

# EASI 傳送+修改

- A.** 如何傳送 **EASI**
- B.** 是否有傳送成功
- C.** 還沒收到**DRAFT** 之前發現提單有誤想修正

## A. 如何傳送 EASI

1. 確保所有資料打完時，按上方“SEND FORM” 按鈕
2. I herewith.....打勾，代表瞭解VGM不是用EASI傳送
3. “SEND EMAIL ”

eaSI electronic-advanced Shipping Instruction

1. Send Form Save as Draft Save as Template Import Template

Sender's Name:

Shipper: TEST Hapag-Lloyd (Taipei) 11F., No285, Chungshan Sec. 4, Taipei 106, Taiwan Tel: +886 2 2173

Consignee:  To Order TEST Hapag-Lloyd (Taipei) 11F., No285, Chungshan Sec. 4, Taipei 106, Taiwan Tel: +886 2 2173

Notify Address: TEST

B/L Instruction

Hapag-Lloyd

Page: 1 / 2

JavaScript 視窗

Hapag-Lloyd

You can submit your form via EMail or Hapag-Lloyd Online Business.

Please select the submission method to use:

I herewith confirm that I understand, that I cannot provide Verified Gross Mass (VGM) information with this form.

Submit Online Send Email Cancel Help

3.

警告 : JavaScript 視窗

#### 4. “SEND EMAIL” 點選完後會出現以下OUTLOOK 畫面，直接按SEND 即可

HLSI 81027027 - Message (Plain Text)

**FILE** MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Paste Cut Copy Format Painter

**4.** Clipboard

Basic Text

Names: Address Book, Check Names

Include: Attach File, Attach Item, Signature

Tags: Follow Up, High Importance, Low Importance

Zoom

Send

To...  [SLEFORM@CSD.HLAG.COM](mailto:SLEFORM@CSD.HLAG.COM)

Cc...

Subject: HLSI 81027027

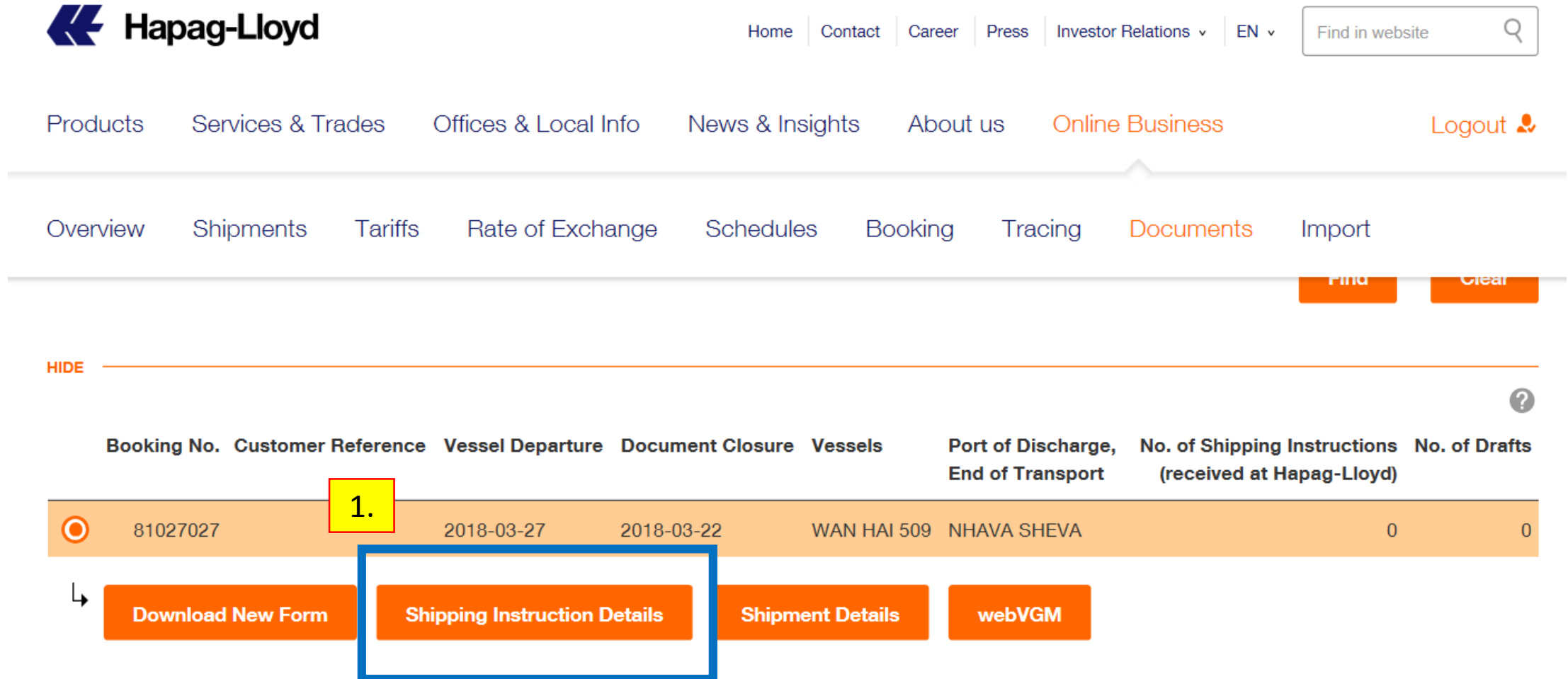
Attached: [eaSI 81027027.pdf \(439 KB\)](#)

Please do not change anything in this Mail!

## B. 是否有傳送成功

### 1. 傳送 EASI 20分鐘後

回到 ON-LINE Business 輸入領櫃代號 點選 SHIPPING INSTRUCTIONS DETAILS



**Hapag-Lloyd** Home | Contact | Career | Press | Investor Relations v | EN v Find in website

Products Services & Trades Offices & Local Info News & Insights About us **Online Business** Logout

Overview Shipments Tariffs Rate of Exchange Schedules Booking Tracing **Documents** Import

HIDE

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
81027027	1.	2018-03-27	2018-03-22	WAN HAI 509	NHAVA SHEVA	0	0

Download New Form **Shipping Instruction Details** Shipment Details webVGM

## B-1 傳送失敗 顯示

No Shipping Instructions have been received by Hapag-Lloyd.

## B-2 傳送成功 顯示

收到SI 時間 (UTC+8=台灣時間) +提單號碼  
點選下方 Open Submitted Shipping Instruction  
就可以下載剛剛傳送的提單做法

# Shipping Instruction Details

Booking No. 43124328

Customer Reference

Shipment Details

webVGM

Download New Form

B-1.

No Shipping Instructions have been received by Hapag-Lloyd to date.

Shipping Instructions: eaSI

eaSI Templates

eaSI mail



Sea Waybill Downlo...

Sea Waybill Terms & Co...



Invoice Download

## Shipping Instruction Details <sup>?</sup>

Booking No. 81027027

Customer Reference

Shipment Details

webVGM

Download New Form

Find here your Shipping Instructions received by Hapag-Lloyd.

B-2.

SI Status	Bill of Lading No.	Received by Hapag-Lloyd	Received Time (UTC)	Submission Channel	Submitted by
<input checked="" type="radio"/> create B/L	HLCUTPE180315859	2018-03-22	10:23	eaSI mail	

Approve BL Draft

Reset Draft Approval

Open Submitted Shipping Instruction

## C. 還沒收到**DRAFT** 之前發現做法有誤想修正.....

### 1.回到ON-LINE Business

在 Shipping Instruction  
Details 地方點選

### Open Submitted Shipping Instruction

開始下載剛剛提交的做法

Shipping Instructions: eaSI | eaSI Templates | eaSI mail | Sea Waybill Downlo... | Sea Waybill Terms & Co... | Invoice Download

## Shipping Instruction Details <sup>?</sup>

Booking No. 81027027

Customer Reference

Shipment Details

webVGM

Download New Form

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
create B/L	HLCUTPE180315859	2018-03-22	10:23	eaSI mail	

Approve BL Draft | Reset Draft Approval | Open Submitted Shipping Instruction

做法下載完成後，  
先把需要修改的地方改好。

## 2. EASI 右上角

“Create new B/L Instruction”

點選下拉選單 選中間

“Change a Previously Sent B/L Instruction”

## 3. BOOKING NUMBER 旁邊的提單號碼

把“Create New” 移除

輸入正確提單號碼

4. Send Form Save as Draft Save as Template Import Template

Please select: Change a Previously Sent B/L Instruction

Carrier: 2. Create a New B/L Instruction  
Change a Previously Sent B/L Instruction  
Make Another Partial Load / Split B/L Instruction

C. Shipment No.: 81027027 B/L No.: HLCUTPE180315859 3. Page: 1 / 2

Shipper's Export Reference: SO 7021 TEST2

- 美/加 航線本身有提單號碼只需按上方 Change Previously....即可>
- 其他航線回到Shipping Instructions Detail 看提單號碼

## 4. 選完之後回到“SEND FORM”

按照之前送做法的SOP 把  
修改後的EASI 送出

SI Status	Bill of Lading No.	Received by Hapag-Lloyd	Received Time (UTC)	Submission Channel
<input checked="" type="radio"/> create B/L	HLCUTPE180315859	2018-03-22	10:23	eaSI mail

Approve BL Draft Reset Draft Approval Open Submitted Shipping Instruction

## 5. 20分鐘後 回到 Shipping Instruction Detail

### 下方 SI Status

除了原本第一次送的做法  
如果有產生  
“Change B/L”  
代表修改的EASI 傳送成功

# Shipping Instruction Details <sup>?</sup>

Booking No. 81027027

Customer Reference

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

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 type="radio"/> create B/L	HLCUTPE180315859	2018-03-22	10:23	eaSI mail	
<b>5.</b> <input type="radio"/> change B/L	HLCUTPE180315859	2018-03-22	10:32	eaSI mail	

[Approve BL Draft](#)[Reset Draft Approval](#)[Open Submitted Shipping Instruction](#)