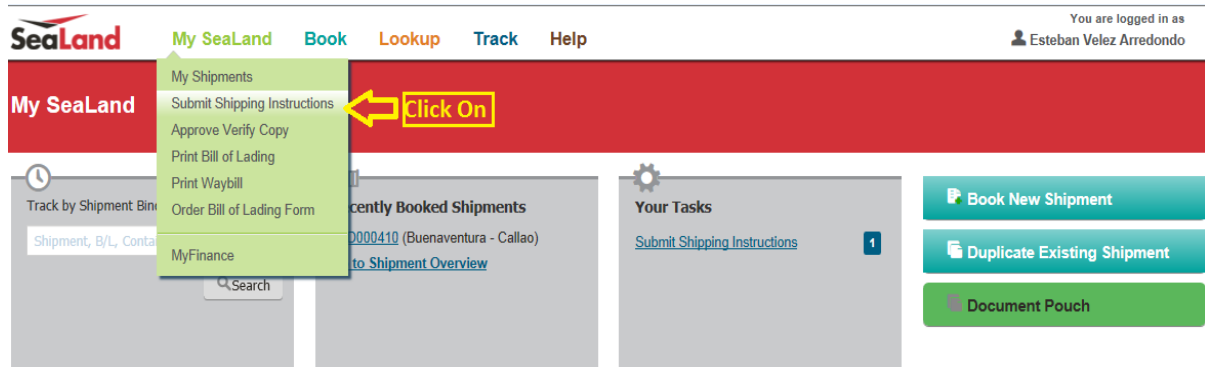


# Cómo enviar instrucciones de embarques?

**Paso 1** Haga click en Enviar instrucciones de embarques (en el menú bajo de My Sealand).

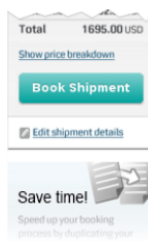


The screenshot shows the SeaLand website interface. At the top, there is a navigation bar with the SeaLand logo and menu items: My SeaLand, Book, Lookup, Track, and Help. The user is logged in as Esteban Velez Arredondo. The 'My SeaLand' dropdown menu is open, showing options like My Shipments, Submit Shipping Instructions, Approve Verify Copy, Print Bill of Lading, Print Waybill, Order Bill of Lading Form, and MyFinance. A yellow arrow points to the 'Submit Shipping Instructions' option. Below the menu, there are sections for 'Recently Booked Shipments' and 'Your Tasks', along with buttons for 'Book New Shipment', 'Duplicate Existing Shipment', and 'Document Pouch'.

## Why use SeaLand?

Shipping containers just got easier if you choose My SeaLand

- It supports your business: Remembers your frequently used ports, commodities, business partners, etc.
- The easiest way to book and manage shipments
- Duplicate an existing booking and save time
- Available 24/7
- Fast, reliable, and user-friendly



The screenshot shows a 'Book Shipment' button with a price breakdown of 1695.00 USD. Below it is a 'Save time!' banner that says 'Speed up your booking process by duplicating your'.

## Explore My SeaLand

We have made it easy for customers to book and manage shipments. Explore some of the options we provide for registered users:

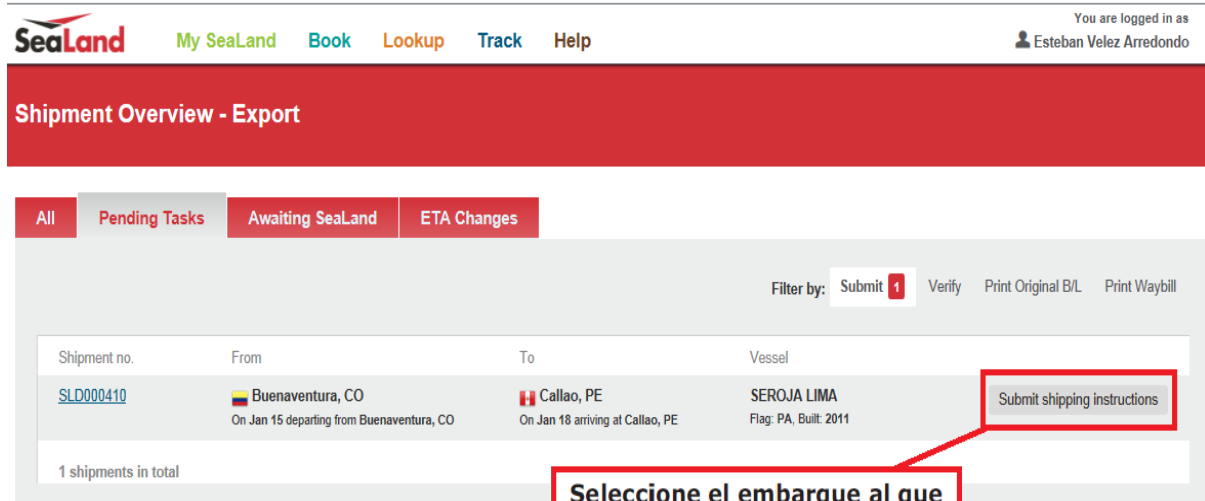
- Manage your shipments using overview
- Book a shipment
- Submit Shipping instructions
- Track your cargo
- Looking up a schedule
- Looking up a rate

[Explore My SeaLand features](#)

## More information about SeaLand?

Visit [www.sealand.com](http://www.sealand.com)

**Paso 2** Seleccione el embarque al que le desea enviar instrucciones de embarques.



The screenshot shows the 'Shipment Overview - Export' page. At the top, there is a navigation bar with the SeaLand logo and menu items: My SeaLand, Book, Lookup, Track, and Help. The user is logged in as Esteban Velez Arredondo. Below the navigation bar, there are tabs for 'All', 'Pending Tasks', 'Awaiting SeaLand', and 'ETA Changes'. The 'All' tab is selected. The page shows a table of shipments with columns for Shipment no., From, To, and Vessel. The first shipment is SLD000410, from Buenaventura, CO to Callao, PE, on Jan 15 departing from Buenaventura, CO, and on Jan 18 arriving at Callao, PE. The vessel is SEROJA LIMA, Flag: PA, Built: 2011. A red box highlights the 'Submit shipping instructions' button next to the shipment. Below the table, it says '1 shipments in total'. There is also a filter by 'Submit 1' and buttons for 'Verify', 'Print Original B/L', and 'Print Waybill'.

**Seleccione el embarque al que desea someter instrucciones de embarque**

## Legal And Site Information

© SeaLand. All Rights Reserved

[Terms Of Use](#) | [Privacy & Cookie Policy](#) | [Terms For Carriage](#) | [Terms Of Payment](#) | [About This Site](#)

**Paso 3** Ahora podrá ver la primera pestaña para someter las instrucciones de embarque:

- A. Complete el tipo de documento y lugar de emisión.
- B. Click en "Continue" (esquina superior derecha).

SeaLand My SeaLand Book Lookup Track Help You are logged in as Esteban Velez Arredondo

Shipping Instructions for Shipment no. SLD000410

1. Document Properties 2. Cargo Details 3. Parties 4. Payment Details 5. Review B > Next

Document Properties

Document Type Bill of Lading - Shipped on Board A

Issue Bill of Lading to Gcss Booked By, Copenhagen

Number of Original B(s)/L 3

Advanced options (Optional)

Request Certificate(s) C

Request Alternate Spelling of Locations C

Complete el tipo de documento y dónde el documento será liberado

Opcionalmente, puede solicitar certificado o alternar el deletreo de locaciones.

**Paso 4** Ahora podrá ver la segunda pestaña para someter las instrucciones de embarque:

- C. Complete el número de contenedor y sello.
- D. Complete la descripción de la carga, tipo de empaque, cantidad, peso y volumen.
- E. Click en "Continue" (esquina superior derecha).

SeaLand My SeaLand Book Lookup Track Help You are logged in as Esteban Velez Arredondo

Shipping Instructions for Shipment no. SLD000410

1. Document Properties 2. Cargo Details 3. Parties 4. Payment Details 5. Review E > Next

Cargo Details

Commodity Adhesive tape, plastic

No of packages	Kind of packages	Weight (lbs)	Volume (cu. ft.)
144	boxes	1500	

C Add a container seal

D

Cargo Description Adhesive tape, plastic

HS code (optional)

Complete la descripción de la carga, tipo de paquete, cantidad, peso y volumen

**Paso 5** Ahora podrá ver la tercera pestaña para someter las instrucciones de embarque. Favor notar que las partes utilizadas previamente serán recordadas aquí y las puede agregar directamente en esta pestaña:

- F. Complete las partes involucradas.
- G. Click en "Continue" (esquina superior derecha).

SeaLand My SeaLand Book Lookup Track Help You are logged in as Esteban Velez Arredondo

Shipping Instructions for Shipment no. SLD000410

Document Properties Cargo Details **3. Parties** 4. Payment Details 5. Review **G** > Next < Previous

**Parties**

Shipper: GCSS BOOKED BY  
GCSS BOOKED BY  
DAMPFAERGEVEJ 21  
PAKHUS D, 2ND FLOOR  
DK- 2100 COPENHAGEN  
Copenhagen  
2100  
Denmark

Consignee: GCSS BOOKED BY  
GCSS BOOKED BY  
DAMPFAERGEVEJ 21  
PAKHUS D, 2ND FLOOR  
DK- 2100 COPENHAGEN  
Copenhagen  
2100  
Denmark

Edit details  Add reference

First notify party (Optional)  
Select company...

Add additional party

**F**

Complete las partes involucradas (embarcador y consignatario). Opcional, puede completar cualquier otra parte involucrada.

**Paso 6** Ahora podrá ver la cuarta pestaña para someter las instrucciones de embarque:

- H. Completar los detalles de asignaciones de fletes.
- I. Click en "Continue" (esquina superior derecha).

SeaLand My SeaLand Book Lookup Track Help You are logged in as Esteban Velez Arredondo

Shipping Instructions for Shipment no. SLD000410

Document Properties Cargo Details Parties **4. Payment Details** 5. Review **I** > Next < Previous

**Payment Terms**

Charge	Payment Terms	Paid by
<b>Origin</b> (1 charges) Documentation Fee - Origin	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Gcss Booked By
<b>Freight</b> (2 charges) Basic Ocean Freight Standard Bunker Adjustment Factor	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Gcss Booked By
<b>Destination</b> (2 charges) Documentation Fee- Destination Terminal Handling Service- Destination	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	Gcss Booked By

Show individual charges  Hide individual charges

**Invoice Reference**  
Reference to display on invoice for Gcss Booked By, Copenhagen

**H**

Completar los detalles de pago, de origen, flete y destino. Seleccionar prepago o collect y escoja del menú de despliegue quién paga.

**Paso 7** Ahora podrá ver la quinta y última pestaña para someter las instrucciones de embarque:

- J. Verificar información.
- K. Click en “Enviar” (esquina superior derecha).

**SeaLand** My SeaLand Book Lookup Track Help You are logged in as Esteban Velez Arredondo

**Shipping Instructions for Shipment no. SLD000410**

Document Properties Cargo Details Parties Payment Details **5. Review**  I do not require Verify Copy (Considered as approved)

This is a preview of your transport document  
Please review it and go back to correct any misinformation  
By clicking "Submit", you agree to the "Shipping Instructions Terms".

		Document Type Bill of Lading - Shipped on Board	SCAC SEAU
Shipper GCSS BOOKED BY DAMPFAERGEVEJ 21 PAKHUS D, 2ND FLOOR DK- 2100 COPENHAGEN Copenhagen 2100 Denmark		Booking no: SLD000410	B/L No. SLD000410
Consignee GCSS BOOKED BY DAMPFAERGEVEJ 21 PAKHUS D, 2ND FLOOR DK- 2100 COPENHAGEN Copenhagen 2100 Denmark		Export Reference	Svc Contract
Notify Party -		Onward Inland Routing -	
Vessel SEROJA LIMA	Voyage No. 1501	Place of Receipt	
Port of loading Buenaventura	Port of Discharge Callao	Place of Delivery	
PARTICULARS FURNISHED BY SHIPPER			
Kind of packages; Description of goods; Container No./Seal No. 1 Container said to Contain 144 boxes		Weight 1500 LBS	Measurement -

**K** > Submit > Save < Previous

**J**

Ahora, verifique la información que ha completado y luego de confirmar que todo OK, click en 'Submit'.

**Paso 8** Ahora podrá ver la confirmación de que sus Instrucciones de Embarque han sido sometidas:

**SeaLand** My SeaLand Book Lookup Track Help You are logged in as Esteban Velez Arredondo

**Shipping instructions submitted**

Submitted by GCSS BOOKED BY on 07 January 2015 11:35 (local time)

**Shipping instructions submitted**  
We expect to have your verify copy ready within 8 working hours.  
Your transport document will be approved in 60 running hours if we do not hear from you.

What's next?

**Print receipt**

Show printable receipt

**My shipments**

Get an overview of all shipments related to you

**Shipment Binder**

All information about your shipment in one place.