How to Submit Shipping Instruction

New Interface - Easily & seamlessly

Dear Valued Customer,

We at Maersk constantly strive to improve our service to our customers. Submit your Shipping Instruction online – easily and seamlessly, before the Submission Deadline. Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued. You can print these online, or download them a www.Maersk.com, and forward them to relevant parties.

In order to load your container(s), we need information about the shipper/consignee and the cargo. All this should be provided in the Shipping Instruction (Container stuffing details can be uploaded via an Excel file.)

Note:
- For now, system update is valid just for SI submission, the amendment still use old interface
- For now, system update is valid just for single / multi (up to 10) containers and single cargoline

What is the new shipping instruction?

- New user interface
- Clickable steps
- Country specific data
- VGM
- Party cards
- Consignee as "to order"
- Overhauled payer screen
- Favourites for cargo description

Access shipping -

Only a limited number of shipment parties have the ability to submit a shipping instruction.

Submit shipping instruction	Amend verify copy	Amend bill of lading
The following shipment parties can submit shipping instructions:	Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.	It allows user to amend shipping instruction once the original bill of lading is ready. This action will result in a new version of the bill of lading.
1. Booked by party **2. Price owner** **3. Switched shipper / Doc shipper / Shipper** Based on priority. Example: If a Doc shipper & Shipper is present then only Doc shipper can submit shipping instruction. **4. Transport document receiver** **5. Outward Forwarder**	The following shipment parties can perform this action. **1. Price owner** **2. Transport document receiver** **3. Outward Forwarder**	The following shipment parties can perform this action. **1. Transport document receiver**

Step-by-step guide

To Submit Shipping Instruction

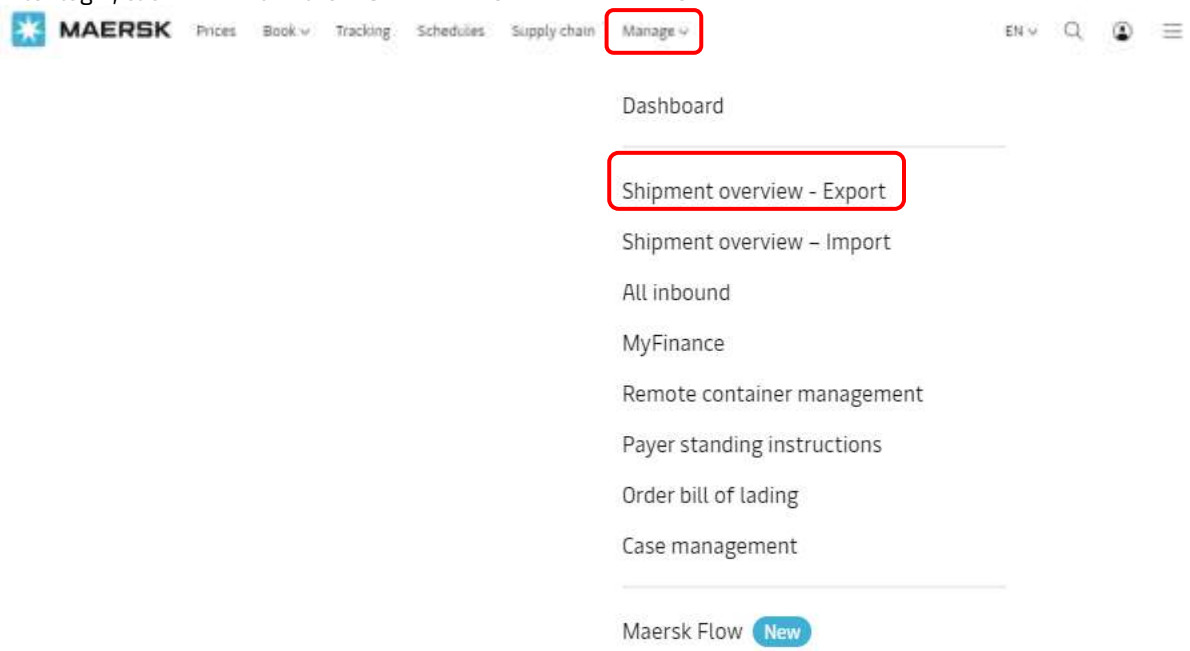
via Website (New Interface)

STEP #1

LOG IN to www.Maersk.com. -- If you are failed to log in, CHAT technical support here.

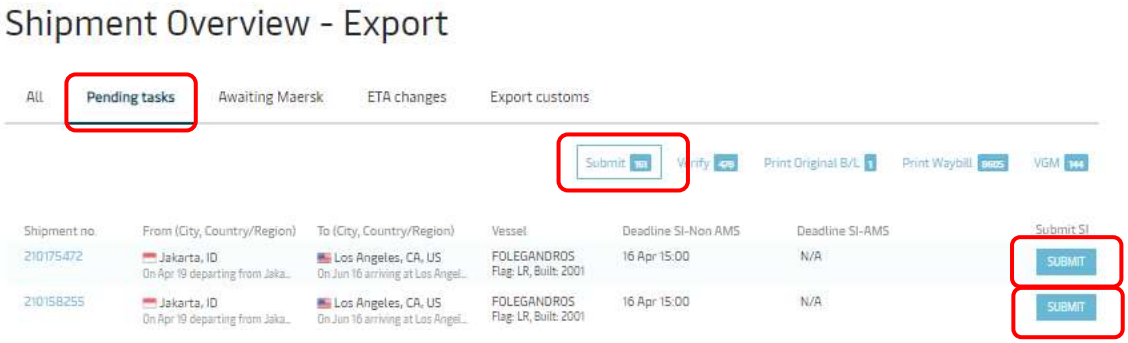
STEP #2

After login, click "**MANAGE**" then "**SHIPMENT OVERVIEW - EXPORT**"



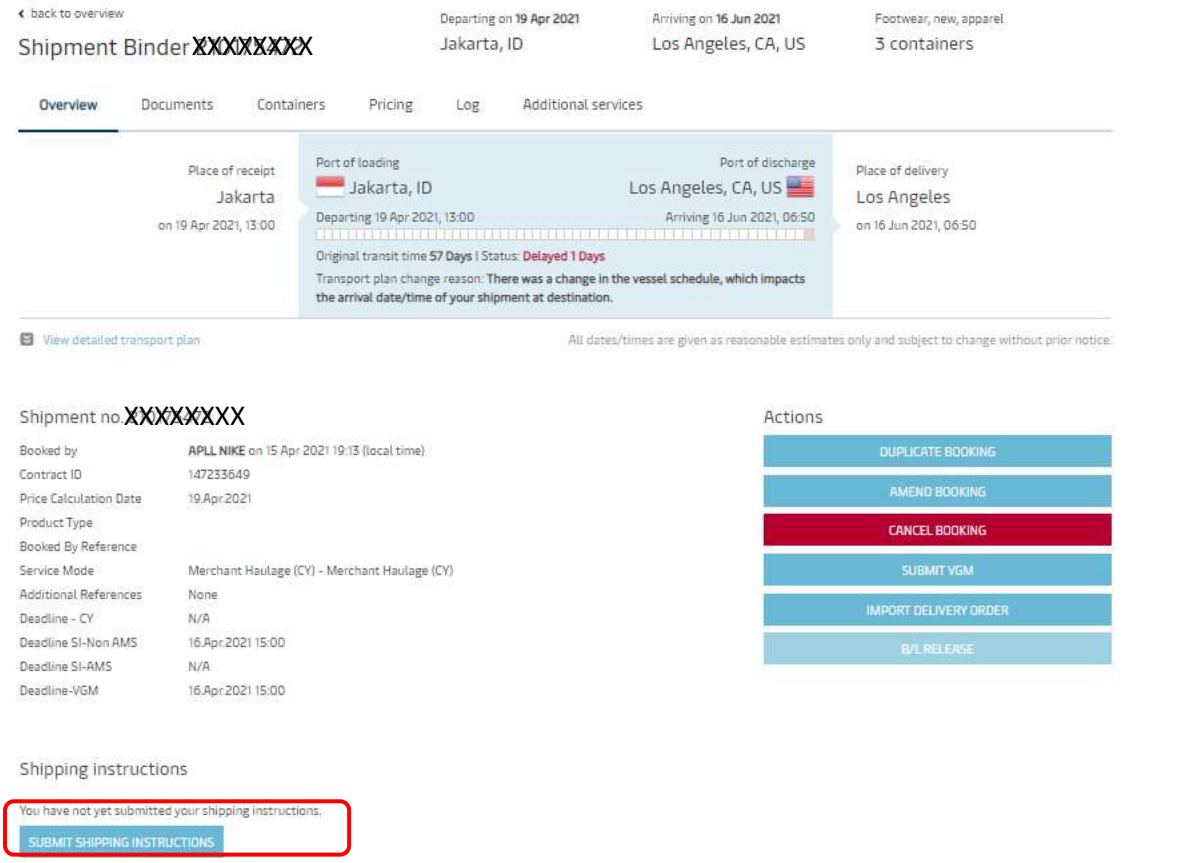
STEP #3

Click "**PENDING TASKS"** and select "**SUBMIT**".



OR, **Alternatively** you can also search and click on the shipment number listed on the left hand side of the page.

This will open the Shipment Binder page which shows all details on a shipment. Click "**SUBMIT SHIPPING INSTRUCTION**" button. ------- If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.

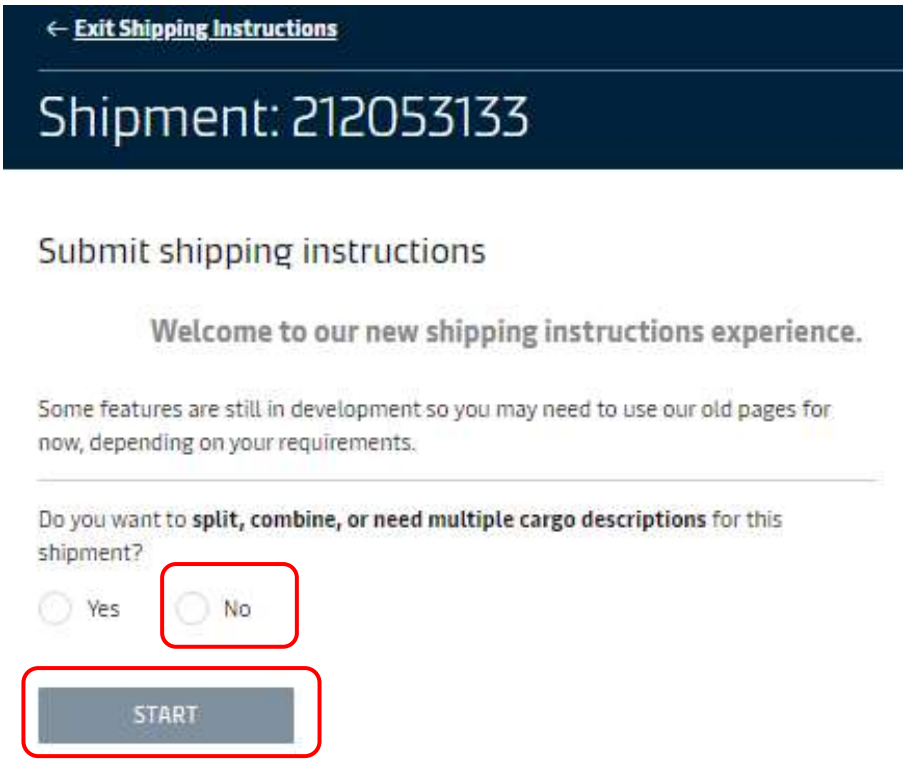


LANDING PAGE

For shipments having single/multi (up to 10) containers, you will encounter a page with options. Here you will make a choice depending on your needs. Select below options:

➢ **Yes** option – if you want to combine a shipment or require multiple B/Ls for a shipment. This option will take you to the classic experience.

➢ **No** option – will take you to the new experience.

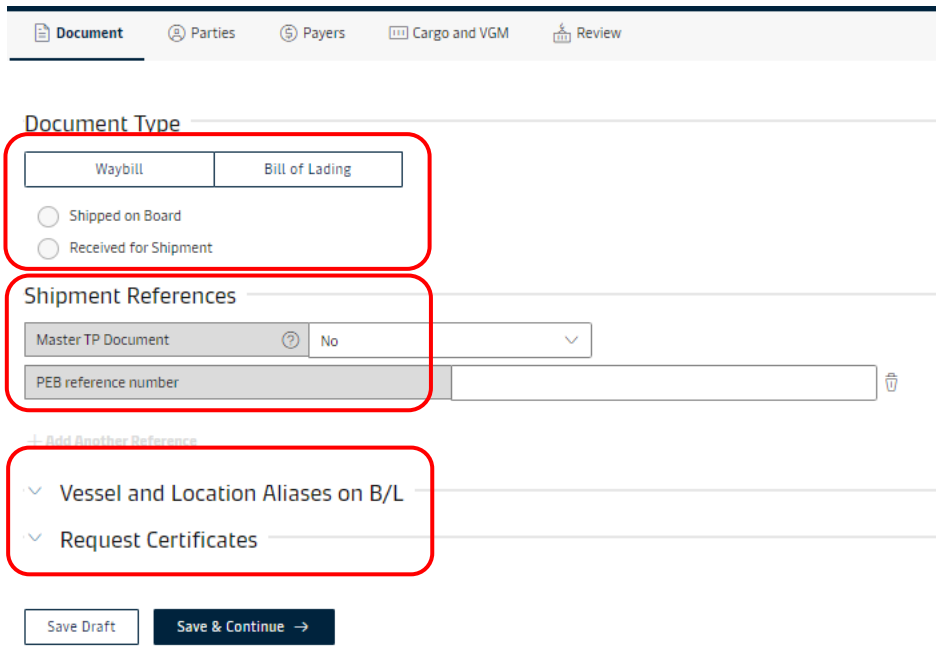


STEP #4a – DOCUMENT

Complete the data submission, then click NEXT to go to next stage

DOCUMENT TYPE: Choose **Waybill** or **Bill of Lading**

- **Shipped on Board**: use SOBD (Shipped On Board Date)
- **Received for Shipment**: use container gate in CY date



VESSEL & PORT ALIAS (optional)

- Click the dropdown
- Choose the wanted name of the port

REQUEST CERTIFICATE (Optional) – if case you need certificate

Sample certificates are available for you to download. You can request any number of certificates and provide the details required. There is option to provide the Letter of Credit Number in this section.

Once all done, click Save & Continue

STEP #4b – PARTIES (**Mandatory parties:** Transport Document Receiver, Shipper, Consignee)

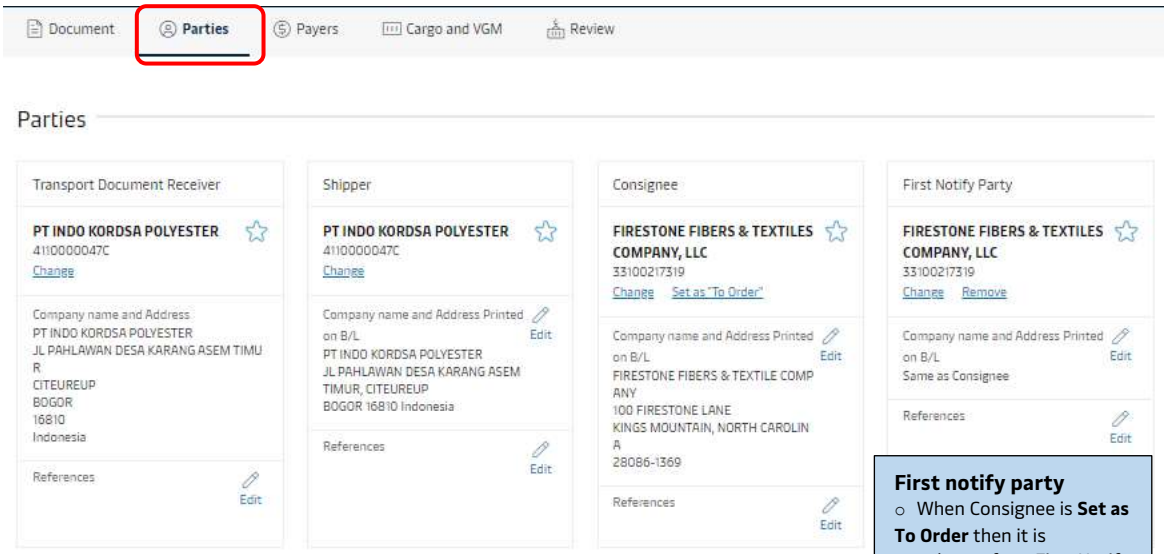
For Each Party Role

✓ A party can be assigned
✓ Address can be edited and
✓ Party references can be added

A party can be searched by name & location or customer code by clicking **CHANGE** link.

The address displayed will be the registered address of the party. However, there is option to **EDIT** it. Address can be edited only for the following parties:

- o Shipper
- o Consignee
- o First Notify Party
- o Additional Notify Party



The logged in party will be assigned as the **transport document receiver** by default if it was previously

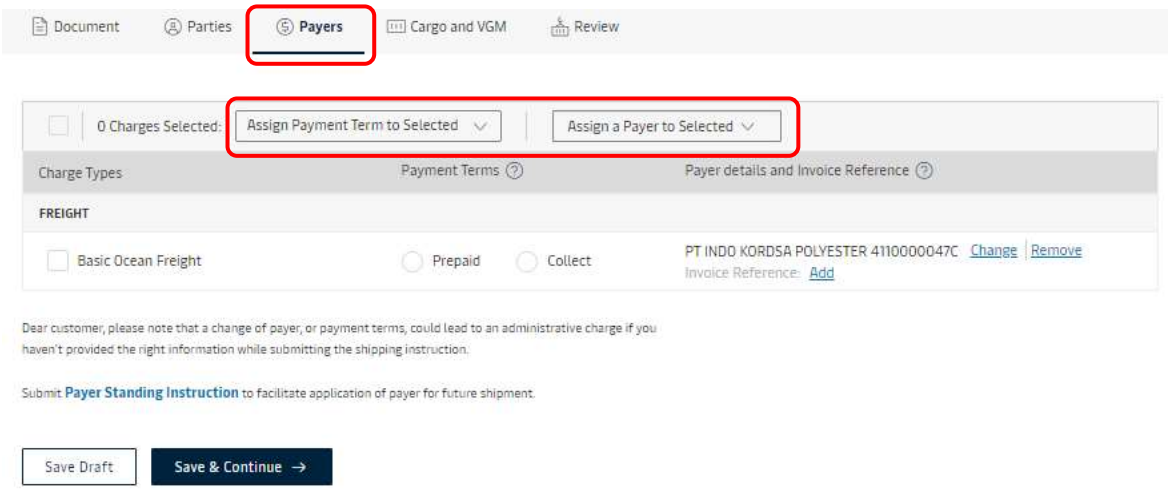
First notify party

- When Consignee is **Set as To Order** then it is mandatory for a First Notify Party to be assigned.
- **'Same as Consignee'** option for First Notify Party only appears if a Consignee has been assigned.

Once all done, click Save & Continue

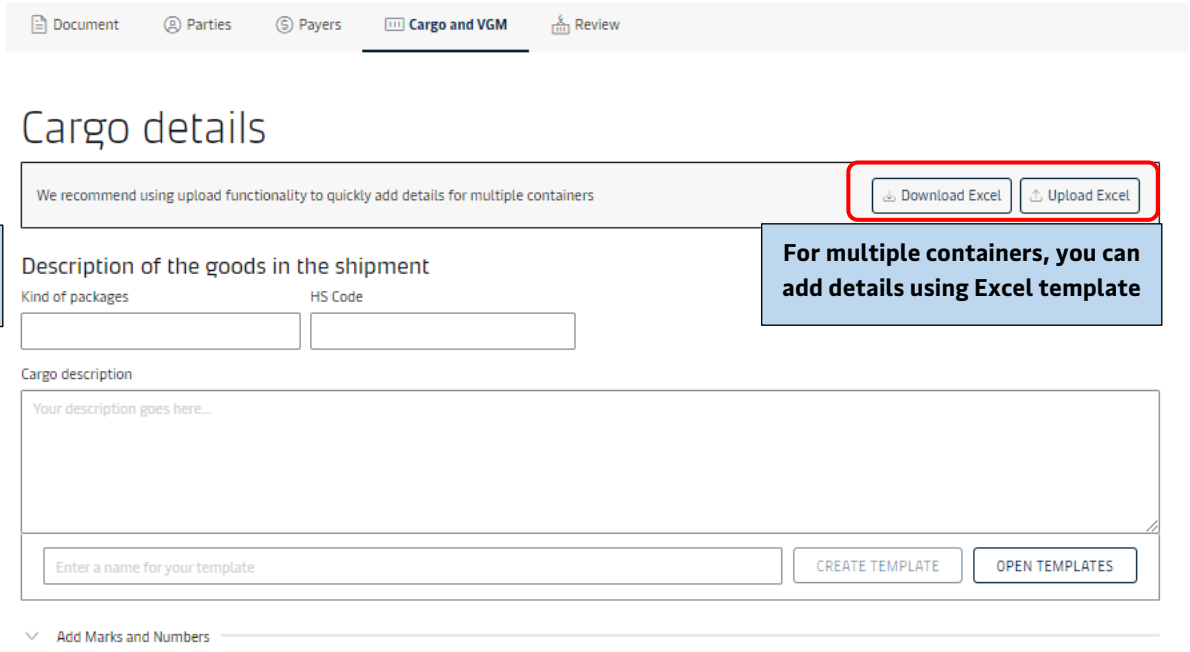
STEP #4c – PAYERS

- o There is option to search for a party to be assigned as payer.
- o One payer can be assigned to many charges using the combination of checkbox and assign a payer dropdown.
- o Similarly, payment term can be assigned to multiple charges in a go.
- o Invoice references can be added for a party.



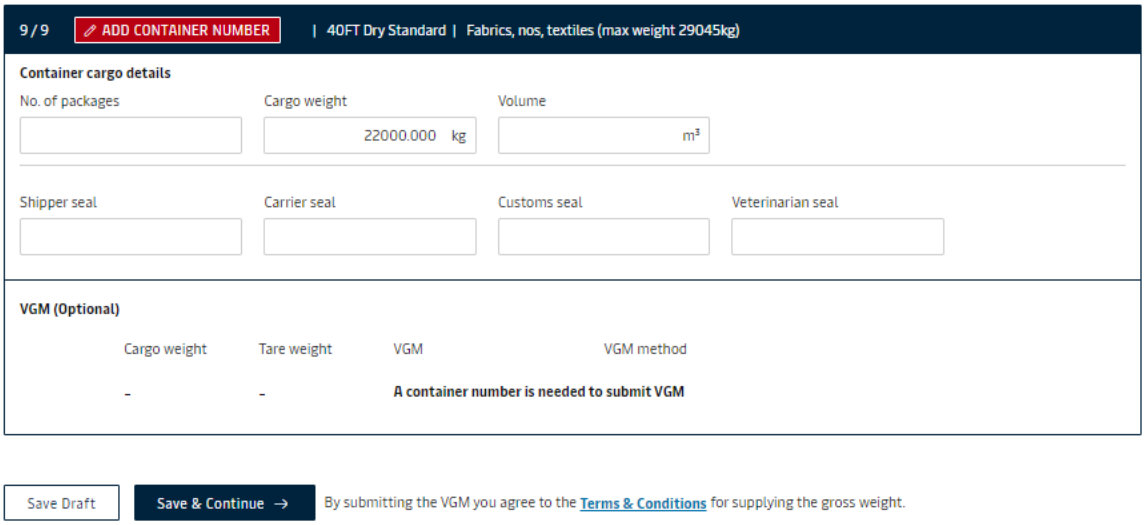
Once all done, click Save & Continue

STEP #4d – CARGO & VGM



Fill details needed for ALL Containers

For multiple containers, you can add details using Excel template



Once all done, click Save & Continue

STEP #4e – REVIEW

check all input before submit Shipping Instruction and missing details

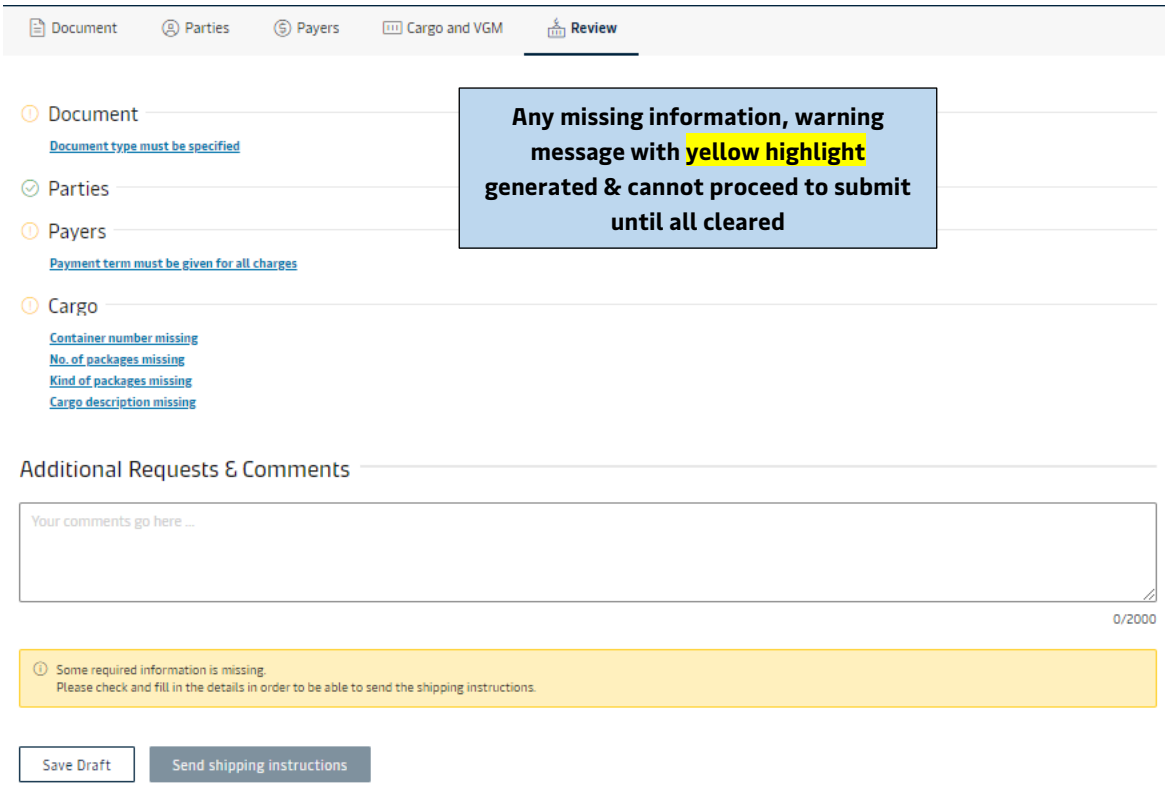
The review step will identify mandatory items that are missing for submission of shipping instructions.
The following items are mandatory for SI submit:

1. Document step
- Document type
- Mandatory shipment references

2. Party step
- Transport document receiver
- Shipper
- Consignee
- Mandatory shipment references

3. Payer step
- Payment term selected for all charges
- Payer present if payment term is prepaid

4. Cargo & VGM step
- Container number
- No. of packages
- Kind of packages
- Cargo weight
- Cargo description
- HS code



Any missing information, warning message with yellow highlight generated & cannot proceed to submit until all cleared

Once all done, click send shipping instructions for submission