



MAERSK



SUBMIT SHIPPING INSTRUCTION COMBINE BILL OF LADING

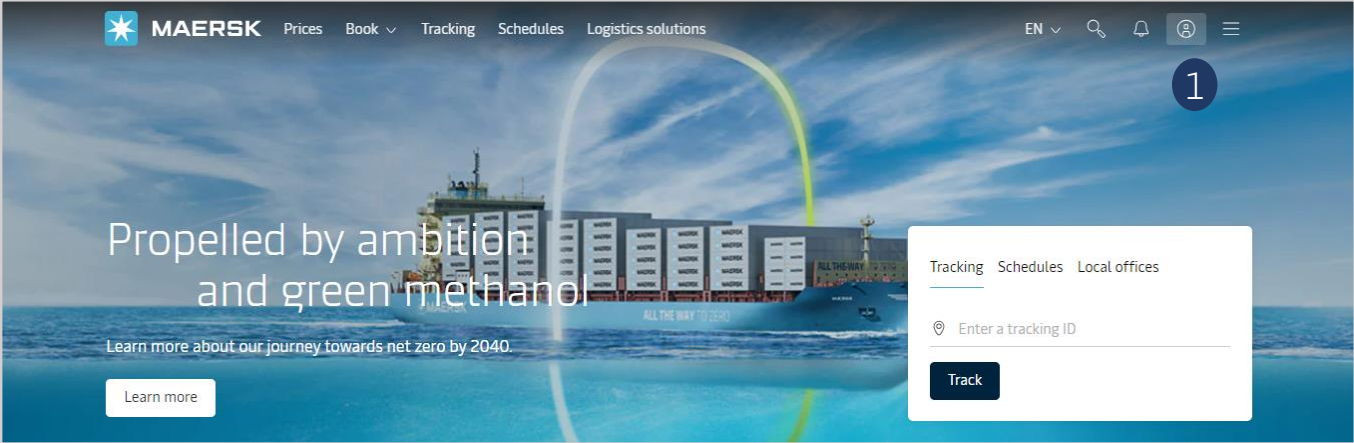
WEBSITE MAERSK.COM

WELCOME TO OUR WEBSITE GUIDANCE

SUBMIT SHIPPING INSTRUCTION COMBINE BILL OF LADING

WEBSITE INSTRUCTION

GO TO THE WEBSITE MAERSK.COM AND LOGIN YOUR ACCOUNT Step 1



- 1. Click the icon to login.
- 2. Enter your username.
- 3. Enter your password.

Login

Username

Password

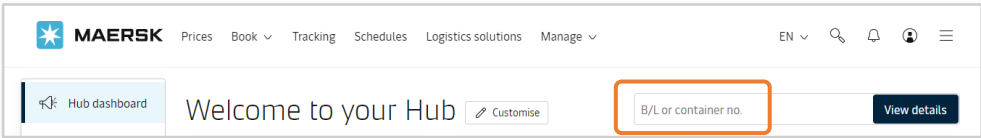
☐ Remember my username

Log in

Need help with your [username](#) or [password](#) ?

TRACK YOUR SHIPMENT Step 2

Enter the shipment number.



CHOOSE SUBMIT SHIPPING INSTRUCTION Step 3

- 1. Click Submit shipping instruction

Shipment details

B/L number: 232349536

Ho Chi Minh City, VN
Departs 27 Oct 2023

Summary

Documents

Containers & VGM

Parties

Charges

Log

3 tasks to complete

Submit shipping instruction by 25 Oct 2023, 10:00

Due soon

Submit VGM by 26 Oct 2023, 20:00

Due

Container gate in by 26 Oct 2023, 22:00

Due

[View all tasks](#)

COMBINE BILL OF LADING Step 4

1. Click on white button

[← Exit Shipping Instructions](#)

Shipment: 232513483

Split, part & combine

1

BoL: 232513483

Document

Parties

Payers

Cargo and VGM

Review

2. Input another booking & search
3. Add whole shipment

40 DRY 9 6	232349536
	<div>Submit SI</div>
1/ 3 MRSU3155300	✓
2/ 3 MRKU5645726	✓
3/ 3 MRKU6364929	✓

Combine shipments

232349858

2

Search shipment

Clear

Shipment 232349858

Add whole shipment

40 Dry High

3

1/ 3 CIPU5094870	
2/ 3 TCNU6918030	
3/ 3 BSIU9026549	

4. Submit SI

40 DRY 9 6	4	232349536	
		<div>Submit SI</div>	Original shipment
1/ 6 MRSU3155300		✓	
2/ 6 MRKU5645726		✓	
3/ 6 MRKU6364929		✓	
4/ 6 CIPU5094870		✓	232349858 Remove shipment
5/ 6 TCNU6918030		✓	232349858 Remove shipment
6/ 6 BSIU9026549		✓	232349858 Remove shipment

DOCUMENT DETAILS Step 5

- 1. Click **Change** to re-assign Transport Document Receiver (if needed)
- 2. Tick to choose bill of lading type.

- 3. House BL declaration
- 4. Options of House BL filter.

- 5. If filed by Maersk, Input the information of parties

BoL: 232349536

Document

Parties

Payers

Cargo and VGM

Review

The data you are trying to amend will be considered only after SI submit. Data will be lost on page refresh.

Documents

Transport Document Receiver

SITC LOGISTICS VIETNAM CO, LTD -HCM

BRANCH

*****568

Change

1

Company name and Address

SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH

29A, NGUYEN DINH CHIEU STREET,

21ST FLOOR, LIM TOWER 3,

HO CHI MINH CITY

SG

Vietnam

Document Type

Waybill

Bill of Lading

☒ Shipped on Board

☐ Received for Shipment

2

Release instructions

☐ Destination release ?

☐ Electronic cargo release ?

Number of Originals

-

3

+

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

☒ Yes

☐ No

3

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

☒ Yes

☐ No

4

Please see House Bill of Lading Management

House Bill Parties


1

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 comments go here "Please provide complete House bill details if contains more than 1 house bill, details like Actual shipper, Actual Consignee, notify party (if applicable), piece count, weight, volume, cargo description per house bill"

5

 MAERSK

DOCUMENT DETAILS Step 5

^ Vessel and Location Aliases on B/L

Vessel

NORTHERN JAGUAR(PT) / 313W (First Load Port)

Location Aliases

Place of Receipt

Ho Chi Minh City

Appointment

31 Mar 2023 14:00

Load Port

Vung Tau

Vung Tau, Vietnam

VIETSOVPETRO PORT, VUNG TAU

VIETSOVPETRO PETROLEUM PORT

Vung Tau Port, Vietnam

VUNG TAU SEA PORT

Vung Tau

Port of Discharge

Newark

Arriving

30 Apr 2023 07:00

Place of Delivery

Bridgewater

Appointment

04 May 2023 09:00

^ Documentation Requests

Free detention and demurrage time

6

6. Change the format of showing port names on BL (POL, POD, ...).

^ 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

7

Number of free days:

Applicable free time

days Combined (detention and demurrage) at (port of discharge / place of delivery)

☒

Applicable free time

n

days detention

n

days demurrage at (port of discharge / place of delivery)

☐

Applicable free time

n

days detention at (port of discharge / place of delivery)

☐

Applicable free time

n

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

Details will be available in verified copy

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 Bridgewater to is arranged by Merchant for account and risk of Merchant.

7. Click "Yes" to show additional clause on BL by template.

Request Certificates

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

Vessel

Download Sample PDF

1

☐ Correct vessel name

2

↓

☐ Maersk operated vessel

↓

☐ Seaworthiness

↓

☐ Vessel owner

↓

☐ Vessel flag nationality

↓

☐ Built date and year

↓

Schedule

☐ No Scheduled calls

↓

No Call Countries

☐ Planned route

↓

☐ Regular line vessel

↓

☐ Vessel not prohibited from entry into particular port

↓


Permitted Port/Territory

Miscellaneous

- 1. Tick the desired Certificate
- 2. Download a sample Certificate

Note:

- Fee: VND400,000 per Cert + VAT
- Maersk does not verify other types or formats of Certificates written by customer.

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PARTIES DETAILS Step 6

BoL: 232738705

Document

Parties

Payers

Cargo and VGM

Review

Parties 1

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

Additional Parties (optional)

ADDITIONAL NOTIFY PARTY

OUTWARD FORWARDER

INWARD FORWARDER

1. Click **Add** to assign parties.

SEARCH / ADD PARTY

Favorites

Search / Add

You can search a party by their trading name and address

By trading name

By customer code

Trading name

Country

SELECT COUNTRY

Parties

Shipper

SITC LOGISTICS VIETNAM CO, LTD -HCM
BRANCH
*****568

Change

Company name and Address Printed on B/L
SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH
29A, NGUYEN DINH CHIEU STREET,
HO CHI MINH CITY
VIETNAM

Edit

2. Search by company name or customer code.
3. Click **Edit** to re-arrange information.

Parties

Shipper

SITC LOGISTICS VIETNAM CO, LTD -HCM
BRANCH
*****568

Change

Company name and Address Printed on B/L

SITC LOGISTICS VIETNAM CO, LTD -HCM BRA
NCH
29A, NGUYEN DINH CHIEU STREET,
HO CHI MINH CITY
VIETNAM

Apply Changes

Cancel

4. Click Apply changes.



PAYERS DETAILS Step 7

BoL: 232738705 Document Parties Payers Cargo and VGM Review

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) ?
HYOSUNG GLOBAL LOGISTICS VINA COMPANY LIMITED	*****711	<input type="text" value="Invoice reference"/>
HYOSUNG CORPORATION	*****546	<input type="text" value="Invoice reference"/>

Add payer

- 1. Choose (not) to display charge amount on BL
- 2. Add additional payer

Step 2) Assign Payers to charges:

Charge Types Payment Terms ? Payer Payer Code Invoice Reference ?

3

4

5

6

All Charges selected: 1

☐ Prepaid ☐ Collect

Assign payer OK

ORIGIN

☐ Export Service ☒ Prepaid ☐ Collect

☐ Inland Haulage Export ☒ Prepaid ☐ Collect

☐ Documentation Fee - Origin ☒ Prepaid ☐ Collect

☐ Terminal Handling Service - Origin ☒ Prepaid ☐ Collect

FREIGHT

☐ Low Sulphur Surcharge ☐ Prepaid ☒ Collect

☐ Bunker Adjustment Factor ☐ Prepaid ☒ Collect

☐ Basic Ocean Freight ☐ Prepaid ☒ Collect

DESTINATION

☒ Inland Haulage Import ☐ Prepaid ☒ 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.

- 3. Tick box to choose charge group(s)
- 4. Choose payterm
- 5. Click to choose a payer from the dropdown list
- 6. Payer Amendment Fee: VND900,000 + VAT

CARGO DETAILS Step 8

- 1. Choose Kind of packages
- 2. Input 6-digit HS code
- 3. Free text to describe your cargo
- 4. Add Marks & Numbers
- 5. Add another cargo description

BoL: 232067915

DocumentPartiesPayersCargo and VGMReview

Cargo details

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

Download Excel templateUpload Excel

Provide descriptions for each type of goods in the shipment

Booked commodity: Epoxy resin, plastic, non-frozen

Kind of packages

6 digit HS Code

1

BOXES

1

600000

2

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.

acbxz

3

Enter a name for your template

CREATE TEMPLATE

OPEN TEMPLATES

^ Add Marks and Numbers

Marks and numbers

xyzabc

4

5

Add another description for this shipment

Copy these details to another description

- 6. Input container details

Give container details, VGM and seals

6

Container Details

Seals and Additional Details

20 Dry Standard

	Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	Tare wt. (kg)	VGM (kg)	VGM method
1/1	HASU4518967	1	2281.000		3860		Select VGM method

- 7. Input Carrier seal

Give container details, VGM and seals

Container Details

Seals and Additional Details

7

20 Dry Standard

	Container number	Shippers seal	Carrier seal	Customs seal	Vet seal
1/1	HASU4518967				

BoL: 231933626

Document

Parties

Payers

Cargo and VGM

Review

The data you are trying to amend will be considered only after SI submit. Data will be lost on page refresh.

Review

Print Preview

Document details

B/L No 231933626	Booking No 231933626	Document Type Bill of Lading (Shipped on Board) [3]	
Vessel Name MAERSK QINZHOU(SG)	Voyage No. 338N	SCAC MAEU	Export References -
Place of Receipt -	Port of Loading HO CHI MINH, VIETNAM	Port of Discharge CAUCEDO, DOMINICAN REPUBLIC	Place of Delivery -
Maersk agent details -		Free detention and demurrage time -	
Transshipment -		In-transit -	
Shipment References		Certificates	

1

Edit Document Details

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

xxx@maersk.com

Edit

Delete

2

+ Add

Some required information is missing
Please check and fill in the details in order to be able to send the shipping instructions

3

Previous

Print Preview

Save Draft

Send shipping instructions

1. Click **Edit** to change info

2. Click **Add** for input extra email to receive BL


3. Submit

Shipment: 232344300

Split, part & combine

Hurray! Your draft bill of lading is now ready and been sent to you via e-mail.
You can also download the draft bill of lading from our portal.

Subscribe for [e-mail notifications](#)

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