

## How to Subscribe & Manage Notification via [www.Maersk.com](http://www.Maersk.com)

for Transport Plan Changes, Arrival Notice, Bill of Lading & Verify Copy/ Draft BL

Dear Valued Customer,

We at Maersk constantly strive to improve our service to our customers. To offer more ease in doing business, and enhancing better customer experience by subscribing & managing notification for Transport Plan Changes, Arrival Notices & Bill of Lading via [www.Maersk.com](http://www.Maersk.com). It will really help you to stay up to date & be informed as your preference customization!

You can stay up to date on:



New port and terminal changes



New vessel and voyage changes



New departure dates



New arrival dates



Document update

## Step-by-step guide

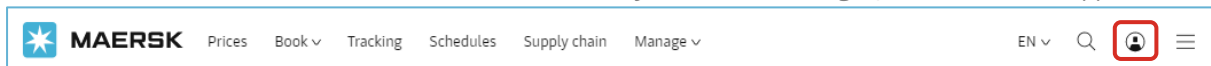
### To your custom notifications

#### Setting up a new notification

#### STEP #1

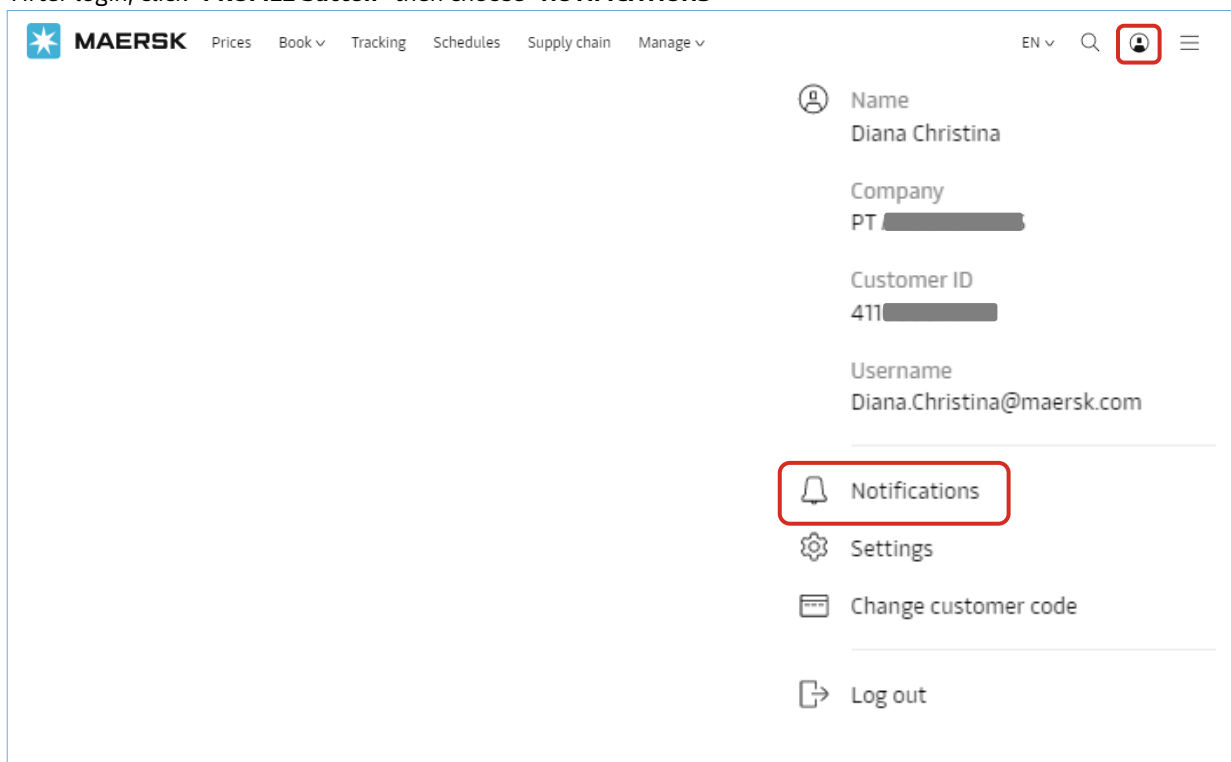
LOG IN to [www.Maersk.com](http://www.Maersk.com).

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

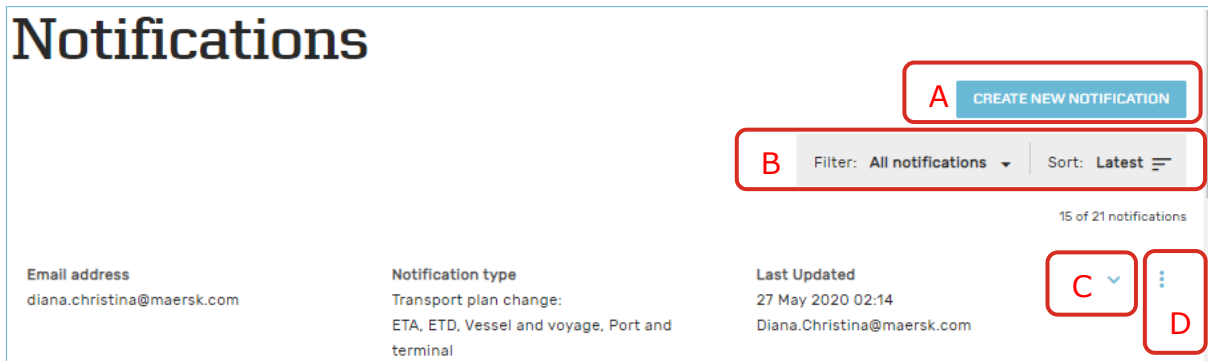


#### STEP #2

After login, click "**PROFILE button**" then choose "**NOTIFICATIONS**"



**STEP #3** - Here are the button functionalities



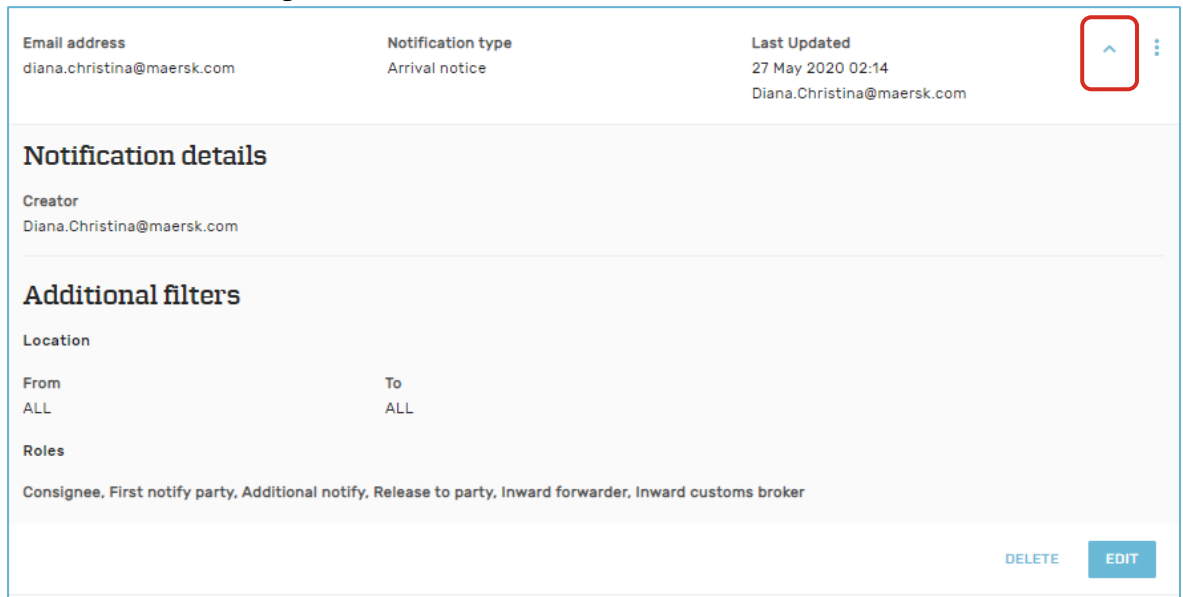
The screenshot shows the 'Notifications' page header and a notification card. Callout A points to the 'CREATE NEW NOTIFICATION' button. Callout B points to the 'Filter: All notifications' and 'Sort: Latest' dropdowns. Callout C points to a dropdown arrow on the notification card. Callout D points to a three-dot menu icon on the notification card.

- A. "CREATE NEW NOTIFICATION" → Click to create **new subscription**
- B. "FILTER" → Click to filter based on notification type; "SORT" → Click to sort based on your needs



The image shows two dropdown menus. The 'Filter' dropdown is open, showing options: 'All notifications', 'Transport plan', 'Bill of lading', and 'Arrival notice'. The 'Sort' dropdown is also open, showing options: 'Latest', '15 of Oldest', and 'Email'.

- C. "V" → click to see existing notification details



The screenshot shows the 'Notification details' page for an 'Arrival notice'. Callout C points to a three-dot menu icon in the top right corner of the notification card. The page includes sections for 'Notification details', 'Additional filters', and 'Roles'.

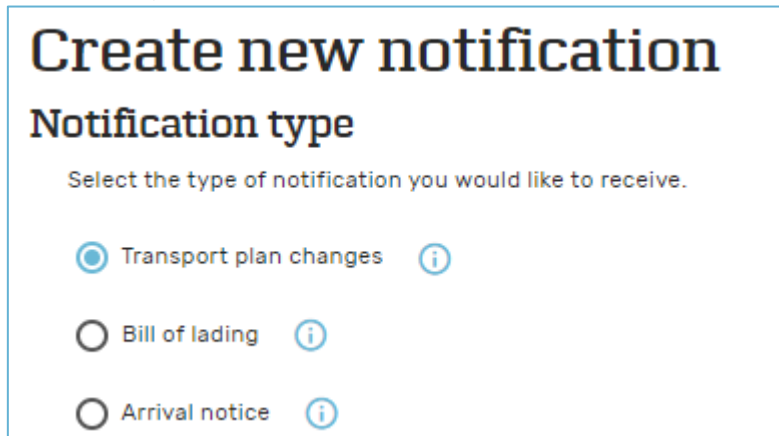
- D. "⋮" → click to EDIT or DELETE (unsubscribe) the existing notification



The image shows a close-up of the bottom right corner of a notification card, highlighting the 'EDIT' and 'DELETE' buttons and a three-dot menu icon.

**STEP #4**

After click "**CREATE NEW NOTIFICATION**" button,  
Select ❶ the type of notification you would like to receive



❶ **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, and adjust the filter based on the location or roles.

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 **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).

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

**E-MAIL** ✉

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**PHONE** ☎ +6221 30065444, +6221 50837911**CHAT** 💬 click [here](#) for guideline**WEB PAGE** 🌐 [Indonesia Local Information Page](#)  
and [Global Information Page](#)

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

Best Regards,  
Maersk Indonesia