



## Handbook - 如何订阅提单?

如何订阅提单:

1. 登陆 [www.maersk.com](http://www.maersk.com) 后, 点击首页右上角的铃铛图标 。



2. 跳转到“Manage subscriptions”页面后点击页面右下角的“Subscribe here”按钮, 在弹出的对话框中再点击“Redirect”。

Try the Beta  [You have been invited to preview our new settings page, click the switch to explore!](#)

### Manage subscriptions

| Details to receive notifications | Select which events you'd like to receive notifications.  | Subscription on/off  |
|----------------------------------|---|--|
| Email id                         | <div> <p><input checked="" type="checkbox"/> Invoices &amp; payments<br/>Not subscribed</p> <p><input type="checkbox"/> Gate-in to Customer/Maersk Facility <sup>ⓘ</sup><br/>Not subscribed</p> <p><input type="checkbox"/> Gate-in to Port/Terminal <sup>ⓘ</sup><br/>Not subscribed</p> </div> | <p>Off <input type="checkbox"/> <sup>▼</sup></p> <p>Off <input type="checkbox"/> <sup>▼</sup></p> <p>Off <input type="checkbox"/> <sup>▼</sup></p> |
|                                  | <div> <p><input checked="" type="checkbox"/> Bill of Lading</p> <p><input type="checkbox"/> Arrival Notice</p> <p><input type="checkbox"/> Transport Plan Changes</p> <p>You will be redirected to the old Notification page</p> </div>   | <p><b>Subscribe here</b></p>   |

We are reshaping the experience for Notifications ×

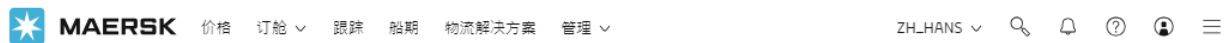
Please click the redirect button to navigate to the old Notifications page to access the subscriptions listed below, or click stay here button to stay on the current Subscription Manager page.

- Bill of Lading
- Arrival Notice
- Transport Plan Changes

Stay here

Redirect

3. 接着就会进入 **Notifications** 的界面，点击 **CREATE NEW NOTIFICATION**。



## Notifications

Create new notification

All notifications

Latest

4. 选择通知类型 **Bill of loading**, 点击 **CONTINUE** 进入到订阅页面做详细设置。

[← Back to Notification settings](#)

## Create notifications for others

### Create new notification

Select the type of notification you would like to receive.

Transport plan changes ⓘ

Bill of lading ⓘ

Arrival notice ⓘ

Cancel

Continue

5. 填写邮箱以及勾选需要接收提单的起运港国家、目的港国家、单证类型、单证相关方，再点击 **Create** 完成订阅。

[← Back to Notification settings](#)

## Create notifications for others

[← Notification type](#)

### Bill of lading details

Enter the email address you would like this notification to go to.

EDI

Email address

#### Additional filters

You can refine your notifications using the following filters.

#### Location

Please note that notifications will be sent based on impacted shipments from any of the "From" countries to any of the "To" countries.

#### From

All countries

#### To

All countries

可设置只接收某一进出口国家的相关通知

Draft BL

Booked by

Shipper

Price Owner

Outward forwarder

Transport document receiver

可选择接收提单的相关方，例如订舱方/合约方/托运人/提单接收方等

Waybill

Transport document receiver

可选择接收提单的类型包括：提单副本、海运提单、正本提单、已验证的提单副本

Original

Transport document receiver

Certified True Copy

Booked by

Price Owner

Inward forwarder

Outward forwarder

Consignee

Shipper

First to notify

Additional notify

Release to party

Transport document receiver

Cancel

Create

>如何编辑/删除订阅信息：

进入 **Notifications** 的界面，在此界面可以看到所有设置的订阅通知信息。

筛选需要编辑或者删除的通知类型，在展开的页面下方选择编辑或者删除。

[← Back to Notification settings](#)

## Create notifications for others

+ Create new notification

Bill of lading Latest

| Email Address | Notification type | Last Updated      |
|---------------|-------------------|-------------------|
|               | Bill of lading    | 04 Jun 2024 11:03 |

### Notification settings

**Creator**

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**Additional filters**

**Location**

|   |           |
|---|-----------|
| <b>From</b>                             | <b>To</b> |
| China, Hong Kong China, Taiwan<br>China | Sweden    |

**Document type and roles**

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Waybill</b>              | <b>Original</b>             |
| Transport document receiver | Transport document receiver |

Delete Edit