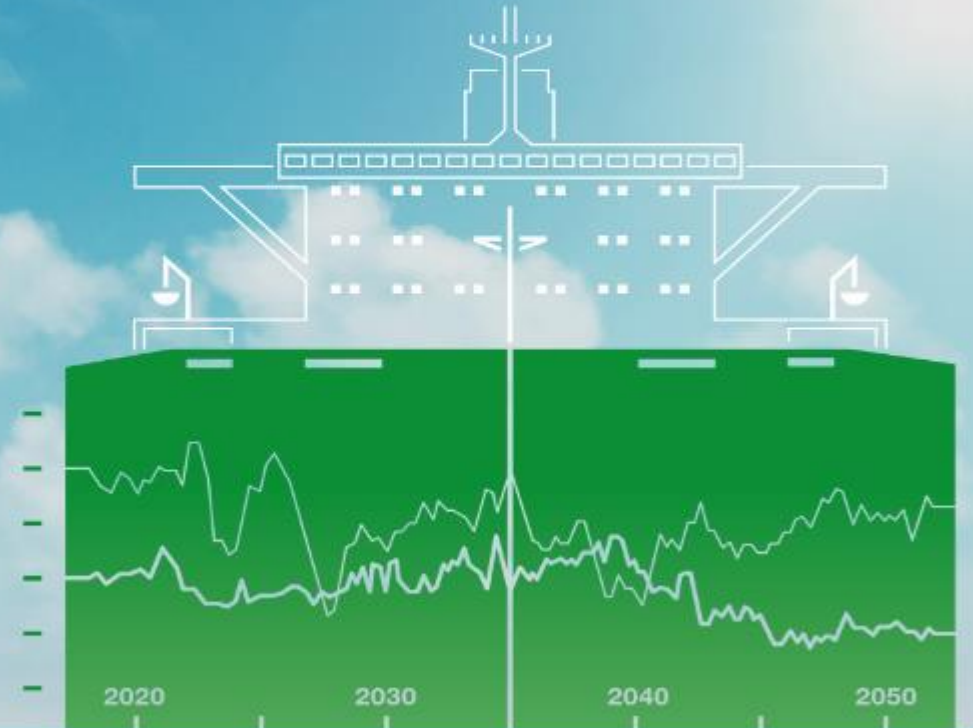
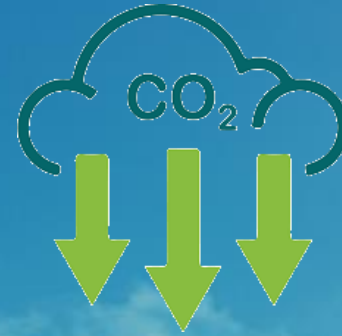
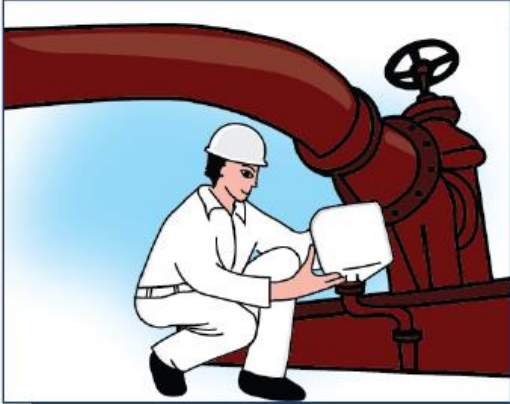


Maritec-Naias Sample Pick Up User Guide



Sampling & Logistic Procedure



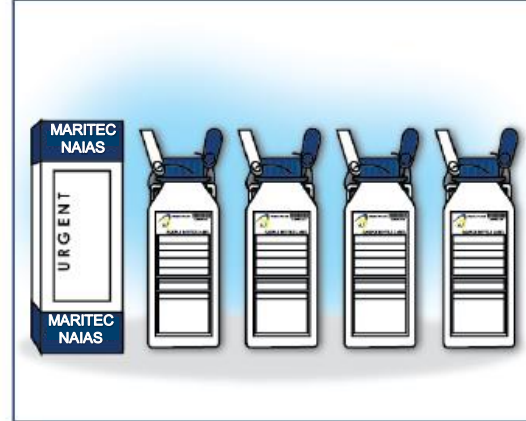
Sample Collection

Collect approximately 5 litres of sample in a clean cubitainer.



Fill Each Bottle Partially in Turn

Cap the cubitainer and shake the contents vigorously for about 10 minutes to mix sample thoroughly. Fill each bottle one quarter at a time.



Bottle Labels, Sealing and Sample Distribution

1. Fill up all the labels and stick them on to the bottles.
2. The supplier and surveyors (if engaged for the job) should witness the sealing of the bottles. Record the Seal number on the CE Report Form and BDN.
3. Distribute the 4 sample bottles as follows:
 - a. Retain on vessel
 - b. Retain on Vessel for MARPOL Annex VI
 - c. Send to Maritec-Naias Laboratory
 - d. Offer to Supplier



Send to Maritec-Naias Lab

Place the sample into the flyer pouch with the following documents:

- Sample Witnessing Form
- Chief Engineer Form
- Bunker Delivery Note/Receipt
- Commercial invoice (Generated by Online Platform)
- Airway Bill (Generated by Online Platform)
- Material Safety Data Sheet (MSDS) (Generated by Online Platform)

Sample Despatch Arrangement

- Website : <https://pickup.maritec.com.sg/Default>

SNo.	Name	Description	Address	Email Ids	Phone Numbers	Mobile Numbers	Contact Person Details	Collection Arrangement
1	CTI Shanghai Lab	Sample Collection within Mainland China only	Rm 601, No.1, No.760, Xijunhuan Rd, Pujiang Town, Shanghai, Minhang, China - CN-201100	samplepickup@maritec.com.sg	+86 13671802679	+86 13671802679	Ms. Alice Chen	Via Email
2	MARITEC PTE. LTD.	Overseas Samples Collection (Asia, Oceania, Middle East, USA)	192 Pandan Loop, #05-27 Pantech Business Hub, Singapore - SG-128381	samplepickup@maritec.com.sg; admin@maritec.com.sg	+65 62718622	+65 96581805	Ms Ratna Fauzi	Via Pick Up platform
		Sample Collection within Singapore only	192 Pandan Loop, #05-27 Pantech Business Hub, Singapore - SG-128381	samplepickup@maritec.com.sg; admin@maritec.com.sg	+65 62718622	+65 96581805	Ms Ratna Fauzi	Via Email Via Whatsapp
3	NAIAS Lab	Overseas Samples Collection (EU, South America, Africa, USA)	Imittou 44, Piraeus, Piraeus, Greece - GR-185 40	samplepickup@maritec.com.sg; info@naiaslabs.com	+30 21 0410 0300	+65 96581805	Ms Ratna Fauzi Ms Vassia Dailani	Via Pick Up platform
		Sample Collection within Greece only	Imittou 44, Piraeus, Piraeus, Greece - GR-185 40	info@naiaslabs.com	+30 21 0410 0300	+65 96581805	Ms Vassia Dailani	Via Email
4	PT Arrow Asia Indonesia	Sample Collection within Indonesia only	Jl. Raya Perjuangan, Ruko Plaza Kebon Jeruk, Blok E no. 12A Jakarta Barat, Indonesia - ID-11530	Indonesia@maritec.com.sg	+62 818174377	+62 818174377	Ms. Juliana W. Tanudjaja	Via Email

**Samples will be directed to lab based on the shortest transit time and lab testing capability*



First Time User

https://pickup.maritec.com.sg/Default



Maritec Sample Pickup System



Procedure for Samples Pick-up (Guidance)

User Login

Email Id

Password

Captcha

[Forgot Password](#)

[Login](#)

[Login via otp](#)

Don't have an account?.

Click here to [New Registration \ Signup](#)

New User to
click on New
Registration/
Sign Up



User Registration



[Home](#)

User Registration

Company Name :*	<input type="text" value="Company Name"/>	
First Name :*	Middle Name :	Maritec Client Code:
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Enter the Client Code"/>
Address 1:*	Address 2:	Last Name :
<input type="text" value="Address 1"/>	<input type="text" value="Address 2"/>	<input type="text" value="Last Name"/>
Select Country :*	Select State / Province / County :*	Address 3:
<input type="text" value="--Select Country--"/>	<input type="text"/>	<input type="text" value="Address 3"/>
Postal Code \ Pincode \ Zipcode:	Mobile:*	Select City / District:*
<input type="text" value="Pin Code / Zipcode"/>	+ <input type="text" value="PC"/> - <input type="text" value="Number"/>	<input type="text"/>
Password:*	Confirm Password:*	Email Id:*
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>	<input type="text" value="Enter your Email ID"/>

Note*: Please fill all required (*) fields before submitting the form.

Complete the registration (*) necessary fields and submit.

The email and password can be used for future login

https://pickup.maritec.com.sg/Default



Maritec Sample Pickup System



Procedure for Samples Pick-up (Guidance)

User Login

Email Id

Password

Captcha

[Forgot Password](#)

Login

Login via otp

Return to the website, login with your email ID, password and Captcha

Don't have an account?.

Click here to [New Registration \ Signup](#)




Create Pick Up



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Sample Pickup Schedule Creation

Ship & Sample Details



Import Shipment Details

Number of Ship :

SNo	IMO Number*	Ship Name* (Note : Please change to new shipname if any update)	Fuel Oil	Lube Oil	Water
1	<input type="text" value="IMO Number"/>	<input type="text" value="Ship Name"/>	<input type="text" value="No Of Sample"/>	<input type="text" value="No Of Sample"/>	<input type="text" value="No Of Sample"/>

Company Name & Sender Address

Company Name:*	<input type="text" value="Maritec Pte Ltd"/>	Address 1:*	<input type="text" value="Blk 192 Pandan Loop, Pantech Business Hub"/>
Address 2:	<input type="text" value="Address 2"/>	Address 3:	<input type="text" value="Address 3"/>
Country:*	<input type="text" value="Singapore"/>	State/Province/County:*	<input type="text" value="Singapore"/>
City:*	<input type="text" value="Singapore"/>	Postal Code:*	<input type="text" value="128381"/>

Sender Details

Name: * Contact No: * +

Sender Pickup Date

Date: *

Note: We are unable to arrange deliveries on public holidays as courier services do not operate on these days.

Destination Lab

Tax Details

1. Tax Registration Type & Registration No: &

IE/RG/ISENTO: &

Enter IMO and the vessel name will auto generate if vessel is under our testing program

Enter the number of samples to be sent based on sample type

Shipper details will be auto prefilled based on your registration information.

If there is any changes you may change them manually

Select the estimated pick up date and it will reflect the destination lab based on the sample type

Enter Tax details information when there is (*)

Package Details

Package	No of Fuel Oil Samples	Remove Package
Package - 1	<input type="text" value="1"/>	<button>(-) Remove</button>

Note*: Please fill all required (*) fields before submitting the form.

Submit

Reset

Finally, click
Submit

Depending on the number of samples updated, the number of package will be shown below.

However, you can remove the additional package based on the number of packages to courier

1 package = 1 Waybill

If submission is successful, there will be notification on successful submission and an email from noreply@maritec.com.sg will send a confirmation email together with the Waybill, Commercial Invoice, MSDS and other necessary documents as required by the shipper's country.

If submission is **not successful**, there will be a notification on the error.

Commonly,

1. Wrong data entry (please only use alphanumeric only for all the information.)
2. The pick up date is not available. Thus, please choose another date. (Monday to Friday only)
3. If still unable to rectify the issue, please contact us via whatsapp and we will assist accordingly.



Other Features



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Yet to be Pickup List

AWB No. <input type="text"/>	Logistic Provider --Select Logistic Provider ▾	Customer --Select Customer ▾	Status Pickup Scheduled ▾	IMO No. <input type="text"/>	Email <input type="text"/>
Ship Name <input type="text"/>	Pickup Scheduled Date dd-----yyyy <input type="text"/>	Expected Delivered Date dd-----yyyy <input type="text"/>		Search	Reset Export to Excel

[Click to close search options](#)

SNo	Sender Name	Customer Name	AWB.No.	Pickup Scheduled on	Shipment Company	Pickup On	Ship Name	Expected Delivered Date	Status	View	Print Label	Print Waybill	Print Documents
1	TMS Ship Agencies C/O Mar Sanchez		4580445822	05/08/2025 00:00:00	DHL				Pickup Scheduled	View	Label	Waybill	Print
2	s5 agency world		1977346173	05/08/2025 00:00:00	DHL				Pickup Scheduled	View	Label	Waybill	Print
3	GREAT SHIPPING CO., LTD.		883282139121	05/08/2025 00:00:00	FedEx				Pickup Scheduled	View	Label	Waybill	Print
4	CAPITAL SHIPPING LINES		1977292822	04/08/2025 00:00:00	DHL				Pickup Scheduled	View	Label	Waybill	Print
5	NAVISA ALFASHIP		1977282731	04/08/2025 00:00:00	DHL				Pickup Scheduled	View	Label	Waybill	Print

Allow shipper to check the samples status, including reprinting of labels, waybills if email is missing.

*It only shows shipment created by the shipper from their login

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Pickup Shipment List

AWB No. <input type="text"/>	Logistic Provider --Select Logistic Provider ▾	Customer --Select Customer ▾	Status Pickup Scheduled ▾	IMO No. <input type="text"/>	Email <input type="text"/>
Ship Name <input type="text"/>	Pickup Scheduled Date dd----yyyy <input type="text"/>	Expected Delivered Date dd----yyyy <input type="text"/>		<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Export to Excel"/>	

↑ Click to close search options ↑

SNo	Sender Name	Customer Name	AWB.No.	Pickup Scheduled on	Shipment Company	Pickup On	Ship Name	Expected Delivered Date	Status	View	Cancel	Print Label	Print Waybill	Print Documents	Track
1	TMS Ship Agencies C/O Mar Sanchez		4580445822	05/08/2025 00:00:00	DHL				Pickup Scheduled	View	Cancel	Label	Waybill	Print	Track
2	s5 agency world		1977346173	05/08/2025 00:00:00	DHL				Pickup Scheduled	View	Cancel	Label	Waybill	Print	Track
3	GREAT SHIPPING CO., LTD.		883282139121	05/08/2025 00:00:00	FedEx				Pickup Scheduled	View	Cancel	Label	Waybill	Print	Track
4	CAPITAL SHIPPING LINES		1977292822	04/08/2025 00:00:00	DHL				Pickup Scheduled	View	Cancel	Label	Waybill	Print	Track
5	NAVISA ALFASHIP		1977282731	04/08/2025 00:00:00	DHL				Pickup Scheduled	View	Cancel	Label	Waybill	Print	Track

Allow shipper to Cancel and Track the shipment in real time.

*It only shows shipment created by the shipper from their login

THANK YOU

Maritec-Naias (A member of CTI Group)

Fuel Solutions and Environmental services provider

E-mail: admin@maritec.com.sg | info@naiaslabs.com

Website: www.maritec.com.sg | www.naiaslabs.com