

## S/I Submission and Amendment

This service provides the function for Shipping Instruction submission and Amendment

### How to submit Shipping Instruction

This service provides four search options which are by (1) Booking No., (2) Departure Date, (3) Booking Date, (4) Request date and (5) Vessel

\* If (5) Vessel is selected for the search option and Vessel, Voyage and Direction are entered, all B/L under the VVD will be displayed.

### SI Submission & Amendment

[User Guide](#)

Input/ Edit the data after click "Input/ Edit" button. Then select "Submit" button to input new Shipping Instruction data. If you need to combine more than 2 bookings, please click "Combine" button and select relevant booking from the table and click "Combine". If you need to split a booking, please click "Input/Edit" button and then use Split function.

Request Date
1
2018-01-01
~
2018-01-17
Today
1Week
30Days

Status
All
Booking Via
All

e-Booking Party
All

2 Search

3

	Request		Booking No	B/L No	Request (Update) Date	Via	Vessel	Estimate B
	No	Split						
<input type="checkbox"/>	<a href="#">SELU011600001</a>		<a href="#">SELU00207800</a>	SELU00207800	2018-01-16 15:09	Web	<a href="#">YM ETERNITY 070E</a>	201
<input type="checkbox"/>	<a href="#">SELU010800001</a>		<a href="#">SELU00129400</a>	SELU00129400	2018-01-08 19:40	Web	<a href="#">CHARLESTON EXPRESS 939E</a>	201
<input type="checkbox"/>	<a href="#">SELU010700001</a>		<a href="#">SELU00005400</a>	SELU00005400	2018-01-07 15:04	Web	<a href="#">COSCO VIETNAM 942E</a>	201

Total : 3

4

Draft BL
Combine
Input / Edit
Confirm
Download

\* It is not possible to cancel Shipping Instruction that you submitted already. Please re-submit it after amendment.

1. Select the search option and enter search criteria
2. Click on [Search] button to get the shipment list
3. Tick the booking to select
4. Click on [Input/Edit] to enter Shipping Instruction details

## SI Submission & Amendment

Template ⑤	Select Name	▼	Edit	Copy from Previous Booking ⑥		Apply
★ Contact Info. ⑦	Name	e-Mail Address				
	Phone No.	Area	Number	EXT	(Area-Number-EXT)	
	Fax No.	Area	Number	(Area-Number)		
	Cell No.		(Without '-')			

5. If you have S/I template, you can select from the dropdown list to copy details to this S/I
6. If you would like to copy S/I details from previous booking, enter the booking number and click on [Apply] button to copy details to this S/I
7. All fields which have a red asterisk (\*) are mandatory to input

B/L Input	Preview	⑧
<b>Shipper</b>		
★ Name (0/70)		
★ Address (0/105)		
Country		
City/State		
Street/P.O.Box		(0/50)
ZIP Code		
EORI No.		(0/17)
<b>Booking No.</b>		
SELU00129400		
<b>B/L No.</b>		
SELU00129400		
<b>Export References</b>		
(0/105)		
<b>Freight Forwarder (Name &amp; Address)</b>		

8. Enter shipping instruction information in respective fields on B/L Input tab

\* Functions to note

- a. Notify Party – When “Same as Consignee” check box is ticked, Consignee Name and address will be copied to Notify Party fields

Notify Party ☒ Same as Consignee

\* Name (0/70)

Address (0/105)

Country

City/State RP

Street/P.O.Box (0/50)

ZIP Code

EORI No. (0/17)

- b. Place of Receipt/Port of Loading/Port of Discharging/Place of Delivery

- If you would like to edit the information printed on B/L, second line of each field is editable
- If “Same as Place of Receipt” and/or “Same as Port of Discharging” check box is ticked, the information is copied to each field

Place of Receipt \*

PUSAN, KOREA REPUBLIC OF

Print in BL :

Port of Loading \* ☐ Same as Place of Receipt

PUSAN, KOREA REPUBLIC OF

Print in BL :

Port of Discharging

TOKYO, TOKYO, JAPAN

Print in BL :

Place of Delivery \* ☐ Same as Port of Discharging

TOKYO, TOKYO, JAPAN

Print in BL :

## c. Mark and Description Information

- If you would like to attach the documentation, you can click [Attach] button and the screen will be pop up  
(Following format of files will be allowed to be attached; doc, docx, xls, xlsx, rtf, txt, pdf, tif, tiff, jpg, jpeg, png, git)

Mark

Description \*

Attach

**File Upload on SI**

File Name

Find

OK

Close

## d. Container Information

- If you would like to enter package break down at container level, you can go into HTS or HS Code Input screen from [Input] button

Container Information

HTS Code(U.S.)	HS Code	Manifest	Package
<input type="text"/> <input type="button" value="input"/> <input type="button" value="copy"/>	441890 <input type="button" value="input"/> <input type="button" value="copy"/>	<input type="text"/> <input type="button" value="input"/>	100 <input type="button" value="input"/>
			PACKAGE

AL100PACKAGE

Please input HS Code , HTS Code or NCM Code if the cargo is applicable to below condition  
\* HTS Code : US (T/S, Foreign cargo remaining on board, Return cargo)  
\* HS Code : EU, Japan, Syria, Iran (Inbound, T/S, Freight remaining on board, Return cargo), PORT KLANG(Port of Discharging), Singapore  
\* NCM Code: Brazil (Inbound, T/S, Freight remaining on board, Return cargo)

## HS Code Input

### ► HS Code Input

TOTAL  / 100 PACKAGE  / 800.000 KGS  / 20.000 CBM



Commodity	HS	Package	Weight	Measure
FABRIC	441890	100 PACKAGE	800.000 KGS	20.000 CBM
CHEMICAL	151190	10 PACKAGE	2,000.000 KGS	10.000 CBM

Save

Close

9

Clear

Submit

Temporary Save

Save as Template

9. After all information in entered, click on [Submit] button to send Shipping Instruction to ONE

## B/L Submission Result ⑩

### ► Quick BL Submission

Your Draft BL was successfully submitted as below. If you want to save this Draft BL as template for future, please enter template name and click "Save" button.

Template Name  Save

#### Shipper

Name : DFDF  
Address : DFDF  
Country :  
City / State :  
Street / P.O Box :  
ZIP Code :  
EORI No. :

#### Booking No.

SELU00129400

#### B/L No.

SELU00129400

#### Export References

10. After S/I submission, Submission result screen comes up for review

### B/L Submission Result

► Quick BL Submission

Your Draft BL was successfully submitted as below. If you want to save this Draft BL as template for future, please enter template name and click "Save" button.

Template Name   11

11. After S/I submission, Submission result screen comes up for review

Total : 12								
<input type="checkbox"/>	Request		Booking No	B/L No	Request (Update) Date	Via	Vessel	Estimate B
	12 No	Split						
<input type="checkbox"/>	<a href="#">HKGU011200005</a>		<a href="#">HKGU00841900</a>	HKGU00841900	2018-01-16 19:04	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011200006</a>		<a href="#">HKGU00840800</a>	HKGU00840800	2018-01-16 17:42	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011600004</a>		<a href="#">HKGU00859400</a>	HKGU00859400	2018-01-16 15:17	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011600003</a>		<a href="#">HKGU00838800</a>	HKGU00838800	2018-01-16 13:36	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011600002</a>		<a href="#">HKGU00847800</a>	HKGU00847800	2018-01-16 13:18	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011100005</a>		<a href="#">HKGU00836600</a>	HKGU00836600	2018-01-16 09:55	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011500004</a>		<a href="#">HKGU00842300</a>	HKGU00842300	2018-01-15 16:42	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="button" value="Draft BL"/> <input type="button" value="Combine"/> <input type="button" value="Input / Edit"/> <input type="button" value="Confirm"/> <input type="button" value="Download"/>								

12. After S/I Submission, Request No is generated and Shipping Instruction request details can be viewed when you click on Request No. link



## How to Split Shipping Instruction

If you would like to submit multiple Shipping Instructions to one booking, system provides “split” function to continue S/I submission for one booking

► B/L Split Information

It is possible to split B/L by submitting multiple B/L. If this B/L is for B/L split, please select 'Split'

Type of B/L	<input type="radio"/> B/L Submission (Or Amendment)	<input checked="" type="radio"/> Split ①
Sequence	<div>Continue ▼ ②</div>	Count of B/Ls(Optional) ③ <input type="text"/>

\* Sequence : If this B/L is the last submission and wish to complete the split, please select 'Last'.If not, please select 'Continue'

\* Count of B/Ls : If you know the total count of B/Ls you wish to create, please input the number.

1. Tick “Split” radio button at bottom of the Shipping Instruction Input/Amend screen
2. Select “Continue” as sequence which means another S/I will be submitted to the same booking
3. Enter the total number of S/I which you will submit to the same booking no.(Reference only)
  - \* If it's your last submission of S/I for the booking, please select “Last” as sequence

# Outbound eCommerce Guide

## How to Combine Shipping Instruction

If you would like to submit one Shipping Instruction for multiple bookings, system provides “Combine” function to continue S/I submission for multiple bookings

Request Date

2017-12-01 ~ 2018-01-17

Today

1Week

30Days

Status

All

Booking Via

All

e-Booking Party

All

Search

Total : 5

	Request		Booking No	B/L No	Request (Update) Date	Via	Vessel	Estimate B
	No	Split						
	<a href="#">SELU010800001</a>		<a href="#">SELU00129400</a>	SELU00129400	2018-01-17 18:29	Web	<a href="#">CHARLESTON EXPRESS 939E</a>	201
	<a href="#">SELU011600001</a>		<a href="#">SELU00207800</a>	SELU00207800	2018-01-16 15:09	Web	<a href="#">YM ETERNITY 070E</a>	201
	<a href="#">SELU010700001</a>		<a href="#">SELU00005400</a>	SELU00005400	2018-01-07 15:04	Web	<a href="#">COSCO VIETNAM 942E</a>	201
	<a href="#">SELT121500001</a>		<a href="#">SELT08007600</a>	SELT08007600	2017-12-15 14:17	Web	<a href="#">IWASHIRO 248N</a>	201
	<a href="#">SELT120800001</a>		<a href="#">SELT07997900</a>	SELT07997900	2017-12-08 15:02	Web	<a href="#">CALLAO BRIDGE 121N</a>	201

Draft BL

Combine

Input / Edit

Confirm

Download

1. Select master booking data
2. Click on [Combine] button



## B/L Combine



Booking No. SELU00005400

Please check booking which you want to combine with your booking "SELU00005400"

<input type="checkbox"/>	Booking No.	Vessel	Origin	Destination
<input checked="" type="checkbox"/>	SELU00004300	COSCO VIETNAM 942E	PUSAN	SAVANNAH, GA
<input type="checkbox"/>	SELU00006500	COSCO VIETNAM 942E	PUSAN	SAVANNAH, GA

④

Combine

Close

3. Select booking no(s) that you would like to combine to master booking
4. Click on [Combine] and continue to enter S/I details to submit

## How to Amend Shipping Instruction

If you would like to amend Shipping Instruction request for resubmission, system provides “Edit” function to continue S/I amendment

Request Date ▼
2017-12-01 ~ 2018-01-17
Today 1Week 30Days

Status All
Booking Via All
e-Booking Party All

Search

Total : 5

	Request		Booking No	B/L No	Request (Update) Date	Via	Vessel	Estimate B
	No	Split						
<input type="checkbox"/>	<a href="#">SELU010800001</a>		<a href="#">SELU00129400</a>	SELU00129400	2018-01-17 18:29	Web	<a href="#">CHARLESTON EXPRESS 939E</a>	201
<input type="checkbox"/>	<a href="#">SELU011600001</a>		<a href="#">SELU00207800</a>	SELU00207800	2018-01-16 15:09	Web	<a href="#">YM ETERNITY 070E</a>	201
① <input checked="" type="checkbox"/>	<a href="#">SELU010700001</a>		<a href="#">SELU00005400</a>	SELU00005400	2018-01-07 15:04	Web	<a href="#">COSCO VIETNAM 942E</a>	201
<input type="checkbox"/>	<a href="#">SELT121500001</a>		<a href="#">SELT08007600</a>	SELT08007600	2017-12-15 14:17	Web	<a href="#">IWASHIRO 248N</a>	201
<input type="checkbox"/>	<a href="#">SELT120800001</a>		<a href="#">SELT07997900</a>	SELT07997900	2017-12-08 15:02	Web	<a href="#">CALLAO BRIDGE 121N</a>	201

②

Draft BL
Combine
Input / Edit
Confirm
Download

1. Select booking that you would like to amend S/I
2. Click on [Input/Edit] button and amend on S/I Input/Edit screen to submit

## How to Draft B/L Proofing

System provides Draft B/L Preview function and Draft B/L Confirm function after ONE complete a draft B/L

### SI Submission & Amendment

[User Guide](#)

Input/ Edit the data after click "Input/ Edit" button. Then select "Submit" button to input new Shipping Instruction data. If you need to combine more than 2 bookings, please click "Combine" button and select relevant booking from the table and click "Combine". If you need to split a booking, please click "Input/Edit" button and then use Split function.

Request Date
2018-01-01
~
2018-01-17
Today
1Week
30Days

Status
Awaiting Proofing
Booking Via
All
e-Booking Party
All

Search

Total : 5

	Request		Booking No	B/L No	Request (Update) Date	Via	Vessel	Estimate B
	No	Split						
<input type="checkbox"/>	<a href="#">HKGU011100005</a>		<a href="#">HKGU00836600</a>	HKGU00836600	2018-01-16 09:55	Web	<a href="#">AL ZUBARA 004W</a>	201
<input checked="" type="checkbox"/>	<a href="#">HKGU011100003</a>		<a href="#">HKGU00837700</a>	HKGU00837700	2018-01-15 12:04	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011500001</a>		<a href="#">HKGU00853500</a>	HKGU00853500	2018-01-15 11:07	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011100004</a>		<a href="#">HKGU00835500</a>	HKGU00835500	2018-01-15 10:29	Web	<a href="#">AL ZUBARA 004W</a>	201
<input type="checkbox"/>	<a href="#">HKGU011100006</a>		<a href="#">HKGU00843400</a>	HKGU00843400	2018-01-12 15:45	Web	<a href="#">AL ZUBARA 004W</a>	201

2
4
3

Draft BL
Combine
Input / Edit
Confirm
Download

1. Search for booking which status is "Awaiting Proofing"
2. Click on [Draft B/L] button to preview Draft B/L image
3. When you confirm the Draft B/L and no amendment is required
4. If further more amendment is required, click on [Input/Edit] button to continue amendment