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.

YANG MING

B/L Instruction Function

● Enter your User ID and Password and then click the [**Login**] button.

YANG MING

B/L Instruction Function

- Click [**B/L Instruction**] function.

My YM Account | Profile Setting | Change Password | Sub-user Maintenance | FAQs

Hi, GUEST1

Booking

B/L Instruction

My Ocean Freight

B/L Print

B/L Contents

VGM

Report & Notification

Shipment Management

My Drop off

Logout

YANG MING

B/L Instruction Function

Overview：
- Submit B/L Instruction
- B/L Template
- B/L History
- Business Partners Maintenance

| Booking | SOLAS VGM | **B/L Instruction** | B/L Print | B/L Contents | Shipment Management |

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.

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.

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B/L Template

● Click [**B/L Template**] function.

B/L Template

1. Click [**Create Template**] to add a new one.
2. You can search for an existing template you created in the [**Template Name**] drop-down list.
3. Or click [**Search**] to search by the selected date range.

Overview   Submit B/L Instruction   B/L History   **B/L Template**   Business Partners Maintenance
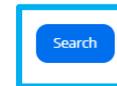
B/L Instruction

B/L Template

ⓘ

2.
Company Name - **YANG MING ACCOUNT**

Template Name   -   ⌄

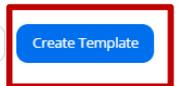Date of Creation   2025/03/04   ~   2026/03/04

Back

3.   1.
Search   Clear   Create Template

B/L Template

B/L Instruction

B/L Template

Create Template

ⓘ

Fields marked with * are Required

Party / Service	Commodity & Container	Payment Terms & Others

Template Name: [   ] ←Input Template Name first.

▼ **Party info**

▼ Shipper

Name *   Select or search ▾

You can also input here :

Address *

PO Box

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

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

[Back]   [Save as Template]

YANG MING

8

Business Partners Maintenance

Booking   SOLAS VGM   **B/L Instruction**   B/L Print   B/L Contents   Shipment Management

B/L Instruction

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Business Partners Maintenance

B/L Instruction

Business Partners Maintenance

Company Name -   YANG MING ACCOUNT

Click to create new business partner.→   **Add Business Partner**

↓ Below are Partner List.

Partner	Address	Street and Number / P.O. box	EORI NO.
2026TEST	TEST		

Overview   Submit B/L Instruction   B/L History   B/L Template   Business Partners Maintenance

B/L Instruction

Business Partners Maintenance

Company Name -   YANG MING ACCOUNT

Fields marked with * are Required

Partner *

Address *

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

EORI NO.

YANG MING

10

Business Partners Maintenance

B/L Instruction

Business Partners Maintenance

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Company Name - **YANG MING ACCOUNT**

[Add Business Partner]

Partner	Address	Street and Number / P.O. box	EORI NO.
2026TEST	TEST		

▼ **Party info**

▼ Shipper

Name *

Once the Party Template is created, you can immediately select it while editing the S/I.

Select or search ⌃

-

2026TEST

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11

How to create B/L Instruction?

💡 **[Download from Booking]**
Input booking number or select a template to create B/L Instructions.

💡 **[Create from Template]**
Select a template to create a new B/L Instruction.

💡 **[Continue from Draft]**
Select a draft to continue B/L Instruction submission.

💡 **[Begin with a Blank B/L Instruction]**
Start with a blank B/L Instruction.

B/L Instruction Function

- Click [**Submit B/L Instruction**]
- There are four available methods to submit an S/I.

1. Download from Booking

- Enter the Booking number and click [**Create B/L Instruction**];
- Or select a Template, tick the required information (Party, Commodity, etc.), and click [**Create B/L Instruction**].

B/L Instruction

Submit B/L Instruction

Company Name - YANG MING ACCOUNT

(●) Download from Booking   ( ) Create from Template   ( ) Continue from Draft   ( ) Begin with a Blank B/L Instruction

Booking No. *   I20 _____

Template Name   0419   ⌄
   ☑ Party   ☐ Commodity & Container   ☐ Payment Terms & Others

Create BL Instruction

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2. Create from Template

- Select a template from the drop-down list, and click the Template Name to edit B/L Instruction.
- Or, use the [Search] button to filter templates by date range.

B/L Instruction

Submit B/L Instruction

Company Name - YANG MING ACCOUNT

○ Download from Booking ● Create from Template ○ Continue from Draft ○ Begin with a Blank B/L Instruction

Template Name | 0419 | ⌄ |

Date of Creation | 2025/09/04 | ~ | 2026/03/04 |

Search   Clear

Template Name ▲	Shipper Name	Vessel Voyage	Origin	Loading	Discharge	Destination	20'/40'/45'	Date of Creation
0419	TEST13	AFIF - 004E	USKEE	TWKEL	TWKEL	IEKES	0/1/0	2018/04/19 11:09

YANG MING

3. Continue from Draft

- Find your draft in this section and click the Booking Number to continue the submission process.
- To remove the draft from the list, please click the [**Delete**] button.

B/L Instruction

Submit B/L Instruction

Company Name - **YANG MING ACCOUNT**

○ Download from Booking   ○ Create from Template   ● Continue from Draft   ○ Begin with a Blank B/L Instruction

Booking No.	Shipper Name	Origin	Loading	Discharge	Destination	Last Save Date	Action
Blank	TOTALL METAL RECYCLING INC	USSXZ	USORF	BEANR	BEANR	2026/03/02 14:41	Delete
W490500804	2026TEST	VNTCT	VNTCT	USTIW	USIFS	2026/03/02 13:29	Delete
Blank	TEST PARTNER					2026/01/12 11:25	Delete

4. Begin with a Blank B/L Instruction

● Start a new B/L Instruction directly without pre-filled data.

B/L Instruction

Submit B/L Instruction

ⓘ

Company Name - YANG MING ACCOUNT

○ Download from Booking   ○ Create from Template   ○ Continue from Draft   ◉ Begin with a Blank B/L Instruction

ⓘ

Fields marked with * are Required

Party / Service	Commodity & Container	Payment Terms & Others

YANG MING

Begin with a Blank B/L Instruction

- Complete the B/L Instruction information in sequence.
- Required fields are marked with an asterisk (*).
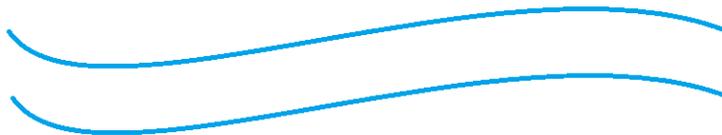
Party / Service

- Enter details for Party info, References, Vessel/Voyage, Service Requirements, Port Details, and Handling Instructions in this section.
- Required fields are marked with an asterisk (*).

Commodity & Container

- Input Commodity data (Marks, Description, HS Code, CUS Code, Hazardous/Reefer details) and Container info (Container No., Weight, CBM, Piece count, Seal No., etc.) in this section.
- Required fields are marked with an asterisk (*).

Commodity & Container

- Select the Charge pay term and B/L Distribution method.
- You may also specify a FAX number or Email address for the recipients of this B/L Instruction, and enter any additional remarks in the Other Comments column.

B/L History

B/L Instruction

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B/L History

- Click [**Search**] button to filter templates by date range.
- To update an existing B/L Instruction, please click the Booking Number to edit and submit.

↑ Click Booking number to update existing B/L Instruction.

Update B/L Instruction

- Amend [Party/Service], [Commodity & Container] and [Payment Terms & Others] info, then you can press [Preview] to check whole B/L data before submitting or press [Submit] button to update the B/L Instruction.

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