

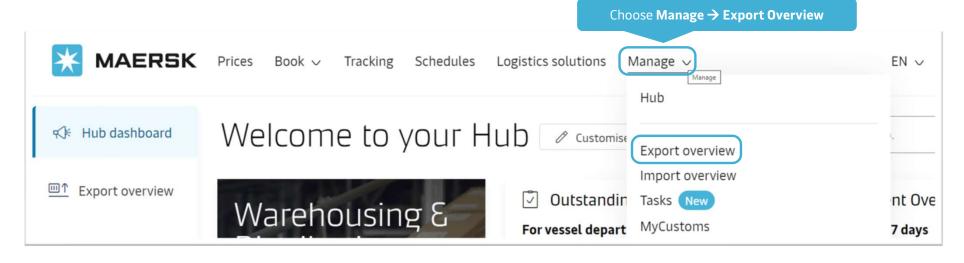


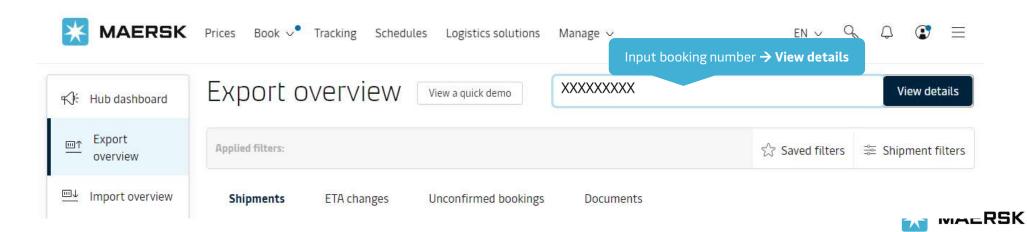
WEBSITE www.maersk.com



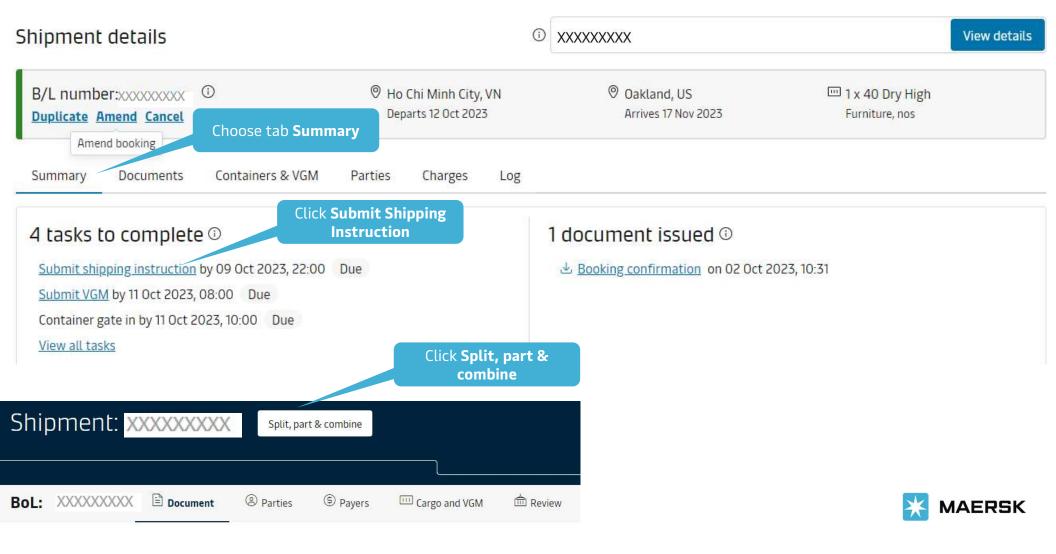
SUBMIT SHIPPING INSTRUCTION (part load)

Log in website: www.maersk.com



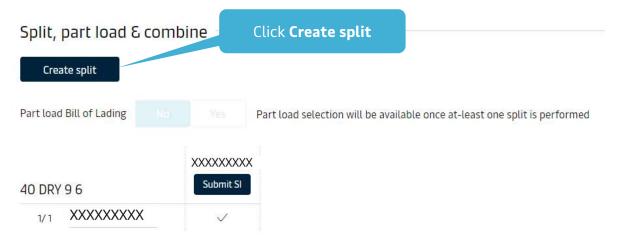


Go to Summary for Shipping Instruction

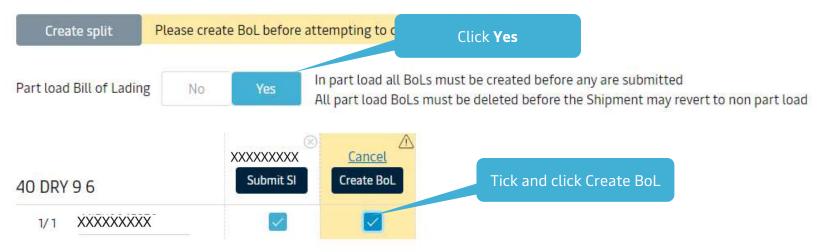




Perform the split



Split, part load & combine



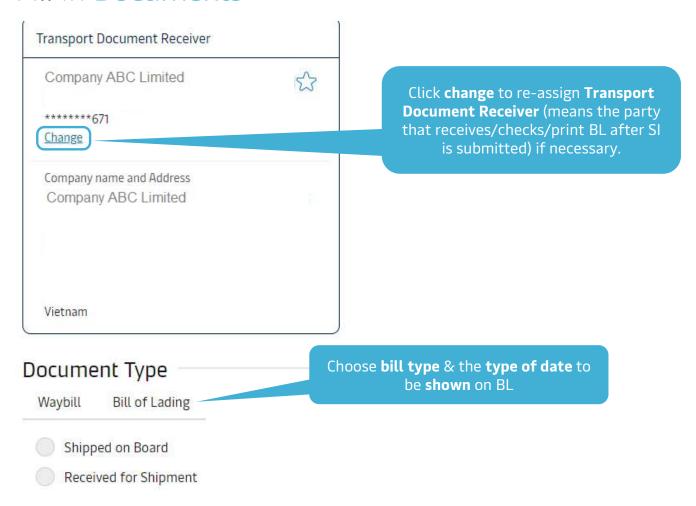


Perform the split



XXXXXXXX

Fill in Documents





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.



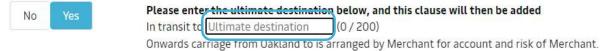
Agent details on BL

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

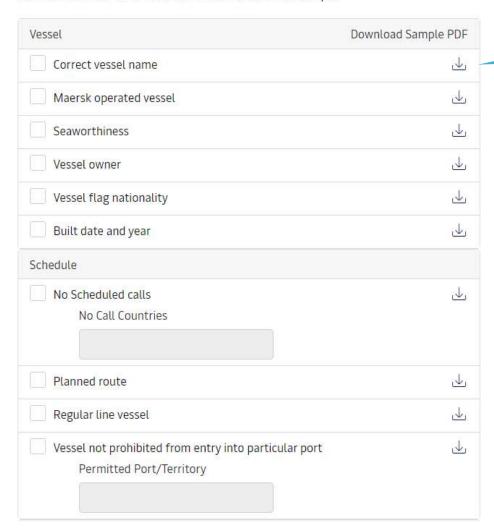
Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.





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.

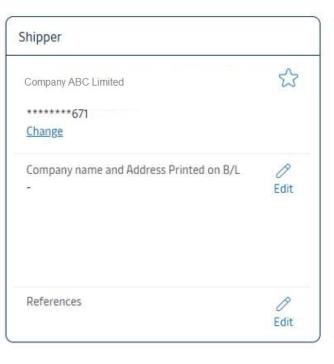
Certificate fee+ VAT will be applied

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

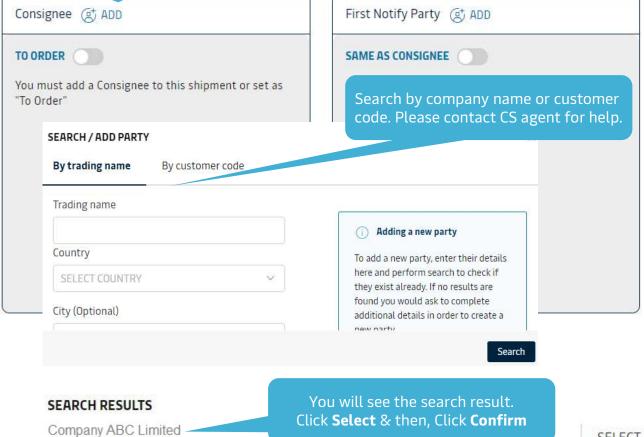
Miscellaneous	
Class and classification	\perp
Vessels P&I club	\bot
SMC and DOC	₼
Ship Security Certificate (ISPS)	$\overline{\mathbf{A}}$
Institute Classification Clause (ICC)	$\overline{\bot}$
Israel declarations	<u>↓</u>
Letter of Credit Number	
Your reference goes here	
Click save	& Continue
Save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

Fill in Parties

Parties



Click Add to assign parties in this shipment



SELECT

Classification: Internal

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) ②
Company ABC Limited	***671	Invoice reference
Company EDF Limited		
	***950	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

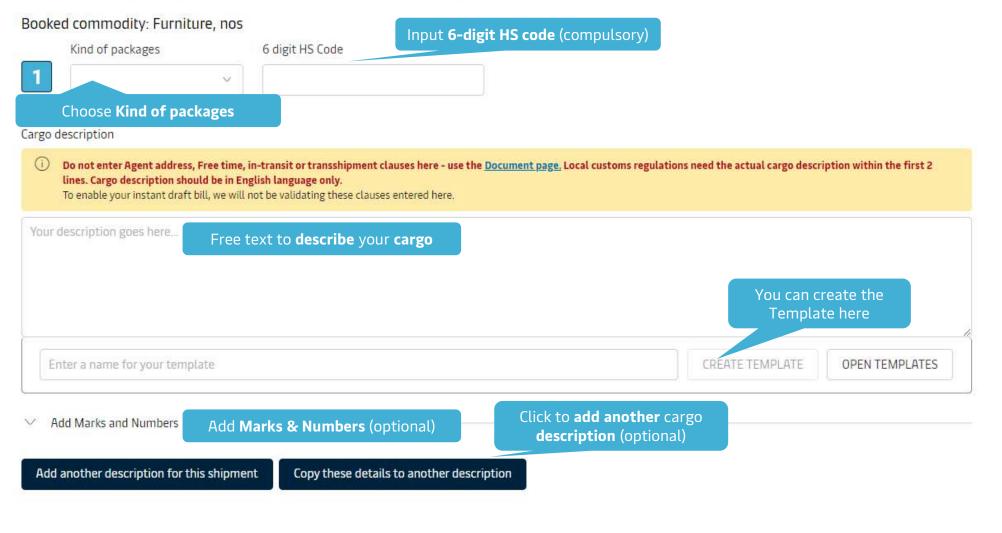


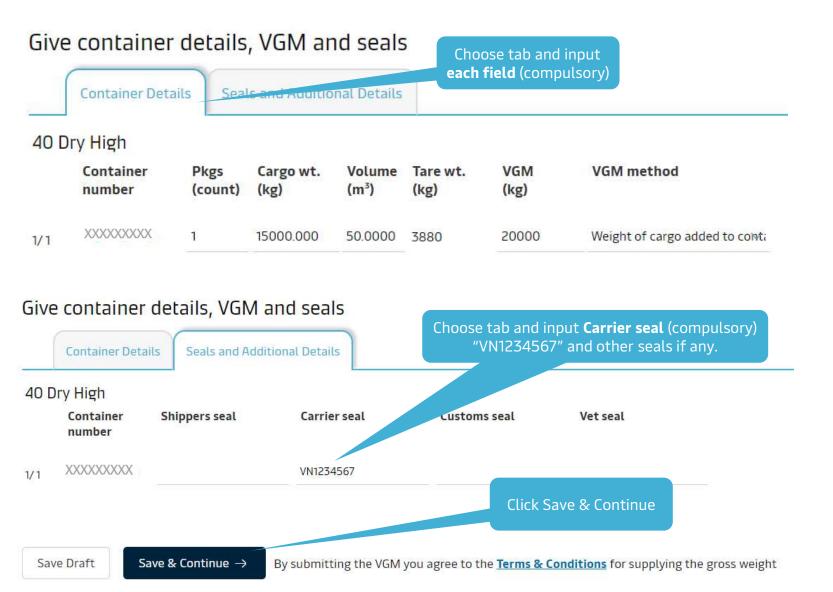
Fill in Payers

2) Assign Payers to charges:	Payment Terms ①	Payer Payer Code In	voice Reference ②
Tick box to choose charge group(s)	rayment terms ()	rayer rayercode iii	Click to ch
ORIGIN			payer fro dropdow
Terminal Handling Service - Origin	Prepaid Collect	Assign payer	~
Documentation Fee - Origin	Prepaid Collect	Assign payer	~
FREIGHT		八 Company ABC Limited	
Basic Ocean Freight	Prepaid Collect	Company EDF Limited + Add payer	
Bunker Adjustment Factor	Prepaid Collect	Assign payer	~
omer, please note that a change of payer, or payment ter	rms, could lead to an administrative charge if you		
ovided the right information while submitting the shipp	ing instruction.	Pls read the notes of Pay Fee + VAT appl	

Fill in Cargo details

Provide descriptions for each type of goods in the shipment







Review & Submit Shipping Instructions

Review

Document details B/L No **Booking No** Document Type XXXXXXXXXXX Waybill (Shipped on Board) XXXXXXXXXX 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



Review & Submit Shipping Instructions





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.





Classification: Internal

View Verify Copy



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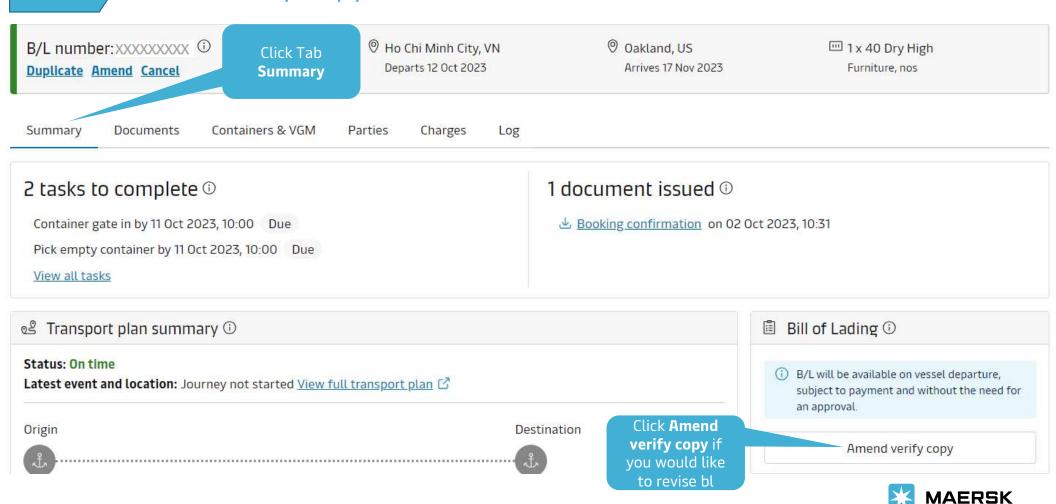
Document	Date (in UTC)	Status/Action
<u> </u>	28 Sep 2023, 13:37	Issued
<u> </u>	29 Sep 2023, 02:45	Issued

All times region in local time unless otherwise stated

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Revise Verify Copy



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