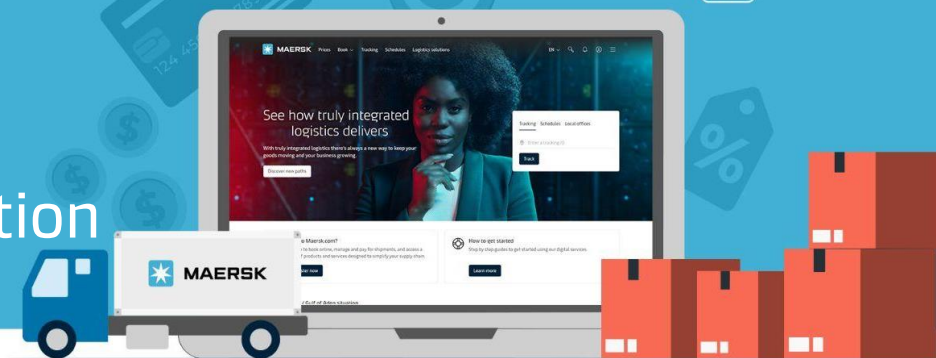


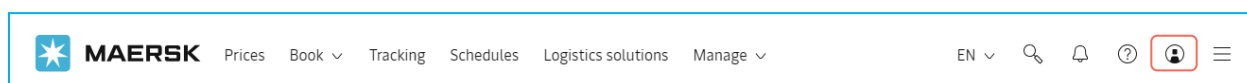
Submitting a Shipping Instruction



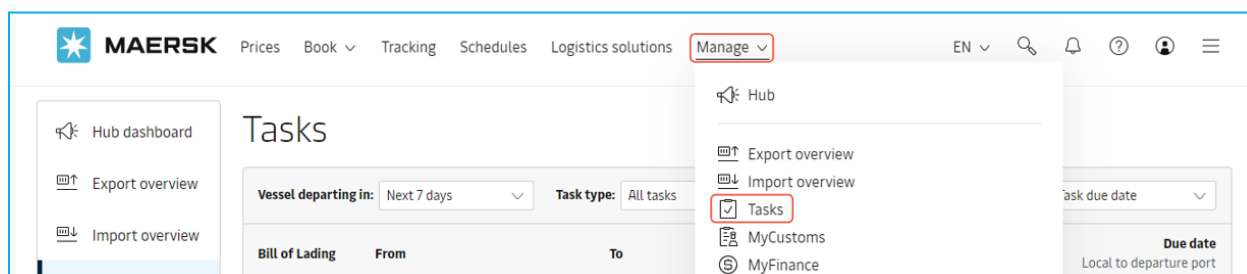
To load your container(s), we need certain information to create a bill of lading and submit information to customs authorities and export, transshipment, and import.

If your shipment was created as a duplicate of a previous shipment, all the details will be copied into the Shipping Instruction.

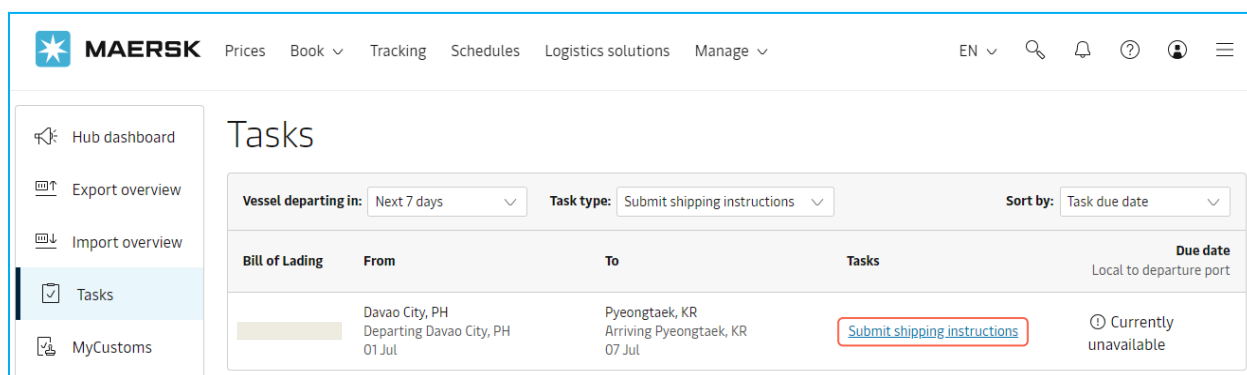
Step 1: Click the account icon located at the top right corner of the home page and Login.



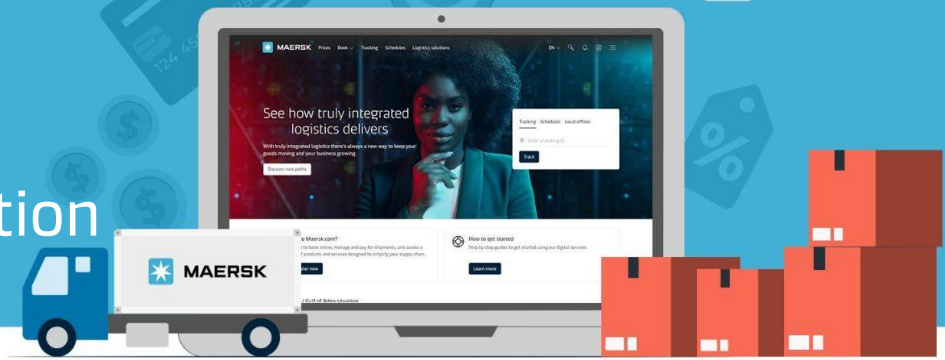
Step 2: Click on Manage in the top menu and select Task.



Step 3: In the tasks tab, you can see all the pending task of your shipments, kindly select the BL number that needs SI submission and click the Submit shipping instruction in the task column.



Submitting a Shipping Instruction



Step 4: In the Document tab, fill in the document type, and vessel & location aliases on B/L. Click Submit & Continue

← Exit Shipping Instructions

Shipment: Split, part & combine

From Philippines 01 Jul 2024 To Korea, South 07 Jul 2024

BoL: **Document** Parties Payers Cargo and VGM Review

Documents

Transport Document Receiver

*****677 [Change](#)

Import Freetime Extension

Detention

Included Freetime	Containers	Select Additional days
6 days	1 × 40 Reefer High	4 8 14
Total freetime		
14 days		

Save up to 40% from potential charges Total price 480 USD [Purchase detention extension](#)

Document Type

Waybill Bill of Lading

Shipped on Board

Received for Shipment

Vessel and Location Aliases on B/L

Vessel

VIVALD(LR) / 425N (First Load Port)

Location Aliases

Load Port: Port of Discharge:

Departing: 01 Jul 2024 17:00 Arriving: 07 Jul 2024 08:00

Documentation Requests

Free detention and demurrage time

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

No Yes

Agent details on BL

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

No Yes

In-transit

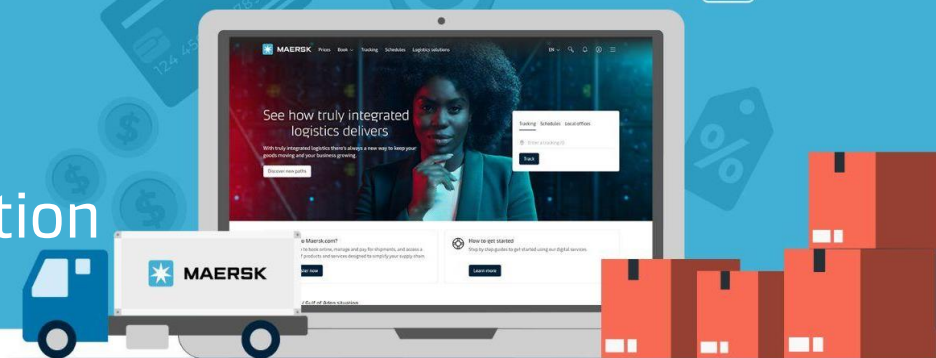
The In-transit clause below will be included on the BL

No Yes

Request Certificates

If customer wish to have additional FT for their shipment, they can purchase additional FT using this tool.

Submitting a Shipping Instruction



Step 5: In the Parties tab, customer can search and add parties to their shipping instructions.

← Exit Shipping Instructions

Shipment:

From Philippines 01 Jul 2024 To Korea, South 07 Jul 2024

BoL: Document **Parties** Payers Cargo and VGM Review

Step 6: In the Payers tab, customer can search and add payers and assign payer to charges

← Exit Shipping Instructions

Shipment:

From Philippines 01 Jul 2024 To Korea, South 07 Jul 2024

BoL: Document Parties **Payers** Cargo and VGM Review

Step 7: In the Cargo and VGM tab, customer can fill in their cargo descriptions, container details, VGM and seal number(s).

← Exit Shipping Instructions

Shipment:

From Philippines 01 Jul 2024 To Korea, South 07 Jul 2024

BoL: Document Parties Payers **Cargo and VGM** Review

Step 8: Review all details and click on Send shipping instructions to complete the process.

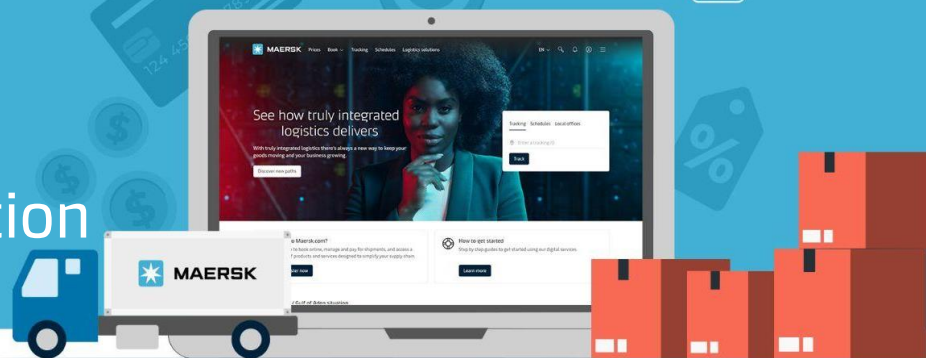
← Exit Shipping Instructions

Shipment:

From Philippines 01 Jul 2024 To Korea, South 07 Jul 2024

BoL: Document Parties Payers Cargo and VGM **Review**

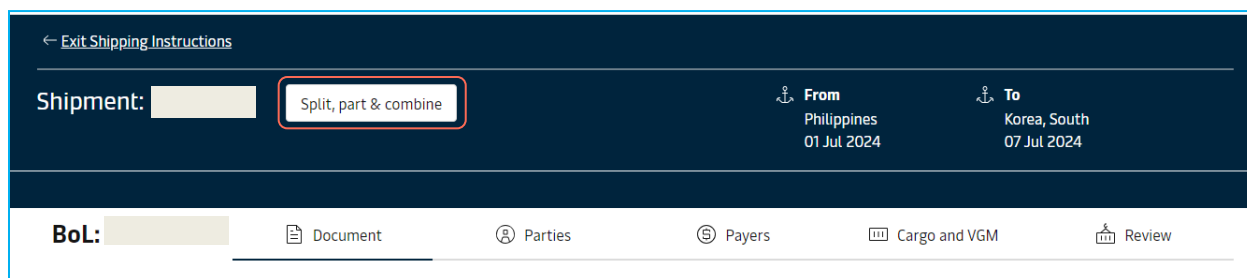
Submitting a Shipping Instruction



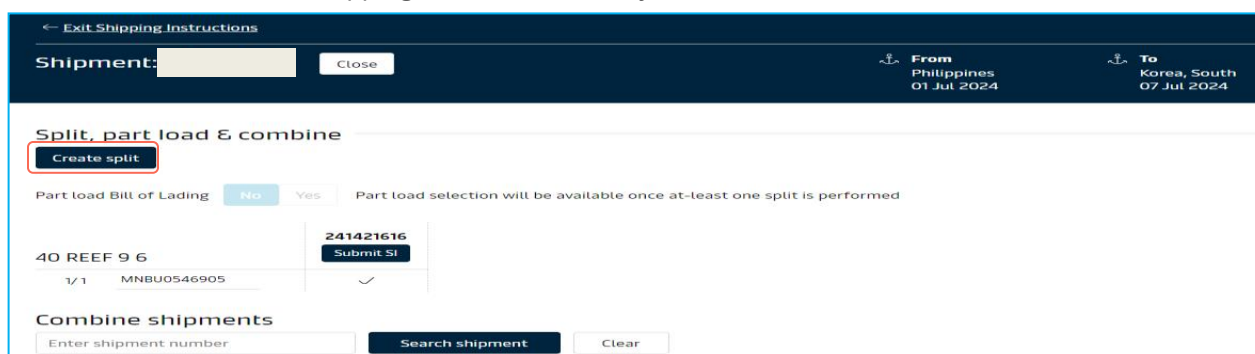
Customer will receive an email confirmation after submitting the shipping instructions. Submitting shipping instructions has never been this simple. Manage your shipping instructions and documentation with ease on a single platform – **Maersk.com**

You will see a page with options. Here you will make a choice depending on your needs. Select below options:

- Clicking **Split/part/combine tab**– if you want to combine multiple bookings, split a booking more than 5 bills of lading or have more than 20 multiple cargo descriptions. This will then direct you to the classic SI journey.



- Clicking **Create split** button after above step – Up to Maximum 5 bill of lading option is now available on New Shipping Instruction Journey



Need more help?

Should you require further assistance, please do not hesitate to [contact us](#).

<p>Sales</p> <p>We can help if you're an existing customer or interested in doing business with us</p> <p>Sales enquiry Prices</p>	<p>Support</p> <p>Support for existing or prospective customers, with ongoing or upcoming transactions</p> <p>Support Case management</p>	<p>Find your local office</p> <p>Enter country/region name</p> <p>Find</p>
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