• **B/L Instruction**  Introduction
  - You can submit shipping instruction here as well as via FAX or EDI channel.
  1. Create/manage B/L instruction on line.
  2. Create B/L instruction template for future use.
B/L Instruction Function

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

Member Login

User ID: GUEST
Password: *********

Following functions can be accessed after log-in.

- Booking
- B/L Instruction
- B/L Print
- Arrival Notice
- B/L Contents
- Accounts Balance
- Shipment Control

Forgot Password | Register
B/L Instruction Function

- Step 2: Click [B/L Instruction]
Suggest you can do below first:

1. Create or Update Template
2. Party Template
1. Create / Update Template
2. Party Template
Create Template

B/L Instruction

TIP: create a new template for future use

Template

Create a new template for future use

Update / delete / view existing template

Party Template

Maintain your Partner’s Name & Address in advance to save your time when creating B/L Instruction
Create Template

Company Name - YM TEST (ICAD専用)123

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Origin</th>
<th>Loading</th>
<th>Discharge</th>
<th>Destination</th>
<th>Date of Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2018/05/14 ~ 2018/06/13</td>
</tr>
</tbody>
</table>

(yyyy/mm/dd ex.2004/08/05)

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Shipper Name</th>
<th>Vessel Voyage</th>
<th>Origin</th>
<th>Loading</th>
<th>Discharge</th>
<th>Destination</th>
<th>20'40'45'</th>
<th>Date of Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1122</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/1</td>
<td>2018/06/04 1 0:49</td>
</tr>
</tbody>
</table>

Create template first
Create Template

Create way is same as create BL, will instruct on the following pages

<table>
<thead>
<tr>
<th>Party / Service</th>
<th>Commodity</th>
<th>Container</th>
<th>Payment terms &amp; Others</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipper</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZIP Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country/Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fields marked with * are Required

Reference
- Booking No.
- Also cover Booking No.
- Export Reference
- Forwarding Agent Reference
- Purchase Order
- Service Contract No.
- Origin of goods
  - For US/CA shipment reference
  - For India shipment reference

Additional Reference No.
Update Template

B/L Instruction

Create a new B/L Instruction

Template

Create a new template for future use

Update / Delete

Update / delete / view existing template

Choose here to Update Template

Party Template

Choose one to update
You can delete or update template

When you finish, save the file
1. Create / Update Template

2. Party Template
Party Template

B/L Instruction

Create a new B/L Instruction
Create B/L Instruction

TIP: create Party Template for future use

Template

Create a new template for future use
Update / delete / view existing template

Party Template

Maintain your Partner’s Name & Address in advance to save your time when creating B/L Instruction
# Party Template

Fields marked with * are required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner *</td>
<td></td>
</tr>
<tr>
<td>Address *</td>
<td></td>
</tr>
</tbody>
</table>

*mandatory

[Partner] and [Address] would be printed out on B/Ls.

- EORI NO.                                           (1/15)
- TAX ID                                             (1/20)
- Enterprise Abbreviation Code (Ex:EIN,USCI)          (1/35)
- Enterprise Code (number)                           (1/70)
- AEO number                                         (1/35)

- Street and Number / P.O. box                      (1/140)
- City Name                                          (1/35)
- Post ID                                            (1/35)
- Country Sub-Entity ID                              (1/5)
- Country                                            -

- Person                                              |
- Fax                                                 |
- Tel                                                 |
- E-mail                                              |

Finish and save
After build Party Template, you can select it soon when creating BL.
### Party Template

You can also amend basic information for your partner.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>CEVA</td>
</tr>
<tr>
<td>Address</td>
<td>CEVA LOGISTICS SHANGHAI 123456789</td>
</tr>
</tbody>
</table>

[Partner] and [Address] would be printed out on B/Ls.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EORI NO.</td>
<td></td>
</tr>
<tr>
<td>TAX ID</td>
<td>539894150009999999</td>
</tr>
<tr>
<td>Enterprise Abbreviation Code</td>
<td>USCI</td>
</tr>
<tr>
<td>Enterprise Code (number)</td>
<td>539894150009999999</td>
</tr>
<tr>
<td>AEO number</td>
<td></td>
</tr>
<tr>
<td>Street and Number / P.O. box</td>
<td></td>
</tr>
<tr>
<td>City Name</td>
<td>SHANGHAI</td>
</tr>
<tr>
<td>Post ID</td>
<td>200135</td>
</tr>
<tr>
<td>Country Sub-Entity ID</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>China</td>
</tr>
</tbody>
</table>

---

You can also amend basic information for your partner.
How to Create
B/L Instruction
B/L Instruction

Step 1: create
Step 2: there are 4 ways to create S/I
1. Download from Booking
2. Search by Template
3. Copy to a new Template then amend to new one
4. To create a whole new S/I
1. Download from Booking
2. Create from Template
3. Copy to a new Template then amend to new one
4. To create a whole new S/I

Create B/L Instruction

Company Name - YM TEST (ICAD専用)123

Download from Booking
Create from Template

Booking No.

Put booking no. in the column

Click Search
B/L Instruction

1. Download from Booking
2. Create from Template
3. Copy to a new Template then amend to new one
4. To create a whole new S/I

Choose one to create new S/I

Search template
Choose one to create new S/I

1. Download from Booking
2. Create from Template
3. Copy to a new Template then amend to new one
4. To create a whole new S/I

Search template
B/L Instruction

1. Download from Booking
2. Create from Template
3. Copy to a new Template then amend to new one
4. To create a whole new S/I

Choose one of Template then click to to new one

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Shipper Name</th>
<th>Vessel Voyage</th>
<th>Origin</th>
<th>Loading</th>
<th>Discharge</th>
<th>Destination</th>
<th>20'40'45'</th>
<th>Date of Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>CEVA</td>
<td>AL NASRIYAH - 005E</td>
<td>USKEE</td>
<td>TWKEL</td>
<td>TWKEL</td>
<td>TWKEL</td>
<td>0/0/0</td>
<td>2018/06/04 13:44</td>
</tr>
<tr>
<td>9199g9g9g9g9g99</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:12</td>
</tr>
<tr>
<td>9199g9g9g9g9g99</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:12</td>
</tr>
<tr>
<td>9199g9g9g9g9g99</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:11</td>
</tr>
<tr>
<td>9199g9g9g9g9g99</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:10</td>
</tr>
<tr>
<td>rerer</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:10</td>
</tr>
<tr>
<td>WILLIAM1150</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:09</td>
</tr>
<tr>
<td>s102</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 12:05</td>
</tr>
<tr>
<td>s101</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 11:54</td>
</tr>
<tr>
<td>sssss</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 11:51</td>
</tr>
<tr>
<td>1122</td>
<td>UNI-ALL GROUP, LTD.</td>
<td>MOL MODERN - 042W</td>
<td>USDET</td>
<td>USORF</td>
<td>CNNGB</td>
<td>CNNGB</td>
<td>0/0/0</td>
<td>2018/06/04 10:49</td>
</tr>
</tbody>
</table>
B/L Instruction

1. Download from Booking
2. Create from Template
3. Copy to a new Template then amend to new one
4. To create a whole new S/I

- Copy from template then update it
- If it will be a new template, please tick and input Template Name
- Select Template Name, system will download template modify than Save Draft
1. Download from Booking
2. Create from Template
3. Copy Template then amend to new one
4. To create a whole new S/I

B/L Instruction

<table>
<thead>
<tr>
<th>S504979972</th>
<th>TRANS ASIAN SHIPPING SERVICES PVT LTD</th>
<th>INMUN</th>
<th>INMUN</th>
<th>SG3IN</th>
<th>SG3IN</th>
<th>2017/01/11 09:23</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>WONDERLAND DF TRADING LIMITED</td>
<td>USMSP</td>
<td>USTIW</td>
<td>KRKWy</td>
<td>KRKWy</td>
<td>2017/03/20 16:54</td>
<td>Delete</td>
</tr>
<tr>
<td>Blank</td>
<td>WONDERLAND DF TRADING LIMITED</td>
<td>USMSP</td>
<td>USTIW</td>
<td>KRKWy</td>
<td>KRKWy</td>
<td>2017/03/17 11:31</td>
<td>Delete</td>
</tr>
<tr>
<td>1123123123</td>
<td>TEST2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2016/06/24 21:57</td>
<td>Delete</td>
</tr>
<tr>
<td>ERICTEST5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2016/06/21 21:38</td>
<td>Delete</td>
</tr>
<tr>
<td>YCH465873</td>
<td>JORDAN TRADING INC.</td>
<td>USMSP</td>
<td>USTIW</td>
<td>KRKWy</td>
<td>KRKWy</td>
<td>2016/01/08 10:58</td>
<td>Delete</td>
</tr>
<tr>
<td>YCH465873</td>
<td>WONDERLAND DF TRADING LIMITED</td>
<td>USMSP</td>
<td>USTIW</td>
<td>KRKWy</td>
<td>KRKWy</td>
<td>2016/01/08 10:58</td>
<td>Delete</td>
</tr>
<tr>
<td>S500004191</td>
<td>INDUSTRIAL SOLVENTS &amp; CHEMICALS PVT LTD</td>
<td>INNNS</td>
<td>INNNS</td>
<td>MMRGN</td>
<td>MMRGN</td>
<td>2015/12/10 15:55</td>
<td>Delete</td>
</tr>
<tr>
<td>W300850067</td>
<td>TEST1</td>
<td>CNYTN</td>
<td>CNYTN</td>
<td>USTIW</td>
<td>USFFS</td>
<td>2015/08/14 11:34</td>
<td>Delete</td>
</tr>
</tbody>
</table>
B/L Instruction

- step1. fill in all columns [party/service],[commodity],[container],[payment terms & other]

Create B/L Instruction

<table>
<thead>
<tr>
<th>Party / Service</th>
<th>Commodity</th>
<th>Container</th>
<th>Payment terms &amp; Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZIP Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a Party/Service Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booking No. *</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fields marked with * are Required

- VINPAC LINES (HONG KONG) LTD
  20/F., BANGKOK BANK BUILDING, 18 BONHAMSTRAND WEST, SHEUNG WAN, HONG KONG

- Origin of goods
- For US/CA shipment reference
- For India shipment reference

- Also cover Booking No.
- Export Reference
- Forwarding Agent Reference
- Purchase Order
- Service Contract No. 582800

Download from Template: --
B/L Instruction

- step 2. fill in [party/service] *mandatory

- You can tick there if you would like add shipper to Party Template

- You can select party Template if you have created party Template

- suggest Shipper and Consignee who imported cargo into China or transshipped at China ports need to fill in Enterprise code and Communication number in case any problem at china custom
B/L Instruction

- **step 2. fill in all columns [party/service]** *mandatory*
  
  If you use Download from Booking function, vessel/voyage, Service Requirement, Port Detail will not be changed, you may change Port Detail Spelling on B/L only.

### Vessel Voyage

- **Pre-carriage**
- **Vessel**
- **Common Voyage No.**

### Service Requirement

- **Receipt Term**
  - Container Yard (CY)
- **Delivery Term**
  - Container Yard (CY)

### Port Details

- **Place of Receipt**
  - YANTIAN, GD, China
- **Port of Loading**
  - YANTIAN, GD, China
- **Port of Discharge**
  - VANCOUVER, BC, Canada
- **Place of Delivery**
  - VANCOUVER, BC, Canada

### Spelling on B/L

- YANTIAN
- YANTIAN
- VANCOUVER, BC
- VANCOUVER, BC

### Handling Instructions

- **B/L Issue Place**
  - **Same as "Place of Receipt"**
  - **Other Place**
- **City**
  - VANCOUVER, BC, Canada

- **Bill of Lading Clause**
- **B/L Type**
## B/L Instruction

- **step2. fill in all columns [party/service]** *mandatory*

### Vessel Voyage

(Input Pre-carriage or Select Vessel and Common Voyage No.)
- Pre-carriage
- Vessel *
- Common Voyage No. *

### Service Requirement

- Select Service terms
  - Receipt Term *
  - Delivery Term *

### Port Details

- Place of Receipt *
- Port of Loading *
- Port of Discharge *
- Place of Delivery *

### Handling Instructions

- Select B/L issue place
  - Same as "Place of Receipt"
  - Other Place -

### Spelling on B/L

- Bill of Lading Clause
- B/L Type *
B/L Instruction

- step 3. Complete [Commodity]. *mandatory

<table>
<thead>
<tr>
<th>Party / Service</th>
<th>Commodity</th>
<th>Container</th>
<th>Payment terms &amp; Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Marks (20 characters per line)</td>
<td>Description* (35 characters per line)</td>
<td>A</td>
</tr>
</tbody>
</table>

Fields marked with * are Required

- Input the Marks and Description
- If your shipment is reefer or hazardous goods, don't forget to type these cargo information
B/L Instruction

- step 4. Complete [Container]. *mandatory

Click [S.O.C] if you use shipper's own container
Click [Alternate CTNR] if you use alternate container

Type the container number if you use [Download from Booking function, please check container no.]

You can check total Weight/Measurement/Packet

Type/Select Weight/Measurement/Packet
B/L Instruction

- step 4. Complete [Container]. *mandatory

Click [VGM Submit] to link to Create eVGM

Create eVGM

- Download by Booking No.
- Input by Container No.
- Upload via Excel

Booking No. : W226025640

<table>
<thead>
<tr>
<th>Vessel Voyage</th>
<th>Origin</th>
<th>Loading Port</th>
<th>Discharging Port</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYUNDAI JUPITER 010E</td>
<td>YANTIAN, GD, China</td>
<td>YANTIAN, GD, China</td>
<td>VANCOUVER, BC, Canada</td>
<td>VANCOUVER, BC, Canada</td>
</tr>
</tbody>
</table>
**B/L Instruction**

- **Step 5. Complete [Payment terms & Others].** *mandatory*

  - **Party / Service**
  - **Commodity**
  - **Container**
  - **Payment terms & Others**

  - **Charge Item**
    - Ocean Freight:
      - Prepaid
      - Collect
    - Documentation Fee:
      - Prepaid
    - Terminal Handling Charge:
      - Prepaid
    - Destination Documentation Fee:
      - Prepaid
    - Destination Terminal Handling Fee:
      - Prepaid

  - **B/L Distribution**
    - Number of Copies (Freight): 3
    - Number of Copies (Unfreight): 4

  - **Send B/L proof through following way**
    - Fax
    - E-mail
      - Input single or multiple emails separated by semicolon: (e.g., YANG@yangming.com; MING@yangming.com)

  - Option to *Tick to receive notification*
B/L Instruction

• step 6. Complete [Payment terms & Others]. *mandatory

Create B/L Instruction

- Copy to a new Template - Template Name:
- Download from Template:

Remember to select this function to copy to a new template.

Other Comment:

Leave your comment.

Save Draft, Preview, Submit:

Save draft to edit in the future.

Preview B/L.

Save and send out data.
How to update B/L Instruction
Update B/L Instruction

- step 1: select [update]

B/L Instruction

| Create | Update | Create a new B/L Instruction | Update B/L Instruction |

Template

| Create | Update / Delete | Create a new template for future use | Update / delete / view existing template |

Party Template

| Go | Maintain your Partner’s Name & Address in advance to save your time when creating B/L Instruction |
Update B/L Instruction

- Step 2: select one of Existing B/L Instruction created

<table>
<thead>
<tr>
<th>Booking No.</th>
<th>Shipper Name</th>
<th>Vessel Voyage</th>
<th>Origin</th>
<th>Loading</th>
<th>Discharge</th>
<th>Destination</th>
<th>20’/40/45</th>
<th>Date of Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IRO CHEMICAL CO., LIMITED</td>
<td>HAMBURG EXPRESS - 037VY</td>
<td>CNTAO</td>
<td>CNTAO</td>
<td>SAJED</td>
<td>SAJED</td>
<td>4/0/0</td>
<td>2020/04/27 10:24</td>
</tr>
<tr>
<td></td>
<td>IRO CHEMICAL CO., LIMITED</td>
<td>HAMBURG EXPRESS - 037VY</td>
<td>CNTAO</td>
<td>CNTAO</td>
<td>SAJED</td>
<td>SAJED</td>
<td>4/0/0</td>
<td>2020/04/24 13:02</td>
</tr>
<tr>
<td></td>
<td>CEVA123</td>
<td>MADRID BRIDGE - 008E</td>
<td>BEANR</td>
<td>BEANR</td>
<td>SGSIN</td>
<td>TH8KK</td>
<td>1/0/0</td>
<td>2020/04/21 13:53</td>
</tr>
</tbody>
</table>
Update B/L Instruction

- step 3. Update required columns [party/service], [commodity], [container], [payment terms & other]

## Update B/L Instruction

<table>
<thead>
<tr>
<th>Party / Service</th>
<th>Commodity</th>
<th>Container</th>
<th>Payment terms &amp; Others</th>
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<tr>
<td>Country/Area</td>
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</tbody>
</table>

Fields marked with * are Required

- Also cover Booking No.
- Export Reference
- Forwarding Agent Reference
- Purchase Order
- Service Contract No.
- Origin of goods
  - For US/CA shipment reference
  - For India shipment reference

Additional Reference No.
In case of any question, please feel free to contact us (iccs@yangming.com). Thanks for your good cooperation.