



# WEBGUIDE

MAERSK WEB FUNCTIONS





# **SUBMIT SHIPPING INSTRUCTION (Combine)**

STEP 1

Log in website: [www.maersk.com](http://www.maersk.com)

The screenshot shows the Maersk Hub dashboard. The top navigation bar includes the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Logistics solutions', and a 'Manage' dropdown menu. The 'Manage' menu is open, showing options: 'Hub', 'Export overview', 'Import overview', 'Tasks', and 'MyCustoms'. A blue callout box points to the 'Manage' dropdown with the text 'Choose Manage → Export Overview'. The main content area features a 'Welcome to your Hub' message, a 'Warehousing & Logistics' banner, and a 'Customise' button. On the right, there is a 'Outstanding' section with a 'New' button and a '7 days' indicator.

The screenshot shows the 'Export overview' page. The top navigation bar is the same as the previous screenshot. The main content area has a 'View a quick demo' button and a search input field containing 'XXXXXXXXXX'. A blue callout box points to the search field with the text 'Input booking number → View details'. To the right of the search field is a 'View details' button. Below the search field, there are 'Applied filters:' and 'Shipment filters' sections. The bottom navigation bar includes 'Shipments', 'ETA changes', 'Unconfirmed bookings', and 'Documents'. The Maersk logo is in the bottom right corner.

STEP 2

## Go to Summary for Shipping Instruction

### Shipment details

XXXXXXXXXX

[View details](#)

B/L number:XXXXXXXXX



Ho Chi Minh City, VN

Manila, PH

4 x 40 Dry High

Departs 12 Oct 2023

Arrives 15 Oct 2023

Make-up, cosmetics, t...

[Duplicate](#) [Amend](#) [Cancel](#)

Choose tab **Summary**

Summary

Documents

Containers & VGM

Parties

Charges

Log

1 task to complete



[Submit shipping instruction](#)

[View all tasks](#)

Click **Submit Shipping Instruction**

1 document issued



[Booking confirmation](#) on 19 Sep 2023, 07:15

STEP 2

# Submit Shipping Instruction

← Exit Shipping Instructions

Shipment: XXXXXXXXXX

Split, part & combine

Click Split, part & combine

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

		XXXXXXXXXX
40 DRY 9 6		Submit SI
1/4	XXXXXXXXXX	✓
2/4	XXXXXXXXXX	✓
3/4	XXXXXXXXXX	✓
4/4	XXXXXXXXXX	✓

Key in the Shipment number you want to combine.  
Then, click **Search shipment**

Combine shipments

XXXXXXXXXX

Search shipment

Clear

STEP 2

# Submit Shipping Instruction

40 DRY 9 6		XXXXXXXXXX
1/4	XXXXXXXXXX	✓
2/4	XXXXXXXXXX	✓
3/4	XXXXXXXXXX	✓
4/4	XXXXXXXXXX	✓

Submit SI

## Combine shipments

### Shipment 231047296

[Add whole shipment](#)

#### 40 Dry High

1/26	XXXXXXXXXX
2/26	XXXXXXXXXX
3/26	XXXXXXXXXX
4/26	XXXXXXXXXX

Select the container number you would like to combine or click **Add whole shipment**

## Split, part load & combine

Since this is a combined shipment, split and part load will not be available as of now.


40 DRY 9 6		XXXXXXXXXX	Original shipment
1/30	XXXXXXXXXX	✓	
2/30	XXXXXXXXXX	✓	
3/30	XXXXXXXXXX	✓	
4/30	XXXXXXXXXX	✓	
5/30	XXXXXXXXXX	✓	XXXXXXXXXX <a href="#">Remove shipment</a>
6/30	XXXXXXXXXX	✓	XXXXXXXXXX <a href="#">Remove shipment</a>
7/30	XXXXXXXXXX	✓	XXXXXXXXXX <a href="#">Remove shipment</a>
8/30	XXXXXXXXXX	✓	XXXXXXXXXX <a href="#">Remove shipment</a>

You will see the container list of the shipments you would like to combine  
Click **Submit SI**

STEP 3

## Fill in Documents

Transport Document Receiver

Company ABC Limited 

[Change](#)

---

Company name and Address

Company ABC Limited

Vietnam

Click **change** to re-assign **Transport Document Receiver** (means the party that receives/checks/print BL after SI is submitted) if necessary.

### Document Type

Waybill  Bill of Lading


Choose **bill type** & the **type of date** to be **shown** on BL

- Shipped on Board
- Received for Shipment


STEP 3

## Fill in Documents

BoL: XXXXXXXXXX

 Document

 Parties

 Payers

 **Cargo and VGM**

 Review

You can upload details for multiple containers by using the excel template


The changes made to combine shipment will be considered only after SI submit. Data will be lost on page refresh.

## Cargo details

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

 Download Excel template

 Upload Excel

I want one cargo description  

Please enter a single cargo description and copy those to all descriptions. Your draft BL will show one cargo description only.

Tick to this box if you would like to show one cargo description





### STEP 3

## Fill in Documents

Input 6-digit HS code (compulsory)

Booked commodity: Make-up, cosmetics, toilet preparations

Kind of packages

6 digit HS Code

1

AEROSOLS

244471

Choose Kind of packages

**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.

Free text to describe your cargo

You can create the Template here

Enter a name for your template

CREATE TEMPLATE

OPEN TEMPLATES

Add Marks & Numbers (optional)

Add Marks and Numbers

Submit the information same for the rest shipment

Kind of packages

6 digit HS Code

2

AEROSOLS

248571

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...

Enter a name for your template

CREATE TEMPLATE

OPEN TEMPLATES

Add Marks and Numbers

## Shipment References

Does this shipment have a House Bill of Lading (Is this Master bill of lading)?

- Yes  
 No

**House BL declaration:**  
"Yes" means shipment has House BL.  
"No" means shipment has no House BL (direct Master BL).

**In case of House BL involved:**  
"Yes" means Maersk creates and transmits House BL on behalf of customer (\$100 per House BL).  
"No" means customer creates and transmits House BL by himself.

Is the House Bill of Lading (HBL) to be created by Maersk?

- Yes Please see House Bill of Lading Management  
 No

**House BL by Maersk:**  
Input the information of parties  
(ultimate shipper/consignee/notify)

## ^ Vessel and Location Aliases on B/L

### Vessel

- MAERSK HAI PHONG(LR) / 340N (First Load Port)  
 GERNER MAERSK(HK) / 342N (Second Load Port)

Click to change the format of showing port names in the way you want

### Location Aliases

Load Port	Port of Discharge
<input type="text" value="Ho Chi Minh City"/>	<input type="text" value="Oakland"/>
<ul style="list-style-type: none"><li>CAT LAI PORT, HO CHI MINH, VIETNAM.</li><li>HO CHI MINH</li><li>HO CHI MINH CITY</li><li><b>HO CHI MINH CITY (SAIGON), VIETNAM</b></li><li>HO CHI MINH CITY, VIETNAM</li></ul>	<ul style="list-style-type: none"><li>OAKLAND, CY</li><li><b>OAKLAND, U.S.A.</b></li><li>OAKLAND, UNITED STATES</li><li>OAKLAND, AMERICA</li></ul>

## 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

#### 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 15 days detention 5 days demurrage at (port of discharge / place of delivery)	<input checked="" type="checkbox"/>
Applicable free time 15 days detention at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time 5 days demurrage at (port of discharge / place of delivery)	<input type="checkbox"/>

Click "Yes" if you want to show additional clause on BL by template

### Agent details on BL

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

No Yes

### In-transit

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

No Yes

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

In transit to Ultimate destination (0 / 200)

Onwards carriage from Oakland 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

## Request Certificates

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

Vessel	Download Sample PDF
<input type="checkbox"/> Correct vessel name	↓
<input type="checkbox"/> Maersk operated vessel	↓
<input type="checkbox"/> Seaworthiness	↓
<input type="checkbox"/> Vessel owner	↓
<input type="checkbox"/> Vessel flag nationality	↓
<input type="checkbox"/> Built date and year	↓
Schedule	
<input type="checkbox"/> No Scheduled calls No Call Countries <input type="text"/>	↓
<input type="checkbox"/> Planned route	↓
<input type="checkbox"/> Regular line vessel	↓
<input type="checkbox"/> Vessel not prohibited from entry into particular port Permitted Port/Territory <input type="text"/>	↓

Click to **download** a sample Certificate.

Certificate fee+ VAT will be applied

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

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

Letter of Credit Number

Click save & Continue

Save Draft

Save & Continue →


STEP 4


# Fill in Parties


Click **Add** to assign parties in this shipment


## Parties

Shipper

Company ABC Limited 

Company name and Address Printed on B/L  Edit

References  Edit

Consignee  ADD

**TO ORDER**

You must add a Consignee to this shipment or set as "To Order"


**SEARCH / ADD PARTY**

**By trading name**    By customer code

Trading name

Country

City (Optional)

First Notify Party  ADD

**SAME AS CONSIGNEE**

**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 by company name or customer code. Please contact CS agent for help.

You will see the search result. Click **Select** & then, Click **Confirm**

**SEARCH RESULTS**

Company ABC Limited 

STEP 5

## Fill in Payers

# Payers

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

“No” means to hide charges from BL.  
“Yes” means to show charges on BL.

Sometimes, it is destination country’s rule to hide/show charges on BL. Please kindly contact CS agent for checking in advance.

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) ?
Company ABC Limited	*****671	<input type="text" value="Invoice reference"/>
	*****950	<input type="text" value="Invoice reference"/>

Add more payer besides the current ones

## STEP 5

# Fill in Payers

Step 2) Assign Payers to charges:

Charge Types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
<input type="checkbox"/> All				
<input type="checkbox"/> ORIGIN				
<input type="checkbox"/> Terminal Handling Service - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Documentation Fee - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> FREIGHT				
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect	<div style="border: 1px solid #ccc; padding: 5px;"><p> Company ABC Limited</p><p> Company EDF Limited</p><p>+ Add payer</p></div>		
<input type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		

Choose payterm either "Prepaid" or Collect" for all charges

Tick box to choose charge group(s)

Click to choose a payer from the dropdown list

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.

Pls read the notes of Payer Amendment Fee + VAT applicable

Save Draft

Save & Continue →

Click Save & Continue





## Give container details, VGM and seals

Container Details | Seals and Additional Details

40 Dry High

Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m <sup>3</sup> )	Tare wt. (kg)	VGM (kg)	VGM method
1/1 XXXXXXXX	1	15000.000	50.0000	3880	20000	Weight of cargo added to cont:

Choose tab and input each field (compulsory)

## Give container details, VGM and seals

Container Details | Seals and Additional Details

40 Dry High

Container number	Shippers seal	Carrier seal	Customs seal	Vet seal
1/1 XXXXXXXX		VN1234567		

Save Draft | **Save & Continue →**

By submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight

Choose tab and input **Carrier seal** (compulsory) "VN1234567" and other seals if any.

Click Save & Continue



STEP 7

# Review & Submit Shipping Instructions

## Review

Preview & Send SI

Print Preview

### Document details

B/L No XXXXXXXXXX	Booking No XXXXXXXXXX	Document Type <b>Waybill</b> (Shipped on Board)	
Vessel Name <b>MAERSK HAI PHONG(LR)</b>	Voyage No. <b>340N</b>	SCAC <b>MAEU</b>	Export References -
Place of Receipt -	Port of Loading <b>Ho Chi Minh City</b>	Port of Discharge <b>Oakland</b>	Place of Delivery -
Maersk agent details -	Free detention and demurrage time -		
Transshipment -	In-transit -		
Shipment References Does this shipment have a House Bill of Lading (Is this Master bill of lading)?: <b>Yes</b> Is the House Bill of Lading (HBL) to be created by Maersk?: <b>No</b>		Certificates	

Click **Edit** to change where necessary

Edit Document Details

Click Send shipping instructions

Print Preview

Save Draft

Send shipping instructions

← Previous

STEP 8

# View Verify Copy

Shipment: XXXXXXXXXXXX

 **From**  
Vietnam  
12 Oct 2023

After you Click **Send shipping instructions**, confirmation box appeared




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.

Subscribe for [e-mail notifications](#)

B/L number: XXXXXXXXXXXX ⓘ

[Duplicate](#) [Amend](#) [Cancel](#)

 Da Nang, VN

 Savannah, US

 2 x 40 Dry High

Garments, apparel, new

Back to the **Export Overview** window & choose tab **Documents**

Duplicate booking

Summary Documents Containers & VGM Parties Charges Log

Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found [here](#).

Document	Date (in UTC)	Status/Action
 <a href="#">Booking confirmation</a>	28 Sep 2023, 13:37	Issued
 <a href="#">Verify copy</a>	29 Sep 2023, 02:45	Issued

When the **Verify Copy** is in blue, click on it to download

All times are given in local time, unless otherwise stated

STEP 8

# Revise Verify Copy

B/L number: XXXXXXXXX ⓘ

[Duplicate](#) [Amend](#) [Cancel](#)

Click Tab  
Summary

📍 Ho Chi Minh City, VN  
Departs 12 Oct 2023

📍 Oakland, US  
Arrives 17 Nov 2023

📦 1 x 40 Dry High  
Furniture, nos

Summary Documents Containers & VGM Parties Charges Log

## 2 tasks to complete ⓘ

Container gate in by 11 Oct 2023, 10:00 Due

Pick empty container by 11 Oct 2023, 10:00 Due

[View all tasks](#)

## 1 document issued ⓘ

↓ [Booking confirmation](#) on 02 Oct 2023, 10:31

## 📄 Transport plan summary ⓘ

Status: **On time**

Latest event and location: Journey not started [View full transport plan](#) ↗



Click **Amend verify copy** if you would like to revise bl

## 📄 Bill of Lading ⓘ

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

[Amend verify copy](#)



