

21 Feb 2025

Maersk A/S Advisory Philippines Export Port and Terminal transactions

Dear Valued Customer,

In our effort to offer our customer an overall transparent, consistent, and easy shipping experience, we would like to inform you the updated Port and Terminal Transactions.

Kindly Follow below format.

SHIPPER NAME	CONTAINER NO:	SEAL NO:	BOOKING NO:	VESSEL	AEDS (EXPORT ONLY)	Port Of Destination
Dummy Shipper Name	MRKU0000001	PH0000001	210000001	Halibut	XMEZ000000A	Manila
Dummy Shipper Name	MRKU0000002	PH0000002	210000002	Halibut	XMEZ000000B	Manila

Manila

- ED – Customers can submit and process their ED through BOC's [website](#). Fill up the necessary details then send the ED with no stamp, ticket with "Authority to Load" remarks, and copy of official receipts (OR) for Arrastre and Wharfage to our Manila Operations Team following below format:
 - Subject of the mail: ED for Vessel Name/Voyage/Manila North – ED Number
 - Body of the mail: Container list of the attached ED
 - 1 set of ED is equivalent to 1 email: 1 set means your ED together with the official receipt/s
 - Send the scanned copy of your ED and OR to below recipient:
 - apaopsmnl@maersk.com
 - MICT E-Payment – Customers can settle their export, import, and other port charges via MICT's online payment. Please go to the website [here](#) for further checking.

Subic

- Customers are required to send their ED as soft copy of their ED / receiving copy of ED via email.
- ED - Subject format on email subject: ED for Vessel Name/Voyage/Subic – ED Number
 - Standard Body of email: Container list of the attached ED
 - 1 set of ED, 1 email
 - Send scanned copy of your ED / Receiving copy to below recipients:
 - apaopsmnl@maersk.com
 - maerskvessels.ph@benline.com
 - daniel.orbeta@maersk.com
 - criselle.bago@maersk.com
 - harold.gonzales@maersk.com
 - fitz.geraldino@benline.com
 - errol.bautista@benline.com

Batangas

ED Documents as well as shipping instructions submission acceptance is from 0800H to 1600H only – Monday to Friday

- ED For E-signature and Registry number application to BOC – Batangas
- ED - Subject format on Email subject: ED for Vessel Name/Voyage/BTG – ED Number
- Standard Body of email: Container list of the attached ED

- 1 set of ED, 1 email - Please do take note that BOC can only accept maximum 5 ED due to lack of Manpower and scanners.
- Send scanned copy of your ED to: exportdiv.batangasport@gmail.com with below in copy
 - apaopsbtg@maersk.com
 - Eliseo.Liberato@maersk.com
 - darryl.tarrayo@maersk.com
- Document with Signature and Registry number will also be received via Email.

Important to take note that the sending of emails is from 0800H to 1700H only – Monday to Friday. Submission of duly accomplished ED Docs to Port Agents via email

- Subject format on Email subject: ED for Vessel Name/Voyage/BTG – ED Number
- Standard Body of email: Container list of the attached ED
- 1 set of ED, 1 email
- Send scanned copy of your ED to: apaopsbtg@maersk.com with below in copy
 - Eliseo.Liberato@maersk.com
 - darryl.tarrayo@smaersk.com

Cebu

- Customers to settle port charges directly at terminal. Required docs to bring:
 - Booking confirmation
 - ED
- Once port charges settled, client can proceed gate in at terminal anytime.
- There is no need to submit documents (i.e. ED, Arrastre, Wharfage, Cargo Entry Permit, etc) for export-related services to Operations Team prior Gate – In of laden units.

Cagayan

- Original ED must be submitted to BOC and Terminal, respectively
- Customers must provide a copy of the ED to our Cagayan Office (they can drop it in the window) OR they can send it to below email address using below format as it is a requirement for the OFM submission
 - Subject of the Email: ED for Vessel Name/Voyage/Cagayan – ED Number
 - Body of the Email: Container list of the attached ED
 - 1 set of ED, 1 email
 - Send the scanned copy of ED to below recipients
 - apaopscgy@maersk.com
 - jhon.adajar@maersk.com
 - christy.tan@maersk.com

Davao

Original ED with sign and seal (official stamp) must be submitted to our Davao Office respectively. Kindly secure EIR upon gate in laden.

- Customers must provide a copy of the ED to our Davao Office.
- Scanned copy to be sent below email address using below format (standard cut off submission Friday 0900)
 - Subject of the Email: ED for Vessel Name/Voyage/Davao – ED Number
 - Body of the Email: Container list of the attached ED
 - 1 set of ED, 1 email
 - Send the scanned copy of ED with sign and seal to below recipient
 - apaopsdvo@maersk.com

- celsp.landas@maersk.com
- alejandro.polistico@maersk.com
- raymond.doronio@maersk.com

General Santos

Original ED with sign and seal (official stamp) must be submitted to BOC and Terminal, respectively. Kindly secure EIR upon gate in laden.

- Customers must provide a copy of the approved ED to our General Santos Office.
- Scanned copy to be sent below email address using below format (standard cut off submission Monday 0900)
 - Subject of the Email: ED for Vessel Name/Voyage/Gensan – ED Number
 - Body of the Email: Container list of the attached ED
 - 1 set of ED, 1 email
 - Send the scanned copy of ED with sign and seal to below recipient
 - apaopsdvo@maersk.com
 - aldrin.anonuevo@maersk.com
 - guillermo.isedino@maersk.com

Should you have any queries or require any assistance, please contact your local Maersk Sales Representative or our Customer Service hotline.

Main Number +63 282313126 / Toll Free Number +180011102911

Email: ph.export@maersk.com (Export) / ph.import@maersk.com (Import)

Sincerely,
Maersk A/S