

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 ▼ 2018-01-01 ~ 2018-01-17 Today 1Week 30Days

Status ▼ All Booking Via ▼ All

e-Booking Party All 🔍

② Search

③ Total : 3

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

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 / 11

Copyright © 2018 Ocean Network Express Pte. Ltd. All Rights Reserved

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** Copy from Previous Booking **6**

*** Contact Info. 7**

Name e-Mail Address

Phone No. (Area-Number-EXT)

Fax No. (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**

Shipper

* Name (0/70)

* Address (0/105)

Country

City/State

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

ZIP Code

EORI No. (0/17)

Booking No.

SELU00129400

B/L No.

SELU00129400

Export References

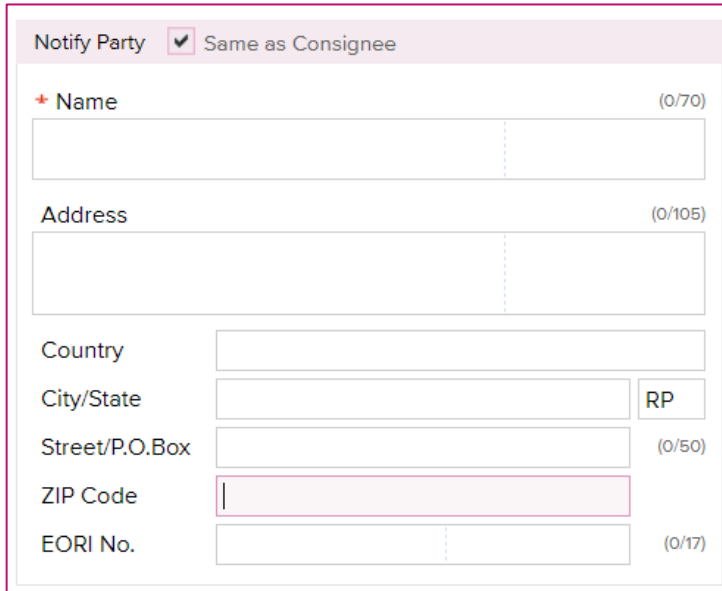
(0/105)

Freight Forwarder (Name & Address)

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

* Functions to note

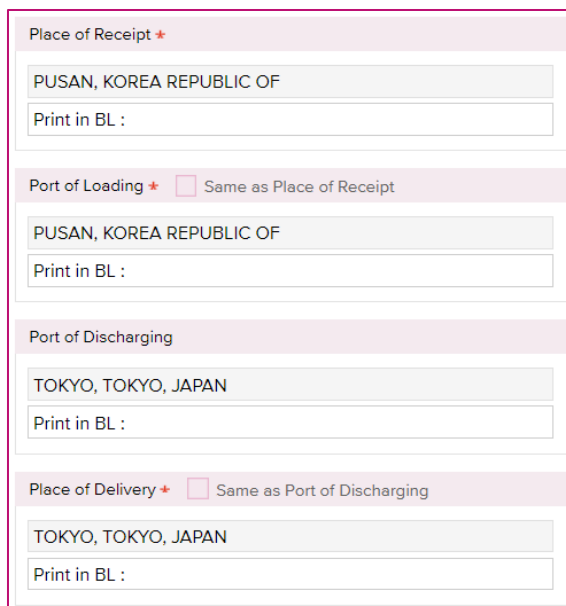
- a. Notify Party – When “Same as Consignee” check box is ticked, Consignee Name and address will be copied to Notify Party fields



The screenshot shows a form titled "Notify Party" with a checked checkbox for "Same as Consignee". The form contains several input fields: "Name" (0/70), "Address" (0/105), "Country", "City/State" (with a dropdown menu showing "RP"), "Street/P.O.Box" (0/50), "ZIP Code", and "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



The screenshot shows a form with four sections: "Place of Receipt" (with a dropdown menu showing "PUSAN, KOREA REPUBLIC OF" and a "Print in BL" field), "Port of Loading" (with a checked checkbox for "Same as Place of Receipt", a dropdown menu showing "PUSAN, KOREA REPUBLIC OF", and a "Print in BL" field), "Port of Discharging" (with a dropdown menu showing "TOKYO, TOKYO, JAPAN" and a "Print in BL" field), and "Place of Delivery" (with a checked checkbox for "Same as Port of Discharging", a dropdown menu showing "TOKYO, TOKYO, JAPAN", and a "Print in BL" field).

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)

The screenshot shows two side-by-side text input fields. The left field is labeled 'Mark' and the right field is labeled 'Description *'. To the right of the 'Description *' field is a blue button labeled 'Attach'.

The screenshot shows a dialog box titled 'File Upload on SI'. It contains a 'File Name' label followed by a text input field and a 'Find' button. At the bottom of the dialog are two buttons: 'OK' and '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

The screenshot shows a table titled 'Container Information' with the following columns: HTS Code(U.S.), HS Code, Manifest, and Package. The first row of data is highlighted in yellow and contains the following values: HTS Code(U.S.) with 'input' and 'copy' buttons, HS Code with '441890', 'input' and 'copy' buttons, Manifest with 'input' button, and Package with '100' and 'PACKAGE'. Below the table, there is a summary row with 'AL' in the first column, '100' in the second, and 'PACKAGE' in the third. Below the table, there is a note: 'Please input HS Code , HTS Code or NCM Code if the cargo is applicable to below condition' followed by three bullet points: '* 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', and '* 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	<input type="text" value="100"/> PACKAGE	<input type="text" value="800.000"/> KGS	<input type="text" value="20.000"/> CBM
CHEMICAL	151190	<input type="text" value="10"/> PACKAGE	<input type="text" value="2,000.000"/> KGS	<input type="text" value="10.000"/> CBM

⑨

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

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 <input type="text"/>
--	--

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	Estimat B
	No	Split						
<input type="checkbox"/>	HKGU011200005		HKGU00841900	HKGU00841900	2018-01-16 19:04	Web	AL ZUBARA 004W	201
<input type="checkbox"/>	HKGU011200006		HKGU00840800	HKGU00840800	2018-01-16 17:42	Web	AL ZUBARA 004W	201
<input type="checkbox"/>	HKGU011600004		HKGU00859400	HKGU00859400	2018-01-16 15:17	Web	AL ZUBARA 004W	201
<input type="checkbox"/>	HKGU011600003		HKGU00838800	HKGU00838800	2018-01-16 13:36	Web	AL ZUBARA 004W	201
<input type="checkbox"/>	HKGU011600002		HKGU00847800	HKGU00847800	2018-01-16 13:18	Web	AL ZUBARA 004W	201
<input type="checkbox"/>	HKGU011100005		HKGU00836600	HKGU00836600	2018-01-16 09:55	Web	AL ZUBARA 004W	201
<input type="checkbox"/>	HKGU011500004		HKGU00842300	HKGU00842300	2018-01-15 16:42	Web	AL ZUBARA 004W	201

Draft BL
Combine
Input / Edit
Confirm

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	<input type="text" value="Continue"/> ②	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

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

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

2

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

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

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

②

Download

Draft BL

Combine

Input / Edit

Confirm

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

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

②

Draft BL

④

Combine

③

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