



## Customer Advisory

### Required Customer Information: Email Address, Phone Number, and Tax Reference

March, 21st 2019

Dear customer,

We are constantly looking for ways to improve in serving you better. Your business is important to us and we would like you to have a pleasant experience with us from booking to invoicing. One of the enablers to this is ensuring our records have your complete information.

Effective April 1, 2019, besides company name and address, the following information are required in the Shipping Instructions **if there are new customers involved**:

- **Email Address**
- **Phone Number**
- **Tax Reference (if Indonesia/Philippines/Vietnam/Cambodia/Russia/Taiwan customer involved on Shipping Instructions)**

Having this mandatory information in our records will enable the accurate and timely delivery of your documentation, shipment, and invoicing. In addition, updating you about products and services that can benefit you will be easier and more efficient.

**If you don't want above required information (email, phone number) print on transport document, please input the detail in "remark" when you submit shipment instruction.**

With this new requirement, please note there will be instances where your Shipping Instruction will be on hold for processing until complete information is received. **We highly encourage you to share this advisory with your counterpart shipment parties.**

We do our best to make your shipping simpler and more efficient. You can always book and manage shipments 24/7 on our [online portal](#). In case you need immediate assistance, feel free to contact your [local Sealand – A Maersk Company representative](#). We want to thank you for your business and look forward to continuously serving your transportation needs.

Best Regards,

Sealand – A Maersk Company Asia North China

## 关于样单中提交客户必需信息的公告

尊敬的客户，

您好！

海陆马士基一直在探索如何为您提供更好的服务。您的业务对我们很重要，我们希望您从订舱到账单接收都享有愉快的客户体验。其中一个促成因素是确保我们的记录包含您的完整信息。

由此，自 2019 年 4 月 1 日起，在公司名称和地址基础之上，对于样单中涉及到**全新客户**的情况您在提交样单时还需提供如下信息：

- 公司邮箱
- 公司联系电话
- 公司税号 (如果提单样本上有涉及印度尼西亚/菲律宾/越南/柬埔寨/俄罗斯/台湾的客人)

我们将记录这些必需信息以便准确，及时的将单证，装运信息及账单信息提供给您。同时，介绍可以使您受益的产品和服务，让您的业务更加简便，高效。

**如果您不希望在运输单据上显示上述必需信息（邮箱，电话），请在提交装运说明时详细注明在“备注”处。**

基于这项新要求，我们提醒您注意，上述必需信息的缺失将会对您的样单生成造成延误。我们强烈建议您将此公告分享给您的业务合作伙伴。

如果您对上述内容有任何疑问，请随时联系您当地的海陆马士基代表。

感谢您对我司的一贯支持，并期待不断满足您的全球运输需求。

顺颂商祺！

海陆马士基亚洲华北区  
2019 年 3 月 21 日