## Submission of Release Request Instruction for Store Door Delivery





### Go to Dashboard

#### Login to Maersk.com

If you are not taken immediately to your Dashboard, it can also be viewed from your profile in the menu bar





#### To get started

# Self service delivery order is located on the bottom left





#### Bill of Lading

#### Start by entering your Bill of Lading number and clicking **REQUEST DELIVERY ORDER**



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Release	Instru	lctio	ns							
Select container	rs4	<b>of 4,</b> "Ready ote: Only cor	y for Submission ntainers with "Re	" containers a eady for Subn	are selected <b>for R</b> en nission" status are	elease Instructions. e selected, others ca	m't be selected.		REQUEST RELE INSTRUCTION	ASE IS
Shipment: 90	69302000				FROM Ho Chi N 26 June 2	linh City, VN 019	$\rightarrow$	TO Fort Worth, 1 25 July 2019	US	
Containers					Ri Issuance T	Task Status Details			RI Status	
Footwea	<b>113572   40 E</b> r, new, apparel	<b>IRY</b> ( 234.3 kg)								
Footwea	<b>795548   40  </b> r, new, apparel	<b>DRY</b> ( 234.3 kg)								
Footwea	866563   40   r, new, apparel	<b>DRY</b> ( 28000 kg)								
Footwea	568660   40 [ r, new, apparel	<b>DRY</b> ( 28000 kg)								
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Release	Instru	lctio	ns						
This form is for reque	sting the releas	e or deliver	y of containers t	to the consignee (or r	epresentative) for the fol	lowing bill of lading and	d container(s):		
<ol> <li>Release type</li> </ol>			- 0	Delivery details		Additional	l details	Conf	irmation
Release type	2								
Currently, Merchant H	- Haulage is not a	vailable for	NAM countries.	Please continue with	Release Instructions pro	cess for the below selec	cted containers.		
Shipment: 90	69302000			0	FROM	$\rightarrow$	⊚ то		
					Ho Chi Minh City, VN 26 June 2019		Fort Worth, US 25 July 2019		
4 containers are s	elected for Rel	ease Instruc	tions						~
					🕮 Mae	ersk carrier haula	ige		
					Our globa With com save you	l intermodal network petitive rates, integra time and money.	- can take your container ted inland haulage man	rs to their destination. aged online could	
					Find out	more			
								CON	NTINUE

### Release Request for Delivery

#### Within the Release Instructions screen, click on the **REQUEST RELEASE INSTRUCTIONS** button

#### All containers are selected by default. Click on **CONTINUE** to proceed



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Please select carrier	r haulage det	tails and co	ontinue with R	l Request p	rocess for the belo	w selected co	ontainers.			
Port of discharge				D	elivery location					
Long Beach, U 15 Jul 2019, 17:0	S			→	<ul> <li>Fort Worth, US Terminal: 25 Jul 2019, 9:0</li> </ul>	5				
Container de	tails									
Footwear, r	4.3kg) new, apparel									
Delivery address										
Ø ABC Wareho	use		~							
ABC Warehouse XYZ Lane				J						
		E	dit address							
Contact name*				Contact	phone*	Contact e-n	nail*			
🐣 Jigar				& 12	34567	🗹 jigar@	)gmail.com			
+ Add multi-stop lo Haulage instructio	ocation ons (Optional	)								
TEST Information	h									15/2
									Apply to all	containers

### Haulage details

#### Update haulage details:

- Delivery Trading name & address (mandatory)
- Contact Details of customer (mandatory)
- Any special Haulage instructions

# Click on **APPLY TO ALL CONTAINERS** to copy information to all containers.



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Please select carrie	er haulage det	tails and co	ontinue with R	I Request proce	ss for the bel	ow selected co	ontainers.			
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Container de Marceland Footwear,	etails 34.3kg) new, apparel		Apply to This container containers on	all contai r's carrier haulag n this delivery ore	ners ge and addres der. Any existi	s data will be ing data will b CANCIL	copied to all other e overwritten. APPLY TO	ALL		
Delivery address										
ABC Wareh	ouse		~							
ABC Warehouse XYZ Lane	2									
			dit address							
Contact name*				Contact phor	ne*	Contact e-n	nail*			
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+ Add multi-stop I Haulage instructi TEST Informatic	location ions (Optional	)								
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### Apply to all containers

Once all details are updated for a container, same can be copied to all containers, by applying it to all.





### Provide additional details

#### Update additional details:

- Email will automatically populate. Please edit if required.
- Once all details are provided, CONFIRM the request which will be instantly received by our Delivery team.



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Release	Instruc	tions							
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We will be in touch necessary. You and hours.	to clarify any qu your requested r	estions we ma ecipients will i	y have and o receive the o	confirm pricing, if confirmation within ways do this in the	24				
service overviev. Y	our case number	is 1907-52972	876.	ays do this in the .	320				
Next step									
Go to Shipment Binde									
All information	۲ 	tin energie							
All information abo	er out your shipmen	t in one place.							

### Delivery Order case created

Your case is now with the Delivery team in one of our Maersk offices.

Your case number can be used for any further communication

You can view your cases at anytime via the Support link in the top menu



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Search your case n	umbers		Q				Filte	er =
Case number	Date created	Category	Description			Status		
1907-52972596	17 Jul, 2019 10:16	Cargo/Container	Bill of Lading: 968 Russia Place of re	3043437 Port of di lease: First Conta.	scharge: St Petersi	burg FCT, Open	VIEW CAS	E
1907-52972553	16 Jul, 2019 19:19	Cargo/Container	Bill of Lading: 579	9554614 Release To	Party	Open	VIEW CAS	E
1907-52972552	16 Jul, 2019 19:13	Cargo/Container	Bill of Lading: 600 States Delivery lo	5256520 Port of di cation: Baltimore,	scharge: Norfolk, l Un	United Open	VIEW CAS	E
1907-52972551	16 Jul, 2019 19:08	Cargo/Container	Bill of Lading: 968 Russia Place of re	3043437 Port of di lease: First Conta.	scharge: St Petersi 	burg FCT, Open	VIEW CAS	E
1907-52972550	16 Jul, 2019 19:03	Cargo/Container	Bill of Lading: 967 Delivery location:	7346472 Port of di Chicago, United St	scharge: Montreal, :a	Canada Open	VIEW CAS	E
1907-52972549	16 Jul, 2019 19:01	Cargo/Container	Bill of Lading: 600 States Delivery lo	5256520 Port of di cation: Baltimore.	scharge: Norfolk, l Un	United Open	VIEW CASI	E

### Support View

# All cases can be viewed under the Support tab

