

Maersk.com SI and Verify Copy (Draft B/L)

Updated
October 2023




Shipping Instructions / Verify Copy


Please click the link to see the instruction.

- [SI Submission](#)
- [View and Amend Verify Copy \(Draft B/L\)](#)


SI Submission


 Hub dashboard


 Export overview


 Import overview


 Tasks

 MyCustoms

 MyFinance

 Allocations

 Captain Peter™

 Support



Welcome to you

We're looking to improve your Hub

We would appreciate your feedback in a short survey

[Survey](#)

Click "Tracking"

For vessel departing in next 7 days


[Submit shipping instructions](#)

[Submit VGM](#)

[View outstanding tasks](#)

er no.

[View details](#)

 Shipment Overview

Shipments in 7 days

[Departing](#)

[Arriving](#)


[View all shipments](#)

Import Demurrage & Detention

Enter a bill of lading number to view detention and demurrage details

Delivery Order

Enter a Bill of Lading number to request the delivery order

 Local Information

Find local contacts and detailed shipping information for your origin or destination



Type your Booking No. and click "Track"
Then, click "View Shipment Details"


 Print

Shipment & Container Tracking



Select your booking type from **Ocean**, **Air** or **Less-than-container-load (LCL)** and enter your tracking number.

Ocean cargo

Container number is made of 4 letters and 7 digits.
Bill of Lading number consists of 9 characters.

	Bill of Lading number	From	To	<input type="button" value="View Shipment Details"/>
--	-----------------------	------	----	--

Feedback

 Estimated arrival date	 Last location	Hide details ^
--	--	--------------------------------

Note: All times are given in local time, unless otherwise stated.

→ Gate out
Empty





[← Back to shipment overview](#)

Shipment details

[B/L, booking, container or booked by reference number](#)

[View details](#)

B/L number:

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

Summary Documents Containers

On Tasks section, click "Submit shipping instruction"

4 tasks to complete

[Submit shipping instruction](#)

Container gate in

[Submit VGM](#)

[View all tasks](#)

Document issued

[Download Booking confirmation](#)

Feedback

[Transport plan summary](#)

Status:
Latest event and location:

Transit time:

[Bill of Lading](#)

B/L is not yet issued





← [Exit Shipping Instructions](#)

Shipment:

Split, part & combine

From

To

To split and/or combine B/L, please click this button

Please skip this step to have a standard B/L

Feedback

BoL:

- Document
- Parties
- Payers

Documents

Transport Document Receiver



[Change](#)

Company name and Address



[← Exit Shipping Instructions](#)

Shipment:

Close

From

To

Split, part load

To split B/L
Click this button to create split B/L
Then, select the containers and click "Submit SI"

Create split

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

1/1	<input checked="" type="checkbox"/>
-----	-------------------------------------

Submit SI

Combine shipments

Enter shipment number

Feedback



[← Exit Shipping Instructions](#)

Shipment:

Close

From

To

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

Submit SI

1/1



To combine B/L
Enter your preferred booking no. then click
"Search shipment"

Combine shipments

Enter shipment number

Search shipment

Clear

Feedback



SI Submission Page

There will be 5 steps of submitting SI


1. Document Properties
2. Parties
3. Payment Details
4. Cargo Details
5. Review

1. Document Properties

Document Type

Waybill

Bill of Lading

Electronic Bill of Lading 

Select your document type
(Sea Waybill/Original B/L)

Shipped on Board

Received for Shipment

Customs Mandatory Requirement

Are the shipper and/or consignee on the bill a freight forwarder?

Yes

No

^ Schedule Vessel and Location Aliases on B/L

Vessel



*If your shipment discharges/is passing through the countries that require customs mandatory details (e.g., USA, Canada)
Please select Shipper/Consignee's status on B/L*

Yes = NVOCC/Forwarder (with House B/L)
No = Actual Shipper/Consignee

If selected "Yes", please select House B/L condition

Yes = House B/L will be created by Maersk*
No = House B/L will be created by your company

Customs Mandatory Requirement

Are the shipper and/or consignee on the bill a freight forwarder?

- Yes
- No



Customs Mandatory Requirement

Are the shipper and/or consignee on the bill a freight forwarder?

- Yes
- No

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

- Yes [Please see House Bill of Lading Management](#)
- No

^ Schedule Vessel and Location Aliases on B/L

Vessel

*Please provide additional details on Review page

Yes

No

^ Schedule Vessel and Location Aliases on B/L

Vessel

Location Aliases

Load Port	Port of Discharge
<input type="text"/>	<input type="text"/>
Est Departing	Est Arriving

Select vessel name and change port spelling on B/L

^ 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

Agent details on BL



Documentation Requests

Free detention and demurrage time ¹

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

 No Yes

Agent details on BL ²

Do you want Maersk agent details at destination to be

 No Yes

In-transit ³

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

 No Yes

Transshipment ⁴

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

 No Yes

Request Certificates ⁵

Additional details can be shown/requested on B/L

- 1) Freetime on B/L
- 2) Agent Destination on B/L
- 3) In-Transit Clause on B/L
- 4) Transshipment Clause on B/L
- 5) Certificate request

Click "Save & Continue" when finish

Save Draft

Save & Continue →



2. Parties



Shipment:

Split, Part & Combine

From

To

Document

Click "ADD" to search for a new party

Parties



Shipper

You must specify a Shipper for this shipment.

Consignee

TO ORDER

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

First Notify Party

SAME AS CONSIGNEE



Additional Parties (optional)

[← Exit Shipping Instructions](#)

Shipment:

[Split, Part & Combine](#)*Tip*

Click this button to have Consignee shown as "TO ORDER" on B/L
or click this button to have First Notify Party shown as "SAME AS CONSIGNEE" on B/L*

[Document](#) [Parties](#) [Payers](#) [Cargo and VGM](#)

Parties

Shipper [ADD](#)

You must specify a Shipper for this shipment.

Consignee [ADD](#)**TO ORDER**

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

First Notify Party [ADD](#)**SAME AS CONSIGNEE** 

*When Consignee is "To Order", First Notify Party is mandatory
When First Notify Party is "Same as Consignee", Consignee is mandatory

SEARCH / ADD PARTY

★ Favorites

🔍 Search / Add



Select the company (If the company is under Favorites)

SELECT

Or select "Search/Add" and find the company by using trading name and country
Then, click "Search"

SEARCH / ADD PARTY

★ Favorites

🔍 Search / Add

You can search a party by their trading name and address or customer code

By trading name

By customer code

Trading name


Country

City (Optional)

[+ SHOW ADDITIONAL ADDRESS DETAILS](#)

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





No results found for trading name:

If there is no result found, click "Add New Party" and provide additional details

[← GO BACK](#)

[SEARCH BY CUSTOMER CODE](#)

[+ ADD NEW PARTY](#)

<p>Change</p> <p>Company name and Address Printed on B/L </p> <p>Click here to save the company as Favorites</p> <p>References </p> <p>Edit</p>	<p>Change Set as "To Order"</p> <p>Company name and Address Printed on B/L </p> <p>Click "Edit" to edit address shown on B/L</p> <p>References</p> <p>Edit</p>	<p>Change Remove</p> <p>Company name and Address Printed on B/L </p> <p>Edit</p> <p>References</p> <p>Edit</p>
--	--	---

Additional Parties (optional)

 ADDITIONAL NOTIFY PARTY	 OUTWARD FORWARDER	 INWARD FORWARDER
--	--	---

You agree and acknowledge that Maersk A/S, and its affiliated or related entities, do not accept instructions naming a natural person as a party in any bill of lading, sea waybill, or other contract of carriage. You and (if different) the Merchant as defined in [Terms for Carriage | Maersk Term](#) agree to indemnify and hold harmless Maersk A/S, and its affiliated or related entities, against all claims, liabilities, losses, damages, costs, delays, attorney fees and/or expenses if a natural person is named in any bill of lading, seaway bill, or other contract of carriage.



References



Edit

References



Edit

Edit

Additional Parties (optional)



ADDITIONAL NOTIFY PARTY



OUTWARD FORWARDER



INWARD FORWARDER

You agree and acknowledge that Maersk A/S, and its affiliated or related entities, do not accept instructions naming a natural person as a party in any bill of lading, seaway bill, or other contract of carriage. You and (if different) the Merchant as defined in [Terms for Carriage | Maersk Term](#) agree to indemnify and hold harmless Maersk A/S, and its affiliated or related entities, against all claims, liabilities, losses, damages, costs, expenses, interest, attorney's fees, and other expenses, if such instructions are included in any bill of lading, seaway bill, or other contract of carriage.

Save Draft

Save & Continue →

Click "Save & Continue" when finish

[← Previous](#)

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Point to point services






Supply Chain and Logistics



3. Payment Details

Shipment:

Split, Part & Combine


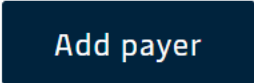
 Document  Parties  **Payers**  Cargo and VGM  Review

Select the option to have B/L with (or without) charges shown

Payers

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

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) 
		<input type="text" value="Invoice reference"/>
		



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	<input type="radio"/> Prepaid	<input type="radio"/> Collect	+ Add payer		
<input type="checkbox"/> Export Service	<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	Assign payer ▼		
<input type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid	<input type="radio"/> Collect	Assign payer ▼		
<input type="checkbox"/> Low Sulphur Surcharge	<input type="radio"/> Prepaid	<input type="radio"/> Collect	Assign payer ▼		
<input type="checkbox"/> DESTINATION					

Select payment term/payer



Step 2) Assign Payers to charges:




Charge Types	Payment Terms ?	Payer ?	Payer Code	Invoice Reference
All Charges selected: 7 <input type="radio"/> Prepaid <input checked="" type="radio"/> Collect Assign payer OK				
ORIGIN				
<input checked="" type="checkbox"/> Terminal Handling Service - Origin	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	Assign payer		
<input checked="" type="checkbox"/> Documentatio		Assign payer		
<input checked="" type="checkbox"/> Export Service		Assign payer		
FREIGHT				
<input checked="" type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	Assign payer		
<input checked="" type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	Assign payer		
<input checked="" type="checkbox"/> Low Sulphur Surcharge	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	Assign payer		
DESTINATION				

Tip


You can select payment term/payer for specific charges by

1. Checking the checkbox in front of your preferred charges
2. Then, assign payment term/payer

FREIGHT


<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid	<input checked="" type="radio"/> Collect	Assign payer 
<input type="checkbox"/> Bunker A	<input type="checkbox"/> All		
<input type="checkbox"/> Low Sulphur Surcharge	<input type="radio"/> Prepaid	<input checked="" type="radio"/> Collect	Assign payer 

DESTINATION

<input type="checkbox"/> Terminal Handling Service - Destination	<input type="radio"/> Prepaid	<input checked="" type="radio"/> Collect	Assign payer 
--	-------------------------------	--	--

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.

Submit **Payer Standing Instruction** to facilitate application of payer for future shipment.

 Click "Save & Continue" when finish


[← Previous](#)




4. Cargo Details

Shipment:

Split, Part & Combine


 From


 To

Cargo details

Provide Kind of Package and HS Code
(First 6-8 digits with no ".")

We recommend using upload functionality to quickly add cargo details.

 Download Excel template

 Upload Excel

Provide descriptions for each type of goods in the shipment

Booked commodity:

Kind of packages

HS code

1



Kind of packages HS code

Describe your cargo:

Provide Cargo Description

Please do not enter agent address, free time, in-transit or transshipment clauses here - use the [Document page](#)
~~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

Tip

To save your Cargo Description Template, please type the name and click "CREATE TEMPLATE"

To open your saved Template, click "OPEN TEMPLATE" and select your preferred Cargo Description

^ Add
Marks and
Your des



Add another description for this shipment

Copy these details to another description

Kind of packages HS code

Describe your cargo:

Please do not enter agent address, free time, in-transit or transshipment clauses here - use the [Document page](#)
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

Provide Marks and Numbers

^ Add marks and numbers



Marks and numbers

Your description goes here...



Add another description for this shipment

Copy these details to another description

Your description goes here...

Click to provide container details

Add another description for this shipment

Copy these details to another description

Click to provide seal no.

Give container details, VGM and seals

Container details

Seals and references

40 Dry High

	Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m ³)	Tare wt. (kg)	VGM (kg)	VGM method
1/2							▼
2/2							▼

Save Draft

Save & Continue →

By submittin

Click "Save & Continue" when finish

← Previous









5. Review

Shipment:

Split, Part & Combine

 From

 To

-  Document
-  Parties
-  Payers
-  Cargo and VGM
-  **Review**

Review

Print Preview

ERRORS

Section	Field
Cargo	
Cargo	

You may have a check here if any mandatory detail is still incorrect/missing on each tab

Note - you may correct errors at any time, but they must be fixed before the Shipping instruction is completed.



Document details

B/L No. Booking No. Document Type


CONTAINER NO.

SHIPPER SEAL

CARRIER SEAL

CUSTOM SEAL

VET SEAL

 Edit cargo details

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

+ Add

When all details provided, click
"Send shipping instructions"
to submit SI



[← Previous](#)

Print Preview

Save Draft

Send shipping instructions

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View and Amend Verify Copy
(Draft B/L)

 Hub dashboard

 Export overview


 Import overview


 Tasks







 Captain Peter™

 Support



Welcome to you

We're looking to

Survey

Click "Tracking"

For vessel departing in next 7 days


Shipping
ins

Submit VGM

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Shipment & Container Tracking



Select your booking type from **Ocean**, **Air** or **Less-than-container-load (LCL)** and enter your tracking number.

Ocean cargo

Container number is made of 4 letters and 7 digits.
Bill of Lading number consists of 9 characters.

	Bill of Lading number	From	To	<input type="button" value="View Shipment Details"/>
--	-----------------------	------	----	--

Feedback

 Estimated arrival date	 Last location	Hide details
---	---	------------------------------

Note: All times are given in local time, unless otherwise stated.

→ Gate out
Empty



B/L number:

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

Summary Documents Containers & VGM Parties Charges Log

Click to view Draft B/L

0 tasks to complete ⓘ


[View all tasks](#)

2 documents issued ⓘ

[↓ Verify copy](#)

[↓ Booking confirmation](#)

Feedback

 Transport plan summary ⓘ

Status:

Latest event and location:

Transit time:


To amend B/L, click "Amend verify copy"

Origin




Destination



 Departure

 Arrival

 Bill of Lading ⓘ

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

Amend verify copy

B/L release



Note

- From today onwards, there is no "Approve verify copy" button on Maersk.com, and customer is no need to approve draft B/L.
- Container No. and Seal No. are the mandatory details on SI, missing these information will result in SI rejection.
- Please submit SI with the accurate details within SI Cut-Off.
- Payer and Payment Term on SI can be revised before vessel departed via "Charges" menu on Shipment Details.



Thank you for your SI submission

For more information, Live Chat with us via [maersk.com](https://www.maersk.com)

