

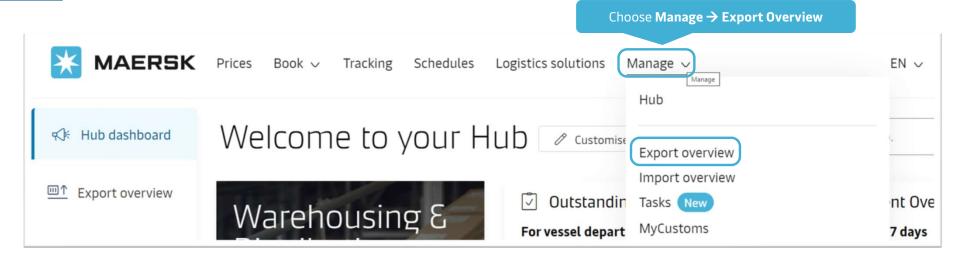


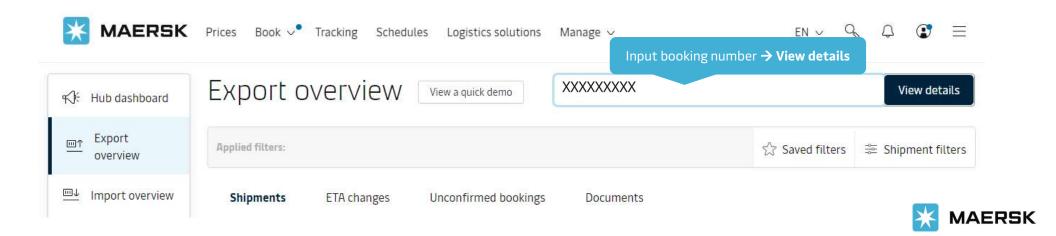
**WEBSITE** www.maersk.com



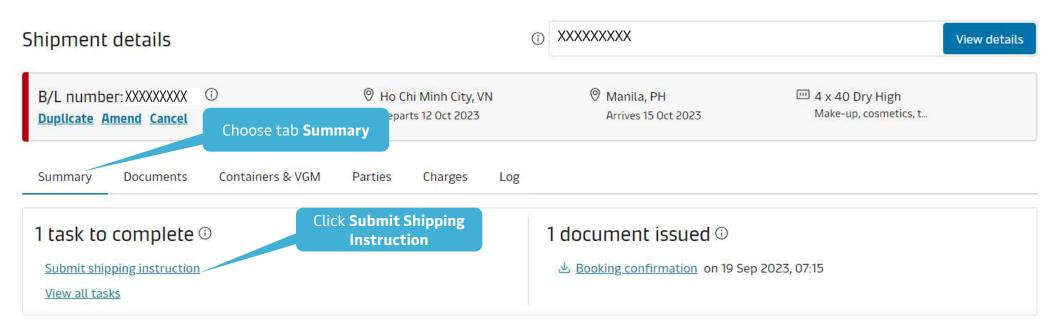
# SUBMIT SHIPPING INSTRUCTION (Combine)

# Log in website: www.maersk.com



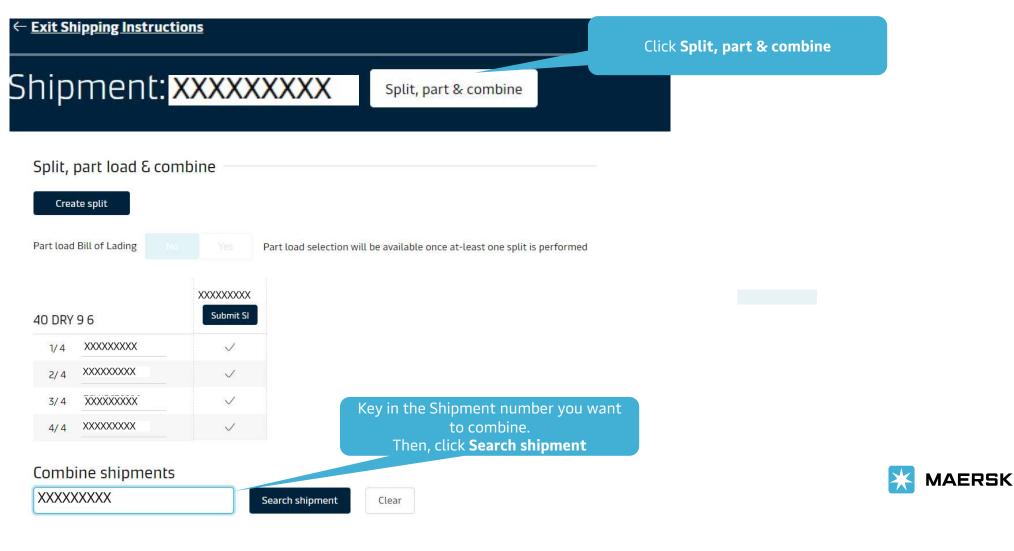


# Go to Summary for Shipping Instruction





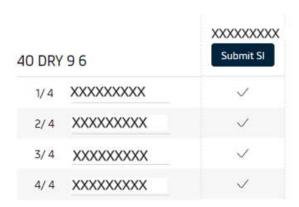
# **Submit Shipping Instruction**



# **Submit Shipping Instruction**

Search shipment

Clear



#### Combine shipments

231047296

Shipment 231047296

40 Dry High

1/26 XXXXXXXXX

2/26 XXXXXXXXX

3/26 XXXXXXXXX

4/26 XXXXXXXXX

A/26 XXXXXXXXX

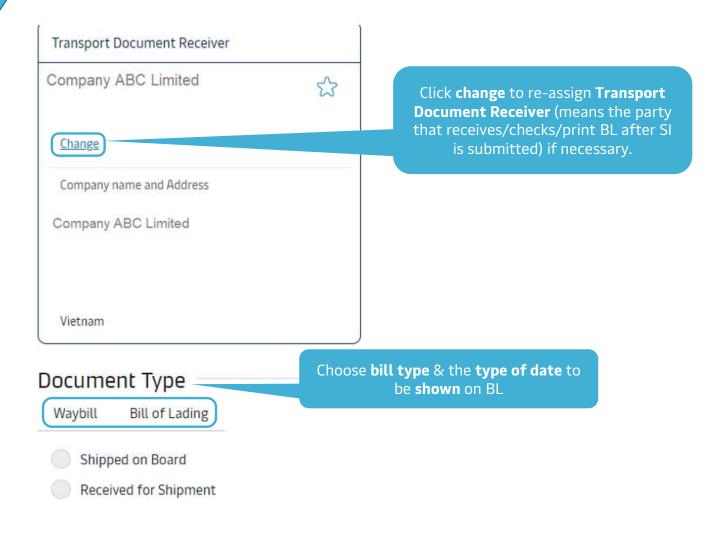
You will see the container list of the shipments you would like to combine Click **Submit SI** 

#### Split, part load & combine

Since this is a combined shipment, split and part and will not be available as of now.

40 DRY 9 6		XXXXXXXXXX Submit SI	Original shipment	
1/30	XXXXXXXX	~		
2/30	XXXXXXXX	~		
3/30	XXXXXXXX	~		
4/30	XXXXXXXXX	~		
5/30	XXXXXXXX	~	XXXXXXXX	Remove shipment
6/30	XXXXXXXX	~	XXXXXXXX	Remove shipment
7/30	XXXXXXXX	~	XXXXXXXX	Remove shipment
8/30	XXXXXXXX	✓	XXXXXXXX	Remove shipment

# Fill in Documents







## Fill in Documents

You can upload details for mult container by using the excel temp

BoL: XXXXXXXXXX

Document

Parties

(\$) Payers

Cargo and VGM

Review

The changes made to combine shipment will be considered only after SI submit. Data will be lost on page refresh.

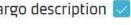
# Cargo details

We recommend using upload functionality to quickly add details for multiple containers

**■** Download Excel template



I want one cargo description

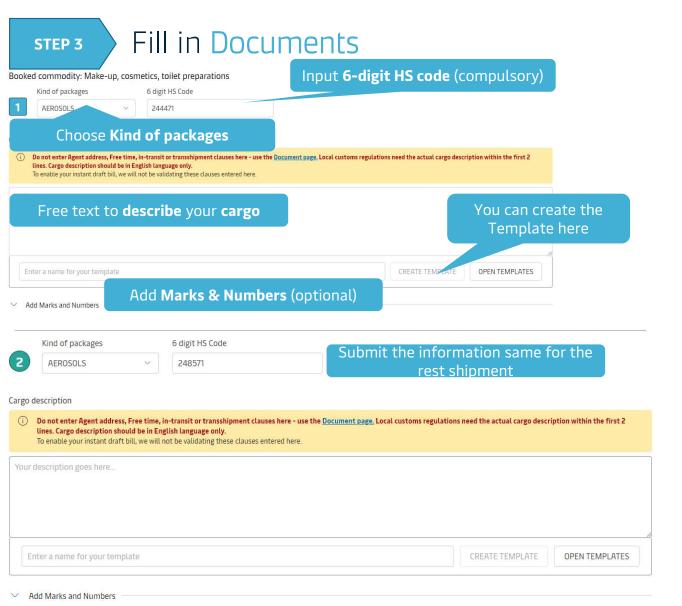


Please enter a single cargo description and copy those to all descriptions. Your draft BL will show one cargo description only.

Tick to this box if you would like to show one cargo description



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#### Shipment References

Does this shipment have a House Bill of Lading (Is this Master bill of lading)?

Yes
 No

#### **House BL declaration:**

"**Yes**" means shipment has House BL.
"**No**" means shipment has <u>no</u> House BL (direct Master BL).

Vessel and Location Aliases on B/L

#### Vessel

MAERSK HAI PHONG(LR) / 340N (First Load Port) GERNER MAERSK(HK) / 342N (Second Load Port) Click to change the format of showing Location Aliases port names in the way you want Load Port Port of Discharge Ho Chi Minh City Oakland CAT LAI PORT, HO CHI MINH, VIETNAM. OAKLAND, CY HO CHI MINH OAKLAND, U.S.A. HO CHI MINH CITY OAKLAND, UNITED STATES HO CHI MINH CITY (SAIGON), VIETNAM OAKLAND, AMERICA HO CHI MINH CITY, VIETNAM

#### In case of House BL involved:

"Yes" means Maersk creates and transmits House BL on behalf of customer (\$100 per House BL).

"No" means customer creates and transmits House BL by himself.

Is the House Bill of Lading (HBL) to be created by Maersk?



#### **House BL by Maersk:**

Input the information of parties (<u>ultimate</u> shipper/consignee/notify)



#### Documentation Requests

#### Free detention and demurrage time

The number of free days of detention/demurrage applicable to your shipment before charges are applicable.



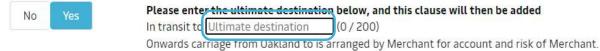
#### Agent details on BL

Do you want Maersk agent details at destination to be printed on BL



#### In-transit

The in-transit clause below will be included on the BL



#### Transshipment

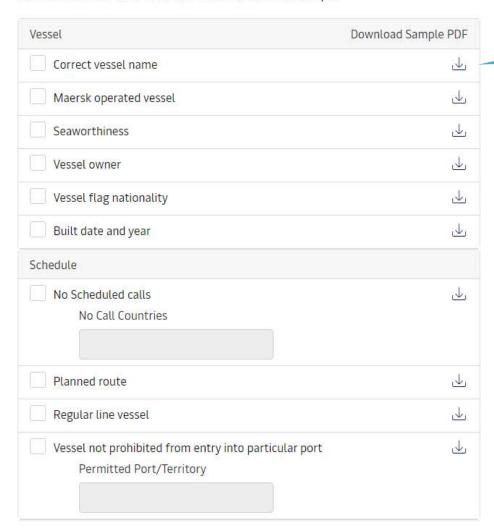
Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.





#### Request Certificates

To cover the requirement of the Letter of Credit, you can select one or more of the following standard certificate: Full details of each certificate can be found in the PDF sample.



Click to **download** a sample Certificate.

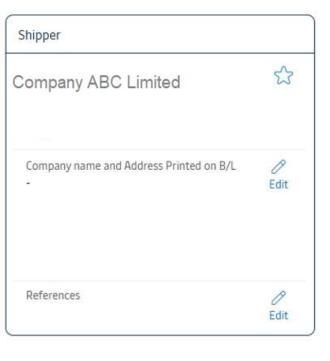
Certificate fee+ VAT will be applied

Maersk does not verify other types or formats of Certificates written by customer.

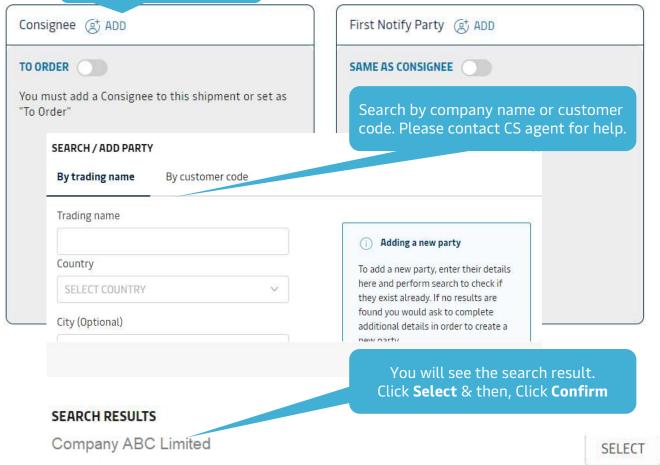
Miscellaneous			
Class and classification			
Vessels P&I club	<u></u>		
SMC and DOC	<u>↓</u>		
Ship Security Certificate (ISPS)			
Institute Classification Clause (ICC)			
Israel declarations	<u>↓</u>		
Letter of Credit Number			
Your reference goes here			
Click save	& Continue		
Save Draft Save & Continue →			

## Fill in Parties

**Parties** 



Click **Add** to assign parties in this shipment



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# Fill in Payers

# **Payers**

Do you want to display these charges and amounts on the bill of lading? 

No Yes

### Step 1) Ensure your Payers are present:



"No" means to hide charges from BL.
"Yes" means to show charges on BL.

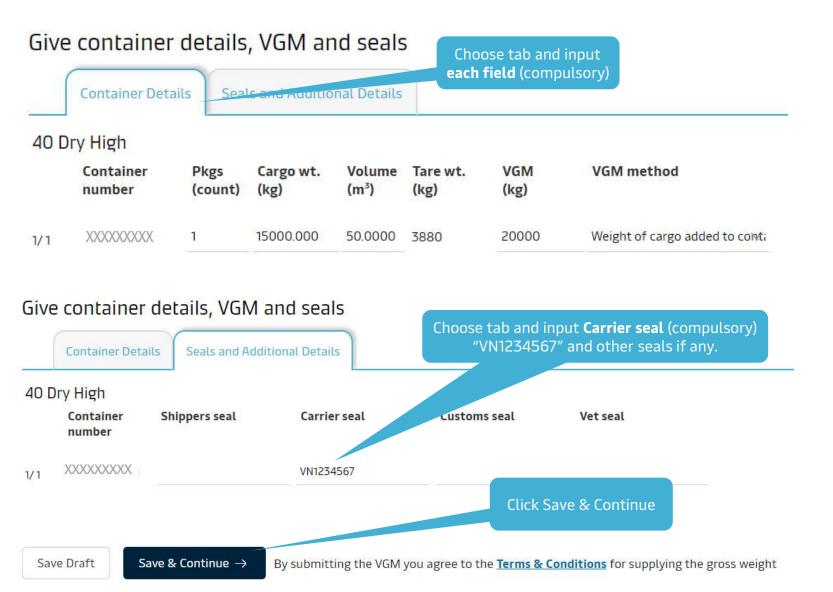
Sometimes, it is destination country's rule to hide/show charges on BL. Please kindly contact CS agent for checking in advance.

Add more payer besides the current ones



# Fill in Payers

Tick box to choose charge group(s)	Payment Terms ⑦	Payer Payer Code Inv	voice Reference ⑦	
ORIGIN			payer fro	
Terminal Handling Service - Origin	Prepaid Collect	Assign payer	~	
Documentation Fee - Origin	Prepaid Collect	Assign payer	V	
FREIGHT		Company ABC Limited		
Basic Ocean Freight	Prepaid Collect	Company EDF Limited  + Add payer		
Bunker Adjustment Factor	Prepaid Collect	Assign payer	V	
omer, please note that a change of payer, or payment te		Pls read the notes of Pay	vor Amandmant	
ovided the right information while submitting the shipp	ing instruction.	Fee + VAT appl		





# Review & Submit Shipping Instructions

## Review

Document details B/L No **Booking No** Document Type XXXXXXXXX XXXXXXXXXX Waybill (Shipped on Board) Voyage No. SCAC **Export References** Vessel Name MAERSK HAI PHONG(LR) 340N MAEU Place of Receipt & Port of Loading & Port of Discharge Place of Delivery Ho Chi Minh City Oakland Maersk agent details Free detention and demurrage time Click **Edit** to change where Transshipment In-transit necessary Shipment References Certificates Does this shipment have a House Bill of Lading (Is this Master bill of lading)?: Yes Is the House Bill of Lading (HBL) to be created by Maersk?: No ## Edit Document Details Click Send shipping instructions Send shipping instructions Print Preview Save Draft ← Previous

**Preview & Send SI** 

Print Preview

# View Verify Copy

Shipment: XXXXXXXXXX



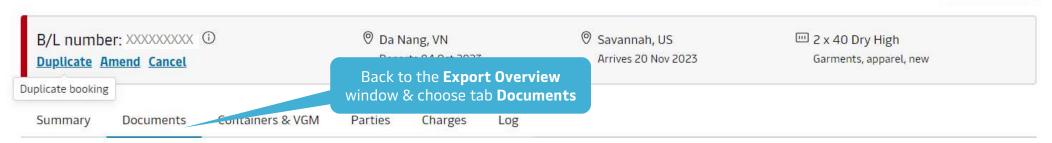
After you Click **Send shipping instructions,** confirmation box appeared



Thank you for providing your shipping instructions!

We need to perform some validations before we can share the draft bill of lading. If you have already subscribed for an e-mail notification, you will receive a copy in your mailbox.

Subscribe for e-mail notifications

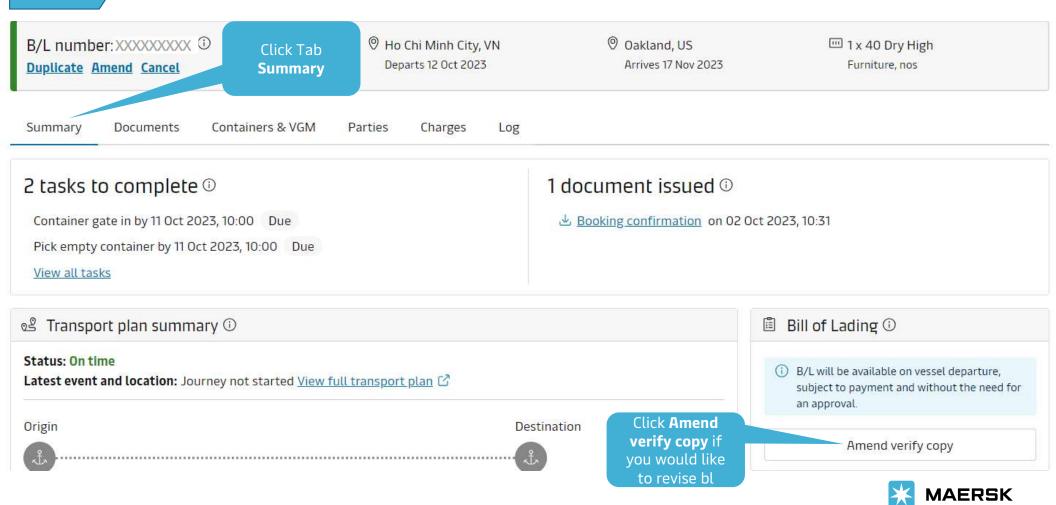


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Document		Date (in UTC)	Status/Action
<u> </u>	When the <b>Verify</b>	28 Sep 2023, 13:37	Issued
<u> </u>	<b>Copy</b> is in blue, click on it to download	29 Sep 2023, 02:45	Issued

All times are given in local time unless otherwise stated

# Revise Verify Copy



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