

# 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

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

## Login



The login form consists of two input fields and a button. The first field is labeled 'User ID' and contains the text 'GUEST'. The second field is labeled 'Password' and contains a series of dots, with a small blue eye icon to its right. To the right of these fields is a blue button with the text 'Login'. A red rectangular box highlights the entire form area.

Following functions can be accessed after log-in.



Booking



B/L Print



Report & Notification



B/L Instruction



B/L Contents



Shipment Management



My Ocean Freight



VGM



My Drop off

# B/L Instruction Function

- Click [B/L Instruction] function.

Hi, GUEST1

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

 Booking

 B/L Instruction

 My Ocean Freight

 B/L Print

 B/L Contents

 VGM

 Report & Notification

 Shipment Management

 My Drop off

Logout

# 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.

# B/L Template

- Click [B/L Template] function.

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

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# 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



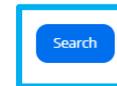
2. Company Name - YANG MING ACCOUNT

Template Name -

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

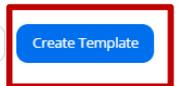
Back

3.



Clear

1.



# B/L Template

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

## 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].

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Save as Template

# 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.

# Business Partners Maintenance

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

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.

# Business Partners Maintenance

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

Add Business Partner

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

### ▼ Party info

#### ▼ Shipper

Name \*

Select or search

-

2026TEST

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

# 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.

The screenshot displays the B/L Instruction function interface. At the top, a navigation bar includes 'Booking', 'SOLAS VGM', 'B/L Instruction', 'B/L Print', 'B/L Contents', and 'Shipment Management'. Below this, the 'B/L Instruction' section features four main cards:

- 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.

A red box highlights the 'Submit B/L Instruction' card, and a red arrow points to a detailed view of the 'Submit B/L Instruction' form. This form includes a navigation bar with 'Overview', 'Submit B/L Instruction', 'B/L History', 'B/L Template', and 'Business Partners Maintenance'. The form title is 'B/L Instruction' and the subtitle is 'Submit B/L Instruction'. The 'Company Name' is set to 'YANG MING ACCOUNT'. Below the company name, there are four radio button options for submission methods:

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

# 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. \* 120

Template Name 0419  
 Party  Commodity & Container  Payment Terms & Others

Create BL Instruction

# 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

Date of Creation  -

Template Name ▲	Shipper Name	Vessel Voyage	Origin	Loading	Discharge	Destination	20'/40'/45'	Date of Creation
0419	TEST13	AFIF - D04E	USKEE	TWKEL	TWKEL	IEKES	0/1/0	2018/04/19 11:09

# 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
<a href="#">Blank</a>	TOTAL METAL RECYCLING INC	USSXZ	USORF	BEANR	BEANR	2026/03/02 14:41	Delete
<a href="#">W490500804</a>	2026TEST	VNTCT	VNTCT	USTIW	USIFS	2026/03/02 13:29	Delete
<a href="#">Blank</a>	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 i

Download from Booking    Create from Template    Continue from Draft    **Begin with a Blank B/L Instruction** i

Fields marked with \* are Required

Party / Service

Commodity & Container

Payment Terms & Others

# Begin with a Blank B/L Instruction

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

## 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

Party / Service    Commodity & Container    Payment Terms & Others

Fields marked with \* are Required

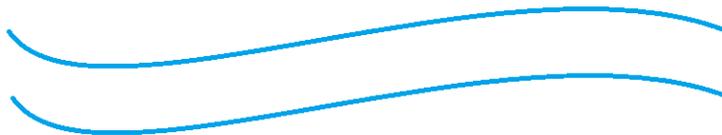
### ▼ Party info

#### ▼ Shipper

Name \*

Select or search

You can also input here :



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

← Tick the box to proceed.

Back

Preview

Submit

# 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 (\*).

Fields marked with \* are Required

**Party / Service** | Commodity & Container | Payment Terms & Others

▼ Party info

Select Business Partners here. →  Select or search

You can also input here:

Address \*

PO Box

ZIP Code

City Name

Country/Area

Tel

Email

+ Additional information

- ▶ Consignee
- ▶ Notify
- ▶ Also Notify
- ▶ Forwarder

▼ Handling Instructions

B/L Issue Place \*  Same as "Place of Receipt"  Other Place

Bill of Lading Clause

B/L Type \*

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

# 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 (\*).

Party / Service | **Commodity & Container** | Payment Terms & Others

▼ Commodity

**Goods #1** Delete

Marks (20 characters per line)

Description \* (35 characters per line)

Commodity Code \* (8-10 digits are allowed)

CUS Code

+ Hazard Goods Details

+ Reefer Details

← Open to input HAZ & Reefer details.

Add Goods

▼ Container

**VGM Submit** ← Linkage to submit VGM.

**Goods #1**

**Container #1** Delete

Container \* (e.g. YMLU1234567)

S.O.C.

Non-Operating Reefer

Gross Weight \* KGS

Net Weight KGS

Measurement CBM

Number of Package \* Please select

Number of Inner Package Please select

Seal Number  
Seal number is important information for Customs declaration. Please kindly provide it if available.

Carrier Seal

Shipper Seal

Custom Seal

Add Container

Total Containers: 1 - Gross Weight: 0 KGS. 0 CBM. No. of Package: 0 Seal number is missing.

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

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Save Draft Preview Submit

# 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.

Party / Service   Commodity & Container   **Payment Terms & Others**

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**▼ Charge Item**

Ocean Freight*	<input type="radio"/> Prepaid <input type="radio"/> Collect   at <input type="text" value="Input location name..."/>	← Setting the pay term.
Documentation Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect	
Terminal Handling Charge	<input type="radio"/> Prepaid <input type="radio"/> Collect	
Destination Documentation Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect	
Destination Terminal Handling Fee	<input type="radio"/> Prepaid <input type="radio"/> Collect	

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**▼ B/L Distribution**

Number of Copies (Freight)	<input type="text" value="4"/>
Number of Copies (Unfreight)	<input type="text" value="5"/>

---

**▼ Send B/L proof through following way**

Fax	<input type="text"/>
E-mail	<input type="text" value="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.

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**▼ Other Comment**

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

# B/L History

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

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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.

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

## B/L Instruction

B/L History

Company Name - YANG MING ACCOUNT

Date of Creation  ~

(Within one (1) year of SI records are available.)

Back

Search

Clear

Existing B/L Instruction created during 2026/02/05 00:00 ~ 2026/03/05 00:00 (Total 28)

Booking No.	Shipper Name	Vessel Voyage	Origin	Loading	Discharge	Destination	20'/40'/45'	Date of Creation
<a href="#">FFF</a>	PACTRA INTERNATIONAL GERMANY GMBH	HMM ROTTERDAM - 018E	DEHAM	DEHAM	CNTAO	CNTAO	0/1/0	2026/03/04 20:49
<a href="#">I20</a>	TOTALL METAL RECYCLING INC	DIMITRA C - 2361S	TWTXG	TWKHH	AUMEL	AUMEL	0/1/0	2026/03/04 18:45
<a href="#">I20</a>	2026TEST	HORAI BRIDGE - 216N	TWKHH	TWKHH	JPTYO	JPTYO	0/1/0	2026/03/01 19:01
<a href="#">I20</a>	PACIFIC CONCORD INT'L LTD.	HORAI BRIDGE - 216N	TWKHH	TWKHH	JPTYO	JPTYO	0/2/0	2026/03/02 17:10
<a href="#">I20</a>	PACIFIC CONCORD INT'L LTD.	HORAI BRIDGE - 216N	TWKHH	TWKHH	JPNGO	JPNGO	1/0/0	2026/03/01 14:52
<a href="#">I20</a>	RONNIE TEST	HORAI BRIDGE - 216N	TWKHH	TWKHH	JPNGO	JPNGO	1/0/0	2026/03/01 15:20
<a href="#">I20</a>	TEST CLD2	COSCO HOPE - 073E	TWKHH	TWKHH	JPTYO	JPTYO	1/0/0	2026/03/01 17:36
<a href="#">I20</a>	TEST13	HORAI BRIDGE - 216N	TWKHH	TWKHH	JPNGO	JPNGO	1/0/0	2026/03/01 18:30

↑ 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.

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

## B/L Instruction

B/L History

### Update B/L Instruction

Party / Service Commodity & Container Payment Terms & Others

Fields marked with \* are Required

▼ Party info

▼ Shipper

Name \*

Select or search

You can also input here :

I/We hereby confirm that the information provided herein is accurate, correct and complete. ← Tick the box to proceed.

Back Preview **Submit**



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