

#### STEP #1

LOG IN to <u>www.Maersk.com</u> .					If you are failed to log in, CHAT technical support <u>here</u>			<u>e</u> .		
Γ	🔆 MAERSK	Prices	Book 🗸	Tracking	Schedules	Logistics solutions	Manage 🗸	EN $\checkmark$	∿ 💽 ≡	

#### **STEP #2**

Choose/Search the Shipment Number from your Hub dashboard

💥 MAERSK	Prices Book $\backsim$ Tracking Schedules Logistics solutions Manage $\backsim$	$_{\rm EN}$ $\sim$ $^{\circ}$	~ ● ≡
භ් Hub dashboard	Welcome to your Hub 🖉 customise	B/L or container no.	TRACK

### **STEP #3**

This will open **Shipment details** page which shows all details of that particular shipment then you can click **Amend**.

<ul> <li><u>Back to shipment o</u></li> <li>Shipment deta</li> <li><u>Upcoming features</u></li> </ul>	<sub>verview</sub> ils				<u>Go to old shipment details (Shipment Binder)</u>
B/L number:		Ø Jakarta, ID Departs 14 Jul 2023		Auckland Metroport, NZ Arrives 15 Aug 2023     Arrives 15 Aug 2023	I x 40 Dry Soap
Summary Docu	iments Containers & VGM	Parties Charges	Log		

## **STEP #4**

You will redirect to initial Booking Information page and you can make amendment of POL, POD, container type, container amount, commodity as long as no container linked to the booking yet, then click "CONTINUE"

Booking Information	Select sailing	Recommended services	Additional details	Review booking
Your booking	details			



### **STEP #5**

Next you will go to Select Sailing page and you can amend vessel schedule there by click "**Book"** on the new schedule.

mendment request for booking number					
Ø		O			
Booking Information	Select sailing	Additional details	Review booking		
Select sailing					

# STEP #6

Page will move to Additional details, and you can change pick up depo, date, haulage reference and shipment parties. Click "**Review Booking**" after edit all details needed

Amendment request for booking number	endment request for booking number						
<b>O</b>	<b></b>	O	O				
Booking Information	Select sailing	Additional details	Review booking				
Additional details							



## **STEP #7**

On this section you can add additional email receiver and tick the agreement of Terms and Conditions before click **"Submit Booking"** amendment.

Amendment request for booking numbe	r <b>XXXX</b>					
<b>O</b>	<b>⊘</b>		O			
Booking Information	Select sailing	Additional details	Review booking			
Review booking						
Notification preferences						
Booking confirmation will be sent as pe specify by checking the tick-box below	er your communication preferences and adding the relevant email add	registered with us. If you want us to send ress.	booking confirmation to any additional addresses, plea			
Add additional email receiver						
Enter an email address						
I have read and accept all the terms and conditions of this booking						
Submit booking						