

# Where can I access my Export and Import documents on Maersk.com?

You can easily access your Export and Import documents on Maersk.com directly through **our Shipment Details**.

**Step 1:** Click **Account icon** located at the top right corner of the home page and Login.

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**Step 2:** On the Hub page use the Track shipments search box to find a shipment. Enter BL number or container number and click View Details.

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长 Hub dashboard	Welcome to your Hub 🖉 Customise	B/L or container no. View details

## Step 3: Select Documents

Shipment deta	ils		0	View details
B/L number: ① Track Duplicate Amend	1	Manila, PH Departed Manila, Philippines, PH 07 Oct 2023	Tanjung Pelepas, MY Arrived Tanjung Pelepas, Joho 22 Oct 2023	I x 40 Dry High r, MY Plastic, plastic articles
Summary Documents	Containers & VGM	Parties Charges & Invoices	Log	
Click a document to download. Plea Export related documents	se print a download	ded document only if it is necessary. Import related documents	More permission details can be foun	ld <u>here</u> .
Booking confirmation on 21 Sep 2023, 08:32 UTC	4	Arrival notice on 19 Oct 2023, 06:21 UTC	()	
Equipment release order on 14 Sep 2023, 08:38 UTC	4	Delivery order on 23 Oct 2023, 06:59 UTC	()	
Waybill on 10 Oct 2023, 04:43 UTC	4			
Certified True Copy of B/L on 10 Oct 2023, 04:43 UTC	Ł			



You can easily access your Export and Import documents on Maersk.com directly through our <u>Export Overview</u>.

**Step 1:** Click Account icon located at the top right corner of the home page and Login.



**Step 2:** Select Manage then select Export Overview.

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#### **Step 3:** Select Documents

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长 Hub dashboard	Export overview View a quick demo B/L, booking, container or booked	by reference number	View details
⊡↑ Export overview	<u>එ</u> Ocean (16) 🖽 LCL (0) ස්ථි Air (0)	0	
<u></u> Import overview	Applied filters:	$\stackrel{\wedge}{\lesssim}$ Saved filters	🚔 Shipment filters
🗸 Tasks	Shipments ETA changes Unconfirmed bookings Documents		
ියු MyCustoms			
S MyFinance	Download the documents for your active shipments.		
IIII Allocations	Vessel departing in:         last 3 months         Occument type:         All documents		



These are the type of documents, along with the parties that have access. Please note, all documents are in PDF format.

## **Booking Confirmation**

- o Booked by
- Price owner

## **Equipment Release Order**

o Booked by

## Verify Copy

- o Transport Document Receiver
- Outward forwarder

## Bill of Lading / Waybill

o Transport document receiver

## **Certified True Copy**

- o Shipper
- o Consignee
- Transport document receiver
- First notify party
- Additional notify party
- o Outward forwarder

### **Arrival Notice**

- $\circ$  Consignee
- First notify party
- Additional notify party

#### **Delivery Order**

- o Consignee
- Release to Party

## **Financial documents**

All financial documents, including invoices and statements are available to the relevant party via the MyFinance application. For more information, please see <u>MyFinance</u>.

## Need more help?

Should you require further assistance, please do not hesitate to contact us.

