

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"/>	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. 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 '-')				
* House B / L presence	Select	▼	⑧			

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.

B/L Input	Preview	9
<div> <div> Shipper <div> <div> * Name (0/70) <div></div> </div> <div> * Address (0/105) <div></div> </div> <div> Country <div></div> </div> <div> City/State <div></div> </div> <div> Street/P.O.Box (0/50) <div></div> </div> <div> ZIP Code <div></div> </div> <div> EORI No. (0/17) <div></div> </div> </div> </div> <div> <div> Booking No. <div> SELU00129400 </div> </div> <div> B/L No. <div> SELU00129400 </div> </div> <div> Export References <div> <div></div> (0/105) </div> </div> <div> Freight Forwarder (Name & Address) <div></div> </div> </div> </div>		

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

Notify Party	<input checked="" type="checkbox"/> Same as Consignee
<div> <div> * Name (0/70) <div></div> </div> <div> Address (0/105) <div></div> </div> <div> Country <div></div> </div> <div> City/State <div></div> </div> <div> Street/P.O.Box (0/50) <div></div> </div> <div> ZIP Code <div></div> </div> <div> EORI No. (0/17) <div></div> </div> </div>	

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 * <input type="checkbox"/> Same as Place of Receipt
PUSAN, KOREA REPUBLIC OF
Print in BL :
Port of Discharging
TOKYO, TOKYO, JAPAN
Print in BL :
Place of Delivery * <input type="checkbox"/> 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
<div><div>OK</div><div>Close</div></div>		

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"/>	<input type="text"/> <input type="button" value="input"/> <input type="button" value="copy"/>	<input type="text"/> <input type="button" value="input"/>	0 PACKAGE
			0 (PACKAGE)
			0 (PACKAGE)

Download

Upload

0

PACKAGE

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

110 / 100 PACKAGE

2,800.000 / 800.000 KGS

30.000 / 20.000 CBM

Commodity	HS	Package	Weight	Measure
FABRIC	441890 <input type="button" value="P"/>	100 PACKAGE	800.000 KGS	20.000 CBM
CHEMICAL	151190 <input type="button" value="P"/>	10 PACKAGE	2,000.000 KGS	10.000 CBM

Save

Close

- 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.

Container Information

HTS Code(U.S.)	HS Code	Manifest	Package
<input type="text"/> input <input type="button" value="copy"/>	<input type="text"/> input <input type="button" value="copy"/>	<input type="text"/> input	0 PACKAGE
			0 (PACKAGE)
			0 (PACKAGE)

Download

Upload

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)

Excel File Upload

File Name

Find

OK

Cancel

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.

CM UPLOAD TEMPLT

PACKAGE UNIT

+

*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 No	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

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*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 No.	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		↓		↓		↓	↓	↓	↓	↓	↓	
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

Clear

Submit

Temporary Save

Save as Template

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

B/L Submission Result ¹¹

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

<div>Shipper</div> <div>Name : DFDF</div> <div>Address : DFDF</div> <div>Country :</div> <div>City / State :</div> <div>Street / P.O Box :</div> <div>ZIP Code :</div> <div>EORI No. :</div>	<div>Booking No.</div> <div>SELU00129400</div> <div>B/L No.</div> <div>SELU00129400</div> <div>Export References</div> <div></div>
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11. 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

Save ¹²

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

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								Total : 12
<input type="checkbox"/>	Request		Booking No	B/L No	Request (Update) Date	Via	Vessel	Estimate B
	13 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
<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"/>								

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

► 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	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

	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

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"

	Booking No.	Vessel	Origin	Destination	
③	<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

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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"/>	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
① <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 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"/>	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

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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