

Handbook 3.1 - SI

Welcome to your Hub [Customise](#)

B/L or container no.

录入需要提交补料的订舱号码并点击TRACK按钮。

Shipment Binder

Overview Documents Containers Pricing

Shipping instructions

You have not yet submitted your shipping instructions.

点击“SUBMIT SHIPPING INSTRUCTION”按钮进入补料页面。

← [Exit Shipping Instructions](#)

Shipment

如果需要拆单/并单，点击此按钮。

可以自由切换操作版面

Split and Combine

如果是整箱拆单，且提单数量不超过5，直接点击此按钮拆单。

Containers in shipment

Combine/Part load Bill of Lading

如果不是整箱拆单，或者拆单提单数量超过5，或者是并单，点击Yes按钮回到旧版。

此列显示的该订舱的箱号，如果箱号已更新，会自动显示箱号出来；如果没有更新，可以手动录入。

Container No.	Submit SI	Submit SI
40 DRY 8 6	↓ ○	↓ ○
1/7	↓ ○	↓ ○
2/7	↓ ●	↓ ○
3/7	↓ ●	↓ ○

点击一次上方的Split按钮，这里就会生成一个虚拟的分单号码。生成分单号码后，给分单号码点选好柜号，再点击Submit SI按钮，页面就会跳转到提交分单补料的页面，然后按照下方步骤正常去填写补料信息即可。

进入补料界面后，共有五个操作步骤的界面：单据、运输相关方、付款人、货物重量和载重集装箱重量验证、审核。填写完一个版面后，可以跳转到任意您想操作的界面。



重要提示：补料页面没有备注栏，请在对应栏填写相应的信息。

- 显示目的港代理、免箱期、转运条款、运输船只条款在“单据/Document)页面选择，若需要显示其他条款，直接填写在货描里。
- 目的港放单，在单据页面的单据类型处，选择“已装船提单”，同时点选“Destination release”。
- 显示/不显示费用的要求，在“付款人/Payers”版面直接选择。
- 美线有house单的情况，在“单据/Document”版面的“Are the shipper and/or consignee on the bill a freight forwarder?”处选择Yes即可。

第一步: Document/单据

Document Parties Payers Cargo and VGM Review

可以根据需求选择先录入的信息

Documents

Transport Document Receiver

LOGISTICS CO LTD ☆

YINZHOU BRANCH
*****043

Change

Company name a
NINGBO PORT SU
RANCH

提单接收方信息默认是订舱方

点击“Change/更改”按钮可以更新成其他公司

Document Type

Waybill Bill of Lading Electronic Bill of Lading ?

- Shipped on Board
 Received for Shipment

Copies to print:

3

Release instructions

- Destination release ?
 Electronic cargo release ?

单据类型:
海运单 (Waybill)
正本提单 (Bill of Lading)
如果需要电放,单据类型选择“已装船提单/Bill of Lading”,同时点选“Electronic cargo release”;如果需要目的港放单,同时点选“Destination release”。(这里选了电放会添加电放费,最终电放还需要开船后再次申请;目放则是一次性完成,如果是需要等通知目放,则不在这里点选。)

Customs Mandatory Requirement

Are the shipper and/or consignee on the bill a freight forwarder?

- Yes
 No

有house单, 请选YES

Is the House Bill of Lading (HBL) to be created by Maersk?

- Yes Please see House Bill of Lading Management
 No

需要马士基申报HBL的AMS,请选择Yes,并在最后一页的“其他要求和备注”栏提供HBL的补料信息;不需要马士基申报HBL的AMS,选择No即可。

Schedule Vessel and Location Aliases on B/L

Vessel

- MSC KATIE(PA) / 230N (First Load Port)

选择提单显示: 驳船/大船

Location Aliases

Load Port Ningbo	Port of Discharge Long Beach	Place of Delivery Fort Worth
Est Departing 05 Aug 2022 07:00	Est Arriving 11 Aug 2022 08:00	Appointment 07 Sep 2022 23:00

选择港口的拼写方式 (只能选择下拉菜单已有的拼写方式)

Documentation Requests

Free detention and demurrage time

The number of free days of detention/demurrage before charges are applicable.

No Yes

是否显示目的港免用箱。没有申请功能，所有提单会根据我司后台数据来显示具体天数

Number of free days:

Applicable free time n days Combined (detention and demurrage) at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time <input type="text" value="5"/> days detention <input type="text" value="5"/> days demurrage at (port of discharge / place of delivery)	<input checked="" type="checkbox"/>
Applicable free time n days detention at (port of discharge / place of delivery)	<input type="checkbox"/>
Applicable free time n days demurrage at (port of discharge / place of delivery)	<input type="checkbox"/>

Agent details on BL

是否显示目的港代理

Do you want Maersk agent details at destination to be printed on BL?

No Yes

In-transit

是否显示转运条款

The in-transit clause below will be included on the BL.

No Yes

Transshipment

是否显示运输船只信息

Shows the details of intended future vessel(s) and voyage numbers on which the cargo will move.

No Yes

如果需要船证，请展开证明相关，请根据模板选择（模板可以下载查看）

Request Certificates

第二步: Parties

Parties

Shipper	Consignee	First Notify Party
AAA Company	BBB Company	BBB Company
*****123 Change	*****448 Change Set as "To Order"	*****448 Change Remove
Company name and Address Printed on B/L - Edit	Company name and Address Printed on B/L - Edit	Company name and Address Printed on B/L - Edit
References Edit	References Edit	References Edit

Additional Parties (optional)

ADDITIONAL NOTIFY PARTY

OUTWARD FORWARDER

INWARD FORWARDER

Consignee

收藏，最多可以储存25个客人的信息

1

AAA Company
*****448

Change Set as "To Order"

2

Company name and Address Printed on B/L

Edit

①公司名信息

②提单的显示客人信息 (需要包含公司名+地址)

两个信息的公司名需要保持一致，避免出现后续无法电放，账单错误等问题。

References

Edit

添加额外要求的客人的reference信息。

可以直接点击设置为to order
如果收货人是银行，必须显示为to order of bank

SEARCH / ADD PARTY



☆ Favorites

🔍 Search / Add

通过search来查找客人
①公司名关键词+国家+城市
② Customer Code
如果查询不到，则需要新建

You can search a party by their trading name

By trading name

By customer code

Trading name

Country

City (Optional)

Adding a new party

To add a new party, enter their details here and perform search to check if they exist already. If no results are found you would ask to complete additional details in order to create a new party.

+ SHOW ADDITIONAL ADDRESS DETAILS

Search

ADD NEW PARTY 8个基本信息，如果缺失了信息，会无法提交新建申请，并且提示

Enter below details to request a new party, new party will be added after approval

Customer/Trading name 公司名

Address

Country

PO BOX

Postal/ZIP code

State/Region

City

如果新建页面的信息有不想在提单上显示出来的，新建完成保存好后，再点击“提单时打印的公司名称和地址”处的编辑按钮修改为需要显示的信息即可。


Email

Phone

Tax reference

Consignee

TO ORDER

First Notify Party  ADD

Since Consignee is set 'TO ORDER', you must add a First Notify Party.

Customer/Trading name

ABCDEFGH

Address

XINGFU ROAD 好的

Only the following characters are allowed: A-Z a-z 0-9 &*()-_+ /:; ", . # = @ \$? ! < > %

- 网站也是会设置有提示，是无法输入中文，以及中文字符

City

SANTOS

Email

 1234@sina.com

Phone

 12399999999

Tax reference

Incorrect format. Field should be 14 numeric characters only.

Mandatory的信息没有填完整是无法保存信息的。填写的税号如果不正确，页面也会有明确提示的格式提示。

Payers

Do you want to display these charges and amounts on the bill of lading? No Yes

Step 1) Ensure your Payers are present

Payer	Payer Code	Invoice
INTL TRANSPORT CO	*****324	Invoice

是否显示费用

如果进口国家强制要求显示费用，则只能选择Yes。

Step 2) Assign Payers to charges:

Charge Types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
<input type="checkbox"/> All				
<input type="checkbox"/> ORIGIN				
<input type="checkbox"/> Terminal Handling Service - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Documentation Fee - Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Export Service	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> FREIGHT				
<input type="checkbox"/> Basic Ocean Freight	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Environmental Fuel Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> DESTINATION				
<input type="checkbox"/> Documentation fee - Destination	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Destination Certificate Charge	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Container Cleaning Imports	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		
<input type="checkbox"/> Port Additional / Port Dues - Import	<input type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		

1. 可以进行批量选择
2. 可以选择预付或者到付，以及付款方信息;预付费用付款方为必填。
3. 目前系统已经设置的强制要求显示费用的目的港国家为苏里南。另外，目的港国家为洪都拉斯、危地马拉共和国、玻利维亚、哥斯达黎加、萨尔瓦多和尼加拉瓜也是需要强制显示费用的，请在是否显示费用处选择Yes。

Cargo details

Description of the goods in the shipment

Booked commodity: Furniture, nos

Kind of packages

HS Code

可以根据下拉菜单选择包装方式，也可以直接手动输入
如果进口不要求HS CODE，暂时可以不提供，但从2023年1月15日起，都需要提供6位数的HS CODE

Cargo Description

Please do not enter agent address, free time, in-transit or transshipment clauses here - use the [Document page](#)
To enable your instant draft bill, we will not be validating these clauses entered here.

Your description goes here...

进口要求信息提示，如尼日利亚要求的Form M & BA no.

输入货描信息

可以储存模板，直接使用

CREATE TEMPLATE

OPEN TEMPLATES

Mention Form M & BA in Cargo description.

Add marks and numbers

输入唛头信息

Delete description

Add another description for this shipment

Copy these details to another description

点击此按钮新增一条不同的货描信息，新增后需要去手动录入包装类型，HS Code和货描。

点击此按钮新增一条和页面上一条完全一样的货描信息：包装类型、HS code和货描都会自动复制好。

如果需要删除多余的货物描述，点击此按钮可进行删除

Assign cargo descriptions to containers, give details, VGM and seals

Assign descriptions to containers

Package, weight and volume totals

Seals and references

Multiple descriptions per container

No Yes

Note:

For multiple containers, then give (optional).

20 Dry Standard

Container number	1 Pkgs (count)	Cargo wt. (kg)	Volume (m ³)	2 Pkgs (count)	Cargo wt. (kg)
1/2	1	17000.000			
2/2	123456789				

在此处选择是否有一个箱子要显示多条货描的需求，如果有的话，就选择Yes；每个箱子都只需要显示一条货描的话，保持默认的No即可。

在此处按照箱号选择对应的货描，并填写相应的件重尺信息。

Give container details, VGM and seals

录入货物件重尺信息以及VGM信息
VGM信息除此之外，还可以通过货物活页的集装箱处提交。

Container Details

Seals and Additional Details

20 Dry Standard

Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m ³)	Tare wt. (kg)	VGM (kg)	VGM method
1/1	MSKU2682029	1	18000.000	2260		select VGM method

Give container details, VGM and seals

Container Details

Seals and Additional Details

40 Reefer High

Container number	Shippers seal	Carrier seal	Customs seal	Vet seal	Wood declaration
1/2					Select ▼
2/2					Select ▼

提交封号等信息
如果有进口要求的reference信息也会在此处有提示，比如：巴西木质包装



复核页面和导出来的PDF预览件不是最终提单样本，核对填写的内容的准确性即可。

Review

Print Preview

Document details

B/L No. 999999999	Booking No. 999999999	Document Type Bill of Lading (Shipped on Board) [3] Release instructions Electronic cargo release
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Edit Document Details

Parties details

Ⓢ Shipper Party AAA Company *****951	B/L Address AAA Company 21, DAMPFAERGEVEJ COPENHAGEN OE 2100	Ⓢ Consignee Party BBB Company *****951	B/L Address BBB Company 21, DAMPFAERGEVEJ COPENHAGEN OE 2100
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Edit Parties Details

Payers details

Display charges and amounts on the bill of lading Yes

Edit Payer Details

Cargo details

CONTAINER NO. 123456789	SHIPPER SEAL 1234567	CARRIER SEAL -	CUSTOM SEAL -	VET SEAL -
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Edit cargo details

Bill of Lading/Verify copy to be issued on additional email id

+ Add

Some required information is missing.
Please check and fill in the details in order to be able to send the shipping instructions.

← Previous

Print Preview

Save Draft

Send shipping instructions