



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

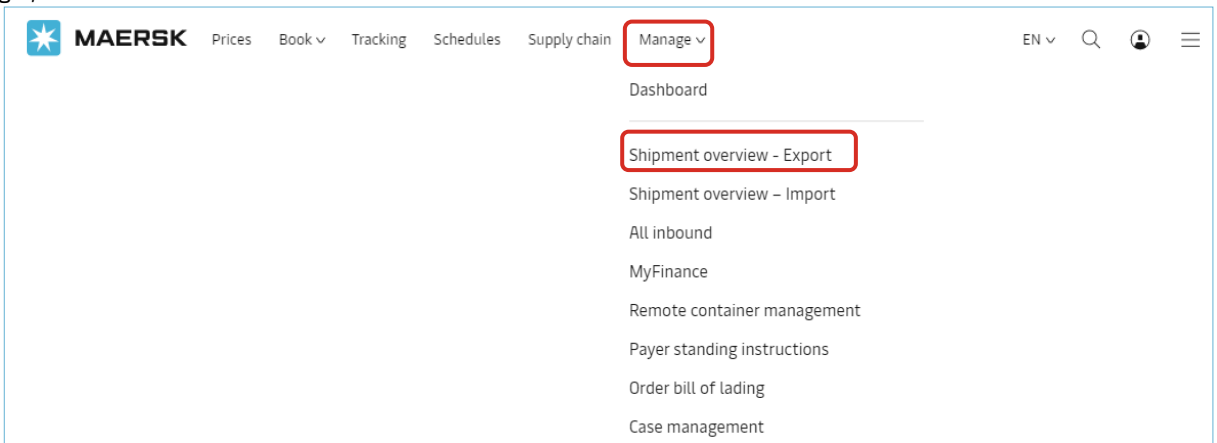
STEP #1. LOG IN to www.Maersk.com.

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

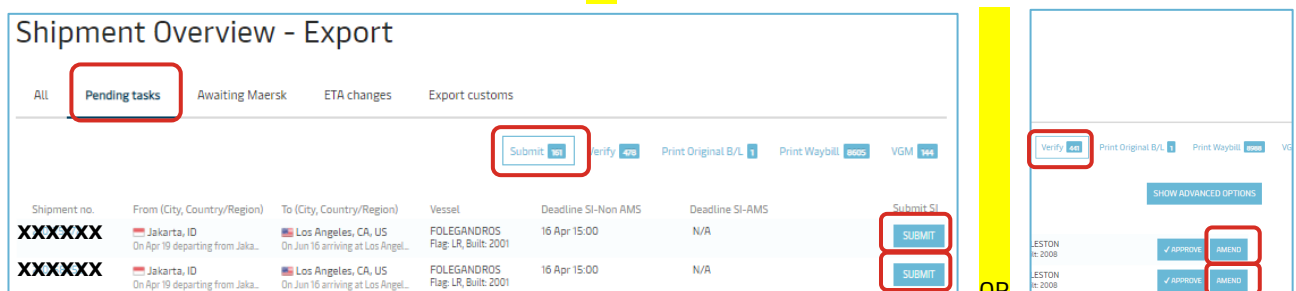


STEP #2

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



STEP #3. Click **"PENDING TASKS"**. Select **"SUBMIT"** OR **"VERIFY"**.





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

Shipment Overview - Export

All Pending tasks Awaiting Maersk ETA changes Export customs

Shipment, B/L, Container no. **SEARCH** 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 2x 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 1x 40ft Dry
XXXXX	Jakarta, ID	Conklin, NY, US	ALS JUPITER Flag: SG, Built: 2010		Footwear, new, apparel in 1x 40ft Dry

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

Shipment Binder XXXXXXXX

Departing on 19 Apr 2021 Jakarta, ID Arriving on 16 Jun 2021 Los Angeles, CA, US Footwear, new, apparel 3 containers

Overview Documents Containers Pricing Log Additional 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: XXXXXXXX (local time)
Contract ID: XXXX
Price Calculation Date: 19 Apr 2021
Product Type:
Booked By Reference:
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

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

Waybill XXXXXXXX
Your verify copy is ready for approval
[View Verify Copy](#)
09 Apr 2021 17:55 (local time)
APPROVE VERIFY COPY **AMEND VERIFY COPY**

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.

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.
<ol style="list-style-type: none"> Booked by party Price owner Switched shipper / Doc shipper / Shipper Based on priority. Example: If a Doc shipper & Shipper is present then only Doc shipper can submit shipping instruction. Transport document receiver Outward Forwarder 	<p>The following shipment parties can perform this action.</p> <ol style="list-style-type: none"> Price owner Transport document receiver Outward Forwarder 	<p>The following shipment parties can perform this action.</p> <ol style="list-style-type: none"> Transport document receiver

Step-by-step guide

To Part Of Shipping Instruction

via Website

1. PART OF SI

Part Of will enable you to have multiple Transport Document under one (1) container.


Available for first submission only.

Shipping Instructions for Shipment no. **XXXXXXXX**

1 Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review — NEXT

Document Properties


Document Type: Waybill - Shipped on Board


Issue Bill of Lading to: **PT LOGISTICS 411** 


PT / NO / RDT / 129


Will be the TDR


Advanced options (Optional)

Request Certificate(s) 

Request Alternate Spelling of Locations 

Additional References 

Request Multiple Bills Of Lading 

Combine multiple shipments into one bill of lading 

In the first stage (DOCUMENT PROPERTIES), click **REQUEST MULTIPLE BILLS OF LADING**

REQUEST MULTIPLE BL

- It will show you 1 container to be PART OF
- Click **YES** if indeed *You Need More Bill of Ladings for that container (Part of)*

Request Multiple Bills Of Lading 

(1) 20 DRY 8'6"

Do you need more bill of ladings for this container? ☒ Yes ☐ No

COMPLETE ALL STAGE

Shipping Instructions for Shipment no. 210216404


1 Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review — SUBMIT AND ADD ANOTHER SI

1 Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review

This is a preview of your transport document

Please review it and go back to correct any misinformation

By clicking Submit, you agree to the "Shipping Instructions Terms".

 MAERSK	Document Type Waybill - Shipped on Board	SCAC MAEU
Shipper GCSB BOOKED BY PAKHUS D, 2ND FLOOR 21, DAMPFÆRGEVEJ COPENHAGEN OE 2100 DK	Booking no: 210216404	B/L No. 210216404
	Export Reference	Svc Contract

Send a copy of the details to below email.
You will not receive copy of email on removing email id.

Diana.Christina@maersk.com

SUBMIT FINAL SI

SAVE

PREVIOUS

Click SUBMIT AND ADD ANOTHER SI

- Click to submit 1st Shipping Instruction
- You will redirect again to the beginning Stage to repeat the steps for the next (2nd) Shipping Instruction

You will redirect again to the beginning Stage to repeat the steps for the next (2nd) Shipping Instruction

Shipping Instructions for Shipment no. 210175472

1 Document Properties 2 Cargo Details 3 Parties 4 Payment Details 5 Review **NEXT**

REQUEST MULTIPLE BL

There will be information for **NUMBER OF TPDOS SUBMITTED FOR THIS CONTAINER: X**

Request Multiple Bills Of Lading

(1) 20 DRY 8'6

No of TPDOS submitted for this container: 1

Click **NEXT**

Shipping Instructions for Shipment no. 210216404

COMPLETE ALL STAGE

Click

- **SUBMIT AND ADD ANOTHER SI** → to create another TPDOS / PART OF **OR**
- **SUBMIT FINAL SI** → submit the last TPDOS / PART OF

1 Document Properties 2 Cargo Details 3 Parties 4 Payment Details 5 Review **SUBMIT AND ADD ANOTHER SI** **SUBMIT FINAL SI** **SAVE** **PREVIOUS**

This is a preview of your transport document

Please review it and go back to correct any misinformation

By clicking Submit, you agree to the "Shipping Instructions Terms".



Shipper
GCCS BOOKED BY
PAKHUS D, 2ND FLOOR

Document Type
Waybill - Shipped on Board
Booking no:
210216404

SCAC
MAEU
B/L No.
210216404

Send a copy of the details to below email.
You will not receive copy of email on removing email id.

Diana.Christina@maersk.com

You will get confirmation your SI SUBMITTED

Shipping instructions submitted

Submitted by PT MAWAR JUARA LOGISTICS INDONESIA on 08 Mar 2021 16:33 (local time)

Shipping instructions submitted

Go back to SHIPMENT BINDER

4 back to overview Shipment Binder **XXXXXX** Departing on 19 Apr 2021 Jakarta, ID Arriving on 16 Jun 2021 Los Angeles, CA, US Footwear, new, apparel 3 containers

Overview Documents Containers Pricing Log Additional 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

Shipment no. **XXXXXX**

Booked by **XXXXXX** on 19 Apr 2021 10:13 (local time)

Contract ID 147233649

Price Calculation Date 19 Apr 2021

Product Type

Booked By Reference

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

Actions

Duplicate Booking

Amend Booking

Cancel Booking

Submit VGM

Import Delivery Order

B/L Release

You can see information

- **YOUR VERIFY COPY BEING PROCESSED** → 8 hours for 1st draft / Verify Copy issuance
- **TRANSPORT DOCUMENT LINKED XXXXXXXX** → the other TPDOS / PART OF

Waybill 210216404

Shipping instructions submitted on 29 Apr 2021 08:18 (local time).

Your Verify Copy is being processed and will be available soon

APPROVE VERIFY COPY AMEND VERIFY COPY

RE-SUBMIT SHIPPING INSTRUCTIONS

Transport Documents Linked: 210477351

All Pending tasks **Awaiting Maersk** ETA changes Export customs

Filter by: Unconfirmed Bookings Verify Copy Bill Of Lading Waybill Verify Copy Amendment

Also if you check **AWAITING MAERSK - VERIFY COPY**, you can see those TPDOS' 1st draft / Verify Copy are being processed

B/L no.
210216404
210477351

From (City, Country/Region)
Bremerhaven, HB, DE
On Apr 17 departing from Bremerhaven, HB...

Bremerhaven, HB, DE
On Apr 17 departing from Bremerhaven, HB...

To (City, Country/Region)
Hong Kong, HK
On May 19 arriving at Hong Kong, HK

Hong Kong, HK
On May 19 arriving at Hong Kong, HK

Vessel
MSC AURORA
Flag: PA, Built: 2012

MSC AURORA
Flag: PA, Built: 2012

Verify copy being prepared...
Expected shortly

Verify copy being prepared...
Expected shortly

Step-by-step guide

To Split Shipping Instruction

via Website

Split will enable you to have multiple Transport Document by splitting some containers with another containers.

Available for first submission only.

Shipping Instructions for Shipment no. 210175472

1 Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review — NEXT

Document Properties

Document Type: Waybill - Shipped on Board

Issue Bill of Lading to: PT MAERSK LOGISTICS 41K [star icon]

Will be the TDR

Advanced options (Optional)

Request Certificate(s) [icon]

Request Alternate Spelling of Locations [icon]

Additional References [icon]

Request Multiple Bills Of Lading [icon]

Combine multiple shipments into one bill of lading [icon]

In the first stage (DOCUMENT PROPERTIES), click **REQUEST MULTIPLE BILLS OF LADING**

REQUEST MULTIPLE BL

- It will show you the containers that can be splitted
- Tick the container you want to SUBMIT the SI first
- If you select only one container Click **NO** to avoid PART OF

Request Multiple Bills Of Lading [icon]

Select containers to create Shipping Instructions for:

☒ HASU1279128 20 DRY 8'6" ☒ SUDU1762062 20 DRY 8'6" ☐ MSKU4599612 45 DRY 9'6" ☐ MRKU0776317 40 DRY 8'6"

☐ PONU1736877 40 DRY 8'6"

Do you need more bill of ladings for this container? ☐ Yes ☒ No

COMPLETE ALL STAGE

Shipping Instructions for Shipment no. 210512073

1 Document Properties — 2 Cargo Details — 3 Parties — 4 Payment Details — 5 Review — SUBMIT — SAVE — PREVIOUS

This is a preview of your transport document

Please review it and go back to correct any misinformation

By clicking Submit, you agree to the "Shipping Instructions Terms".

MAERSK

Document Type: Waybill - Shipped on Board

SCAC: MAEU

Shipper: [blank]

Booking no: [blank]

B/L No: [blank]

Send a copy of the details to below email. You will not receive copy of email on removing email id.

Diana.Christina@maersk.com

You will get confirmation
your SI SUBMITTED

Shipping instructions submitted

Submitted by PT MAWAR JUARA LOGISTICS INDONESIA on 08 Mar 2021 16:33 (local time)

Shipping instructions submitted

[Go back to SHIPMENT BINDER](#)

← back to overview

Shipment Binder **XXXXXX**

Departing on 19 Apr 2021
Jakarta, ID

Arriving on 16 Jun 2021
Los Angeles, CA, US

Footwear, new, apparel
3 containers

Overview Documents Containers Pricing Log Additional services

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

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

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

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

View detailed transport plan

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

Shipment no. **XXXXXX**
Booked by **XXXXXX** 19/13 (local time)
Contract ID 147233649
Price Calculation Date 19 Apr 2021
Product Type
Booked By Reference
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

Actions

- Duplicate Booking
- Amend Booking
- Cancel Booking**
- Submit VGM
- Import Delivery Order
- B/L Release

You can see information

- **You have not completed SI for all containers**
→ Click **SUBMIT SI** button
- **TRANSPORT DOCUMENT LINKED XXXXXXXX**
→ the other TPDOC number that been

Shipping instructions

You have not completed shipping instructions for all container(s)

SUBMIT SHIPPING INSTRUCTIONS

Transport Documents Linked: 210514792

You will redirect again to the beginning Stage to repeat the steps for the next (2nd) Shipping Instruction

Shipping Instructions for Shipment no. 210175472

1 Document Properties 2 Cargo Details 3 Parties 4 Payment Details 5 Review **NEXT**

Request Multiple Bills Of Lading

Select containers to create Shipping Instructions for:

☒ MSKU4599612 45 DRY 9'6 ☐ MRKU0776317 40 DRY 8'6 ☐ PONU1736877 40 DRY 8'6

Do you need more bill of lading for this container? ☐ Yes ☒ No

Containers with SI already submitted

HASU1279128 20 DRY 8'6 SUDU1762062 20 DRY 8'6

REQUEST MULTIPLE BL

There will be information for **CONTAINERS WITH SI ALREADY SUBMITTED.**

REQUEST MULTIPLE BL

- Tick the **next container** you want to SUBMIT the SI
- If you select only one container Click **NO** to avoid PART OF

Click **NEXT**

Shipping Instructions for Shipment no. 210512073

COMPLETE ALL STAGE

1 Document Properties 2 Cargo Details 3 Parties 4 Payment Details 5 Review **SUBMIT**

SAVE

PREVIOUS

This is a preview of your transport document

Please review it and go back to correct any misinformation

SUBMIT all containers' Shipping Instruction

Shipping instructions

You have not completed shipping instructions for all container(s)

SUBMIT SHIPPING INSTRUCTIONS

Transport Documents Linked: 210514792, 210514970

Waybill 210512073

Shipping Instructions submitted on 30 Apr 2021 15:50 (local time).
Your Verify Copy is being processed and will be available soon

APPROVE VERIFY COPY

AMEND VERIFY COPY

RE-SUBMIT SHIPPING INSTRUCTIONS

Transport Documents Linked: 210514792, 210514970

Step-by-step guide

To Combine Shipping Instruction

via Website

Combine will enable you to combine multiple shipments into one Bill of Lading.


Available for first submission & amendment.

Shipping Instructions for Shipment no. 210175472


1 Document Properties 2 Cargo Details 3 Parties 4 Payment Details 5 Review NEXT


Document Properties


Document Type: Waybill - Shipped on Board


Issue Bill of Lading to:  **Will be the TDR**


Advanced options (Optional)

Request Certificate(s) 

Request Alternate Spelling of Locations 

Additional References 

Request Multiple Bills Of Lading 

Combine multiple shipments into one bill of lading 

In the first stage (DOCUMENT PROPERTIES), click **COMBINE MULTIPLE SHIPMENTS INTO ONE BILL OF LADING**

COMBINE MULTIPLE SHIPMENTS INTO 1 BL

- Input the shipment number (same destination & origin)
- Click **ADD**

Combine multiple shipments into one bill of lading 


210512737

ADD

If you need more shipment to be combine,

- Input the shipment number again
- Click **ADD** again

Combine multiple shipments into one bill of lading 

 Shipment 210512766 successfully added to the list.

Shipment no: 210512737 (1 containers) 

Shipment no: 210512766 (2 containers) 

DELETE. If you cancel to add.

ADD

CARGO DETAILS stage.

All containers of the intended combine, will be there & ready to be completed

Document Properties
Cargo Details
Parties
Payment Details
Review

NEXT
PREVIOUS
Upload piece count details

Cargo Details

Container List HASU1279128 20ft Dry Add a container seal	No. of packages 288 Kind of packages CARTON Cargo Weight (kg) 1000 Tare Weight (kg) 2020 VGM (kg) 3020 Volume (m³) VGM Method Weight of cargo added to ...
HASU1279128 20ft Dry Add a container seal	No. of packages 460 Kind of packages CARTON Cargo Weight (kg) 345 Tare Weight (kg) 2020 VGM (kg) Volume (m³) VGM Method Please specify...
MRKU0776317 40ft Dry Add a container seal	No. of packages 1 Kind of packages boc Cargo Weight (kg) 5000 Tare Weight (kg) 4004 VGM (kg) 10 Volume (m³) VGM Method Please specify...
MSKU4699812 45ft High Cube Dry Add a container seal	No. of packages 12 Kind of packages sd Cargo Weight (kg) 3455 Tare Weight (kg) 4780 VGM (kg) Volume (m³) VGM Method Please specify...
SUOU1762062 20ft Dry Add a container seal	No. of packages 460 Kind of packages CARTON Cargo Weight (kg) 5000 Tare Weight (kg) 2020 VGM (kg) 5499 Volume (m³) VGM Method Weight of cargo added to ...

COMPLETE ALL STAGE

At the REVIEW STAGE, you can see all the combined bookings

Document Properties
Cargo Details
Parties
Payment Details
Review

SUBMIT
PREVIOUS
Send a copy of the details to below email. You will not receive copy of email on removing email id.
Diana.Christina@maersk.com

This is a preview of your transport document
Please review it and go back to correct any misinformation
By clicking Submit, you agree to the "Shipping Instructions Terms".

Shipper PT PA NESIA KABANG BAKAT BEKASI JAWA BARAT	Document Type Waybill - Shipped on Board Booking no. 210512073, 210512737, 210512766	SCAC MAEU B/L No. 210514792
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Click SUBMIT

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,
id.sales@maersk.com for sales matters.

PHONE +6221 30065444, +6221 50837911

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