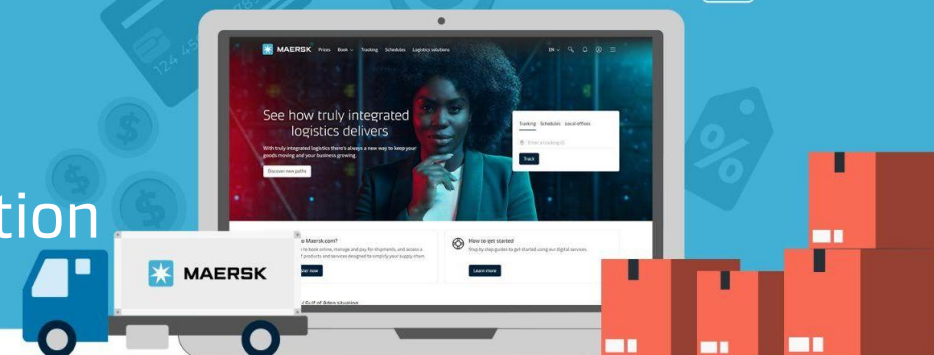
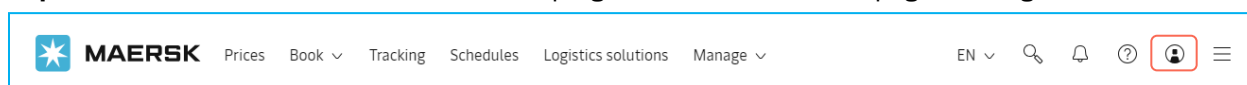


Submitting a Shipping Instruction

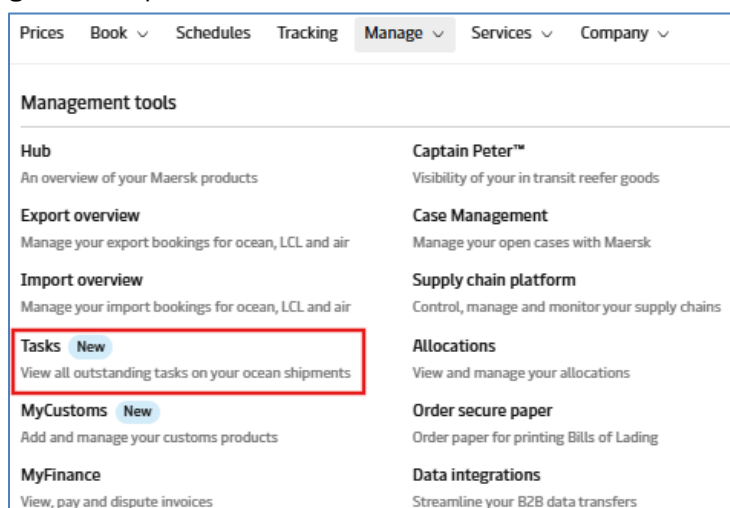


To load your container(s), we need certain information to create a bill of lading and submit information to customs authorities and export, transshipment, and import. If your shipment was created as a duplicate of a previous shipment, all the details will be copied into the Shipping Instruction.

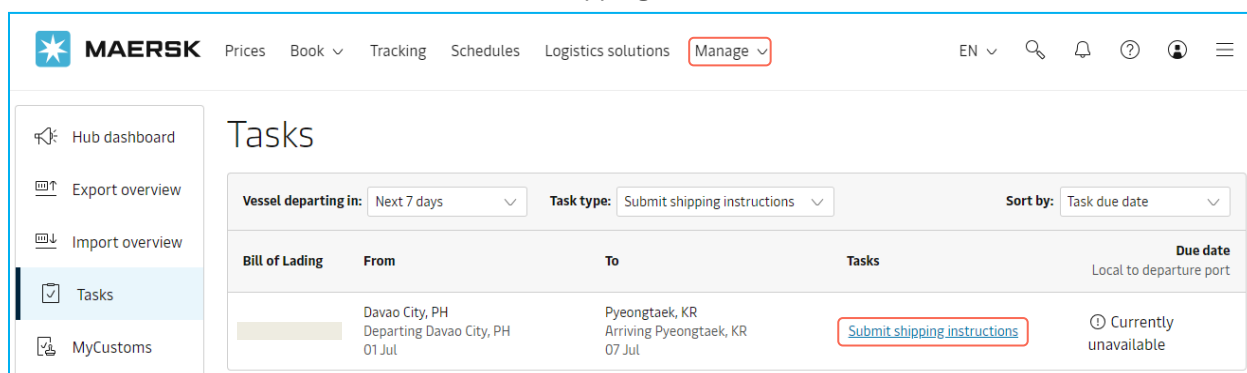
Step 1: Click the account icon located at the top right corner of the home page and Login.



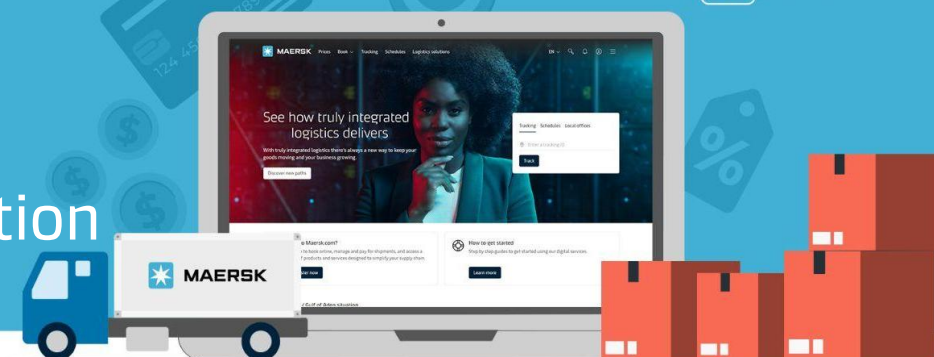
Step 2: Click on Manage in the top menu and select Task.



Step 3: In the tasks tab, you can see all the pending task of your shipments, kindly select the BL number that needs SI submission and click the Submit shipping instruction in the task column.



Submitting a Shipping Instruction



Step 4: In the Document tab, fill in the document type, and vessel & location aliases on B/L. Click Submit & Continue

← Exit Shipping Instructions

Shipment: Split, part & combine

From: Philippines 01 Jul 2024 To: Korea, South 07 Jul 2024

BoL: **Document** Parties Payers Cargo and VGM Review

Documents

Transport Document Receiver

*****677 [Change](#)

Import Freetime Extension

Detention

Included Freetime	Containers	Select Additional days
0 days	1 x 40 Reefer High	4 8 14
Total freetime		
14 days		

Save up to 40% from potential charges Total price 480 USD [Purchase detention extension](#)

Document Type

Waybill Bill of Lading

☐ Shipped on Board ☐ Received for Shipment

Number of Originals:

Release instructions

☐ Electronic cargo release?

Kindly note that Electronic Cargo Release is a paid service, and your invoice will be available once the vessel has sailed.

Looking for destination release?
If you prefer to raise the destination release request, you can raise it from the shipment details page after the shipping instructions is submitted.

Vessel and Location Aliases on B/L

Vessel: ☒ VIVALDI(LR) / 425N (First Load Port)

Location Aliases

Load Port: Port of Discharge:

Departing: 01 Jul 2024 17:00 Arriving: 07 Jul 2024 08:00

Documentation Requests

Free detention and demurrage time

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

Agent details on BL

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

In-transit

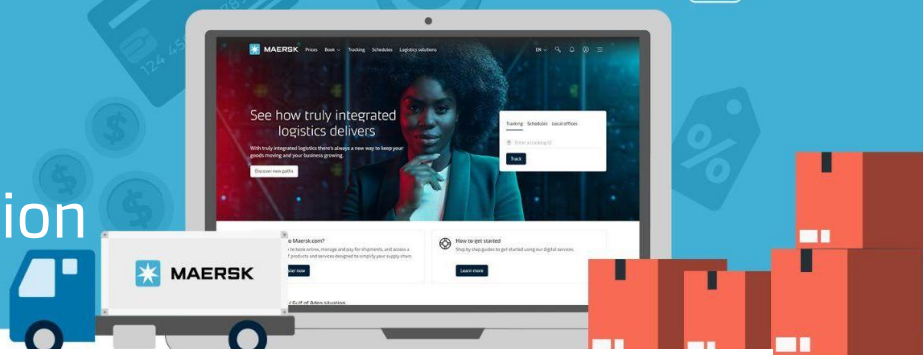
The in-transit clause below will be included on the BL

Request Certificates

If customer wish to have additional FT for their shipment, they can purchase additional FT using this tool.

Customer may select ECR request on SI stage so they may receive invoice once container loading. After that customer still need to click ECR on shipment details to process the telex.

Submitting a Shipping Instruction



Step 5: In the Parties tab, customer can search and add parties to their shipping instructions. Mandatory shipment reference is available in this section to be filled with Tax number/EORI/ECTN, etc.

[← Exit Shipping Instructions](#)

Shipment:

From
Philippines
01 Jul 2024

To
Korea, South
07 Jul 2024

BoL:

Document
Parties
Payers
Cargo and VGM
Review

Step 6: In the Payers tab, customer can search and add payers and assign payer to charges. Customer also can choose whether the charges will be displayed on bill of lading.

[← Exit Shipping Instructions](#)

Shipment:

From
Philippines
01 Jul 2024

To
Korea, South
07 Jul 2024

BoL:

Document
Parties
Payers
Cargo and VGM
Review

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

Step 7: In the Cargo and VGM tab, customer can fill in their kind of packages, HS code, cargo descriptions, container details, VGM and seal number(s). Cargo line can be added here maximum 100 lines.

[← Exit Shipping Instructions](#)

Shipment:

From
Philippines
01 Jul 2024

To
Korea, South
07 Jul 2024

BoL:

Document
Parties
Payers
Cargo and VGM
Review

Step 8: Review all details and click on Send shipping instructions to complete the process. BL/verify copy can be issued to additional email address.

[← Exit Shipping Instructions](#)

Shipment:

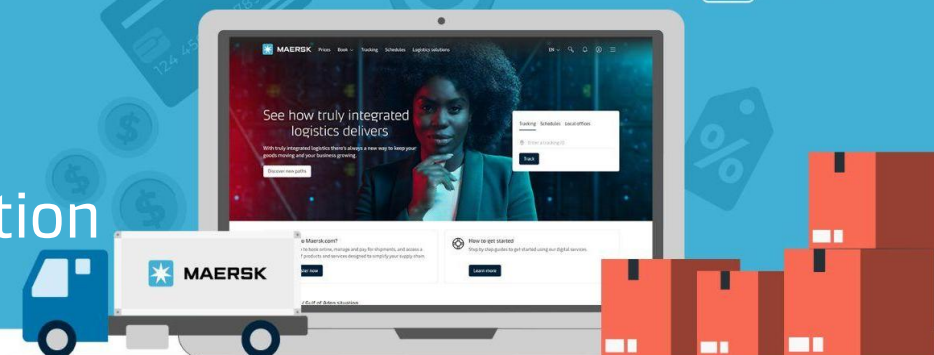
From
Philippines
01 Jul 2024

To
Korea, South
07 Jul 2024

BoL:

Document
Parties
Payers
Cargo and VGM
Review

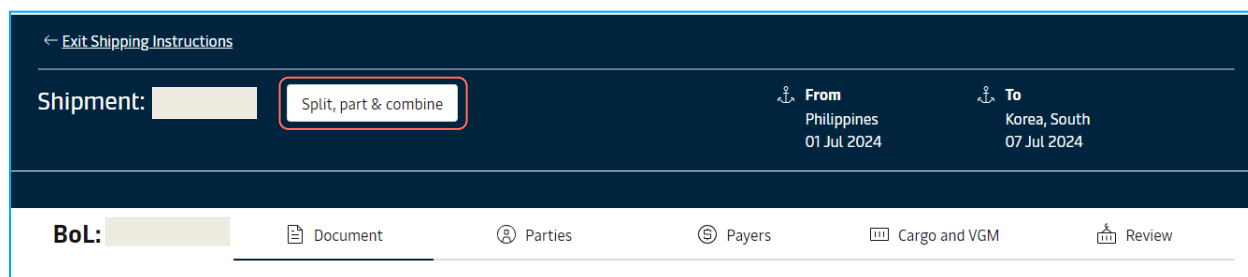
Submitting a Shipping Instruction



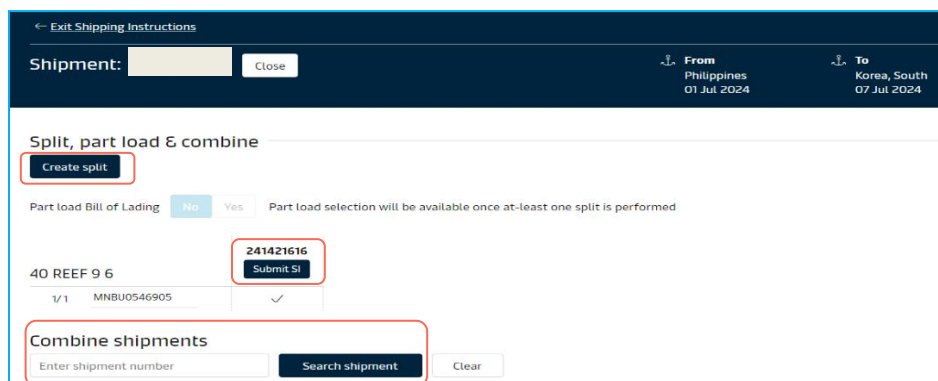
Customer will receive an email confirmation after submitting the shipping instructions. Submitting shipping instructions has never been this simple. Manage your shipping instructions and documentation with ease on a single platform – **Maersk.com**

You will see a page with options. Here you will make a choice depending on your needs. Select below options:

- Clicking **Split, part & combine button**– if you want to combine multiple bookings, split a booking more than 5 bills of lading or have more than 20 multiple cargo descriptions. This will then direct you to the classic SI journey.



- Click **Create split** button Up to Maximum 5 BL option then click **Submit SI**
- Input the booking number to be combined then click **Search shipment** for **combining booking**



Need more help? Should you require further assistance, please do not hesitate to [contact us](#).



Sales

We can help if you're an existing customer or interested in doing business with us

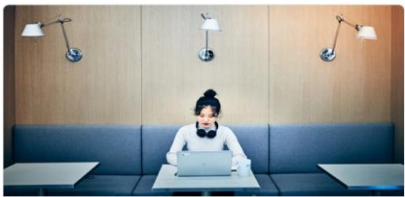
[Sales enquiry](#) [Prices](#)



Support

Support for existing or prospective customers, with ongoing or upcoming transactions

[Support](#) [Case management](#)



Find your local office

[Find](#)