



How to Part Of, Split, Combine Shipping Instruction via www.Maersk.com

Easily & seamlessly

Dear Valued Customer,

We at Maersk constantly strive to improve our service to our customers. You can do the Part Of, Split or Combine your Shipping Instruction directly from website.

	Part Of	Split	Combine
<i>enable you to have</i>	multiple Transport Documents / Bill of Lading under one container	multiple Transport Documents / Bill of Lading, by splitting some containers with another containers.	combine multiple shipments into one Bill of Lading.
<i>#Container involved</i>	1	> 1	> 1
<i>during</i>	First SI submission	First SI submission	SI submit & amendment

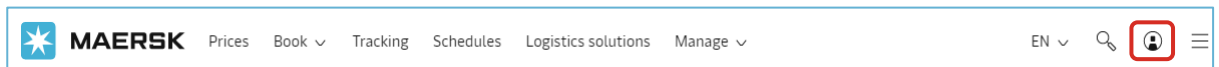
Proceed your Shipping Instruction online – easily and seamlessly, before the [Submission Deadline](#). Once your shipment has been loaded and the vessel has departed, the Final Transport documents will be issued.

Step-by-step guide

Start Submit / Amend Shipping Instruction

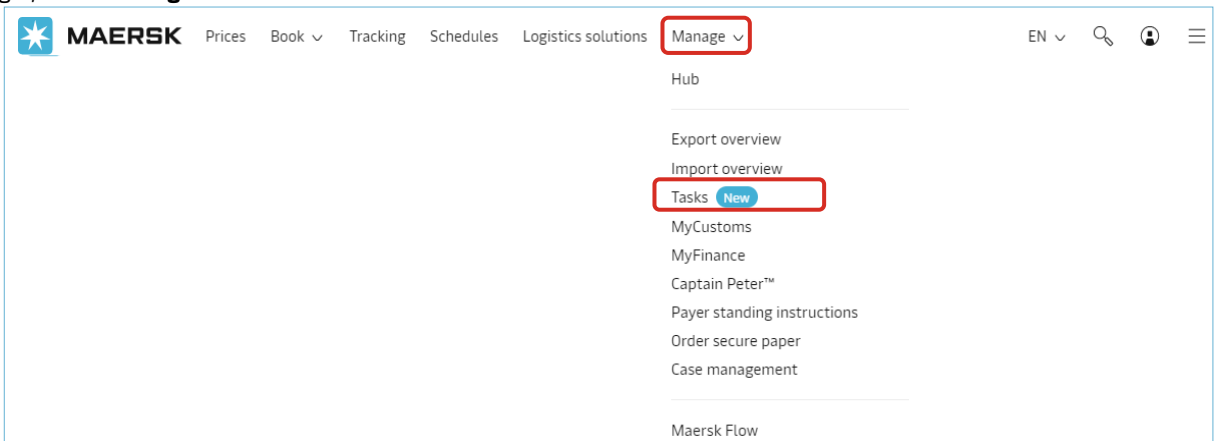
STEP #1. LOG IN to www.Maersk.com.

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



STEP #2.

After login, click "Manage" then "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: Next 7 days		Task type: All tasks		Sort by: Task due date	
Bill of Lading	From	To	Tasks	Due date Local to departure port	
XXXXXX Booked by ref 2011888252	Kaisten, AG, CH Departing Antwerp, 01, BE 21 Feb	Jakarta, ID Arriving Jakarta, ID 27 Mar	Submit shipping instructions	17 Feb, 04:45	
XXXXXX Booked by ref 71548242	Antwerp, 01, BE Departing Antwerp, 01, BE 21 Feb	Busan, KR Arriving Busan, KR 25 Apr	Submit shipping instructions	17 Feb, 04:45	

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

MAERSK Prices Book Tracking Schedules Logistics solutions Manage

EN

Hub dashboard Welcome to your Hub Customise

B/L or container no. **TRACK**

This will open **Shipment Details** page which shows all details of that particular shipment.

[← Back to shipment overview](#)

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

[Upcoming features](#)

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

Summary Documents Containers & VGM Parties Charges Log

3 tasks need your attention [New](#)

[Submit shipping instruction](#) by 12 Jul 2023, 09:00
Pick empty container by 12 Jul 2023, 17:00
Container gate in by 13 Jul 2023, 00:00
[View all tasks](#)

Click **"SUBMIT SHIPPING INSTRUCTION"**
OR "AMEND VERIFY COPY" button.
If the button is greyed out & can't be clicked, you can hover your cursor there & see the warning message appear.

Transport plan summary [New](#)

Status: **On time**
Next event and location: Departure from PT New Priok Container Terminal One, ID on 11 Jul 2023, 14:00
[Track shipment](#)

Bill of Lading status & actions [New](#)

[Amend verify copy](#)
Other B/L actions



Access Shipping Instruction

Only limited number of shipment parties have ability to proceed Shipping Instruction.

SUBMIT - Shipping Instruction	AMEND - Verify Copy	AMEND - Bill of Lading
The following shipment parties can submit shipping instructions:	Allows user to amend shipping instruction once the verify copy is ready. This action will result in a new version of the verify copy.	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.
1. Booked by party 2. Price owner 3. Switched shipper / Doc shipper / Shipper Based on priority. Example: If a Doc shipper & Shipper is present then only Doc shipper can submit shipping instruction. 4. Transport document receiver 5. Outward Forwarder	The following shipment parties can perform this action. 1. Price owner 2. Transport document receiver 3. Outward Forwarder	The following shipment parties can perform this action. 1. Transport document receiver

NEW INTERFACE

1. In the SI submission page, select the **"Split, part & combine"** button to proceed with split SI request.

2. To proceed with the request, select either of the buttons based on your SI requirement:

SPLIT BOOKING

1. Upon selecting the '**Split**' button, the master BL number will be the first BL number shown



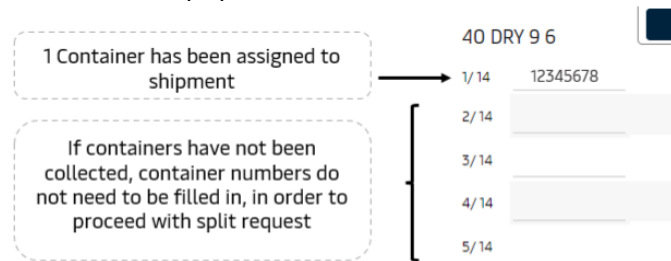
40 DRY 9 6

1/1

12345678

Submit SI

2. Based on the number of containers booked for the shipment, there will be the respective number of fields for each container. If containers have already been assigned to the shipment, the container numbers will be automatically updated in the fields.



1 Container has been assigned to shipment

40 DRY 9 6

1/14 12345678

2/14

3/14

4/14

5/14

If containers have not been collected, container numbers do not need to be filled in, in order to proceed with split request

3. If containers have not been collected yet, keying in of container numbers are not required.



If container number is not known, please leave the field as blank.

If invalid container number is used, error message will be shown.

40 DRY 9 6

1/5

2/5

12345678

Submit SI

TEMP00001

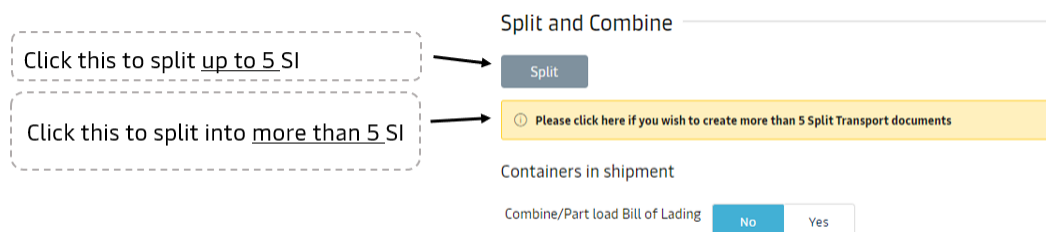
Submit SI

TEMP00002

Submit SI

This field cannot be empty

4. To request to split the SI into multiple SI, click on the '**Split**' button again. SI can only be split if there are multiple containers booked for the shipment. The SI page allows split SI of up to five split BLs, however if more than five splits are required, the request will be processed in the old SI page.



Split and Combine

Click this to split up to 5 SI

Click this to split into more than 5 SI

Split

Please click here if you wish to create more than 5 Split Transport documents

Containers in shipment

Combine/Part load Bill of Lading

No Yes

5. Proceed with selecting which containers should be assigned to the same split SI. If there are no known container numbers yet, simply assign each horizontal row (1 row represents 1 unique container) to the respective split SI.

Temporary SI number assigned to split SI; actual BL number will be generated when Verify Copy is produced

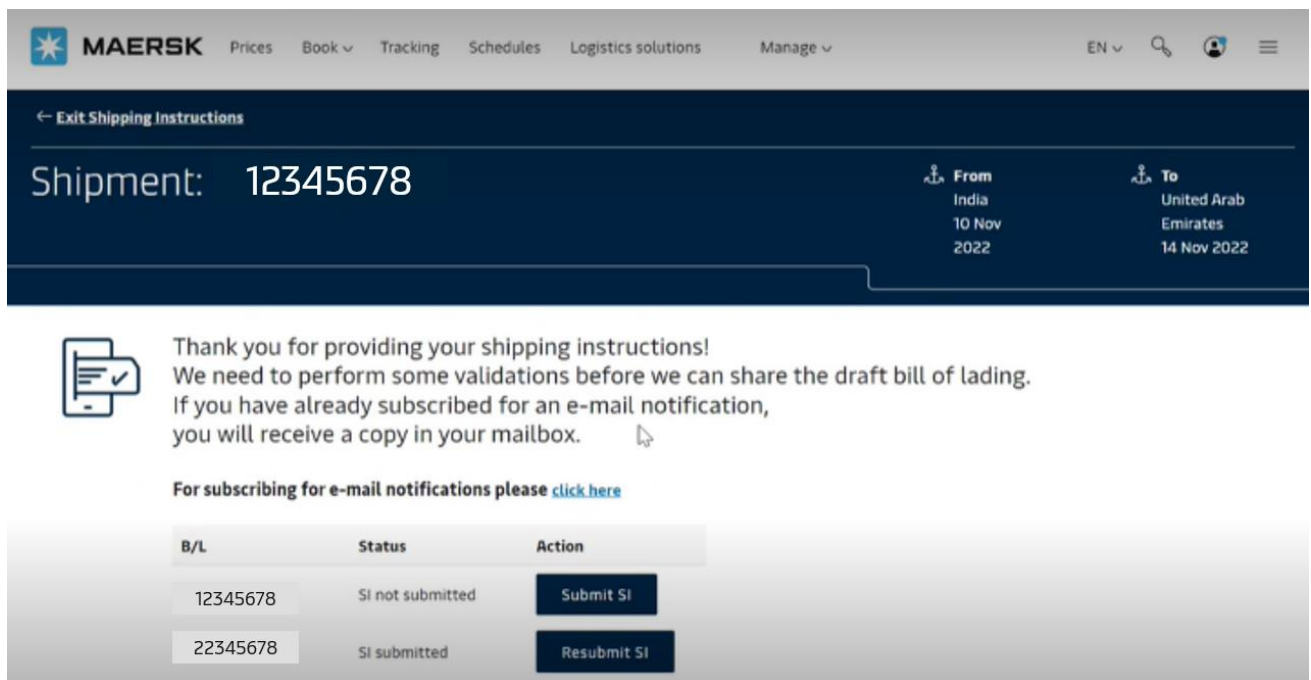
40 DRY 9 6

	12345678	TEMP00001	TEMP00002	TEMP00003
1/14 MSKU1234567	Submit SI	Submit SI	Submit SI	Submit SI
2/14	↓ ●	↓ ○	↓ ○	↓ ○
3/14	↓ ○	↓ ●	↓ ○	↓ ○
4/14	↓ ○	↓ ○	↓ ●	↓ ○
5/14	↓ ○	↓ ○	↓ ○	↓ ●

Select number of containers to be assigned within each split SI

Kindly note an actual BL number will only be given once the Verify Copy is processed within Maersk's backend systems. The BL number will be auto-generated, thus cannot be customized by customers (till further notice). For each split SI shown in this page, SI numbers starting with "TEMP0001" are only temporary numbers.

- Once the first SI has been submitted, the confirmation page will show the remaining pending SI, indicating "**Submit SI**", while the previously submitted SI can be "**Resubmit**" as well.



← Exit Shipping Instructions

Shipment: 12345678

From India 10 Nov 2022 To United Arab Emirates 14 Nov 2022

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.

For subscribing for e-mail notifications please [click here](#)

B/L	Status	Action
12345678	SI not submitted	Submit SI
22345678	SI submitted	Resubmit SI



MAERSK

**Customer
Advisory**

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.

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

Best Regards,
[Maersk Indonesia](#)