



MAERSK



SUBMIT SHIPPING INSTRUCTION SPLIT BILL OF LADING

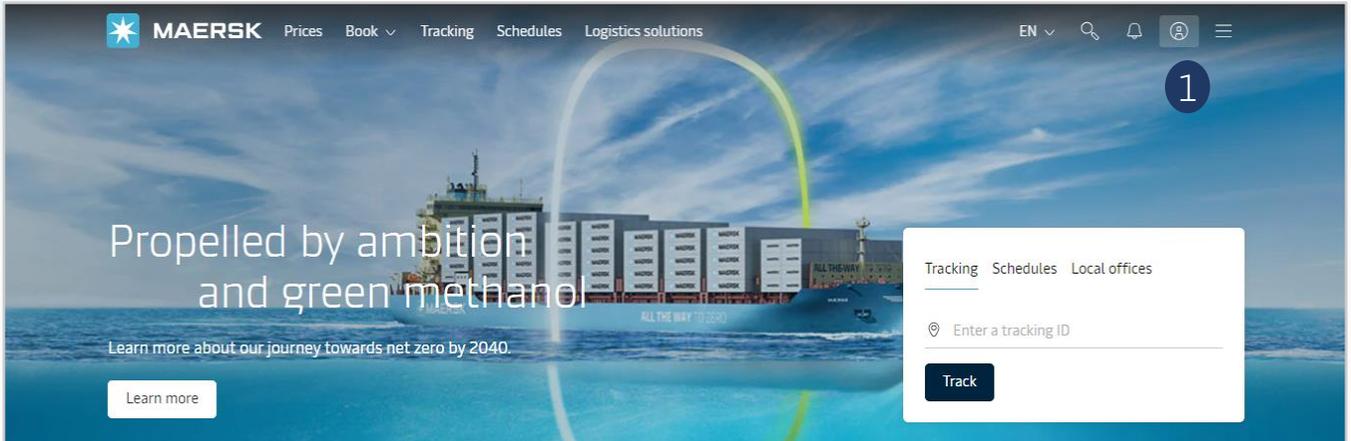
WEBSITE MAERSK.COM

WELCOME TO OUR WEBSITE GUIDANCE

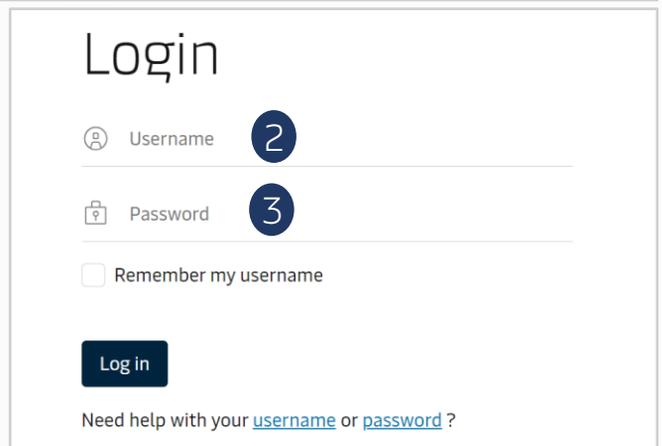
SUBMIT SHIPPING INSTRUCTION SPLIT BILL OF LADING

WEBSITE INSTRUCTION

GO TO THE WEBSITE MAERSK.COM AND LOGIN YOUR ACCOUNT **Step 1**



1. Click the icon to login.
2. Enter your username.
3. Enter your password.



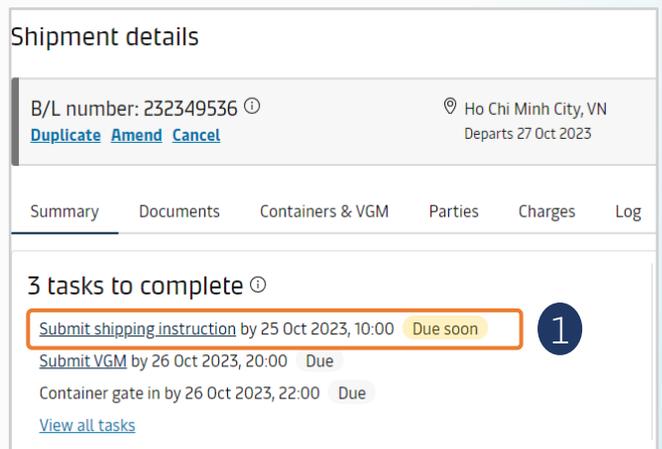
TRACK YOUR SHIPMENT **Step 2**

Enter the shipment number.



CHOOSE SUBMIT SHIPPING INSTRUCTION **Step 3**

1. Click "Submit shipping instruction"



SPLIT BILL OF LADING Step 4

1. Click on white button

← Exit Shipping Instructions

Shipment: 232513483 Split, part & combine 1

BoL: 232513483 Document Parties Payers Cargo and VGM Review

2. Create split

Split, part load & combine

Create split 2

Part load Bill of Lading No Yes Pa

40 DRY 9 6 232349536

Submit SI

1/3	MRSU3155300	✓
2/3	MRKU5645726	✓
3/3	MRKU6364929	✓

- 3. Tick containers to split
- 4. **Create BoL** to generate a new BL number
- 5. **Submit SI** for each BL

Split, part load & combine

Create split Please create BoL before attempting to create another split.

Part load Bill of Lading No Yes

40 DRY 9 6 232349536

Submit SI Create BoL

3	1/3	MRSU3155300	↓ <input checked="" type="radio"/>	↓ <input type="radio"/>
	2/3	MRKU5645726	↓ <input type="radio"/>	↓ <input checked="" type="radio"/>
	3/3	MRKU6364929	<input type="radio"/>	<input checked="" type="radio"/>

Since this is a split shipment, combine will not be available as of now.

DOCUMENT DETAILS **Step 5**

1. Click **Change** to re-assign Transport Document Receiver (if needed)
2. Tick to choose bill of lading type.

BoL: 232349536 Document Parties Payers Cargo and VGM Review

The data you are trying to amend will be considered only after SI submit. Data will be lost on page refresh.

Documents

Transport Document Receiver

SITC LOGISTICS VIETNAM CO, LTD -HCM

BRANCH *****568

Change **1**

Company name and Address
SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH
29A, NGUYEN DINH CHIEU STREET,
21ST FLOOR, LIM TOWER 3,
HO CHI MINH CITY
SG
Vietnam

Document Type

Waybill Bill of Lading

Shipped on Board **2**

Received for Shipment

Release instructions

Destination release ?

Electronic cargo release ?

Number of Originals

- 3 +

3. House BL declaration
4. Options of House BL filter.

Does this shipment have a House Bill of Lading (Is this Master bill of lading)?

Yes **3**

No

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

Yes **4** Please see House Bill of Lading Management

No

House Bill Parties

- 1** Do not enter Agent address, Free time, in-transit or transshipment clauses here - use the [Document page](#).
To enable your instant draft bill, we will not be validating these clauses entered here.

Your comments go here "Please provide complete House bill details if contains more than 1 house bill, details like Actual shipper, Actual Consignee, notify party (if applicable), piece count, weight, volume, cargo description per house bill"

5

5. If filed by Maersk, Input the information of parties

^ Vessel and Location Aliases on B/L

Vessel

NORTHERN JAGUAR(PT) / 313W (First Load Port)

Location Aliases

Place of Receipt Ho Chi Minh City	Load Port Vung Tau	Port of Discharge Newark	Place of Delivery Bridgewater
Appointment 31 Mar 2023 14:00	Vung Tau, Vietnam VIETSOVPETRO PORT, VUNG TAU VIETSOVPETRO PETROLEUM PORT Vung Tau Port, Vietnam VUNG TAU SEA PORT Vung Tau	Arriving 30 Apr 2023 07:00	Appointment 04 May 2023 09:00

^ Documentation Requests

Free detention and demurrage time

6

6. Change the format of showing port names on BL (POL, POD, ...).

^ 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:

7

Applicable free time <input type="text"/> days Combined (detention and demurrage) at (port of discharge / place of delivery)	<input checked="" type="checkbox"/>
Applicable free time <input type="text"/> days detention <input type="text"/> days demurrage at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time <input type="text"/> days detention at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time <input type="text"/> days demurrage at (port of discharge / place of delivery)	<input type="checkbox"/>

Agent details on BL

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

No Yes

Details will be available in verified copy

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 Bridgewater to is arranged by Merchant for account and risk of Merchant.

7. Click "Yes" to show additional clause on BL by template.

Request Certificates

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

Vessel		Download Sample PDF
<input type="checkbox"/>	Correct vessel name	2 ↓
<input type="checkbox"/>	Maersk operated vessel	↓
<input type="checkbox"/>	Seaworthiness	↓
<input type="checkbox"/>	Vessel owner	↓
<input type="checkbox"/>	Vessel flag nationality	↓
<input type="checkbox"/>	Built date and year	↓
Schedule		
<input type="checkbox"/>	No Scheduled calls No Call Countries <input type="text"/>	↓
<input type="checkbox"/>	Planned route	↓
<input type="checkbox"/>	Regular line vessel	↓
<input type="checkbox"/>	Vessel not prohibited from entry into particular port Permitted Port/Territory <input type="text"/>	↓
Miscellaneous		

1. Tick the desired Certificate
2. Download a sample Certificate

Note:

- Fee: VND400,000 per Cert + VAT
- Maersk does not verify other types or formats of Certificates written by customer.

BoL: 232738705 Document Parties Payers Cargo and VGM Review

Parties **1**

Shipper [ADD](#)
You must specify a Shipper for this shipment

Consignee [ADD](#)
TO ORDER
You must add a Consignee to this shipment or set as "To Order"

First Notify Party [ADD](#)
SAME AS CONSIGNEE

Additional Parties (optional)

[ADDITIONAL NOTIFY PARTY](#) [OUTWARD FORWARDER](#) [INWARD FORWARDER](#)

1. Click **Add** to assign parties.

SEARCH / ADD PARTY

☆ Favorites [Search / Add](#)

You can search a party by their trading name and address

By trading name By customer code

Trading name **2**

Country
SELECT COUNTRY

Parties

Shipper

SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH ☆
*****568
[Change](#) **3**

Company name and Address Printed on B/L [Edit](#)
SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH
29A, NGUYEN DINH CHIEU STREET,
HO CHI MINH CITY
VIETNAM

2. Search by company name or customer code.
3. Click **Edit** to re-arrange information.

4. Click Apply changes.

Parties

Shipper

SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH ☆
*****568
[Change](#)

Company name and Address Printed on B/L

SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH
29A, NGUYEN DINH CHIEU STREET,
HO CHI MINH CITY
VIETNAM

[Apply Changes](#) **4** 104/300 [Cancel](#)

PAYERS DETAILS **Step 7**

BoL: 232738705 Document Parties **Payers** Cargo and VGM Review

Payers

1 Do you want to display these charges and amounts on the bill of lading? No Yes

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) ?
HYOSUNG GLOBAL LOGISTICS VINA COMPANY LIMITED	*****711	<input type="text" value="Invoice reference"/>
HYOSUNG CORPORATION	*****546	<input type="text" value="Invoice reference"/>

2

1. Choose (not) to display charge amount on BL
2. Add additional payer

Step 2) Assign Payers to charges:

3 Charge Types Payment Terms ? **4** Payer Payer Code **5** Invoice Reference ?

All Charges selected: 1 Prepaid Collect

ORIGIN

<input type="checkbox"/> Export Service	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	<input type="text" value="Assign payer"/>
<input type="checkbox"/> Inland Haulage Export	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	<input type="text" value="CHANG SHIN VIETNAM CO LTD - *****836"/>
<input type="checkbox"/> Documentation Fee - Origin	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	<input type="text" value="CHANG SHIN VIETNAM CO LTD - *****836"/>
<input type="checkbox"/> Terminal Handling Service - Origin	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	<input type="text" value="CHANG SHIN VIETNAM CO LTD - *****836"/>

FREIGHT

<input type="checkbox"/> Low Sulphur Surcharge	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	<input type="text" value="ATHLETE PERFORMANCE SOLUTIONS - *****540"/>
<input type="checkbox"/> Bunker Adjustment Factor	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	<input type="text" value="ATHLETE PERFORMANCE SOLUTIONS - *****540"/>
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	<input type="text" value="ATHLETE PERFORMANCE SOLUTIONS - *****540"/>

DESTINATION

<input checked="" type="checkbox"/> Inland Haulage Import	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	<input type="text" value="Assign payer"/>
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6 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.

3. Tick box to choose charge group(s)
4. Choose payterm
5. Click to choose a payer from the dropdown list
6. Payer Amendment Fee: VND900,000 + VAT

CARGO DETAILS Step 8

1. Choose Kind of packages
2. Input 6-digit HS code
3. Free text to describe your cargo
4. Add Marks & Numbers
5. Add another cargo description

BoL: 232067915 [Document](#) [Parties](#) [Payers](#) [Cargo and VGM](#) [Review](#)

Cargo details

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: Epoxy resin, plastic, non-frozen

Kind of packages **1** 6 digit HS Code **2**

Cargo description

3

Enter a name for your template

^ Add Marks and Numbers

Marks and numbers

4

5

6. Input container details

Give container details, VGM and seals

6 [Container Details](#) [Seals and Additional Details](#)

20 Dry Standard

	Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m ³)	Tare wt. (kg)	VGM (kg)	VGM method
1/1	HASU4518967	1	2281.000		3860		Select VGM method <input type="text"/>

7. Input Carrier seal

Give container details, VGM and seals

[Container Details](#) [Seals and Additional Details](#) **7**

20 Dry Standard

	Container number	Shippers seal	Carrier seal	Customs seal	Vet seal
1/1	HASU4518967	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BoL: 231933626 [Document](#) [Parties](#) [Payers](#) [Cargo and VGM](#) [Review](#)

The data you are trying to amend will be considered only after SI submit. Data will be lost on page refresh.

Review

[Print Preview](#)

Document details			
B/L No 231933626	Booking No 231933626	Document Type Bill of Lading (Shipped on Board) [3]	
Vessel Name MAERSK QINZHOU(SG)	Voyage No. 338N	SCAC MAEU	Export References -
Place of Receipt -	Port of Loading HO CHI MINH, VIETNAM	Port of Discharge CAUCEDO, DOMINICAN REPUBLIC	Place of Delivery -
Maersk agent details -		Free detention and demurrage time -	
Transshipment -		In-transit -	
Shipment References		Certificates	

[1](#) [Edit Document Details](#)

Bill of Lading/Verify copy to be issued on additional email id

[Edit](#) [Delete](#)

[2](#) [+ Add](#)

[3](#)

[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](#)

1. Click **Edit** to change info
2. Click **Add** for input extra email to receive BL
3. Submit

Shipment: 232344300 [Split, part & combine](#)

 Hurray! Your draft bill of lading is now ready and been sent to you via e-mail. You can also download the draft bill of lading from our portal. [Subscribe for e-mail notifications](#)