Contents

Part I. Getting Started with E-BL Print................................................................. 1

1. Introduction and Overview ............................................................................. 1
   What is E-BL Print? .................................................................................. 1
   What is Required to Use E-BL Print? ....................................................... 2
   About this Procedures Guide .................................................................. 2

2. System and Equipment Requirements ......................................................... 3
   ASPS Software ....................................................................................... 3
   Equipment/ Network .............................................................................. 3
   HomePort User ID .................................................................................. 3
   APL Paper Stock ................................................................................... 4

3. Policies and Procedures ................................................................................ 5
   Documentation Agreement ..................................................................... 5
   Amendments ......................................................................................... 5
   Security Procedures ............................................................................. 6
   Lost, Damaged, or Incorrect Bills of Lading .......................................... 6
   Authorized Third-Party Agents ............................................................... 7
   Plain-Paper Printing ............................................................................ 8
   Printing of Sea Waybills ...................................................................... 8
   E-BL Print E-mail Service ................................................................... 8

4. ASPS Installation Procedures ...................................................................... 9
   About ASPS ......................................................................................... 9
   ASPS System Requirements ................................................................. 9
   Installing the ASPS Software ............................................................... 9
   Uninstalling ASPS .............................................................................. 10
   Before Using ASPS ........................................................................... 11
   Proxy Server Requirements ................................................................. 11
Part II. Using E-BL Print ................................................................. 13

5. Setting up Routing and Delivery Instructions ............................ 13
   Overview .................................................................................... 13
   Setting up BL Document Routing Defaults .............................. 14
   Selecting a BL Delivery Option ................................................. 16

6. Viewing and Printing Bills of Lading ..................................... 18
   Accessing BLs from Your APL HomePort .............................. 18
   Opening BL Files that are E-mail Attachments .................... 19
   Viewing Bills of Lading .............................................................. 20
   Printing Bills of Lading ............................................................. 20
   Tracking the Printing of BLs ...................................................... 22
   Adding BLs to the Print Window ............................................... 22
   Removing BLs from the Print Window ....................................... 23

7. Frequently Asked Questions .................................................. 24
   Questions about Accessing E-BL Print .................................... 24
   Questions about Viewing and Printing BLs ............................ 25

8. Getting Assistance .................................................................... 26
   APL e-Commerce Support Centers ......................................... 26
   Quick Reference Guide ............................................................. 26
Part I. Getting Started with E-BL Print

1. Introduction and Overview

What is E-BL Print?

E-BL Print is an electronic commerce product from APL.

Using E-BL Print, APL customers can receive and print secured, encrypted Bills of Lading over the Internet or through e-mail.

Features and benefits of the E-BL Print service include:

- **Security** — Original Bills of Lading are encrypted to ensure security and document integrity. Only authorized and authenticated customer users can access, view, and print Bills of Lading.

- **Choice of Delivery** — Customers can receive Bills of Lading via their HomePort on apl.com or as e-mail attachments.

- **Control** — Customers can specify and control the number of originals printed. Multiple BLs can be printed in one transaction.

- **Flexible Routing Options** — Bill of Lading files can be electronically routed to a third party such as a consignee, shipper’s affiliate, or bank.

The E-BL Print service is easy to use and is increasingly popular with APL customers. The service offers customers increased efficiency, convenience, cost savings, and expedited financing.

E-BL Print customers will continue to benefit as the service evolves to meet changing global business requirements and as it integrates viable new technologies and e-business solutions.
What is Required to Use E-BL Print?

To use E-BL Print, customers must:

• Pass a financial review by a third-party credit-rating agency for printing negotiable Bills of Lading. (This requirement is waived if the customer has recently undergone a financial review prior to on-boarding to E-BL Print.)

• Sign a Documentation Agreement, for printing negotiable Bills of Lading, which specifies the terms and conditions regarding the use of the E-BL Print service.

• Register for an apl.com HomePort user ID.

• Meet the minimum computer hardware and software requirements for gaining access to the E-BL Print service.

In addition, customers who print original, negotiable Bills of Ladings are required to print on APL Bill of Lading paper stock. Customers printing non-negotiable BLs and non-negotiable Sea Waybills may print on plain paper.

The above requirements are described in more detail in Sections 2 and 3 of this guide (see page 3).

About this Procedures Guide

This E-BL Print Procedures Guide is intended to familiarize APL customers with the E-BL Print service and to provide instructions in using the service.

APL has attempted to include all significant information relating to the use, benefits, and security of the service in this guide. In addition, local APL offices and the e-Commerce Support Centers are ready at all times to answer questions and assist customers in using E-BL Print (see “Getting Assistance,” page 26).

Because of the evolving nature of online technologies, the policies and procedures in this guide may change from time to time. The latest version of the guide can be obtained on the APL Web site (apl.com) or by contacting a local APL office.
2. System and Equipment Requirements

To take advantage of the E-BL Print service, customers must have computer hardware and software that meet certain minimum requirements. These requirements are described below.

ASPS Software

The **APL Secure Print System (ASPS)** software is required to use E-BL Print. The software can be downloaded from the APL Web site. It also is available on CD-ROM from your local APL office or Sales Representative.

The ASPS software uses sophisticated, state-of-the-art encryption technology to allow customers to receive encrypted Bills of Lading and other related documents. The software is designed to deliver documents in the most cost-efficient and secure manner, via e-mail and over the Internet. It enables customers to view and print Bills of Lading and Sea Waybills and, in some countries, invoices.

The minimum system capabilities (Internet browser, operating system, e-mail network, etc.) required to run the ASPS software are described in Section 4 (see page 9).

Equipment/Network

Bills of Lading and Sea Waybills must be printed on a high-quality laser printer. In addition, your PC must be able to connect to the Internet either via a dial-up connection or through a corporate LAN (local area network). Your local APL office can assist you in determining whether a printer meets these requirements, and may be able to assist in obtaining appropriate equipment.

HomePort User ID

To use the E-BL Print service, you must subscribe to APL’s HomePort service. You can register for a HomePort user ID on APL’s Web site at www.apl.com.

After you submit the HomePort registration form, APL’s Web team will review the information, establish a HomePort ID, and send an e-mail notification advising you that your user ID has been
activated. If additional information is required, an APL representative will contact you. New customer user ID processing is generally completed within two business days of the time the request is submitted.

You will receive the password for the new user ID in a separate e-mail message. For security reasons, APL recommends that you change your password the first time you log in and, thereafter, on a regular basis. Passwords must be from 6 to 10 alphanumeric characters in length. (HomePort User IDs are between 6 to 12 alphanumeric characters.)

For security purposes, HomePort IDs are deactivated after 60 days of non-use. Users are sent a warning message, via e-mail, two weeks prior to deactivation. Customers wishing to re-activate an expired HomePort user ID should contact their local APL office.

If, at any time, you suspect that your user ID and/or password have been compromised, immediately contact your local APL office for instructions.

APL Paper Stock

All negotiable Bills of Lading created using the E-BL Print service must be printed on APL’s approved Bill of Lading paper stock (“APL Stock”), which has the terms and conditions of carriage pre-printed on the back.

Non-negotiable Bills of Lading and Sea Waybills may be printed on APL Stock or on plain paper.

E-BL Print does not support the printing of Express BLs. Customers interested in E-BL Print who currently print Express BLs should switch either to Sea Waybills printed on plain paper or to negotiable BLs which require APL stock.

The paper stock is provided by APL; however, customers are responsible for managing use of the APL Stock. To order the paper stock, go to the Bills of Lading channel on HomePort, and click Order BL Paper. Normally, you will receive the stock within two business days.
3. Policies and Procedures

Documentation Agreement

Once approved to use APL’s E-BL Print service, the customer will be required to execute an E-BL Print Documentation Agreement (the “Agreement”) with APL for printing of negotiable Bills of Lading. This legal Agreement specifies the terms and conditions surrounding access to, and use of, the service. (No Documentation Agreement is required for Sea Waybill only printing.)

The terms of the Agreement are non-negotiable and are intended to protect both the customer and APL during use of the E-BL Print service. Customers are encouraged to closely review the Agreement and consult legal counsel prior to execution.

Amendments

Policy and Procedure Amendments

In the event APL makes changes to the policies and procedures described in this Procedures Guide, customers will be notified via the bulletin board on the APL Web site. Changes will be posted on the bulletin board for one month from the date the changes are implemented. In addition, the bulletin board message will state the specific sections of the Procedures Guide that were changed.

A customer’s continued use of the service following the implementation of changes made by APL will be considered as acceptance.

Copies of this Procedures Guide are available to customers upon request. Contact your local APL office or one of APL’s e-Commerce Support Centers (see “Getting Assistance,” page 26).

Documentation Agreement Amendments

In the event amendments to the E-BL Print Documentation Agreement are required, customers will be provided written notice of the changes, and/or notice will be posted on the customer’s HomePort page. In addition, to ensure a smooth transition period,
APL will advise customers in advance of the date that E-BL Print services will cease to be provided under the previous Agreement.

Questions regarding proposed amendments to the E-BL Print Agreement may be directed to your local APL office.

The current version of the E-BL Print Agreement may be obtained by contacting your local APL office or one of APL’s e-Commerce Support Centers (see “Getting Assistance,” page 26).

Security Procedures

Customers are responsible for controlling their own internal security, including access to user IDs and passwords. The customer is the party most capable of ensuring that transactions processed using the E-BL Print service are completed efficiently and safely.

Only employees specifically authorized by the customer should be allowed to view and print Bills of Lading. Once a customer’s authorized representative receives a user ID and password, that representative must take steps to maintain confidentiality and to ensure only authorized employees have access to the information. APL’s E-BL Print administrators are the only APL employees who have access to customer security codes.

As with any password or security code, regular procedures should be implemented to protect the integrity of all user IDs and passwords. The customer should exercise reasonable care to ensure IDs and passwords remain known only to authorized representatives. In some circumstances, the retirement, departure, or replacement of authorized employees may constitute cause to request new user IDs. Likewise, viruses, evidence of computer tampering, “hacking,” or other mysterious circumstances should immediately prompt customers to request changes to the user IDs.

Lost, Damaged, or Incorrect Bills of Lading

To protect its customers, APL has established stringent procedures governing the amendment or replacement of Bills of Lading printed via the E-BL Print service.

Customers are not permitted to amend or print a duplicate Bill of Lading using the E-BL Print service without assistance from an APL representative. The local APL office will issue instructions for the return, destruction, or disposal of any existing Bills of Lading, and will make every effort to provide customers with an amended
or replacement Bill of Lading as soon as possible. Customers must follow APL’s instructions governing the disposition of the original Bill of Lading before APL will re-issue another Bill of Lading or authorize another Bill of Lading to be printed using E-BL Print.

If the need for a replacement, amended, or duplicate Bill of Lading arises, the customer must immediately notify APL. A Replacement BL Confirmation form, requesting issuance of a subsequent set of original Bills of Lading, must be completed by the customer and submitted to the customer’s local APL office. The Replacement BL Confirmation form is available at www.apl.com on the Bills of Lading channel of HomePort.

**Authorized Third-Party Agents**

APL will work with customers who are interested in appointing third parties (banks, shipper’s affiliates, and consignees) as their agents for the E-BL Print service.

The use of E-BL Print at a third-party agent’s site requires the completion and signing of an Authorization Agreement with APL. There is an Authorization Agreement for banks, and a different Authorization Agreement for other parties.

If the third party is an affiliate, the E-BL Print customer must complete the Affiliate Form for each affiliate they want to participate in E-BL Print on their behalf.

Also, each third party must have a HomePort user ID and the ASPS software.

It is the responsibility of the customer to communicate to the third party that it has been appointed to print the customer’s Bills of Lading. Also, the customer must ensure that the third party registers for a HomePort user ID and specifies in their HomePort Profile how they want to receive the BLs (either via e-mail or via their HomePort on apl.com).

Once the Authorization Agreement is approved and formalized, customers may allow their agents to assist them with the E-BL Print service.

Customers interested in learning more about third-party agent opportunities should contact their local APL office. An APL representative can further explain the benefits and obligations, and provide the required documentation.
Plain-Paper Printing

Plain-paper printing of negotiable Bills of Lading (i.e., printing Bills of Lading on non-APL Stock) is not presently offered through the E-BL Print service. (It is, however, available for Sea Waybills; see below.)

APL is continuing research into ways that plain-paper printing can be offered to customers on a safe and reliable basis. Questions about plain-paper printing may be directed to the customer’s local APL office.

Printing of Sea Waybills

Plain-paper printing of non-negotiable Sea Waybills is available through the E-BL Print service. APL is able to offer plain-paper printing only of Sea Waybills because of the inherent legal differences between negotiable Bills of Lading and non-negotiable Sea Waybills. (For more information on these differences, customers should contact their legal counsel.)

Because Sea Waybill terms and conditions are different from a negotiable Bill of Lading’s terms and conditions, all encrypted Sea Waybill files will have the Sea Waybill terms and conditions provided.

Customers who print only Sea Waybills do not have to go through a financial review, nor sign the Documentation Agreement.

Note: The terms and conditions for both Bills of Lading and Sea Waybills are available on the homepage of www.apl.com and under the Bills of Lading channel on HomePort.

E-BL Print E-mail Service

E-BL Print offers customers the ability to print Bills of Lading via most e-mail networks. E-BL Print e-mail service is simply another delivery method for customers to receive their Bills of Lading.
4. ASPS Installation Procedures

About ASPS

The APL BL Secure Print System (ASPS) controls the access to Bills of Lading as well as the viewing and printing of BLs. Depending on your authorization, ASPS will allow you to:

- View a Bill of Lading, or
- View and print a Bill of Lading

ASPS System Requirements

The minimum system requirements needed to accommodate the ASPS software are described below.

<table>
<thead>
<tr>
<th>System/Software</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows 2000, Windows 98, Windows NT 4.x SP4 or higher, or Windows 95 with Internet Explorer 4.0 or higher</td>
</tr>
<tr>
<td>Browser</td>
<td>MS Internet Explorer 4.x or higher, or Netscape 4.x or higher</td>
</tr>
<tr>
<td>E-Mail Programs</td>
<td>MS Outlook, MS Outlook Express, Eudora, and browser-based e-mail programs</td>
</tr>
<tr>
<td>Memory</td>
<td>128MB RAM</td>
</tr>
<tr>
<td>Hard Drive Space</td>
<td>25MB free</td>
</tr>
</tbody>
</table>

In addition, if your company uses a proxy server for access to the Internet, the server must be compatible with ASPS, and the server name and port number must be entered into ASPS. See “Proxy Server Requirements,” page 11.

Installing the ASPS Software

You may install the ASPS software from a CD-ROM (available from your local APL office) or you may download the software from the APL Web site.
To Install ASPS from a CD

1. Close all applications that are open on your PC.
2. Insert the ASPS CD in your CD drive.
3. The Setup program runs automatically when you insert the CD. If it does not, select Run from the Start menu, then type d:\setup.exe and press the Enter key.
   
   **Note:** “d” represents the CD-ROM drive. If the CD-ROM drive on your PC is not drive d, then enter the appropriate drive letter.

4. When the setup program asks if you want to install the software, click OK.
   
   The Install Shield ® Wizard appears with the Welcome window displayed.

5. Click the Next button. The installation wizard will guide you through the remainder of the installation.

To Download and Install ASPS from the APL Web Site

1. Go to APL.com (https://www.apl.com), and log into your HomePort ID.
2. Open the Bills of Lading channel, then click Overview.
3. On the Overview page, click Download ASPS.
4. Select the drive and folder where you want to download the ASPS file. Click OK.
5. Click the ASPS download file to start the installation.
6. Follow the installation instructions.

Uninstalling ASPS

To remove the APL BL Secure Print System software from your computer:

1. From the Start menu, select Programs.
2. From the Programs list, select **APL BL Secure Print System**, then select **Uninstall APL BL Secure Print System**.

3. The system will ask you to confirm the uninstall. Click **Yes** to proceed.

**Before Using ASPS**

Before you can use the ASPS software to view and print Bills of Lading, you must have one or more printers installed on your workstation. Printers may be added or removed from the printer list at anytime.

Printers that are attached to your workstation will automatically appear in the Printer Selection list of the ASPS main window. You can select the printer you want to use from the drop-down list.

**Proxy Server Requirements**

If your company uses a proxy server for access to the Internet, the proxy must be compatible with the ASPS software and the proxy settings must be entered into ASPS.

The ASPS software only supports a transparent **HTTP** proxy. The ASPS proxy is compliant with both HTTP 1.0 and HTTP 1.1 Web/proxy servers.

The ASPS software does **not** support a SOCKS proxy, **nor** does it support a proxy that requires either plain text or NTLM authentication.

**Entering Your Proxy Settings in ASPS**

If your company uses a proxy server, you must enter the proxy settings (i.e., the proxy name and port number) in the ASPS login window the first time you log in. The settings only need to be entered once.

Ask your system administrator for the proxy settings. Or, to look up the proxy settings yourself, see “Looking up your Proxy Settings,” on the next page.

**To enter your proxy settings in ASPS**

1. Launch ASPS either by opening a BL e-mail attachment file or by selecting a BL on the Internet E-BL Print page.
2. When the Login window appears, click the **Properties** button.

3. On the Connection Properties window, click the **Use Proxy Server for All Connections** checkbox. Then enter the **Name** and **Port** number of your company’s proxy server. Click **OK**.

Looking up your Proxy Settings

1. From the **Start** menu, select **Settings** then **Control Panel**.

2. On the Control Panel window, double click **Internet Options**.

3. On the Internet Properties window, click the **Connections** tab. Then click **LAN Settings**.

4. The Proxy server Address (name) and Port number appear under the **Proxy Server** box. Click **OK**.

If you need additional assistance with proxy server settings, contact your local IT/Security Administrator.
Part II. Using E-BL Print

5. Setting up Routing and Delivery Instructions

Once a customer and APL have finalized the procedures necessary to implement the E-BL Print service, APL will immediately set up the customer’s authorized users with HomePort user IDs and access to the Bills of Lading channel on the APL Web site.

This section of the guide explains how to set up document routing defaults and delivery instructions.

Overview

The E-BL Print service allows each user to set up default routing and delivery instructions for Bills of Lading printing. Use of default routing and instruction is not mandatory; however, it may expedite the processing and printing of your Bills of Lading.

Once you specify the information required to set up the defaults, the default instructions will automatically be applied to all future Bills of Lading. If different instructions are required on a case-by-case basis, you may submit special instructions to APL when preparing the corresponding Bill of Lading.

Use the My Profile feature of APL HomePort to set up E-BL Print routing defaults and delivery instructions. Click My Profile in the tool bar, or open the Customize Channel and click Edit My Profile.
Setting up BL Document Routing Defaults

Use the Document Routing Control section of the your HomePort Profile to specify defaults for the distribution of your E-BL Print documents.

E-BL Print documents may include negotiable (i.e., original) Bills of Lading, non-negotiable copies with or without rates, and non-negotiable Sea Waybills.

There are two options for selecting default document routing:

- **Option 1** allows you to select either the Shipper or Forwarder as the recipient of all E-BL Print documents.
- **Option 2** allows you to specify the types of documents and the number of negotiable BLs to be routed to each recipient.

**To Specify One Recipient for All Documents (Option 1)**

1. Open your HomePort Profile and scroll to the Document Routing Control section.
2. Under Option 1, click either the Shipper or Forwarder button to specify the recipient of all E-BL Print documents.
3. Click the Update button (at the bottom of the Edit My Profile window).
4. To reset or restore document distribution to the prior setting, click Reset.

**To Specify Recipients based on Document Type (Option 2)**

1. Open your HomePort Profile and scroll to the Document Routing Control section.
2. Under Option 2, in the Negotiable boxes, enter the number of negotiable (i.e., original) BLs to be routed to the Shipper and/ or Forwarder.
**Note:** The total number of negotiable Bills of Lading that can be printed for a single shipment cannot exceed six; however, if six are not required, you may specify fewer. For example, you may specify one to the Shipper and one to the Forwarder.

3. Click the appropriate boxes to specify which parties (Shipper and/or Forwarder) are to receive **Non-Negotiable Copies With Rate**, **Non-Negotiable Copies Without Rate**, and/or **Invoices** (i.e., Due BLs).

4. Click the **Update** button (at the bottom of the Edit My Profile window).

5. To reset or restore document distribution to the prior setting, click **Reset**.

If you want to route BLs to a third party for printing, contact your local APL office. They can assist in creating the agency relationship to support such an arrangement. (See “Authorized Third Party Agents,” page 7.)

**Reminder**

All HomePort Profile default settings may be overridden at any time by providing APL with revised instructions when preparing the corresponding Bill of Lading.
Selecting a BL Delivery Option

In addition to selecting routing defaults, you also can choose the method for receiving Bills of Lading once they are ready for printing. There are three delivery options:

- Print Sea Waybills Only
- E-mail Notification Only (receive e-mail notification; print BL via HomePort)
- E-mail Notification with Bill of Lading Attachment (receive e-mail notification; print BL via e-mail attachment, not HomePort)

Print Sea Waybill Only

If you require the printing of Sea Waybills only, contact your local APL office. They will assist in setting up your Profile.

E-mail Notification Only

With this option, you will receive an e-mail notification for each Bill of Lading when it is ready to be printed. Select this option if you prefer to view and print your BLs from your APL HomePort.

Only one individual per customer can receive the e-mail notification when a Bill of Lading is ready to be printed. This individual must be the person authorized to view and print the BL. (That is, the BL can be viewed and printed only from that person’s HomePort user ID and on the desktop computer that has the ASPS software installed.)

Once approved and released by APL, a Bill of Lading will remain on HomePort for ten calendar days.

E-mail Notification with Bill of Lading Attachment

Select this option if you want to receive an e-mail notification with the Bill of Lading file attached. You can then either print the attached BL immediately or download the file to your hard drive for viewing and printing later on.

Note: The Bill of Lading is still encrypted and the number of prints are still controlled.
To Select a BL Delivery Option

1. Open your HomePort Profile and scroll to the Document Delivery Options section.

2. Click a checkbox to select either E-mail Notification Only or E-mail Notification with BL Attachment.

<table>
<thead>
<tr>
<th>Document Delivery Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Sea Waybill only: N</td>
</tr>
<tr>
<td>When BL Is Ready, We Will Send:</td>
</tr>
<tr>
<td>E-mail Notification Only</td>
</tr>
</tbody>
</table>

3. Click the Update button.
6. Viewing and Printing Bills of Lading

This section explains how to view and print Bills of Lading once they have been approved and released by APL.

How you gain access to your Bills of Lading depends on the delivery option you selected when editing your HomePort Profile. (See “Setting up Routing and Delivery Instructions,” page 13.)

If you chose to receive your BLs via the Internet on your HomePort, follow the steps in “Accessing BLs from Your APL HomePort.” If you chose to receive BLs as e-mail attachments, follow the steps in “Opening BL Files that are E-mail Attachments.”

Accessing BLs from Your APL HomePort

1. Log into your APL HomePort, and go to the Bills of Lading Channel.

2. Under BL Print, click Print BLs.

The BL Print page appears listing the BLs that are available for viewing and printing. Once released by APL, a BL will remain on your HomePort for ten calendar days.

3. The BLs are listed numerically in ascending order. If you want to sort them in descending order, click the BL column heading.
To sort them in chronological order, click the **Date - Time Available** column heading.

4. To download only one BL, click the BL number.

To select several BLs to download, click the checkbox of each one you want, then click the **Download Selected BLs** button.

5. The ASPS software will launch. Enter your ASPS user ID and password. Click **OK**. (*Note:* if you forget your ASPS password, use Instant Help on apl.com or contact your local e-Commerce Support Center.)

The APL BL Secure Print System window appears listing the BLs you selected.

### Opening BL Files that are E-mail Attachments

**Important**

You do not need to be logged into APL HomePort to download and open BL files; however, you must be online to the Internet to be able to connect to the APL server. (The ASPS software, via the APL server, is what allows you to view and print the Bills of Lading.)

The process of opening a Bill of Lading file attached to an e-mail message varies depending on the e-mail system you are using.

1. **If your e-mail program automatically downloads attached files**, just double click the BL file. This will launch the ASPS software.

2. **If your e-mail program does not automatically download attached files**, double click the BL file. Then on the File Download window, select **Open this File** and click **OK**. This will launch the ASPS software.
**Note:** Bill of Lading file names end with a file extension of *zpvf*. Do **not** change the extension, as it is the required file type for viewing and printing BL files.

2. Enter your ASPS user ID and password. Click **OK**. (**Note:** if you forget your ASPS password, use Instant Help on apl.com or contact your local e-Commerce Support Center.)

The APL BL Secure Print System window appears listing the BLs included in the downloaded file.

### Viewing Bills of Lading

1. To view a single BL, click the **View** link in the row of the BL.

   To view two or more BLs, select the ones you want to view, then click the **View** icon in the toolbar at the top of the page.

   The Secure Print System displays a **Preview** copy of each BL you selected.

2. Click the **Next** and **Previous** buttons to view the pages of a BL.

### Printing Bills of Lading

The **Copies Available** column displays the maximum number that can be printed of each BL type. The number shown for a BL is based on the routing defaults specified in your HomePort Profile (see “Setting up Routing and Delivery Instructions,” page 13) or in the instructions accompanying the BL.

The number of copies available decreases with each print request. The system keeps track of historical print requests, in case you do not print all copies of a BL at one time. (See “Tracking the Printing of BLs,” page 22, for more information.)
In all cases, the maximum number allowed of an original, negotiable BL is six; the maximum allowed of a non-negotiable BL is 20.

**Reminder**
When printing original Bills of Lading, be sure to load your printer with the APL paper stock.

**To Print Selected Bills of Lading**

1. Check that the printer selected in the printer box at the top of the ASPS window is the one you want to use. If not, select a different printer from the drop-down list.

2. For each BL, enter the number of copies you want to print in the **Copies to Print** column.

3. Select the BLs you want to print, then click the **Print** icon in the toolbar.

4. Or, if you want to view the BLs first, click the **View** icon in the toolbar. Then on the Preview page of each BL, click the **Print** icon in the toolbar. **Note:** You can print only one copy at a time from the Preview page.

**To Print All Copies of All Bills of Lading**

1. Check that the printer selected in the printer box at the top of the ASPS window is the one you want to use. If not, select a different printer from the drop-down list.

2. For each BL, enter the number of copies you want to print in the **Copies to Print** column.

3. Click the **Print all** icon in the toolbar.

**Warning**
Use the **Print all** command with caution. It causes the system to print all copies of all the BLs listed on the APL BL Secure Print System window.
Tracking the Printing of BLs

The APL BL Secure Print System keeps track of the BLs you print. Thus, once you’ve printed a Bill of Lading, that print activity will appear under the **Printed Documents** section of the ASPS window.

<table>
<thead>
<tr>
<th>Document</th>
<th>Type</th>
<th>Copies Printed</th>
<th>Date/Time</th>
<th>Printer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>030553009</td>
<td>Non-Negot.</td>
<td>1</td>
<td>10/26/01 12:</td>
<td>HP LaserJet..</td>
<td>Done.</td>
</tr>
<tr>
<td>030557808</td>
<td>Non-Negot.</td>
<td>1</td>
<td>10/26/01 12:</td>
<td>HP LaserJet..</td>
<td>Done.</td>
</tr>
</tbody>
</table>

Notice also that once you print a BL, the ASPS system reduces the **Copies Available** by the number of copies you have printed.

Adding BLs to the Print Window

The ASPS software allows you to add Bills of Lading to the APL BL Secure Print System window without having to re-enter your login user name and password. This saves time in managing and printing your BLs from HomePort or from e-mail attachments.

**To Add BLs from the BL Print Page of Your HomePort**

1. From the APL BL Secure Print System window, go back to the BL Print page of your HomePort by clicking on the HomePort page that partially displays behind the ASPS window.

2. To add one BL, click the BL number.

To add two or more BLs, click the checkboxes of the ones you want to add, then click the **Download Selected BLs** button.

The newly selected BLs will appear in the ASPS window.

**To Add BLs from an E-mail Attachment to the List**

1. On the APL BL Secure Print System window, click the **Add** icon in the toolbar.

2. The Open window appears. Select the BL file you want, then click **Open**.

The newly selected BLs will appear in the ASPS window.
Removing BLs from the Print Window

The ASPS software allows you to remove Bills of Lading from the APL BL Secure Print System window.

Removing a BL from the Secure Print System window does not delete the BL. It will still be available on your HomePort or in the BL file.

To Remove a BL from the List

1. On the APL BL Secure Print System window, select the BLs you want to remove.

2. Click the **Remove** icon in the toolbar.

3. The ASPS system will ask you to confirm the Remove. Click **OK**.
7. Frequently Asked Questions

This section provides answers and solutions to frequently asked questions about the E-BL Print service. If you have a question or encounter a problem that is not described here, contact your local APL office or one of the APL e-Commerce Support Centers listed in Section 8.

Questions about Accessing E-BL Print

- **My HomePort user ID has expired. How do I get it re-instated?**
  
  Contact your local APL office and/or regional e-Commerce Support Center (see Section 8).

- **The ASPS software has been successfully installed, but I cannot print. What should I do?**

  Check the proxy server setting to make sure the APL policy server (docvault.apl.com) is accessible through your company’s firewall. Ensure there are no prohibiting restrictions. Review the “Proxy Server Requirements” in Section 4, page 11.

- **When I log in to ASPS, why do I sometimes get an error message: “Unable to connect to server. Please verify User Name and Password”?**

  Your ASPS and HomePort user ID and password must be identical, and must be entered in lower case. If you change your HomePort password, be sure to contact your local APL office and/ or e-Commerce Support Center (see Section 8).

- **As long as I have access to E-BL Print on my APL HomePort, can I access and print Bills of Lading from any computer?**

  Even though you have access to the B-BL Print product on HomePort, you cannot gain access to and print the encrypted BL files without the ASPS software installed on the computer you are currently using.
Questions about Viewing and Printing BLs

- The Bill of Lading file does not appear, even though I followed the “Viewing Bills of Lading” steps in Section 6.
  
  Have you entered the correct log in and security code information? If yes, and if the applicable Bill of Lading number is shown on the APL BL Secure Print System window, contact your local APL office or regional e-Commerce Support Center (see Section 8) for assistance.

- How can I correct a discrepancy or error in a Bill of Lading?
  
  A Bill of Lading cannot be corrected once it has been released (“pushed”) to you. A replacement Bill of Lading must be issued. See “Lost, Damaged, or Incorrect Bills of Lading,” page 6, and contact your local APL office immediately.

- Why can’t I print more than six copies of a Bill of Lading? I get an error message, “You have printed maximum number of copies authorized for this Bill of Lading.”

  The E-BL Print service restricts the printing of original, negotiable Bills of Lading to six. If you have printed the maximum number and wish to request a re-issue of a BL, review the procedures in “Lost, Damaged, or Incorrect Bills of Lading,” page 6.

- How can I tell how many BLs I can print?

  The **Copies Available** column (on the APL BL Secure Print System window) shows the number of copies that can be printed of each BL. The number shown for a BL is based on the routing defaults specified in your HomePort Profile (see “Setting up Routing and Delivery Instructions,” page 13) or in the instructions accompanying the BL.

- If I don't print all copies of a BL at one time, how can I keep track of how many I’ve printed?

  The APL BL Secure Print System keeps track for you. When you print a Bill of Lading, that print activity appears as a line under the **Printed Documents** section of the ASPS window, and the **Copies Available** count is reduced by the number of copies printed.
8. Getting Assistance

Questions concerning the use of the E-BL Print service, including questions about hardware and software requirements, installation procedures, user IDs and passwords, BL documents, etc., should be directed to your local APL office for assistance.

In addition, please feel free to contact your regional APL e-Commerce Support Center.

APL e-Commerce Support Centers

America (Atlanta)
Tel no: 877-435-7234
E-mail: erep_americas@apl.com

Asia (Hong Kong)
Tel no: 852 2738 7384
E-mail: erep_asia@apl.com

Europe (London)
Tel no: 44 1895 202653
E-mail: erep_europe@apl.com

Quick Reference Guide

The next two pages provide a Quick Reference Guide of all the “how to” information for using E-BL Print.
How Can I Route My Bills of Lading to the People Who Need Them?

Option 1 allows you to select either the Shipper or Forwarder as the recipient of all E-BL Print documents.

1. Click My Profile in the toolbar of your HomePort page.
2. Scroll to the BL Document Routing Control section.
3. Under Option 1, click either the Shipper or Forwarder button.
4. Click the Update button.

Option 2 allows you to specify the types of documents and the number of negotiable (i.e., original) BLs to be routed to each recipient.

1. Click My Profile in the toolbar of your HomePort page.
2. Scroll to the BL Document Routing Control section.
3. Under Option 2, in the Negotiable boxes, enter the number of negotiable BLs to be routed to the Shipper and/or Forwarder. (The total number of negotiables cannot exceed six.)
4. Click the appropriate boxes to specify which parties (Shipper and/or Forwarder) are to receive Non-Negotiable Copies With Rate, Non-Negotiable Copies Without Rate, and/or Invoices.
5. Click the Update button.

All HomePort Profile default settings may be overridden at any time by providing APL with revised instructions when preparing a BL. If you want to route BLs to a third party for printing, contact your local APL office.

Can I Choose the Way I Receive My BLs?

Yes, there are two options:

- **E-Mail Notification Only.** You will receive an e-mail notification for each Bill of Lading when it is ready to be printed. Select this option if you prefer to view and print your BLs from your APL HomePort.
  
  Note: Only one individual per customer can receive the e-mail notification.

- **E-Mail Notification with Bill of Lading Attachment.** Select this option if you want to receive an e-mail notification with the Bill of Lading file attached. You can then download the file to your hard drive for viewing and printing.

How Do I Select the Delivery Option I Want?

1. Click My Profile in the toolbar of your HomePort page.
2. Scroll to the BL Print Delivery Options section.
3. Click a checkbox to select either E-mail Notification Only or E-mail Notification with BL Attachment.
4. Click the Update button.

How Do I Gain Access to My BLs on HomePort?

1. Log into your HomePort user ID, and open the Bills of Lading Channel.
2. Under BL Print, click Print BLs. The BL Print page lists BLs that are available for printing.

  Tip: BLs are listed numerically in ascending order. To sort them in descending order, click the BL column heading. To sort in chronological order, click the Date - Time Available column heading.

3. To download only one BL, click the BL number. To select several BLs to download, click the checkbox of each one you want, then click the Download Selected BLs button.
4. The ASPS software will launch. Enter your ASPS user ID and password. Click OK. The APL BL Secure Print System window appears listing the BLs you selected.

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How Do I Open BL Files that Are E-mail Attachments?

To open BL files, you must be online to the Internet, although you do not need to be logged into APL HomePort.

1. If your e-mail program automatically downloads attached files, just double click the BL file. This will launch the ASPS software.
   If your e-mail program does not automatically download attached files, double click the BL file. Then on the File Download window, select Open this File and click OK. This will launch the ASPS software.
2. Enter your ASPS user ID and password. Click OK. The APL BL Secure Print System window appears listing the BLs included in the downloaded file.

Can I View a Bill of Lading from the ASPS Window?

To view a single BL
- Click the View link in the row of the BL you want.

To view two or more BLs
- Select the ones you want to view, then click the View icon in the toolbar.

How Many Copies Can I Print of a Bill of Lading?
The Copies Available column on the APL BL Secure Print System window shows the number of copies you can print of each BL. The number is from the routing specified in your HomePort Profile or in the BL instructions.

Can I Print All Copies of All the BLs at One Time?

1. Check that the printer selected is the one you want to use.
   If not, select a different printer from the drop-down list.
2. If printing original BLs, be sure to load the printer with the APL paper stock.
3. For each BL, enter the number of copies you want to print in the Copies to Print column.
4. Click the Print all icon in the toolbar.

What If I Just Want to Print Some of the BLs?

1. Check that the printer selected is the one you want to use.
   If not, select a different printer from the drop-down list.
2. If printing original BLs, be sure to load the printer with the APL paper stock.
3. For each BL, enter the number of copies you want to print in the Copies to Print column.
4. Select the BLs you want to print, then click the Print icon in the toolbar.
5. Or, to view the BLs first, click the View icon. Then on the Preview page of each BL, click the Print icon. (You can print only one copy at a time from the Preview page.)

How Do I Add and Remove BLs to/from the Print Window?

To Add BLs from the BL Print Page of Your HomePort
1. From the APL BL Secure Print System window, go back to the BL Print page of your HomePort by clicking on the HomePort page that partially displays behind the ASPS window.
2. To add one BL, click the BL number. To add two or more BLs, click the checkboxes of the ones you want to add, then click the Download Selected BLs button.

To Add BLs from an E-mail Attachment to the List
1. On the APL BL Secure Print System window, click the Add icon in the toolbar.
2. The Open window appears. Select the BL file you want, then click Open.

To Remove a BL from the List
1. On the APL BL Secure Print System window, select the BLs you want to remove.
2. Click the Remove icon in the toolbar.
3. The ASPS system will ask you to confirm the Remove. Click OK. (Removing a BL from the ASPS window does not delete the BL. It is still available on HomePort or in the BL file.)