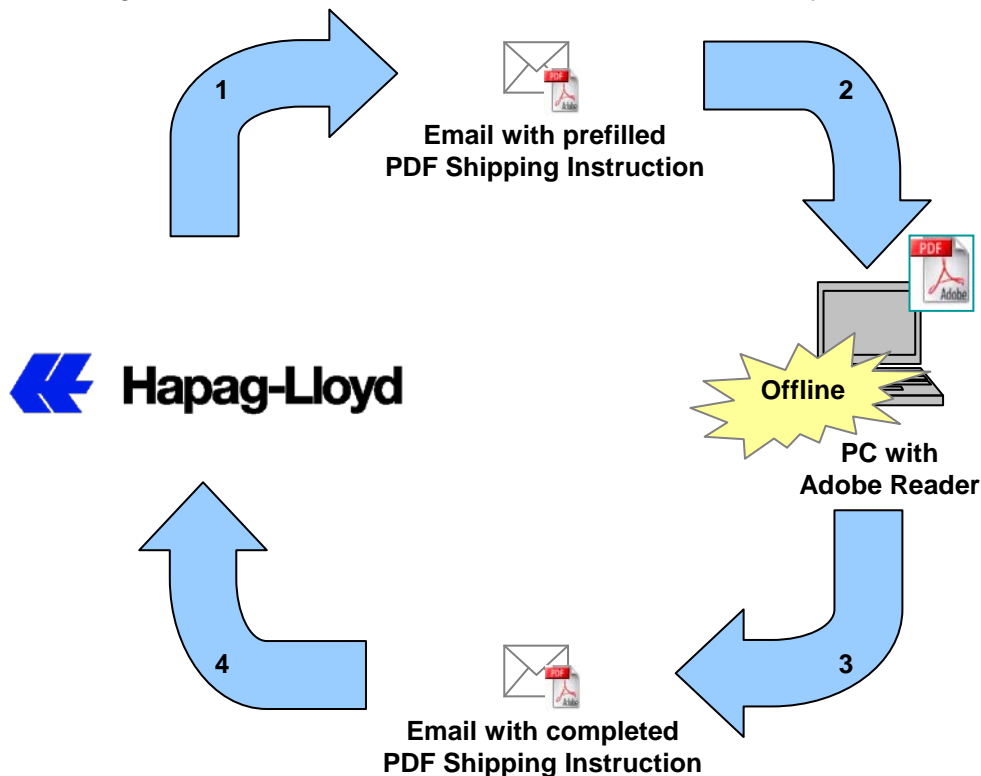




How to use advanced PDF Shipping Instructions

Step 1: Receive the PDF	2
Contact Hapag-Lloyd to apply for this service	2
Prefilled PDF comes as email	2
Open PDF and save to suitable folder on your PC.....	3
Step 2: Fill in the PDF Shipping Instruction	4
Some data is already pre-filled by Hapag-Lloyd.....	5
Edit remaining data.....	5
Extend the document dynamically as needed	6
Format of data is automatically checked	8
How to key in 24 hour rules "True Shipper & Ultimate Consignee" (e. g. for AMS or ACI)...	9
Step 3: Create / use your own templates	14
Create a template	14
Import data from templates	15
Step 4: Send the form to Hapag-Lloyd	16
Choose to "Create a New" or "Change a previously sent" B/L Instruction	16
Make sure all mandatory fields are filled	17
Send document to Hapag-Lloyd by email	18

Hapag-Lloyd offers customers the advanced service to submit their Shipping Instructions electronically with simple and easy to use PDF documents. The PDF documents are prefilled with booking data, sent via email and can be edited with the freely available Adobe Reader.



[← Back to Overview](#)

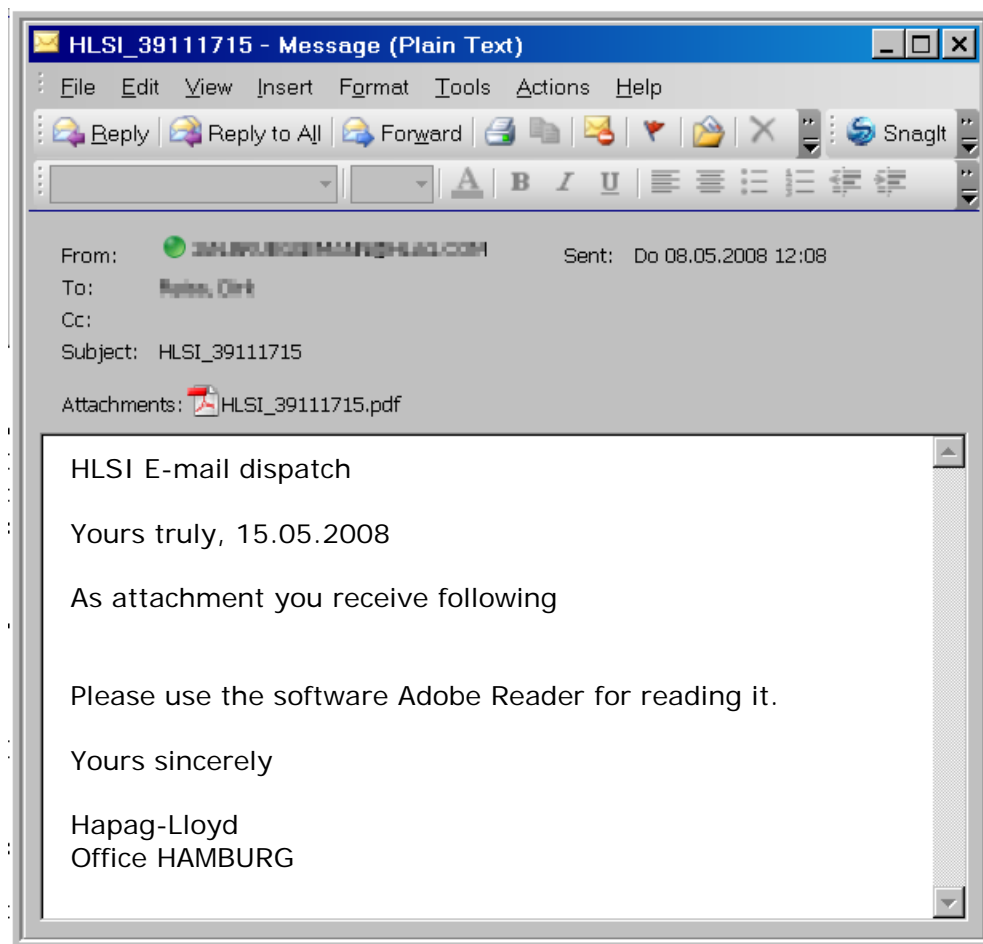
Step 1: Receive the PDF

Contact Hapag-Lloyd to apply for this service

All you need to do to receive Hapag-Lloyd's PDF Shipping Instruction is provide your email address. Once you are set up, Hapag-Lloyd will automatically send you a pre-filled PDF for each booking, 4 days before documentation closure. If you would like to receive the documents at a different point in time, please contact Hapag-Lloyd.

Prefilled PDF comes as email

You will find new PDF Shipping Instructions in your email Inbox. The subject of the email will contain the Booking number and any references you have provided during booking. The PDF Shipping Instruction is attached to the email.

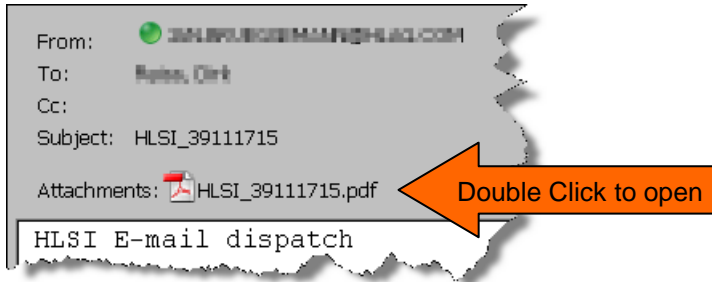




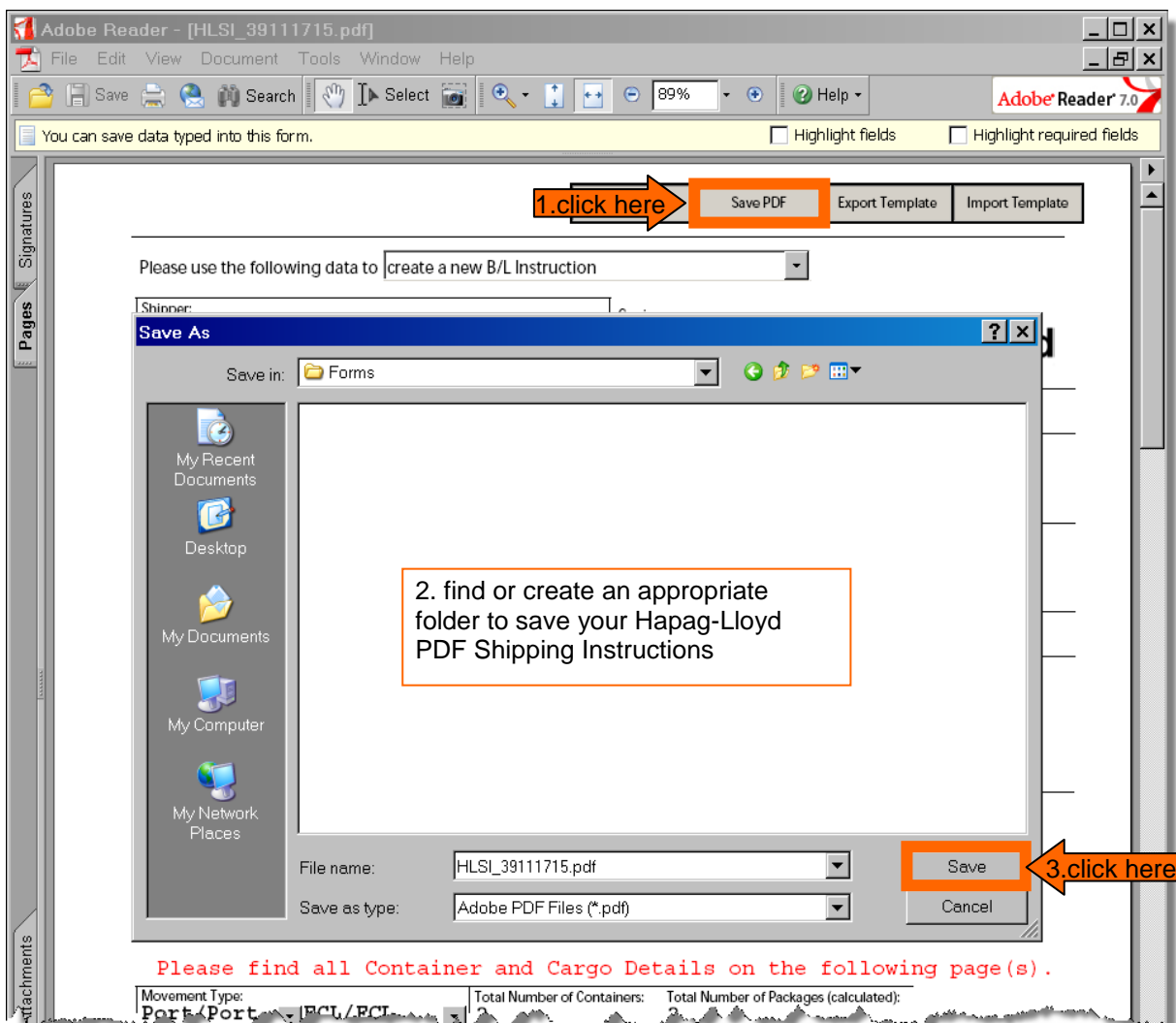
[← Back to Overview](#)

Open PDF and save to suitable folder on your PC

Simply open the PDF Shipping Instruction directly from your email.



To organize your Hapag-Lloyd PDF Shipping Instructions you should save them to an appropriate folder on your local PC.





Shipping Instructions



[← Back to Overview](#)

Step 2: Fill in the PDF Shipping Instruction

The document resembles a Bill of Lading. It contains several editable fields. Click on "Highlight Fields", to see which sections can be edited.

Adobe Reader - [TEST_SI_IPTMIN_31_Edit1_rendered.pdf]

File Edit View Document Tools Window Help

You can save data typed into this form. [click here](#) Highlight fields Highlight required fields

Send Mail Save PDF Export Template Import Template

Please use the following data to create a new B/L Instruction

Shipper: [editable fields] Carrier: **Hapag-Lloyd**

Shipment No: 3 0 0 5 1 4 9 6 B/L-No.: [editable fields] Page: 1 / 2

Consignee: To Order Shipper's Export Reference: [editable fields]

Forwarding Agent Address: [editable fields]

Notify Address: [editable fields] Add more Consignee's Reference: [editable fields]

Place of Receipt: [editable fields]

Vessels: TL EXPRESS Voyage No.: W3573432 [prefilled data]

Port of Loading: SINGAPORE

Port of Discharge: HAMBURG

67961 LUDWIGSHAFEN GERMANY

Please find all Container and Cargo Details on the following page(s).

Movement Type: Port/Door PCL/FCL 1 Total Number of Containers: 1 Total Number of Packages (calculated): 1

AMS/ACI self filer: AMS SCAC code/ACI Number Code: Brazil Tax ID: [editable fields]

Freight Payable At: Invoice Reference: [editable fields]

Set Charges to: All Prepaid All Collect Individually

Port Charge Origin: Prepaid Collect Seafreight + Additional: Prepaid Collect Port Charge Destination: Prepaid Collect Destination Haulage Charges: Prepaid Collect

Document Type: Sea Waybill Number of freighted original Bs/L: copies Number of unfreighted original Bs/L: copies

Receive back the Sea Waybill of Lading via (for UBL: only via post / self-collector) Remarks: [editable fields] Add more

E-Mail Post Download Self-Collector

Receiver e-Mail address of final B/L: [editable fields]

Version: 0.746 SI_IPTMIN_DYN_ACT_FLAT_xdp/31.xdp SI_IPTMIN_DYN_ACT_FLAT_xdp/31.xdp

1 of 2



[Back to Overview](#)

Some data is already pre-filled by Hapag-Lloyd

Hapag-Lloyd pre-fills the document with the data from the booking:

- Shipment No (Booking No)
- Vessel(s) & Voyage(s)
- Ports of loading and discharge
- Places of acceptance and delivery
- Movement Type
- Number of booked Containers
- Container Numbers (if already defined)
- Container Seals (if already defined)
- B/L Numbers (if already defined)
- Housebill Numbers (if already defined)

Edit remaining data

You can directly enter data into the editable fields or you can use copy and paste (CTRL+C / CTRL+V) to import data from other sources.

If the Consignee is not yet defined, you can use the "To Order" Flag and edit the corresponding clause (e.g. "To Order of Shipper").

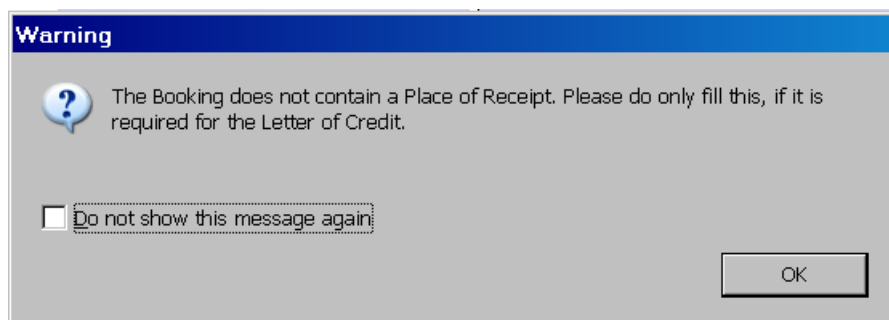
For best practice it is recommended to include your specific customer references either under "Shipper's Reference" or "Consignee's Reference". Please note that if you include a "Reference", you also need to provide the corresponding "Address".

Pre-allocated B/L numbers are shown in B/L Number field. Please select the relevant B/L number, if you need to update the B/L.

5-part-tariff charges have to be defined as prepaid or collect. This can either be done individually or altogether by selecting "All Prepaid" / "All Collect". Origin Haulage Charges and Destination Haulage Charges can only be set for Door moves.

If you want Hapag-Lloyd to provide customs information to US / Canada customs, please include true shipper and ultimate consignee details in the "Remarks" field.

Please note that you will receive a warning if you enter data into Place of Receipt and Place of Delivery if no such places have been defined in the booking. In case these fields are required for the Letter of Credit, you can ignore this warning.





[← Back to Overview](#)

All container and cargo related data can be entered on the following page(s)

Page 2 / 2

Hapag-Lloyd

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods:	Gross Cargo Weight, Measurement:	Actions: Container / Cargo
Container Nos. ANTU 4746373	Number of Packages Kind of Packages UN Packing Code Kind of Packages print on B/L as	Gross Cargo Weight: Unit Measurement: Unit HS Code	Container copy add remove remove all Cargo copy add remove
Marks and Nos. Seal No 1 Seal No 2 Seal No 3	Description of Goods		
Container Nos. HLXU 6141332	Number of Packages Kind of Packages UN Packing Code Kind of Packages print on B/L as	Gross Cargo Weight: Unit Measurement: Unit HS Code	Container copy add remove remove all Cargo copy add remove
Marks and Nos. Seal No 1 Seal No 2 Seal No 3	Description of Goods		

This page contains as many containers as shown in the booking (and possibly also container numbers) as well as one cargo per container. It can be dynamically extended to hold more containers/cargos (see below).

Extend the document dynamically as needed

The document contains all the fields that are typically needed to provide all information for a Shipping Instruction. Where you need more space for your information, the document can be dynamically extended:

- You can enter the Notify Address in the appropriate field. If you need to provide **more Notify Addresses**, simply click on the “Add more” button next to the Notify Address field.

Notify Address: click here → Add more

Vessel(s): TEPOT 011 Voyage-No.: TEPOT 011

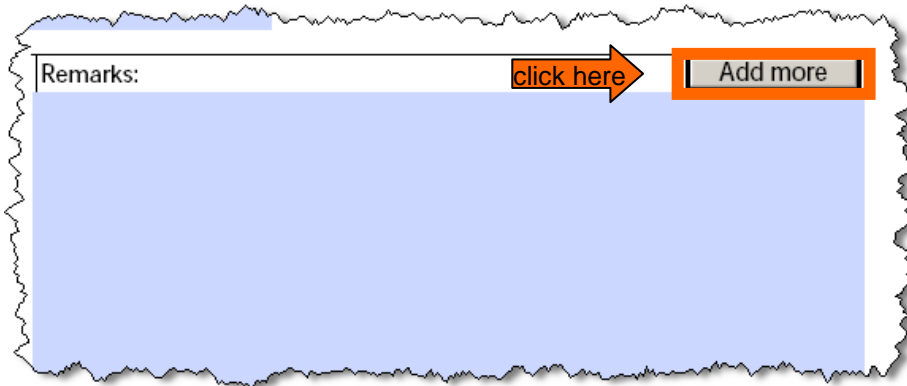


Shipping Instructions



[← Back to Overview](#)

- In the same way you can click on the “Add more” button next to the Remarks field, if you need more lines for **additional Remarks** (e.g. for AMS / ACI true shipper and ultimate consignee addresses).



When you click on either “Add more” button, an **additional page** will be inserted into the document. This page contains fields for 2nd and 3rd notify and additional remarks.

If you don't need this second page, simply click on the “**Remove this page**” button. However, please note that any data you may have entered on this page will then be lost.

[← Back to Overview](#)



[← Back to Overview](#)

On the following pages the fields for container and cargo information can be dynamically extended. You can **copy**, **add** and **remove containers** and **cargos**.

Page 2 / 2

Hapag-Lloyd

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods:	Gross Cargo Weight, Measurement:	Actions: Container / Cargo
Container Nos ANTU 4746373 Marks and Nos Seal No 1 Seal No 2 Seal No 3	Number of Packages Kind of Packages UN Packing Code Kind of Packages print on B/L as	Gross Cargo Weight Unit Measurement Unit HS Code Please use the Description of Goods for any additional HS Codes	Container copy add remove remove all Cargo copy add remove
Container Nos HLXU 6141332 Marks and Nos Seal No 1 Seal No 2 Seal No 3	Number of Packages Kind of Packages UN Packing Code Kind of Packages print on B/L as	Gross Cargo Weight Unit Measurement Unit HS Code Please use the Description of Goods for any additional HS Codes	Container copy add remove remove all Cargo copy add remove

buttons to copy / add / remove containers & cargos

Please note that when removing cargos and or containers any data you may have entered on this page will then be lost. In addition a Shipping Instruction must at least contain at least one container and one cargo. Therefore the last container/cargo cannot be removed.

Format of data is automatically checked

Where a specific format is expected, the document will automatically check your input to ensure maximum data quality.

Fields where a specific format is expected include **B/L number**, **Container numbers**, and **Units**.

Container numbers are expected to comply with the ISO standard (i.e. 4 characters, 2 blanks, 7 digits: 'ABCD 1234567')

If you enter a valid container number that is just formatted differently (e.g. no spaces between prefix and number) it will be automatically re-formatted to match the ISO norm. The following dialogue will appear:




Shipping Instructions



[← Back to Overview](#)


Transform Container Number

 A valid Container Number was entered.
It will be transformed to the ISO norm (ABCD 1234567) automatically.

Do not show this message again

If your container number does not really match the ISO norm, you will be prompted with the following dialogue:

No ISO conform Container No.

 Container number does not match ISO norm (ABCD 1234567).
Are you sure the number you entered is correct?

If you are sure the entered container number inserted is correct, simply click 'Yes'.

How to key in 24 hour rules "True Shipper & Ultimate Consignee" (e.g. for AMS or ACI)

If the Port of Discharge of your shipment is in a country with a valid so called "24 hour security rule" (e.g. AMS and ACI) as in below example it is required to submit True Shipper and Ultimate Consignee, Port of Discharge and destination information to the customs and homeland security departments in the country of ultimate destination.

Vessel(s):	Voyage-No.:	
MONTREAL EXPRESS	48W06	Place of Delivery:
Port of Loading:	VoyageNo2	
GDYNIA		
Port of Discharge:		
MONTREAL, QC		

[← Back to Overview](#)



Shipping Instructions



If you are registered as a self-filer with the customs authorities, you should tick the box as per below and enter the customs code for the filing:

Port of Discharge: MONTREAL, QC	
Please find all Container and	
Movement Type: Port/Port <input type="checkbox"/> FCL/FCL <input type="checkbox"/>	Total Number: 1
AMS/ACI self filer: <input checked="" type="checkbox"/>	AMS SCAC code/ACI Number Code: <input type="text"/>
Freight Payable At: Destination	Invoice Reference:
Set Charges to: <input type="radio"/> All Prepaid <input type="radio"/> All Collect <input checked="" type="radio"/> individually	

Self-Filer

As an AMS / ACI Self-filer, you have to file your own House Bills with AMS / ACI. By switching your status to a self-filer you must enter the AMS SCAC Code / ACI Number Code.

Please note this change will delete any Housebills that you have configured for this container.

Are you sure you want to change your status to AMS/ACI self-filer?

If you want Hapag-Lloyd to file the mandatory data to the authorities on your behalf, please enter the so called "Housebill data" with the True Shipper and Ultimate Consignee within the required fields. You will find a clickbox on the page with the cargo items and description of goods:

Page 2 / 2		Hapag-Lloyd	
Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods:	Gross Cargo Weight, Measurement:	Actions: Container / Cargo
Container Nos HLCU 1234567	Number of Packages 1535	Gross Cargo Weight 15895	Container <input type="button" value="copy"/> <input type="button" value="add"/> <input type="button" value="remove"/> <input type="button" value="remove all"/>
Marks and Nos	Kind of Packages UN Packing Code Package PK Kind of Packages print on B/L as PIECES Description of Goods FORGINGS, ROCKER HTS 732690	Unit KGM Unit	Cargo <input type="button" value="copy"/> <input type="button" value="add"/> <input type="button" value="remove"/>
Seal No 1 123456 Seal No 2 Seal No 3	*IN TRANSIT TO USA*	HS Code 73 26 90	Housebill <input type="button" value="edit"/> For Housebills see last page/s

click here

Please click the box and another screen will open. If it does not open, you might need to click the box a second time:



Shipping Instructions



Page 3 / 3 eaSI Hapag-Lloyd

True Shipper & Ultimate Consignee

1	House B/L No. used for this combination:	<input type="button" value="Copy Master B/L"/> <input type="button" value="remove"/>
	select one Housebill Number: <ul style="list-style-type: none"> HLCUATLZK00063AA HLCUATLZK00063AB <li style="background-color: #0056b3; color: white;">HLCUATLZK00063AC create New 	Ultimate Consignee: <div style="background-color: #ff8c00; color: white; padding: 5px; text-align: center; margin-top: 10px;"> ← Existing Housebill Nos. </div>

Cargoes Available:

TCNU 9870178 21 1213 KGM

Cargoes Linked to this Shipper / Consignee Combination:

--

Hapag-Lloyd may have pre-allocated Housebill Numbers for 24 hour rules “True Shipper & Ultimate Consignee”. If there are no Housebill Nos. in the system yet, the default value is “create new”. This will result in Hapag-Lloyd to create a new Housebill Number.



Shipping Instructions



Page 3 / 3

eaSI Hapag-Lloyd

True Shipper & Ultimate Consignee

1	House B/L No. used for this combination: select one Housebill Number	<input type="button" value="Copy Master B/L"/>	<input type="button" value="remove"/>
True Shipper: Dablad Estonia Matrymona OO. Gredakings 14 17-000 Starwla Wala Poland		Ultimate Consignee: EE Transportations System 2002 Main Lake Road Bala PA 21011 USA	

editable fields
←
editable fields

Cargoes Available: TCNU 9870178 21 1213 KGM	<input type="button" value=">>"/> <input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value="<<"/>	Cargoes Linked to this Shipper / Consignee Combination:
--	--	---

After keying in the addresses for the True Shipper and Ultimate Consignee, you can link the cargoes available to the address pair as defined:

Page 3 / 3

eaSI Hapag-Lloyd

True Shipper & Ultimate Consignee

1	House B/L No. used for this combination: select one Housebill Number	<input type="button" value="Copy Master B/L"/>	<input type="button" value="remove"/>
True Shipper: Dablad Estonia Matrymona OO. Gredakings 14 17-000 Starwla Wala Poland		Ultimate Consignee: EE Transportations System 2002 Main Lake Road Bala PA 21011 USA	

Cargoes Available: TCNU 9870178 21 1213 KGM	<input type="button" value=">>"/> <input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value="<<"/>	Cargoes Linked to this Shipper / Consignee Combination:
--	--	---

Mark the line(s)
→
Then click here to add
→



Shipping Instructions



Page 3 / 3

eaSI Hapag-Lloyd

True Shipper & Ultimate Consignee

House B/L No. used for this combination: <input type="text" value="select one Housebill Number"/>	<input type="button" value="Copy Master B/L"/> <input type="button" value="remove"/>
True Shipper: Bakind Kasia Matysson Ul. Gdanskiego 84 27-400 Gdansk, Polska Poland	Ultimate Consignee: BP TRANSPORTATION SYSTEMS 2701 BAYVIEW ROAD BILLY PA, 15070 USA

Cargoes Available:

TCNU 9870178 21 1213 KGM

Cargoes Linked to this Shipper / Consignee Combination:

To remove the True Shipper and Ultimate Consignee, click here

You can click "back" button to return to the cargo item screen.

You can click "add" button to link another cargo item to a different pair of parties.

Cargo has been linked



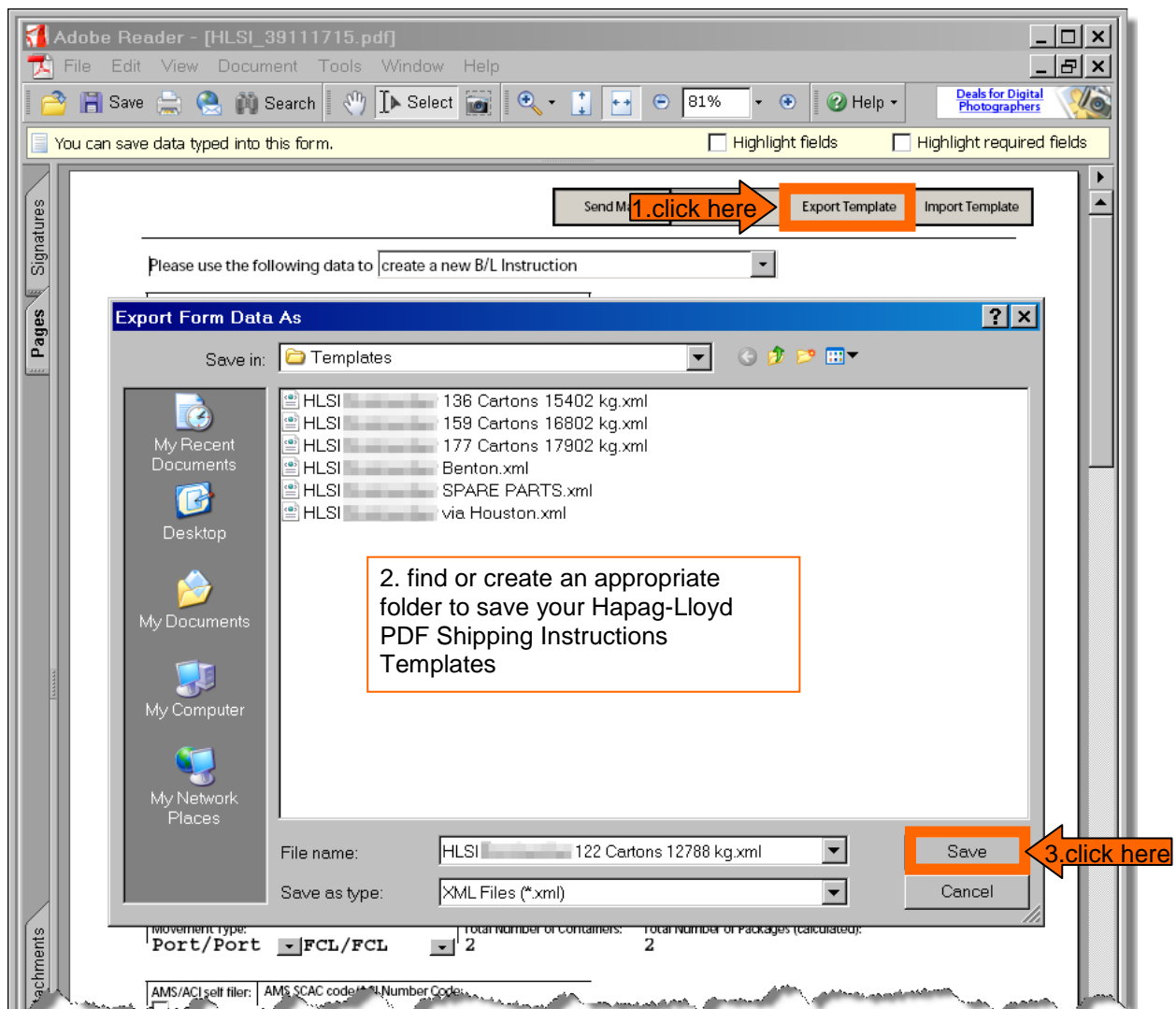
[← Back to Overview](#)

Step 3: Create / use your own templates

You can create your own template Shipping Instructions. These templates can be used to save manual input for your repeating business.

Create a template

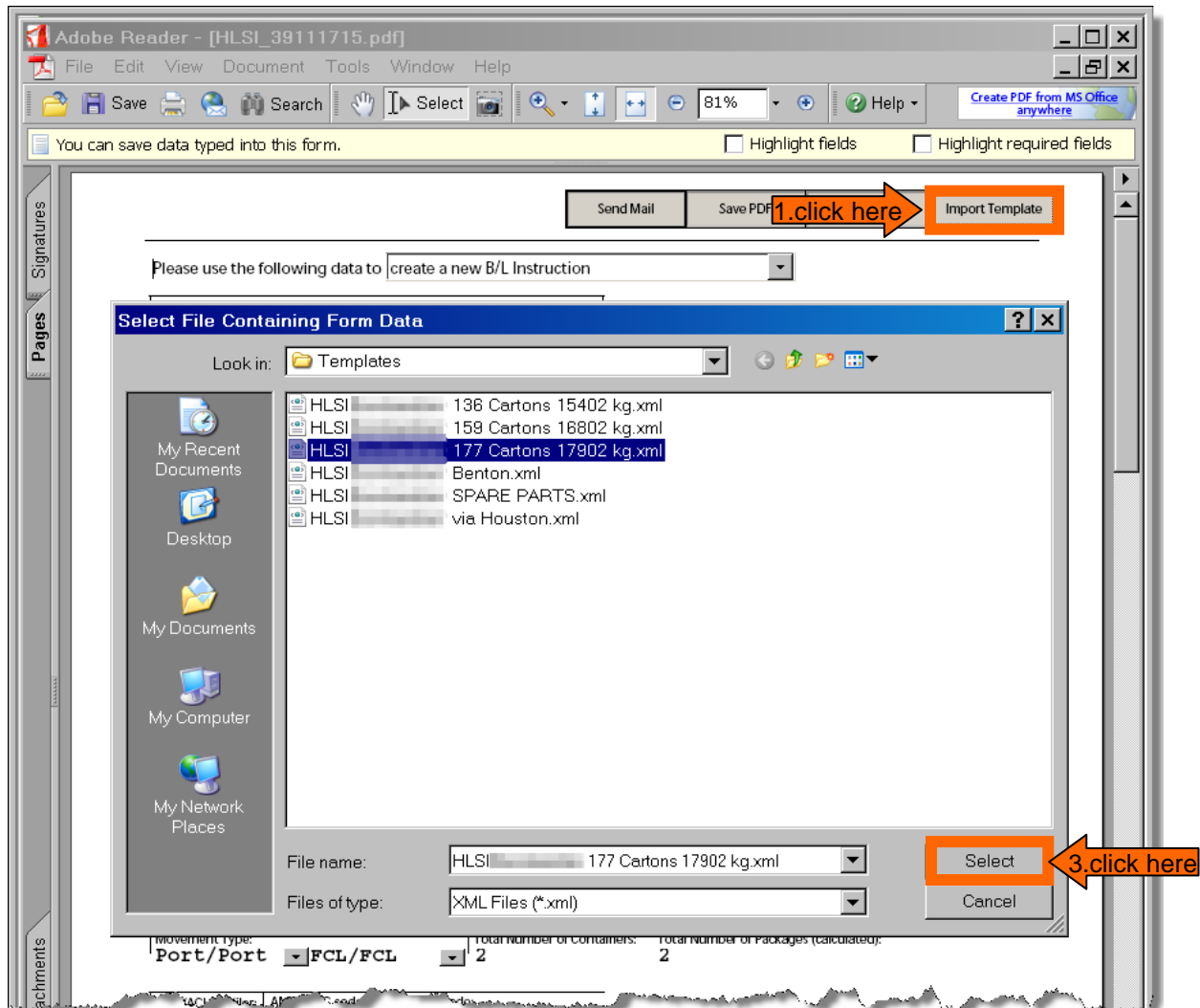
To create a template from a Shipping Instruction, click on the **"Export Template"** Button on the first page.




[← Back to Overview](#)

Import data from templates

To import data from a previously saved template, click on the "Import Template" Button on the first page.



Please note that data already entered into the current Shipping Instruction will never be overwritten, i.e. only empty fields will be filled from the template.

Any container and cargo information from the template will be amended to the end of the document. This allows you to mix data by consecutively importing from more than one template.

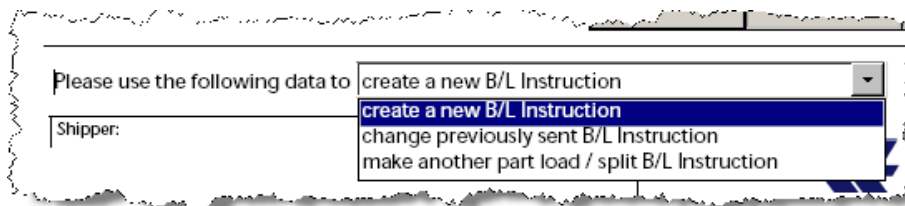
Container numbers are never imported from templates as they would not be relevant to new shipments. If the pre-filled document comes with any container numbers you can simply copy them to the container number field of the imported data. Then just remove the pre-filled container item.

[← Back to Overview](#)

Step 4: Send the form to Hapag-Lloyd

Choose to “Create a New” or “Change a previously sent” B/L Instruction

You need to indicate whether Hapag-Lloyd should use your Shipping Instruction to create a new B/L or if you want to submit changes to a previously sent Shipping Instruction. Please choose the appropriate from the dropdown field on the first page.



Please use the following data to

Shipper:

- create a new B/L Instruction
- create a new B/L Instruction**
- change previously sent B/L Instruction
- make another part load / split B/L Instruction

Especially if you need to send changes, please make sure that “**change previously sent B/L Instruction**” is selected, since otherwise a new B/L would be automatically created.

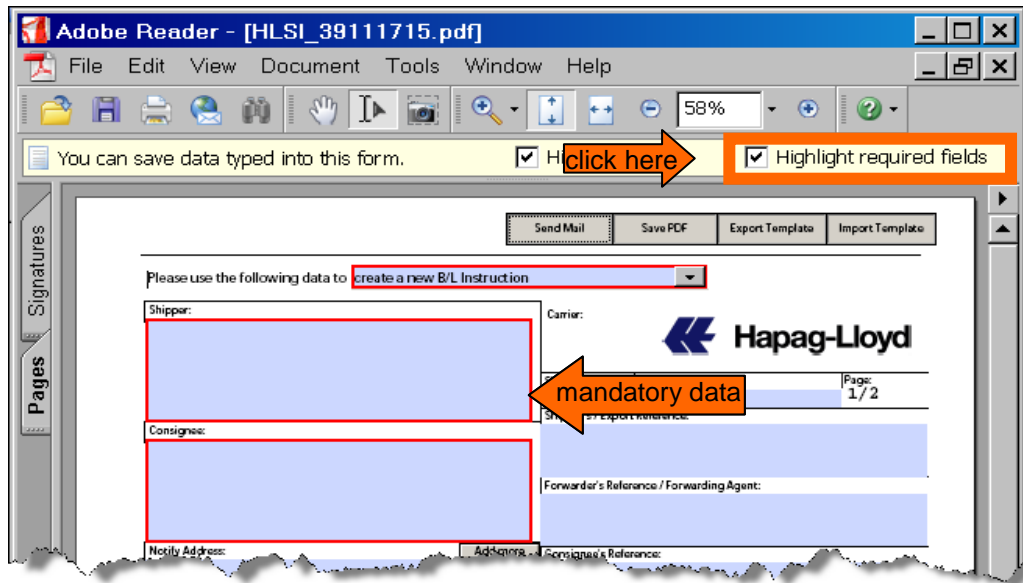
If you need more than one B/L for one Shipment Number (i.e. booking), please choose “**make another part load / split B/L Instruction**”. This will automatically create a new B/L for each Shipping Instruction you send.



[← Back to Overview](#)

Make sure all mandatory fields are filled

Before sending your Shipping Instruction to Hapag-Lloyd, please make sure all mandatory information is provided. In Adobe Reader 7 you can highlight the required fields in the form by clicking on “**Highlight required fields**”.



In Adobe Reader 8 the mandatory fields are automatically highlighted together with the editable fields.

If you try to send the PDF without all required information, an error message will appear.

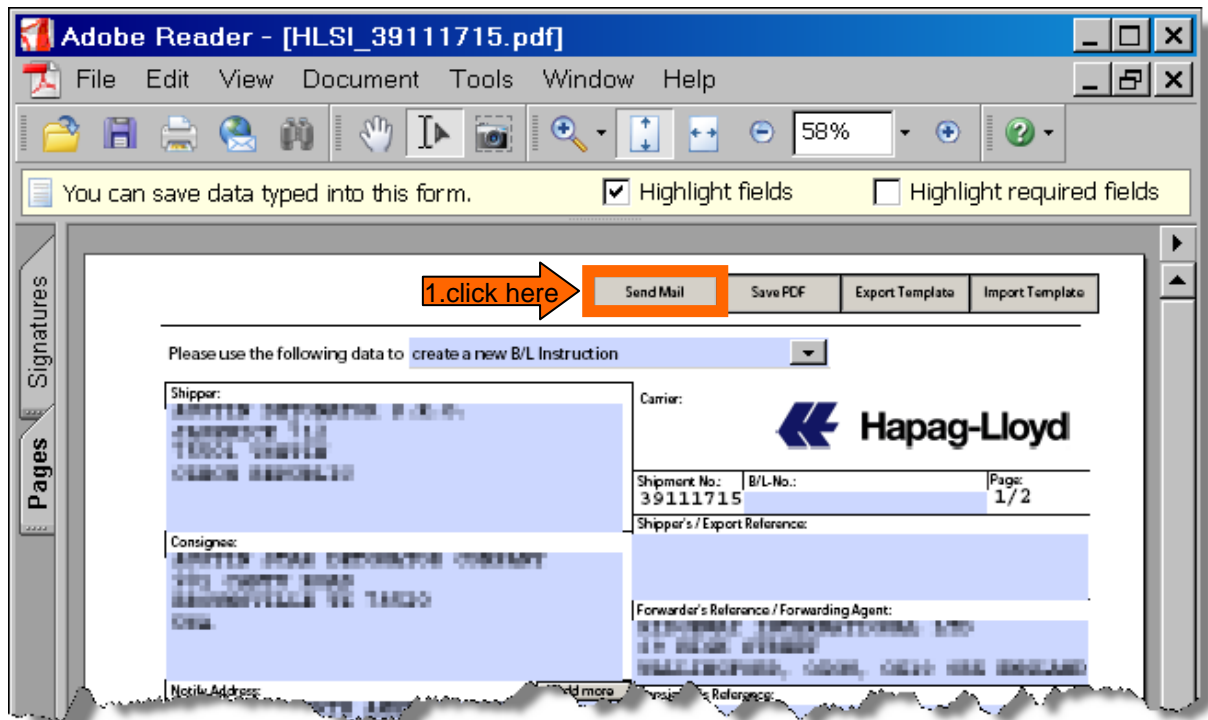




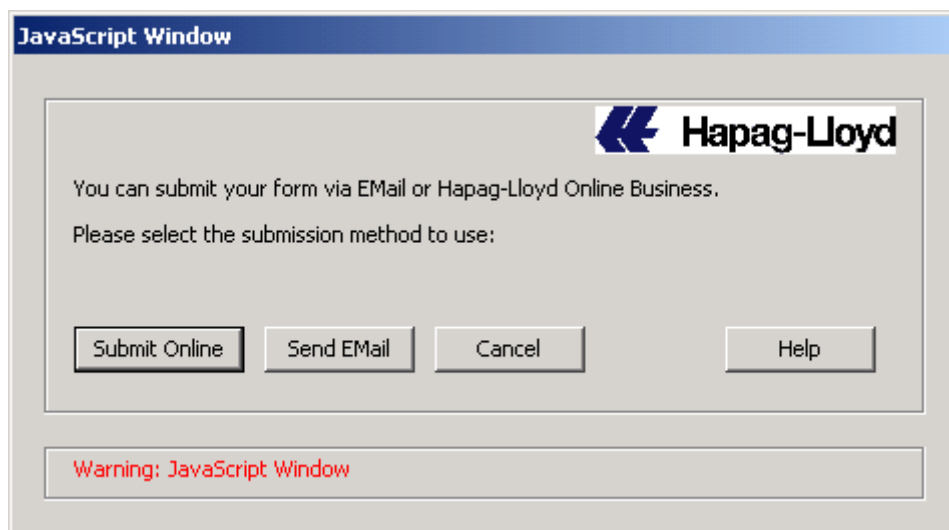
[← Back to Overview](#)

Send document to Hapag-Lloyd by email

To submit the PDF Shipping Instruction to Hapag-Lloyd simply click on **“Send Form”** on the first page.



You will then be asked if you want to send the form by mail or online. If you are registered with the Hapag-Lloyd Online Business on our website, you can press Submit Online. If you prefer to send the form by email, simply click on **“Send Email”**:



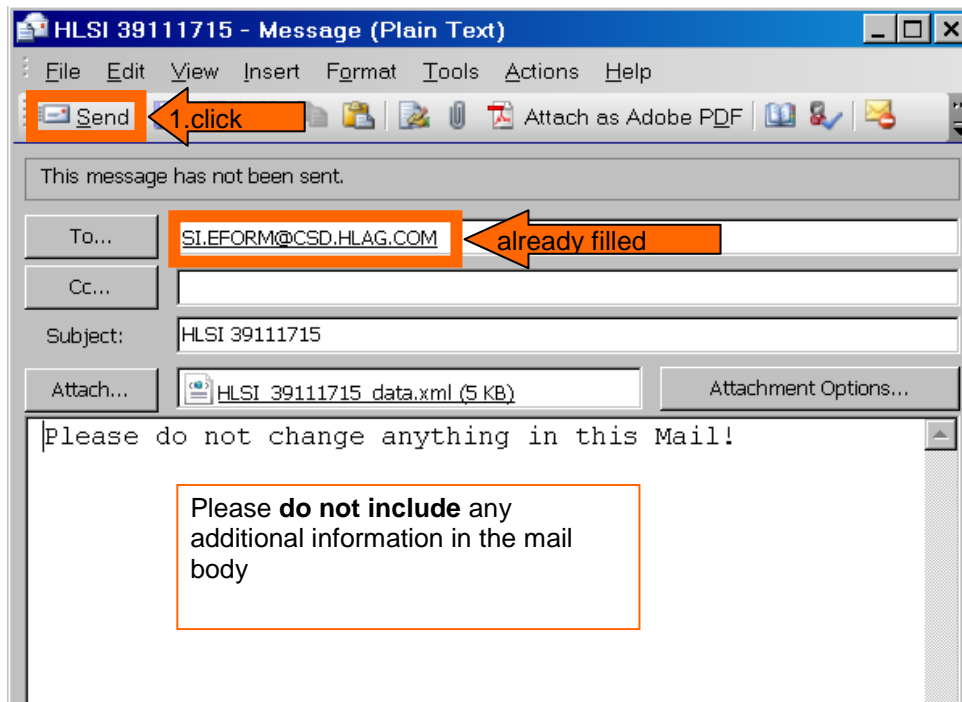
This button will create a new email in your standard email client. The receiving address at Hapag-Lloyd is already filled - just send.



Shipping Instructions



[← Back to Overview](#)



On [part of](#) Hapag-Lloyd your email will be processed automatically. **Text in the email body or additional attachments cannot be processed and will be ignored.** Therefore please do not modify the email in any way, just press send. (Exception: You may add additional recipients in the To: or CC: fields)

Please note that the actual PDF Shipping Instruction will automatically [be](#) attached to the email. Depending on the version of the Adobe Reader you use, the data will be either transmitted as a XML file (Adobe Reader 7) or PDF document (Adobe Reader 8 ff.).