



## New Shipping Instructions Journey – Change in Experience

Dear Valued Customer,

We are pleased to announce that we are migrating our Shipping Instructions (SI) platform to the new page on maersk.com from 10<sup>th</sup> September 2022 onwards. In effect, we will no longer be displaying the old journey which you may be familiar with.

We thus refer to this advisory to share a summary of the positive changes which you may currently experience with the New SI page. For more details on the new features, please refer to the pages below for a visual guide.

Shipping Instructions for Shipment no. 12345678

① Document Properties — ② Cargo Details — ③ Parties — ④ Payment Details — ⑤ Review — NEXT

Document Properties **Old SI to be removed from Maersk.com** Mandatory requirements for submitting a shipping instruction

Document Type

### Key benefits with our New Shipping Instructions journey:

- ✓ **Submit SI for up to 200 containers:** Request single or multiple cargo descriptions with ease
- ✓ **Easy switching between steps:** Move between steps in whichever order you prefer during SI submission
- ✓ **Save party information as 'Favourites':** Reuse details previously saved online
- ✓ **Resume from last edit:** The new design allows you to save drafts, to come back later and continue
- ✓ **Reminder on mandatory information:** Country requirements are highlighted for ease of checking
- ✓ **Receive instant Verify Copy (VC):** Automatic data processing our backend system
- ✓ **Receive email confirmation:** Subscribe for [Bill of Lading notifications](#) to receive Verify Copy via email
- ✓ **Preview submission details:** in 'Review' stage, click Print Preview to preview VC and missing SI details

### We refer to the sections in the pages below, for more details on the new features:

1. [Document: Simplified clause requests for instant verify copies](#)
2. [Parties: Assignment of payers for specific charge lines and freighted copy requests](#)
3. [Cargo and VGM: Multiple cargo descriptions for container\(s\)](#)
4. [Review: Missing information and print preview](#)
5. [Split SI: Split up to 5 Shipping Instructions](#)
6. [Customs Requirement: House Bill of Lading](#)
7. [Additional Guidance with Old SI Features \(Combine and Part load SI\)](#)



## 1. Simplified Clause Requests for Instant Verify Copies

- ✓ Request to include the clauses in your Shipping Instructions (SI) submission in a simplified format – for destination freetime, agent address, in-transit to final destination location and transshipment clause
- ✓ This method simplifies data processing, for a faster Verify Copy (VC) issued, while it is no longer required to manually key in the details in the 'Cargo Description' or 'Additional Comments' section of the SI submission page on maersk.com
- ✓ Kindly note that VC will not be instantaneously issued if number of free days entered – due to our documentations setup for verifying these prior to confirming

^ Documentation Requests

**Free detention and demurrage time**  
The number of free days of detention/demurrage applicable to your shipment before charges are applicable.

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

**In-transit**  
The in-transit clause below will be included on the BL.

**Transshipment**  
Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.

## 2. Assignment of Payers for Specific Charge Lines and Freight Copy Request

- ✓ Assign payers in bulk for all origin, freight or destination charges, to reduce time spent in ensuring one party is assigned all the charges

Charge Types	Payment Terms	Payer	Payer Code	Invoice Reference
<input checked="" type="checkbox"/> All Charges selected: 10	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		OK
<input checked="" type="checkbox"/> ORIGIN				

- ✓ Select from existing parties in shipment such as Shipper, Consignee, Booked By parties, or you may otherwise add new payers and their respective company details
- ✓ Request to display all charges in shipment, for freighted BL to be available  
 No  Yes
- ✓ For any requests for freighted BL, where rates will need to be retrieved from service contracts – Price Owner will need to give approval on rates being displayed on documentations. Instant Verify Copy will not be available for this request, given backend verification from Maersk's documentations team.
- ✓ For the following locations below, BLs are required to reflect freight rates, thus no selection required. Origin: Argentina, Costa Rica, Uruguay, Mauritius, Paraguay. Destination: Brazil, Taiwan China, Suriname

### 3. Multiple Cargo Descriptions for Container(s)

- ✓ For the first cargo description, proceed to key in the Kind of Packages, HS Code, and Cargo Description accordingly.

Kind of packages  Kind of packages  HS code

Describe your cargo:

**ⓘ Please 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 description goes here...

- ✓ To add additional cargo descriptions, select accordingly to either add another (different) description or copy details from the previous description. Then, additional sections will be created for filling in



Kind of packages  Kind of packages  HS Code

Cargo Description

**ⓘ Please 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.

- ✓ Once all descriptions have been filled in, continue to scroll down page to submit the container details, seals and references. If you would require multiple descriptions for each container, select 'Yes' in the prompt.

Multiple descriptions per container

- ✓ Once cargo descriptions are filled in, proceed to assign each container the cargo description (based on the number label previously given to each cargo description i.e. 1, 2, 3 etc). If your containers all have the same packages count, cargo weight and volume, select the downward arrow to copy same details to all containers.

Container number	1	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	2	Pkgs (count)	Cargo wt. (kg)	Volume (m³)
1/3	<input checked="" type="checkbox"/>	1	4000.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2/3	<input checked="" type="checkbox"/>	1	4000.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3/3	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Downward arrow enables copying of package count, cargo weight and volume, to all containers listed

### 4. Missing Information and Print Preview

- Review SI details submit prior submission, to check for missing information prompts

**ERRORS**

Section	Field	Error
Parties	Shipper must be specified	You must enter value
Parties	Consignee must be specified	You must enter value
Parties	Mandatory shipment references missing	You must enter value
Payers	Payment term must be given for all charges	You must enter value
Cargo	Container number missing	You must enter value
Cargo	Kind of packages missing	You must enter value
Cargo	Cargo description missing	You must enter value

**Note - you may correct errors at any time, but they must be fixed before the Shipping instruction is completed.**

- Select Print Preview to visualize details on VC, before submitting SI, for final checks on wording and SI cargo descriptions needed by customer

← Exit Shipping Instructions

Shipment: **12345678**    From Singapore 05 Sep 2022    To Spain 02 Oct 2022

Document   Parties   Payers   Cargo and VGM   **Review**

## Review

Print Preview

### 5. Split Up to 5 Shipping Instructions

- Split up to 5 split Shipping Instructions (SI) via the new journey to receive Instant Verify Copies Split and Combine

Click this to split up to 5 SI

Click this to split into more than 5 SI

Split

ⓘ Please click here if you wish to create more than 5 Split Transport documents

Containers in shipment

Combine/Part load Bill of Lading    No    Yes

- Assign containers to each split BL, or proceed without keying in container numbers if container has not been collected

Temporary SI number assigned to split SI; actual BL number will be generated when Verify Copy is produced

		12345678	TEMPO0001	TEMPO0002	TEMPO0003
		Submit SI	Submit SI	Submit SI	Submit SI
40 DRY 9 6		↓ ●	↓ ○	↓ ○	↓ ○
1/14	MSKU1234567	↓ ○	↓ ●	↓ ○	↓ ○
2/14		↓ ○	↓ ○	↓ ○	↓ ○
3/14		↓ ○	↓ ○	↓ ○	↓ ○
4/14		↓ ○	↓ ○	↓ ○	↓ ○
5/14		↓ ○	↓ ○	↓ ○	↓ ●

Select number of containers to be assigned within each split SI



## 5. Request House Bill of Lading

- ✓ Indicate whether the shipper/consignee is a freight forwarder as a pre-check for customs requirement  
Customs Mandatory Requirement \_\_\_\_\_

Are the shipper and/or consignee on the bill a freight forwarder?

- Yes
- No

- ✓ SI submitter may then decide whether House Bill of Lading needs to be created by Maersk

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

- Yes Please see House Bill of Lading Management
- No



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

House Bill Parties

Please 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

## 6. Additional Guidance with Old SI Features

- ✓ Combine and Part Load Requests on Old SI Journey: To continue with request for combine and partload requests for SI, select the following in the prompt on the Shipping Instructions page

← Exit Shipping Instructions

Shipment: 12345678 Split, part & combine

Document Parties Payers Cargo and VGM Review

Combine/Part load Bill of Lading

- ✓ Removal of Additional Comments with exception of two scenarios
  - Scenario 1: Split and Combine journey mentioned above
  - Scenario 2: Requests for House BL will enable free text in Additional Comments section, where customers should provide party details on actual shipper and consignee, until there is a new SI feature launched for House BL journey (late 2022)

Bill of Lading

For full details on Shipping Instructions submission, visit <https://www.maersk.com/support/faqs/how-to-submit-shipping-instructions>.

Should you have further clarifications, kindly contact your local customer service agent or reach out to the live chat team on maersk.com. Thank you for your continued support.

Best regards,  
Maersk