YM Website – User Manual

- ## B/L Print Introduction
  - ➤ Can't wait for your Bill of Lading? You can print it yourself at home or at office. ID and password are required for this feature.
  - ➤ Manage your b/ls on line to avoid hassle dealing with courier with no additional cost.
  - ➤ Be able to preview b/l contents and print out in your office.
  - ➤ Receive Seaway bill of Lading in PDF file through e-mail.
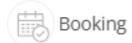
B/L Print Function

Step 1 : Step1 : Enter your Use ID and Password and then click the [Login] button.

Register | **Login** | Forgot Password | FAQs

Login

User ID	GUEST
Password	•••••••••••

Login

Following functions can be accessed after log-in.

Booking

B/L Instruction

My Ocean Freight

B/L Print

B/L Contents

VGM

Report & Notification

Shipment Management

My Drop off

YANG MING | 2

B/L Print Function

- Step 2 : Click [B/L Print]

Hi, GUEST1

Booking	B/L Print	Report & Notification
B/L Instruction	B/L Contents	Shipment Management
My Ocean Freight	VGM	My Drop off

Logout

B/L Print Function

- Step 3 : set up certain criteria and then click [Search] Button

B/L Print

Query B/Ls   Order B/L Blank Form   Receive Seaway Bill via E-mail

☑ Status   [All ▼]

☑ Creation Date   [2026/01/28]   —   [2026/02/04]

☐ Vessel Name - Voy   [▼]

☐ Loading Port   [▼]

☐ B/L No.   [   ]
ex. W123456789 (without prefix "YMJA")

* Please print the B/L with the new paper form (v.2025/05).
* Please also destroy the old versions and inform the serial numbers to YM local agent for recording.

[Search]   [Clear]

B/L Print Function

- Step 4 : Please follow the following steps to print B/Ls after B/Ls display.

1) Preview B/L first
    - Click the ⬤ to select B/Ls, then click ⬇ to preview the specify B/Ls.
    - You can also click 📄 to generate and save the B/L image on your desktop as a PDF file and pre-print the B/L.

B/L Print

Query B/Ls   Order B/L Blank Form   Receive Seaway Bill via E-mail

Query Criteria:

B/L No.:   E237047457

	Creation Date ▼	B/L No.	Booking No.	Vsl/Voy	Print Status	Status	1 Preview	2 Original Waybill Freight	Non-Freight	Copy Freight	Non-Freight	3
							Unselect					Select
1	2026/02/02 12:13:52	E237047457	E237047457	ONE CONTINUITY-076E (EC12604E)	🟡	READY	✅	3 ⌄	—	3 ⌄	—	⭘
							📥 📄	📥 🖨	📥 🖨	📥 🖨	📥 🖨	📥 🖨

B/L Print Function

2) Print E-BL by each B/L category
- Click 🖶 in the bottom of each B/L category, the B/Ls can be printed by different categories.
- You can also click 🔽 to save PDF in your local laptop and then print.

B/L Print

Query B/Ls   Order B/L Blank Form   Receive Seaway Bill via E-mail

Query Criteria:

B/L No.:   E237047457

	Creation Date ▼	B/L No.	Booking No.	Vsl/Voy	Print Status	Status	1 Preview	2 Original Waybill Freight	Non-Freight	Copy Freight	Non-Freight	3
							Unselect					Select
1	2026/02/02 12:13:52	E237047457	E237047457	ONE CONTINUITY-076E (EC12604E)	🟡	READY	✓	3 ∨	—	3 ∨	—	◯
							🔽 📄	🔽 🖶	🔽 🖶	🔽 🖶	🔽 🖶	🔽 🖶

B/L Print Function

3) Print B/L
      Click the ⬤ in the right hand side to specify which B/L will be printed.
      Click 🖨 in the right hand side of the bottom, the B/Ls can be printed by multiple B/L sets.
      You can also click 📄 to save PDF in your local laptop and then print.

Order Blank B/L Form

◆ Please follow the following steps to order Blank B/L Form

• Step 1: Click [Order B/L Blank Form] page to request Internet blank OB/L forms.

Order Blank B/L Form

- Step 2: Review your related information and click [Order] button to send out your request.
  (If the information on below screenshot is incorrect, please contact us via
  ices@yangming.com for correction.)

Order Blank B/L Form

- Step 3: You can find below screenshot on website if your order request has been sent out successfully.

B/L Print

Query B/Ls   Order B/L Blank Form   Receive Seaway Bill via E-mail

Company :   YANG MING ACCOUNT   Applicant :   GUEST1

Dear Customer,

Thank you for using our [Order Blank B/L Form] service.
Just now we've sent your requirement to below person of our local office via email notification,

E-Mail:

ttad@yangming.com

This person in charge would contact you or send blank B/L form to the Receiver in short time.

Thank you again.

Receive Seaway Bill via E-mail

- Step 1: Click [Yes] if you agree to receive Seaway bill in PDF via E-mail as soon as the B/Ls have been uploaded.
- Also you can find the receiver list via [Show Recipients E-mail notice]

Receive Seaway Bill via E-mail

- Step 2: The default setup of [Show Recipients E-mail Notice] is Administrat of your good company, you may contact your ADM to maintain Receipts E-mail notice for the receipt of Seaway bill in [Sub-user Maintenance] or click [here].

B/L Print

Query B/Ls   Order B/L Blank Form   **Receive Seaway Bill via E-mail**

I agree to receive Seaway bill in PDF via E-mail as soon as my B/Ls have been uploaded.

● Yes   ○ No   **Save**

[Hide Recipients E-Mail Notice]

User Name	E-mail	Role
GUEST1	CS@YANGMING.COM	ADM

Please click above list to choose email receiver.
If you need to add/edit/delete the list, please click here to setup.

My YM Account   Profile Setting   Change Password   **Sub-user Maintenance**   FAQs

Sub-user Maintenance

Company Name   **YANG MING ACCOUNT**

In case of any question, please feel free to contact us (cs@yangming.com) .

Thanks for your good cooperation.