

Send Shipping Instructions Online

mymaerskline.com

MyMaerskLine.com offers you an improved site features which enables you perform quick transactions through simple steps and promote your shipping experience

1

Click on "**Submit Shipping Instructions**" under "**My Maersk**" or under "**Your Task**" tab. As indicated in the picture on the right.

The screenshot shows the MyMaerskLine.com interface. The 'My Maersk Line' menu is open, with 'Submit Shipping Instructions' highlighted. The 'Your Tasks' section also shows 'Submit Shipping Instructions' with a count of 2. Other visible elements include 'Book New Shipment', 'Duplicate Existing Shipment', and 'Document Pouch' buttons.

2

Select the booking you wish to work on and click "**submit shipping instruction**" button

The screenshot shows the 'Shipment Overview - Export' page. A table lists shipments with columns for Shipment no., From, To, and Vessel. The first row is highlighted with a red box, and the 'Submit shipping instructions' button is also highlighted. The table data is as follows:

Shipment no.	From	To	Vessel
123456789	Tin Can Island Port, NG On Jul 22 departing from Tin Can Island Port, NG	Shanghai, 31, CN On Aug 27 arriving at Shanghai, 31,...	MAERSK CASABLANCA Flag: HK Built: 2012
123456780	Tin Can Island Port, NG On Dec 15 departing from Tin Can Island Port, NG	Shanghai, 31, CN On Dec 16 arriving at Shanghai, 31,...	PENDING FIRST VSL Built: 2012

2 shipments in total

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3

Now you can enter in your Shipping Instructions by entering the **Document Property, Cargo Details, Parties, and Payment Details.**

The screenshot shows the 'Shipping Instructions for Shipment no.' page. A navigation bar at the top includes 'MAERSK LINE', 'My Maersk Line', 'Book', 'Lookup', 'Track', and 'Help'. The user is logged in as 'Mudathir Kosoko'. The main heading is 'Shipping Instructions for Shipment no.'. Below this is a progress bar with five steps: 1. Document Properties (highlighted in red), 2. Cargo Details, 3. Parties, 4. Payment Details, and 5. Review. A 'Next' button is to the right. The 'Document Properties' section contains two dropdown menus: 'Document Type' set to 'Waybill - Shipped on Board' and 'Issue Bill of Lading to' set to 'Cino Concept Ltd, Lagos'. There is a link for 'Advanced options (Optional)'.

4

"Review" your SI on the last page. If you aren't done you can click on **"Save"** to finish it later. If you're done, click on **"Submit"**

The screenshot shows the 'Shipping Instructions for Shipment no. 564166997' page. The navigation bar is the same as in the previous screenshot. The progress bar now shows steps 1 through 4 completed with checkmarks, and step 5 'Review' is highlighted in red. A checkbox is checked: 'I do not require Verify Copy (Considered as approved)'. Below this are 'Submit', 'Save', and 'Previous' buttons, with 'Submit' and 'Save' highlighted in red. The main content area displays a preview of the transport document with the following details:

MAERSK	Document Type Shipped on Boa	SCAC MAEU
	Booking no: 564166997	B/L No. 564166997
	Export Reference	Svc Contract 740578
Consignee SHANGHAI TONGSHENG LOGISTICS INVEST 389 SHUNYUN ST SHANGHAI Shanghai	Notify Party -	Onward Inland Routing

Congratulations you have successfully created shipping instructions!