

How to add a Delivery Order release to a party of your shipment



The image shows two screenshots of the Sealand Maersk website. The top screenshot shows the main website with a user profile icon circled in red in the top right corner. The bottom screenshot shows the 'Hub dashboard' with a 'Welcome to your Hub' message circled in red. Below the message is a 'Delivery Order' section with a text input field for a Bill of Lading number, also circled in red, and a 'Request delivery order' button. To the right of the 'Welcome to your Hub' message is a search bar with the placeholder text 'B/L or container no.' and a 'TRACK' button.

Get Started

Log in to
www.sealandmaersk.com

Ensure you are at the “Hub dashboard”.

Scroll down the page till you see “Delivery Order”.

Start the journey by updating Booking number and clicking “Request delivery order”.



Submission and Request Delivery Order

This page shows the pre-conditions for cargo release (for your reference).

You can check BL and payment status here. If payment is not made, please proceed to pay first.

Click on “Request delivery order”.



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B/L Status

Cargo release status

- Bill of Lading surrender is pending
- Manifest submitted to customs

Finance status

- Prepaid charges payment is completed
- Collect charges payment is pending

Delivery orders

None of the containers on this shipment are requested for delivery order. Currently, 1 containers are with 'ready to submit' status. Please proceed to delivery order request for these containers.

[Request delivery order](#)

Other actions

Nominate a Release to Party(Optional)
No "Release to party" assigned for this shipment yet.

Request delivery order



Selected release type

- Merchant Haulage (CY)
Release to a third-party haulage provider you arrange.
- Carrier Haulage (SD)
Delivery by our global intermodal network. [Learn more.](#)

Selected Containers

Shipment: 292990447

FROM (City, Country/Region)
Xingang, CN
11 March 2021

→

TO (City, Country/Region)
Singapore, SG
21 March 2021

✓ All (1 of 1) "Ready to submit" containers selected for **DO Request.** Hide Details ^

Containers Delivery Order Status

✓ **TCKU7137892 | 40' Dry Standard**
iron, steel, iron and steel articles, metal (26780 kg) Ready to Submit

Cancel Continue

Choose Haulage Mode

You can continue your journey by choosing the haulage mode and clicking on the "Continue" button.



Request delivery order



Documents & References

Shipment: 292990447

FROM (City, Country/Region)
Xingang, CN
11 March 2021

→

TO (City, Country/Region)
Singapore, SG
21 March 2021

Proof of payment

Payment for the collect charges is pending, please upload documents for 'Proof of Payment' if payment is done. If you have already submitted proof of payment within last 24 hrs, it might be under process and no need to upload it again.

No document selected **Upload**

Mandatory Documents / References

TRANSPORTER/HAULIER UEN NO

123412341A

+ Add other supporting Documents / References (Optional)

✓ Correct method: ✓

TRANSPORTER/HAULIER UEN NO

198602173H

+ Add other supporting Documents / References (Optional)

✗ Incorrect method: ✗

TRANSPORTER/HAULIER UEN NO

198602173H/Sealand Asia Singapore

+ Add other supporting Documents / References (Optional)

Cancel **Continue**

Request Delivery Order

You can upload proof of payment in the screen (optional).

Please provide only the Haulier's UEN details and ensure no space in front, in between and at the back. - eg: "123412341A"

Click on "Continue" button.



Request delivery order



Release details for Merchant Haulage

Port of discharge (City, Country/Region)
Singapore, SG

Place of release
PSA Singapore Terminal
21 Mar 2021, 10:00

Release and return details for all containers

Please ensure pickup and return dates are during terminal operating hours. Demurrage and detention charges will apply if free time is exceeded.

Release container to
JE
Customer code- 432
Address:
25

Pickup date
24 Mar 2021

Pickup time
00:00

Container return depot
Pacific Trans Pte Ltd, Singapore, Singapore

Return date (Optional)
24 Mar 2021

Return time (Optional)
--:--
Pick a time within terminal operating hours

Demurrage details
Total* Not available

Detention details
Total* Not available

Haulage instructions(Optional)
0/800

Cancel Continue

Request Delivery Order

“Release container to” is defaulted to show as the consignee.

Click on “Continue” button.



Request Delivery Order

Input email address that you want the Delivery order to be sent to.

If you want a change in import charges payer, choose select payer. If no change is needed, Click on Continue

*note that there maybe a payer amendment fee applicable



Request delivery order



Delivery order recipient

E-mail address

When confirmed, the delivery order document will be sent to the email address(es) provided here:

✉ Niki.Natasha@sealandmaersk.com

+ Add e-mail address

Select payers

Select the parties who should receive invoices for the delivery and import services

Destination charges	No payer selected	Select payer	<input type="checkbox"/> Use for all	Clear
Import demurrage and detention	No payer selected	Select payer		Clear

Cancel

Continue

Request delivery order



Review your order details

Shipment: 292990447

FROM (City, Country/Region)
Xingang, CN
11 March 2021

→

TO (City, Country/Region)
Singapore, SG
21 March 2021

1 Container is selected for Delivery Order Request

- 1 Documents & References
- 2 Release details for Merchant Haulage
- 3 Recipient & Payer details

Cancel **Submit**

Request Delivery Order

Review your delivery order details.

And, click "Submit".





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