



MAERSK



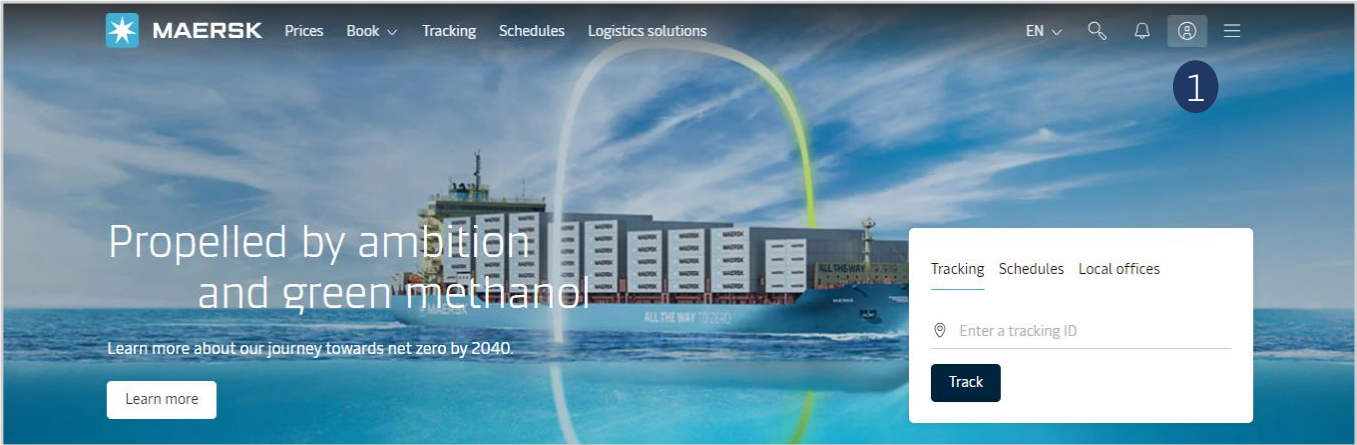
SUBMIT SHIPPING INSTRUCTION

WEBSITE MAERSK.COM

WELCOME TO OUR WEBSITE GUIDANCE

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

2

Password

3

☐ 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

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

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](#)

DOCUMENT DETAILS

Step 4

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

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 +

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

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 Please see House Bill of Lading Management
☐ No 4

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

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

DOCUMENT DETAILS

Step 4

^ Vessel and Location Aliases on B/L

Vessel

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

Location Aliases

Place of Receipt

Ho Chi Minh City

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

Place of Delivery

Bridgewater

Appointment

31 Mar 2023 14:00

Arriving

30 Apr 2023 07:00

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.

 MAERSK

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.

 MAERSK

PARTIES DETAILS

Step 5

BoL: 232738705

DocumentPartiesPayersCargo and VGMReview

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

2

Country

SELECT COUNTRY

Parties

Shipper

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

Change

3

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

4

Cancel

104/300

4. Click Apply changes.



PAYERS DETAILS

Step 6

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 | Invoice reference |
| HYOSUNG CORPORATION | *****546 | 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 ?

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

CHANG SHIN VIETNAM CO LTD - *****836

ATHLETE PERFORMANCE SOLUTIONS - *****540

CHANG SHIN VIETNAM CO LTD - *****836

CHANG SHIN VIETNAM CO LTD - *****836

CHANG SHIN VIETNAM CO LTD - *****836

FREIGHT

Low Sulphur Surcharge

Prepaid

Collect

Bunker Adjustment Factor

Prepaid

Collect

Basic Ocean Freight

Prepaid

Collect

ATHLETE PERFORMANCE SOLUTIONS - *****540

ATHLETE PERFORMANCE SOLUTIONS - *****540

ATHLETE PERFORMANCE SOLUTIONS - *****540

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 7

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 Document Parties Payers Cargo and VGM Review

Cargo details

We recommend using upload functionality to quickly add details for multiple containers Download Excel template Upload Excel

Provide descriptions for each type of goods in the shipment

Booked commodity: Epoxy resin, plastic, non-frozen

Kind of packages 1 BOXES 1 6 digit HS Code 2 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 | | | | |

REVIEW & SUBMIT

Step 8

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 | |

Edit Document Details

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

xxx@maersk.com

Edit

Delete

+ Add

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

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](#)