



1. SUBMIT SI

New Interface How to Submit Shipping Instruction

Easily & seamlessly

Dear Valued Customer,

We at Maersk constantly strive to improve our service to our customers. Submit your Shipping Instruction online – easily and seamlessly, before the [Submission Deadline](#). Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued. You can print these online, or download them a www.Maersk.com, and forward them to relevant parties.

In order to load your container(s), we need information about the shipper/consignee and the cargo. All this should be provided in the Shipping Instruction (Container stuffing details can be uploaded via an Excel file.)

Note:

- For now, system update is valid just for SI submission, the amendment still use old interface
- For now, system update is valid just for single / multi (up to 10) containers and single cargoline

What is the new shipping instruction?

- ✓ New user interface
- ✓ Clickable steps
- ✓ Country specific data
- ✓ VGM
- ✓ Party cards
- ✓ Consignee as "to order"
- ✓ Overhauled payer screen
- ✓ Favourites for cargo description

Access shipping instructions

Only a limited number of shipment parties have the ability to submit a shipping instruction.

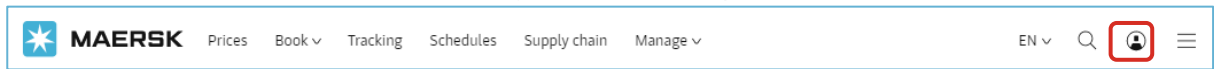
Submit shipping instruction	Amend verify copy	Amend bill of lading
<i>The following shipment parties can submit shipping instructions:</i>	<i>Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.</i>	<i>It allows user to amend shipping instruction once the original bill of lading is ready. This action will result in a new version of the bill of lading.</i>
1. Booked by party 2. Price owner 3. Switched shipper / Doc shipper / Shipper <i>Based on priority. Example: If a Doc shipper & Shipper is present then only Doc shipper can submit shipping instruction.</i> 4. Transport document receiver 5. Outward Forwarder	<i>The following shipment parties can perform this action.</i> 1. Price owner 2. Transport document receiver 3. Outward Forwarder	<i>The following shipment parties can perform this action.</i> 1. Transport document receiver

Step-by-step guide To Submit Shipping Instruction via Website (*New Interface*)

STEP #1

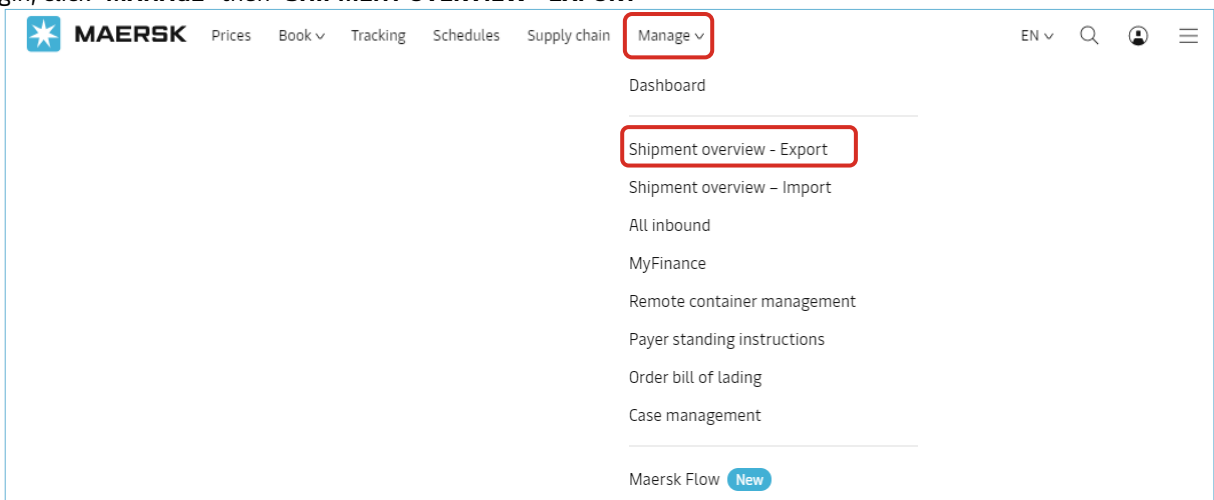
LOG IN to www.Maersk.com.

-- If you are failed to log in, CHAT technical support [here](#).



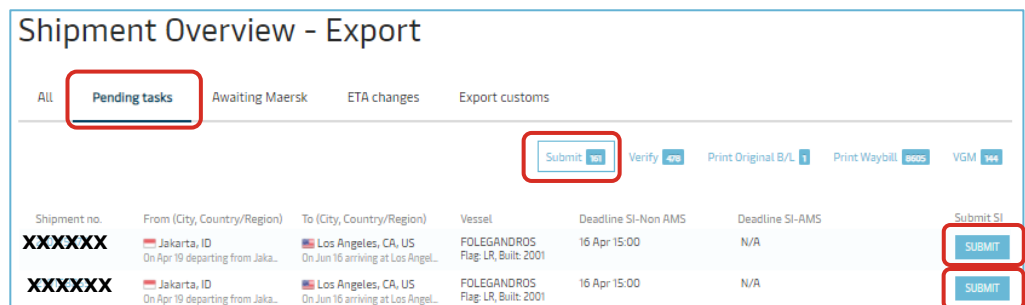
STEP #2

After login, click "MANAGE" then "SHIPMENT OVERVIEW - EXPORT"

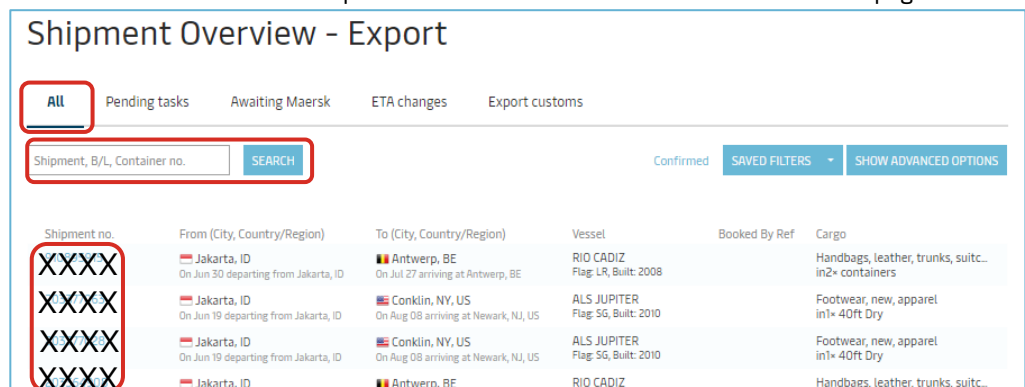


STEP #3

Click "PENDING TASKS" and select "SUBMIT".



OR, **Alternatively** you can also search and click on the shipment number listed on the left hand side of the page.





This will open the Shipment Binder page which shows all details on a shipment. Click **"SUBMIT SHIPPING INSTRUCTION"** button. ----- If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.

[← back to overview](#)

Shipment BinderXXXXXXXXXX

Departing on 19 Apr 2021
Jakarta, ID

Arriving on 16 Jun 2021
Los Angeles, CA, US

Footwear, new, apparel
3 containers

OverviewDocumentsContainersPricingLogAdditional services

Place of receipt
Jakarta
on 19 Apr 2021, 13:00

Port of loading
Jakarta, ID
Departing 19 Apr 2021, 13:00

Port of discharge
Los Angeles, CA, US
Arriving 16 Jun 2021, 06:50

Place of delivery
Los Angeles
on 16 Jun 2021, 06:50

Original transit time 57 Days | Status: **Delayed 1 Days**

Transport plan change reason: There was a change in the vessel schedule, which impacts the arrival date/time of your shipment at destination.

[View detailed transport plan](#)

All dates/times are given as reasonable estimates only and subject to change without prior notice.

Shipment no. 210175472

Booked by
Contract ID
Price Calculation Date
Product Type
Booked By Reference
Service Mode
Additional References
Deadline - CY
Deadline SI-Non AMS
Deadline SI-AMS
Deadline-VGM

XXXXXXXXXX
XXXXXXXXXX
10 Apr 2021

Merchant Haulage (CY) - Merchant Haulage (CY)
None
N/A
16 Apr 2021 15:00
N/A
16 Apr 2021 15:00

Actions

DUPLICATE BOOKING

AMEND BOOKING

CANCEL BOOKING

SUBMIT VGM

IMPORT DELIVERY ORDER

B/L RELEASE

Shipping instructions

You have not yet submitted your shipping instructions.

SUBMIT SHIPPING INSTRUCTIONS

LANDING PAGE

For shipments having single/multi (up to 10) containers, you will encounter a page with options. Here you will make a choice depending on your needs. Select below options:

- **Yes** option – if you want to combine a shipment or require multiple B/Ls for a shipment. This option will take you to the classic experience.
- **No** option – will take you to the new experience.

[← Exit Shipping Instructions](#)

Shipment: 212057177

Submit shipping instructions

Welcome to our new shipping instructions experience.

Some features are still in development so you may need to use our old pages for now, depending on your requirements.

Do you want to **split, combine, or need multiple cargo descriptions** for this shipment?

☐ Yes

☐ No

START

Classification: Public

STEP #4a – DOCUMENT

Complete the data submission, then click NEXT to go to next stage

DOCUMENT TYPE: Choose **Waybill** or **Bill of Lading**

- **Shipped on Board:** use SOBD (Shipped On Board Date)
- **Received for Shipment:** use container gate in CY date

SHIPMENT REFERENCES

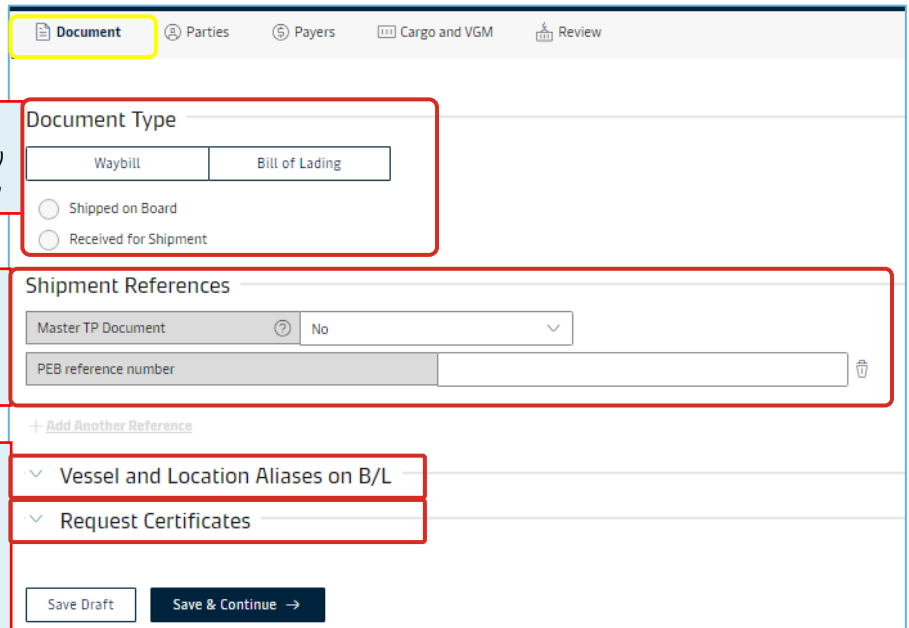
- Fill up PEB number → PEB Number Aju (6 digit)/DD/MM/YYYY. example: 123456/12/06/2020
- TAX ID Reference can be filled up in Parties stage

VESSEL & PORT ALIAS (optional)

- Click the dropdown
- Choose the wanted name of the port

REQUEST CERTIFICATE (Optional) – if case you need certificate

Sample certificates are available for you to download. You can request any number of certificates and provide the details required. There is option to provide the Letter of Credit Number in this section.



Once all done, click
SAVE & CONTINUE

STEP #4b – PARTIES (Mandatory parties: Transport Document Receiver, Shipper, Consignee)

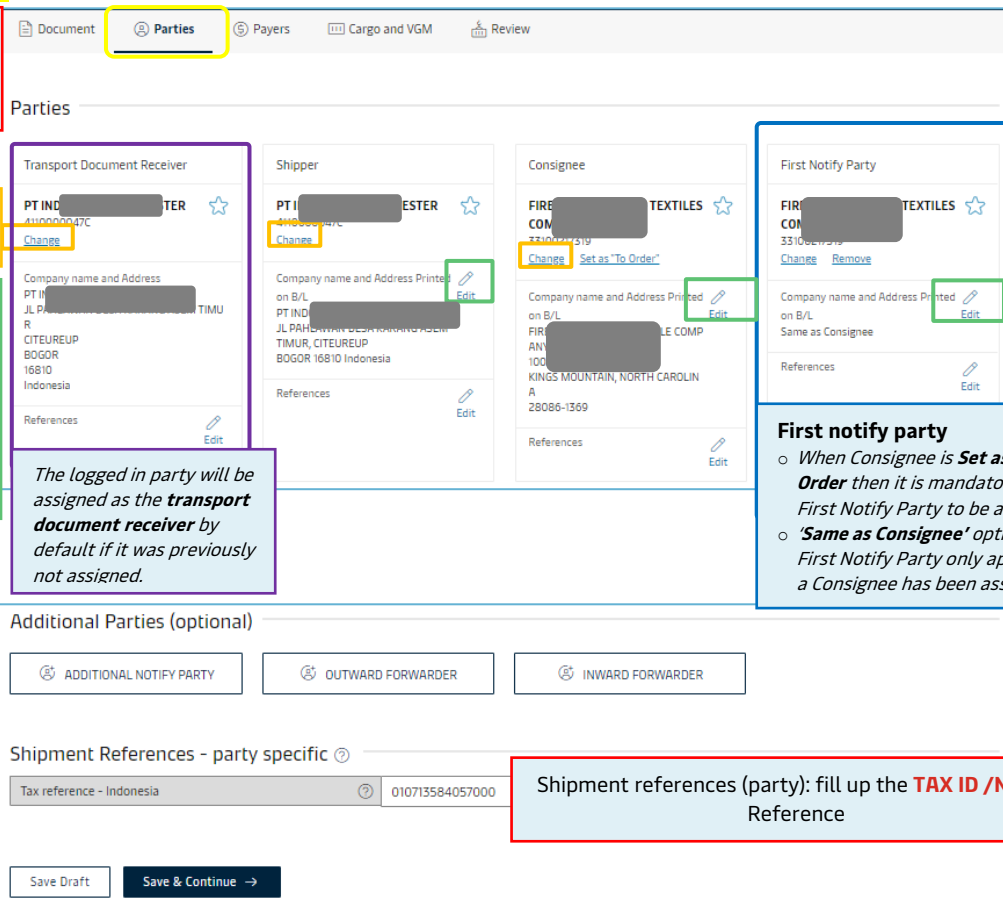
For Each Party Role

- ✓ A party can be assigned
- ✓ Address can be edited and
- ✓ Party references can be added

A party can be searched by name & location or customer code by clicking **CHANGE** link.

The address displayed will be the registered address of the party. However, there is option to **EDIT** it. Address can be edited only for the following parties:

- Shipper
- Consignee
- First Notify Party
- Additional Notify Party



The logged in party will be assigned as the **transport document receiver** by default if it was previously not assigned.

First notify party

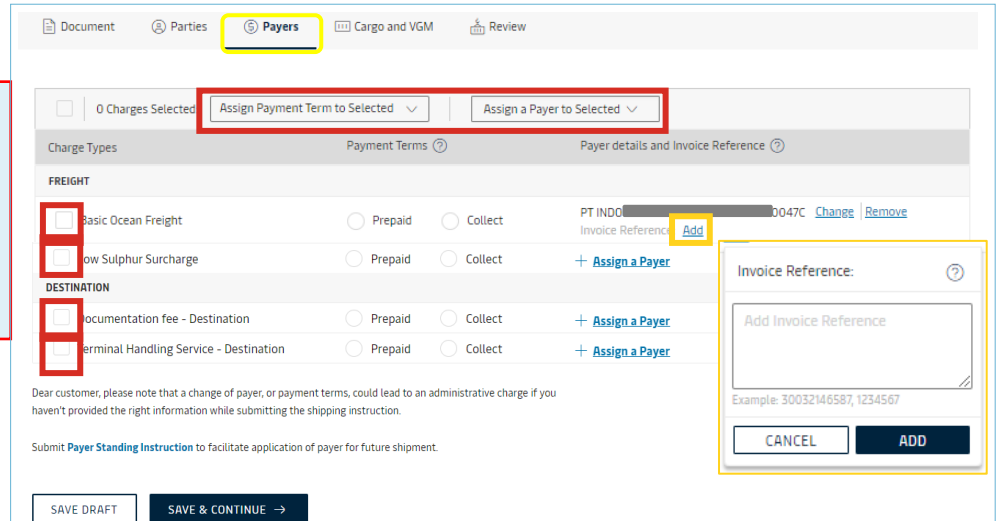
- When Consignee is **Set as To Order** then it is mandatory for a First Notify Party to be assigned.
- 'Same as Consignee' option for First Notify Party only appears if a Consignee has been assigned.

Shipment references (party): fill up the **TAX ID /NPWP** Reference

Once all done, click
SAVE & CONTINUE

STEP #4c – PAYERS

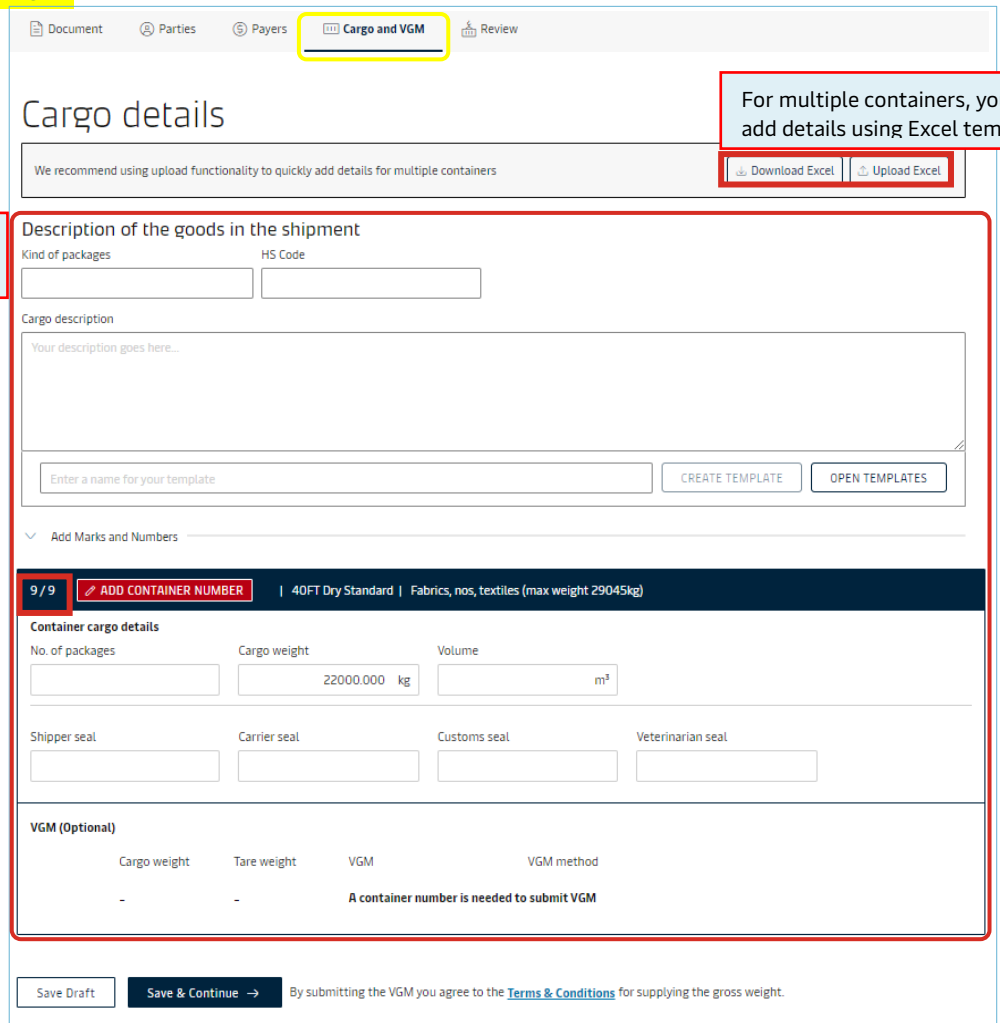
- There is option to search for a party to be assigned as payer.
- One payer can be assigned to many charges using the combination of checkbox and assign a payer dropdown.
- Similarly, payment term can be assigned to multiple charges in a go.
- Invoice references can be added for a party.



Once all done, click
SAVE & CONTINUE

STEP #4d – CARGO & VGM

Fill details needed for ALL
Containers



For multiple containers, you can
add details using Excel template

Once all done, click
SAVE & CONTINUE

STEP #4e – REVIEW

check all input before submit Shipping Instruction and missing details

The **REVIEW** step will identify mandatory items that are missing for submission of shipping instructions.

The following items are mandatory for SI submit:

- Document step
 - Document type
 - Mandatory shipment references
- Party step
 - Transport document receiver
 - Shipper
 - Consignee
 - Mandatory shipment references
- Payer step
 - Payment term selected for all charges
 - Payer present if payment term is prepaid
- Cargo & VGM step
 - Container number
 - No. of packages
 - Kind of packages
 - Cargo weight

Document Parties Payers Cargo and VGM **Review**

Review

ERRORS

Section	Field	Error
Document	Document type must be specified	You must enter value
Parties	Shipper must be specified	You must enter value
Parties	Consignee must be specified	You must enter value
Payers	Payment term must be given for all charges	You must enter value
Cargo	No. of packages missing	You must enter value
Cargo	Kind of packages missing	You must enter value
Cargo	Cargo description missing	You must enter value

Note - you may correct errors at any time, but they must be fixed before the Shipping instruction is completed.

Any missing information, warning message with section & field information will be shown & need to be cleared up to able Submit SI

Document details

B/L No.	21401102	Booking No.	21401102	Document Type	MISSING
Vessel Name	CONTI (AMSTERDAM)	Voyage No.	142N	SCAC	MAEU
Place of Receipt	Jakarta	Place of Loading	Jakarta	Place of Discharge	Los Angeles
Place of Delivery					

Parties details

Shipper	B/L Address	Consignee	B/L Address
MISSING	MISSING	MISSING	MISSING
Transport Plan Document Receiver	B/L Address	First Notify Party	B/L Address
PT RPL LOGISTICS	PT RPL LOGISTICS		
*****914	*****914		
References	References	References	References
Additional Notify Party	B/L Address	Inward Forwarder Party	B/L Address
Outward Forwarder Party	B/L Address		

Payers details

Charge Type	Payment Term	Payer - Payer Code
Terminal Handling Service - Origin	MISSING	--
Terminal Handling Service - Origin	MISSING	--
Freight	MISSING	--
Basic Ocean Freight	MISSING	--
Basic Ocean Freight	MISSING	--
Basic Ocean Freight	MISSING	--
Other	MISSING	--
Maersk ECO Delivery	MISSING	--

Cargo details

CONTAINER NO.	CONTAINER TYPE	Total Packages	Total Weight	Total Volume	VGM	VGM METHOD
MRKUS78330	40FT DRY	MISSING	5000 kg	5000 kg	10447.000	--
CONTAINER NO.	SHIPPER SEAL	CARRIER SEAL	CUSTOM SEAL	VET SEAL	WOOD DECLARATION	
MRKUS78330		ID1044708				

If you click **PRINT PREVIEW** button, it will preview what document will look like

Print Preview

You can see what details is **MISSING** & directly **EDIT** related field

Additional Requests & Comments

Your comment

Additional Requests & comments This section can be used to provide additional requests or comments to be considered as part of the shipping instruction.
Notes: this comment will be the stopper for further checking & prevent Instant Verify Copy

Some required information is missing.
Please check and fill in the details in order to be able to send the shipping instructions.

Previous

Print Preview

Save Draft

Send shipping instructions

Once all done, click send shipping instructions for submission

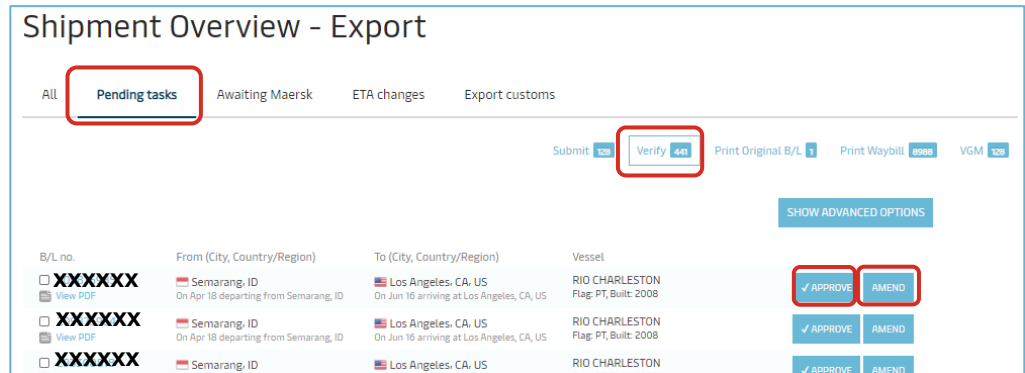
2. AMEND SI

How to Approve / Amend Shipping Instruction via www.Maersk.com

Easily, Seamlessly

STEP #1. After login, go back to MANAGE - SHIPMENT OVERVIEW

STEP #2. Click "PENDING TASKS" and select "VERIFY". Click **AMEND** or **APPROVE**.



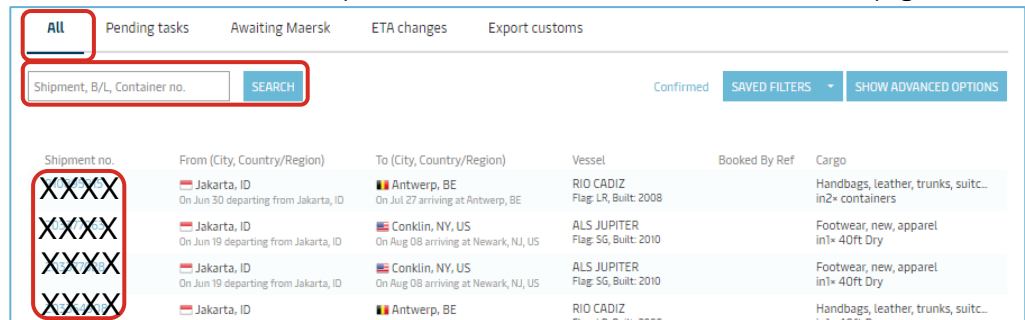
Shipment Overview - Export

Tab: Pending tasks

Buttons: Submit, Verify, Print Original B/L, Print Waybill, VGM

B/L no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Actions
XXXXXX	Semarang, ID On Apr 18 departing from Semarang, ID	Los Angeles, CA, US On Jun 16 arriving at Los Angeles, CA, US	RIO CHARLESTON Flag: PT, Built: 2008	APPROVE, AMEND
XXXXXX	Semarang, ID On Apr 18 departing from Semarang, ID	Los Angeles, CA, US On Jun 16 arriving at Los Angeles, CA, US	RIO CHARLESTON Flag: PT, Built: 2008	APPROVE, AMEND
XXXXXX	Semarang, ID On Apr 18 departing from Semarang, ID	Los Angeles, CA, US On Jun 16 arriving at Los Angeles, CA, US	RIO CHARLESTON Flag: PT, Built: 2008	APPROVE, AMEND

OR, **Alternatively** you can also search and click on the shipment number listed on the left hand side of the page.



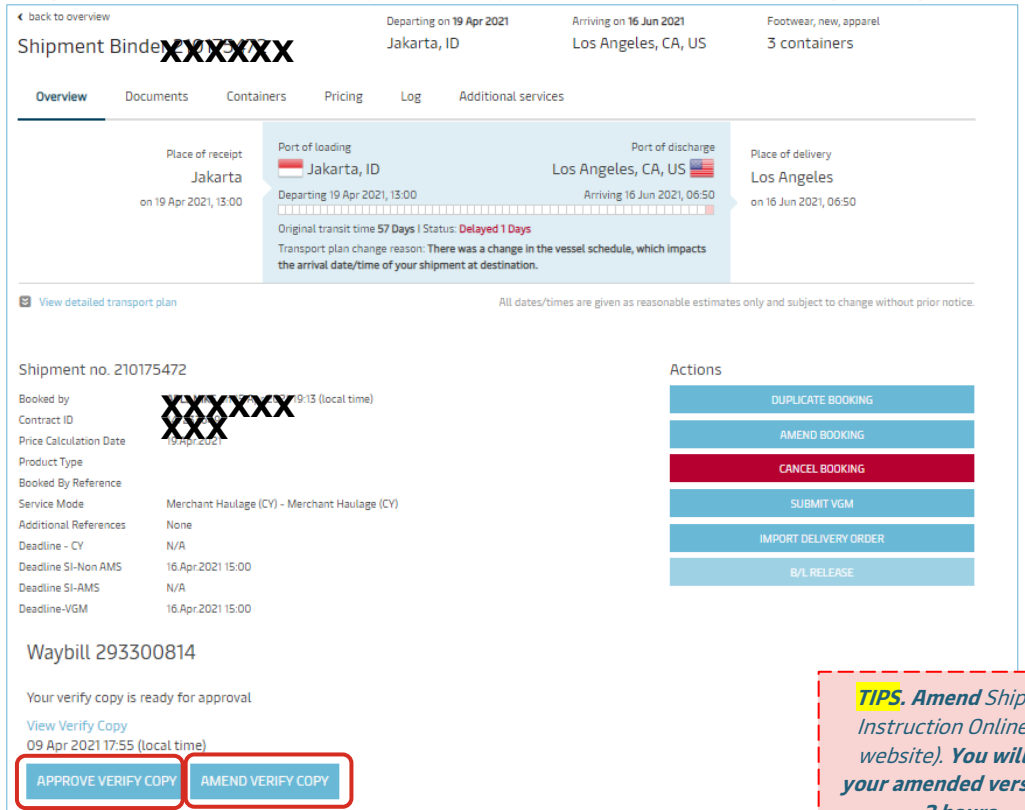
Shipment Overview - Export

Tab: All

Search: Shipment, B/L, Container no. [SEARCH]

Shipment no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Booked By Ref	Cargo
XXXX	Jakarta, ID On Jun 30 departing from Jakarta, ID	Antwerp, BE On Jul 27 arriving at Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suitc... in 2+ containers
XXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Antwerp, BE On Jul 27 arriving at Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suitc... in 1+ 40ft Dry

This will open the Shipment Binder page which shows all details on a shipment. Click "**AMEND** or **APPROVE VERIFY COPY**" button. ----- If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.



Shipment Binder XXXXXXXX

Departing on 19 Apr 2021
Arriving on 16 Jun 2021

Place of receipt: Jakarta, ID
Port of loading: Jakarta, ID
Port of discharge: Los Angeles, CA, US
Place of delivery: Los Angeles

Original transit time 57 Days | Status: Delayed 1 Days
Transport plan change reason: There was a change in the vessel schedule, which impacts the arrival date/time of your shipment at destination.

Shipment no. 210175472

Booked by: XXXXXXXX
Contract ID: XXXXXXXX
Price Calculation Date: 19 Apr 2021
Product Type: XXXXXXXX
Booked By Reference: XXXXXXXX
Service Mode: Merchant Haulage (CY) - Merchant Haulage (CY)
Additional References: None
Deadline - CY: N/A
Deadline SI-Non AMS: 16 Apr 2021 15:00
Deadline SI-AMS: N/A
Deadline-VGM: 16 Apr 2021 15:00

Waybill 293300814

Your verify copy is ready for approval
View Verify Copy
09 Apr 2021 17:55 (local time)

Actions:

- DUPLICATE BOOKING
- AMEND BOOKING
- CANCEL BOOKING
- SUBMIT VGM
- IMPORT DELIVERY ORDER
- B/L RELEASE

APPROVE VERIFY COPY, AMEND VERIFY COPY

TIPS. Amend Shipping Instruction Online (via website). You will get your amended version in 2 hours.

Amend request via email will be charged of Manual Fee IDR 350.000

If you AMEND, you can proceed as per Submit Shipping Instruction step.



3. DOWNLOAD

How to Download Final Transport Document via www.Maersk.com

Verify Copy/ Draft BL, Bill of Lading, SeaWay Bill, Certified True Copy

Dear Valued Customer,

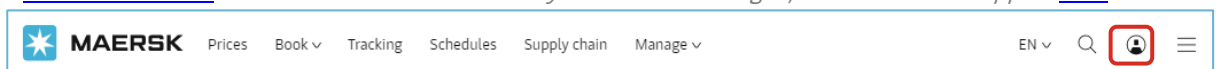
We at Maersk constantly strive to improve our service to our customers. Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued. You can print these online, or download them a www.Maersk.com, and forward them to relevant parties.

Step-by-step guide To Print your Final Transport Documents via Website

STEP #1

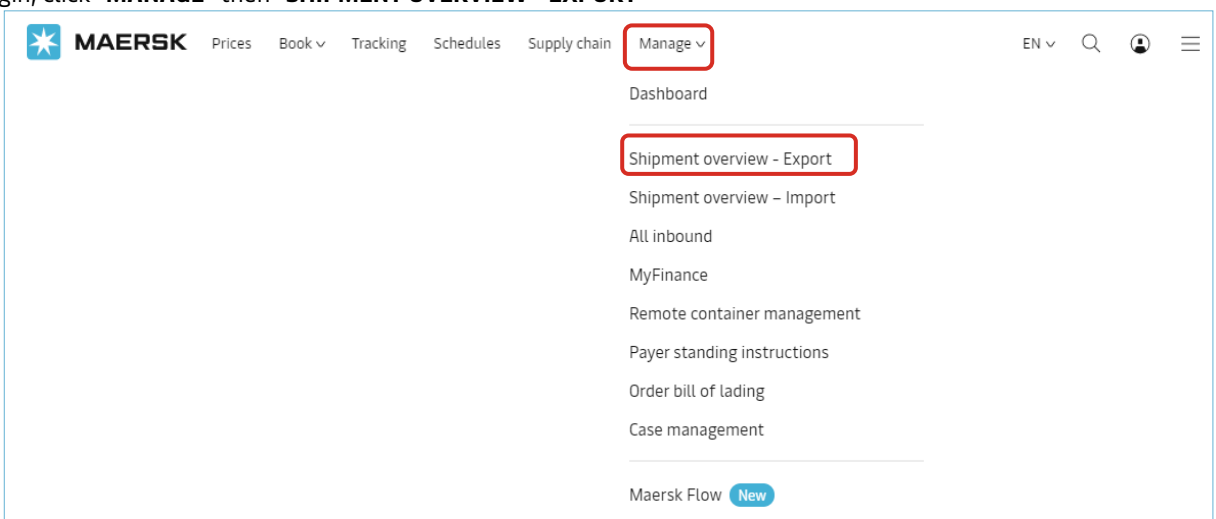
LOG IN to www.Maersk.com.

-- If you are failed to log in, CHAT technical support [here](#).



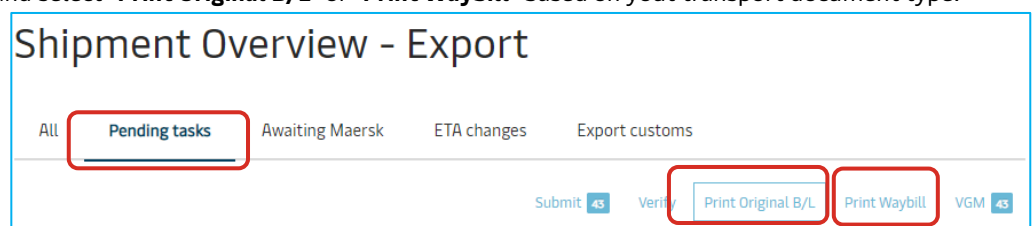
STEP #2

After login, click "MANAGE" then "SHIPMENT OVERVIEW - EXPORT"



STEP #3

Click "PENDING TASKS" and select "Print Original B/L" or "Print Waybill" based on your transport document type.



OR, Alternatively you can also search and click on the shipment number listed on the left hand side of the page.

Shipment Overview - Export

[All](#)
[Pending tasks](#)
[Awaiting Maersk](#)
[ETA changes](#)
[Export customs](#)

Confirmed
SAVED FILTERS
SHOW ADVANCED OPTIONS

Shipment no.	From (City, Country/Region)	To (City, Country/Region)	Vessel	Booked By Ref	Cargo
XXXXX	Jakarta, ID On Jun 30 departing from Jakarta, ID	Antwerp, BE On Jul 27 arriving at Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suitc... in 2+ containers
XXXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXXX	Jakarta, ID On Jun 19 departing from Jakarta, ID	Conklin, NY, US On Aug 08 arriving at Newark, NJ, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1+ 40ft Dry
XXXXX	Jakarta, ID	Antwerp, BE	RIO CADIZ Flag: LR, Built: 2008		Handbags, leather, trunks, suitc... in 2+ containers

This will open the Shipment Binder page which shows all details on a shipment. Click **"DOCUMENTS"** tab

[back to overview](#)
XXXXXX
Departing on 30 Jun 2020
Arriving on 27 Jul 2020
Handbags, leather, trunks, ...

Shipment Binder
Jakarta, ID
Antwerp, BE
2 containers

[Overview](#)
[Documents](#)
[Containers](#)
[Pricing](#)
[Log](#)
[Additional services](#)

Place of receipt Jakarta on 30 Jun 2020, 02:00	Port of loading Jakarta, ID Departing 30 Jun 2020, 02:00	Port of discharge Antwerp, BE Arriving 27 Jul 2020, 22:00	Place of delivery Antwerp on 27 Jul 2020, 22:00
Transit time 28 Days			

[View detailed transport plan](#)
All dates/times are given as reasonable estimates only and subject to change without prior notice.

Here under the **DOCUMENTS** TAB you can click to view/download your transport document in PDF.

Document details 6081678

File name	Date created	Status
Booking Confirmation	07 Dec 2020 10:05 (local time)	Booking confirmation available for 6081678
Verify Copy	05 Dec 2020 00:48 (local time)	Approved on 07 Dec 2020 04:08 (local time)
View Bill of Lading	07 Dec 2020 10:02 (local time)	Transport document created
View Certified True Copy	07 Dec 2020 10:02 (local time)	

Notes: View Certified True Copy: It is displayed if the customer has a web printing agreement with Maersk. The customer can typically use this PDF to share it with other parties like suppliers. There is also a special watermark (certified true copy), so it cannot be mistaken for an original Bill of Lading.

Click **"VIEW BILL OF LADING/WAYBILL"**.

First time To Print Original bill of Lading?

Get **benefits** by using **E-BL (Electronic Bill of Lading)** Facility

- ✓ Customers can directly print OBL via the web (web printing access) anytime & anywhere.
- ✓ FREE OF CHARGE for registration as well as with the Secure Paper (provided by Maersk)
- ✓ Save more time & money. No need to come to Maersk counter for printing OBL (no need to queue & pay IDR 400,000 for one-time print - 1st issuance) anymore.

Register now! Go to [here](#) & click **e-BL (Electronic Bill of Lading)** tab.



4. BE NOTIFIED

How to Subscribe Notification of your Transport Document Status

get status update of your Verify Copy/ Draft BL, Bill of Lading, SeaWay Bill, Certified True Copy

STEP #1 After login, click "**PROFILE button**" then choose "**NOTIFICATIONS**"

The screenshot shows the Maersk user interface. At the top, there's a navigation bar with the Maersk logo and links for Prices, Book, Tracking, Schedules, Supply chain, and Manage. On the right, there's a user profile section with fields for Name (Diana Christina), Company, Customer ID, and Username (Diana.Christina@maersk.com). Below this, there's a list of options: Notifications (highlighted with a red box), Settings, and Change customer code.

STEP #2 - click "**CREATE NEW NOTIFICATION**" button,

The screenshot shows the Maersk Notifications page. At the top, there's a heading 'Notifications'. On the right, there's a button 'CREATE NEW NOTIFICATION' (highlighted with a red box). Below this, there's a filter and sort section: Filter: All notifications, Sort: Latest. Below that, there's a table with columns: Email address, Notification type, and Last Updated. The table shows one notification for diana.christina@maersk.com, with a notification type of 'Transport plan change: ETA, ETD, Vessel and voyage, Port and terminal' and a last updated date of '27 May 2020 02:14'.

Select ❶ **BILL OF LADING**

The screenshot shows the 'Create new notification' form. It has a heading 'Create new notification' and a sub-heading 'Notification type'. Below this, there's a text prompt: 'Select the type of notification you would like to receive.' There are three radio button options: 'Transport plan changes' (selected), 'Bill of lading' (highlighted with a red box), and 'Arrival notice'.

❷ **BILL OF LADING** → Select which document you want to get notified about (Draft BL/Verify Copy -or/and- Waybill -or/and- Original BL -or/and- Approved Copy) and adjust the filter based on the location.

❸ **TRANSPORT PLAN CHANGES** → Select which type of transport plan changes you would like to receive notifications for changing on Estimated Time to Arrival (ETA) -or/and- Estimated Time of Departure (ETD) -or/and- Vessel & Voyage -or/and- Port & Terminal. You can customized the frequency you want to receive email notification, & adjust the filter based on the location or roles.

❹ **ARRIVAL NOTICE** → adjust the filter based on the location & or roles.

Now you can "**SUBMIT**" after completing customize information as per requirement.

If your partner/colleagues do not have maersk.com account, you can register their email also to subscribe the notification & manage the subscription needs (Edit/Delete).

Website Feature Guidance

Click below button to find out more website feature guidance.

Simple Guidance



Illustrated Guidance



Should you have any concerns or questions, please do not hesitate to reach us:

E-MAIL

id.export@maersk.com for export enquiries,
id.import@maersk.com for import enquiries,
idsales.support@maersk.com for sales matters.

PHONE

+62 21 5093 9470

CHAT

click [here](#) for guideline

WEB PAGE

[Indonesia Local Information Page;](#)
[Global Information Page;](#)
[Simple Guideline, Complete Guideline](#)

We want to thank you for your business and look forward to continuously serving your global transportation needs.

Best Regards,
Maersk Indonesia