

# New Web SI Guideline

3/6/2026



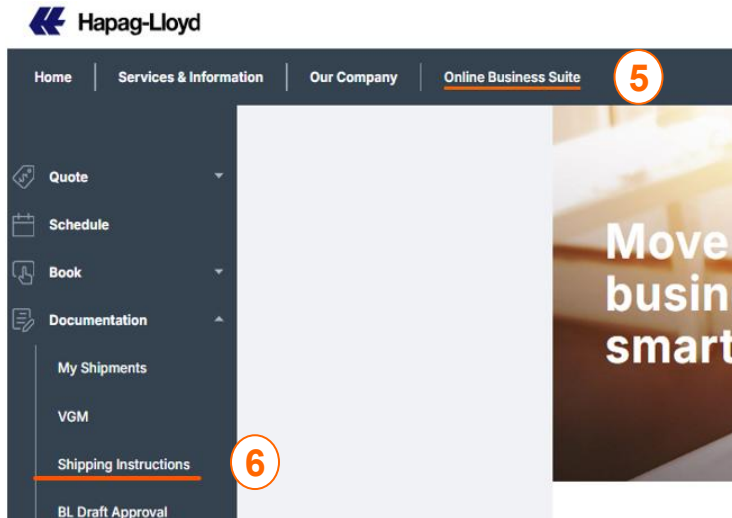
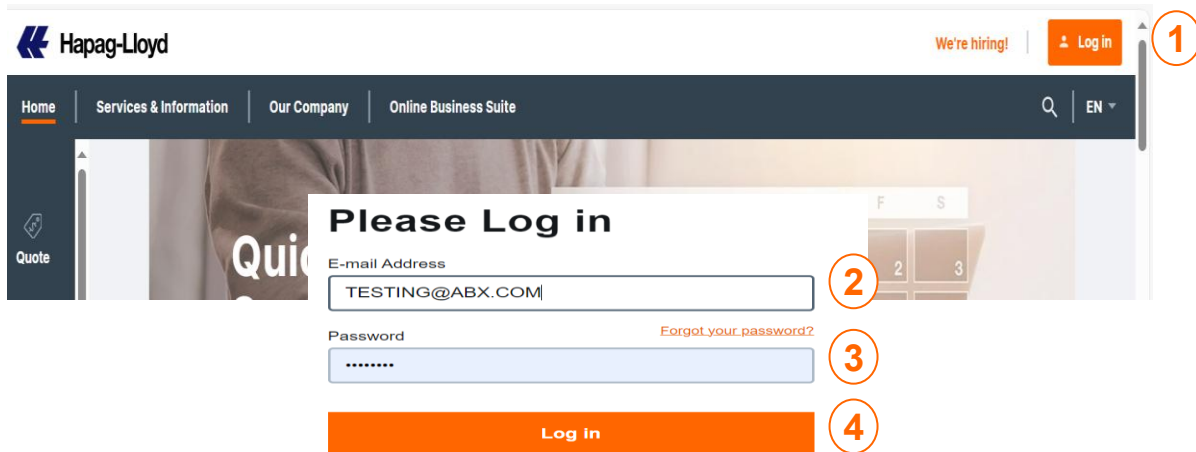
# Hapag-Lloyd

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# 如何登录New Web SI

1. 在HAPAG LLOYD 官网右上角点击 Log in 按钮
2. 账号
3. 密码
4. 点击“Log in”
5. 点击：Online Business
6. 点击：Shipping Instructions



# 如何登录New Web SI

1. 输入订舱号码
2. 点击 Find(查询)按钮
3. 点击 此按钮 Use New SI to Submit

## 补料信息的完整性

- 客户提交的补料 数据, SHIPPER/CONSIGNEE/NOTIFY/TAX ID,都必须提供完整的信息 (公司名称, 详细地址, 电话, 邮编, 邮箱和TAX ID)。
- 货物的件数、重量、体积、HS CODE(商品编码)。
- 如果未提供完整信息导致制单延误以及影响装船, 客户需承担相关的责任和风险。
- ONE OFF SI (一次性补料)
  - 我司只接受一次性补料正确, 如果在提交补料后, 客户有数据信息需要修改, 将会被视为改单 (amendment), 请客户在提交补料前确认补料信息无误。
  - 为便于您准备补料信息, 我们特提供: [Shipping Instruction General Guideline 提单样本指南](#)供您参考。
  - 如目的港国家有特殊规定, 请按其要求显示。
- 提单草稿件的收件人
  - 提单草稿件将默认发送给补料发送人 (包括SC&NC&TW)
  - 和补料相关的信息补充或信息确认默认联系补料发送人 (包括SC&NC&TW)

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
38791319		2024-08-11	2024-08-08	YM WISH	LONG BEACH, CA	0	0

# 栏目介绍

## 1. 订舱号码 - 系统自动带入

## 2. 可选提单号码

### 提单号码要求:

- 订舱确认书上面一般会生成一个提单号码。
- 如果客人需要一个订舱号码出具多套提单，请先与客服人员联系新增指定数量的提单号码。
- 待收到更新的含多个提单号码的订舱确认书，再按照提单号码去提交正确的补料。
- 一个提单号码无法用于多套提单上。
- 补料如果有指定的提单号码，请不要放置在货描或者**REMARK**处，需要放在提单号栏位。

**注意：**所有已被取消或者作废的订舱号码上面带有的提单号码，都不可以用于其他任何的订舱号码或者补料，请在提交补料前先去核实提单号码是否有效。

The screenshot shows a web interface titled "Booking & BL No". At the top left, there is a tab labeled "1". Below the title, there is a light blue information box with an 'i' icon and the text: "There are no applicable BL numbers. A new BL Number will be generated when you submit your Shipping Instruction." Below this box, the text "Select the applicable BL number" is displayed. There are two input fields: "Booking Number" containing the value "66715648" with a circled "1" next to it, and "Select BL Number" with a dropdown menu showing "Create new" and a circled "2" next to it.

# 栏目介绍

1. Shipper + CNEE + Notify (请在此栏目中, 提供完整的公司名称 + 详细地址+电话+邮箱+TAX ID等信息)

2. 如果出TO ORDER 提单, 点击“To Order”后, 在 consignee 栏编辑TO ORDER的信息

3. 如果提单上需要显示TAX ID, 请将TAX ID信息放在 shipper/consignee/notify 栏位里面 --- 请不要放在TAX ID栏位里面。

4. 如有多个notify, 请点击Add additional Notify

5. E-Mail of Shipper/Consignee/Notify Address, 请填写真实有效的邮箱地址, 如果提单上需要显示邮箱, 请将邮箱信息放在shipper/consignee/notify 栏位里面 --- 请不要放在邮箱栏位里面。

注意: 最多只能显示6行, 超过6行会跳红警告), 多出的信息请用\*号连接至货描处

Shipper

E-Mail of Shipper

TAX ID of Shipper

To Order ⓘ Consignee not yet specified

Consignee

E-Mail of Consignee

TAX ID of Consignee

Notify Address (optional)

E-Mail of Notify Address

TAX ID of Notify

➕ Add additional Notify Address

Shippers Reference (optional)

Freight Forwarders Reference (optional)

Forwarding Agent (optional)

TAX ID of Forwarding Agent

Consignee's Reference (optional)

Place of Receipt

To Order ⓘ Consignee not yet specified

Consignee

To Order

TAX ID of Consignee (optional)

# 栏目介绍

1. 船名航次: (根据系统带入)

2. Place of Receipt & Port of Loading & Port of Discharge & Place of Delivery: 系统自动根据订舱路径带入

Notify Address (optional)	Place of Receipt
TAX ID of Notify (optional)	Place of Delivery
<a href="#">+ Add additional Notify Address</a>	
Vessel(s) <b>船名</b>	Voyage No. <b>航次</b>
CHARM C	515N
Port of Loading	
WILHELMSHAVEN	
Port of Discharge	
GOTHENBURG	

# 货描操作流程

1. 箱号、封号
2. 单个箱子有多个货描项且货描信息都不同
3. 如果单个柜子有多个货描项，且货描唛头HS code都一样
4. 件数
5. 件数单位：输入关键字，在跳出的下拉菜单选择单位
6. 选择完件数单位后，会跳出对应单位的全称，如：Carton，如需编辑请在此栏位编辑，如：Cartons
7. 然后输入每个货描栏对应的件数重量和体积
8. 化学品ECICS code
9. 唛头，货描（如果您的货描超过99行，请自行拆分）
10. HS CODE: 请输入头四到六位的商编数字，在下拉菜单选择合适的CODE
11. 增减货描栏，默认只有一个货描栏，如有多个请增加
12. 如果整个补料都是同一个货描，请点击Same description for whole SI
13. SOC（客户自备箱）补料要求：（自备箱的箱重，不允许当作毛重（G.W.）提交）
  - SOC（客户自备箱）→ 客户需要把每个柜子对应的箱重在货描里面提供。
  - SOC empty（客户自备箱空箱）→ 每个空箱的货描需要写成：SOC EMPTY CONTAINER + TARE WEIGHT, 对应的件数为 1 packages, 对应的毛重为：1KGS, 对应的体积为：自备箱的体积（如与目的港要求存在差异，请以第4页提单样本指南为准）

Same description for whole SI  12

1 Container and Cargo for DFSU4307093 Duplicate Delete

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

DFSU 4307093 1 1

e.g. HLCU 1234567

Individual Descriptions for the Cargo Items of such Container 2

Same Description for the whole Container (Marks & Numbers and HS Code will be included) 3

Cargo Item 1 of DFSU4307093

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

1 4 5 Default is selected Kind of Pack 6

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

16000 7 kg 0 7 mtq 0 kg

HS Code ECICS chemical Code (optional) ⓘ

Chn 10 Enter ECICS Code 8

Marks & Nos (optional) ⓘ Description ⓘ

Enter Marks and Numbers 9 TOY 9

11

# 货描操作流程

您可以选择Copy Container Details from Spreadsheet功能操作多个集装箱和货物信息，无需逐条手动输入。

步骤如下：

1. 点击Copy Container Details from Spreadsheet
2. 输入货描，商品编码和件数单位
3. 勾选相同数据的箱子
4. 最后点击upload

3 Containers and Cargo

1 Copy Container Details from Spreadsheet

Copy Container & Cargo Details from Spreadsheet

- Full Columns can be copied by selecting the section where it should be pasted. Copy Container and Cargo details to below columns and cells or fill them manually.
- Rows with the same Container Number will be grouped as cargo items in the same container.
- New containers will be added to existing ones.
- Table is scrollable, so you will see more columns by horizontal scrolling and more rows by vertical scrolling.
- 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

2 Same Description for the all imported Containers

TOYS

HS Code  
950300 - Tricycles, scooters, pedal cars and similar wheeled toys;dolls' carrit

Same Kind of Packages for the all imported Containers  
CT | Carton

3

Select	Container No.	Seal No.	No. of Packages	Gross Weight	Net Weight	Gross Volume	Net Volume
<input checked="" type="checkbox"/>	ACLU4343645	Seal1,Seal2	148	4621.666	3000	3322.666	25
<input checked="" type="checkbox"/>	GATU4426056	Seal1,Seal2	165	4621.666	10.000	3322.666	10.000
<input type="checkbox"/>	DHSA8880928	Seal1,Seal2	156	11765	10.000	8965	10.000

4

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

# 并单 – Combine B/L

1. 对于并单提单，完成当前订舱号码内要提交的补料内容

2. 点击“Add container”，添加对应订舱号码的柜号，然后输入对应的数据

注意事项：

客户在发送并单补料前，都必须核实所有并单的订舱号码是否满足以下条件：

1. 订舱方一致

2. 订舱号码上面的船名航次 + 订舱的路径一致

3. MR (合约方) 需要一致

4. 即使以上3个条件都满足，QQS产品和非QQS产品也不接受合并提单

5. 购买了舱位保和未购买舱位保的提单也不接受合并

Cargo Item 1 of CAIU 2612922

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

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

HS Code  ECICS chemical Code (optional)

Marks & Nos (optional)  Description

**2**

3 Container and Cargo for

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)

Cargo Item 1 of New Container 3

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

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

# 运费及付款地要求

## 运费条款:

1. Origin Haulage Charge/Origin Port Charge (起运港费用)
2. Sea Freight (海运费)
3. Destination Port Charge (目的港费用)

## 付款地:

1. Origin (起运港预付)
2. Destination (目的港到付)
3. Elsewhere (第三地预付)

## 付款人:

1. Booking Party (CU) --- 订舱方
2. Shipper --- 发货人
3. Freight Forwarder --- 不能选
4. As per contract/Rare Agreement --- 根据合约做
5. Others --- 除以上几方以外的付款人, 需注明付款人详细信息

注意: 单票提单出现多个付款信息可能会影响提单完成

## Payment Terms & Payer Parties

### 运费条款/付款地选择

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

### 付款人选择

Prepaid Payer

Booking Party

Booking Party

Shipper

Freight Forwarder

As per contract / Rate Agreement

Others

#### 举例1:

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

举例1: 起运港费用CU(订舱方)预付, 海运费&目的港费用CN(收货人)到付

举例2: 起运港费用CU(订舱方)预付, 海运费&目的港费用第三地预付 (需填写付款方完整地址 or 付款code), 在付款方完整地址前加上“elsewhere payer or payer”字样

#### 举例2:

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

Prepaid Payer

Booking Party

Name and Address of Elsewhere Payer

elsewhere payer  
STOLTANK CONTAINERS B.V.  
WESTERLAAN 12,  
3016 CK ROTTERDAM, THE NETHERLANDS  
TEL: +31102996666 FX: +31102644400

# 提单类型

## 出单类型:

### ► Original – 正本

#### 1. 显示运费

#### 2. 不显示运费

### ► Sea waybill

#### 3. 显示运费

#### 4. 不显示运费

### ► Electronic (eBL)

#### 5. eBL Provider – WAVE BL

#### 6. eBL Provider – IQAX

**Document Issuance**

Number of Freight Original BLs: 0 | Number of Freight Copies (optional): 0

Number of Unfreight Original BLs: 0 | Number of Unfreight Copies (optional): 0

Document Type: Original

**Document Issuance**

Number of Freight Original BLs: 0 | Number of Freight Copies (optional): 0

Number of Unfreight Original BLs: 0 | Number of Unfreight Copies (optional): 0

Document Type: Sea Waybill

**Document Issuance**

Number of Freight Original BLs: 0 | Number of Freight Copies (optional): 0

Number of Unfreight Original BLs: 0 | Number of Unfreight Copies (optional): 0

Document Type: Electronic (eBL)

eBL Provider: WAVE BL (5), WAVE BL (6), IQAX

1. 如果您需要显示费用, 请选择上面这个栏位, 并输入3正3副 (香港, 台湾是3正4副)

2. 如果您不需要显示费用, 请选择下面这个栏位, 并输入3正3副 (香港, 台湾是3正4副)

3. 如果您需要显示费用, 请选择上面这个栏位

4. 如果您不需要显示费用, 请选择下面这个栏位

# ICS2 对不同客户情况的补料要求一览表:

补料备注如何填写?

## EU (欧线) ICS2 信息:

- 客户根据情况提交ICS2相关信息给赫伯罗特(HPL), HPL NEW SI 有固定栏位可以填写, 如果SE/BU/HBL等信息在固定栏位放不下, 请用\*链接到备注栏中。
- 如果客户使用第三方平台提交补料, 请按照模板在备注栏写清楚相关信息
- 客户须提供6位HS code
- 化学品提供ECICS Code
- 填写在备注栏中的SE/BU/EORI number..默认不显示在提单上, 需要显示的话要单独备注 show\*\*\*字样
- 如果收发货人/买卖方都在欧盟且已获欧盟委员会分配的EORI编号, 请在正确栏位提交有效的EORI 编号
- House bill & Master bill 的箱子需保持一致

情况	客户须提供给赫伯罗特的信息	按照以下模板填写补料备注
1.直客单-HPL代发买卖方信息	客户提供买卖双方信息, 包括街道名称、邮政编码、城市和国家名称在内的完整地址, 如果收发货人/买卖方是欧盟且有EOR编号的, 请提供有效的EORI No.	Straight BL Seller:*** Buyer:***
2.直客单-客户自发买卖方信息	客户提供买卖双方提交方的EORI No.	SUPPL DECLARANT OF SE AND BU:**
3.非直客单-客户自发House bill&Seller&Buyer 信息	客户提供申报人的EORI No.	Self Filer code:
4.非直客单-HPL代发House bill&seller&Buyer 信息	客户提供housebill+卖方+买方信息给HPL, 包括街道名称、邮政编码、城市和国家名称在内的完整地址, 如果实际收发货人/买卖方是欧盟且有EOR编号的, 请提供有效的EORI No.	Hapag-Lloyd file HB+SE+BU House bil number *** real shipper: *** real consignee: *** Seller: *** Buyer: *** cargo details: *** 多个HBL必须备注清楚箱子件毛体信息
5.非直客单混合模式-客户自发买卖方信息, HPL代发House bill	客户提供买卖双方提交方的EORI No., housebil完整信息。如果实际收发货人/买卖方是欧盟且有EOR编号的, 请提供有效的EORI No.	Hapag-Lloyd file HB House bill number#*** real shipper: *** real consignee:*** cargo details: *** SUPPL DECLARANT OF SE AND BU:*** 多个HBL必须备注清楚箱子件毛体信息

# ICS2 相关信息如何提交

## 情况1: 直客单, HPL申报买卖双方信息

客户须提供给HPL: 买卖双方完整信息包括EORI No.

1. 提供卖方完整信息, 包括街道名称、邮政编码、城市和国家名称在内的完整地址
2. 提供买方完整信息, 包括街道名称、邮政编码、城市和国家名称在内的完整地址
3. 买卖双方欧盟且已获欧盟委员会分配的EORI编号的请提供EORI
4. 主单上的Consignee & Shipper 在欧盟且已获欧盟委员会分配的EORI, 请填在固定栏位, 其他EORI也可以填在相应栏位

注意:

1. 如果SE/BU等信息在固定栏位放不下, 请用\*链接到备注栏中, 如果有多个SE/BU, 请放在备注栏并且写清楚multiple SE/BU以及相应House bill内容
2. 如果是TO ORDER 提单, notify在欧盟且已获欧盟委员会分配的EORI编号的需要提供EORI
3. 输入EORI number后请注意查看其是否有效

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. SE卖方完整信息

Buyer

2. BU买方完整信息

TAX ID of Seller

不要在此放任何信息

TAX ID of Buyer

不要在此放任何信息

EORI No. of Seller

3. 买卖方的 EORI number

EORI No. of Buyer

UCR Number

选填

4. 主单上其他的EORI/UCR no.

EORI number could not be verified with the EU registry. Please verify again before submitting.

SE444793526501

EORI无效

Additional EORI Numbers

EORI No. of Consignee

CN的EORI number

EORI No. of Shipper

SH的EORI number

EORI No. of Freight Forwarder

不要在此放任何信息

EORI No. of Notify

选填

EORI No. of Buyer

SE4447935265



EORI有效

EORI No. of Manufacturer

选填

EORI No. of Warehouse Keeper

选填

EORI No. of Consolidator

选填

# ICS2 相关信息如何提交

## 情况2: 直客单, 客户申报买卖双方信息

客户须提供给HPL: 买卖双方申报人的EORI No.

1. 买卖双方申报人的EORI No.
2. 主单上的Consignee & Shipper如果在欧盟且已获欧盟委员会分配的EORI编号的请提供EORI, 其他EORI 也可以填在相应栏位

注意:

1. 如果SE/BU/HBL等信息在固定栏位放不下, 请用\*链接到备注栏中
2. 如果是TO ORDER 提单, notify在欧盟且已获欧盟委员会分配的EORI编号的需要提供EORI
3. 输入EORI number后请注意查看其是否有效

### References

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. 买卖双方申报人EORI No.

UCR Number

选填

Additional EORI Numbers 2. 主单上其他的EORI/UCR no.

EORI No. of Consignee ⓘ

CN的 EORI number

EORI No. of Shipper

SH的 EORI number

EORI No. of Freight Forwarder

不要在此放任何信息

EORI No. of Notify

选填

EORI No. of Manufacturer

选填

EORI No. of Warehouse Keeper

选填

EORI No. of Consolidator

选填

EORI number could not be verified with the EU registry. Please verify again before submitting.

EORI No.

SE444793526501

EORI无效

EORI No. of Buyer

SE4447935265

EORI有效

# ICS2 相关信息如何提交

**情况3: 非直客单, 客户自发House bill&Seller&Buyer信息**

客户须提供给HPL: House bill&Seller&Buyer信息申报人的EORI No.

1. House bill&Seller&Buyer信息申报人的EORI No.
2. 主单上的Consignee & Shipper如果在欧盟且已获欧盟委员会分配的EORI编号的请提供EORI, 其他EORI 也可以填在相应栏位。

注意:

- 1.如果SE/BU/HBL等信息在固定栏位放不下, 请用\*链接到备注栏中
2. 如果是TO ORDER 提单, notify在欧盟且已获欧盟委员会分配的EORI编号的需提供EORI
- 3.输入EORI number后请注意查看其是否有效

## References

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 code (EORI)

UCR Number

选填

## Additional EORI Numbers 2.主单上其他的EORI/UCR no.

EORI No. of Consignee ⓘ

CN的 EORI number

EORI No. of Shipper

SH的 EORI number

EORI No. of Freight Forwarder

不要在此放任何信息

EORI No. of Notify

选填

EORI No. of Manufacturer

选填

EORI No. of Warehouse Keeper

选填

EORI No. of Consolidator

选填

EORI number could not be verified with the EU registry. Please verify again before submitting.

EORI No.

**EORI无效**

EORI No. of Buyer

**EORI有效**

# ICS2 相关信息如何提交

## 情况4: 非直客单, HPL申报House bill&Seller&Buyer信息

客户须提供给HPL: House bill&Seller&Buyer完整信息, 包括相应的EORI号码

1. 主单上的Consignee & Shipper 如果在欧盟且已获欧盟委员会分配的EORI编号的请提供EORI, 其他UCR/EORI number 也可以填在相应栏位。

## 2. House bill 信息

- ① 真实收发货人完整信息
- ② 真实收发货人的EORI number
- ③ 买卖双方完整信息
- ④ 买卖方的EORI number
- ⑤ 勾选哪个cargo item对应这个house bill信息, 可单选, 可多选。
- ⑥ 如果有多个House bill, 可点击add House bill再填入相关信息

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

### 1.主单上其他的EORI/UCR no.

UCR Number <b>选填</b>	EORI No. of Consignee <b>CN的EORI number</b>	EORI No. of Shipper <b>SH的EORI No.</b>
Additional EORI Numbers	EORI No. of Freight Forwarder <b>不要在此放任何信息</b>	EORI No. of Notify <b>选填</b>
EORI No. of Manufacturer <b>选填</b>	EORI No. of Warehouse Keeper <b>选填</b>	
EORI No. of Consolidator <b>选填</b>		

注意:

1. 请在提交HBL的同时在SI remark中备注您的HBL number
2. True shipper/Ultimate consignee /SE/BU完整地址信息包括公司名、街道名称、邮政编码、城市和国家名等
3. 输入EORI number后请注意查看其是否有效

## 2. House Bill 信息

True Shipper <b>①.真实收发货人完整信息</b>	Ultimate Consignee
TAX ID of True Shipper <b>不要在此放任何信息</b>	TAX ID of Ultimate Consignee <b>不要在此放任何信息</b>
EORI No. of True Shipper <b>② 真实收发货人的EORI number</b>	EORI No. of Ultimate Consignee
<input type="checkbox"/> Use Shipper from above's first section Addresses & References	<input type="checkbox"/> Use Consignee from above's first section Addresses & References
Seller <b>③ 买卖双方完整信息</b>	Buyer
Tax ID of Seller <b>不要在此放任何信息</b>	Tax ID of Buyer <b>不要在此放任何信息</b>
EORI No. of Seller <b>④ 买卖方的 EORI number</b>	EORI No. of Buyer
Choose the Cargo Items that should be included into House BL above	
<input type="checkbox"/> Select all Cargo Items	<b>⑤ 勾选House bill信息</b>
<input checked="" type="checkbox"/> Cargo Item 1 of CAIU 2612922	<b>相对应的 cargo item</b>
<input checked="" type="checkbox"/> Cargo Item 2 of CAIU 2612922	
<input type="checkbox"/> Cargo Item 1 of CAIU 2672650	
<input type="checkbox"/> Cargo Item 2 of CAIU 2672650	
<b>⑥ 新增HBL</b>	

EORI number could not be verified with the EU registry. Please verify again before submitting.

EORI No. SE444793526501

EORI无效

EORI No. of Buyer SE4447935265

EORI有效

# ICS2 相关信息如何提交

## 情况5: 非直客单, 客户申报买卖双方信息, HPL申报House bill

### 客户须提供给HPL: House bill信息+买卖双方申报人的EORI

1. 主单上的Consignee & Shipper 如果在欧盟且已获欧盟委员会分配的EORI编号的请提供EORI, 其他UCR/EORI number 也可以填在相应栏位。

## 2. House bill 信息

- ① 真实收发货人完整信息
- ② 真实收发货人的EORI number
- ③ 买卖双方申报人的EORI number
- ④ 勾选哪个cargo item对应这个house bill信息, 可单选, 可多选。
- ⑤ 如果有多个House bill, 可点击add House bill再填入相关信息

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 1.主单上其他的EORI/UCR no.

选填

Additional EORI Numbers

EORI No. of Consignee

选填 CN的EORI number

EORI No. of Shipper

选填 SH的EORI No.

EORI No. of Freight Forwarder

选填 不要在此放任何信息

EORI No. of Notify

选填

EORI No. of Manufacturer

选填

EORI No. of Warehouse Keeper

选填

EORI No. of Consolidator

选填

注意:

1. 请在提交HBL的同时在SI remark中备注您的HBL number
2. True shipper/Ultimate consignee/SE/BU完整地址信息包括公司名、街道名称、邮政编码、城市和国家名等
3. 输入EORI number后请注意查看其是否有效

## 2. House Bill 信息

House Bill 1

True Shipper Ultimate Consignee

①. 真实收发货人完整信息

TAX ID of True Shipper Ultimate Consignee

不要在此放任何信息 不要在此放任何信息

EORI No. of True Shipper Ultimate Consignee

②. 真实收发货人的EORI number

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. 买卖双方申报人的EORI number

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

Select all Cargo Items ④. 勾选House bill信息 相对应的 cargo item

Cargo Item 1 of CAIU 2612922

Cargo Item 2 of CAIU 2612922

Cargo Item 1 of CAIU 2672650

Cargo Item 2 of CAIU 2672650

EORI No. of Buyer

SE4447935265

EORI有效

⑤. 新增HBL

Add House Bill

EORI number could not be verified with the EU registry. Please verify again before submitting.

EORI No

SE444793526501

EORI无效

# ICS2 相关信息如何提交

情况4和情况5客户还需填写以下信息

1. Place of Receipt 和 Place of Delivery, 请根据订舱确认书的路径来填写
2. 可选填, 内容为此票提单路径以外的国家
3. Method of Payment, 请统一选择Other, 如有特殊要求, 请填写在Remark处。

### Routing

Place of Receipt 1

Select Place of Receipt

Type at least 3 characters to search locations

Place of Delivery 1

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 2

Select further visited countries by consignment

### Payment

Method of Payment 3

Select

Payment in cash

Payment by credit card

Payment by cheque

Other

Electronic funds transfer

Account holder with carrier

Not pre-paid

# AMS 相关信息如何提交

1. 勾选正确类型，提交相关信息给HPL

2. SCAC CODE / ACI CODE 要求:

客户自行申报HBL AMS 或者 ACI (EMANIFEST) 的，必须在补料时在REMARK处提供 SCAC CODE 和 (或) ACI CODE

HB的提交方式

a. 客户如果需要我司代申报HBL AMS, 请将真实的shipper / consignee / notify 详细信息放在固定栏位

b. 目前HPL NEW SI最多提交50个House bill, 大于50个的House bill信息请放在备注栏。

## 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

## 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

Self Filer SCAC Code

Self Filer code填在此处

## 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

House Bill 1

True Shipper

真实发货人完整信息

Ultimate Consignee

真实发货人完整信息

TAX ID of True Shipper

不要在此放任何信息

TAX ID of Ultimate Consignee

不要在此放任何信息

Use Shipper from above's first section Addresses & References

Use Consignee from above's first section Addresses & References

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

Cargo Item 1 of BSIU 2312915

## 补充信息及SI提交

1. 补料提交前, 请勾选 “I accept the Terms and Conditions”
2. 然后再点 “Submit”
3. 在补料提交之前, 可以预览您的补料信息
4. 您的补料信息可以另存为模板或者草稿

### 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

# 提交结果与查询

1. Web SI 提交成功后，会告知已成功提交

2. 如需查询，请点击“shipping Instructions”，输入订舱号码，就可知道是否已有提交，提交补料的数量。

3. 如果您对web SI 有任何意见，请填写在这个栏位。

**Thank You!**

✓ **Your Shipping Instruction has been successfully sent to us.** 1  
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.

**Document Details**

Booking No	38791319	Document Status	SI Sent
Date of Submission	2024-07-16	Time of Submission	22:39:28 GMT

Booking No.  2

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
20910934		2024-09-02	2024-08-30		HAMBURG	4 2	0

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

Help us improve our Shipping Instruction solution

How do you like our new "SI Preview before Submit" feature?

☆☆☆☆☆ 3

Do you have any further feedback on the new Preview feature?

Continue

# Web SI 的注意事项:

## DG (危险品) SI 的要求:

- DG (危险品) 和 NON-DG (非危险品) 货描不允许合并, 必须分开不同cargo item 提供数据。
- DG (危险品) 的补料数据 (件数、重量、体积、UN、CLASS、货描), 必须和订舱号码上面的DG 数据信息一致, 如果有不符, 需要先申请修改订舱号码上面的DG 数据, 再提交改单或者更新的补料信息, 如未按要求修改, 造成延误导致货柜无法上船, 相关的费用和责任将由客户自行承担。

## 敏感词句:

- 提单不接受以下词句: (请客户在提交补料 前自行删除此类文字, 否则后续更改将会收取改单的费用。
  - CLEAN ON BOARD; 任何货值金额信息
  - 温度通风条款请放在Remark
- 船证: 提单上, 除了船名、航次, 如果有其他与船有关的信息需要显示, 需要通过船证的形式出具。不可直接在提单中显示。

## 目的港代理 (show agent)

- 提单上面不会主动显示目的港代理信息, 如果客户需要在提单上面显示, 请在SI remark处备注: SHOW DESTINATION AGENT.

## 美线提单收货人、通知人格式要求

- 对于出运到美国和加拿大的贸易, 收货人和通知人的前三行应该包含公司名称和地址的详细信息, 我司已按照此海关要求完成提单。您可以通过以下链接了解美国/加拿大 贸易的相关信息: <https://www.hapag-loyd.cn/en/services-information/news/2020/04/usa---imports-to-usa-ports-of-discharge--structure-for-submissio.html>

# Web SI的注意事项:

## SI REMARK (备注栏) 要求:

- ❖ Issue OBL at Destination (目的港出单)
- ❖ SGF (shipping guarantee fee) 舱保费默认为预付形式, 如果客户要求SGF 费用做到付, 需要在补料上面备注: **SGF collect (if consignee reject to pay, booking party will pay.)**

## 注意:

1. For customer's special invoice currency issue in remark will not be accepted any longer, we would base on the system's invoice currency defaults. (客户在remark备注的开票币种要求将不再被接受, 会按照系统对客户设置的付款币种进行开票)

2. The above content is for reference purposes. Actual implementation may be adjusted based on specific conditions. (以上内容仅供参考, 实际执行可根据具体情况调整)