

MSC ANNOUNCEMENT – MANUAL/MAIL SHIPPING INSTRUCTION (S/I) SUBMIT REQUIREMENT

RE: MANUAL/MAIL SHIPPING INSTRUCTION (S/I) SUBMIT REQUIREMENT

Dear Valued Clients,

致尊敬的客户：

This is served to remind that below practice had run several months. Here we'd like to draw your attention on below points.

兹提醒，下述要求已经顺利运行数月。再次提醒贵司在补料中需要特别注意以下几点。

1. Please submit e-mail(SI) with **correct booking number (S/O number) in the email subject**, otherwise your e-mail(SI) may NOT be well identified / followed in time.

请务必在邮件主题清晰列明该补料对应的订舱号，以避免补料邮件未能被正确识别及跟进。

(Newly added) Option 1: Only put Booking Number or BL number, no any other wording involved in the subject.

补料主题仅注明对应的订舱号或者提单号。

(Newly added) Option 2: if any other wording involved before/after the Booking number/BL number, please put one "Space" to distinguish as mandatory request.

如订舱号/提单号前后有其他文字出现，务必以空格作为区分。

SI-181AY0171587115S1□ (无法识别)

SI-□181AY0171587115S1□ (可识别)

SI□181AY0171587115S1□ (可识别)

注：□表示空格字符

2. In principle, one e-mail only corresponds to one SI; multiple SIs in one e-mail is unacceptable.

原则上，一封补料邮件只对应一份提单。

3. Only English is acceptable for SI / SI related requirements, and all SI related requirements need to be included into the same SI attachment / file. Non-English wording / Missing indication in the SI attachment / file would lead to missing SI requirements identification.

在递交我司补料内容及补料所涉及所有特殊需求请务必使用英文并清晰注明于补料同一附件中，非英文备注 / 或未在补料附件清晰注明会导致系统无法准确识别该内容/需求而导致信息缺失。

4. Detail submission requirements, please kindly refer to below:

具体递交规则，请参照以下指引：

Criteria 1: One booking - one set of bills

Request: submit in one e-mail

Correct booking number with required B/L number should be indicated in E-mail subject.

规则 1：一个订舱号出一份提单

要求: 发送一封邮件

邮件主题须注明正确的订舱号或我司预配的提单号。

Criteria 2: Multiple bookings - one set of bills

Request: submit in one e-mail

One of the correct booking numbers OR pre-assigned B/L number is required in e-mail subject; while in e-mail body, the booking combination request need to be listed out with all correct booking numbers and the required B/L number which covers all these bookings.

规则 2：多个订舱号出一份提单

要求: 发送一封邮件

邮件主题只需注明其中任意一个正确的订舱号或我司预配的提单号；同时邮件内容需要列明全部正确的订舱号，或/并备注所有这些订舱号用预配的提单号出一份提单。

Criteria 3: One booking - multiple sets of bills

Request: submit in one e-mail

The correct booking number is required in e-mail subject; In e-mail body, the requirement of splitting the booking to multiple sets of bills need to be indicated.

规则 3：一个订舱号出多份提单

要求:发送一封邮件

邮件主题须注明正确的订舱号；同时邮件内容需要备注此订舱号出多份提单。

Thank you for the kind cooperation and we reserve the right to hold shipper full responsibility for failure of above requirements. Same time, it is always appreciated for E-SI via 3rd party platform or our in-house system.

我司感谢广大客户的理解和配合，并保留追朔未按以上规则递交补料失败的后续费用及责任。同时，我司也建议客户可尝试采用第三方电子平台或我司指定订舱系统以电子方式递交补料。

Using this opportunity, we would like to express our sincere appreciation for your continual support. Please do not hesitate to contact us if we could be of any assistance.

借此契机，我司衷心感谢贵司一如既往的厚待与合作。如有任何疑问，欢迎垂询。

Yours faithfully,

MSC (HK) Ltd.

As Agent for Mediterranean Shipping Company S.A.

08th Aug. 2017