

An aerial photograph of a shipping yard. In the upper left, a white truck with a red chassis is parked. To its right, several large shipping containers are stacked. One container prominently displays the 'MAERSK' logo with a blue star. Other containers are in various colors like red, grey, and blue. The ground is paved and marked with yellow lines, white arrows, and green painted text like '2A' and '2B'. A person in an orange safety vest is visible in the lower right. The overall scene is industrial and organized.

Maersk.com SI and Verify Copy (Draft B/L)

Updated
October 2020



MAERSK

Shipping Instructions / Verify Copy

Please click the link to see the instruction;

- [SI Submission](#)
- [View/Amend/Approve Verify Copy \(Draft B/L\)](#)

SI Submission

Click "Tracking"

Logistics made easy

We make it easy to manage your shipments and logistics online.
From finding a price and making bookings to submitting documents
and tracking cargo.

Register and you will soon be able to manage your logistics online.

REGISTER NOW

LOGIN


Track shipments

TRACK

Tracking results

Enter container or transport document number

SEARCH

 Print

Type Your Booking No.
Then Click "SEARCH"

[About us](#)
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[Cookie preferences](#)

[Point to point services](#)
[Supply Chain and Logistics](#)
[Transportation Services](#)
[Vessel schedules](#)
[Container sales](#)

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Departing on

Arriving on

Shipment Binder



- Overview
- Documents
- Containers
- Pricing
- Log
- Additional services

Latest event:

Click "Documents"

Place of

Port of discharge

Place of delivery

Transit time

 [View detailed transport plan](#)

All dates/times are given as reasonable estimates only and subject to change without prior notice.

Shipment no.

Booked by

Contract ID

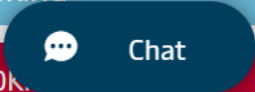
Price Calculation Date

Product Type

Booked By Reference

Actions

- DUPLICATE BOOKING
- AMEND BOOKING
- CANCEL BOOKING





◀ back to overview

Shipment Binder

Overview

Documents

Containers

Pricing

Log

Additional services

Document details

File name

Booking Confirmation

Verify Copy

Click "SUBMIT SHIPPING INSTRUCTIONS"

tion available

You have not yet submitted your shipping instructions.

SUBMIT SHIPPING INSTRUCTIONS

Transport document

-

Your transport document will be available after your verify copy has been approved

Additional References

None

AES Reference

[+ Add new AES Reference](#)

SI Submission Page

There will be 5 steps of submitting SI

1. Document Properties
2. Cargo Details
3. Parties
4. Payment Details
5. Review

1. Document Properties

Schedules Supply chain Manage ▾

EN ▾



Shipping Instructions for Shipment no.

1 Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review

NEXT

Document Properties

Document Type

Waybill - Shipped on Board ▾

Issue Bill of Lading to



↔ CHANGE

CLEAR

Select your Document Type

Advanced options (Optional)

Advanced options (Optional)

Request for Certificate

Request Certificate(s) ▾

Change Port Spelling
on B/L

Request Alternate Spelling of Locations ▾

Add Mandatory Details for the
Shipment (e.g. Company Code)

Additional References ▾

Split B/L*

Request Multiple Bills Of Lading ▾

Combine B/L

Combine multiple shipments into one bill of lading ▾

NEXT

Click "NEXT" to
continue



2. Cargo Details

Schedules Supply chain Manage ▾

EN ▾



Shipping Instructions for Shipment no.

✓ Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review —

NEXT

Cargo Details

Commodity

Specify and apply to all containers

- ☐ All cargo details
- ☐ Piece count only
- ☒ Cargo description only
- ☐ No, I specify all details at container level

Cargo Description

Please click on "Apply Details" after updating description

Enter cargo description name

CREATE TEMPLATE

OPEN TEMPLATE

Marks and Numbers
(optional)

Please click on "Apply Details" after updating description

Select your Cargo Details Format
to be shown on B/L*

*Only for shipment with more than 1 container

Specify and Apply to all Containers

All Cargo Details

1 shipment 1 detail for all containers (Combined Detail)

Piece Count Only

Cargo Description and Marks&Nos. will be separated per containers, but 1 Cargo Detail

Cargo Description Only

Cargo details (#/type of package, weight, volume) will be separated per containers, but 1 Cargo Description

No, I Specify All Details at Container Level

1 container 1 detail (Split Detail)

Cargo Description

☐ No, I specify all details at container level

Please click on "Apply Details" after updating description

Enter cargo description name

CREATE TEMPLATE

OPEN TEMPLATE

Marks and Numbers
(optional)

Please click on "Apply Details" after updating description

NEXT

PREVIOUS

Fill your Cargo Description

To save your Cargo Description Template,
please type the name and click "CREATE
TEMPLATE"

To open your saved Template, click
"OPEN TEMPLATE" and select your
preferred Cargo Description

Container number

VGM (kg)

Volume (m³)

VGM Method

[Add a container seal](#)

Please specify...

Container number

No. of packages

Kind of packages

Cargo Weight (kg)

Tare weight (kg)

VGM (kg)

Volume (m³)

VGM Method

[Add a container seal](#)

Please specify...



Cargo Description

☐ Cargo description only☐ No, I specify all details at container level

Please click on "Apply Details" after updating description

Enter cargo description name

CREATE TEMPLATE

OPEN TEMPLATE

Marks and Numbers
(optional)

Please click on "Apply Details" after updating description

HS code

APPLY DETAILS

Container List

Container number

No. of packages

Kind of packages

Cargo Weight (kg)

Tare W

Add a container seal

Container number

Add a container seal

VGM (kg)

Volume (m³)

VGM Method

Please specify...

NEXT

Fill your Marks and Numbers

Provide HS Code
(First 6 digits with no ".")****IMPORTANT**** Click "APPLY
DETAILS" after filling/updating

Cargo Description

☐ Cargo description only☐ No, I specify all details at container level

Please click on "Apply Details" after updating description

Enter cargo description name

CREATE TEMPLATE

OPEN TEMPLATE

Marks and Numbers
(optional)

Please click on "Apply Details" after updating description

Provide your
Container No.

Provide your cargo details

Container List

Container number

[Add a container seal](#)

No.of packages

Kind of packages

Cargo Weight (kg)

Tare Weight (kg)

VGM (kg)

Volume (m³)

VGM Method

Please specify...

Provide your Seal No.

Kind of packages

Cargo Weight (kg)

Tare Weight (kg)

Volume (m³)

VGM Method

Please specify...

NEXT

PREVIOUS

[Upload piece count details](#)

Cargo Description

Marks and Numbers (optional)

HS code

Please click on "Apply Details" after updating description

Enter cargo description name

CREATE TEMPLATE

OPEN TEMPLATE

Please click on "Apply Details" after updating description

APPLY DETAILS

Container List				
Container number	No.of packages	Kind of packages	Cargo Weight (kg)	Tare Weight (kg)
Add a container seal	VGM (kg)	Volume (m³)	VGM Method	
			Please specify...	
Container number	No.of packages	Kind of packages	Cargo Weight (kg)	Tare Weight (kg)
Add a container seal	VGM (kg)	Volume (m³)	VGM Method	
			Please specify...	

NEXT

PREVIOUS

Upload piece count details

Click "NEXT" to continue

3. Parties

Schedules Supply chain Manage ▾

EN ▾



Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — 3 Parties — 4 Payment Details — 5 Review —

NEXT

PREVIOUS

Parties

Shipper

No Party Identified

Click the button down below to Search for your desired Party

🔍 [SEARCH/ADD NEW PARTY](#)

Consignee

No Party Identified

Click the button down below to Search for your desired Party

🔍 [SEARCH/ADD NEW PARTY](#)

Click "SEARCH/ADD NEW PARTY"



First notify party(Optional)

No Party Identified

Click the button down below to Search for your desired Party

Outward forwarder

No Party Identified

Click the button down below to Search for your desired Party



☆ My Favourites

🔍 Search/Add New Party



In order to create your own My Favourites list, please

1. Click on the Search/Add New Party
2. Search by either the company name or the customer number
3. Select the company from list
4. Add the company to be part of My Favourites by clicking on the star icon
5. If special address to be printed on the Bill of Lading, update this on the My Favourites list

Click "Search/Add New Party"

Shipping

✓ Document Production

Parties

Shipper

No Party Identified

Click the button down below to Search for your desired Party

🔍 SEARCH/ADD NEW PARTY

First notify party(ies)

No Party Identified

Click the button down below to Search for your desired Party

No Party Identified

Click the button down below to Search for your desired Party

☆ My Favourites

 Search/Add New Party

×

SEARCH/ADD NEW PARTY

You can search for a party using their trading name and address

By customer code

By trading name

Customer code (Required)

SEARCH

Search with Customer Code (Approx. 11 letters), then click "SEARCH" and confirm the customer



☆ My Favourites

🔍 Search/Add New Party



SEARCH/ADD NEW PARTY

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

By customer code

By trading name

Trading name (Required)

Country (Required)

Select country ▾

City

Select city

[SHOW ADDITIONAL ADDRESS DETAILS](#)

SEARCH

Or, search with Trading Name and Country, then click "SEARCH" and confirm the customer

Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — 3 Parties — 4 Payment Details — 5 Review

NEXT

Search results

[< Back](#)

No results found for

SEARCH AGAIN

+ ADD NEW PARTY

In case that there is no result, click "ADD NEW PARTY" and provide the details

Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — 3 Parties — 4 Payment Details — 5 Review —

NEXT

PREVIOUS

Parties

Shipper

No Party Identified

Click the button down below to Search for your desired Party

 SEARCH/ADD NEW PARTY

Consignee



↔ CHANGE

CLEAR

 EDIT

Click to edit B/L address

First notify party(Optional)

No Party Identified

Click the button down below to Search for your desired Party

Outward forwarder

No Party Identified

Click the button down below to Search for your desired Party



MAERSK

Prices

Book ▾

Tracking

Schedules

Supply chain

Manage ▾

EN ▾



Shipping Instructions for Shipment no

✓ Document Properties — ✓ Cargo Details — 3 Parties

Parties

Shipper

No Party Identified

Click the button down below to Search for your desired Party

🔍 SEARCH/ADD NEW PARTY

First notify party(Optional)

No Party Identified

Click the button down below to Search for your desired Party

Cons

EDIT B/L ADDRESS



Customer/Trading Name

Customer Code

B/L Address

The BL address must be in the same country as the My Favourite company

SAVE

NEXT

Edit your B/L address and click "SAVE"

Outward forwarder

No Party Identified

Click the button down below to Search for your desired Party

Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — 3 Parties — 4 Payment Details — 5 Review —

NEXT

PREVIOUS

Parties

Shipper

No Party Identified

Click the button down below to Search for your desired Party

 [SEARCH/ADD NEW PARTY](#)

Consignee



 [CHANGE](#)

[CLEAR](#)

 [EDIT](#)

To save this customer, click this button to mark as My Favorites

First notify party(Optional)


No Party Identified


Click the button down below to Search for your desired Party


Outward forwarder

No Party Identified

Click the button down below to Search for your desired Party

 **My Favourites**

 Search/Add New Party




1.

SELECT

★

SELECT

 EDIT

+

ADD B/L ADDRESS

Next time, the saved details will be shown in My Favorites tab

Shipping Instructions for Shipment no.

✓ Document Properties

✓ Cargo Details

3 Parties

4 Payment Details

5 Review

NEXT

PREVIOUS



Click "NEXT" to continue

Parties

Shipper

No Party Identified

Click the button down below to Search for your desired Party

SEARCH/ADD NEW PARTY

Consignee

☆

CHANGE

CLEAR

EDIT

First notify party(Optional)

No Party Identified

Click the button down below to Search for your desired Party

Outward forwarder

No Party Identified

Click the button down below to Search for your desired Party

4. Payment Details

Schedules Supply chain Manage ▾

EN ▾



Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — ✓ Parties

Select your preferred Payment Term

NEXT

PREVIOUS

Payment Terms

Charge

Payment Terms

Paid by

Origin

☐ Prepaid ☐ Collect

No Party Identified

Click the button down below to Search for your desired Party

[SEARCH/ADD NEW PARTY](#)

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

Freight

☐ Prepaid ☐ Collect

No Party Identified

Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — ✓ Parties — 4 Payment Details — 5 Review —

NEXT

PREVIOUS

Payment Terms

Charge

Payment Terms

Paid by

Origin

☐ Prepaid ☐ Collect

No Party Identified

Click the button down below to Search for your desired Party

 [SEARCH/ADD NEW PARTY](#)

Click "SEARCH/ADD NEW PARTY"

Dear customer, please note that a change of payer, or payment terms, could lead to an administrative charge if you submitting the application of

Freight

☐ Prepaid ☐ Collect

No Party Identified



☆ My Favourites

🔍 Search/Add New Party



In order to create your own My Favourites list, please

1. Click on the Search/Add New Party
2. Search by either the company name or the customer number
3. Select the company from list
4. Add the company to be part of My Favourites by clicking on the plus icon
5. If special address to be printed on the Bill of Lading, update this on the My Favourites list

Click "Search/Add New Party"



MAERSK

Prices

Book ▾

Tracking

Schedules

Supply chain

Manage ▾

EN ▾



☆ My Favourites

🔍 Search/Add New Party



SEARCH/ADD NEW PARTY

You can search for a party using their trading name and address or their customer code.

By customer code

By trading name

Customer code (Required)

SEARCH

Search with Customer Code (Approx. 11 letters), then click "SEARCH" and confirm the customer

🔍 SEARCH/ADD NEW PARTY



☆ My Favourites

🔍 Search/Add New Party



SEARCH/ADD NEW PARTY

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

By customer code

By trading name

Trading name (Required)

Country (Required)

Select country ▾

City

Select city

[SHOW ADDITIONAL ADDRESS DETAILS](#)

SEARCH

Or, search with Trading Name and Country, then click "SEARCH" and confirm the customer

Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — ✓ Parties — 4 Payment Details — 5 Review —

NEXT

Search results



[< Back](#)

No results found for

SEARCH AGAIN

[+ ADD NEW PARTY](#)

In case that there is no result, click "ADD NEW PARTY" and provide the details


Shipping Instructions for Shipment no.

- ✓ Document Properties
- ✓ Cargo Details
- ✓ Parties
- 4 Payment Details
- 5 Review

NEXT

PREVIOUS

Payment Terms

Charge	Payment Terms	Paid by
Origin	<div><input type="radio"/> Prepaid <input type="radio"/> Collect</div>	<div><div></div><div><div>⇌ CHANGE</div><div>CLEAR</div></div></div>

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

To save this customer, click this button to mark as My Favorites

Freight		
	<div><input type="radio"/> Prepaid <input type="radio"/> Collect</div>	No Party Identified



☆ My Favourites

🔍 Search/Add New Party



1.

SELECT

★

SELECT

✎ EDIT

+

ADD B/L
ADDRESS

Next time, the saved details will be shown in My Favorites tab

Shipping Instructions for Shipment no.

✓ Document Properties — ✓ Cargo Details — ✓ Parties — **4** Payment Details — **5** Review —

Payment Terms

Charge

Payment Terms

Paid by

Origin

☐ Prepaid ☐ Collect

No Party Identified

Click the button down below to Search for your desired Party

 [SEARCH/ADD NEW PARTY](#)

NEXT

PREVIOUS

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

Submit [Payer Statement](#) to confirm the payer for future shipments.

Click "NEXT" to continue

Freight

☐ Prepaid ☐ Collect

No Party Identified

5. Review

Shipping Instructions for Shipment no.

✔ Document Properties

✔ Cargo Details

✔ Parties

✔ Payment Details

5 Review

This is a preview of your transport document

Please review it and go back to correct any misinformation

By clicking Submit, you agree to the "Shipping Instructions Terms".



Shipper	Document Type	SCAC
	Booking no:	B/L No.
	Export Reference	Svc Contract
Consignee	Notify Party	
	Onward Inland Routing	

Please review your details

SUBMIT

SAVE

PREVIOUS

Send a copy of the details to below email.
You will not receive copy of email on removing email id.

Enter your email



Carrier's Receipt. Total number of containers or packages received by carrier.	Place of Issue of B/L	Declared Value
Number & Sequence of Original B(s)/L	Provide your preferred keywords in Additional Comments	
Additional Comments		
<div></div>		

Disclaimer: The document shown above is only a preview of your Shipping Instructions and does not represent the layout and may not contain the same information as the transport document to be issued in relation to this shipment. You will be given the opportunity to verify a copy of the transport document in its genuine appearance.



Shipping

✓ Document Prop

Click "SUMBIT" to submit SI
Click "SAVE" to save your details (SI still not submitted)
Click "PREVIOUS" to go back to the previous pages

This is a preview of your transport document

Please review it and go back to correct any misinformation

By clicking Submit, you agree to the "[Shipping Instructions Terms](#)".



	Document Type	SCAC
Shipper	Booking no:	B/L No.
	Export Reference	Svc Contract
Consignee	Enter your email to receive copy of SI details via email	

SUBMIT

SAVE

PREVIOUS

Send a copy of the details to below email.
You will not receive copy of email on removing email id.

Enter your email

View/Amend/Approve Verify Copy
(Draft B/L)

Click "Tracking"

Logistics made easy

We
From
and
Reg

To View/Amend/Approve Verify Copy (Draft B/L)


Track shipments

TRACK

Tracking results

Enter container or transport document number

SEARCH

 Print

Type Your Booking No.
Then Click "SEARCH"

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Departing on

Arriving on

Shipment Binder



- Overview
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- Pricing
- Log
- Additional services

Latest event:

Click "Documents"

Place of

Port of discharge

Place of delivery

Transit time

 [View detailed transport plan](#)

All dates/times are given as reasonable estimates only and subject to change without prior notice.

Shipment no.

Booked by

Contract ID

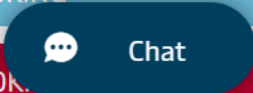
Price Calculation Date

Product Type

Booked By Reference

Actions

- DUPLICATE BOOKING
- AMEND BOOKING
- CANCEL BOOKING





◀ back to overview

Shipment Binder

Pricing

Log

Additional services

Click to view Verify Copy

Do

File name

Date created

Booking Confirmation

View Verify Copy

Click "APPROVE VERIFY COPY" to confirm Verify Copy
Click "AMEND VERIFY COPY" to revise details on Verify Copy*

**Amendment page has the same pattern as SI Submission page*

Your verify copy is ready for approval

APPROVE VERIFY COPY

AMEND VERIFY COPY

Transport document

-

Your transport document will be available after your verify copy has been approved

Additional References

None

AES Reference

+ Add new AES Reference

Note

- 1st Verify Copy takes 4-8 working hours to be proceeded.
- Container No. and Seal No. are the mandatory details on SI, missing these information will result in SI rejection.
- Please submit SI with the accurate details within SI Cut-Off.
- Customer no need to confirm Verify Copy and we don't have Approve Verify Copy Cut-Off.
- Payer and Pay Term on SI can be revised before vessel departed via Pricing tab on Shipment Binder.



Thank you for your SI submission

For more information, Live Chat with us via maersk.com

