MAERSK

SUBMIT SHIPPING INSTRUCTION

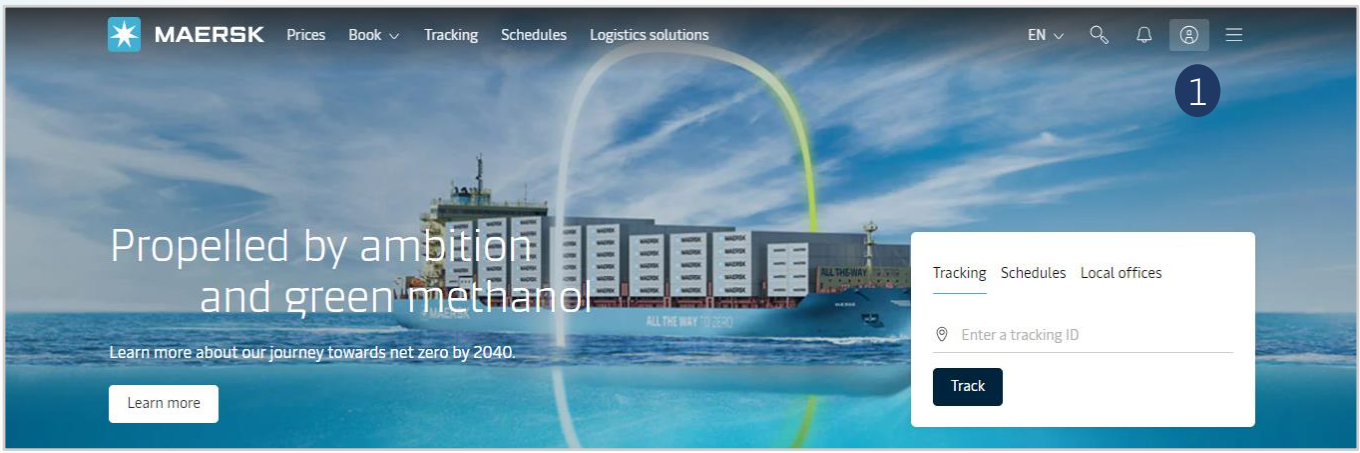
WEBSITE MAERSK.COM

WELCOME TO OUR WEBSITE GUIDANCE

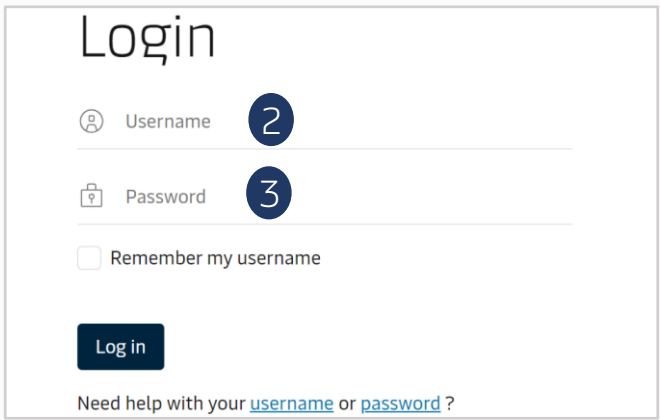
SUBMIT SHIPPING INSTRUCTION

WEBSITE INSTRUCTION

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

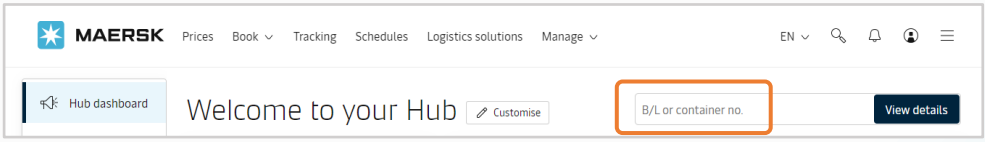


1. Click the icon to login.
2. Enter your username.
3. Enter your password.



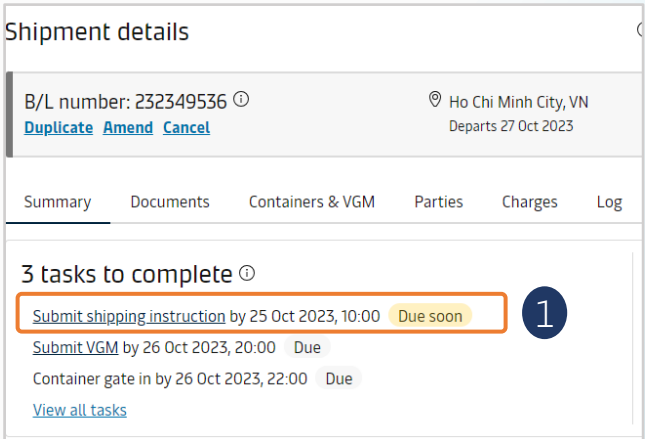
TRACK YOUR SHIPMENT Step 2

Enter the shipment number.



CHOOSE SUBMIT SHIPPING INSTRUCTION Step 3

1. Click Submit shipping instruction



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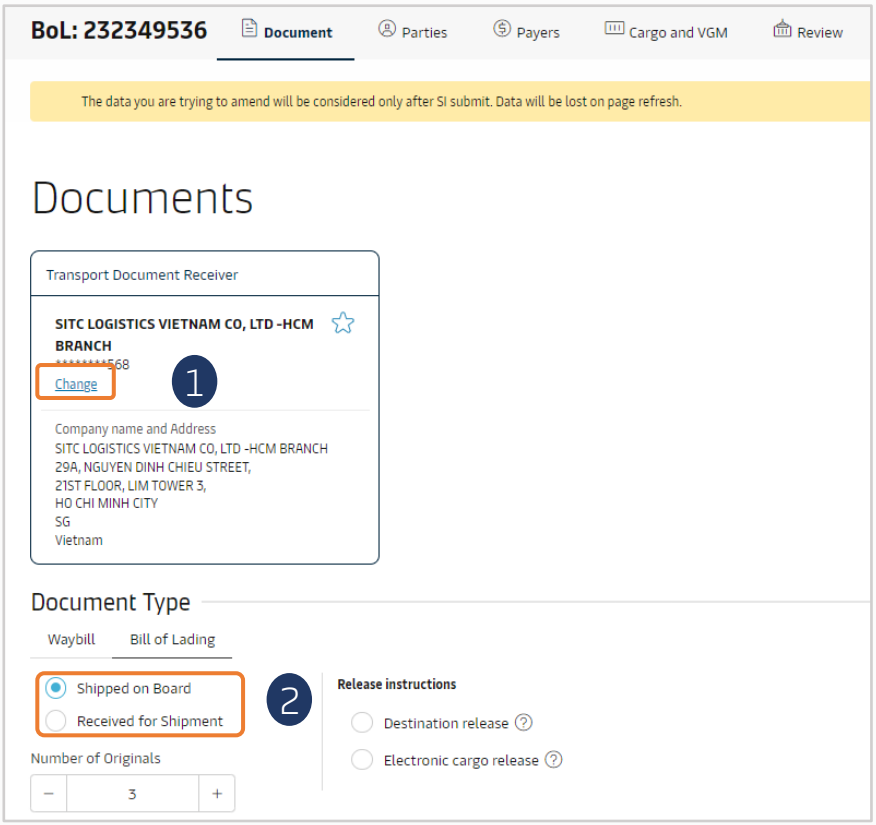
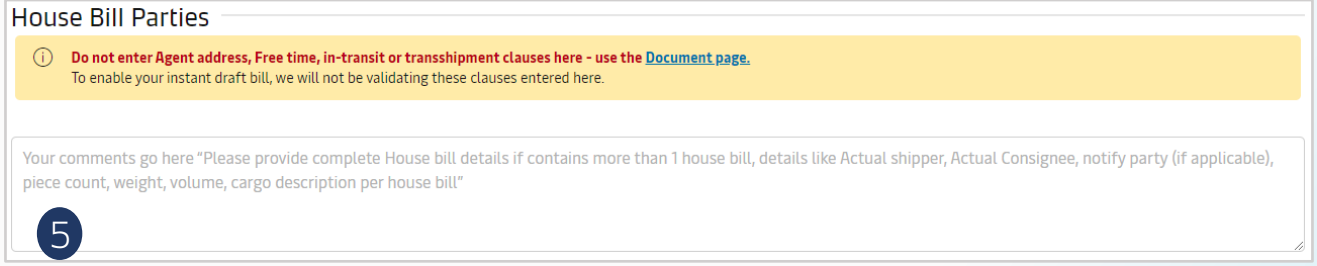
DOCUMENT DETAILS Step 4

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



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



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

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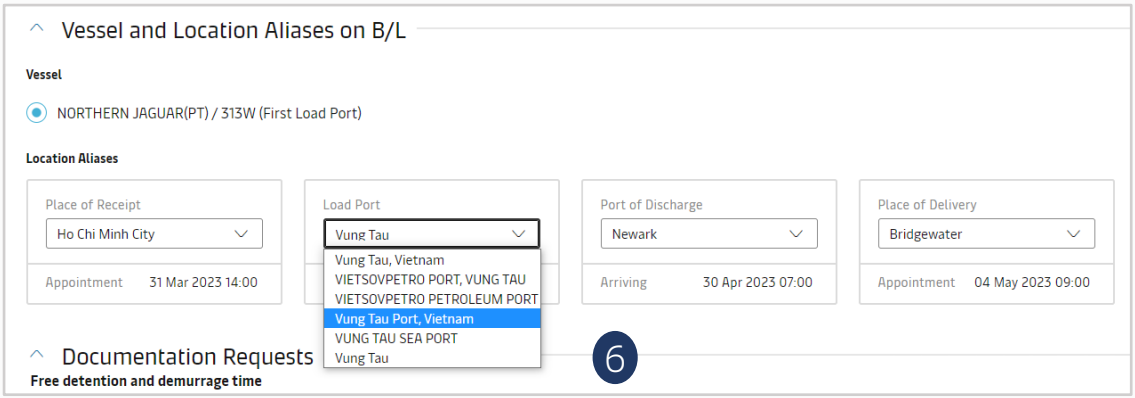
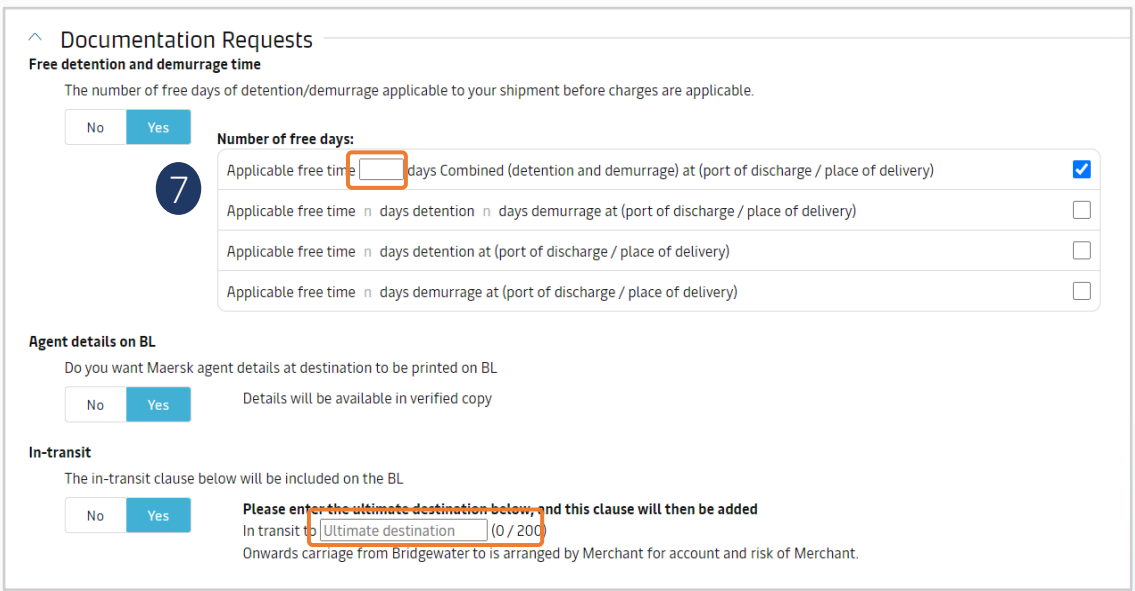
DOCUMENT DETAILS Step 4



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



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

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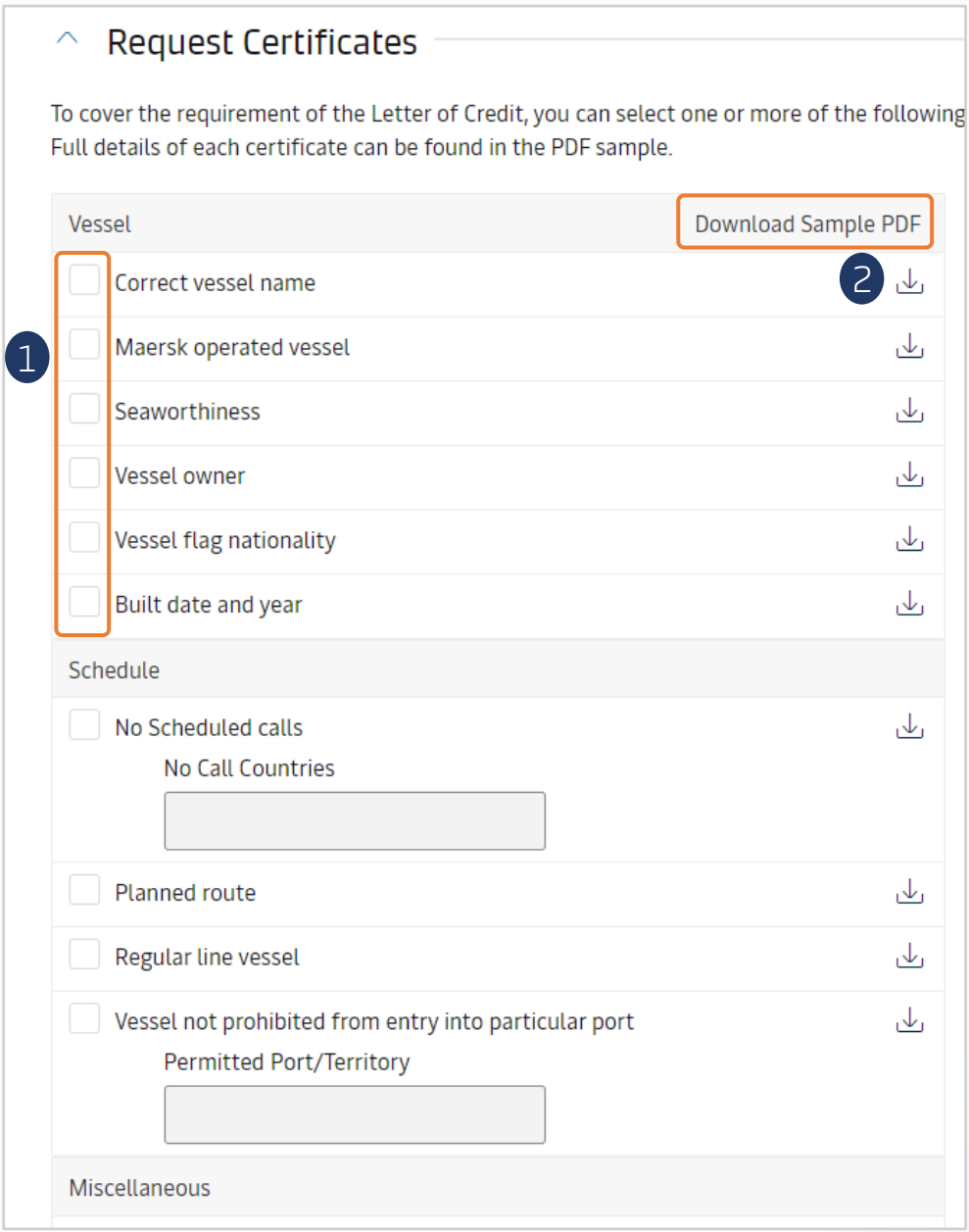
DOCUMENT DETAILS Step 4



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.

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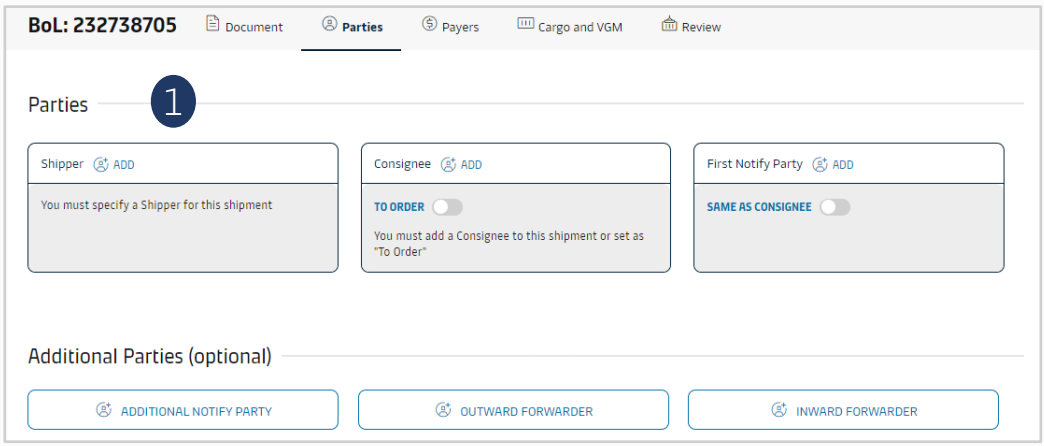
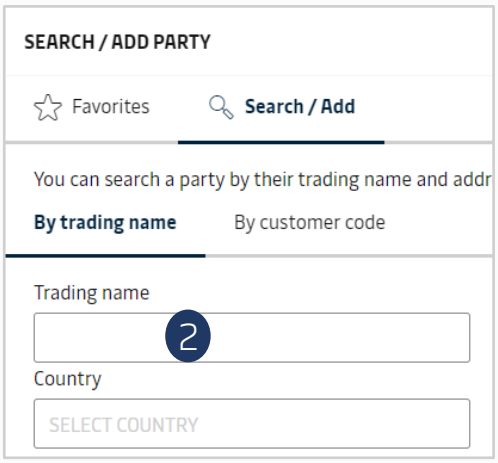
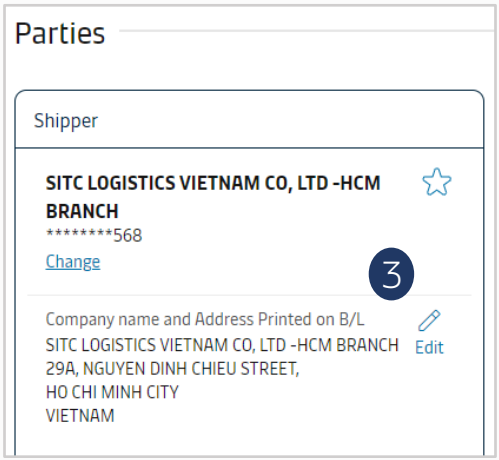
PARTIES DETAILS Step 5



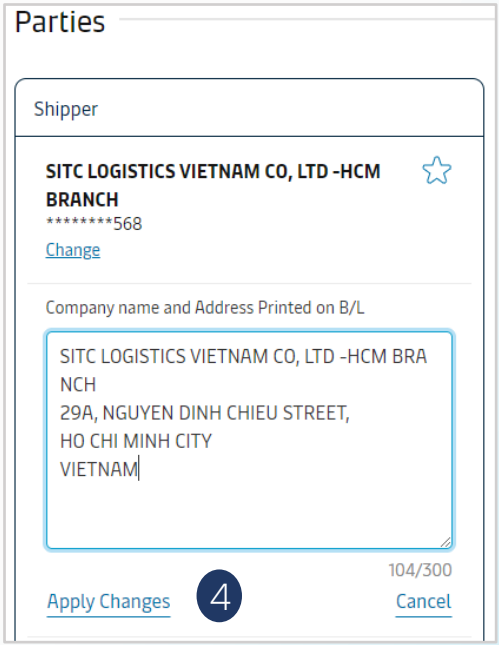
1. Click Add to assign parties.





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

4. Click Apply changes.



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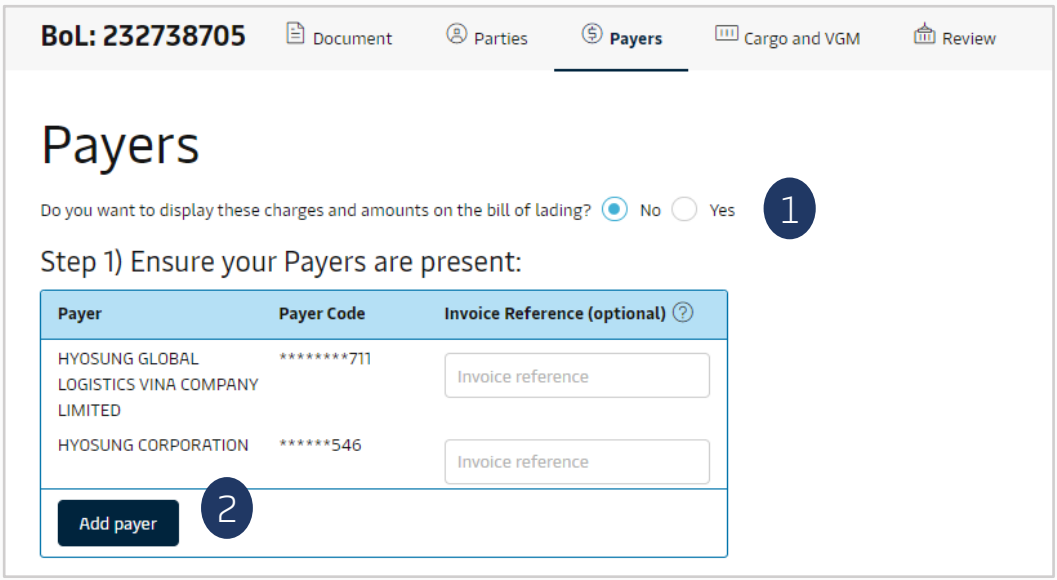
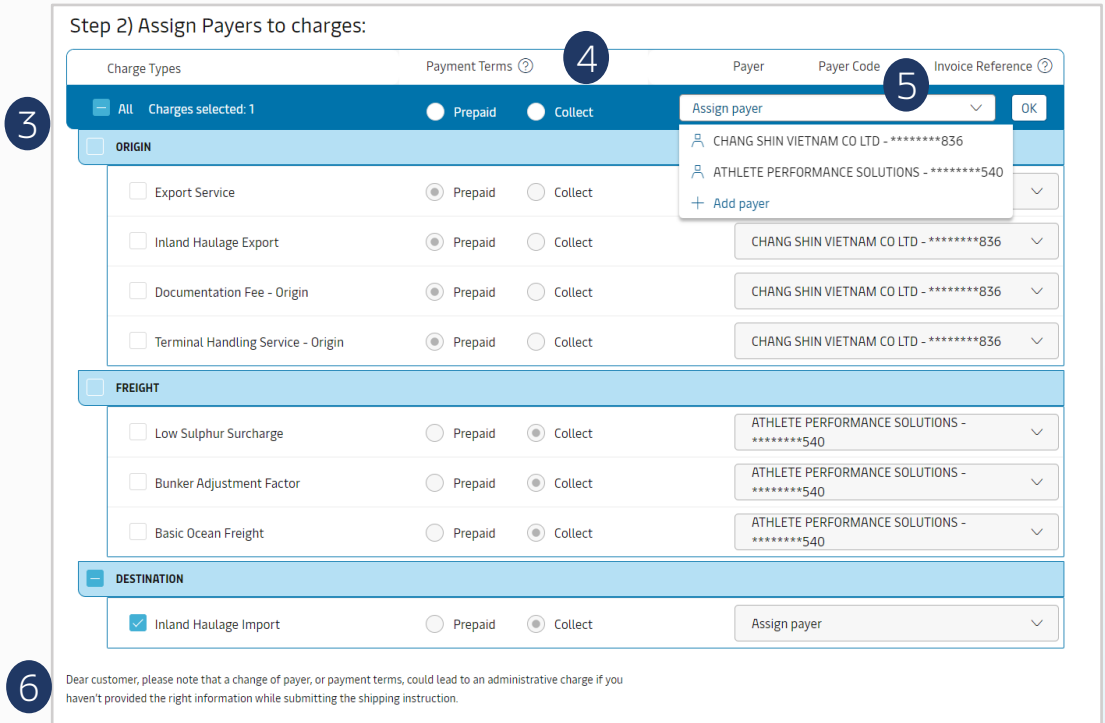
PAYERS DETAILS Step 6



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



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

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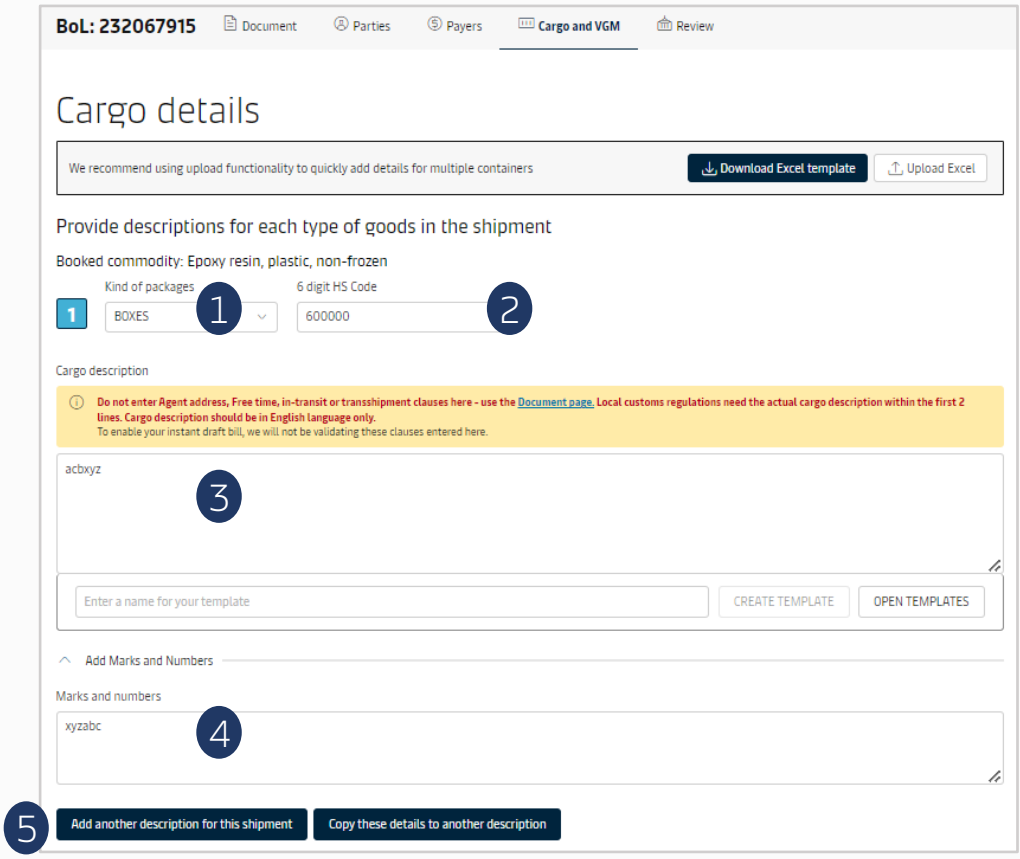
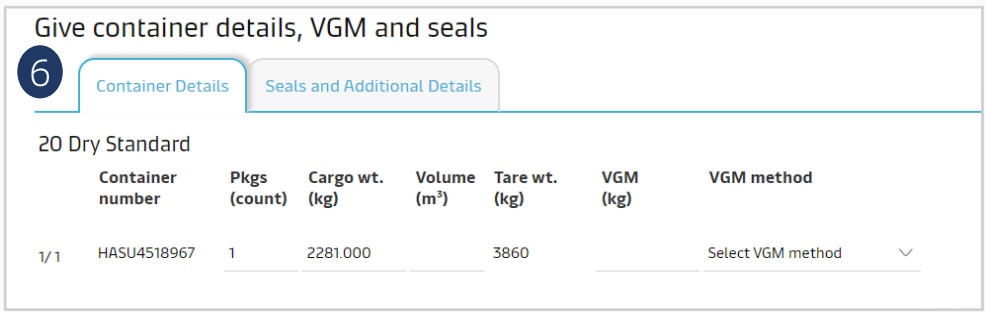
CARGO DETAILS Step 7

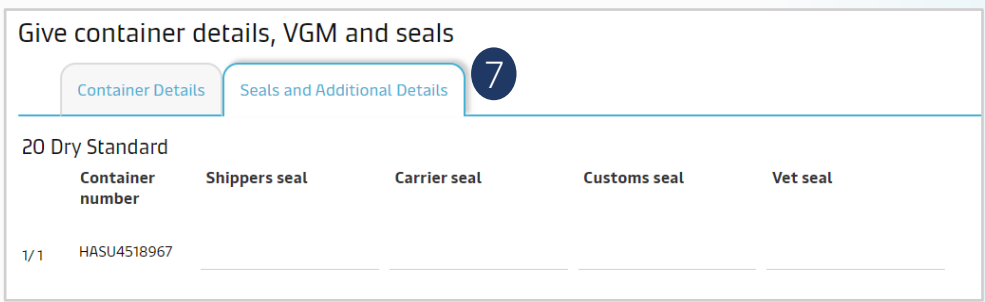
1. Choose Kind of packages
2. Input 6-digit HS code
3. Free text to describe your cargo
4. Add Marks & Numbers
5. Add another cargo description



6. Input container details



7. Input Carrier seal



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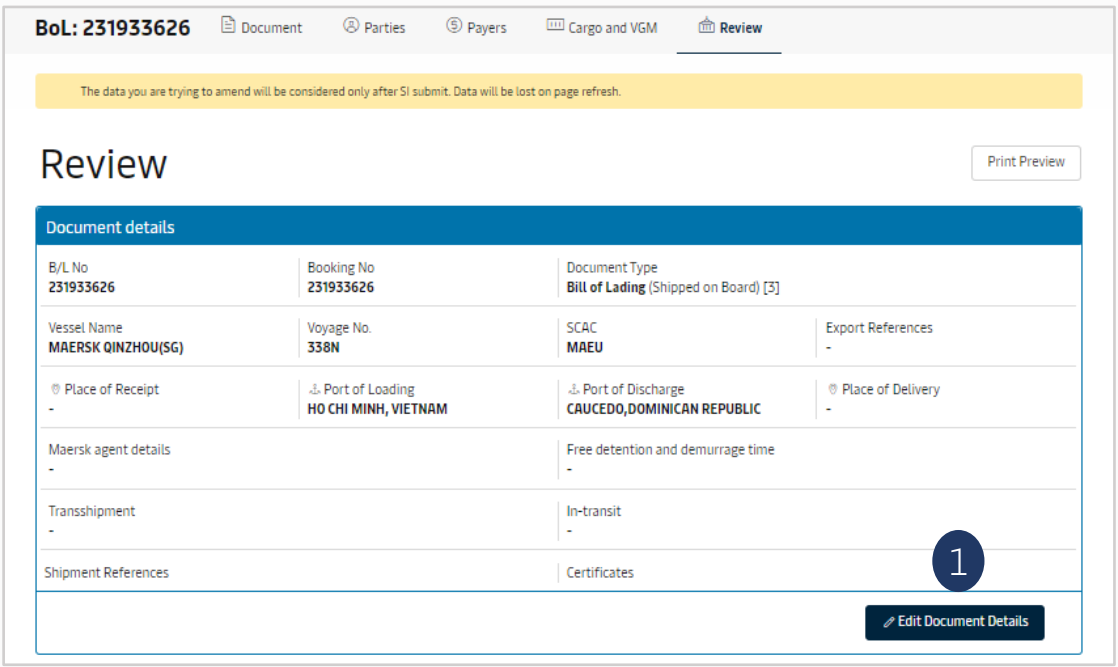
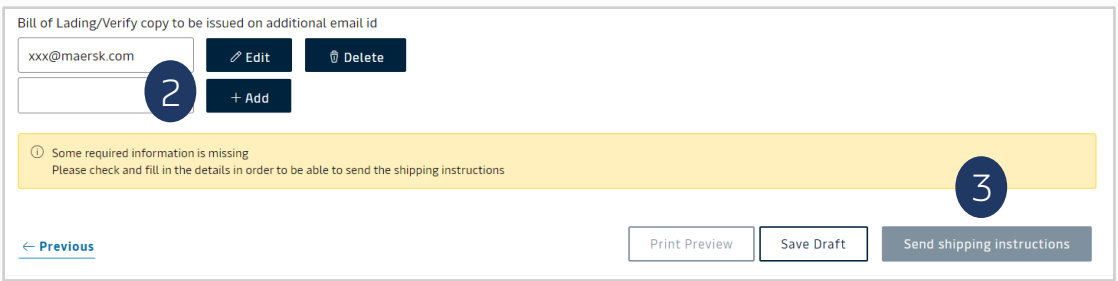
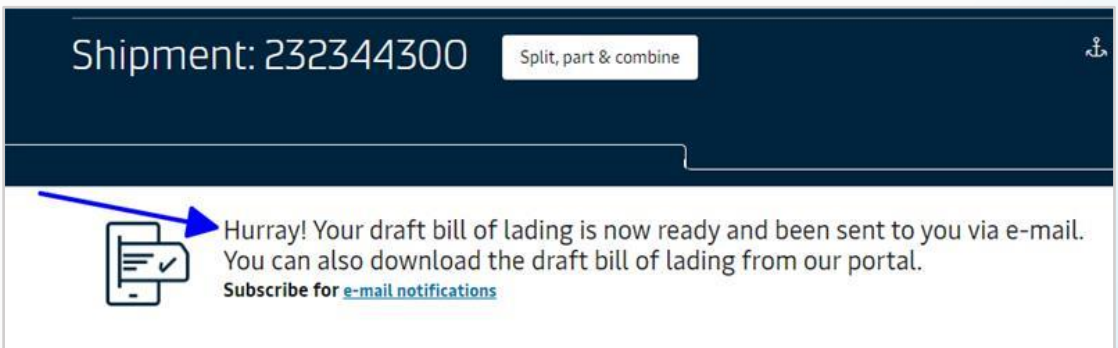
REVIEW & SUBMIT Step 8





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



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