

Handbook - 如何提交合单补料

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进入合单补料页面

1. 进入 <u>www.maersk.com</u> 点击右上角头像"Account/账户", 输入用户名+密码, 点击 log in 完成登录



🔆 MAERSK



2. 录入合并提单后需要作为**主单号码**的订舱号码并点击 View details/货件追踪按钮



 页面跳转到 Shipment details/订单详情的 Summary/概要页面后找到并点击 Submit Shipping Instruction/提 交提单补料按钮





注:点击"提交提单补料"按钮后,如果遇到如下提示,可以直接点击页面左边的 Submit via online form 按钮进 入正式补料页面。如果对直接通过上传附件提交补料的功能(附加服务功能)有兴趣的话,也可以点击 Register interest 按钮去登记。

W WOULD YOU like to submi	t your shipping instructions?	r interest to be notified when			
these become available.					
nline shipping instruction	Standard SI Coming soon upload	Premium SI (Coming soon) upload			
Dut your shipping instructions using our	USD 0.00	USD O.00			
nline form.	If you already have your shipping instructions as a document, we will use this to create your draft Bill of Lading	No shipping instruction document? Upload up to 5 shipping documents and we'll do the rest.			
Submit via online form \rightarrow	Single shipping instruction document upload That's all that's needed, we'll do the rest.	Upload up to 5 relevant documents Invoice, packing list, customs declaration, letter of credit			
	Save time and effort Upload your document and have your SI submitted in minutes.	Effortlessly create your draft Bill of Lading Let Maersk complete your shipping instructions for you			
	Register interest	Register interest			

4. 进入补料页面后点击订舱号码右边的 Split, part & Combine/拆分提单与合并提单按钮

← Exit Shipping Instructions			
Shipment:	Split, part & combine	جئّہ From China 23 Oct 2023	ද්ධි To Tanzania 05 Dec 2023



5. 在 **Combine shipments/合并订单**处录入需要合并的订舱号码后点击 **search Shipment/搜索订单**(一次只能搜 索一个订舱)

Split, part load 8	Scombine
Create split	
Part load Bill of Lading	No Yes Part load selection will be available once at-least one split is performed
40 DRY 9 6	23 Submit SI
Combine shipm	ents Search shipment Clear

6. 搜索出需要合并的订舱号码后,点击 Add whole shipment/添加整个订单按钮

Combine shipments		
227	Search shipment Clea	r
Shipment 227	Add whole shipme	<u>nt</u>
40 Dry High		
1/1 TCNU		



7. 点击主单号码下方的 Submit SI/提交装船须知</mark>按钮进入补料信息填写界面(如果需要合并多个订舱的话,重复 第5步和第6步添加完所有需要合并的订舱号码后再点击 Submit SI/提交装船须知按钮;如果有误加的订舱号 码,点击相应订舱号码后面的 Remove shipment 按钮去移除即可)

Split, part load & combine

Since this is a combined shipment, split and part load will not be available as of now.

	2277		
40 DRY 9 6	Submit SI	Original s	hipment
1/ 2			
2/2	\checkmark	22	Remove shipment

Combine shipments

Enter shipment number	Search shinment	Clear
	Search Shipment	cicui

重要提示:补料页面没有备注栏,请在对应栏填写相应的信息。

补料页面填写说明
" <u>文件</u> "页面的"单证申请"处直接选择对应的条款
在" <u>付款人</u> "版面直接选择是否显示费用
" <u>文件</u> "页面的"货件参考号"处选择
" <u>文件</u> "页面的"船舶"处选择需要显示的船名航次
" <u>文件</u> "页面的"单据类型"处直接选择
" <u>当事方</u> "页面的"添加新当事方"页面填写建档信息,点 击"提单上打印的公司名称和地址"处的"编辑"按钮调整为 提单需要显示的信息
填写在 HS CODE 栏默认不显示,不需要额外操作

Documents







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









单证申请:此处可按需选择是否需要显示常见条款在提单上。





Parties/当事方

填写说明:

如果订舱已经更新了联络方信息,页面会自动显示出相应联络方的公司名和客户代码;

如果发现上方公司名和提单上实际需要显示的公司(提单上打印的公司名称和地址)不一样的话,点击 Change/更改按钮进入公司搜索页面。

如果订舱尚未更新联络方信息,点击相应联络方后面的 Add 按钮进入公司搜索页面。

需要显示收货人为 To Order,点击收货人处的 TO ORDER/待指定按钮即可。

需要显示通知方为 SAME AS CONSIGNEE 点击通知方处的 SAME AS CONSIGNEE 按钮即可。

Company name and Address Printed on B/L/提单上打印的公司名称和地址处的信息为实际提单上会显示的公司信息,点击 Edit/编辑按钮可以去编辑。建档后有不需要显示在提单上的信息,也可以点击此处的 Edit/编辑按钮去更改,更改后点击输入方框左下角的 Apply Changes/应用更改按钮保存。

References/参考信息为**选填**,如果填写了的话会显示在提单上。(需要在提单上的 **Export references** 处显示信息的话,填写在发货人处的参考信息栏)









SEARCH / ADD PARTY 🔍 Search / Add ☆ Favorites You can search a party by beir trading name and address or customer code By trading name By custon. 没有所需客户代码的话,使用公司名搜索, Trading name 必填; Country eir details check if lts are 码"按钮后录入客户代码进行精确搜索。 plete City (Optional) to create a new party. + SHOW ADDITIONAL ADDRESS DETAILS Search SEARCH RESULTS Showing 1 result for live help Trading name Address Customer code CHENGDU, SELECT 610000, CHINA 搜索到有符合的公司信息的话,可以点击"选 择"按钮使用; 没有搜索到符合的公司信息或者搜索显示无结 果,则点击"+添加新当事方"按钮进入建档 SEARCH BY CUSTOMER CODE + ADD NEW PARTY \leftarrow GO BACK



"添加新当事方"页面 8 个基本信息,选择好国家后,标记为"可选"的为选填项; 如果没有标记为"可选",则为必填项。如果有必填项未填写,或者填写格式与要求 不符合,会无法保存新建申请,并且网页会给予相应提示。

ADD NEW PARTY





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Cargo and VGM/货物重量和载货集装箱重量验证

如果提单上只需要显示 描, "我想要一个货物: 持勾选状态: 需要显示 的话, 去除勾选状态。	一次货 描述"保 多条货描	箱量比较大的情况,可以在此处下载模 板填写箱子相关信息进行批量上传。 ◆ Download Excel template
Booked commodity: Glass, glassware	hipment Ik	手动输入。
Kind of packages 6 digit HS Code	CUS CODE	位数的商品编码是必填项。
1	如	果您向欧洲目的地运输 化学品货物 ,则 要提供您所运输的化学只商品的 们 。#
Cargo description	·····································	,您可以通过欧洲门户网站链接搜索您
behave your instant that but we will not be valuating these trades entered net. Local customs regulations need the actual cargo description within the first 2 lin 点击"添加唛头"可以填写唛 头信息 Enter a not remplate Add Marks and Numbers Kind of packages 6 digit HS Code (3) (3) (3) (3) (4) (5) (4) (5) (5) (5) (5) (5	NES 输入货描信息(如果有常作 录入货描后,输入模板名称 好之后就可以直接打开模板	REATE TEMPLATE OPEN TEMPLATES 使用的货描信息可以在 称点击创建模板,创建 板去使用)





Assign cargo descriptions to containers, give details, VGM and seals

Review/审核

复核页面和导出来的 PDF 预览件不是最终提单样本,核对填写的内容的准确 Review Print Preview **Document details** B/L No Booking No Document Type 点击此处可以导出 PDF 版 Bill of Lading (Shipped on Board) [3] 22 22 Vessel Name SCAC Voyage No. MOSCOW MAERSK(DK) 324W MAEU I Place of Receipt ♣ Port of Loading 🕹 Port of Discharge Place of Delivery Qingdao Gdansk -Maersk agent details Free detention and demurrage time --Transshipment In-transit -Shipment References Certificates Edit Document Details 钮,如果发现有信息需要改 Parties details 动,可以点击此按钮回到对应 Shipper B/L Addres B/L Address Party CHINA(QINGDAO)LIMITED To Order L. CH *******348 References References ③ Transport Plan Document Recevier Ising the second sec B/L Address B/L Address Party Party CHINA(QINGDAO)LIMITED CHINA(QINGDAO)LIMITED HINA (QINGDAO) LIMITED CHINA(QINGDAO)LIMITED *******348 *******348 16A, SHANDONG RD RM 1604 SUNSHINE TAIDING BLD References QINGDAO 266071 References Additional Notify Party Inward Forwarder Party Party B/L Address Party B/L Address _ References References Outward Forwarder Party Party B/L Address -References Shipment References Ø Edit Parties Details



Payers details

Display charges and amounts on the bill of lading	No	
Charge Types	Payment Terms	Payer - Payer Code
Origin :		
Export Service	COLLECT	
Documentation Fee - Origin	COLLECT	
Terminal Handling Service - Origin	COLLECT	
Freight :		
Low Sulphur Surcharge	COLLECT	•-
Bunker Adjustment Factor	COLLECT	
Basic Ocean Freight	COLLECT	
Destination :		
Documentation fee - Destination	COLLECT	
Terminal Handling Service - Destination	COLLECT	

Cargo details					
(1) car					
6 digit HS Code	610000				
		Total Package(s) 1 BOX	Total Weight 8000 kg	Total Volume 86 m ³	
CONTAINER NO.	CONTAINER TYPE 40FT DRY 9 6	NO. PACKAGE(S) 1	CARGO WEIGHT 8000.000 kg	VOLUME VGM 86.0000 - m ³	VGM METHOD -
CONTAINER NO.	SHIPPER SEAL	CARRIER SEAL -	CUSTOM SEAL -	VET SEAL -	
(2) car					
6 digit HS Code	610000				
		Total Package(s) 1 BOX	Total Weight 8000 kg	Total Volume 86 m ³	
CONTAINER NO.	CONTAINER TYPE 40FT DRY 9 6	NO. PACKAGE(S) 1	CARGO WEIGHT 8000.000 kg	VOLUME VGM 86.0000 - m ³	VGM METHOD -
CONTAINER NO.	SHIPPER SEAL	CARRIER SEAL	CUSTOM SEAL	VET SEAL -	

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只有在文件版面选择了需要马士基申报 HBL 的 AMS/ENS 才会看到"其他要求和备注"栏,此栏仅供填写 HBL 的补料信息,不接受其他备注信息。HBL 当事方信息请用 Actual shipper, Actual Consignee, Notify party 字样注明。目的港国家为欧盟成员国,请按以下格式输入 HBL 发货人和收货人的信息。请注意,请提 供相同的标题信息,并在每个字段后加上冒号。

Actual Shipper Name: XXXX Street address: XXXX City, Country/Region: XXXX Postal Code: XXXX Actual Consignee Name: XXXX Street address: XXXX City, Country/Region: XXXX

如果有多个 HBL,请同时分别提供每个 HBL 对应的如下信息:

Cargo Description: XXXXXXXX Container number: XXXXXXXX Number of Packages: XXXXXXXX Gross Weight: XXXXXXXX Volume: XXXXXXXX

其他要求和备注

Postal Code: XXXX

 请勿在此处输入代理人地址、免费期、运输或转运条款-使用文档 为启用您的即时汇票,我们不会验证此处输入的这些条款。

您的备注在这里	
Bill of Lading/Verify copy to be issued on additional email id + Add	Print Preview Send shipping instructions
填写额外接收提单样本的邮箱地址,如果样本即时自动 整发,此处填写的邮箱将会收到。最多填写五个邮箱。	合单补料无保存草稿功能,信息核对无误 后,点击"发送装船须知"按钮提交补料。