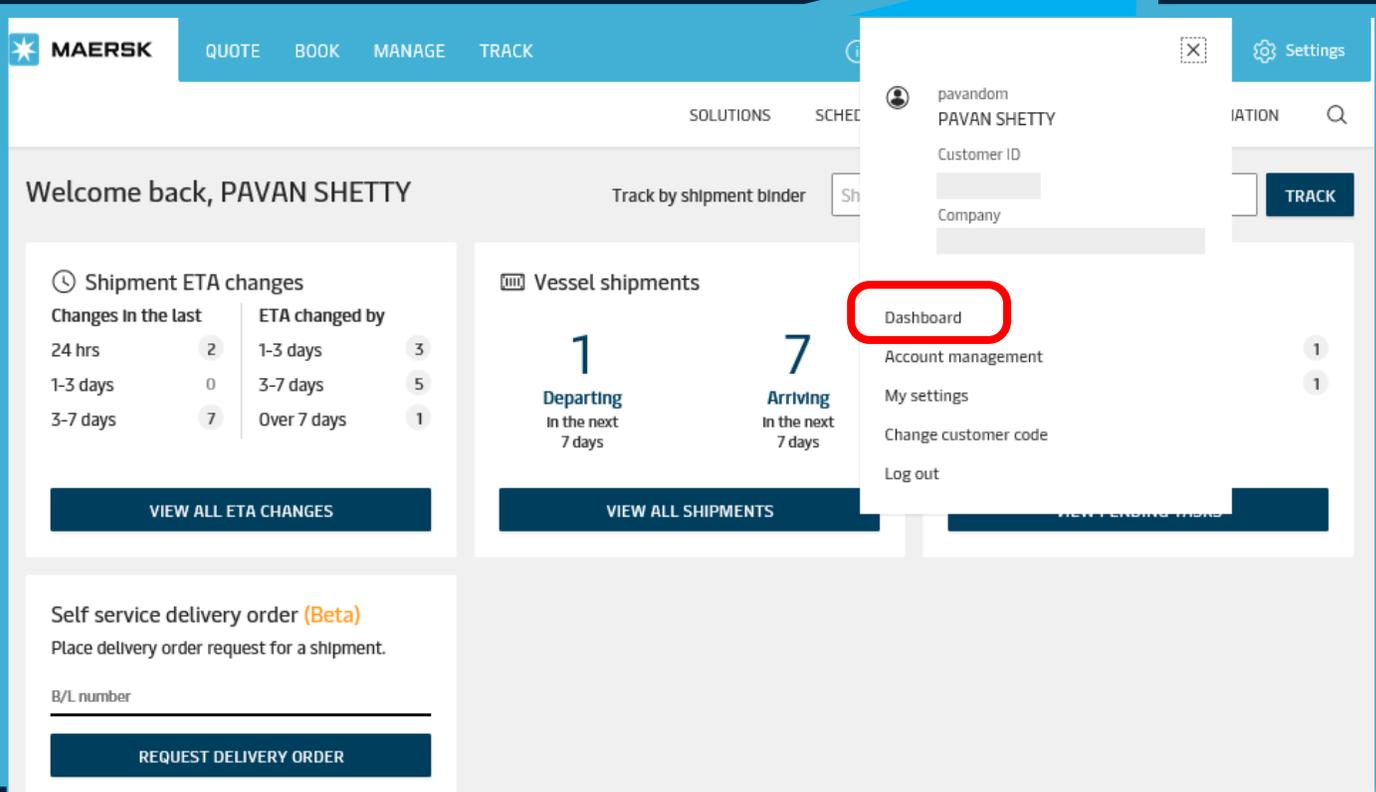# Submission of Release Request Instruction for Store Door Delivery

MAERSK

Go to Dashboard

Login to Maersk.com

If you are not taken immediately to your Dashboard, it can also be viewed from your profile in the menu bar

To get started

Self service delivery order is located on the bottom left

Bill of Lading

Start by entering your Bill of Lading number and clicking **REQUEST DELIVERY ORDER**

Release Request for Delivery

Within the Release Instructions screen, click on the **REQUEST RELEASE INSTRUCTIONS** button

All containers are selected by default. Click on **CONTINUE** to proceed

Haulage details

Update haulage details:
- Delivery Trading name & address (mandatory)
- Contact Details of customer (mandatory)
- Any special Haulage instructions

Click on **APPLY TO ALL CONTAINERS** to copy information to all containers.

Apply to all containers

Once all details are updated for a container, same can be copied to all containers, by applying it to all.

Provide additional details

Update additional details:

- Email will automatically populate. Please edit if required.

- Once all details are provided, **CONFIRM** the request which will be instantly received by our Delivery team.
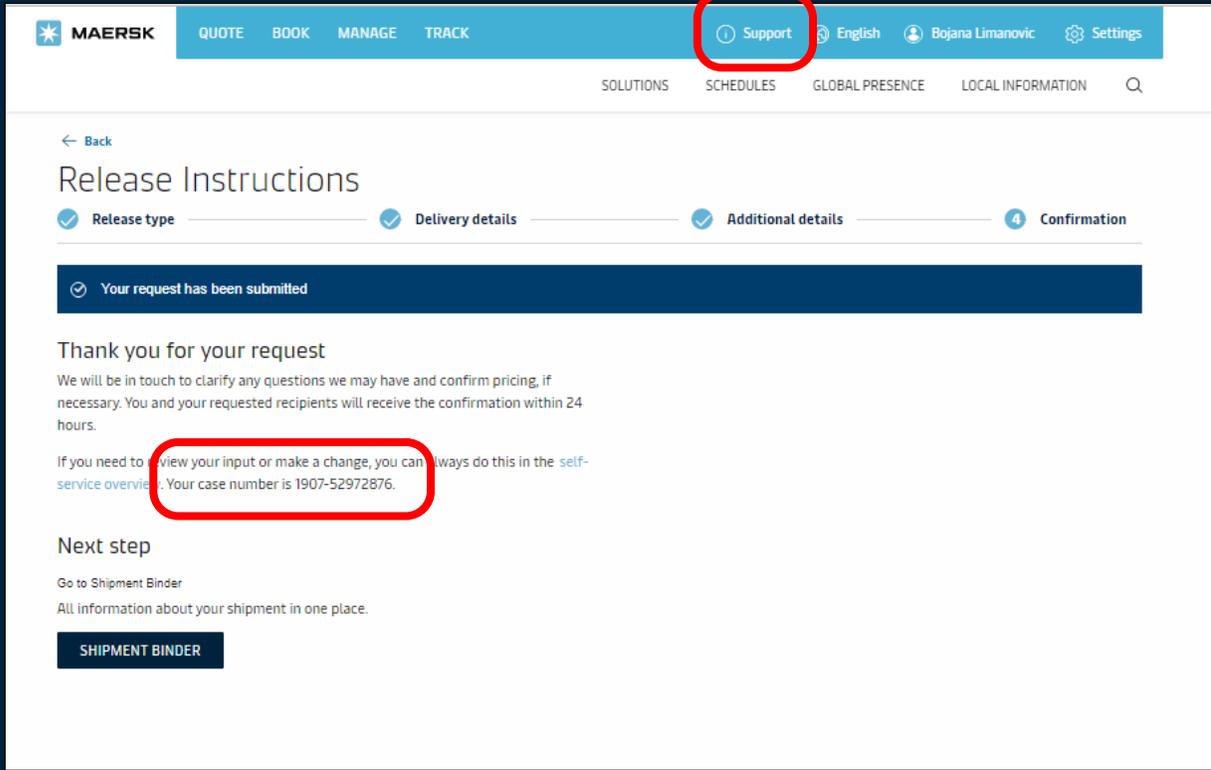
Delivery Order case created

Your case is now with the Delivery team in one of our Maersk offices.

Your case number can be used for any further communication

You can view your cases at anytime via the Support link in the top menu

Support View

All cases can be viewed under the Support tab