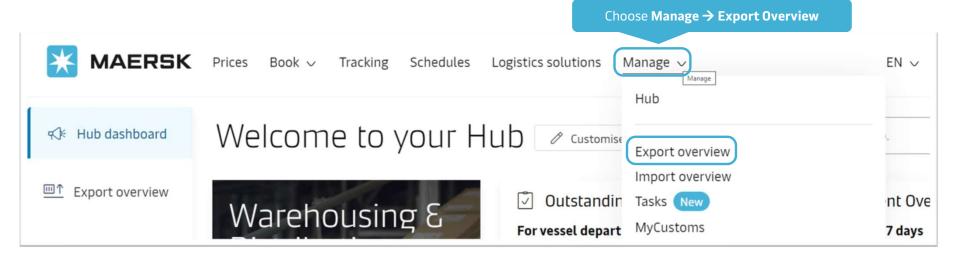




Log in website: <u>www.maersk.com</u>



MAERSK	Prices Book 📌 Tracking Schedules Logistics solutions	Manage V Input booking numbe	EN ∨ C er → View details	
ත්ර Hub dashboard	Export overview View a quick demo	XXXXXXXXX		View details
Export overview	Applied filters:		ති Saved filters	$ \approx $ Shipment filters
<u> </u>	Shipments ETA changes Unconfirmed bookings	Documents		

Go to Summary for Shipping Instruction

STEP 2

Shipment details	① XXXXXXXXX	View details
B/L number: XXXXXXXXXX Duplicate Amend Cancel Amend booking Choose tab Summary	 Oakland, US Arrives 17 Nov 2023 Furniture, r 	~
Summary Documents Containers & VGM Parties Charges Log		
4 tasks to complete i Click Submit Shipping Instruction	1 document issued ^③	
Submit shipping instruction by 09 Oct 2023, 22:00 Due Submit VGM by 11 Oct 2023, 08:00 Due Container gate in by 11 Oct 2023, 10:00 Due View all tasks	Booking confirmation on 02 Oct 2023, 10:31	

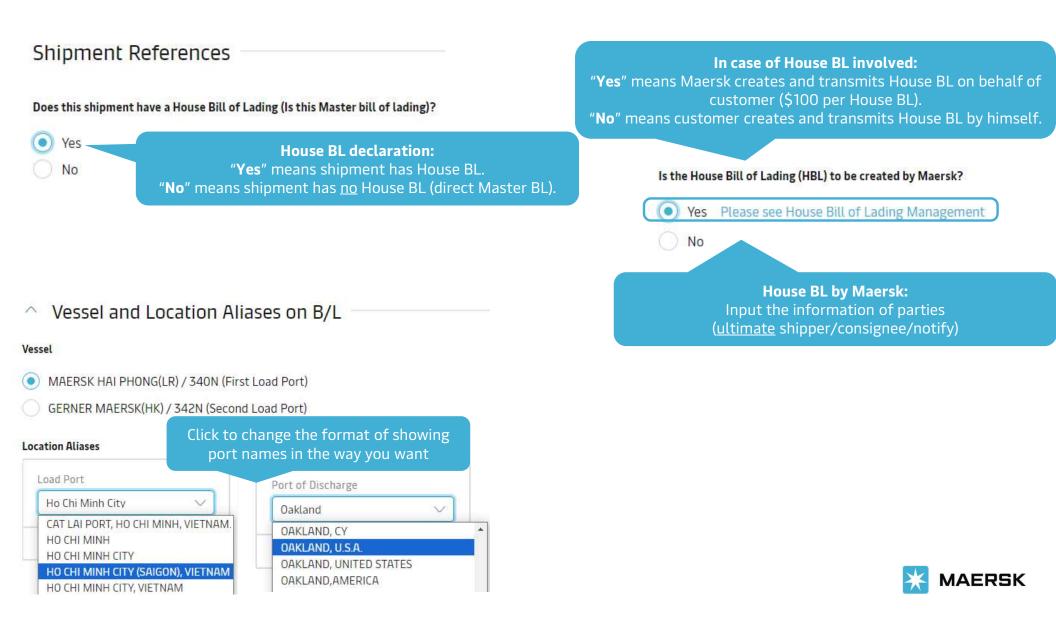


Fill in Documents

STEP 3

Transport Document Receiver		
Company ABC Limited	숪	Click change to re-assign Transpor Document Receiver (means the par that receives/checks/print BL after is submitted) if necessary.
Company name and Address Company ABC Limited		
Vietnam		





Documentation Requests

Free detention and demurrage time

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

No Yes	Number of free days:	
	Applicable free time in days Combined (detention and demurrage) at (port of discharge / place of delivery)	
Click " Yes " if you	Applicable free time 15 days detention 5 days demurrage at (port of discharge / place of delivery)	
want to show additional clause on	Applicable free time 15 days detention at (port of discharge / place of delivery)	
BL by template	Applicable free time 5 days demurrage at (port of discharge / place of delivery)	

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



Please enter the ultimate destination below, and this clause will then be added

In transit to Ultimate destination (0 / 200)

Onwards carriage from Oakland to is arranged by Merchant for account and risk of Merchant.

Transshipment

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





A 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.

Vessel	Download Sample PDF
Correct vessel name	<u>بل</u>
Maersk operated vessel	ىك
Seaworthiness	ىك ب
Vessel owner	ىك ب
Vessel flag nationality	ىكى ب
Built date and year	<u>بل</u>
Schedule	
No Scheduled calls No Call Countries	
Planned route	ىلە
Regular line vessel	4
Vessel not prohibited from entry into particular port Permitted Port/Territory	ىلە

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.

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arties		Click Add to assign parties in this shipment	
Shipper		Consignee (ADD	First Notify Party 🤠 ADD
Company ABC Limited	23	TO ORDER	SAME AS CONSIGNEE
Change		You must add a Consignee to this shipment or set as "To Order"	Search by company name or custo code. Please contact CS agent for h
Company name and Address Printed on B/L	Ø Edit	SEARCH / ADD PARTY By trading name By customer code Trading name	
		Country	 Adding a new party To add a new party, enter their details
References	Ø Edit	SELECT COUNTRY ~ City (Optional)	here and perform search to check if they exist already. If no results are found you would ask to complete additional details in order to create a
			Search
			You will see the search result.

Classification: Internal

×

STEP 5

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:

Payer	Payer Code	Invoice Reference (optional) ⊘
Company ABC Limited		Invoice reference
Company EDF Limited		
Constant Part of		Invoice reference

"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



STEP 5 Fill in Payers

Step 2) Assign Payers to charges:

Choose payterm either "**Prepaid**" or **Collect**" for all charges

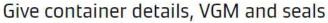
All Charge Types Tick box to choose charge group(s)	Payment Terms ⑦	Payer Payer Code	Invoice Reference ⑦ Click to choose a
ORIGIN			payer from the dropdown list
Terminal Handling Service - Origin	Prepaid Collect	Assign payer	~
Documentation Fee - Origin	Prepaid Collect	Assign payer	~
FREIGHT		A Company ABC Limited	·
Basic Ocean Freight	Prepaid Collect	Company EDF Limited	
Bunker Adjustment Factor	Prepaid Collect	Assign payer	~
comer, please note that a change of payer, or payment ter rovided the right information while submitting the shippi		Pls read the notes of P Fee + VAT ap	

STEP 6 Fill in Cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Furniture, nos Kind of packages	6 digit HS Code	Input 6-digit HS co	de (compulsory)		
	o digit his code				
Choose Kind of packages					
Cargo description					
Do not enter Agent address, Free time, lines. Cargo description should be in Er To enable your instant draft bill, we will Your description goes here Free	nglish language only.	ses entered here.	<u>page.</u> Local customs regulatio	ns need the actual cargo descr	iption within the first 2
				You can c Templa	
Enter a name for your template				CREATE TEMPLATE	OPEN TEMPLATES
 Add Marks and Numbers Add M 	Marks & Numbers (ዕ	optional) Cl	ck to add another ca description (optiona		
Add another description for this shipme	nt Copy these deta	ails to another description			





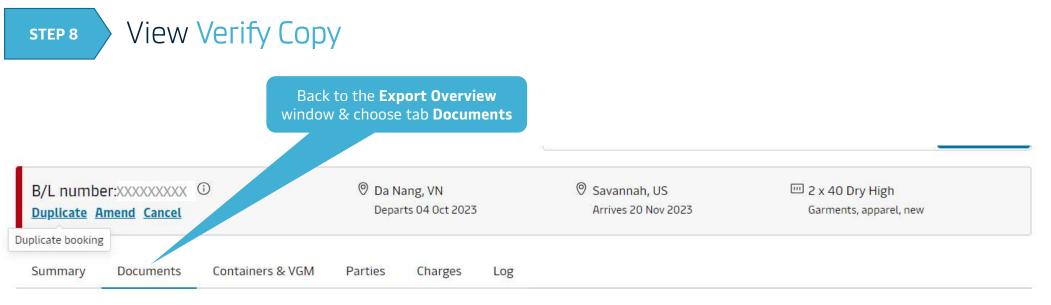




STEP 7

Review & Submit Shipping Instructions

Review Print Preview **Preview & Send SI** Document details B/L No **Booking No** Document Type Waybill (Shipped on Board) XXXXXXXXXXXX XXXXXXXXXXXXX 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



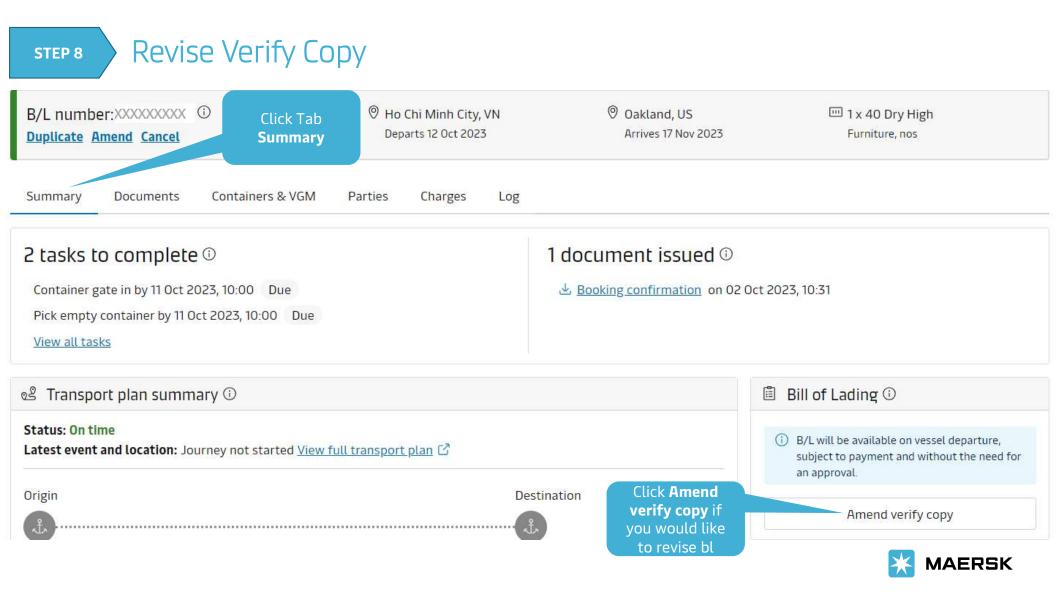
Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found here.

Document	Date (in UTC)	Status/Action
Booking confirmation	28 Sep 2023, 13:37	Issued
	29 Sep 2023, 02:45	Issued

All times the given in local time unloss otherwise stated

When the **Verify Copy** is in blue, click on it to download





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