

How to Submit LOI Reefer

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 submitting LOI Reefer directly via Sharepoint. It is recommended to submit LOI Reefer before timeline ETD-3 for all Main Port.

STEP #1

Click to [LOI Reefer Submission Form | Mysite \(ecommaerskid.wixsite.com\)](https://ecommaerskid.wixsite.com)

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LOI Submission Form

1. Upload 1 LOI for 1 Booking Number, if you need to upload the other booking number, please resubmit again the new entry form.
2. Filename format: **Reefer LOI [LINER] **[BOOKING NUMBER]**. Example: **Reefer LOI MAERSK **987654321**
3. Ensure to include (company letterhead, complete data & in the signature slot to put Duty Stamp/Materai IDR 10.000, company stamp, date signature) in LOI.

[Template LOI](#)

4. Customer will be responsible to submit the data correctly.

Liner Brand * Maersk

Port Name *

For outport shipment, please choose the MAIN transhipment port as above.

Booking Number *

Upload 1 LOI for 1 Booking Number, if you need to upload the other booking number, please resubmit again the new entry form.

Vessel Name * Voyage Number *

Upload Reefer LOI (.PDF File) * Drop files here to upload

Upload 1 LOI for 1 Booking Number, if you need to upload the other booking number, please resubmit again the new entry form.

STEP #2

Please follow below guidance on how to fill the Form :

1. Choose Brand
2. Fill Port Name, Booking Number, Vessel Name, Voyage Number
3. Upload Reefer LOI – only **PDF** file (Please refer to information stated on **LOI Submission Form** as above)

STEP #3

Fill Customer's Contact :

1. PIC Name
2. Phone number
3. Email Contact

Customer's Contact

PIC Name *	<input type="text"/>	Phone Number *	<input type="text" value="081111111111"/>
Email contact *	<input type="text" value="e.g., abcdef@mail.com"/>		

the email will receive the notification receipt

STEP #4 Click Submit

There will be pop up message as below once LOI Reefer submitted and Auto Notification Mail will also send to your side as confirmation that we have received document.

Thank you for submitting the LOI Reefer. The stated email in the form will receive notification receipt in couple of minutes. ✕

LOI Reefer Submission Form

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,
sales.support@maersk.com for sales matters.

PHONE 

+6221 50939470 (JKT/SUB).
Toll Free 0018030160021 (Indosat) /
0078030160021 (PT Telkom & XL)

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