

## 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.

### 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 ②

Booking Via: All ②

e-Booking Party: All

② [Search](#)

Total : 3

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

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## SI Submission & Amendment

Template <sup>⑤</sup>	Select Name	<input type="button" value="Edit"/>	Copy from Previous Booking <sup>⑥</sup>	<input type="text"/>	<input type="button" value="Apply"/>
* Contact Info. <sup>⑦</sup>	Name	<input type="text"/>	e-Mail Address	<input type="text"/>	
	Phone No.	<input type="text" value="Area"/>	<input type="text" value="Number"/>	<input type="text" value="EXT"/>	(Area-Number-EXT)
	Fax No.	<input type="text" value="Area"/>	<input type="text" value="Number"/>	(Area-Number)	
	Cell No.	<input type="text"/>		(Without '+')	
* House B / L presence	Select	<input type="button" value="▼"/>	<sup>⑧</sup>		

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

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.

Straight B/L    Order B/L

Consignee

\* Name (0/70)

\* Address (0/105)

Country/District

City/State

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

ZIP Code

EORI No. (0/17)

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

Notify Party  Same as Consignee

\* Name (0/70)

Address (0/105)

Country

City/State  RP

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

ZIP Code

EORI No. (0/17)

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

Place of Receipt \*  
PUSAN, KOREA REPUBLIC OF  
Print in BL :

Port of Loading \*  Same as Place of Receipt  
PUSAN, KOREA REPUBLIC OF  
Print in BL :

Port of Discharging  
TOKYO, TOKYO, JAPAN  
Print in BL :

Place of Delivery \*  Same as Port of Discharging  
TOKYO, TOKYO, JAPAN  
Print in BL :

#### 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)

Mark

Description \*

### File Upload on SI

File Name

#### 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

Container Information + -

HTS Code(U.S.)	HS Code	Manifest	Package
<input type="text"/> input <input type="text"/> copy	<input type="text"/> input <input type="text"/> copy	<input type="text"/> input	0 PACKAGE
		<input type="text"/> input	0 (PACKAGE)
		<input type="text"/> input	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, India  
 \* 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	100 PACKAGE	800.000 KGS	20.000 CBM
CHEMICAL	151190	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, complete spreadsheet, select 'Upload', 'Find' document and 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 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"/>	0 PACKAGE
		<input type="text"/>	0 (PACKAGE)
		<input type="text"/>	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, India  
 \* NCM Code: Brazil (Inbound, T/S, Freight remaining on board, Return cargo)

**Excel File Upload**

File Name:

### 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 N	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 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.

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

CNPJ(Brazilian Tax ID)

Shipper CNPJ

Consignee CNPJ

Notify CNPJ



- 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

### ▶ 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

<b>Shipper</b> Name : DFDF Address : DFDF Country : City / State : Street / P.O Box : ZIP Code : EORI No. :	<b>Booking No.</b> SELU00129400 <b>B/L No.</b> SELU00129400 <b>Export References</b> <input type="text"/>
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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   

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.



Total : 12

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

Draft BL
Combine
Input / Edit
Confirm

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 <b>1</b>	
Sequence	<input type="text" value="Continue"/> <b>2</b>	Count of B/Ls(Optional) <b>3</b> <input style="width: 100px;" 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” 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**

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Total : 5

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

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Draft BL
**Combine**
Input / Edit
Confirm

**Download**

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②

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

③

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

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"/>	<a href="#">SELU010800001</a>		<a href="#">SELU00129400</a>	SELU00129400	2018-01-17 18:29	Web	<a href="#">CHARLESTON EXPRESS 939E</a>	201
<input type="checkbox"/>	<a href="#">SELU011600001</a>		<a href="#">SELU00207800</a>	SELU00207800	2018-01-16 15:09	Web	<a href="#">YM ETERNITY 070E</a>	201
<input checked="" type="checkbox"/>	<a href="#">SELU010700001</a>		<a href="#">SELU00005400</a>	SELU00005400	2018-01-07 15:04	Web	<a href="#">COSCO VIETNAM 942E</a>	201
<input type="checkbox"/>	<a href="#">SELT121500001</a>		<a href="#">SELT08007600</a>	SELT08007600	2017-12-15 14:17	Web	<a href="#">IWASHIRO 248N</a>	201
<input type="checkbox"/>	<a href="#">SELT120800001</a>		<a href="#">SELT07997900</a>	SELT07997900	2017-12-08 15:02	Web	<a href="#">CALLAO BRIDGE 121N</a>	201

◀
▶

Draft BL
Combine
Input / Edit
Confirm

Download

①

②

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

## 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.

▼

~

Today
1Week
30Days

---

Status
Awaiting Proofing
①

Booking Via
All
▼

---

e-Booking Party
All
🔍

Search

---

Total : 5

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

② Draft BL
Combine
④ Input / Edit
③ 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. 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