

**1. SUBMIT SI**

## New Interface How to Submit Shipping Instruction

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](http://www.Maersk.com), and forward them to relevant parties.

In order to load your container(s), we need information about the shipper/consignee and the cargo. All this should be provided in the Shipping Instruction (Container stuffing details can be uploaded via an Excel file.)

Note:

- For now, system update is valid just for SI submission, the amendment still use old interface
- For now, system update is valid just for single / multi (up tp 10) containers and single cargoline

### What is the new shipping instruction?

- ✔ New user interface
- ✔ Party cards
- ✔ Clickable steps
- ✔ Consignee as "to order"
- ✔ Country specific data
- ✔ Overhauled payer screen
- ✔ VGM
- ✔ Favourites for cargo description

### Access shipping instructions

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

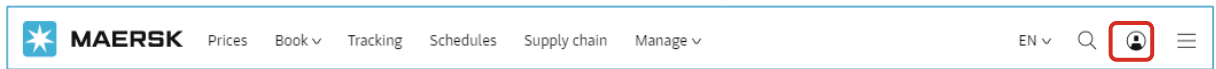
Submit shipping instruction	Amend verify copy	Amend bill of lading
<i>The following shipment parties can submit shipping instructions:</i>	<i>Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.</i>	<i>It allows user to 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>
<b>1. Booked by party</b> <b>2. Price owner</b> <b>3. Switched shipper / Doc shipper / Shipper</b> <i>Based on priority. Example: If a Doc shipper &amp; Shipper is present then only Doc shipper can submit shipping instruction.</i> <b>4. Transport document receiver</b> <b>5. Outward Forwarder</b>	<i>The following shipment parties can perform this action.</i> <b>1. Price owner</b> <b>2. Transport document receiver</b> <b>3. Outward Forwarder</b>	<i>The following shipment parties can perform this action.</i> <b>1. Transport document receiver</b>

# Step-by-step guide To Submit Shipping Instruction via Website (*New Interface*)

## STEP #1

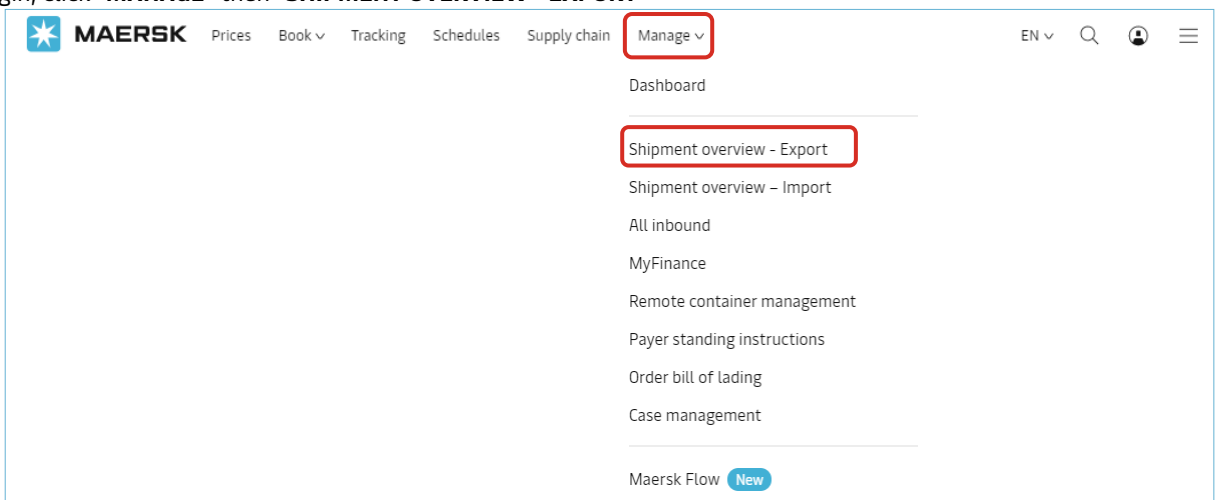
LOG IN to [www.Maersk.com](http://www.Maersk.com).

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



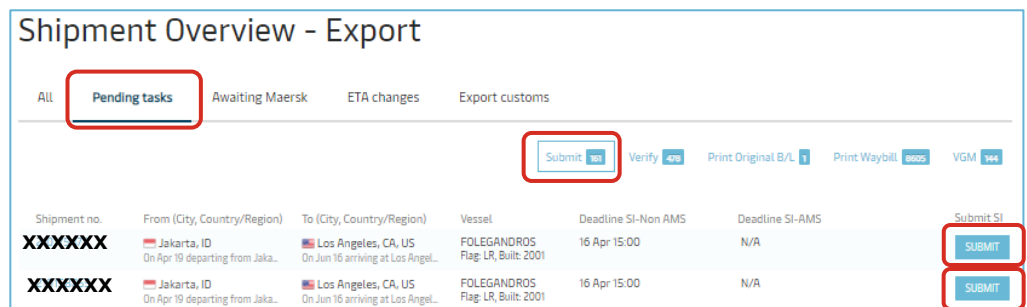
## STEP #2

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

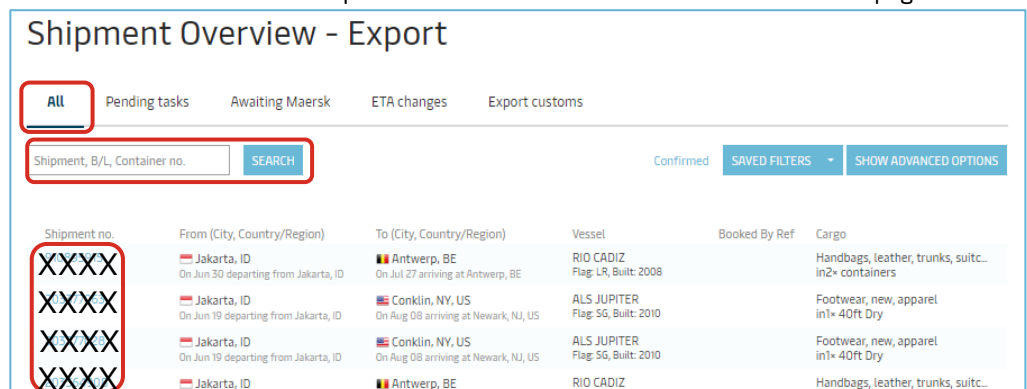


## STEP #3

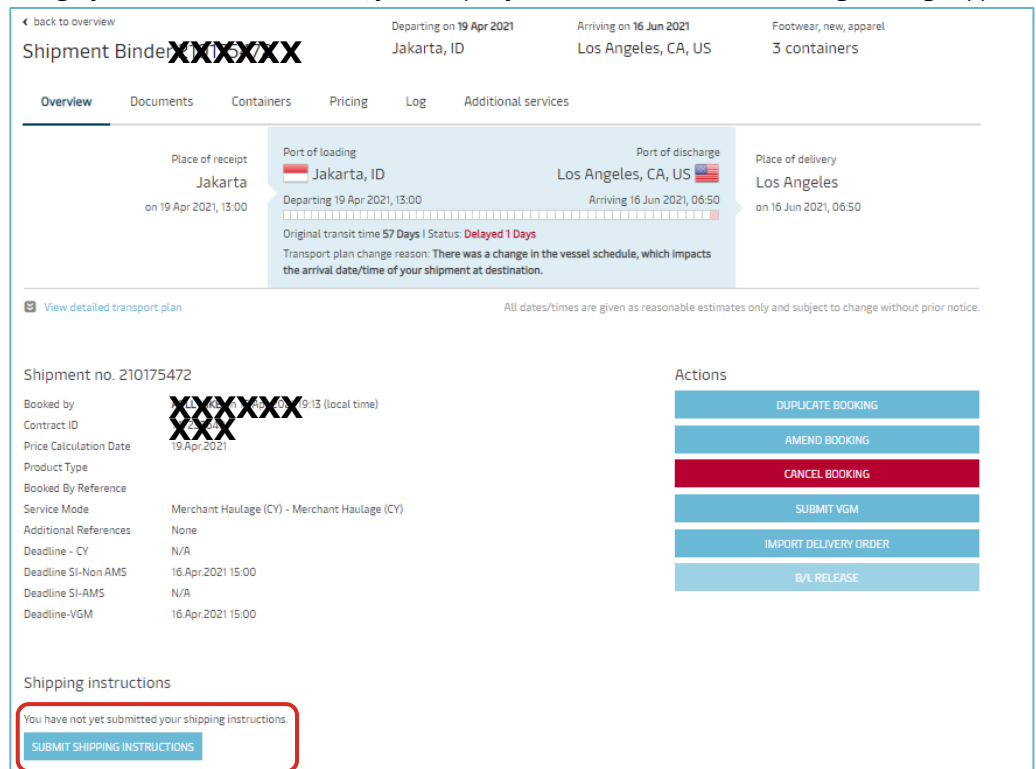
Click "PENDING TASKS" and select "SUBMIT".



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.*



← back to overview

Shipment Binder: XXXXXXXX

Departing on 19 Apr 2021  
Jakarta, ID

Arriving on 16 Jun 2021  
Los Angeles, CA, US

Footwear, new, apparel  
3 containers

Overview Documents Containers Pricing Log Additional services

Place of receipt: Jakarta  
on 19 Apr 2021, 13:00

Port of loading: Jakarta, ID  
Departing 19 Apr 2021, 13:00

Port of discharge: Los Angeles, CA, US  
Arriving 16 Jun 2021, 06:50

Place of delivery: Los Angeles  
on 16 Jun 2021, 06:50

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.

View detailed transport plan

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

Shipment no. 210175472

Booked by: XXXXXXXX (local time)

Contract ID: XXXXX

Price Calculation Date: 19 Apr 2021

Product Type: XXXXX

Booked By Reference: XXXXX

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

Actions

- DUPLICATE BOOKING
- AMEND BOOKING
- CANCEL BOOKING
- SUBMIT VGM
- IMPORT DELIVERY ORDER
- B/L RELEASE

Shipping instructions

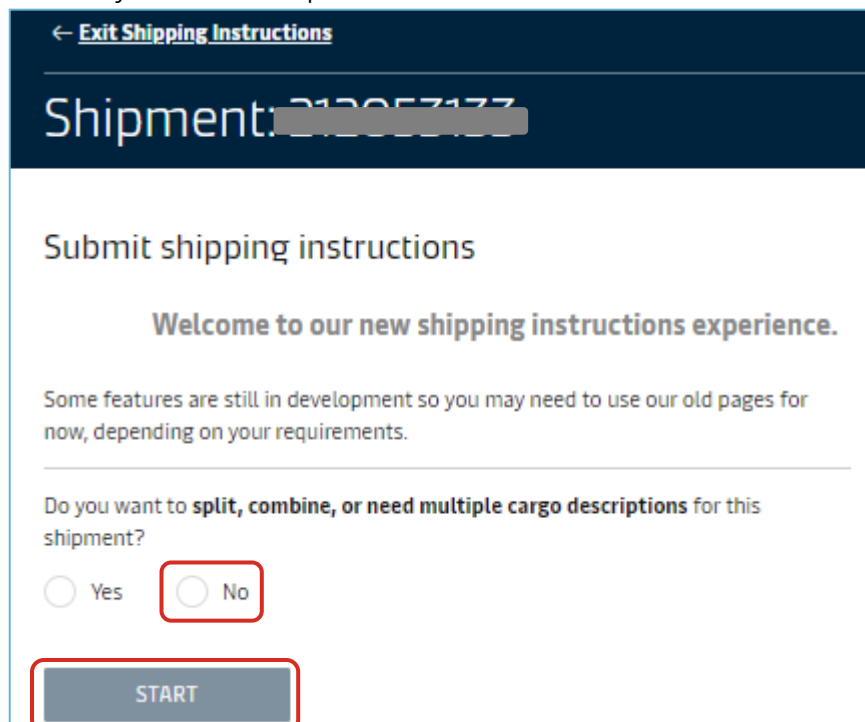
You have not yet submitted your shipping instructions.

SUBMIT SHIPPING INSTRUCTIONS

## LANDING PAGE

For shipments having single/multi (up to 10) containers, you will encounter a page with options. Here you will make a choice depending on your needs. Select below options:

- **Yes** option – if you want to combine a shipment or require multiple B/Ls for a shipment. This option will take you to the classic experience.
- **No** option – will take you to the new experience.



← Exit Shipping Instructions

Shipment: 212057177

Submit shipping instructions

Welcome to our new shipping instructions experience.

Some features are still in development so you may need to use our old pages for now, depending on your requirements.

Do you want to **split, combine, or need multiple cargo descriptions** for this shipment?

Yes  No

START

**STEP #4a – DOCUMENT**

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

**DOCUMENT TYPE:** Choose **Waybill** or **Bill of Lading**

- **Shipped on Board:** use **SOBD (Shipped On Board Date)**
- **Received for Shipment:** use **container gate in CY date**

**SHIPMENT REFERENCES**

- Fill up PEB number → **PEB Number Aju (6 digit)/DD/MM/YYYY**. example: 123456/12/06/2020
- TAX ID Reference can be filled up in Parties stage

**VESSEL & PORT ALIAS (optional)**

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

**REQUEST CERTIFICATE (Optional) – if case you need certificate**

Sample certificates are available for you to download. You can request any number of certificates and provide the details required. There is option to provide the Letter of Credit Number in this section.

Once all done, click **SAVE & CONTINUE**

**STEP #4b – PARTIES (Mandatory parties: Transport Document Receiver, Shipper, Consignee)**

**For Each Party Role**

- ✓ A party can be assigned
- ✓ Address can be edited and
- ✓ Party references can be added

A party can be searched by name & location or customer code by clicking **CHANGE** link.

The address displayed will be the registered address of the party. However, there is option to **EDIT** it. Address can be edited only for the following parties:

- Shipper
- Consignee
- First Notify Party
- Additional Notify Party

The logged in party will be assigned as the **transport document receiver** by default if it was previously not assigned.

**First notify party**

- When Consignee is **Set as To Order** then it is mandatory for a First Notify Party to be assigned.
- **'Same as Consignee'** option for First Notify Party only appears if a Consignee has been assigned.

Shipment references (party): fill up the **TAX ID /NPWP** Reference

Once all done, click **SAVE & CONTINUE**

STEP #4c – PAYERS

- There is option to search for a party to be assigned as payer.
- One payer can be assigned to many charges using the combination of checkbox and assign a payer dropdown.
- Similarly, payment term can be assigned to multiple charges in a go.
- Invoice references can be added for a party.

Once all done, click SAVE & CONTINUE

STEP #4d – CARGO & VGM

Fill details needed for ALL Containers

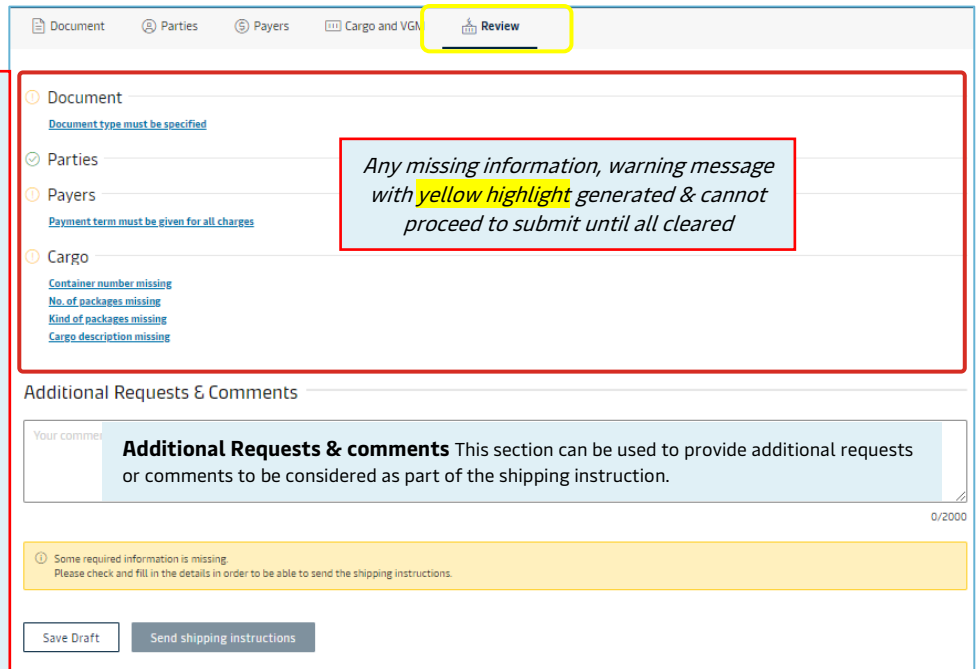
For multiple containers, you can add details using Excel template

Once all done, click SAVE & CONTINUE

**STEP #4e – REVIEW**

check all input before submit Shipping Instruction and missing details

- The review step will identify mandatory items that are missing for submission of shipping instructions.
- The following items are mandatory for SI submit:
1. Document step
    - Document type
    - Mandatory shipment references
  2. Party step
    - Transport document receiver
    - Shipper
    - Consignee
    - Mandatory shipment references
  3. Payer step
    - Payment term selected for all charges
    - Payer present if payment term is prepaid
  4. Cargo & VGM step
    - Container number
    - No. of packages
    - Kind of packages
    - Cargo weight
    - Cargo description
    - HS code



Document Parties Payers Cargo and VGM **Review**

Document  
*Document type must be specified*

Parties

Payers  
*Payment term must be given for all charges*

Cargo  
*Container number missing*  
*No. of packages missing*  
*Kind of packages missing*  
*Cargo description missing*

Additional Requests & Comments

Your comment: **Additional Requests & comments** This section can be used to provide additional requests or comments to be considered as part of the shipping instruction. 0/2000

Some required information is missing.  
Please check and fill in the details in order to be able to send the shipping instructions.

Save Draft Send shipping instructions

*Any missing information, warning message with yellow highlight generated & cannot proceed to submit until all cleared*

Once all done, click send shipping instructions for submission

2. AMEND SI

## How to Approve / Amend Shipping Instruction via [www.Maersk.com](http://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: 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 (Jakarta, ID) | Arriving on 16 Jun 2021 (Los Angeles, CA, US)

Overview | Documents | Containers | Pricing | Log | Additional services

Place of receipt: Jakarta, ID (19 Apr 2021, 13:00)

Port of loading: Jakarta, ID (19 Apr 2021, 13:00)

Port of discharge: Los Angeles, CA, US (16 Jun 2021, 06:50)

Place of delivery: Los Angeles (16 Jun 2021, 06:50)

Original transit time 57 Days | Status: Delayed 1 Days

Shipment no. 210175472

Booked by: XXXXXX

Contract ID: XXXXXX

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)

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.

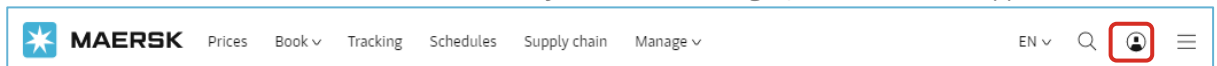
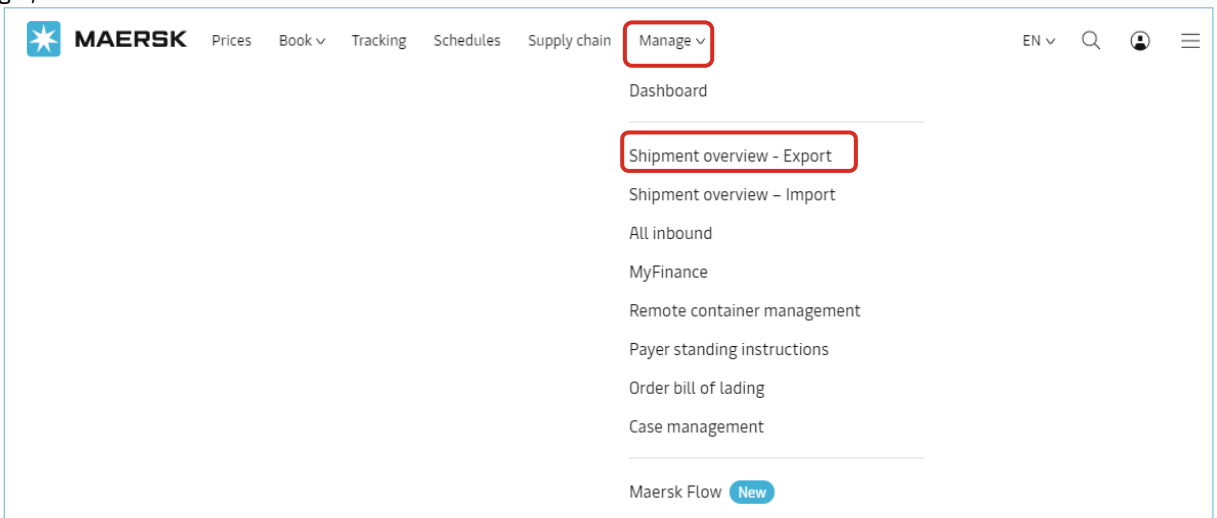
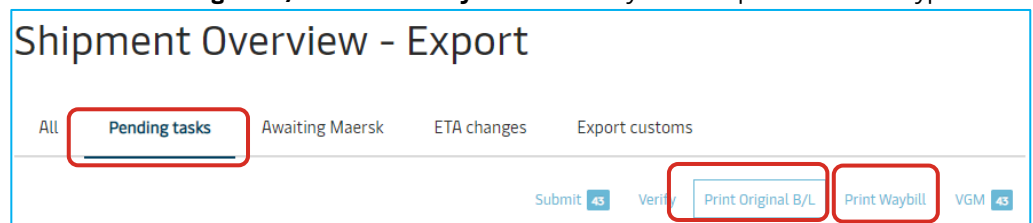
**3. DOWNLOAD****How to Download Final Transport Document via [www.Maersk.com](http://www.Maersk.com)**

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](http://www.Maersk.com), and forward them to relevant parties.

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

**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 "**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.   Confirmed

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 XXXXXXXX

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
<input type="button" value="Verify Copy"/>	05 Dec 2020 00:48 (local time)	Approved on 07 Dec 2020 04:08 (local time)
<input type="button" value="View Bill of Lading"/>	07 Dec 2020 10:02 (local time)	Transport document created
<input type="button" value="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.

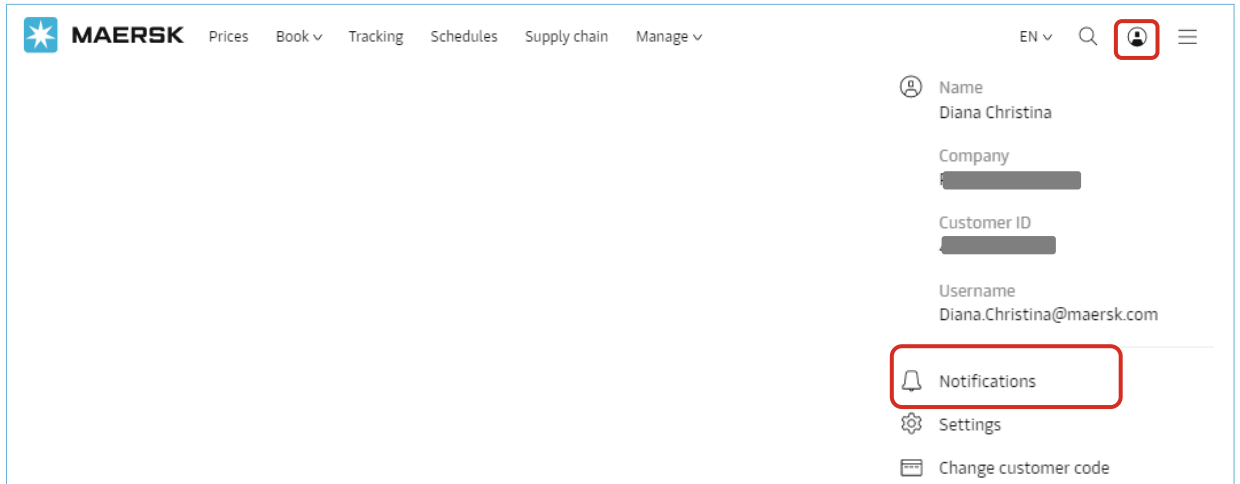
Register now! Go to [here](#) & click **e-BL (Electronic Bill of Lading)** tab.

4. BE NOTIFIED

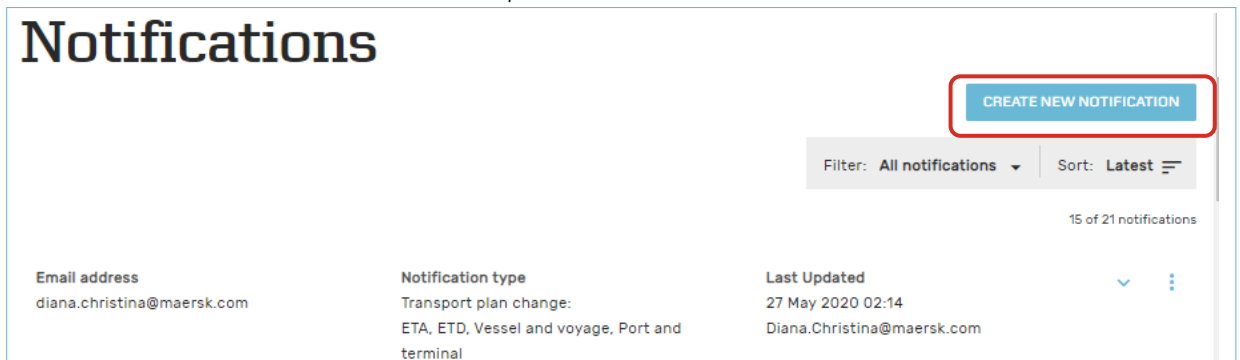
## How to Subscribe Notification of your Transport Document Status

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

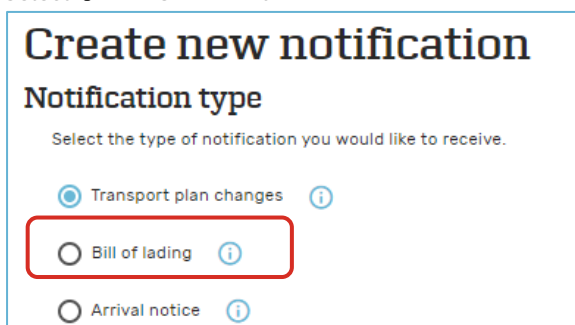
**STEP #1** After login, click "PROFILE button" then choose "NOTIFICATIONS"



**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



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

**E-MAIL** ✉

[id.export@maersk.com](mailto:id.export@maersk.com) for export enquiries,  
[id.import@maersk.com](mailto:id.import@maersk.com) for import enquiries,  
[idsales.support@maersk.com](mailto:idsales.support@maersk.com) for sales matters.

**PHONE** ☎ +62 21 5093 9470

**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