



MAERSK

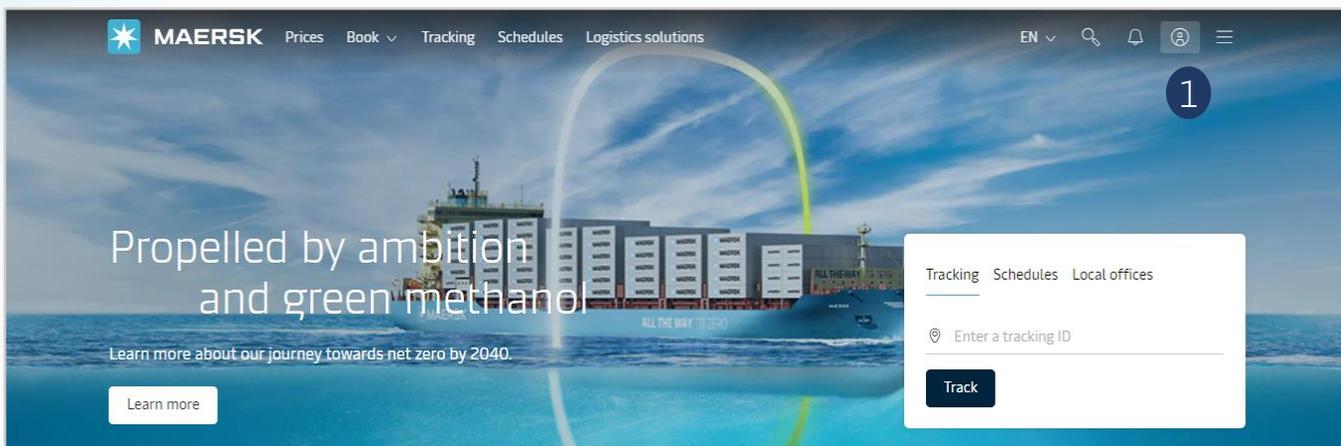


SUBMIT SHIPPING INSTRUCTION

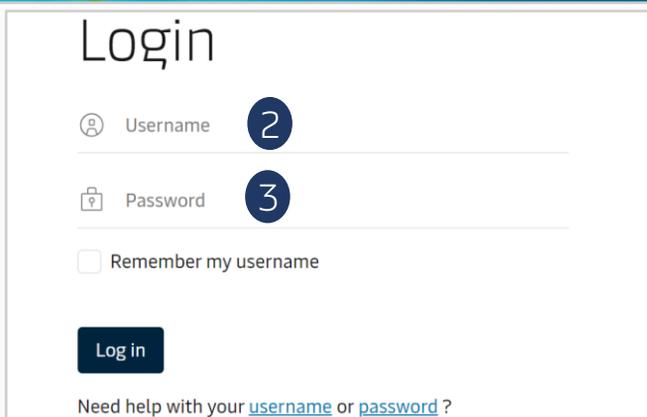
[WEBSITE MAERSK.COM](https://www.maersk.com)

WELCOME TO OUR WEBSITE GUIDANCE

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

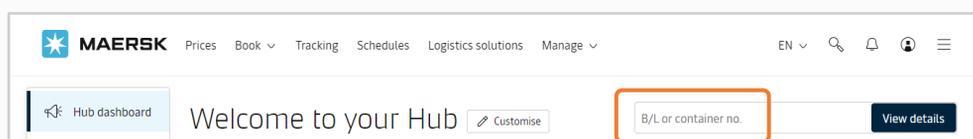


1. Click the icon to login.
2. Enter your username.
3. Enter your password.



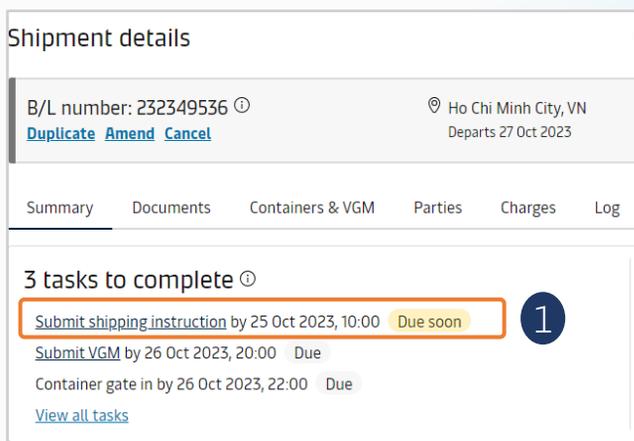
TRACK YOUR SHIPMENT **Step 2**

Enter the shipment number.



CHOOSE SUBMIT SHIPPING INSTRUCTION **Step 3**

1. Click Submit shipping instruction



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 Please see House Bill of Lading Management

No **4**

House Bill Parties

- 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

DOCUMENT DETAILS **Step 4**

^ 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 Vung Tau, Vietnam VIETSOVPETRO PORT, VUNG TAU VIETSOVPETRO PETROLEUM PORT Vung Tau Port, Vietnam VUNG TAU SEA PORT Vung Tau	Port of Discharge Newark	Place of Delivery Bridgewater
Appointment 31 Mar 2023 14:00	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.

PARTIES DETAILS Step 5

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
SITC LOGISTICS VIETNAM CO, LTD -HCM BRANCH [Edit](#)
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** [Cancel](#)

104/300

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

Payers

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

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"/>

Add payer **2**

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

Step 2) Assign Payers to charges:

3 **4** **5**

Charge Types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
<input checked="" type="checkbox"/> All Charges selected: 1	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		OK
ORIGIN		<input type="checkbox"/> Export Service <input checked="" type="radio"/> Prepaid <input type="radio"/> Collect <input type="checkbox"/> Inland Haulage Export <input checked="" type="radio"/> Prepaid <input type="radio"/> Collect <input type="checkbox"/> Documentation Fee - Origin <input checked="" type="radio"/> Prepaid <input type="radio"/> Collect <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"/> <input type="text" value="ATHLETE PERFORMANCE SOLUTIONS - *****540"/> + Add payer
FREIGHT		<input type="checkbox"/> Low Sulphur Surcharge <input type="radio"/> Prepaid <input checked="" type="radio"/> Collect <input type="checkbox"/> Bunker Adjustment Factor <input type="radio"/> Prepaid <input checked="" type="radio"/> Collect <input type="checkbox"/> Basic Ocean Freight <input type="radio"/> Prepaid <input checked="" type="radio"/> Collect		<input type="text" value="CHANG SHIN VIETNAM CO LTD - *****836"/> <input type="text" value="CHANG SHIN VIETNAM CO LTD - *****836"/> <input type="text" value="CHANG SHIN VIETNAM CO LTD - *****836"/> <input type="text" value="ATHLETE PERFORMANCE SOLUTIONS - *****540"/> <input type="text" value="ATHLETE PERFORMANCE SOLUTIONS - *****540"/> <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"/>

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

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** **1** 6 digit HS Code **2**

Cargo description

3 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.

acbxyz **3**

Enter a name for your template [CREATE TEMPLATE](#) [OPEN TEMPLATES](#)

^ Add Marks and Numbers

Marks and numbers

xyzabc **4**

5 [Add another description for this shipment](#) [Copy these details to another description](#)

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"/>

REVIEW & SUBMIT Step 8

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

<input type="text" value="xxx@maersk.com"/>	Edit	Delete
<input type="text"/>	+ Add	

2

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](#)