



# WEBGUIDE

MAERSK WEB FUNCTIONS





# SUBMIT SHIPPING INSTRUCTION

*(part load)*

STEP 1

Log in website: [www.maersk.com](http://www.maersk.com)

The screenshot shows the Maersk Hub dashboard. The top navigation bar includes the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Logistics solutions', and a 'Manage' dropdown menu. The 'Manage' dropdown is open, showing options: 'Hub', 'Export overview', 'Import overview', 'Tasks', and 'MyCustoms'. A blue callout box points to the 'Manage' dropdown with the text 'Choose Manage → Export Overview'. The main content area features a 'Welcome to your Hub' message, a 'Warehousing & Logistics' banner, and a 'Customise' button. On the right, there is a section for 'Outstanding Tasks' with a 'New' badge and a 'MyCustoms' link. A 'View details' button is also visible in the bottom right corner of the dashboard area.

The screenshot shows the 'Export overview' page in the Maersk Hub. The top navigation bar is the same as in the previous screenshot. The main content area has a title 'Export overview' and a 'View a quick demo' button. A search input field contains 'XXXXXXXXXX' and has a 'View details' button next to it. A blue callout box points to the input field with the text 'Input booking number → View details'. Below the search field, there is a section for 'Applied filters' with 'Saved filters' and 'Shipment filters' options. At the bottom, there are tabs for 'Shipments', 'ETA changes', 'Unconfirmed bookings', and 'Documents'. The Maersk logo is in the bottom right corner.

STEP 2

## Go to Summary for Shipping Instruction

### Shipment details

XXXXXXXXXX

View details

B/L number:XXXXXXXXXX



Ho Chi Minh City, VN  
Departs 12 Oct 2023

Oakland, US  
Arrives 17 Nov 2023

1 x 40 Dry High  
Furniture, nos

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

Amend booking

Choose tab **Summary**

Summary Documents Containers & VGM Parties Charges Log

### 4 tasks to complete

Click **Submit Shipping Instruction**

[Submit shipping instruction](#) by 09 Oct 2023, 22:00 Due

[Submit VGM](#) by 11 Oct 2023, 08:00 Due

Container gate in by 11 Oct 2023, 10:00 Due

[View all tasks](#)

### 1 document issued

[Booking confirmation](#) on 02 Oct 2023, 10:31

Click **Split, part & combine**

Shipment: XXXXXXXXXXXX

Split, part & combine

BoL: XXXXXXXXXXXX [Document](#) [Parties](#) [Payers](#) [Cargo and VGM](#) [Review](#)



STEP 2

# Perform the split

Split, part load & combine

Click **Create split**

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

XXXXXXXXXX

Submit SI

1/1

XXXXXXXXXX



Split, part load & combine

Create split

Please create BoL before attempting to c

Click **Yes**

Part load Bill of Lading

No

Yes

In part load all BoLs must be created before any are submitted

All part load BoLs must be deleted before the Shipment may revert to non part load

40 DRY 9 6

XXXXXXXXXX

Submit SI

Cancel

Create BoL

1/1

XXXXXXXXXX



Tick and click Create BoL

STEP 2

# Perform the split

## Split, part load & combine

Create split

Part load Bill of Lading

No

Yes

In part load all BoLs must be created before any are submitted

All part load BoLs must be deleted before the Shipment may revert to non part load

40 DRY 9 6

1/1 XXXXXXXXX

XXXXXXXXX   
Submit SI

XXXXXXXXX   
Submit SI


Click **Submit SI** of every BoL



STEP 3

## Fill in Documents

Transport Document Receiver

Company ABC Limited 

\*\*\*\*\*671

[Change](#)

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Company name and Address  
Company ABC Limited

Vietnam

Click **change** to re-assign **Transport Document Receiver** (means the party that receives/checks/print BL after SI is submitted) if necessary.

### Document Type

Waybill    Bill of Lading

Choose **bill type** & the **type of date** to be **shown** on BL

- Shipped on Board
- Received for Shipment

## 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

### Location Aliases

Load Port	Port of Discharge
<input type="text" value="Ho Chi Minh City"/>	<input type="text" value="Oakland"/>
<ul style="list-style-type: none"><li>CAT LAI PORT, HO CHI MINH, VIETNAM.</li><li>HO CHI MINH</li><li>HO CHI MINH CITY</li><li><b>HO CHI MINH CITY (SAIGON), VIETNAM</b></li><li>HO CHI MINH CITY, VIETNAM</li></ul>	<ul style="list-style-type: none"><li>OAKLAND, CY</li><li><b>OAKLAND, U.S.A.</b></li><li>OAKLAND, UNITED STATES</li><li>OAKLAND, AMERICA</li></ul>



## 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 n days Combined (detention and demurrage) at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time 15 days detention 5 days demurrage at (port of discharge / place of delivery)	<input checked="" type="checkbox"/>
Applicable free time 15 days detention at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time 5 days demurrage at (port of discharge / place of delivery)	<input type="checkbox"/>

Click "Yes" if you want to show additional clause on BL by template

### 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 Ultimate destination (0 / 200)

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="checkbox"/> Maersk operated vessel	↓
<input type="checkbox"/> Seaworthiness	↓
<input type="checkbox"/> Vessel owner	↓
<input type="checkbox"/> Vessel flag nationality	↓
<input type="checkbox"/> Built date and year	↓
Schedule	
<input type="checkbox"/> No Scheduled calls No Call Countries <input type="text"/>	↓
<input type="checkbox"/> Planned route	↓
<input type="checkbox"/> Regular line vessel	↓
<input type="checkbox"/> Vessel not prohibited from entry into particular port Permitted Port/Territory <input type="text"/>	↓

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	Download Sample PDF
<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

Click save & Continue

Save Draft

Save & Continue →

STEP 4

# Fill in Parties

Click **Add** to assign parties in this shipment

## Parties

**Shipper**

Company ABC Limited ☆

\*\*\*\*\*671 [Change](#)

Company name and Address Printed on B/L Edit

References Edit

**Consignee** ADD

**TO ORDER**

You must add a Consignee to this shipment or set as "To Order"

**SEARCH / ADD PARTY**

**By trading name**  **By customer code**

Trading name

Country

City (Optional)

**First Notify Party** ADD

**SAME AS CONSIGNEE**

**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 by company name or customer code. Please contact CS agent for help.

### SEARCH RESULTS

Company ABC Limited

You will see the search result. Click **Select** & then, Click **Confirm**



STEP 5

## Fill in Payers

# 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	***671	<input type="text" value="Invoice reference"/>
Company EDF Limited	***950	<input type="text" value="Invoice reference"/>

“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.

Add more payer besides the current ones

STEP 5

# Fill in Payers

Step 2) Assign Payers to charges:

Charge Types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
<input type="checkbox"/> All				
<input type="checkbox"/> ORIGIN				
<input type="checkbox"/> Terminal Handling Service - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Documentation Fee - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> FREIGHT				
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect	<div style="border: 1px solid #ccc; padding: 5px;"> <p> Company ABC Limited</p> <p> Company EDF Limited</p> <p>+ Add payer</p> </div>		
<input type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		

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

Tick box to choose charge group(s)

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.

Pls read the notes of Payer Amendment Fee + VAT applicable

Save Draft

Save & Continue →

Click Save & Continue



STEP 6

# Fill in Cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Furniture, nos

Kind of packages

6 digit HS Code

Input **6-digit HS code** (compulsory)

1

Choose **Kind of packages**

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.

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

Container Details | Seals and Additional Details

40 Dry High

Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m <sup>3</sup> )	Tare wt. (kg)	VGM (kg)	VGM method
1/1 XXXXXXXXXX	1	15000.000	50.0000	3880	20000	Weight of cargo added to cont:

Choose tab and input each field (compulsory)

## Give container details, VGM and seals

Container Details | Seals and Additional Details

40 Dry High

Container number	Shippers seal	Carrier seal	Customs seal	Vet seal
1/1 XXXXXXXXXX		VN1234567		

Save Draft | **Save & Continue →**

By submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight

Choose tab and input **Carrier seal** (compulsory) "VN1234567" and other seals if any.

Click Save & Continue



STEP 7

# Review & Submit Shipping Instructions

## Review

Preview & Send SI

Print Preview

### Document details

B/L No  
XXXXXXXX

Booking No  
XXXXXXXX

Document Type  
**Waybill** (Shipped on Board)

Vessel Name  
**MAERSK HAI PHONG(LR)**

Voyage No.  
**340N**

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  
-

Transshipment  
-

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**

Certificates

Edit Document Details

Click **Edit** to change where necessary

Click Send shipping instructions

← Previous

Print Preview

Save Draft

Send shipping instructions



STEP 7

## Review & Submit Shipping Instructions

Shipment: XXXXXXXXXXXX

Split, part & combine

 **From**  
Vietnam  
12 Oct 2023

 **To**  
United States  
17 Nov 2023



Thank you for providing your shipping instructions!  
We need to perform some validations before we can share the draft bill of lading.  
If you have already subscribed for an e-mail notification,  
you will receive a copy in your mailbox.

Subscribe for [e-mail notifications](#)

B/L	Status	Action
XXXXXXXXXX	SI submitted	<a href="#">Resubmit SI</a>
XXXXXXXXXX	SI not submitted	<a href="#">Submit SI</a>

Click **Submit SI**  
to submit for  
the rest BoL



STEP 8

# View **Verify Copy**

Back to the **Export Overview** window & choose tab **Documents**

B/L number: XXXXXXXXX ⓘ  
[Duplicate](#) [Amend](#) [Cancel](#)

Da Nang, VN  
Departs 04 Oct 2023

Savannah, US  
Arrives 20 Nov 2023

2 x 40 Dry High  
Garments, apparel, new

Duplicate booking

Summary **Documents** Containers & VGM Parties Charges Log

Click a document to download. Please print a downloaded document only if it is necessary. More permission details can be found [here](#).

Document	Date (in UTC)	Status/Action
<a href="#">↓ Booking confirmation</a>	28 Sep 2023, 13:37	Issued
<a href="#">↓ <b>Verify copy</b></a>	29 Sep 2023, 02:45	Issued

All times are given in local time, unless otherwise stated

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

STEP 8

# Revise Verify Copy

B/L number:XXXXXXXXX ⓘ  
[Duplicate](#) [Amend](#) [Cancel](#)

Click Tab  
Summary

📍 Ho Chi Minh City, VN  
Departs 12 Oct 2023

📍 Oakland, US  
Arrives 17 Nov 2023

📦 1 x 40 Dry High  
Furniture, nos

- Summary
- Documents
- Containers & VGM
- Parties
- Charges
- Log

## 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

## 📄 Transport plan summary ⓘ

**Status:** On time

**Latest event and location:** Journey not started [View full transport plan](#) ↗



Click **Amend verify copy** if you would like to revise bl

## 📄 Bill of Lading ⓘ

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

[Amend verify copy](#)



