SI (SR) MANUAL
(www.ship.inttra.com)

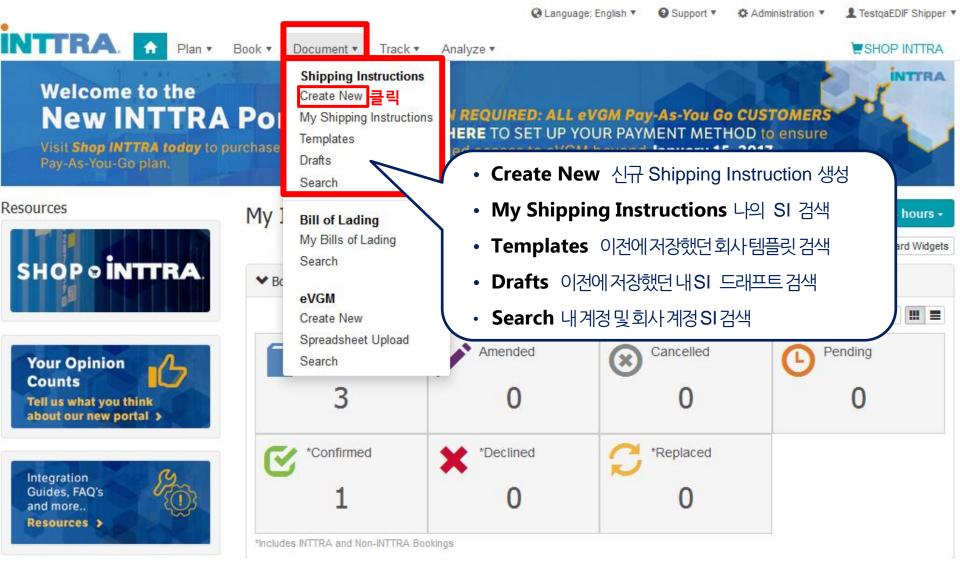**INTTRA**

www.ship.inttra.com 으로 접속

아이디 와 비밀번호 입력후 로그인(Log In) 클릭

신규 SI 생성을 위해 'Document' 메뉴버튼 클릭

- **Create New** 신규 Shipping Instruction 생성
- **My Shipping Instructions** 나의 SI 검색
- **Templates** 이전에 저장했던 회사 템플릿 검색
- **Drafts** 이전에 저장했던 내 SI 드래프트 검색
- **Search** 내 계정 및 회사 계정 SI 검색

필수 정보 (🔲) 입력

INTTRA   🏠 Plan ▾   Book ▾   **Document ▾**   Track ▾   Analyze ▾   🛒 SHOP INTTRA
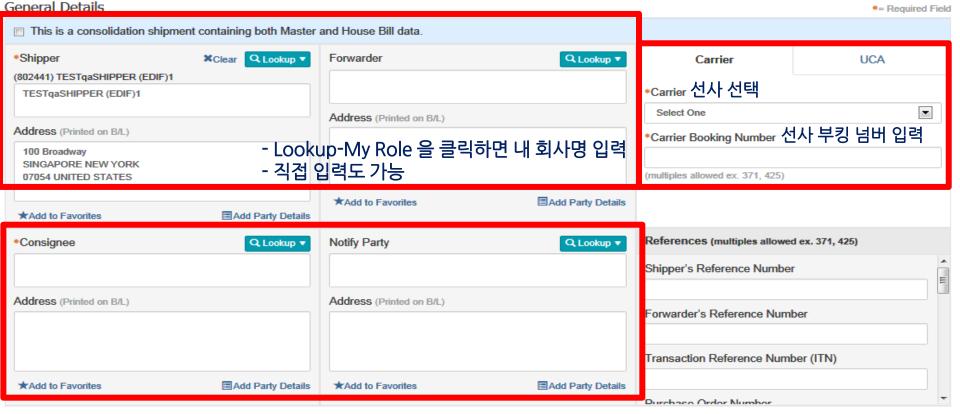
1 Create Shipping Instruction   **2** Review Shipping Instruction   **3** Shipping Instruction Submitted
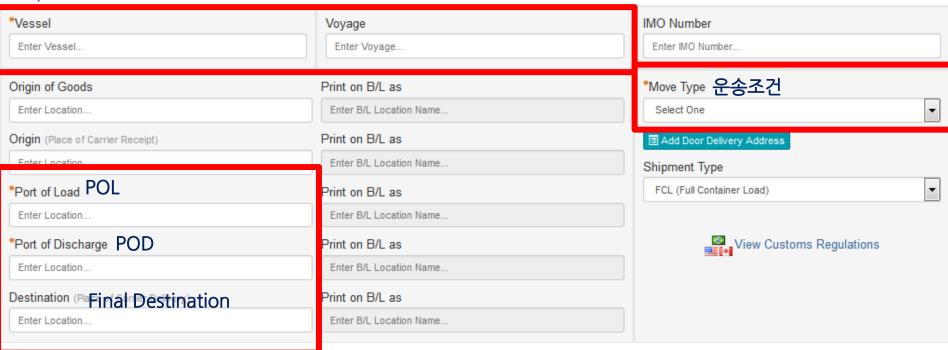
Create Shipping Instruction

SI Requestor Company: TESTqaSHIPPER (EDIF)1
Created by: TestqaEDIF Shipper **On:** 09 Jan 2017 03:11:54 (GMT)

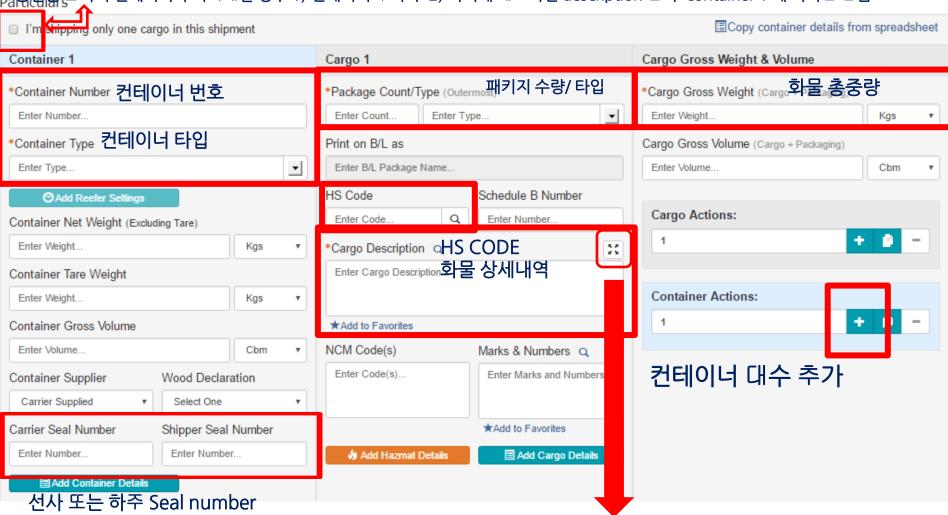**General Details**   *= Required Field

☐ This is a consolidation shipment containing both Master and House Bill data.

•Shipper   ✖Clear   🔍 Lookup ▾
(802441) TESTqaSHIPPER (EDIF)1

TESTqaSHIPPER (EDIF)1

Address (Printed on B/L)

100 Broadway
SINGAPORE NEW YORK
07054 UNITED STATES

★Add to Favorites   📋Add Party Details

Forwarder   🔍 Lookup ▾

Address (Printed on B/L)

★Add to Favorites   📋Add Party Details

- Lookup-My Role 을 클릭하면 내 회사명 입력
- 직접 입력도 가능

•Consignee   🔍 Lookup ▾

Address (Printed on B/L)

★Add to Favorites   📋Add Party Details

Notify Party   🔍 Lookup ▾

Address (Printed on B/L)

★Add to Favorites   📋Add Party Details

| **Carrier** | **UCA** |

•Carrier 선사 선택

Select One ▼

•Carrier Booking Number 선사 부킹 넘버 입력

(multiples allowed ex. 371, 425)

References (multiples allowed ex. 371, 425)

Shipper's Reference Number

Forwarder's Reference Number

Transaction Reference Number (ITN)

Purchase Order Number

INTTRA

선명 , 항차

Transport

*Vessel	Voyage	IMO Number
Enter Vessel...	Enter Voyage...	Enter IMO Number...

Origin of Goods	Print on B/L as	*Move Type 운송조건
Enter Location...	Enter B/L Location Name...	Select One ▾

Origin (Place of Carrier Receipt)	Print on B/L as	📋 Add Door Delivery Address
Enter Location	Enter B/L Location Name...	Shipment Type

*Port of Load POL	Print on B/L as	FCL (Full Container Load) ▾
Enter Location...	Enter B/L Location Name...	

*Port of Discharge POD	Print on B/L as	🏳️ View Customs Regulations
Enter Location...	Enter B/L Location Name...	

Destination (Place of Carrier Delivery) Final Destination	Print on B/L as	
Enter Location...	Enter B/L Location Name...	

Move Type : CY/CY 일 경우
Port,Ramp or CY to Port , Ramp or CY 선택

Print on B/L as : LC 등의 이유로 B/L 상에 표기되
어야 하는 text 를 기입 (Busan port, Korea 등)

INTTRA

동일한 품목의 컨테이너가 여러대일 경우 1) 컨테이너 추가 후 2) 하기에 체크하면 description 란이 container 1 에 하나만 남음

Particulars

☐ I'm shipping only one cargo in this shipment

📋 Copy container details from spreadsheet

Container 1

*Container Number **컨테이너 번호**

Enter Number...

*Container Type **컨테이너 타입**

Enter Type... ▼

⟳ Add Reefer Settings

Container Net Weight (Excluding Tare)

Enter Weight...   Kgs ▼

Container Tare Weight

Enter Weight...   Kgs ▼

Container Gross Volume

Enter Volume...   Cbm ▼

Container Supplier   Wood Declaration

Carrier Supplied ▼   Select One ▼

Carrier Seal Number   Shipper Seal Number

Enter Number...   Enter Number...

📋 Add Container Details

선사 또는 하주 Seal number

Cargo 1

*Package Count/Type (Outermost) **패키지 수량/ 타입**

Enter Count...   Enter Type... ▼

Print on B/L as

Enter B/L Package Name...

HS Code   Schedule B Number

Enter Code... 🔍   Enter Number...

*Cargo Description 🔍 **HS CODE**   ⤢
화물 상세내역

Enter Cargo Description...

★Add to Favorites

NCM Code(s)   Marks & Numbers 🔍

Enter Code(s)...   Enter Marks and Numbers

★Add to Favorites

🔥 Add Hazmat Details   📋 Add Cargo Details

Cargo Gross Weight & Volume

*Cargo Gross Weight (Cargo + Packaging) **화물 총중량**

Enter Weight...   Kgs ▼

Cargo Gross Volume (Cargo + Packaging)

Enter Volume...   Cbm ▼

Cargo Actions:

1   ➕ 📋 ➖

Container Actions:

1   ➕ 📋 ➖

컨테이너 대수 추가

Description 란 화면 확대 가능

INTTRA

운송비(ocean freight) 부담하는 곳 입력
1. Origin: 수출지   2.Destination: 수입지   3.Other locations: 기타

Freight Charges

*Ocean Freight Payable at

Select One ▼

Currency Type

USD United States of America, Dollars ▼

Shipper's Declared Value

Enter Value...

○ All Charges:

Prepaid ▼

◉ Individual Charges:

*Ocean Freight:

Prepaid ▼

Origin Port Charges(THC):

Select One ▼

Origin Haulage Charges:

Select One ▼

Additional Charges:

Select One ▼

Destination Port Charges(THC):

Select One ▼

Destination Haulage Charges:

Select One ▼

Documentation

Clauses

☐ Age of Vessel

☐ Caribbean Basin Initiative (CBI)

☐ Carrier Reserves the Right to Place Container(s) in Heated Warehouse at a Set Cost

☐ Certification Statements

User Defined Clauses

Enter Clauses...

B/L Place of Issue

Enter Location...

Print on B/L as

Enter B/L Location Name...

Requested Date of Issue

dd-mmm-yyyy

발행하고자 하는 B/L 의 발행 부수 입력
(ex 운임표기 되지 않은 OBL 일 경우
Original/ Unfreighted 에 발행 부수 입력, 1,2, 3, etc., Copy B/L 발행 부수 입력 1,2,3 , etc.,)
- Original : Original B/L
- Non-negotiable: Copy B/L
- Freighted : B/L에 운임 입력
- Unfreighted : B/L 에 운임 미입력

B/L Print Instructions (Provided to the Carrier, not printed on Bill of Lading)

*B/L Type	Freighted	Unfreighted	
⦿ Original:	Enter # Copies...	Enter # Copies...	
Non-Negotiable:	Enter # Copies...	Enter # Copies...	
⦿ Seaway/Express:	Enter # Copies...	Enter # Copies...	

⦿ This is a Standalone House Bill: House Bill Number: Enter Number...

기타 내용 입력

Notification Emails

SI Requestor Emails (used by carriers for SI communication)

Enter Emails...

(You may specify up to six (6) email addresses separated by commas)

Partner Notification Emails (used only by INTTRA to notify partners)

Enter Emails...

(You may specify up to six (6) email addresses separated by commas)

*SI Name

CU2000_20170112072349

⬇ Save Draft   ⬇ Save Template   ▶ Continue ❯

드래프트로 저장

템플릿으로 저장 후 나중에 재 사용

작성 완료 후 다음 페이지로

INTTRA

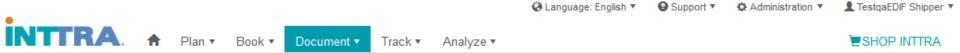**INTTRA.**   🏠   Plan ▾   Book ▾   **Document ▾**   Track ▾   Analyze ▾   🛒 SHOP INTTRA

1 Create Shipping Instruction   **2** Review Shipping Instruction   **3** Shipping Instruction Submitted

Review Shipping Instruction

ℹ Your Shipping Instruction has **NOT** yet been submitted.
ℹ This review screen shows the information you entered so that you can correct information if necessary.

- If the information you entered is correct, please click **Submit**.
- If the information is incorrect, please click **Make Corrections** to return to the previous page.

< Make Corrections

입력내용 최종 확인 후 수정이 필요한 경우
〈 Make Corrections 이용하여 뒤로 이동 및 수정

작성 내용 확인 후 이상이 없을 경우
Submit Booking 〉 클릭하여 최종 전송

Submit SI >

⚠ 2 Warnings

VGM Advisory: VGM information entered as free text in the Shipping Instruction will not be considered by the Ocean Carriers as a certified provision method.

NOTICE: As a precaution, INTTRA checks your Booking Number against existing Booking records in our system, and your Booking Number was not found. **IF YOUR BOOKING NUMBER IS CORRECT, PLEASE PROCEED TO SUBMIT YOUR TRANSACTION.**

🖶 Printer-Friendly

SI Name: CU2000_20170112074601

Product Channel: Web

INTTRA

문의처

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라이브챗(LiveChat) http://inttra.force.com/liveagent