

Customer Advisory

New look of Self-service Delivery Order

April 4, 2021

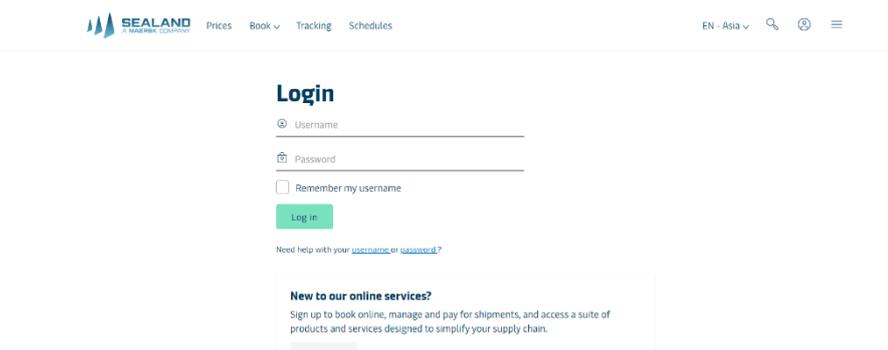
Dear **Valued Clients**,

Good day!

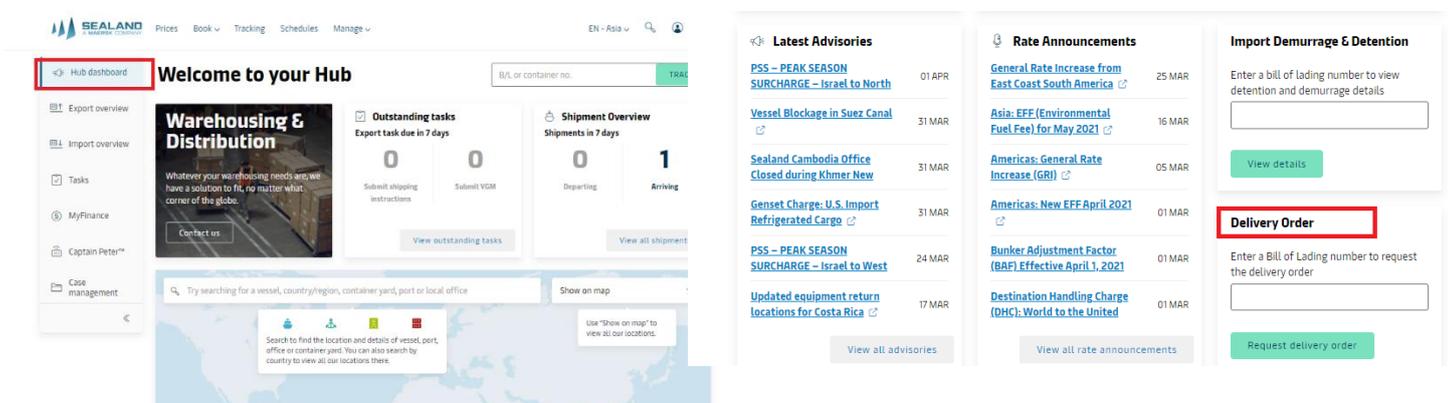
There were some enhancements made in our website especially in **Self-Service delivery order**.

One of these enhancements is the new appearance of our website in Self-Service delivery order and sharing below is the current look of the Self-service delivery order.

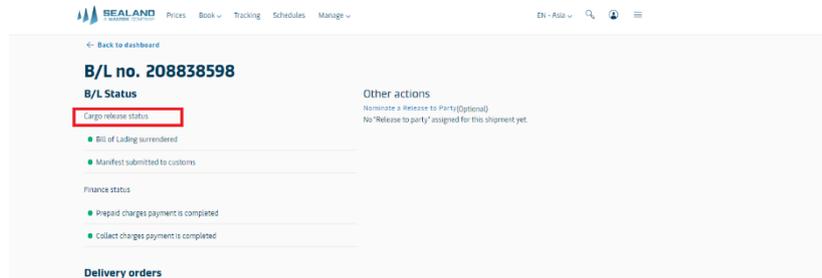
1. Log-in thru www.sealandmaersk.com → If **not yet registered**, please refer in the attached instruction on how to register.



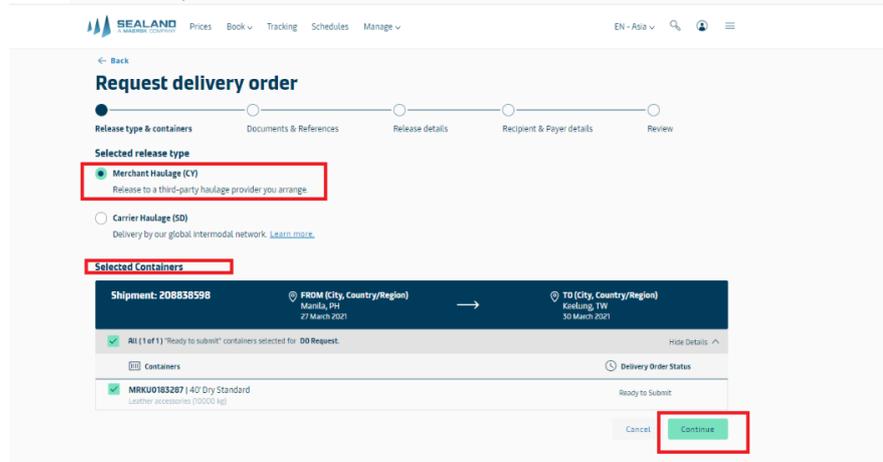
2. In the **Hub dashboard**, drag down the page and indicate BL number in the **Delivery Order dashboard** and click **Request delivery order**.



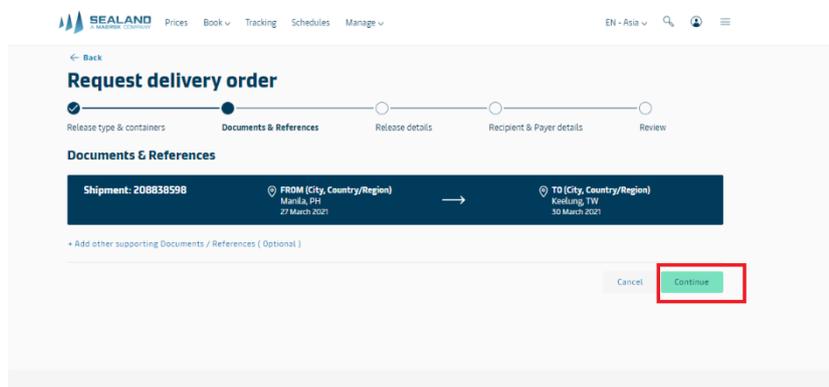
3. Ensure all **Cargo release status** are **complete** prior to proceed clicking the **Request delivery Order**.



4. Choose release type as **Merchant Haulage (CY)** then **select containers** you wish to have delivery order then **Continue**



5. If all Cargo release status are complete, this part is **optional**, and you may proceed to click **Continue**.



6. You may indicate **estimated pick-up date and time** as well as the **return details** but this portion is optional and can click continue without indicating any of the details.

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Request delivery order

Release type & containers Documents & References **Release details** Recipient & Payer details Review

Release details for Merchant Haulage

Port of discharge (City, Country/Region)
Taichung, TW

Place of release
China Container Tml Co, Taichung
30 Mar 2021, 8:00

Release and return details for all containers

Please ensure pickup and return dates are during terminal operating hours.
Demurrage and detention charges will apply if free time is exceeded.

Release container to (Optional)
Select a party

Container return depot
Please input city name for which empty container return d...

Pickup date
01 Apr 2021

Pickup time
00:00
Pick a time within terminal operating hours

Return date (Optional)
01 Apr 2021

Return time (Optional)
--:--
Pick a time within terminal operating hours

Demurrage details Total* Not available

Detention details Total* TWD 0.00

Haulage instructions(Optional)

7. We encourage to indicate **one email address that is active** and possible **not a yahoo mail** to receive the delivery order and proceed to click continue without details in the select payer party.

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Request delivery order

Release type & containers Documents & References Release details **Recipient & Payer details** Review

Delivery order recipient

E-mail address
When confirmed, the delivery order document will be sent to the email address(es) provided here.

+ Add e-mail address

Select payers
Select the parties who should receive invoices for the delivery and import services

Destination charges	No payer selected	Select payer	<input type="checkbox"/> Use for all	Clear
Import demurrage and detention	No payer selected	Select payer		Clear

Cancel Continue

8. This is the last part of the request – **Review**. You may review and edit in the details in the same page then click **Submit** once all are in order.

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Request delivery order

Release type & containers Documents & References Release details Recipient & Payer details **Review**

Review your order details

Shipment: 208838598

FROM (City, Country/Region)
Manila, PH
27 March 2021

TO (City, Country/Region)
Keelung, TW
30 March 2021

1 Container is selected for Delivery Order Request

Documents & References

Release details for Merchant Haulage

Recipient & Payer details

Cancel Submit

9. Once successfully submitted, **case number** will appear for your reference and for follow-up incase no delivery Order received 1-2hrs upon the request.



It's easy as designed for your convenience!

Thank you for your continued patronage.

Best Regards,

Sealand – A Maersk Company
Philippines