



## 1. SUBMIT SI

## New Interface How to Submit Shipping Instruction

Easily &amp; 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](http://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.)

## 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>
<b>1. Booked by party</b> <b>2. Price owner</b> <b>3. Switched shipper / Doc shipper / Shipper</b> <i>Based on priority. Example: If a Doc shipper &amp; Shipper is present then only Doc shipper can submit shipping instruction.</i> <b>4. Transport document receiver</b> <b>5. Outward Forwarder</b>	<i>The following shipment parties can perform this action.</i> <b>1. Price owner</b> <b>2. Transport document receiver</b> <b>3. Outward Forwarder</b>	<i>The following shipment parties can perform this action.</i> <b>1. Transport document receiver</b>

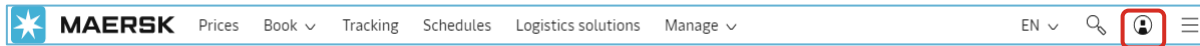


## Step-by-step guide To Submit Shipping Instruction via Website (*New Interface*)

### STEP #1

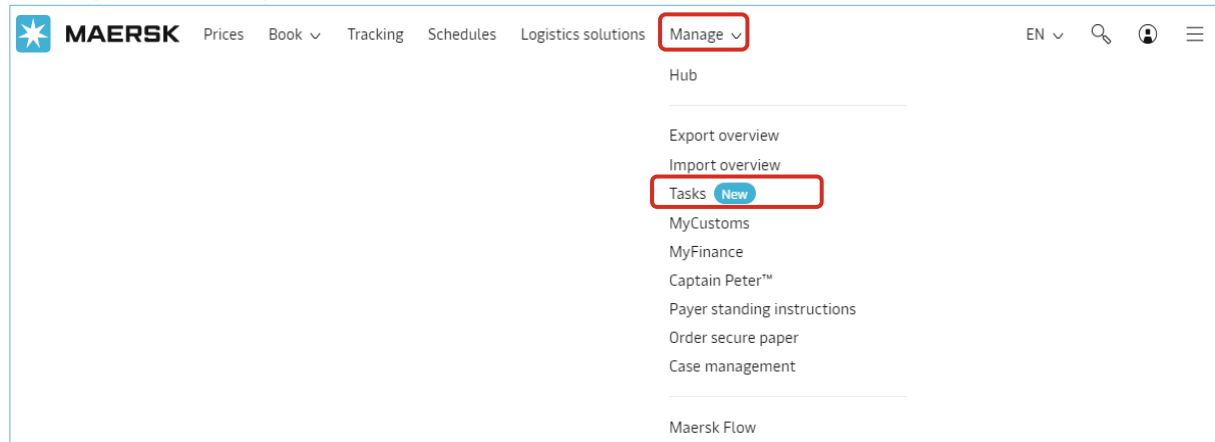
LOG IN to [www.Maersk.com](http://www.Maersk.com).

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



### STEP #2

After login, click “Manage” then “Tasks”



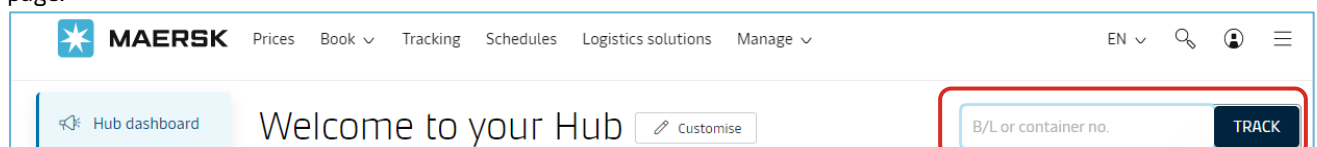
### STEP #3

Choose “Submit shipping instructions” to show the shipment with pending SI submission then click the link on particular shipment

## Tasks

Vessel departing in: <div>Next 7 days</div>		Task type: <div>All tasks</div>	Sort by: <div>Task due date</div>	
Bill of Lading	From	To	Tasks	Due date
				Local to departure port
<div>XXXXXXXX</div> <div>Booked by ref 2011888252</div>	<div>Kaisten, AG, CH</div> <div>Departing Antwerp, 01, BE 21 Feb</div>	<div>Jakarta, ID</div> <div>Arriving Jakarta, ID 27 Mar</div>	<div>Submit shipping instructions</div>	<div>17 Feb, 04:45</div>
<div>XXXXXXXX</div> <div>Booked by ref 71548242</div>	<div>Antwerp, 01, BE</div> <div>Departing Antwerp, 01, BE 21 Feb</div>	<div>Busan, KR</div> <div>Arriving Busan, KR 25 Apr</div>	<div>Submit shipping instructions</div>	<div>17 Feb, 04:45</div>

**OR,** Alternatively you can also search from Hub dashboard and **track the shipment number** on the right side of the page.





This will open the **Shipment details** page which shows all details of that particular shipment. Click **"Submit Shipping Instruction"** link. You also can view all task with the status and due date.

← [Back to shipment overview](#)

Shipment details [Go to old shipment details \(Shipment Binder\)](#)

[Upcoming features](#)

B/L number: XXXXXXXX Jakarta, ID Departs 14 Jul 2023 Barcelona, ES Arrives 13 Aug 2023 1 x 20 Dry (Without Batteries) Toys, games

Summary Documents Containers & VGM Parties Charges Log

All Tasks for B/L number: XXXXX

0 Due (in 12 hrs) 4 Pending (Due in 72 hrs) 0 Done

Tasks	Status/Date
1 Submit shipping instruction	Due by 12 Jul 2023, 09:00
1 Submit VGM	Due by 12 Jul 2023, 11:00
1 Pick empty container	Due by 12 Jul 2023, 17:00
1 Container gate in	Due by 13 Jul 2023, 00:00

3 tasks need your attention [New](#)

- 1 Submit shipping instruction by 12 Jul 2023, 09:00
- 1 Pick empty container by 12 Jul 2023, 17:00
- 1 Container gate in by 13 Jul 2023, 00:00

[View all tasks](#)

There will be button for **Split**, **Part** and **Combine** in the top of page and you can choose it according to your requirement

← [Exit Shipping Instructions](#)

Shipment: 229069497 Split, part & combine

From Indonesia 14 Jul 2023 To United States 30 Aug 2023

Split, part load & combine

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

229069497 Submit SI

1/4	TBC	✓
2/4	TBC	✓
3/4	TBC	✓
4/4	TBC	✓

Combine shipments

Enter shipment number Search shipment Clear



## STEP #4a – DOCUMENT

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

BoL: ~~XXXXXXXXXX~~

Document

Parties

Payers

Cargo and VGM

Review

### Documents

Transport Document Receiver

PT D ~~XXXXXXXXXX~~ A (JKT)  
\*\*\*\*\*177

Change

Company name and Address  
PT ~~XXXXXXXXXX~~ R 2  
JAKARTA  
12920  
Indonesia

The logged in party will be assigned as the **Transport Document Receiver** by default if it was previously not assigned. Choose account that can issue the document (VC/SWB/OBL). A party can be searched by name & location or customer code by clicking CHANGE link.

Document Type

Waybill Bill of Lading

☐ Shipped on Board

☐ Received for Shipment

**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

PEB reference number ?

**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

Are the shipper and/or consignee on the bill a freight forwarder?

☒ Yes

☐ No

Is the House Bill of Lading (HBL) to be created by Maersk?

☐ Yes Please see House Bill of Lading Management

☒ No

**Freight Forwarder Confirmation** to notify carrier if there will be House BL or not

^ Vessel and Location Aliases on B/L

Vessel

☒ ROSA(LR) / 327N (First Load Port)

☐ MAERSK SALALAH(DK) / 329W (Second Load Port)

**VESSEL & PORT ALIAS (optional)**

- Choose vessel that will be appeared on BL
- Click the dropdown and choose the required port name

Location Aliases

Load Port

Jakarta

Port of Discharge

Norfolk

Place of Delivery

Richmond

Departing

14 Jul 2023 07:00

Arriving

24 Aug 2023 19:00

Appointment

30 Aug 2023 08:00

Classification: Public



## 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

Applicable free time n days detention n days demurrage at (port of discharge / place of delivery)

Applicable free time n days detention at (port of discharge / place of delivery)

Applicable free time 6 days demurrage at (port of discharge / place of delivery)

Click **Yes** if you want to put freetime information on BL description.  
You also can choose the freetime days that will be written on BL.

### Agent details on BL

Do you want Maersk agent details at destination to be printed on BL

No

Yes

#### To be printed on BL:

AGENT AT DESTINATION:  
Maersk Charlotte Customer Resource Center  
9300 Arrowpoint Blvd  
Charlotte NC  
USA 28273  
Phone{+}1 (800) 321 8807

Click **Yes** if you want to put agent of destination information on BL description.

### 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 Richmond to is arranged by Merchant for account and risk of Merchant.

Click **Yes** if you want to put in transit clause on BL description.

### Transshipment

Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.

No

Yes

Standard clause will be shown:

INTENDED VESSEL : MAERSK SALALAH(DK) Voyage. 329W Subject to change with OR without prior notice.

Click **Yes** if you want to put intended vessel on BL description.

## Request Certificates

To cover the requirement of the Letter of Credit, you can select one or more of the following standard certificates. Full details of each certificate can be found in the PDF sample.

Vessel

Download Sample PDF



Correct vessel name



**REQUEST CERTIFICATE (Optional) – in 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.

### Letter of Credit Number

Your reference goes here...

Save Draft

Save & Continue →

Once all done, click  
SAVE & CONTINUE

## STEP #4b – PARTIES (Mandatory parties: 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

BoL: 228493610 Document **Parties** Payers Cargo and VGM Review

### Parties

Shipper	Consignee	First Notify Party
<b>PT S...</b> <a href="#">Change</a> Company name and Address Printed on B/L - Edit References Edit	<b>C...</b> <a href="#">Change</a> <a href="#">Set as "To Order"</a> Company name and Address Printed on B/L - Edit References Edit	<b>HELMANN WORLDWIDE LOGISTICS LTD</b> <a href="#">Change</a> <a href="#">Remove</a> Company name and Address Printed on B/L - Edit References Edit

**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.

Additional Parties (optional)

Shipment References - party specific

Tax reference - Indonesia 010713584057000

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.

Document Parties **Payers** Cargo and VGM Review

☐ 0 Charges Selected

Charge Types	Payment Terms	Payer details and Invoice Reference
<b>FREIGHT</b>		
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect	PT INDO... b047C <a href="#">Change</a> <a href="#">Remove</a> Invoice Reference: <a href="#">Add</a>
<input type="checkbox"/> Low Sulphur Surcharge	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ <a href="#">Assign a Payer</a>
<b>DESTINATION</b>		
<input type="checkbox"/> Documentation fee - Destination	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ <a href="#">Assign a Payer</a>
<input type="checkbox"/> Terminal Handling Service - Destination	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ <a href="#">Assign a Payer</a>

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.

Submit [Payer Standing Instruction](#) to facilitate application of payer for future shipment.

Invoice Reference:

Add Invoice Reference

Example: 30032146587, 1234567

Once all done, click  
**SAVE & CONTINUE**



STEP #4d – CARGO & VGM

BoL: 228393539

Document

Parties

Payers

Cargo and VGM

Review

## Cargo details

For multiple containers, you can add details using Excel template

We recommend using upload functionality to quickly add details for multiple containers

Download Excel template

Upload Excel

Provide descriptions for each type of goods in the shipment

Booked commodity: (Without Batteries) Electronics, electronic appliances, audio, video equipment, telecommunication equipment, new

Kind of packages

6 digit HS Code

1

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...

Fill details needed for ALL Containers

- Fill Marks and Numbers if necessary
- Add multiple description
- Give container details (weight, VGM, seal, etc)

Enter a name for your template

CREATE TEMPLATE

OPEN TEMPLATES

Add Marks and Numbers

Add another description for this shipment

Copy these details to another description

### Give container details, VGM and seals

Container Details

Seals and Additional Details

	Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	Tare wt. (kg)	VGM (kg)	VGM method
1/2	MSKU1199865	1	8067.000		3880	14667.000000	Select VGM method
2/2	CAIU9320590	1	8067.000		3830	13880	Weight of cargo added to coht:

Shippers seal

Carrier seal

Customs seal

Vet seal

ID0353496

ID0353484

Save Draft

Save & Continue →

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

Once all done, click  
SAVE & CONTINUE

Check all input before submit Shipping Instruction and missing details

1. Document step
  - *Document type*
  - *Mandatory shipment references*
2. Party step
  - *Shipper*
  - *Consignee*
  - *Mandatory shipment references*
3. Payer step
  - *Payment term selected for all charges*
  - *Payer present if payment term is prepaid*
4. Cargo & VGM step
  - *Container number*
  - *No. of packages*
  - *Kind of packages*
  - *Cargo weight*
  - *Cargo description*
  - *HS code*

Once all done, click send shipping instructions for submission



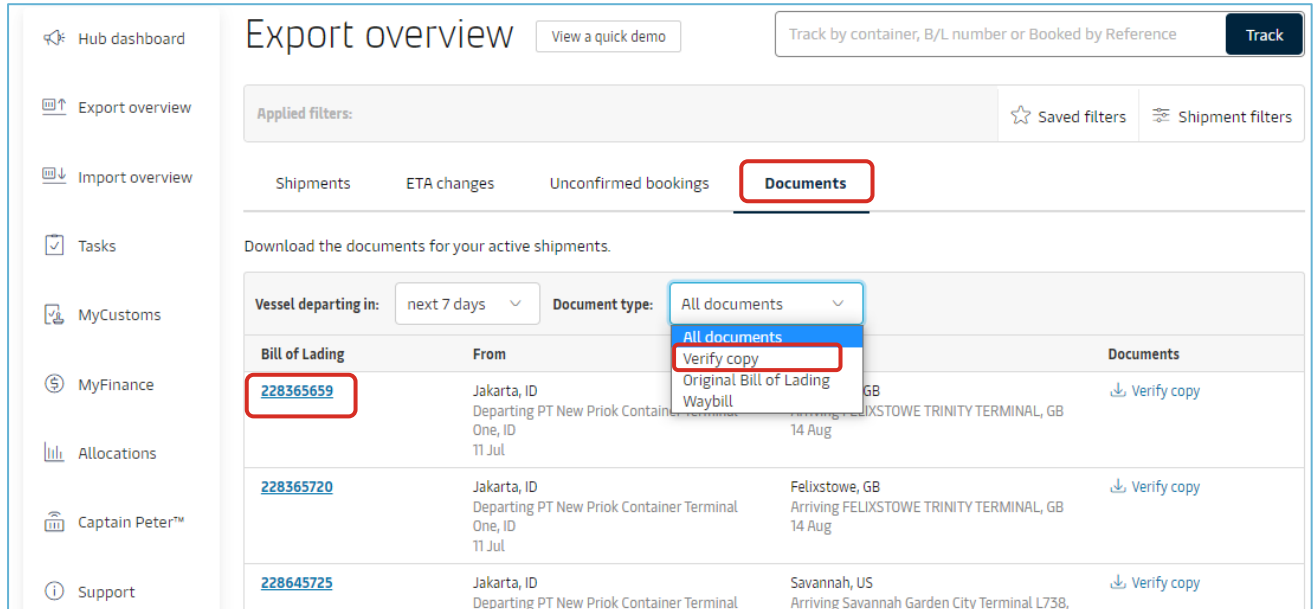
**2. AMEND SI**

## How to Amend Shipping Instruction via [www.Maersk.com](https://www.Maersk.com)

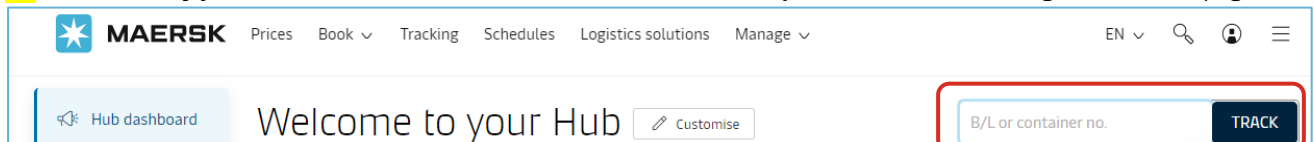
Easily, Seamlessly

**STEP #1.** After login, go back to **"Manage"** – **"Export Overview"**

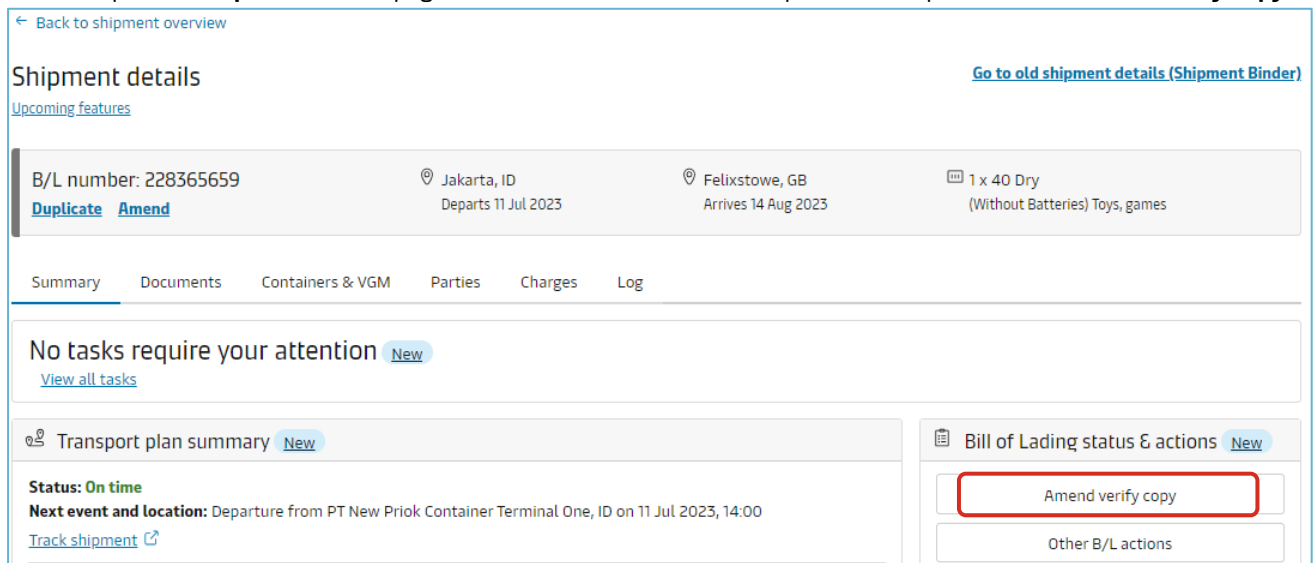
**STEP #2.** Click **"Documents"** and select **"Verify Copy"** on Document Type then choose the shipment that want to be amended



**OR,** Alternatively you can search from Hub dashboard and **track the shipment number** on the right side of the page.



This will open the **Shipment details** page which shows all details of that particular shipment. Click **"Amend Verify Copy"**.



You can proceed as per Submit Shipping Instruction step.

**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**



3. DOWNLOAD

How to Download Final Transport Document via [www.Maersk.com](http://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](http://www.Maersk.com), and forward them to relevant parties.

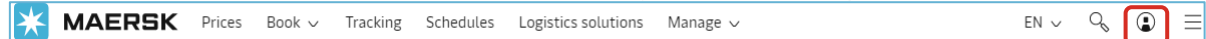
Step-by-step guide

To Print your Final Transport Documents  
via Website

STEP #1

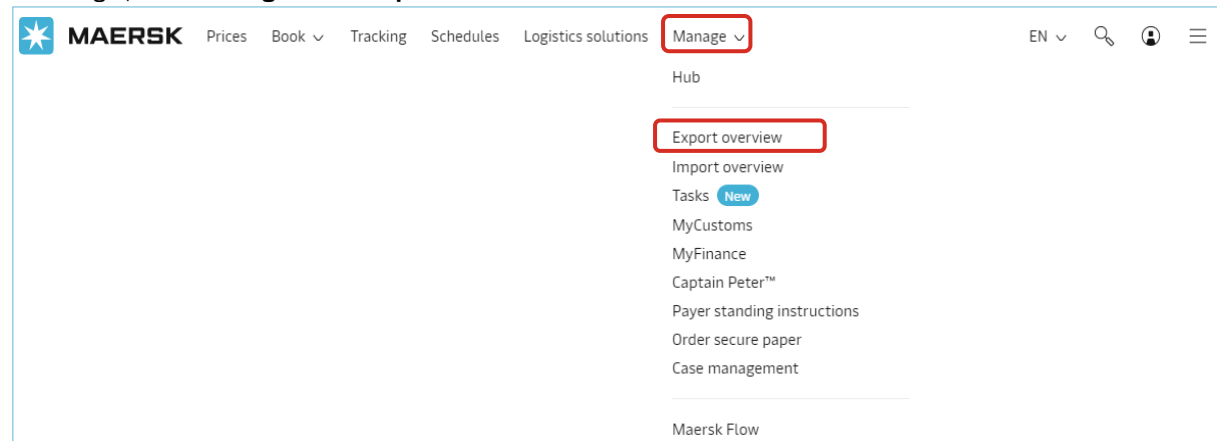
LOG IN to [www.Maersk.com](http://www.Maersk.com).

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



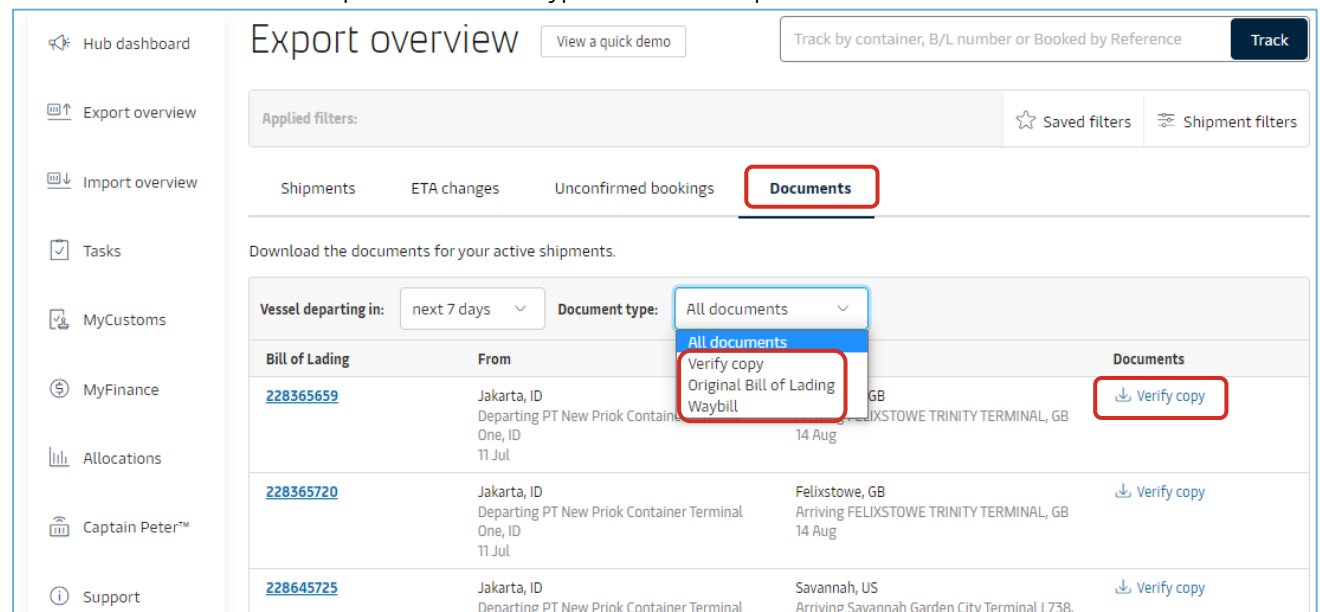
STEP #2

After login, click "Manage" then "Export Overview"



STEP #3

Click "Documents" and select specific Document Type to show the shipment's document that available to be downloaded.





OR, Alternatively you can search from Hub dashboard and **track the shipment number** on the right side of the page.

This will open the **Shipment details** page which shows all details of that particular shipment. Click "**Documents**" tab.

--- If the button is greyed out & can't be clicked, you can put your cursor and see the warning message appear.

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.

## First time To Print Original bill of Lading?

Get **benefits** by using **Web Bill of Lading (BL) Printing 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 **Web Bill of Lading (BL) Printing** section.

## Website Feature Guidance

Click below button to find out more website feature guidance.

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

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

Best Regards,  
[Maersk Indonesia](#)