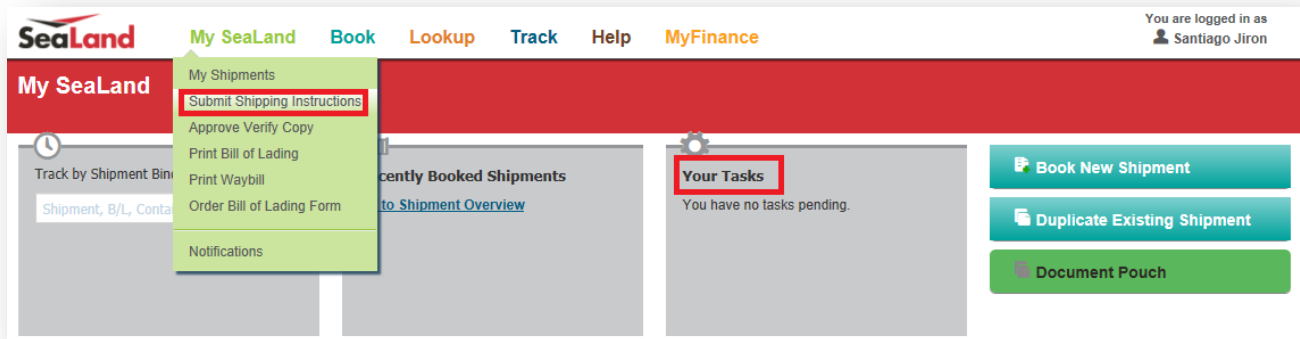




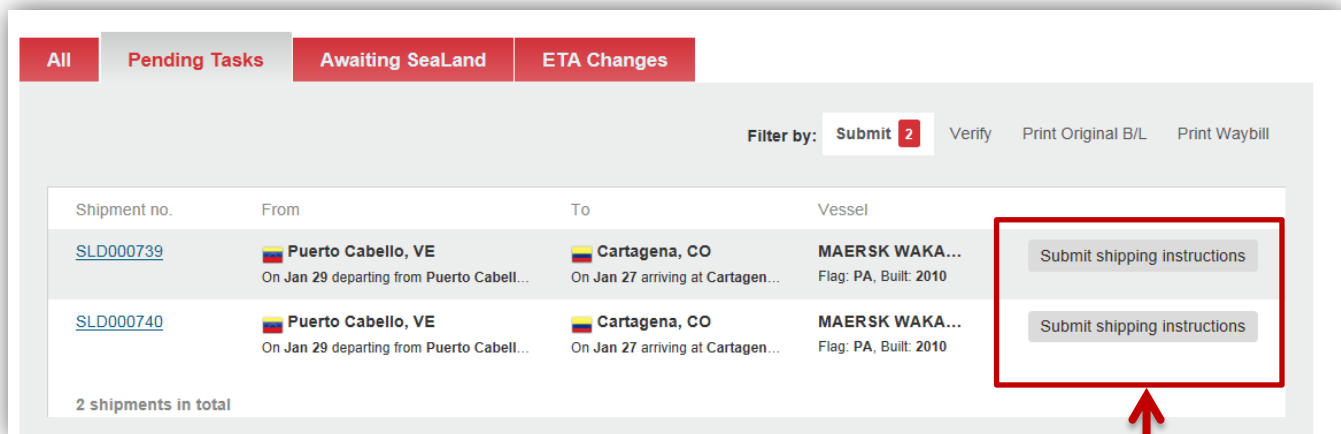
The logo for SeaLand, featuring a stylized red and black wave above the text "SeaLand" in a bold, sans-serif font. "Sea" is in black and "Land" is in red.

HOW TO SUBMIT SHIPPING INSTRUCTIONS

Step 1 Click on **Submit Shipping Instructions** (in the menu under My SeaLand) or in “Your Tasks” if pending.



Step 2 Select the shipment you want to submit shipping instructions for:



Select the shipment where you want to submit shipping instructions for

Step 3 Now you see the first tab of submit shipping instructions

Document Properties

- A. Enter the document type and where the document should be issued to
- B. Optionally, you can request:
 - i. Certificate(s),
 - ii. Alternate spelling of locations
 - iii. Additional references
 - iv. Multiple bill of lading
 - v. Combine multiple shipments into one bill of lading.
- C. Click on “Next”

The screenshot shows the SeaLand web application interface. At the top, there is a navigation bar with the SeaLand logo and links for My SeaLand, Book, Lookup, Track, and Help. The user is logged in as Nina Paez. Below the navigation bar, there is a progress indicator with five tabs: 1. Document Properties (active), 2. Cargo Details, 3. Parties, 4. Payment Details, and 5. Review. A 'Next' button is located to the right of the tabs. The main content area is titled 'Document Properties' and contains two sections. The first section, 'Document Properties', has two dropdown menus: 'Document Type' (set to 'Waybill - Shipped on Board') and 'Issue Bill of Lading to' (set to 'Import Export Global World, Ca'). The second section, 'Advanced options (Optional)', contains five checkboxes, each with a corresponding letter in a red box: 'Request Certificate(s)' (i), 'Request Alternate Spelling of Locations' (ii), 'Additional References' (iii), 'Request Multiple Bill Of Lading' (iv), and 'Combine multiple shipments into one bill of lading' (v). A red bracket on the right side of the form groups these five options under the letter 'B'. The 'Next' button is highlighted with a red box and the letter 'C'. The 'Document Properties' title is highlighted with a red box and the letter 'A'.

Step 4 Go to the second tab of submit shipping instructions

Cargo Details

- D. Specify cargo details. You have four options to do it:
 - i. All cargo details: all containers have the same count of packages, kind of packages, weight, and volume & cargo description.
 - ii. Piece count only: all containers have the same count, kind of packages, weight & volume.
 - iii. Cargo description only: all containers have the same cargo description.
 - iv. No, I specify all details at container details: None of the units have the same information.
- E. Click on “**Apply details**” (only if you select i, ii or iii options above)
- F. Enter the container number and container seal.
- G. Click on “Next”

The screenshot shows the 'Cargo Details' form in the SeaLand system. The form is divided into several sections:

- Navigation:** A top bar contains five tabs: 'Document Properties', '2. Cargo Details' (active), '3. Parties', '4. Payment Details', and '5. Review'. A 'Next' button is highlighted with a red box and labeled 'G. CLICK ON'. A 'Previous' button is also visible.
- Cargo Details Section:**
 - Commodity: Plastic, plastic articles, new
 - Specify and apply to all containers: Four radio button options are shown, each with a red box and label: 'i' for 'All cargo details', 'ii' for 'Piece count only', 'iii' for 'Cargo description only', and 'iv' for 'No, I specify all details at container level'. A red box labeled 'D. Specify cargo details' encompasses the entire selection area.
 - Form fields: 'Piece count' (No. of packages, Kind of packages, Weight (kg) with value 81000, Volume (m³)), 'Cargo Description', and 'HS code (optional)'.
 - 'Apply details' button: A red box labeled 'E. Click on' highlights this button.
- Container List Section:**
 - A table with columns: Container Number, No. of packages, Kind of packages, Weight (kg), and Volume (m³).
 - The first row shows '40ft Dry' and 'Add a container seal' with a red arrow pointing to the 'Container Number' field, labeled 'F. Enter container number and click on "add container seal"'. The weight field contains '81000'.

Step 5 Now you are on the third tab of submitting shipping instructions

Parties.

H. Enter the parties, both the shipper and consignee. Optionally, you can set the first notify party or additional parties.

Please note that the previously used parties will be remembered here and you can directly add parties from this screen

I. Click on “Next”

The screenshot shows the 'Parties' form in the SeaLand system. At the top, a navigation bar contains five tabs: 'Document Properties', 'Cargo Details', '3. Parties' (highlighted in red), '4. Payment Details', and '5. Review'. To the right of the form, there are two buttons: 'Next' and 'Previous', both highlighted with red boxes. The 'Parties' form itself has a title 'Parties' and two main sections: 'Shipper' and 'Consignee'. The 'Shipper' section has a dropdown menu with 'Import Export Global World, Ca' selected, and a list of suggestions below it. The 'Consignee' section has a dropdown menu with 'Select company...' selected. Below these sections, there are checkboxes for 'Edit details' and 'Add reference', and a dropdown for 'First notify party (Optional)'. At the bottom left, there is a '+ Add additional party' link. A red box highlights the 'Next' button with the text 'I. CLICK ON'. Another red box highlights the 'Shipper' and 'Consignee' sections with the text 'H. Enter shipper and consignee parties.'. A third red box highlights the 'First notify party' dropdown and the 'Add additional party' link with the text 'You can add 1st notify and additional parties.'.

Step 6 Now you are on the fourth tab of submitting shipping instructions

Payment Details.

- J. Select if payment terms are either Prepaid or Collect.
- K. Choose from the dropdown menu Invoice Party
- L. Click on "Next"

Payment Terms

Charge	Payment Terms	Paid by
Origin (2 charges) Documentation Fee - Origin Terminal Handling Service- Origin	<input type="radio"/> Prepaid <input type="radio"/> Collect	select... ▼
Freight (2 charges) Basic Ocean Freight Standard Bunker Adjustment Factor	<input type="radio"/> Prepaid <input type="radio"/> Collect	select... ▼
Destination (3 charges) Documentation Fee- Destination Import Service Terminal Handling Service- Destination	<input type="radio"/> Prepaid <input type="radio"/> Collect	select... ▼

Show individual charges Hide individual charges

L. CLICK ON
Next

Previous

Step 7 Now you are on the fifth and final tab of submitting shipping instructions

Review.

- M. Review the information
- N. Confirm everything is OK by clicking on **Submit**.

✔ 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](#)".

N. CLICK ON

Submit

Save

Previous

		Document Type	SCAC SEAU
Shipper Import Export Global World, Ca Calle Bolivar Frente A La Plaza Local S/n Zona Centro De Villa Marac Maracay Venezuela		Booking no: SLD000739	B/L No.
		Export Reference	Svc Contract 778904
Consignee GTYTYRYYT		Notify Party -	
		Onward Inland Routing -	
Vessel MAERSK WAKAMATSU	Voyage No. 1504	Place of Receipt	
Port of loading Puerto Cabello	Port of Discharge Cartagena	Place of Delivery	
PARTICULARS FURNISHED BY SHIPPER			
Kind of packages; Description of goods; Container No./Seal No. 3 Containers said to Contain 63 CARTONS HS code: FJDJFSD MRKU2398439 40 DRY 8'6 21 CARTONS 81000 KGS		Weight 243000 KGS	Measurement 0.000 CBM

M. Review the information you have entered on the steps 3 to 6

Step 8 Your shipping instructions have been submitted.

The screenshot displays the SeaLand web application interface. At the top, the navigation bar includes the SeaLand logo, links for 'My SeaLand', 'Book', 'Lookup', 'Track', and 'Help', and a user login status for 'Esteban Velez Arredondo'. A prominent red banner at the top of the main content area reads 'Shipping instructions submitted'. Below this, a message states 'Submitted by GCSS BOOKED BY on 07 January 2015 11:35 (local time)'. A green checkmark icon is followed by the heading 'Shipping instructions submitted' and two lines of text: 'We expect to have your verify copy ready within 8 working hours.' and 'Your transport document will be approved in 60 running hours if we do not hear from you.' Under the heading 'What's next?', there are three main action cards: 'Print receipt' (with a 'Printable receipt' link), 'My shipments' (with a 'Shipment overview' link), and 'Shipment Binder' (with a 'Shipment Binder' link). To the right of these cards is a preview of the 'Shipment Binder' interface, showing a 'Shipment Binder SLD100151' with tabs for 'Overview', 'Documents', 'Containers', and 'Pricing'. The preview also shows 'Place of receipt: Los Angeles' and 'Port of loading: Los Angeles, CA' with a 'Transport time: 13 Days'.