

1. SUBMIT SI

New Interface How to Submit Shipping Instruction

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 tp 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 instructions

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

Step-by-step guide To Submit Shipping Instruction via Website (*New Interface*)

STEP #1

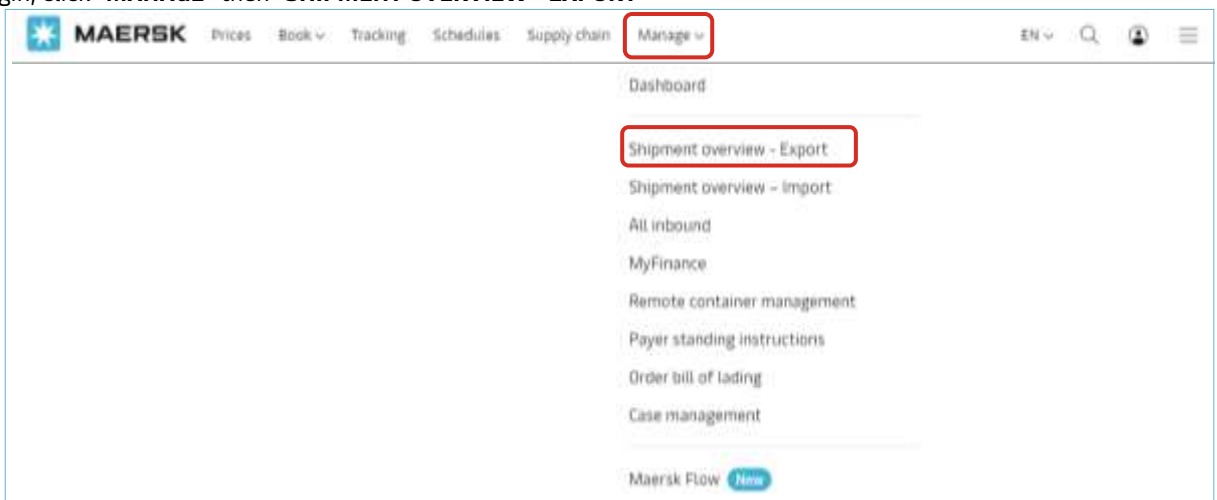
LOG IN to www.Maersk.com.

-- If you are failed to log in, CHAT technical support [here](#).



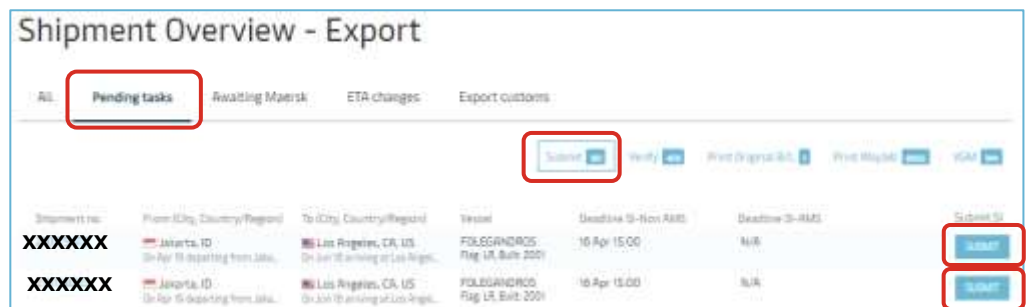
STEP #2

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

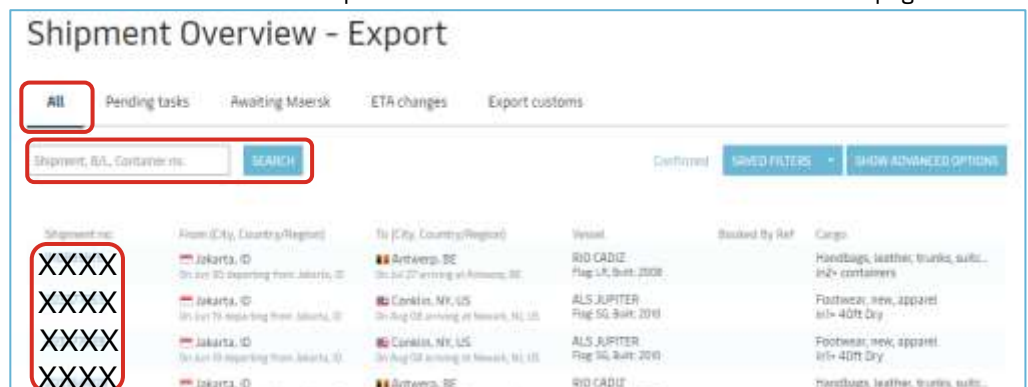


STEP #3

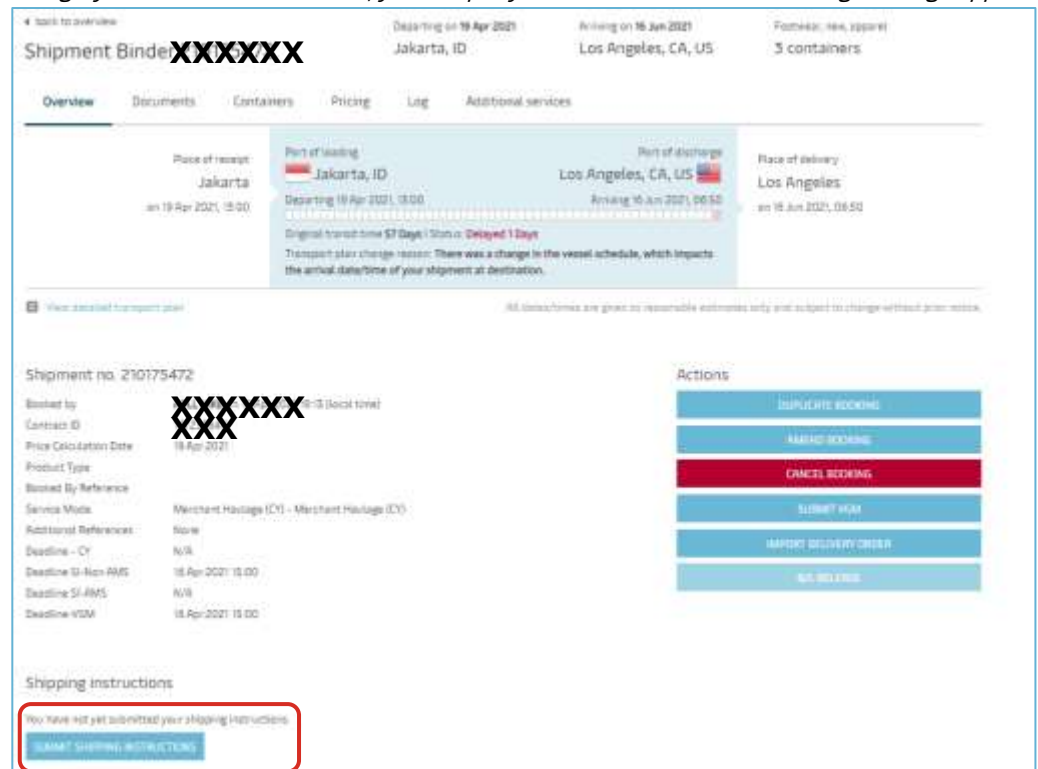
Click "PENDING TASKS" and select "SUBMIT".



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.*



Shipment Binder **XXXXXXXX**

Departing on 19 Apr 2021 Jakarta, ID | Arriving on 16 Jun 2021 Los Angeles, CA, US | From: see report | 3 containers

Overview Documents Containers Pricing Log Additional services

Place of receipt: Jakarta | Part of loading: Jakarta, ID | Part of discharge: Los Angeles, CA, US | Place of delivery: Los Angeles

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

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

Shipment no. Z10175472

Booked by: XXXXXXXX (local time)

Contract ID: XXXXXXXX

Price Calculation Date: 18 Apr 2021

Product Type: XXXXXXXX

Booked By Reference: XXXXXXXX

Service Mode: Merchant Haulage (CY) - Merchant Haulage (CY)

Reduction Reference: None

Deadline - CY: N/A

Deadline ID - Non AMS: 18 Apr 2021 15:00

Deadline SI - AMS: N/A

Deadline VGM: 18 Apr 2021 15:00

Actions:

- DUPLICATE BOOKING
- MARKED BOOKING
- CANCEL BOOKING
- SUBMIT NOW
- IMPORT DELIVERY ORDER
- NO. BOOKING

Shipping instructions

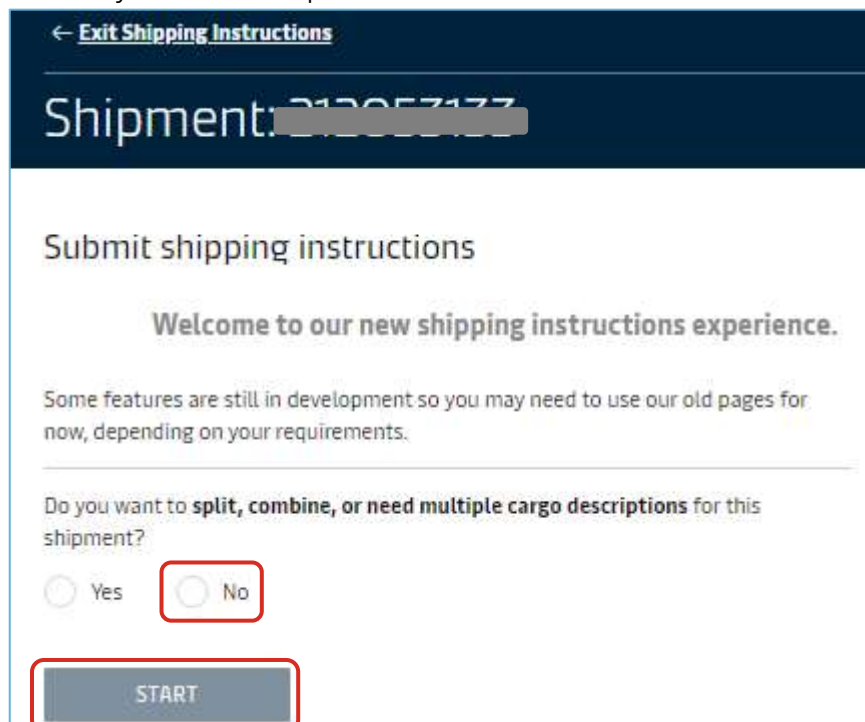
You have not yet submitted your shipping instructions.

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.



← [Exit Shipping Instructions](#)

Shipment: **XXXXXXXXXX**

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**

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

SHIPMENT REFERENCES

- o Fill up PEB number → **PEB Number Aju (6 digit)/DD/MM/YYYY**. example: 123456/12/06/2020
- o TAX ID Reference can be filled up in Parties stage

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 not assigned.

First notify party

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

Shipment references (party): fill up the **TAX ID /NPWP** Reference

Once all done, click **SAVE & CONTINUE**

STEP #4c – PAYERS

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



If you click **PRINT PREVIEW** button, it will preview what document will look like

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



Review

Section	Field	Error
Document	Document type must be specified	You must enter value
Parties	Shipper must be specified	You must enter value
Parties	Consignee must be specified	You must enter value
Payers	Payment term must be given for all charges	You must enter value
Cargo	No. of packages missing	You must enter value
Cargo	Kind of packages missing	You must enter value
Cargo	Cargo description missing	You must enter value

Note - you may correct errors at any time, but they must be fixed before the Shipping instruction is completed.

Any missing information, warning message with section & field information will be shown & need to be cleared up to able Submit SI

The screenshot shows various sections of the shipping instruction form, including:

- Document Details:** Shipping On (2024-03-22), Document Type (BL/COE), and other document information.
- Parties Details:** Shipper (MOL), Consignee (MOL), and other party information.
- Payers Details:** Payer information and payment terms.
- Cargo Details:** Container number, kind of packages, and cargo weight.

Red boxes highlight several fields marked as 'MISSING', such as 'Document Type', 'Shipper', 'Consignee', and 'Cargo weight'.

You can see what details is **MISSING** & directly **EDIT** related field

Additional Requests & Comments

Your comment: **Additional Requests & comments** This section can be used to provide additional requests or comments to be considered as part of the shipping instruction.
 Notes: this comment will be the stopper for further checking & prevent Instant Verify Copy

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

Navigation buttons: Previous, Print Preview, Save Draft, Send shipping instructions

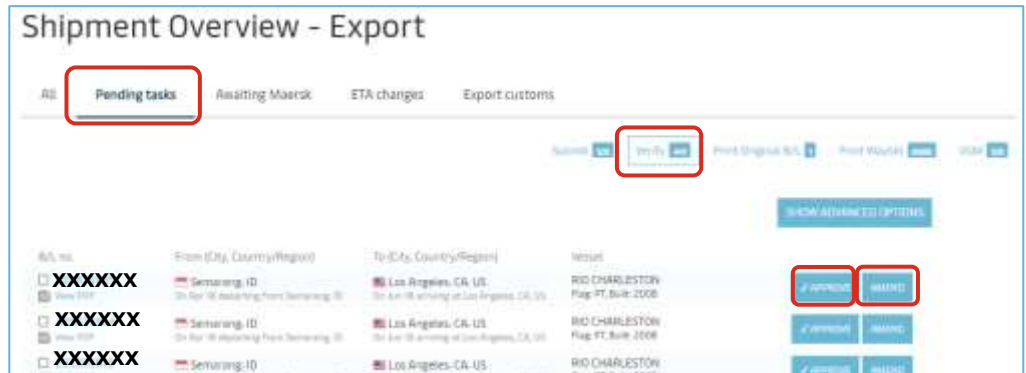
Once all done, click send shipping instructions for submission

2. AMEND SI

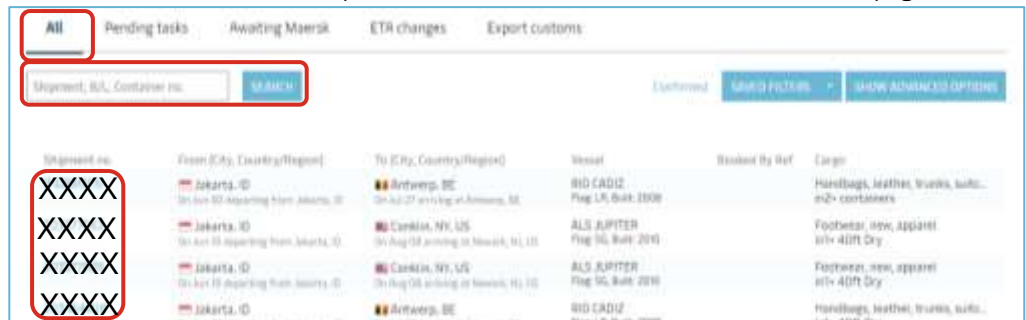
How to Approve / Amend Shipping Instruction via www.Maersk.com
Easily, Seamlessly

STEP #1. After login, go back to MANAGE - SHIPMENT OVERVIEW

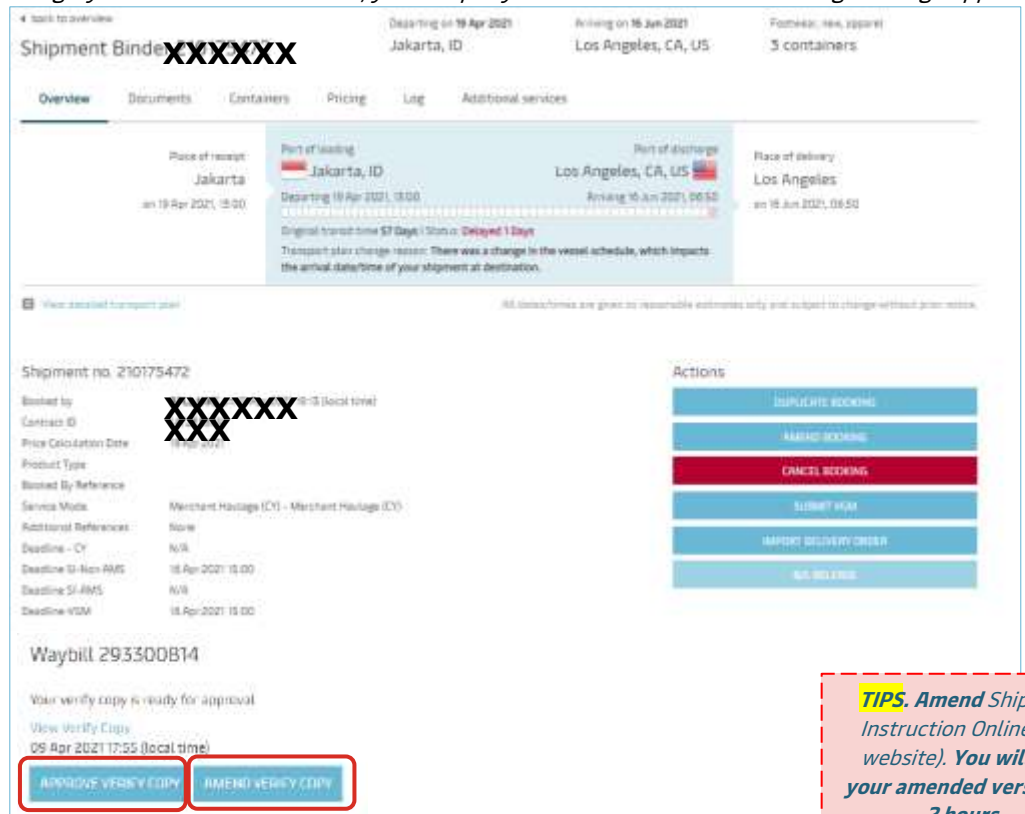
STEP #2. Click "PENDING TASKS" and select "VERIFY". Click **AMEND** or **APPROVE**.



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 "**AMEND** or **APPROVE VERIFY COPY**" button. ----- If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.



TIPS. Amend Shipping Instruction Online (via website). You will get your amended version in 2 hours.

Amend request via email will be charged of Manual Fee IDR 350.000

If you AMEND, you can proceed as per Submit Shipping Instruction step.

3. DOWNLOAD

How to Download Final Transport Document via www.Maersk.com

Verify Copy/ Draft BL, Bill of Lading, SeaWay Bill, Certified True Copy

Dear Valued Customer,

We at Maersk constantly strive to improve our service to our customers. 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.

Step-by-step guide To Print your Final Transport Documents via Website

STEP #1

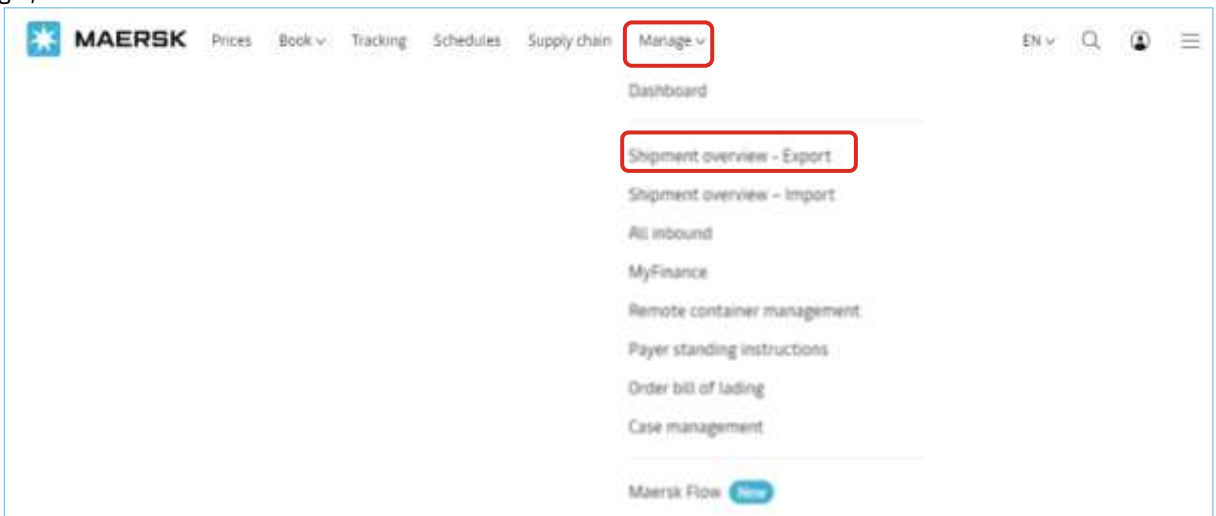
LOG IN to www.Maersk.com.

-- If you are failed to log in, CHAT technical support [here](#).



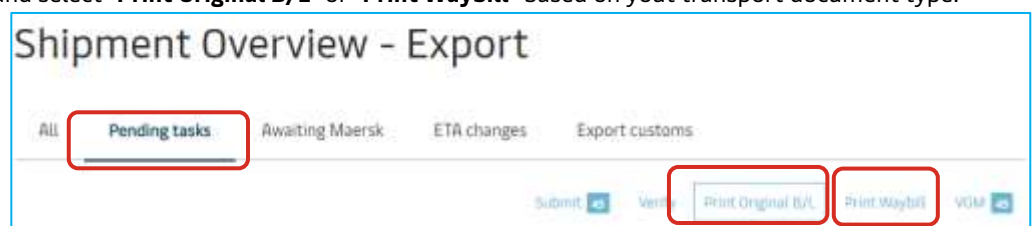
STEP #2

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



STEP #3


Click "PENDING TASKS" and select "Print Original B/L" or "Print Waybill" based on your transport document type.



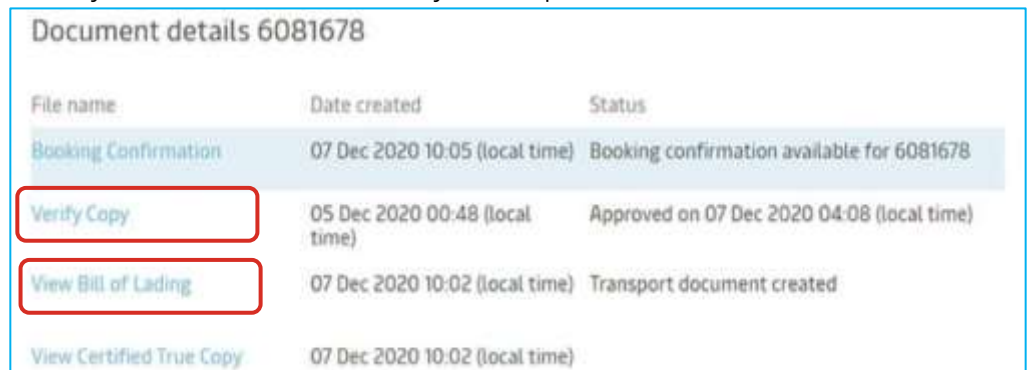
OR, Alternatively you can also search and click on the shipment number listed on the left hand side of the page.



This will open the Shipment Binder page which shows all details on a shipment. Click **“DOCUMENTS”** tab



Here under the **DOCUMENTS TAB** you can click to view/download your transport document in PDF.



Notes: View Certified True Copy: It is displayed if the customer has a web printing agreement with Maersk. The customer can typically use this PDF to share it with other parties like suppliers. There is also a special watermark (certified true copy), so it cannot be mistaken for an original Bill of Lading.

Click **“VIEW BILL OF LADING/WAYBILL”**.

First time To Print Original bill of Lading?

Get **benefits** by using **E-BL (Electronic Bill of Lading)** Facility

- ✓ Customers can directly print OBL via the web (web printing access) anytime & anywhere.
- ✓ FREE OF CHARGE for registration as well as with the Secure Paper (provided by Maersk)
- ✓ Save more time & money. No need to come to Maersk counter for printing OBL (no need to queue & pay IDR 400,000 for one-time print - 1st issuance) anymore.

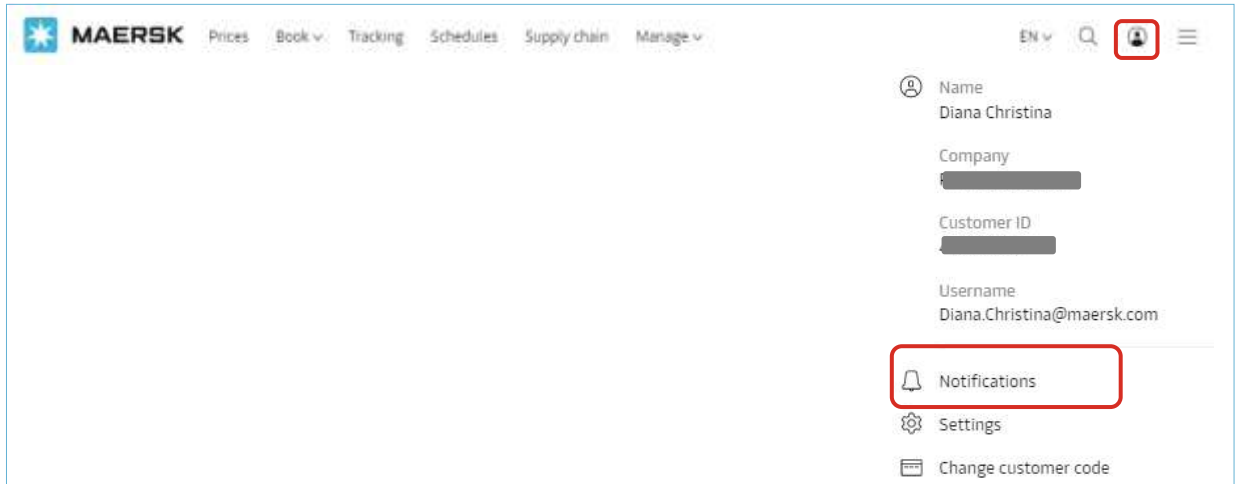
Register now! Go to [here](#) & click **e-BL (Electronic Bill of Lading)** tab.

4. BE NOTIFIED

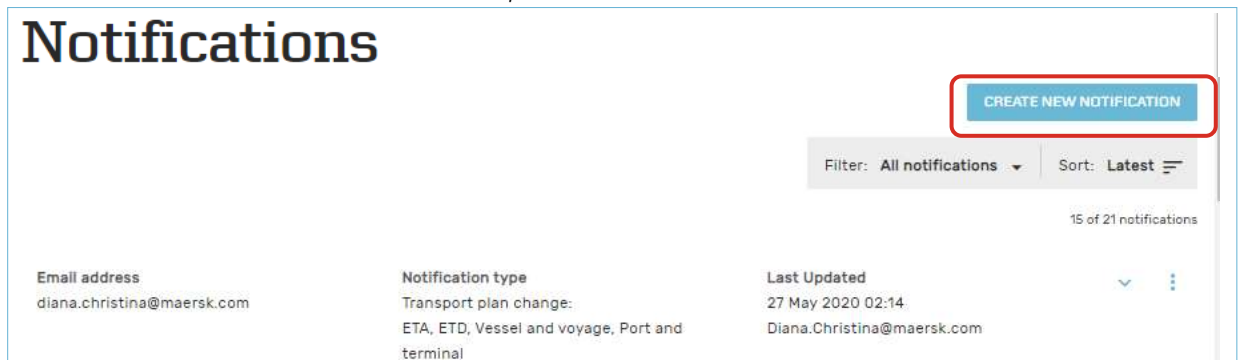
How to Subscribe Notification of your Transport Document Status

get status update of your Verify Copy/ Draft BL, Bill of Lading, SeaWay Bill, Certified True Copy

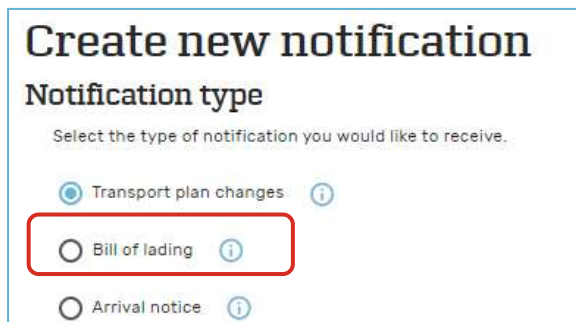
STEP #1 After login, click "**PROFILE button**" then choose "**NOTIFICATIONS**"



STEP #2 - click "**CREATE NEW NOTIFICATION**" button,



Select **1 BILL OF LADING**



2 BILL OF LADING → Select which document you want to get notified about (Draft BL/Verify Copy -or/and- Waybill -or/and- Original BL -or/and- Approved Copy) and adjust the filter based on the location.

1 TRANSPORT PLAN CHANGES → Select which type of transport plan changes you would like to receive notifications for changing on Estimated Time to Arrival (ETA) -or/and- Estimated Time of Departure (ETD) -or/and- Vessel & Voyage -or/and- Port & Terminal. You can customized the frequency you want to receive email notification, & adjust the filter based on the location or roles.

3 ARRIVAL NOTICE → adjust the filter based on the location & or roles.

Now you can "**SUBMIT**" after completing customize information as per requirement.

If your partner/colleagues do not have maersk.com account, you can register their email also to subscribe the notification & manage the subscription needs (Edit/Delete).

Website Feature Guidance

Click below button to find out more website feature guidance.

Simple Guidance



Illustrated Guidance



Should you have any concerns or questions, please do not hesitate to reach us:

Main Number +63 282313126 / Toll Free Number +180011102911

Export concerns: ph.export@maersk.com

Import concerns: ph.import@maersk.com

We want to thank you for your business and look forward to continuously serving your global transportation needs.

Best Regards,
Maersk A/S