



Handbook - 如何在网站申请目的港放单

1. 目的港放单是什么？

目的港放单是指把正本提单权限转移给到收货人，收货人可以在目的港打印正本提单。

2. 关于提单异地签发服务费

为了持续为您提供灵活可靠的服务，马士基于 2025 年 3 月 10 日起推行全球性的“提单异地签发服务费”。该附加费涵盖了在与起运地或发货人所在地不同的地点提供提单的行政成本，并将按每份提单收取。服务费（费率 和 货币）将根据提单新接收方所在国家收取。点击[此处查看具体费率](#)

3. 在网站补料时已经选了“目的地放行”，还需要再次申请目的港放单吗？

在网站补料的时候选择了目的地放行，仍然需要在确认进行目的港放单的时候，按照此操作指南提交目的港放单申请。

4. 网站目的港放单申请方式及前提条件：

如果网签客户正本提单已挂网，通过“订单详情版面-Transfer bill of lading”发起申请：

处理时间：提交申请后一般会**即时完成**；少数未能即时完成的情况，提交申请后四个工作小时内处理完成。

前提条件：

- 1) 只有提单接收方可以申请，且提单接收方公司有网签权限
- 2) 提单类型为正本提单
- 3) 正本提单已挂网
- 4) 收货人不是 to order
- 5) 目的港国家接受目的港放单

===== 操作步骤：见指南[第二页到第五页](#) =====

提单样本阶段，可以通过“订单详情版面-其他提单操作”发起目的港放单申请：

处理时间：提交申请后四个工作小时内处理完成。

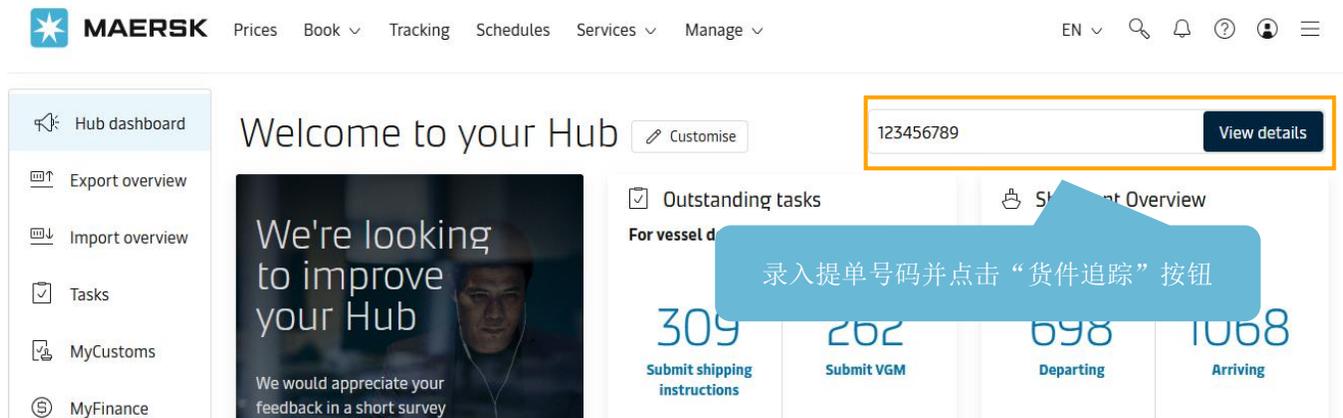
前提条件：

- 1) 只有**提单接收方**可以申请
- 2) 提单类型为**正本提单**，海运单无需申请
 - 3.1) 如果提单接收方公司**没有网签权限**，需要在**样本签发后正本提单签发前**申请
 - 3.2) 如果提单接收方公司**有网签权限**，**样本签发后正本提单挂网前**可以按照此种方式申请；另外，如果提单**收货人是 to order**，正本提单挂网后，也需要按照此种方式申请。

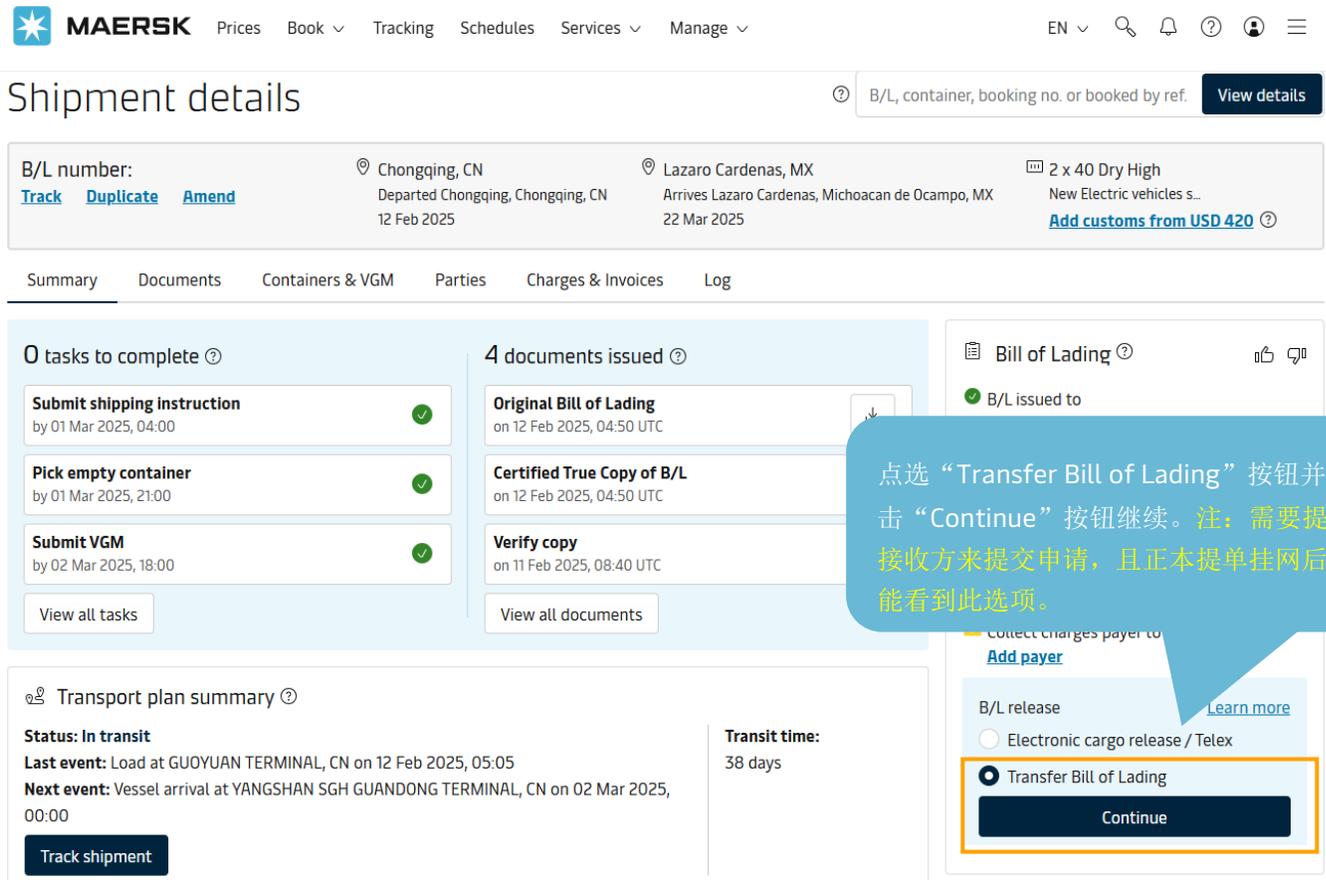
===== 操作步骤：见指南[第六页到第七页](#) =====

如何在网站申请目的港放单

1. 登陆 www.maersk.com 后, 输入需要申请目的港放单的提单号码并点击 “**货件追踪**” 按钮。



2. 跳转到 “**订单详情**” 的 “**概要**” 页面后点选页面右边的 “**Transfer Bill of Lading**” 选项并点击 “**Continue**” 按钮继续。



如何申请目的港放单

Handbook 16-How to Apply Destination Release ---2025/03/17

3. 进入“B/L release”页面后，在 **B/L release payer** 处选择支付提单异地签发服务费的付款方，**Transfer B/L to** 处选择 **Consignee**，勾选好接受条款并点击页面下方的 **Submit request** 按钮然后点击“**Yes, transfer**”按钮即可提交目的港放单申请。

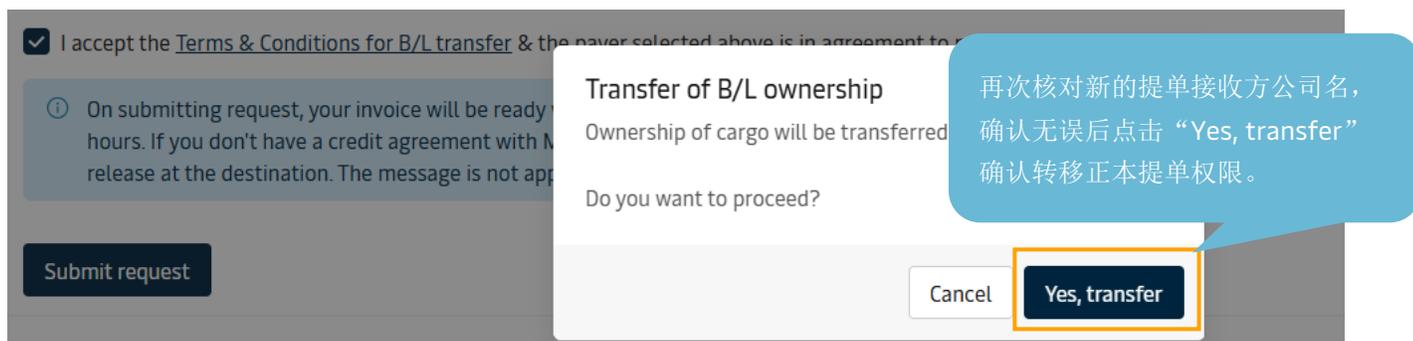
The screenshot shows the Maersk B/L release application interface. At the top, there is a navigation bar with the Maersk logo and menu items: Prices, Book, Tracking, Schedules, Services, and Manage. The page title is "Shipment details" with a search bar and a "View details" button. Below this, a summary box displays B/L number, origin (Xingang, CN), destination (Koprivnice, CZ), and cargo details (1 x 40 Dry High Aluminium, aluminium...). The main section is "Transfer Bill of Lading" and contains several form fields and buttons:

- Transfer B/L to:** A form with a "Consignee" field (containing "BIKE *****") and a "Change" button. A callout bubble points to this field with the text: "建议核对一下收货人信息，如果发现收货人信息有误，联系客服核实更新正确后再进行操作。"
- Transfer B/L payer:** A dropdown menu with "Please select a payer" and a "View charges" link. A callout bubble points to this field with the text: "选择支付提单异地签发服务费的付款方。 点击“View charges”按钮可以查看提单异地签发服务费的费率。"
- Confirmation of the B/L transfer will be sent to:** A list of email addresses, with the first being "@maersk.com (default)". A second field "Enter consignee or other email address" contains "Email address (optional)". A callout bubble points to this section with the text: "接收目的港放单申请回执的默认邮箱地址为当前登陆账号注册的邮箱。 如需其他邮箱接收，可以在 Enter consignee or other email address 处和+ADD another email address 处分别填写一个额外的邮箱地址。"
- Terms & Conditions:** A checkbox labeled "I accept the Terms & Conditions for B/L transfer & the payer selected above is in agreement to pay the B/L transfer charge." is checked. A callout bubble points to this checkbox with the text: "勾选接受条款并点击“Submit request”按钮。"
- Submit request:** A prominent button at the bottom left.

At the bottom of the page, there is a note: "On submitting request, your invoice will be ready within 20 minutes for most of the cases. Sometimes it can take up to 12 hours. If you don't have a credit agreement with Maersk, kindly complete your payment promptly to ensure a smooth cargo release at the destination. The message is not applicable if you have pre-paid the Bill of lading transfer fee."

如何申请目的港放单

Handbook 16-How to Apply Destination Release ---2025/03/17



Shipment details

B/L, container, booking no. or booked by ref. [View details](#)

★ 网页显示如下提示就代表提交成功，同时邮箱里会收到系统发送的主题带有 Bill of Lading Transfer XXX（提单号码）的邮件回执。

1x 40 Dry
Consolidated Cargo
[Add customs from CNY 165](#)

Thank you for the B/L transfer request.
BL transfer request is being processed. All the email recipients will receive confirmation email shortly.

您可以根据邮件回执内容显示查看目的港放单是否已完成。

✧ 如果回执内容显示 XXX company can now download the Original Bill of Lading online，表示目的港放单已经完成，同时可通知收货人直接登陆网站下载正本提单。



[Go to your Hub Dashboard on Maersk.com](#)

Transfer Bill of lading

Dear Tina,

We confirm:

- Transfer of **B/L 123456789** has been successfully processed.
- The B/L has been transferred to **ABC COMPANY**
- **ABC COMPANY** can now download the Original Bill of Lading online.
- A service charge of USD 30.00 will be applied and invoiced to **ABC COMPANY**

Note: Invoice will be ready few days before vessel arrival. If you don't have a credit agreement with Maersk, kindly complete your payment promptly to ensure a smooth cargo release at the destination. This message is not applicable if you have pre-paid the Bill of lading transfer fee.

Please check the updated status on [Shipment Details](#).

- ◇ 如果回执内容显示 XXX company can contact the local Maersk office to collect the B/L, 表示目的港放单申请已经处理完毕, 同时可通知收货人联系目的港办事处申请领取正本提单。



[Go to your Hub Dashboard on Maersk.com](#)

Transfer Bill of lading

Dear Tina,

We confirm:

- Transfer of **B/L 123456789** has been successfully processed.
- The B/L has been transferred to **ABC COMPANY**
- **ABC COMPANY** can contact the local Maersk office to collect the B/L.
- A service charge of USD 30.00 will be applied and invoiced to **ABC COMPANY**

Note: Invoice will be ready few days before vessel arrival. If you don't have a credit agreement with Maersk, kindly complete your payment promptly to ensure a smooth cargo release at the destination. This message is not applicable if you have pre-paid the Bill of lading transfer fee.

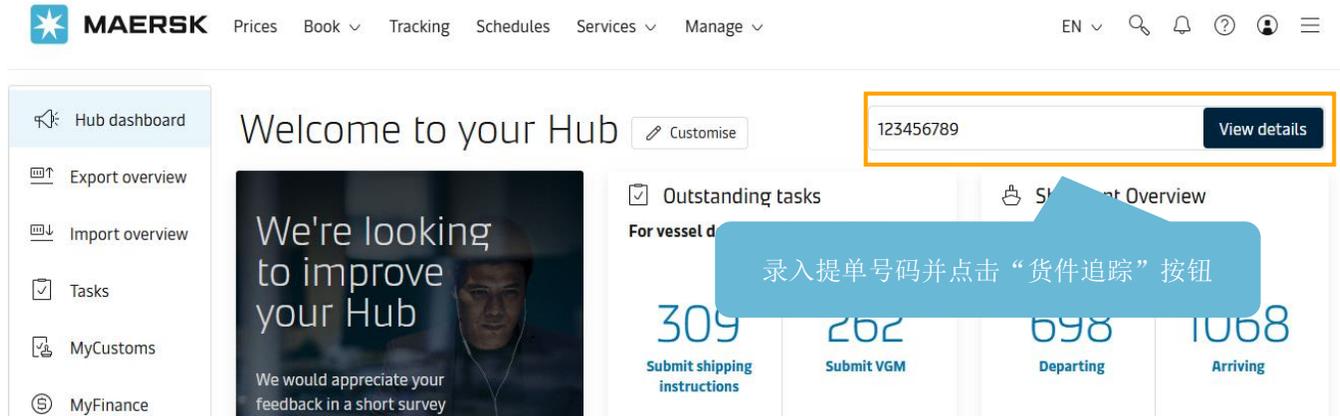
Please check the updated status on [Shipment Details](#).

- ◇ 如果邮件主题同时含有受理号码, 表示需要公邮客服进行进一步跟进, 您会在四个工作小时内收到答复。

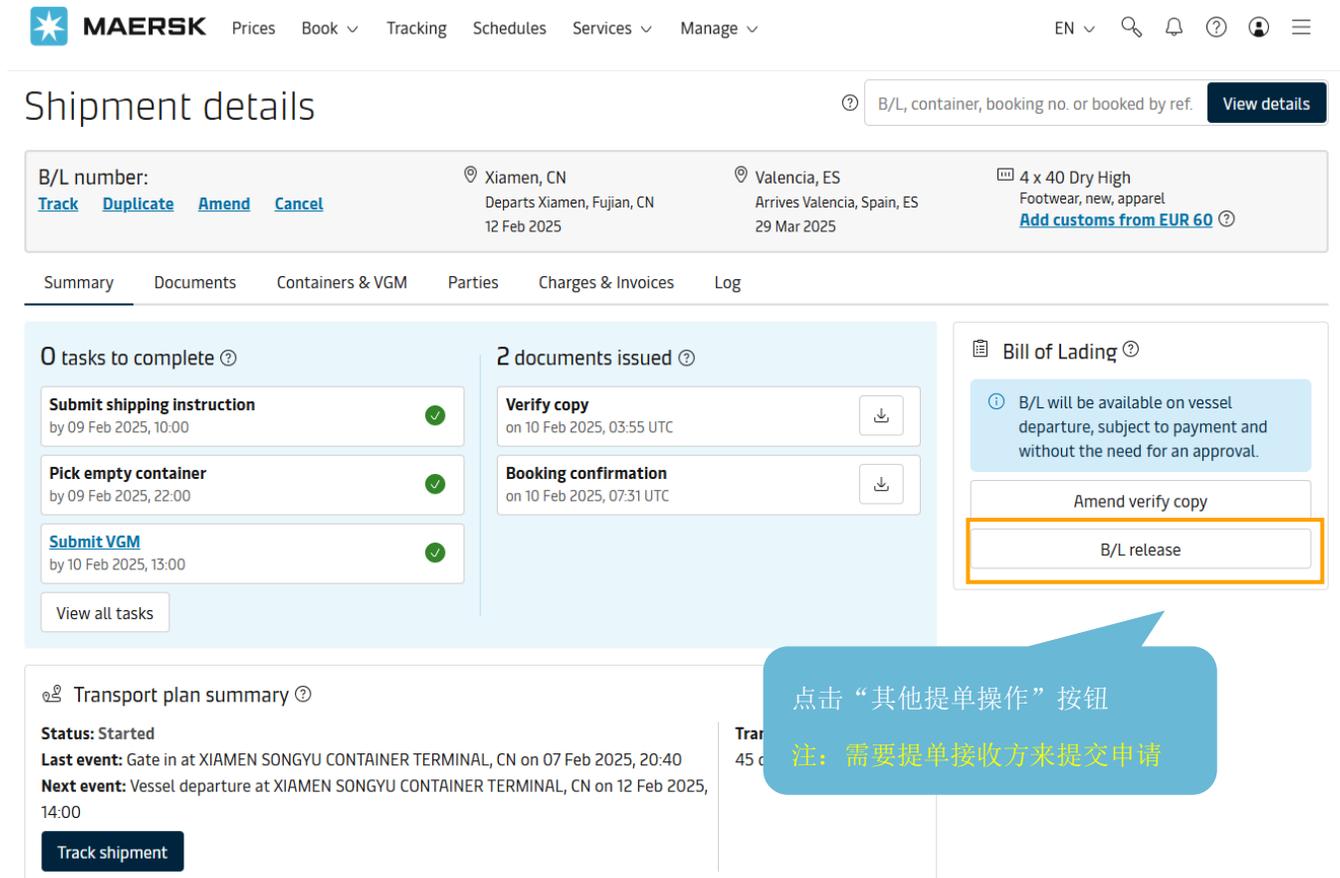
From: Maersk Support Team <autoreply@maersk.com>
Sent: 2025 年 2 月 11 日 16:40
To: Test <test@test.com>
Subject: Your Case Number : 2502-302349183 | Bill of Lading Transfer 123456789

如何在网站申请目的港放单

1. 登陆 www.maersk.com 后, 输入需要申请目的港放单的提单号码并点击 “**货件追踪**” 按钮。



2. 跳转到 “**订单详情**” 的 “**概要**” 页面后点击页面右边的 “**其他提单操作**” 按钮



如何申请目的港放单

Handbook 16-How to Apply Destination Release ---2025/03/17

3. 进入“其他提单操作”页面后，在 Select release type 处选择 **Issue final Bill of Lading to other party**, Send the Bill of Lading to 处点选 **Shipment party** 后，再从下拉菜单选择 **Consignee**，然后点击页面下方的 **SUBMIT REQUEST** 按钮提交目的港放单申请即可。

The screenshot shows the Maersk website interface for submitting a request to release a Bill of Lading. The page title is "Request to release Bill of Lading". The shipment details are: From Xiamen, China (12 Feb 2025 04:30) to Valencia, Spain (29 Mar 2025 21:00). The "Select release type:" dropdown is set to "Issue Bill of Lading to other party". The "Send the Bill of Lading to:" dropdown is set to "Shipment party", and the "Consignee" dropdown is set to "Consignee". The "Consignee" details are: Party ALVAR (12700). The "Email address" field contains "test@test.com". The "Send an additional copy to:" checkbox is unchecked. The "SUBMIT REQUEST" button is highlighted. A success message is displayed: "Request submitted successfully! Your request to release BoL for the shipment TESTSI205 has been submitted successfully. Please check your emails (if you have requested an email copy.)".

Annotations:

- 建议核对一下收货人信息，如果发现收货人信息有误，联系客服核实更新正确后再进行操作。
- 接收目的港放单申请回执的默认邮箱地址为当前登陆账号注册的邮箱。
- 如需其他邮箱接收，可以勾选 Send an additional copy to 去添加一个额外的邮箱。
- 点击“SUBMIT REQUEST”按钮即可提交目的港放单申请。
- ☆看到如上提示就代表提交成功，同时邮箱里会收到系统发送的主题带有受理号码的邮件提交回执。您会在四个工作小时内收到处理结果答复。