

## Use **EASI** to submit your Shipping Instructions online

Click on 'Documentation', select 'Shipping Instructions'

Search by booking number, and select 'Download New Form' (= Dynamic PDF form)

If any issues with SEND FORM:

1. Go to your browser Settings, for example in Google Chrome.
2. Select 'Security & Privacy'
3. Select 'Set settings'
4. Select 'PDF Documents'
5. Select 'Download PDFs' (Open PDFs will not allow the Dynamic PDF form to perform properly)

Then go back to the 'Shipping Instructions' webpage and download **Adobe Acrobat**.

### **SI Online Form – page 1**

1. All red boxes must be filled in
2. Prefilled info appears, as linked to a selected booking
3. Freight payable option
4. SWB or OBL (OBL delivered by courier or OBL download // SWB by email)
5. Add any remarks

### **SI Online Form – page 2**

1. Fill in the cargo description
2. Once all info is filled in, click 'SEND FORM'
3. Pop up appears with the option to submit SI online or receive a Sent email (still considered as an electronic submission)

The Draft BL will be sent within eight hours after the SI submission.

## Use **BL Draft Approval Online** to review/edit/approve your BL or SWB draft

A link to the BL draft is emailed once the SI are submitted.

The BL draft can also be found on the website under 'Documentation'.

### **Options:**

- Review
- Edit (any change will be marked in orange)
- Leave comments under body part of the draft, example: cargo description, weight, SWB/OBL etc.
- APPROVE BL DRAFT (Approve at Instructions for OBL: specify number of copies, telex release etc.)
- SUBMIT to Download or Email yourself the receipt