Self-Service Release BL to Other Party Guide

Hello!

Thank you for shipping with Maersk.

This feature is enabled only for shipments with Negotiable Bill of Lading.

Kindly note that only the Transport Document Receiver listed in the shipment may release BL to another party.

1. Log In

To get started, log-in to Maersk.com to access your shipment.

If you do not have an account, kindly proceed with account registration. Should you face difficulties while setting up your account, you may seek technical assistance at the live chat.

2. Enter BL No.

Upon logging in, select **tracking** at the top of the page.

Enter your BL number in the field.

3. Select BL Release

Scroll down the shipment binder and under the **Actions** buttons, select **BL Release**.

If you are not able to access BL Release, kindly note that BL release function can only be activated after BL has been issued. This takes place 24 hours after vessel departure.

4. Select Release Type

Click on **Issue Bill of Lading to other party**.

Select release type:

⚠ We offer courier releases only in certain countries. Your country is not a part of this list. Please reach out to your local country office for more info.   ✕

○ Courier Delivery ?

◉ Issue Bill of Lading to other party ?

5. Enter Party Information

Choose to send the Bill of Lading to either a current **shipment party** or **select other party**, which is not part of the shipment.

Send the Bill of Lading to:
◉ Shipment party
○ Select other party

Select party ▽

Shipper
First Notify Party
Shipper
Consignee
Booked By

Send the Bill of Lading to:
○ Shipment party
◉ Select other party

SELECT OTHER PARTY

ADD PARTY   ✕

☆ Favorites   🔍 Search / Add

You can search party by their trading name and address or customer code

Search by trading name   Search by customer code

Please set party if already exists on system.

Trading name *

Country *

City

+ SHOW ADDITIONAL ADDRESS DETAILS

ⓘ **Adding a new party**
To add a new party, enter their details here and perform search to check if they exist already. If no results are found you would ask to complete additional details in order to create a new party.

Search

6. Submit Request

Once the required information of the release to party has been selected and filled in, kindly proceed with the action, **submit request**.

7. Confirmed

Once the request is submitted, a copy of the release request will be sent to the email you have indicated.

If at any time you may have difficulties with your BL release request, do feel free to contact your local office.