



WEBGUIDE

MAERSK WEB FUNCTIONS



MAERSK

WEBSITE

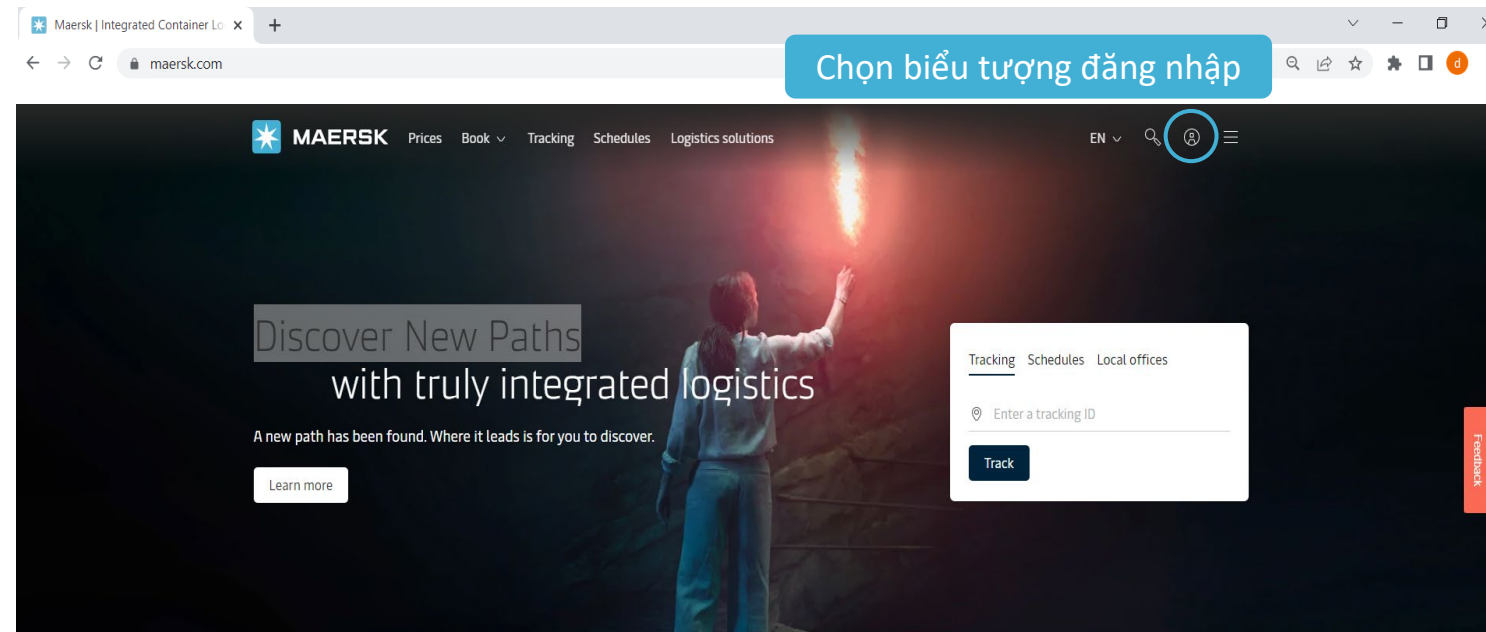
www.maersk.com



**YÊU CẦU THAY ĐỔI
THÔNG TIN XUẤT HÓA ĐƠN**

BƯỚC 1

Truy cập www.maersk.com và đăng nhập vào tài khoản



Logistics Solutions

From the farm to your refrigerator, or the factory to your wardrobe, A.P. Moller - Maersk is developing solutions that meet customer needs from one end of the supply chain to the other.

Login

Remember my username

Log in

Need help with your [username](#) or [password](#)?

Chọn **Manage** và nhấn **Hub**

The screenshot shows the Maersk Hub dashboard interface. At the top left is the Maersk logo. The navigation bar includes links for Prices, Book, Tracking, Schedules, Logistics solutions, and Manage. The 'Manage' dropdown menu is open, showing options like Hub, Export overview, Import overview, Tasks, MyCustoms, MyFinance, Captain Peter™, Payer standing instructions, Order secure paper, Case management, and Maersk Flow. The 'Hub' option is highlighted with a blue box. The main content area features a 'Welcome to your Hub' message, a 'Warehousing & Distribution' banner, and several functional cards: 'Outstanding tasks for vessel departure', 'Import Demurrage & Detention', 'Delivery Order', and 'ETA Changes'. A sidebar on the left contains navigation links for Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance, Allocations, Captain Peter™, and Support.

Nhập số vận đơn và nhấn **Request** tại mục **Delivery Order**

The screenshot shows the Maersk Hub dashboard. The top navigation bar includes the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Logistics solutions', and 'Manage'. The main content area is divided into several sections:

- Hub dashboard** (selected): A sidebar menu with options like 'Export overview', 'Import overview', 'Tasks', 'MyCustoms', 'MyFinance', 'Allocations', 'Captain Peter™', and 'Support'.
- Welcome to your Hub**: A header with a 'Customise' button and a search bar for 'B/L or container no.' with a 'TRACK' button.
- Warehousing & Distribution**: A featured section with a 'Contact us' button.
- Outstanding tasks**: A section for 'For vessel departing in next 7 days' showing 0 'Submit shipping instructions' and 0 'Submit VGM' tasks, with a 'View outstanding tasks' button.
- Shipment Overview**: A section for 'Shipments in 7 days' showing 0 'Departing' and 0 'Arriving' shipments, with a 'View all shipments' button.
- Import Demurrage & Detention**: A section with a text input field and a 'View details' button.
- Delivery Order** (highlighted with a blue box): A section with a text input field containing 'XXX XXX XXX' and a 'Request' button.
- ETA Changes**: A table showing changes in the last 24 hrs, 1-3 days, and 3-7 days, with columns for 'ETA changed by' (1-3 days, 3-7 days, Over 7 days) and a 'View all ETA changes' button.

Chọn **Add payer details** để thay đổi thông tin

B/L Status

Cargo release status

Bill of Lading (Originals) surrendered


Manifest submitted to customs

Finance status

Prepaid charges payment is completed

Collect charges payment is completed

Invoices and payment

 Online payment is not available, Please contact customer service for more details.

Delivery orders

Please proceed to delivery order request for the containers with 'ready to submit' status.

Continue

Other actions

Change payer details to charges

Change payer details for all the charges for this shipment

Change payer details

Chọn loại phí muốn thay đổi và nhấn **Change** để cập nhật

B/L no. XXX XXX XXX

Import charges and payer details

Change / Assign payer to charge types

1 of 5 selected Invoice reference (Optional)

| Charge types | Payer Details | Price |
|--|---|---------------|
| Collect charges | | |
| <input type="checkbox"/> Documentation fee - Destination | <input type="text" value="ABC COMPANY"/> | VND 850,000 |
| <input type="checkbox"/> Terminal Handling Service - Destination | <input type="text" value="ABC COMPANY"/> | VND 9,200,000 |
| <input type="checkbox"/> Container Protect Essential | <input type="text" value="ABC COMPANY"/> | VND 1,100,000 |
| Import Demurrage & Detention charges | | |
| <input checked="" type="checkbox"/> Import Demurrage | <input type="text" value="ABC COMPANY"/> *****927 Change | Not available |
| <input type="checkbox"/> Import Detention | <input type="text" value="ABC COMPANY"/> *****927 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.

BƯỚC 6

Tìm kiếm và cập nhật thông tin người đứng tên hóa đơn mới

| Import Demurrage & Detention charges | | | |
|---|--------------------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> Import Demurrage | ACB COMPANY | Change | Not available |
| <input checked="" type="checkbox"/> Import Detention | ACB COMPANY | + Select from my "Favourites" | Not available |
| <input checked="" type="checkbox"/> I agree to the terms and conditions * for price/rate information. | | + Search and add a new payer | |

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

Để thay đổi chọn **Search and add a new payer**

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

Postal/Zip code (optional) Street name (optional)

P.O. Box (optional) Street number (optional)

Search

Trường hợp người đứng tên đã có mã khách hàng trên hệ thống Maersk (Ví dụ: 43800106699) và Quý khách có mã số này thì có thể điền trực tiếp. Hệ thống sẽ tự động cập nhật trong vòng vài phút.

Trường hợp **không có mã khách hàng**:

- Chọn **Search**
- Nhập tên công ty vào mục **Trading name** (Tên tiếng Anh)
- Nhập tên Quốc gia vào mục **Country**
- Nhấn **Search**

Bước 7

Xác nhận thông tin thay đổi và gửi yêu cầu

Nhấn vào màn hình hiển thị thông tin tìm kiếm người đứng tên trên hóa đơn (Ô vuông sẽ hiện tích xanh)

Select payer

Favourites Search

You searched for: "XYZ COMPANY"

XYZ COMPANY
*****XXX

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

Back to search

Chọn **Confirm** để xác nhận

Confirm

Kiểm tra thông tin thay đổi lần cuối

Import Demurrage & Detention charges

| | | | |
|--|-------------|--------|---------------|
| <input checked="" type="checkbox"/> Import Demurrage | XYZ COMPANY | Change | Not available |
| <input type="checkbox"/> Import Detention | ABC COMPANY | 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.

Chọn **Submit** để gửi yêu cầu

Submit

