

BL Instructions

User Guide

Fourth Edition

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Introduction

APL's BL Instructions makes doing business with APL easier than ever.

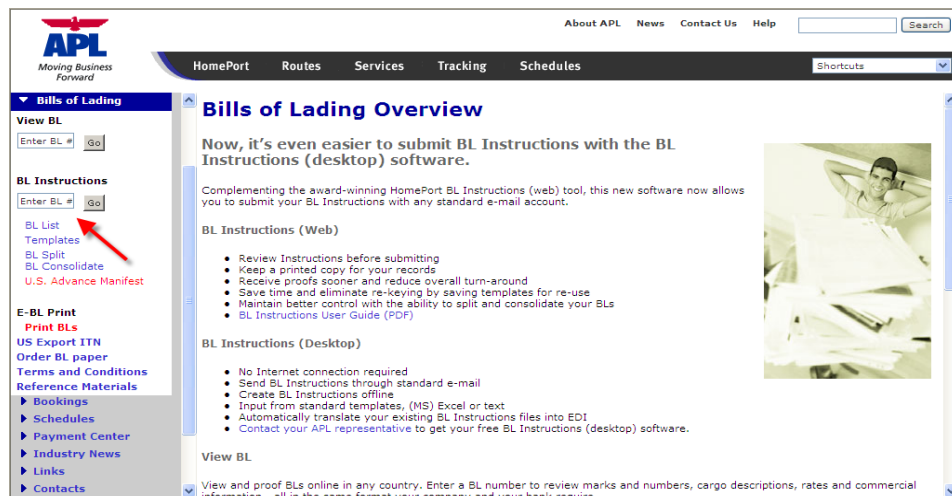
Now you can submit BL instructions anytime, anywhere through your HomePort on APL's Internet Web site.

Using BL Instructions, you can:

- Create and submit BL instructions.
- Review and print hard copies of your BL instructions.
- Track the status of your BLs once submitted.
- Save BL instructions in templates for quick, easy retrieval of frequently-used information.

To Use BL Instructions

1. Log in to APL's HomePort.
2. Select the **Bills of Lading** channel.
3. Then select one of the functions under BL Instructions: **Enter BL Number, BL List, Templates, BL Split or BL Consolidate**.



The screenshot shows the APL HomePort interface. The top navigation bar includes 'HomePort', 'Routes', 'Services', 'Tracking', and 'Schedules'. The left sidebar is titled 'Bills of Lading' and contains links for 'View BL', 'BL Instructions', 'BL List', 'Templates', 'BL Split', 'BL Consolidate', 'U.S. Advance Manifest', 'E-BL Print', 'Print BLs', 'US Export ITN', 'Order BL paper', 'Terms and Conditions', 'Reference Materials', 'Bookings', 'Schedules', 'Payment Center', 'Industry News', 'Links', and 'Contacts'. A red arrow points to the 'BL List' link. The main content area is titled 'Bills of Lading Overview' and contains the following text:

Now, it's even easier to submit BL Instructions with the BL Instructions (desktop) software.

Complementing the award-winning HomePort BL Instructions (web) tool, this new software now allows you to submit your BL Instructions with any standard e-mail account.

BL Instructions (Web)

- Review Instructions before submitting
- Keep a printed copy for your records
- Receive proofs sooner and reduce overall turn-around
- Save time and eliminate re-keying by saving templates for re-use
- Maintain better control with the ability to split and consolidate your BLs
- BL Instructions User Guide (PDF)

BL Instructions (Desktop)

- No Internet connection required
- Send BL Instructions through standard e-mail
- Create BL Instructions offline
- Input from standard templates, (MS) Excel or text
- Automatically translate your existing BL Instructions files into EDI
- Contact your APL representative to get your free BL Instructions (desktop) software.

View BL

View and proof BLs online in any country. Enter a BL number to review marks and numbers, cargo descriptions, rates and commercial information - all in the same format your company and your bank require.

Submitting New BL Instructions

1. Enter the Booking/Shipment/BL Number in the **Bills of Lading/BL Instructions** channel of your HomePort page.
Click **Go**.



Note: The program always pulls the most recent information related to a shipment. Thus, depending on the shipment's status, the program displays information from the booking, shipment, or bill of lading.

2. Enter the BL Information.

Or, to apply template information, select the template name from the **Select Templates** list and click **Go**. The template information will overlay any existing information in a field.



Note: Required fields are marked with an asterisk (*). When entering information in a field with a Lines Maximum label, such as Shipper and Consignee, be sure to enter no more than the maximum number of lines allowed.

3. In the Commodity Items section, enter the Marks & Nos., Description, Number of Packages, Package Type, Volume, Gross Weight, HTS number (if applicable) and the Hazardous IMO number (if applicable).



To add more items, enter the total number of commodity items in the **Total Number of Items** field (maximum is 50), then click **Add/Delete**.

Commodity Items					
Item # 1					
Marks & Nos		Description of Packages and Goods		HTS Number	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
No of Pkgs	Package Type	Volume		Gross Weight	Hazardous IMO No.
<input type="text" value="0"/>	BAG	<input type="text" value="0.0"/> M3		<input type="text" value="0.0"/> KG	<input type="text"/>
Total Number of Items <input type="text" value="1"/> <input type="button" value="Add/Delete"/>					

4. In the Container Information section, enter the total number of **Containers** for the shipment (maximum is 50). Then click **Add/Delete**.

Container Information	
Total Number of Items <input type="text" value="1"/>	<input type="button" value="Add/Delete"/>
To add more Items, enter the total number for the BL then click 'Add /Delete'. Maximum is 500.	
NOTE: To delete Items, reduce the total number. The system will delete starting with the last item entered. Please copy and paste to avoid losing data.	

5. The Container Information section will expand to accommodate the number of containers you entered. Enter the Container Number, Volume (and Unit), Weight (and Unit), Piece Count, and Seal number for each container.

Container Information						
Ctr #	Volume	Unit	Weight	Unit	Piece Count	Seal #
<input type="text"/>	<input type="text" value="0.0"/>	M3	<input type="text" value="0.0"/>	KG	<input type="text" value="0"/>	<input type="text"/>
Total number of Containers for shipment <input type="text" value="1"/> <input type="button" value="Add/Delete"/>						



- 6. Enter any Special Instructions, and specify the Freight Terms, BL Type, BL Validation Code, and Number of Copies.

Special Instructions:	
99 Lines Maximum (Will not appear on BL)	
<input type="text"/>	
Canadian Exporters:	
<input type="text" value="Add B13 Export Transaction#"/>	
Freight Terms	<input type="radio"/> PREPAID <input type="radio"/> COLLECT
BL Type	<input type="radio"/> ORIGINAL <input type="radio"/> SEAWAY
BL Validation Code	-- Select BL validation Code -- <input type="button" value="v"/>
Number of Copies	Original <input type="text" value="0"/> <input type="radio"/> Rated <input checked="" type="radio"/> Unrated Rated Non-Negotiable <input type="text" value="0"/> Unrated Non-Negotiable <input type="text" value="0"/>


Note: Canadian Exporters will have to provide a **B13 Export Transaction# and/or Exempt Clause** for all shipments exporting out from Canada.

- 7. Click the **Review** button to review and print a hard copy of the BL instructions. Make changes as necessary, then click the **Submit Instructions** button to submit the BL instructions, or click **Save As Draft or Template** to save the instructions for future BL submissions.



Note: The system gives you the option to print the BL when you click **Submit Instructions**.

Sample BL Instructions Input Page



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HomePort | Routes | Services | Tracking | Schedules
Shortcuts

BL Instructions - Create/Update

US Export ITN

Cargo Type: BL
Current Data Source: BL

- [Help Page](#)
- * Required fields.
- Additional information is required for FROB, IE or T&E cargo.

Template List

NOTE: When using a template, please verify that the saved vessel/voyage and port information match your current booking.

BL Instructions

<p>* Shipper (Shipper licensee & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> ABC COMPANY BEI DEN BURMER 9 CITIMMER 2096S HAMBURG </div>	<p>Booking/BL Number 54769874</p> <p>Service Contract Number GB01/0011</p> <p>Export References 3 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;"> REF.12345678 </div>	<p>Forwarding Agent 3 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;"> XYZ PRIVATE LTD </div>
<p>* Consignee (name & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> JOE SMITH'S IMPORTS 2358 WASHINGTON ST. OAKLAND, CA 94702 USA </div>	<p>Ship To (name & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> </div>	<p>Origin of Goods</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;"> ROTTERDAM </div>
<p>Notify Party (name and full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> </div>	<p>Also Notify (Name and Full Address), Domestic Routing, Export Instructions, Pier - Terminal, Onward Routing from Point of Destination 10 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"> </div>	
<p>Initial Carriage (mode) <input type="text"/></p> <p>Vessel Name <input type="text" value="APL POLAND"/></p> <p>Port of Loading <input type="text" value="ROTTERDAM"/></p> <p>Port of Discharge <input type="text" value="FREMANTLE"/></p>	<p>Place of Receipt <input type="text" value="ROTTERDAM"/></p> <p>Voyage Number <input type="text" value="018"/></p> <p>Place of Delivery <input type="text" value="FREMANTLE"/></p>	

(Continued on next page)



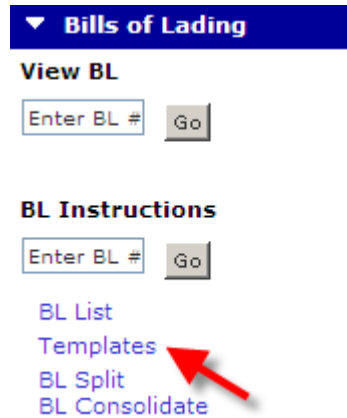
Sample BL Instructions Input Page (Continued)

Commodity Items						
Item # 1						
Marks & Nos	* Description of Packages and Goods				HTS Number	
<input type="text"/>	TEDDY BEARS				<input type="text"/>	
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.
<input type="text" value="12"/>	BOXES	<input type="text" value="0.0"/>	M3	<input type="text" value="600.000"/>	LB	<input type="text"/>
Total Number of Items <input type="text" value="1"/> <input type="button" value="Add/Delete"/>						
To add more Items, enter the total number for the BL then click 'Add/Delete'. Maximum is 500. NOTE: To delete Items, reduce the total number. The system will delete starting with the last item entered. Please copy and paste to avoid losing data.						
Container Information						
* Ctr #	Volume	* Unit	* Weight	* Unit	* Piece Count	* Seal #
<input type="text"/>	<input type="text" value="0.0"/>	M3	<input type="text" value="0.0"/>	KG	<input type="text" value="0"/>	<input type="text"/>
Total number of Containers for shipment <input type="text" value="1"/> <input type="button" value="Add/Delete"/>						
To add more containers (maximum 500), enter the total number for the BL then click 'Add/Delete'. To bypass container information, enter "0" and click 'Add/Delete' NOTE: To delete Containers, reduce the total number. The system will delete starting with the last Container entered. Please copy and paste to avoid losing data.						
Special Instructions:						
99 Lines Maximum (Will not appear on BL)						
<input type="text"/>						
Canadian Exporters:						
<input type="text" value="Add B13 Export Transaction#"/>						
* Freight Terms	<input checked="" type="radio"/> PREPAID <input type="radio"/> COLLECT					
* BL Type	<input checked="" type="radio"/> ORIGINAL <input type="radio"/> SEAWAY					
* BL Validation Code	<input type="text" value="On-Board Vessel"/>					
* Number of Copies	Original <input type="text" value="3"/> <input type="radio"/> Rated <input checked="" type="radio"/> Unrated Rated Non-Negotiable <input type="text" value="2"/> Unrated Non-Negotiable <input type="text" value="2"/>					
<input type="button" value="Review"/> <input type="button" value="Submit Instructions"/> <input type="button" value="Save As Draft"/> <input type="button" value="Save As Template"/>						

Working with Templates

To Create a New Template

1. Select **Templates** under BL Instructions, and click **Go**.



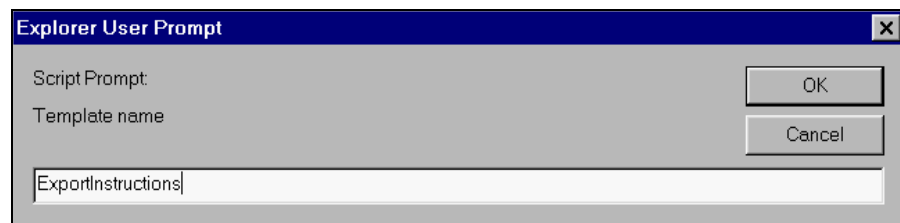
The screenshot shows a web interface with a blue header bar containing a dropdown menu labeled "Bills of Lading". Below the header, there are two sections: "View BL" and "BL Instructions". Each section has a text input field labeled "Enter BL #" and a "Go" button. Under the "BL Instructions" section, there is a list of links: "BL List", "Templates", "BL Split", and "BL Consolidate". A red arrow points to the "Templates" link.

2. It is only advisable to fill in your regular BL parties such as shipper, consignee, notify, also notify party. Then enter any special instructions in the appropriate text boxes.
3. Click the **Save Template** button.



A rectangular button with a grey gradient and a black border, containing the text "Save Template".

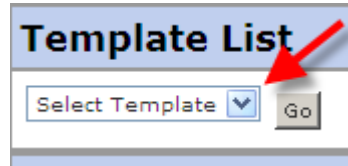
4. Enter a name for the template.



The screenshot shows a dialog box titled "Explorer User Prompt" with a close button (X) in the top right corner. The dialog has two labels: "Script Prompt:" and "Template name:". Below the "Template name:" label is a text input field containing the text "ExportInstructions". To the right of the input field are two buttons: "OK" and "Cancel".

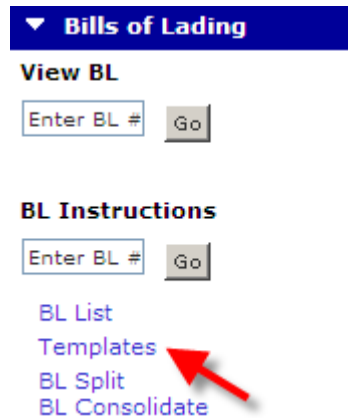
Note: The name should be one word, no spaces. Use only letters and numbers; do not use any special characters, such as @, #, &, or *.

- To review a saved template, select it from the **Select Template** list.

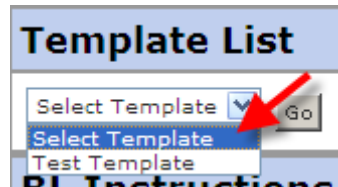


To Update or Delete a Template

- Select **Templates** under BL Instructions, and click **Go**.



- Select the one you want from the **Select Template** list, and click **Go**.



- To update a template, make changes as necessary, then click the **Save Template** button.
- To delete a template, click **Delete Template**.

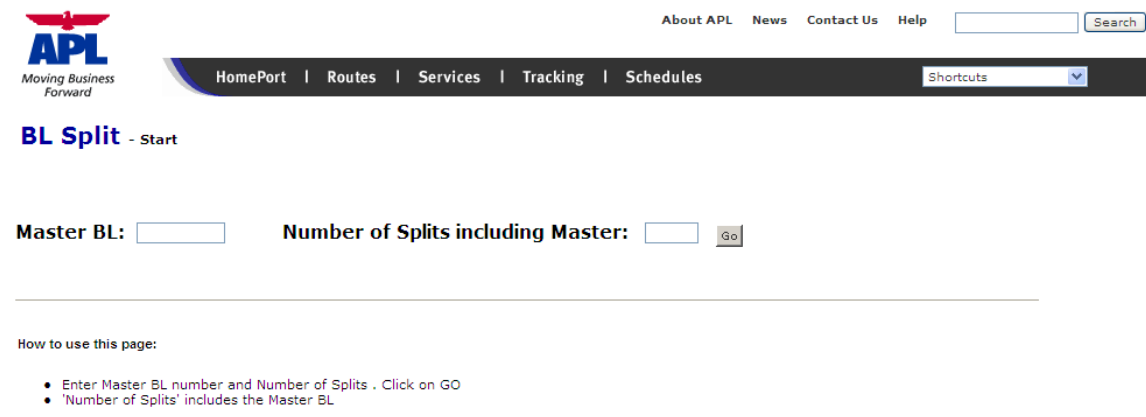


When entering BL instructions, if you select a template to apply to the BL, the template information will always overlay any existing information.

How to split a single BL into multiple BL's

Note: Splitting a BL is allowed after container has been received in the port and before AMS transmission. After AMS transmission, splitting of BLs will be allowed only after vessel sailed and manifest transmitted. A booking cannot be split using this function.

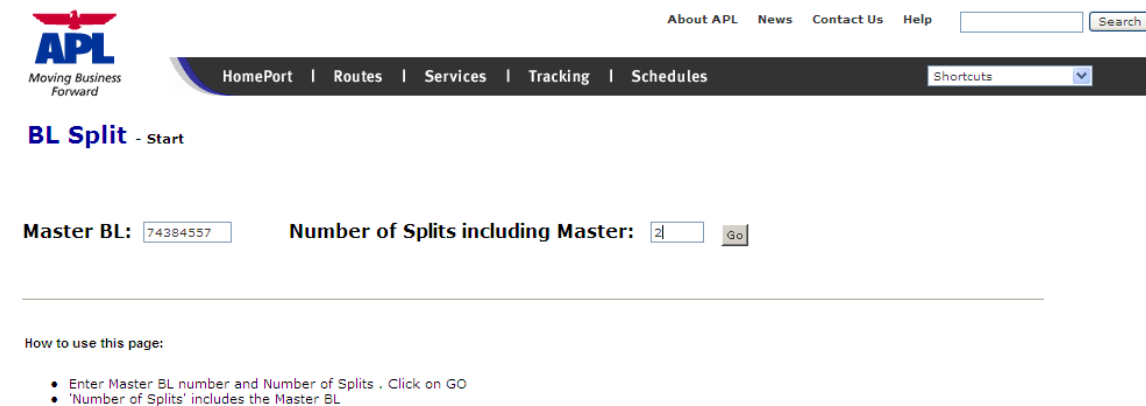
1. To split a single BL into multiple BL's, go to the HomePort BL channel, click on the split link and the following page will be shown:



The screenshot shows the APL website's 'BL Split - Start' page. At the top left is the APL logo with the tagline 'Moving Business Forward'. To the right are navigation links: 'About APL', 'News', 'Contact Us', and 'Help', followed by a search box. Below this is a dark navigation bar with links for 'HomePort', 'Routes', 'Services', 'Tracking', and 'Schedules', and a 'Shortcuts' dropdown menu. The main heading is 'BL Split - Start'. Below the heading are two input fields: 'Master BL:' and 'Number of Splits including Master:', each followed by a 'Go' button. A horizontal line separates the form from the instructions. The instructions are: 'How to use this page:' followed by two bullet points: 'Enter Master BL number and Number of Splits . Click on GO' and ''Number of Splits' includes the Master BL'.

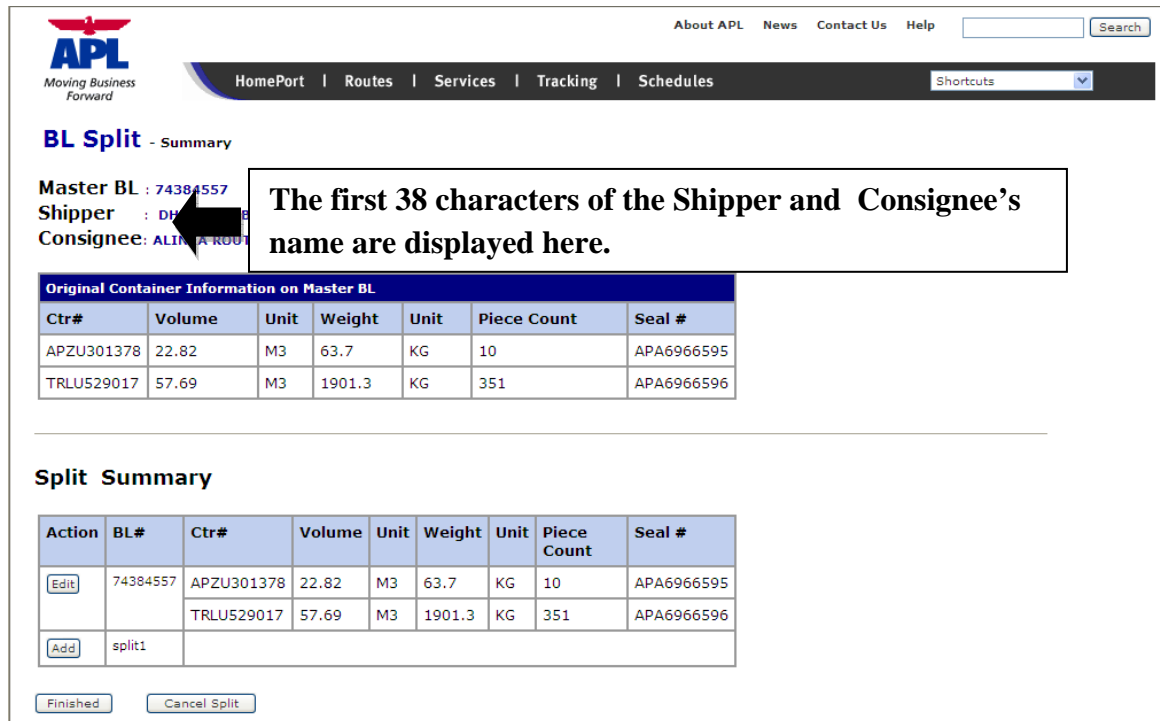
Enter the BL number to be split, in the 'Master BL' field and enter any number between 2 – 50 in the 'Number of Splits' field.

Note: The master BL is counted as 1, so 2 equals 1 master and 1 split BL.



This screenshot is identical to the previous one, but with example values entered in the form fields. The 'Master BL' field contains the number '74384557' and the 'Number of Splits including Master' field contains the number '2'. The rest of the page layout, including the APL logo, navigation bar, and instructions, remains the same.

1. Click on the **Go** button. The following screen will be shown:



BL Split - Summary

Master BL : 74384557
 Shipper : DH...
 Consignee: ALINA...

The first 38 characters of the Shipper and Consignee's name are displayed here.

Original Container Information on Master BL						
Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
APZU301378	22.82	M3	63.7	KG	10	APA6966595
TRLU529017	57.69	M3	1901.3	KG	351	APA6966596

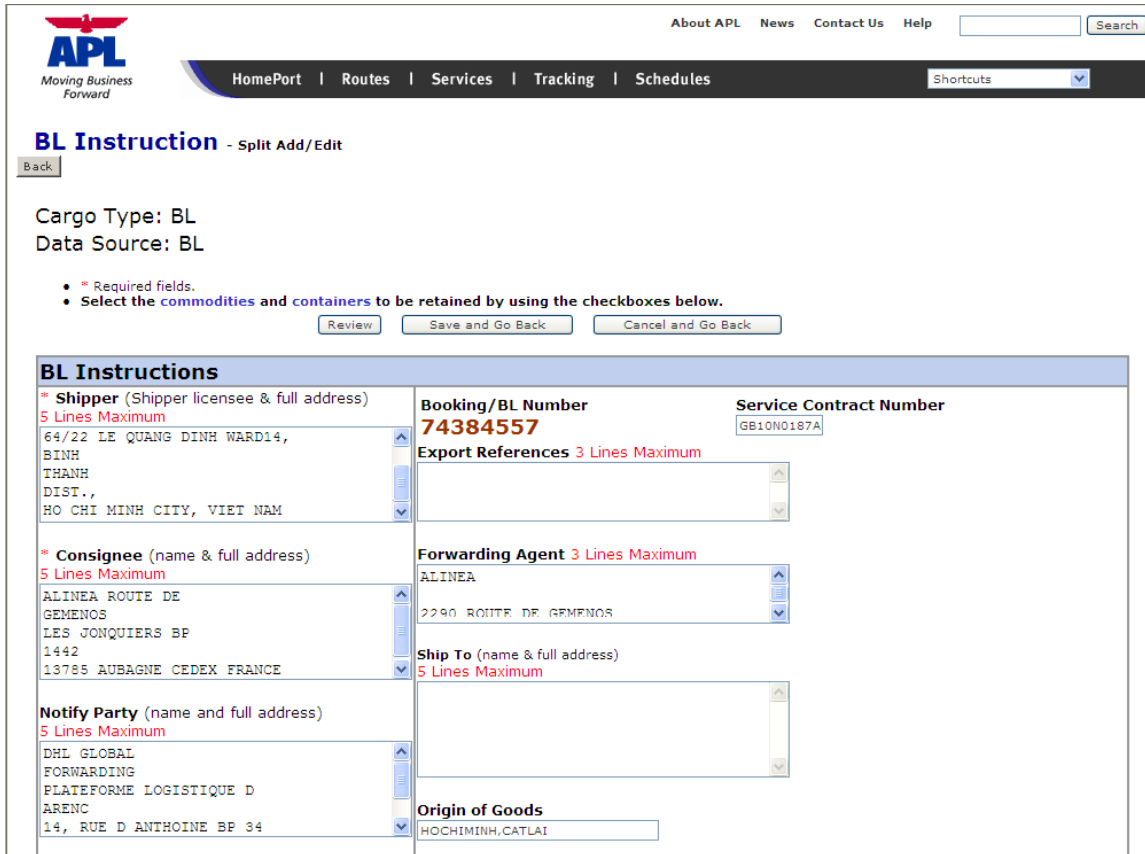
Split Summary


Action	BL#	Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
<input type="button" value="Edit"/>	74384557	APZU301378	22.82	M3	63.7	KG	10	APA6966595
		TRLU529017	57.69	M3	1901.3	KG	351	APA6966596
<input type="button" value="Add"/>	split1							

Note: The lower frame titled 'Split Summary' shows two BL numbers. The first BL is the 'Split From' BL number, or your master BL and the second BL number split1 is the BL you are creating by splitting the master BL. (The split1 BL will be given an actual BL number upon submittal.)

2. The upper frame provides the summary of containers for the 'Split From' BL number. In the lower frame, by clicking on the 'Edit' button or 'Add' button for the 'split1' BL numbers, you can Add/Update BL Instruction information that includes Containers and Commodities description.

- Clicking on the 'Edit' button will show the BL Instruction, shown below:




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Shortcuts

BL Instruction - Split Add/Edit

Cargo Type: BL
Data Source: BL

- * Required fields.
- Select the **commodities** and **containers** to be retained by using the checkboxes below.

BL Instructions	
<p>* Shipper (Shipper licensee & full address) 5 Lines Maximum</p> <p>64/22 LE QUANG DINH WARD14, BINH THANH DIST., HO CHI MINH CITY, VIET NAM</p>	<p>Booking/BL Number 74384557</p> <p>Service Contract Number GB10N0187A</p> <p>Export References 3 Lines Maximum</p>
<p>* Consignee (name & full address) 5 Lines Maximum</p> <p>ALINEA ROUTE DE GEMENOS LES JONQUIERS BP 1442 13785 AUBAGNE CEDEX FRANCE</p>	<p>Forwarding Agent 3 Lines Maximum ALINEA 2290 ROUTE DE GEMENOS</p> <p>Ship To (name & full address) 5 Lines Maximum</p>
<p>Notify Party (name and full address) 5 Lines Maximum</p> <p>DHL GLOBAL FORWARDING PLATEFORME LOGISTIQUE D ARENC 14, RUE D ANTHOINE BP 34</p>	<p>Origin of Goods HOCHIMINH,CATLAI</p>

Please note the following check boxes (shown in the following screen) are automatically selected in the BL Instructions of the 'Split From' BL:

Commodity Items						
<input checked="" type="checkbox"/> Retain		Item # 1				
Marks & Nos		* Description of Packages and Goods			HTS Number	
ODC-0018 110 MERRITT BLVD		ALINEA S SERVICE CONTRACT NUMBER GB10N0187A ZINC POTS PO# 1009000433160 / 1009000433120 HS CODE 7326909090				
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.
361	PACKAGES	80.51	M3	1965.0	KG	
Receipt Mode CY		Delivery Mode CY				
<input checked="" type="checkbox"/> Retain		Item # 2				
Marks & Nos		* Description of Packages and Goods			HTS Number	
PO# B49P4 BSLWK90003I ITEM NO: 260028217222 CTN NOS:		2933 CARTONS 100%COTTON KNITTED BOYS TOP 100%COTTON KNITTED BOYS SHORTS PO: B49P4 REF NO: 803 ITEM NO: 260028217222				
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.
500	PACKAGES	30.000	M3	2065.000	KG	
Total Number of Items 2		<input type="button" value="Add/Delete"/>				

- If you would like to drop a particular commodity description from the BL Instructions then you can un-check the 'Retain' button. Un-checking will automatically drop the commodity from the BL Instructions after it is submitted. For example, let us drop the second commodity item by un-checking the box.
- Similar check boxes can also be found for the container details as shown in the following screen:

Container Information							
Retain	* Ctr #	Volume	* Unit	* Weight	* Unit	* Piece Count	* Seal #
<input checked="" type="checkbox"/>	APZU301378	22.82	M3	63.7	KG	10	APA6966
<input checked="" type="checkbox"/>	TRLU529017	57.69	M3	1901.3	KG	351	APA6966
Total number of Containers for shipment 2		<input type="button" value="Add/Delete"/>					

Again, these check boxes are automatically checked. Un-checking a box will result in that container getting dropped from the BL Instructions, upon submission. For example, let us make the following changes:



- Change the weight for container TRLU529017 FROM 1901.3 to 1000.0, i.e. we are going to do a partial container split of container TRLU529017. Drop the second container by un-checking, i.e., we are going to do a full container split of container APZU301378. BL Instruction commodities and container information appears as shown below:

Commodity Items							
<input checked="" type="checkbox"/> Retain		Item # 1					
Marks & Nos		* Description of Packages and Goods				HTS Number	
ODC-0018 110 MERRITT BLVD		ALINEA S SERVICE CONTRACT NUMBER GB10N0187A ZINC POTS PO# 1009000433160 / 1009000433120 HS CODE 7326909090					
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.	
361	PACKAGES	80.51	M3	1965.0	KG		
Receipt Mode CY		Delivery Mode CY					
<input type="checkbox"/> Retain		Item # 2					
Marks & Nos		* Description of Packages and Goods				HTS Number	
PO# B49P4 BS1NK90003I ITEM NO: 260028217222 CTN NOS:		100%COTTON KNITTED BOYS TOP 100%COTTON KNITTED BOYS SHORTS PO: B49P4 REF NO: 803 ITEM NO: 260028217222 SKU - 2821721-4, 2821720-6					
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.	
500	PACKAGES	30.000	M3	2065.000	KG		
Total Number of Items		2 <input type="button" value="Add/Delete"/>					
To add more Items, enter the total number for the BL then click 'Add /Delete'. Maximum is 500. NOTE: To delete Items, reduce the total number. The system will delete starting with the last item entered. Please copy and paste to avoid losing data.							
Container Information							
Retain	* Ctr #	Volume	* Unit	* Weight	* Unit	* Piece Count	* Seal #
<input type="checkbox"/>	APZU301378	22.82	M3	63.7	KG	10	APA6966
<input checked="" type="checkbox"/>	TRLU529017	57.69	M3	1901.3	KG	351	APA6966
Total number of Containers for shipment		2 <input type="button" value="Add/Delete"/>					

- When you are done with the update of BL Instructions, then click on the 'Save and Go Back' button. If there are no errors then you will be taken back to the 'Split in Progress' page shown below:

BL Split - Summary

Master BL : 74384557

Shipper : DHL ISC O/B HACA COMPANY LTD.

Consignee: ALINEA ROUTE DE GEMENOS

Original Container Information on Master BL						
Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
APZU301378	22.82	M3	63.7	KG	10	APA6966595
TRLU529017	57.69	M3	1901.3	KG	351	APA6966596


Split Summary

Action	BL#	Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
<input type="button" value="Edit"/>	74384557	TRLU529017	57.69	M3	1000.0	KG	351	APA6966596
<input type="button" value="Add"/>	split1							

Note the following:

- Only the container selected (TRLU529017) is displayed against the 'Split From' BL number 74384557.
- Updated container information is shown for BL number 74384557 in the 'Split Summary' screen. This is another way to confirm that you have updated the 'Split From' BL Instructions.

- Now click on the 'Add' button for the 'Split To' BL number split1. You will be shown the BL Instruction for the 'Split To' BL as follows:



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Shortcuts

BL Instruction - Split Add/Edit

Cargo Type: BL
Data Source: BL

- * Required fields.
- Select the **commodities** and **containers** to be retained by using the checkboxes below.

BL Instructions

<p>* Shipper (Shipper licensee & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> DHL ISC O/B HACA COMPANY LTD. 64/22 LE QUANG DINH WARD14, BINH THANH DIST., HO CHI MINH CITY, VIET NAM </div>	<p>Booking/BL Number split1</p> <p>Service Contract Number GB10N0187A</p> <p>Export References 3 Lines Maximum</p> <div style="border: 1px solid #ccc; height: 20px;"></div>	
<p>* Consignee (name & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> ALINEA ROUTE DE GEMENOS LES JONQUIERS BP 1442 13785 AUBAGNE CEDEX FRANCE </div>	<p>Forwarding Agent 3 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> ALINEA 2290 ROUTE DE GEMENOS </div>	<p>Ship To (name & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Notify Party (name and full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> DHL GLOBAL FORWARDING PLATEFORME LOGISTIQUE D ARENC 14, RUE D ANTHOINE BP 34 427 13567 MARSEILLE CEDEX 02 FRANCE DHL </div>	<p>Origin of Goods HOCHIMINH,CATLAI</p>	


Note that the check boxes for the commodity and containers are un-checked.



- You may have to check the commodity items and containers to select them for the 'Split To' BL.

Commodity Items							
<input checked="" type="checkbox"/> Retain		Item # 1					
Marks & Nos		* Description of Packages and Goods				HTS Number	
ODC-0018 110 MERRITT BLVD		ALINEA S SERVICE CONTRACT NUMBER GB10N0187A ZINC POTS PO# 1009000433160 / 1009000433120 HS CODE 7326909090					
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.	
361	PACKAGES	80.51	M3	1965.0	KG		
Receipt Mode CY		Delivery Mode CY					
<input checked="" type="checkbox"/> Retain		Item # 2					
Marks & Nos		* Description of Packages and Goods				HTS Number	
PO# B49P4 BS1WK90003I ITEM NO: 260028217222 CTN NOS:		100%COTTON KNITTED BOYS TOP 100%COTTON KNITTED BOYS SHORTS PO: B49P4 REF NO: 803 ITEM NO: 260028217222 SKU - 2821721-4, 2821720-6					
* No of Pkgs	Package Type	Volume		* Gross Weight		Hazardous IMO No.	
500	PACKAGES	30.000	M3	2065.000	KG		
Total Number of Items 2		<input type="button" value="Add/Delete"/>					
To add more Items, enter the total number for the BL then click 'Add /Delete'. Maximum is 500. NOTE: To delete Items, reduce the total number. The system will delete starting with the last item entered. Please copy and paste to avoid losing data.							
Container Information							
Retain	* Ctr #	Volume	* Unit	* Weight	* Unit	* Piece Count	* Seal #
<input checked="" type="checkbox"/>	APZU301378	22.82	M3	63.7	KG	10	APA6966
<input checked="" type="checkbox"/>	TRLU529017	57.69	M3	1901.3	KG	351	APA6966
Total number of Containers for shipment 2		<input type="button" value="Add/Delete"/>					

- You can update other information in the BL as well, if necessary and when you are done with the update, click on the 'Save and Go Back' button. This will take you back to the 'Split in Progress' Screen shown below:



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BL Split - Summary

Master BL : 74384557
Shipper : DHL ISC O/B HACA COMPANY LTD.
Consignee: ALINEA ROUTE DE GEMENOS

Original Container Information on Master BL						
Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
APZU301378	22.82	M3	63.7	KG	10	APA6966595
TRLU529017	57.69	M3	1901.3	KG	351	APA6966596

Split Summary

Action	BL#	Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
<input type="button" value="Edit"/>	74384557	TRLU529017	57.69	M3	1000.0	KG	351	APA6966596
<input type="button" value="Edit"/>	split1	APZU301378	22.82	M3	63.7	KG	10	APA6966595
		TRLU529017	57.69	M3	1901.3	KG	351	APA6966596

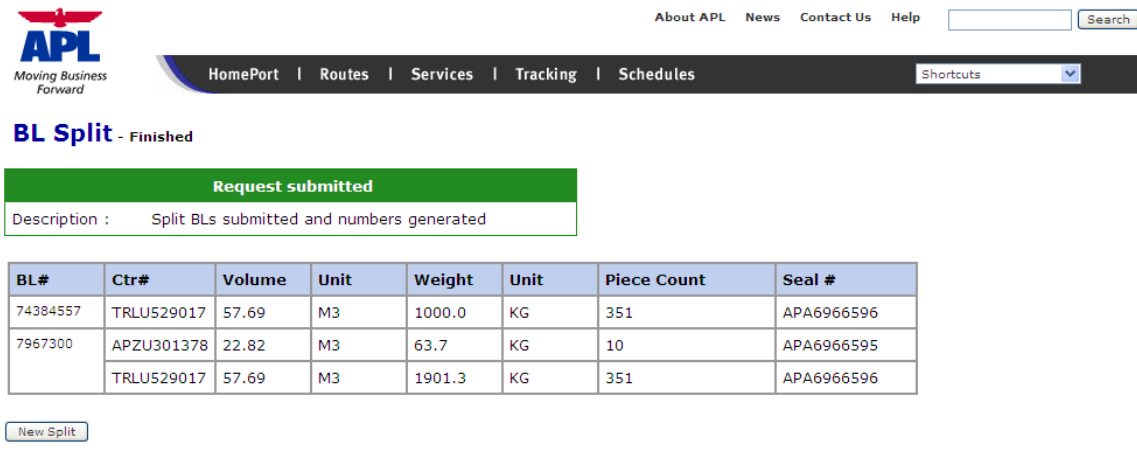
Note the following

- The containers selected (TRLU529017, APZU301378) for the BL number split1 are shown in the container details box in the 'Split Summary' screen.
- Seal number is essential. If it is not provided, you can click on the 'Edit' button to go back to the BL Instruction and update information. Also note that the 'Add' button for BL number split1 has changed to 'Edit'. This means you have updated the 'Split To' BL Instructions also.

11. You can continue with the process of BL Instruction update for all the 'Split To' BL's.

- **Please note that if any of the 'Split To' BL Instructions are not updated, then system will think it is not required and drop the BL.**

- When you are done with the updating of all the BL Instructions of the 'Split From' and 'Split To' BL's and are ready for to submit, click on the button titled 'Finished'. If the submission process is successful then a confirmation page will be shown as follows:



Request submitted

Description : Split BLs submitted and numbers generated

BL#	Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
74384557	TRLU529017	57.69	M3	1000.0	KG	351	APA6966596
7967300	APZU301378	22.82	M3	63.7	KG	10	APA6966595
	TRLU529017	57.69	M3	1901.3	KG	351	APA6966596

[New Split](#)

Note that the system has assigned a BL number (07967300) to the 'Split To' BL.

- You can go the 'BL List' to verify and confirm that the split submission is successful. You will find the status shown below:

BL List

- All Date/Times Are U.S. Pacific Time
- Sort by BL, Status or Date/Time by clicking on column name. Arrow indicates sort order.
- Click on BL Number to View
- [View Status Terms](#)

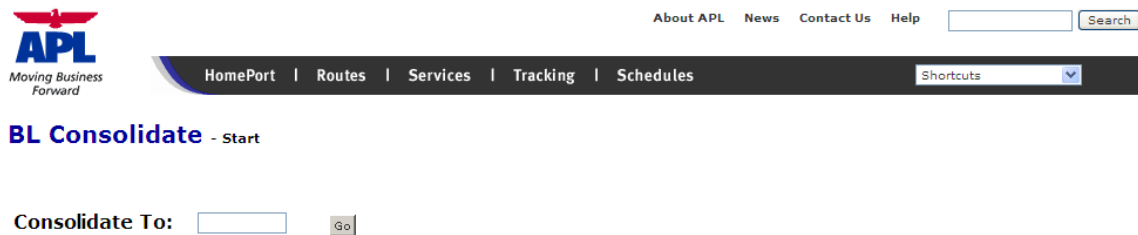
BL	Status	Date/Time ▼	Remarks
074384557	Submitted	21-FEB-2011 23:32	SPLIT TO: 7967300
007967300	Submitted	21-FEB-2011 23:32	SPLIT FROM: 74384557

[back to top ▲](#)

How to consolidate multiple BL's into a single BL

Note: Consolidating BL's can only be done for BL's on the same vessel, with the same Origin, Load, Discharge and Destination Ports.

1. To consolidate multiple BL's into a single BL, click on the 'Consolidate BL' option. The following screen will be shown:



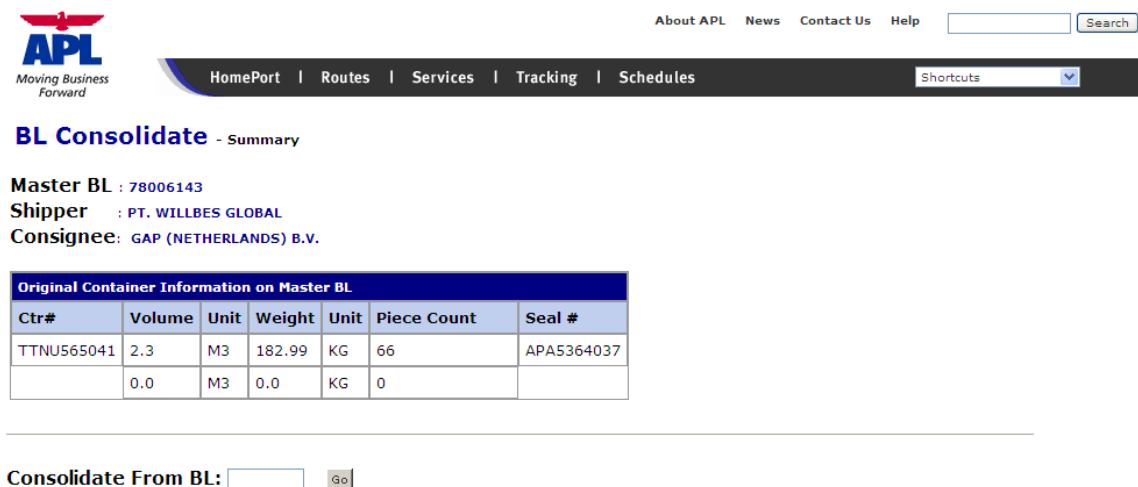
BL Consolidate - Start

Consolidate To:

How to use this page:

- Enter BL number to which you want to consolidate other BLs.
- Click on Go button.

2. Enter the consolidate BL number in the 'Consolidate To' box. Click on GO button. The following screen will be shown:



BL Consolidate - Summary

Master BL : 78006143
 Shipper : PT. WILLBES GLOBAL
 Consignee: GAP (NETHERLANDS) B.V.

Original Container Information on Master BL						
Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal #
TTNU565041	2.3	M3	182.99	KG	66	APA5364037
	0.0	M3	0.0	KG	0	

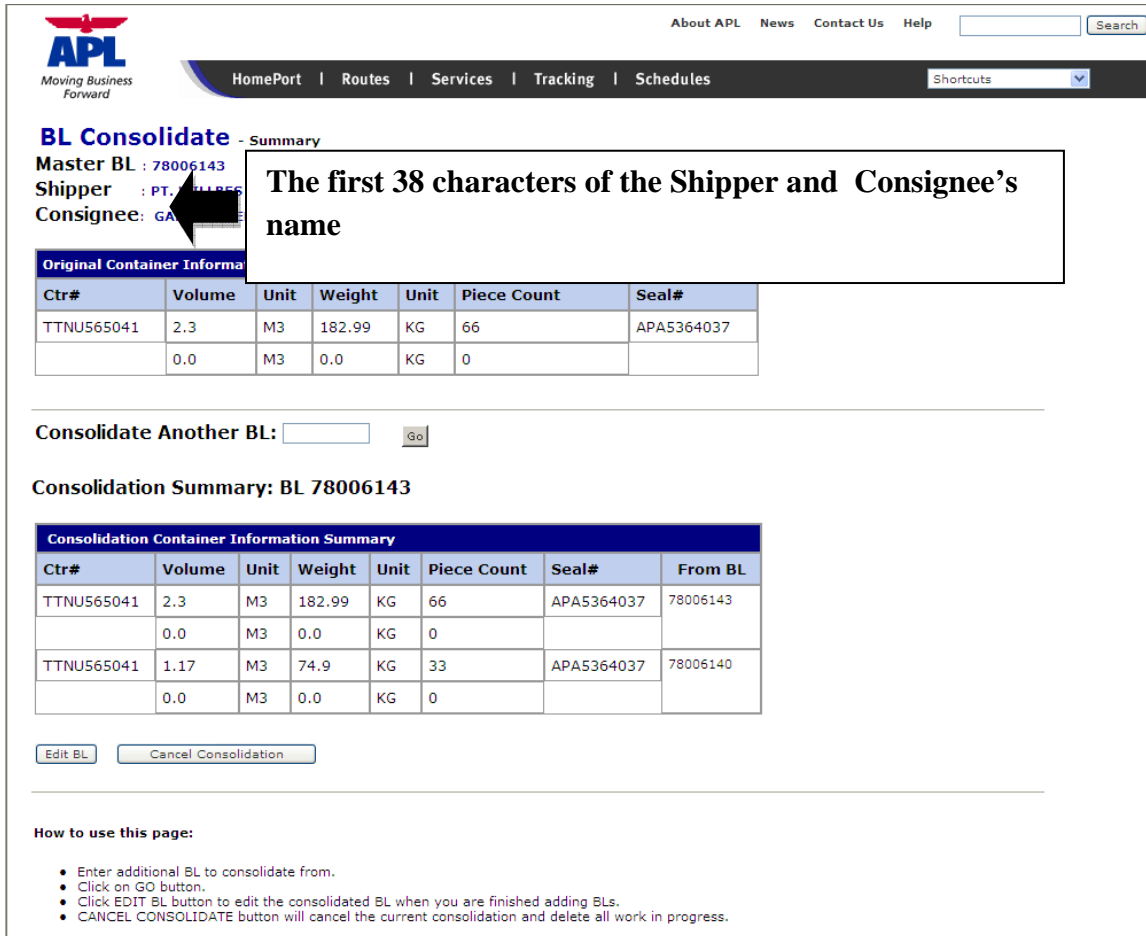
Consolidate From BL:

How to use this page:

- Enter the consolidate from BL number.
- Click on GO button.

- The upper frame shows the container details for the 'Consolidate To' or Master BL number. Enter the 'Consolidate From' BL number in the 'Consolidate From' box and click on GO button.

The following screen will be shown:



BL Consolidate - Summary
 Master BL : 78006143
 Shipper : PT
 Consignee: GA

The first 38 characters of the Shipper and Consignee's name

Original Container Information	Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal#
	TTNU565041	2.3	M3	182.99	KG	66	APAS364037
		0.0	M3	0.0	KG	0	

Consolidate Another BL:

Consolidation Summary: BL 78006143

Consolidation Container Information Summary							
Ctr#	Volume	Unit	Weight	Unit	Piece Count	Seal#	From BL
TTNU565041	2.3	M3	182.99	KG	66	APAS364037	78006143
	0.0	M3	0.0	KG	0		
TTNU565041	1.17	M3	74.9	KG	33	APAS364037	78006140
	0.0	M3	0.0	KG	0		


How to use this page:

- Enter additional BL to consolidate from.
- Click on GO button.
- Click EDIT BL button to edit the consolidated BL when you are finished adding BLs.
- CANCEL CONSOLIDATE button will cancel the current consolidation and delete all work in progress.

- In this screen, the Upper frame shows container information before consolidation for the 'Consolidate To' or Master BL number and the Lower frame shows the container information after consolidation. You can either enter another BL number for consolidation and click on GO button or if you are done with the consolidation, click on the 'Edit BL' button to take you to 'Consolidate To' or Master BL Instructions page shown below:

- Note: The system only allows the user to consolidate one BL at a time.

- You can edit the BL Instructions of the 'Consolidate To' or 'Master' BL now. When you are ready for BL Instruction submission, click on the 'Submit' button. If the submission process is successful then you will see the following confirmation message page:



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BL Instruction - Consolidate Update

Data Source: BL

- * Required fields.
- Check all the commodities and containers that you want to retain on this BL
- Click on "Submit" to submit this consolidation

BL Instructions											
<p>* Shipper (Shipper licensee & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> PT. WILLBES GLOBAL JL.RAYA PURWADADI NO.23 KP.SIDAMUKTI, PURWADADI SUBANG, JAWA BARAT INDONESIA </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Booking/BL Number 78006143</td> <td style="width: 50%;">Service Contract Number GB09N0047A</td> </tr> <tr> <td colspan="2">Export References 3 Lines Maximum</td> </tr> <tr> <td>EI REF: 5831109530</td> <td><input type="button" value="v"/></td> </tr> <tr> <td>SHPR REF: 5831109530</td> <td><input type="button" value="v"/></td> </tr> <tr> <td>CNEE REF: JK6KHRA</td> <td><input type="button" value="v"/></td> </tr> </table>	Booking/BL Number 78006143	Service Contract Number GB09N0047A	Export References 3 Lines Maximum		EI REF: 5831109530	<input type="button" value="v"/>	SHPR REF: 5831109530	<input type="button" value="v"/>	CNEE REF: JK6KHRA	<input type="button" value="v"/>
Booking/BL Number 78006143	Service Contract Number GB09N0047A										
Export References 3 Lines Maximum											
EI REF: 5831109530	<input type="button" value="v"/>										
SHPR REF: 5831109530	<input type="button" value="v"/>										
CNEE REF: JK6KHRA	<input type="button" value="v"/>										
<p>* Consignee (name & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> GAP (NETHERLANDS) B.V. CASTLE MOUND WAY RUGBY, WARWICKSHIRE CV23 0WA UNITED KINGDOM </div>	<p>Forwarding Agent 3 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> PT EXPEDITORS INDONESIA (PT (CHB#6926) JL.MUARA KARANG RAYA 163 - 165 </div> <p>Ship To (name & full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>										
<p>Notify Party (name and full address) 5 Lines Maximum</p> <div style="border: 1px solid #ccc; padding: 2px;"> EXPEDITORS INTERNATIONAL (UK) LTD. UNIT 2, POLAR PARK, BATH ROAD HARMONDSWORTH, MIDDLESEX WEST DRAYTON UB7 0DG UNITED KINGDOM </div>	<p>Origin of Goods</p> <div style="border: 1px solid #ccc; padding: 2px;"> JAKARTA </div>										



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BL Instruction Submitted

Request submitted

Description: BL 78006143 has been successfully submitted for processing.

BL Instructions													
Shipper PT. WILLBES GLOBAL JL.RAYA PURWADADI NO.23 KP.SIDAMUKTI,PURWADADI SUBANG, JAWA BARAT INDONESIA	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Booking/BL Number 78006143</td> <td style="width: 50%;">Service Contract Number GB09N0047A</td> </tr> <tr> <td colspan="2">Export References EI REF: 5831109530 SHPR REF: 5831109530 CNEE REF: JK6KHRA</td> </tr> <tr> <td colspan="2">Forwarding Agent PT EXPEDITORS INDO(PT CHB#6926) JL.MUARA KARANG RAYA 163 - 165 JAKARTA 14450 INDONESIA</td> </tr> <tr> <td colspan="2">Ship To</td> </tr> <tr> <td colspan="2">Origin of Goods JAKARTA</td> </tr> <tr> <td colspan="2">Also Notify</td> </tr> </table>	Booking/BL Number 78006143	Service Contract Number GB09N0047A	Export References EI REF: 5831109530 SHPR REF: 5831109530 CNEE REF: JK6KHRA		Forwarding Agent PT EXPEDITORS INDO(PT CHB#6926) JL.MUARA KARANG RAYA 163 - 165 JAKARTA 14450 INDONESIA		Ship To		Origin of Goods JAKARTA		Also Notify	
Booking/BL Number 78006143	Service Contract Number GB09N0047A												
Export References EI REF: 5831109530 SHPR REF: 5831109530 CNEE REF: JK6KHRA													
Forwarding Agent PT EXPEDITORS INDO(PT CHB#6926) JL.MUARA KARANG RAYA 163 - 165 JAKARTA 14450 INDONESIA													
Ship To													
Origin of Goods JAKARTA													
Also Notify													
Consignee GAP (NETHERLANDS) B.V. CASTLE MOUND WAY RUGBY, WARWICKSHIRE CV23 0WA UNITED KINGDOM													
Notify Party EXPEDITORS INTERNATIONAL (UK) LTD. UNIT 2, POLAR PARK, BATH ROAD HARMONDSWORTH, MIDDLESEX WEST DRAYTON UB7 0DG UNITED KINGDOM													
Initial Carriage ;	Place of Receipt JAKARTA												

6. You can scroll through the confirmation page to verify if all the details are shown as you have submitted.
7. You can go to BL List page and click on the consolidate BL, you have submitted and verify if all the details are correct. The BL List Page will show the following status for the BL.

BL List

- All Date/Times Are U.S. Pacific Time
- Sort by BL, Status or Date/Time by clicking on column name. Arrow indicates sort order.
- Click on BL Number to View
- View Status Terms

BL	Status	Date/Time ▼	Remarks
078006143	Submitted	22-FEB-2011 01:00	CONSOLIDATED FROM: 78006140



Getting Assistance

If you need assistance using BL Instructions, you may contact your local Sales Representative, Customer Service Representative (<http://www.apl.com/offices/>), or one of our e-Commerce Support Centers:

Americas

Location: Denver
Tel no: 1-877-435-7234
E-mail: erep_americas@apl.com

Asia

Location: Hong Kong / Singapore
Tel no: 852-2738-7392/ 65-6371-7912
E-mail : erep_asia@apl.com

Europe

Location: London / Tallinn
Tel no: 44-1895-87-6511 / 372-6064187
E-mail: erep_europe@apl.com