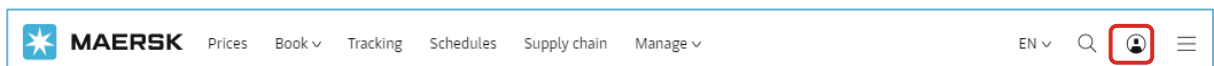


Access shipping instructions ----- Only a limited number of shipment parties have the ability to submit SI

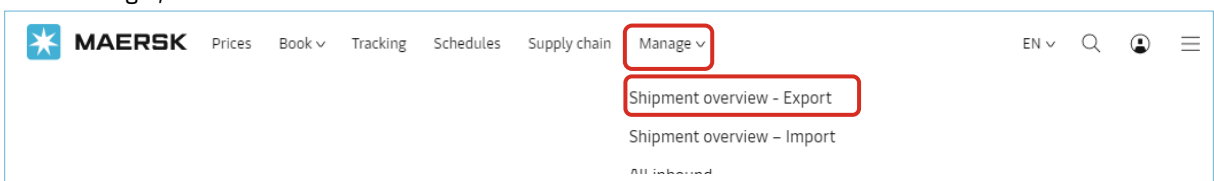
Submit shipping instruction	Amend verify copy	Amend bill of lading
The following shipment parties can submit shipping instructions:	Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.	It allows user to amend shipping instruction once the original bill of lading is ready. This action will result in a new version of the bill of lading.
<ol style="list-style-type: none"> <li>1. Booked by party</li> <li>2. Price owner</li> <li>3. Switched shipper / Doc shipper / Shipper <i>Based on priority. Example: If a Doc shipper &amp; Shipper is present then only Doc shipper can submit shipping instruction.</i></li> <li>4. Transport document receiver</li> <li>5. Outward Forwarder</li> </ol>	<p>The following shipment parties can perform this action.</p> <ol style="list-style-type: none"> <li>1. Price owner</li> <li>2. Transport document receiver</li> <li>3. Outward Forwarder</li> </ol>	<p>The following shipment parties can perform this action.</p> <ol style="list-style-type: none"> <li>1. Transport document receiver</li> </ol>

## Step-by-step guide To Submit Shipping Instruction via Website (Old Journey)

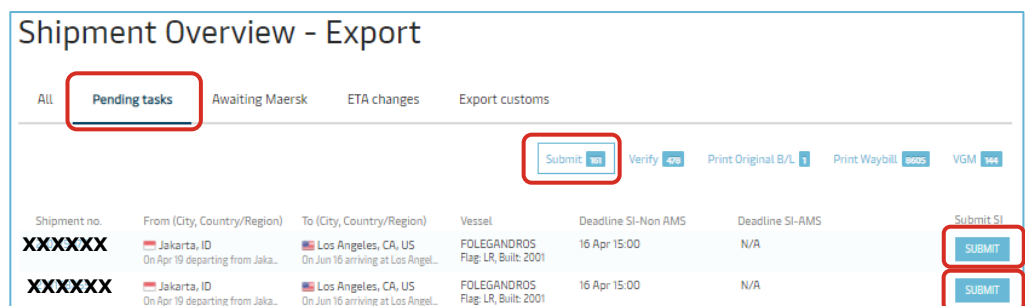
**STEP #1** LOG IN to [www.Maersk.com](http://www.Maersk.com). -- If you are failed to log in, CHAT technical support [here](#).



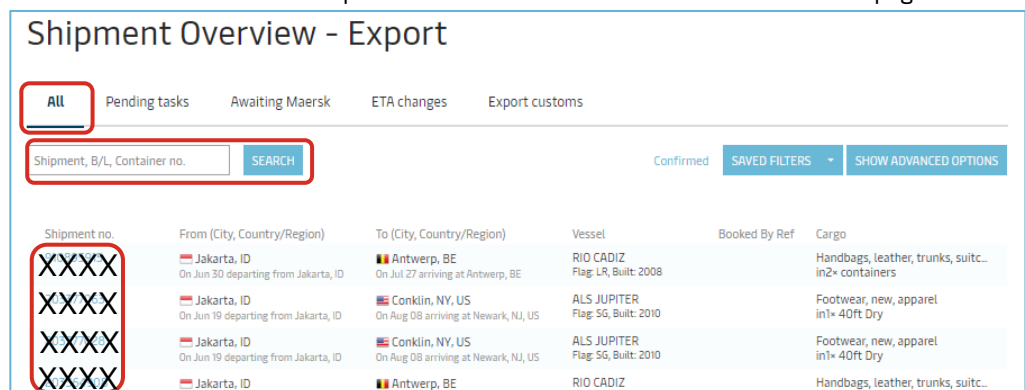
**STEP #2** After login, click "MANAGE" then "SHIPMENT OVERVIEW - EXPORT"



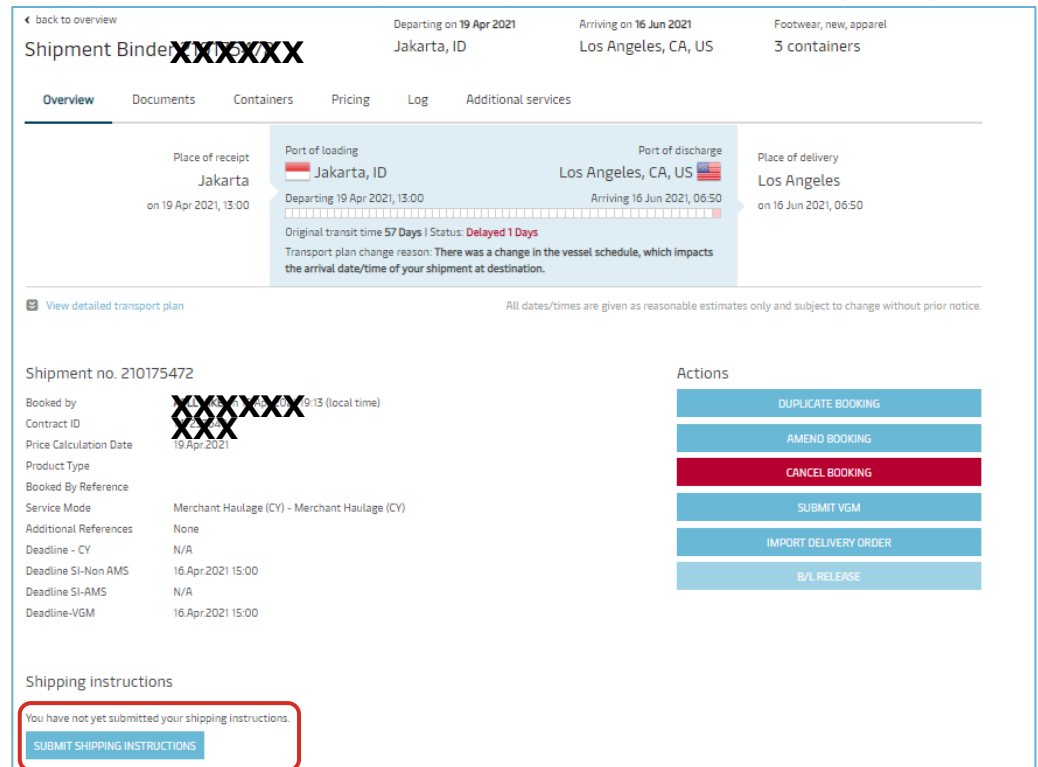
**STEP #3** Click "PENDING TASKS" and select "SUBMIT".



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



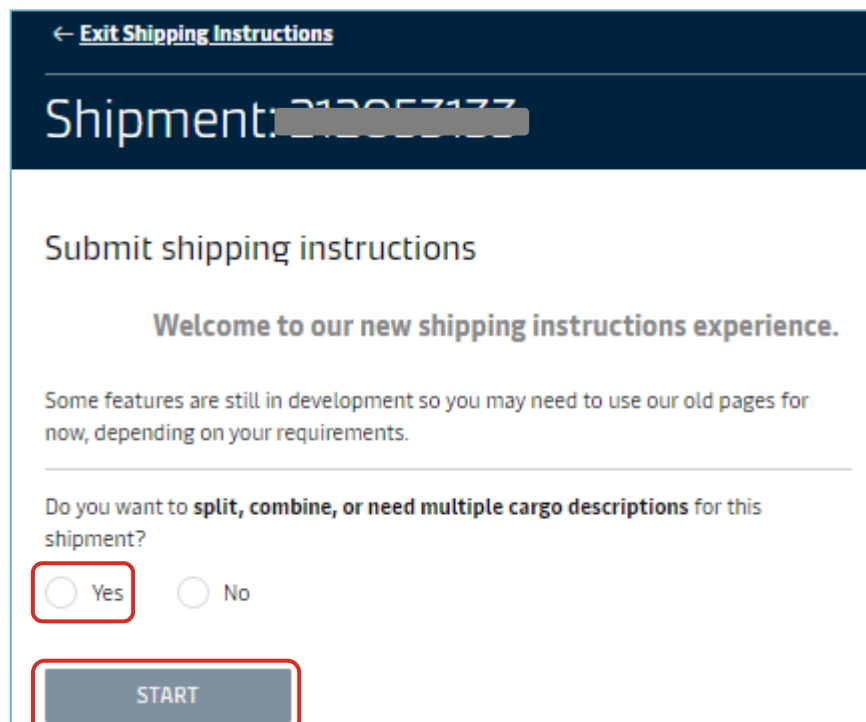
This will open the Shipment Binder page which shows all details on a shipment. Click **“SUBMIT SHIPPING INSTRUCTION”** button. ----- *If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.*



The screenshot shows the 'Shipment Binder' page for a shipment. At the top, it displays 'Departing on 19 Apr 2021' from 'Jakarta, ID' and 'Arriving on 16 Jun 2021' at 'Los Angeles, CA, US'. The cargo is 'Footwear, new, apparel' in '3 containers'. Below this is a navigation bar with 'Overview', 'Documents', 'Containers', 'Pricing', 'Log', and 'Additional services'. The 'Overview' section shows a timeline: 'Place of receipt: Jakarta on 19 Apr 2021, 13:00', 'Port of loading: Jakarta, ID', 'Port of discharge: Los Angeles, CA, US', and 'Place of delivery: Los Angeles on 16 Jun 2021, 06:50'. A warning message states: '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.' Below this is a 'View detailed transport plan' link. The 'Shipment no. 210175472' is shown with various details like 'Booked by', 'Contract ID', 'Price Calculation Date', 'Product Type', 'Booked By Reference', 'Service Mode', 'Additional References', 'Deadline - CY', 'Deadline SI-Non AMS', 'Deadline SI-AMS', and 'Deadline-VGM'. An 'Actions' panel on the right contains buttons for 'DUPLICATE BOOKING', 'AMEND BOOKING', 'CANCEL BOOKING', 'SUBMIT VGM', 'IMPORT DELIVERY ORDER', and 'B/L RELEASE'. At the bottom, a 'Shipping instructions' section contains a message: 'You have not yet submitted your shipping instructions.' and a 'SUBMIT SHIPPING INSTRUCTIONS' button, which is highlighted with a red box.

## LANDING PAGE

Click **YES** option --- This option will take you to the classic experience / old journey.



The screenshot shows the 'Exit Shipping Instructions' landing page. At the top, there is a back arrow and the text 'Exit Shipping Instructions'. Below this is the 'Shipment: 212057177' header. The main heading is 'Submit shipping instructions'. A message reads: '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.' Below this is a question: 'Do you want to split, combine, or need multiple cargo descriptions for this shipment?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is highlighted with a red box. At the bottom, there is a 'START' button, also highlighted with a red box.

**STEP #4a – DOCUMENT PROPERTIES STAGE**

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

Shipping Instructions for Shipment no. ~~XXXXXX~~

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**

- 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**

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

**TIPS. First thing first - Check for MANDATORY DETAILS**

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

**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

Advanced options (Optional)

Request Certificate(s)

- 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

**REQUEST ALTERNATE SPELLING OF LOCATION (Optional)**

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

Request Alternate Spelling of Locations

Port of loading: Jakarta

Port of discharge: Los Angeles

**ADDITIONAL REFERENCES**

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

Additional References

PEB Reference Number

Tax reference - Indonesia

Select reference...

Add another reference

**REQUEST MULTIPLE BL**

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

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 SHIPMENT**

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

Combine multiple shipments into one bill of lading

ADD

**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

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.

Submit **Payer Standing Instruction** to facilitate application of payer for future shipment.

**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
5 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: [REDACTED] 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.

[REDACTED]@maersk.com

**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](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

All  Pending tasks  Awaiting Maersk  ETA changes  Export customs

Submit    Print Original B/L  Print Waybill  VGM

B/L no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	
<input type="checkbox"/> XXXXXX <input type="button" value="View PDF"/>	Semarang, ID On Apr 18 departing from Semarang, ID	Los Angeles, CA, US On Jun 16 arriving at Los Angeles, CA, US	RIO CHARLESTON Flag: PT, Built: 2008	<input checked="" type="button" value="APPROVE"/> <input checked="" type="button" value="AMEND"/>
<input type="checkbox"/> XXXXXX <input type="button" value="View PDF"/>	Semarang, ID On Apr 18 departing from Semarang, ID	Los Angeles, CA, US On Jun 16 arriving at Los Angeles, CA, US	RIO CHARLESTON Flag: PT, Built: 2008	<input checked="" type="button" value="APPROVE"/> <input checked="" type="button" value="AMEND"/>
<input type="checkbox"/> XXXXXX <input type="button" value="View PDF"/>	Semarang, ID On Apr 18 departing from Semarang, ID	Los Angeles, CA, US On Jun 16 arriving at Los Angeles, CA, US	RIO CHARLESTON Flag: PT, Built: 2008	<input checked="" type="button" value="APPROVE"/> <input checked="" type="button" value="AMEND"/>

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

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
<input checked="" type="checkbox"/> XXXX	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
<input checked="" type="checkbox"/> XXXX	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
<input checked="" type="checkbox"/> XXXX	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
<input checked="" type="checkbox"/> XXXX	Jakarta, ID On Jun 19 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

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 **XXXXXXX**

Departing on 19 Apr 2021 | Arriving on 16 Jun 2021 | Footwear, new, apparel  
Jakarta, ID | Los Angeles, CA, US | 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: 19-13 (local time)

Contract ID:

Price Calculation Date:

Product Type:

Booked By Reference:

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)

Actions:

- 
- 
- 
- 
- 
- 

**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.

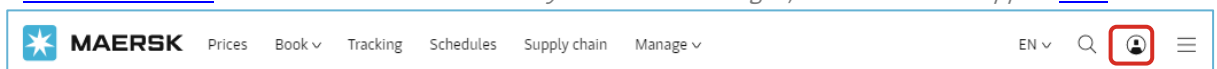
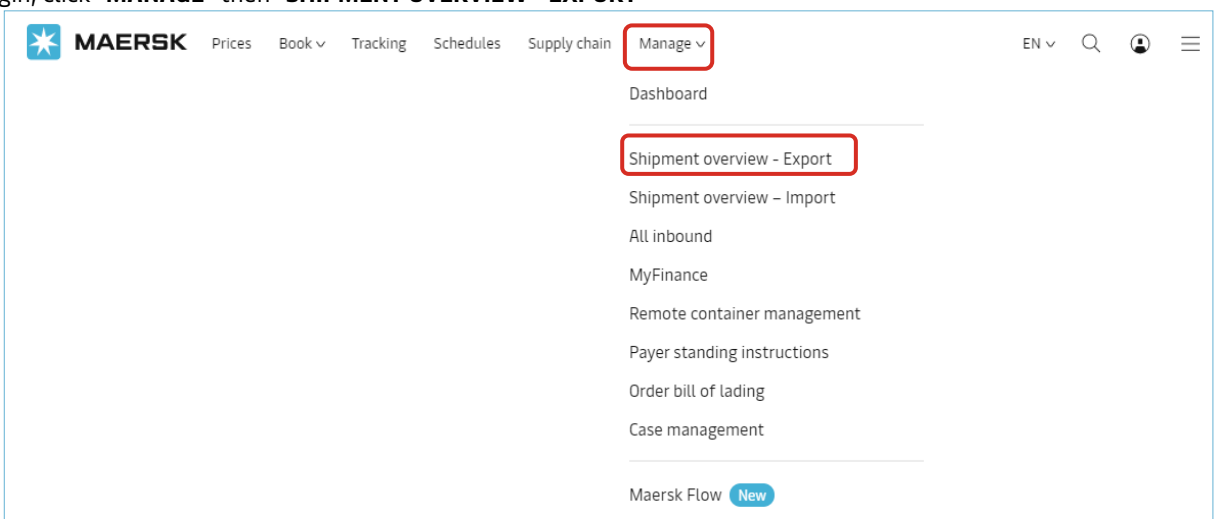
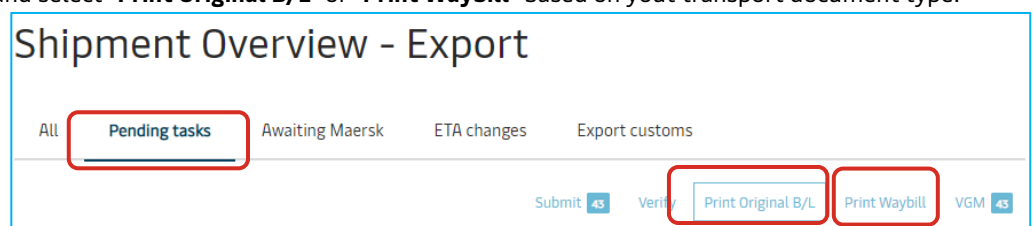
**3. DOWNLOAD****How to Download Final Transport Document via [www.Maersk.com](http://www.Maersk.com)**

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 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
--	--	---	---

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.

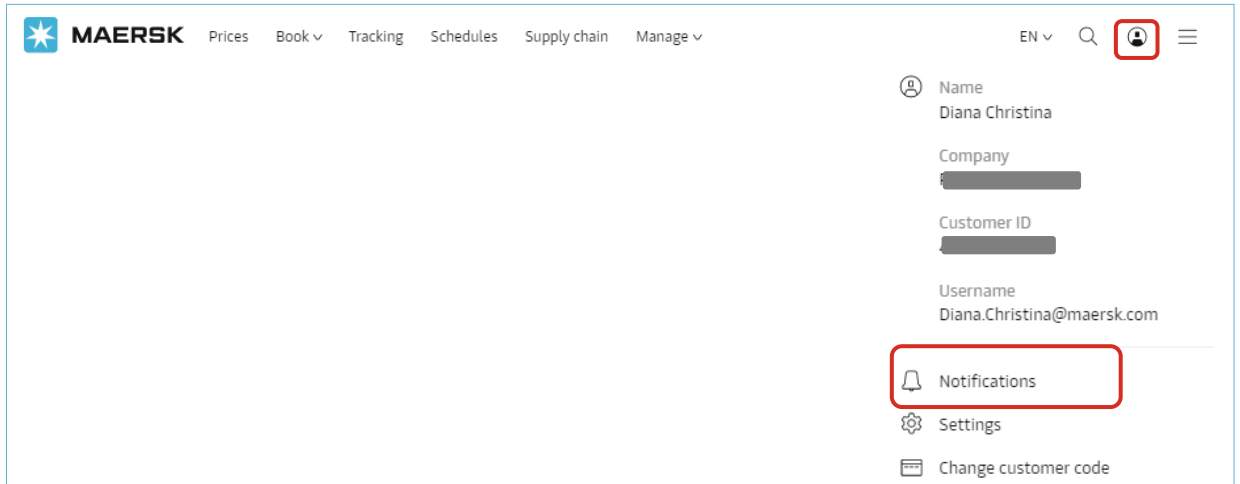


4. BE NOTIFIED

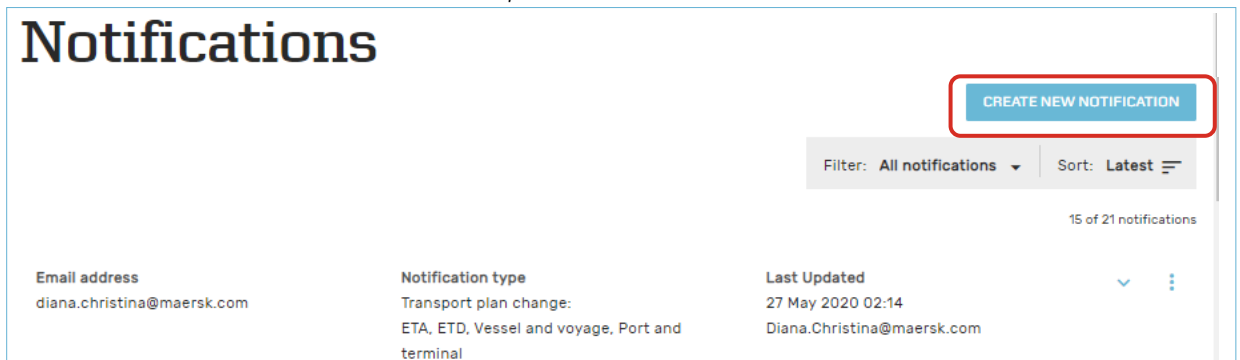
## How to Subscribe Notification of your Transport Document Status

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

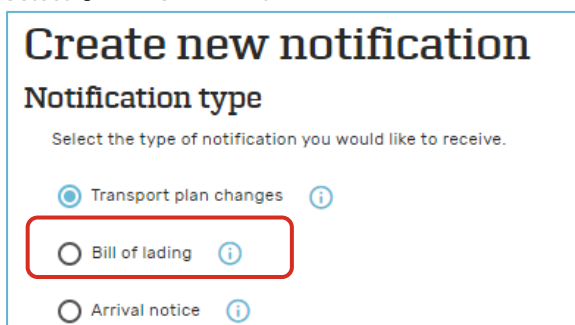
**STEP #1** After login, click “**PROFILE button**” then choose “**NOTIFICATIONS**”



**STEP #2** - click “**CREATE NEW NOTIFICATION**” button,



Select **1 BILL OF LADING**



**2 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.

**1 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.

**3 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,  
[id.sales@maersk.com](mailto:id.sales@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