

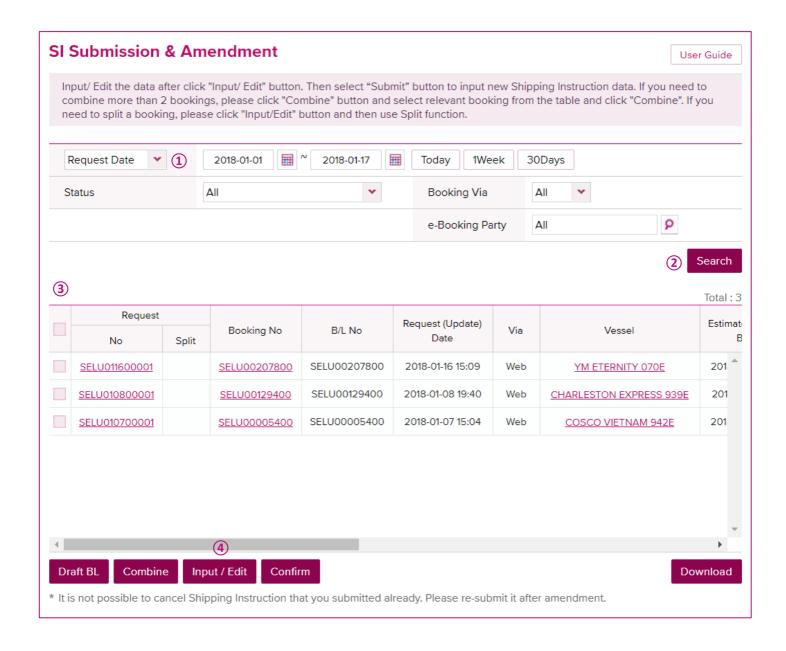
S/I Submission and Amendment

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,

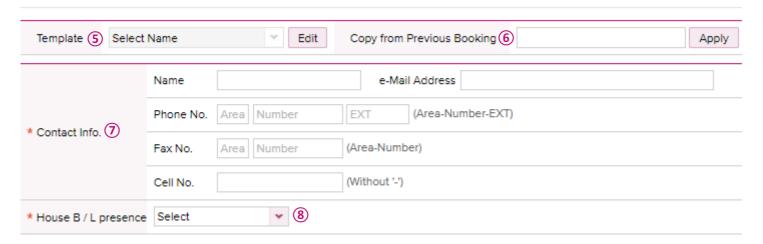
- (4) Request date and (5) Vessel
- * If (5) Vessel is selected for the search option and Vessel, Voyage and Direction are entered, all B/L under the VVD will be displayed.





- 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



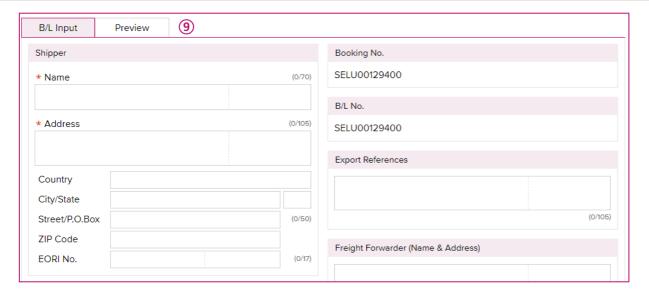
- 5. If you have S/I template, you can select from the dropdown list to copy details to this S/I
- 6. If you would like to copy S/I details from previous booking, enter the booking number and click on [Apply] button to copy details to this S/I
- 7. All fields which have a red asterisk (*) are mandatory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

For BCO Shipments, it should be always "Simple" because no H/BL will be involved with the shipment.

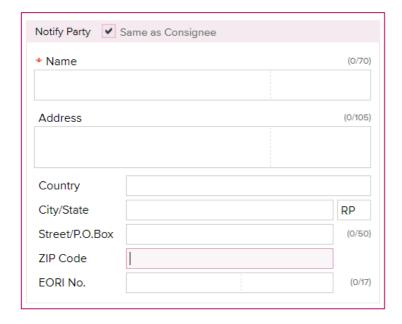
For NVO Shipments, it could be "Simple" or "Console" depending on the issuance of H/BL as follows;

- Simple no H/BL involved and or NVO will file own H/BL
- Console H/BL involved and Carrier will file H/BL on behalf of NVO. NVO files H/BL directly to destination Customs.



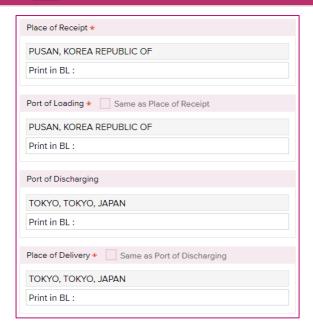


- 9. Enter shipping instruction information in respective fields on B/L Input tab
 - * Functions to note
 - a. Notify Party When "Same as Consignee" check box is ticked, Consignee Name and address will be copied to
 Notify Party fields

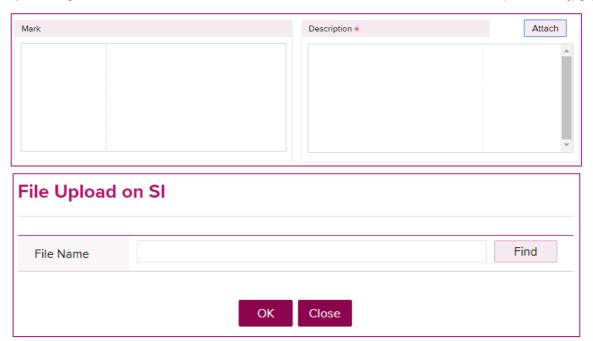


- b. Place of Receipt/Port of Loading/Port of Discharging/Place of Delivery
 - If you would like to edit the information printed on B/L, second line of each field is editable
 - If "Same as Place of Receipt" and/or "Same as Port of Discharging" check box is ticked, the information is copied to each field



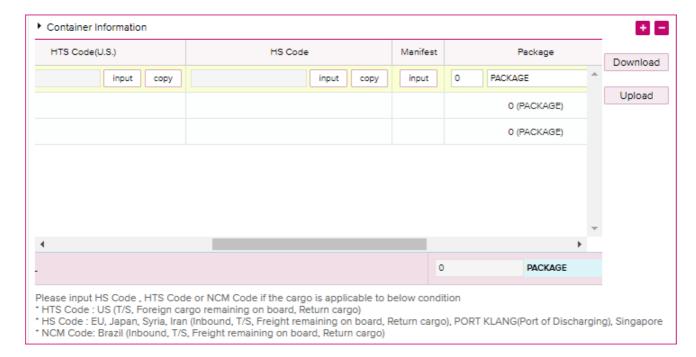


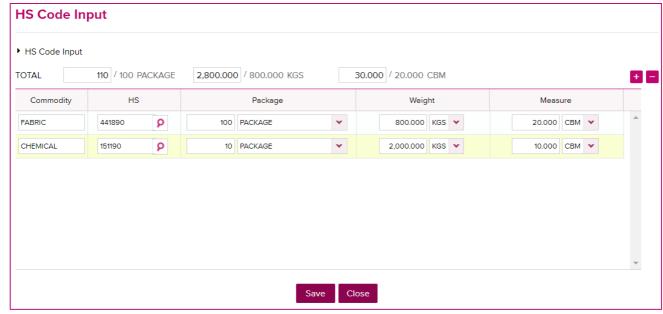
- c. Mark and Description Information
 - If you would like to attach the documentation, you can click [Attach] button and the screen will be pop up (Following format of files will be allowed to be attached; doc, docx, xls, xlsx, rtf, txt, pdf, tif, tiff, jpg, jpeg, png, git)



- 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

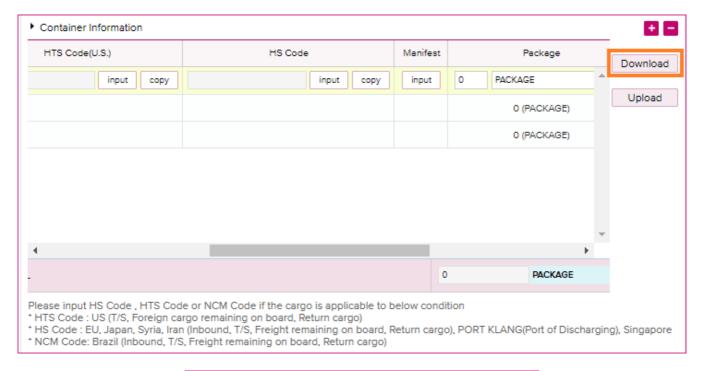


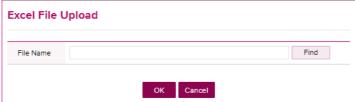




- If you would like to utilize the download/upload feature, you must first download the template spreadsheet.
- (1) Complete spreadsheet, (2) select 'Upload', (3) 'Find' document (4) Click 'OK'. Information will populate back into the Container Information Module.







Guide to Container Upload Template

- *Weight Units must be CAPS (KGS or LBS)
- *Measure Unit must be CAPS (CBM or CBF)
- *Package Unit must be CAPS (BALE, BALLOON, BAR, etc)
- *For complete list of Package Units, please view PACKAGE UNIT tab on the excel document.



*If you need to enter package break down at container level, simply enter/copy container # as many times required.

Container No.	S.O.C	1st Seal No	2nd Seal N	Commodity	HTS Code(U.S.)	HS Code	NCM Code	Package	Unit	Weight	Unit (KGS/L
TRLU0000001	N			Vitamin	293690			0	PACKAGE	0.000	LBS
TRLU0000001	N			Calculators	847010			0	PACKAGE	0.000	LBS
TRLU0000002	N							0	PACKAGE	0.000	LBS
TRLU0000002	N							0	PACKAGE	0.000	LBS



*If you have multiple containers with duplicated commodities/HS Codes/Packages/Unit/etc. Complete 1 row and copy down the information for faster results.

Container No.	S.O.C	1st Seal No.	2nd Seal N	Commodity	HTS Code	HS Code	NCM Code	Package	Unit	Weight	Unit (KGS	Measure	Unit (CBM.	P/O No
BMOU0000001	N	HS11111		SOAP		34011110		40	PACKAGE	5000.000	LBS	15.000	CBM	
BMOU0000002	N	HS22222		SOAP		34011110		40	PACKAGE	5000.000	LBS	15.000	CBM	
BMOU0000003	N	HS33333				ı		I		L	I	I	I	
BMOU0000004	N	HS44444		•		•		•	•	•	_	•	_	
BMOU0000005	N	HS55555												
BMOU0000006	N	HS66666												
BMOU0000007	N	HS77777												
BMOU0000008	N	HS88888												
BMOU0000009	N	HS99999												
BMOU0000010	N	HS111110												

*If you need HTS/HS/Package information, you can complete 1 row within the eComm application as describe above and then download to complete the remaining Container Information Package on a spreadsheet. Be sure to reupload and submit any changes for processing.

*Spreadsheet will include any preexisting information (i.e. container # information) providing container was pulled/ attached from selected bookings and/or depot has transmitted said container to our system.

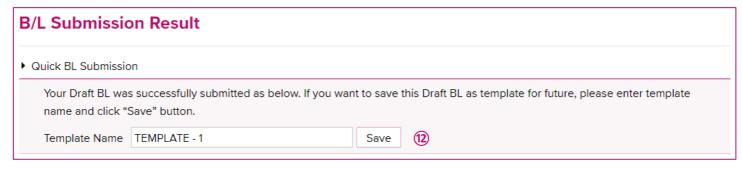


10. After all information in entered, click on [Submit] button to send Shipping Instruction to ONE



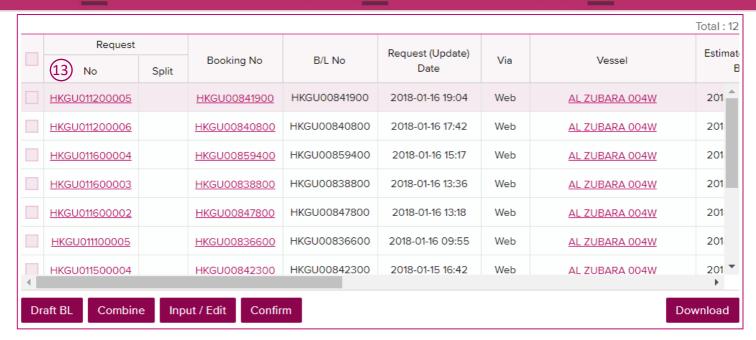


11. After S/I submission, Submission result screen comes up for review



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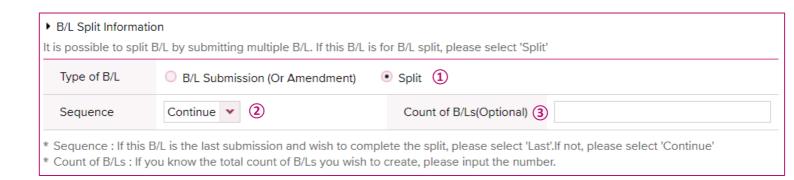




13. After S/I Submission, Request No is generated and Shipping Instruction request details can be viewed when you click on Request No. link

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



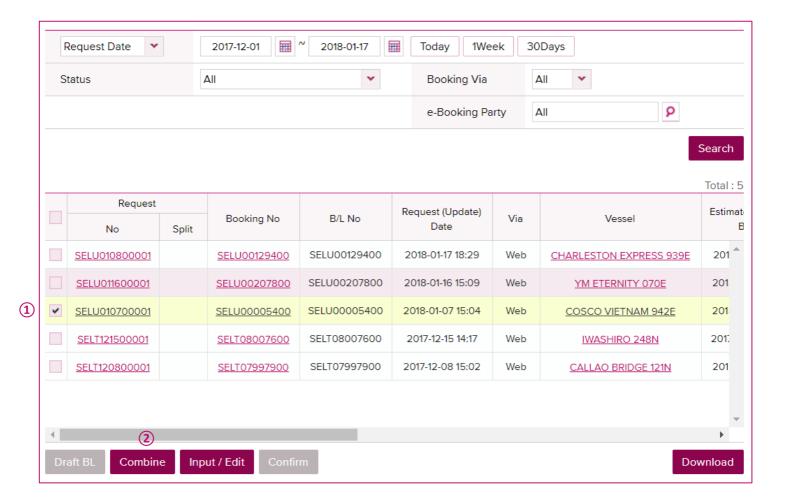
- 1. Tick "Split" radio button at bottom of the Shipping Instruction Input/Amend screen
- 2. Select "Continue" as sequence which means another S/I will be submitted to the same booking
- 3. Enter the total number of S/I which you will submit to the same booking no.(Reference only)



* If it's your last submission of S/I for the booking, please select "Last" as sequence

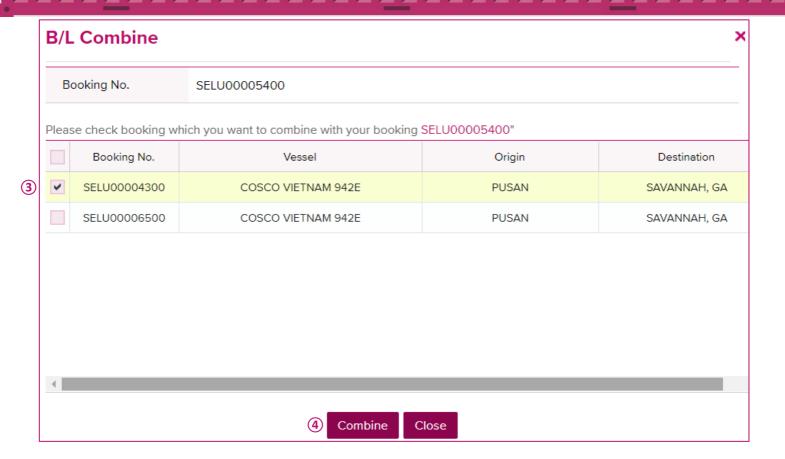
How to Combine Shipping Instruction

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



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



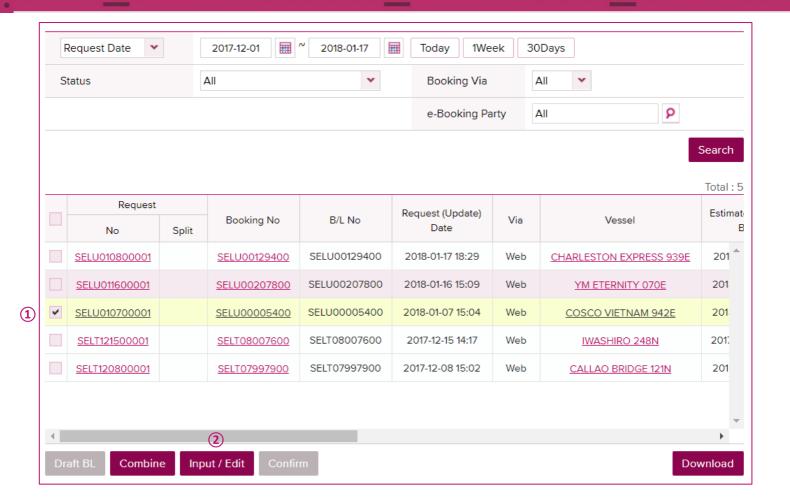


- 3. Select booking no(s) that you would like to combine to master booking
- 4. Click on [Combine] and continue to enter S/I details to submit

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



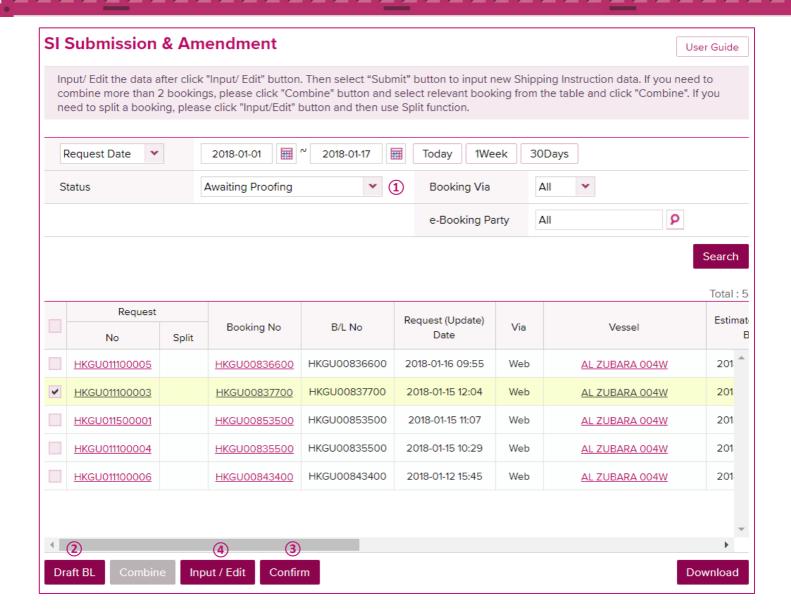


- 1. Select booking that you would like to amend S/I
- 2. Click on [Input/Edit] button and amend on S/I Input/Edit screen to submit

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





- 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