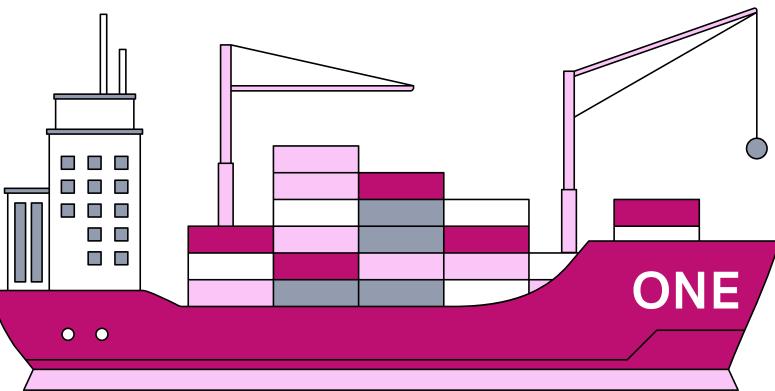


Manual de usuario

ECOMMERCE SHIPPING INSTRUCTION



SI PREVIEW

Muestra como aparecerán los datos del SI en formato BL.
Para visualizar el formato debe dar clic en 

Shipping Instructions
Monitor and Manage your Shipping Instructions in one view.

[← Back to the SI Summary](#)

Booking No.: 800 BL No.: 800 SI Cut off: 2024-09-30



Templates

SI Template Copy from Previous Booking

SI Template

Select SI template

Contact Information

Name *: gemtest test

Phone Area No.: 49

Phone No.: 934556

Fax Area No.: 49

Fax No.: 111-999888



Nota. Los campos que tengan un (*) son de carácter obligatorio.

SI PREVIEW

Al dar clic la pantalla se visualizará de la siguiente manera:

ONE TEST

[← Back to the SI Summary](#)

Booking No.: SAOE50194500 BL No.: SAOE50194500 [Hide SI Preview](#)

Container Information

[Download Template](#) [Upload](#)

Total Containers: 2 [Remove](#) [+ New Container](#)

No.	Container	S.O.C	Seal No. 1	Seal No. 2	PO No.	Action	HS Code
<input type="checkbox"/>	TCLU1785766	NO	2544519	2544510	120123456...	Input Commodity	-
<input type="checkbox"/>	ABCD1234567	NO	59508	27508	PUS734	Input Commodity	-

Total: 0 PACKAGE | 0.000 KGS | 0.000 CBM

Special Remark

The cargo description are details which accurately and properly describe the cargo being shipped in the container(s).

[Save as Draft](#) [Save as Template](#) [Reset](#) [Submit](#)

This preview is for illustration purpose only and should not be considered as the exact representation of the final BL.

SHIPPER DUNISH GLOBAL LOGISTICS EUROPE GMBH GLOOR-GLOCK-STR. 8, 40474 DUESSELDORF, GERMANY	BOOKING NO. SAOE50194500	BILL OF LADING NO. CNEYSAOE50194500		
EXPORT REFERENCES				
FREIGHT FORWARDER				
NOTIFY PARTY 3S EXPRESS LOGISTICS PTE LTD #06-77, 25 KAKI BUKIT ROAD 4, SINGAPORE 417800, SINGAPORE				
PRE-CARRIER BY	PLACE OF RECEIPT SANTOS			
OCEAN VESSEL VOYAGE NO. MAERSK LAGUNA 4506	PORT OF LOADING SANTOS	FINAL DESTINATION		
PORT OF DISCHARGE SINGAPORE	PLACE OF DELIVERY SINGAPORE	TYPE OF MOVEMENT CY/CY		
CNTR NO'S W/SEAL NO'S, MARKS & NUMBERS CONSIGNEE TCLU1785766 /2544519 /2544510 ABCD1234567 /59508 /27508	QUANTITY	DESCRIPTION OF GOODS	GROSS WEIGHT	GROSS MEASUREMENT
THE IDENTIFYING DETAILS ON A PACKAGE OR THE ACTUAL MARKINGS THAT APPEAR ON THE PACKAGE(S).		THE CARGO DESCRIPTION ARE DETAILS WHICH ACCURATELY AND PROPERLY DESCRIBE THE CARGO BEING SHIPPED IN THE CONTAINER(S).	0.000000	0.000CBM

OBLIGATORIO

Escoger entre:
ORIGINAL
SURRENDER
SEA WAYBILL

OBLIGATORIO

Escoger entre:
STRAIGHT
TO ORDER

OBLIGATORIO

Escoger entre:
PREPAID
COLLECT

BL & Freight Information

House BL Presence * ⓘ

Simple Console

1 Document Type * ⓘ

Original BL Sea Waybill

Surrender BL ⓘ

Selecting 'Surrender BL' indicates your intent to transfer ownership upon payment, however it does not automatically initiate the surrender process. Please contact our local office for BL surrender arrangement, if necessary.

2 BL Type * ⓘ

Straight BL To Order BL

3 Freight Term * ⓘ

Prepaid Collect

Split SI ⓘ

Simple: No House BL is used.
Console: NVOCC submits House BL directly to Customs.

An Original BL refers to a contract of carriage that serves as a title of the cargo and confirms the carrier's receipt of the cargo.

A Sea Waybill refers to a specific transport document type which is non-negotiable, does not transfer title but evidences the contract of carriage and receipt of the goods. It must be issued to a named consignee, can be both in a physical or digital format and allowing goods release at the destination without original sea waybill presented.

A Straight BL is a non-negotiable bill of lading specifying a named consignee to whom the goods are consigned. The consignee must present the original document and verify their identity for the release of the goods.

A To Order BL is a negotiable bill of lading and an endorsee party can be defined in the document parties.

When Prepaid, the charges are the responsibility of the shipper or the Invoice payer on behalf of the shipper.

When Collect, the charges are the responsibility of the consignee or the Invoice payer on behalf of the consignee.

SHIPMENT PARTIES

En caso de que se exceda el máximo de caracteres aparecerá el siguiente mensaje:

"Exceeded maximum character limit of [limit no.]. Continue in the Description of Goods section."

Continuar en Description of goods de la siguiente manera:

SH> Informacion sobrante

Dar clic en [Description of Goods](#) para dirigirse a esta sección

IMPORTANTE

Lo mismo aplica para Consignee = CN> y Notify Party's= NP>

OBLIGATORIO

Para países de la Unión Europea: **TODOS LOS CAMPOS**

Para Estados Unidos: **TODOS LOS CAMPOS**, excepto EORI No.



Tener en cuenta que la matriz será **RECHAZADA** en caso se omita el ingreso de información en los campos NAME (Shipper, Consignee, Notify), y ADDRESS.
Evitar poner SAME AS CONSIGNEE, digitar la información solicitada tanto en Consignee como en Notify Party's

! Shipment Parties

Shipper

Company Name * a

LOGISTICS CO., LTD LOGISTICS CO., LTD LOGISTICS CO., LTD

Exceeded maximum character limitation of 70. You can continue entering details in the [Description of Goods](#) section.

Address * b

SEOUL, KOREA

Country * c

KOREA REPUBLIC OF

City d

SEOUL

State e

Input State

Street/ P.O Box f

Input Street/ P.O Box

Postal/ Zip code g

EORI No. h

Input EORI No.

ROUTE INFORMATION

**Información rellenada automáticamente en función al Booking
NO SE PUEDE EDITAR**

SÍ SE PUEDE EDITAR

Copia los datos de Place of Receipt y lo copia en Port of Loading reemplazando los datos existentes

Copia los datos de Port of Discharge y lo copia en Destination reemplazando los datos existentes

The diagram illustrates the difference between automatically filled-in booking information and manually editable route details. On the left, a red box highlights 'Información rellenada automáticamente en función al Booking NO SE PUEDE EDITAR' (Automatically filled-in information from booking, cannot be edited) pointing to the 'Route Information' section. This section shows fields like Origin (LEVERKUSEN, NW, GERMANY (Door)), Port of Loading (ANTWERP, BELGIUM), Port of Discharge (BUENOS AIRES, ARGENTINA), Destination (BUENOS AIRES, ARGENTINA (CY)), and Vessel/Voyage (BROOKLYN BRIDGE 174S). On the right, a green box highlights 'SÍ SE PUEDE EDITAR' (Can be edited) pointing to the 'Edit Route Information' section. This section shows fields with asterisks (Origin (Print on BL)*, Port of Loading (Print on BL)*, Port of Discharge (Print on BL)*, Destination (Print on BL)*, Vessel/Voyage (Print on BL)*, and Pre-Carriage By (Print on BL)). It also includes checkboxes for 'Same as Origin' (under Port of Loading) and 'Same as POD' (under Destination), which are highlighted with pink boxes and arrows pointing to explanatory text boxes on the right.

Route Information

- a → Origin
LEVERKUSEN, NW, GERMANY (Door)
- Port of Loading
ANTWERP, BELGIUM
- Port of Discharge
BUENOS AIRES, ARGENTINA
- Destination
BUENOS AIRES, ARGENTINA (CY)
- Vessel/ Voyage
BROOKLYN BRIDGE 174S

b → Origin (Print on BL)*
LEVERKUSEN, NW

→ Port of Loading (Print on BL)*
ANTWERP

→ Port of Discharge (Print on BL)
BUENOS AIRES

→ Destination (Print on BL)*
BUENOS AIRES

→ Vessel/ Voyage (Print on BL)*
BROOKLYN BRIDGE 174S

→ Pre-Carriage By (Print on BL)
Input Pre-Carriage By

Same as Origin

Same as POD

1. Para envíos de exportación desde países UE/EU (Unión Europea)

CAMPO OPCIONAL

Export MRN No.

Input Export MRN No.

Aplica para envíos con **POR** o **POL** en países de la **UE**. Puede contener hasta 50 caracteres alfanuméricos.

2. EU Customs Information

EU Customs Information

EU Filer Type *

[EU Customs Information](#)

Select

1 F10 - Carrier Filing (Straight BL + Buyer/Seller)

2 F11 - Carrier Filing (Master BL + House BL + Buyer/Seller)

3 F12 - Customer Filing (Master BL + House BL + Buyer/Seller)

4 F13 - Customer Filing (Straight BL + Buyer/Seller)

Para los envíos con destino a la UE, un menú desplegable con **cuatro opciones** permite una sola selección.
Dar clic en [EU Customs Information](#) para conocer acerca de la normativa y campos adicionales.

CUSTOMS INFORMATION

3. Brazil Customs Information

CAMPO OBLIGATORIO

CAMPO OPCIONAL

Brazil Customs Information
Cadastro Nacional da Pessoa Jurídica (CNPJ) refers to National Registration Number

Shipper CNPJ * a

Notify CNPJ c

Consignee CNPJ b

Aplica para envíos con **POR** o **DEL** en Brasil. Se pueden ingresar hasta 14 caracteres en cada campo.

4. Mexico Customs Information

CAMPO OPCIONAL

Mexico Customs Information

Shipper Tax ID a

Notify Tax ID c

Consignee Tax ID b

Para envíos con **POR** o **DEL** en México. Se pueden ingresar máximo 20 caracteres en cada campo.

5. Canada Customs Information

Campos disponibles para envíos con POR y POL en Canadá.

CAMPO OPCIONAL

<p>Canada Customs Information</p> <p>Export Information</p> <p>CERS License a</p>	<p>(1) P.O.R CERS ⓘ</p> <p>Exporter Authority ID (AB1234) + YYYYMMDD + Sequential Number (starts from 1 up to a maximum of 11 digits)</p> <p>Input</p>
<p>Export Information</p> <p>G7 EDI No. b</p>	<p>(1) P.O.R G7 EDI ⓘ</p> <p>Authorization ID (AB1234) + Form ID in the year, month, and five-digit sequential transaction number (YYYYMM12345)</p> <p>Input</p> <p>Input</p>
<p>Export Information</p> <p>Summary Report c</p>	<p>(1) Summary Reporting ID No. ⓘ</p> <p>Insert 4-digit numbers</p> <p>SUM</p> <p>Input</p>
<p>Export Information</p> <p>B13A EXD Form d</p>	<p>P.O.R B13A ⓘ</p> <p>YYYY-MM-DD HH:MM + Port Code (123) + Six-digit reference number (123456)</p> <p>Select date & time 1</p> <p>Input</p> <p>Input</p>
<p>Export Information</p> <p>In-Transit Cargo e</p>	<p>P.O.R IT Cargo 1</p> <p>Input</p>
<p>Export Information</p> <p>No Declaration f</p>	<p>P.O.R NDR 1</p> <p>Select POR NDR</p>

CUSTOMS INFORMATION

6. U.S. Customs Information

Para envíos con POD /Destination en U.S. los siguientes campos estarán disponibles.

U.S. Customs Information

House Manifest Filing * a	AMS for House BL * b
Yes	By NVOCC (Auto)
Yes	By Carrier (Non-Auto)
No	By NVOCC (Auto)

House Manifest Filing AMS for House BL

NO

YES

Selección:

By Carrier (Non-Auto)

By NVOCC (Auto)

CARGO INFORMATION

a Shipping Marks.

En este campo ingresará etiquetas y/o marcas de identificación que se muestran en los paquetes.

Nota. En caso se excedan los 2 seals (precintos) en la tabla Container Information.

Se deben digitar los seals restantes en este campo .

Incluir STICKERS en este campo

b Description of Goods.

Esta descripción brinda información precisa de la carga que se envían en los contenedores. Ingresar información relevante para la identificación de la mercancía.

Acá se deberá poner toda la información sobrante de la sección Shipment Parties bajo la siguiente forma:

SH> ; CN> , Y NP>

Tener en cuenta que en este campo no se aceptan las siguientes cláusulas:

- **“CLEAN ON BOARD” y/o “LIMPIO A BORDO”**
- **VENTILATION**
- **HUMMIDITY**
- **DÍAS LIBRES EN DESTINO/ FREE DAYS AT DESTINATION**

The screenshot shows the 'Cargo Information' section of the ONE Ocean Network Express platform. It is divided into two main sections: 'Shipping Marks' and 'Description of Goods'.
Shipping Marks Section: This section is titled 'Cargo Information' and specifically focuses on 'Shipping Mark'. A callout bubble labeled 'a' points to the 'Shipping Mark' input field, which contains the placeholder text 'Enter Shipping Marks'. Below this is a suggestion box titled 'Shipping Mark suggestion from same routes' containing the word 'test'. An 'Apply' button is located at the bottom right of this section.
Description of Goods Section: This section is also titled 'Cargo Information' and specifically focuses on 'Description of Goods'. A callout bubble labeled 'b' points to the 'Description of Goods' input field, which contains the placeholder text 'Enter Description of Goods'. Below this is a suggestion box titled 'Description suggestion from same routes' containing the word 'TEST'. Another suggestion box below it contains the word 'TEST 123'. An 'Apply' button is located at the bottom right of this section.

CONTAINER INFORMATION

La tabla incluye las siguientes columnas:

- a** **HS CODE** : Ingresar esta información a nivel subpartida arancelaria, es decir 6 dígitos.
- HTS CODE**: Será necesario ingresar este dato para los siguientes destinos: USA, países de la Unión Europea, Canadá, Puerto Rico.
- b** **COMMODITY DESCRIPTION** : Ingresar el nombre de la mercancía en **inglés**. Si por default aparece otra información, borrarla e ingresar lo solicitado.
- c** **PACKAGE** : Información mandatoria. Es necesario elegir el tipo de bulto:(DRUM, PALLET,ETC.)
- d** **CARGO WEIGHT** : Información mandatoria
- e** **MEASURE** : Información mandatoria

Commodity Information

Container 1

Tip : You can copy and paste your Commodity Information.

No.	HS Code	Commodity Description	Package	Cargo Weight	Measure
1	Bags	Input	Input	PACKAGE	Input
<ul style="list-style-type: none">392321 BAGS & SACKS, OF POLYETHYLENE392329 BAGS & SACKS, OF PLASTICS, N.O.S.39232910 BAGS & SACKS, OF PLASTICS, N.O.S., OF POL(VINYL CHLORIDE)					

Total: 0 PACKAGE | 0.000 KGS | 0.000 CBM

f Remove + New Commodity

Cancel Save



Tener en cuenta las observaciones para los siguientes campos

1

En el caso de los códigos HTS/HS/NCM depende de la ruta de la nave

2

En el caso de varios códigos se usa la información del último código seleccionado

CONTAINER INFORMATION

8. Manifest Codes (HS/HTS/NCM/CUS): Se muestran en función de las rutas

9.Package: Tipo de paquete por contenedor

10.Cargo Weight: Peso de la carga

11. Measure: *Se debe indicar la cantidad en CBM (cubic meters), en caso de no contar con esta información se debe dejar con valor '1'.

12. Download Template & Upload: Para descargar y cargar la información de la plantilla

13. Remove & New Container: Eliminar y añadir nuevo contenedor

Container Information

No.	Container	S.O.C	Seal No. 1	Seal No. 2	PO No.	Action	HS Code	Commodity	Package	Cargo Weight	Measure
1	-	① NO	-	-	-	-	-	-	-	-	-

Total Containers: 1 Remove + New Container

Input Commodity

Total: 0 PACKAGE | 0.000 KGS | 0.000 CBM

La tabla Container
le permite al
usuario editar los
siguientes campos:

- a N. Contenedor
- b Seal N. 1
- c Seal N. 2
- d N. Purchase Order



Container Information

No.	Container	S.O.C	Seal No. 1	Seal No. 2	PO No.	Action	HS Code
1	ABC1234567	① NO	1234567	-	-	-	-
2	<input type="text" value="Input a !"/> (a) (!) <input type="checkbox"/>	<input type="text" value="Input b"/> (b) <input type="checkbox"/>	<input type="text" value="Input c"/> (c) <input type="checkbox"/>	<input type="text" value="Input d"/> (d) <input type="checkbox"/>	<input type="text" value="Input Commodity"/> Commodity		

Total Containers: 2 Remove + New Container

Nota. Si se desean ingresar **más de dos seals** (precintos) . Digitarlos en el **campo Shipping Marks**



CONSIDERACIONES

Nota. En caso se omitan estas consideraciones, el Shipping Instructions deberá ser **RECHAZADO** por Mercator Perú

1

En caso el embarque presente un contendor Flat Rack, se deberá poner como SEAL 1 y SEAL 2:
NOSEAL

2

Por ningún motivo se debe considerar como precintos a los stickers (presentan la siguiente nomenclatura: STxxxxx)
Estos deben ir en **Shipping Marks**

3

Por ningún motivo el campo precintos (SEALS) debe estar vacío

4

Por ningún motivo los siguientes campos deben tener la información 0.00

- **CARGO WEIGHT**
- **MEASURE**
- **PACKAGE**

Nota. Se debe indicar la cantidad en CBM (cubic meters), en caso de no contar con esta información se debe dejar con valor '1'.

SPLIT SI

Esta función se usa cuando se desea enviar varios SI's para un Booking.

PASOS:

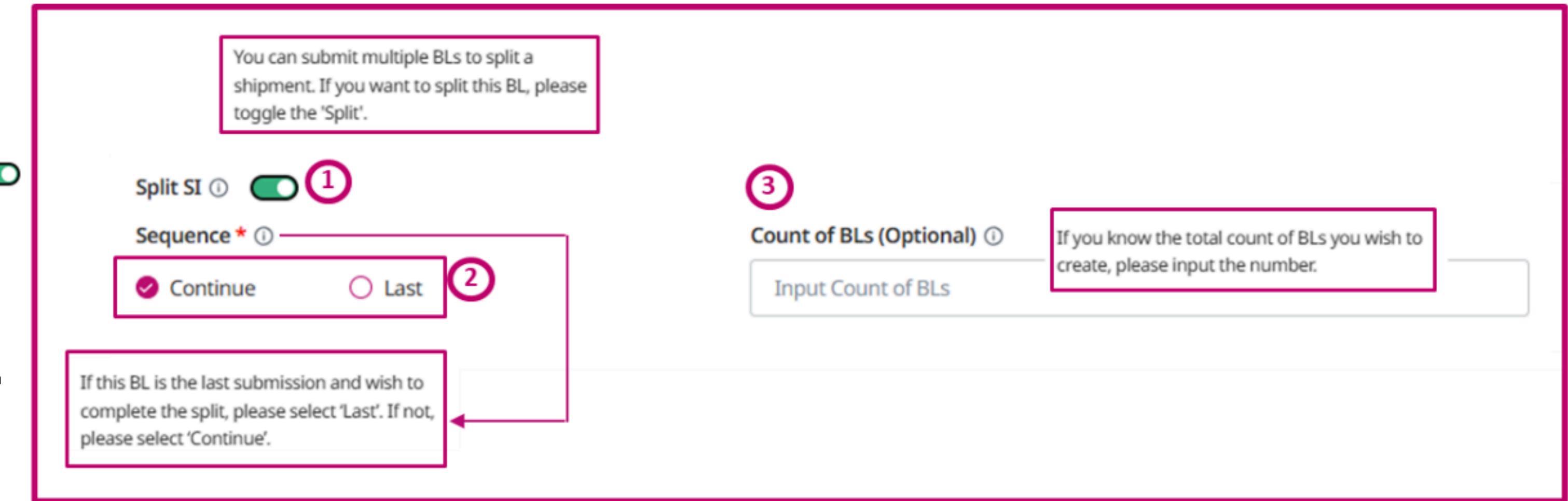
1 **Activar** **Split SI** ⓘ 

(por defecto esta desactivado)

2 **Seleccionar:**

-**Continue**: Indica que mas SI seguirán (por defecto esta seleccionado esta opción)

-**Last**: Indica que este es el último SI.



You can submit multiple BLs to split a shipment. If you want to split this BL, please toggle the 'Split'.

Split SI ⓘ  ①

Sequence * ⓘ

Continue Last ②

If this BL is the last submission and wish to complete the split, please select 'Last'. If not, please select 'Continue'.

Count of BLs (Optional) ⓘ

Input Count of BLs

If you know the total count of BLs you wish to create, please input the number.

3 **Recuento de BL's:**

CAMPO OPCIONAL

Solo acepta números

(mín 2; máx 99)

Nota. Despues de enviar con éxito el SI, la página de resultados del envío de BL mostrará los siguientes comentarios en el 'Special Remarks'.

Special Remark

The customer will submit SI for the split continuously.

The customer will split this BL into 3.

Ver solicitudes de SI Split en SI Summary

The screenshot shows a table of split requests for booking number 800. The columns include Booking No., SI Cut off Date, BL No., SI Request No., SI Split No., Origin, Vessel, Destination, Estimated Time of Berth, Estimated Time of Departure, Status, To do, and Action. The first row has a status of 'READY FOR SI SUBMISSION' and a 'Submit SI' button. The second row has a status of 'SI SUBMITTED (SPLIT)'. The third and fourth rows also have a status of 'SI SUBMITTED (SPLIT)'. Red boxes highlight the 'Status' column for the second, third, and fourth rows, and a red arrow points from the text box below to the 'Status' column of the second row. Another red arrow points from the text box on the right to the 'Action' column of the second row.

Booking No.	SI Cut off Date	BL No.	SI Request No.	SI Split No.	Origin	Vessel	Destination	Estimated Time of Berth	Estimated Time of Departure	Status	To do	Action
800 via WEB	2024-10-21 12:00	800			VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	READY FOR SI SUBMISSION	Submit SI	
800 via WEB	2024-10-21 12:00	800	04	S1	VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	SI SUBMITTED (SPLIT)	No action required	
800 via WEB	2024-10-21 12:00	800	05	S2	VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	SI SUBMITTED (SPLIT)	No action required	
800 via WEB	2024-10-21 12:00	800	06	S3	VANCOUVER, BC, CA	185W	PUSAN, KR	2024-10-23 21:00	2024-10-26 22:00	SI SUBMITTED (SPLIT)	No action required	

Una vez dividido, SI's aparecerán en secuencia debajo de la columna SI Split No.

X La opción Action no estará disponible

Para enviar una sola SI para varias reservas utilice **COMBINE SI**. Solo estará disponible para los siguientes estados de SI:

STATUS
Ready for SI Submission
SI Draft
SI Processing
SI Confirmed
SI Amendment Requested
SI Rejected
SI Amendment Rejected

Shipping Instructions
Monitor and Manage your Shipping Instructions in one view.

Dashboard SI Summary

Booking No. 800

Booking Date 2024-10-11 ~ 2024-12-20 Status + More Filters Reset Filters

Show 10 items Total 1 result

Booking No.	SI Cut off Date	BL No.	SI Request No.	SI Split No.	Origin	Vessel	Destination	Estimated Time of Berth	Estimated Time of Departure	Status	To do	Action
800	2024-12-20 12:00	300	00014		HAMBURG, HH, DE	009E	ANTWERP, BE	2024-12-25 23:00	2024-12-28 14:00	SI PROCESSING	Amend SI	⋮

a Hacer clic en **botón Combine SI** y aparecerá una ventana emergente con una lista de números de bookings elegibles para combinar con el elegido

b Seleccionar uno/dos o más números de bookings a combinar

c Hacer clic en **botón Combine** y será dirigido a página **Submission SI**

d Visualizar en el campo **Special Remarks** habrá una observación que diga: '**COMBINED BOOKING NO.**'

Combine SI
Select the booking to combine with your current booking Booking No.: 800

From HAMBURG, HH, DE -----> To ANTWERP, BE

Port of Loading HAMBURG, HH, DE Port of Discharge ANTWERP, BE Vessel 009E

Total 9 results

b Select all

b Booking No. 500 via WEB Size/Type D2

b Booking No. 700 via WEB Size/Type D2

b Booking No. 500 via WEB Size/Type D2

Cancel Combine

Special Remark d

COMBINED BOOKING NO.: 300
Water

Save as Draft Save as Template Reset Submit

¿COMO MODIFICAR SHIPPING INSTRUCTIONS?

- 0 Seguir la siguiente ruta: **Documentation > Shipping Instruction> SI Summary**
- 1 En la pestaña **SI Summary** introducir el **Número de Booking** a **modificar**
- 2 Hacer clic en **Ammend SI** ubicado en la columna **To Do**, o seleccione uno de los demás elementos

The screenshot displays the ONE Shipping Instructions (SI) Summary page. The interface includes a left sidebar with navigation links for Home, Schedule, Prices, Booking, Documentation, Damage Shipment, and Finance. The main header reads "Shipping Instructions: Monitor and Manage your Shipping Instructions in one view." Below the header, there are tabs for "Dashboard" and "SI Summary". The "SI Summary" tab is active, showing a search bar with "Booking No." set to "700" (circled 1), a date range from "2024-11-01 ~ 2024-11-30", and a "Search" button. There are also "Selected 1 status", "+ More Filters", and "Reset Filters" buttons. The main content area shows a table with 39 results. The columns are: Booking No., SI Cut off Date, BL No., SI Request No., SI Split No., Origin, Vessel, Destination, Estimated Time of Berth, Estimated Time of Departure, Es of, Status, To do, and Action. The first row has a status of "SI PROCESSING" and a "To do" button labeled "Amend SI" (circled 2). A context menu is open over this button, listing "Amend SI", "Preview SI", and "Combine SI". Other rows show statuses like "SI CONFIRMED" and "SI AMENDMENT REQUESTED".

¿COMO MODIFICAR SHIPPING INSTRUCTIONS?

3 Será redirigido a la pestaña **Detail SI** para **actualizar** la información.

4 Al **hacer clic** en **Reset** se eliminarán los cambios ingresados.

5 Al **hacer clic** en **Submit** se mostrará la página de confirmación.

Shipping Instructions
Monitor and Manage your Shipping Instructions in one view.

Booking No.: 800 BL No.: 800 SI Cut off: 2024-09-30

Templates

SI Template Copy from Previous Booking

SI Template
Select SI template

Contact Information

Name *	Phone Area No.	Phone No.
gemtest test	49	934556
Fax Area No.	Fax No.	
49	111-999888	

Special Remark
Enter your special remark

