



WEBGUIDE

MAERSK WEB FUNCTIONS



MAERSK

WEBSITE

www.maersk.com



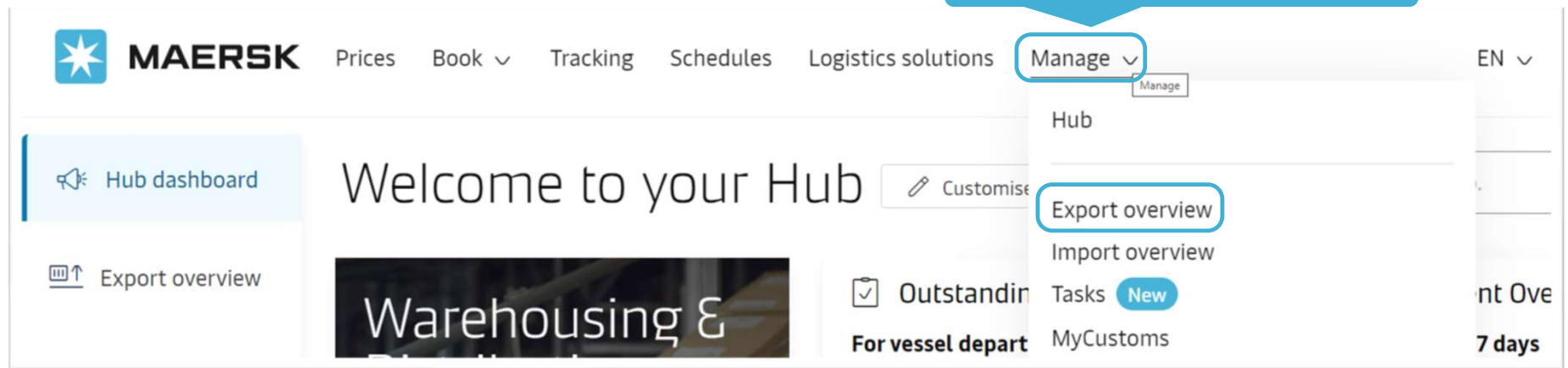
SUBMIT SHIPPING INSTRUCTION

(part load)

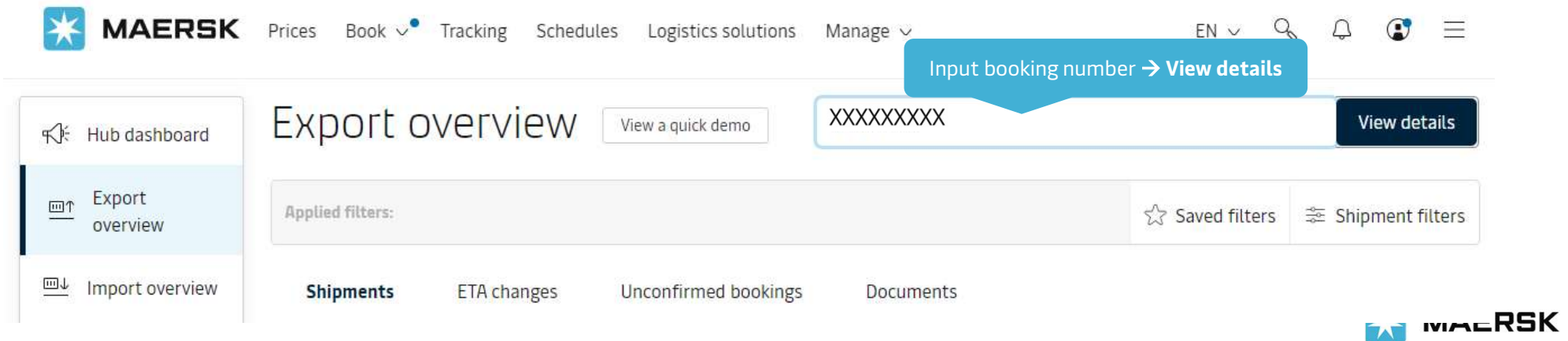
STEP 1

Log in website: www.maersk.com

Choose Manage → Export Overview



Input booking number → View details



STEP 2

Go to Summary for Shipping Instruction

Shipment details

XXXXXXXXXX

View details

B/L number:XXXXXXXXXX



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

Ho Chi Minh City, VN
Departs 12 Oct 2023

Oakland, US
Arrives 17 Nov 2023

1 x 40 Dry High
Furniture, nos

Amend booking

Choose tab **Summary**

Summary Documents Containers & VGM Parties Charges Log

4 tasks to complete

Click **Submit Shipping Instruction**

[Submit shipping instruction](#) by 09 Oct 2023, 22:00 Due

[Submit VGM](#) by 11 Oct 2023, 08:00 Due

Container gate in by 11 Oct 2023, 10:00 Due

[View all tasks](#)

1 document issued

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

Click **Split, part & combine**

Shipment: XXXXXXXXXX

Split, part & combine

BoL: XXXXXXXXXX [Document](#) [Parties](#) [Payers](#) [Cargo and VGM](#) [Review](#)

STEP 2

Perform the split

Split, part load & combine

Click **Create split**

Create split

Part load Bill of Lading

No

Yes

Part load selection will be available once at-least one split is performed

40 DRY 9 6

XXXXXXXXXX

Submit SI

1/1

XXXXXXXXXX

✓

Split, part load & combine

Create split

Please create BoL before attempting to c

Click **Yes**

Part load Bill of Lading

No

Yes

In part load all BoLs must be created before any are submitted

All part load BoLs must be deleted before the Shipment may revert to non part load

40 DRY 9 6

XXXXXXXXXX

Submit SI

Cancel

Create BoL

1/1

XXXXXXXXXX

✓

✓

Tick and click Create BoL



MAERSK

STEP 2

Perform the split

Split, part load & combine

Create split

Part load Bill of Lading

No

Yes

In part load all BoLs must be created before any are submitted

All part load BoLs must be deleted before the Shipment may revert to non part load

40 DRY 9 6

1/1

XXXXXXXXXX

XXXXXXXXXX

Submit SI



XXXXXXXXXX

Submit SI



Click **Submit SI** of every BoL

STEP 3

Fill in Documents

Transport Document Receiver

Company ABC Limited

*****671

Change

Company name and Address

Company ABC Limited

Vietnam

Click **change** to re-assign **Transport Document Receiver** (means the party that receives/checks/print BL after SI is submitted) if necessary.

Document Type

Waybill Bill of Lading

- ☐ Shipped on Board
- ☐ Received for Shipment

Choose **bill type** & the **type of date** to be **shown** on BL

Shipment References

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

- ☒ Yes
☐ No

House BL declaration:

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

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)

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

Location Aliases

Load Port	Port of Discharge
Ho Chi Minh City	Oakland
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	OAKLAND, CY OAKLAND, U.S.A. OAKLAND, UNITED STATES OAKLAND,AMERICA

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

Number of free days:

Applicable free time	n	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)	☐		

Click "Yes" if you want to show additional clause on BL by template

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 Ultimate destination (0 / 200)

Onwards carriage from Oakland 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.

Vessel	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 (ISPS) ↓
☐ Institute Classification Clause (ICC) ↓
☐ Israel declarations ↓

Letter of Credit Number

Click save & Continue

STEP 4

Fill in Parties

Parties

Click **Add** to assign parties in this shipment

Shipper

Company ABC Limited



*****671

[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

SELECT COUNTRY



City (Optional)

First Notify Party ADD

SAME AS CONSIGNEE ☐

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

① 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.

Search

SEARCH RESULTS

Company ABC Limited

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

SELECT



STEP 5

Fill in Payers

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	***671	Invoice reference
Company EDF Limited	***950	Invoice reference
Add payer		

"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.

Add more payer besides the current ones

STEP 5

Fill in Payers

Step 2) Assign Payers to charges:

Charge Types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
☐ All				
☐ ORIGIN				
☐ Terminal Handling Service - Origin	☐ Prepaid ☐ Collect	Assign payer		
☐ Documentation Fee - Origin	☐ Prepaid ☐ Collect	Assign payer		
☐ FREIGHT				
☐ Basic Ocean Freight	☐ Prepaid ☐ Collect	Company ABC Limited Company EDF Limited + Add payer		
☐ Bunker Adjustment Factor	☐ Prepaid ☐ Collect	Assign payer		

Choose payterm either "**Prepaid**" or **Collect**" for all charges

Tick box to choose charge group(s)

Click to choose a **payer** from the dropdown list

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.

Pls read the notes of Payer Amendment Fee + VAT applicable

Save Draft

Save & Continue →

Click **Save & Continue**



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	XXXXXXXXXX	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	XXXXXXXXXX		VN1234567		

Save Draft

Save & Continue →

Click 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 XXXXXXXX	Booking No XXXXXXXX	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)? Yes Is the House Bill of Lading (HBL) to be created by Maersk?: No		Certificates	

✎ Edit Document Details

Click **Edit** to
change where
necessaryClick Send shipping
instructions[← Previous](#)

Print Preview

Save Draft

Send shipping instructions

STEP 7

Review & Submit Shipping Instructions

Shipment:XXXXXXXXXX

Split, part & combine

 **From**
Vietnam
12 Oct 2023 **To**
United States
17 Nov 2023

Thank you for providing your shipping instructions!
We need to perform some validations before we can share the draft bill of lading.
If you have already subscribed for an e-mail notification,
you will receive a copy in your mailbox.

Subscribe for [e-mail notifications](#)

B/L	Status	Action
XXXXXXXXXX	SI submitted	Resubmit SI
XXXXXXXXXX	SI not submitted	Submit SI

Click **Submit SI**
to submit for
the rest BoL



STEP 8

View **Verify Copy**

Back to the **Export Overview**
window & choose tab **Documents**

B/L number: XXXXXXXXX ⓘ

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

Duplicate booking

📍 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
📄 Booking confirmation	28 Sep 2023, 13:37	Issued
📄 Verify copy	29 Sep 2023, 02:45	Issued

All times are given in local time, unless otherwise stated

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

STEP 8

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



Destination

Click **Amend
verify copy** if
you would like
to revise bl

📋 Bill of Lading ⓘ

ⓘ B/L will be available on vessel departure,
subject to payment and without the need for
an approval.[Amend verify copy](#)

