

## B/L Submission and Amendment

How to B/L Submission and Amendment.

This service provides four search options which are by (1) Departure Date.; (2) Booking Date, (3) Vessel and; (4) Booking No. In case of inserting Vessel, Voyage, and Direction (VVD), all B/L bonded to the VVD will be displayed.

## B/L Submission and Amendment

Outbound &gt; B/L &gt; B/L Submission and Amendment

1. In order to submit S/I, check the box on the left of booking No. and select below "Input/Edit" button.
2. If you want to divide and merge B/L, please contact the person in charge of each branch office and submit the documents.

Request Date ▼
2017-02-16 ~ 2017-03-15 (YYYY-MM-DD)
Today
1Week
30Days

B/L Status ① ▼ All
Booking Via ▼ All

Search

Total : 2

<input type="checkbox"/>	② Request No	③ Booking No	B/L No	DCT	B/L Status	Request (Update) Date	Vessel	Origin	Destination
<input type="checkbox"/>	<a href="#">SEL7031400031</a>	<a href="#">SEL700579100</a>	SEL700579100	2017-03-14 11:00	CONFIRMED	2017-03-15 13:39	<a href="#">ITHA BHUM 1700W</a>	BUSAN	HOCHI (CATI)
<input type="checkbox"/>	<a href="#">SEL7030700017</a>	<a href="#">SEL700071200</a>	SEL700071200	2017-03-07 11:00	BDRed	2017-03-08 15:03	<a href="#">SIMA SAPPHIRE 1701W</a>	BUSAN	HOCHI (CATI)

Submit
Closed
Draft
Processing
Confirmed
Rejected

0
0
0
0
1
0

④
⑤
⑥
⑦
⑧

Draft B/L
Input / Edit
Detail
Confirm
Download

- ① User can sort the booking no. by certain condition.
- ② After submitting the Shipping Instruction, the request No. will be created. When the request No is selected, the website will be re-directed to the "Quick Shipping

Instruction" page where the inputted data can be viewed.

- ③ The Booking Confirm Information will be provided with pop-up, when user clicks the booking no. highlighted in blue.

### Booking Confirm Information

#### > Booking Information

Booking No	SEL1234567
Booking Status	F
Booking Date	2011-12-27 17:31:48.0
Regional Booking No	
B/L No	SEL 1234567
Booking Staff	NAME OF TES_SELBB
Sales Rep	Bong-Jun Kim
Trunk Vessel	HANJIN BALTIMORE0060E
Expected Sail Date	2012-01-12
Pre Carrier	
Expected Sail Date(Pre Carrier)	
Shipper	TEST
Freight Forwarder	AFDSAFJKLSJADFKLVCM,XNVM,XSNCLKAFJL KDAJKLFJKLJKLFDSJALFJLK

- ④ Draft B/L : Draft B/L in PDF format will be provided.
- ⑤ Input/Edit : The website will be re-directed to the page which allows the user to input or amend the detail.
- ⑥ Detail : User can see the Shipping Instruction detail submitted.
- ⑦ Confirm : User can confirm the Shipping Instruction submitted previously.
- ⑧ Download : The list retrieved will be downloaded in Excel format.

## Shipping Instruction Submission

Outbound &gt; Shipping Instruction &gt; Shipping Instruction Submission

Template   Copy from Previous B/L

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\* Customer Information (ID information)

Name  e-Mail Address

Phone No. (Area)  (Number)  (EXT)

Fax No. (Area)  (Number)

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**b**

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> Shipper

Name  (22/70)

Address  (70/105)

Country  City / State

ZIP Code   Street / P.O Box  (6/50)

EORI No.  (7/17)

> Booking No. : SEL187683600

> B/L No. : SEL187683600

> Export References

(83/105)

> Freight Forwarder (Name & Address)

(58/175)

a. Input the Booking No. for which a Shipping Instruction was submitted previously and click 'Apply'. The data inputted for that Booking No. will be copied.

b. Preview : User can check the inputted data in Draft B/L format without submitting the Shipping Instruction.

Country  City/State

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

EORI No.

> Place of Receipt

Print in BL :

> Pre-Carriage by

> Vessel Voyage

> Port of Loading

☐ Same as Consignee

Print in BL :

> Port of Discharging

Print in BL :

> Port of Loading

☐ Same as Consignee

Print in BL :

US Export TAX ID Canada Export

AES ITN

AESPOST  -  -  (MM/DD/YYYY)

AESPOST  (MM/DD/YYYY)

AESDOWN  (MM/DD/YYYY)

☒ Manual Input NOEEI 0.37(a) Low Value

> Final Destination (For the Merchant's Reference only)

d. Depending on the routes, the column for customs information will be displayed. Detail is as below:

US Export : In case the Place of Receipt or Port of Loading is located in US region

e. Print in B/L : Input the text of Location as you wish it to be printed in the B/L.

> Container Information

Seal No.2	Package	Weight	Measure	HTS Code(U.S.)	HS Code(EU)	Manifest	I/O No.
424	12 Piece	12.000 KGS	12.000 CBM	0301100010,0305601022 input copy	030264,251710 input copy	input	24241
111	12 (Piece)	12.000 (KGS)	12.000 (CBM)	0301100010,0305601022	030264,251710		2424

< 24 24.000 24.000  
Piece KGS CBM

> B/L Information

B/L Type	<input checked="" type="radio"/> Original B/L ( <input checked="" type="checkbox"/> B/L Surrender ) <input type="radio"/> Sea Waybill
Freight Term	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect
Remark	12 43 12 4 12 4

- f. Input : Input the HTS code for each commodity. If the sum of package, weight, measure does not match the data that you input in container information, the data will not be saved.

### HTS Code Input

+ - Total : 12 / 12 Piece 12.000 / 12.000 KGS 12.000 / 12.000 CBM

Commodity	HTS	Package	Weight	Measure
com	0301100010	1 Piece	1.000 KGS	1.000 CBM
comm	0305601022	11 Piece	11.000 KGS	11.000 CBM

Save Close

- g. Copy : Click 'Copy' if you would like to copy the commodity to other containers. The same information will be pasted to the selected container.

**HTS Code Copy**

<input type="checkbox"/>	Container No.
<input type="checkbox"/>	TCKU1234567

**> B/L Split Information**

It is possible to split B/L by submitting multiple S/I. If this S/I is for B/L split, please select 'Split'

Type of Shipping Instruction	<input type="radio"/> S/I Submission (Or Amendment) <input checked="" type="radio"/> Split
Sequence	<input type="text" value="Continue"/>
Count of B/Ls(Optional)	<input type="text"/>

Sequence : If this S/I 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.

**> E-Mail Notification**

The email notification for the Shipping Instruction and Draft B/L will be sent to you when S/I is uploaded by our documentation staff. (Change Default)  
To protect customer information, Rating information will not be provided (FREIGHT ALL AS ARRANGED will be printed)

Event	Subscribe	Unsubscribe
Shipping Instruction Upload	<input type="radio"/>	<input checked="" type="radio"/>

h  i  j

h. Clear : The data you inputted will be deleted. In case of Edit, the data you amended will be removed.

i. Save as Draft : User can save the data that you inputted as draft.

j. Save as Template : User can save the data as a template.

**Template Name Setup**

Template Name Setup	<input type="text"/>
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