



MYMSC.COM
SHIPPING INSTRUCTION - 用户指引

Aug/2024



用户登录网站: <https://www.mymsc.com> – for China – South / Hong Kong (China) / Taiwan (China)

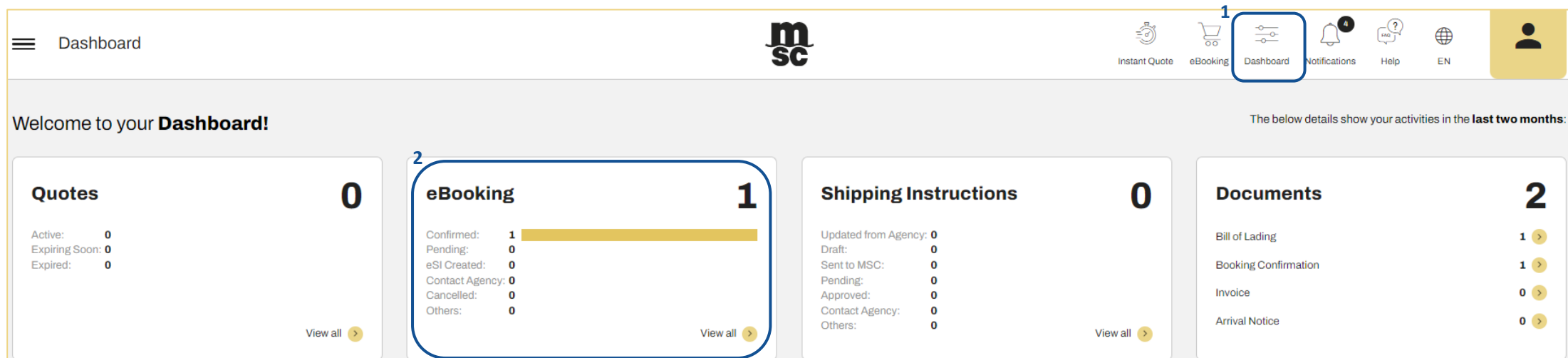
选择语言
EN - 英文(推荐使用)
ZH - 中文

输入账户并点击 NEXT, 再对应输入密码登录



输入账号密码登录之后，请按以下步骤创建补料（仅在订舱状态为 Confirmed 时可用）

方式一（仅指通过 myMSC 订舱的booking）：单击右上角Dashboard图标 -> 单击选择eBooking -> 确认状态为Confirmed -> 点击图标  (Create Shipping Instruction)创建补料



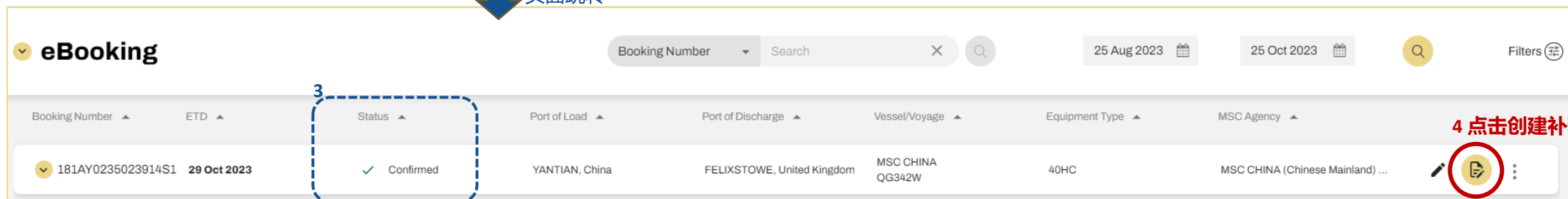
Dashboard

Welcome to your **Dashboard!**

The below details show your activities in the last two months:


Quotes	eBooking	Shipping Instructions	Documents
Active: 0 Expiring Soon: 0 Expired: 0	Confirmed: 1 Pending: 0 eSI Created: 0 Contact Agency: 0 Cancelled: 0 Others: 0	Updated from Agency: 0 Draft: 0 Sent to MSC: 0 Pending: 0 Approved: 0 Contact Agency: 0 Others: 0	Bill of Lading: 1 Booking Confirmation: 1 Invoice: 0 Arrival Notice: 0

页面跳转



eBooking

Booking Number Search 25 Aug 2023 25 Oct 2023 Filters

Booking Number	ETD	Status	Port of Load	Port of Discharge	Vessel/Voyage	Equipment Type	MSC Agency	
181AY0235023914S1	29 Oct 2023	Confirmed	YANTIAN, China	FELIXSTOWE, United Kingdom	MSC CHINA QG342W	40HC	MSC CHINA (Chinese Mainland) ...	

方式二 (仅指非myMSC 订舱的booking) : 单击左上角图标 ≡ -> 单击Shipping instruction ->单击 Other booking -> 输入订舱号后点击Check booking 验证通过后可点击创建提单补料



- Dashboard
- Quotes & tariffs
- eBooking
- Shipping instruction**
- Free Time, Detention & Demurrage
- Documents
- Tracking
- Schedules & cut-off
- Financial
- Solas VGM

Template

模板功能详见P19(非补料功能)

Other booking

Free Form eSI

≡ Create Shipping Instructions

Create Shipping Instructions

Booking Number:*

> Check booking



☰ Shipping Instructions

Bill Of Lading: MEDU
Carrier Booking: 181AY

Agency: MSC CHINA (Chinese Mainland) – SOUTH

Vessel/Voyage: MSC MARIELLA/FL341W

Service Type: Port to Port

Cut-Off Date: 17-Oct-2023 00:00 请以最新的CY ANNOUCEMENT为准核算截补料日期



Requested Documents

* 提单类型



Parties

* 填写Shipper/ Consignee/ Notify party 信息



Additional Companies

请勿添加、编辑



Route Details

船名/航次/POL/POD/FND, 请勿编辑, Feeder B/L 除外



Containers and Cargo

* 填写货柜以及货品具体信息



Charges

* 填写海运费付款方式 (与订舱保持一致, 如有不同请于截补料前与我司客服部联系)



Additional Ref. Numbers

请勿填写



Letter of Credit

请勿填写



Customer Clauses

请勿填写



Additional Comments

特殊备注

提示:

1. *为必填项;
2. myMSC 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 - 提单类型

提单默认出正本“3”份。如需SWB, 请在确保有 SWB 批复后勾选 Sea Waybill ,但提单申请为 Sea Waybill 时, 提单数改为“1”。

关于提单显费要求, 请务必在Additional Comments 备注。(提单是否显费不参考此处的勾选)

Select Document

Sea Waybill Original Original eBL **i**

Print Option

POL

Please note that you need to be registered with the eBL solution provider. For more information or to register, please visit www.msc.com/eBL 需要EBL的请先与EBL TEAM完成信息匹配

Document Type and Requested Copies

<input checked="" type="radio"/> Original Unfreighted	-	3	+
<input type="radio"/> Original Freighted	-	0	+
<input checked="" type="checkbox"/> Copy Unfreighted	-	1	+
<input type="checkbox"/> Copy Freighted	-	0	+

Original 正本提单, 仅勾选三份正本。

Sea Waybill 仅勾选一份副本

Parties: 录入 Shipper/ Consignee/ Notify party

Create Shipper ×

Same As: Please Select 可选择已入公司信息, 通常用于 Notify (same as Consignee)

Manifested details

➔

舱单信息

➔

Print on BL

➔

提单信息

*** 公司名称** Name:

*** 公司详细地址** Address:

*** 城市/地区, 如CNEE是TO ORDER格式可不入** Location: Postal code:

请勿填写, 公司税号/注册号等入在地址栏 Reference number:

Contact

➔

联系方式

联系人 Name:

电话号码 Phone:

传真号码 Fax:

邮箱地址(请务必提供正确有效的邮箱地址) Email:

Clear Data

Print on BL Mirror Manifested details

Print on BL informations are mandatory.
Empty fields will be populated with the manifested details

Company Name:
Maximum 1 line characters left

Company Address:
Maximum 5 lines characters left

Contact and Reference:
Maximum 9 lines characters left

Cancel Save

- 提示:**
- 1.电话和传真需要显示在提单的, 请务必在号码前对应加上PHONE或FAX以便区分。(eg: PHONE:12345678; FAX:87654321)
 - 2.字符限制, 若无法全部填写, 请在最后标*, 并在首柜货描处填写*, 接余下部分。
 - 3.城市/地区和邮政编码, 如在地址栏已入, 将重复显示。
 - 4.国家名将会自动被替换为国家代码, 显示在地址处。如SHENZHEN,44,CHINA, 会显示为 SHENZHEN,44,CN。可在Print on BL 的地址栏编辑修改



如何编辑 AMS/ACI 信息

- 对于美国/波多黎各的货物，由MSC申报AMS filling且提单与舱单资料不同的情况下，那么舱单(Manifested details)的Shipper/Consignee 信息必须为Real Shipper/ Real Consignee；提单显示(Print on BL)再录入完全不同的BL Shipper/BL Consignee，但舱单中和提单上 Notify party 必须始终保持一致。

(非以上情形，严禁使用PRINT ON B/L功能对Shipper/Consignee/Notify进行根本性编辑)

	Manifested details - 舱单	Print on BL - 提单
发货人Shipper (可以不同)	真实发货人 - Real Shipper	B/L Shipper
收货人Consignee(可以不同)	真实收货人 - Real Consignee	B/L Consignee
真实发/ 收货人= 提单发/ 收货人	请在Additional Comment处备注 AMS SHIPPER/CNEE = BILL SHIPPER/CNEE	

- 鉴于加拿大海关的要求，任何去往加拿大的货物，必须确保申报的真实收/发货人与提单上显示的收/发货人保持一致。



Feeder B/L: 内支线/驳船货申请出具FEEDER BL, 需在Routing instructions 和 POL Print on B/L 填写相关信息及内陆港口

如下图所示:

1-请在Routing instructions处标注Feeder vessel & voyage and Sailing date

2-请在PORT OF LOADING 处编辑 Print on B/L as (Origin 移除留白, POL 显示为 Origin port)

Route Details

Place Of Initial Receipt N/A	Port Of Loading SHEKOU, CHINA <input type="text" value="Print on B/L as: SHEKOU"/>	Port Of Discharge RODMAN, PANAMA <input type="text" value="Print on B/L as: RODMAN"/>	Place Of Delivery N/A
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Routing Instruction

Please add Instruction here
Feeder vessel : XXXXXX ; Sailing date : XXXXXX

Container / Cargo – 货柜信息

批量上传功能详情请参阅视频 [mymsc-mass unload](#)

Containers and Cargo

根据录入的货物资料自动汇总此货柜信息

Container No. ▼ Container Type ▼ Harmonized code ▼ Hazardous ▼

Container No.: TGCU5101630	Container Type: 40' HIGH CUBE	Seal Numbers: FJ18594867	HS Code(s): 392410	Total Gross Cargo Weight: 6360 Kgs	Tare weight: 3770 Kgs	Hazardous: No
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点击进入编辑页面

* Edit Container/Edit Cargo - 编辑货柜 / 货物信息 (点击后弹出的页面如下一页显示)

- Add Cargo- 添加货物信息, 以下情况需要使用该项功能:
- 一个货柜装有危险品和普通货物, 必须分开申报
 - 一个货柜的货物包含多个商品编码, 需按照每个商品编码录入对应的货物资料 (货描、包装件数、重量和体积).

提示: 如误删货柜图标将变成 Deleted 可点击 复原货柜。



Edit container - 编辑货柜 / 货物信息

Edit Container No. TRHU1963750



Container Cargo

输入柜号，点击 Verify 验证柜子是否正确可用

Container details

Container Type

20' DRY VAN

核对柜型

SOC: No

Tare weight: 2180 Kgs

Container Number:

TRHU1963750

Verify

Container verified!

Seal details (optional) 请根据封条来源填写封条号 (默认填写在carrier 处，有多个封条的请按实际填写)

You can provide multiple numbers separated by commas. Each number should be a maximum of 15 characters long.

Terminal Seal Number:

Shipper Seal Number:

Carrier Seal Number:

MSC发放

Customs Seal Number:

Vents Seal Number:

Customer Seal Number:

Container comments (optional)

Please provide comments here only for additional information without a dedicated input field.

注: Comments 默认不显示在BL, 若需显示请在Cargo Description填写, 另外此处有字节限制, 请勿填写非必要信息。

Additional HS code:

对于一些国家需要在舱单中录入additional HS CODE, 请在每个货柜的comments 处填写。

巴西需要申报木质, 请按如下样例同样在此位置填写:

有木质品Not Treated or Fumigated: wooden package: N

有木质品Treated or Fumigated outside the container: wooden package: Y

有木质品Fumigated inside the container: wooden package:Y container fumigation done at POL on DD/MM/YY

无木质品: 为空, 无需填写



Edit Container No. MSDU



Container **Cargo**

Cargo List

1.

依次录入HS CODE/唛头/货描/包装单位/件数/重量/体积, 危险品和普通货物请分开申报。

添加货物信息
+ Add Cargo

Harmonized code:

Cargo Description:

Marks & Numbers (optional):

The field is required

Gross Cargo Weight: Kgs Volume (optional): cu.m

The field is required

No. of packages: Package Type:

The field is required

Hazardous No **选择货物类型:**
 No:普通货物(Non-Hazardous)
 Yes:危险品(Hazardous)

Cancel Save

1: 输入HS CODE 后, 系统可能会询问是否覆盖货描信息为 HS CODE 信息 (如下图)

Update Cargo Description?

Do you want to update the cargo description from the Harmonized Code?

2: 输入货描信息 (包括HS CODE)

3: 多个货柜出一份单的情况下, 如果有需要显示在提单上的其他信息 (非此柜本身货描), 请将其填写在首柜的货描处, 并与此柜本身的货描隔开一段距离



危险品货物需要填写紧急联系信息，请参考 MDGF 录入，如有不同请先联系我司客服部更新 MDGF
(货物类型为普通货物Non-Hazardous，则无此页面)

Edit Container No. MSDU



Container

Cargo ¹

Emergency Contact Information ¹

To ensure utmost safety, we require Emergency Contact Information for Hazardous cargo shipments. Please note the provided details will be valid for all hazardous cargo in the same container. For additional information, please contact your MSC Agency.

Provider Name:

The field is required

Phone Number:

The field is required

Contact Name:

The field is required

Stuffing Contractor:

The field is required

Address (optional):

Location (optional):

Postal code (optional):



Additional Comments - 附加备注

如有特殊要求/备注请务必清楚说明，若无则按系统默认的信息处理，所备注的信息不会显示在提单上。

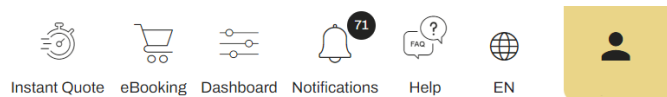
⤴ Additional Comments (This information will not be shown on the draft BL)



- AMS REMARK (如果提单上的发货人/收货人就为真实的发货人/收货人, 请备注AMS SHIPPER/CNEE = BILL SHIPPER/CNEE)
- B/L NUMBER
- FREIGHTED B/L: YES or NOT
- B/L PLACE OF ISSUE (无备注则默认POL为出单地)
- FEEDER B/L: YES or NOT
- ISSUE eBL: eBL applied & the first eBL requestor TMS CODE: xxxxxxxx (若出EBL请同时选择提单类型为Original eBL)
- 其他要求/备注请自行添加说明, 例如编辑POL的要求。我司会根据目的港规则去查看是否接受

提交补料

所有补料填写完成并先保存，检查无误后提交补料。只有点击“Submit / 提交”才能上传补料至MSC系统，“Save / 保存”仅代表在网站上保存之前录入的信息。



补料预览 (仅myMSC booking有此功能) ←



→ 点击Save保存补料信息

选择补料模板 (模板创建请参考P17) ←

提示：模板导入后务必检查信息是否完整无误

Document Type and Requested Copies									
<input checked="" type="radio"/>	Original Unfreighted	-	3	+	<input type="checkbox"/>	Copy Unfreighted	-	0	+
<input type="radio"/>	Original Freighted	-	0	+	<input type="checkbox"/>	Copy Freighted	-	0	+

Submit

→ 确认补料信息完整无误后，点击Submit提交补料

确认提单状态

路径:单击右上角Dashboard图标 >> SHIPPING INSTRUCTIONS >> 查找对应SO# 补料/提单的状态(Status)

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency
181AS0234981063J1	MEDUQM056162	✓ Sent to MSC	05 Oct 2023	20 Nov 2023	MSC CHINA (Chinese Mainland) - SOUTH
181AS0235029595J1	MEDUQM385662	🕒 Draft Pending Customer Approval	09 Nov 2023	17 Nov 2023	MSC CHINA (Chinese Mainland) - SOUTH

- **Draft:** SI仅保存未提交, 可随时编辑
- **Sent to MSC:** SI已成功提交至MSC系统
- **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:** 提单无误需再次登录 MyMSC, 点击 ✓ 确认, 确认后提单状态将变更为 Customer Approved
- **Contact agency for further assistance:** SI 提交后, 出现未知情况, 需要联系当地文件部协助

Edit: 编辑, 可在此进行SI/Draft的修改

Print: 查看B/L Draft

Approve: 确认B/L Draft



Q 通过myMSC.com补料, SO拆分提单以及合并提单如何操作?

A 合单/拆单具体操作请进入myMSC 点击右上角 Help 进入 myMSC FAQ:Free Form eSI 获取

Q POD要求的特殊号码, 例如 CNPJ / TAX ID / NIF / CTN / 等, 应该如何录入?

A 如果是属于shipper / consignee / notify公司的特殊号码, 例如CNPJ / TAX ID等, 请在对应地址栏录入
如果是属于货物的号码, 例如CTN / BESC 等, 请在货描处录入
特定港口所要求提供的相关号码,可通过 [Special Number List required for specific ports](#) 点击获得

Q 有常用客户或相同的货物, 如何快捷录入相同的补料信息?

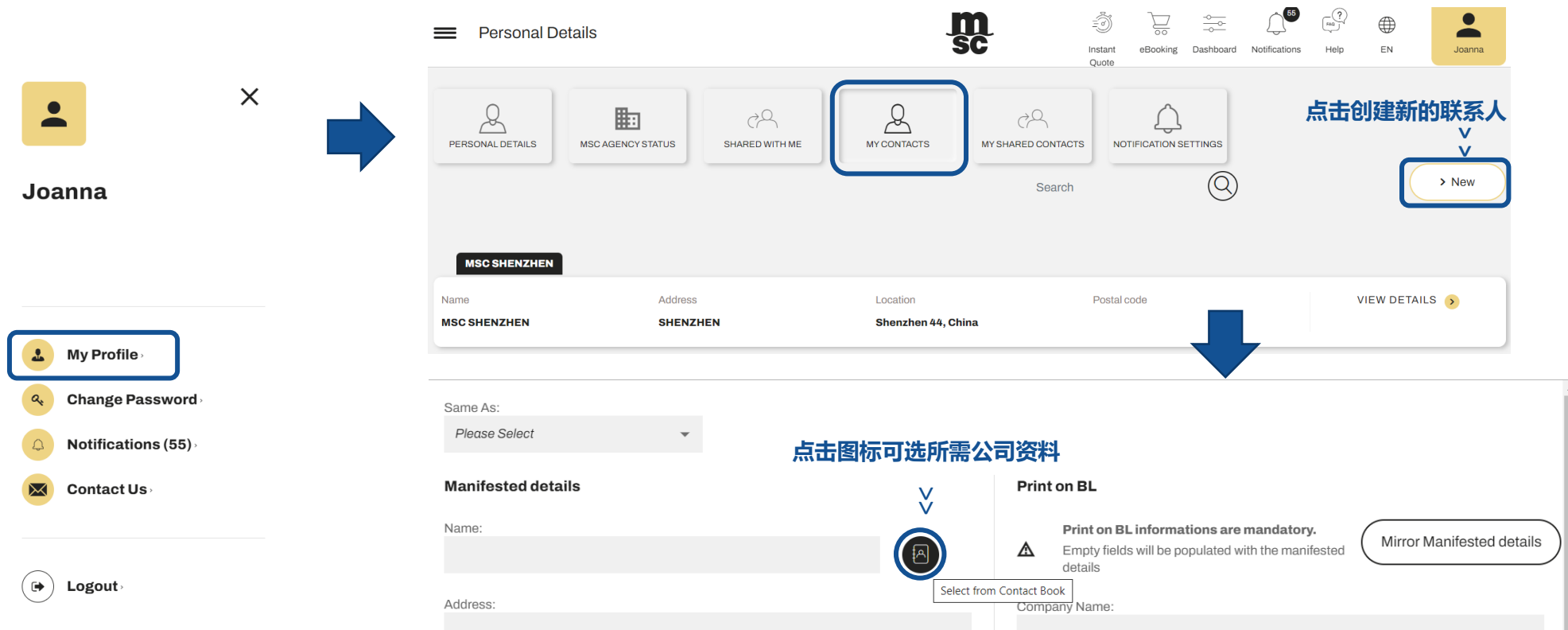
A 可以通过myMSC的通讯录和模板功能实现一键导入客户/货物信息 (详情请参考P18 & P19)



通讯录 - 添加常用联系人

1- 点击右上角个人头像 >> 选择My Profile >> 点击MY CONTACTS进入界面, 点击创建常用联系人 >> 录入资料并保存。

2- 保存成功后, 可在录入Shipper/Consignee/Notify party时点击Contact Book 图标  选择预先保存的公司。



Joanna

Personal Details

Instant Quote eBooking Dashboard Notifications 55 Help EN

PERSONAL DETAILS MSC AGENCY STATUS SHARED WITH ME MY CONTACTS MY SHARED CONTACTS NOTIFICATION SETTINGS

Search

点击创建新的联系人

> New

Name	Address	Location	Postal code	VIEW DETAILS
MSC SHENZHEN	SHENZHEN	Shenzhen 44, China		>

Same As: Please Select

Manifested details

Name:

Address:

Print on BL

Print on BL informations are mandatory. Empty fields will be populated with the manifested details

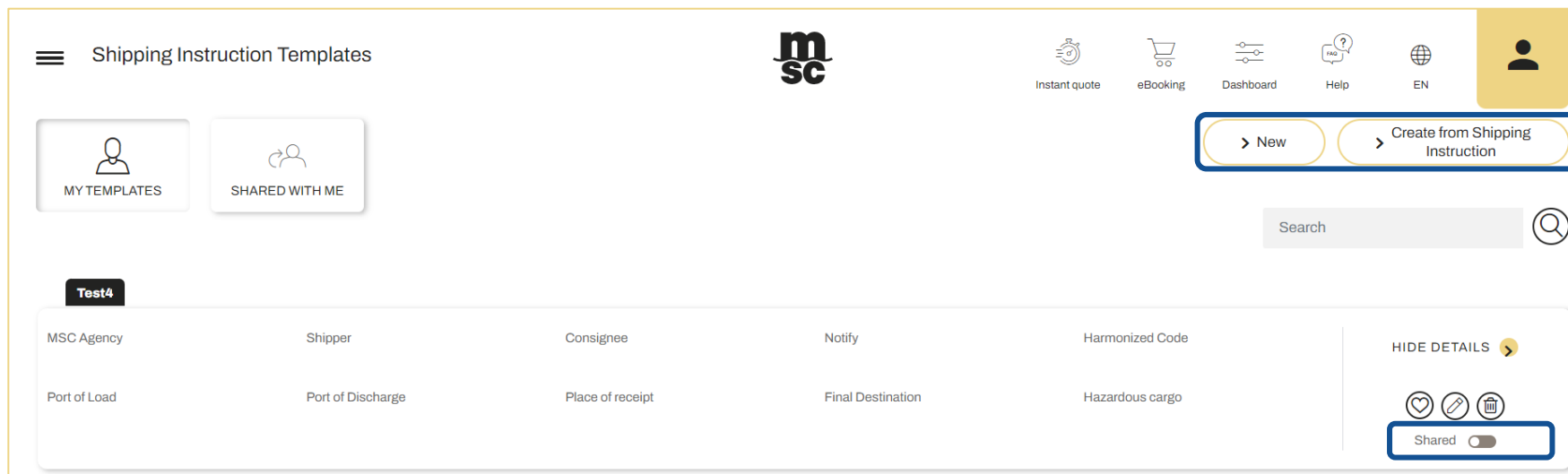
Mirror Manifested details

Select from Contact Book

Company Name:

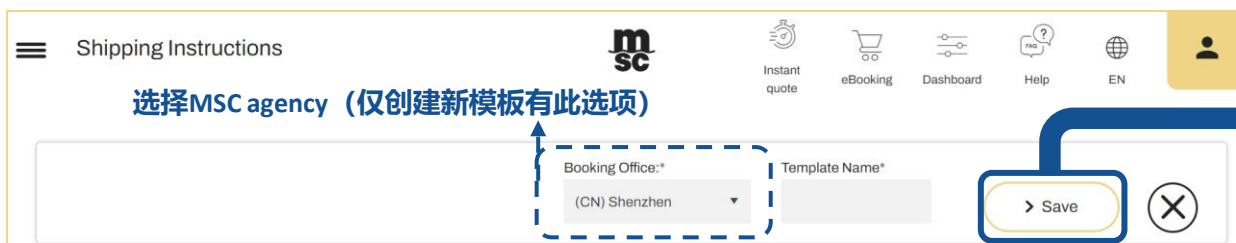
Template – 补料模板创建 (进入途径参考P4)

□ 温馨提示: 此版面非补料界面, 仅用于模板 (无货柜号/封条) 创建。



- New: 创建新模板
- Create from Shipping Instruction: 从以往的SI中导出模板

Shared: 开启分享
可将模板共享给已关联账户



确认模板内容, 命名保存



若对于以上SI制作流程有任何疑问，可直接联系 [MSC Local Office 文件组](#) (点击获得)

⚠ 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，因此请确保从以下网站下载最新版本，我司将不做另行通知。

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

Version -myMSC.COM SI-User Guide (Aug 2024)

增加和更新内容:

如何编辑 AMS/ACI 信息(P8)



