

Online Shipping Instruction (SI) Operation Manual

Contents

1. Access Link & Secure Identity Verification
2. Shipment SI Editing Interface Overview
3. HBL Parties Information Maintenance
4. Ship Info / Port Info / Other Info
5. Container & Cargo Information Maintenance
6. Purchase Order (PO) Information Maintenance
7. Customs Declaration Party Information Maintenance (AMS/ACI/EMF/ICS2/ISF)
8. Attachment Upload Management
9. Save Draft Function
10. Submission of Shipping Instruction (Submit SI)
11. Split Function

Shipper Online SI Operation Guide

1. Access Link & Secure Identity Verification

1.1 Obtain Access Link via Notification Email

Shippers will receive an HTML-format SI notification email pushed by the HLS System.

Item	Description
Sender	HLS system notification email
Email Subject	[SI for shipment]
Email Body	Displays basic summary of booking order, attached with exclusive access link
Access Link	One-time link, one-to-one bound with Booking No.
Validity Period	4 days; link will expire automatically upon expiry

1.2 Email Sample

Email Subject:

SI for shipment ex. SHANGHAI, CHINA to LOS ANGELES, CA - 3 X 20'GP, Booking #SZ267A0128

Email Body:

Dear Customer:

Your Booking No:SZ267A0128 is pending for the BL information (Shipping instruction - SI). The SI cutoff time is soon to due, please submit the SI to us via the following URL.

Booking No:SZ267A0128

Vessel Name: EVER LEGION Voyage: 1229E

Place of Recieved: SHANGHAI, CHINA

Place of Dest: LOS ANGELES, CA

Cutoff Time:2026-01-15 17:00:00

Please click the link below to fill in the shipping instruction information.

<https://uat.cargolane.net/si?token=7483097277257904128>

Notes:

The link is valid for 4 days.

If the link has expired, please contact your dedicated customer service representative.

If the SI has been submitted, please ignore this email.

Thank you for your attention and cooperation.

1.3 System Security Verification Mechanism

1. Access Token Specification: One-time access Token generated by 128-bit UUID algorithm
2. Binding Rule: A single Token corresponds to only one booking order to guarantee exclusive access channel
3. Expiry Rule: Token is valid for 4 days; if the system resends a new SI link, the original Token will be invalidated immediately
4. Order Status Verification: The system automatically verifies booking order status when users access the page. Pages for orders with submitted SI will be locked, and editing operations are prohibited.

1.4 Login Operation Steps

1. Search for HLS System notification emails with subject **"SI for shipment"** in mailbox.



2. Click the exclusive access link within the email body; the browser will redirect to the Online SI operation page automatically.

Dear Customer:

Your Booking No: [SZ267A0156](#) is pending for the BL information (Shipping instruction - SI), the SI cutoff time is soon to due, please submit the SI to us via the following URL.

Booking No: [SZ267A0156](#)
Vessel Name: [EVER LOGIC](#) Voyage: [1231E](#)
Place of Recieved: [SHANGHAI, CHINA](#)
Place of Dest: [LOS ANGELES, CA](#)
Cutoff Time: [2026-07-23 17:00:00](#)

Please click the link below to fill in the shipping instruction information.
<https://uat.cargolane.net/si?token=7487382147689771008>

Notes:

The link is valid for 4 days.
If the link has expired, please contact your dedicated customer service representative.
If the SI has been submitted, please ignore this email.

3. The backend system automatically verifies Token validity; upon successful verification, the main SI editing interface will load.

2. General Introduction to Bill of Lading SI Editing Interface

The SI editing interface is the core operation page for shippers to input bill of lading data. Functional zones and their purposes are shown in the table below:

Area	Description
HBL Parties	Maintain statutory bill parties: shipper, consignee, notify party, etc.
Ship Info	Fill in Vessel name and voyage information
Port Info	Port information (POR, POL, POD, PLD)
Other Info	Input supplementary miscellaneous cargo data
Container & Cargo	Maintain Container and cargo information
AMS/ACI/EMF Parties	Party information for customs declarations to US, Canada and EU
ICS2 Parties	Party information for EU ICS2 entry summary declaration
ISF Parties	Party information for US ISF Importer Security Filing
Attachment	Attachment upload

3. Maintenance of House Bill Parties Information (HBL Parties)

This module manages statutory three-party information for house bill of lading, including Shipper, Consignee and Notify Party.

Operation Instructions

1. When entering the page for the first time, the system automatically synchronizes party data pre-entered in the Booking to corresponding fields.
2. Shippers may modify all fields of shipper, consignee and notify party according to actual shipment requirements.

The screenshot displays the 'Online B/L Data Submission' interface. At the top, a blue header bar contains the document ID 'SZ267A0122', the origin 'SHANGHAI, CHINA', and the destination 'LOS ANGELES, CA'. On the right, it shows 'WEIGHT: 70,302.000 KG', 'VOLUME: 1,266.000 CBM', and 'CONTAINERS: 3 units'. Below the header, the main section is titled 'Online B/L Data Submission' with a 'PENDING' status. It includes buttons for 'Print', 'Split', 'Save Draft', 'Refresh', and 'Submit SI'. The 'Parties' section is active, showing three columns: Shipper, Consignee, and Notify Party. Each column contains fields for Company Name, Street Address, and Email, with pre-filled data for each.

Shipper	Consignee	Notify Party
Company Name "DENTON M" LTD	Company Name "EUROASIA TRANS"LLC	Company Name "GIGAMIX" MAGAZYN CZASOWEGO SKLADOWA
Street Address ADDRESS:OFFICE 11,3TH FLOOR,NO.22 ENTRANCE D,GOTSE DELCHEV QUARTER, SOFIA/BULGARIA	Street Address MYTISCHI,YAROSLAVSKOE SHOSSE,PROP.2G,STR .1. MOSCOW REGION RF141009,RUSSIA.	Street Address ULZAMOYSKIEGO 20 37-700 PRZEMYSL POLAND
Email HLS@DEEPINSIGHTS.COM.CN	Email HLS@DEEPINSIGHTS.COM.CN	Email HLS@DEEPINSIGHTS.COM.CN

4. Completion of Ship Info / Port Info / Other Info

4.1 Vessel Information (Ship Info)

Field	Description	Data Source
Vessel	Vessel Name	Booking sync
Voyage	Voyage Number	Booking sync
Carrier	Carrier/Shipping Line	Booking sync

4.2 Port Information (Port Info)

Field	Description	Data Source
POR	Place of Receipt	Booking sync
POL	Port of Loading	Booking sync
POD	Port of Discharge	Booking sync
PLD	Place of Delivery	Booking sync

4.3 Supplementary Cargo Information (Other Info)

Field	Description	Data Source
Cargo Ready Date	Cargo Ready Date	Booking sync
ETD	Estimated Time of Departure	Booking sync
ETA	Estimated Time of Arrival	Booking sync
On Board Date	Actual On Board Date	Booking sync
Booking Issue Date	Booking Issue Date	Booking sync
HBL No.	Bill of Lading Number	Auto-generated by System
MBL No.	Master Bill of Lading Number	Auto-generated by System

Ship Info

Pre-Carriage:	Feeder Vessel:	Voyage:	Feeder ETD:
			2026-07-16
Carrier:	Vessel:	Voyage:	ETD:
COSCO	EVER LEGION	1229E	2026-07-16

Port Info

POR:	POL:
CNSHA	CNSHA
SHANGHAI, CHINA	SHANGHAI, CHINA
POD:	Place of Delivery:
USLAX	USLAX
LOS ANGELES, CA	LOS ANGELES, CA

Other Info

Booking No:	HBL NO:	Transport Terms:
SZ267A0122	SZ267A0122	CY
PP/CC:	Issue Type:	Original:
FREIGHT COLLECT	Original	THREE(3)

BL Remark

5. Container & Cargo Information Maintenance

This module maintains container specifications and corresponding cargo details. Basic container data from the Booking will be auto-synchronized upon initial page entry.

Container & Cargo

Total: 3 CNTR • GW: 70,302.000 KGS • Vol: 1,266.000 CBM

+ Add

#	CNTR No.	SO No.	Seal No.	Type	Qty	Unit	GW (KGS)	VGM (KGS)	Vol (CBM)	Cargo	PO	
1		SZ267A0122		D20S	2999	PACKAGES	23434		422	2	1	
2		SZ267A0122		D20S	2999	PACKAGES	23434		422	2	1	
3		SZ267A0122		D20S	2999	PACKAGES	23434		422	2	1	

5.1 Cargo Details Entry Specifications

Cargo Information Maintenance: Cargo details can be maintained under each container, including the following fields:

Field	Description	Required
Marks	Shipping Marks / Transport Marks	Yes
Commodity	Cargo Description/Commodity Name	Yes
HS Code	Customs Harmonized System Code	No

5.2 Steps to Add New Cargo Record

1. Click the **【Add Cargo】** button in the Container & Cargo zone.
2. Complete all fields including Marks, Commodity Description and HS Code in the pop-up window.
3. Click **【Done】** to save cargo details for the current container.

Cargo Info — #1 Container

+ Add Cargo

Seq	* Marks	* Commodity	HS Code	
1	N/M	PET CUSHIONS	940610	
2	N/M	100% NYLON PRINTED CARPET	306990100	

Copy to other containers

Done

5.3 Bulk Copy Cargo Information via "Copy to other containers"

If multiple containers share identical cargo data, click the **【Copy to other containers】** button at the bottom left of the page to synchronize cargo details of current container to all other containers in one click.

Cargo Info — #1 Container

×

+ Add Cargo

Seq	* Marks	* Commodity	HS Code	
1	N/M	PET CUSHIONS	940610	
2	N/M	100% NYLON PRINTED CARPET	306990100	

Copy to other containers

Done

5.4 Rules for Less than Container Load (LCL) Shipments

LCL shipments have no container data field; only cargo details need to be maintained. Operations for adding and copying cargo information are identical to Full Container Load (FCL) shipments. Click save after completion.

Cargo Info — #1 Container

×

+ Add Cargo

Seq	* Marks	* Commodity	HS Code	
1	N/M	PET CUSHIONS	940610	
2	N/M	100% NYLON PRINTED CARPET	306990100	

Copy to other containers

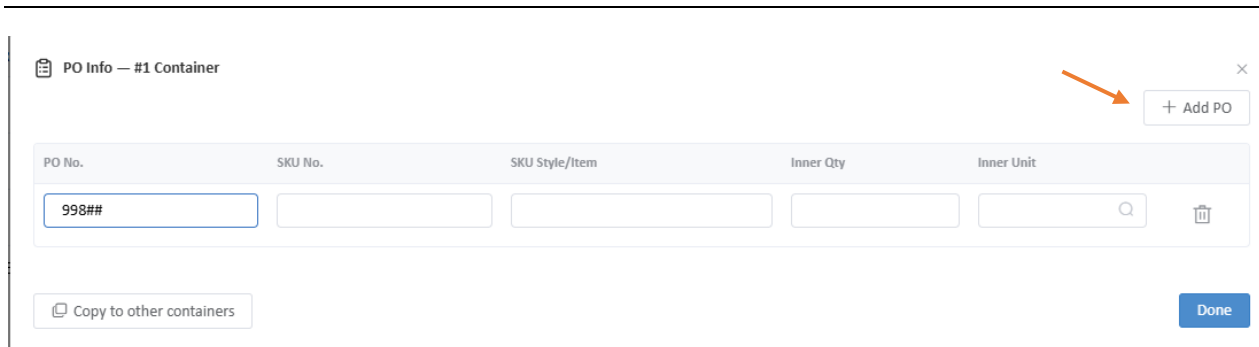
Done

6. Purchase Order Information Maintenance (PO Info)

This module is used to input Purchase Order data to support backend cargo tracking and financial settlement processes.

6.1 Steps to Add PO

1. Click the **【Add PO】** button in the Container & Cargo zone to create new order record.



PO Info — #1 Container

+ Add PO

PO No.	SKU No.	SKU Style/Item	Inner Qty	Inner Unit
998##				

Copy to other containers

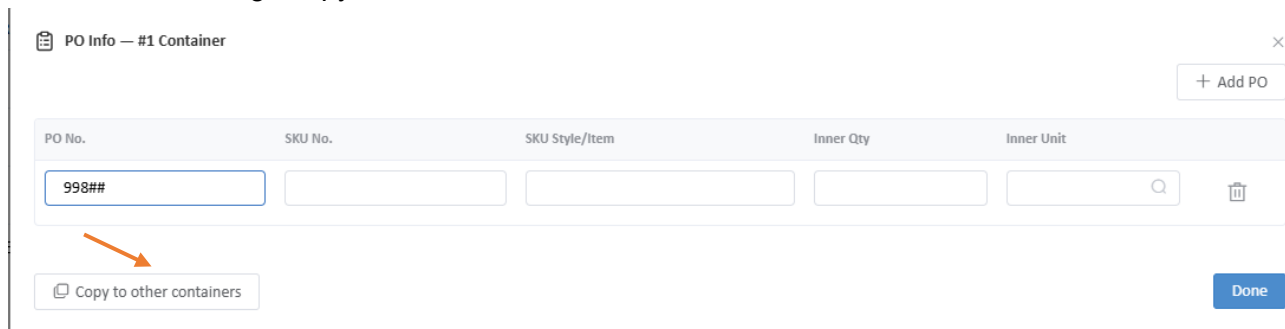
Done

2. Fill in PO number, shipment quantity and other order-related information.

3. Click **【Done】** to save PO record.

6.2 Bulk Copy PO Information via "Copy to other containers"

Supports copying PO data of current container to all other containers in bulk; operation logic is consistent with cargo copy function.



PO Info — #1 Container

+ Add PO

PO No.	SKU No.	SKU Style/Item	Inner Qty	Inner Unit
998##				

Copy to other containers

Done

7. AMS/ACI/EMF/ICS2/ISF Parties

This module centrally manages party data required for customs filings: US AMS/ISF, Canada ACI, EU EMF & ICS2.

7.1 Page Display Control Rules

1. Upon initial page entry with no draft saved: AMS/ACI/EMF Parties, ICS2 Parties and ISF Parties zones are hidden, with page prompt: *Please save the draft first before editing this section*.
2. After clicking **【Save Draft】** : All zones are unlocked automatically; shipper, consignee and notify party data from HBL Parties will be auto-filled into each customs filing module.

AMS / ACI / EMF Parties ^

Please save the draft first before editing this section

ICS2 Parties v

ISF Parties v

Attachment ^

Please save the draft first before editing this section

7.2 Standard Operation Workflow

1. Complete data entry for all other modules on the page, then click **【Save Draft】** to store draft.
2. After successful draft saving, customs declaration zones will display with pre-filled bill party information.
3. Operators may modify filing party information as required by customs regulations of corresponding destination countries.

8. Attachment Upload Management

Supports uploading all types of shipping and customs clearance supporting documents for internal review and destination port clearance.

8.1 Supported File Types

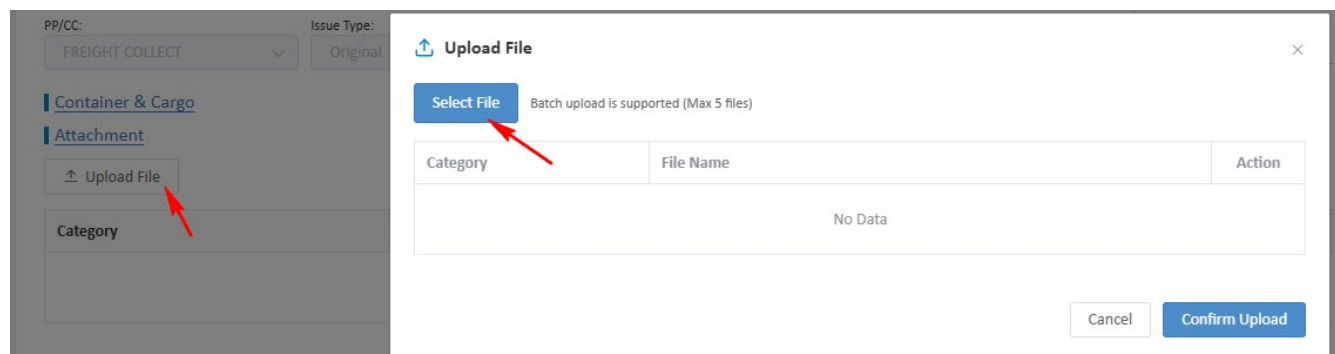
File Type	Description
Commercial Invoice	Commercial Invoice
Export Customs Documents	Export Customs Documents
Hazardous Declaration	Hazardous Declaration
MSDS / DG Certificate	Material Safety Data Sheet/Dangerous Goods Certificate
Other	Other Files
Packing List	Packing List
VGM Docs	VGM (Verified Gross Mass) Documents

8.2 Attachment Upload Steps

1. Click the **【Upload File】** button in the Attachment zone.
2. Select target files in the pop-up file picker window.
3. Choose corresponding document category from the "File Type" dropdown menu.

4. Click **【Upload】** to finish file submission.

5. Uploaded files will display in the document list upon completion; download and delete operations are available for all attachments.

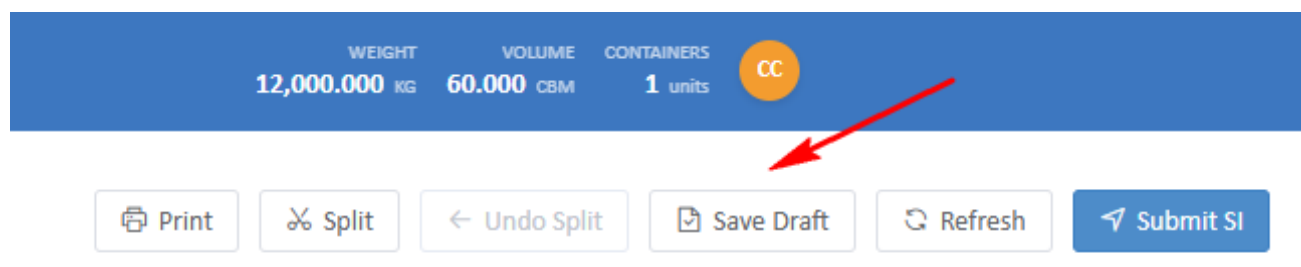


9. Save Draft Function

Users may click **【Save Draft】** at any time during SI data entry to store unfinished information without data loss, enabling follow-up editing later.

Operation Steps

After partial data entry, click the **【Save Draft】** button at top-right corner of the page to store all filled content. A top-page pop-up notification ***Draft saved successfully*** confirms draft storage completion.



10. Submit SI - Formal Shipping Instruction Submission

After verifying all bill of lading, customs filing and attachment information without errors or omissions, click **【Submit SI】** to formally submit all shipping instruction data.

10.1 Pre-Submission Validation Rules

Upon clicking **【Submit SI】**, the system automatically validates all mandatory fields covering:

1. Completeness of shipper, consignee, notify party and contact email in HBL Parties module
2. Empty field check for Marks and Commodity Description in Container & Cargo module
3. All other business fields marked as mandatory on the page

Submission will be blocked if any mandatory item is missing, with notification indicating the location of incomplete fields.

10.2 System Post-Submission Processing Logic

The system will execute the following actions after successful submission:

No.	Operation	Description
1	Data Synchronization	Sync full set of SI data to the bill of lading draft page of corresponding booking order in HLS System
2	SI Status update	Status updates to "Submit"
3	Page lock	Interface does not allow editing, nor does it allow re-submitting SI

10.3 Standard Submission Steps

1. Double-check all mandatory fields across the page to ensure no missing or incorrect information
2. Click the **【Submit SI】** button at top-right corner
3. If the system pops up missing field alerts, complete required data and re-initiate submission
4. Page prompt ***SI submitted successfully*** confirms completion of SI submission

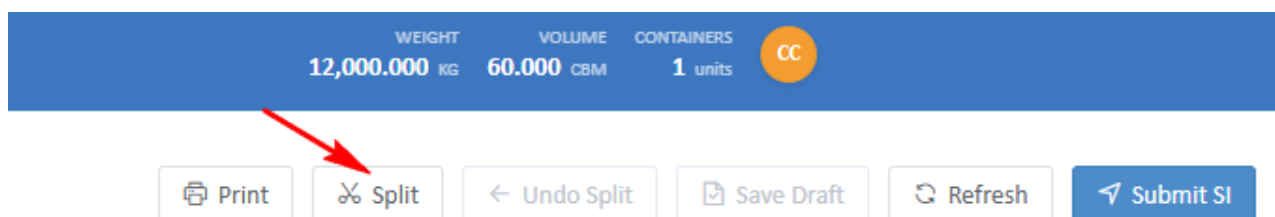


11. Split Shipment Function

The Split function applies to scenarios with multiple consignees or multiple destinations under a single booking order. It enables splitting containers of one booking into multiple independent House Bills for separate issuance.

11.1 Split Operation Steps

1. Click the **【Split】** button on the Shipment SI editing page to launch split pop-up window.



2. Click the **【Add BL】** button to create new bill tabs.

3. Tick containers to be assigned to each independent BL tab.

4. After full container assignment, click **【Split into (X) BLs】** to confirm split setup.

5. The system auto-generates multiple independent House Bills; switch tabs at the top of page to view each separate HBL.

6. Maintain corresponding Party and Cargo information within each HBL tab individually.

7. Each split House Bill requires independent draft saving and separate SI submission.

11.2 Split Revocation Rules

If container allocation or split quantity settings are incorrect, click the **【Undo Split】** button within the pop-up window to cancel current split operation in one click, then restart container allocation and split setup.