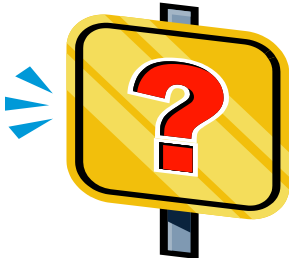


YM Website – User Manual



- [B/L Instruction Introduction](#)











- You can submit shipping instruction here as well as via FAX or EDI channel.
 1. Create/manage B/L instruction on line.
 2. Create B/L instruction template for future use.



B/L Instruction Function

Click [B/L Instruction]

Hi, GUEST1

 Booking	 B/L Instruction	 B/L Print
 Arrival Notice	 B/L Contents	 Account Balance
 Report and Notification	 VGM	 Shipment Management NEW
 Customer Advisory		

B/L Instruction Function

B/L Instruction



Submit B/L Instruction

You can create a new B/L instruction here.



B/L History

To review and manage your online B/L records.

1. You can manage all your online B/L records.
2. Change B/L content if necessary.



B/L Template

You can create and manage B/L template here.



Business Partners Maintenance

To save your time of manual input, you can maintain all your business partners' name and address one time in advance so that the shipper or consignee's name can be automatically brought up and listed in the pick up box for your easy selection.

B/L Instruction Function **preparation**

Suggest you can do below first:

1. Create Template
2. Create business partners maintenance

B/L Instruction Function **preparation**

1. Create Template

2. Business Partners Maintenance

Create Template

B/L Instruction



Submit B/L Instruction

You can create a new B/L instruction here.



B/L History

To review and manage your online B/L records.

1. You can manage all your online B/L records.
2. Change B/L content if necessary.



B/L Template

You can create and manage B/L template here.



Business Partners Maintenance

To save your time of manual input, you can maintain all your business partners' name and address one time in advance so that the shipper or consignee's name can be automatically brought up and listed in the pick up box for your easy selection.

Create Template

B/L Template



Company Name - YANG MING ACCOUNT

Origin -- v

Loading -- v

Discharge -- v

Destination -- v

Date of Creation 2021/06/07 ~ 2021/07/07 1 week 1 month

(yyyy/mm/dd ex:2004/08/05)

Back

Search

List All

Clear

▶ Existing **Template** created during 2021/06/07 00:00 ~ 2021/07/07 00:00 (Total 0)

No data found.



Create Template

Create Template

Create Template


?

Please input [Template Name] first.

Template Name :


Fields marked with * are Required

Party / Service	Commodity	Container	Payment terms & Others
<p>▶ Shipper</p> <p>Name * <input type="text" value="-"/></p> <p>You can also input here :</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Address * <input type="text"/></p>		<p>▶ Reference</p> <p>Booking No. * <input type="text"/></p> <p>Also cover Booking No. <input type="text"/></p> <p>Export Reference <input type="text"/></p> <p>Forwarding Agent Reference <input type="text"/></p>	<input type="text"/> <input type="text"/>



After finish the template, click [Save as Template].

I/We hereby confirm that the information provided herein is accurate, correct and complete.



B/L Instruction Function **preparation**

1. Create / Update Template
- 2. Business Partners Maintenance**

Business Partners Maintenance

B/L Instruction



Submit B/L Instruction

You can create a new B/L instruction here.



B/L History

To review and manage your online B/L records.

1. You can manage all your online B/L records.
2. Change B/L content if necessary.



B/L Template

You can create and manage B/L template here.



Business Partners Maintenance

To save your time of manual input, you can maintain all your business partners' name and address one time in advance so that the shipper or consignee's name can be automatically brought up and listed in the pick up box for your easy selection.

Business Partners Maintenance

Business Partners Maintenance



Company Name - YANG MING ACCOUNT

Create business partner for future use.

Fields marked with * are required

Partner *

Address *

[Partner] and [Address] would be printed out on B/Ls.

Business Partners Maintenance

Business Partners Maintenance

Company Name - YANG MING ACCOUNT

Partner	Address
TEST PARTNER	ONE STREET, TWO LANE

After build Party Template, you can select it soon when creating BL.

Create B/L Instruction

Copy to a new Template - Template Name*:

Download from Template : --

Party / Service	Commodity	
▶ Shipper		▶ Re
Name *	<input type="checkbox"/> Add to Party Template	Boo
- <input type="button" value="v"/>		Spl
TEST PARTNER	ere :	Als
		Ext

How to Create B/L Instruction

B/L Instruction

B/L Instruction



Submit B/L Instruction

You can create a new B/L instruction here.

You may create S/I via:

1. download from booking
2. Search by Template
3. Create a whole new S/I



B/L History

To review and manage your online B/L records.

1. You can manage all your online B/L records.
2. Change B/L content if necessary.



B/L Template

You can create and manage B/L template here.



Business Partners Maintenance

To save your time of manual input, you can maintain all your business partners' name and address one time in advance so that the shipper or consignee's name can be automatically brought up and listed in the pick up box for your easy selection.

B/L Instruction

1. Download from Booking
2. Create from Template
3. To create a whole new S/I

Submit B/L Instruction

?

Company Name - YANG MING ACCOUNT

Download from Booking

Create from Template

1

Input booking no. here.

Booking No.

2

Back

Search

1. Download from Booking
2. Create from Template
3. To create a whole new S/I

B/L Instruction

Submit B/L Instruction

Company Name - YANG MING ACCOUNT

Download from Booking

Create from Template

Search Template

Template Name -- ▾

Origin -- ▾

Loading -- ▾

Discharge -- ▾

Destination -- ▾

Date of Creation 2021/06/07 ~ 2021/07/07 1 week 1 month
(yyyy/mm/dd ex:2004/08/05)

Back

Choose one to create new S/I

Search

List All

Clear

Existing Template created during 2021/06/07 00:00 ~ 2021/07/07 00:00 (Total 1)

Template Name	Shipper Name	Vessel Voyage	Origin	Loading	Discharge	Destination	20'/40'/45'	Date of Creation
<u>test</u>		-					0/0/0	2021/07/07 11:39

1. Download from Booking
2. Create from Template
3. To create a whole new S/I

B/L Instruction

Submit B/L Instruction

Company Name - YANG MING ACCOUNT

- Download from Booking
 Create from Template

Template Name -- ▾
Origin -- ▾
Loading -- ▾
Discharge -- ▾
Destination -- ▾
Date of Creation 2021/06/07 ~ 2021/07/07 1 week 1 month
(yyyy/mm/dd ex:2004/08/05)

Back

Search

List All

Clear

▶ Existing **Template** created during 2021/06/07 00:00 ~ 2021/07/07 00:00 (Total 1)

Template Name	Shipper Name	Vessel Voyage	Origin	Loading	Discharge	Destination	20'/40'/45'	Date of Creation
test		-					0/0/0	2021/07/07 11:39

▶ Existing **B/L Draft** (Total 2)

Create B/L Instruction




B/L Instruction

Create B/L Instruction

Please fill in BL information on 4 tabs.

***mandatory**

Copy to a new Template - Template Name*:

Download from Template : 

1 Party / Service	2 Commodity	3 Container	4 Fields marked * are Required Payment terms & Others
<p>▶ Shipper</p> <p><input type="checkbox"/> Add to Party Template</p> <p>Name * <input type="text" value="-"/></p> <p>You can also input here :</p> <p><input type="text"/></p> <p>5927 PRIESTLY DRIVE, :</p> <p>Address *</p> <p><input type="text"/></p> <p>PO Box <input type="text"/></p> <p>ZIP Code <input type="text" value="92008"/></p> <p>City Name <input type="text" value="CARLSBAD"/></p>		<p>Reference</p> <p>Booking No. * <input type="text"/></p> <p>Split B/L <input type="checkbox"/></p> <p>Also cover Booking No. <input type="text"/></p> <p>Export Reference <input type="text"/></p> <p>Forwarding Agent Reference <input type="text"/></p> <p>Purchase Order <input type="text"/></p> <p>Service Contract No. <input type="text"/></p> <p>Origin of goods <input type="text"/></p> <p><input type="radio"/> For US/CA shipment reference</p> <p><input type="radio"/> For India shipment reference</p>	

B/L Instruction

***mandatory**

Fields marked with * are Required

Party / Service	Commodity	Container	Payment terms & Others												
1	Marks (20 characters per line) <input type="text"/>	Description* (35 characters per line) A <input type="text"/> <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px;">If your shipment is reefer or hazardous goods, don't forget to type these cargo information.</div>	Commodity Code (6 digits) : <input type="text"/> Hazard Goods Details ⌵ <table><tr><td>Class</td><td><input type="text"/></td></tr><tr><td>IMDG UN No.</td><td><input type="text"/></td></tr><tr><td>Packing Group</td><td><input type="text"/></td></tr><tr><td>Flash Point</td><td><input type="text"/> °C</td></tr><tr><td>Emergency Phone</td><td><input type="text"/></td></tr><tr><td>Proper Shipping Name</td><td><input type="text"/></td></tr></table> Reefer Details ⌵ <input type="button" value="Delete Goods"/>	Class	<input type="text"/>	IMDG UN No.	<input type="text"/>	Packing Group	<input type="text"/>	Flash Point	<input type="text"/> °C	Emergency Phone	<input type="text"/>	Proper Shipping Name	<input type="text"/>
Class	<input type="text"/>														
IMDG UN No.	<input type="text"/>														
Packing Group	<input type="text"/>														
Flash Point	<input type="text"/> °C														
Emergency Phone	<input type="text"/>														
Proper Shipping Name	<input type="text"/>														

B/L Instruction

***mandatory**

Fields marked with * are Required

Party / Service		Commodity		Container		Payment terms & Others	
[VGM Submit]	→	Linkage to Submit VGM					
Goods	Container *	Goods Details *			Carrier Seal	Shipper Seal	
1	1. <input type="text" value="YMLU1234567"/> <input type="checkbox"/> S.O.C. <input type="checkbox"/> Alter. CTNR	Gross Weight *	<input type="text" value="0"/>	KGS	<input type="text"/>	<input type="text"/>	Delete Ctnr
		Net Weight	<input type="text" value="0"/>	KGS			Add Container
		Measurement	<input type="text"/>	CBM			
		Number of Package *	<input type="text" value="0"/>	-	<input type="text"/>		

Click [S.O.C] if you use shipper's own container
Click [Alternate CTNR] if you use alternate container

▶ Total Containers: 0 - Gross Weight: 0 KGS, 0 CBM, No. of Package:0

Back

Save Draft

Preview

Submit

B/L Instruction

***mandatory**

Fields marked with * are Required

Party / Service	Commodity	Container	Payment terms & Others
▶ Charge Item			
Ocean Freight *	<input type="radio"/> Prepaid <input type="radio"/> Collect	at (Input location name...)	
Documentation Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect		
Terminal Handling Charge	<input type="radio"/> Prepaid <input type="radio"/> Collect		Setting the pay term
Destination Documentation Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect		
Destination Terminal Handling Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect		
▶ B/L Distribution			
Number of Copies (Freight)	4		Rate/Un-rate copy required
Number of Copies (Unfreight)	5		
▶ Send B/L proof through following way			
Fax			
E-mail			
		Input single or multiple emails separated by semicolon ; (e.g., YANG@yangming.com;MING@yangming.com)	
<input type="checkbox"/> Please also send the auto notification for submitted SI.			Tick to receive notification
▶ Other Comment			
<div style="border: 1px solid #ccc; height: 80px;"></div>			

How to update B / L Instruction

Update B/L Instruction

B/L Instruction



Submit B/L Instruction

You can create a new B/L instruction here.



B/L Template

You can create and manage B/L template here.



B/L History

To review and manage your online B/L records.

1. You can manage all your online B/L records.
2. Change B/L content if necessary.



Business Partners Maintenance

To save your time of manual input, you can maintain all your business partners' name and address one time in advance so that the shipper or consignee's name can be automatically brought up and listed in the pick up box for your easy selection.

Update B/L Instruction

B/L History

?

Company Name - YANG MING ACCOUNT

Origin -- ▾

Loading -- ▾

Discharge -- ▾

Destination -- ▾

Date of Creation 2021/06/07 ~ 2021/07/07 1 week 1 month

(yyyy/mm/dd ex:2004/08/05)

Back

select one of Existing B/L Instruction created

Search

List All

Clear

Existing B/L Instruction created during 2021/06/07 00:00 ~ 2021/07/07 00:00 (Total 2)

Booking No.	Shipper Name	Vessel Voyage	Origin	Loading	Discharge	Destination	20'40'45'	Date of Creation
	TEST	X-PRESS ANNAPURNA - 2122W	INCCU	INCCU	BEANR	BEANR	1/0/0	2021/06/15 16:05
	TEST	ONE MILLAU - 030W	HKHKG	CNSHK	ESVLC	MACAS	0/1/0	2021/06/09 14:54

Update B/L Instruction

Update B/L Instruction

?

1 Party / Service	2 Commodity	3 Container	4 Payment terms & Others
<p>Shipper</p> <p><input type="checkbox"/> Add to Party Template</p> <p>Name * <input type="text" value="-"/></p> <p>You can also input here :</p> <p><input type="text" value="TEST"/></p> <p>Address * <input type="text"/></p> <p>PO Box <input type="text"/></p> <p>ZIP Code <input type="text" value="200135"/></p> <p>City Name <input type="text" value="SHANGHAI"/></p>		<p>Reference</p> <p>Booking No. * <input type="text"/></p> <p>Also cover Booking No. <input type="text"/></p> <p>Export Reference <input type="text"/></p> <p>Forwarding Agent Reference <input type="text"/></p> <p>Purchase Order <input type="text"/></p> <p>Service Contract No. <input type="text"/></p> <p>Origin of goods <input type="text"/></p> <p><input checked="" type="radio"/> For US/CA shipment reference</p> <p><input type="radio"/> For India shipment reference</p>	<p>Fields marked with * are Required</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>

I/We hereby confirm that the information provided herein is accurate, correct and complete.

Click [Submit] to submit updated SI.



Back

Preview

Submit



In case of any question, please feel free to contact us (ices@yangming.com) .
Thanks for your good cooperation.