Sealand – A Maersk Company Asia
Onboarding Package

Sealand Cambodia
Contact

Our E-Commerce
## Sealand Cambodia Contact

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service – Export</td>
<td><a href="mailto:Kh.export@sealandmaersk.com">Kh.export@sealandmaersk.com</a></td>
<td>+855 23 965 770</td>
</tr>
<tr>
<td>Customer Service – Import</td>
<td><a href="mailto:Kh.import@sealandmaersk.com">Kh.import@sealandmaersk.com</a></td>
<td>+855 92 555 756 Sat / Holiday : +855 92 555 756</td>
</tr>
<tr>
<td>Operation</td>
<td><a href="mailto:cboopsequ@Maersk.com">cboopsequ@Maersk.com</a></td>
<td>+855 23 965 760</td>
</tr>
</tbody>
</table>

- **www.sealandmaersk.com**
- **Meet Our Seabot**
- **Sealand Mobile App**
Welcome to Sealand E-Commerce

A new online experience will be much easier in shipment arrangement. We provide you a wide online options not only with our website, but also with our mobile app. Log in to sealandmaersk.com today!

- **Web Registration**
  New User? First step to explore online services.

- **Pricing**
  Check for online rates

- **Schedule**
  Look up for schedule for your shipment.

- **Booking**
  Place booking online and get confirmed instantly

- **Shipping Instruction**
  Submit shipping instruction and BL Amendment

- **Bill of Lading**
  Self-Printing BL in your office

- **Online Invoice**
  Get the invoices online and check your payment

- **Tracking**
  Check status of your container any time

- **Import Telex Release**
  Latest status of your import telex release

- **D&D Calculation**
  Calculate Demurrage and Detention

- **Others**
  Notification, Local information, Mobile App

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Classification: Public
Web Registration

1. Go to https://www.sealandmaersk.com
2. Click Log In → Register

   ![Login Page]

3. Fill all details: Company name must not contain special characters
4. You will receive setting password email within 1 hour. Password must be at least 8 characters containing at least 1 number and 1 capital letter.
   Example: Sastransport123
5. Fill user and password for signing in
6. Set up Profile: Account → My setting
## Ocean Prices

1. Go to [www.sealandmaersk.com](http://www.sealandmaersk.com) & log in your account
2. Click ‘QUOTE’ → ‘Find a price’
3. Input shipment details then click ‘LOOK UP’

### Lookup Details

<table>
<thead>
<tr>
<th>From</th>
<th>Export Mode</th>
<th>Rate Calculation Date</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laem Chabang, Thailand</td>
<td>Merchant Haulage(CY)</td>
<td>27.08.2018</td>
<td>Foodstuff, nos, non-frozen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To</th>
<th>To Export Mode</th>
<th>To Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yangon, Myanmar (Burma)</td>
<td>Merchant Haulage(CY)</td>
<td></td>
</tr>
</tbody>
</table>

### Container Details

<table>
<thead>
<tr>
<th>Container Type</th>
<th>Quantity</th>
<th>Size</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1x20ft Dry</td>
<td>1</td>
<td>18000 (kg)</td>
<td>$${}$ USD</td>
</tr>
</tbody>
</table>

## Logistics and Services

#### Haulage direction

- Export
- Import

#### Location details

- Country of Inland location
- Enter country

- Inland location (From)
- Enter city name

- Gateway port (To)
- Enter city name

- Inland location is a container yard

#### Container

- Container type
  - Select container type
- Dangerous cargo
  - Add additional container

#### Departure date

- 15 DEC 2019

#### Service contract (Optional)

- Enter service contract
Schedule Search

1. Go to www.sealandmaersk.com
2. Click “Schedules”
3. Input City name
4. Click “Search”

Note: No need to log in
Booking

Your booking details

From
- Service mode
  - CARRIER HAULAGE (SD)
  - MERCHANT HAULAGE (CY)
- Location
  - Sihanoukville, Cambodia

To
- Service mode
  - MERCHANT HAULAGE (CY)
  - CARRIER HAULAGE (SD)
- Location
  - Tokyo (Tokyo), Japan

I want to pick up the empty container(s) in another city

Price owner

The price owner is the company who owns the contract with the carrier

Customer reference (optional)

Fill in some information:
1. From
2. To
3. Service mode
4. Price owner party
Select Commodity, Container Type Size, Number of containers and weight.
Booking Amendment
Shipping Instruction Submission

1. Go to www.sealandmaersk.com
2. Log in your account
3. Click ‘Manage’
4. Go to ‘Submit Shipping Instructions’
Shipping Instruction Submission

- **All cargo details**: Same cargo details, same piece count.
- **Piece count only**: Same piece counts, cargo description need to be updated at container level.
- **Cargo description only**: Same cargo description, piece counts need to be updated at container level.
- **No, I specify all details at container level**: You specify piece count and cargo description at container level.

**Parties**

- **Shipper**: SEANLD - A MAERSK COMPANY ASIA (new), 54-56 NGUYEN TRANG, WARD BEN THANH, DISTRICT 1, HO CH MINH CITY, VIET NAM.
- **Consignee**: Add new party (Optional) (4323097591) SAME AS CONSIGNEE, 1432097591.

**Cargo Details**

- **Commodity**: Machinery or mechanical appliances, new.
- **Specify and apply to all containers**: All cargo details, piece count only, cargo description only, No. I specify all details at container level.

**Template for huge piece count updates**

**Menu**
Shipping Instruction Submission

Payment Terms

Origin (2 charges)
- Domestic/Inland - Origin
  - Prepaid
  - Collect
  - SELECT...
- Terminal Handling Service - Origin
  - Prepaid
  - Collect
  - SELECT...

Freight (3 charges)
- Basic Ocean Freight
  - Prepaid
  - Collect
  - SELECT...

Destination (3 charges)
- Domestic/Inland - Destination
  - Prepaid
  - Collect
  - SELECT...
- Terminal Handling Service - Destination
  - Prepaid
  - Collect
  - SELECT...

To select payer for individual charges, click here

Update the individual charges differently

Charges shown in the preview for users to check, it will not reflect on the verify copy or bill of lading

Menu
Approve / Amend Shipping Instruction

1. Go to www.sealandmaersk.com
2. Log in your account
3. Go to “Manage” → “Shipment Overview – Export”
   Or Click ‘Approve verify copy’ in Your Tasks.
3. Click ‘Approve Verify Copy’ to confirm
   Or click ‘Amend Verify Copy’ to revise draft

Charge name and payer details are shown on draft. For privacy concerned, rate is not shown.
You can recheck whether payer details are correct. If not, please revise payer and payment details accordingly

Once the verified copy have been completed, you can amend the VC by clicking here. If it is greyed out at this stage, means there is another amendment that have been sent for processing.
1. Visit website www.sealandmaersk.com
2. Log in your account
3. Go to “Manage” + “Submit VGM”
4. Select BL number
5. Fill data and Click ‘Submit VGM’

Or
1. Click menu “Manage”
2. Click “Submit Shipping Instruction”
3. Input data + submit VGM
Print Bill of Lading

You can download Verify Copy or Draft by following steps.
1. Go to www.sealandmaersk.com
2. Log in your account
3. Click menu ‘Manage’
4. Click ‘Print of Lading’ or ‘Print Waybill’
5. Select item to view
6. Print out

For customer who would like to print OBL in your office, please contact Customer Service department to sign an agreement. Then, Sealand will provide you OBL blank paper for printing at your office or you can order Bill of Lading form online as below instruction.
Invoice

Search for your documents by simply providing one of the following: Invoice No, Bill of Lading No, or Customer Ref No.

We’ve stored your invoices for you! If you need to check your Open or Paid invoices, all you need to do is providing: Bill of Lading No, Invoice Date, Invoice Amount or Open/ Paid Amount. You also can download your invoice here!

1. Go to www.sealandaersk.com
2. Log in your account
3. Click menu ‘My Finance’
4. Click ‘Open invoice’
   - Or, you can adjust searching invoice via click ‘Extend search’
5. Click ‘PDF icon’ to download invoice

In case, invoice details are wrong, you can click ‘Text box icon’ to raise dispute and leave your comment.

View list of available credits
Keep track of the progress of your disputes, which you can filter by Status and Time Period! An extended research lets you search by Case ID, Invoice Number or Bill of Lading number.

E-statement is an easy way to monitor your account’s payable activities. Your statement of Account is now available for you to view, download and print with just a few clicks.

Modify your preferred language here.
Payer Standing Instruction

You can view your current payment term, invoice party, long term set up invoice rule under your account.

1. Go to www.sealandmaersk.com
2. Log in your account
3. Click menu ‘Manage’
4. Click ‘Payer Standing Instruction’

- **INTRODUCTION**
  - Overview and brief info on how to check current invoice set up rule.

- **EXPORT**
  - You can request new rule & change an existing rules or download relevant rules as offline excel file.

- **IMPORT**
  - You can request new rule & change an existing rules or download relevant rules as offline excel file.

**Payer standing instructions**

Standing instructions for payer assignments are rules applied to shipments when assigning charge items to invoices.

Rules are currently applied in two categories available online:

- **EXPORT**
- **IMPORT**

**How are these payer rules applied?**

Ideally Shipping Instructions provide details on who the payer is for a charge item. Subsequently invoices are sent to the respective identified payers.

Rules help identify the payer in instance where the Shipping Instructions does not hold this information.
You can track your shipment status as follows:
1. Go to www.sealandmaersk.com
2. Click “Track”
3. Input B/L number or container number

Or
1. Log in your account
2. Click menu “Manage”
3. Click “Shipment Overview- Export”
4. Go to shipment binder
Import Telex Release

1. Go to www.sealandmaersk.com
2. Log in your account
3. Go to Shipment → All inbound

Shipments
Shipment Overview - Export
ETA Changes
Notifications
Remote Container Management
Shipment Overview - Import
All Inbound

Status: On hold/ Pending
Status: Ok, released, received payment, done
Demurrage and Detention Calculation

**Import**

![Click](Demurrage and Detention)

**Export**

![Click](Demurrage and Detention)

![Click](Demurrage and Detention (Return Empty without loading))

**NOTE:**
Click on “Asia” to select the region to download the attachment
Others: Notification

Sign up for:
- Booking confirmation
- Bill of Lading
- Transport Plan Changes
- Arrival Notice

In order to receive notification from Sealand for your Document arrangement, pls refer below steps
1. Go to www.sealandmaersk.com
2. Log in your account
3. Click menu ‘Manage’
4. Click ‘Notifications’

Transport plan (ETA) changes
- Setup for individuals or multiple people
- Filter for various ports
- Notifications
  - Booked-by or consignee or shipper specifically
  - Own bookings (Email that submitted the bookings)
- Vessel / voyage changes
- Port changes

Bill of Lading notification
- Verify Copy
- Waybill
- OBL
- Approved Copy
Others : Notification

You can track your shipment status as follows:
1. Go to www.sealandmaersk.com
2. Click “Track”
3. Input B/L number or container number

Or
1. Log in your account
2. Click menu “Manage”
3. Click “Shipment Overview:- Export”
4. Go to shipment binder

Tracking results

From Ho Chi Minh City To Yangon
Transport document number: MCD076617

Container details: SUD01522994
Container type size: 20 ft Dry Container
Estimated arrival date: 06 Sep 2019

Shipment Binder MCB735795
Departing on 19 Jan 2019
Arriving on 25 Jan 2019
Haiphong, 62, VN
Fabric, ras, textiles
1 x 20ft Dry
Others: Notification

1. Go to www.sealandmaersk.com
2. Log in your account
3. Go to Manage → ETA changes

Shipment Overview - ETA Changes

- ETA Changes
- Notifications
- Remote Container Management
- Shipment Overview - Import
- All Inbound

Show / Hide Details: To find out the reason of ETA changes

Reason for latest change: Due to network capacity limitations, your shipment has been replanned on a different itinerary.
Others

- Click Import Information
- Click Export Information
- Click News and Advisory
Thank you for your corporation...!!!