

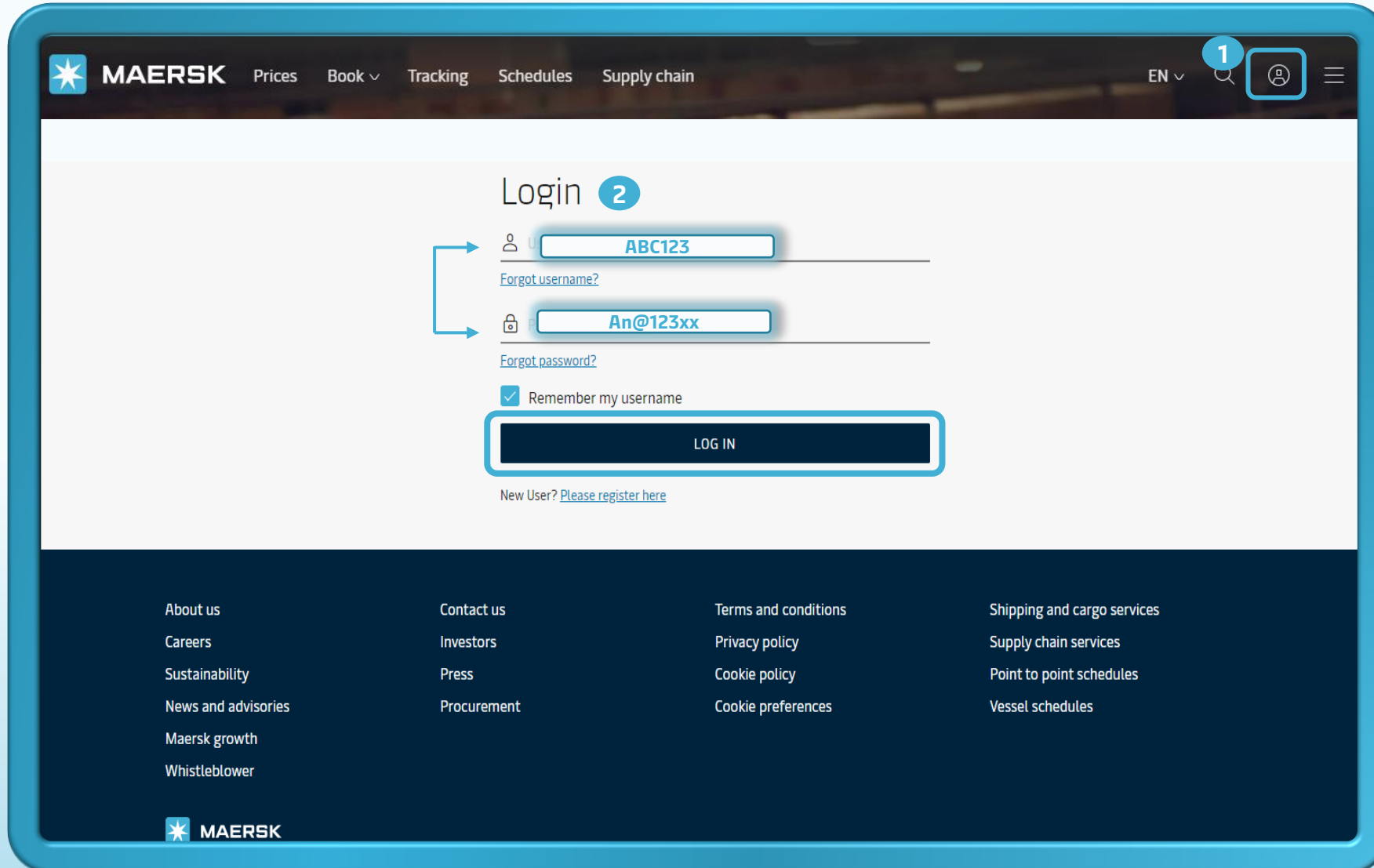
# Submit Shipping Instruction



<https://www.maersk.com>



# MAERSK

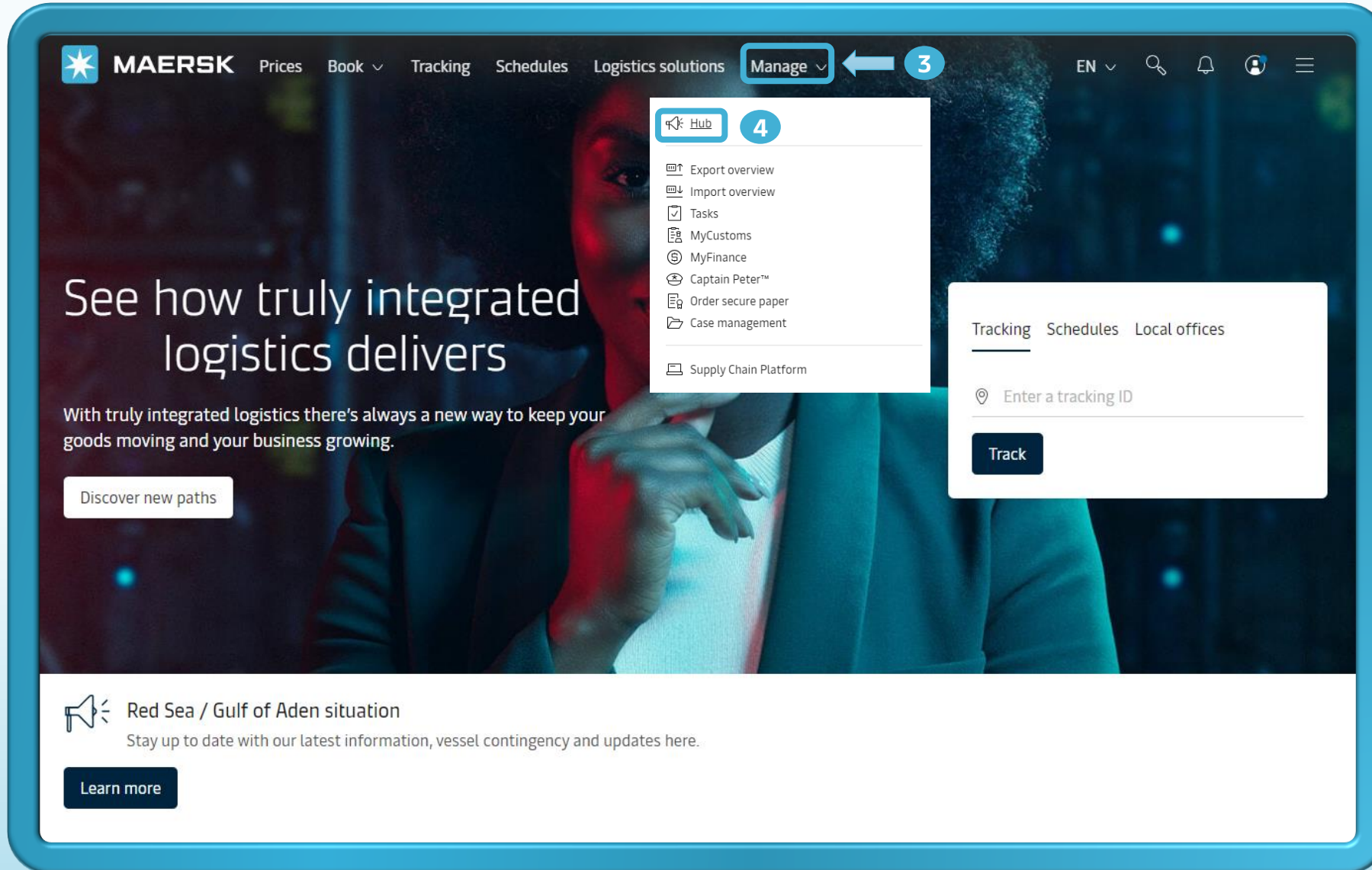


- **Step 1:** Click on the above login icon

- **Step 2:** Go to the MAERSK.com and enter your username and password.



MAERSK



- **Step 3:** After you login, then click on “Manage”.

- **Step 4:** Then, click on “Hub”.



# MAERSK

The screenshot shows the Maersk Hub dashboard. At the top, there is a navigation bar with the Maersk logo, the name 'MAERSK', and menu items: Prices, Book, Tracking, Schedules, Supply chain, and Manage. On the right side of the navigation bar, there are links for 'EN', a search icon, a user profile icon, and a hamburger menu icon. A blue circle with the number '5' is placed above the user profile icon, and a blue arrow points from this circle to the 'TRACK' button in the search bar. The search bar contains the text '9XXXXXXXXX'. Below the navigation bar, the main content area is titled 'Welcome to your Hub'. On the left, there is a 'Warehousing & Distribution' section with a 'Contact us' button. In the center, there are two 'Outstanding tasks' cards: 'Export task due in 7 days' with a '0' and 'Submit shipping instructions' button, and 'Submit VGM' with a '0' and 'View all' button. On the right, there is a 'Shipment Overview' section with two cards: 'Departing in the next 7 days' with a '9' and 'View all' button, and 'Arriving in the next 7 days' with a '9' and 'View all' button. Below these cards is a search bar with the placeholder text 'a vessel, country/region, container yard, port or local office' and a 'View all' dropdown menu. At the bottom, there are three main sections: 'Import Demurrage & Detention' with a 'View details' button, 'Import manifest & delivery order' with a 'Request' button, and 'Local Information' with links for 'Asia Pacific', 'Europe', 'India, Middle East and Africa', 'Latin America', and 'North America'. A 'Chat' button is located in the bottom right corner.

- Step 5: Input Booking number then click “Track”



MAERSK

MAERSK Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

← Back

# Shipment details

9XXXXXXXXX View details

B/L number: 9xxxxxxx <a href="#">Track</a> <a href="#">Duplicate</a> <a href="#">Amend</a> <a href="#">Cancel</a>	Sihanoukville, KH Departs Sihanoukville, Cambodia, KH 21 Jul 2024	Los Angeles, US Arrives Los Angeles, California, US 26 Aug 2024	2 x 40 Dry High Plywood, panel, board ...
--	---	---	--

Summary Documents Containers & VGM Parties Charges & Invoices Log

### 4 tasks to complete

- Container gate in by 20 Jul 2024, 14:00 **Due**
- Submit VGM by 20 Jul 2024, 15:00 **Due**
- Submit shipping instruction** 1  
Deadline not available

View all tasks

### 1 document issued

- Booking confirmation on 24 Jun 2024, 04:29 UTC

### Bill of Lading

B/L is not yet issued

B/L will be available on vessel departure, subject to payment and without the need for an approval.

Watch this space for B/L related updates.

- **Step 1: In Shipment details tab click “Submit Shipping instruction”**





# MAERSK

## Scenario 1: Normal (1 BK = 1 BoL)

The screenshot shows the Maersk web application interface. At the top, there's a navigation bar with 'MAERSK' logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. Below that, a 'Shipment' summary shows '9xxxxxxx' with a 'Split, part & combine' button. The origin is 'Cambodia' (21 Jul 2024) and the destination is 'United States' (26 Aug 2024). The 'BoL' is '9xxxxxxx'. The main section is 'Documents', with a 'Transport Document Receiver' card for 'Company ABC limited' (\*\*\*\*\*743). A 'Change' button is next to the company name. A 'SEARCH / ADD PARTY' modal is open, showing search results for 'maersk cambodia' and an 'ADD NEW PARTY' form. Numbered callouts (1-5) indicate the steps: 1. Customer/Trading name, 2. Address, 3. Country, 4. Email, 5. Phone. A 'Change' button is also visible on the receiver card.

- **Step 2:** If you want change Transport Document Receiver (means the party that receives/checks/print BL after SI is submitted) click “Change”

- **Step 3:** Input by trading name and country or customer code Click “search”

- **Step 4:** Click “Select” in receiver you want receive document. If can’t find or want add new party receiver click “ADD NEW PARTY” then input

1. Customer/Trading name
  2. Address
  3. Country
  4. Email
  5. Phone
- Then click “Submit”

- **Step 5:** Click ★ to save that party as favorites



MAERSK

# Scenario 1: Normal (1 BK = 1 BoL)

## VALUE ADDED SERVICE (VAS)

### A. SI (Shipping Instruction) creator:

Maersk on behalf customer use customer SI upload to make BoL with additional fee is 15USD per BL.

- **Step 1:** Click to “Upload”

- **Step 2:** Upload SI file and update HS code then stick to “I accept the Term and Conditions”

- **Step 3:** Click “Submit your documents”

B. Buy more import freetime:  
Saving up to 40% if customer buy freetime import in advance beside standard freetime

- **Step 4:** Select Additional days

- **Step 5:** Click “Purchase detention extension”

- **Step 6:** Stick “By accepting ...then click “Confirm purchase”

The screenshot displays the Maersk website interface for creating a Bill of Lading (BoL) and purchasing import freetime extension. The top navigation bar includes links for Prices, Book, Tracking, Schedules, Supply chain, and Manage. The main content area shows a shipment summary for a shipment from Cambodia to the United States, with a BoL number 9XXXXXXX. The interface is divided into several sections:

- Document Upload Section:** A box labeled "Upload your document(s) here: word, pdf, txt, excel or jpg." with a "New" badge and an "Upload" button. A note states: "New - upload a shipping instruction in your own format and eliminate 80% of manual work. This service requires an additional fee of 15 USD [per BL]".
- HS Code Entry:** A field for "Enter your HS code" with the value "912345" and a "Submit your documents" button.
- Terms and Conditions:** A checkbox labeled "I accept the Terms and Conditions" and a "Submit your documents" button. A note states: "You are about to purchase the Shipping Instructions Creator for the amount of 15 USD [per BL]. Kindly note that once purchased, this charge is non-refundable."
- Import Freetime Extension Section:** A section titled "Import Freetime Extension" with a "Detention" sub-section. It shows "Included Freetime" of 4 days, "Containers" of 2 x 40 Dry High, and "Total freetime" of 12 days. A "Select Additional days" button is highlighted with a "4" callout. A note states: "You're about to purchase 8 extra detention freetime extension days for 1,200.00 USD. The amount will be added on your invoice." Below this, a checkbox labeled "By accepting above you agreed to become a payer for the invoice, which would be send for the purchase of detention free days (Freetime Extension Contract) Kindly note that once purchased, this charge for the Freetime Extension contract is non-refundable." is checked. A "Purchase detention extension" button is highlighted with a "5" callout.
- Summary and Confirmation:** A "Total price" of 1,200 USD is shown. A "Confirm purchase" button is highlighted with a "6" callout. A note states: "Save up to 40% from potential charges".



MAERSK

# Scenario 2: Split part load 1 BK = N BoL

The screenshot shows the Maersk web application interface. At the top, there is a navigation bar with the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. The main content area displays 'Exit Shipping Instructions' and a 'Shipment: 9xxxxxxx' with a 'Split, part & combine' button highlighted with a blue box and the number '2'. Below this, there is a 'BoL: 9xxxxxxx' section with a 'Document' icon and 'Parties' link. A blue arrow points down to a 'Split, part load & combine' modal dialog. This dialog has a 'Create split' button and a 'Part load Bill of Lading' section with 'No' and 'Yes' radio buttons. The 'Yes' option is selected. Below this, there is a table with two rows of '40 DRY 9 6' and '1/2 xxxxxxxx'. Each row has a 'Submit SI' button, which is highlighted with a blue box and the number '5'. A blue arrow points up to the 'Submit SI' buttons. Another blue arrow points right to a second modal dialog. This second dialog has a 'Create split' button and a yellow warning message: 'Please create BoL before attempting to create another split.' Below this, there is a 'Part load Bill of Lading' section with 'No' and 'Yes' radio buttons. The 'Yes' option is selected and highlighted with a blue box and the number '4'. Below this, there is a table with two rows of '40 DRY 9 6' and '1/2 xxxxxxxx'. Each row has a 'Submit SI' button and a 'Create BoL' button. The 'Create BoL' button is highlighted with a blue box and the number '5'. A blue arrow points up to the 'Create BoL' button.

- Step 2: Click “Split, part & combine”

- Step 3: Click “Create split”

- Step 4: Click “Yes” in Part load Bill of Lading then stick in box “Create BoL” and click “Create BoL”

- Step 5: 2<sup>nd</sup> will be appeared then click “Submit SI” of every BoL





MAERSK

# Scenario 3: Split full container 1 BK = N BoL

The screenshot shows the Maersk web application interface for creating a split Bill of Lading (BoL). The main page displays a shipment with ID 9xxxxxxx and a 'Split, part & combine' button (Step 2). Below this, there is a 'BoL: 9xxxxxxx' section with a 'Document' icon and a 'Parties' icon. A blue arrow points down to a 'Split, part load & combine' dialog box (Step 5). This dialog box has a 'Create split' button and a 'Part load Bill of Lading' section with 'No' and 'Yes' radio buttons. The 'Yes' option is selected. Below this, there is a table with two rows of container details (40 DRY 9 6) and two columns of 'Submit SI' buttons. A blue arrow points up to a second dialog box (Step 4). This dialog box has a 'Create split' button and a yellow warning message: 'Please create BoL before attempting to create another split.' Below this, there is a 'Part load Bill of Lading' section with 'No' and 'Yes' radio buttons. The 'No' option is selected. Below this, there is a table with two rows of container details (40 DRY 9 6) and two columns of 'Submit SI' buttons. A blue arrow points right to a third dialog box (Step 3). This dialog box has a 'Create split' button and a 'Part load Bill of Lading' section with 'No' and 'Yes' radio buttons. The 'No' option is selected. Below this, there is a table with two rows of container details (40 DRY 9 6) and two columns of 'Submit SI' buttons. A blue arrow points right to a fourth dialog box (Step 1). This dialog box has a 'Create split' button and a 'Part load Bill of Lading' section with 'No' and 'Yes' radio buttons. The 'No' option is selected. Below this, there is a table with two rows of container details (40 DRY 9 6) and two columns of 'Submit SI' buttons.

- Step 2 : Click “Split, part & combine”

- Step 3: Click “Create split”

- Step 4: Click “No” in Part load Bill of Lading then Stick in box “Create BoL” and click “Create BoL”

- Step 5: 2<sup>nd</sup> will be appeared then click “Submit SI” of every BoL



## Scenario 4: Combine n BK into 1 BoL

MAERSK Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

← Exit Shipping Instructions

Shipment: 9XXXXXXXX Split, part & combine

BoL: 9XXXXXXXX Document Parties

Shipment: 9XXXXXXXX Close From: Cambodia 21 Jul 2024 To: United States 26 Aug 2024

Split, part load & combine

Create split

Part load Bill of Lading: No Yes (Part load selection will be available once at least one split is performed)

40 DRY 9 6

1/2	XXXXXXXXXX	✓
2/2	XXXXXXXXXX	✓

Combine shipments

9123xxxxx Search shipment Clear

Shipment 9123xxxxx Add whole shipment

40 Dry High

1/2	XXXXXXXXXX	✓
2/2	XXXXXXXXXX	✓

40 DRY 9 6

1/4	XXXXXXXXXX	✓	
2/4	XXXXXXXXXX	✓	
3/4	XXXXXXXXXX	✓	XXXXXXXXXX Remove shipment
4/4	XXXXXXXXXX	✓	XXXXXXXXXX Remove shipment

- Step 2: Click “Split, part & combine”

- Step 3: Input BK wanna combine into box “Combine shipments then click “Search shipment”

- Step 4: Select the container number you would like to combine or click “Add whole shipment”

- Step 5: You will see the container list of the shipments you would like to combine then Click “Submit SI”



# MAERSK

The screenshot shows the Maersk Bill of Lading (BoL) creation interface. It includes a navigation bar with 'MAERSK', 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. The main content area is divided into sections: 'Document Type', 'Shipment References', and 'Vessel and Location Aliases on B/L'. The 'Document Type' section has two tabs: 'Waybill' and 'Bill of Lading'. Under 'Waybill', there are radio buttons for 'Shipped on Board' (selected) and 'Received for Shipment'. Under 'Bill of Lading', there are radio buttons for 'Shipped on Board' (selected) and 'Received for Shipment', and a 'Number of Originals' field set to 3. The 'Release instructions' section has radio buttons for 'Destination release' and 'Electronic cargo release'. The 'Shipment References' section has a question 'Does this shipment have a House Bill of Lading (Is this Master bill of lading)?' with 'Yes' selected. Below it, 'Is the House Bill of Lading (HBL) to be created by Maersk?' has 'No' selected. The 'Vessel and Location Aliases on B/L' section shows 'Vessel' as 'HANSA BREITENBURG(LR) / 429S (First Load Port)' and 'MAERSK SALTORO(SG) / 424W (Second Load Port)'. The 'Location Aliases' section has 'Load Port' as 'Sihanoukville' and 'Port of Discharge' as 'Los Angeles'. The 'Load Port' dropdown is open, showing a list of options: 'SIHANOUKVILLE PORT' (highlighted), 'SIHANOUKVILLE PORT, CAMBODIA', 'SIHANOUKVILLE TERMINAL', 'SIHANOUKVILLE, KINGDOM OF CAMBODIA', 'SIHANOUKVILLE,KHSIH', and 'SIHANOUKVILLE/CAMBO'. The 'Port of Discharge' dropdown is also open, showing a list of options: 'LOS ANGELES, CA, U.S.A. (DOOR)', 'LOS ANGELES, CA, UNITED STATES', 'LOS ANGELES, CA, US', 'LOS ANGELES, CA, US 1438', 'LOS ANGELES, CA.', and 'LOS ANGELES, CA. - U.S.A.'. Numbered callouts 6, 7, 8, and 9 point to the 'Document Type' section, the 'House Bill of Lading' question, the 'Location Aliases' section, and the 'Load Port' dropdown list, respectively.

- **Step 6:** Choose Bill type and the type of date to be shown on BoL

- **Step 7:** Choose “Yes” or “No” for House Bill of Lading. If “Yes”, Is the HBL to be created by Maersk or not. If customer choose Maersk create HBL \$100/HBL will be added and billing to customer. And please input the information of parties

- **Step 8:** Choose vessel show on BoL

- **Step 9:** Choose the format of showing Load port and port of discharge names



**MAERSK** Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

## Documentation Requests

### Free detention and demurrage time

The number of free days of detention/demurrage applicable to your shipment before charges are applicable.

No  Yes **10**

**Number of free days:**

Applicable free time	n	days Combined (detention and demurrage) at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time	4	days detention 4 days demurrage at (port of discharge / place of delivery)	<input checked="" type="checkbox"/>
Applicable free time	4	days detention at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time	4	days demurrage at (port of discharge / place of delivery)	<input type="checkbox"/>

### Agent details on BL

Do you want Maersk agent details at destination to be printed on BL

No  Yes **10**

### In-transit

The in-transit clause below will be included on the BL

No  Yes **10**

**Please enter the ultimate destination below, and this clause will then be added**

In transit to  (0 / 200)

Onwards carriage from Los Angeles to is arranged by Merchant for account and risk of Merchant.

### Transshipment

Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.

No  Yes **10**

### Request Certificates

Save Draft **Save & Continue →** **11**

- **Step 10:** Click “Yes” or “No” for documentation requests

**Note:** Click “Yes” in free detention and demurrage time if you want to show additional clause on BL by template

- **Step 11:** Click “Save & Continue ->”



# MAERSK

**MAERSK** Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile Menu

## Request Certificates

To cover the requirement of the Letter of Credit, you can select one or more of the following standard certificates. Full details of each certificate can be found in the PDF sample.

Vessel	Download Sample PDF
<input type="checkbox"/> Correct vessel name	Download
<input type="checkbox"/> Maersk operated vessel	Download
<input type="checkbox"/> Seaworthiness	Download
<input type="checkbox"/> Vessel owner	Download
<input type="checkbox"/> Vessel flag nationality	Download
<input type="checkbox"/> Built date and year	Download

Schedule	Download Sample PDF
<input type="checkbox"/> No Scheduled calls No Call Countries <input type="text"/>	Download
<input type="checkbox"/> Planned route	Download
<input type="checkbox"/> Regular line vessel	Download
<input type="checkbox"/> Vessel not prohibited from entry into particular port Permitted Port/Territory <input type="text"/>	Download

Miscellaneous	Download Sample PDF
<input type="checkbox"/> Class and classification	Download
<input type="checkbox"/> Vessels P&I club	Download
<input type="checkbox"/> SMC and DOC	Download
<input type="checkbox"/> Ship Security Certificate (ISPS)	Download
<input type="checkbox"/> Institute Classification Clause (ICC)	Download
<input type="checkbox"/> Israel declarations	Download

Letter of Credit Number

Save Draft **Save & Continue →** 12

- **Optional:** If customer request certificate issue by Maersk please click to download a sample Certificate and full in information then send request via Web to case (W2C) or email

Maersk does not verify other types or formats of Certificates written by customer.

- **Step 12:** Click “Save & Continue ->”





# MAERSK

MAERSK Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

← Exit Shipping Instructions

Shipment: 9xxxxxxx From Cambodia 21 Jul 2024 To United States 26 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

Due to customs requirement at United States, please ensure to update/adjust Document parties address within 4 li per line.

Parties

Shipper **ADD** →

You must specify a Shipper for this shipment

Additional Parties (optional)

Additional Notify Party Outward Forwarder

SEARCH / ADD PARTY **14**

By trading name By customer code

Trading name Country City (optional)

**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

SEARCH RESULTS **15**

Trading name	Address	Customer code	
MAERSK (CAMBODIA) LTD	VTRUST TOWER,7THFLOOR,ST 169, PHNOM PENH, 12000, CAMBODIA	123456789	<b>SELECT</b>
MAERSK (CAMBODIA) LTD	12 TOWER BUILDING 7TH FLOOR ST169 PHUM, PHNOM PENH, 12000, CAMBODIA	123456710	<b>SELECT</b>

← GO BACK SEARCH BY CUSTOMER CODE **ADD NEW PARTY**

ADD NEW PARTY **15**

Enter below details to request a new party, new party will be added after approval

Customer/Trading name Address Country 0 / 250

PO BOX (optional) Postal/ZIP code (optional) GO BACK **Submit**

Save Draft **Save & Continue →** **16**

- **Step 13:** Fill in parties: Shipper, Consignee, First Notify and Additional Notify Party by click “ADD”

- **Step 14:** Input trading name, country or customer code then click “Search”

- **Step 15:** Click “Select” on party you want to show on BoL. If you want add new party please click “ADD NEW PARTY” input information then click “Submit”

- **Step 16:** Click “Save & Continue ->”



# MAERSK

**MAERSK** Prices Book ▾ Tracking Schedules Supply chain Manage ▾ EN ▾ 🔍 👤 ☰

Shipment: 9xxxxxxx From Cambodia 21 Jul 2024 To United States 26 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

## Payers

Do you want to display these charges and amounts on the bill of lading?  No  Yes **17**

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) ?
Company ABC Limited	*****743	Invoice reference
Company EDF Limited	*****066	Invoice reference

**Add payer** **18**

Step 2) Assign Payers to charges:

Charge Types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
<input type="checkbox"/> ALL	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect			
<input type="checkbox"/> ORIGIN				
<input type="checkbox"/> Terminal Handling Service - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect			
<input type="checkbox"/> Documentation Fee - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect			
<input type="checkbox"/> FREIGHT				
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect			
<input type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid <input type="radio"/> Collect			

Assign payer dropdown menu (for FREIGHT):

- Assign payer
- Assign payer
- Company ABC Limited
- Company EDF Limited
- + Add payer
- Assign payer

Save Draft **Save & Continue →** **20**

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.

- **Step 17:** Choose “No” or “Yes” to display charge name and amount and BoL

- **Step 18:** Choose “Add payer” if you want choose another payer

- **Step 19:** Select payment term and payers for each charge

- **Step 20:** Click “Save & Continue ->”



# MAERSK

MAERSK Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

← Exit Shipping Instructions

Shipment: 9xxxxxxx

From: Cambodia 21 Jul 2024 To: United States 26 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

### Cargo details

We recommend using upload functionality to quickly add details for multiple containers

Download Excel template Upload Excel

Provide descriptions for each type of goods in the shipment

Booked commodity: Plywood, panel, board products

1 Kind of packages 6 digit HS Code 21

Cargo description

Do not enter Agent address, Free time, in-transit or transshipment clauses here - use the Document page. Local customs regulations need the actual cargo description within the first 2 lines. Cargo description should be in English language only. To enable your instant draft bill, we will not be validating these clauses entered here.

Your description goes here... 22

0 / 100000

Enter a name for your template Create template Open templates

- **Step 21:** Update “Kind of packages” and HS code

- **Step 22:** Input description

### TIPS:

1. **Create SI templates:** Input name of template then click “Create template”
2. **Bulk upload for container detail:** if you have multiple containers, click “Download Excel template” then input information and then click “Upload Excel” to save time input one by one



# MAERSK

MAERSK Prices Book Tracking Schedules Supply chain Manage

EN Search User Profile

← Exit Shipping Instructions

Shipment: 9xxxxxxx From Cambodia 21 Jul 2024 To United States 26 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

^ Add Marks and Numbers

Marks and numbers **23**

Add Marks and Numbers

0 / 100000

Add another description for this shipment Copy these details to another description

Give container details, VGM and seals

Container Details Seals and Additional Details **24** → Seals and Additional Details **24**

Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	Tare wt. (kg)	VGM (kg)	VGM method	Shippers seal	Carrier seal	Customs seal	Vet seal
1/2 MRKU1234567	1	23000.000	65.0000	3700	25000	Weight of cargo added to cont:		KH1234567		
2/2 MRKU1234568	1	23000.000	65.0000	3720	25000	Weight of cargo added to cont:		KH1234578		

Save Draft **Save & Continue →** **25** By submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight

- **Step 23:** Update “Mark and numbers” if any

- **Step 24:** Input cargo weight, volume, tare weight, VGM, VGM method and carrier seal, shippers seal, Customs seal or Vet seal if any

- **Step 25:** Click “Save & Continue ->”



# MAERSK

MAERSK Prices Book ▾ Tracking Schedules Supply chain Manage ▾ EN ▾ 🔍 👤 ☰

← [Exit Shipping Instructions](#)

Shipment: 9xxxxxxx

From: Cambodia, 21 Jul 2024 | To: United States, 26 Aug 2024

BoL: 9xxxxxxx | Document | Parties | Payers | Cargo and VGM | Review

### Review 26 Print Preview

Document details			
B/L No 9xxxxxxx	Booking No 9xxxxxxx	Document Type <b>Waybill</b> (Shipped on Board)	
Vessel Name <b>HANSA BREITENBURG(LR)</b>	Voyage No. <b>4295</b>	SCAC <b>MAEU</b>	Export References -
Place of Receipt -	Port of Loading <b>Sihanoukville</b>	Port of Discharge <b>Los Angeles</b>	Place of Delivery -
Maersk agent details -	Free detention and demurrage time -		
Transshipment -	In-transit -		
Shipment References		Certificates	

Edit Document Details

Parties details			
Shipper Party	B/L Address	Consignee Party	B/L Address
Company ABC limited. *****123	Company DEF limited. *****123	Company ABC limited. *****123	Company DEF limited. *****123

Bill of Lading/Verify copy to be issued on additional email id

+ Add

27 Print Preview Save Draft Send shipping instructions 28

- **Step 26:** Review information and edit if any

- **Step 27:** Input more email receiver if any

- **Step 28:** Click “Send shipment instructions”





MAERSK

# Scenario 2 & 3: Split, part load

- Step 29: Click “Submit SI” to submit for the rest BoL

The screenshot shows the Maersk web interface. At the top, there is a navigation bar with the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. A search bar and user profile icon are also present. Below the navigation bar, there is a breadcrumb trail: '← Exit Shipping Instructions'. The main content area displays 'Shipment: 9xxxxxxx' with a 'Split, part & combine' button. It also shows 'From: Cambodia, 21 Jul 2024' and 'To: United States, 26 Aug 2024'. Below this, there is a 'BoL: 9xxxxxxx' section with tabs for 'Document', 'Parties', 'Payers', 'Cargo and VGM', and 'Review'. A message icon is visible on the left. The main text reads: 'Thank you for providing your shipping instructions! We need to perform some validations before we can share the draft bill of lading. If you have already subscribed for an e-mail notification, you will receive a copy in your mailbox.' Below this is a link: 'Subscribe for e-mail notifications'. At the bottom, there is a table with columns 'B/L', 'Status', and 'Action'. The table has two rows: one with 'SI submitted' and a 'Resubmit SI' button, and another with 'SI not submitted' and a 'Submit SI' button. The 'Submit SI' button is highlighted with a blue box and a '29' in a blue circle.

B/L	Status	Action
XXXXXXXXXX	SI submitted	Resubmit SI
XXXXXXXXXX	SI not submitted	Submit SI



**THANK YOU**

