



MAERSK

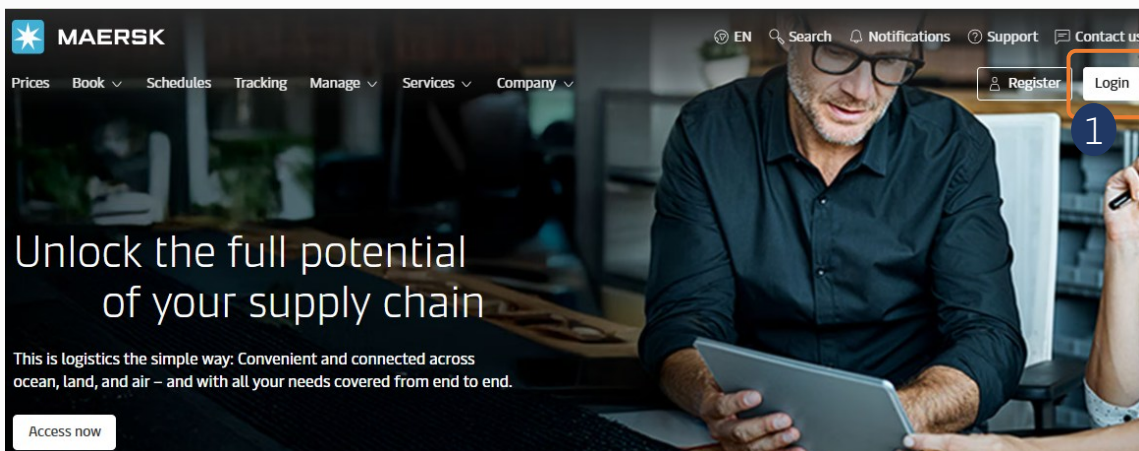


# NOTIFICATIONS

WEBSITE 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

### Login

 Username 2

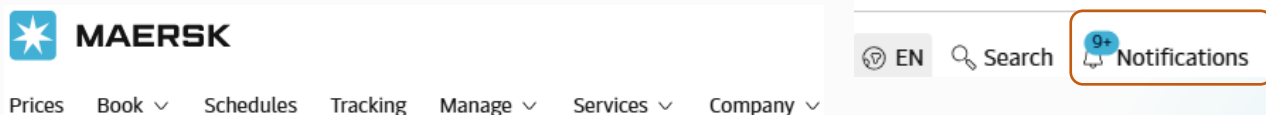
 Password 3

☐ Remember my username

[Log in](#)

Need help with your [username](#) or [password](#)?

### CLICK NOTIFICATIONS ICON **Step 2**



INVOICE  
& CONTAINER

CLICK NOTIFICATION SETTINGS Step 3

EN

✓ Mark all as read

Notification settings

INVOICE NOTIFICATIONS-SWIPE FROM "OFF" TO "ON" Step 4

Manage subscriptions

Details to receive notifications Select which events you'd like to receive notifications. Subscription on/off

Email id  
trinh.nguyen1@maersk.com

Invoices & payments

Not subscribed

Off

CONTAINER EVENTS-SWIPE FROM "OFF" TO "ON" Step 5

Manage subscriptions

Details to receive notifications Select which events you'd like to receive notifications.

→ Gate-in to Customer/Maersk Facility ⓘ  
Not subscribed

Off

→ Gate-in to Port/Terminal ⓘ  
Not subscribed

Off

Load  
Not subscribed

Off

Discharge  
Channels: Web (daily)

On

← Gate-out from Port/Terminal ⓘ  
Channels: Web (daily)

On

← Gate-out from Customer/Maersk Facility ⓘ

On



CREATE NOTIFICATION FOR BILL OF LADING

Step 1

☒ Bill of Lading

☐ Arrival Notice

☐ Transport Plan Changes

You will be redirected to the old Notification page

Subscribe here

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 Subscripiton Manager page.

Bill of Lading

Arrival Notice

Transport Plan Changes

Stay here

Redirect

CREATE NOTIFICATION FOR BILL OF LADING

Step 2

+ Create new notification

All notifications

Latest

CREATE NOTIFICATION FOR BILL OF LADING

Step 3

1. Select Bill of lading
2. Click **Continue**

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

CREATE NOTIFICATION FOR BILL OF LADING

Step 4

- 1. In put email address
- 2. Fill in needed details
- 3. Click **Create**

Bill of lading details

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

Email address

nguyenvana@companyabc.com

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

☒ Draft BL

You must select at least one role

☐ Booked by

☐ Price Owner

☐ Outward forwarder

☐ Shipper

☐ Transport document receiver

☒ Waybill

☒ Transport document receiver

☒ Original

☒ Transport document receiver

☒ Certified True Copy

You must select at least one role

☐ Booked by

☐ Price Owner

☐ Inward forwarder

☐ Outward forwarder

☐ Consignee

☐ Shipper

☐ First to notify

☐ Additional notify

☐ Release to party

☐ Transport document receiver

Cancel

Create



MAERSK

CREATE NOTIFICATION FOR ARRIVAL NOTICE

1

+ Create new notification

All notifications

Latest

Create new notification

Select the type of notification you would like to receive.

☐ Transport plan changes

☐ Bill of lading

☒ Arrival notice

Cancel

Continue

Arrival notice details

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

Email address

3

nguyenvana@companyabc.com

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

Roles

☐ Consignee

☐ First notify party

☐ Additional notify

☐ Release to party

☐ Inward forwarder

☐ Inward customs broker

Cancel

4

Create

1. Click Create new notification
2. Select Arrival notice
3. Fill in needed details
4. Click **Create**



# NOTIFICATIONS

## TRANSPORT PLAN CHANGES

### CREATE NOTIFICATION FOR TRANSPORT PLAN CHANGES

- 1. Click Create new notification
- 2. Select Transport plan changes
- 3. Click **Continues**

Fill in email address & other needed details

1

+ Create new notification

All notifications

Latest

Create new notification

Select the type of notification you would like to receive.

2

☒ Transport plan changes ⓘ

☐ Bill of lading ⓘ

☐ Arrival notice ⓘ

Cancel

3

Continue

Transport plan notifications

Select which type of transport plan changes you would like to receive notifications for

☒ Estimated time to arrival (ETA)  
Minimum ETA Change

1 Day

☒ Estimated time of departure (ETD)  
Minimum ETD Change

1 Day

☒ Vessel and voyage

Email Details

Enter these mandatory details for your email notification.

Email address

nguyenvana@companyefd.com ⓘ

Language ⓘ

English

Frequency ⓘ

☒ Once a day on:

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☒ Saturday

☒ Sunday



CREATE NOTIFICATION FOR TRANSPORT PLAN CHANGES

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

☒ My company

Receive notifications only for shipments where my company plays the following role(s). Click here to find out more about each role.

☒ Booked by

☒ Shipper

☒ Consignee

☒ Price Owner

☒ First notify party

☒ Release to

☒ Outward forwarder

☒ Inward forwarder

☐ My bookings

Cancel

Create

4



EDIT/DELETE PREVIOUS EMAILS

Email Address	Notification type	Last Updated
trinh.nguyen1@maersk.com	Bill of lading	27 Mar 2024 07:21 trinh.nguyen1@maersk.com

Delete

Edit

Edit notification

Bill of lading details

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

Email address

nguyenvana@companyabc.com

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

☒ Draft BL

☒ Booked by

☒ Price Owner

☐ Outward forwarder

☐ Shipper

☒ Transport document receiver

☒ Waybill

☒ Transport document receiver

☒ Original

☒ Transport document receiver

☒ Certified True Copy

You must select at least one role

☐ Booked by☐ Price Owner☐ Inward forwarder

☐ Outward forwarder☐ Consignee☐ Shipper

☐ First to notify☐ Additional notify☐ Release to party

Cancel

Update

1. Click the down arrow icon
2. Choose **Edit** or **Delete** as per required
3. Click **Update**

