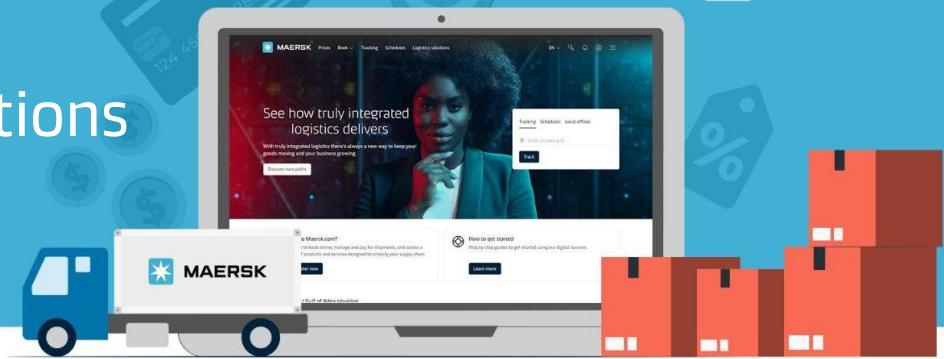


Shipping Instructions & Verify Copies



Shipping Instruction Submission

Enjoy a simplified SI submission journey which ensures all necessary prerequisites are indicated to reduce any missed country or customs requirements, and receive instant verify copy.

Step 1: Log-in to **Maersk.com** then go to **Export Overview**

The screenshot shows the Maersk Hub dashboard. In the top navigation bar, there are links for Prices, Book, Tracking, Schedules, Logistics solutions, Manage (with a dropdown for Change), and Hub. Below the navigation is a welcome message: "Welcome to your Hub". Underneath, there are three main sections: "Export overview" (highlighted with a red box), "Import overview", and "Warehousing & Hub". The "Export overview" section includes a search bar with "Input booking number" and "View details", and a sub-section with filters for "Applied filters", "Saved filters", and "Shipment filters".

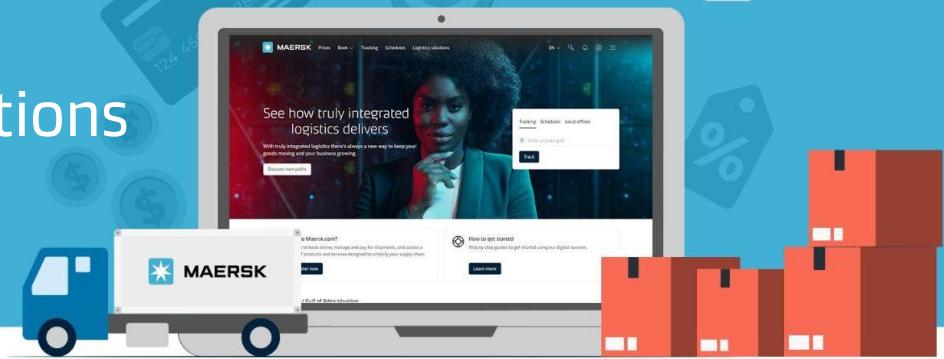
Step 2: Go to **Summary tab** then look for **Submit Shipping Instruction**

The screenshot shows the Shipment details page. At the top, it displays "B/L number: XXXXXXXXX" and "Choose tab Summary". Below this, there are tabs for Summary, Documents, Containers & VGM, Parties, Charges, and Log. A callout points to the "Click Submit Shipping Instruction" button. The summary section shows "4 tasks to complete" and "1 document issued".

Step 3: Fill in the following for **documentation**

The screenshot shows the Transport Document Receiver and Document Type sections. In the Transport Document Receiver section, there is a "Change" button next to the company name "Company ABC Limited". A callout says: "Click change to re-assign Transport Document Receiver (means the party that receives/checks/print BL after SI is submitted) if necessary." In the Document Type section, there are options for "Waybill" and "Bill of Lading", with "Shipped on Board" and "Received for Shipment" checkboxes below. A callout says: "Choose bill type & the type of date to be shown on BL".

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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

Load Port	Port of Discharge
HO CHI MINH CITY	OAKLAND
CAT LAI PORT, HO CHI MINH, VIETNAM	OAKLAND, CA
HO CHI MINH CITY	OAKLAND, U.S.A
HO CHI MINH CITY (SAIGON), VIETNAM	OAKLAND, UNITED STATES
HO CHI MINH CITY, VIETNAM	OAKLAND, AMERICA

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 _____ days Combined (detention and demurrage) at (port of discharge / place of delivery)
 Applicable free time days detention days demurrage at (port of discharge / place of delivery)
 Applicable free time days detention at (port of discharge / place of delivery)
 Applicable free time days demurrage at (port of discharge / place of delivery)

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 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.

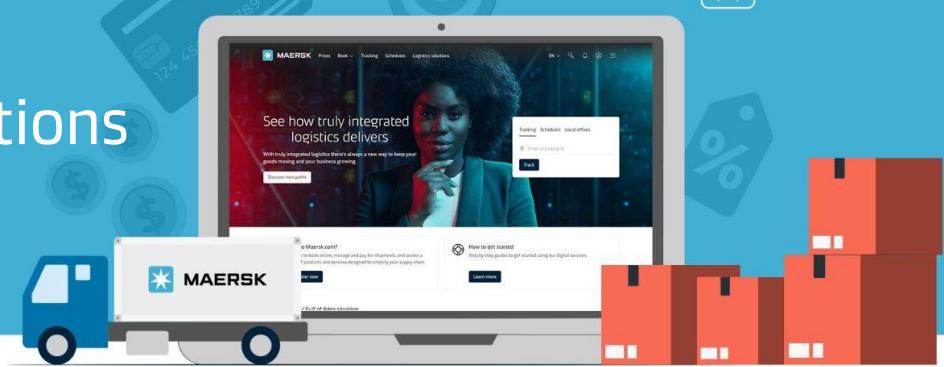
Vessel	Download Sample PDF
<input type="checkbox"/> Correct vessel name	<input type="button" value="Download Sample PDF"/>
<input type="checkbox"/> Maersk operated vessel	<input type="button" value="Download Sample PDF"/>
<input type="checkbox"/> Seaworthy	<input type="button" value="Download Sample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

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	
<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	
Your reference goes here...	
<input type="button" value="Save Draft"/>	<input checked="" type="button" value="Save & Continue →"/>

Shipping Instructions & Verify Copies



Step 4: Fill the Parties' details

Parties

Click Add to assign parties in this shipment

Shipper	Consignee ADD	First Notify Party ADD
Company ABC Limited	TO ORDER <input checked="" type="checkbox"/>	SAME AS CONSIGNEE <input checked="" type="checkbox"/>
You must add a Consignee to this shipment or set as "To Order"		
SEARCH / ADD PARTY <input type="radio"/> By trading name <input type="radio"/> By customer code		
Trading name Country: SELECT COUNTRY City (Optional)		
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 Company ABC Limited		
You will see the search result. Click Select & then, Click Confirm		
SELECT		

Classification: Internal

Step 5: Fill in the Payers' details

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)
Company ABC Limited	Invoice reference	
Company EDF Limited	Invoice reference	

Add payer Add more payer besides the current ones

"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 2) Assign Payers to charges:

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

Charge Types	Payment Terms	Payer	Payer Code	Invoice Reference
<input type="checkbox"/> All	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input checked="" type="checkbox"/> ORIGIN	<input type="checkbox"/> Terminal Handling Service - Origin	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer	
	<input type="checkbox"/> Documentation Fee - Origin	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer	
<input checked="" type="checkbox"/> FREIGHT	<input type="checkbox"/> Basic Ocean Freight	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer	
	<input type="checkbox"/> Bunker Adjustment Factor	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer	

Click to choose a payer from the dropdown list

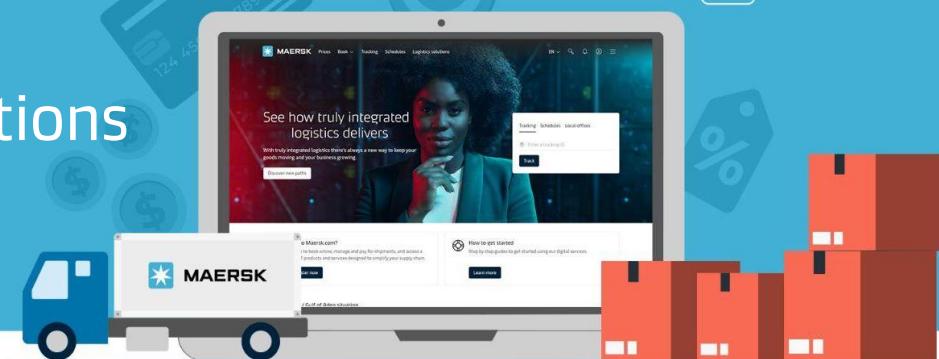
Dear customer, please note that a change of payer, or payment terms, could lead to an administrative charge if you haven't provided the right information while submitting the shipping instruction.

Please read the notes of Payer Amendment Fee + VAT applicable

Save Draft Save & Continue → Click Save & Continue

 MAERSK

Shipping Instructions & Verify Copies



Step 6: Fill in cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Furniture, nos
Kind of packages: Input 6-digit HS code (compulsory)

Choose Kind of packages

Cargo description: Do not enter Agent address, Free time, in-transit or transhipment 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: Free text to describe your cargo

You can create the Template here: Enter a name for your template, CREATE TEMPLATE, OPEN TEMPLATES

Add Marks and Numbers: Add Marks & Numbers (optional)

Click to add another cargo description (optional): Add another description for this shipment, Copy these details to another description

Give container details, VGM and seals
Choose tab and input each field (compulsory)

Container Details: Container number, Pkgs (count), Cargo wt. (kg), Volume (m³), Tare wt. (kg), VGM (kg), VGM method

40 Dry High
Container number: XXXXXXXXX, Pkgs (count): 1, Cargo wt. (kg): 15000.000, Volume (m³): 50.0000, Tare wt. (kg): 3880, VGM (kg): 20000, VGM method: Weight of cargo added to cont.

Seals and Additional Details: Carrier seal (compulsory) VN1234567 and other seals if any.

40 Dry High
Container number: XXXXXXXX, Shippers seal: VN1234567, Carrier seal: VN1234567, Customs seal: , Vet seal: .

Click Save & Continue: By submitting the VGM you agree to the Terms & Conditions for supplying the gross weight

Step 7: Review & Submit Shipping Instructions

Review
Preview & Send SI Print Preview

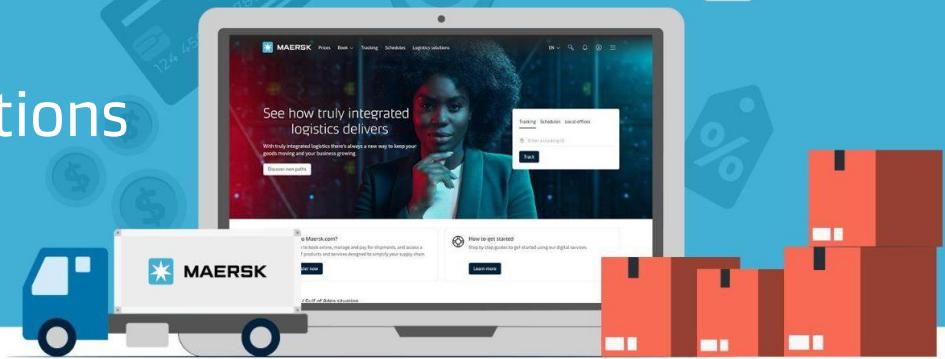
Document details:
B/L No: XXXXXXXXX, Booking No: XXXXXXXXX, Document Type: Waybill (Shipped on Board)
Vessel Name: MAERSK HAI PHONG(LR), Voyage No: 540N, SCAC: MAEU, Export References:
Place of Receipt: , Port of Loading: Ho Chi Minh City, Port of Discharge: Oakland, Place of Delivery:
Maersk agent details: Free detention and demurrage time:
Transhipment: In-transit:
Shipment References: Does this shipment have a House Bill of Lading (Is this Master bill of lading)? Yes
Is the House Bill of Lading (HBL) to be created by Maersk? No
Edit Document Details

Click Edit to change where necessary

Click Send shipping instructions

Print Preview, Save Draft, Send shipping instructions

Shipping Instructions & Verify Copies



Step 8: View Verify Copy

Back to the Export Overview window & choose tab Documents

Document	Date (in UTC)	Status/Action
Booking confirmation	28 Sep 2023, 13:37	Issued
Verify copy	29 Sep 2023, 02:45	Issued

All documents shown in least 1 hour, update automatically.

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

Step 8.1: Revise Verify Copy

Click Tab Summary

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

Bill of Lading

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

Click Amend verify copy if you would like to revise bl