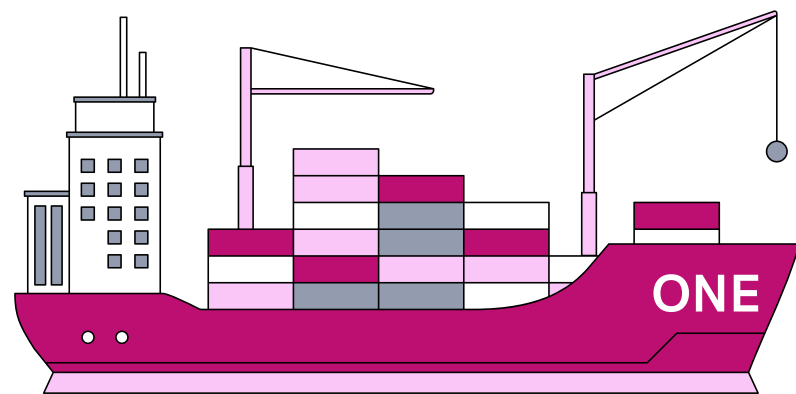



Manual de usuario

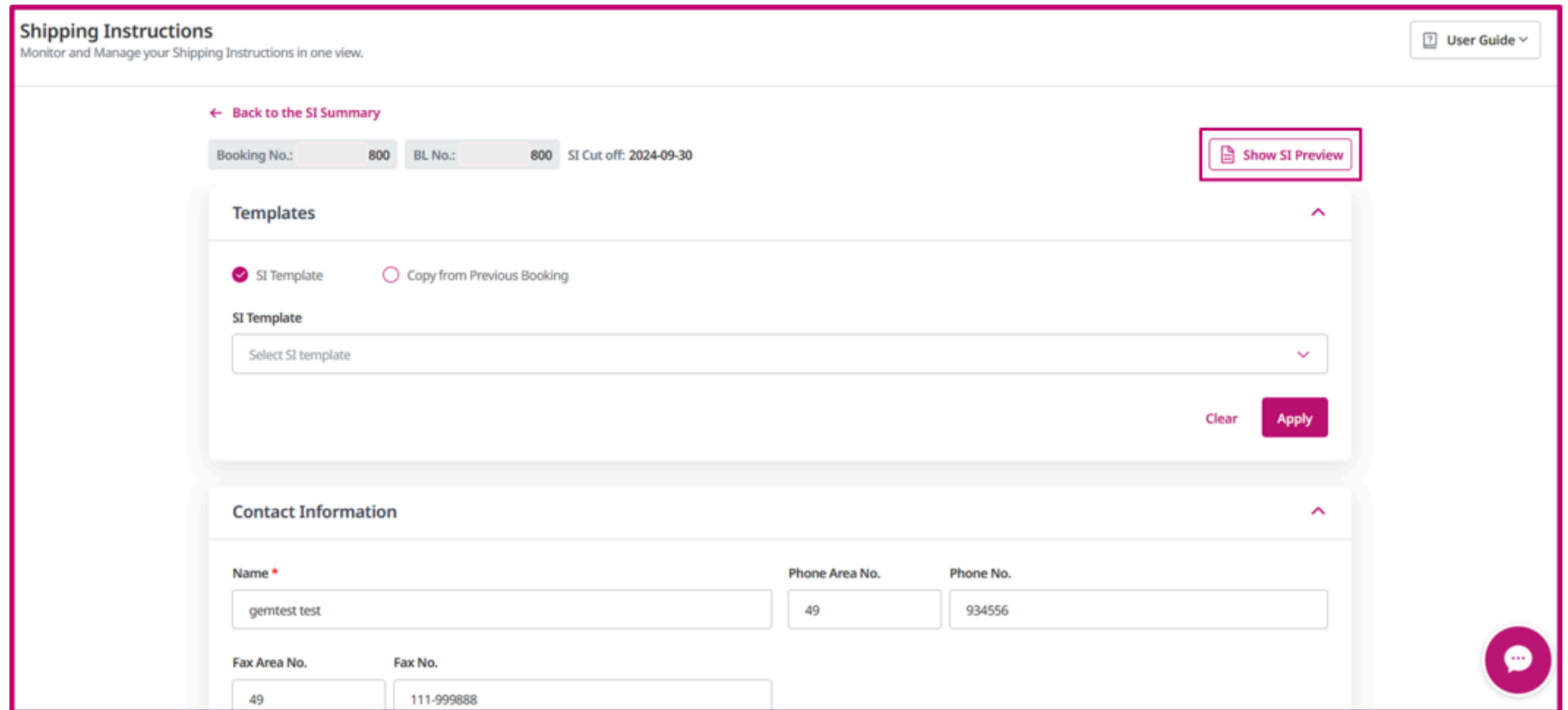
ECOMMERCE SHIPPING INSTRUCTION



ONE

OCEAN NETWORK EXPRESS

Muestra como aparecerán los datos del SI en formato BL.
Para visualizar el formato debe dar clic en 



The screenshot displays the 'Shipping Instructions' interface. At the top, it says 'Shipping Instructions' and 'Monitor and Manage your Shipping Instructions in one view.' There is a 'User Guide' link in the top right. Below this, there is a navigation link '← Back to the SI Summary'. The form contains several fields: 'Booking No.' with value '800', 'BL No.' with value '800', and 'SI Cut off: 2024-09-30'. A 'Show SI Preview' button is highlighted with a red box. Below this is a 'Templates' section with two radio buttons: 'SI Template' (selected) and 'Copy from Previous Booking'. There is a dropdown menu for 'SI Template' with the text 'Select SI template'. At the bottom of this section are 'Clear' and 'Apply' buttons. Below the templates is a 'Contact Information' section with fields for 'Name *', 'Phone Area No.', 'Phone No.', 'Fax Area No.', and 'Fax No.'. The 'Name *' field contains 'gemtest test', 'Phone Area No.' contains '49', 'Phone No.' contains '934556', 'Fax Area No.' contains '49', and 'Fax No.' contains '111-999888'. A chat icon is visible in the bottom right corner.

Nota. Los campos que tengan un (*) son de caracter obligatorio.

Al dar clic la pantalla se visualizará de la siguiente manera:

ONE TEST
ONE Solutions | Support | gt English

← Back to the SI Summary

Booking No.: SAOE50194500 BL No.: SAOE50194500 Hide SI Preview

Container Information

Download Template
Upload
Total Containers: 2
Remove
+ New Container

<input type="checkbox"/>	No.	Container	S.O.C	Seal No. 1	Seal No. 2	PO No.	Action	HS Code
<input type="checkbox"/>	1	TCLU1785766	NO	2544519	2544510	1201.23456...	Input Commodity	-
<input type="checkbox"/>	2	ABCD1234567	NO	59508	27508	PU8734	Input Commodity	-

Total: 0 PACKAGE 0.000 KGS 0.000 CBM

1 This preview is for illustration purpose only and should not be considered as the exact representation of the final BL.

SHIPPER DUNISHO GLOBAL LOGISTICS EUROPE GMBH R GOSBORG-GLOCK-STR. 8, 40474 DISSELDORF , GERMANY		BOOKING NO. SAOE50194500	BILL OF LADING NO. CBESAOE50194500
CONSIGNEE 3S EXPRESS LOGISTICS PTE LTD #06-77, 25 MAKI BUKIT ROAD 4, SINGA PORE 417800, SINGAPORE		FREIGHT FORWARDER	
NOTIFY PARTY 3S EXPRESS LOGISTICS PTE LTD #06-77, 25 MAKI BUKIT ROAD 4, SINGA PORE 417800, SINGAPORE			
PRE-CARRIER BY	PLACE OF RECEIPT	SANTOS	
OCEAN VESSEL VOYAGE NO. MAERSK LAGUNA 450E	PORT OF LOADING SANTOS	FINAL DESTINATION	
PORT OF DISCHARGE SINGAPORE	PLACE OF DELIVERY SINGAPORE	TYPE OF MOVEMENT CY/CY	

CNTR NOS WISEAL NOS, MARKS & NUMBERS CONSIGNEE	QUANTITY	DESCRIPTION OF GOODS	GROSS WEIGHT	GROSS MEASUREMENT
TCLU1785766 /2544519 /2544510				
ABCD1234567 /59508 /27508				
THE IDENTIFYING DETAILS ON A PACKAGE OR THE ACTUAL MARKINGS THAT APPEAR ON THE PACKAGE (S).		THE CARGO DESCRIPTION ARE DETAILS WHICH ACCURATELY AND PROPERLY DESCRIBE THE CARGO BEING SHIPPED IN THE CONTAINER (S).	0.000KGS	0.000CBM

Special Remark

The cargo description are details which accurately and properly describe the cargo being shipped in the container(s).

2

Save as Draft
Save as Template
Reset
Submit

Contact Information

En esta sección, se pueden ingresar los siguientes datos:

- Name
- Phone Area No.
- Phone No.
- Fax Area No.
- Fax No.
- Email Recipient

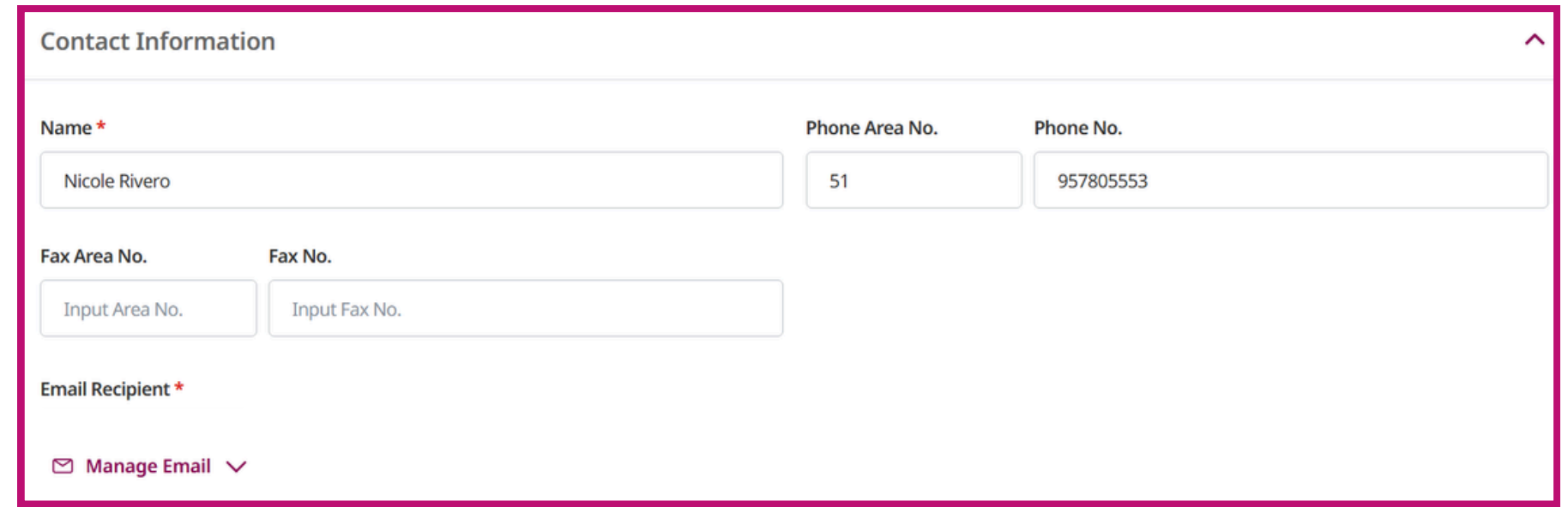
Nota. Es importante que en el campo **EMAIL RECIPIENT** se ingresen las **direcciones electrónicas** a las cuales se desea que se envíe el Draft BL.

1 Dar clic en el botón  Manage Email 


2 Se abrirá una ventana emergente, en la cual se deben ingresar los mails.

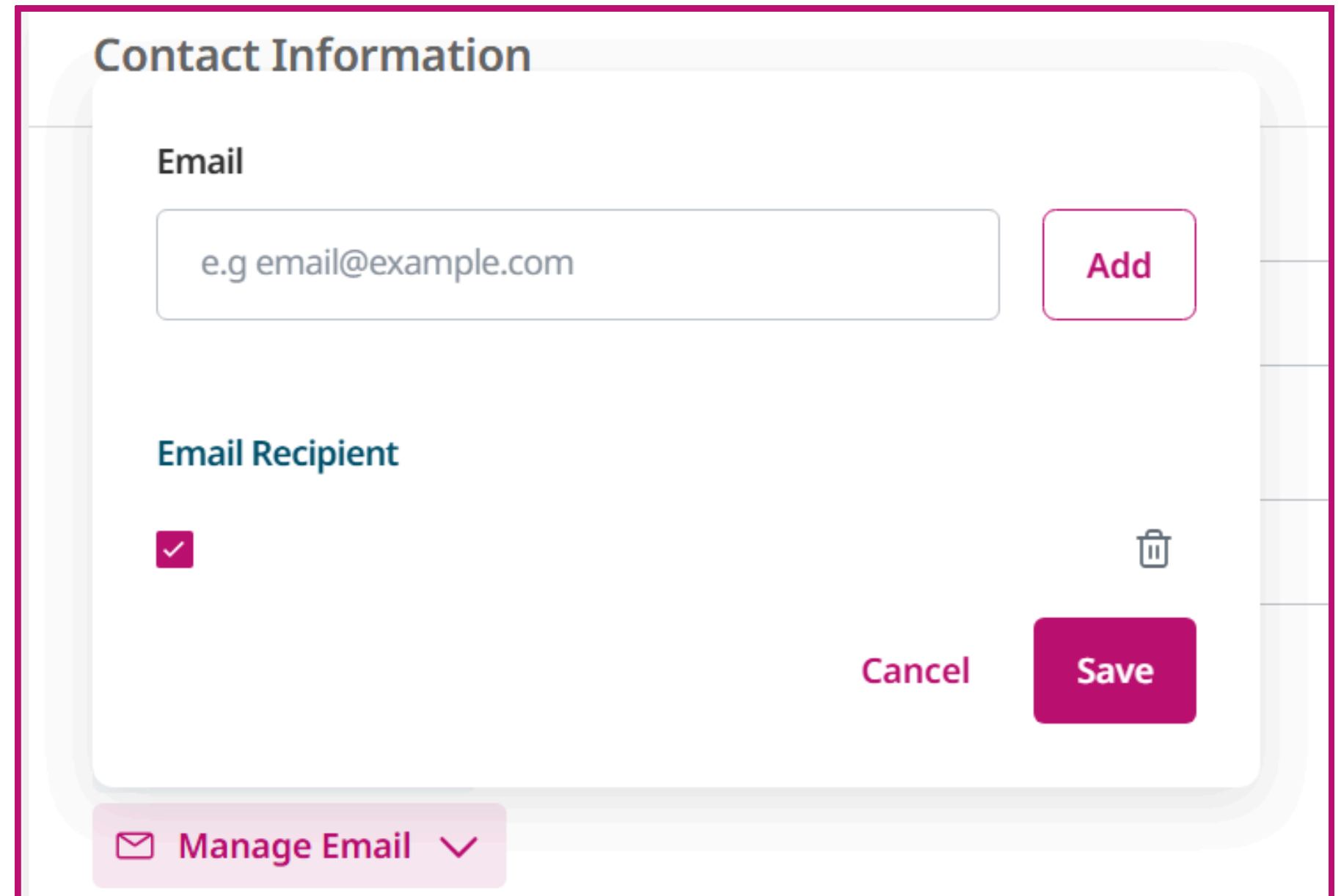
3 Seleccionar el botón  para añadirlos.

3 Dar clic en Save para guardar los cambios.




The screenshot shows a form titled "Contact Information" with the following fields:

- Name ***: Nicole Rivero
- Phone Area No.**: 51
- Phone No.**: 957805553
- Fax Area No.**: Input Area No.
- Fax No.**: Input Fax No.
- Email Recipient ***: Manage Email 



The screenshot shows a modal window titled "Contact Information" with the following elements:

- Email**: Input field containing "e.g email@example.com" and an **Add** button.
- Email Recipient**: Section with a checked checkbox and a trash icon.
- Buttons**: **Cancel** and **Save** buttons.
- Footer**: Manage Email 

OBLIGATORIO

Escoger entre:
**ORIGINAL
SURRENDER
SEA WAYBILL**

BL & Freight Information

House BL Presence ⓘ

Simple Console

1 Document Type ⓘ

Original BL Sea Waybill

Surrender BL ⓘ

2 BL Type ⓘ

Straight BL To Order BL

3 Freight Term ⓘ

Prepaid Collect

Split SI ⓘ

Simple: No House BL is used.
Console: NVOCC submits House BL directly to Customs.

An **Original BL** refers to a contract of carriage that serves as a title of the cargo and confirms the carrier's receipt of the cargo.

A **Sea Waybill** refers to a specific transport document type which is non-negotiable, does not transfer title but evidences the contract of carriage and receipt of the goods. It must be issued to a named consignee, can be both in a physical or digital format and allowing goods release at the destination without original sea waybill presented.

A **Straight BL** is a non-negotiable bill of lading specifying a named consignee to whom the goods are consigned. The consignee must present the original document and verify their identity for the release of the goods.

A **To Order BL** is a negotiable bill of lading and an endorsee party can be defined in the document parties.

When **Prepaid**, the charges are the responsibility of the shipper or the Invoice payer on behalf of the shipper.

When **Collect**, the charges are the responsibility of the consignee or the Invoice payer on behalf of the consignee.

Selecting 'Surrender BL' indicates your intent to transfer ownership upon payment, however it does not automatically initiate the surrender process. Please contact our local office for BL surrender arrangement, if necessary.

OBLIGATORIO

Escoger entre:
**STRAIGHT
TO ORDER**

OBLIGATORIO

Escoger entre:
**PREPAID
COLLECT**

SHIPMENT PARTIES

En caso de que se exceda el máximo de caracteres aparecerá el siguiente mensaje:

"Exceeded maximum character limit of [limit no.]. Continue in the Description of Goods section."

Continuar en Description of goods de la siguiente manera:

SH> Informacion sobrante
Dar clic en [Description of Goods](#) para dirigirse a esta sección

IMPORTANTE

Lo mismo aplica para Consignee = CN> y Notify Party's= NP>

OBLIGATORIO

Para países de la Unión Europea: **TODOS LOS CAMPOS**

Para Estados Unidos: **TODOS LOS CAMPOS**, excepto EORI No.

The screenshot shows the 'Shipment Parties' form with the following fields and annotations:

- Shipper**
 - Company Name *** (a): A text input field containing 'LOGISTICS CO., LTD' repeated three times. A red box highlights the field, and a red circle with 'a' is next to it. Below the field, a red error message reads: "Exceeded maximum character limitation of 70. You can continue entering details in the [Description of Goods](#) section."
 - Address *** (b): A text input field containing 'SEOUL, KOREA'. A red box highlights the field, and a red circle with 'b' is next to it.
 - Country *** (c): A dropdown menu with 'KOREA REPUBLIC OF' selected. A red box highlights the field, and a red circle with 'c' is next to it.
 - City** (d): A text input field containing 'SEOUL'. A red box highlights the field, and a red circle with 'd' is next to it.
 - State** (e): A dropdown menu with 'Input State' selected. A red box highlights the field, and a red circle with 'e' is next to it.
 - Street/ P.O Box** (f): A text input field with 'Input Street/ P.O Box' as a placeholder. A red box highlights the field, and a red circle with 'f' is next to it.
 - Postal/ Zip code** (g): A text input field with a grey placeholder. A red box highlights the field, and a red circle with 'g' is next to it.
 - EORI No.** (h): A text input field with 'Input EORI No.' as a placeholder. A red box highlights the field, and a red circle with 'h' is next to it.



Tener en cuenta que la matriz será **RECHAZADA** en caso se omita el ingreso de información en los campos NAME (Shipper, Consignee, Notify), y ADDRESS.
Evitar poner SAME AS CONSIGNEE, digitar la información solicitada tanto en Consignee como en Notify Party´s

SÍ SE PUEDE EDITAR

Información rellena automáticamente en función al Booking
NO SE PUEDE EDITAR

Route Information	
a → Origin	b → Origin (Print on BL) *
LEVERKUSEN, NW, GERMANY (Door)	LEVERKUSEN, NW
→ Port of Loading	→ Port of Loading (Print on BL) *
ANTWERP, BELGIUM	Same as Origin c
→ Port of Discharge	→ Port of Discharge (Print on BL)
BUENOS AIRES, ARGENTINA	BUENOS AIRES
→ Destination	→ Destination (Print on BL) *
BUENOS AIRES, ARGENTINA (CY)	Same as POD d
→ Vessel/ Voyage	→ Vessel/ Voyage (Print on BL) *
BROOKLYN BRIDGE 174S	BROOKLYN BRIDGE 174S
	→ Pre-Carriage By (Print on BL)
	Input Pre-Carriage By

Copia los datos de **Place of Receipt** y lo copia en **Port of Loading** reemplazando los datos existentes

Copia los datos de **Port of Discharge** y lo copia en **Destination** reemplazando los datos existentes

1. Para envíos de exportación desde países UE/EU (Unión Europea)

CAMPO OPCIONAL

Export MRN No.

Aplica para envíos con **POR** o **POL** en países de la UE. Puede contener hasta 50 caracteres alfanuméricos.

2. EU Customs Information

EU Customs Information

EU Filer Type * [EU Customs Information](#)

Select

- 1 F10 - Carrier Filing (Straight BL + Buyer/Seller)
- 2 F11 - Carrier Filing (Master BL + House BL + Buyer/Seller)
- 3 F12 - Customer Filing (Master BL + House BL + Buyer/Seller)
- 4 F13 - Customer Filing (Straight BL + Buyer/Seller)

Para los envíos con destino a la UE, un menú desplegable con **cuatro opciones** permite una sola selección. Dar clic en [EU Customs Information](#) para conocer acerca de la normativa y campos adicionales.

CUSTOMS INFORMATION

3. Brazil Customs Information

CAMPO OBLIGATORIO →

CAMPO OPCIONAL →

Brazil Customs Information
Cadastro Nacional da Pessoa Jurídica (CNPJ) refers to National Registration Number

Shipper CNPJ * ^a	Consignee CNPJ ^b
<input type="text" value="Input Shipper CNPJ"/>	<input type="text" value="Input Consignee CNPJ"/>
Notify CNPJ ^c	
<input type="text" value="Input Notify CNPJ"/>	

Aplica para envíos con **POR** o **DEL en Brasil**. Se pueden ingresar hasta 14 caracteres en cada campo.

4. Mexico Customs Information

CAMPO OPCIONAL

Mexico Customs Information

Shipper Tax ID ^a	Consignee Tax ID ^b
<input type="text" value="Input Shipper Tax ID"/>	<input type="text" value="Input Consignee Tax ID"/>
Notify Tax ID ^c	
<input type="text" value="Input Notify Tax ID"/>	

Para envíos con **POR** o **DEL en México**. Se pueden ingresar máximo 20 caracteres en cada campo.

5. Canada Customs Information

Campos disponibles para envíos con **POR** y **POL** en Canadá.

CAMPO OPCIONAL

Canada Customs Information

Export Information 1 **P.O.R CERS** ⓘ Exporter Authority ID (AB1234) + YYYYMMDD + Sequential Number (starts from 1 up to a maximum of 11 digits)

CERS License a

Export Information 1 **P.O.R G7 EDI** ⓘ Authorization ID (AB1234) + Form ID in the year, month, and five-digit sequential transaction number (YYYYMM12345)

G7 EDI No. b

Export Information 1 **Summary Reporting ID No.** ⓘ Insert 4-digit numbers

Summary Report c

Export Information d **B13A EXD Form** ⓘ

P.O.R B13A ⓘ YYYY-MM-DD HH:MM + Port Code (123) + Six-digit reference number (123456)

Select date and time e

Export Information e **In-Transit Cargo** ⓘ **P.O.R IT Cargo** 1

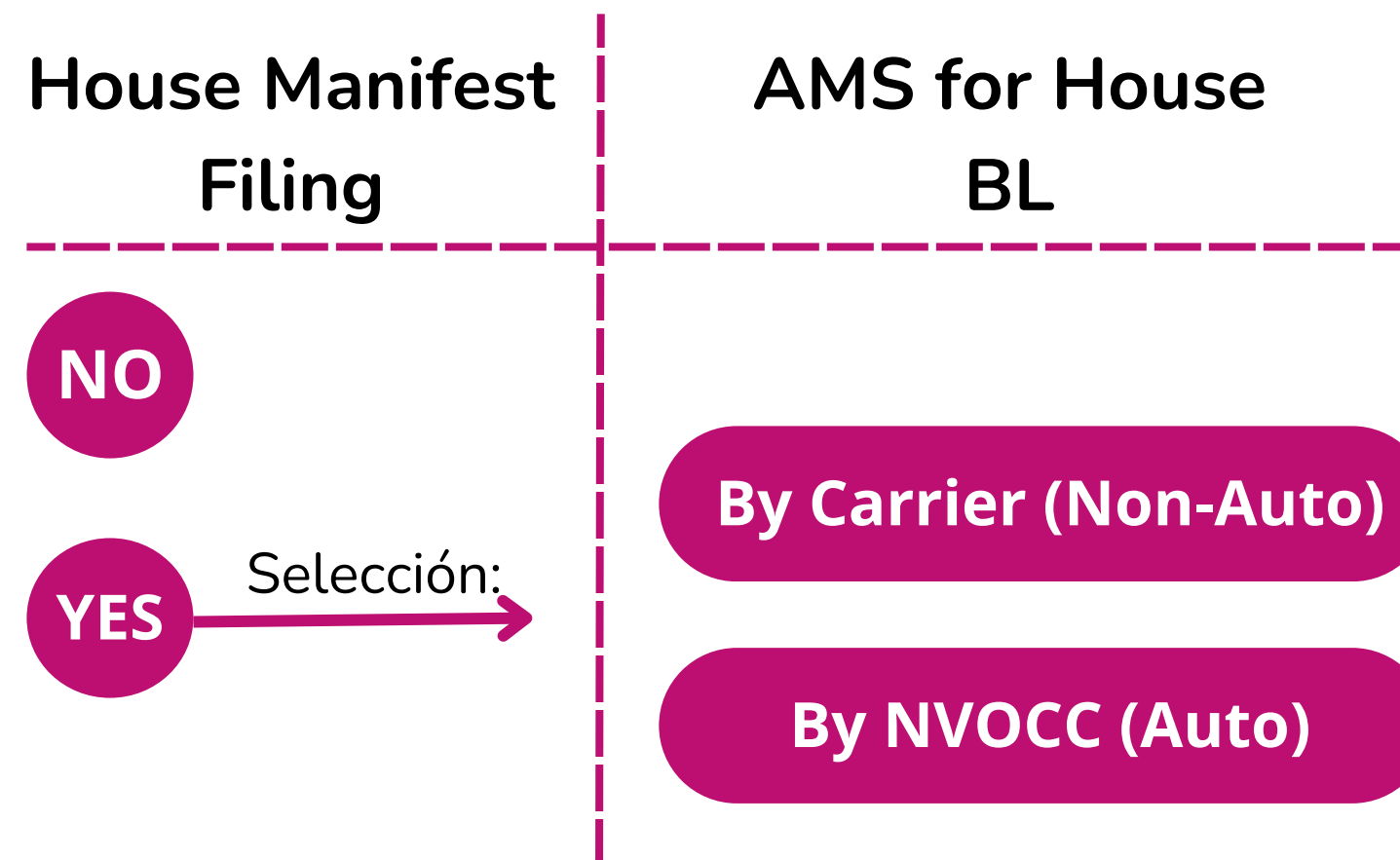
Export Information f **No Declaration** ⓘ **P.O.R NDR** 1

CUSTOMS INFORMATION

6. U.S. Customs Information

Para envíos con **POD /Destination en U.S.** los siguientes campos estarán disponibles.

The screenshot shows a form titled "U.S. Customs Information". It contains two dropdown menus. The first is labeled "House Manifest Filing" with a circled 'a' next to it. The dropdown is currently set to "Yes", and the "Yes" option is highlighted in pink. The second dropdown is labeled "AMS for House BL" with a circled 'b' next to it. The dropdown is currently set to "By NVOCC (Auto)", and this option is highlighted in pink. Other options visible in the second dropdown include "By Carrier (Non-Auto)".



CARGO INFORMATION

a Shipping Marks.

En este campo ingresará etiquetas y/o marcas de identificación que se muestran en los paquetes.

Nota. En caso se excedan los 2 seals (precintos) en la tabla Container Information. Se deben digitar los seals restantes en este campo .
Incluir STICKERS en este campo

b Description of Goods.

Esta descripción brinda información precisa de la carga que se envían en los contenedores. Ingresar información relevante para la identificación de la mercancía.

Acá se deberá poner toda la información sobrante de la sección Shipment Parties bajo la siguiente forma:
SH> ; CN> , Y NP>

Tener en cuenta que en este campo no se aceptan las siguientes cláusulas:

- **“CLEAN ON BOARD” y/o “LIMPIO A BORDO”**
- **VENTILATION**
- **HUMMIDITY**
- **DÍAS LIBRES EN DESTINO/ FREE DAYS AT DESTINATION**

The screenshot shows a web form titled "Cargo Information". It has two main sections:

- Shipping Mark (a):** Labeled "Shipping Mark" with a red circle 'a'. Below it is a text input field "Enter Shipping Marks". A suggestion box below the input shows "test" and an "Apply" button.
- Description of Goods (b):** Labeled "Description of Goods" with a red circle 'b'. Below it is a text input field "Enter Description of Goods". A suggestion box below the input shows two options: "TEST" and "TEST 123", each with its own "Apply" button.

La tabla incluye las siguientes columnas:

- a** **HS CODE** : Ingresar esta información a nivel subpartida arancelaria, es decir 6 dígitos.
HTS CODE: Será necesario ingresar este dato para los siguientes destinos: USA, países de la Unión Europea, Canadá, Puerto Rico.
- b** **COMMODITY DESCRIPTION** : Ingresar el nombre de la mercancía en **inglés**. Si por default aparece otra información, borrarla e ingresar lo solicitado.
- c** **PACKAGE** : Información mandatoria. Es necesario elegir el tipo de bulto:(DRUM, PALLET,ETC.)
- d** **CARGO WEIGHT** : Información mandatoria
- e** **MEASURE** : Información mandatoria

Commodity Information

Search by Container No.

Container 1

Tip : You can copy and paste your Commodity Information.

1 of total 1 selected

Remove + New Commodity

No.	HS Code	Commodity Description	Package	Cargo Weight	Measure
1	Bags	Input	PACKAGE	Input KGS	Input CBM

Total: 0 PACKAGE | 0.000 KGS | 0.000 CBM

Cancel Save



Tener en cuenta las observaciones para los siguientes campos

1

En el caso de los códigos HTS/HS/NCM depende de la ruta de la nave

2

En el caso de varios códigos se usa la información del último código seleccionado

8. Manifest Codes (HS/HTS/NCM/CUS): Se muestran en función de las rutas

9. Package: Tipo de paquete por contenedor

10. Cargo Weight: Peso de la carga

11. Measure: **Se debe indicar la cantidad en CBM (cubic meters), en caso de no contar con esta información se debe dejar con valor '1'.*

12. Download Template & Upload: Para descargar y cargar la información de la plantilla

13. Remove & New Container: Eliminar y añadir nuevo contenedor

La tabla **Container** le permite al usuario editar los siguientes campos:

- a** N. Contenedor
- b** Seal N. 1
- c** Seal N. 2
- d** N. Purchase Order

1	2	3	4	5	6	7	8	9	10	11
No.	Container	S.O.C	Seal No. 1	Seal No. 2	PO No.	Action	HS Code	Package	Cargo Weight	Measure
1	-	NO	-	-	-	Input Commodity	-	-	-	-

No.	Container	S.O.C	Seal No. 1	Seal No. 2	PO No.	Action	HS Code
1	ABC1234567	NO	1234567	-	-	Input Commodity	-
2	<input type="text" value="Input a"/>	<input type="checkbox"/>	<input type="text" value="Input b"/>	<input type="text" value="Input c"/>	<input type="text" value="Input d"/>	Input Commodity	-

Nota. Si se desean ingresar **más de dos seals** (precintos) . Digitarlos en el **campo Shipping Marks**



CONSIDERACIONES

Nota. En caso se omitan estas consideraciones, el Shipping Instructions deberá ser **RECHAZADO** por Mercator Perú

1

En caso el embarque presente un contenedor Flat Rack, se deberá poner como SEAL 1 y SEAL 2:
NOSEAL

2

Por ningún motivo se debe considerar como precintos a los stickers (presentan la siguiente nomenclatura: STxxxxx) Estos deben ir en **Shipping Marks**

3

Por ningún motivo el campo precintos (SEALS) debe estar vacío

4

Por ningún motivo los siguientes campos deben tener la información 0.00

- **CARGO WEIGHT**
- **MEASURE**
- **PACKAGE**

Nota. Se debe indicar la cantidad en CBM (cubic meters), en caso de no contar con esta información se debe dejar con **valor '1'**.

Esta función se usa cuando se desea enviar varios SI's para un Booking.

PASOS:

1 Activar Split SI (por defecto esta desactivado)

2 Seleccionar:
-Continue: Indica que mas SI seguirán (por defecto esta seleccionado esta opción)
-Last: Indica que este es el último SI.

3 Recuento de BL's: CAMPO OPCIONAL
Solo acepta números (mín 2; máx 99)

Special Remark
The customer will submit SI for the split continuously.
The customer will split this BL into 3.

Nota. Después de enviar con éxito el SI, la página de resultados del envío de BL mostrará los siguientes comentarios en el 'Special Remarks'.

Ver solicitudes de SI Split en SI Summary

Dashboard **SI Summary**

Booking No. 800 Search

Booking Date 2024-10-11 ~ 2024-12-20 Status + More Filters Reset Filters

Show 10 items Total 4 results

Booking No.	SI Cut off Date	BL No.	SI Request No.	SI Split No.	Origin	Vessel	Destination	Estimated Time of Berth	Estimated Time of Departure	Status	To do	Action
800 <small>via WEB</small>	2024-10-21 12:00	800			VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	READY FOR SI SUBMISSION	Submit SI	⋮
800 <small>via WEB</small>	2024-10-21 12:00	800	04	S1	VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	SI SUBMITTED (SPLIT)	No action required	⋮
800 <small>via WEB</small>	2024-10-21 12:00	800	05	S2	VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	SI SUBMITTED (SPLIT)	No action required	⋮
800 <small>via WEB</small>	2024-10-21 12:00	800	06	S3	VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	SI SUBMITTED (SPLIT)	No action required	⋮

Una vez dividido, SI's aparecerán en secuencia debajo de la columna **SI Split No.**

X La opción Action **no** estará disponible

Para enviar una sola SI para varias reservas utilice **COMBINE SI**. Solo estará disponible para los siguientes estados de SI:

STATUS
Ready for SI Submission
SI Draft
SI Processing
SI Confirmed
SI Amendment Requested
SI Rejected
SI Amendment Rejected

a **Hacer clic** en **botón Combine SI** y aparecerá una ventana emergente con una lista de números de bookings elegibles para combinar con el elegido

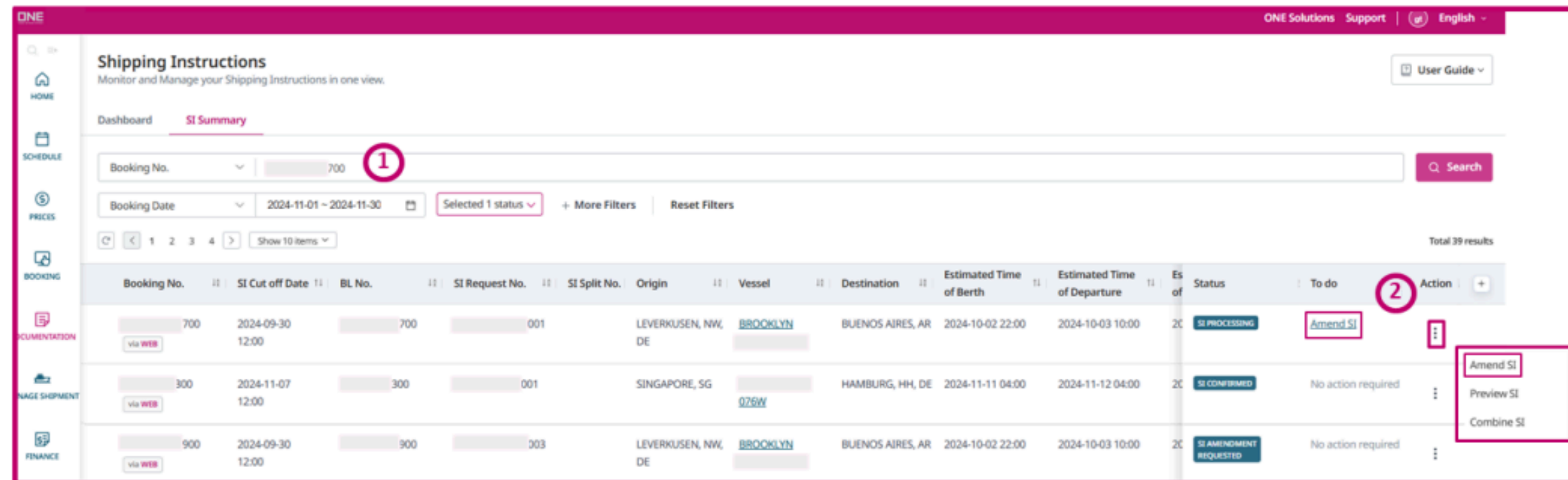
b **Seleccionar uno/dos o más** números de bookings a combinar

c **Hacer clic** en **botón Combine** y será dirigido a página **Submission SI**

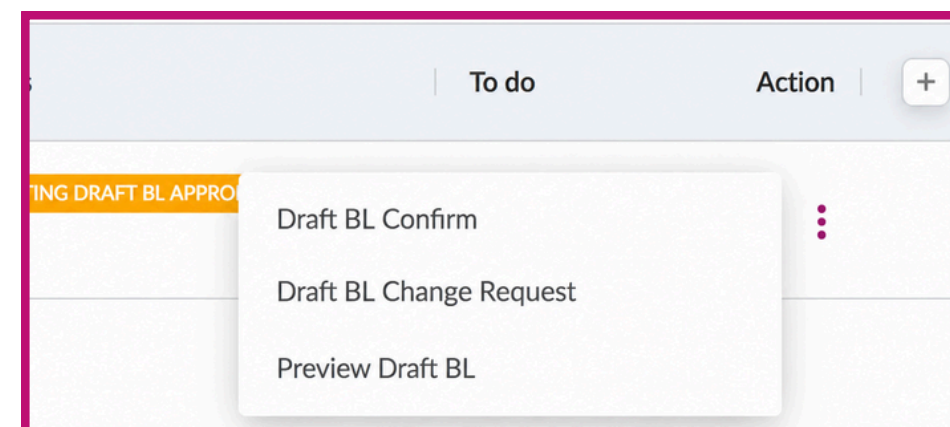
d **Visualizar** en el campo **Special Remarks** habrá una observación que diga: **'COMBINED BOOKING NO.'**

¿COMO MODIFICAR SHIPPING INSTRUCTIONS?

- 0 Seguir la siguiente ruta: **Documentation > Shipping Instruction > SI Summary**
- 1 En la pestaña **SI Summary** introducir el **Número de Booking** a **modificar**
- 2 Hacer clic en **Amend SI** ubicado en la columna **To Do**, o seleccione uno de los demás elementos



Nota. En caso no figure la opción Amend SI, elegir **Draft BL Change Request**.



¿COMO MODIFICAR SHIPPING INSTRUCTIONS?

- 3 Serรก redirigido a la pestaña **Detail SI** para **actualizar** la informaci3n.
- 4 Al **hacer clic** en **Reset** se eliminarán los cambios ingresados.
- 5 Al **hacer clic** en **Submit** se mostrará la página de confirmaci3n.

Shipping Instructions

Monitor and Manage your Shipping Instructions in one view.

3 [← Back to the SI Summary](#)

Booking No.: 800 BL No.: 800 SI Cut off: 2024-09-30 [Show SI Preview](#)

Templates

SI Template Copy from Previous Booking

SI Template

Select SI template

[Clear](#) [Apply](#)

Contact Information

Name * Phone Area No. Phone No.

Fax Area No. Fax No.

Special Remark

[Save as Draft](#)
[Save as Template](#)
4 [Reset](#)
5 [Submit](#)

Your Shipping Instruction has been successfully submitted!

Booking No. **800** SI Request No. **2002**

Monitor the progress of your Shipment

[SI Preview](#) [Go to SI Summary](#)