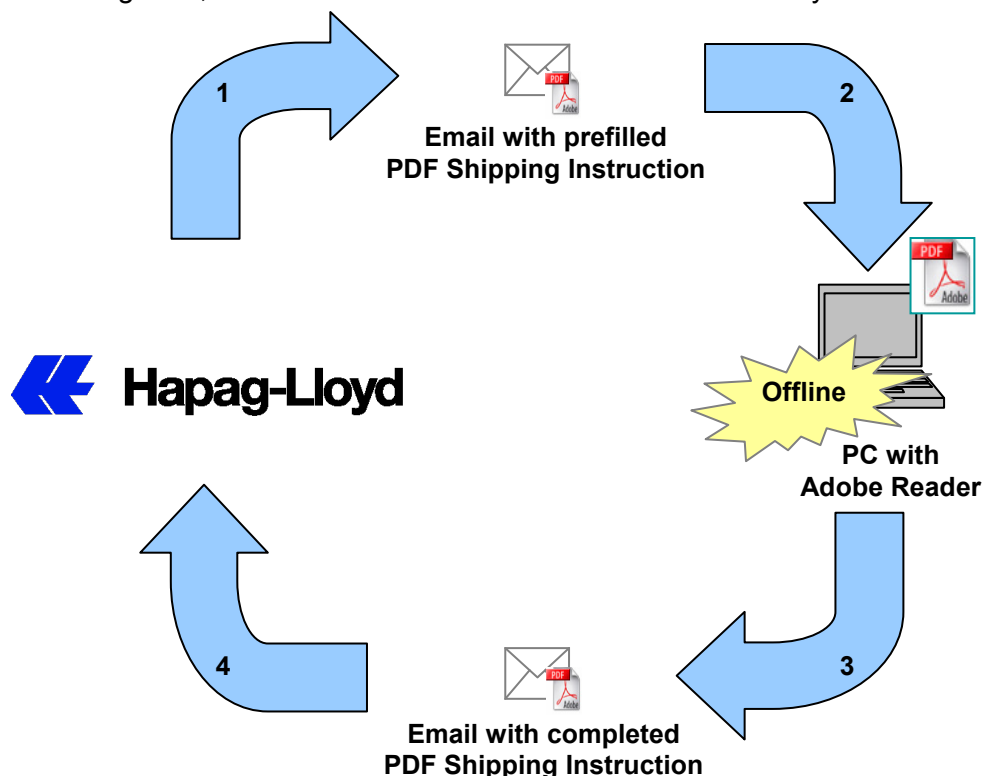




How to use advanced PDF Shipping Instructions

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

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



[!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\) Back to Overview](#)

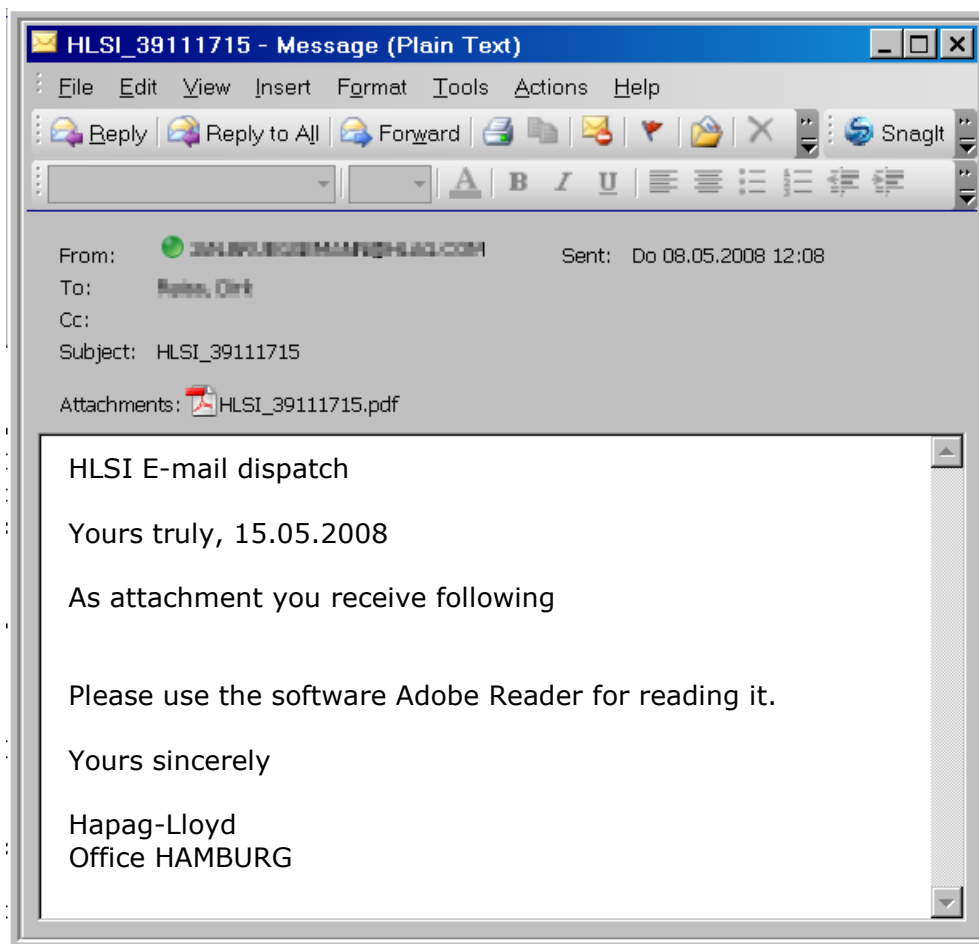
Step 1: Receive the PDF

Contact Hapag-Lloyd to apply for this service

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

Prefilled PDF comes as email

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





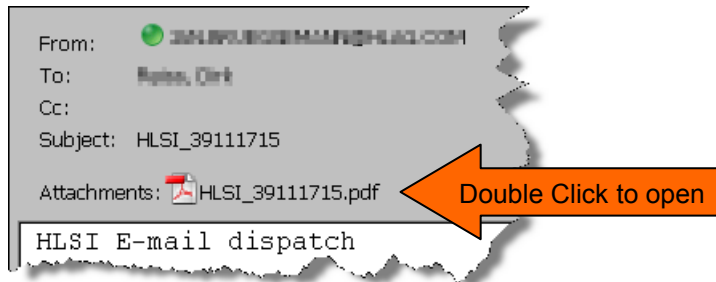
Shipping Instructions



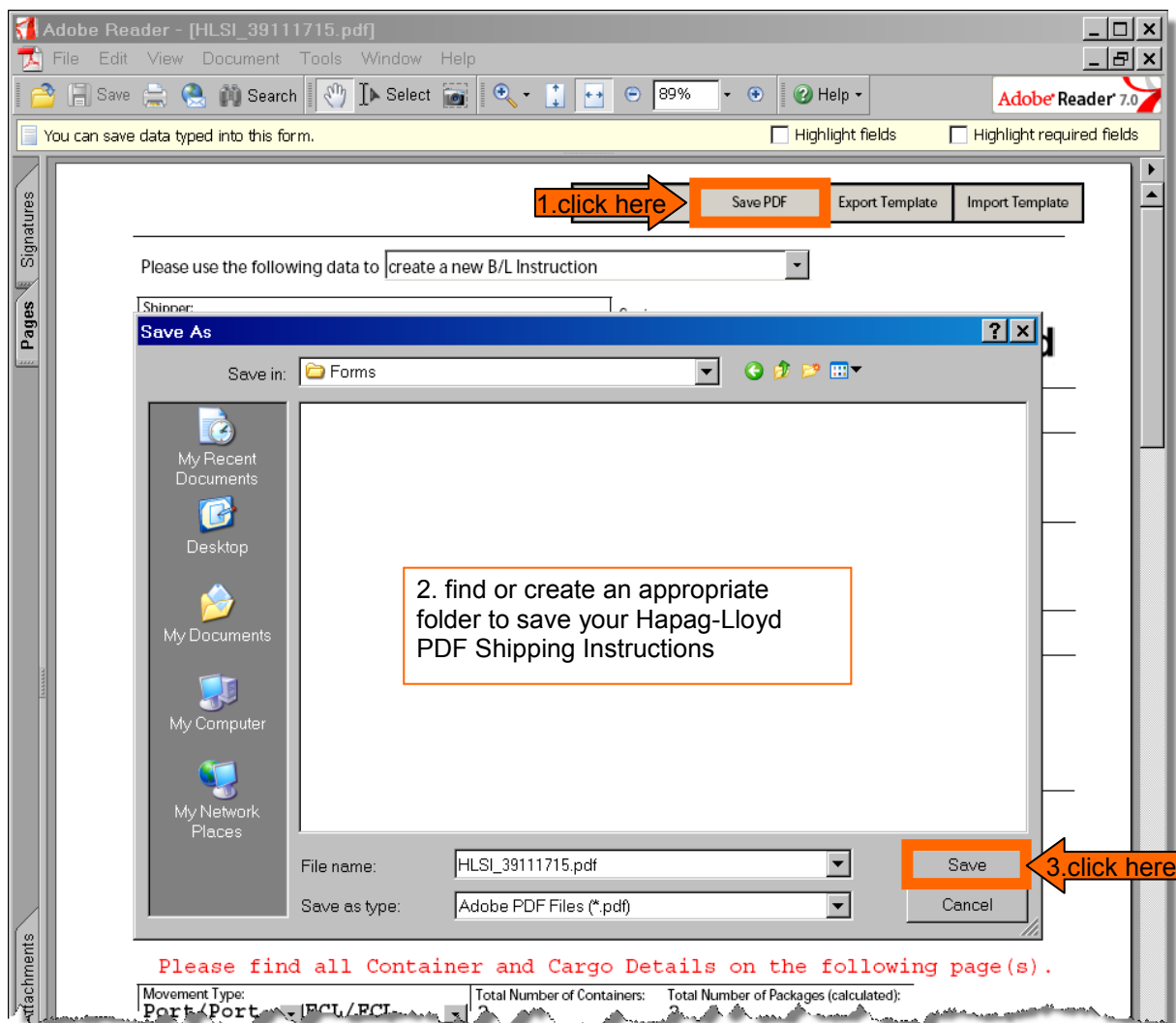
[← Back to Overview](#)

Open PDF and save to suitable folder on your PC

Simply open the PDF Shipping Instruction directly from your email.



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



[← Back to Overview](#)



Shipping Instructions



[← Back to Overview](#)

Step 2: Fill in the PDF Shipping Instruction

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

Adobe Reader - [TEST_SI_IPTMIN_31_Edit1_rendered.pdf]

File Edit View Document Tools Window Help

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

Send Mail Save PDF Export Template Import Template

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

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

Shipment No.: 3 0 5 1 4 9 6 B/L-No.: 1/2

Shipper's Export Reference: [editable fields]

Forwarding Agent Address: [editable fields]

Consignee: To Order

Consignee's Reference: [editable fields]

Place of Receipt: [editable fields]

Notify Address: [editable fields] Add more

Vessels: TL EXPRESS Voyage No.: W3573432

Port of Loading: SINGAPORE

Port of Discharge: HAMBURG

67061 LUDWIGSHAFEN GERMANY

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

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

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

Freight Payable At: [editable fields] Invoice Reference: [editable fields]

Set Charges to: ☐ All Prepaid ☐ All Collect ☐ Individually

Port Charge Origin: ☐ Prepaid ☐ Collect

Seafreight + Additional: ☐ Prepaid ☐ Collect

Port Charge Destination: ☐ Prepaid ☐ Collect

Destination Haulage Charges: ☐ Prepaid ☐ Collect

Document Type: Sea Waybill

Number of freighted original B/L: [editable fields] copies

Number of unfreighted original B/L: [editable fields] copies

Receive back the Sea Waybill of Lading via (for UBL only via post / self-collector):

☐ E-Mail ☐ Post

☐ Download ☐ Self-Collector

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

Remarks: [editable fields] Add more

Version: 0.74H SI_IPTMIN_DYN_ACT_FLAT.xdp/31.xdp
SI_IPTMIN_DYN_ACT_FLAT.xdp/31.xdp

1 of 2


[← Back to Overview](#)

Some data is already pre-filled by Hapag-Lloyd

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

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

Edit remaining data

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

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

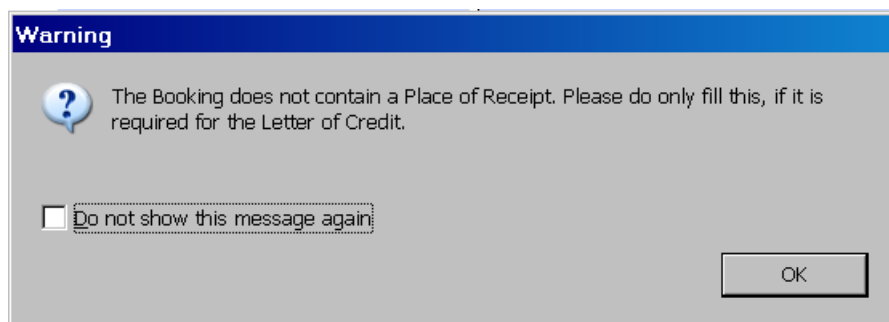
For best practice it is recommended to include your specific customer references either under "Shipper's Reference" or "Consignee's Reference". Please note that if you include a "Reference", you also need to provide the corresponding "Address".

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

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

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

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





Shipping Instructions



[← Back to Overview](#)

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

Page 2 / 2

Container Nos, Seal Nos, Marks and Nos.	Number and Kind of Packages, Description of Goods:	Gross Cargo Weight, Measurement:	Actions: Container / Cargo
Container Nos ANTU 4746373	Number of Packages Kind of Packages UN Packing Code Kind of Packages print on B/L as	Gross Cargo Weight: Unit Measurement Unit HS Code ⚠ Please use the Description of Goods for any additional HS Codes	Container copy add remove remove all Cargo copy add remove
Marks and Nos Seal No 1 Seal No 2 Seal No 3 Container Nos HLXU 6141332	Description of Goods Number of Packages Kind of Packages UN Packing Code Kind of Packages print on B/L as	Gross Cargo Weight: Unit Measurement Unit HS Code ⚠ Please use the Description of Goods for any additional HS Codes NCM(s) (press enter after each) 12132123 45454545 1234	Container copy add remove remove all Cargo copy add remove

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

Extend the document dynamically as needed

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

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

Notify Address: click here → Add more

Vessel(s): Voyage-No.:

[← Back to Overview](#)



- 
- Remarks:
- click here
- Add more

Page 2 / 3

Hapag-Lloyd

Notify Address #2:	Additional Remarks:
Notify Address #3:	

Remove this page

[← Back to Overview](#)



Shipping Instructions



[← Back to Overview](#)

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

Page 2 / 2

Hapag-Lloyd

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

buttons to copy / add / remove containers & cargos

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

Format of data is automatically checked

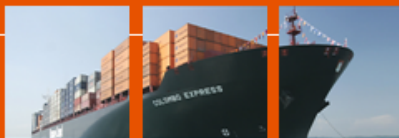
Where a specific format is expected, the document will automatically check your input to ensure maximum data quality.

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

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

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

[← Back to Overview](#)



Shipping Instructions



[← Back to Overview](#)

Transform Container Number

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

☐ Do not show this message again

OK

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

No ISO conform Container No.

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

Yes No

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

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

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

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

[← Back to Overview](#)



Shipping Instructions



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

Port of Discharge:
MONTREAL, QC

Please find all Container and

Movement Type:
Port/Port ☐ **FCL/FCL** ☐ Total Number: **1**

AMS/ACI self filer: ☒ AMS SCAC code/ACI Number Code:

Freight Payable At:
Destination

Invoice Reference:

Set Charges to:
☐ All Prepaid ☐ All Collect ☒ individually

Seafreight

Self-Filer

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

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

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

Yes No

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

Page 2 / 2

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods:	Gross Cargo Weight, Measurement:	Actions: Container / Cargo
Container Nos HLCU 1234567	Number of Packages 1535	Gross Cargo Weight 15895	Container copy add remove remove all Cargo copy add remove Housebill edit For Housebills see last page/s
Marks and Nos	Kind of Packages UN Packing Code Package PK	Unit KGM	
	Kind of Packages print on B/L as PIECES	Measurement Unit	
Seal No 1 123456	Description of Goods FORGINGS, ROCKER	HS Code 73 26 90	
Seal No 2	HTS 732690	Please use the Description of Goods for any additional HS Codes	
Seal No 3	*IN TRANSIT TO USA*		

click here

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

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



Shipping Instructions



Page 3 / 3

eaSI



True Shipper & Ultimate Consignee

1	House B/L No. used for this combination: select one Housebill Number	Copy Master B/L	remove
True Shipper: [Redacted Address]		Ultimate Consignee: [Redacted Address]	

Cargoes Available:

TCNU 9870178 | 21 | 1213 KGM

>>

>

<

<<

Cargoes Linked to this Shipper / Consignee Combination:

[Empty]

Page 3 / 3

eaSI



True Shipper & Ultimate Consignee

1	House B/L No. used for this combination: select one Housebill Number	Copy Master B/L	remove
True Shipper: [Redacted Address]		Ultimate Consignee: [Redacted Address]	

Cargoes Available:

TCNU 9870178 | 21 | 1213 KGM

>>

>

<

<<

Cargoes Linked to this Shipper / Consignee Combination:

[Empty]

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



Shipping Instructions



Page 3 / 3

True Shipper & Ultimate Consignee

add

1 House B/L No. used for this combination:
select one Housebill Number

Copy Master B/L remove

True Shipper:
[blurred text]

Ultimate Consignee:
[blurred text]

Cargoes Available:
TCNU 9870178 | 21 | 1213 KGM

Cargoes Linked to this Shipper / Consignee Combination:

Mark the line(s)

Then click here to add

>>
>
<
<<

back
add

Page 3 / 3

True Shipper & Ultimate Consignee

add

1 House B/L No. used for this combination:
select one Housebill Number

Copy Master B/L remove

True Shipper:
[blurred text]

Ultimate Consignee:
[blurred text]

Cargoes Available:

Cargoes Linked to this Shipper / Consignee Combination:
TCNU 9870178 | 21 | 1213 KGM

>>
>
<
<<

Cargo has been linked

back
add

To remove the True shipper and Ultimate Consignee click here

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

You can click "add" to link another cargo items to a different party pair likewise

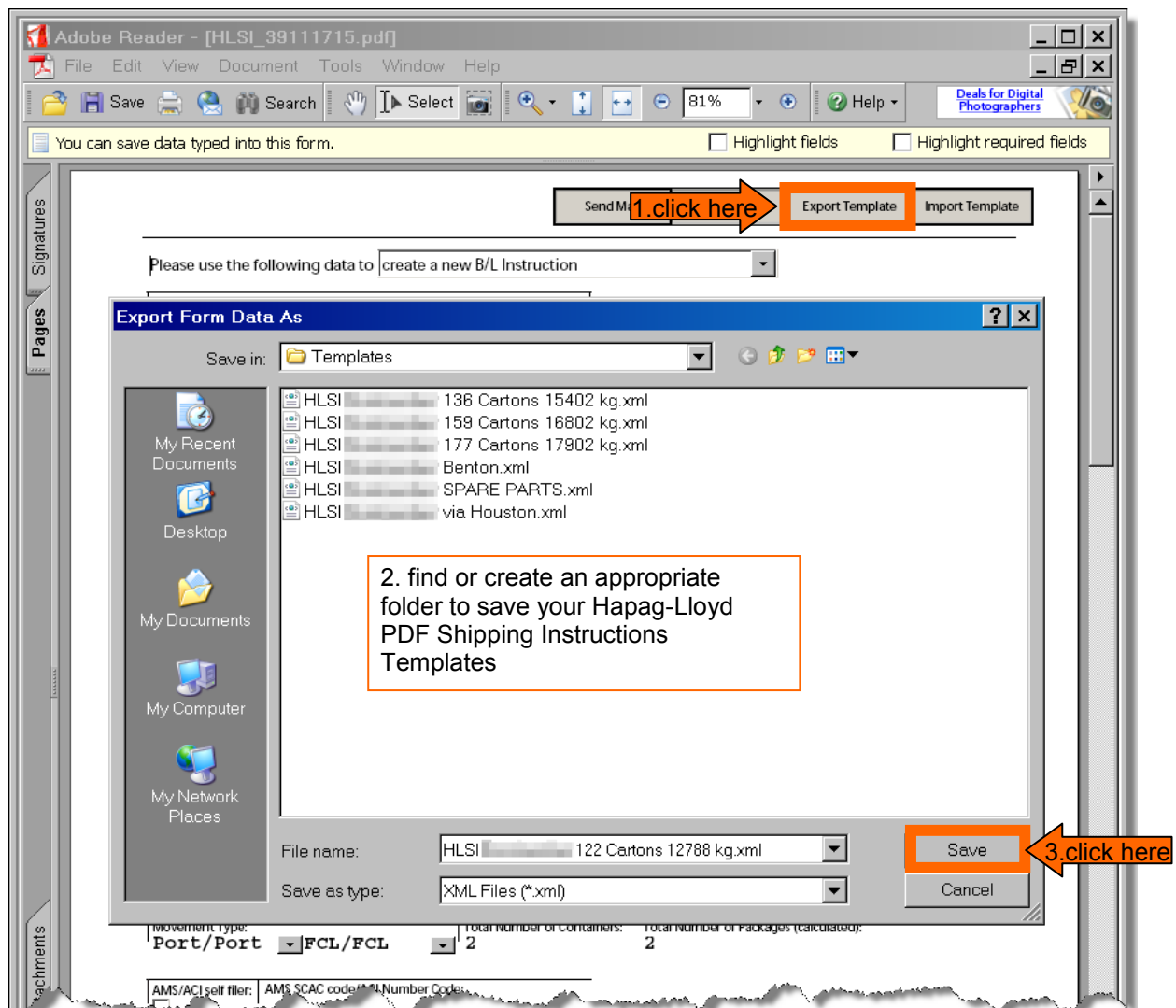

[← Back to Overview](#)

Step 3: Create / use your own templates

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

Create a template

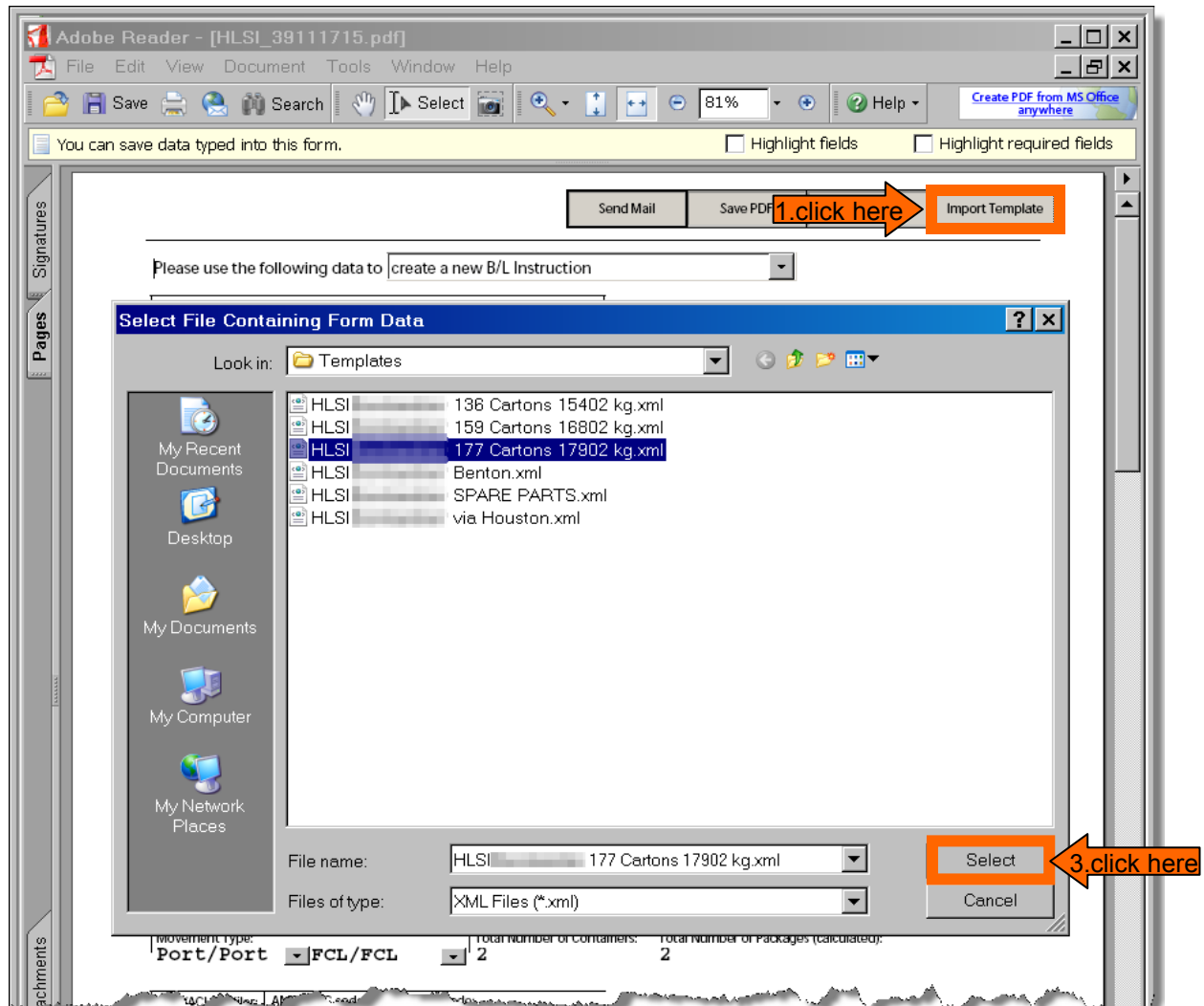
To create a template from a Shipping Instruction, click on the **"Export Template"** Button on the first page.





Import data from templates

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



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

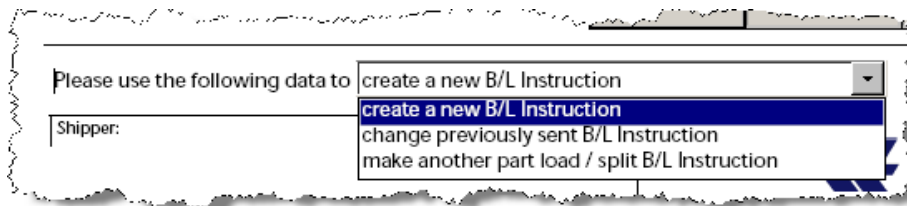
Container numbers are never imported from templates as they would not be relevant to new shipments. If the pre-filled document comes with any container numbers you can simply copy them to the container number field of the imported data. Then just remove the pre-filled container item.

[!\[\]\(397cc4c04b5e7ea225dbaa029a5dee1f_img.jpg\) Back to Overview](#)

Step 4: Send the form to Hapag-Lloyd

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

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



The screenshot shows a web form with a label 'Please use the following data to' followed by a dropdown menu. The dropdown menu is open, showing three options: 'create a new B/L Instruction' (highlighted in blue), 'change previously sent B/L Instruction', and 'make another part load / split B/L Instruction'. To the left of the dropdown, there is a label 'Shipper:'.

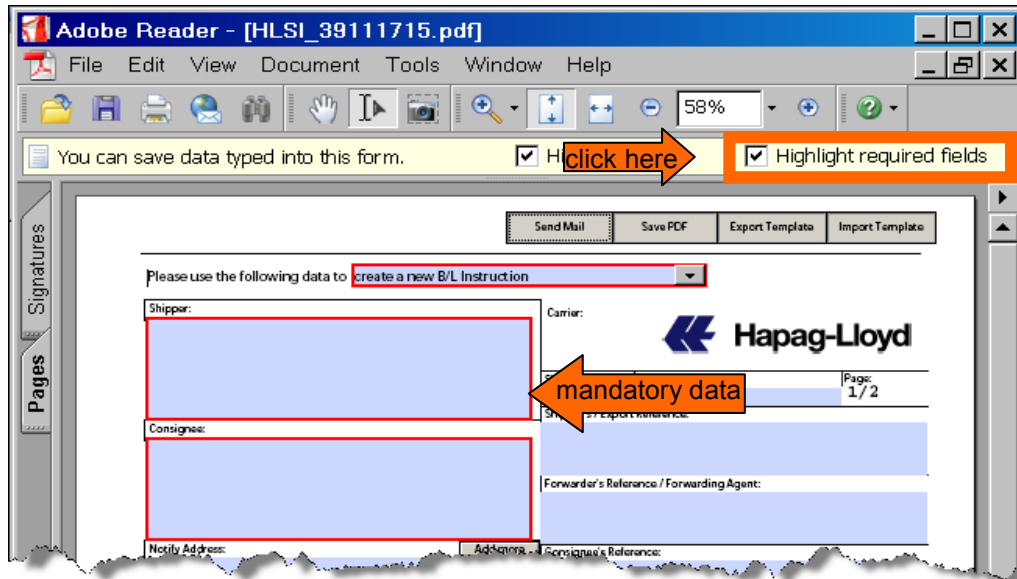
Especially if you need to send changes, please make sure that “**change previously sent B/L Instruction**” is selected, since otherwise a new B/L would be automatically created.

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



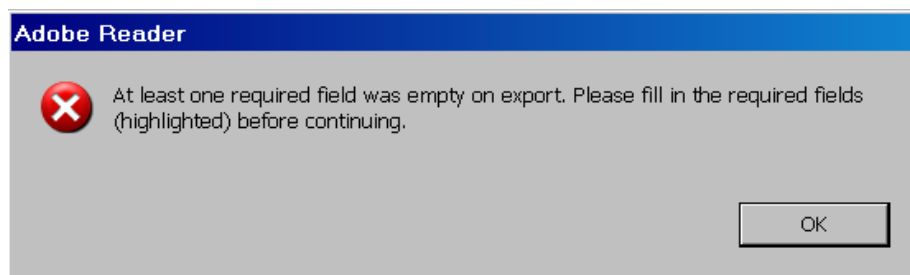
Make sure all mandatory fields are filled

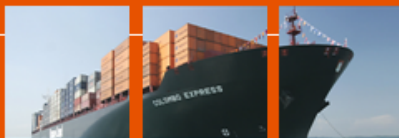
Before sending your Shipping Instruction to Hapag-Lloyd, please make sure all mandatory information is provided. In Adobe Reader 7 you can highlight the required fields in the form by clicking on “**Highlight required fields**”.



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

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

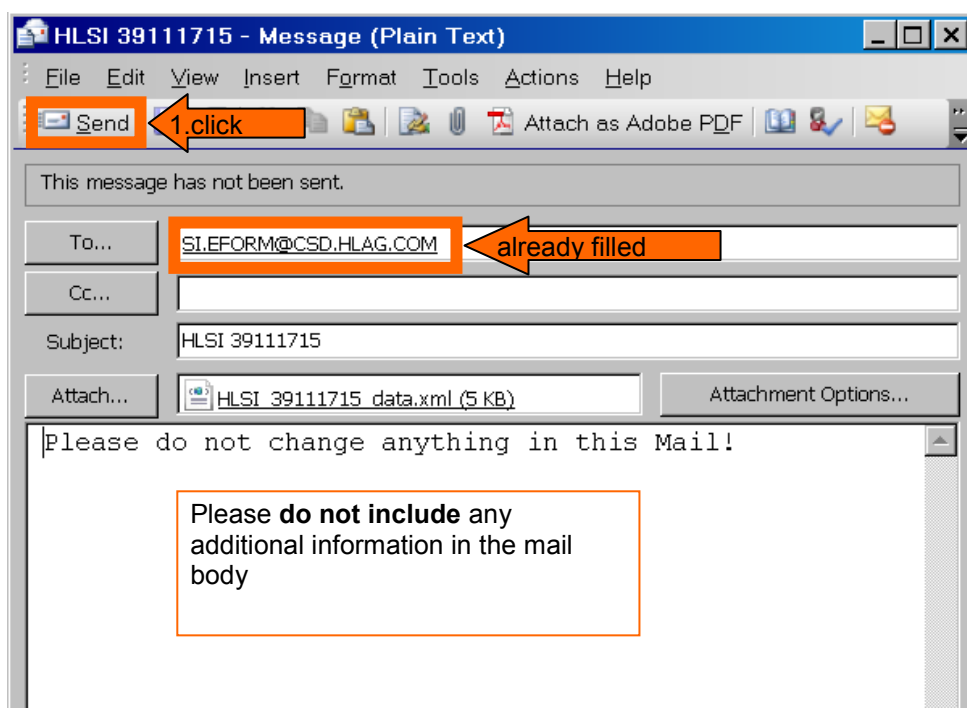
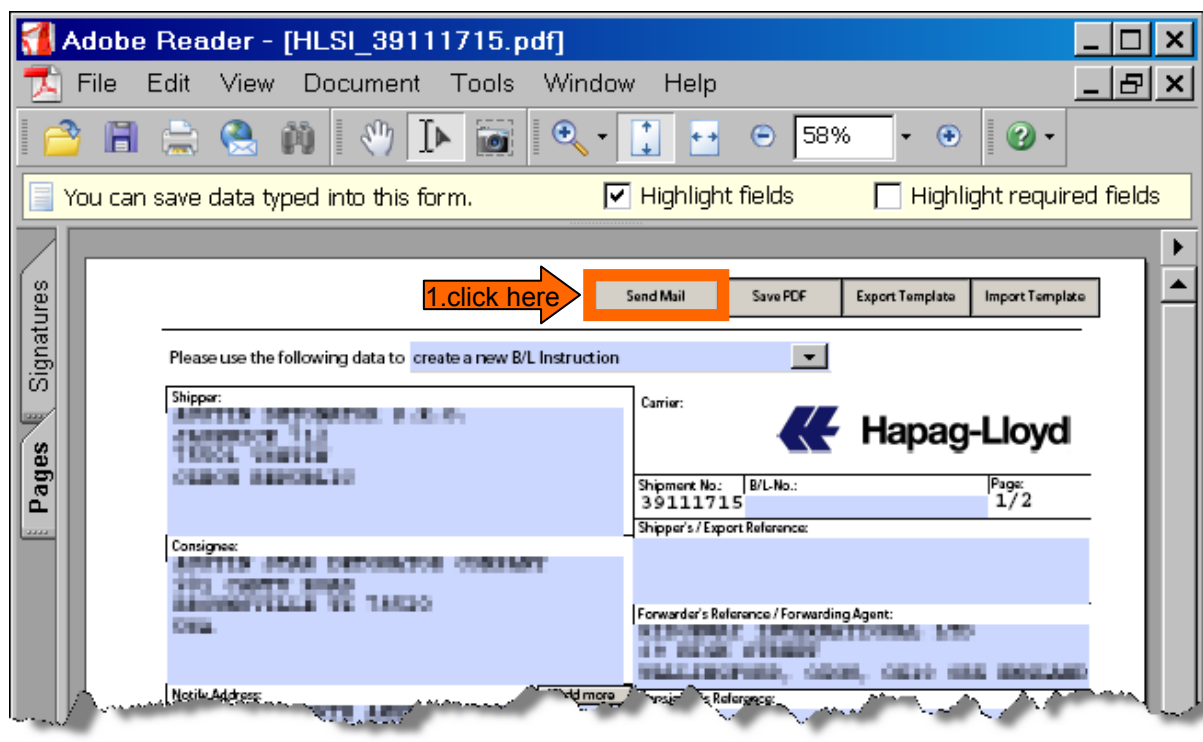




[← Back to Overview](#)

Send document to Hapag-Lloyd by email

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





Shipping Instructions



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

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