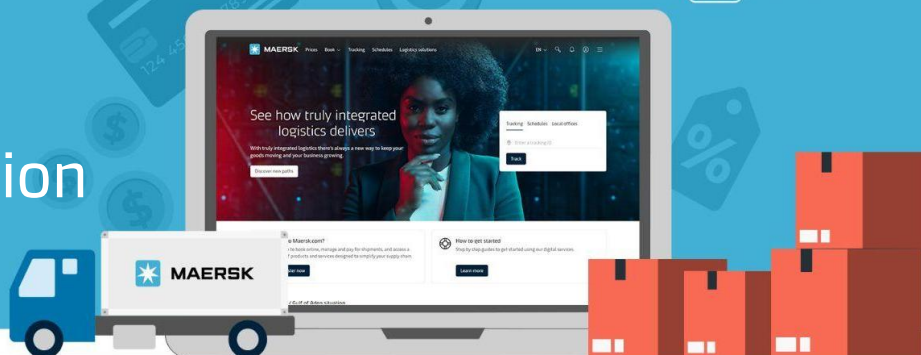


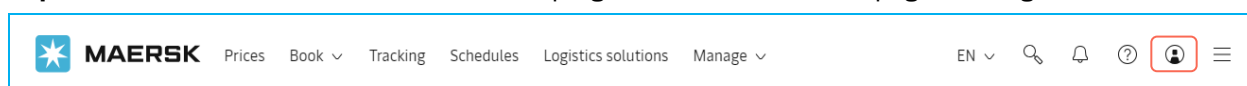
Submitting a Shipping Instruction



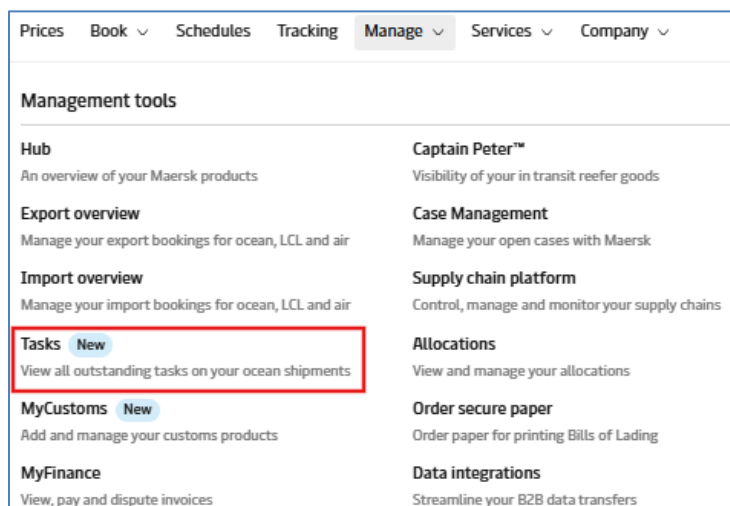
To load your container(s), we need certain information to create a bill of lading and submit information to customs authorities and export, transshipment, and import.

If your shipment was created as a duplicate of a previous shipment, all the details will be copied into the Shipping Instruction.

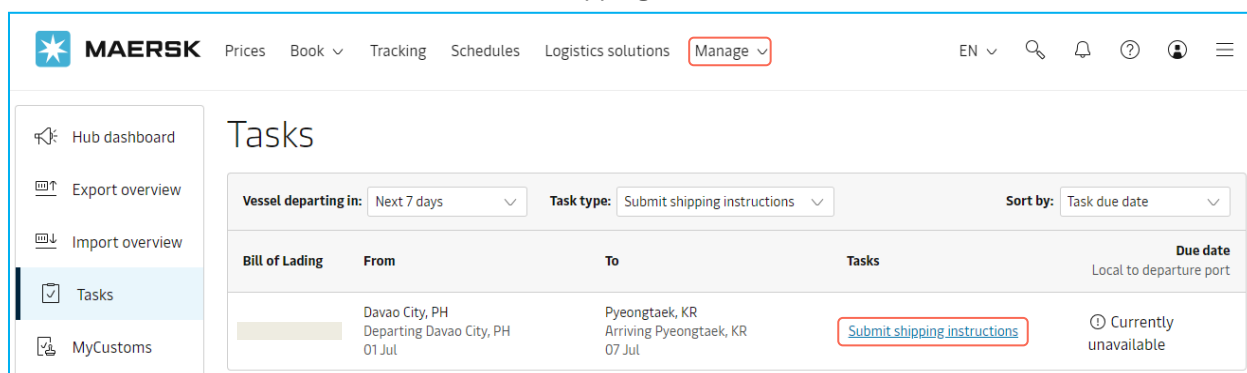
Step 1: Click the account icon located at the top right corner of the home page and Login.



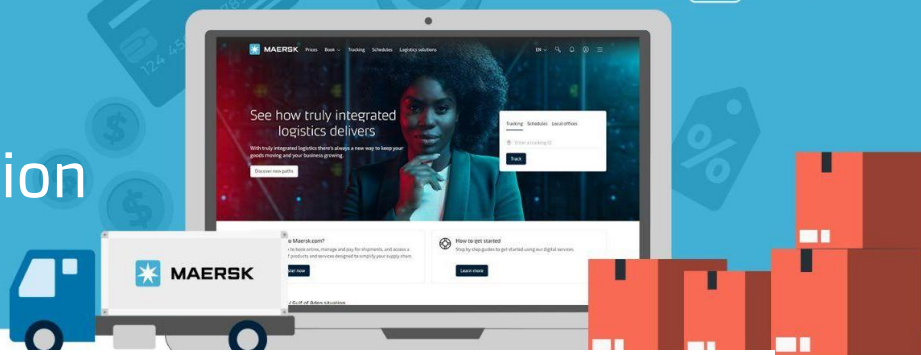
Step 2: Click on Manage in the top menu and select Task.



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 6 days Containers 1 x 40 Reefer High Select Additional days 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

Vessel and Location Aliases on B/L

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

Location Aliases

Load Port Davao City Port of Discharge Pyeongtaek

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

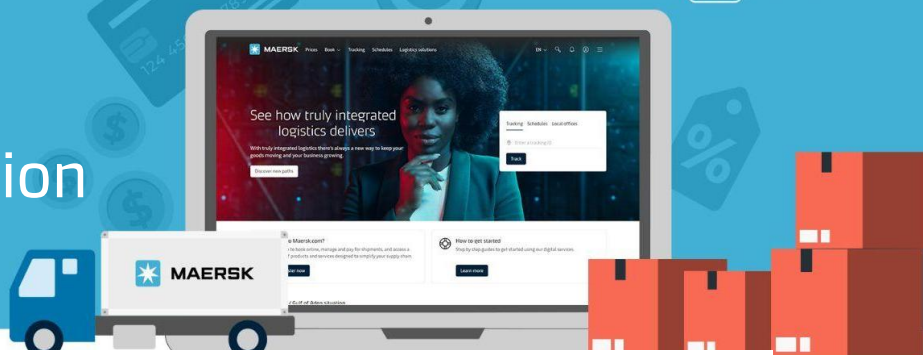
The In-transit clause below will be included on the BL

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 & seal number(s). Cargo line can be added here max. 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

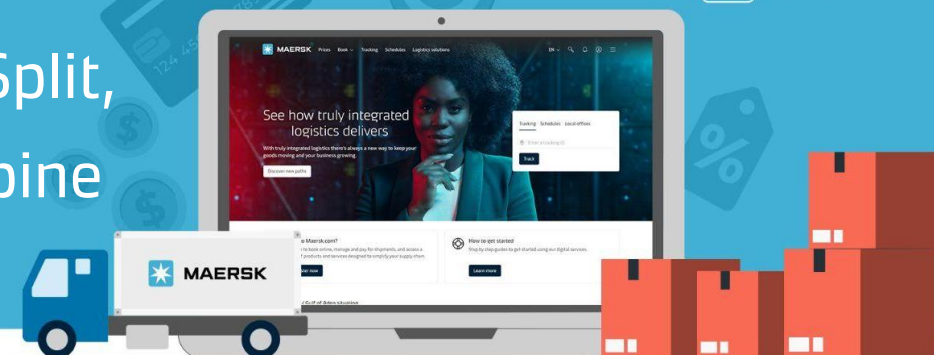
To
Korea, South
07 Jul 2024

BoL:

Document
Parties
Payers
Cargo and VGM
Review

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**

Submitting SI – Split, Part load & Combine



You will see a page with options. Here you will make a choice depending on your needs. Select below options by Clicking **Split, part load & combine** button, if you want to combine multiple bookings or split a booking more than 5 bills of lading.

← 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

- Click **Create split** button then follow below
 1. **Tick the box** which contains the container number for intended split BL
 2. Choose **create BoL** to obtain split BL number
 3. Continue click **Create split** if you need more split BL number.
 4. You may use this split BL number for **Submit SI through web** or **through another channel** such as **EDI, Inntra, etc.**

Shipment: Close

Split, part load & combine

Create split

Part load Bill of Lading ☐ No ☒ Yes In part load all BoLs must be created before any are submitted
All part load BoLs must be deleted before the Shipment may revert to non part load

Container Number	Submit SI	Submit SI	Submit SI	Submit SI
40 DRY 9 6	260919285	261281650	261282544	261282553
1/1 MRKU3579862	☒	☒	☒	☒

Since this is a split shipment, combine will not be available as of now.

- Input the booking number to be combined then click **Search shipment** for **combining booking**

Shipment: Close

From Philippines 01 Jul 2024 To Korea, South 07 Jul 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

Container Number	Submit SI
40 REEF 9 6	241421616
1/1 MNB00546905	☒

Combine shipments

Enter shipment number Search shipment Clear