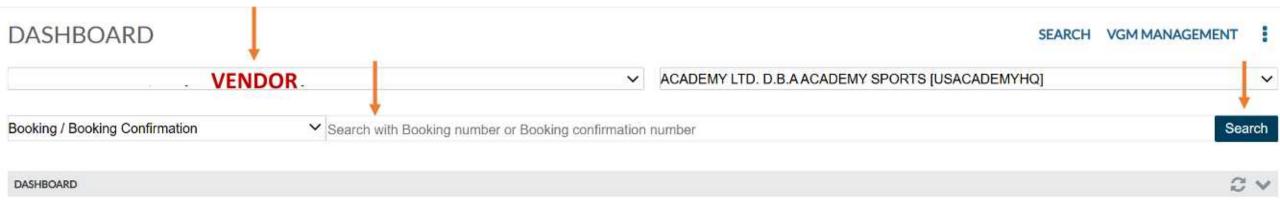


# STEPS ON HOW CREATE COMMERCIAL INVOICE AND PACKING LIST WITH MAERSK TEMPLATE 2024





- 1 Log onto MyMaersk (Shipper Portal)
- Select shipper, consignee and booking/booking confirmation on the drop downs, then insert booking ID/SO (optional) and press Search.







3 Select booking , then go to create & select Commercial Invoice

| PURCHASE ORDER                  | BOOKING P   | PACKING LIST CO               | OMMERCIAL INVO      | ICE CONTAINER L   | OAD RESULT                      | FORWARDER'S CARGO RE | ECEIPT HOL        | ISE BILL OF LAI | DING   |                   |         |              |
|---------------------------------|-------------|-------------------------------|---------------------|-------------------|---------------------------------|----------------------|-------------------|-----------------|--------|-------------------|---------|--------------|
| Booking number                  |             | 70                            | Booking confirm     | ation number      |                                 | Booking status       |                   | Ali             | ¥      | PO number         |         |              |
| Search Clear                    |             |                               |                     |                   |                                 |                      |                   |                 |        |                   |         | More filters |
| SEARCH RESULT                   |             |                               |                     |                   |                                 |                      |                   |                 |        |                   |         |              |
| Create V Generate               | PDF Zip Exp | oort Apply Templa             | ate                 |                   |                                 | Re                   | sult 1-4 out of 4 |                 |        |                   |         |              |
| Packing List Commercial Invoice | oking numb  | er Booking<br>submission date | Cargo Ready<br>Date | Booking reference | Booking<br>confirmati<br>number | Booking status       | Consignee         |                 |        |                   | Shipper |              |
| Container Load Result           | 497087      | 2024-10-16                    | 2024-11-17          |                   |                                 | CONFIRMED            | ACADEMY, LT       | D. D.B.A ACADE  | MY SPO | RTS [USACADEMYHQ] |         |              |
| Forwarder's Cargo Rece          | ipt 044088  | 2024-09-19                    | 2024-09-23          |                   |                                 | DELIVERED            | ACADEMY, LT       | D. D.B.A ACADE  | MY SPO | RTS [USACADEMYHQ] |         |              |
| House Bill of Lading            | 839842      | 2024-09-06                    | 2024-10-16          |                   |                                 | DELIVERED            | ACADEMY, LT       | D. D.B.A ACADE  | MY SPO | RTS [USACADEMYHQ] |         |              |
| - 1                             | 50839800    | 2024-09-06                    | 2024-10-09          |                   |                                 | DELIVERED            | ACADEMY, LT       | D. D.B.A ACADE  | MY SPO | RTS [USACADEMYHQ] | *       |              |





4

Last updated

Create option will bring you to the INFORMATION screen, PDF template is called name Maersk\_CI

# COMMERCIAL INVOICE INFORMATION PARTIES HEADER MARKS & NUMBERS CI status PENDING CI version 1 CI internal number 3443471



2024-10-29 16:28:33 Maersk Cl 🗸



- 5 Go to **PARTIES** and fill out the missing data and select the save option.
  - a. The Shipper should be the Vendor, the Manufacturer should be the Factory.
  - b. Ensure to input Notify party:
  - Notify Party 1 is Carmichael International Service.
  - Notify Party 2: not leave as Blank.
    - o Old Buyer: ACADEMY, LTD. D.B.A ACADEMY SPORTS.
    - New Buyer: ACADEMY INTERNATIONAL LIMITED.

#### COMMERCIAL INVOICE

SHBOARD SEARCH SETTINGS







### COMMERCIAL INVOICE

HEADER MARKS & NUMBERS

DASHBOARD SEARCH SETTINGS DOCUMENT MANAGEMENT

|                                 |  |   |                              |  | Generate PDF | Hist |
|---------------------------------|--|---|------------------------------|--|--------------|------|
| SHIPPER                         |  | / | CONSIGNEE                    |  |              |      |
| Shipper<br>Name<br>Address      | VENDOR  STE 300  LOGAN, UT 84321  UNITED STATES                                  |   | Consignee<br>Name<br>Address | ACADEMY, LTD. D.B.A.ACADEMY SPORTS [USACADEMYHQ] ACADEMY, LTD. D.B.A.ACADEMY SPORTS [USACADEMYHQ] 1800 N MASON RD KATY, TX 77449 UNITED STATES |              |      |
| Manufacturer<br>Name<br>Address | FACTORY  B1,B2,B3,B6,B7  SONG KHE - NOI HOANG IZ  BAC GIANG, VIETNAM             | ~ |                              |  |              |      |
| NOTIFY PARTIES                  |  |   |                              |  |              |      |
| Notify Party Group 1<br>Name    | CARMICHAEL INTERNATIONAL SERVICE [USCARMIC51HQ] CARMICHAEL INTERNATIONAL SERVICE | V | Notify Party Group 2<br>Name | ACADEMY, LTD. D.B. A ACADEMY SPORTS [USACADEMYHQ] ACADEMY, LTD. D.B. A ACADEMY SPORTS  | •            |      |

Address

1800 N MASON RD

KATY, TX 77449

UNITED STATES



Draft

921 W BETHEL RD

BLDG 100 STE 100

COPPELL, TX 75019

UNITED STATES

Address



- 6 Go to **HEADER** and fill out the missing data.
  - a. Please ensure your own Cl invoice number is the Cl reference number on this screen.
  - ETD should be fill-out. Vendor double check LOCATION column.
  - Ensure to fill out Consolidator and Stuffing location; add Hanger Cost by PO and Assist Statement if any.
  - d. If any exception related to Wood Statement/ Sample/ TSCA, please choose from Drop Down List.
  - e. Commercial Invoice Deduction field

Vendors are required to enter at least 1 deduction on the commercial invoice (both old Buyer & new Buyer). Our system could not except the zero as a value or blank column.

## COMMERCIAL INVOICE DASHBOARD SEARCH SETTINGS DOCUMENT MANAGEMENT

FORMATION PARTIES HEADER MARKS & NUMBERS

Generate PDF His



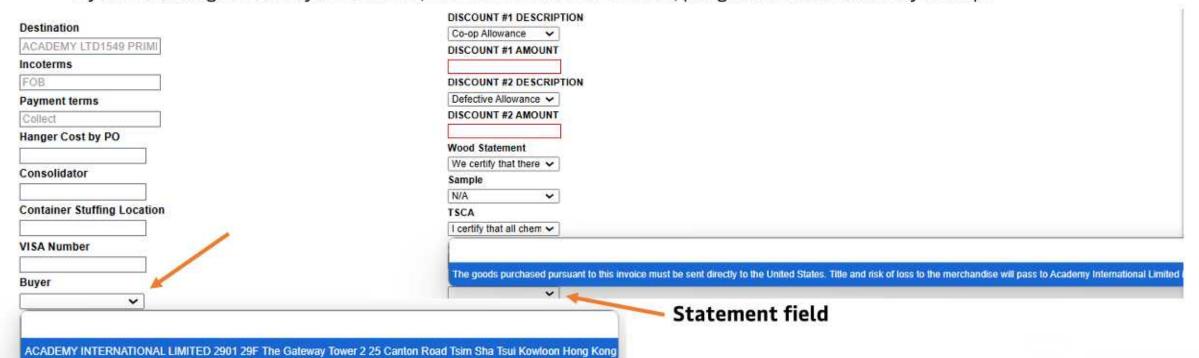




| COMMERCIAL INVOICE  |  | DASHBOARD                   | SEARCH                                   | SETTINGS           | DOCUMENT MANAG | SEMENT  |
|---|--|-----------------------------|--|--------------------|----------------|---------|
| INFORMATION PARTIES HEADER MARKS & NUMBERS  |  |                             |  |                    |                |         |
| Vendor Cl invoice number  Cl reference Cl Date  Country of origin  ETD  Wietnam  Required  SO status at time of Cl creation | Remark   |                             | A.                                       |                    | Generate PDF   | History |
| LOCATION  | DYNAMIC FIELDS   |                             |  |                    |                |         |
|   | Destination  ACADEMY LTD1549 PRIME Incoterms  FOR Payment terms  Collect Hanger Cost by PO  Consolidator  Required Container Stuffing Location  Required VISA Number | Co-op Allowa<br>DISCOUNT #1 | DESCRIPTION wance  AMOUNT R AMOUNT R ent | equired<br>equired |                |         |
| Academy SPORTSHOUTDOORS   | Buyer  | Assist Statem<br>Statement  | ent 🗸                                    | *                  | MAER           | 5K      |

Exception\*: apply to shipments belong to new Buyer Academy International Limited, beside above step, Vendor must add 2 more steps:

- a. Choose Buyer is ACADEMY INTERNATIONAL LIMITED.
- b. Choose statement as below.
- \*If your PO belongs to old Buyer ACADEMY, LTD. D.B.A ACADEMY SPORTS, pls ignore and move directly to step 7









Go to MARKS & NUMBERS, double check data if they are correct.

Currency

| COMMERCIAL INVO   | ICE  |  | DASHBOARD SEARCH SETT        | TINGS DOCUMENT MANAGEMENT |
|---|--|--|------------------------------|---------------------------|
| INFORMATION PARTIES HEADER  | ARKS & NUMBERS   |  |                              |                           |
| COMMERCIAL INVOICE SUMMARY  |  |  |                              | Generate PDF History      |
| Line details summary Quantity summary Packages summary Gross weight summary Measurement summary Total Price summary | Guantity/Packages Summary  360 PCS  360 BOXES  33636.000 KGS  143.000 CBM  | Summary Marks & Numbers                              | Description of Goods Summary |                           |
| COMMERCIAL INVOICE LINES 1-1 OF 1  « First « Prev » Next » Last  Show Check Boxes  Commercial Invoice lines         | Quantity/Packages Marks & numbers  | Description of goods PO Description of Goods Factory | COO Code                     | VPN                       |
| PO number<br>SKU/Item   | Quantity   360   PCS     Packages   360   BOXES     Gross Weight(kg)   33638 000   KGS     Net Weight(kg)   0.000   KGS     Measurement   143.000   CBM     Total Price   126471.6   | PROFORM CARBON TIL TREADMILL M                       | VN                           | PFTLS9724                 |
| PO number SKU/Item PO description of goods Booking confirmation number  | Supplied Sup | PROFORM CARBON TL TREADMILL M                        | cademy 🔀                     | MAERSK                    |

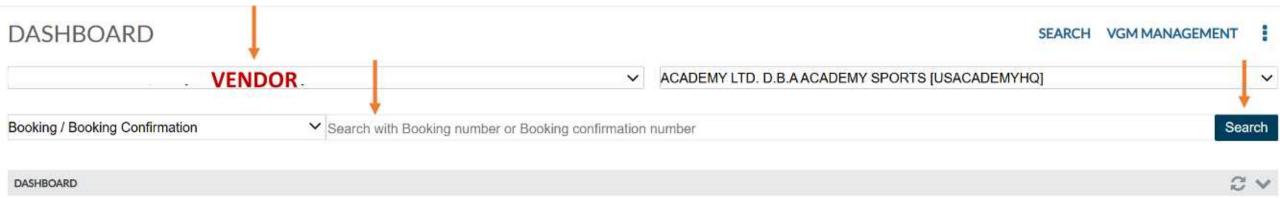
(8) Final step: select the save as **Draft** and generate PDF, revise file name.







- 1 Log onto MyMaersk (Shipper Portal)
- Select shipper, consignee and booking/booking confirmation on the drop downs, then insert booking ID/SO (optional) and press Search.







3 Select boo

Select booking , then go to create & select packing list.

| PURCHASE ORDER BOOKING PACKING LIST COMMERCIAL INVOICE CONTAINER LOAD RESULT FORWARDER'S CARGO RECEIPT HOUSE BILL OF LADING |              |
|---|--------------|
| Booking number Booking confirmation number Booking status All PO number   |              |
| Search Clear  | More filters |
| SEARCH RESULT   |              |
| Create V Generate PDF Zip Export Apply Template Result 1-4 out of 4   |              |
| Packing List oking number oking number submission date Date Booking reference Booking confirmation number Shipper           |              |
| Container Load Result 497087 2024-10-16 2024-11-17 CONFIRMED ACADEMY, LTD. D.B.AACADEMY SPORTS [USACADEMYHQ]                |              |
| Forwarder's Cargo Receipt 044088 2024-09-19 2024-09-23 DELIVERED ACADEMY, LTD. D.B.A ACADEMY SPORTS [USACADEMYHQ]           |              |
| House Bill of Lading 839842 2024-09-06 2024-10-16 DELIVERED ACADEMY, LTD. D.B. ACADEMY SPORTS [USACADEMYHQ]                 |              |
| + 1 50839800 2024-09-06 2024-10-09 DELIVERED ACADEMY, LTD. D.B.A ACADEMY SPORTS [USACADEMYHQ]                               |              |







Create option will bring you to the INFORMATION screen, PDF template is called name PL\_Dynamic\_Head

#### PACKING LIST DASHBOARD SEARCH SETTINGS DOCUMENT MANAGEMENT

INFORMATION PARTIES HEADER MARKS & NUMBERS

Generate PDF History

PL status PENDING

PL Version 1

PL number, internal 2895211

Date created 2024-10-29 17:40 03 PM









PACKINGLIST

Go to **PARTIES** and validate Shipper is Vendor

| ACINITY   | GLIST                          |  |                     |
|---|--------------------------------|--|---------------------|
| INFORMATION   | PARTIES HEADER MARKS & NUMBERS |  |                     |
|   | E *.                           |  | Generate PDF Histor |
| SHIPPER   |                                | CONSIGNEE  |                     |
| Shipper   | <u> </u>                       | Consignee ACADEMY, LTD, D.B.A.ACADEMY SPORTS [USA]     |                     |
| THE COLUMN TWO IS NOT |                                | Name ACADEMY, LTD. D.B. A ACADEMY SPORTS [USACADEMYHQ] |                     |
| Name<br>Address   | B1,B2,B3,B6,B7                 | Address 1800 N MASON RD<br>KATY, TX 77449              |                     |
| Address   | SONG KHE - NOI HOANG IZ        | UNITED STATES  |                     |
|   | BAC GIANG, VIETNAM             |  |                     |
|   |                                |  |                     |





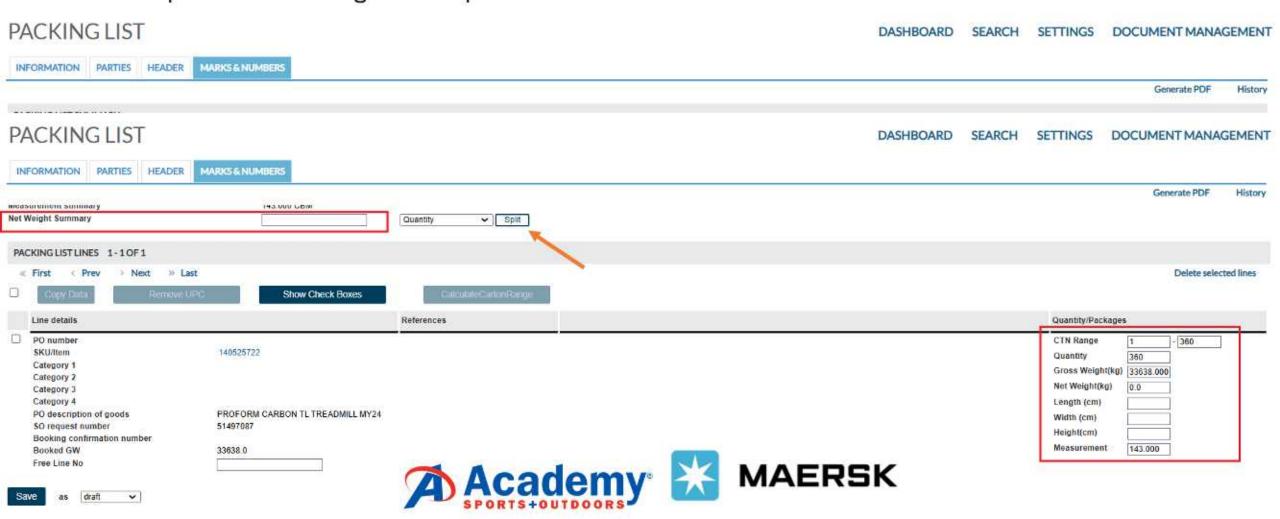
Go to **HEADER** & fill out all data: Invoice number/ETD/ETA/BL/Container/Vessel name

| PACKING LIST                               |                | DASHBOARD | SEARCH | SETTINGS | DOCUMENT MANAGEMEN  |
|--|----------------|-----------|--------|----------|---------------------|
| INFORMATION PARTIES HEADER MARKS & NUMBERS |                |           |        |          |                     |
|  |                |           |        |          | Generate PDF Histor |
| PL tempfate Select   Apply                 |                |           |        |          |                     |
| PL reference                               | Remark         |           |        |          |                     |
| PL date 2024-10-29                         |                |           |        |          |                     |
| Letter of credit Invoice Number            |                |           |        |          |                     |
| ETD  |                |           |        |          |                     |
|  |                |           |        |          |                     |
|  | Vessel         |           |        | . 10     |                     |
|  | Voyage<br>ETA  |           |        |          |                     |
|  | 35,102,0       |           |        |          |                     |
| LOCATION                                   | DYNAMIC FIELDS |           |        |          |                     |
| FOB point Haiphong [TRM]                   | Bill of Lading |           |        |          |                     |
| Place of delivery Katy [AAM]               | Container      |           |        |          |                     |
|  |                |           |        |          |                     |
|  | Vessel Name    |           |        |          |                     |
|  | Incoterms      |           |        |          |                     |
|  | FOB            |           |        |          |                     |
|  |                |           |        |          |                     |
| Save as draft 🗸                            |                |           |        |          |                     |
| A a a d a real w                           |                |           |        |          | 201 - 2000          |
| A Academy                                  |                |           | *      | MAE      | RSK                 |

7

### Go to MARKS & NUMBERS

Qty/GW/Measurement will be mapped straight from booking, please double check if they are correct. Please input total Net Weight then Split into each item.



(8) Final step: select the save as Draft and generate PDF, revise file name.







