

# **New Empty Notification Process – U.S. Store Door Service**

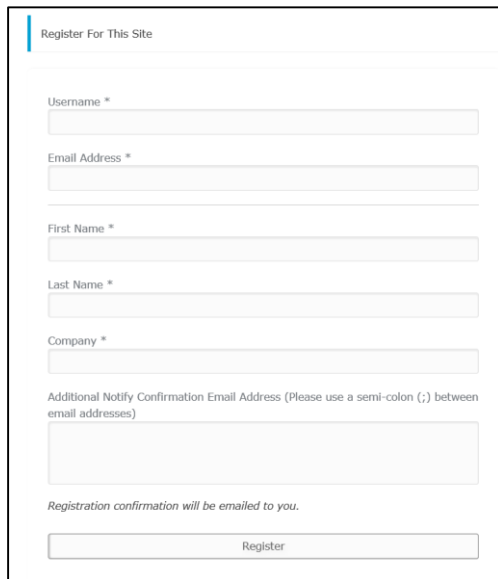
Beginning December 15, 2017, Maersk Line will only accept empty notifications for import store door equipment at U.S. locations through the following web submission tool: <http://namemptymaersk.com>

Using the online tool is fast and easy, improving accuracy and ensuring your empty notifications are registered as expected. You will also benefit from a recap of all containers reported empty, sent to you the first business day following submission.

Below is an overview of how to get started. Should you have any questions please reach out to Vittoria Meli at [vittoria.meli@maersk.com](mailto:vittoria.meli@maersk.com).

## **1) Getting Started**

- Open the web submission tool and click on register and FAQ's.

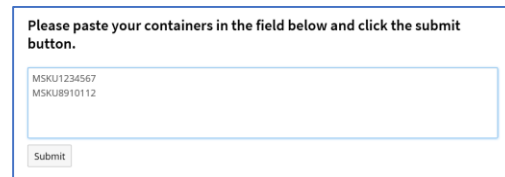


The screenshot shows a registration form titled "Register For This Site". It contains several input fields: Username \*, Email Address \*, First Name \*, Last Name \*, and Company \*. Below these is a larger text area for "Additional Notify Confirmation Email Address (Please use a semi-colon (;) between email addresses)". At the bottom, there is a "Register" button and a note: "Registration confirmation will be emailed to you."

- You should receive an e-mail with a password within 5 minutes.
- After registering, login and you can begin to submit empty notification by clicking on "empty notification" on the top of the page.

## **2) Submitting Empty Notifications**

- After clicking on "empty notification" you can copy and paste your list of container numbers vertically directly into the submission window, leaving out punctuation.



The screenshot shows a submission window with the instruction: "Please paste your containers in the field below and click the submit button." Below the instruction is a text input field containing the container numbers "MSKU1234567" and "MSKUB910112". A "Submit" button is located at the bottom of the field.

- When complete, click "submit".
- You will receive an automated message confirming submission.
- The next business day you will receive a confirmation mail with a list of containers and updates made. Important Notes:
  - Containers are registered empty the first business day after receipt
  - If you have notified us previously, or the container has gated in elsewhere, the date may reflect a previous time period.
  - If we do not recognize a container in the list, you will see a "Not Maersk Unit Message"
  - You can include additional e-mail recipients by adding them within your user profile.