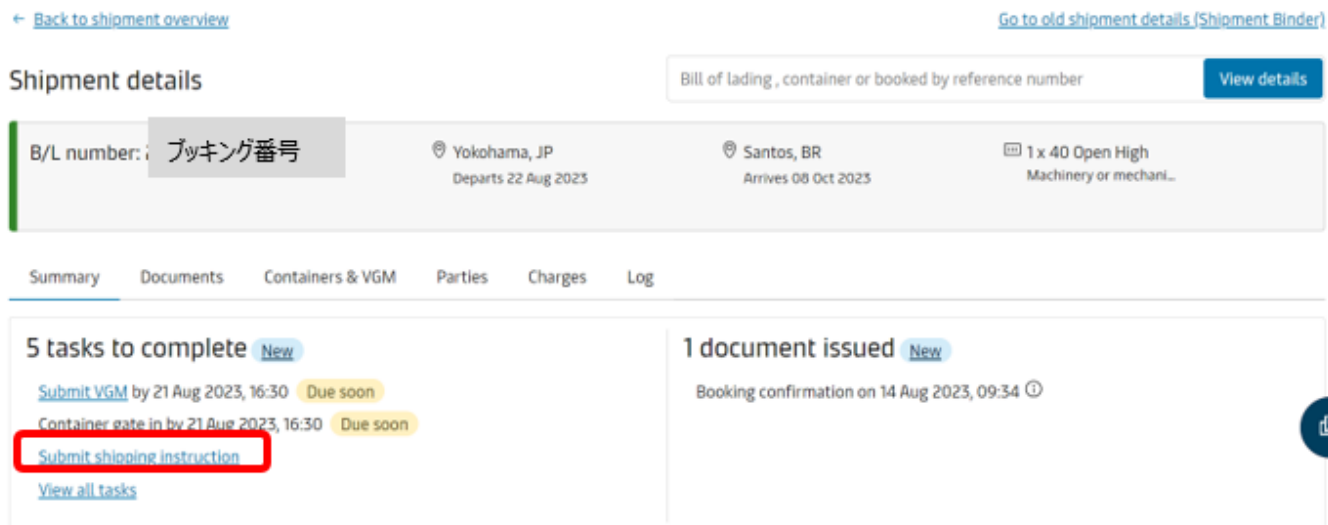
- Booked By (ブッキング入力者)
- Shipper
- Transport Document Receiver (B/L または SeaWaybill の受取人)
- Price Owner (運賃ご契約者)

## Step1.

Maersk.comにログイン後、「追跡」(TRACK)をクリック、B/L No.(ブッキング番号)を入力し「検索」をクリック



Step2. S/I作成が可能な状態であれば、表示された画面の下方にあるSUBMIT SHIPPING INSTRUCTIONがクリックできます。



## 1. Shipping Instructionをまだ提出していない場合 – S/I 提出方法

### Step3.

以外のSI提出のための詳細は下記PDFファイルをご覧ください。



(JP) Revise 230816

DOCUMENT - SI Instr

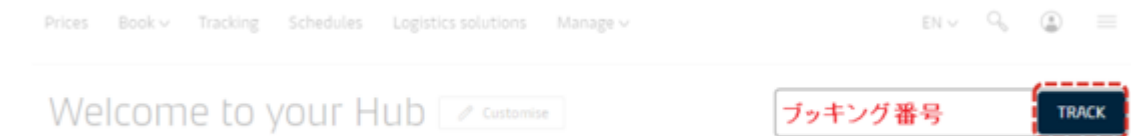
Shipping Instructionを提出するときに記入する必要がある情報は次のとおりです。

- Document画面 (地名表記の選択, 書類の各種設定など)
- Parties画面 (Shipper, Consigneeの設定など)
- Payers画面 (支払人の設定など)
- Cargo Details 画面 (品名, HS コードなど)
- Review画面 (SI提出前の最終レビュー段階)

## 2. Shipping Instructionをすでに提出している場合 - B/L訂正方法

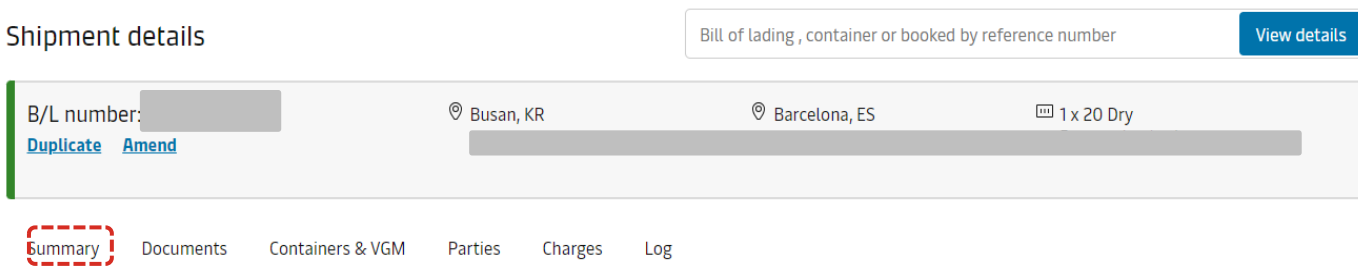
### Step 1.

Maersk.comにログイン後、「追跡」(TRACK)をクリック、B/L No. (ブッキング番号) を入力し「検索」をクリック



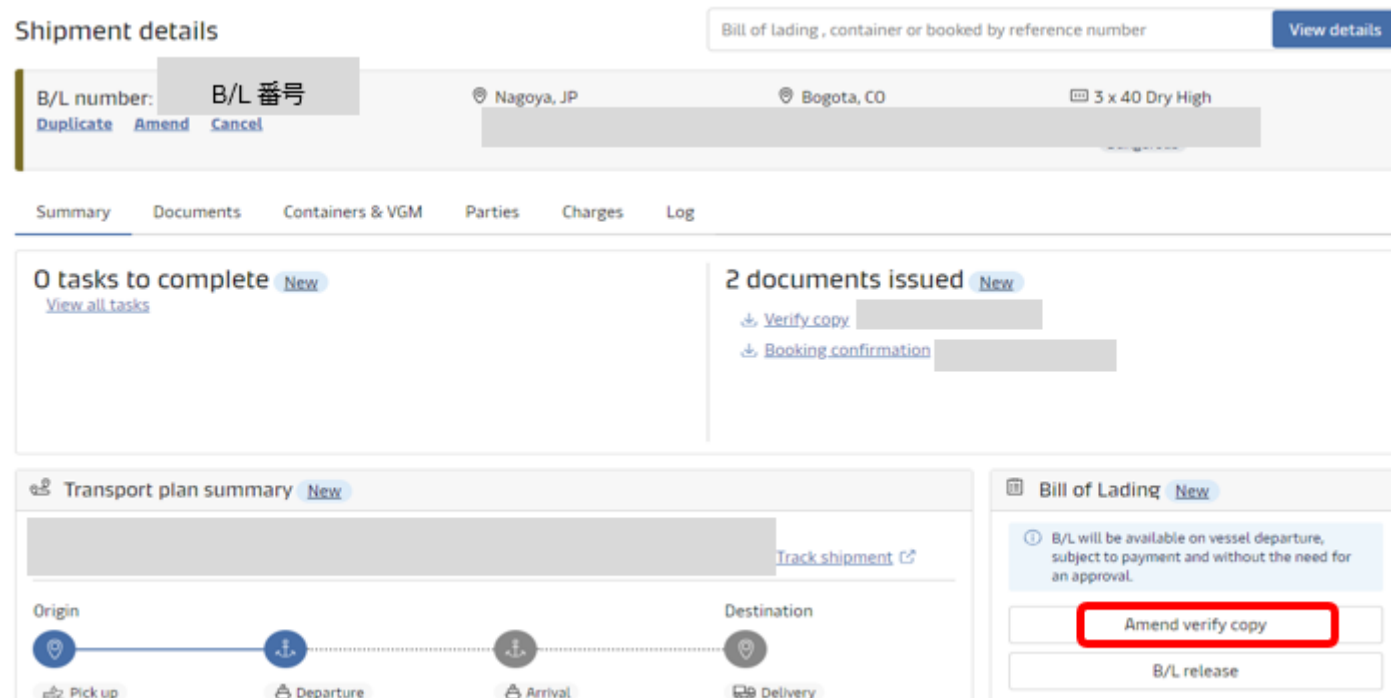
### Step 2.

Shipment Detailsに該当のB/L No.が表示される。Summary(概要)タブをクリックしてください



### Step 3.

[B/L発行以前の場合] 下部右 Bill of Lading (船荷証券のステータス & アクシヨ)欄でAmend Verify Copy (B/Lコピーの修正)をクリックしてください。



## 2. Shipping Instructionをすでに提出している場合 - B/L訂正方法

### Step 4.

順番に出てくる, Parties, Payers 画面をスキップしてください。(下記ファイルのP.6-9をご参照ください。)



(JP) Revise 230816  
DOCUMENT - SI instr

### Step 5. <Cargo Detailsの修正方法>

Cargo Details画面では荷姿名、HSコード、品名、荷印、VGM、シールなどを入力できます。Attachment の場合は品名欄に記載する必要があります。Attachment の内容をコピーして品名欄に貼り付けてください。

Cargo details

品目の数に応じて番号アイコンが増えます

Provide descriptions for each type of goods in the shipment

Booked commodity: Machinery or mechanical appliances, new

Number of packages      HS code

1      荷姿名      HSコード欄 (入力必須)

Describe your cargo:

Please do not enter agent address, free time, in-transit or transshipment clauses here - use the Bill of Lading to do so. To enable your instant draft bill, we will not be validating these clauses entered here.

Your description goes here...

品名

代理店住所、フリータイム、輸送及び In-transit の文言をここに入力しないでください。素早く B/L を発行する為に、こちらに入力された内容の弊社によるチェックは行いません。

Enter a name for your template      CREATE TEMPLATE      OPEN TEMPLATES

品名欄に入力した内容をテンプレートとして保存する場合、ここ空欄にタイトルを入力後

保存したテンプレートを開く

Create Template をクリック(テンプレートとして保存した内容は次回 SI 作成時に使用できます。)

## 2. Shipping Instructionをすでに提出している場合 - B/L訂正方法

### Step 6.

内容をご確認のうえ、Send Amend Instructionをクリックして送信してください。

修正する場合は、Editをクリックして修正してください。

**プレビューの印刷**  
Print Preview

## Review

Document details

B/L No.		Booking No.		Document Type	
Vessel Name		Voyage No.		SCAC	
Export References		Place of Receipt		Port of Loading	
Port of Discharge		Place of Delivery		Maersk agent details	
Free detention and demurrage time		Transshipment		In-transit	
Customs Mandatory Requirement		Certificates		Are the shipper and/or consignee on the bill a freight forwarder?	

**Documentの修正**  
Edit Document Details

Cargo details

(1) cargo description

		Total Package(s)	Total Weight	Total Volume		
CONTAINER NO.	CONTAINER TYPE	NO. PACKAGE(S)	CARGO WEIGHT	VOLUME	VGM	VGM METHOD
CONTAINER NO.	SHIPPER SEAL	CARRIER SEAL	CUSTOM SEAL	VET SEAL		

**B/L 及び VERIFY COPY (BLドラフト) が送付されるメールアドレスを追加されたい場合、Add をクリック後、アドレスをご入力ください**

**Cargoの修正**  
Edit cargo details

	Edit	Delete
	+ Add	

**プレビューの印刷 Amend 内容の送信**

← Previous

Print Preview

Send Amend Instructions

## 2. Shipping Instructionをすでに提出している場合 - B/L訂正方法

- ※ 現在、ドラフトB/Lが既に作成されている場合は、オンラインでの Split BL、Multiple BL、または Combine BLのリクエストに対応しておりません。  
B/L作成後に上記訂正が必要な場合は、電子メールにてカスタマーエクスペリエンスへご連絡ください。

# maersk.com – How to Submit Shipping Instruction Attachment Sheet via Web? (as of Aug 2023)

## 【Important Reminder】

When you need to use Maersk.com, you need to log-in with an user ID as well as a password. If you do not have an user ID , please refer to the user registration guide on Maersk.com and finish the registration. You can register via the new version of Google Chrome, Microsoft Edge and Firefox.

## 【Chapters】

1. In case you have not submitted Shipping instruction yet
2. In case you have submitted Shipping instruction already





# 1. In case you have not submitted Shipping instruction yet

## To those who are submitting S/I (Shipping Instruction) via Maersk.com

Any company/organization which belongs to below category of the booking can submit the S/I to the corresponding booking.

- Booked By
- Shipper
- Transport Document Receiver
- Price Owner

### Step1.

After logging-in via Maersk.com, click on 'Track' and type the booking number or container number

MAERSK Prices **Book** Tracking Schedules Logistics solutions Manage

EN Search User Profile

Hub dashboard Welcome to your Hub Customise

B/L or container no. **View details**

Export overview

Import overview

Tasks

Warehousing & Distribution

Whatever your warehousing needs are, we have a solution to fit, no matter what corner of the globe.

Outstanding tasks For vessel departing in next 7 days

66 121

Shipment Overview Shipments in 7 days

689 763

**Step2.** If the Submit shipping instruction button is activated (thus available for submission), please click on the Submit shipping Instruction button as below.

← [Back to shipment overview](#) [Go to old shipment details \(Shipment Binder\)](#)

Shipment details  **View details**

B/L number: **BL Number** Yokohama, JP Departs 22 Aug 2023 Santos, BR Arrives 08 Oct 2023 1 x 40 Open High Machinery or mechani...

Summary Documents Containers & VGM Parties Charges Log

5 tasks to complete **New**

[Submit VGM](#) by 21 Aug 2023, 16:30 **Due soon**

Container gate in by 21 Aug 2023, 16:30 **Due soon**

**Submit shipping instruction**

[View all tasks](#)

1 document issued **New**

Booking confirmation on 14 Aug 2023, 09:34 ⓘ

# 1. In case you have not submitted Shipping Instruction yet

## Step3.

For the additional steps of S/I submission, please refer to below link.



(JP) Revise 230816  
DOCUMENT - SI Instr

When submitting Shipping Instruction, below steps need to be taken:

- **Document (Type of B/L etc.)**
- **Parties (Shipper, Consignee etc.)**
- **Payers**
- **Cargo Details**
- **Review (Final step prior to S/I final submission)**

## 2. In case you have submitted Shipping instruction already

### Step 1.

Log in to Maersk.com, Click on 'Track and input your B/L number as below.

Welcome to your Hub ✎ Customise

View details

### Step 2.

Shipment details of the corresponding B/L will pop up. Please press on the 'Summary' tab below.

Shipment details

View details

B/L number:  📍 Busan, KR 📍 Barcelona, ES 📦 1 x 20 Dry

[Duplicate](#) [Amend](#)

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

### Step 3.

(If B/L is not created yet) You will see the 'Amend Verify Copy' button in the Bill of Lading box. Please proceed to click on it.

Shipment details

View details

B/L number:  📍 Nagoya, JP 📍 Bogota, CO 📦 3 x 40 Dry High

[Duplicate](#) [Amend](#) [Cancel](#)

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

0 tasks to complete New

[View all tasks](#)

2 documents issued New

- [Verify copy](#)
- [Booking confirmation](#)

Transport plan summary New



Bill of Lading New

ⓘ B/L will be available on vessel departure, subject to payment and without the need for an approval.

- Amend verify copy
- B/L release



## 2. In case you have submitted Shipping instruction already

### Step 4.

Please skip the subsequent steps (Parties, Payers etc.) For the how-to, you can refer to below file from page 2 to 5.



(JP) Revise 230816  
DOCUMENT - SI instr

### Step 5.

How to amend cargo details: On the cargo details page, you can input the kind of packages, HS code, cargo description, marks and numbers, VGM and seal number. What is on your attachment sheet should go on the 'Cargo Description' field. Copy and paste the contents of the attachment sheet and paste it on the Cargo description field.

## Cargo details

The numbering depends on the # of cargo lines

We recommend using upload functionality to quickly add details for multiple containers

Download Excel template

Upload Excel

### Provide descriptions for each type of goods in the shipment

Booked commodity: Chemical products, nos

Kind of packages

6 digit HS Code

HS code  
(Mandatory)

Please make sure to write only 1 HS code of your cargo which is the most representative. The HS code written here will be used for manifest declaration, thus it will not be uploaded on your B/L

Cargo description

Do not enter Agent address, Free time, in-transit or transshipment clauses here - use the [Document page](#). Local customs regulations need the actual cargo description within the first 2 lines. Cargo description should be in English language only.  
To enable your instant draft bill, we will not be validating these clauses entered here.

Agent address, free-time, transport, transit related sentences cannot be added on Cargo description. For faster B/L release, we will not be double-checking what has been written on this field.

Enter a name for your template

CREATE TEMPLATE

OPEN TEMPLATES

If you want to save what you wrote on cargo description as template (for future usage), please write the title/name of it on the vacant field. After that, press on 'Create Template' (The saved cargo description will be available for future usage as a template)

Open formerly created templates here

## 2. In case you have submitted Shipping instruction already

### Step 6.

After checking and reviewing the details, please click on 'Send Amend Instruction'. If you need to edit something, please press on 'Edit Document Details' button.

## Review

Print Preview

Document details			
B/L No.	Booking No.	Document Type	
Vessel Name	Voyage No.	SCAC	Export References
Place of Receipt	Port of Loading	Port of Discharge	Place of Delivery
Maersk agent details		Free detention and demurrage time	
Transshipment		In-transit	
Customs Mandatory Requirement Are the shipper and/or consignee on the bill a freight forwarder?		Certificates	

[Edit Document Details](#)

Cargo details						
<b>(1) cargo description</b>						
		Total Package(s)	Total Weight	Total Volume		
CONTAINER NO.	CONTAINER TYPE	NO. PACKAGE(S)	CARGO WEIGHT	VOLUME	VGM	VGM METHOD
CONTAINER NO.	SHIPPER SEAL	CARRIER SEAL	CUSTOM SEAL	VET SEAL		

If you want to set any contact who has to receive B/L or Verify Copy, please press on add button and input the e-mail address of the contact.

[Edit cargo details](#)

[← Previous](#) [Print Preview](#)

## 2. In case you have submitted Shipping instruction already

※ Please note we are currently not able to accept online split, part load or combine BL request after draft B/L is already created. In case you require additional split, part load or combine BL after B/L has been created, please contact customer service team via email.