

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
- ✔ Party cards
- ✔ Clickable steps
- ✔ Consignee as "to order"
- ✔ Country specific data
- ✔ Overhauled payer screen
- ✔ VGM
- ✔ 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)

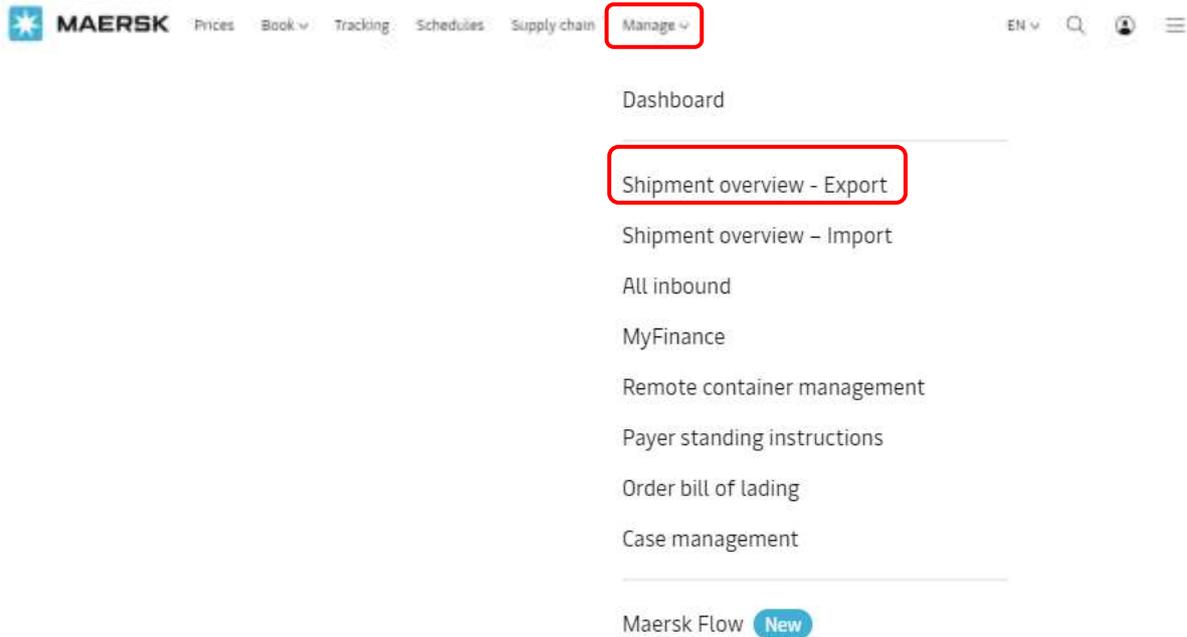
STEP #1

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"**.

Shipment Overview - Export

Shipment no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Deadline SI-Non AMS	Deadline SI-AMS	Submit SI
210175472	Jakarta, ID On Apr 19 departing from Jaka...	Los Angeles, CA, US On Jun 16 arriving at Los Angel...	FOLEGANDROS Flag: LR, Built: 2001	16 Apr 15:00	N/A	<input type="button" value="SUBMIT"/>
210158255	Jakarta, ID On Apr 19 departing from Jaka...	Los Angeles, CA, US On Jun 16 arriving at Los Angel...	FOLEGANDROS Flag: LR, Built: 2001	16 Apr 15:00	N/A	<input type="button" value="SUBMIT"/>

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

Shipment Overview - Export

All Pending tasks Awaiting Maersk ETA changes Export customs

SEARCH
Confirmed SAVED FILTERS SHOW ADVANCED OPTIONS

Shipment no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Booked By Ref	Cargo
XXXXXX	Jakarta, ID On Jun 30 departing from Jakarta, ID	Antwerp, BE On Jul 27 arriving at Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suitc... in 2+ containers
XXXXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXXXX	Jakarta, ID	Antwerp, BE	RIO CADIZ		Handbags, leather, trunks, suitc... in 1+ 40ft Dry

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.

[back to overview](#)
Departing on 19 Apr 2021
Arriving on 16 Jun 2021
Footwear, new, apparel

Shipment Binder **XXXXXXXX**
Jakarta, ID
Los Angeles, CA, US
3 containers

[Overview](#)
[Documents](#)
[Containers](#)
[Pricing](#)
[Log](#)
[Additional services](#)

Place of receipt Port of loading Port of discharge Place of delivery

Jakarta Jakarta, ID Los Angeles, CA, US Los Angeles

on 19 Apr 2021, 13:00 Departing 19 Apr 2021, 13:00 Arriving 16 Jun 2021, 06:50 on 16 Jun 2021, 06:50

Original transit time **57 Days** | Status: **Delayed 1 Days**

Transport plan change reason: **There was a change in the vessel schedule, which impacts the arrival date/time of your shipment at destination.**

[View detailed transport plan](#)
All dates/times are given as reasonable estimates only and subject to change without prior notice.

Shipment no. **XXXXXXXX**

Booked by: APLL NIKE on 15 Apr 2021 19:13 (local time) Contract ID: 147233649 Price Calculation Date: 19 Apr 2021 Product Type: Booked By Reference: Service Mode: Merchant Haulage (CY) - Merchant Haulage (CY) Additional References: None Deadline - CY: N/A Deadline SI-Non AMS: 16 Apr 2021 15:00 Deadline SI-AMS: N/A Deadline-VGM: 16 Apr 2021 15:00	Actions DUPLICATE BOOKING AMEND BOOKING CANCEL BOOKING SUBMIT VGM IMPORT DELIVERY ORDER B/L RELEASE
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Shipping instructions

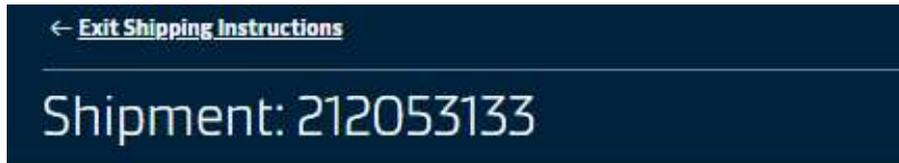
You have not yet submitted your shipping instructions.

[SUBMIT SHIPPING INSTRUCTIONS](#)

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.



Submit shipping instructions

Welcome to our new shipping instructions experience.

Some features are still in development so you may need to use our old pages for now, depending on your requirements.

Do you want to **split, combine, or need multiple cargo descriptions** for this shipment?

Yes

No

START

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:

- Shipper
- Consignee
- First Notify Party
- 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**

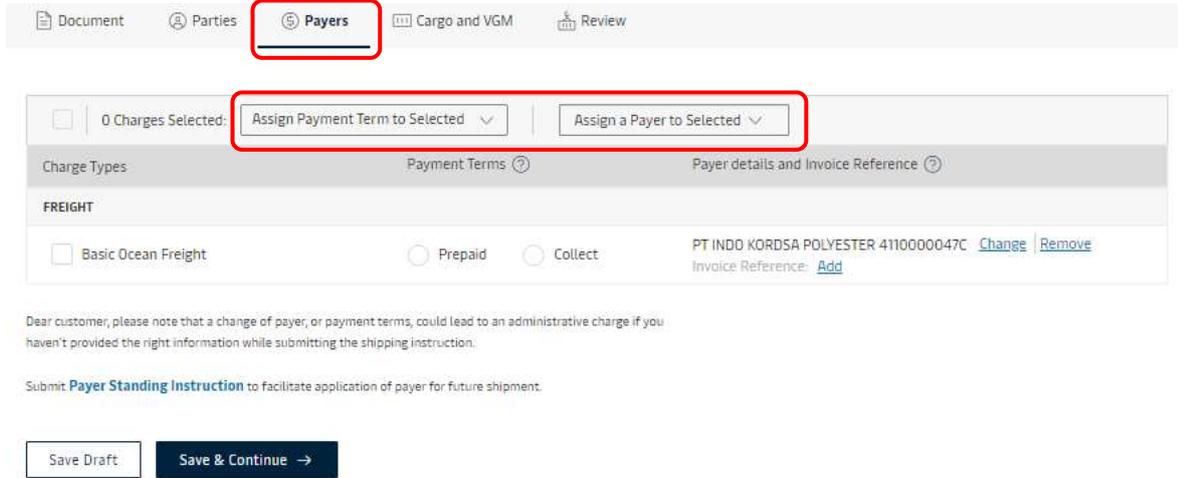
STEP #4c – PAYERS

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.



Document Parties **Payers** Cargo and VGM Review

0 Charges Selected: Assign Payment Term to Selected Assign a Payer to Selected

Charge Types Payment Terms Payer details and Invoice Reference

FREIGHT

Basic Ocean Freight Prepaid Collect PT INDO KORDSA POLYESTER 411000047C [Change](#) [Remove](#)
Invoice Reference: [Add](#)

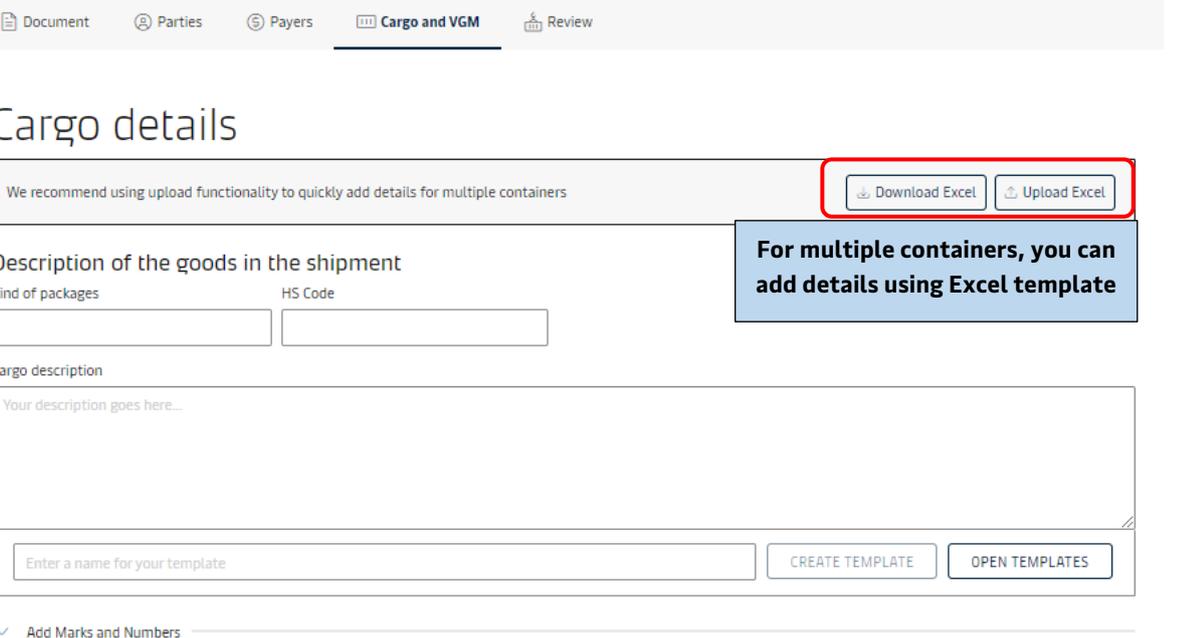
Dear customer, please note that a change of payer, or payment terms, could lead to an administrative charge if you haven't provided the right information while submitting the shipping instruction.

Submit [Payer Standing Instruction](#) to facilitate application of payer for future shipment.

Save Draft **Save & Continue →**

Once all done, click Save & Continue

STEP #4d – CARGO & VGM



Document Parties Payers **Cargo and VGM** Review

Cargo details

We recommend using upload functionality to quickly add details for multiple containers [Download Excel](#) [Upload Excel](#)

Fill details needed for ALL Containers

Description of the goods in the shipment

Kind of packages HS Code

Cargo description

Your description goes here...

▼ Add Marks and Numbers

For multiple containers, you can add details using Excel template

9 / 9 ADD CONTAINER NUMBER | 40FT Dry Standard | Fabrics, nos, textiles (max weight 29045kg)

Container cargo details

No. of packages	Cargo weight	Volume
<input type="text"/>	22000.000 kg	<input type="text"/> m ³

Shipper seal	Carrier seal	Customs seal	Veterinarian seal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VGM (Optional)

Cargo weight	Tare weight	VGM	VGM method
-	-	A container number is needed to submit VGM	

By submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight.

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

Document Parties Payers Cargo and VGM Review

① Document Document type must be specified

✔ Parties

① Payers Payment term must be given for all charges

① Cargo Container number missing
No. of packages missing
Kind of packages missing
Cargo description missing

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

Additional Requests & Comments

Your comments go here ...

0/2000

ⓘ Some required information is missing. Please check and fill in the details in order to be able to send the shipping instructions.

Once all done, click send shipping instructions for submission