



E-Business Guide

Online Payer Standing Instructions

February 20, 2020

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Your promise. Delivered.



How to Login?

LOGIN PAGE :

Log In to the respective brand portal

- [Maersk](#)
- [Safmarine](#)
- [Sealand /Seago/MCC](#)

Login

[Forgot username?](#)

Password

[Forgot password?](#)

☐

Remember my username

SIGN IN WITH AZURE AD

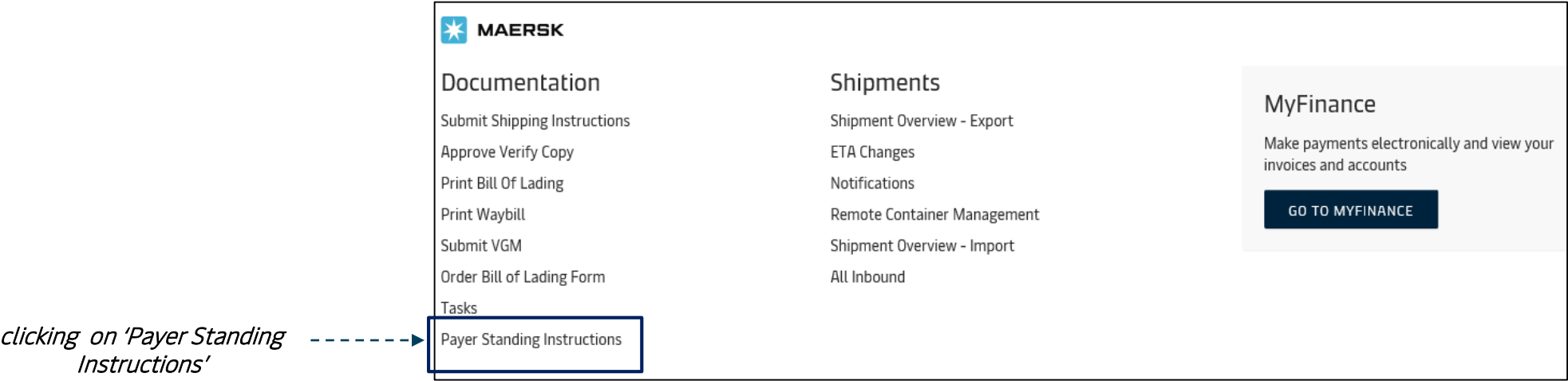
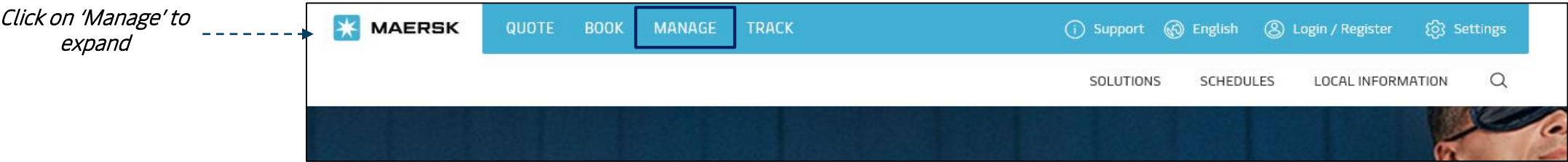
New User? [Please register here](#)

Enter your Email Id here

Password to be entered here

Click here

Navigation to Payer Standing Instructions:



Your promise. Delivered.



Introduction Page:

Introduction Page:

Payer standing instructions

Introduction Export Import Requests

How to view rules?

Rules are visible online in below two categories. Please click on below link to view Payer rules for Export and Imports respectively:

EXPORT

IMPORT

What is a payer rule?

A Payer rule is an instruction a customer provides to set payer responsible for paying charges also sometimes known as a Payer Standard Instruction.

How are these payer rules applied?

Payer rules are typically applied during the shipment cycle to identify the parties that are responsible to pay charges at both Export and Import End.

Navigate to Export or Import page

What's new?

Self-Service feature added!

With improved filters and download options.

+ Create New Rule

Amend rules

Delete rules

Extend rules

Your promise. Delivered.



Display Parameters:

Display Parameters:

3

IntroductionExportImportRequests

The rules below will be used to assign the payterm and/or party(ies) for: Export charges

Download rules in Excel - 8

Filter rules

2

1

CREATE NEW RULE

We have found 8 rules matching your criteria

Rule ID: 5cf745b1-53d5-11ea-9c0b-b13fb9871039This is a Demurrage and Detention rule

Extend validityAmendDelete

Origin

Destination

Party

Shipment

Payterm/Payer

General info

Origin Country/region
Poland

Booked by
GCSS TPDOC RECEIVER
10000008503

Is out of gauge cargo
no

Charge type
Colling Service - Destinati...
Set payterm to collect

Validity date
(dd-mm-yyyy)
From: 20-02-2020
To: 29-02-2020
Overwrite shipping instr...
no
Do You need a separate in...
yes
Printable freight line
no

+ View more data

5

4

- 1 Total Number of Rules will be displayed here
- 2 Rule type (Freight/ DnD)
- 3 Filter Rules
- 4 Different Sections
- 5 Expand to display more information
- 6 Different Sections

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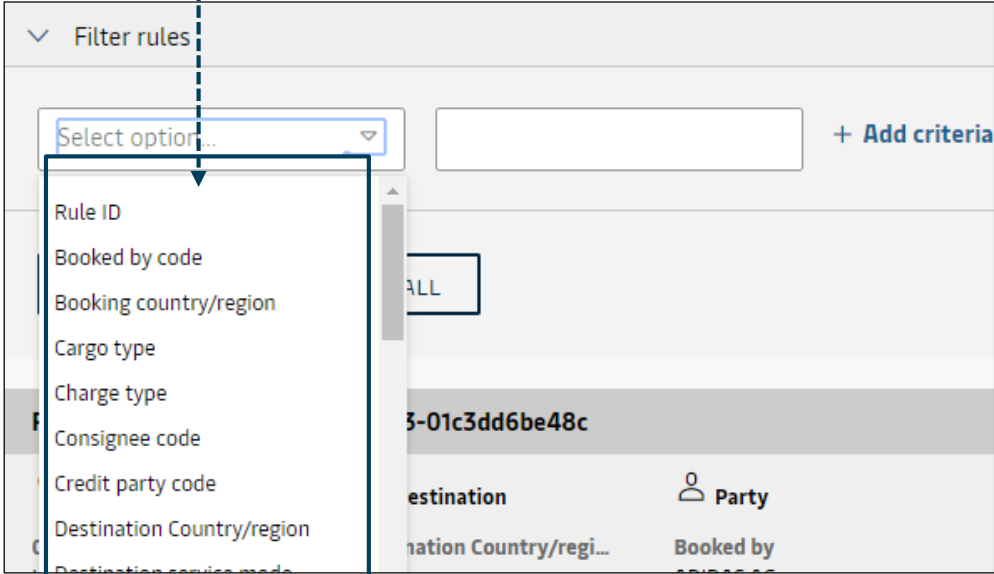
Your promise. Delivered.

Additional Features:

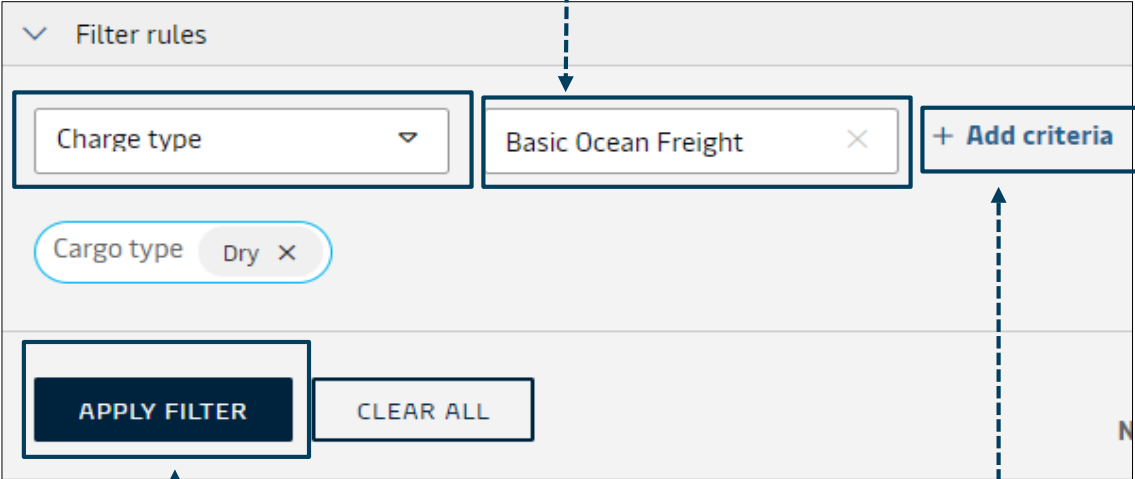
Filter and Download Features

How to Filter Rule:


Select values form the from the dropdown list



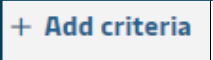
Input Value Here



Click here to Apply Filter



Make sure to click on 'Add Criteria' to add any filter



Filter rules

Select option... + Add criteria

Invalid customer code

Error Notification in case of wrong value updated

How to Add/Remove filters

Multiple Filters can be added

Click on 'X' for removing a single filter

Filter rules

Total 11 rules

Booked by code

10000008503

+ Add criteria

Cargo type

Dry X

Reefer X

Special cargo X

Booking country/region

India X

Booked by code

10000008503 X

APPLY FILTER

CLEAR ALL

Note: Maximum of 12 criteria and a maximum of 7 input values per criteria allowed.

Click here to Apply Filters

Click here to Remove all Filters

Limitations for using Filter Option

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Download Features:

Download rules in Excel - 2

Filter rules

Rule ID: 5758dbb1-5884-11ea-a730-8f7c04d1e133

This is a Demurrage and Detention

Origin

Destination

Discharge Country/region

Germany

Party

Price owner

GCSS BOOKED BY

10000007951

Export data in excel

Consignee Code	Consignee Name	Price Owner Code	Price Owner Name	Invoice Party C	Invoice Pa	Credit Party Co	Credit Par	Invoice Pa	Invoice Pa
		10000007951	GCSS BOOKED BY						
10000007951	GCSS BOOKED BY			10000008503	GCSS TPD	10000007951	GCSS BOO	10000008	GCSS TPD



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Your promise. Delivered.



How to Create New Rule?

How to Create New Rule?

**This is how the screen will look like when No rules are available*

Payer standing instructions

Introduction

Export

Import

Requests

The rules below will be used to assign the payterm and/or party(ies) for: Import charges

There are no rules for customer code 130LPL1

You can start creating new rules

CREATE NEW RULE

Click here to Add new Rule

**This is how the screen will look like when rules are available*

Introduction

Export

Import

Requests

The rules below will be used to assign the payterm and/or party(ies) for: Import charges

[Download rules in Excel - 2](#)

Filter rules

Total 2 rules

Rule ID: 5758dbb1-5884-11ea-a730-8f7c04d1e133

This is a Demurrage and Detention rule

[Extend validity](#)[Amend](#)[Delete](#)

Origin	Destination	Party	Shipment	Payterm/Payer	General info
	Discharge Country/region Germany	Price owner GCSS BOOKED BY 10000007951	Dangerous cargo no Active reefer no Is out of gauge no	Demurrage payer GCSS TPDOC RECEIVER 10000008503	Validity date (dd-mm-yyyy) From: 14-04-2020 To: 28-02-2022 Issue separate invoice no


Click here to Add new Rule

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Selection of Rule Type

Create a new rule

Give us some details about the new rule you want to create.

 Rule Details

Specify rule type

☐ Freight Exports ☐ Exports D&D ☐ Freight Imports ☐ Imports D&D

SUBMIT REQUEST

CANCEL REQUEST

← Select 'rule type' for which rule needs to be added

Updating details in a rule:

Origin

Destination

Party

Shipment

Payterm/Payer

General info

Discharge Country/region

in

India

Indonesia

Consignee

Add name

Add code

Price owner

Add name

Add code

Is out of gauge?

☐ Yes

☐ No

Dangerous cargo

☐ Yes

☐ No

Active reefer

☐ Yes

☐ No

Demurrage payer

Add name

Add code

Detention payer

Add name

Add code

Valid from

28-02-2020

Valid to

Select Date

Issue separate invoice

☐ Yes

☐ No

Add additional criteria (Optional)

Select criteria

Origin

Origin Country/region

First load port

Receipt city

+ Add criteria to the rule

Add comments here

Clear all

0/2000

SUBMIT REQUEST

CANCEL REQUEST

Update all the Fields displayed on the screen

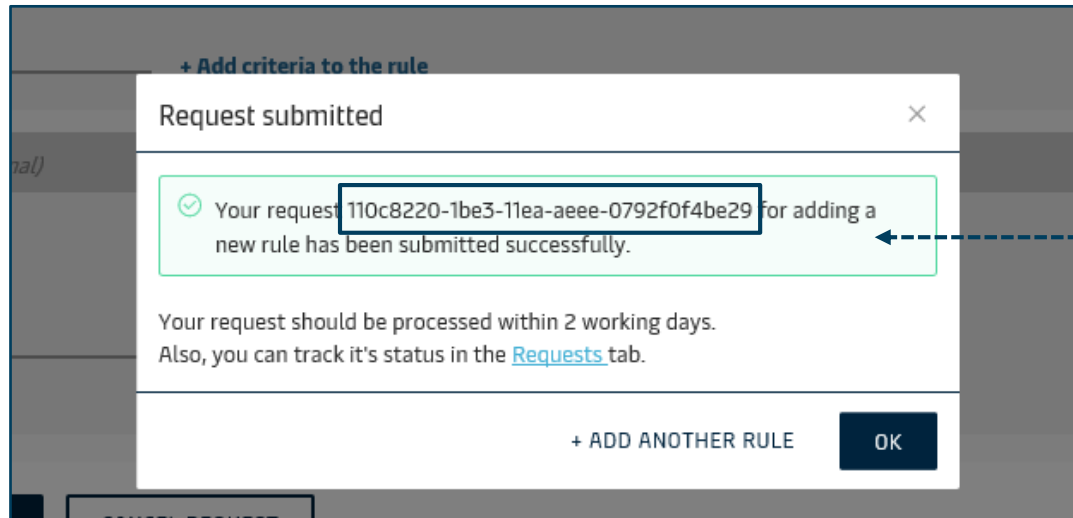
+Additional criteria to the rule

Requestor Comments are added here

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Pop Up Notification:

Request Id will be generated once the request is submitted



Request Id Can be used for tracking the request online

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Your promise. Delivered.



Amend – Freight & IMP D&D rules

Amend Existing Rule:

Rule ID: 5758dbb1-5884-11ea-a730-8f7c04d1e133

This is a Demurrage and Detention rule

Extend validity

Amend

Delete

Origin	Destination	Party	Shipment	Payterm/Payer	General info
	Discharge Country/region	Price owner	Dangerous cargo	Demurrage payer	Validity date
	Germany	GCSS BOOKED BY	no	GCSS TPOC RECEIVER	(dd-mm-yyyy)
		10000007951	Active reefer	10000008503	From: 14-04-2020
			no		To: 28-02-2022
			Is out of gauge		Issue separate invoice
			no		no

The existing rule is shown below. Edit the fields to make any changes to it.

Rule Details

This is a Demurrage and Detention rule

Operator: MAERSK

Origin	Destination	Party	Shipment	Payterm/Payer	General info
	Discharge Country/region	Consignee	Is out of gauge?	Demurrage payer	Valid from
	Ge	Add name	<input checked="" type="radio"/> Yes	Add name	14-04-2020
	Germany	Add code	<input type="radio"/> No	Add code	
	Georgia	GCSS CONSIGNEE - 10...	<input checked="" type="radio"/> Amended	GCSS TPOC RECEIVER...	Valid to
		Added			28-02-2022
		Price owner	Dangerous cargo	Detention payer	Issue separate invoice
		Add name	<input type="radio"/> Yes	Add name	
			<input checked="" type="radio"/> No	Add code	

Select from Dropdown list

Indicator for edited fields

Your promise. Delivered.



How to Delete a Rule?

Deleting existing rule :

Click here to delete a specific rule

[Extend validity](#) [Amend](#) [Delete](#)

Shipment Cargo type Dry Freight payterm in Shipp... Prepaid Commodity (HS6) Tuna, yellowfin, frozen, fi... 000554 Service contract 560001 <i>Is out of scope cargo</i>	Payterm/Payer Set payterm to follow Basic Ocean Freight	General info Validity date (dd-mm-yyyy) From: 14-05-2018 To: 27-07-2021 Collection business unit Maersk Benelux (Rotterda... Overwrite shipping instr... Yes Do You need a separate i... Yes
---	--	--

Request to delete Rule (#1) ×

! The active rule (#1) will be applied for all the shipments till your request is approved. Do you want to proceed to delete the rule?

Comments (Optional)

16/400

CANCEL

SUBMIT REQUEST

comments to be updated here

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Your promise. Delivered.



Extend Validity of Rule?

Extend Validity of Rule:

is a Demurrage and Detention rule

Party

Price owner
GCSS BOOKED BY
10000007951

Shipment

Dangerous cargo
no

Active reefer
no

Is out of gauge
no

Payterm/Payer

Demurrage payer
GCSS TPOC RECEIVER
10000008503

General info

Validity date (dd-mm-yyyy)
From: 14-04-2020
To: 28-02-2022

Issue separate invoice
no

[Extend validity](#) [Amend](#) [Delete](#)

Request to Extend the validity of rule ID
5914ff60-54ba-11ea-a523-01c3dd6be48c

The rule will be applied to all shipments until your request is approved.

Validity date (dd-mm-yyyy)

From To

14-05-2018 27-07-2021

Comments (Mandatory)

Add comments here

CANCEL SUBMIT REQUEST

Your promise. Delivered.



How to check the status of the request?

Track Request:

Payer standing instructions

IntroductionExportImportRequests

You can view all the statuses of requests to ADD, DELETE or AMEND a rule submitted by you.

FILTER REQUESTS

We have found 215 request(s) matching your criteria.

Quick filter : Show all

Request ID	Request for	Request to	Created on	Created by	Status	Completed on
7a379d6...	EXPORT	DELETE	2019-12-11 07:04	Maersk Internal User	Pending	-
e80b9f2...	EXPORT	CREATE	2019-12-10 13:56	Maersk Internal User	Rejected	2019-12-10 13:57
0c079dd...	EXPORT	CREATE	2019-12-10 13:50	Maersk Internal User	Rejected	2019-12-10 13:55
9784870...	EXPORT	CREATE	2019-12-10 13:25	Maersk Internal User	Approved	2019-12-10 15:33
25dc1c9...	EXPORT	CREATE	2019-12-10 13:15	Maersk Internal User	Approved	2019-12-10 13:46
a27ceb5...	EXPORT	CREATE	2019-12-10 09:29	Maersk Internal User	Approved	2019-12-10 15:02

Status of Request raised can be checked here

Status of the Request with other details

Request submitted

Your request 110c8220-1be3-11ea-ae44-0792f0f4be29 for adding a new rule has been submitted successfully.

Your request should be processed within 2 working days.

Also, you can track it's status in the [Requests](#) tab.

Request Id in the Notification can be used for tracking

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Quick filters/filters available to drill down further

^ FILTER REQUESTS We have found 215 request(s) matching your criteria.

Quick filter:

Request ID	Request for	Request to	Created on ↓	Created by	Status
7a379d6...	EXPORT	DELETE	2019-12-11 07:04	Maersk Internal User	Pending
e80b9f2...	EXPORT	CREATE	2019-12-10 13:56	Maersk Internal User	Rejected
0c079dd...	EXPORT	CREATE	2019-12-10 13:50	Maersk Internal User	Rejected

Quick filter dropdown menu:

- Show all
- BY STATUS
- Pending
- Approved
- Rejected

Quick filters available

∨ FILTER REQUESTS We have found 12 request(s) matching your criteria.

Request For: + Add criteria

Request To: x

Note: Maximum of 12 criteria and a maximum of 7 input values per criteria allowed.

Quick filter:

Request ID	Request for	Request to	Created on	Created by	Status	Completed on ↓
3998afe...	EXPORT	CREATE	2019-12-12 06:32	Maersk Internal User	Rejected	2019-12-12 07:20
a8e8f42...	EXPORT	DELETE	2019-12-12 04:27	Maersk Internal User	Approved	2019-12-12 05:50
029ebf3...	EXPORT	CREATE	2019-12-12 05:12	Maersk Internal User	Pending	-

Select the criteria and click on 'Add Criteria'

Click on apply filter

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[Click here to view rule details](#)

Requestor Comments can be viewed here

Approver Comments can be viewed here

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