



MAERSK

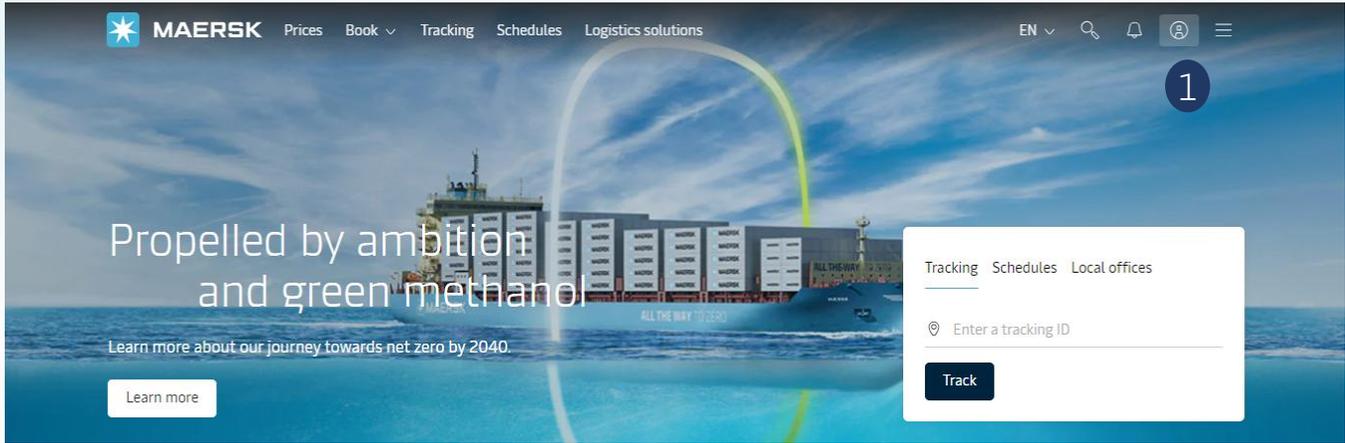


INVOICE PAYER AMENDMENT

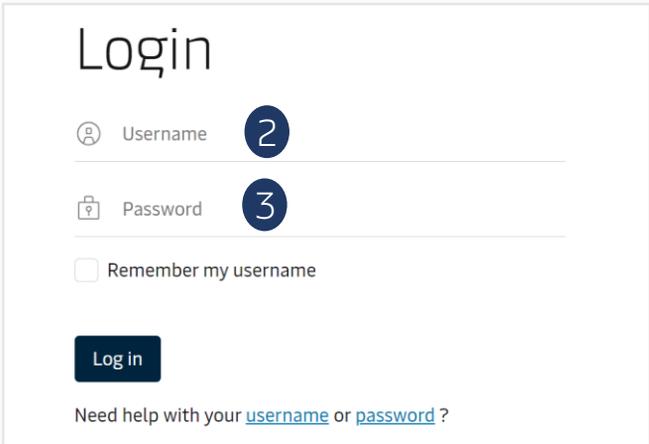
WEBSITE MAERSK.COM

WELCOME TO OUR WEBSITE GUIDANCE

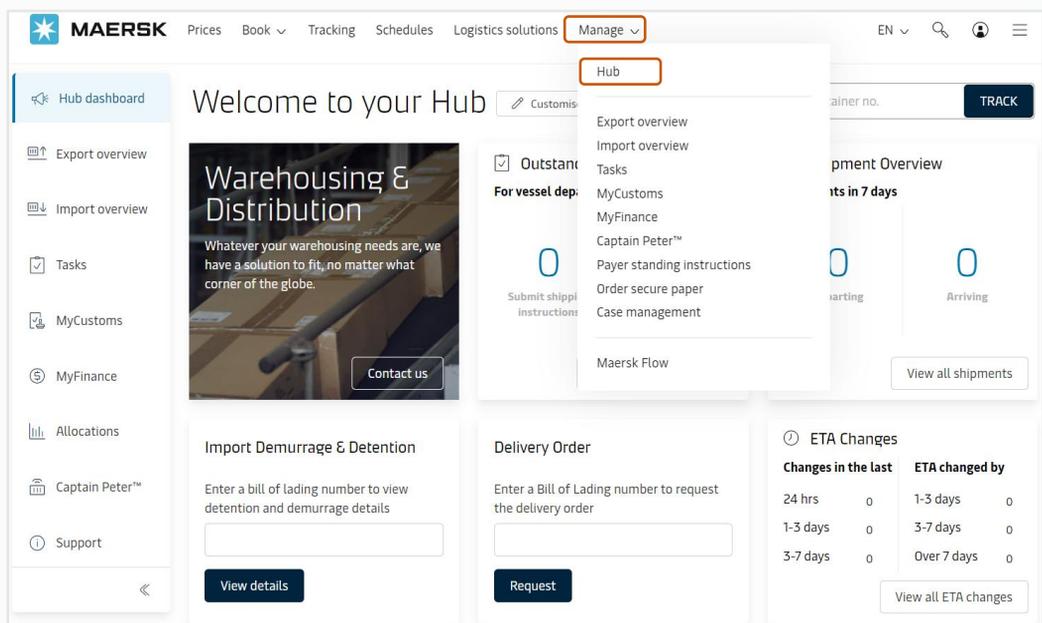
GO TO MAERSK.COM TO LOG IN YOUR ACCOUNT Step 1



1. Click profile icon for log in
2. Enter you Username
3. Enter your Password



GO TO MANAGE, SELECT HUB Step 2



ENTER BL NUMBER AND PRESS REQUEST

Step 3

The screenshot shows the Maersk Hub dashboard. At the top, there is a navigation bar with the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Logistics solutions', and 'Manage'. On the right, there are icons for 'EN', search, notifications, and user profile. A sidebar on the left contains menu items: Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance, Allocations, Captain Peter™, and Support. The main content area is titled 'Welcome to your Hub' and includes a 'Customise' button and a search box for 'B/L or container no.' with a 'View details' button. Below this, there are several widgets: 1. A survey widget: 'We're looking to improve your Hub. We would appreciate your feedback in a short survey.' with a 'Survey' button. 2. 'Outstanding tasks' for vessels departing in the next 7 days, showing 0 'Submit shipping instructions' and 0 'Submit VGM' tasks, with a 'View outstanding tasks' button. 3. 'Shipment Overview' for the next 7 days, showing 0 'Departing' and 0 'Arriving' shipments, with a 'View all shipments' button. 4. 'Import Demurrage & Detention' widget with a text input field and a 'View details' button. 5. 'Delivery Order' widget with a text input field containing 'XXX XXX XXX' and a 'Request' button. 6. 'Local Information' widget with links for 'Asia Pacific', 'Europe', 'India, Middle East and Africa', 'Latin America', and 'North America'.

SELECT ADD PAYER DEATAIL TO CHANGE INFORMATION

Step 4

The screenshot shows the 'B/L Status' page. It is divided into several sections: 1. 'B/L Status' section with a 'Cargo release status' subsection containing two items: 'Bill of Lading (Originals) surrendered' and 'Manifest submitted to customs'. 2. 'Finance status' subsection containing two items: 'Prepaid charges payment is completed' and 'Collect charges payment is completed'. 3. 'Invoices and payment' section with a yellow warning box: 'Online payment is not available, Please contact customer service for more details.' 4. 'Delivery orders' section with a text box: 'Please proceed to delivery order request for the containers with 'ready to submit' status.' and a 'Continue' button. 5. 'Other actions' section with two buttons: 'Nominate a release to party' and 'Add payer details'. The 'Add payer details' button is highlighted with an orange border.

SELECT TYPE OF FEE YOU WANT TO CHANGE AND CLICK UPDATE Step 5

B/L no. XXXXXXXXXX

Import charges and payer details

Change / Assign payer to charge types

1 of 4 selected Change / assign a payer to selected Invoice reference (Optional)

Charge types	Payer Details		Price
Collect charges			
<input type="checkbox"/> Container Protect Essential	ABC COMPANY Update Payer	*****101	VND 5,500,000
<input type="checkbox"/> Documentation fee - Destination	ABC COMPANY Update Payer	*****101	VND 850,000
Import Demurrage & Detention charges			
<input checked="" type="checkbox"/> Import Demurrage	ABC COMPANY Update Payer	*****101	Not available
<input type="checkbox"/> Import Detention	ABC COMPANY Update Payer	*****101	Not available

ⓘ Please check that the payers for Import Demurrage & Detention is updated correctly.

I agree to the [terms and conditions](#)* for price/rate information.

*The price displayed is initial estimate for the charges applicable to this shipment. Your invoice may contain additional local tax or charges if applicable.

Submit

CLICK SEARCH AND ADD NEW PAYER Step 6

Import Demurrage & Detention charges			
<input checked="" type="checkbox"/> Import Demurrage	ABC COMPANY Update Payer	*****101	Not available
<input type="checkbox"/> Import Detention	+ Select from my "Favourites"	*****101	Not available
	+ Search and add a new payer		

ⓘ Please check that the payers for Import Demurrage & Detention is updated correctly.

SEARCH FOR INFORMATION OF NEW PARTY NEEDING TO ISSUE INVOICE TO Step 7

SEARCH BY CUSTOMER COD

Select payer ×

 Favourites  **Search**

You can search a release to party by their trading name and address or customer code

Customer code

or

Trading name Country

[Additional fields](#)

Search

SEARCH BY COMPANY NAME

Select payer ×

 Favourites  **Search**

You can search a release to party by their trading name and address or customer code

Customer code

or

Trading name Country

[Additional fields](#)

Search

CLICK ON COMPANY INFORMATION AND CLICK CONFIRM Step 8

Select payer ×

[Favourites](#) [Search](#)

You searched for: "XYZ COMPANY"

XYZ COMPANY
*****XXX

XYZ STREET, WARD XYZ,
DISTRIC 456, HO CHI MINH CITY,
Vietnam

[Confirm](#)

[Back to search](#)

CHECK INFORMATION AND CLICK SUBMIT Step 9

Import Demurrage & Detention charges

<input type="checkbox"/> Import Demurrage	XYZ COMPANY *****380 Change	Not available
<input type="checkbox"/> Import Detention	ABC COMPANY *****446 Change	Not available

I agree to the [terms and conditions](#)* for price/rate information.

*The price displayed is initial estimate for the charges applicable to this shipment. Your invoice may contain additional local tax or charges if applicable.

[Submit](#)