

1. SUBMIT SI

How to Submit Shipping Instruction via www.Maersk.com Easily & seamlessly

Dear Valued Customer,

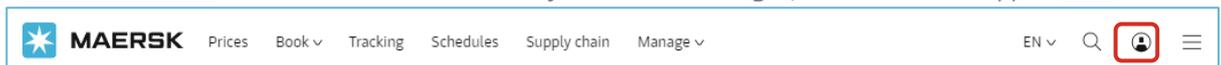
We at Maersk constantly strive to improve our service to our customers. Submit your Shipping Instruction online – easily and seamlessly, before the [Submission Deadline](#). Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued. You can print these online, or download them a www.Maersk.com, and forward them to relevant parties.

Step-by-step guide To Submit Shipping Instruction via Website

STEP #1

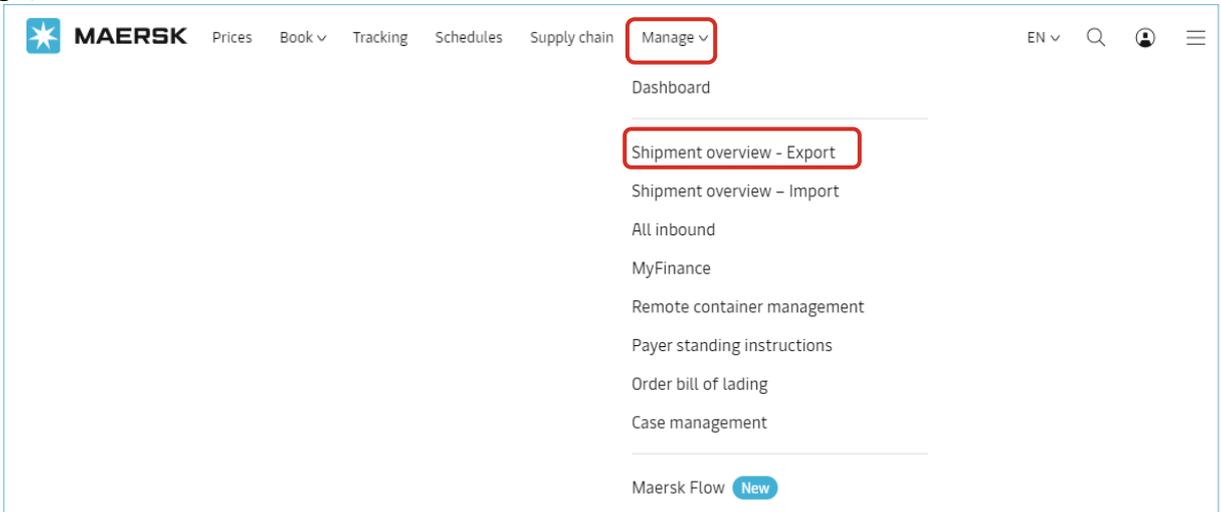
LOG IN to www.Maersk.com.

-- If you are failed to log in, CHAT technical support [here](#).



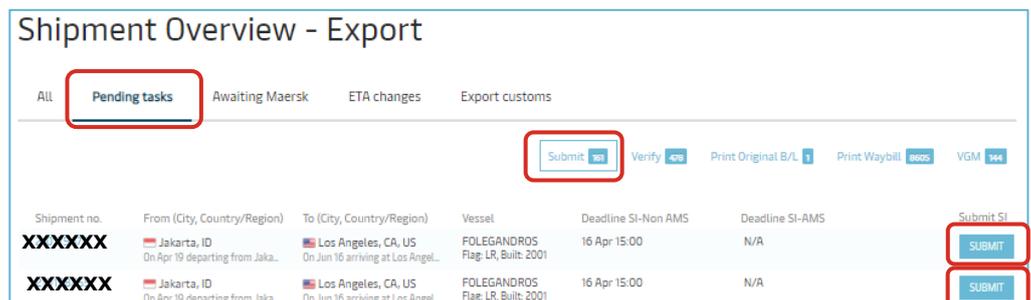
STEP #2

After login, click "MANAGE" then "SHIPMENT OVERVIEW - EXPORT"



STEP #3

Click "PENDING TASKS" and select "SUBMIT".



OR, **Alternatively** you can also search and click on the shipment number listed on the left hand side of the page.

This will open the Shipment Binder page which shows all details on a shipment. Click **“SUBMIT SHIPPING INSTRUCTION”** button. ----- *If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.*

Access shipping instructions

Only a limited number of shipment parties have the ability to submit a shipping instruction.

Submit shipping instruction	Amend verify copy	Amend bill of lading
<i>The following shipment parties can submit shipping instructions:</i>	<i>Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.</i>	<i>It allows user to amend shipping instruction once the original bill of lading is ready. This action will result in a new version of the bill of lading.</i>
<ol style="list-style-type: none"> Booked by party Price owner Switched shipper / Doc shipper / Shipper <i>Based on priority. Example: If a Doc shipper & Shipper is present then only Doc shipper can submit shipping instruction.</i> Transport document receiver Outward Forwarder 	<i>The following shipment parties can perform this action.</i> <ol style="list-style-type: none"> Price owner Transport document receiver Outward Forwarder 	<i>The following shipment parties can perform this action.</i> <ol style="list-style-type: none"> Transport document receiver

STEP #4a – DOCUMENT PROPERTIES STAGE

Complete the data submission, then click NEXT to go to next stage

Shipping Instructions for Shipment no. ~~XXXXXXXX~~

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

Mandatory requirements for submitting a shipping instruction can be downloaded [here](#)

Document Properties

Document Type: Waybill - Shipped on Board

Issue Bill of Lading to

PT APL LOGISTICS
411000014
PT APL LOGISTICS
NO 6 JL PROF DR SATRIO KAV E IV
ROTX TOWER 2ND FL
12950 JAKARTA

Will be the TDR

Advanced options (Optional)

Request Certificate(s)

- Built date/year
- Class and Classification
- Conference
- Correct vessel name
- Institute Classification Clause (ICC)
- si.document.cert.maersk-operated-vessel
- No scheduled calls
- Planned route
- Regular line vessel
- Seaworthiness
- Ship Security Certificate (ISPS)
- SMC and DOC
- Vessel flag/nationality
- Vessel not prohibited from entry into particular port
- Vessel owner
- Vessels P&I Club

Letter of Credit No.

Request Alternate Spelling of Locations

Port of loading: Jakarta

Port of discharge: Los Angeles

Additional References

PEB Reference Number:

Tax reference - Indonesia:

Select reference...:

[Add another reference](#)

Request Multiple Bills Of Lading

Select containers to create Shipping Instructions for:

(1) 40 DRY 9'6 (2) 40 DRY 9'6 (3) 40 DRY 8'6

Combine multiple shipments into one bill of lading

[ADD](#)

DOCUMENT TYPE

- Choose **Waybill** or **Bill of Lading**
 - o **Shipped on Board**: use **SOBD** (Shipped On Board Date)
 - o **Received for Shipment**: use **date of container gate in CY**

REQUEST CERTIFICATE (Optional) – if case you need certificate

- Tick the certificate that you need
- You can click the certificate to see the template what it will be looked like
- The request will go to respective desk that will provide you the certificate separately

REQUEST ALTERNATE SPELLING OF LOCATION (Optional)

- Click the dropdown
- Choose the wanted name of the port

ADDITIONAL REFERENCES

- Download Mandatory Details list & look for specific country requirement
- Click **ADD ANOTHER REFERENCE** to add more

REQUEST MULTIPLE BL

- Select containers that SI you want submit first.
- Follow the next instruction

COMBINE MULTIPLE SHIPMENT

- Input shipment number that you want to combine in same BL

TIPS. First thing first - Check for MANDATORY DETAILS

TIPS. Check for missing details email sent by mnlgscidx@maersk.com (Subject : Action Required Shipment xxxxxxxx), if there's any missing details, draft might NOT be processed accordingly.

STEP #4b – CARGO DETAILS

CARGO DETAILS
 ✓ Complete all required data

TIPS. If you can't proceed NEXT, there will be warning text for missing details that need to be completed

Please correct the following:

- ▲ Container number
- ▲ Kind of Packages
- ▲ Cargo Description

NEXT

STEP #4c – PARTIES

PARTIES
 ✓ Input All Related Parties

ADD ADDITIONAL PARTY
 ✓ Click to add another party

TIPS. Click STAR Button to add the Parties as your favourites. So it will ease you in future shipment (no need to search again)

STEP #4d – PAYMENT DETAILS

PAYMENT TERMS & PAID BY
 ✓ Select the PAYMENT TERMS & fill up the PAID BY (invoice party)

INDIVIDUAL CHARGES
 ✓ Click SHOW to see the details, if no need details, click HIDE

INVOICE REFERENCE (if any)
 ✓ When invoice is released to invoice party, they can see the reference details

TIPS. Submit Payer Standing Instruction to ease and facilitate application of payer for future shipment

STEP #4e – REVIEW

REVIEW

- ✓ If already good to go, you can click **SUBMIT**

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.

Document Properties
 Cargo Details
 Parties
 Payment Details
 Review

SUBMIT

SAVE

PREVIOUS

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 UI	SCAC MAEU
Shipper PT: JAL SIN SUN IND		Booking no: 20	B/L No.
Consignee OLD 2 FO SAN TEL: FAX: 41574277000		Export Reference	Svc Contract 29
Vessel RIO CHARLESTON		Voyage No. 114N	Place of Receipt
Port of loading Jakarta		Port of Discharge Long Beach	Place of Delivery
PARTICULARS FURNISHED BY SHIPPER			
Kind of packages; Description of goods; Container No./Seal No. FREIGHT PREPAID CY/CY		Weight	Measurement

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

TIPS. Submit Shipping Instruction Online (via website). You will get your 1ST Draft (Verify Copy) in 8 hours.

Submission via email will be charged of Manual Fee IDR 400.000

2. AMEND SI

How to Approve / Amend Shipping Instruction via www.Maersk.com
Easily, Seamlessly

STEP #1. After login, go back to MANAGE - SHIPMENT OVERVIEW

STEP #2. Click "PENDING TASKS" and select "VERIFY". Click **AMEND** or **APPROVE**.

Shipment Overview - Export

Tab: Pending tasks

Buttons: Submit, Verify, Print Original B/L, Print Waybill, VGM

B/L no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Actions
XXXXXX	Semarang, ID	Los Angeles, CA, US	RIO CHARLESTON	APPROVE, AMEND
XXXXXX	Semarang, ID	Los Angeles, CA, US	RIO CHARLESTON	APPROVE, AMEND
XXXXXX	Semarang, ID	Los Angeles, CA, US	RIO CHARLESTON	APPROVE, AMEND

OR, **Alternatively** you can also search and click on the shipment number listed on the left hand side of the page.

Shipment Overview - Export

Search bar: Shipment, B/L, Container no. SEARCH

Shipment no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Booked By Ref	Cargo
XXXX	Jakarta, ID	Antwerp, BE	RIO CADIZ		Handbags, leather, trunks, suit... in 2+ containers
XXXX	Jakarta, ID	Conklin, NY, US	ALS JUPITER		Footwear, new, apparel in 1+ 40ft Dry
XXXX	Jakarta, ID	Conklin, NY, US	ALS JUPITER		Footwear, new, apparel in 1+ 40ft Dry
XXXX	Jakarta, ID	Antwerp, BE	RIO CADIZ		Handbags, leather, trunks, suit... in 1+ 40ft Dry

This will open the Shipment Binder page which shows all details on a shipment. Click "**AMEND** or **APPROVE VERIFY COPY**" button. ----- If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.

Shipment Binder: 210175472

Departing on 19 Apr 2021, Arriving on 16 Jun 2021

Place of receipt: Jakarta, ID

Port of loading: Jakarta, ID

Port of discharge: Los Angeles, CA, US

Place of delivery: Los Angeles

Original transit time 57 Days | Status: Delayed 1 Days

Transport plan change reason: There was a change in the vessel schedule, which impacts the arrival date/time of your shipment at destination.

Shipment no. 210175472

Booked by: XXXXXXXX

Contract ID: XXXX

Price Calculation Date: 09 Apr 2021

Product Type: [Blank]

Booked By Reference: [Blank]

Service Mode: Merchant Haulage (CY) - Merchant Haulage (CY)

Additional References: None

Deadline - CY: N/A

Deadline SI-Non AMS: 16 Apr 2021 15:00

Deadline SI-AMS: N/A

Deadline-VGM: 16 Apr 2021 15:00

Waybill 293300814

Your verify copy is ready for approval

View Verify Copy

09 Apr 2021 17:55 (local time)

Buttons: APPROVE VERIFY COPY, AMEND VERIFY COPY

Actions: DUPLICATE BOOKING, AMEND BOOKING, CANCEL BOOKING, SUBMIT VGM, IMPORT DELIVERY ORDER, B/L RELEASE

TIPS. Amend Shipping Instruction Online (via website). You will get your amended version in 2 hours.

Amend request via email will be charged of Manual Fee IDR 350.000

If you AMEND, you can proceed as per Submit Shipping Instruction step.

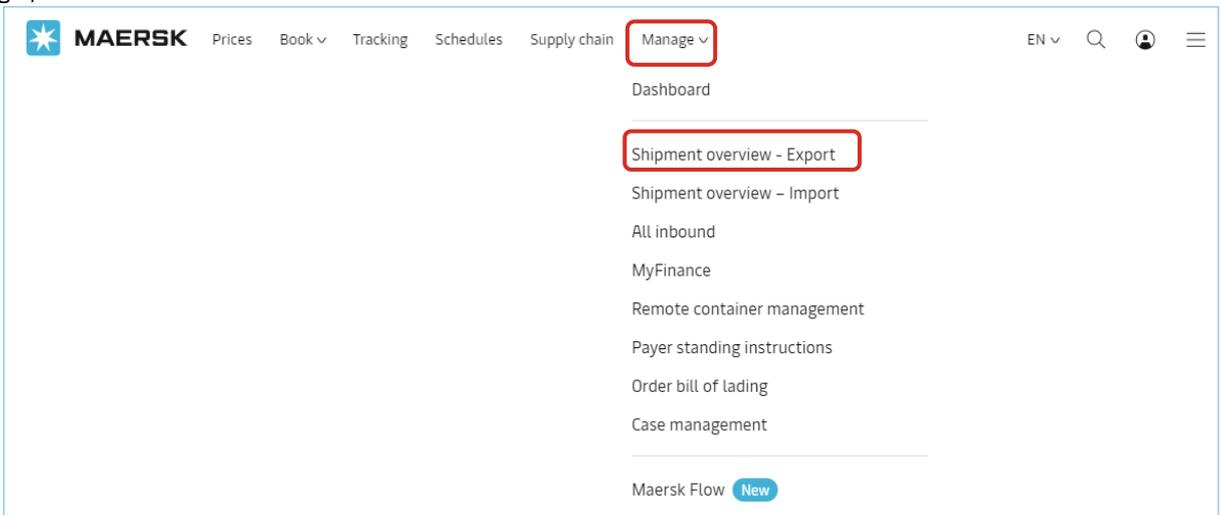
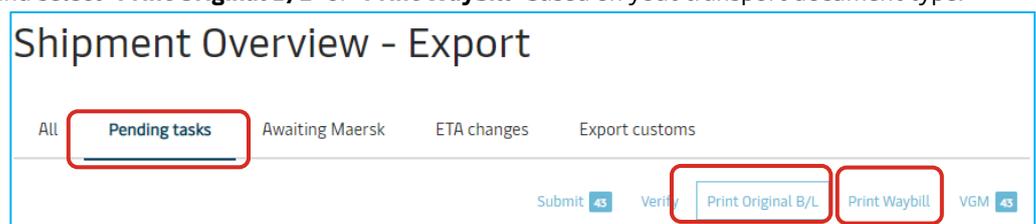
3. DOWNLOAD**How to Download Final Transport Document via www.Maersk.com**

Verify Copy/ Draft BL, Bill of Lading, SeaWay Bill, Certified True Copy

Dear Valued Customer,

We at Maersk constantly strive to improve our service to our customers. Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued. You can print these online, or download them a www.Maersk.com, and forward them to relevant parties.

Step-by-step guide To Print your Final Transport Documents via Website

STEP #1LOG IN to www.Maersk.com.-- If you are failed to log in, CHAT technical support [here](#).**STEP #2**After login, click "**MANAGE**" then "**SHIPMENT OVERVIEW - EXPORT**"**STEP #3**Click "**PENDING TASKS**" and select "**Print Original B/L**" or "**Print Waybill**" based on your transport document type.

OR, Alternatively you can also search and click on the shipment number listed on the left hand side of the page.

Shipment Overview - Export

All Pending tasks Awaiting Maersk ETA changes Export customs

Shipment, B/L, Container no. SEARCH

Confirmed **SAVED FILTERS** SHOW ADVANCED OPTIONS

Shipment no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Booked By Ref	Cargo
XXXXX	Jakarta, ID On Jun 30 departing from Jakarta, ID	Antwerp, BE On Jul 27 arriving at Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suit... in 2+ containers
XXXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXXX	Jakarta, ID	Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suit... in 2+ containers

This will open the Shipment Binder page which shows all details on a shipment. Click **"DOCUMENTS"** tab

back to overview

Shipment Binder XXXXXX

Departing on 30 Jun 2020 Jakarta, ID

Arriving on 27 Jul 2020 Antwerp, BE

Handbags, leather, trunks, ...
2 containers

Overview **Documents** Containers Pricing Log Additional services

Place of receipt Jakarta on 30 Jun 2020, 02:00	Port of loading Jakarta, ID Departing 30 Jun 2020, 02:00	Port of discharge Antwerp, BE Arriving 27 Jul 2020, 22:00	Place of delivery Antwerp on 27 Jul 2020, 22:00
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Transit time 28 Days

View detailed transport plan

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

Here under the **DOCUMENTS TAB** you can click to view/download your transport document in PDF.

Document details 6081678

File name	Date created	Status
Booking Confirmation	07 Dec 2020 10:05 (local time)	Booking confirmation available for 6081678
Verify Copy	05 Dec 2020 00:48 (local time)	Approved on 07 Dec 2020 04:08 (local time)
View Bill of Lading	07 Dec 2020 10:02 (local time)	Transport document created
View Certified True Copy	07 Dec 2020 10:02 (local time)	

Notes: View Certified True Copy: It is displayed if the customer has a web printing agreement with Maersk. The customer can typically use this PDF to share it with other parties like suppliers. There is also a special watermark (certified true copy), so it cannot be mistaken for an original Bill of Lading.

Click **"VIEW BILL OF LADING/WAYBILL"**.

First time To Print Original bill of Lading?

Get **benefits** by using **E-BL (Electronic Bill of Lading)** Facility

- ✓ Customers can directly print OBL via the web (web printing access) anytime & anywhere.
- ✓ FREE OF CHARGE for registration as well as with the Secure Paper (provided by Maersk)
- ✓ Save more time & money. No need to come to Maersk counter for printing OBL (no need to queue & pay IDR 400,000 for one-time print - 1st issuance) anymore.

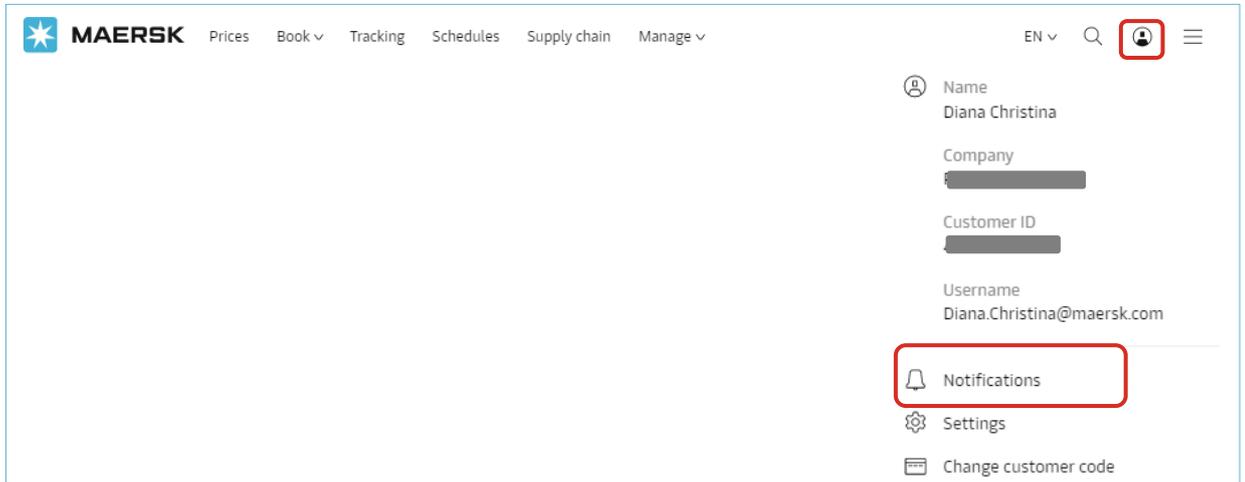
Register now! Go to [here](#) & click **e-BL (Electronic Bill of Lading)** tab.

4. BE NOTIFIED

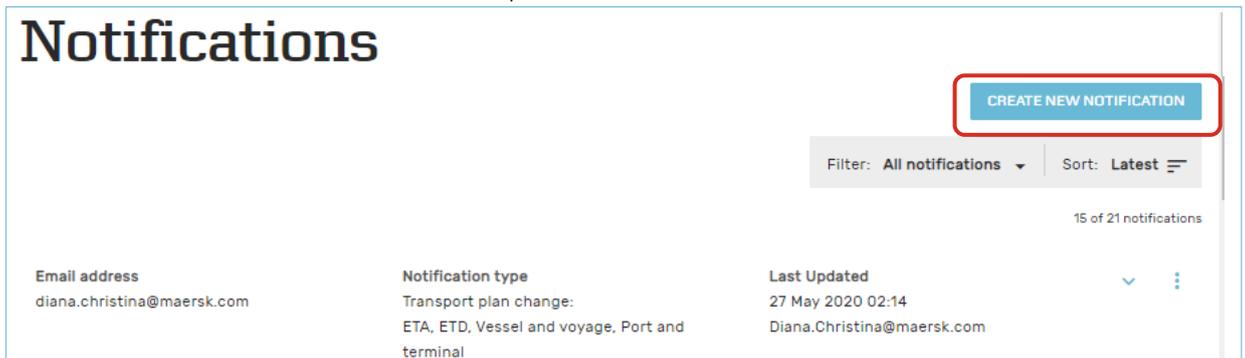
How to Subscribe Notification of your Transport Document Status

get status update of your Verify Copy/ Draft BL, Bill of Lading, SeaWay Bill, Certified True Copy

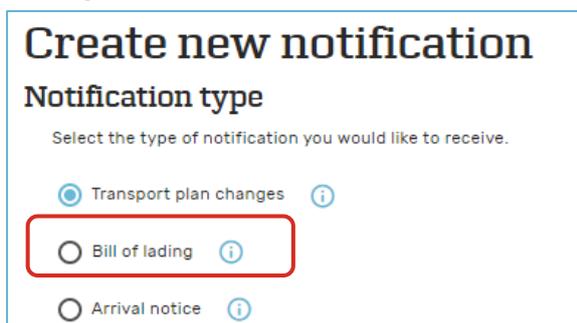
STEP #1 After login, click "PROFILE button" then choose "NOTIFICATIONS"



STEP #2 - click "CREATE NEW NOTIFICATION" button,



Select ❶ **BILL OF LADING**



❷ **BILL OF LADING** → Select which document you want to get notified about (Draft BL/Verify Copy -or/and- Waybill -or/and- Original BL -or/and- Approved Copy) and adjust the filter based on the location.

❸ **TRANSPORT PLAN CHANGES** → Select which type of transport plan changes you would like to receive notifications for changing on Estimated Time to Arrival (ETA) -or/and- Estimated Time of Departure (ETD) -or/and- Vessel & Voyage -or/and- Port & Terminal. You can customized the frequency you want to receive email notification, & adjust the filter based on the location or roles.

❹ **ARRIVAL NOTICE** → adjust the filter based on the location & or roles.

Now you can "SUBMIT" after completing customize information as per requirement.

If your partner/colleagues do not have maersk.com account, you can register their email also to subscribe the notification & manage the subscription needs (Edit/Delete).

Website Feature Guidance

Click below button to find out more website feature guidance.

Simple Guidance



Illustrated Guidance



Should you have any concerns or questions, please do not hesitate to reach us:

E-MAIL ✉

id.export@maersk.com for export enquiries,
id.import@maersk.com for import enquiries,
id.sales@maersk.com for sales matters.

PHONE ☎ +6221 30065444, +6221 50837911

CHAT 💬 click [here](#) for guideline

WEB PAGE 🌐

[Indonesia Local Information Page;](#)
[Global Information Page;](#)
[Simple Guideline](#)
[Complete Guideline](#)

We want to thank you for your business and look forward to continuously serving your global transportation needs.

Best Regards,
Maersk Indonesia