

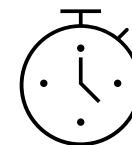


**MYMSC.COM**  
**ONLINE DRAFT BL**  
在线提单样本 - 用户指引

2025- Aug



使用 **myMSC** 在线提单样本工具，您可实现在线预览、修改和确认提单 (Draft BL)。



**24/7 Availability**  
随时访问您的提单样本



**No need to pre-register**  
无需在 myMSC 预先注册



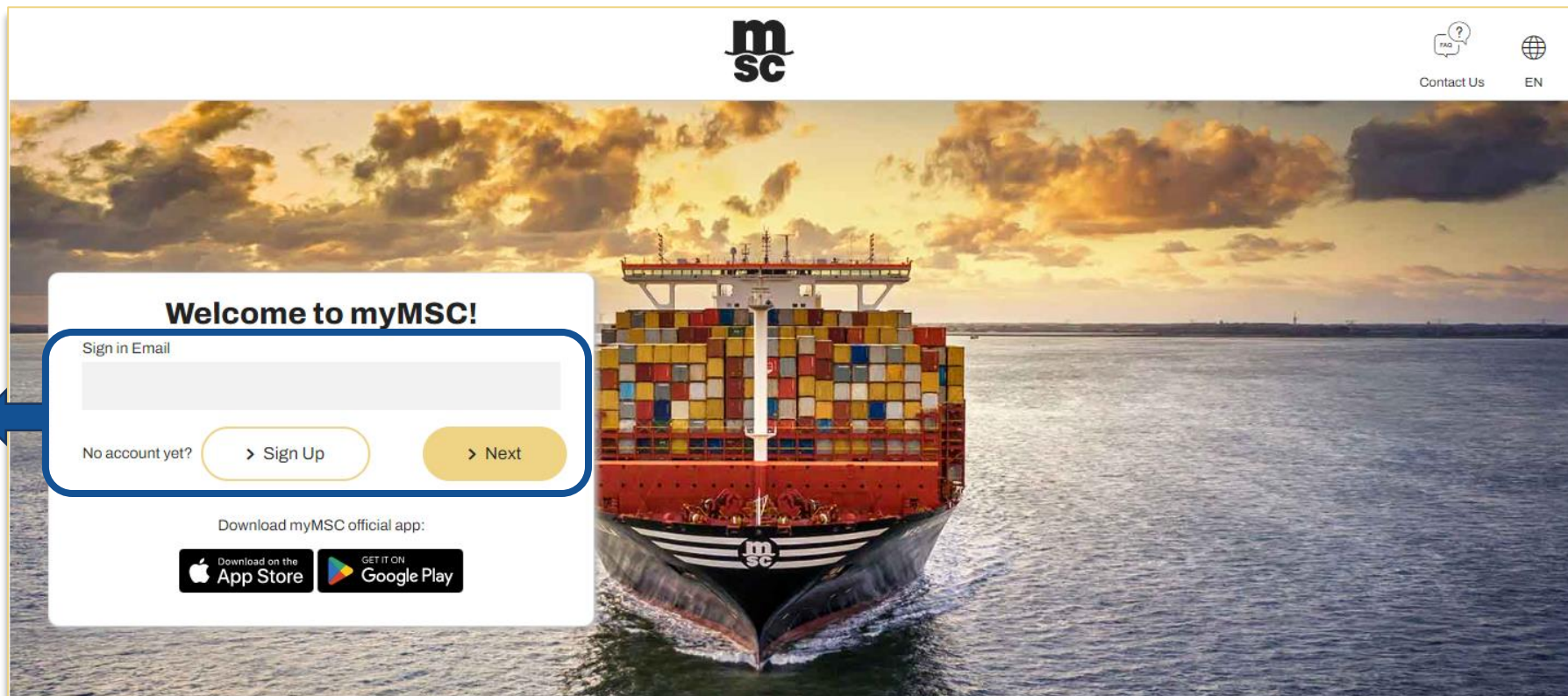
**Traceability**  
可通过日志跟踪文件修改状态



**Time-saving & Data Accuracy**  
更快的周转时间和更高的准确度

## myMSC 提供两种方式来预览，确认及修改提单

- 方式一：登录网站：<https://www.mymsc.com>



- 输入账户并点击Next
- 输入密码登录

## 路径: Dashboard >> SHIPPING INSTRUCTIONS >> 找到对应提单

Dashboard

Instant Quote
eBooking
Dashboard
Notifications
Help
EN
Carrie

QUOTES
EBOOKING
SHIPPING INSTRUCTIONS
ARRIVAL NOTICE
BILL OF LADING
INVOICE

From Date: (UTC) 
 To Date: (UTC) 
> Search

	MSC Agency	Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Last Updated By Email		
	Select Agency ▼			Select Status ▼		Select User ▼			
			CHINA-SOUTH	181AS0234743327M1	MEDUU7585919	Draft Pending Customer Approval	14-Feb-2023 07:02 AM	MSC CHINA (Chinese Mainland) – SOUTH	MSC CHINA (Chinese Mainland) – SOUTH
			CHINA-SOUTH	181AS0234741267M1	MEDUU7573139	Draft Pending Customer Approval	14-Feb-2023 06:25 AM	MSC CHINA (Chinese Mainland) – SOUTH	MSC CHINA (Chinese Mainland) – SOUTH
			CHINA-SOUTH	181AS0234741272M1	MEDUU7573162	Draft Pending Customer Approval	14-Feb-2023 05:15 AM	MSC CHINA (Chinese Mainland) – SOUTH	MSC CHINA (Chinese Mainland) – SOUTH
			CHINA-SOUTH	181AS0234736225M1	MEDUU7543785	Customer Approval	03-Feb-2023 03:41 AM	MSC CHINA (Chinese Mainland) – SOUTH	MSC CHINA (Chinese Mainland) – SOUTH

**Edit:** 编辑, 可在此进行Draft的修改

**Print:** 查看B/L Draft

**Approve:** 确认B/L Draft

- **Draft Pending Customer Approval:** B/L Draft 已完成并上传至 myMSC, 可在此状态下预览, 修改, 确认B/L Draft.
- **Customer Approved:** 请点击 确认BL Draft, 确认后提单状态将变更为 Customer Approved.

• 方式二：通过 myMSC Draft BL 登录

1 请留意查收 myMSC Draft BL 邮件

2 打开 PDF 件核对提单DRAFT

(温馨提示：请及时并且仔细核对全部提单内容，特别注意提单类型BL Type)

3 点击此按钮进入在线提单确认或修改界面  
(弹出登录页面，请见下一页)

4 请注意MSC制单中心的留言

Draft Bill of Lading MEDUZA123456 for booking 181AY0123456789S1 ready for your review.

myMSC.noreply@msc.com  
To

☺ Reply Reply All Forward 📧 ...

📎 MEDUZA123456.pdf  
81 KB

<b>Bill of Lading:</b>	MEDUZA123456	<b>Vessel:</b>	MSC ARINA
<b>Booking Number:</b>	181AY0123456789S1	<b>Voyage:</b>	FL324W
<b>Customer Ref.Number:</b>		<b>ETS:</b>	23-June-2023
<b>MSC Agency:</b>	MSC CHINA (Chinese Mainland) – SOUTH	<b>POL:</b>	YANTIAN
<b>eSI Cut-off:</b>	20-June-2023	<b>POD:</b>	ROTTERDAM
<b>Place of Receipt:</b>		<b>Final Destination:</b>	

Dear Customer,

Please find attached the DRAFT Bill of Lading for your shipment with us, which is ready for your review. You have the facility to approve or edit the document connecting to our e-Commerce website myMSC (no registration required to use this capability). In the event that you make and submit any changes, your revised Draft Bill of Lading will be dispatched electronically to the MSC documentation team for review.

> MANAGE YOUR DRAFT IN MYMSC

Please be aware that if you forward this email to another recipient, even if they are outside your organization, they will be able to Edit and Submit on your behalf a Draft Bill of Lading revision to the associated MSC Documentation team.

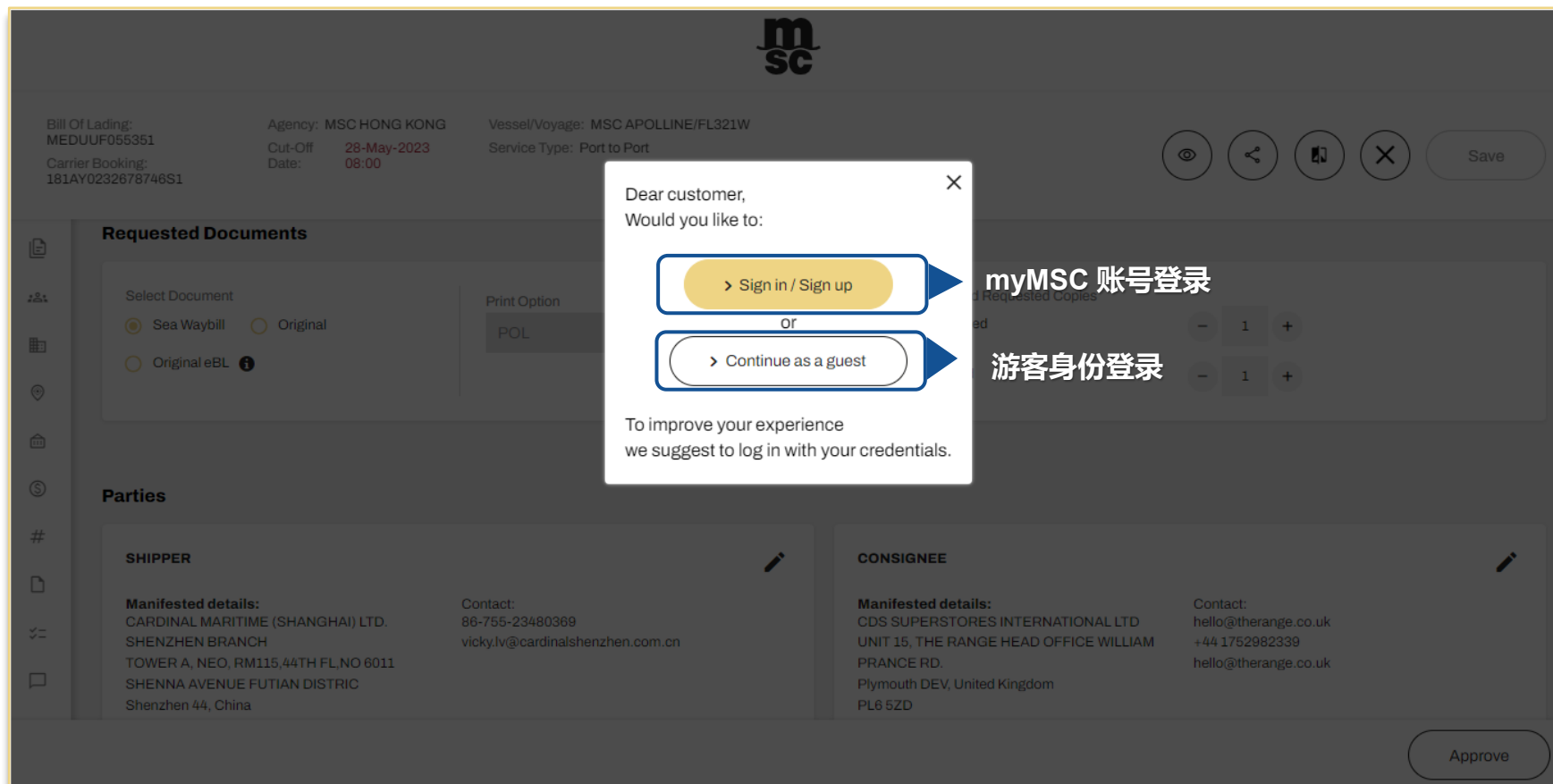
Please note additional comments from your local agency (if any):

Draft Bil of Lading MEDUZA123456 for Booking 181AY0123456789S1 ready for your review.

Sincerely,  
MSC Mediterranean Shipping Company

## 通过 myMSC DRAFT BL 登录

弹出登录界面如下



## 提单预览及确认

Bill Of Lading:  
MEDUZA123456  
Carrier Booking:  
181AY012345678951

MSC CHINA  
(Chinese Mainland) – SOUTH  
Agency  
Cut-Off Date: 20-Jun-2023 08:00

Vessel/Voyage: MSC ARINA/FL324W  
Service Type: Port to Port

👁️ 🔗 🖨️ ✕ Save

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Select Document

Sea Waybill  Original

Original eBL ⓘ

Print Option

POL

Document Type and Requested Copies

<input type="radio"/> Original Unfreighted	-	0	+	<input type="checkbox"/> Copy Unfreighted	-	0	+
<input type="radio"/> Original Freighted	-	0	+	<input type="checkbox"/> Copy Freighted	-	0	+

---

**Parties**

**SHIPPER** ✎

**Manifested details:**  
ABC LOGISTICS (SHENZHEN) CO., LTD  
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China  
Shenzhen 44, China  
518000

**Contact:**  
ABC  
0755-1234 5678  
abc@hk.abclogistics.com

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**Print on BL:**  
ABC LOGISTICS (SHENZHEN) CO., LTD  
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China  
Shenzhen 44, China 518000

**Contact:**  
ABC  
0755-1234 5678  
abc@hk.abclogistics.com

**CONSIGNEE** ✎

**Manifested details:**  
ABC LOGISTICS NETHERLANDS BV  
VAN MAASDIJKWEG 30  
Rotterdam ZH, Netherlands  
3088

**Contact:**  
ABC  
abc@nl.abclogistics.com

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**Print on BL:**  
ABC LOGISTICS NETHERLANDS BV  
VAN MAASDIJKWEG 30  
Rotterdam ZH, Netherlands 3088

**Contact:**  
ABC  
abc@nl.abclogistics.com

Approve

提单确认请点击Approve

**温馨提示:**  
 点击approve后, 提单状态将变为 Customer Approved.  
 此状态不可进行提单更改, 后续修改提单需与当地文件部联系重新发送 myMSC Draft BL.

**!** 重要提示: myMSC.com 只接受英文字母字符, 请确保在英文输入法状态下录入信息 (包括空格和特殊符号)。  
 录入非英文字母或字符将可能出现乱码, 字符丢失或者信息被系统删除。

	Requested Documents
	Parties
	Additional Companies
	Route Details
	Containers and Cargo
	Charges
	Additional Ref. Numbers
	Letter of Credit
	Customer Clauses
	Additional Comments

\* 提单类型

\* 修改Shipper/Consignee/Notify party 信息

请勿修改

船名/航次/POL/POD/FND, 请勿在此编辑

\* 修改货物信息

\* 修改运费支付方式

请勿在此编辑

请勿在此编辑

请勿在此编辑

\* 附加备注

## 修改提单类型

Bill Of Lading: MEDUUF075607    Agency: MSC HONG KONG    Vessel/Voyage: MSC APOLLINE/FL321W  
Carrier Booking: 181AY23D0510388S1    Cut-Off Date: 28-May-2023 08:00    Service Type: Port to Port

Save

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### Requested Documents

Select Document

Sea Waybill     Original     Original eBL ?

**→ 选择需修改的提单类型**

Print Option

POL ▼

Document Type and Requested Copies

<input type="radio"/> Original Unfreighted	-	0	+	<input type="checkbox"/> Copy Unfreighted	-	0	+
<input type="radio"/> Original Freighted	-	0	+	<input type="checkbox"/> Copy Freighted	-	0	+

## 修改 Shipper/ Consignee/ Notify party 信息

点击图标修改

**Parties**

**SHIPPER**

**Manifested details:** ABC LOGISTICS (SHENZHEN) CO., LTD  
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China  
Dalian 21, China  
116001

Contact: ABC  
0755-1234 5678

**Print on BL:** ABC LOGISTICS (SHENZHEN) CO., LTD  
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China  
Dalian 21, China 116001

Contact: ABC  
0755-1234 5678

**CONSIGNEE**

**Manifested details:** ABC LOGISTICS NETHERLANDS BV  
VAN MAASDIJKWEG 30  
Rotterdam ZH, Netherlands  
3088

Contact: ABC  
+31 10 1234567

**Print on BL:** ABC LOGISTICS NETHERLANDS BV  
VAN MAASDIJKWEG 30  
Rotterdam ZH, Netherlands 3088

Contact: ABC  
+31 10 1234567

**NOTIFY PARTY**

**Manifested details:** ABC LOGISTICS NETHERLANDS BV  
VAN MAASDIJKWEG 30  
Rotterdam ZH, Netherlands  
3088

Contact: ABC  
+31 10 1234567

**Print on BL:** ABC LOGISTICS NETHERLANDS BV  
VAN MAASDIJKWEG 30  
Rotterdam ZH, Netherlands 3088

Contact: ABC  
+31 10 1234567

**FORWARDING AGENCY**

**Manifested details:** ABC LOGISTICS (SHENZHEN) CO., LTD  
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China  
Shenzhen 44, China  
518000

Contact: ABC  
0755-1234 5678

**Print on BL:** ABC LOGISTICS (SHENZHEN) CO., LTD  
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China  
Shenzhen 44, China 518000

Contact: ABC  
0755-1234 5678

Add New Party ▼

请勿修改



导出/上传功能

Container/Cargo 修改货物信息

Hazardous Documentation

Export

Upload

**MARKS & NUMBERS**

N/M

**HARMONIZED CODE\***

282690

**DESCRIPTION**

SODIUM FLUOROSILICATE  
(SODIUM SILICOFLUORIDE)

仅危险品有此功能  
危险品信息修改, 请先联系客服部

<b>Container 1</b>	Container No.: GLDU3470056	Container Type: 20' DRY VAN	Seal Information: FJ07431589 (Carrier)	HS Code(s): 282690	Tare Weight: 2230 Kgs	Gross Cargo Weight: 27108 Kgs	Gross Volume Weig... 27 Cu.m	+
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**Charges 修改运费支付方式**

**Ocean Freight**

Terms of Payment

Prepaid

Collect

Payable Elsewhere

选择需修改的付款方式

\* Edit Container: 修改货物信息

选择需修改的付款方式

## Additional Comments - 附加备注

⤴ **Additional Comments** (This information will not be shown on the draft BL)



- 此栏属于“Free Text”。
- 1, 其他修改项目（如：FREIGHTED B/L, FEEDER B/L, OBL Release office 等），可在此处清楚备注。
- 2, 可按照右图列表备注本次在线修改的对应项目(Amendment Items: xxx/xxx)，以加快处理进程。
- 3, 本次在线修改提单，请在此处确认承担基础的提单更改费用：
  - Amendment Fee: RMB 350 ex South China ,or HKD 600 ex Hong Kong
  - SMA Fee: USD 40 if applicable（限于申报AMS & ENS的货物）

**温馨提示：**

- 在线提交改单申请（Customer Request）默认承担基础的提单更改费用，我司会直接收取并进行提单更改；
- 若此更改将会产生其他额外费用或更改内容存疑，我司会和您沟通确认之后才进行提单更改。
- **请留意我司后续邮件和revised draft BL以确认提单更改完成。**

修改项目列表
Shipper
Consignee
Notify
Cargo Description
Marks & Number
Number of Packages
Package Type
Gross Weight
Measurement
Seal
Charges
BL Type

**(具体示例请参见下页)**

• 示例一，修改Shipper

① 在Shipper处编辑更改信息

**Edit Shipper**

Same As:   
Please Select

**Manifested details**

Name:   
ABC LOGISTICS (SHENZHEN) CO., LTD

Address:   
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. Ch

Location:   
Shenzhen 44, China

Postal code:   
518000

Reference number:

**Contact**

Name:   
ABC

Phone:   
0755-1234 5678

Fax:   
0755-1234 5678

Email:   
abc@hk.abclogistics.com

**Print on BL**

Print on BL information are mandatory.   
Empty fields will be populated with the manifested details   
Mirror Manifested details

Company Name:   
ABC LOGISTICS (SHENZHEN) CO., LTD   
Maximum 1 line 67 characters left

Company Address:   
21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China   
Shenzhen 44, China 518000   
Maximum 5 lines 424 characters left

Contact and Reference:   
ABC   
0755-1234 5678   
0755-1234 5678   
abc@hk.abclogistics.com   
Maximum 9 lines 315 characters left

② 在Additional Comments 备注修改项目，及确认改单费用

Additional Comments (This information will not be shown on the draft BL)

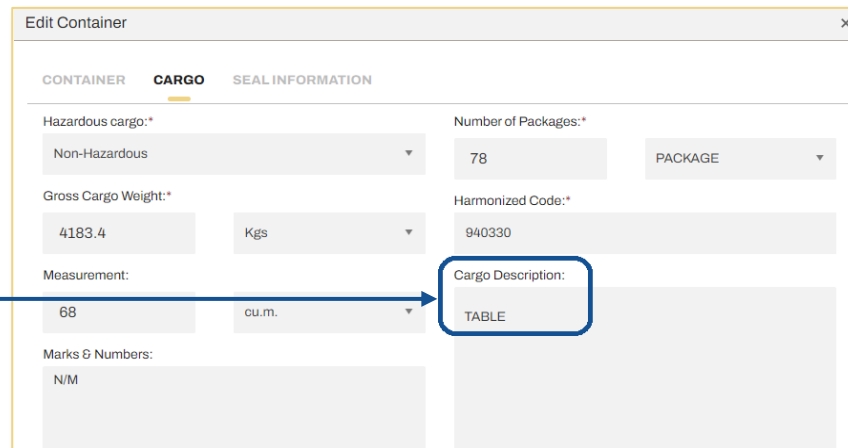
Amendment Item: Shipper   
Confirmed the amendment fee: RMB350+USD40 if applicable.

• 示例二，修改货品名及提单类型

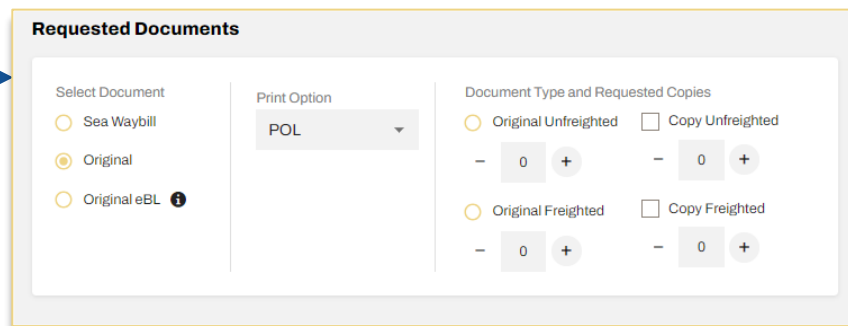
① 在Container/Cargo 处修改货品名，

在 Requested Documents 处修改提单类型

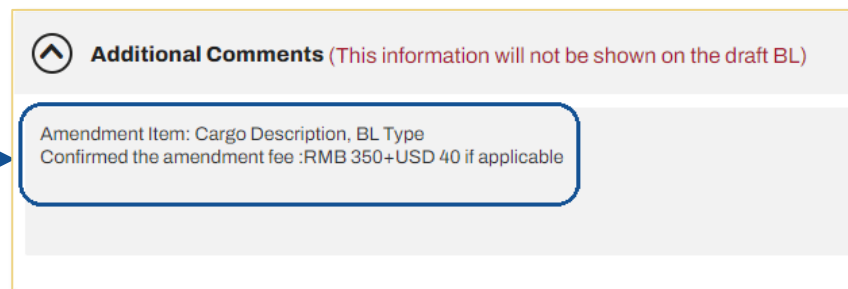
② 在Additional Comments 备注修改项目，及确认改单费用



Edit Container  
 CONTAINER CARGO SEAL INFORMATION  
 Hazardous cargo:\* Non-Hazardous  
 Number of Packages:\* 78 PACKAGE  
 Gross Cargo Weight:\* 4183.4 Kgs  
 Harmonized Code:\* 940330  
 Measurement: 68 cu.m.  
 Cargo Description: TABLE  
 Marks & Numbers: N/M



Requested Documents  
 Select Document  
 Sea Waybill  
 Original  
 Original eBL ⓘ  
 Print Option: POL  
 Document Type and Requested Copies  
 Original Unfreighted  Copy Unfreighted  
 - 0 +  
 Original Freightied  Copy Freightied  
 - 0 +



Additional Comments (This information will not be shown on the draft BL)  
 Amendment Item: Cargo Description, BL Type  
 Confirmed the amendment fee :RMB 350+USD 40 if applicable



### Additional Companies

<b>BOOKING PARTY</b> <b>Manifested details:</b> ABC LOGISTICS (SHENZHEN) CO., LTD 21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China Shenzhen 44, China 518000 Contact: ABC 0755-1234 5678	<b>INVOICING COMPANY</b> <b>Manifested details:</b> ABC LOGISTICS (SHENZHEN) CO., LTD 21F,Shenzhen Kerry Center, No.2008 South Ren Min Road, Shenzhen, P.R. China Shenzhen 44, China 518000 Contact: ABC 0755-1234 5678
--	--

**Route Details** 请勿编辑 Routing/POL/POD

Place Of Initial Receipt N/A	Port Of Loading YANTIAN, CHINA Print on B/L as: YANTIAN	Port Of Discharge ROTTERDAM, NETHERLANDS Print on B/L as: ROTTERDAM	Place Of Delivery N/A
---------------------------------	--	--	--------------------------

**Routing Instruction**

Please add Instruction here

 请勿修改

附加号码

信用证

客户条款

目的港条款

**请勿编辑此版面的内容**

**Additional Reference Number** (This information will not be shown on the draft BL)  
Add New Reference Number

**Letter of Credit** (This information will not be shown on the draft BL)  
Add New Letter of Credit

**Customer Clauses**  
Add New Clause

**Stamps Information**

Free out All costs to and including returning the empty container for receivers account. Import Container Rental EGYPT: Tiered-tariff starts: After standard free days Special setup: NoR = DV/HC conditionsA Applies To: Combined Carrier haulage start: Day after Individual equipment move Merchant haulage start: Same day Last equipment from vessel discharge Calculation end: Same day gate-in empty/reuse/stripping Container Size Type Free Days Period 1 Rate 1 Period 2 Rate 2 Thereafter Rate 20 Dry 6 Calendar days 5 Calendar days 30.00 USD / day 5 Calendar days 40.00 USD / day 75.00 USD / day 20 Dry 6 Calendar days -- 84.00 USD / day 40 Dry 6 Calendar days 5 Calendar days 50.00 USD / day 5 Calendar days 80.00 USD / day 140.00 USD / day 40 Dry 6 Calendar days --- 168.00 USD / day 20 Special 6 Calendar days ---- 84.00 USD / day 20 Special 6 Calendar days ---- 94.00 USD / day 40 Special 6 Calendar days ---- 168.00 USD / day 40 Special 6 Calendar days ---- 178.00 USD / day 20 Reefer 3 Calendar days 5 Calendar days 50.00 USD / day -- 100.00 USD / day 20 Reefer 3 Calendar days 5 Calendar days 60.00 USD / day -- 110.00 USD / day 40 Reefer 3 Calendar days 5 Calendar days 100.00 USD / day -- 200.00 USD / day 40 Reefer 3 Calendar days 5 Calendar days 110.00 USD / day -- 210.00 USD / day 45HC 6 Calendar days 5 Calendar days 60.00 USD / day 5 Calendar

# 提交修改

所有信息完成修改并保存，检查无误后提交。只有点击“Save / 保存和 Submit / 提交”才能上传修改信息至MSC系统。

“Save / 保存”仅代表在网站上保存之前录入的信息；“Approve”代表提单确认。

Annotations:

- 预览
- 分享他人修改
- 查看历史编辑记录
- 取消此次编辑

1 先点击Save后, 提示保存成功。

2 再点击Submit提交修改。



**Q** 通过 **myMSC.com** 进行改单，拆分提单以及合并提单如何操作？

**A** myMSC.com暂时不支持提单的拆分或合并的修改。

**Q** POD要求的特殊号码，例如 CNPJ / TAX ID / NIF / CTN / 等，应该如何进行更改？

**A** 如果是属于shipper / consignee / notify公司的特殊号码，例如CNPJ / TAX ID等，请在对应地址栏进行修改；如果是属于货物的号码，例如CTN / BESC 等，请在货描处修改。

**Q** 如何查询更详细 **myMSC.com** 提单信息的录入介绍？

**A** 您可登录以下网站获得 MYMSC.COM SI-User Guide 来进行查看。 <https://sc.y2t.com/eshipping/msc.action>

**若对于以上在线修改提单流程仍有疑问，可直接联系 MSC Local Office 的文件组。**



**联系方式可在以下网站获得**

Contact List of MSC Documentation Dept. - SPRC & HK & XM,FZ

<https://sc.y2t.com/eshipping/msc.action>

### **⚠ 注意事项**

myMSC.com的功能在持续优化和升级当中，此用户指引有可能会被更新，因此请确保从以上网站下载最新版本，我司将不做另行通知。

**m**  
**sc**