

## New Shipping Instruction – 한글가이드

: Version 4 (2025.06.26)

❖ Updates : payment detail 입력 방법 업데이트

- 1) [www.hapag-lloyd.com](http://www.hapag-lloyd.com) 에 로그인 후 상단 **Online Business Suite** 메뉴를 클릭후, 왼쪽 메뉴바에서 **Documentation--> Shipping Instruction** 을 클릭하여 선적서류 제출하는 리스트로 이동합니다.



- 2) 선적 서류를 제출해야 하는 Shipment 를 선택하고 아래의 'Use New SI to Submit'을 클릭합니다.



- 3) 선적서류 (Shipping Instruction, 이하 SI) 를 입력하는 화면으로 이동합니다.  
New SI 는 Address & Reference / Containers and Cargo / Country Specific & Customs Requirements (conditionally) / Freight / Document Issuance / Comments / Confirmation 파트로 구성되어 있습니다.

Step 1: 진행할 BL Number 를 확인합니다.

1

Booking & BL No

There are no applicable BL numbers. A new BL Number will be generated when you submit your Shipping Instruction.

Select the applicable BL number

Booking Number

039R01#?

Select BL Number

Create new

추가 SI 제출이 필요한 경우 Create new 를 선택하시고 제출해주세요.

Step 2 : Address & Reference 를 입력합니다.

2

Addresses & References

Shipper

TAX ID of Shipper (optional)

☐ To Order
 

Consignee not yet specified

Consignee

TAX ID of Consignee (optional)

Notify Address (optional)

TAX ID of Notify (optional)

Add additional Notify Address

Vessel(s)

SEASPAN BELLWETHER

MSC MADHU B

Voyage No.

2441W

FI502A

Port of Loading

BUSAN

Port of Discharge

NAVEGANTES, SC

Shippers Reference (optional)

Freight Forwarders Reference (optional)

Forwarding Agent (optional)

TAX ID of Forwarding Agent (optional)

Consignee's Reference (optional)

Place of Receipt

Place of Delivery

해당되는 경우 Reference 번호 및 코드를 입력해 주세요.

Company name & Full address 및 TAX ID (해당시) 입력해 주세요.

POL / POD / PLD 는 부킹하신 PORT NAME + COUNTRY NAME 만 기재할 수 있습니다.

Step 3 컨테이너와 화물 디테일을 입력합니다.

2 Containers and Cargo

Same description for whole SI ☐

1 Container and Cargo for HLBU1000015 Duplicate ^

Container No. HLBU 1000015 Seal No. (optional) SEAL001 Seal No. (optional) SEAL002 Seal No. (optional) SEAL003  
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)

부킹된 컨테이너별로 컨테이너번호 / 실번호 / 포장수량 / 포장단위 / 총중량 / CBM / 순중량 / HS CODE / Marks & Description 을 입력해 주세요.

- **Description 상에 아이템명은 필수 기재 사항입니다.**

**모델명 또는 약어로만 기재 시 세관 과태료 대상이니 반드시 제일 첫줄에 정확한 품명 기재해주세요.**

- DG 건은 DG certi 에 발급된대로 BL 상에 동일하게 DG Detail 이 기재되어야합니다.

여러 item 혼적일 경우 **Add cargo item** 클릭하시고 발급받으신 DG certi 와 동일하게  
아이템별로 detail(아이템명, 수량, 중량등) 기재하여 제출해주세요.

Non-DG item 과 혼적일 경우에도 **Add cargo item** 클릭하시고 각각 분리 기재하여 SR 해주세요.

1 Container and Cargo for HLBU1000015 Duplicate ^

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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 HLBU1000015

No. of 1 Kind of Packages / UN Packing Code AL | Ball Print the Kind of Packages on BL as Ball

Gross Weight 2450 kg Gross Volume (optional) 150 mtq Net Weight (optional) 0 kg Net Volume (optional) 0 mtq

HS Code 120110

Marks & Nos (optional) 123ABC 456DEF Description Electronics

Add Cargo Item Duplicate Cargo Item

Add Container

**Add cargo item** : 한 컨테이너에 여러 종류의 화물이 혼적된 경우 Cargo 추가후 입력해 주세요.  
**Duplicate cargo item** : 한 컨테이너에 여러 종류의 화물이 혼적된 경우 입력된 Cargo 를 복사하실 수 있습니다.  
**Add Container** : Container 수량을 추가할 수 있습니다.

Step 4 : 사전세관신고를 위한 디테일을 입력합니다. 진행하는 지역에 따라 필요 시에 기재해주세요.

1. **North America ( US – AMS or Canada - ACI )**

a) BL 상 Shipper 가 'Direct / Straight BL' 일 경우 : **I am the cargo owner**

4

**Country Specific & Customs Requirements**

Based on the routing and nature of your shipment, we have evaluated the following customs references to be relevant for your document. Following customs system are relevant for this booking:

- Automated Manifest System (US)

**i** It is possible to submit your initial shipping instruction without providing the customs references below. Though, many references can be necessary to complete the documentation process and will become mandatory before the final bill of lading can be issued. In case you ask Hapag-Lloyd to file your house bills, house bill information will be mandatory to submit. Hapag-Lloyd's SCAC is HLCU and Hapag-Lloyd's CAN8000 is 9529.

**References**

US Automated Manifest System filing

☒ **I am the cargo owner**

b) AMS 또는 ACI 를 고객이 직접 신고하시는 경우 : **I am a self filer / filling by supplementary declarant**  
: AMS 또는 ACI 전송 주체의 SCAC code 또는 CAN-8000 code 를 기재해주세요.

4

**Country Specific & Customs Requirements**

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**References**

US Automated Manifest System filing

☐ I am the cargo owner

☒ **I am a self filer / filling by supplementary declarant**

☐ Ask Hapag-Lloyd to file my house bills

**Self Filer SCAC Code**

c) BL 상 Shipper 가 NVOCC / Forwarder 이고 House BL 을 선사에 대항 신고 요청하시는 경우 : **Ask Hapag-Lloyd to file my house bills**

: House BL 의 상세내용을 SI 전송 시 입력 후 보내주세요.

4

Country Specific & Customs Requirements

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- Automated Manifest System (US)

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References

US Automated Manifest System filing

☐ I am the cargo owner  
☐ I am a self filer / filing by supplementary declarant  
☒ **Ask Hapag-Lloyd to file my house bills**

House Bill Filing

House Bill 1

True Shipper

Ultimate Consignee

TAX ID of True Shipper

TAX ID of Ultimate Consignee

☐ 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 New Container 1

## 2. EU Import Control System 2 filing ( ICS2 )

a) BL 상 Shipper 가 'Direct / Straight BL' 일 경우 : **I am the cargo owner**

- Provide seller and buyer data to HL

References

EU Import Control System 2 filing

☒ I am the cargo owner  
☒ **Provide seller and buyer data to Hapag-Lloyd**  
☐ File seller and buyer data through self filing / supplementary declarant

- Master BL, Seller, Buyer 정보를 저희 선사에서 전송하는 경우에 해당 합니다.
- 고객께서 Seller & Buyer 정보를 SI 에 입력해 주시면,  
HL 에서 Master BL, Seller, Buyer 에 대해서 ICS 2 전송을 진행합니다.

Seller

Buyer

TAX ID of Seller

TAX ID of Buyer

EORI No. of Seller

EORI No. of Buyer

UCR Number

- File Seller and Buyer data through self filing / supplementary declarant
  - Direct BL 일 경우에도 Seller & Buyer 는 고객님께서 직접 ICS2 전송을 하실 수 있습니다.
  - 이 경우, ICS2 전송 주체의 EORI 번호(Self-Filer Code)를 SI 상에 입력해 주셔야 하며, Seller & Buyer 정보도 직접 ICS 2 전송해 주셔야 합니다.

EORI No. Self Filer/Supplem. Declarant

- b) BL 상 Shipper 가 NVOCC / Forwarder 이고 고객이 직접 ICS 2 전송을 하시는 경우 : **I am a self filer/ filing by supplementary declarant**

- 고객께서 House BL 및 Seller, Buyer 를 직접(자체) 전송하는 경우입니다.
- SI 전송 시, 전송 주체의 EORI 넘버( Self-Filer Code )를 입력해 주시고, ICS 2 전송을 직접해 주시면 됩니다.

#### References

EU Import Control System 2 filing

- ☐ I am the cargo owner
- ☒ I am a self filer / filing by supplementary declarant
- ☐ Ask Hapag-Lloyd to file my house bills

EORI No. Self Filer/Supplem. Declarant

UCR Number

- c) BL 상 Shipper 가 NVOCC / Forwarder 이고 House BL 을 선사대행 전송 요청을 하는 경우 : **Ask HL to file my HBL**

- Provide seller and buyer data to HL

#### References

EU Import Control System 2 filing

- ☐ I am the cargo owner
- ☐ I am a self filer / filing by supplementary declarant
- ☒ Ask Hapag-Lloyd to file my house bills
- ☒ Provide seller and buyer data to Hapag-Lloyd
- ☐ File seller and buyer data through self filing / supplementary declarant

- HBL, Seller, Buyer 모두 Hapag-Lloyd 에서 대행 전송하는 경우입니다.
- SI 전송시, House BL 및 Seller & Buyer 정보를 입력해서 보내 주셔야합니다.

House Bill Filling

**House Bill 1**

<p>True Shipper</p> <p>TAX ID of True Shipper</p> <p>EORI No. of True Shipper</p> <p><input type="checkbox"/> Use Shipper from above's first section Addresses &amp; References</p> <p>Seller</p> <p>Tax ID of Seller</p> <p>EORI No. of Seller</p>	<p>Ultimate Consignee</p> <p>TAX ID of Ultimate Consignee</p> <p>EORI No. of Ultimate Consignee</p> <p><input type="checkbox"/> Use Consignee from above's first section Addresses &amp; References</p> <p>Buyer</p> <p>Tax ID of Buyer</p> <p>EORI No. of Buyer</p>
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- File Seller and Buyer data through self filing/ supplementary declarant

References

EU Import Control System 2 filing

☐ I am the cargo owner  
☐ I am a self filer / filing by supplementary declarant  
☒ Ask Hapag-Lloyd to file my house bills  
☐ Provide seller and buyer data to Hapag-Lloyd  
☒ File seller and buyer data through self filing / supplementary declarant

- House BL 은 Hapag Lloyd 가 대행 전송하고, Seller & Buyer 는 고객님께서 직접 전송하는 경우
- 고객님께서 House BL 의 상세내용을 SI 전송 시 입력 후 보내주세요.
- Seller & Buyer 의 자체 신고로 인한 EORI 넘버를 입력 해 주시고, Seller & Buyer 는 고객님께서 직접 ICS 2 전송해 주시면 됩니다.

House Bill Filling

**House Bill 1**

<p>True Shipper</p> <p>TAX ID of True Shipper</p> <p>EORI No. of True Shipper</p> <p><input type="checkbox"/> Use Shipper from above's first section Addresses &amp; References</p> <p>EORI No. Declarant of Seller and Buyer</p>	<p>Ultimate Consignee</p> <p>TAX ID of Ultimate Consignee</p> <p>EORI No. of Ultimate Consignee</p> <p><input type="checkbox"/> Use Consignee from above's first section Addresses &amp; References</p>
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Step 5 : 운임 조건을 입력합니다.

4

### Payment Terms & Payer Parties

Origin Port Charge

☒ Prepaid (Origin)

☐ Collect (Destination)

☐ Prepaid (Elsewhere)

Sea Freight

☐ Prepaid (Origin)

☐ Collect (Destination)

☒ Prepaid (Elsewhere)

Destination Port Charge

☐ Prepaid (Origin)

☒ Collect (Destination)

☐ Prepaid (Elsewhere)

Prepaid Payer

Freight Forwarder

Collect Payer

Notify

Name and Address of Elsewhere Payer

PAYABLE AT SINGAPORE  
PIC : xxxx@xxxxx.COM

Origin Port charge / Sea Freight / Destination Port Charge 를 Prepaid / Collect / Elsewhere 각각 선택할 수 있습니다.

'Elsewhere'인 경우 지불 지역 및 운임지불 업체의 상호 및 주소, PIC 를 입력해 주세요.  
( \* payable at China 는 불가함을 참조해주세요. )

Step 6 : 비엘 발행 관련 정보를 입력합니다.

5

### Document Issuance

운임 표시 여부 및 필요한 Original BL 수량을 기재해주세요.  
( 운임 기재된 BL 로 진행 시 : **Freighted Original BLs**  
운임 미표기 BL 로 진행 시 : **Unfreighted Original BLs** )

Number of Freighted Original BLs

3

Number of Freighted Copies (optional)

5

Number of Unfreighted Original BLs

0

Number of Unfreighted Copies (optional)

0

Document Type

Original

Invoice Reference (optional)

Send first BL draft to (email):

abca@abc.com

B/L 타입을 선택하세요.

- 신용거래 건이 아닐 경우,  
B/L 타입은 변경하지 마시고  
모선 출항 후 발행 요청 시에  
korea@service.hlag.com 으로 B/L 타입  
기재하여 발행요청해주시기바랍니다.

DRAFT BL 송부 받으실 정확한 이메일 주소 입력해주세요.



Step 7 : Comments 를 입력합니다.

5 **Comments**

Add a general comment if needed

General comment (optional)

Please handle with care.

추가 요청사항 및 remarks 를 입력해 주세요.  
(ex. Partial BL – Total Number of BL  
Combine BL – Combined Booking number  
Etc )

Step 8 : 모든 입력 사항을 검토하신 후 약관에 동의 후 'Submit' 을 클릭합니다.

6 **Confirmation**

☒ I accept the [Terms and Conditions](#)

Submit

- Save as Draft 기능

1. 작성 중인 디테일을 Save as Draft 클릭을 통해 저장할 수 있습니다.

7 **Comments**

Add a general comment if needed

General comment (optional)

☐ I accept the [Terms and Conditions](#)

Save as Template **Save as Draft** Submit


2. Save Draft 로 가시면 저장한 디테일을 다시 사용 및 삭제도 가능 합니다.



## Shipping Instructions [About this app](#)

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Search


Search Enter draft name (booking n 


Booking No.	Date & Time	Delete	Open
15	2025-05-16 05:48:17 UTC	 Delete	 Open

1-1 of 1 Rows per page: 10 ▾


4) SI 를 제출 후 성공적으로 SI 제출되었음을 확인하실 수 있는 화면으로 이동합니다.  
필요시 제출하신 SI 의 인쇄 또는 저장이 가능합니다.

**Thank You!**

 Your Shipping Instruction has been successfully sent to us.  
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	66868662	Document Status	SI Sent
Date of Submission	2024-07-09	Time of Submission	10:04:06 GMT

 **Back to Shipping Instruction**


You can continue with another Shipping Instruction.

[Back to Shipping Instruction](#)






 **Technical Reference**

In case that any technical issue happens or you face delays (more than 8 hours) with receiving your initial draft, please reach out to us with the following ID:  
**5418961954114255A3FFA38A348BF55B**

Copy Reference ID

 **Help us improve our Shipping instruction solution**

How would you rate your experience with this digital application?

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추가 문의 사항은 [korea@service.hlg.com](mailto:korea@service.hlg.com) 또는 02-3706-3000 으로 연락주세요. 감사합니다.