

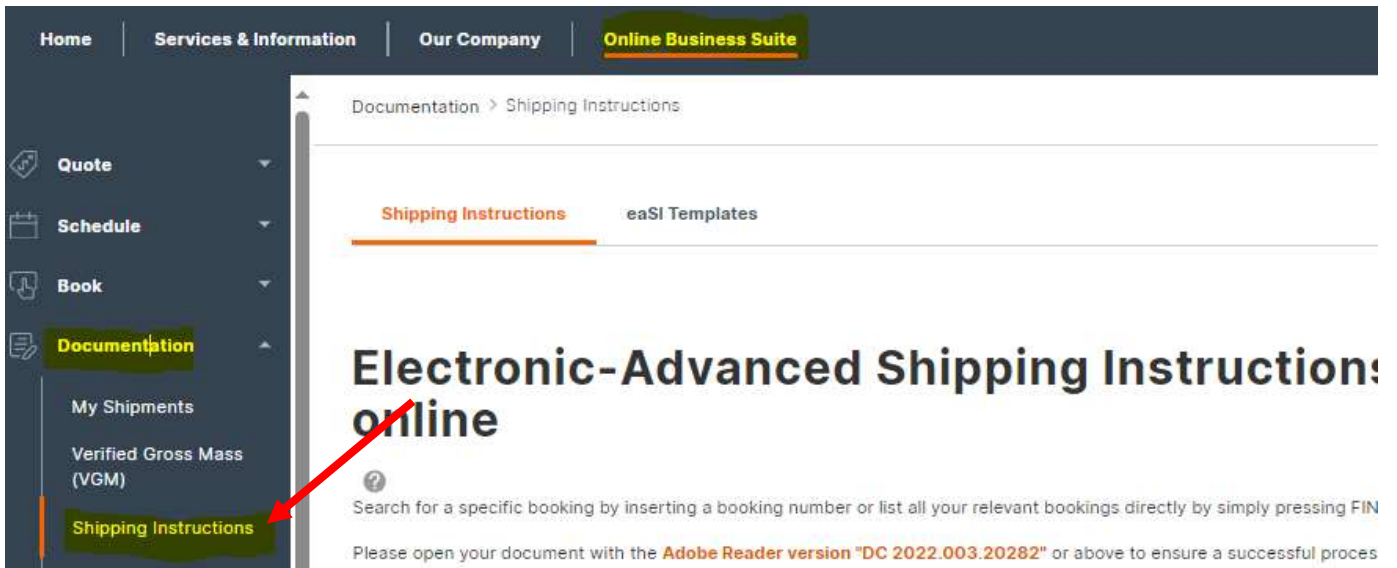
New Shipping Instruction – 한글가이드

: Version 5 (2026.02.05) ✦ Updates : CONTAINER Detail 일괄 입력 방법 (4~5 page)

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1) www.hapag-loyd.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

Select the applicable BL number

Booking Number: 12415798

Select BL Number: HLCUSEL2415798021

1 Booking & BL No

i 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: 259801A?

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: []

Shippers Reference (optional): []

TAX ID of Shipper (optional): []

Freight Forwarders Reference (optional): []

To Order **i** Consignee not yet specified

Forwarding Agent (optional): []

Consignee: []

TAX ID of Forwarding Agent (optional): []

TAX ID of Consignee (optional): []

Consignee's Reference (optional): []

Notify Address (optional): []

Place of Receipt: []

TAX ID of Notify (optional): []

Place of Delivery: []

+ Add additional Notify Address:

Vessel(s): SEASPAN BELLWETHER Voyage No.: 2441W

MSC MADHU B FI502A

Port of Loading: BUSAN

Port of Discharge: NAVEGANTES, SC

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

해당되는 경우 Reference 번호 및 코드를 입력해 주세요.

POL / POD / PLD 는 부킹하신 PORT NAME + COUNTRY NAME 만 기재할 수 있습니다. (터미널 이름은 추가 기재 할 수 없습니다.)

Step 3 컨테이너와 화물 디테일을 입력합니다. (Option 1 / Option 2)

❖ Option 1 :

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

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

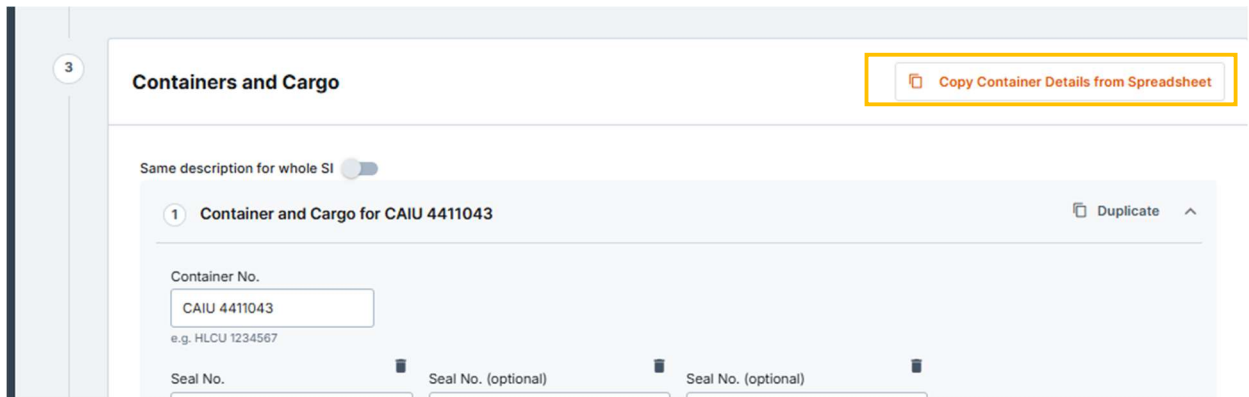
모델명 또는 약어로만 기재 시 세관 과태료 대상이니 반드시 제일 첫줄에 정확한 품명 기재해주세요.

- 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.

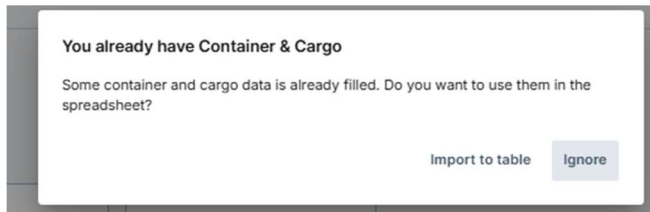
Non-DG item 과 혼적일 경우에도 **Add cargo item** 클릭하시고 각각 분리 기재하여 SR 해주세요.

❖ Option 2 : Copy Container Details from Spreadsheet

: 여러 개의 컨테이너 를 한 번에 처리해야 하는 경우 각 컨테이너를 하나씩 입력하는 대신 일괄 입력 이 가능합니다



기존에 기재하신 Container number 와 detail 을 사용하시려면 "Import to table" 을 클릭해주시고 모든 detail 을 새로 입력하시려면 "Ignore" 를 입력해주시면됩니다.



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

Same Description for the all imported Containers

ITEM NAME

HS Code

401110 - New pneumatic tyres, of rubber - Of a kind used on motor cars

Same Kind of Packages for the all imported Containers

PK | Package

Select	Container No.	Seal No.	No. of Packages	Gross Weight	Net Weight	Gross Volume	Net Volume
<input type="checkbox"/>	CAIU4411043	Seal1,Seal2	1	14000	10.000	10.000	10.000

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

CBM, KG : BL 상 기재되는 기본 단위는 CBM / KG 입니다.
Description : 모든 컨테이너의 Description 이 동일한 경우 정확한 아이템명 및 BL Description 에 기재하셔야하는 내용을 입력해주세요.
HS Code, Packages type : 정확한 HS Code 와 Pkgs type 기재해주세요.

Add row 또는 **Delete row** 를 클릭하시면 컨테이너 번호를 추가, 삭제할 수 있으며 반영된 컨테이너의 정보도 수정하실 수 있습니다.

- Excel 파일에 입력된 정보를 저희 웹 상의 Column 순서에 맞게 정렬해주시면 별도의 입력없이 복사/붙여넣기로 한 번에 컨테이너 정보를 등록할 수 있습니다.

cbm ftq kg lb

Same Description for the all imported Containers

Description

HS Code

Choose HS Code

Same Kind of Packages for the all imported Containers

Select	Container No.	Seal No.	No. of Packages	Gross Weight	Net Weight	Gross Volume	Net Volume
<input type="checkbox"/>	HLCU1234567	HLC567890	20	8000	10.000	20	10.000
<input type="checkbox"/>	HLCU7654321	HLC111111	40	9000	10.000	20	10.000

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, or represent, the cargo owner; no house Bills of Lading are required**

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, Hapag-Lloyd's CAN8000 is 9529 and Hapag-Lloyd's EORI is DE2742004.

References

US Automated Manifest System filing

I am, or represent, the cargo owner; no house Bills of Lading are required

- b) AMS 또는 ACI 를 고객이 직접 신고하시는 경우 : **I am an NVOCC/Freight Forwarder and act as self-filer for house bill data**: AMS 또는 ACI 전송 주체의 SCAC code 또는 CAN-8000 code 를 기재해주세요.

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, Hapag-Lloyd's CAN8000 is 9529 and Hapag-Lloyd's EORI is DE2742004.

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

c) BL 상 Shipper 가 NVOCC / Forwarder 이고 House BL 을 선사에 대항 신고 요청하시는 경우 : **I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf**

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

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, Hapag-Lloyd's CAN8000 is 9529 and Hapag-Lloyd's EORI is DE2742004.

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 Filing

House Bill 1

<p>True Shipper</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>TAX ID of True Shipper</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><input type="checkbox"/> Use Shipper from above's first section Addresses & References</p>	<p>Ultimate Consignee</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>TAX ID of Ultimate Consignee</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><input type="checkbox"/> Use Consignee from above's first section Addresses & References</p>
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Cargo Items to be included

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

- Select all Cargo Items
- 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, or represent, the cargo owner; no house Bills of Lading are required**

- Provide seller and buyer data to Hapag-Lloyd

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

- 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
<input type="text"/>	<input type="text"/>
TAX ID of Seller	TAX ID of Buyer
<input type="text"/>	<input type="text"/>
EORI No. of Seller	EORI No. of Buyer
<input type="text"/>	<input type="text"/>
UCR Number	
<input type="text"/>	

- 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	UCR Number
<input type="text"/>	<input type="text"/>

b) BL 상 Shipper 가 NVOCC / Forwarder 이고 고객이 직접 ICS 2 전송을 하시는 경우 : **I am an NVOCC/Freight Forwarder and act as self-filer / supplementary declarant for house bill and seller and buyer data**

- 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, 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	UCR Number
<input type="text"/>	<input type="text"/>

Additional EORI Numbers

EORI No. of Consignee	EORI No. of Shipper
<input type="text"/>	<input type="text"/>

c) BL 상 Shipper 가 NVOCC / Forwarder 이고 House BL 을 선사에 대행 전송 요청을 하는 경우 : **I am a NVOCC/Freight Forwarder and ask Hapag-Lloyd to file house B/L data on my behalf**

- Including seller and buyer data

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
 - Including seller and buyer data

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

House Bill 1

To Order **!** Consignee not yet specified

True Shipper
[Text Input Field]

Ultimate Consignee
[Text Input Field]

TAX ID of True Shipper
[Text Input Field]

TAX ID of Ultimate Consignee
[Text Input Field]

EORI No. of True Shipper
[Text Input Field] **!**

EORI No. of Ultimate Consignee
[Text Input Field] **!**

Use Shipper from above's first section Addresses & References

Use Consignee from above's first section Addresses & References

Seller
[Text Input Field]

Buyer
[Text Input Field]

Tax ID of Seller
[Text Input Field]

Tax ID of Buyer
[Text Input Field]

EORI No. of Seller
[Text Input Field] **!**

EORI No. of Buyer
[Text Input Field] **!**

Same as Shipper from above's first section Addresses & References

Same as Consignee from above's first section Addresses & References

Routing

Place of Receipt
[Select Place of Receipt]
Type at least 3 characters to search locations

Place of Delivery
[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 **!**
[Select further visited countries by consignment]

Payment

Method of Payment
[Select]

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

화물이 EU 영역에 도착하기 전에 세관 당국의 보안 및 위험 평가를 위해 필수적으로 제공되어야 합니다. 해당 화물에 대한 정확한 정보를 기재하여 제출해주시기 바랍니다.

- 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 1

To Order i Consignee not yet specified

True Shipper

TAX ID of True Shipper

EORI No. of True Shipper

Use Shipper from above's first section Addresses & References

EORI No. Declarant of Seller and Buyer

Ultimate Consignee

TAX ID of Ultimate Consignee

EORI No. of Ultimate Consignee

Use Consignee from above's first section Addresses & References

Routing

Place of Receipt

📍 Select Place of Receipt

Type at least 3 characters to search locations

First Country

Select First Country

Place of Delivery

📍 Select Place of Delivery

Type at least 3 characters to search locations

Last Country

Select Last Country

Further visited countries by consignment i

Select further visited countries by consignment

Payment

Method of Payment

Select

Cargo Items to be included

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

Cargo Item 1 of New Container 1

화물이 EU 영역에 도착하기 전에 세관 당국의 보안 및 위험 평가를 위해 필수적으로 제공되어야 합니다. 해당 화물에 대한 정확한 정보를 기재하여 제출해주시기 바랍니다.

Step 5 : 운임 조건을 입력합니다.

4 Payment Terms & Payer Part

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

Prepaid Payer

Freight Forwarder

Name and Address of Elsewhere Payer

PAYABLE AT SINAGPORE
PIC : xxxxx@xxxxx.COM

Collect Payer

Notify

해상 운임 / 선적지 부대비용 / 도착지 부대비용을 선불/후불 또는 각각 설정하실 수 있습니다.

- Charge 항목별로 Prepaid / Collect / Elsewhere 지정해주세요.
- (미국, 캐나다의 경우에는 반드시 도착지 비용 지불처를 정확하게 체크해주시기바랍니다.)

'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

Number of Freight Original BLs

3

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

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

B/L 타입을 선택하세요.

* 신용거래 건이 아닐 경우,
B/L 타입은 변경하지 마시고
모선 출항 후 발행 요청 시에 " [BL 발행 요청방식 변경-Webform 이용하기](#) " 참조하셔서 비엘 발행 요청 접수해주시면됩니다.

DRAFT BL 송부 받으실 정확한 이메일 주소 입력해주세요.

Step 7 : Comments 를 입력합니다.

5

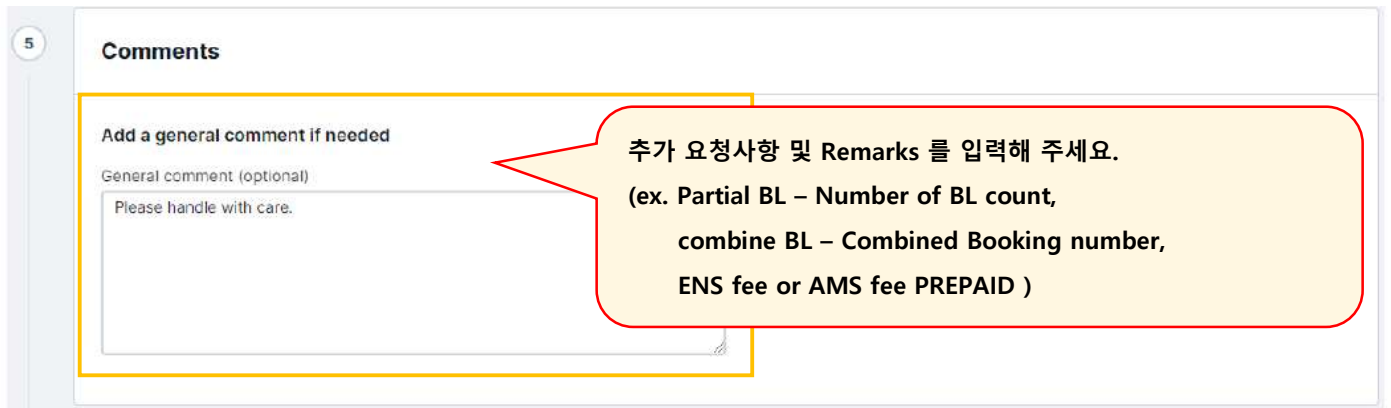
Comments

Add a general comment if needed

General comment (optional)

Please handle with care.

추가 요청사항 및 Remarks 를 입력해 주세요.
(ex. Partial BL – Number of BL count,
combine BL – Combined Booking number,
ENS fee or AMS fee PREPAID)



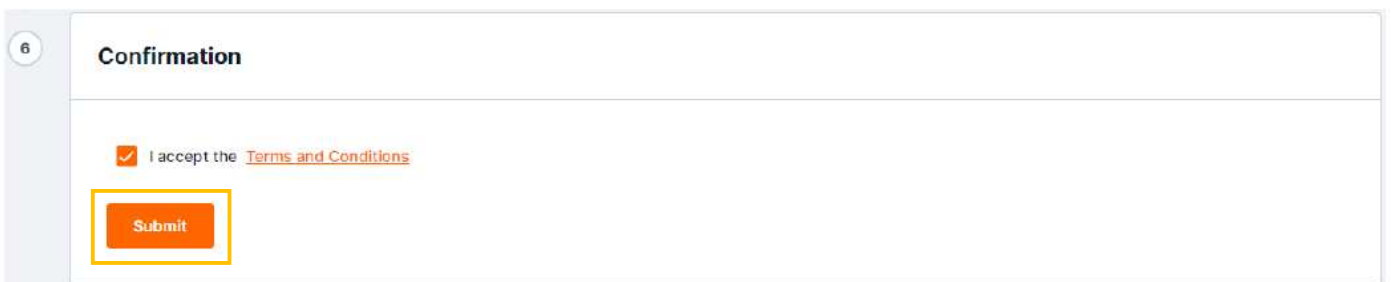
Step 8 : 모든 입력 사항을 검토하신 후 약관에 동의 후 'Submit' 을 클릭합니다.

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](#)

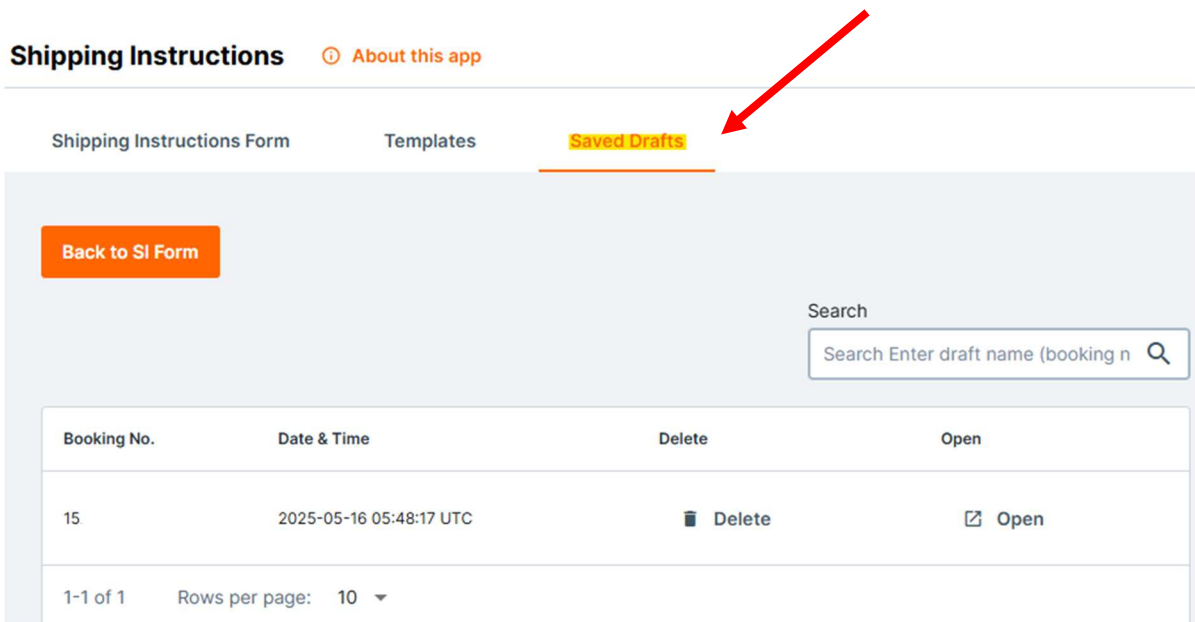
Shipping Instructions Form Templates **Saved Drafts**

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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 ▼



- Preview before Submit 미리보기 기능 : 최종 제출 전, 내용을 확인하실 수 있습니다.

I accept the [Terms and Conditions](#)

Save as Template
Save as Draft
Preview before Submit
Submit

Preview before Submit

Dear Customer
This is a Preview of your Shipping Instruction.

Document Details
Booking No: [123456](#)
BL Number: [Create new](#)

Addresses and References ✎ Edit

Shipper	Consignee	Forwarding Agent
HAPAG Lloyd Shipper	HAPAG Lloyd Consignee	-
TAX ID of Shipper	TAX ID of Consignee	TAX ID of Freight Forwarder
-	-	-
Shipper's Reference	Consignee's Reference	Freight Forwarder's Reference
-	-	-
Notify Address		
HAPAG Lloyd Notify		
TAX ID of Notify Address		
-		
Vessel(s)	Voyage No.	
MARIA Y	546E	
Port of Discharge	Port of Loading	
HOUSTON, TX	BUSAN	
Place of Receipt	Place of Delivery	
-	-	

Containers and Cargo ✎ Edit

Container No.	Seal(s)
123456789	12345, -, -

