

YM Website – User Manual



- B/L Print Introduction

- Can't wait for your Bill of Lading? You can print it yourself at home or at office. ID and password are required for this feature.
- Manage your B/Ls on line to avoid hassle dealing with courier with no additional cost.
- Be able to preview B/L contents and print out in your office.
- Receive Seaway bill of Lading in PDF file through e-mail.



B/L Print Function

- Step1 : Enter your Use ID and Password and then click the [Login] button.

My YM Account

Member Login Register Forgot Password FAQs

Member Login

User ID

Password

Login

Following functions can be accessed after log-in.

Booking	B/L Instruction	B/L Print
Arrival Notice	B/L Contents	Accounts Balance
Shipment Control	VGM	

[Forgot Password](#) | [Register](#)

B/L Print Function

- Step 2 : Click [B/L Print]

The screenshot displays the user interface of the Yang Ming website. At the top, there is a navigation bar with the text "My YM Account" on the left and "Member Logout", "Change Register", "Change Password", "Member Management", and "FAQs" on the right. Below the navigation bar is a banner image featuring a world map and a smartphone displaying the Yang Ming app. The main content area is a white box containing a greeting "Hi," followed by a grid of service icons. The "B/L Print" icon, which shows a printer, is highlighted with a red rectangular border. Other icons include "Booking", "Arrival Notice", "Shipment Control", "B/L Instruction", "B/L Contents", "VGM", and "Account Balance". A "Logout" link is positioned at the bottom left of the white box.

My YM Account

Member Logout Change Register Change Password Member Management FAQs

Hi,

Booking B/L Instruction B/L Print

Arrival Notice B/L Contents Account Balance

Shipment Control VGM

Logout

B/L Print Function

- Step 3: set up certain criteria and then click [Query] Button

B/L Print

?

Query B/Ls

<input checked="" type="checkbox"/> Status	All
<input checked="" type="checkbox"/> Creation Date	2019/06/07 ~ 2019/06/14 1 week 1 month
<input type="checkbox"/> Vessel Name - Voy	AGIOS MINAS - E006 (SA6923E)
<input type="checkbox"/> Loading Port	CN - NINGBO
<input type="checkbox"/> B/L No.	ex. W123456789 (without prefix "YMLU")
<input type="button" value="Query"/> <input type="button" value="Clear"/>	

B/L Print Function

- ◆ Step 4: Please follow the following steps to print B/Ls after B/Ls display.
- 1) Preview B/L first
 - Click the  to select B/Ls, then click  to preview the specify B/Ls.
 - You can also click  to generate and save the B/L image on your desktop as a PDF file and pre-print the B/L.

B/L Print

Query Criteria

	Creation Date	B/L No.	Booking No.	Vsl/Voy	Print Status	B/L Status	1 Preview	2 Original/Waybill	Copy		3	
								Freight	Non-Freight	Freight	Non-Freight	
							Select					Select
1	2013/12/04 PM 05:51:21	<u>Z216005427</u>	Z216005427	YM GREEN-101W (CGX348W)		Ready		--	--	--	4	
							 	 	 	 	 	 

B/L Print Function

- 2) Print E-BL by each B/L category
 - Click  in the bottom of each B/L category, the B/Ls can be printed by different categories.
 - You can also click  to save PDF in your local laptop and then print.

B/L Print

Query Criteria

	Creation Date	B/L No.	Booking No.	Vsl/Voy	Print Status	B/L Status	1 Preview	2 Original/Waybill	Copy		3	
							Preview	Freight	Non-Freight	Freight	Non-Freight	
							Select					Select
1	2013/12/04 PM 05:51:21	<u>Z216005427</u>	Z216005427	YM GREEN-101W (CGX348W)		Ready		--	--	--	4	
												

B/L Print Function

- 3) Print B/L
 - Click the in the right hand side to specify which B/L will be printed.
 - Click  in the right hand side of the bottom, the B/Ls can be printed by multiple B/L sets.
 - You can also click  to save PDF in your local laptop and then print.

B/L Print

Query Criteria

							1	2 Original/Waybill		Copy		3
	Creation Date	B/L No.	Booking No.	Vsl/Voy	Print Status	B/L Status	Preview	Freight	Non-Freight	Freight	Non-Freight	
							Select					Select
1	2013/12/04 PM 05:51:21	<u>Z216005427</u>	Z216005427	YM GREEN-101W (CGX348W)		Ready	<input type="checkbox"/>	--	--	--	4	<input type="checkbox"/>
												

Order Blank B/L Form

- ◆ Please follow the following steps to order Blank B/L Form
- Step 1: Click [Order] button to request Internet blank OB/L forms.

B/L Print

Query B/Ls

<input checked="" type="checkbox"/> Status	All
<input checked="" type="checkbox"/> Creation Date	2019/06/07 ~ 2019/06/14 1 week 1 month
<input type="checkbox"/> Vessel Name - Voy	AGIOS MINAS - E006 (SA6923E)
<input type="checkbox"/> Loading Port	CN - NINGBO
<input type="checkbox"/> B/L No.	ex. W123456789 (without prefix "YMLU")

➔ Order Blank B/L Form

Order Blank B/L Form

Order Blank B/L Form

- Step 2: Review your related information and click [Order] button to send out your request. (If the information on below screenshot is incorrect, please contact us via ices@yangming.com for correction.)

My e-Service Overview B/L Print

Order Blank B/L Form

Company - YANG MING ACCOUNT Applicant - GUEST

Fields marked with * are required

Country * Taiwan

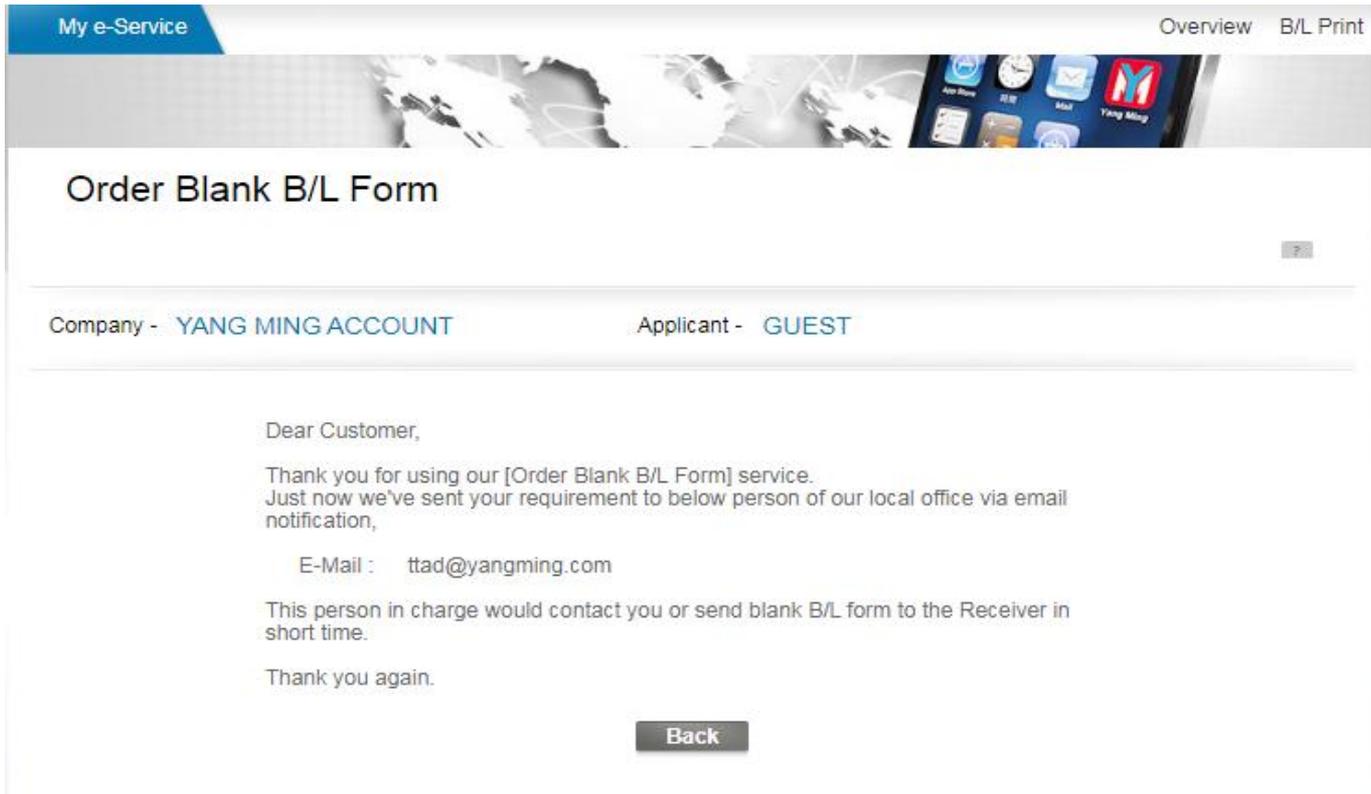
Receiver's Related Information

Receiver *	GUEST
Address *	271 MING DE 1ST ROAD, CIDU DISTRICT,
City *	Keelung
Zip / Postal Code	
E-mail *	ICES@YANGMING.COM
Tel *	02-24298498
Fax	02-24298341

 **Order** Back

Order Blank B/L Form

- Step 3: You can find below screenshot on website if your order request has been sent out successfully.



The screenshot displays a web interface for 'My e-Service'. At the top right, there are links for 'Overview' and 'B/L Print'. The main heading is 'Order Blank B/L Form'. Below this, the user information is shown: 'Company - YANG MING ACCOUNT' and 'Applicant - GUEST'. The main content area contains a message to the customer, starting with 'Dear Customer,' and thanking them for using the service. It states that the requirement has been sent to a local office via email notification. The contact email is 'ttad@yangming.com'. It further explains that the person in charge will contact the customer or send a blank B/L form to the receiver in a short time. The message concludes with 'Thank you again.' and a 'Back' button is located at the bottom center of the content area.

My e-Service Overview B/L Print

Order Blank B/L Form

Company - YANG MING ACCOUNT Applicant - GUEST

Dear Customer,

Thank you for using our [Order Blank B/L Form] service.
Just now we've sent your requirement to below person of our local office via email notification,

E-Mail : ttad@yangming.com

This person in charge would contact you or send blank B/L form to the Receiver in short time.

Thank you again.

[Back](#)

Receive Seaway Bill via E-mail

- Step 1: Click [Yes] if you agree to receive Seaway bill in PDF via E-mail as soon as the B/Ls have been uploaded.
- Also you can find the receiver list via [Check Recipients E-mail notice]

B/L Print

Query B/Ls

<input checked="" type="checkbox"/> Status	All
<input checked="" type="checkbox"/> Creation Date	2019/06/07 ~ 2019/06/14 1 week 1 month
<input type="checkbox"/> Vessel Name - Voy	AGIOS MINAS - E006 (SA6923E)
<input type="checkbox"/> Loading Port	CN - NINGBO
<input type="checkbox"/> B/L No.	ex. W123456789 (without prefix "YMLU")

Order Blank B/L Form

Order Blank B/L Form



Receive Seaway Bill via E-mail

I agree to receive Seaway bill in PDF via E-mail as soon as my B/Ls have been uploaded.

Yes No

Receive Seaway Bill via E-mail

- Step 2: The default setup of [Check Recipients E-mail Notice] is Administrator of your good company, you may contact your ADM to maintain Receipts E-mail notice for the receipt of Seaway bill in [Sub-user Maintenance].

Receive Seaway Bill via E-mail

I agree to receive Seaway bill in PDF via E-mail as soon as my B/Ls have been uploaded.

Yes No



[\[Hide Recipients E-mail Notice \]](#)

	User Name	E-mail	Role
<input type="checkbox"/>	GUEST	ICES@YANGMING.COM	ADM

Please click above list to choose email receiver.
If you need to add/edit/delete the list, please click [here](#) to setup.

My YM Account Member Logout Change Register Change Password **Sub-user Maintenance** FAQs

Sub-user Maintenance

Company YANG MING ACCOUNT User ID GUEST Role Administrator

User ID	Name	Role	Country	Action
ICAD_PT	TEST	[B/L Instruction] - Manager	Bangladesh	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



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