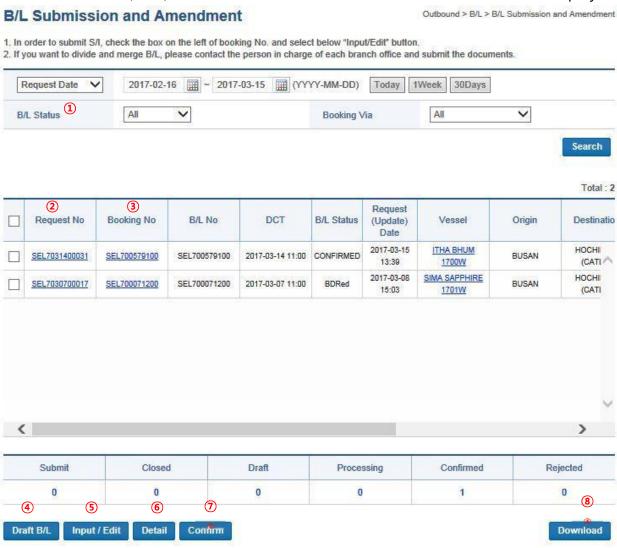
## **B/L Submission and Amendment**

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.



- 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**

>	Booing	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

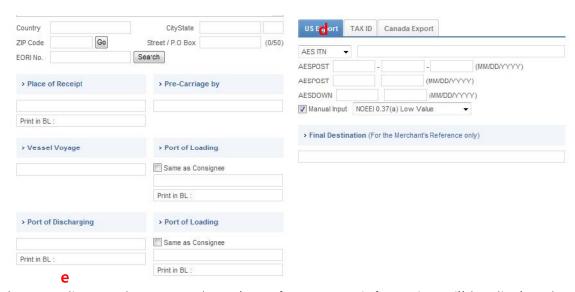
- ④ Draft B/L: Draft B/L in PDF format will be provided.
- ⑤ Input/Edit: The website will be re-directed to the page which allows the user to input or amend the detail.
- 6 Detail: User can see the Shipping Instruction detail submitted.
- ② Confirm: User can confirm the Shipping Instruction submitted previously.
- (8) Download: The list retrieved will be downloaded in Excel format.



Outbound e-Service Guide

#### Shipping Instruction Submission ▼ Edit Copy from Previous B/L Apply Name HYE LEE e-Mail Address waiterj@cyberlogitec.com \* Customer Information Phone No.(Area) 82 (Number) 11 (EXT) 11 Fax No. (Area) 11 (Number) 11 Preview > Booking No.: SEL187683600 > Shipper Name (22/70)> B/L No. : SEL187683600 SAMSUNKS ELECTRONICSDS > Export References Address (70/105) (83/105) DJSKLAFJKLDJAFKLJASKLDFJKLASDJFKLAJ JASLKFJLKASJFLKAJSFLKJALKFJKLAJDFLK AJFLKAJSDLKFJALKSDFJLKAJFLKDSJALFKJ ALFJLKAFASFDA Country KOREA REPUBLIC OF City / State CVAVS SD > Freight Forwarder (Name & Address) ZIP Code 12323 Street / P.O Box SFASDF (6/50)(7/17) EORI No. ASFASDF (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.



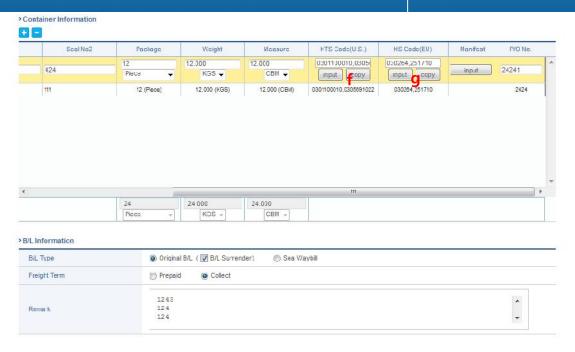
d. Depending on the routes, the column for customs information will be displayed.

Detail is as below:

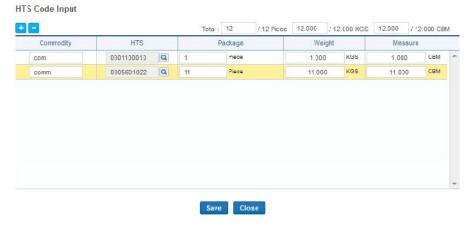
US Export: In case the Place of Receipt or Port of Loading is located in US region e. Print in B/L: Input the text of Location as you wish it to be printed in the B/L.



Outbound e-Service Guide



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.



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.

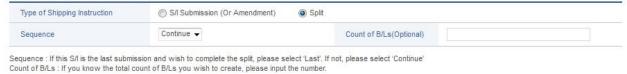


# **HTS Code Copy**



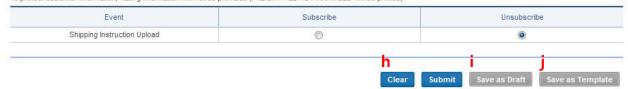
#### > B/L Split Information

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



### > 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)



- 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**



