

ICL E-Service Shipping Instruction User Guide

Login Instructions

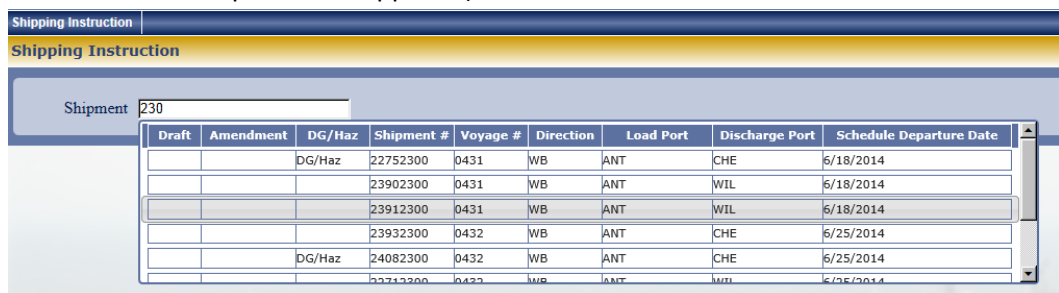
1. Using an Internet Browser, go to <http://eservices.icl-ltd.com>
2. Type in the Username and Password and click on the **Login** button.

Create/Update/Submit Shipping Instruction

1. After logon, user will be routed directly to the **Submit Shipping Instruction** screen. Otherwise, from the menu bar, click on **Shipping Instruction -> Submit Shipping Instruction**



2. Choose the Shipment
 - a. Click on the blank text box labeled **Shipment**. A dropdown list will appear showing the list of Shipments. (If no list appears, start typing the first few digits of the Shipment number until a dropdown list appears.)



- b. Click on the Shipment from the list. A Draft Shipping Instruction form is created and shown on the screen for the user to fill out.

IGL eService welcome: Compass User

Shipping Instruction: 23902300 (Draft) Logout

SHIPPER/EXPORTER Edit	EXPORT REFERENCES Edit
	AES Edit
CONSIGNEE Edit	FORWARDER Edit
NOTIFY PARTY 1 Edit	NOTIFY PARTY 2 Edit

SHIPMENT NO.	CONTRACT NO.	VESSEL / VOYAGE	ORIGIN / DESTINATION SERVICE MODE	FREIGHT CHARGED AS	Edit
23902300	2448	Independent Pursuit / 0431 WB	PC / PC		
PLACE OF RECEIPT	PORT OF LOADING	PORT OF DISCHARGE	PLACE OF DELIVERY		
WIELSBEKE, Belgium	ANTWERP BE	WILMINGTON NC	Garner, NC United States		
CONTAINER 20DV TCW11978513				Edit Container and/or Seal No.	Add Cargo

[Submit SI](#) [Delete Draft](#)

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3. Adding a Party (Shipper, Consignee, Forwarder, Notify1 and Notify2)
 - a. Click [Edit](#) opposite the Party type

IGL eService

Shipping Instruction: 23902300 (Draft)

SHIPPER/EXPORTER Edit	EXPORT REFERENCE
	AES
CONSIGNEE Edit	FORWARDER

- b. On the pop-up screen that appears, either
 - i. Type the Party Name and Address directly on the bottom text box OR copy from clipboard

Shipper ✕

Start typing to search . . .

Pre-fill from list above or, enter or paste a name and address below

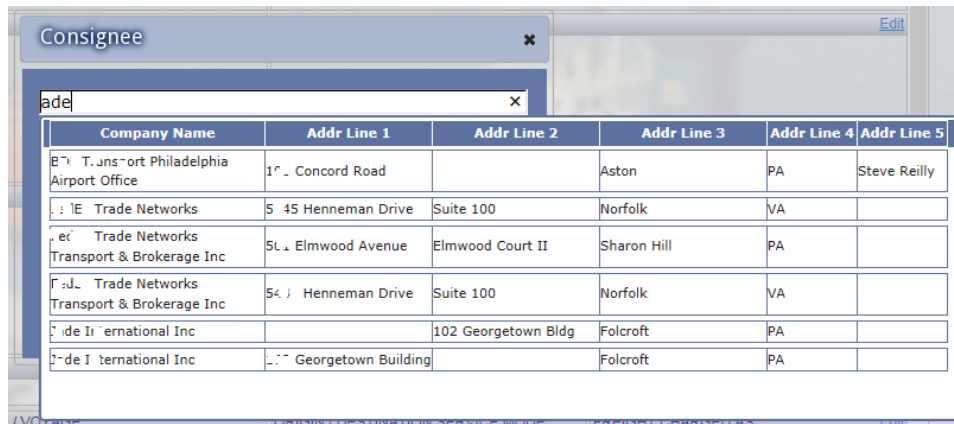
5 [REDACTED] PHL
5 [REDACTED] VE SUITE A
FOLCROFT PA 19032
U.S.A

[Save](#)

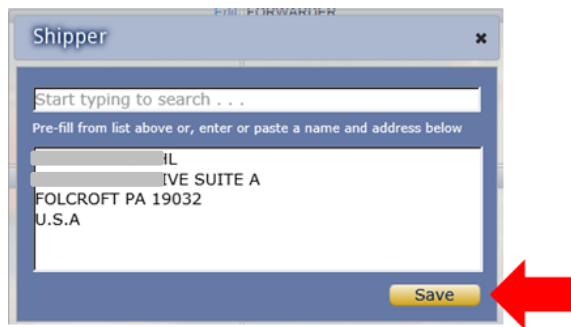
Date received 2014 06 17	Transaction Id PHL8010561	Vesse INDE VOY/
Shipper / Exporter (complete name & address)		Refer
5 [REDACTED] PHL 5 [REDACTED] VE SUITE A FOLCROFT PA 19032 U.S.A.		BOO FOR) TRAI TRAI TRAI FMC CHB:
Consignee (complete name & address)		Forw:

OR

- ii. Choose from the list on the upper text box. (For the list to appear, start typing the first few characters of the party name on the upper text box.)

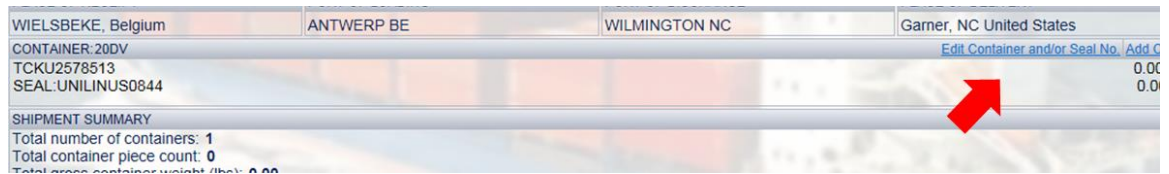


- c. Click **Save**. The pop-up window disappears and the party info is populated into the form.

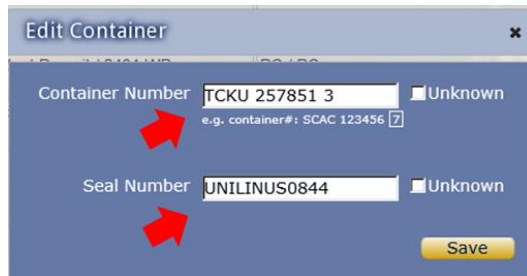


4. Updating the Container Number and/or Seal Number

- a. Click **Edit Container and/or Seal No.**



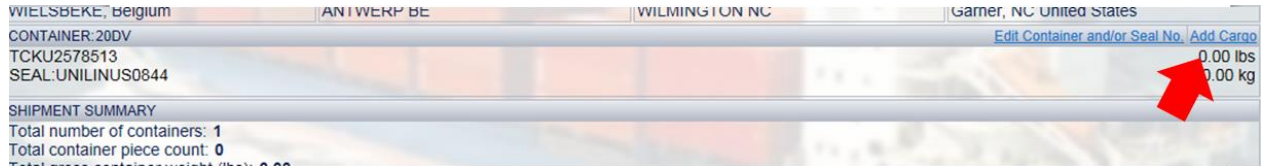
- b. On the pop-up screen, type in the Container Number and/or Seal Number.



- c. Click on the **Unknown** check box if Container/Seal numbers are not yet known.
- d. Click **Save**. The pop-up window disappears and the Container/Seal info are populated into the form.

5. Adding/Updating/Removing Cargo

- a. Click **Add Cargo** within the appropriate Container.



- b. On the pop-up window, enter the cargo details
 - i. The mandatory data elements are shown with a red asterisk (*)

Add Cargo

Piece Count*

Package Type Code*

Gross Weight*

Gross Weight Unit*

Cargo Description*

Limit Cargo Description to 2500 characters

Marks And Numbers

Limit Marks and Numbers to 2500 characters

Save

- ii. If the Shipment is Hazardous, hazardous details will be required

Add Cargo

Piece Count*

Package Type Code*

Gross Weight*

Gross Weight Unit*

Hazardous Commodity

Haz Commodity

Cargo Description*

Limit Cargo Description to 2500 characters

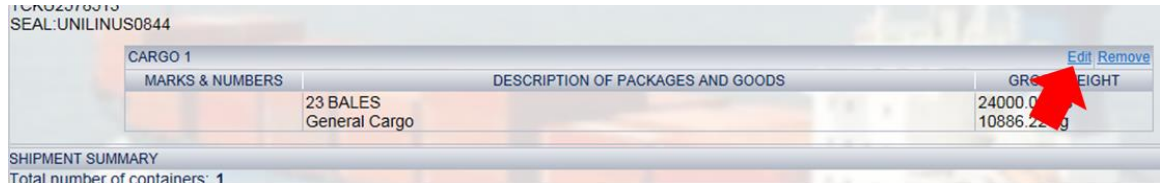
Marks And Numbers

Limit Marks and Numbers to 2500 characters

Save

iii. uncheck the **Hazardous Commodity** check box for a non-haz cargo

- c. Click **Save**. The pop-up window disappears and the Cargo details are populated into the form.
- d. To Update the Cargo details, click **Edit** at the upper right corner of the Cargo. The pop-up window to update the cargo details appear. Click **Save** when done updating.

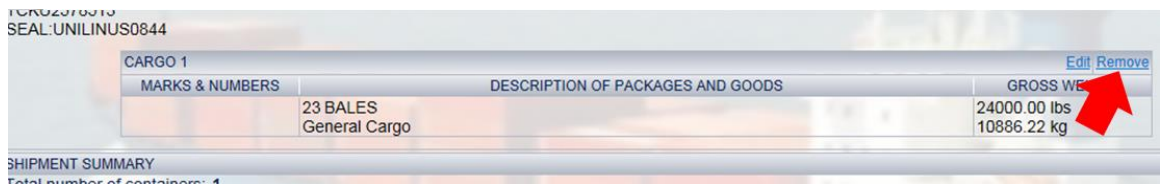


TCR02978319
SEAL:UNILINUS0844

CARGO 1			Edit	Remove
MARKS & NUMBERS	DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT		
23 BALES General Cargo		24000.00 10886.22 kg		

SHIPMENT SUMMARY
Total number of containers: 1

- e. To Remove the Cargo, click **Remove** at the upper right corner of the Cargo. Click **Yes**, when confirmation window appears.



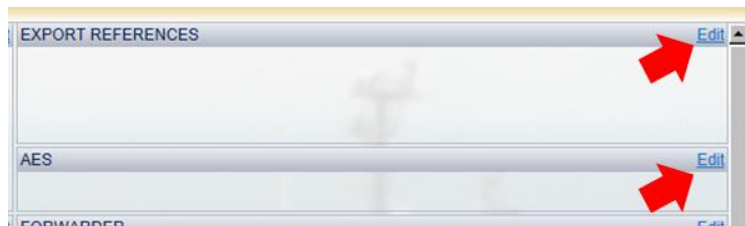
TCR02978319
SEAL:UNILINUS0844

CARGO 1			Edit	Remove
MARKS & NUMBERS	DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT		
23 BALES General Cargo		24000.00 lbs 10886.22 kg		

SHIPMENT SUMMARY
Total number of containers: 1

6. Adding/Updating References, AES, Additional Clauses, Charge Type

- a. Click **Edit** at the upper right corner of the box containing either the References, AES or Additional Clauses



EXPORT REFERENCES [Edit](#)

AES [Edit](#)

FORWARDER [Edit](#)

- b. On the pop-up window, fill in the appropriate text
- c. Click **Save**. The pop-up window disappears and the data is populated into the form.

7. Submit Shipping Instruction

Click on the **Submit SI** button



8. Delete Draft Shipping Instruction

If for any reason, the Draft Shipping Instruction needs to be deleted, click on the **Delete Draft** button. Click **Yes**, when confirmation window appears.



Viewing a Previously Submitted Shipping Instruction

- To view a previously submitted Shipping Instruction, from the menu bar click on **Shipping Instruction -> View Submitted Shipping Instruction**



- Click on the blank text box labeled **Shipment** OR start typing the Shipment Number on the blank text box

Submitted	Amendment	DG/Haz	Shipment #	Voyage #	Direction	Load Port	Discharge Port	Schedule Departure Date
4/22/2014 10:04:36 PM		DG/Haz	20986800	0421	EB	WIL	LIV	4/25/2014
4/23/2014 7:22:53 PM		DG/Haz	21014600	0422	EB	CHE	LIV	4/30/2014

- Click on the Shipment to view. The Shipping Instruction form appears showing the previously entered data.

View FCL Shipping Instruction: 24322300 submitted on 7/21/2014 5:04:32 PM

SHIPPER/EXPORTER Riverside Metal Service, Inc. 6600 Riverchase Blvd. Suite 1 Bayville NJ		EXPORT REFERENCES AES/UCR FORWARDER		
CONSIGNEE Ostry Interiors (Ostry Interiors Co.) Warehouse - Manchester Terenure Road LIVERPOOL Road, Belgium		NOTIFY PARTY 1 NOTIFY PARTY 2		
NON-AUTOMATED NVO No		SHIPMENT NO. 24322300 CONTRACT NO. 2224 VESSEL / VOYAGE Independent Concept / 0446 WB ORIGIN / DESTINATION SERVICE MODE PC / PC FREIGHT CHARGED AS PLACE OF RECEIPT PORT OF LOADING PORT OF DISCHARGE PLACE OF DELIVERY		

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Creating a Template from a Submitted Shipping Instruction

Users will be able to create a template out of a previously submitted shipping instruction, and use the template to populate the Party and Cargo information when creating a new shipping instruction.

1. Open a previously submitted shipping instruction that you want to make a template (see above instructions for selecting and viewing a previously submitted shipping instruction).
2. On the lower left corner, click on the **Add to Templates** button

The screenshot shows the ICL eService interface for viewing a shipping instruction. The header includes the ICL logo and 'eService'. Below the header, there is a navigation bar with 'Shipping Instruction' and 'Logout'. The main content area displays 'View FCL Shipping Instruction: 24322300 submitted on 7/21/2014 5:04:32 PM'. The interface is divided into several sections: SHIPPER/EXPORTER (Mitsubishi World Cargo, Inc., Suite 1, Bayville, NJ), EXPORT REFERENCES, CONSIGNEE (Oceania Global Ltd, Suite 200, Waterfront, Liverpool, England), FORWARDER, NOTIFY PARTY 1, NOTIFY PARTY 2, NON-AUTOMATED NVO (No), and a table with columns: SHIPMENT NO. (24322300), CONTRACT NO. (2224), VESSEL / VOYAGE (Independent Concept / 0446 WB), ORIGIN / DESTINATION SERVICE MODE (PC / PC), FREIGHT CHARGED AS, PLACE OF RECEIPT, PORT OF LOADING, PORT OF DISCHARGE, and PLACE OF DELIVERY. A red arrow points to the 'Add to Templates' button at the bottom left. The footer contains copyright information for Independent Container Line, Ltd. and contact numbers for USA, Belgium, and United Kingdom.

3. On the popup window, type in a name for your template and click **Save**.

The screenshot shows a 'Add Template' popup window. The window has a title bar with 'Add Template' and a close button (X). Inside the window, there is a text input field labeled 'Template Name' containing the text 'MyTemplate'. Below the input field is a yellow 'Save' button.

4. The template is now created and can be used when creating a new shipping instruction.

Using a Template when creating a Shipping Instruction

1. To use an existing template, click on the **Copy from Template** button.

The screenshot shows the IGL eService interface for creating a Shipping Instruction. The page title is "FCL Shipping Instruction: 24770100 (Draft)". The form is divided into several sections, each with an "Edit" button:

- SHIPPER/EXPORTER
- EXPORT REFERENCES
- AES/UCR
- CONSIGNEE
- FORWARDER
- NOTIFY PARTY 1
- NOTIFY PARTY 2
- NON-AUTOMATED NVO (No)

At the bottom, there is a table with the following data:

SHIPMENT NO.	CONTRACT NO.	VESSEL / VOYAGE	ORIGIN / DESTINATION SERVICE MODE	FREIGHT CHARGED AS
24770100	2726	Independent Concept / 0438 WB	PR / PR	
PLACE OF RECEIPT	PORT OF LOADING	PORT OF DISCHARGE	PLACE OF DELIVERY	

At the bottom left, a red arrow points to the "Copy from Template" button. Other buttons at the bottom right are "Submit SI" and "Delete Draft".

2. Pick the template from the dropdown list and click on **Copy**

The "Copy from Template" dialog box is shown. It has a title bar with a close button (X). Inside, there is a label "Select Template Name..." above a dropdown menu. The dropdown menu is open, showing two options: "temp1" and "MyTemplate". Below the dropdown, there is a warning icon (triangle) and the text "information with data stored in the template." At the bottom, there are two buttons: "Copy" and "Cancel".

3. The Parties and Cargo details will be copied from the template to the Shipping Instruction being worked on.

Warning: The template will overwrite any value that is already in the Shipping Instruction.

Printing a Draft BL

1. To print a Draft BL, from the menu bar click on **Shipping Instruction -> Print Draft BL**



2. From the dropdown list, pick a BL to print. (If dropdown list doesn't show up, type in first 3 characters of the BL).

The screenshot shows the ICL eService interface with a dropdown list open. The dropdown list contains a table of shipping instructions. The table has the following columns: Status, Amendment, Type, DG/Haz, Shipment #, Voyage #, Direction, POL, POD, and Schedule Departure. The data in the table is as follows:

Status	Amendment	Type	DG/Haz	Shipment #	Voyage #	Direction	POL	POD	Schedule Departure
	Yes	FCL		26953100	0454	EB	CHE	ANT	12/10/2014
		FCL		26962100	0454	EB	CHE	ANT	12/10/2014
	Yes	FCL		27067100	0454	EB	CHE	ANT	12/10/2014
	Yes	FCL		27069100	0454	EB	CHE	ANT	12/10/2014
		FCL		27750100	0454	EB	CHE	ANT	12/10/2014
		FCL		27760100	0454	EB	CHE	ANT	12/10/2014
		FCL		27775100	0454	EB	CHE	ANT	12/10/2014
	Yes	FCL	DG/Haz	27776100	0454	EB	CHE	ANT	12/10/2014
		FCL		27781000	0454	EB	CHE	ANT	12/10/2014
		FCL		27781100	0454	EB	CHE	ANT	12/10/2014

3. Follow internet browser prompts to either Open or Save the PDF to your local drive.

Note: The printed draft BL will show the latest information of the BL as derived from the ICL system which may not match the information entered on the submitted shipping instruction.

INDEPENDENT CONTAINER LINE, LTD.		Short Form Bill Of Lading Not Negotiable Unless Consigned 'To Order'		
SHIPPER/EXPORTER (COMPLETE NAME AND ADDRESS) [REDACTED]		SCAC: ILLU B/L No. 24322600 EXPORT REFERENCES 1014 07 1024		
CONSIGNEE (COMPLETE NAME AND ADDRESS) [REDACTED]		FORWARDING AGENT REFERENCES		
NOTIFY PARTY 1 (COMPLETE NAME AND ADDRESS) SAME AS CONSIGNEE		NOTIFY PARTY 2 (COMPLETE NAME AND ADDRESS)		
SHIPMENT NO. 24322600	TARIFF NO. 007	VESSEL / VOYAGE INDEPENDENT CONCEPT 0434WB	EXPRESS B/L Container Freight Station to Container Freight Station	AD VALOREM DECLARATION
PLACE OF RECEIPT: PRE-CARRIER (1)	PORT OF LOADING ANTWERP BE	PORT OF DISCHARGE CHESTER PA	PLACE OF DELIVERY: ON-CARRIER (1)	
<small>Received by INDEPENDENT CONTAINER LINE, LTD. for shipment by ocean vessel between port of loading and port of discharge, and for arrangement or procurement of pre-carriage from place of receipt and on-carriage to place of delivery, when stated above, the goods as specified above in apparent good order and condition unless otherwise stated. The goods to be delivered at the above mentioned port of discharge or place of delivery, whichever applicable, subject always to the exceptions, limitations, conditions and liberties set out on the reverse side hereto, to which the Shipper and/or Consignee agree to accepting the Bill of Lading.</small>				
<small>IN WITNESS WHEREOF (3) original Bills of Lading have been signed, not otherwise stated above, one of which being accomplished the others shall be void.</small>				
<small>DATED AT PORT OF LOADING SHOWN ABOVE</small>				
<small>DATE 09-Jul-2014 BY [REDACTED] SIGNED FOR AND ON BEHALF OF MASTER</small>				
PARTICULARS FURNISHED BY SHIPPER (24322600)				
MARKS AND NUMBERS	HM (2)	DESCRIPTION OF PACKAGES AND GOODS		GROSS WEIGHT
CAIU 800824 7 SEAL:4220320		1 Cases (317 lbs) (144.00 kg)(0.940cbm) GREASE ARCANOL L100 HTS-CODE-NO. 3403.99		317 lbs 144.00 kg
P.O.NO.:51554 P.M.C. BLAIRSVILLE VIA CHESTER COUNTRY OF ORIGIN:GERMANY 1/1		<<Express Bill of Lading>> <<Shipped On Board Independent Concept 0434WB>> <<Freight Prepaid >> <<Ldl/cl>> <<Wooden packaging is treated and/or fumigated in accordance with the ISPM 15 regulations as per the Department of Agriculture Animal and Plant Health Inspection Services ("Aphis")>> (Total Piece Count: 1)		317 lbs 144.00 kg