

Hapag Lloyd Taiwan

WEB NEW SI SOP + 製單規則/注意事項

March 2026



Hapag-Lloyd

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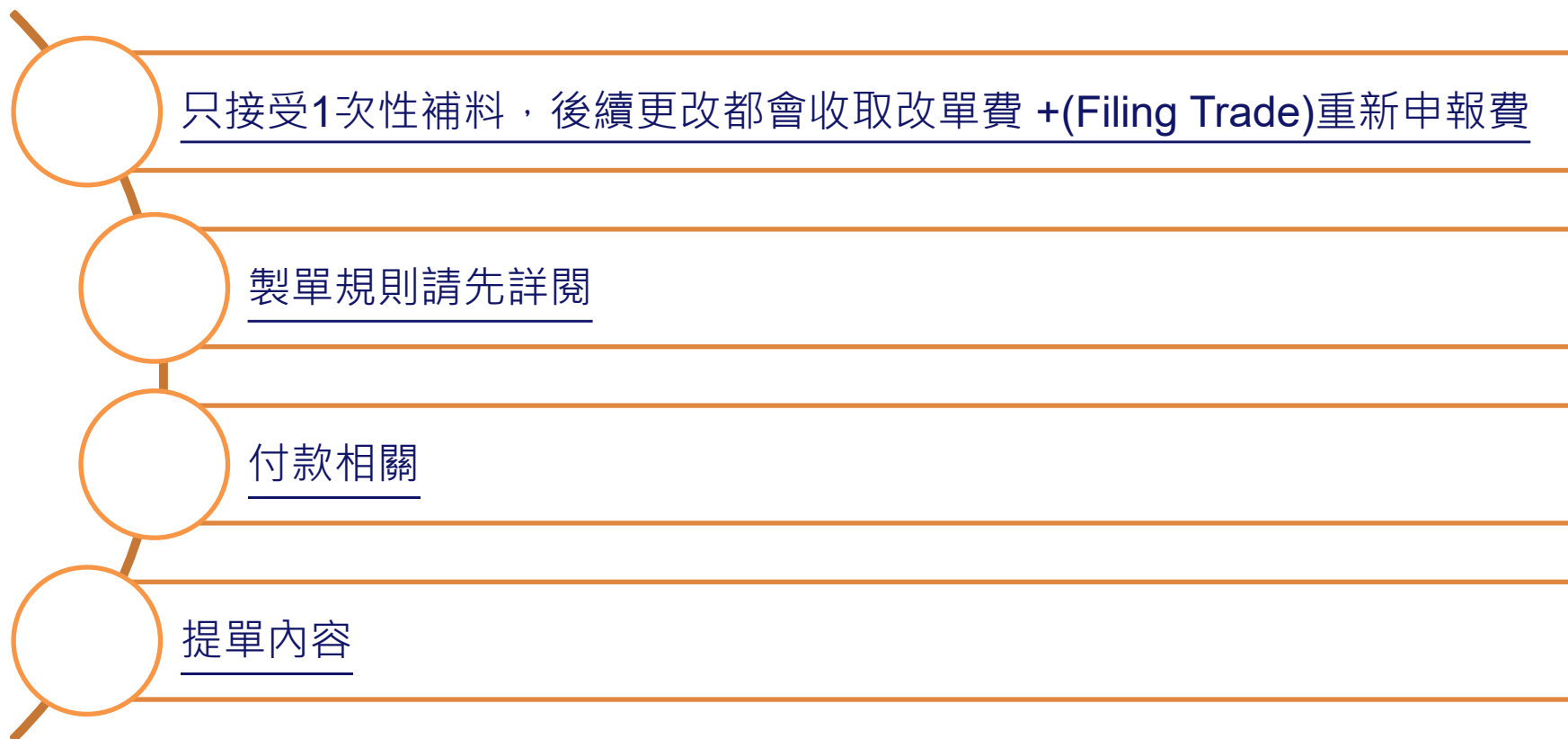
An aerial photograph of a large container ship sailing on the ocean. The ship is viewed from above, showing its long deck covered with numerous colorful shipping containers in shades of red, yellow, blue, and white. The ship is moving through the water, leaving a white wake behind it. The ocean is a deep blue with some whitecaps.

A.

製單規則/注意事項

A. 製單規則/注意事項

- WEB NEW SI 功能同步升級中，操作畫面與操作手冊不同，有疑慮請先與客服(TAIWAN@SERVICE.HLAG.COM) 聯繫



製單規則 請先詳閱 (所有SI 請遵照以下需求)

Master Bill 提單號碼

- 傳送SI 前，若提單號碼不是HLCUTPE 開頭，請先修改成台灣的提單號，否則蘇州文件中心無法抓到資料製單。
 - ◆ 操作步驟: 提交訂艙修改申請: [Hapag-Lloyd Booking Amendment](#)
 - ◆ 左上角功能表列選擇→一站式線上服務→左側功能表列：訂艙→訂艙修改→輸入Booking number 查詢 → 點選 I want to update Booking → Type of amendment 選擇Others→ 點選Change Customer Reference → 下方 Provide any necessary details and attachments (optional) 輸入 → Delete B/L: XXXXXX (原始提單號碼), revise issuer to HAPAGL 17 and create B/L.
- 1個BOOKING 若拆多套提單，請先登入 Booking Amendment 新增需要的提單套數
 - ◆ 操作步驟: 提交訂艙修改申請: [Hapag-Lloyd Booking Amendment](#)
 - ◆ 左上角功能表列選擇→一站式線上服務→左側功能表列：訂艙→訂艙修改→輸入Booking number 查詢 → 點選 I want to update Booking → Type of amendment 選擇Others→ 點選Change Customer Reference → 下方 Provide any necessary details and attachments (optional) 輸入 →：總共要 X 套提單，請再提供給 X 個 B/L NUMBER。
收到的訂艙確認書上，提單號碼數量正確就可以開始製作提單

Hapag-Lloyd代申報 House Bill 提單號碼

- 如果是24HR艙單要Hapag-Lloyd代申報 House Bill，索取 House Bill提單號碼時，按照上方操作步驟，Provide any necessary details and attachments (optional) 輸入 → Hapag-Lloyd 代申報 House Bill，請 提供給 X 個 House Bill Number



製單規則 請先詳閱 (所有SI 請遵照以下需求)

提單資訊完整性

- SHIPPER+CONSIGNEE+NOTIFY : 請提供完整 公司名稱+地址+電話+郵遞區號+TAX ID
- 貨物: 請提供件數+重量+CBM(材數) + HS CODE
- 如未提供完整資訊導致製單延誤以及影響裝船，客戶須承擔相關責任&風險

ONE OFF SI (一次性提交SI)

- 接受一次性提交提單做法，SI 提交後任何數據訊息需要修改將會被視為改單
- 重要的文件規定可以參考以下 提單樣本指南，目的港有特殊規定請按照其要求顯示

[Offices & Local Info -> East Asia -> Taiwan \(China\) -> 船期暨其他相關訊息](#)
[->Shipping Instruction General Guideline 提单样本指南](#)

Taiwan (China)

公司簡介

船期暨其他相關訊息

客戶常見問題

Local Notification 本地通知

Local Documents 本地常用檔案

Local Guideline 本地操作指南

Local Finance 本地財務管理

台灣 - 船期

History Notice Archive 历史通知存檔

☰ Shipping Instruction General Guideline 提单样本指南

Local Notification 本地通知



製單規則 請先詳閱 (所有SI 請遵照以下需求)

代理資訊

- HL 提單不會主動顯示目的港OFFICE/代理資訊，若提單要秀目的港代理 請於 General Comments 加註：
Please show destination agent information.
- 如果是品名內要加註目的港OFFICE/代理資訊，請自行到官網查詢 [辦公室信息](#) 並補在品名。

語言/符號限制

- 提單內容**只接受英文**，**不接受 R.O.C. /Switch BL / Cargo position / Boat Age/ Clean on board / Free handle at destination等** 傳送前請自行移除，並且也不能顯示貨物價值 和全形字符，請一律使用半形，提單符號可接受 () / - = + *，避免後續改單會收費。
- 請注意: “ ~ ” “ [] ” “ { } ” “ \ ” “ < > ” “ \$ ” 會呈現亂碼請勿使用。

核對提單內容 = 正式提單的內容

- EX: 不接受 DRAFT 秀運費後另外註記刷單移除運費，若有此需求一律視為改單，在預約領單/索取提單前請務必確認DRAFT 內容符合最終領取的提單，避免發生 修改費/重刷單費用爭議。

製單規則 請先詳閱 (所有SI 請遵照以下需求)

提單草稿收件人

- 提單草稿發送人= SI SENDER
- 資料缺失索取信息的郵件，只會寄送給 SI SENDER

Vessel Certificate 黑名單/船證

- 提單上只顯示 船名+航次
其餘與船相關資訊(船齡/靠港順序/年份...)，一律秀在黑名單/船證上，
黑名單/船證格式 請來信至 TAIWAN@SERVICE.HLAG.COM 索取
主旨: (領櫃代號/提單號碼) 索取Vessel Certificate /船證資訊

SOC TANK自有櫃

- SOC TANK : 品名內請提供 GROSS WEIGHT (G.W.) / NET WEIGHT(N.W.) / TARE WEIGHT (T.W.)
- SOC Empty- 自有空櫃
每個空箱的品名內請寫 : SOC EMPTY CONTAINER + TARE WEIGHT,
*自有空櫃提單件數固定: 1 Package ; Gross Weight (G.W.) : 1KG
- 若目的港國家有特殊規定，以目的港要求為主



Payment Term 付款相關

付款方相關

- 台灣出口的貨物 **禁止在大陸付款** (即便合約方在大陸也一樣 **禁止在大陸付款**)
- 有特殊的付款需求請務必註記在 General Comment 欄位
EX : Local charge / Sea Freights / Destination charges – special payment terms issue (collect or prepaid or 3rd party payer or Elsewhere). 起運港費用、海運費用、目的港費用– 特殊的付款要求 (單一選項 到付、預付、或是工廠、協力廠商、第三地付款等) 若有不清楚的地方請務必來信與客服確認
- 詳細內容可以參考 P.26-P.28

保證艙位

- 保證艙位費用一律Prepaid，欲改為Collect，SI上請備註：
SGF collect (if consignee reject to pay, booking party will pay)。

Embargo Country

- Syria 不收美金費用，若為O/F COLLECT 請註記 Original Land Freight (台灣內陸運費)是否PREPAID。
- CUBA 禁止美金交易
- Embargo Country 建議製單前可以先行詢問當下的相關文件規定

提單內容

Cargo Description + MARK

- 主要品名一定要秀出在提單前3行，品名禁止僅有顯示 SEE ATTACH
- 若品名+嘜頭太長，請刪減內容 剩下部分做 SEE ATTACH (ATTACH 的內容不會申報艙單，重要資訊請務必秀在提單上)
- ATTACH部分由客戶端自行製作

DG 提單

- DG 一律顯示小包裝，提交的DG內容請務必符合DG申報書，Booking DG的品名務必等同於提單作法上 品名的第一行
- 若同一貨櫃為DG和 NONE DG 混裝，必需要拆開不同的Cargo Item

HS CODE

- 同一櫃裡裝N種貨物，有不同的HS CODE請一定要拆開詳細列出，請參考同櫃拆Cargo Item的說明，無論到哪個地方，都請提供 HS CODE，不想秀提單上(依照目的港國家規定)請在 General Comment 打上 HS code not show on BL 。

提單內容

特殊國家需求& 24HR 艙單申報

24HR 艙單相關詳細訊息請參考: [F. Country Specific & Customs Requirements 特殊國家需求& 24HR 艙單申報](#)

若未註記或提供的資訊錯誤導致艙單申報異常，後續退關轉船/海關罰款請自行承擔。

美國/加拿大 Consignee/ Notify 格式要求

- 對於出口到美國和加拿大的貿易，Consignee 和 Notify 欄位的前三行應該包含公司名稱和位址的詳細資訊，我司已按照此海關要求完成提單。您可以通過以下連結瞭解美國/加拿大 貿易的 相關資訊：[USA – Imports to USA Ports of Discharge: Structure for submission of Consignee and Notify data - Hapag-Lloyd](#)

- Consignee / Notify 格式

Company name

Street name

City, State, Zip code

- 如果Consignee / Notify 包含 “On behalf of” / Care of 的格式

ABC Company Inc.

123 Main Street, Room 123

Springfield, MO 12345

Acting on behalf of shipper:

XYZ Company Limited



提單內容

ICS 2 - ECICS chemical Code (optional)

- 若出貨商品為化學品，請在 ECICS chemical Code

ECICS chemical Code (optional) ⓘ

Enter ECICS Code

欄位填入資料

ICS 2 EORI NUMBER

EORI No. Self Filer/Supplem. Declarant

DE2742004



- EORI Number 輸入完畢後，注意欄位旁邊有沒有綠色的打勾記號，有出現綠色打勾記號才代表資料正確



提單內容

Forwarding Agent

- Forwarding Agent 提單不顯示，若需顯示請自行輸入相對應資料，並在 General Comment 註記：“ Show FF on BL” 。

其餘未列出的事項有疑慮，請務必聯繫客服確認後再傳送SI

- Hapag-Lloyd (Taiwan) Ltd.
 客服電話: 02-7704 7772 分機3 文件部
- 客服信箱: TAIWAN@SERVICE.HLAG.COM
 信件主旨: S/(訂艙號碼) - 問題 \\ 範例: S/55874562 – 傳送WEB SI問題

The above content is for reference purposes. Actual implementation may be adjusted based on specific conditions. (以上內容僅供參考，實際執行可根據具體情況調整)



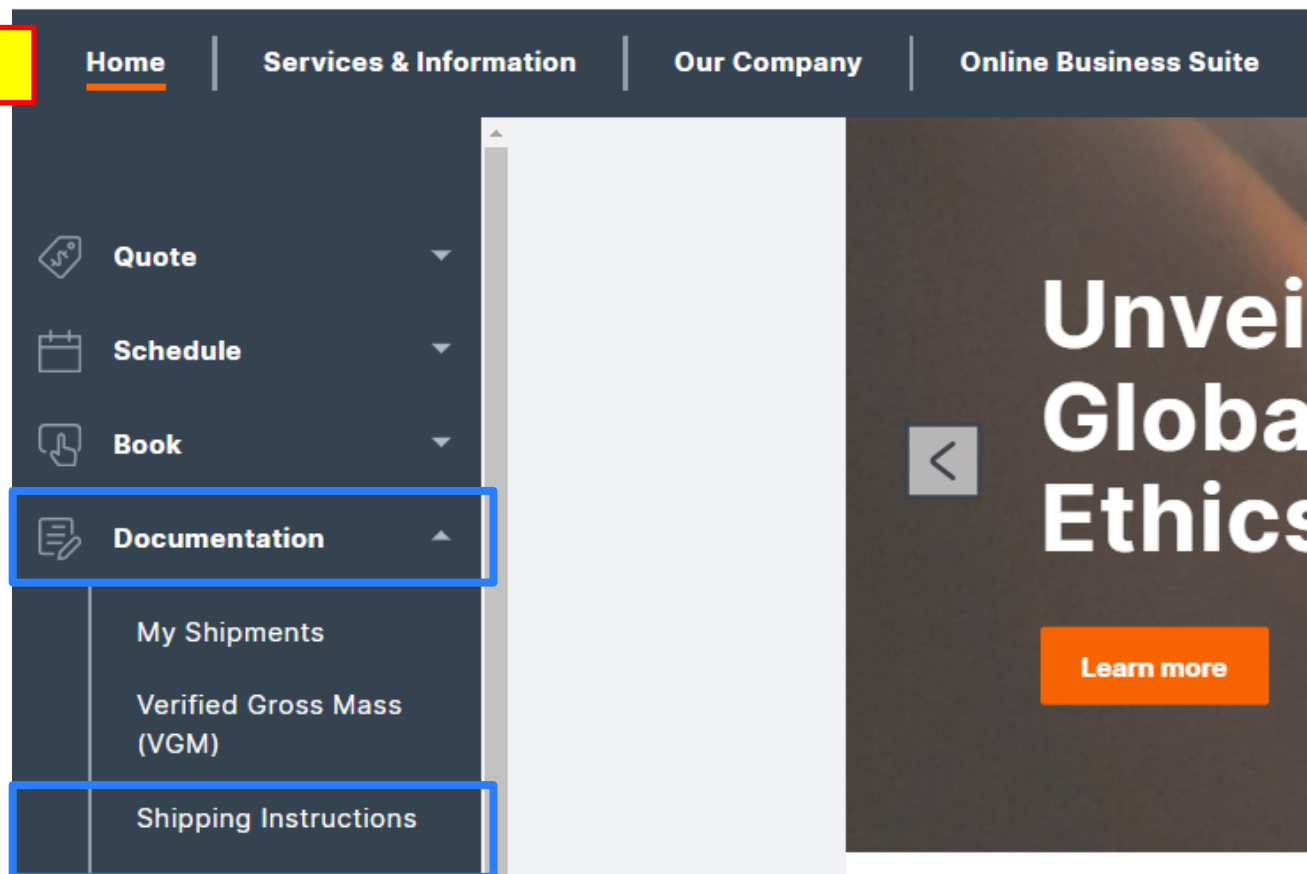
An aerial photograph of a large container ship sailing on the ocean. The ship is viewed from above, showing its long deck covered with numerous colorful shipping containers in shades of red, yellow, blue, and green. The ship's hull is a reddish-brown color. The ocean is a deep blue with visible whitecaps and a wake trailing behind the vessel.

B.

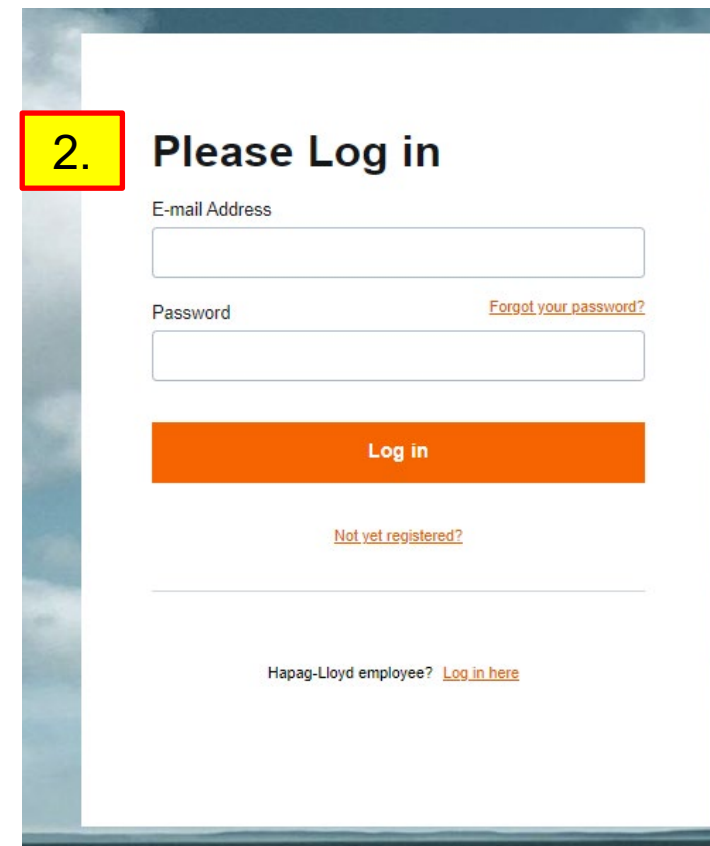
如何登入NEW SI

B. 如何登入 NEW SI

1. 登入 [HAPAGL LLOYD](#) 官網:
HOME → Documentation → Shipping Instructions



2. 輸入 帳號& 密碼



B. 如何登入 NEW SI

3. 登入之後找到相對應的Booking Number，點選前方的灰色圓點（點選成功圓點會變成橘色）再選擇 Use New SI to Submit 進入 New SI 製單畫面

<input type="radio"/>	20240722	CFS-CY BY CY-CY	2024-07-27	2024-07-24	WAN HAI 502	NHAVA SHEVA	0
<input checked="" type="radio"/>	20180259	CFS-CY BY CY-CY	2024-07-27	2024-07-24	WAN HAI 502	NHAVA SHEVA	0

3.

Use New SI to Submit

Shipping Instruction Details

Shipment Details

webVGM

Customs References

Customs

B. 如何登入 NEW SI

4. 進入 New SI 頁面 請再次確認 Booking Number 是否正確

The screenshot displays the 'Shipping Instructions' app interface. At the top, there's a title 'Shipping Instructions' with an 'About this app' link. Below the title are three tabs: 'Shipping Instructions Form' (active), 'Templates', and 'Saved Drafts'. The main content area is titled 'Enter a Booking No.' and features a search input field containing '20180259', a 'Find' button, and an 'Include a Template' button. A yellow box highlights the number '4.' next to the input field. Below this is a section titled 'Booking & BL No' with a sub-label 'Select the applicable BL number'. It contains two input fields: 'Booking Number' with '20180259' and 'Select BL Number' with 'HLCUTPE250812345'. A blue box highlights the 'Select BL Number' field.

- 訂艙確認書都有提單號碼，如果有多套提單記得一定要先索取對應數量的提單號碼（索取方式參考 P.5），收到更新的訂艙確認書再提交提單做法
- 1個提單號只會搭配在1個 Booking 底下，若隸屬的 Booking 已經取消 提單號碼一定會換，提單號碼不交叉使用

An aerial photograph of a large container ship sailing on the ocean. The ship is viewed from above, showing its long deck covered with numerous colorful shipping containers in shades of red, yellow, blue, and green. The ship is moving from the top-left towards the bottom-right of the frame, leaving a white wake behind it. The water is a deep blue with visible ripples and waves.

C.

如何製作NEW SI

C. 如何製作 NEW SI

5. SHIPPER /CNEE/ NOTIFY

欄位請顯示完整資訊，
(公司名稱+地址+TAX ID+電話+EMAIL等)
提單最多顯示6行，資料超過6行
請自行連接 * 到品名

*CONSIGNEE若為 TO ORDER 開頭
提單，請務必勾選 TO ORDER 按鈕。

TO ORDER 提單，欄位限制5行，
超過的部分請自行接* 到品名

E-Mail of Shipper/Consignee/
Notify Address
請輸入正確Email，如果提單上需要顯示Email，
請將郵箱資訊放在Shipper/Consignee/Notify
欄位內

5.

Shippers Reference (optional)

Freight Forwarders Reference (optional)

Forwarding Agent (optional)

TAX ID of Forwarding Agent

Consignee's Reference (optional)

Place of Receipt

Place of Delivery

Shipper

E-Mail of Shipper
Will not be printed on the BL!

TAX ID of Shipper
不需要在此輸入TAX ID

To Order Consignee not yet specified

Consignee

E-Mail of Consignee
Will not be printed on the BL!

TAX ID of Consignee
不需要在此輸入TAX ID

Notify Address (optional)

E-Mail of Notify Address
Will not be printed on the BL!

TAX ID of Notify
不需要在此輸入TAX ID

*SHIPPER /CNEE/ NOTIFY 欄位因大小問題無法完整顯示時，可以點選右下角拖曳之後放大。

C. 如何製作 NEW SI

6. 若提單需要ALSO NOTIFY (Notify 2)
請點選 Add additional Notify Address 新增
ALSO NOTIFY欄位，最多接受新增到 Notify 3

Consignee

E-Mail of Consignee

Will not be printed on the BL!

TAX ID of Consignee

不需要在此輸入TAX ID

Notify Address (optional)

E-Mail of Notify Address

Will not be printed on the BL!

TAX ID of Notify

不需要在此輸入TAX ID

+ Add additional Notify Address

7. 不小心按到新增，直接點選 Delete Notify Address2 刪除即可。

Notify Address (optional)

E-Mail of Notify Address

Will not be printed on the BL!

TAX ID of Notify

不需要在此輸入TAX ID

Notify 2 Address (optional)

E-Mail of Notify Address 2

Will not be printed on the BL!

TAX ID of Notify 2

不需要在此輸入TAX ID

7. **🗑 Delete Notify Address 2**

+ Add additional Notify Address

6.

7.

C. 如何製作 NEW SI

E-Mail of Consignee

Will not be printed on the BL!

TAX ID of Consignee

Notify Address (optional)

E-Mail of Notify Address

Will not be printed on the BL!

TAX ID of Notify

Place of Receipt

Place of Delivery

8.

+ [Add additional Notify Address](#)

8. Vessel 船名+Voyage 航次直接帶入無法編輯

Vessel(s)

Voyage No.

IRENES REWARD

607S

ANTONIA MAERSK

609W

9.

Port of Loading

KAOHSIUNG

Port of Discharge

LA SPEZIA

9. Port of Loading /Port of Discharge/Place of Receipt/Place of Delivery

也會預先帶入系統內資訊，可自行編輯，最終製單時會依據文件要求/規範，決定是否按照客戶指示呈現於提單上。

欄位不顯示 of / in / at / R.O.C. 等字眼

C. 如何製作 NEW SI

Seal No.

封條號碼的欄位如果系統有帶入資料請務必再次確認。
沒看過或不認識的封條，請直接刪除避免後續產生修改費用。若有超過3個封條，請點選 Add Seal No. 增加欄位填寫。

Individual Descriptions for the Cargo Items of such Container

預設為此選項，不需要特別更動

極少數狀況下，同一櫃，品名+唛頭+HS CODE都一樣，但是需要拆分不同件數/重量才要選這個

3 Containers and Cargo

Same description for whole SI

1 Container and Cargo for HLCU 1257624 Duplicate ^

Container No.
櫃號
e.g. HLCU 1234567

Seal No. Seal No. (optional) Seal No. (optional)

封條

+ Add Seal No.

Individual Descriptions for the Cargo Items of such Container

Same Description for the whole Container (Marks & Numbers and HS Code will be included)

Print the kind of Packages on BL as:
請參考 下一頁 詳細說明

Cargo Item 1 of HLCU 1257624

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
件數	包裝單位	Default is selected Kind of Packages

輸入關鍵字之後，透過下拉選單點選

Gross Weight	Gross Volume (optional)	Net Weight (optional)	Net Volume (optional)
重量	CBM/體積	kg	cbm

C. 如何製作 NEW SI

Print the kind of Packages on BL as:

是提單上“包裝單位”想要呈現的方式，屬於“文字”敘述，沒有加總功能。

=> 假設提單要秀 3 CARTON，
在Print the kind of packages 的地方秀 CARTON 即可。
數量不需要重複填寫，避免提單不正確。

Cargo Item 1 of FANU1806300

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
<input type="text" value="3"/>	<input type="text" value="CT Carton"/>	<input type="text" value="Carton"/>

=> 如果包裝單位要複數，
在Print the kind of packages 的地方記得加 “s”

Cargo Item 1 of TEMU 7372710

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
<input type="text" value="300"/>	<input type="text" value="AL Ball"/>	<input type="text" value="Balls"/>

如果提單有細包裝，請把細包裝加註在品名內
EX: 外包裝 6 Packages
細包裝 1 WOODEN CASE + 5 CARTONS

Cargo Item 1 of FANU1806300

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
<input type="text" value="6"/>	<input type="text" value="PK Package"/>	<input type="text" value="Package"/>

Gross Weight kg Gross Volume (optional) mtq Net Weight (optional) kg

HS Code

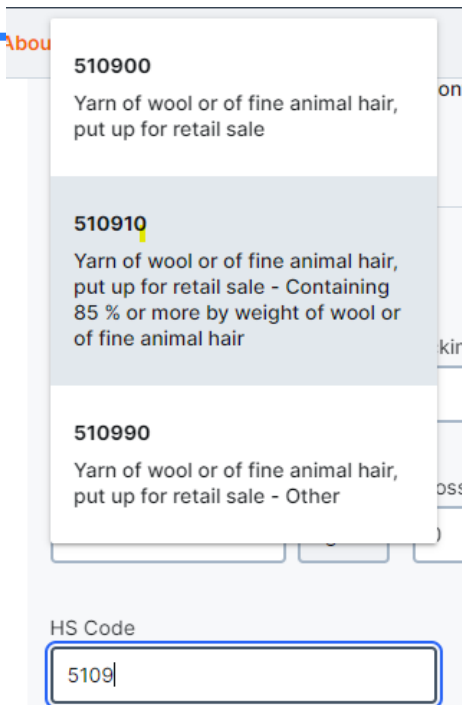
Marks & Nos (optional)

Description

C. 如何製作 NEW SI

HS CODE:

請輸入前4位後透過選單選擇合適的稅則稅號，
無論到哪個地方，都請提供 HS CODE！
不想秀提單上(依照目的港國家規定)
請在 General Comment欄位
輸入 HS code not show on BL。



510900
Yarn of wool or of fine animal hair, put up for retail sale

510910
Yarn of wool or of fine animal hair, put up for retail sale - Containing 85 % or more by weight of wool or of fine animal hair

510990
Yarn of wool or of fine animal hair, put up for retail sale - Other

HS Code
5109

Cargo Item 1 of HLCU 1257624



No. of Kind of Packages / UN Packing Code Print the Kind of Packages on BL as

Gross Weight kg Gross Volume (optional) Net Weight (optional) Net Volume (optional)

HS Code

Marks & Nos (optional) Description

+ Add Cargo Item Duplicate Cargo Item

特別提醒:

1. 件數/重量/CBM等 輸入數字的欄位，不要打分號，
標點符號唯一接受小數點!
2. SOC TANK自有櫃 記得參考P.8 注意事項
3. 品名 / 唛頭 禁止超過 99行

C. 如何製作 NEW SI

- 特別提醒，WEB SI 針對需要申報的航線或是特殊國家需求會另外顯示 Country Specific & Customs Requirements，每票的路徑不同，關聯的申報系統會依據當票情況而有所變動。
- 訂艙確認書上的“海關訊息”也能查詢到當票 Booking 相關的 Customs Requirements

Country Specific & Customs Requirements

Based on the routing and nature of your shipment, we have evaluated the following customs references to be relevant for your document. Following customs system are relevant for this booking:

- Automated Manifest System (US)
- Advanced Commercial Information (Canada)

i It is possible to submit your initial shipping instruction without providing the customs references below. Though, many references can be necessary to complete the documentation process and will become mandatory before the final bill of lading can be issued. In case you ask Hapag-Lloyd to file your house bills, house bill information will be mandatory to submit. Hapag-Lloyd's SCAC is HLCU, Hapag-Lloyd's CAN8000 is 9529 and Hapag-Lloyd's EORI is DE2742004.

海關訊息

According to shipment routing, the following customs requirements are relevant:

Direct: Canada (ACI)

CBSA Arrival Port/Sub-location 0808:5086 Destination Port/Sub-location 0602:9602.

Attention: The routing of containers is subject to change and consequently the port and sub-location codes are also subject to change.

The sub-location codes will be confirmed on the advice note distributed prior to the vessel arrival at the Canadian port of discharge. ACI direct filers are required to verify the sub-location codes at that time and file any necessary adjustments to their house bills.

This booking confirmation is subject to receiving of all relevant bill of lading / sea waybill data from the shipper in due time respectively according to local documentation closing dates/times.

C. 如何製作 NEW SI

10. Payment Terms

10.

Payment Terms & Payer Parties

- 付費條款會依據每個Booking的路徑不同而有所變化，依據每項條件選取要Prepaid (預付) /Collect (到付)/ Elsewhere (第三地付款)
- 台灣出口的貨物禁止在大陸第三地付款
- 有特殊的付款需求請務必註記在 General Comment 欄位
EX : Local charge / Sea Freights / Destination charges – special payment terms issue (collect or prepaid or 3rd party payer or Elsewhere).
(起運港費用、海運費用、目的港費用– 特殊的付款要求 (單一選項 到付、預付、或是工廠、協力廠商、第三地付款等) 若有不清楚的地方請務必來信與客服確認

Origin Haulage Charges

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

Origin Port Charge

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

Sea Freight

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

Destination Haulage Charge

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

Destination Port Charge

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

- Prepaid (預付)
- Collect (到付)
- Elsewhere (第三地付款)

- Origin Haulage Charges = 起運港內陸費用
- Origin Port Charge = 起運港Local Charge
- SEA Freight = 海運費
- Destination Haulage Charges = 目的港內陸費用
- Destination Port Charge = 目的港費用

C. 如何製作 NEW SI

11. Payer Parties (付款方設定)

Payment Terms & Payer Parties

Origin Haulage Charges

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

Origin Port Charge

Prepaid (Origin)

Collect (Destination)

Prepaid (Elsewhere)

Prepaid Payer (預付款的付款人)

Collect Payer (到付款的付款人)

Prepaid Payer (預付款的付款人)

Booking Party (當訂艙方= Prepaid 付款方，一律選 Booking Party)

Shipper

Freight Forwarder 不要選

As per contract / Rate Agreement 依據合約規定

Others 其他，參考下一頁範例

Collect Payer (到付款的付款人)

Consignee

Notify

As per contract / Rate Agreement 依據合約規定

Others 其他，參考下一頁範例

11.

C. 如何製作 NEW SI

11. Payer Parties (付款方設定)

Prepaid Elsewhere 第三地付款

輸入 Elsewhere Payer
再接第三地付款的英文 公司名稱/地址/
統編/ 電話/聯繫人email。

並在最後General Comment options 欄
位輸入:
Freight Payable at XXXX (哪個國家)

Origin Port Charge	Sea Freight	Destination Port Charge
<input checked="" type="radio"/> Prepaid (Origin)	<input type="radio"/> Prepaid (Origin)	<input checked="" type="radio"/> Prepaid (Origin)
<input type="radio"/> Collect (Destination)	<input type="radio"/> Collect (Destination)	<input type="radio"/> Collect (Destination)
<input type="radio"/> Prepaid (Elsewhere)	<input checked="" type="radio"/> Prepaid (Elsewhere)	<input type="radio"/> Prepaid (Elsewhere)

Prepaid Payer

Others

Name and Address of Prepaid Payer

範例: TAIWAN LOCAL CHARGE PAYER:

HAPAG-LLOYD (TAIWAN) LTD
11F,285,CHUNG HSIAO EAST
ROAD,SEC.4 TAIPEI 106 TAIWAN
TAX ID:11461633

Name and Address of Elsewhere Payer

範例:

Elsewhere Payer
HAPAG-LLOYD PTE LTD
200 CANTONMENT ROAD #07-02
SOUTHPOINT BUILDING 089763
SINGAPORE
+65-62236119

Prepaid Payer Others 其他人付款

EX: 第三地訂艙 台灣代理/工廠支付台灣
Local Charge

Name and Address of prepaid payer

輸入 TAIWAN LOCAL CHARGE PAYER
付款公司英文名稱/英文完整地址/統編。

或是付款公司的Payer Match Code 代碼
(Payer Match Code 代碼 可以和客服確認)

C. 如何製作 NEW SI

12. 提單顯示運費

Freighted 秀運費提單 ; Unfreighted 不秀運費提單。

- 12-1 正本提單範例:

如果不顯示運費，則把 Number of **Unfreighted Original BLs** 改為 3 & Number of **Unfreighted Copies** 改為 3 ; Number of Freighted Original BLs & Number of Freighted Copies (optional) 維持 0。

- 12-2 SWB 提單範例

如果不顯示運費，則把 Number of **Unfreighted Copies** 改為 1 ; Number of Freighted Copies 維持 0。

12-1.

Document Issuance

Number of Freighted Original BLs	顯示運費	Number of Freighted Copies (optional)
<input type="text" value="0"/>		<input type="text" value="0"/>
Number of Unfreighted Original BLs	不顯示運費	Number of Unfreighted Copies (optional)
<input type="text" value="3"/>		<input type="text" value="3"/>
Document Type		
<input type="text" value="Original"/>		

12-2.

Document Issuance

Number of Freighted Original BLs	Number of Freighted Copies (optional)	顯示運費
<input type="text" value="0"/>	<input type="text" value="0"/>	
Number of Unfreighted Original BLs	Number of Unfreighted Copies (optional)	不顯示運費
<input type="text" value="0"/>	<input type="text" value="1"/>	
Document Type		
<input type="text" value="Sea Waybill"/>		

C. 如何製作 NEW SI

13. Document Type 提單類型

Original 正本提單 / 目的港發單 / 電放 Telex Release 都選 Original。

目的港發單 General Comment 加註: Issue OBL at Destination

電放提單 General Comment 加註: Telex Release

Sea Waybill 快速提單

13. Document Type

Original

Original

Sea Waybill

Electronic (eBL)

Document Type

Electronic (eBL)

eBL Provider

WAVE BL

WAVE BL

IQAX

14. Send first BL draft to (email):

提單草稿收件人，預設為 登入信箱，可以自行修改為其他信箱 (僅限1個)

Invoice Reference (optional)

14. Send first BL draft to (email):

TAIWAN@SERVICE.HLAG.COM

如果是透過第三方平台領電子正本提單，再選 Electronic (eBL)

eBL 的 Provider 依照配合的廠商選取

C. 如何製作 NEW SI

15.

15. General Comment 提單備註欄位(不會顯示在提單上)

- 若先前提單類型指示為秀運費提單，有特殊需求：如顯示海運費不顯示台灣Local Charge：請另外註記【Show O/F & No Show POL local charge】，最終製單時會依據各國家文件要求/規範，決定是否按照客戶需求呈現於提單上。
- 第三地付款: FREIGHT PAYABLE AT XXXXX(國家)
- Issue OBL at Destination (目的港發單)
- Telex Release (電放)
- HS code not show on BL – 提單不顯示HS CODE (根據國家要求)
- Forwarding Agent 提單不顯示，若需顯示請自行輸入相對應資料，註記: "Show FF on BL".
- N個櫃子品名+MARK 包裝單位相同，提單只要秀一次 先參考 濃縮品嘜提單做法 註記 (CONDENSED MARK+ CARGO DESCRIPTION)
- 要秀目的港 Agent 加註 Please show destination agent information.
- 合併提單加註: S/(主單BOOKING NO.)+S/(併單BOOKING NO.)= 主單提單號碼
- DG 提單: DG 24hr緊急連絡人訊息+UN&CLASS+PACKAGING GROUP ((如果品名有輸入 備註欄位可以不用打))
- 24HR 艙單傳輸費(SEcurity MANIFEST DOCUMENT FEE)需要PREPAID，可以註記 SMD PREPAID ；如果是代發HBL艙單要PREPAID則註記: HBL SMD FEE PREPAID
- SGF (shipping guarantee fee) 艙保費預設為預付，如果客戶要求SGF 費用做到付，需要備註：SGF collect (if consignee reject to pay, booking party will pay.)

The above content is for reference purposes. Actual implementation may be adjusted based on specific conditions. (以上內容僅供參考，實際執行可根據具體情況調整)

Comments

Add a general comment if needed

General comment (optional)

show destination agent

Confirmation

I accept the [Terms and Conditions](#)

Submit

C. 如何製作 NEW SI

16. Confirmation 確認

提單做法輸入完畢後，

點選 I accept the Terms and Conditions

再按 最右邊 “Submit” 送出。

送出之前可以點選

“Preview before Submit” 預覽畫面，
確認提單內容，

[P.58](#) 有預覽功能相關的詳細說明。

6

Comments

Add a general comment if needed

General comment (optional)

I accept the [Terms and Conditions](#)

Save as Template Save as Draft Preview before Submit **Submit**

16.

C. 如何製作 NEW SI

17. 成功送出

送出成功後畫面會顯示:

Your Shipping Instruction has been successfully sent to us.

若操作過程中偶遇: 當機 / 斷線 / 沒反應 等問題, 請不要急著直接重送! 20分鐘後回到 Shipping Instruction 檢查是否有傳送紀錄 (下一頁會有詳細說明)

17.

Shipping Instructions [About this app](#)

Thank You!

✓ Your Shipping Instruction has been successfully sent to us.

Hapag-Lloyd will now check your Shipping Instruction. You will receive the first draft of your BL after we have worked on your Shipping Instruction.

We ensure accurate and timely delivery of your **BL draft** for the Shipping Instruction **within 2 business hours for 80% of the cases.** There is no need to call or mail us within the next 2 hours to request your draft.

Document Details

Booking No	11520998	Document Status	SI Sent
Date of Submission	2025-09-04	Time of Submission	10:32:37 UTC

Back to Shipping Instruction

You can continue with another Shipping Instruction.

Back to Shipping Instruction

18. 提單做法留底

SI送出成功後, 系統會自動寄送SI 留底到 登入帳號的信箱

可以在下方 Email Address 輸入 (最多另外3個, 用逗號, 區隔)

需要收到 SI 留底的信箱, 輸入完畢 點選 Send via Email 送出

Send Confirmation of SI via E-mail to additional people

A confirmation of your submitted SI was automatically sent to **TAIWAN@SERVICE.HLAG.COM** but you can send this to up to three additional colleagues

E-mail Address

To inform more people about the SI, provide other e-mail(s) separated by a comma.

Send via E-mail

C. 如何製作 NEW SI – 確認資料是否傳送成功

若操作過程中偶遇：當機 / 斷線 / 沒反應 等問題，請不要急著直接重送！

20分鐘後回到 Shipping Instruction 輸入 Booking No. 點選 → Shipping Instruction Details

Shipping Instructions eaSI Templates

Electronic-Advanced Shipping Instructions: eaSI online [?] ☆

Search for a specific booking by inserting a booking number or list all your relevant bookings directly by simply pressing FIND.

Please open your document with the **Adobe Reader version "DC 2022.003.20282"** or above to ensure a successful processing of your shipping instruction. **If you face errors with not being allowed to edit the PDF, please use the link above to download the newest version from Adobe!**

Important Note: By default your browser tries to open the PDF with a plug-in. Those plug-ins do not support the feature or the eaSI form. [See our User Guide for further information.](#)

Booking No.

Find Clear

Booking No.	Customer Reference	Vessel Departure	Document Closure	Vessels	Port of Discharge, End of Transport	No. of Shipping Instructions (received at Hapag-Lloyd)	No. of Drafts
91839979	TEST BY SHARON	2024-09-21		EVER USEFUL	SYDNEY, NSW	1	0

Download PDF Form Use New SI to Submit **Shipping Instruction Details** Shipment Details webVGM Customs References Customs

* 針對NEW SI 目前尚未開放 提交後 查閱和修改的功能

C. 如何製作 NEW SI – 確認資料是否傳送成功

傳送成功:

- **SI Status** 會出現 “create B/L”
- **Bill of Lading No.** 顯示提單號碼
- **Received By Hapag-Llyod** 顯示收到的日期
- **Received Time (UTC)** 時間要+8小時= 台灣時間
- **Submission Channel** 傳送提單做法的途徑

Shipping Instruction Details [?]

Booking No. 91839979
Customer Reference TEST BY SHARON

[Shipment Details](#) [webVGM](#) [Download New Form](#)

Find here your submitted Electronic Advanced Shipping Instructions which are waiting to be processed at the Hapag-Lloyd systems.

Shipping Instruction sent to Hapag-Lloyd at:	Submission Channel	Submitted by
2024-07-23	eaSI mail	
2024-07-23	eaSI mail	
2024-07-23	eaSI mail	

Find here your Shipping Instructions received by Hapag-Lloyd.

SI Status	Bill of Lading No.	Received by Hapag-Lloyd	Received Time (UTC)	Submission Channel	Submitted by
<input checked="" type="radio"/> create B/L	HLCUTPE240778919	2024-07-26	03:17	EDI and portals	
<input type="radio"/> Draft correction received	HLCUTPE240778919	2024-08-05	02:18	EDI and portals	

[Open Submitted Shipping Instruction](#)

An aerial photograph of a large container ship sailing on the ocean. The ship is viewed from above, showing its long deck covered with numerous colorful shipping containers in shades of red, yellow, blue, and green. The ship is moving through the deep blue water, leaving a white wake behind it. The perspective is from a high angle, looking down at the vessel.

D.

特殊提單做法

D. 特殊提單做法



D.1 同櫃拆Cargo Item-

1個櫃子裝不同品名的貨物；
請依序把每個品名對照的HS CODE/ 件數/重量列出

EX: 櫃號 FANU1806300 貨櫃內裝載：(100 椅子+ 200置物櫃)

1. 點選“Individual Descriptions for the Cargo Items of such Container”.
2. 把 **Cargo Item 1** 資訊輸入完畢，點選“Add Cargo Item”

Containers and Cargo

Same description for whole SI

1 Container and Cargo for FANU1806300 Duplicate Delete ^

Container No. Seal No. (optional) Seal No. (optional) Seal No. (optional)

FANU 1806300 HLT1234567

e.g. HLCU 1234567

1. Individual Descriptions for the Cargo Items of such Container
 Same Description for the whole Container (Marks & Numbers and HS Code will be included)

Cargo Item 1 of FANU1806300

No. of Kind of Packages / UN Packing Code Print the Kind of Packages on BL as

100 SX | Set

Gross Weight Gross Volume (optional) Net Weight (optional)

2000 kg 0 mtq 0 kg

HS Code

940180 - Seats (other than tho:

Marks & Nos (optional) Description

CHAIR TEST CHAIRS

2. Add Cargo Item Duplicate Cargo Item

D.1 同櫃拆Cargo Item-

1個櫃子裝不同品名的貨物；

請依序把每個品名對照的HS CODE/ 件數/重量列出

EX: 櫃號 FANU1806300 貨櫃內裝載 : (100 椅子+ 200置物櫃)

3. 點選“Add Cargo Item”之後會出現“Cargo Item 2 of FANU1806300”

這時候就可以填寫另外一個品名的相關資訊

Cargo Item 1 of FANU1806300

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
<input type="text" value="100"/>	<input type="text" value="SX Set"/>	<input type="text" value="Set"/>
Gross Weight	Gross Volume (optional)	Net Weight (optional)
<input type="text" value="2000"/> kg	<input type="text" value="0"/> mtq	<input type="text" value="0"/> kg
HS Code		
<input type="text" value="940180 - Seats (other than tho:"/>		
Marks & Nos (optional)	Description	
<input type="text" value="CHAIR TEST"/>	<input type="text" value="CHAIRS"/>	

3. [Add Cargo Item](#) [Duplicate Cargo Item](#) [Delete Cargo Item](#)

Cargo Item 2 of FANU1806300

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="Default is selected Kind of Packages"/>
Gross Weight	Gross Volume (optional)	Net Weight (optional)
<input type="text" value="0"/> kg	<input type="text" value="0"/> mtq	<input type="text" value="0"/> kg
HS Code		
<input type="text" value="Choose HS Code"/>		
Marks & Nos (optional)	Description	
<input type="text" value="Enter Marks and Numbers"/>	<input type="text" value="Enter Description"/>	

[Add Cargo Item](#) [Duplicate Cargo Item](#) [Delete Cargo Item](#)

D.2 濃縮品嘜

(Condensed Bill, 多櫃品名+嘜頭只會秀一次)

Hapag-Lloyd Aktiengesellschaft, Hamburg

 Hapag-Lloyd


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SWB-No. HLCUTPE2104012345

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
MARKS & NOS: 20070690 VCR BC SPEC.: SIZE: Q'TY: N.W.: G.W.:	2 CNTRS 4602 PIECE 37PLTS=37W/PALLETS 4,602PCS COLD ROLLED STAINLESS STEEL 430 BA CUT SHEET	47678.000 KG	110.000 CBM
HLXU 123456	40'GP SLAC*:2273 PIECE	23856.000 KG	55.000 CBM
SEAL: HLT1566414			
HLXU 987654	40'GP SLAC*:2329 PIECE	23822.000 KG	55.000 CBM
SEAL: HLT1566413			
*SLAC = Shipper's Load, Stow, Weight and Count			
	=====	=====	=====
	4602 PIECE	47678.000 KG	110.000 CBM

濃縮品嘜提單呈現格式 🖱️
(品名+嘜頭秀1次；櫃號集中在下方)

Hapag-Lloyd Aktiengesellschaft, Hamburg

 Hapag-Lloyd

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SWB-No. HLCUTPE2104012345

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
HLXU 123456 SEAL: HLT1566414 MARKS & NOS: 20070690 VCR BC SPEC.: SIZE: Q'TY: N.W.: G.W.:	1 CONT. 40'X8'6" GENERAL PURPOSE CONT. SLAC* 2273 PIECE 37PLTS=37W/PALLETS 4,602PCS COLD ROLLED STAINLESS STEEL 430 BA CUT SHEET	23856.000 KG	55.000 CBM
HLXU 987654 SEAL: HLT1566413 MARKS & NOS: 20070690 VCR BC SPEC.: SIZE: Q'TY: N.W.: G.W.:	1 CONT. 40'X8'6" GENERAL PURPOSE CONT. SLAC* 2329 PIECE 37PLTS=37W/PALLETS 4,602PCS COLD ROLLED STAINLESS STEEL 430 BA CUT SHEET	23822.000 KG	55.000 CBM
*SLAC = Shipper's Load, Stow, Weight and Count			
	=====	=====	=====
	4602 PIECE	47678.000 KG	110.000 CBM

一般提單呈現格式 🖱️

D.2 濃縮品嘜

(Condensed Bill, 多櫃品名+嘜頭只會秀一次)

濃縮品嘜前提:

- 整套提單**每個櫃子包裝單位+嘜頭+品名完全一樣**，於 General Comment 註記“CONDENSED MARK+ CARGO DESCRIPTION”
- 不同BOOKING NUMBER 合併提單無法只秀一次 品名+嘜頭
- 同一個櫃子拆不同件數也無法做合併品嘜

1. 點選 Same description for whole SI
2. 輸入 HS CODE / 嘜頭/品名
3. 依序輸入每櫃 封條/件數/重量等資訊
4. 最後在提單 General Comment 註記: “CONDENSED MARK+ CARGO DESCRIPTION”

Containers and Cargo [Copy Container Details from Spreadsheet](#)

1. Same description for whole SI
The same Description for the whole Shipping Instruction (Marks & Numbers and HS Code will be included)

Print final document in condensed version ⓘ

2. HS Code
Choose HS Code **HS CODE**

Marks & Nos (optional) ⓘ Description ⓘ

Enter Marks and Numbers
嘜頭

Enter Description
品名

1 Container and Cargo for [Duplicate](#) ^

3. Container No. **櫃號**
e.g. HLCU 1234567

Seal No. **封條** Seal No. (optional) Seal No. (optional)

+ Add Seal No.

Cargo Item 1 of New Container 1

No. of Kind of Packages / UN Packing Code Print the Kind of Packages on BL as
Default is selected Kind of Packages

D.3 合併提單 (Combine Bill)

- 所有合併的 BOOKING，
訂艙方 +POL+POD+PLD+VESSEL+MR CODE 必須完全一致，
有經過中轉港(2程/3程船)請不要合併，
避免在中轉港接不上導致後續要拆單的風險。
- QQ SPOT 只能和 QQ SPOT 合併提單，不能跟一般QQ/RA的合約一起合併提單
- General Comment 欄位 請註記:
S/(主BOOKING)+S/(要合併的BOOKING) Combine Bill=
HLCUTPE(主單單號)
[EX → S/74859645+S/41526345 Combine Bill = HLCUTPE241152099](#)
- 合併提單只要在主題單的Booking 傳送1次 SI 即可，等於所有合併的內容都在1個 SI 內呈現。

(註: 所有排艙的船期是依據當下合適的時間路徑規劃，並非提單合併之後相關聯的櫃子就一定裝在同班船上)

1. 主單最後一個櫃號完成後，點選“Add Container”新增欄位，有幾櫃子需要合併提單就按幾次“Add Container”

Containers and Cargo

Same description for whole SI

1 Container and Cargo for TXGU7079793 Duplicate

Container No.	Seal No. (optional)	Seal No. (optional)	Seal No. (optional)
TXGU 7079793			
e.g. HLCU 1234567			

- Individual Descriptions for the Cargo Items of such Container
 Same Description for the whole Container (Marks & Numbers and HS Code will be included)

Cargo Item 1 of TXGU7079793

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
1	AP Ampoule, protected	Ampoule, protected

Gross Weight	Gross Volume (optional)	Net Weight (optional)
400 kg	0 mtq	0 kg

HS Code
290351

Marks & Nos (optional)	Description
special	SPECIAL SYMBOL TEST

1.

D.3 合併提單 (Combine Bill)

2. 新增欄位後會出現 Container and Cargo for ...
3. Container No. 輸入要合併提單的櫃號
4. 依序完成資料
5. 最後在提單 General Comment 註記:
S/(主單BOOKING NO.)+S/(併單BOOKING NO.)
= 主單提單號碼

2. Container and Cargo for Duplicate Delete ^

3. Container No. Seal No. (optional) Seal No. (optional) Seal No. (optional)
e.g. HLCU 1234567

Individual Descriptions for the Cargo Items of such Container
 Same Description for the whole Container (Marks & Numbers and HS Code will be included)

4. Cargo Item 1 of New Container 2

No. of Kind of Packages / UN Packing Code Print the Kind of Packages on BL as

Gross Weight kg Gross Volume (optional) mtq Net Weight (optional) kg

HS Code

Marks & Nos (optional) Description

+ Add Cargo Item Duplicate Duplicate Cargo Item

D.4 拆單(1個Booking拆N套提單)

EX: 一個BOOKING 2個櫃子，一櫃一單

- 拆幾套提單就要送幾次提單做法
 - 拆單之前請確保已經有需要的提單號碼套數
- EX: 1個Booking 要拆2套提單，訂艙確認書要有2個提單號。
如果沒有的話，參考 [\(P.5\)索取提單號碼](#)

1 Booking & BL No

Select the applicable BL number

Booking Number
10034455

1. 點選要傳送的提單號碼

Select BL Number

- Create new
- HLCUMAT250721070
- HLCUMAT250809910
- Create new

2 Addresses & References

1 Container and Cargo for FANU1806300 Duplicate Delete

Container No. Seal No. (optional) Seal No. (optional) Seal No. (optional)

FANU 1806300
e.g. HLCU 1234567

Cargo Item 1 of FANU1806300

No. of Kind of Packages / UN Packing Code Print the Kind of Packages on BL as

1 Default is selected Kind of Packages

Gross Weight Gross Volume (optional) Net Weight (optional)

25500 kg 0 mtq 0 kg

Add Cargo Item Duplicate Cargo Item

2 Container and Cargo for UACU5756955 Duplicate Delete

Container No. Seal No. (optional) Seal No. (optional) Seal No. (optional)

UACU 5756955
e.g. HLCU 1234567

2. 刪除不需要的櫃號，後續依此類推

D.5 DG SI

- **DG 提單LINK DG申請書內容**，包裝單位一律顯示小包裝
EX: DG申報33 DRUMS，提單必須提交33 DRUMS，但是可以另外在品名註記大包裝，提交的DG內容請務必符合DG申報書，Booking DG的品名務必等同於提單做法上品名的第一行。
- **DG 提單每個ITEM 資料請分開列出**
- **同一櫃子裡有 DG/ NONE DG 混裝貨 或是多個DG ITEM 務必分開每個 Cargo Item 申報**
點選 Add Cargo Item 即可新增 同一櫃 空白 Cargo Item 欄位
- **提單 General Comment 請填寫 DG緊急連絡人訊息+UN&CLASS+PACKAGING GROUP**
(為了避免後續文件中心因為資訊不足無法製單，請於 General Comment 欄位填上以上相關訊息。同時，DG提單制式格式會出現DG申請資訊，如果要避免提單重複顯示，請不要把UN&CLASS+PACKAGING CODE 打在品名)
- **CRR DG -Combine Related (C-R-R) 提單做法提交範例**(EX:電動腳踏車/包含電池設備等危險品的機台)

CRR DG- Combine Related (C-R-R)

(EX: 電動腳踏車/包含電池設備等危險品的機台) 提單呈現方式 範例:

Hapag-Lloyd Aktiengesellschaft, Hamburg



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SWB-No. HLCUTPE220152011

- CRR 提單 需要分3個Cargo Item
把 DG +NONE DG 分開列出 但是件數都相同
- C 總和 =
R (DG)+R (NONE DG) 的重量&CBM加總

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
CAIU 1314520 SEAL: HLT1749115 MARKS & NOS: COMMENCAL ETD : N.W. : G.W. : MADE IN TAIWAN COMMENCAL (IN DIA.) C/NO: MADE IN SINGAPORE	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* 19 CARTONS BATTERY POWERED VEHICLE IMO CLASS: 9 UN NUMBER: 3171 ELECTRIC BIKE HS CODE: 8711.60 CONTAINING : 19 VEHICLE BATTERY POWERED VEHICLE AGGREGATION STATE : SOLID IMO-CLASS : 9 UN-NUMBER : 3171 EMS-NUMBER : F-AS-I EMERGENCY PHONE : 886 2 21731600	637.050 KG	7.230 CBM
MADE IN TAIWAN COMMENCAL (IN DIA.) C/NO: MADE IN SINGAPORE MARKS & NOS: COMMENCAL ETD : N.W. : G.W. : MADE IN TAIWAN COMMENCAL (IN DIA.) C/NO: MADE IN SINGAPORE	19 CARTONS ELECTRIC BIKE HS CODE: 8711.60	545.850 KG	6.000 CBM

Ⓒ 電動腳踏車或是整台機器的總和

Ⓓ DG (電池/危險品)

Ⓔ NONE DG (腳踏車車體/機台)

CRR DG- Combine Related (C-R-R)

(EX: 電動腳踏車/包含電池設備等危險品的機台)

EX: UACC 5566778 有 520 FIBREBOARD BOX 的 電動腳踏車。
NEW SI 只會出現 Cargo Item 1 的欄位，在 Cargo Item 1 末端
點選 Add Cargo Item 即可新增 Cargo Item 2



Cargo Item 1 - UACC 5566778 - 520 FIBREBOARD BOX
電動腳踏車或是整台機器的加總 重量/CBM/品名/MARK/HS CODE 等



Cargo Item 2 - UACC 5566778 - 520 FIBREBOARD BOX
DG (電池)單獨的 重量/品名/CBM/MARK/HS CODE 等



Cargo Item 3 - UACC 5566778 - 520 FIBREBOARD BOX
NONE DG (腳踏車車體/機台)的重量/品名/CBM/MARK/ HS CODE 等



Cargo Item 1 of UACC 5566778

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
520	4G Box, fibreboard	Box, fibreboard

Gross Weight: 20000 kg | Gross Volume (optional): 25 mtq | Net Weight (optional): 0 kg

HS Code: 392051

Marks & Nos (optional): CRR DG TOTAL | Description: CRR DG TOTAL

電動腳踏車或是整台機器的加總

Add Cargo Item Duplicate Cargo Item Delete Cargo Item

Cargo Item 2 of UACC 5566778

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
520	4G Box, fibreboard	Box, fibreboard

Gross Weight: 5200 kg | Gross Volume (optional): 5 mtq | Net Weight (optional): 0 kg

HS Code: 392051

Marks & Nos (optional): CRR DG | Description: CRR DG

DG (電池)

Add Cargo Item Duplicate Cargo Item Delete Cargo Item

Cargo Item : UACC 5566778

No. of	Kind of Packages / UN Packing Code	Print the Kind of Packages on BL as
520	4G Box, fibreboard	Box, fibreboard

Gross Weight: 14800 kg | Gross Volume (optional): 20 mtq | Net Weight (optional): 0 kg

HS Code: 392051

Marks & Nos (optional): CRR NONE DG | Description: CRR NONE DG

NONE DG (腳踏車車體/機台)



D.6 Copy Container Details from Spreadsheet 大量更新數據

Containers and Cargo

Same description for whole SI

1. [Copy Container Details from Spreadsheet](#)

點選 **Copy Container Details from Spreadsheet**.

1 Container and Cargo for ABDC 1258462 [Duplicate](#) [Delete](#)

適用情境:

EX: 12個櫃子，每3個櫃子品名一樣，可以一次更新3個櫃子的資料 (除了 MARK)

You already have Container & Cargo

Some container and cargo data is already filled. Do you want to use them in the spreadsheet?

2. [Import to table](#) [Ignore](#)

Copy Container & Cargo Details from Spreadsheet

- Decide if you would like to have your weight in kg or lbs and volume in cbm or ftq.
- After upload your data will be visible in the form at Container & Cargo section.

3. **CBM / KG 不需要更動**

cbm ftq kg lb

Same Description for the all imported Containers

Description **4. 品名**

HS Code **5. HS CODE**

Same Kind of Packages for the all imported Containers **6. 包裝單位**

D.6 Copy Container Details from Spreadsheet 大量更新數據

Copy Container & Cargo Details from Spreadsheet

- Decide if you would like to have your weight in kg or lbs and volume in cbm or ftq.
- After upload your data will be visible in the form at Container & Cargo section.

cbm
 ftq
 kg
 lb

Same Description for the all imported Containers

Description

HS Code

Choose HS Code ✕

Same Kind of Packages for the all imported Containers

如果有多個封條，封條之間務必要輸入，區隔 ✕ ▾

使用方式:

(透過EXCEL 一次更新多櫃 櫃號/ 封條/件數/重量 等資料) 把

Container No.	Seal No.	No. of Packages	Gross Weight	Net Weight	Gross Volume	Net Volume
---------------	----------	-----------------	--------------	------------	--------------	------------

複製到 EXCEL，輸入相對應資料之後，從櫃號選取複製資料，再回到 Spreadsheet，滑鼠指標點選在櫃號，直接貼上，就可以導入所有EXCEL 內的數據。

Select	Container No. 7. 櫃號	Seal No. 8. 封條	No. of Packages 9. 件數	Gross Weight 10. 重量	Net Weight	Gross Volume 11. CBM	Net Volume
<input type="checkbox"/>	TEST9888665	Seal1,Seal2	42	1974	10.000	54.432	10.000
<input type="checkbox"/>	TEST1294516	Seal1,Seal2	42	1974	10.000	54.432	10.000

+ Add 1 row(s)
- Delete row(s)

Cancel
Upload

D.6 Copy Container Details from Spreadsheet 大量更新數據

Copy Container & Cargo Details from Spreadsheet

<input type="checkbox"/>	ABCD9652082	HLB1234569	2031	4330	10.000	10	10.000
<input type="checkbox"/>	ABCD9876571	HLA1234570	2032	4340	10.000	10	10.000
<input type="checkbox"/>	CBDA8546321	HLB1234570	2033	4350	10.000	20	10.000
<input type="checkbox"/>	CBDA8546322	HLA1234571	2034	4360	10.000	10	10.000
<input type="checkbox"/>	CBDA8546323	HLB1234571	2035	4370	10.000	20	10.000
<input type="checkbox"/>	CBDA8546324	HLA1234572	2036	4380	10.000	1	10.000
<input type="checkbox"/>	CBDA8546325	HLB1234572	2037	4390	10.000	2	10.000
<input type="checkbox"/>	CBDA8546326	HLA1234573	2038	4400	10.000	3	10.000
<input type="checkbox"/>	CBDA8546327	HLB1234573	2039	4410	10.000	4	10.000
<input type="checkbox"/>	CBDA8546328	HLA1234574	2040	4420	10.000	5	10.000
<input type="checkbox"/>	CBDA8546329	HLB1234574	2041	4430	10.000	6	10.000
<input type="checkbox"/>	CBDA8546330	HLA1234575	2042	4440	10.000	7	10.000
<input type="checkbox"/>	CBDA8546331	HLB1234575	2043	4450	10.000	8	10.000
<input type="checkbox"/>	CBDA8546332	HLA1234576	2044	4460	10.000	9	10.000
<input checked="" type="checkbox"/>	HLCU 1234567	Seal1,Seal2	1	10.000	10.000	10.000	10.000

12. 如果有多出的資料，可以勾選前方的方塊，再點選下方的 Delete rows 刪除

13. 確認資料沒問題之後 點選 Upload 更新

1 + Add 1 row(s) - Delete row(s)

Cancel Upload



E.

WEB SI相關功能

E. WEB SI相關功能

E.1 Template -模板

- [E.1-1 Save as Template](#)
存模板
- [E.1-2 Include a Template](#)
如何使用模板

E.2 Draft –草稿

- [E.2-1 Save as Draft –](#)
暫存草稿
- [E.2-2 Saved drafts](#)
曾經存過的草稿
- [E.2-3 Continue With Draft](#)
如何使用已存檔草稿

E.3 Preview– 預覽

- [E.3-1 Make Corrections-](#)
修改預覽
- [E.3-2 Download Preview-](#) 下載預覽
- [E.3-3 Submit Now](#) 送出提單做法

E.1-1 Save as Template 存模板

如果是固定的提單內容 (SHIPPER /CNEE/ NOTFIY /品名/MARK/件數/重量)等訊息可以存成模板以利下次使用。

提單內容輸入完畢 點選 Save as Template 功能鍵，

Template Name: 輸入模板名稱後按Save 存檔。

*模板存檔不包含 櫃號和封條。

6 **Comments**

Add a general comment if needed

General comment (optional)

Save as Template

Please note, that data such as Container number or Seal number will not be saved in the template and will appear as empty fields.

Template Name

e.g. Singapore-Hamburg **2.**

Enter a Template Name

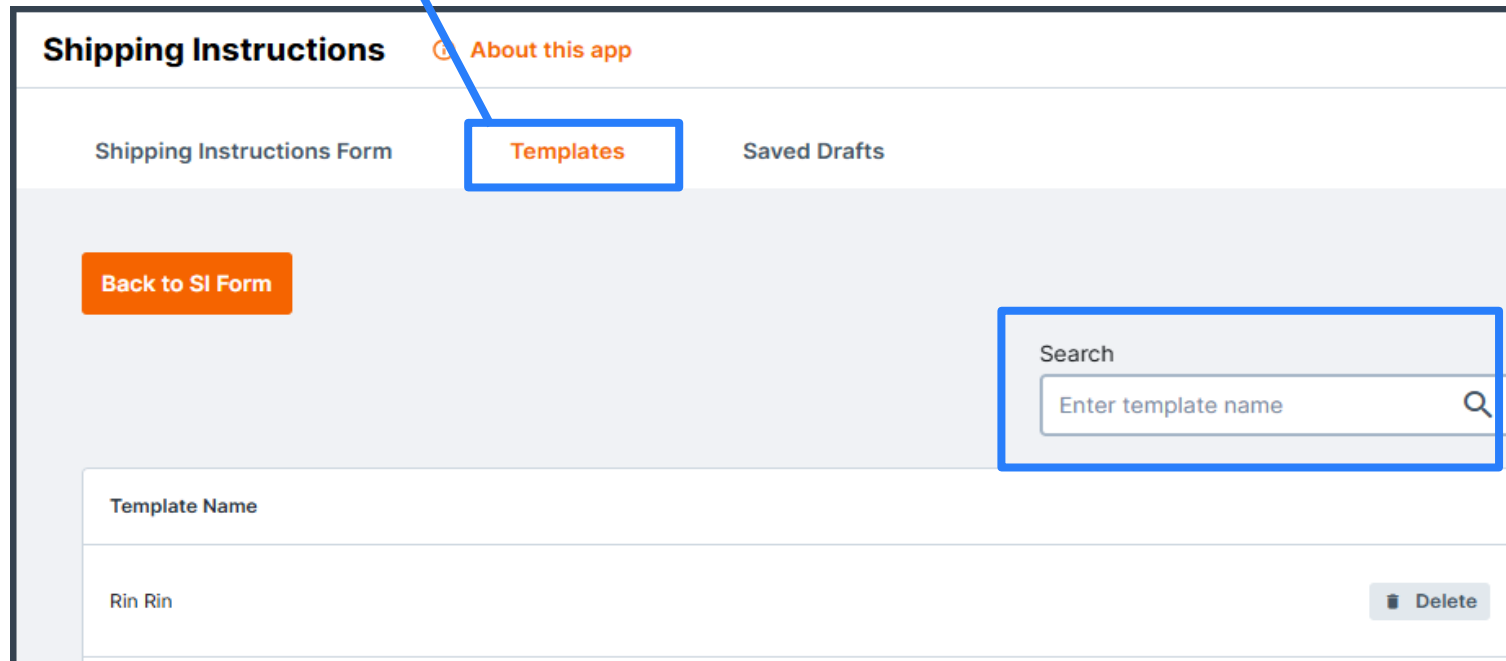
Cancel Save **3.**

1. Save as Template Save as Draft Preview before Submit Submit

I accept the [Terms and Conditions](#)

E.1-1 Save as Template 存模板

存檔後的 模板 點選 Templates 中可以看到，如果需要刪除模板點選 Delete 即可刪除



E.1-2 Include a Template 如何使用模板

進入 Shipping Instructions Form ，
確認Booking Number 資料以及 點選提單號碼後，選擇 Include a Template

The screenshot displays the 'Shipping Instructions Form' interface. At the top, there are three tabs: 'Shipping Instructions Form' (active), 'Templates', and 'Saved Drafts'. Below the tabs, there is a search section with the label 'Enter a Booking No.'. A text input field contains the value '66903544' and has a clear 'X' button. To the right of the input field is an orange 'Find' button. Further right is a grey button labeled 'Include a Template', which is highlighted with a blue rectangular box. A blue arrow points from this button towards the text above. Below the search section, there is a section titled 'Booking & BL No' with a step indicator '1'. Under this section, there is a label 'Select the applicable BL number'. Below this label, there are two input fields: 'Booking Number' (containing '66903544') and 'Select BL Number' (a dropdown menu). The dropdown menu is open, showing the selected value 'HLCUEUR250524774' and a list of options: 'HLCUEUR250524774' and 'Create new'.

E.1-2 Include a Template 如何使用模板

點選 Include a Template 之後，會顯示存過的所有模板，

也可以透過右上角 快速搜尋輸入模板名稱。

當需要的模板出現後，點選前方的 圈圈 選擇該模板再按 Confirm

Templates

Please select a template that you want to use.

1. Search
TW

2. Template Name
TWKHH-USLAX

1-1 of 1 Rows per page: 10 1 record selected.

3. Cancel Confirm

E.2-1 Save as Draft 暫存草稿

提單做法 資料暫存功能，點選 Save as Draft，跳出存檔的 Booking Number 與時間即可點選 Save 存檔。

6 **Comments**

Add a general comment if needed

General comment (optional)

I accept the [Terms and Conditions](#)

Save as Template **1.** Save as Draft

Save as Draft

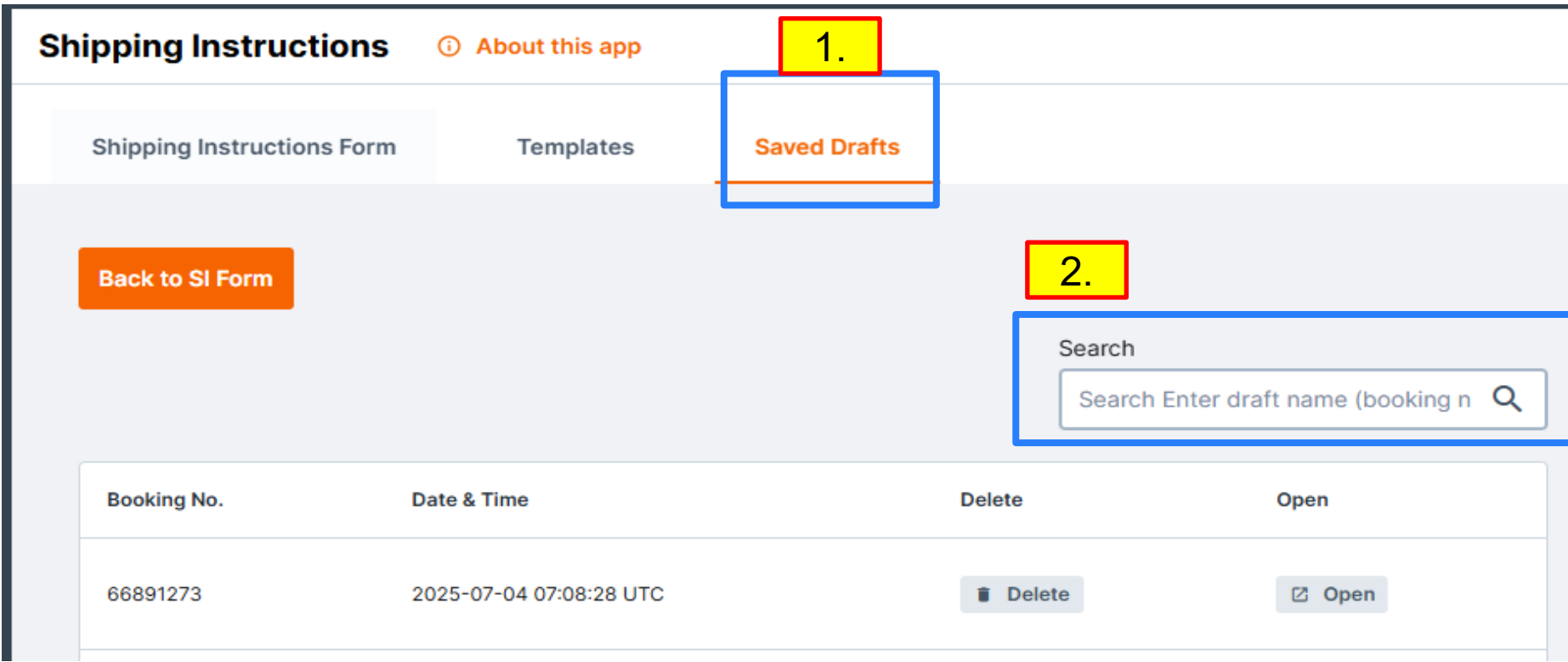
Please note your draft will be saved as follows:

60284193 2025-08-28

Cancel **2.** Save

E.2-2 Saved Drafts 曾經存過的草稿

曾經暫存的草稿可以在 Saved Drafts 查詢，在 Search 欄位輸入即可 Booking Number 搜尋。
每個Booking 不限制存取 Draft 的次數，但是系統只會顯示最新一次的存檔內容



E.2-3 Continue With Draft 如何使用已存檔草稿

曾經存過草稿的BOOKING，(未送出SI之前)，當下次再次登入Shipping Instructions Form時，會詢問是否要繼續使用 Draft 編輯，若繼續使用 點選 Continue With Draft 會自動帶入資料；反之則選擇 Skip。

The screenshot displays the Hapag-Lloyd online business system interface. At the top, the Hapag-Lloyd logo is visible. The navigation menu includes Home, Services & Information, Our Company, and Online Business S. The main content area is titled 'Shipping Instructions' and includes a sub-header 'Shipping Instructions Form' with tabs for Templates and Saved Drafts. A search bar prompts 'Enter a Booking No.' with the value '66824641' and buttons for 'Find', 'Include a Template', and 'Continue with Draft'. A notification box titled 'Use Draft' is overlaid on the interface, containing the text: 'A saved draft was identified for this Booking number, do you want to continue with such draft?' and buttons for 'Skip' and 'Continue with Draft'. A blue box highlights the notification, and blue arrows point from the 'Continue with Draft' button in the notification to the 'Continue with Draft' button in the search area. Below the search bar, a section titled 'Booking & BL No' contains a form with a 'Booking Number' field (66824641) and a 'Select BL Number' dropdown menu (Create new).


E.3 Preview before Submit 預覽

旁邊灰色拉霸可以移動查閱內容

預覽畫面可以檢查輸入的內容。

- **E.3-1 Make Corrections 修改**
若預覽時需要修改內容則點選 **Make Corrections** 重新進入製作提單模式
- **E.3-2 Download Preview 下載預覽**
可以將預覽存成 PDF 檢查內容
- **E.3-3 Submit Now 送出**
預覽沒問題，送出提單做法

Preview before Submit



Dear Customer
This is a Preview of your Shipping Instruction.

Document Details
Booking No: **66770296**
BL Number: [Create new](#)

Addresses and References Edit

Shipper HAPAGL 17 TEST	Consignee HAPAGL 17 TEST	Forwarding Agent -
TAX ID of Shipper -	TAX ID of Consignee -	TAX ID of Freight Forwarder -
Shipper's Reference -	Consignee's Reference -	Freight Forwarder's Reference -
Notify Address HAPAGL 17 TEST		
TAX ID of Notify Address -		
Vessel(s) MAASSTROOM	Voyage No. QBE2513E	
Port of Discharge SINGAPORE	Port of Loading HAMBURG	
Place of Receipt -	Place of Delivery -	

I accept the [Terms and Conditions](#)

Cancel Make Corrections Download Preview Submit Now

E.3-1 **E.3-2** **E.3-3**

An aerial photograph of a large container ship sailing on the ocean. The ship is viewed from above, showing its long deck covered with stacks of colorful shipping containers in various colors like red, yellow, blue, and green. The ship is moving through the water, leaving a white wake behind it. The ocean is a deep blue with some whitecaps.

F.

**Country Specific &
Customs Requirements**

F. Country Specific & Customs Requirements 特殊國家需求& 24HR 艙單申報

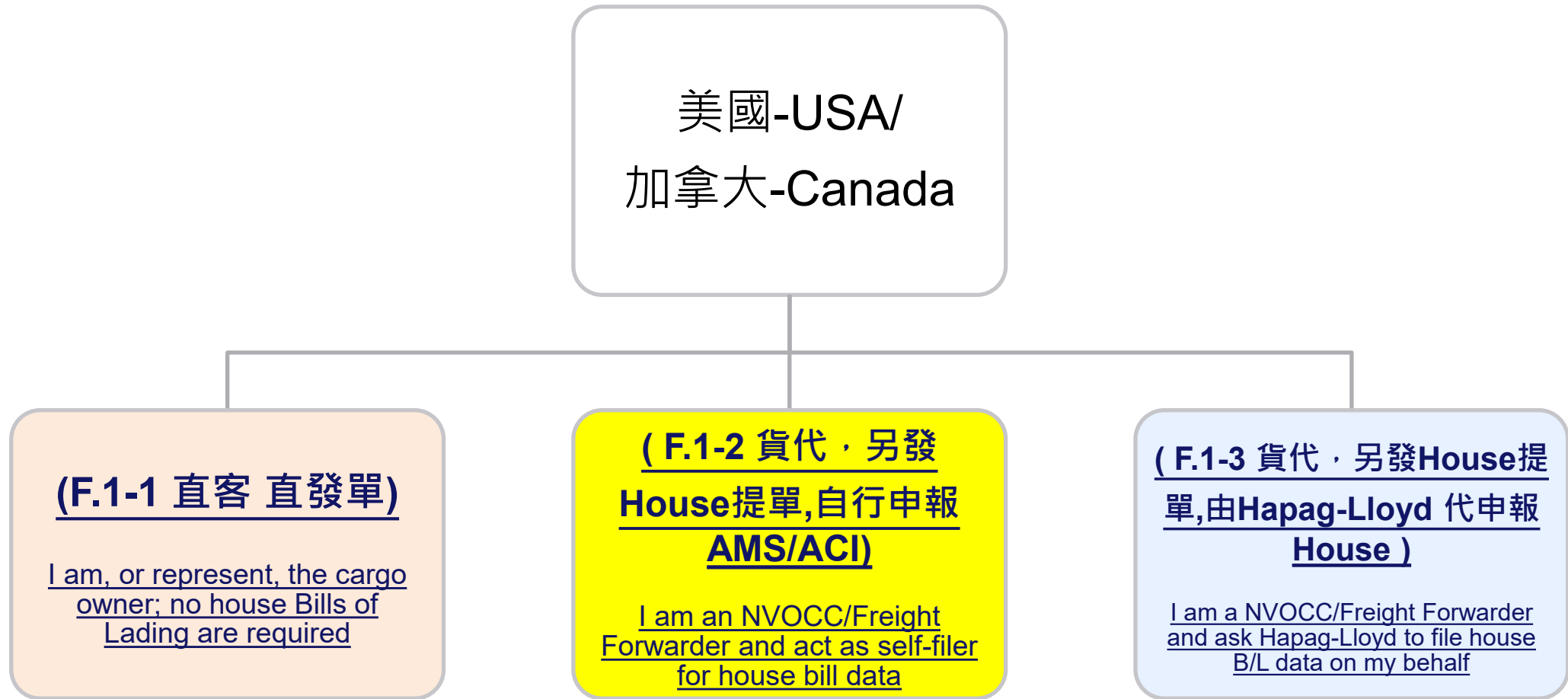
F.1 Country Specific & Customs Requirements- 美國 AMS / 加拿大 ACI

F.2 Country Specific & Customs Requirements- 歐洲線 ICS2

F.3 Country Specific & Customs Requirements- United Arab Emirates 阿拉伯聯合大公國 – MPCl

* 每票的路徑不同，關聯的申報系統會依據當票情況而有所變動

F.1 Country Specific & Customs Requirements- 美國 AMS/加拿大ACI



F.1 美國 AMS/加拿大ACI -透過第三方系統提交提單做法備註

注意事項:

船靠路徑& 船舶預計時間 可以透過 Vessel Tracker 查詢 (<https://www.hapag-lloyd.com/en/online-business/track/vessel-tracker-solution.html>)

A. 直發單

➤Straight BL

B. 非直發單 · Freight Forwarder 另發 House 提單 · 自行申報 HBL

- AMS SCAC CODE:
- ACI CODE:

C. 非直發單 · Freight Forwarder 另發 House 提單 · Hapag Lloyd 代申報 HBL。

➤Hapag Lloyd file HBL:

HPL House Bill Number:

HBL SHIPPER :
HBL CONSIGNEE:

*多個HBL務必指示件數/重量/CBM

F.1-1 美國/加拿大 直發單

- 每票的路徑不同，關聯的申報系統會依據當票情況而有所變動。

References

US Automated Manifest System filing

I am, or represent, the cargo owner; no house Bills of Lading are required

I am an NVOCC/Freight Forwarder and act as self-filer for house bill data

I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

Canada Advanced Commercial Information filing

I am, or represent, the cargo owner; no house Bills of Lading are required

I am an NVOCC/Freight Forwarder and act as self-filer for house bill data

I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

US Automated Manifest System filing

美國線申報

Canada Advanced Commercial Information filing

加拿大申報

- **直發單 (Straight Bill)** 請選擇:

I am, or represent, the cargo owner; no house Bills of Lading are required I am the cargo owner

F.1-2 美國/加拿大 另發House 提單，自行申報AMS/ACI

- 每票的路徑不同，關聯的申報系統會依據當票情況而有所變動。

US Automated Manifest System filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer for house bill data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

1. Self Filer SCAC Code

Canada Advanced Commercial Information filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer for house bill data

2. Self filer CAN8000 code

- 另發House 提單，自行申報AMS/ACI 請選擇：
I am an NVOCC/Freight Forwarder and act as self-filer for house bill data 並於相對應欄位輸入申報代碼

1. Self Filer SCAC code 輸入 美國申報代碼
2. Self Filer CAN 8000 code 輸入 加拿大申報代碼

F.1-3美國 另發House提單，Hapag Lloyd 代申報 House 艙單

US Automated Manifest System filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer for house bill data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

需要 Hapag-Lloyd 代申報 House 艙單

請選擇: I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

House Bill Filing

House Bill 1

<p>True Shipper</p> <p>1. 輸入實際出貨人</p>	<p>Ultimate Consignee</p> <p>2. 輸入實際收貨人</p>
<p>TAX ID of True Shipper</p> <p>不需要在此輸入 TAX ID</p>	<p>TAX ID of Ultimate Consignee</p> <p>不需要在此輸入 TAX ID</p>
<p><input type="checkbox"/> Use Shipper from above's first section Addresses & References</p>	<p><input type="checkbox"/> Use Consignee from above's first section Addresses & References</p>
<p>Cargo Items to be included</p> <p>Choose the Cargo Items that should be included into House BL above</p> <p>3. <input type="checkbox"/> Cargo Item 1 of HLXU 1234567</p> <p>點選對應當票 HBL 的 Cargo Item</p>	

- (HBL SHIPPER/CNEE 資訊太多 請接* 放 General Comment)
- 若要拆多套HBL 請看下頁說明

* Use Shipper from above's first section Addresses & References 和 Use Consignee from above's first section Addresses & References 不要勾選

F.1-3美國/加拿大另發House提單，Hapag Lloyd 代申報 House 艙單

House Bill 1

True Shipper

Ultimate Consignee

TAX ID for True Shipper

不需要在此輸入TAX ID

Use Shipper from above's first section Addresses & References

TAX ID for Ultimate Consignee

不需要在此輸入TAX ID

Use Consignee from above's first section Addresses & References

Choose the Cargo Items that should be included into House BL above

Select all Cargo Items

- Cargo Item 1 of BGBU 4701711
- Cargo Item 1 of BGBU 4742177
- Cargo Item 1 of BGBU 5025294
- Cargo Item 1 of BGBU 5028550
- Cargo Item 1 of BGBU 5030789
- Cargo Item 1 of BGBU 5037628
- Cargo Item 1 of BGBU 5058410
- Cargo Item 1 of BGBU 5068742
- Cargo Item 1 of BGBU 5083876
- Cargo Item 1 of BGBU 5097463
- Cargo Item 1 of BGBU 5126176
- Cargo Item 1 of BGBU 5155005

Add House Bill

- 幾套HBL 訂艙確認書就要有幾個HBL號碼，如果沒有請參考 [P.5](#) 索取HBL提單號碼。
- 請先把第1套HBL完成再點選相對應的 Cargo Item
- 點選 “Add House Bill ” 新增第2套HBL，後續依此類推
- 最後在 General Comment 欄位 補上：
HPL file HB: (訂艙確認書上的HBL提單號) 哪個櫃號link哪個HBL。

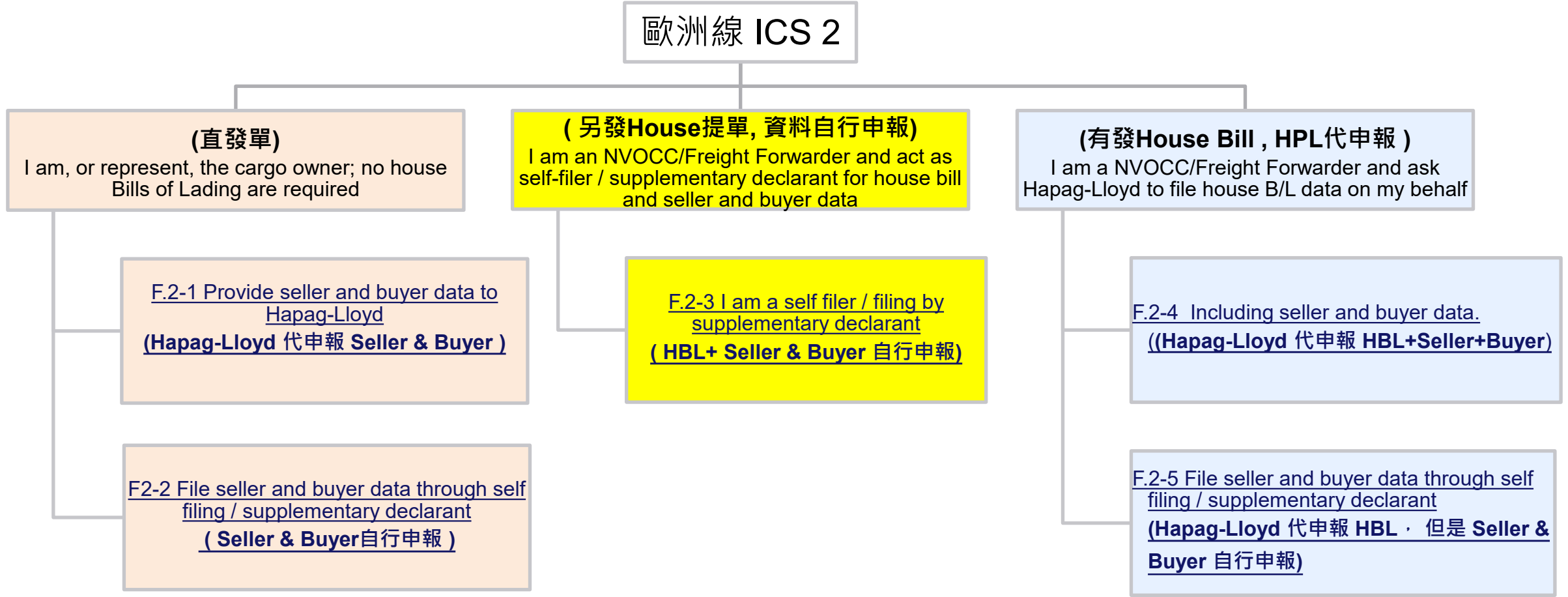
EX → HPL file HB : TEMU 1615659 link to HLCUTPE2415784AA

*** Use Shipper from above's first section Addresses & References 和 Use Consignee from above's first section Addresses & References 不要勾選**

F.2 Country Specific & Customs Requirements- 歐洲線 ICS2

- 先判斷類型 再填選相對應的申報內容
- SHIPPER/CNEE/Seller /Buyer / Real Shipper /Real Consignee 等在歐盟的公司，務必提供 EORI NO.
- Seller / Buyer / EORI NO./ 等資料都不會顯示在提單上，若提單要顯示，請在 General Comment 備註 Show : XXX 欄位填入資料 (Optional)
- 若出貨商品為 化學品，請在 ECICS chemical Code

ECICS chemical Code (optional) ⓘ



F.2 歐洲線 ICS2 -透過第三方系統提交提單做法備註

Seller / Buyer / EORI NO./ 等資料都不會顯示在提單上，若提單要顯示，請在 General Comment 備註 Show : XXX

Seller / Buyer / HBL SHIPPER / HBL CNEE 請提供完整公司名稱/地址，有EORI NO. 務必提供。

船靠路徑& 船舶預計時間 可以透過 Vessel Tracker 查詢 (<https://www.hapag-lloyd.com/en/online-business/track/vessel-tracker-solution.html>)

<p>A. 直發單，HPL代申報 Seller / Buyer。</p> <p>➤Straight BL Seller: Buyer:</p>	<p>B. 直發單，自行申報 Seller / Buyer。</p> <p>➤Supplementary Declarant Of SE and BU:</p>	<p>C. 非直發單，另發 House 提單，自行申報 Seller + Buyer + House 艙單。</p> <p>➤ Self Flier Code:</p>	<p>D. 非直發單，另發 House 提單，HPL代申報 Seller + Buyer + House 艙單。</p> <p>➤Hapag Lloyd file HB+SE+BU.</p> <p>HPL House Bill Number:</p> <p>HBL SHIPPER : HBL CONSIGNEE: Seller: Buyer:</p> <p>*多個HBL務必指示件數/重量/CBM</p>	<p>E. 非直發單，另發 House 提單，HPL代申報 House 艙單。</p> <p>➤Hapag Lloyd file HB.</p> <p>HPL House Bill Number:</p> <p>Supplementary Declarant Of SE and BU:</p> <p>HBL SHIPPER : HBL CONSIGNEE:</p> <p>*多個HBL務必指示件數/重量/CBM</p>
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F.2-1 歐洲線 ICS2 直發單 (Hapag-Lloyd 代申報 Seller & Buyer)

EU Import Control System 2 filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- Provide seller and buyer data to Hapag-Lloyd
- File seller and buyer data through self filing / supplementary declarant
- I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

Seller

1. 賣方 Seller (SE)
完整資訊

Buyer

2. 買方 Buyer (BU)
完整資訊

TAX ID of Seller

不需要在此輸入TAX ID

TAX ID of Buyer

不需要在此輸入TAX ID

EORI No. of Seller

3. Seller EORI NO.

EORI No. of Buyer

4. Buyer EORI NO.

Same as Shipper from above's first section
Addresses & References

Same as Consignee from above's first section
Addresses & References

UCR Number

選填

5. HPL的Master Bill資訊

Additional EORI Numbers

EORI No. of Consignee

CNEE的EORI NO.

EORI No. of Shipper

SHIPPER的EORI NO.

EORI No. of Freight Forwarder

忽略

EORI No. of Notify

選填

EORI No. of Manufacturer

選填

EORI No. of Warehouse Keeper

選填

EORI No. of Consolidator

選填

選擇

I am, or represent, the cargo owner; no house Bills of Lading are required.

=> Provide seller and buyer data to Hapag-Lloyd

1. & 2.

- 填入 Seller & Buyer 完整資訊，資料太多請接 *放 General Comment
- Seller & Buyer 若在歐盟 務必提供 EORI NO.

EORI No. of Seller

DE2742004



3. & 4.

- Seller / Buyer 若在歐盟務必提供 EORI NO. 並注意是否有效，EORI 有出現 綠色打勾的符號才代表資料正確

5.

- Additional EORI Numbers 是輸入 “HPL的Master Bill” 上的訊息
- 若為 “TO ORDER” 提單，Notify 位在歐盟地區則需提供 EORI NO.

F.2-2 歐洲線 ICS2 直發單 (Seller & Buyer自行申報)

EU Import Control System 2 filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- Provide seller and buyer data to Hapag-Lloyd
- File seller and buyer data through self filing / supplementary declarant
- I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

EORI No. Self Filer/Supplem. Declarant

1. Seller / Buyer申報人EORI NO.

UCR Number

選填

Additional EORI Numbers

2. HPL的Master Bill資訊

EORI No. of Consignee ⓘ

CNEE的EORI NO.

EORI No. of Shipper

SHIPPER的EORI NO.

EORI No. of Freight Forwarder

忽略

EORI No. of Notify

選填

EORI No. of Manufacturer

選填

EORI No. of Warehouse Keeper

選填

EORI No. of Consolidator

選填

選擇

I am, or represent, the cargo owner; no house Bills of Lading are required.

=> File seller and buyer data through self filing / supplementary declarant

1.

- 填入 Seller / Buyer 申報方的 EORI NO. · 並注意是否有效 · EORI 有出現 綠色打勾的符號才代表資料正確。

EORI No. of Seller

DE2742004



2.

- Additional EORI Numbers 是輸入 “HPL的Master Bill” 上的訊息
- 若為 “TO ORDER” 提單 · Notify 位在歐盟地區則需提供 EORI NO.

F.2-3 歐洲線 ICS2 Self flier (另發House提單, 自行申報 HBL+Seller & Buyer)

EU Import Control System 2 filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf

EORI No. Self Filer/Supplem. Declarant

1. Self Filer EORI NO.

UCR Number

選填

Additional EORI Numbers

2. HPL的Master Bill資訊

EORI No. of Consignee ⓘ

CNEE的EORI NO.

EORI No. of Shipper ⓘ

SHIPPER的EORI NO.

EORI No. of Freight Forwarder ⓘ

忽略

EORI No. of Notify ⓘ

選填

EORI No. of Manufacturer ⓘ

選填

EORI No. of Warehouse Keeper ⓘ

選填

EORI No. of Consolidator ⓘ

選填

選擇

I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data

1.

- 填入 House Bill & Seller & Buyer 申報人的EORI NO.，並注意是否有效，EORI 有出現 綠色打勾的符號才代表資料正確。

EORI No. of Seller

DE2742004



2.

- Additional EORI Numbers 是輸入“HPL的Master Bill”上的訊息
- 若為“TO ORDER”提單，Notify 位在歐盟地區則需提供 EORI NO.

F.2-4 歐洲線 ICS2 (另發House提單, Hapag-Lloyd 代申報HBL + Seller & Buyer)

EU Import Control System 2 filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf
 - Including seller and buyer data
 - File seller and buyer data through self filing / supplementary declarant

UCR Number

選填

Additional EORI Numbers

EORI No. of Consignee i

CNEE的EORI NO. i

EORI No. of Shipper i

SHIPPER的EORI NO. i

EORI No. of Freight Forwarder i

忽略

EORI No. of Notify i

選填 i

EORI No. of Manufacturer i

選填 i

EORI No. of Warehouse Keeper i

選填 i

EORI No. of Consolidator i

選填 i

1. Additional EORI Numbers

是輸入“HPL的Master Bill”上的訊息

若為“TO ORDER”提單，Notify 位在歐盟區則需提供 EORI NO.

House Bill Filing

House Bill 1

To Order i Consignee not yet specified

True Shipper

House Bill-
SHIPPER 完整資訊

Ultimate Consignee

House Bill-
CNEE 完整資訊

TAX ID of True Shipper

HBL- SHIPPER EORI NO.

TAX ID of Ultimate Consignee

HBL- CNEE EORI NO.

EORI No. of True Shipper i

不需要在此輸入TAX ID

EORI No. of Ultimate Consignee i

不需要在此輸入TAX ID

Use Shipper from above's first section Addresses & References

Use Consignee from above's first section Addresses & References

2. House Bill Filing

- General Comment 地方打上: HPL file HB: (訂艙確認書上的HB提單號)
EX → HPL file HB: HLCUTPE2415784AA
- HBL SHIPPER/CNEE資料資訊太多 請接* 放 General Comment
- HBL SHIPPER/CNEE 若在歐盟務必提供 EORI NO.，並注意是否有效，EORI 有出現 綠色打勾的符號才代表資料正確。

EORI No. of Seller ✓

DE2742004


* Use Shipper from above's first section Addresses & References 和 Use Consignee from above's first section Addresses & References 不要勾選

F.2-4 歐洲線 ICS2 (另發House提單, Hapag-Lloyd 代申報HBL + Seller & Buyer)

Seller 3. Seller & Buyer 資訊

賣方 Seller 完整資訊

Tax ID of Seller
不需要在此輸入TAX ID


EORI No. of Seller
Seller EORI NO. 

Same as Shipper from above's first section Addresses & References

Buyer


買方 Buyer 完整資訊

Tax ID of Buyer
不需要在此輸入TAX ID

EORI No. of Buyer
Buyer EORI NO. 

Same as Consignee from above's first section Addresses & References

- Seller & Buyer 完整資訊，資料太多請接 *放 General Comment
Seller & Buyer 若在歐盟 務必提供 EORI NO.
- EORI NO. 請注意正確性，有綠色打勾的符號才代表資料正確。

EORI No. of Seller
DE2742004 

Same as Shipper from above's first section Addresses & References
Same as Consignee from above's first section Addresses & References
不要勾選

F.2-4 歐洲線 ICS2 (另發House提單, Hapag-Lloyd 代申報HBL + Seller & Buyer)

Routing 4. Place of Receipt 和 Place of Delivery 請依據訂艙確認書路徑填寫

Place of Receipt

Select Place of Receipt

Type at least 3 characters to search locations

Place of Delivery

Select Place of Delivery

Type at least 3 characters to search locations

First Country

Last Country

First Country 和 Last Country 會連動上方 Place of Receipt 和 Place of Delivery 輸入的Country

Further visited countries by consignment ⓘ

Select further visited countries by consignment

5. Further visited countries by consignment

選填，此票提單路徑之外，貨物到達的區域。
ex: 自行轉運至其他國家

Payment

6. Payment - Method of Payment

Method of Payment

Select

一律選擇 Other，如果 HBL 傳輸費要Prepaid，General Comment 註記: HBL SMD FEE PREPAID.

Cargo Items to be included

Choose the Cargo Items that should be included into House BL above

Select all Cargo Items

Cargo Item 1 of BEAU 2201911

Cargo Item 1 of HLCU 1234567

7. 點選對應當票 HBL的 Cargo Item
如果只有一套HBL，全部打勾

+ Add House Bill

*** 若有多套 HBL 請參考下一頁

歐洲線 ICS2 (Hapag-Lloyd 代申報 多套 HBL)

House Bill Filling

House Bill 1

To Order Consignee not yet specified

True Shipper

Ultimate Consignee

TAX ID of True Shipper
 不需要在此輸入TAX ID

TAX ID of Ultimate Consignee
 不需要在此輸入TAX ID

EORI No. of True Shipper
 ⓘ

EORI No. of Ultimate Consignee
 ⓘ

Use Shipper from above's first section Addresses & References

Use Consignee from above's first section Addresses & References

EORI No. Declarant of Seller and Buyer
 ⓘ

Routing

Place of Receipt
 Select Place of Receipt
Type at least 3 characters to search locations

Place of Delivery
 Select Place of Delivery
Type at least 3 characters to search locations

First Country
 Select First Country

Last Country
 Select Last Country

Further visited countries by consignment ⓘ
 Select further visited countries by consignment

Payment

Method of Payment
 Select

Cargo Items to be included

Choose the Cargo Items that should be included into House BL above

Select all Cargo Items

Cargo Item 1 of VDHA 9045546

Cargo Item 2 of VDHA 9045546

Cargo Item 3 of VDHA 9045546

Cargo Item 4 of VDHA 9045546

Add House Bill

- 幾套HBL 訂艙確認書就要有幾個HBL號碼，如果沒有請參考 [P.5](#) 索取HBL提單號碼。
- 請先把第1套HBL完成再點選相對應的 Cargo Item
- 點選 “Add House Bill ” 新增第2套HBL，後續依此類推
- 最後在 General Comment 欄位 補上：
HPL file HB: (訂艙確認書上的HBL提單號) 哪個櫃號link哪個HBL。

EX → HPL file HB : TEMU 1615659 link to HLCUTPE2415784AA

*** Use Shipper from above's first section Addresses & References 和 Use Consignee from above's first section Addresses & References 不要勾選**

F.2-5 歐洲線 ICS2 (另發House 提單, Hapag-Lloyd 代申報 HBL, 但是 Seller & Buyer 自行申報)

EU Import Control System 2 filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data
- I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf
 - Including seller and buyer data
 - File seller and buyer data through self filing / supplementary declarant

UCR Number

選填

Additional EORI Numbers

EORI No. of Consignee ⓘ

CNEE的EORI NO.

EORI No. of Shipper

SHIPPER的EORI NO.

EORI No. of Freight Forwarder

忽略

EORI No. of Notify

選填

EORI No. of Manufacturer

選填

EORI No. of Warehouse Keeper

選填

EORI No. of Consolidator

選填

1. Additional EORI Numbers
是輸入“HPL的Master Bill”上的訊息

若為“TO ORDER”提單，Notify 位在歐盟區則需提供 EORI NO.

2. House Bill Filing

- General Comment 欄位打上: HPL file HB: (訂艙確認書上的HB提單號)
EX → HPL file HB: HLCUTPE2415784AA
- HBL SHIPPER/CNEE資料資訊太多 請接* 放 Comment
- HBL SHIPPER/CNEE 若在歐盟務必提供 EORI NO.，並注意是否有效，EORI 有出現 綠色打勾的符號才代表資料正確。

EORI No. of Seller

DE2742004



House Bill 1

To Order Consignee not yet specified

True Shipper

**House Bill-
SHIPPER 完整資訊**

Ultimate Consignee

**House Bill-
CNEE 完整資訊**

TAX ID of True Shipper

不需要在此輸入TAX ID

TAX ID of Ultimate Consignee

不需要在此輸入TAX ID

EORI No. of True Shipper

HBL- SHIPPER EORI NO.

EORI No. of Ultimate Consignee

HBL- CNEE EORI NO.

Use Shipper from above's first section Addresses & References

Use Consignee from above's first section Addresses & References

EORI No. Declarant of Seller and Buyer

3. Seller / Buyer 申報人 EORI NO.

* Use Shipper from above's first section Addresses & References 和 Use Consignee from above's first section Addresses & References 不要勾選

F.2-4 歐洲線 ICS2 (另發House提單, Hapag-Lloyd 代申報HBL + Seller & Buyer)

Routing 4. Place of Receipt 和 Place of Delivery 請依據訂艙確認書路徑填寫

Place of Receipt

Select Place of Receipt

Type at least 3 characters to search locations

Place of Delivery

Select Place of Delivery

Type at least 3 characters to search locations

First Country

Last Country

First Country 和 Last Country 會連動上方 Place of Receipt 和 Place of Delivery 輸入的Country

Further visited countries by consignment ⓘ

Select further visited countries by consignment

5. Further visited countries by consignment

選填，此票提單路徑之外，貨物到達的區域。
ex: 自行轉運至其他國家

Payment

6. Payment - Method of Payment

Method of Payment

Select

一律選擇 Other，如果 HBL 傳輸費要Prepaid，General Comment 註記: HBL SMD FEE PREPAID.

Cargo Items to be included

Choose the Cargo Items that should be included into House BL above

Select all Cargo Items

Cargo Item 1 of BEAU 2201911

Cargo Item 1 of HLCU 1234567

7. 點選對應當票 HBL的 Cargo Item
如果只有一套HBL，全部打勾

+ Add House Bill

*** 若有多套 HBL 請參考下一頁

歐洲線 ICS2 (Hapag-Lloyd 代申報 多套 HBL)

House Bill 1

To Order Consignee not yet specified

True Shipper

Ultimate Consignee

TAX ID of True Shipper
 不需要在此輸入 TAX ID

TAX ID of Ultimate Consignee
 不需要在此輸入 TAX ID

EORI No. of True Shipper

EORI No. of Ultimate Consignee

Use Shipper from above's first section Addresses & References

Use Consignee from above's first section Addresses & References

EORI No. Declarant of Seller and Buyer

Routing

Place of Receipt
 Select Place of Receipt
Type at least 3 characters to search locations

Place of Delivery
 Select Place of Delivery
Type at least 3 characters to search locations

First Country
 Select First Country

Last Country
 Select Last Country

Further visited countries by consignment
 Select further visited countries by consignment

Payment

Method of Payment
 Select

Cargo Items to be included

Choose the Cargo Items that should be included into House BL above

Select all Cargo Items

Cargo Item 1 of BBBB 1234567

Cargo Item 1 of BBBB 1234568

Cargo Item 1 of BBBB 1234569

幾套HBL 訂艙確認書就要有幾個HBL號碼，
如果沒有請參考 [P.5](#) 索取HBL提單號碼。

請先把第1套HBL完成再點選相對應的 Cargo Item

點選 “Add House Bill ” 新增第2套HBL，後續依此類推

- 最後在 General Comment 欄位 補上：
HPL file HB: (訂艙確認書上的HBL提單號) 哪個櫃號link哪個HBL。

EX → HPL file HB : TEMU 1615659 link to HLCUTPE2415784AA

*** Use Shipper from above's first section Addresses & References
和 Use Consignee from above's first section Addresses & References 不要勾選**

F.3 Country Specific & Customs Requirements- 阿拉伯聯合大公國 MPCCI

United Arab Emirates Customs Filing 阿拉伯聯合大公國- MPCCI

(F.3-1 直客 直發單)

I am, or represent, the cargo owner; no house Bills of Lading are required

(F.3-2 貨代 · 另發House提單)

I am an NVOCC/Freight Forwarder and act as self-filer for house bill data

F.3 阿拉伯聯合大公國 MPCICI -透過第三方系統提交提單做法備註

注意事項:

1. 船靠路徑& 船舶預計時間 可以透過 Vessel Tracker 查詢 (<https://www.hapag-lloyd.com/en/online-business/track/vessel-tracker-solution.html>)
2. Hapag Lloyd 不代傳輸 MPCICI 的 HBL

A. 直發單

➤ Straight BL

B. 非直發單，Freight Forwarder 另發 House 提單，自行申報 HBL

➤ MPCICI CODE:

F.3-1 UAE 阿拉伯聯合大公國 直客直發單

Country Specific & Customs Requirements

Based on the routing and nature of your shipment, we have evaluated the following customs references to be relevant for your document. Following customs system are relevant for this booking:

- United Arab Emirates Customs Filing

i It is possible to submit your initial shipping instruction without providing the customs references below. Though, many references can be necessary to complete the documentation process and will become mandatory before the final bill of lading can be issued. In case you ask Hapag-Lloyd to file your house bills, house bill information will be mandatory to submit. Hapag-Lloyd's SCAC is HLCU, Hapag-Lloyd's CAN8000 is 9529 and Hapag-Lloyd's EORI is DE2742004.

References

United Arab Emirates Customs Filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer for house bill data

- **直發單 (Straight Bill)** 請選擇:

I am, or represent, the cargo owner; no house Bills of Lading are required I am the cargo owner

F.3-2 UAE 阿拉伯聯合大公國 NVOCC/Freight Forwarder 另發House 提單

Country Specific & Customs Requirements

Based on the routing and nature of your shipment, we have evaluated the following customs references to be relevant for your document. Following customs system are relevant for this booking:

- United Arab Emirates Customs Filing

i It is possible to submit your initial shipping instruction without providing the customs references below. Though, many references can be necessary to complete the documentation process and will become mandatory before the final bill of lading can be issued. In case you ask Hapag-Lloyd to file your house bills, house bill information will be mandatory to submit. Hapag-Lloyd's SCAC is HLCU, Hapag-Lloyd's CAN8000 is 9529 and Hapag-Lloyd's EORI is DE2742004.

References

United Arab Emirates Customs Filing

- I am, or represent, the cargo owner; no house Bills of Lading are required
- I am an NVOCC/Freight Forwarder and act as self-filer for house bill data

MPCI ID

- **NVOCC/Freight Forwarder 另發House 提單**，請選擇：
I am an NVOCC/Freight Forwarder and act as self-filer for house bill data，並在 MPCI ID 輸入 MPCI 申報代號
- **Hapag Lloyd 不代傳輸MPCI 的 HBL 資料**

Thank You

