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





# COMMERCIAL INVOICE

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

DASHBOARD SEARCH VGM MANAGEMENT 

Booking / Booking Confirmation

DASHBOARD  



# COMMERCIAL INVOICE

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

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  PO number

More filters

### SEARCH RESULT

Result 1-4 out of 4

	Booking number	Booking submission date	Cargo Ready Date	Booking reference	Booking confirmation number	Booking status	Consignee	Shipper
<a href="#">Commercial Invoice</a> ←								
Container Load Result	497087	2024-10-16	2024-11-17			CONFIRMED	ACADEMY, LTD. D.B.A.ACADEMY 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.A.ACADEMY SPORTS [USACADEMYHQ]	
<input type="checkbox"/> + <input type="button" value="Print"/>	50839800	2024-09-06	2024-10-09			DELIVERED	ACADEMY, LTD. D.B.A.ACADEMY SPORTS [USACADEMYHQ]	



# COMMERCIAL INVOICE

- ④ Create option will bring you to the **INFORMATION** screen, PDF template is called name Maersk\_CI

## COMMERCIAL INVOICE

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

**INFORMATION** PARTIES HEADER MARKS & NUMBERS

[Generate PDF](#) [History](#)

CI status	PENDING
CI version	1
CI internal number	3443471
Last updated	2024-10-29 16:26:33
PDF template	Maersk_CI ▾

Save as  ▾



# COMMERCIAL INVOICE

- 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.
      - Old Buyer: ACADEMY, LTD. D.B.A ACADEMY SPORTS.
      - New Buyer: ACADEMY INTERNATIONAL LIMITED.

COMMERCIAL INVOICE

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) [PARTIES](#) [HEADER](#) [MARKS & NUMBERS](#)



# COMMERCIAL INVOICE

## COMMERCIAL INVOICE

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) **[PARTIES](#)** [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)

### SHIPPER

Shipper Name	<input type="text" value="VENDOR"/>
Address	<input type="text" value="STE 300"/> <input type="text" value="LOGAN, UT 84321"/> <input type="text" value="UNITED STATES"/>
Manufacturer Name	<input type="text" value="FACTORY"/>
Address	<input type="text" value="B1,B2,B3,B6,B7"/> <input type="text" value="SONG KHE - NOI HOANG IZ"/> <input type="text" value="BAC GIANG, VIETNAM"/>

### CONSIGNEE

Consignee Name	<input type="text" value="ACADEMY, LTD. D.B.A.ACADEMY SPORTS [USACADEMYHQ]"/>
Address	<input type="text" value="1800 N MASON RD"/> <input type="text" value="KATY, TX 77449"/> <input type="text" value="UNITED STATES"/>

### NOTIFY PARTIES

Notify Party Group 1	<input type="text" value="CARMICHAEL INTERNATIONAL SERVICE [USCARMIC51HQ]"/>
Name	<input type="text" value="CARMICHAEL INTERNATIONAL SERVICE"/>
Address	<input type="text" value="921 W BETHEL RD"/> <input type="text" value="BLDG 100 STE 100"/> <input type="text" value="COPPELL, TX 75019"/> <input type="text" value="UNITED STATES"/>

Notify Party Group 2	<input type="text" value="ACADEMY, LTD. D.B.A.ACADEMY SPORTS [USACADEMYHQ]"/>
Name	<input type="text" value="ACADEMY, LTD. D.B.A.ACADEMY SPORTS"/>
Address	<input type="text" value="1800 N MASON RD"/> <input type="text" value="KATY, TX 77449"/> <input type="text" value="UNITED STATES"/>

[Save](#) as:



# COMMERCIAL INVOICE

- ⑥ Go to **HEADER** and fill out the missing data.
- a. Please ensure **your own CI invoice number** is the **CI reference number** on this screen.
  - b. ETD should be fill-out. Vendor double check LOCATION column.
  - c. 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](#)

[INFORMATION](#) [PARTIES](#) [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)



# COMMERCIAL INVOICE

## COMMERCIAL INVOICE

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) [PARTIES](#) [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)

Vendor CI invoice number

CI reference

CI Date

Country of origin

ETD  Required

SO status at time of CI creation

Remark

### LOCATION

FOB point

Port of loading

Port of discharge

Place of delivery

Double check information

### DYNAMIC FIELDS

Destination

Incoterms

Payment terms

Hanger Cost by PO

Consolidator

Container Stuffing Location

VISA Number

Buyer

Required  
Required

DISCOUNT #1 DESCRIPTION

DISCOUNT #1 AMOUNT  Required

DISCOUNT #2 DESCRIPTION

DISCOUNT #2 AMOUNT  Required

Wood Statement

Sample

TSCA

Assist Statement

Statement





# COMMERCIAL INVOICE

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

- Choose Buyer is ACADEMY INTERNATIONAL LIMITED.
- 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

Destination

ACADEMY LTD1549 PRIMI

Incoterms

FOB

Payment terms

Collect

Hanger Cost by PO

Consolidator

Container Stuffing Location

VISA Number

Buyer

ACADEMY INTERNATIONAL LIMITED 2901 29F The Gateway Tower 2 25 Canton Road Tsim Sha Tsui Kowloon Hong Kong

DISCOUNT #1 DESCRIPTION

Co-op Allowance

DISCOUNT #1 AMOUNT

DISCOUNT #2 DESCRIPTION

Defective Allowance

DISCOUNT #2 AMOUNT

Wood Statement

We certify that there

Sample

N/A

TSCA

I certify that all chem

The goods purchased pursuant to this invoice must be sent directly to the United States. Title and risk of loss to the merchandise will pass to Academy International Limited

Statement field

# COMMERCIAL INVOICE

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

## COMMERCIAL INVOICE

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) [PARTIES](#) [HEADER](#) **[MARKS & NUMBERS](#)**

[Generate PDF](#) [History](#)

### COMMERCIAL INVOICE SUMMARY

Line details summary

Quantity summary

Packages summary

Gross weight summary

Measurement summary

Total Price summary

Quantity/Packages Summary

360 PCS

360 BOXES

33638.000 KGS

143.000 CBM

126471.6

Summary Marks & Numbers

Description of Goods Summary

### COMMERCIAL INVOICE LINES 1-1 OF 1

[First](#) [Prev](#) [Next](#) [Last](#)

[Show Check Boxes](#)

[Copy Data](#)

<input type="checkbox"/> Commercial Invoice lines	Quantity/Packages	Marks & numbers	Description of goods	PO Description of Goods	Factory	COO Code	VPN
<input type="checkbox"/> PO number 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 TL TREADMILL M		VN	PFTL59724
<input type="checkbox"/> PO number SKU/Item PO description of goods Booking confirmation number	Quantity: 360 PCS Packages: 360 BOXES Gross Weight(kg): 33638.000 KGS Net Weight(kg): 0.000 KGS Net Net Weight(kg): 0.000 KGS Measurement: 143.000 CBM Unit Price: Total Price: Currency: USD			PROFORM CARBON TL TREADMILL M		VN	PFTL59724



**MAERSK**

# COMMERCIAL INVOICE

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

## COMMERCIAL INVOICE

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[INFORMATION](#) [PARTIES](#) [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)

Save


as

Draft





# PACKING LIST

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

DASHBOARD SEARCH VGM MANAGEMENT 

Booking / Booking Confirmation

DASHBOARD  



# PACKING LIST

3 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  PO number

More filters

SEARCH RESULT

Create    Result 1-4 out of 4

	Booking number	Booking submission date	Cargo Ready Date	Booking reference	Booking confirmation number	Booking status	Consignee	Shipper
<a href="#">Packing List</a>								
<a href="#">Commercial Invoice</a>								
Container Load Result	497087	2024-10-16	2024-11-17			CONFIRMED	ACADEMY, LTD. D.B.A.ACADEMY 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.A.ACADEMY SPORTS [USACADEMYHQ]	
<input type="checkbox"/> +	50839800	2024-09-06	2024-10-09			DELIVERED	ACADEMY, LTD. D.B.A.ACADEMY SPORTS [USACADEMYHQ]	

# PACKING LIST

- ④ 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  
Last updated:  
SO status upon creation: CONFIRMED  
PDF template: PL\_Dynamic\_Head

Save as: draft



# PACKING LIST

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

## PACKING LIST

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) **[PARTIES](#)** [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)

### SHIPPER

Shipper

Name

Address B1,B2,B3,B6,B7  
SONG KHE - NOI HOANG IZ  
BAC GIANG, VIETNAM



### CONSIGNEE

Consignee

Name ACADEMY, LTD. D.B.A ACADEMY SPORTS [USACADEMYHQ]

Address 1800 N MASON RD  
KATY, TX 77449  
UNITED STATES

[Save](#) as



# PACKING LIST

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

## PACKING LIST

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) [PARTIES](#) [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)

PL template

PL reference

PL date

Letter of credit

Invoice Number

ETD

Remark

Vessel  
Voyage

ETA

### LOCATION

FOB point

Place of delivery

### DYNAMIC FIELDS

Bill of Lading

Container

Vessel Name

Incoterms

as



# PACKING LIST

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.

## PACKING LIST

DASHBOARD SEARCH SETTINGS DOCUMENT MANAGEMENT

INFORMATION PARTIES HEADER **MARKS & NUMBERS**

Generate PDF History

## PACKING LIST

DASHBOARD SEARCH SETTINGS DOCUMENT MANAGEMENT

INFORMATION PARTIES HEADER **MARKS & NUMBERS**

Generate PDF History

Net Weight Summary  Quantity

### PACKING LIST LINES 1-1 OF 1

« First < Prev > Next » Last

Delete selected lines

Line details	References	Quantity/Packages
<input type="checkbox"/> PO number SKU/Item Category 1 Category 2 Category 3 Category 4 PO description of goods SO request number Booking confirmation number Booked GW Free Line No	140525722     PROFORM CARBON TL TREADMILL MY24 51497087   33638.0 <input type="text"/>	<input type="text" value="1"/> - <input type="text" value="360"/> Quantity <input type="text" value="360"/> Gross Weight(kg) <input type="text" value="33638.000"/> Net Weight(kg) <input type="text" value="0.0"/> Length (cm) <input type="text"/> Width (cm) <input type="text"/> Height(cm) <input type="text"/> Measurement <input type="text" value="143.000"/>

Save as



# PACKING LIST

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

## PACKING LIST

[DASHBOARD](#) [SEARCH](#) [SETTINGS](#) [DOCUMENT MANAGEMENT](#)

[INFORMATION](#) [PARTIES](#) [HEADER](#) [MARKS & NUMBERS](#)

[Generate PDF](#) [History](#)

Save

as

Draft



**Thank you!**



**MAERSK**