

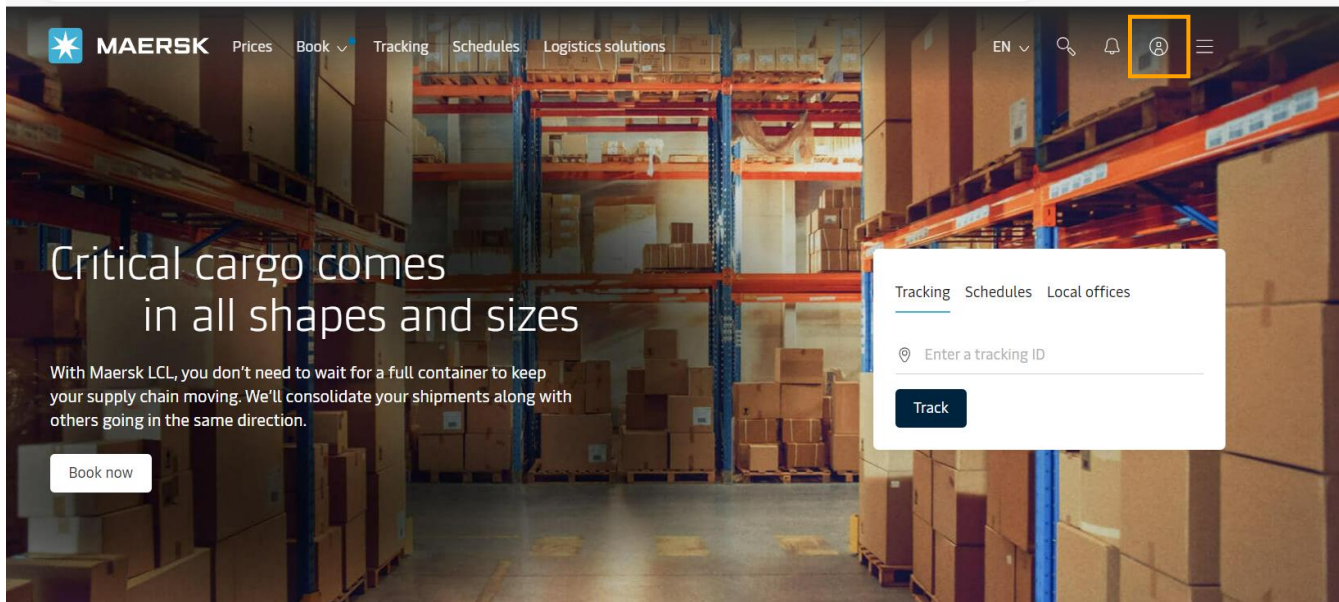
Handbook - 如何提交分单补料（一个柜子）

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进入补料页面

1. 进入 www.maersk.com 点击右上角头像“Account/账户”，输入用户名+密码，点击 **Log in** 完成登录



Login

Remember my username

Log in

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

New to our online services?

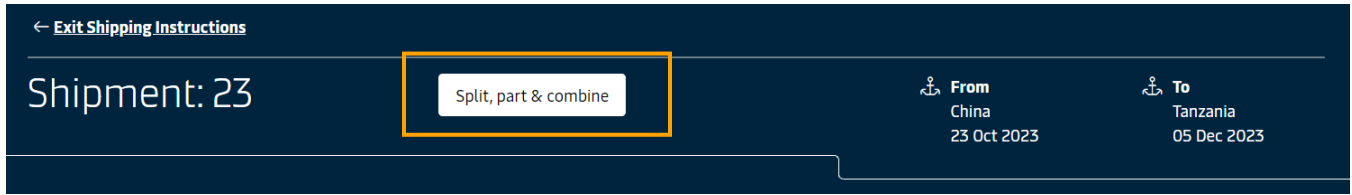
Sign up to book online, manage and pay for shipments, and access a suite of products and services designed to simplify your supply chain.

Register

2. 录入需要提交补料的订舱号码并点击 **View details/货件追踪**按钮

3. 页面跳转到 **Shipment details/订单详情**的 **Summary/概要**页面后找到并点击 **Submit Shipping Instruction/提交提单补料**按钮

4. 进入补料页面后点击订舱号码右边的 **Split, part & Combine/拆分、分解和并入**按钮



5. 点击 **Create split/创建拆分**按钮，点击后主单号右边会多出一个尚未创建提单号码的分单，给分单勾选上柜号，点击 **Create BoL/创建提单**按钮即可生成分单号码。（如果需要拆分更多的提单，重复第 4 步和第 5 步即可）。

Split, part load & combine

Create split Please create BoL before attempting to create another split.

Part load Bill of Lading No Yes In part load all BoLs must be created before any are submitted
All part load BoLs must be deleted before the Shipment may revert to non part load

20 DRY 8 6	588453205	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/1 TBC	Submit SI	Create BoL	Cancel	<input type="checkbox"/>

Since this is a split shipment, combine will not be available as of now.

点选好柜号后，即可点击“Create BoL/创建提单”按钮去创建分单号码。

6. 创建好该票需要的所有分单提单号码后，就可以点击提单号码下方的 **Submit SI/提交装船须知**按钮进入补料详细信息填写页面。

Split, part load & combine

Create split

Part load Bill of Lading No Yes In part load all BoLs must be created before any are submitted
All part load BoLs must be deleted before the Shipment may revert to non part load

40 DRY 9 6	23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/1 MTSU96	Submit SI	Submit SI	Cancel	<input type="checkbox"/>

Since this is a split shipment, combine will not be available as of now.

注：补料一旦提交，页面就无法再继续拆分了，因此在点击 **Submit SI/提交装船须知**之前，请确保所有分单提单号码都已经创建好；如果是误点了拆分，在提交补料之前，可以取消相应分单柜子勾选，然后点击分单提单号码右上角的 **按钮**去删除掉，一旦补料提交，页面就无法删除提单号码了，删除的时候注意不要删除主单号码。

进入补料界面后,共有五个版面:文件、当事方、付款人、货物重量和载重集装箱重量验证、审核。填写完一个版面后,可以跳转到任意您想操作的界面。

重要提示: 补料页面没有备注栏,请在对应栏填写相应的信息。

- 显示目的港代理、免箱期、转运条款、转运船只条款在“文件/Document”页面直接选择。
- 显示/不显示费用的要求,在“付款人/Payers”版面直接选择。
- 美线有 house 单的情况,在“文件/Document”版面的“Does this shipment have a House Bill of Lading (Is this Master bill of lading)”处选择 Yes,再根据实际情况选择是否需要马士基申报 house 单的 AMS。
- 其他海关参考信息也是根据当前订舱所在目的港国家单证限制要求显示的,也需要按照提示去填写。

Documents

提单接收方信息，没有更新过的情况下，默认是订舱方

Transport Document Receiver

OCE ☆

*****354

[Change](#)

Company name and Address

ILE ROAD

点击“Change/ 更改”按钮可以更新成其他公司

Document Type

Waybill **Bill of Lading**

Shipped on Board

Received for Shipment

Number of Originals

-	3	+
---	---	---

Release instructions

Destination release ?

Electronic cargo release ?

单据类型：海运单（Waybill）；正本提单（Bill of Lading）

如果需要电放,单据类型选择“已装船提单 /Bill of Lading”,同时点选“Electronic cargo release”;如果需要目的港放单，同时点选“Destination release”。（这里选了电放会添加电放费，最终电放还需要开船后再次申请；目放则是一次性完成，如果是需要等通知目放，则不在此点选。）

Shipment References

Does this shipment have a House Bill of Lading (Is this Master bill of lading)?

Yes
 No

有 house 单，请选 Yes；
没有 house 单，选择 No。

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

Yes
 No

Please see House Bill of Lading Management

需要马士基申报 HBL 的 AMS,请选择 Yes，并在最后一页的“其他要求和备注”栏提供 HBL 的补料信息；不需要马士基申报 HBL 的 AMS，选择 No 即可。

^ Vessel and Location Aliases on B/L

Vessel

Y34 TEST FEED 20(DK) / 343E (First Load Port)
 MAERSK LAVRAS(DK) / 343E (Second Load Port)

头程是驳船的时候，在此处选择提单是显示驳船还是大船(即选择是显示第一个装货港的船还是第二个装货港的船)；

Location Aliases

Load Port Bremerhaven	Port of Discharge Hong Kong
Departing 30 Oct 2023 05:01	Arriving 07 Dec 2023 08:00

港口拼写方式只能从下拉菜单选择

^ Documentation Requests

Free detention and demurrage time

The number of free days of detention/demurrage

No Yes

是否显示目的港免用箱在提单上。如果需要显示的话，点击 Yes，系统会自动带出可以显示的用箱天数。如果有多种显示方式可选的话，勾选需要的显示方式。

Agent details on BL

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

No Yes

是否显示目的港代理在提单上。

In-transit

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

No Yes

是否显示转运条款在提单上。

Transshipment

Shows the details of intended future vessel(s) a

No Yes

是否显示转运船舶信息在提单上。

Request Certificates

点击此按钮可以查看下载船证模板。

Save Draft

Save & Continue →

点击此按钮跳转到下一个版面。

Parties/当事方

填写说明:

如果当前订舱已经更新了联络方信息，页面会自动显示出相应联络方的公司名和客户代码；

如果发现上方公司名和提单上实际需要显示的公司（提单上打印的公司名称和地址）不一样的话，点击 **Change/更改** 按钮进入公司搜索页面。

如果订舱尚未更新联络方信息，点击相应联络方后面的 **Add** 按钮进入公司搜索页面。

需要显示收货人为 **To Order**，点击收货人处的 **TO ORDER/待指定** 按钮即可。

需要显示通知方为 **SAME AS CONSIGNEE** 点击通知方处的 **SAME AS CONSIGNEE** 按钮即可。

Company name and Address Printed on B/L/提单上打印的公司名称和地址 处的信息为实际提单上会显示的公司信息，点击 **Edit/编辑** 按钮可以去编辑。建档后有不需显示在提单上的信息，也可以点击此处的 **Edit/编辑** 按钮去更改，更改后点击输入方框左下角的 **Apply Changes/应用更改** 按钮保存。

References/参考信息 为选填，如果填写了的话会显示在提单上。（需要在提单上的 **Export references** 处显示信息的话，填写在发货人处的参考信息栏）

已更新公司信息，核对信息是否正确；如果有误，点击“更改”按钮。

星星图标为收藏按钮，点亮该星星即可将当前公司添加到收藏夹。只能收藏已经有客户代码的公司。最多可以收藏 25 个公司信息。

当前联络方尚未更新公司信息，点击“添加”按钮去搜索。

The screenshot shows a web interface for managing shipping parties. It includes sections for SERVICE, Consignee, and First Notify Party. Callouts provide instructions on how to use the 'Change', 'Edit', 'TO ORDER', 'SAME AS CONSIGNEE', and 'Apply Changes' buttons.

Service Section: Shows a service ID (*****354) with a 'Change' button. Below it, a field for 'Company name and Address Printed on B/L' has an 'Edit' button.

Consignee Section: Features a 'TO ORDER' toggle switch. A message states: 'You must add a consignee to this shipment or set as "To Order"'. A callout explains that clicking 'TO ORDER' is used to show the receiver as 'To Order'.

First Notify Party Section: Features a 'SAME AS CONSIGNEE' toggle switch. A callout explains that clicking this button is used to show the notify party as 'SAME AS CONSIGNEE'.

Bottom Section: Shows a field for 'Company name and Address Printed on B/L' with an 'Apply Changes' button at the bottom left. A callout explains that after editing, clicking 'Apply Changes' saves the changes.

Additional Parties (optional)

 ADDITIONAL NOTIFY PARTY

 OUTWARD FORWARDER

 INWARD FORWARDER

You agree and acknowledge that Maersk A/S, and its affiliated companies, agents, and employees, shall be indemnified and held harmless by you and (if different) the Merchant and its related entities, against all claims, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, incurred by Maersk A/S, and its affiliated companies, agents, and employees, in connection with the performance of the contract of carriage.

需要在提单上显示第二通知方的话点击此按钮。


By naming a natural person as a party in any bill of lading, seaway bill, or other contract of carriage, you agree to indemnify and hold harmless Maersk A/S, and its affiliated companies, agents, and employees, if a natural person is named in any bill of lading, seaway bill, or other contract of carriage.


[← Previous](#)

点击 **Change/更改** 或者联络方后面的 **Add/添加** 按钮后即可打开如下页面。

SEARCH / ADD PARTY



 Favorites

 Search / Add

有收藏过公司的话，会显示在这里。有当前需要的公司，可以直接选择使用。

收藏夹里没有当前需要的公司信息的话，点击此按钮进入公司信息搜索页面。

直接选择收藏夹里已有的公司

SEARCH / ADD PARTY



☆ Favorites

🔍 Search / Add

You can search a party by their trading name and address or customer code

By trading name

By customer code

Trading name

Country

SELECT COUNTRY

City (Optional)

SELECT CITY

没有所需客户代码的话，使用公司名搜索，公司名和国家为必填；
有所需公司客户代码，可以点击 By customer code/按客户代码进行精确查找。

+ SHOW ADDITIONAL ADDRESS DETAILS

Search

SEARCH RESULTS



Showing 1 result for live help

Trading name	Address	Customer code
LIVE	CHENGDU, 610000, CHINA	SELECT

搜索到有符合的公司信息的话，可以点击 SELECT/选择按钮使用；
没有搜索到符合的公司信息或者搜索显示无结果，则点击+ADD NEW PARTY/添加新当事方按钮去新建。

← GO BACK

SEARCH BY CUSTOMER CODE

+ ADD NEW PARTY

ADD NEW PARTY

新建公司页面 8 个基本信息，如果没有填写必填信息，或者填写格式与要求不符合，会无法保存新建申请，并且给予相应提示。



Enter below details to request a new party, new party will be added after approval

Customer/Trading name

live help

公司名（必填项）

Address

tianfu road

公司地址，需要具体到街道名和街道号码（必填项）

Country

CHINA

公司所在国家（必填项）

PO BOX

Postal/ZIP code

610000

邮政信箱和邮政编码（是否为必填跟随该公司所在国家要求）

State/Region

公司所在州名（是否为必填跟随该公司所在国家要求）

City

CHENGDU

公司所在城市（必填项）

Email

lovechul@test.com

邮箱地址（必填项）

Phone

28610000

电话号码（必填项）

Tax reference

税号（是否为必填跟随该公司所在国家要求）

[← GO BACK](#)

Submit

Payers/付款人

每个费用的付款方式（预付/到付）为必填；

预付费用的付款公司为必填项，到付费用的付款公司可以不填写。

是否显示费用在提单上

如果进口国家强制要求显示费用，则只能选择 Yes。

Payers

Do you want to display these charges and amounts on the bill of lading? No Yes

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) ?
SERVICE	*****354	Invoice reference
LTD	CO *****695	Invoice reference

Add payer

账单参考信息，选填项。
填写了会显示在账单上。

可以在此处添加付款方，方便在下方费用处直接选择到付款方。在下方费用处去添加也可以。

Step 2) Assign Payers to charges:

Charge Types Payment Terms (?) Payer Payer Code Invoice Reference (?)

[-] All Charges selected: 3 Prepaid Collect Assign payer OK

ORIGIN

- Terminal Handling Service - Origin Prepaid Collect Assign payer
- Documentation Fee Prepaid Collect Assign payer
- Export Service Prepaid Collect Assign payer

FREIGHT

- Basic Ocean Freight Prepaid Collect Assign payer
- Bunker Adjustment Factor Prepaid Collect Assign payer
- Panama Crossing Charge Prepaid Collect Assign payer
- Low Sulphur Surcharge Prepaid Collect Assign payer

Cargo and VGM/货物重量和载货集装箱重量验证

Cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Furniture, nos

1

包装类型可以从下拉菜单选择，也可以直接手动输入。

6 位数的商品编码是必填项。

Cargo description

Do not enter time, in-transit or transshipment clauses here - use the Document page. Local customs regulations need the actual cargo description within the first 2

该数字为品名的序列号，不会显示在提单上。

Your description goes here...

Enter a name for your template

点击“添加标记和编号”可以填写唛头信息

输入货描信息（如果有常使用的货描信息可以在录入货描后，输入模板名称点击创建模板，创建好之后就可以直接打开模板去使用）

▼ Add Marks and Numbers

有显示多条货描的需求的话，可以点击下方两个按钮去添加货描。

Delete description

Add another description for this shipment

Copy these details to another description

添加好的货描都需要分配给箱子，如果添加了多余的货物描述，点击此按钮可以进行删除。

点击此按钮可以新增一条不同的货描信息。新增后需要去手动录入包装类型，HS Code 和货描。

点击此按钮新增一条和页面上一条完全一样的货描信息：包装类型、HS code 和货描都会自动复制好。

Assign cargo descriptions to containers, give d

Assign descriptions to containers | Package, weight and volume totals | Seals and references

Multiple descriptions per container No Yes

在此处选择是否有一个箱子要显示多条货描的需求，如果有的话，就选 Yes；每个箱子都只需要显示一条货描的话，保持默认的 No 即可。

20 Dry Standard

Container number	1 Pkgs (count)	Cargo wt. (kg)	Volume (m³)	2 Pkgs (count)	Cargo wt. (kg)
1/2	↓ 1	17000.000		<input type="radio"/>	
2/2 123456789	<input type="radio"/>			<input type="radio"/>	

录入货物的件重尺、VGM 和封条号码信息。（补料版面 VGM 为选填）

在此处按照箱号选择对应的货描。

Assign Description to containers | Package, Weight & Volume Totals | Seals & references

Note:

Give the customs seals and any other references.

40 Dry High

Container number	Shippers seal	Carrier seal	Customs seal	Vet seal
1/1 MRSU55				

封条号码填写说明：
使用马士基的封条，填写在 Carrier seal/承运人封条处，从 ML-后面的字母开始填写，如 CN1234567
自备封条，填写在 Shipper seal/托运人封条号码处
海关封条，填写在 Customs seal/海关封条处

Review

复核页面和导出来的 PDF 预览件不是最终提单样本，核对填写的内容的准确性即可。

Print Preview

Document details

B/L No 22770	Booking No 22770	Document Type Bill of Lading (Shipped on Board)	
Vessel Name MOSCOW MAERSK(DK)	Voyage No. 324W	SCAC MAEU	
Place of Receipt -	Port of Loading Qingdao	Port of Discharge Gdansk	Place of Delivery -
Maersk agent details -	Free detention and demurrage time -		
Transshipment -			
Shipment References			

点击此处可以导出 PDF 版的预览件

每个板块都有对应的编辑按钮，如果发现信息需要改动，可以点击此按钮回到对应版面去编辑。

Edit Document Details

Parties details

Ⓢ Shipper Party CHINA(QINGDAO)LIMITED *****348 References	B/L Address CHINA(QINGDAO)LIMITED	Ⓢ Consignee Party TO ORDER References	B/L Address To Order
Ⓢ Transport Plan Document Receiver Party CHINA(QINGDAO)LIMITED *****348 References	B/L Address CHINA(QINGDAO)LIMITED 16A, SHANDONG RD RM 1604 SUNSHINE TAIDING BLD QINGDAO 266071	Ⓢ First Notify Party Party CHINA(QINGDAO)LIMITED *****348 References	B/L Address CHINA(QINGDAO)LIMITED
Ⓢ Additional Notify Party Party - References	B/L Address -	Ⓢ Inward Forwarder Party Party - References	B/L Address -
Ⓢ Outward Forwarder Party Party - References	B/L Address -		
Shipment References			

[Edit Parties Details](#)

Payers details

Display charges and amounts on the bill of lading **No**

Charge Types	Payment Terms	Payer - Payer Code
Origin :		
Export Service	COLLECT	--
Documentation Fee - Origin	COLLECT	--
Terminal Handling Service - Origin	COLLECT	--
Freight :		
Low Sulphur Surcharge	COLLECT	--
Bunker Adjustment Factor	COLLECT	--
Basic Ocean Freight	COLLECT	--
Destination :		
Documentation fee - Destination	COLLECT	--
Terminal Handling Service - Destination	COLLECT	--

[Edit Payer Details](#)

Cargo details						
(1) car						
6 digit HS Code	610000		Total Package(s) 1 BOX	Total Weight 8000 kg	Total Volume 86 m³	
CONTAINER NO.	CONTAINER TYPE 40FT DRY 9 6	NO. PACKAGE(S) 1	CARGO WEIGHT 8000.000 kg	VOLUME 86.0000 m³	VGM -	VGM METHOD -
CONTAINER NO.	SHIPPER SEAL -	CARRIER SEAL -	CUSTOM SEAL -	VET SEAL -		
(2) car						
6 digit HS Code	610000		Total Package(s) 1 BOX	Total Weight 8000 kg	Total Volume 86 m³	
CONTAINER NO.	CONTAINER TYPE 40FT DRY 9 6	NO. PACKAGE(S) 1	CARGO WEIGHT 8000.000 kg	VOLUME 86.0000 m³	VGM -	VGM METHOD -
CONTAINER NO.	SHIPPER SEAL -	CARRIER SEAL -	CUSTOM SEAL -	VET SEAL -		
						Edit cargo details

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

点击“保存草稿”按钮保存为草稿。

[← Previous](#)

填写额外接收提单样本的邮箱地址，如果样本即时自动签发，此处填写的邮箱将会收到。最多填写五个邮箱。

补料信息核对无误后，点击“发送装船须知”按钮提交补料信息。



Thank you for providing your shipping instructions!
 We need to perform some validations before we can share the draft bill of lading.
 If you have already subscribed for an e-mail notification,
 you will receive a copy in your mailbox.

Subscribe for [e-mail notifications](#)

B/L	Status	Action
228	SI submitted	Resubmit SI
228376580	SI not submitted	Submit SI

补料提交后，页面会自动跳转到此界面；还没有提交补料的提单号码右边会有 Submit SI 按钮，点击此按钮继续去提交其他分单补料即可。

Split, part load & combine

Create split

Please create BoL before attempting to create another split.

Part load Bill of Lading

No

Yes

In part load all BoLs must be created before any are submitted

All part load BoLs must be deleted before the Shipment may revert to non part load

20 DRY 8 6

1/1

MSL02

228

Resubmit SI



228

Submit SI



如果还没有提交完所有提单补料但不小心关闭了页面的话，也可以按照前面进入分单补料页面的步骤重新进入，一样可以去继续去提交补料。

Since this is a split shipment, combine will not be available as of now.