

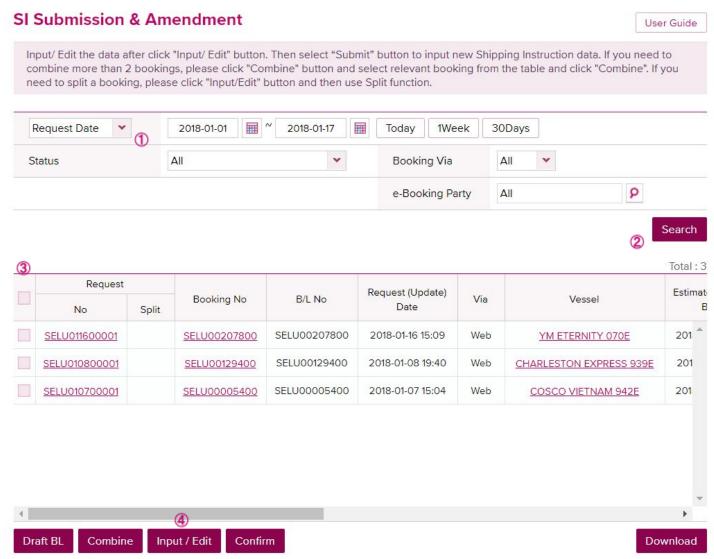
S/I Submission and Amendment

This service provides the function for Shipping Instruction submission and Amendment

How to submit Shipping Instruction

This service provides five search options which are by (a) Booking No., (b) Departure Date, (c) Booking Date, (d) Request date and (e) Vessel

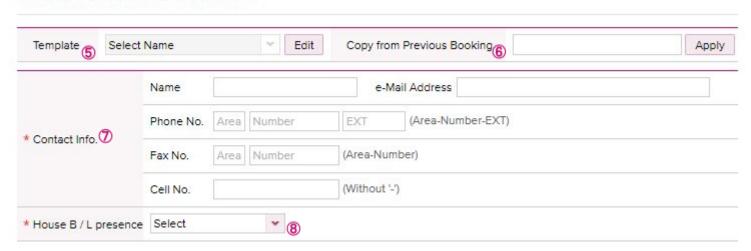
* If (e) Vessel is selected for the search option and Vessel, Voyage and Direction are entered, all B/L under the VVD will be displayed.



- * 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

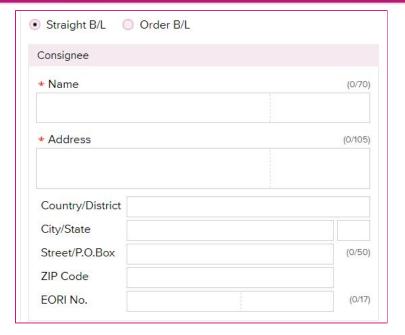


- 5. If you have S/I template, you can select from the dropdown list to copy details to this S/I
- 6. If you would like to copy S/I details from previous booking, enter the booking number and click on [Apply] button to copy details to this S/I
- 7. All fields which have a red asterisk (*) are mandatory to input
- 8. House B/L presence (only for inbound to Japan)
 - Simple If no H/BL involved.
 - Console If NVO files H/BL directly to destination Customs (carriers do not submit HBL).

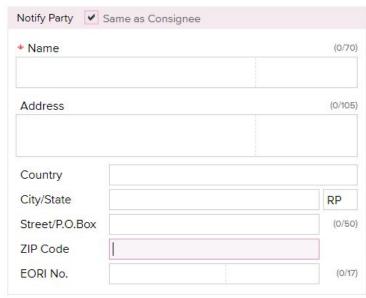


- 9. Enter shipping instruction information in respective fields on B/L Input tab
 - * Functions to note
 - a. "Straight B/L" or "Order B/L" Selection
 - Straight B/L Non-negotiable B/L that is issued to a named consignee.
 - Order B/L Negotiable B/L that is issued to the order of a shipper or consignee for delivery of the goods and can be transferred by endorsement and delivery of the bill to third parties. Note that a Sea Waybill cannot be an Order B/L.





b. Notify Party – When "Same as Consignee" check box is ticked, Consignee Name and address will be copied to Notify Party fields

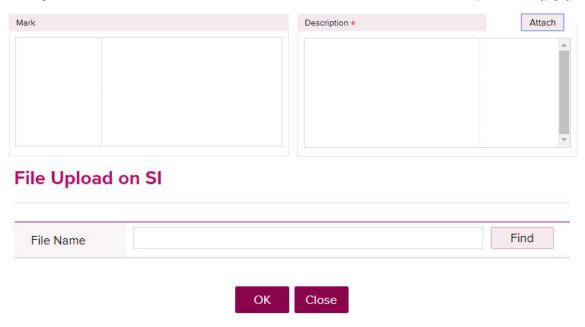


- c. Place of Receipt/Port of Loading/Port of Discharging/Place of Delivery
 - If you would like to edit the information printed on B/L, second line of each field is editable
 - If "Same as Place of Receipt" and/or "Same as Port of Discharging" check box is ticked, the information is copied to each field



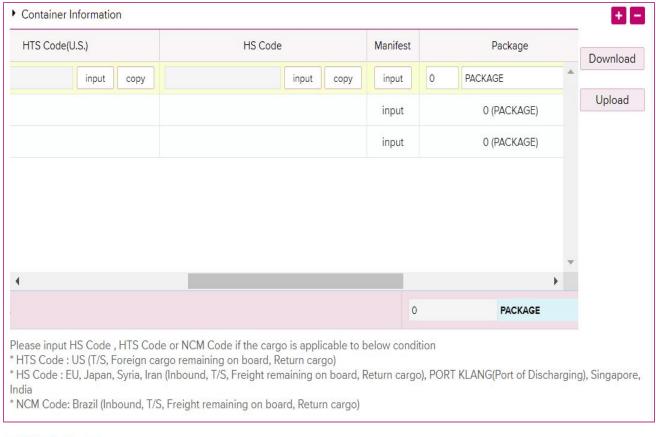


- d. Mark and Description Information
- If you would like to attach the documentation, you can click [Attach] button and the screen will be pop up (Following format of files will be allowed to be attached; doc, docx, xls, xlsx, rtf, txt, pdf, tif, tiff, jpg, jpeg, png, git)

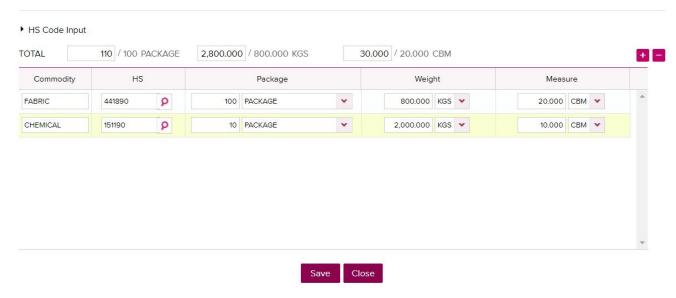


- e. Container Information
- If you would like to enter package break down at container level, you can go into HTS or HS Code Input screen from [Input] button



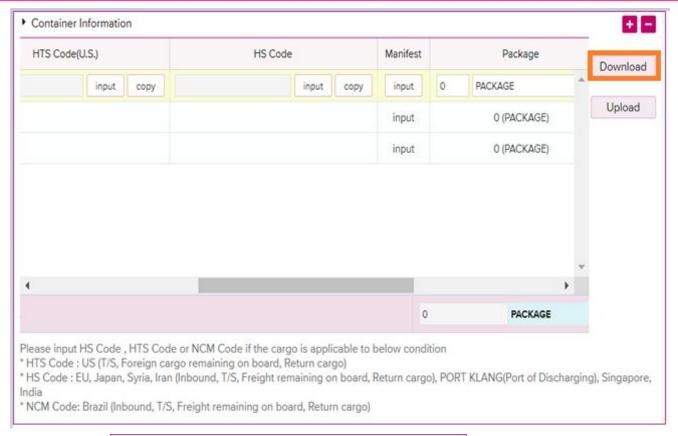


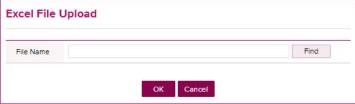
HS Code Input



- If you would like to utilize the download/upload feature, you must first download the template spreadsheet, complete spreadsheet, select 'Upload', 'Find' document and 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.

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

*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 Cod€	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		1 A B		_IL		ı	T		L	_L	L	
BMOU0000004	N	HS44444						_		•		•	_	
BMOU0000005	N	HS55555												
BMOU0000006	N	HS66666												
BMOU0000007	N	HS77777												
8000000008	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.

f. CNPJ (Brazilian Tax ID)

- CNPJ (Brazilian Tax ID) accepts alphanumeric (0 to 9, A to Z) characters only. Please ignore the non-alphanumeric character when entering the CNPJ code.

Example: Consignee CNPJ: 13.295.321/0001-02



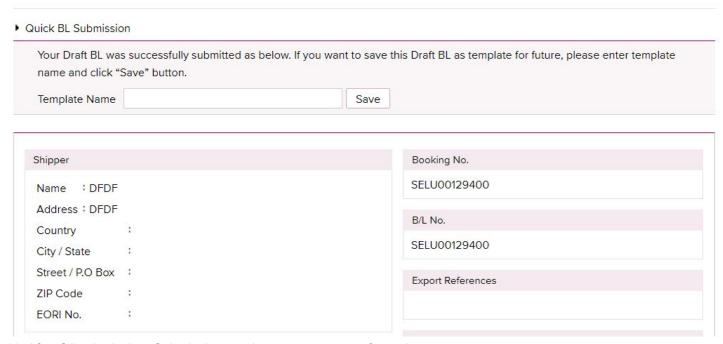


10. After all information in entered, click on [Submit] button to send Shipping Instruction to ONE

^{*}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.



B/L Submission Result 1



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

B/L Submission Result

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 TEMPLATE - 1 Save

12. If you would like to save the SI result as shipping template for future use, you should enter a template name and click save.



Estimat			Request (Update)			Request	
Laume	Vessel	Via	Date Date	B/L No	Booking No	Split	No No
201	AL ZUBARA 004W	Web	2018-01-16 19:04	HKGU00841900	HKGU00841900		HKGU011200005
201	AL ZUBARA 004W	Web	2018-01-16 17:42	HKGU00840800	HKGU00840800		HKGU011200006
201	AL ZUBARA 004W	Web	2018-01-16 15:17	HKGU00859400	HKGU00859400		HKGU011600004
201	AL ZUBARA 004W	Web	2018-01-16 13:36	HKGU00838800	HKGU00838800		HKGU011600003
201	AL ZUBARA 004W	Web	2018-01-16 13:18	HKGU00847800	HKGU00847800		HKGU011600002
201	AL ZUBARA 004W	Web	2018-01-16 09:55	HKGU00836600	HKGU00836600		HKGU011100005
201	AL ZUBARA 004W	Web	2018-01-15 16:42	HKGU00842300	HKGU00842300		HKGU011500004

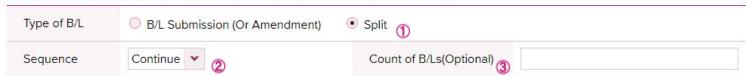
13. After S/I Submission, Request No is generated and Shipping Instruction request details can be viewed when you click on Request No. link

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'

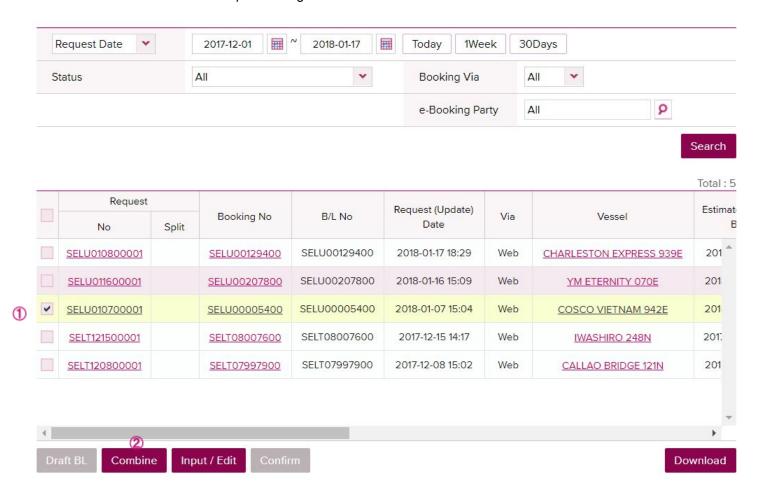


- * Sequence: If this B/L is the last submission and wish to complete the split, please select 'Last'. If not, please select 'Continue'
- * Count of B/Ls: If you know the total count of B/Ls you wish to create, please input the number.
- 1. Tick "Split" button at bottom of the Shipping Instruction Input/Amend 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



B/L Combine

×

Booking No.	SELU00005400
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Please check booking which you want to combine with your booking SELU00005400"

		Booking No.	Vessel	Origin	Destination
)	~	SELU00004300	COSCO VIETNAM 942E	PUSAN	SAVANNAH, GA
		SELU00006500	COSCO VIETNAM 942E	PUSAN	SAVANNAH, GA





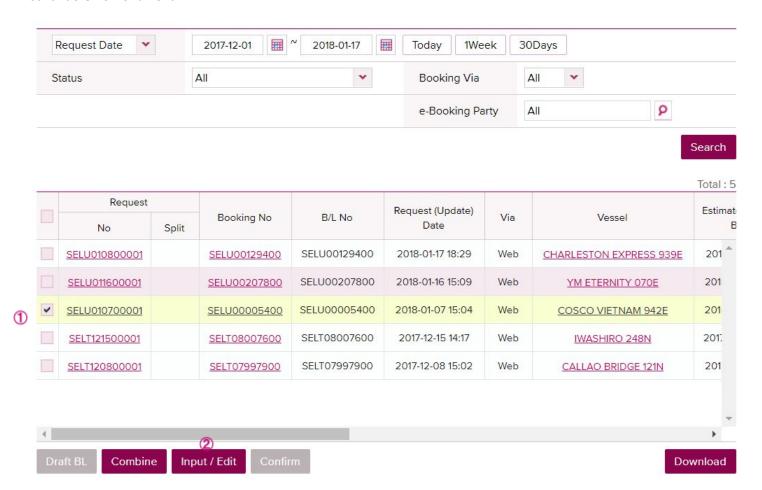


- 3. Select booking no(s) that you would like to combine to master booking 4. Click on [Combine] and continue to enter S/I details to submit



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

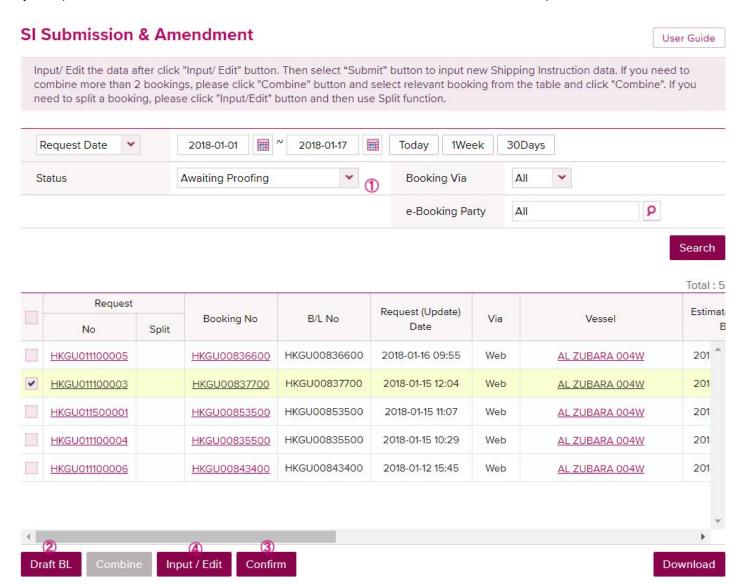


- 1. Select booking that you would like to amend S/I
- 2. Click on [Input/Edit] button and amend on S/I Input/Edit screen to submit



How to Draft B/L Proofing

System provides Draft B/L Preview function and Draft B/L Confirm function after ONE completed 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. If no amendment is required, you can confirm the Draft B/L
- 4. If further amendment is required, click on [Input/Edit] button to continue amendment