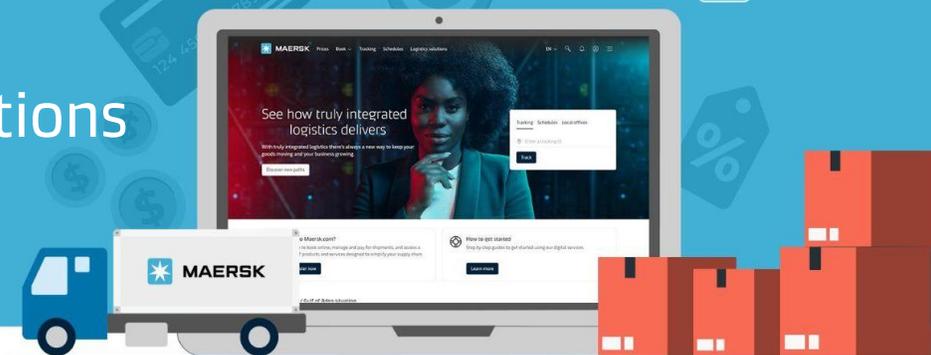


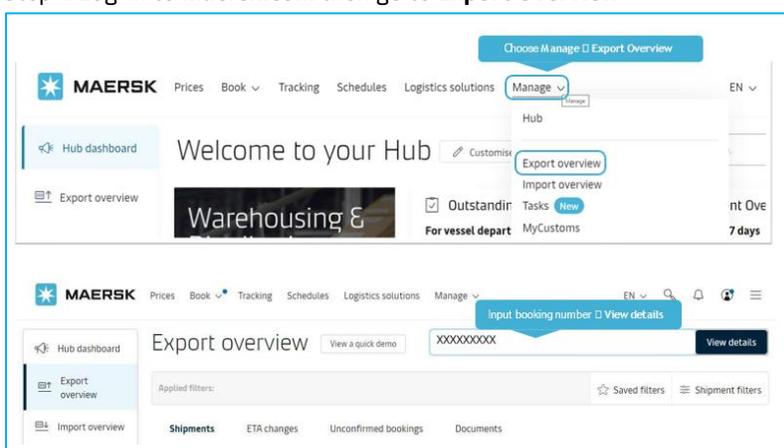
# Shipping Instructions & Verify Copies



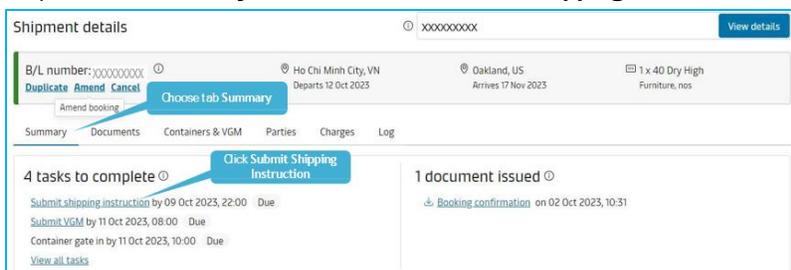
## Shipping Instruction Submission

Enjoy a simplified SI submission journey which ensures all necessary prerequisites are indicated to reduce any missed country or customs requirements, and receive instant verify copy.

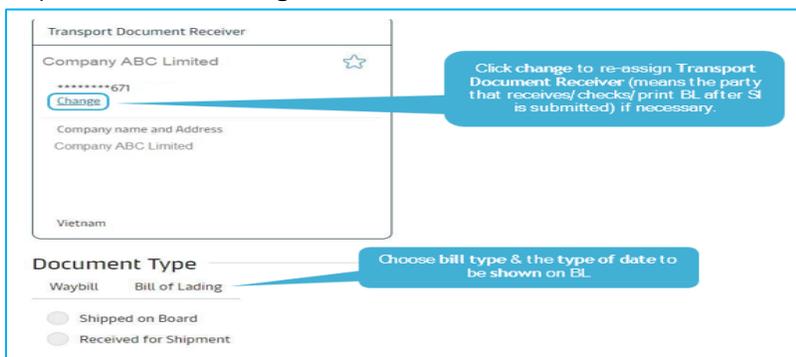
Step 1: Log-in to **Maersk.com** then go to **Export Overview**



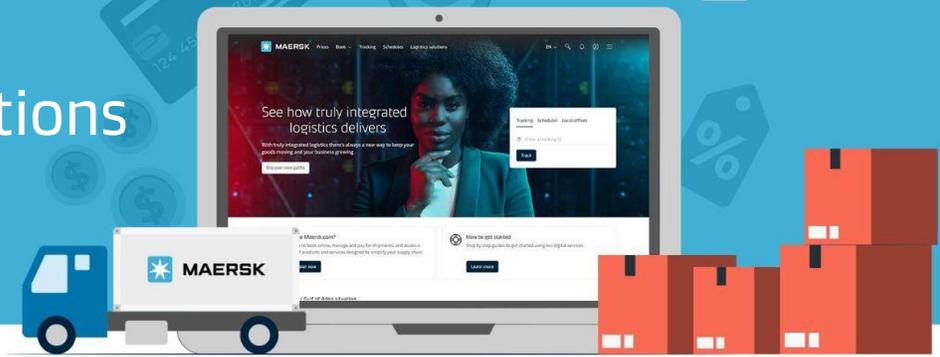
Step 2: Go to **Summary tab** then look for **Submit Shipping Instruction**



Step 3: Fill in the following for **documentation**



# Shipping Instructions & Verify Copies



### Shipment References

Does this shipment have a House Bill of Lading (Is this Master bill of Lading)?

Yes **House BL declaration: "Yes" means shipment has House BL. "No" means shipment has no House BL (direct Master BL).**

No

In case of House BL involved:  
 "Yes" means Maersk creates and transmits House BL on behalf of customer (\$100 per House BL).  
 "No" means customer creates and transmits House BL by himself.

Is the House Bill of Lading (HBL) to be created by Maersk?

Yes **Please see House Bill of Lading Management**

No

House BL by Maersk:  
 Input the information of parties (ultimate shipper/consignee/notify)

^ Vessel and Location Aliases on B/L

Vessel

MAERSK HAI PHONG(LR) / 340N (First Load Port)

GERNER MAERSK(HK) / 342N (Second Load Port)

Location Aliases

Load Port

Ho Chi Minh City

CAT LAI PORT, HO CHI MINH, VIETNAM

HO CHI MINH

HO CHI MINH CITY

HO CHI MINH CITY (SAIGON, VIETNAM)

HO CHI MINH CITY, VIETNAM

Port of Discharge

Oakland

OAKLAND, CY

OAKLAND, U.S.A.

OAKLAND, UNITED STATES

OAKLAND, AMERICA

Click to change the format of showing port names in the way you want

### Documentation Requests

Free detention and demurrage time

The number of free days of detention/demurrage applicable to your shipment before charges are applicable.

No  Yes **Click "Yes" if you want to show additional clause on BL by template**

Number of free days:

Applicable free time: 0 days Combined (detention and demurrage) at (port of discharge / place of delivery)

Applicable free time: 15 days detention / 5 days demurrage at (port of discharge / place of delivery)

Applicable free time: 15 days detention at (port of discharge / place of delivery)

Applicable free time: 5 days demurrage at (port of discharge / place of delivery)

Agent details on BL

Do you want Maersk agent details at destination to be printed on BL.

No  Yes

In-transit

The in-transit clause below will be included on the BL.

No  Yes **Please enter the ultimate destination below, and this clause will then be added**

In transit to:  (0 / 200)

Onwards carriage from  to is arranged by Merchant for account and risk of Merchant.

Transshipment

Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.

No  Yes

### Request Certificates

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

Download Sample PDF

Correct vessel name

Maersk operated vessel

Seaworthiness

Vessel owner

Vessel flag nationality

Built date and year

Schedule

No Scheduled Calls

No Call Countries

Planned route

Regular line vessel

Vessel not prohibited from entry into particular port

Permitted Port/Territory

Click to download a sample Certificate. Certificate fee+ VAT will be applied. Maersk does not verify other types or formats of Certificates written by customer.

Miscellaneous

Class and classification

Vessels P&I club

SMC and DOC

Ship Security Certificate (SPS)

Institute Classification Clause (ICC)

Israel declarations

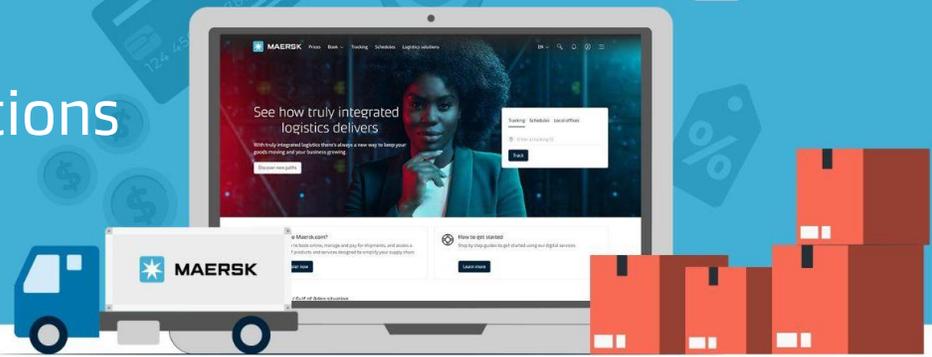
Letter of Credit Number

Your reference goes here...

Click save & Continue

Save Draft

# Shipping Instructions & Verify Copies



## Step 4: Fill the **Parties'** details

**Parties**

Click Add to assign parties in this shipment

Shopper

Company ABC Limited

Change

Company name and Address Printed on B/L

References

Consignee **ADD**

TO ORDER

You must add a Consignee to this shipment or set as "To Order"

SEARCH / ADD PARTY

By trading name By customer code

Trading name

Country

City (Optional)

SEARCH

SEARCH RESULTS

Company ABC Limited

SELECT

First Notify Party **ADD**

SAME AS CONSIGNEE

Search by company name or customer code. Please contact CSagent for help.

**Adding a new party**

To add a new party, enter their details here and perform search to check if they exist already. If no results are found you would ask to complete additional details in order to create a new party.

You will see the search result. Click Select & then, Click Confirm

Classification: Internal

## Step5: Fill in the **Payers'** details

**Payers**

Do you want to display these charges and amounts on the bill of lading?  No  Yes

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional)
Company ABC Limited		Invoice reference
Company EDF Limited		Invoice reference

Add payer

Add more payer besides the current ones

"No" means to hide charges from BL. "Yes" means to show charges on BL.

Sometimes, it is destination country's rule to hide/show charges on BL. Please kindly contact CS agent for checking in advance.

Step 2) Assign Payers to charges:

Choose pay term either "Prepaid" or "Collect" for all charges

Tick box to choose charge group(s)

Click to choose a payer from the dropdown list

Charge Types	Payment Terms	Payer	Payer Code	Invoice Reference
<input type="checkbox"/> All				
<input type="checkbox"/> ORIGIN				
<input type="checkbox"/> Terminal Handling Service - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Documentation Fee - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> FREIGHT				
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect	Company ABC Limited		
<input type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid <input type="radio"/> Collect	Company EDF Limited		
		+ Add payer		

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.

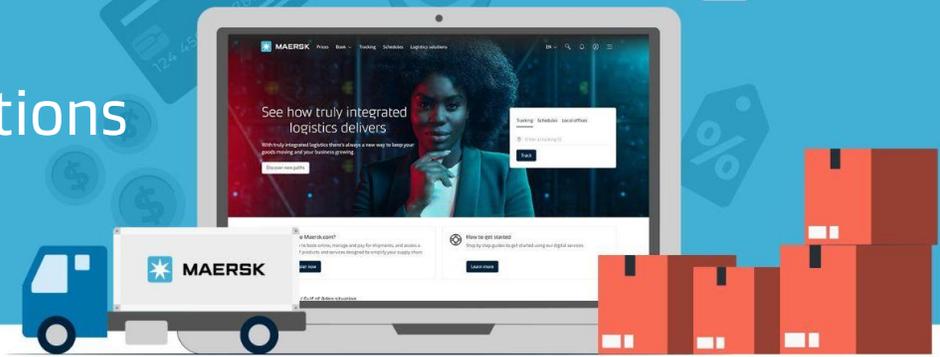
Please read the notes of Payer Amendment Fee + VAT applicable

Save Draft **Save & Continue** →

Click Save & Continue

**MAERSK**

# Shipping Instructions & Verify Copies



## Step 6: Fill in **cargo** details

Provide descriptions for each type of goods in the shipment

Booked commodity: Furniture, nos

Kind of packages  6 digit HS Code  **Input 6-digit HS code (compulsory)**

**1** **Choose Kind of packages**

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.**

Your description goes here:  **Free text to describe your cargo**

**You can create the Template here**

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

Add Marks and Numbers **Add Marks & Numbers (optional)** **Click to add another cargo description (optional)**

**Add another description for this shipment** **Copy these details to another description**

Give container details, VGM and seals

Container Details **Seals and Additional Details** **Choose tab and input each field (compulsory)**

40 Dry High

Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	Tare wt. (kg)	VGM (kg)	VGM method
1/1 XXXXXXXXX	1	15000.000	50.0000	3880	20000	Weight of cargo added to cont.

Give container details, VGM and seals

Container Details **Seals and Additional Details** **Choose tab and input Carrier seal (compulsory) VN1234567 and other seals if any.**

40 Dry High

Container number	Shippers seal	Carrier seal	Customs seal	Vet seal
1/1 XXXXXXXXX		VN1234567		

**Click Save & Continue**

**Save Draft** **Save & Continue →** By submitting the VGM you agree to the **Terms & Conditions** for supplying the gross weight

## Step 7: Review & Submit Shipping Instructions

Review **Preview & Send SI** **Print Preview**

Document details

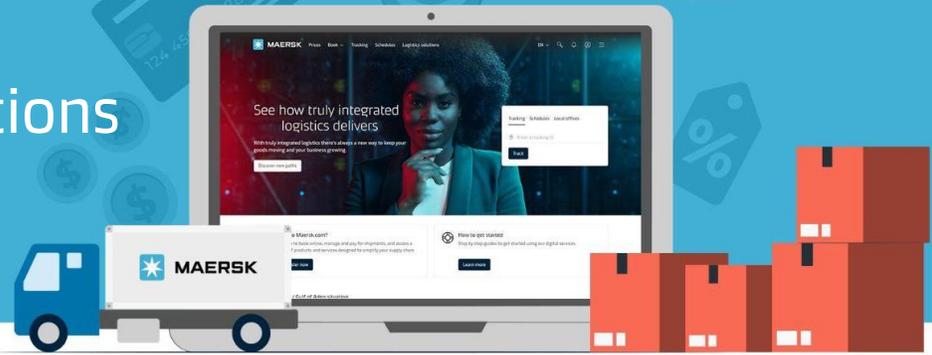
B/L No XXXXXXXXXX	Booking No XXXXXXXXXX	Document Type Waybill (Shipped on Board)	
Vessel Name MAERSK HAI PHONG(LR)	Voyage No. 340N	SCAC MAEU	Export References -
Place of Receipt +	Port of Loading Ho Chi Minh City	Port of Discharge Oakland	Place of Delivery -
Maersk agent details	Free detention and demurrage time -		
Transshipment +	In-transit -		
Shipment References Does this shipment have a House Bill of Lading (Is this Master bill of lading)? <b>Yes</b> Is the House Bill of Lading (HBL) to be created by Maersk? <b>No</b>	Certificates		

**Click Edit to change where necessary**

**Edit Document Details** **Click Send shipping instructions**

**Previous** **Print Preview** **Save Draft** **Send shipping instructions**

# Shipping Instructions & Verify Copies



## Step 8: View Verify Copy

Back to the Export Overview window & choose tab Documents

B/L number:XXXXXXXXX  
 Duplicate Amend Cancel

Da Nang, VN  
 Departs 04 Oct 2023

Savannah, US  
 Arrives 20 Nov 2023

2 x 40 Dry High  
 Garments, apparel, new

Summary Documents Containers & VGM Parties Charges Log

Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found [here](#).

Document	Date (in UTC)	Status/Action
<a href="#">Booking confirmation</a>	28 Sep 2023, 13:37	Issued
<a href="#">Verify copy</a>	29 Sep 2023, 02:45	Issued

All times are shown in local time, unless otherwise stated.

When the Verify Copy is in blue, click on it to download

## Step 8.1: Revise Verify Copy

B/L number:XXXXXXXXX  
 Duplicate Amend Cancel

Click Tab Summary

Ho Chi Minh City, VN  
 Departs 12 Oct 2023

Oakland, US  
 Arrives 17 Nov 2023

1 x 40 Dry High  
 Furniture, nos

Summary Documents Containers & VGM Parties Charges Log

2 tasks to complete

- Container gate in by 11 Oct 2023, 10:00 Due
- Pick empty container by 11 Oct 2023, 10:00 Due

[View all tasks](#)

1 document issued

[Booking confirmation](#) on 02 Oct 2023, 10:31

Transport plan summary

Status: On time  
 Latest event and location: Journey not started [View full transport plan](#)

Origin: [Dropdown] Destination: [Dropdown]

Click Amend verify copy if you would like to revise bl

Amend verify copy

Bill of Lading

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