中远海运集装箱运输有限公司

COSCO SHIPPING LINES CO., LTD

User Guide- Shipping Instruction

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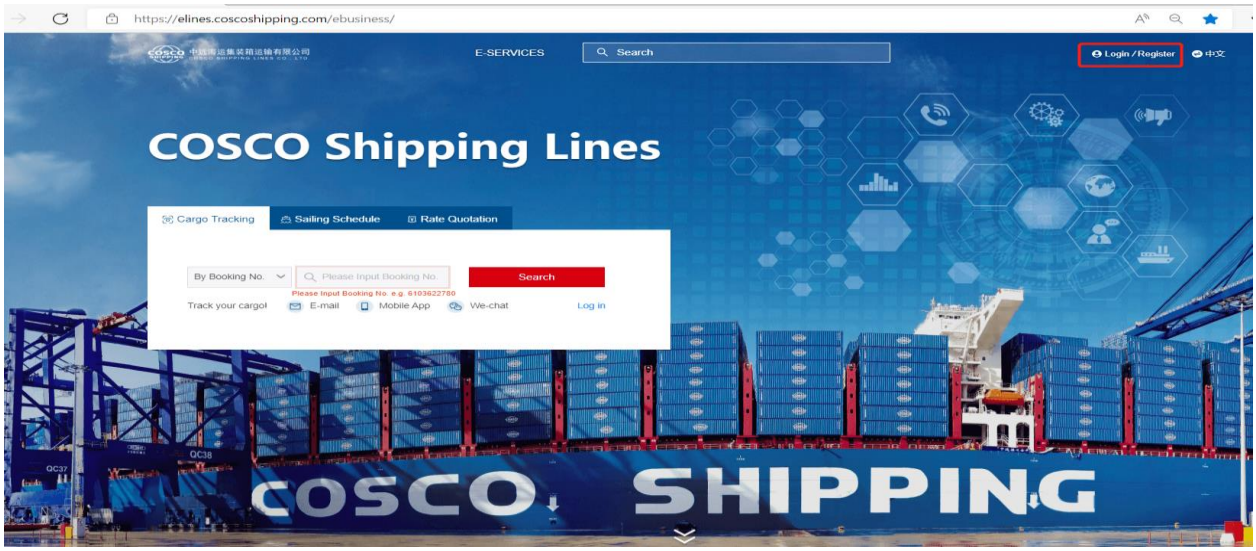
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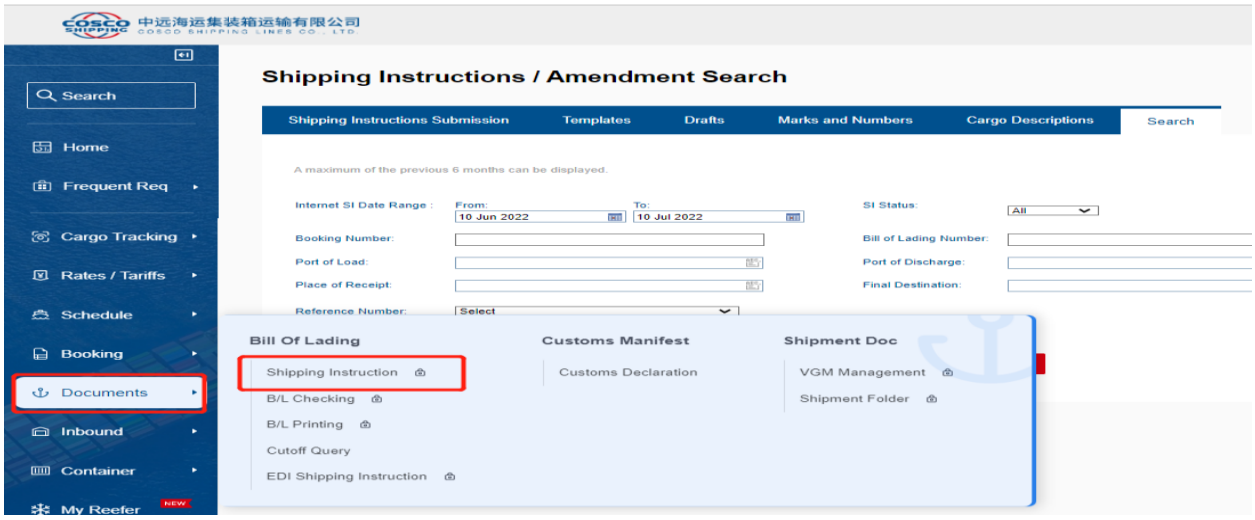
1. How to access Shipping Instruction

- **COSCO Shipping Lines Website: https://elines.coscoshipping.com**



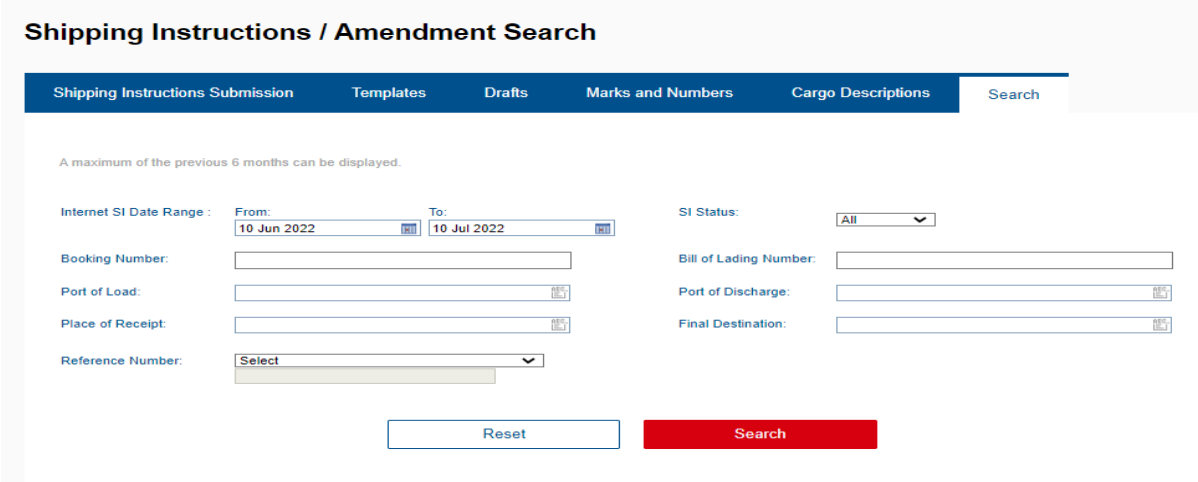
(If you are the certified USER of COSCO SHIPPING Lines WEB, please input your user ID and password to login. If you are not yet, please click Register Now to get verified USER certification first.)

- **Click the [Documents] →[Shipping Instruction]**



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- **System will open a new tab and direct to Shipping Instructions relevant modules to search SI or create a new Shipping Instruction.**

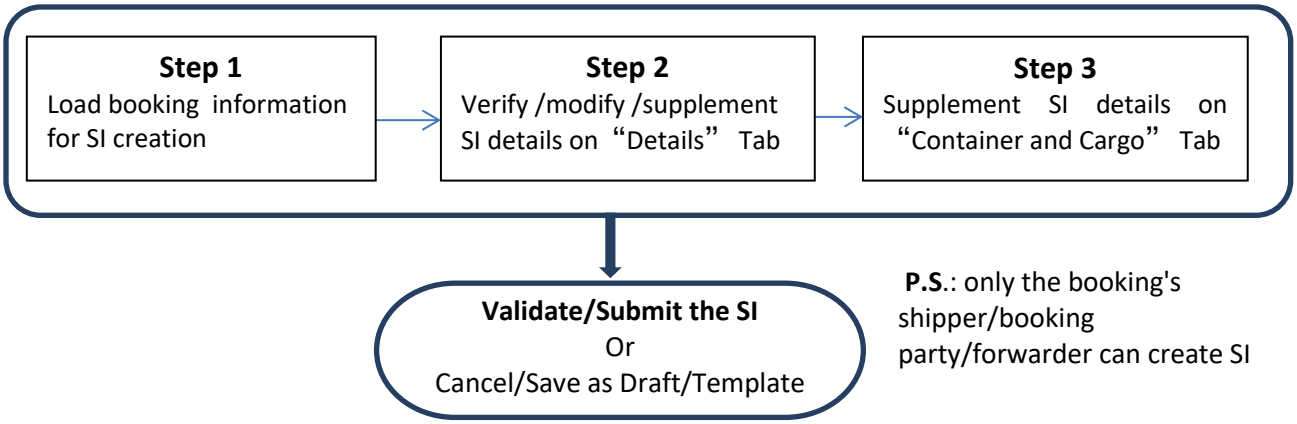


- [Shipping Instructions submission] is to create a new Shipping Instruction. (abbreviated as SI hereafter)
- [Templates] is to create the SI template for you or all users of the client's company.
- [Drafts] is to find the draft SI created by the user.
- [Marks and Numbers] is to find the Marks and Numbers created by the user
- [Cargo Descriptions] is to find the Cargo Descriptions created by the user
- [Search] as the above is to find the SI according to your filter conditions.

2. How to create a Shipping Instruction

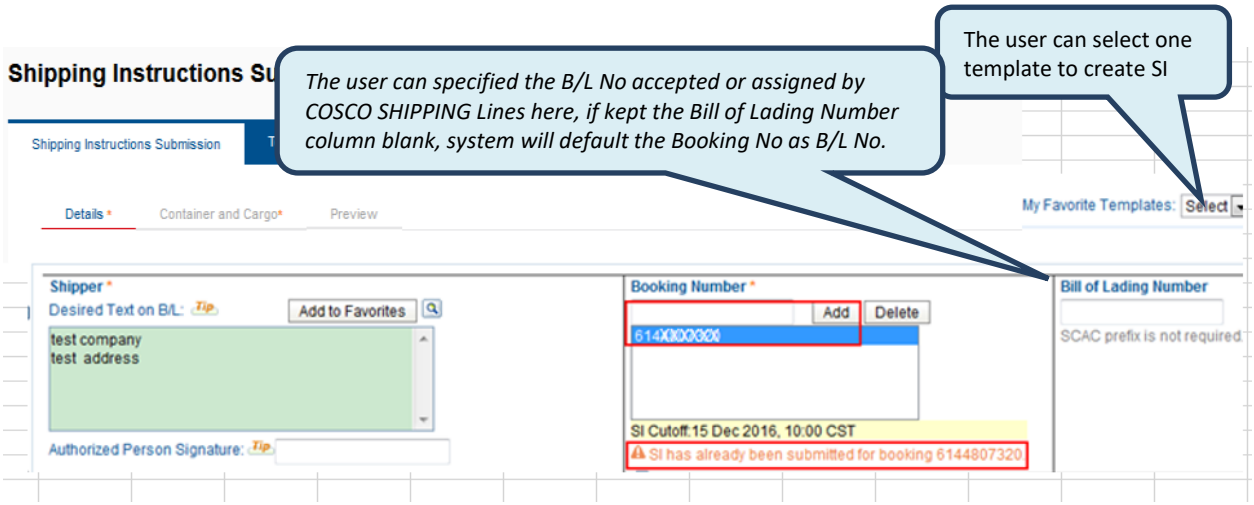
click menu [Shipping Instructions Submission], System will pop up a window to create a new Shipping Instruction.

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Step 1: Load booking information for SI creation

Load booking information by Inputting booking number and clicking "Add" button. After the booking number is added, booking confirmation details will be populated in the SI form, also there might be soft warning message if the SI had already been submitted for this booking before.



Q&A:

- **How to combine multiple bookings into one SI?**

  You can do the combination by adding another booking number only when the bookings' shipper/forwarder/booking party , POR/POL/POD/FND and the first

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Vessel Voyage are same, all the containers will be placed in one Shipping Instruction.

- **How to split one booking into multiple SI?**

  For the "split bill" function, you can create more than one Shipping Instruction against the same booking number, choosing which containers to include or exclude.

- **How to remove a booking number from the SI?**

  You could select the Booking Number, Click “Delete” button, then all related booking information will be removed from the SI form, if multiple bookings combined for this SI, only remove the container& cargo information for the selected booking.

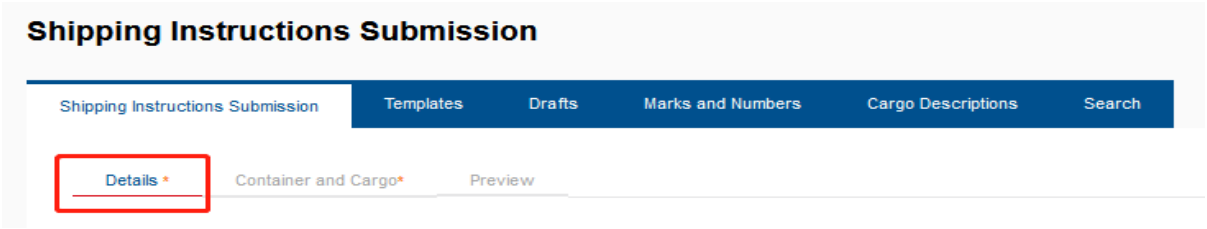
- **Why I get load failure warning?**

  When adding booking number for the SI, error message will display under the booking number input box to not allow you add the booking in the following conditions

  - If booking is not confirmed by carrier, then display “Booking is not available for booking xxxxxxxx”
  - If you are not the booking’s booking party or shipper or forwarder, then display “Booking is not available for booking xxxxxxxx”
  - If added same booking number in SI, then display “Booking number have already been added”
  - When combine multiple bookings into one SI, if the subsequent booking’s booking office is conflict with existing booking in the SI, then display “Booking office is inconsistent with others for booking xxxxxxxx”
  - When combine multiple booking into one SI, if the subsequent booking’s routing information is conflict with existing booking in the SI, the display “Routing Information is inconsistent with others for booking xxxxxxxx”

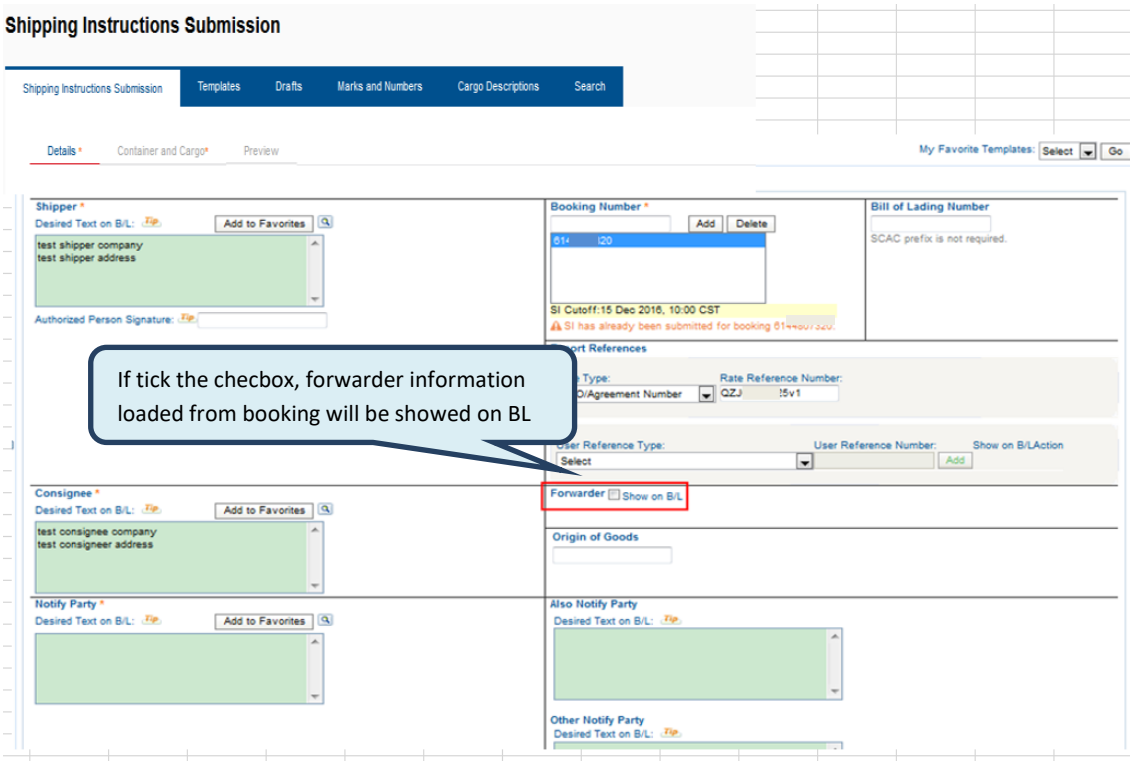
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Step 2: Verify /modify /supplement SI details on “Details” Tab



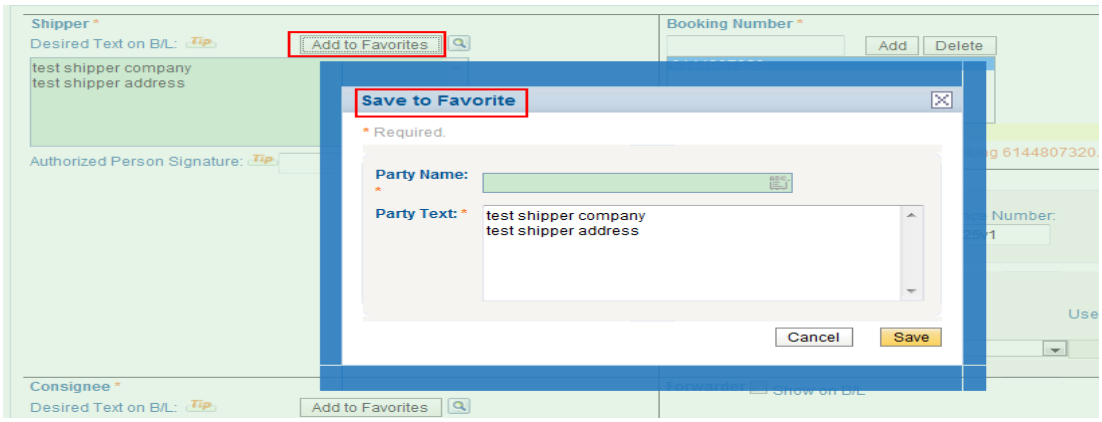
1) Party information

The parties include shipper, consignee, notify party, forwarder, also notify party, other notify party.

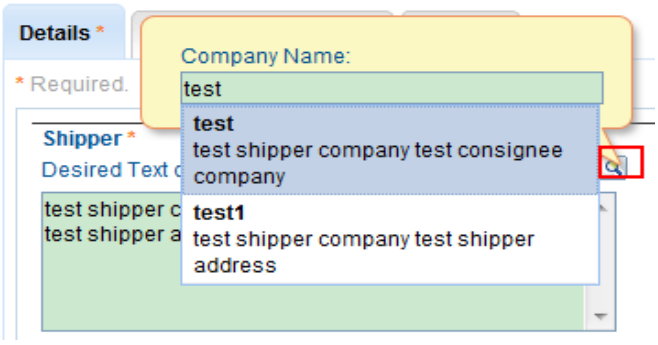


- After booking number is added, all party information will be loaded into SI form, you can verify /modify /supplement the party information if content/format not match BL requirement.
- You can add party information to favorite by clicking “Add to Favorites” button.

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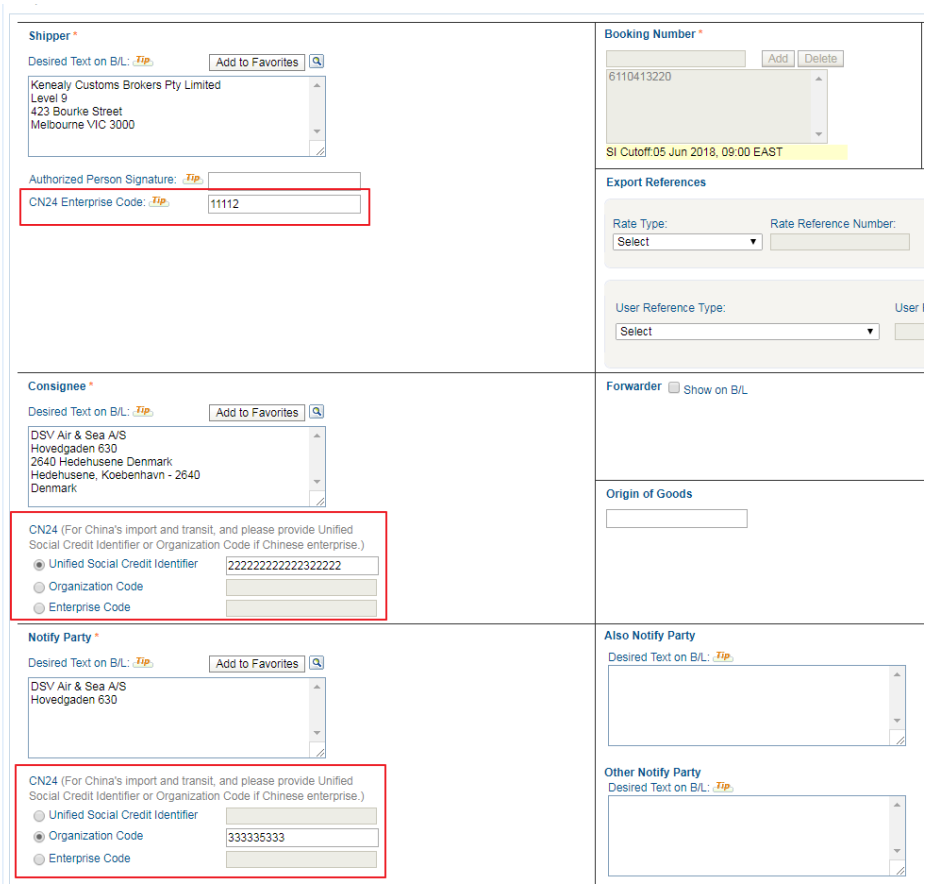
- You can find the shipment parties which you “add to favorites” by using the find party icon , the shipment party information can be retrieved from system with input the first few characters to active the system lookup.



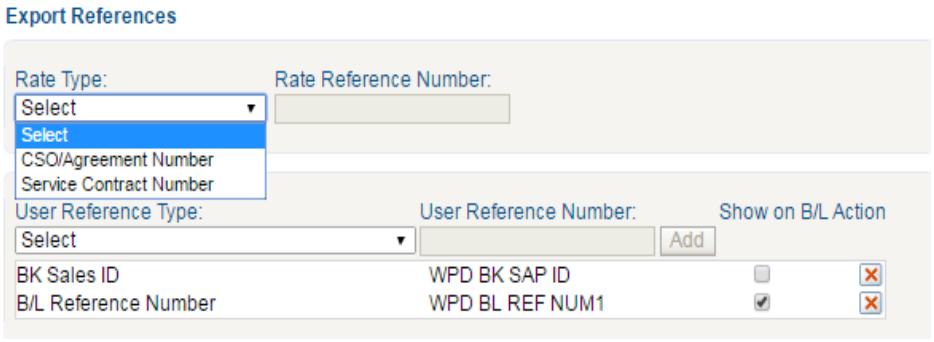
- For CN24：

  Support customs declaration requirements for China's imports and China's international transit (**China Customs Order No. 56**). If the consignee/notify party is a Chinese company, it is necessary to select "Uniform Social Credit Identifier"/"Organization Code" to complete it.

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2) Reference information



- You can select the rate type to showed on B/L, but the rate reference number can't be edited
- You can add your specified user reference number by clicking "Add" after choose user reference type, or remove no used user reference number by click "X" icon.
- Show on B/L Action can help you to tell COSCO SHIPPING Lines whether the current reference number should be shown on the B/L or not.

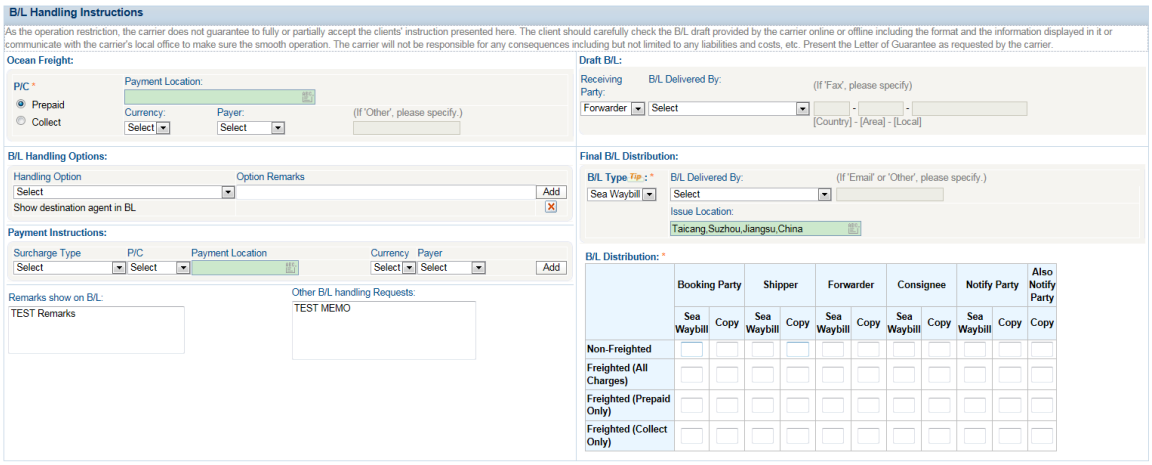
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3) Route information



- You can specify the vessel Voyage & Direction from the routing information to show on the B/L.
- When the user click the routing location fields or input the first several letters, system will display the formatted location list according to the location fields content， the user can select the location from the list, if the formatted location list doesn't meet the user's requirement, the user can also input the routing location manually.

4) B/L Handling Instructions



Note: The user can have the option: Sea Waybill here only after COSCO SHIPPING Line authorized the user the function when the certified user registration application

- The user can provide the B/L Handling Instructions information in the section
- The "Remarks show on B/L" is used for providing BL remarks (if have) which will print on the BL.

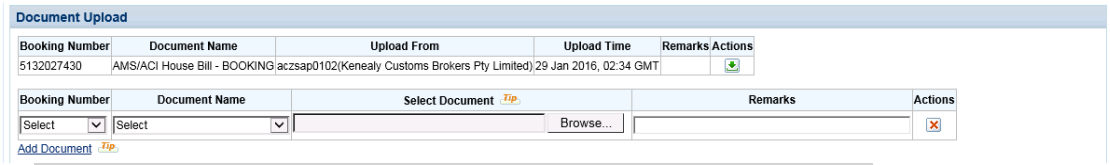
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- The “Other B/L Handling Requests” is used for passing the B/L handling instruction information to COSCO SHIPPING Lines which will not print on BL.

5) Upload document (Optional)

When loading booking for current SI submission, system will load this booking’s historical uploaded documents for your reference, you can click “ ” to download them.

- Select need upload document type
- Choose local file to upload
- Provide upload document remarks information if have
- User can click “Add Document” to add more upload document
- User can click “ ” to delete uploaded document
- Maximum allow 5 documents for each booking request



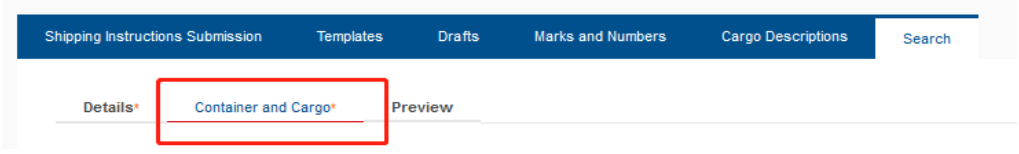
**** Types of documents that you can upload are PDF, documents(.doc, .docx, .rtf, .txt), spreadsheets(.csv, .xls, .xlsx) and standard image formats(TIFF, JPG, GIF and PNG), with maximum file size of 10000KB***

6) SI receipt email (Optional)

Input receipt email address here if would like to send this SI copy to other receipt, multiple email address separated by semicolon allowed(Character length limit is 50 for all mail addresses), also you can specify the corresponding COSCO SHIPPING Lines staff to receive this SI by choosing the CSU email address from download list if have.



Step 3: Supplement SI details on “Container and Cargo” Tab

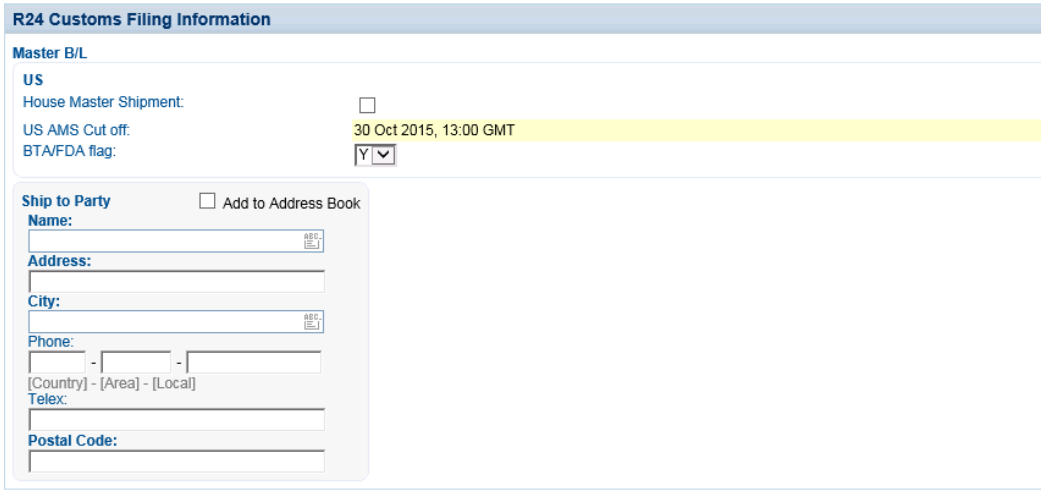


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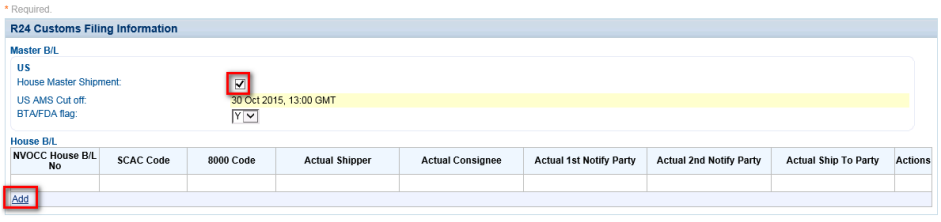
1) Customs filing information

You can provide customs filing information for some bookings depending on booking's routing, "R24 Customs Filing Information" section will be displayed for you to input.

- US/CA filing

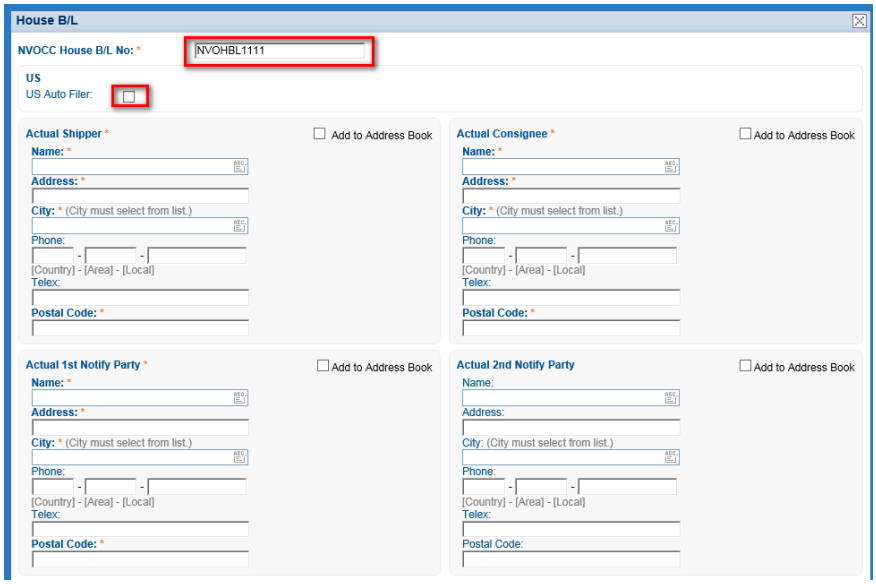


- System will display "US AMS cut off time" for your reference
- "BTA/FDA flag" and "Ship to Party" only for US filing, you will not be allowed to provide such filing information if your cargo does not need it which is judged by the system according to the shipment routing.
- Check the "House Master Shipment" checkbox to provide house level customs filing information, system will display "House B/L" detail for you to input, if checked "House Master Shipment", then should provide at least one house B/L customs filing information.

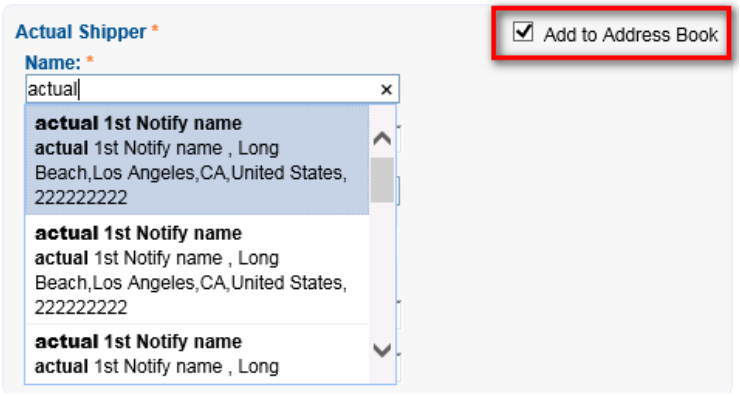


✓ Click "Add" link to supplement house B/L customs filing information

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- ✓ “NVOCC House B/L No” is required for the filing, you can specify this “NVOCC House B/L No” to your cargo when supplement container & cargo information for SI.
- ✓ You can only provide SCAC/8000 code for the filing with checked “US Auto Filer”/”CA Auto Filer” or supplement actual shipper / consignee / notify party / also notify party / ship to party detail information.

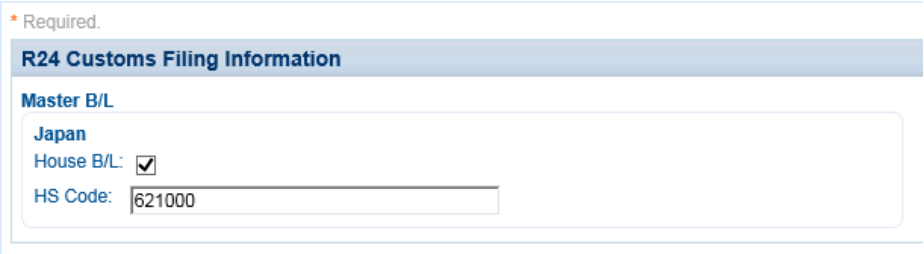


- ✓ the party information can be retrieved from system with input the first few characters to active the system lookup, the historical party information is retrieved from the address book which saved when you checked “Add to Address Book”.

- ➢ JP filing

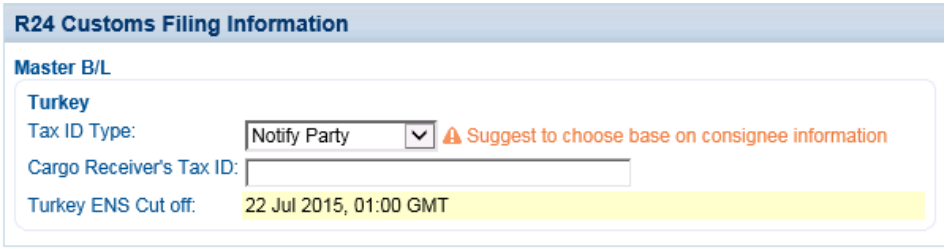
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"HS Code" is required for JP customs filing information, this "HS Code" should be one of the cargo's HS Code for the SI.



- TK filing

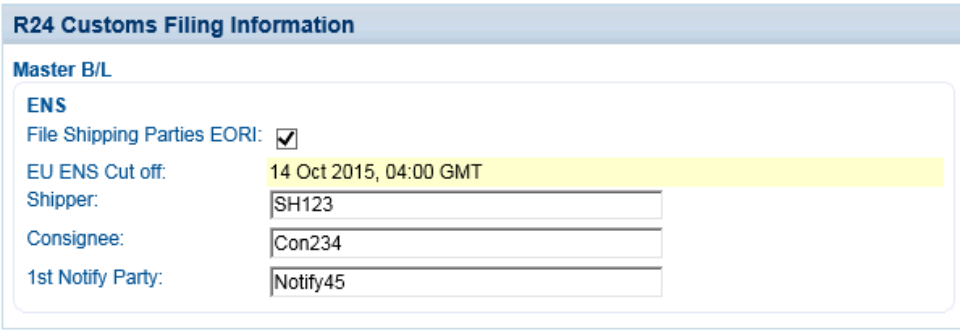
  You can provide Tax ID of "Consignee"/"Notify Party"/"To order of Bank" if want to provide TK customs filing information.



**** System will depend on your provided SI's consignee information to auto specify the "Tax ID Type", warning message "Suggest to choose base on consignee information" will display if not match.***

- EU filing

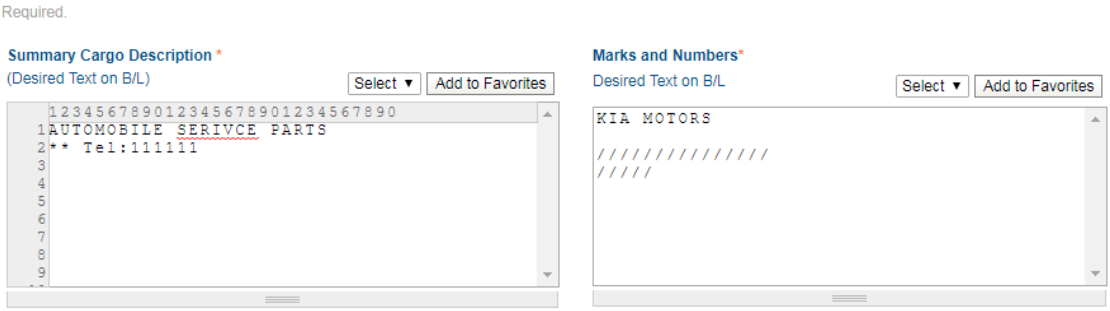
  EORI number for "Shipper"/"Consignee"/"1st Notify Party" are required if want to provide EU customs filing information.



****An EORI number must start with 2 uppercase letters followed by maximum 15 alphanumeric characters.***

2) Cargo description & Marks and numbers

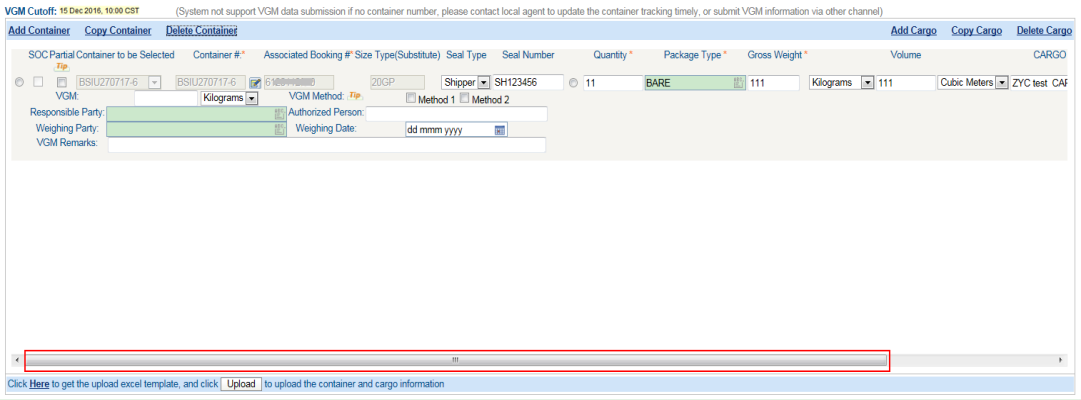
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- You can load “historical summary cargo description” or “marks and numbers” from drop down list which you “Add to Favorite” before.
- Click “Add to Favorite” to save your inputted information as template and load for next time SI submission.
- Input limit for “summary cargo description”: Max allow 30 characters each line, system will auto word-break
- Input limit for “marks and numbers”: Max allow 15 characters each line, system will auto word-break

3) Container and cargo (VGM Optional)

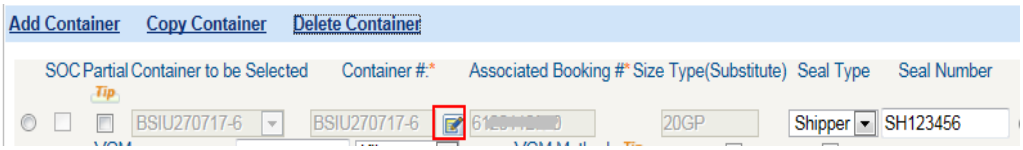
- System will default load one container with its cargo information from your booking into the SI form.



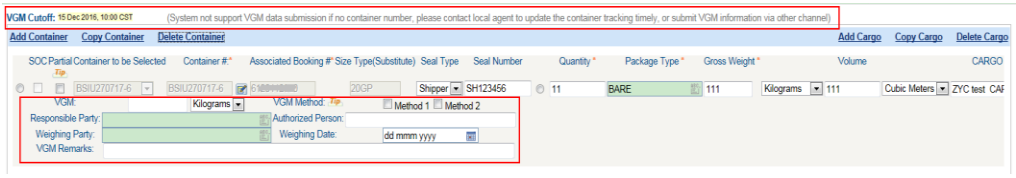
- You can scroll the horizontal scroll bar to find the cargo information on the right of the container information.
- If container number is not assigned by carrier, draft container number will always be in “Container to be Selected” for you to identify each container.

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- If container number is assigned by carrier, the container number will be displayed with disabled style, you can click "" to update the container number if you think the system default container number is not correct.



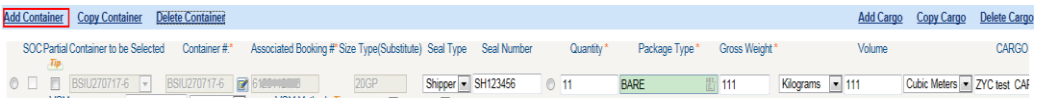
- VGM information can be inputted here and submitted by SI or you can also submit VGM by other channels (not here). VGM Cutoff date is displayed here only for your ref.



- After VGM information are inputted ,Authorized Person Signature is also required to provided

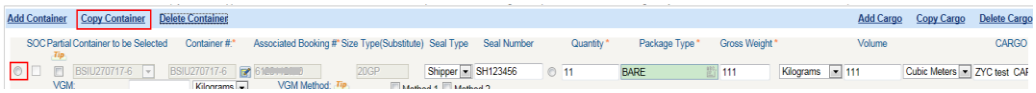


- You can click "Add container" link to add more containers from your booking for current SI submission. "No more container could be added" message will popup if no more container in your booking for the SI submission.

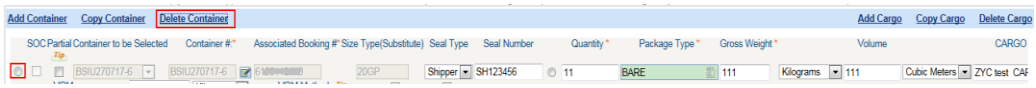


- You can choose one container and click "Copy Container" link to copy the source container's cargo information into current SI

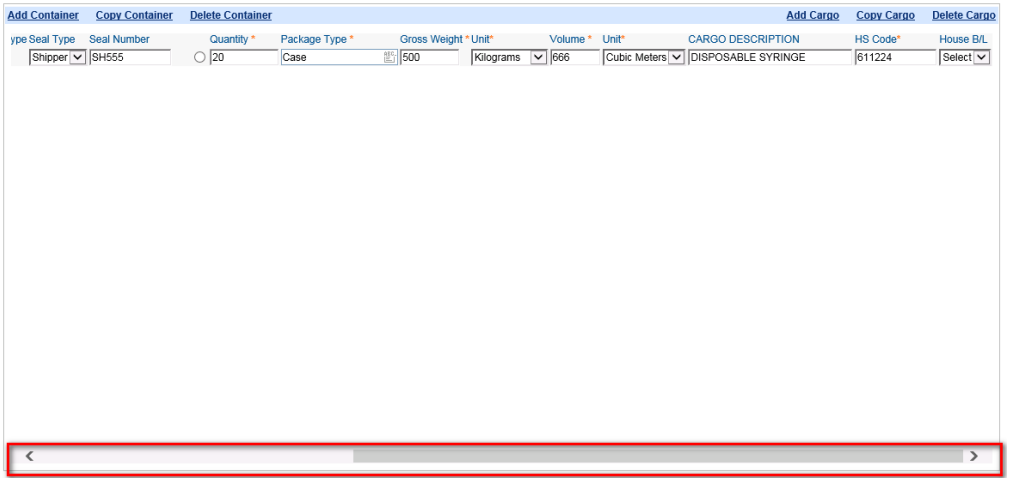
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- After copy, you can choose specified container from “Container to be Selected” first, then system will auto load selected container’s information and combined corresponding cargo information.
- If you found the added container is not for current SI, click “Delete Container” link to remove.



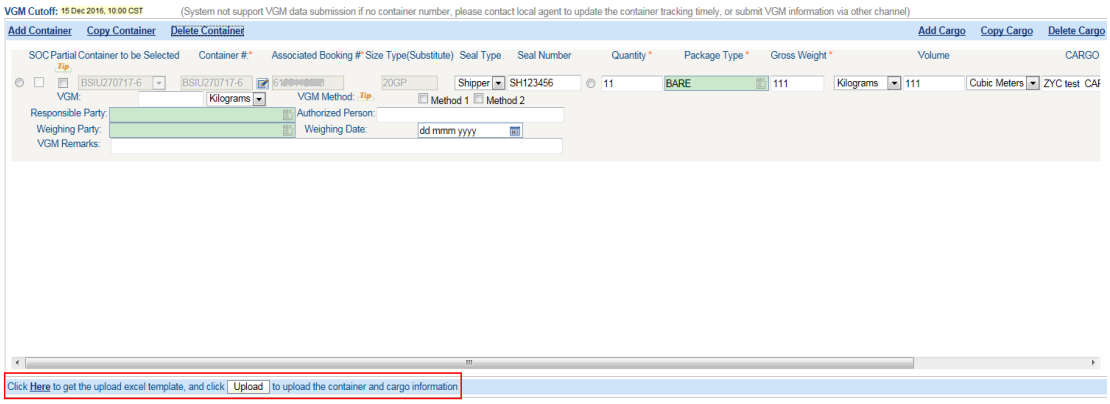
➢ When you scroll to right, you will find the input fields for container’s cargo



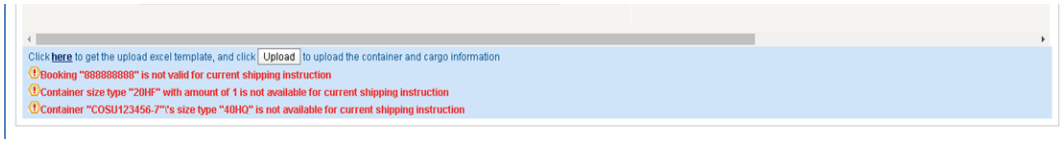
- Input quantity, gross weight, volume, cargo description for the cargo.
- If the SI need provide some customs filing information, HS Code is required for the cargo, and especially for JP customs filing, the JP customs filing HS code should be one of the cargo’s HS Code.
- If the SI need provide US or CA customs filing for house shipment, then need to assign cargo’s “House B/L” which you inputted in the customs house shipment filing information.

➢ System supports excel upload container and cargo information. You can click “Here” to get the upload excel template and click “Upload ” button to upload the container and cargo information.

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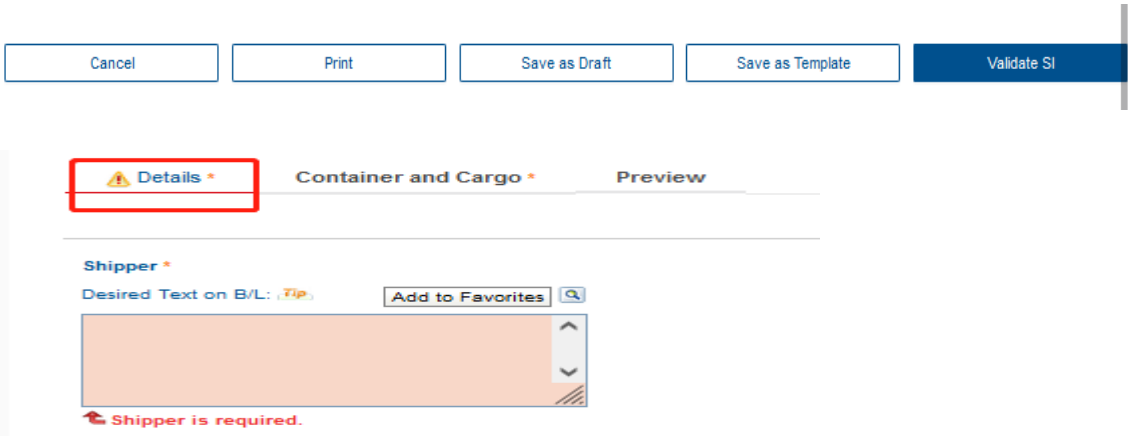


- The system will check whether the excel container and cargo information match the requirements after upload, if not, the system will have tips



Step 4: Validate shipping instruction information and submit

After all SI submission information inputted, you can click "Validate SI" to proceed the SI submission. The system will check whether the input information match the carrier's format requirements, if not, the system will have tips in the tab bar and detailed fields



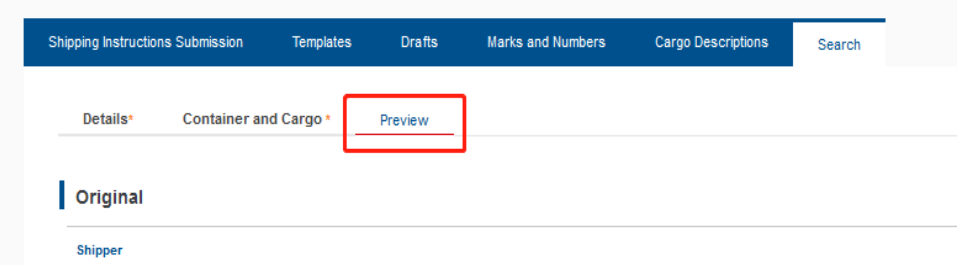
- "Cancel" button is to return to SI search page.
- There are two options for you to save the SI for late submission or modification.
  - "Save as Draft"： save the SI as draft if user can not submit SI at this moment, BOOKING NUMBER+DATE will be the name of the draft SI, like

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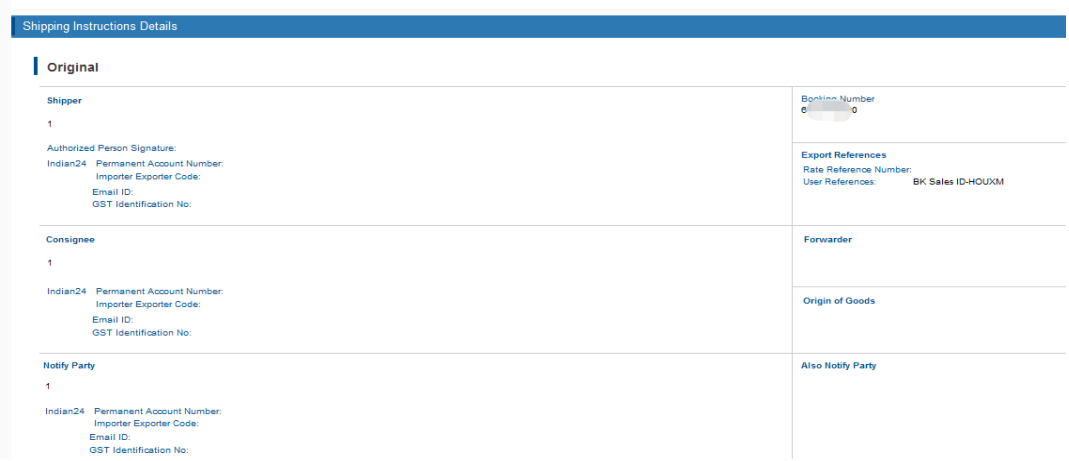
"1111111111_20161225", once you click SAVE, this could be found from "Draft".

- "Save as Template"： Save as template, which can be used as template for future submission.

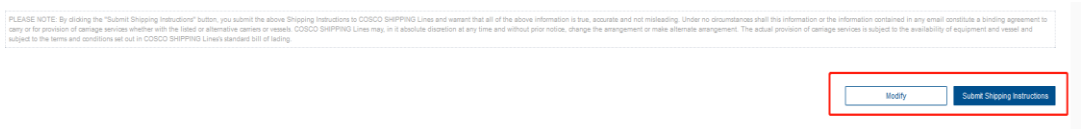
➢ click on the Preview tab to verify SI information before it is sent out.



➢ "Validate SI"： system will direct you to SI summary review page for your double check before submission.

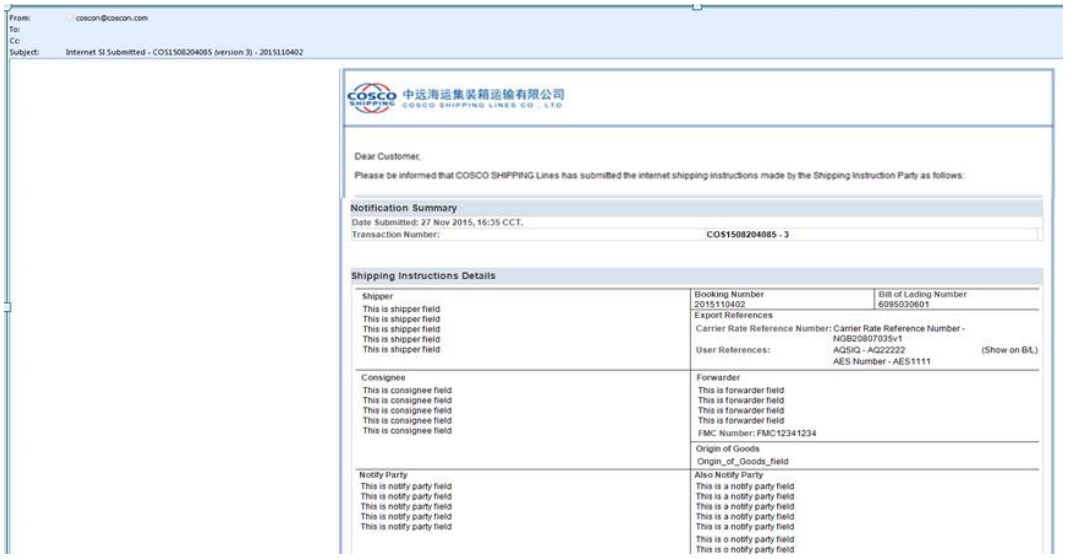


- According to your review result, you can submit current SI to COSCO SHIPPING Lines by clicking "Submit shipping Instruction" or return back to modify by clicking "Modify".

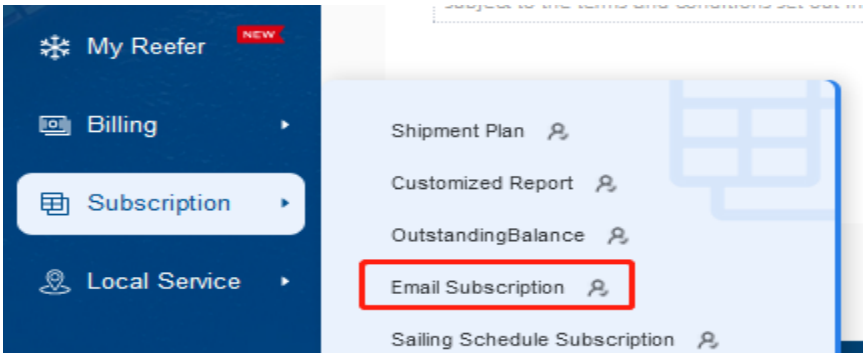


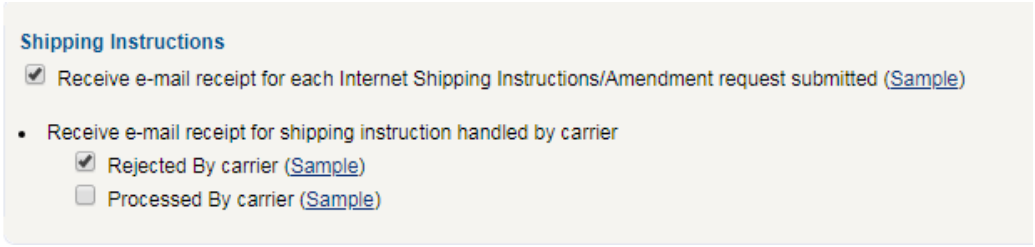
➢ After SI submitted, you and the receipts which inputted in SI submission form will receive one email notification like below

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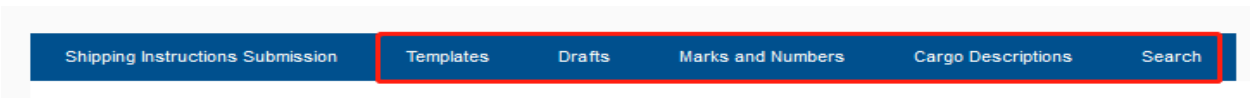


- The E-MAIL notification is defaulted to be sent to the SI submitter's mailbox, you can also make special setup in the E-MAIL Subscription.





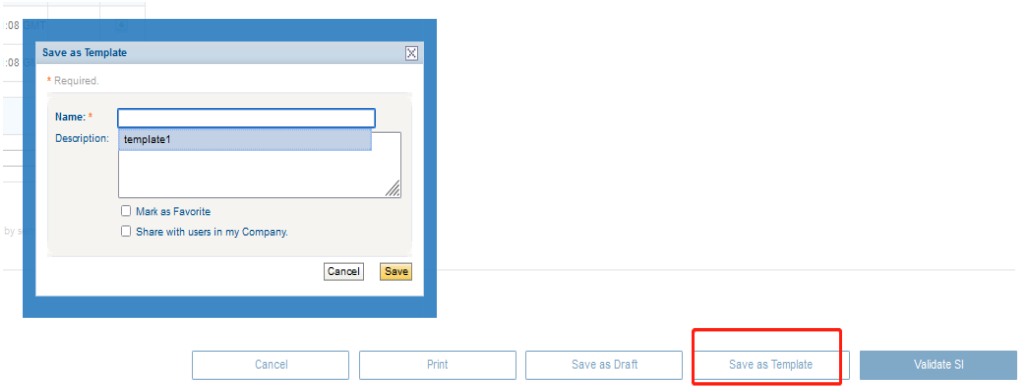
3. Introduction to Templates, Drafts, Search, Marks and Numbers and Cargo Descriptions



1) Template

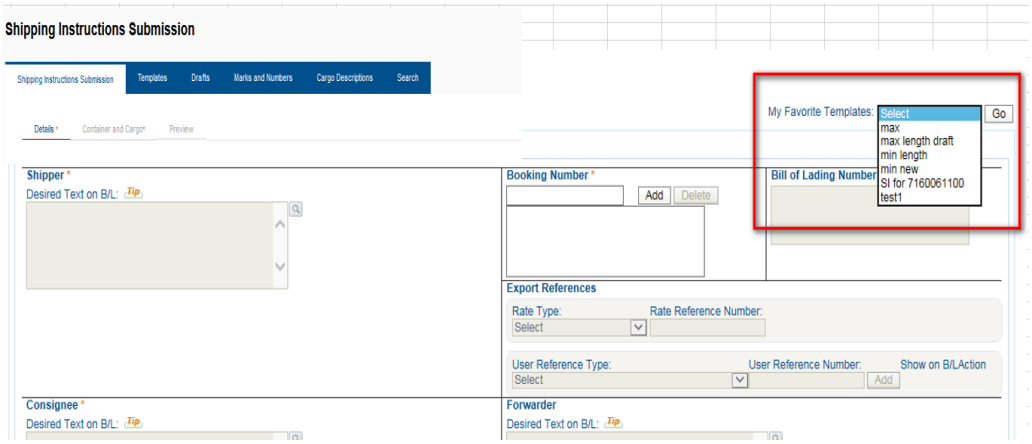
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- User can save the shipping instruction as a template in case user needs to submit shipping instruction with similar information in the future. To save it as template, user can click on the “Save as Template” button on the shipping instruction submission page



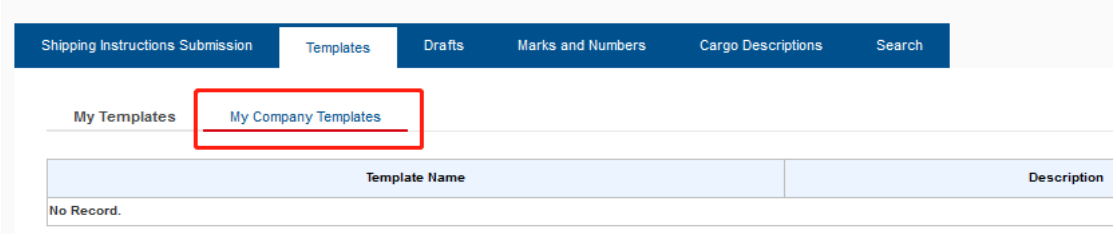
booking number will not save into the template.

- If user check the box for “Mark as Favorite” when save the template, then this template can be selected directly when user submit a new shipping instruction

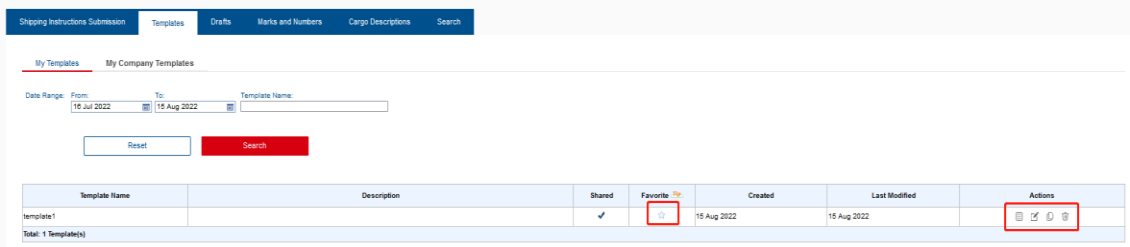


- If user check the box for “Share with users in my Company” when save the template, then this template can be used by other users in the same company. It could be found in the user’s “My Company Templates” tab.

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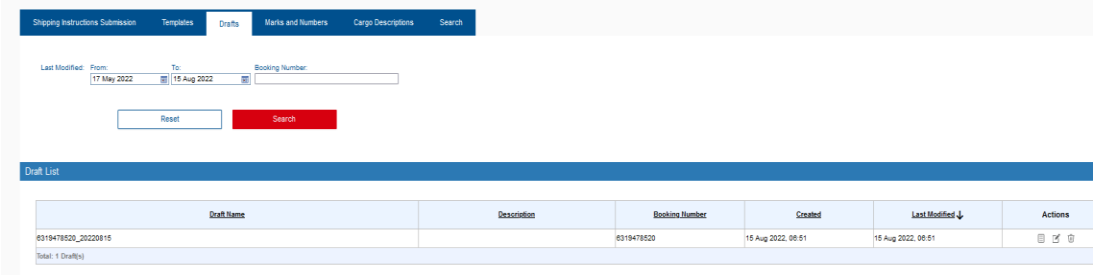
➢ To find out the template that you saved, you can access via below menu



- “☆” in the column “Favorite” to quick set/cancel template as favorite template.
- “ ” for user to view the template detail
- “ ” for user to modify the template
- “ ” for user to copy this template as new shipping instruction
- “ ” for user to delete this template
- “Add Template” for user to create a new template directly.

2) Drafts

User can find out the saved draft via below party menu， and sort the draft list by clicking the column header



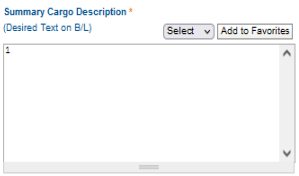
➢ ” ” to view this SI with draft BL format

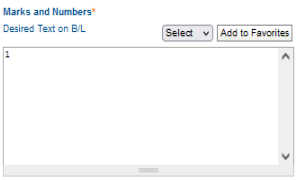
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- “ ” to modify the SI
- ” ” to delete this draft SI

3) Marks and Numbers / Cargo Description

- You can save your inputted “Marks and Numbers” and “Cargo information” as favorite when you submit the shipping instruction





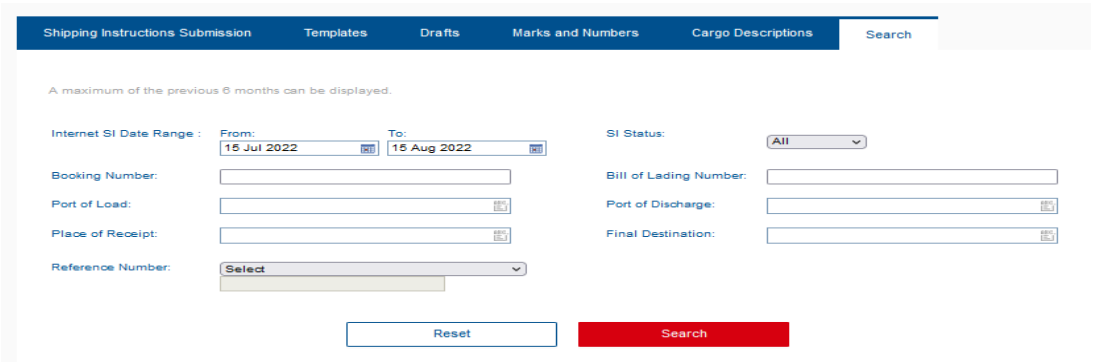
- System offers maintenance function for your favorite of “Marks and Numbers” and “Cargo Description”, you can access via below menu.



  - ： to edit you favorite information
  - ： to delete current favorite information.
  - “Add marks and Numbers”： create a new record directly

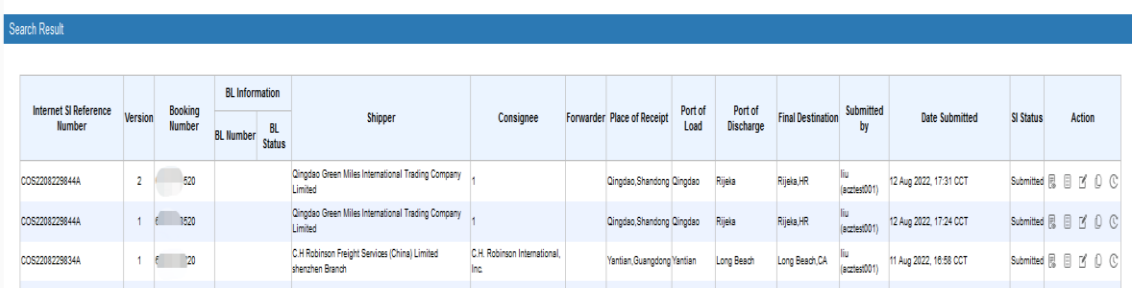
4) Search

System offers a search function such that user can search out his submitted shipping instruction.



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Choose proper search criteria and click search button (If date range is selected, then the maximum of the previous 6 months can be displayed), below is the search result displayed and the column name in the search result represents below


Search Result

Internet SI Reference Number	Version	Booking Number	BL Information		Shipper	Consignee	Forwarder	Place of Receipt	Port of Load	Port of Discharge	Final Destination	Submitted by	Date Submitted	SI Status	Action
			BL Number	BL Status											
COS220822984A	2	[illegible]520			Qingdao Green Miles International Trading Company Limited	1		Qingdao,Shandong	Qingdao	Rijeka	Rijeka,HR	liu (acztest001)	12 Aug 2022, 17:31 CCT	Submitted	
COS220822984A	1	[illegible]520			Qingdao Green Miles International Trading Company Limited	1		Qingdao,Shandong	Qingdao	Rijeka	Rijeka,HR	liu (acztest001)	12 Aug 2022, 17:24 CCT	Submitted	
COS220822983A	1	[illegible]20			C.H Robinson Freight Services (China) Limited shenzhen Branch	C.H. Robinson International, Inc.		Yantian,Guangdong	Yantian	Long Beach	Long Beach,CA	liu (acztest001)	11 Aug 2022, 16:58 CCT	Submitted	

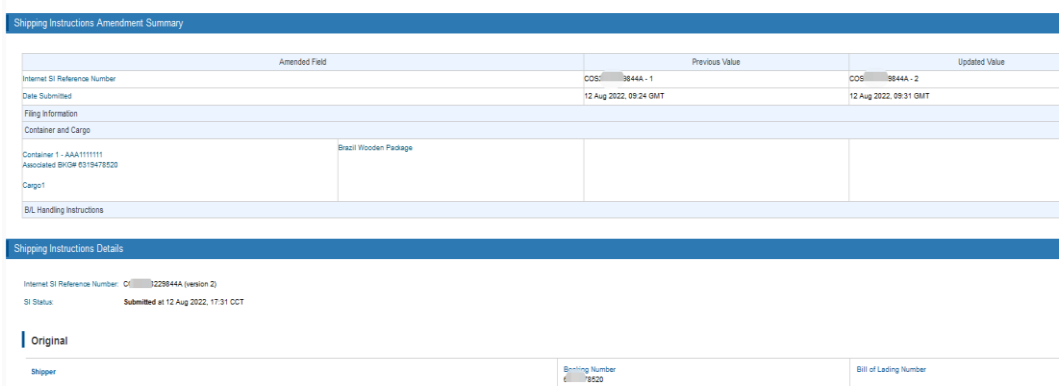
- **Internet SI Reference Number**： it is the number that generated by system once the shipping instruction is submitted successfully. It is for user's reference and search.
- **Version**： It is the version number of the shipping instruction.
- **Booking Number**： It is the number for the shipping instruction you inputted, multiple booking number will display if combined case for shipping instruction is.
- **BL Number**： it is the B/L number given by carrier. When the BL Status is BL Proforma ready， The BL number is displayed as a hyperlink form and can be linked into "B/L Checking" module by clicking the hyperlink
- **BL Status**: it is the BL Status given by carrier, includes five statuses: Processing, BL Proforma ready, BL Ready, BL Released, BL deleted.
- **Shipper**： shipper name for the shipping instruction.
- **Consignee**： consignee name for the shipping instruction
- **Forwarder**：forwarder name for the shipping instruction
- **Place of Receipt**： it is the origin city of the shipping instruction.
- **Port of Load**： it is the first port of loading for shipping instruction
- **Port of discharge**： it is the last discharge port for shipping instruction
- **Final Destination**： it is the final destination city for shipping instruction.
- **Submitted By**： it is current shipping instruction's submitter first name/last name and account information.

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- **Date Submitted**： it is the date time that system processed the shipping instruction and submitted to carrier.
- **SI Status:**
  - Submitted: SI is submitted to carrier.
  - Processed: SI is received and processed by carrier
  - Rejected: SI is rejected by carrier, the reject reason is displayed as tips in“SI Status”column.



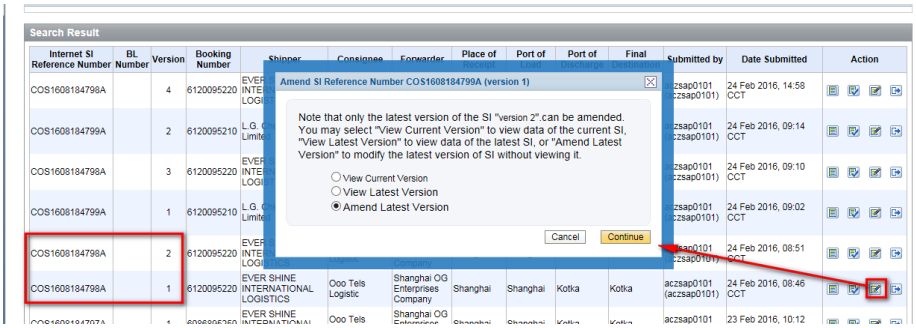
- **Actions**
  - ： View the SI detail. For shipping instruction amendment version, customer can find the amendment summary information on top of the view form



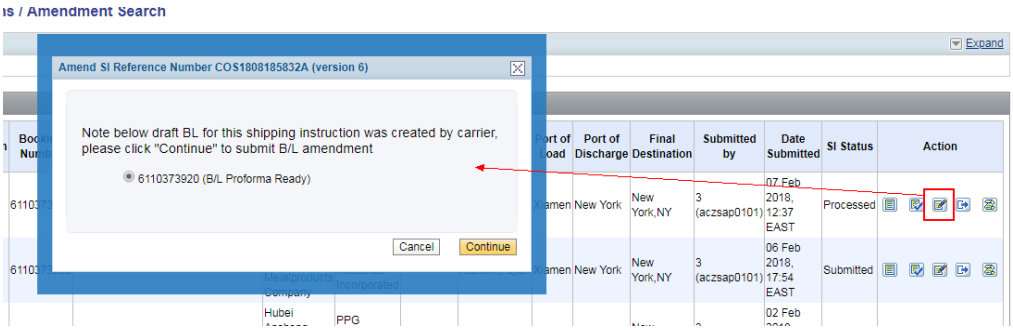
  - ： SI preview with B/L draft format
  - ： Edit SI（SI amendment）

    If the SI version of the edit is not the latest version, system will popup alert to ask customer whether amend/view latest version SI or just only view current version SI, it is not allowed to modify the historical version SI.

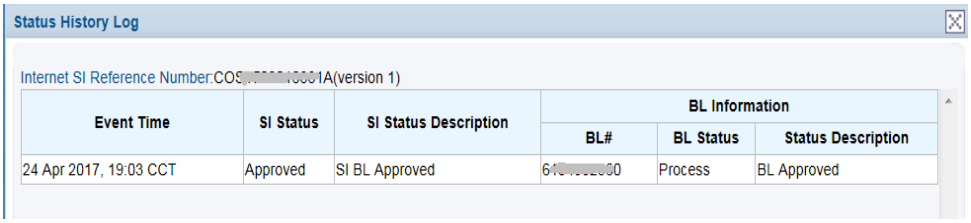
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To avoid customer submit subsequent version SI amendment after system received corresponding BL image data, when customer click "" button of shipping instruction, system will popup below window to let customer direct to "B/L Amend" page



- : Copy to new SI
- : View status history log



*** End of the SI User Guide ***

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