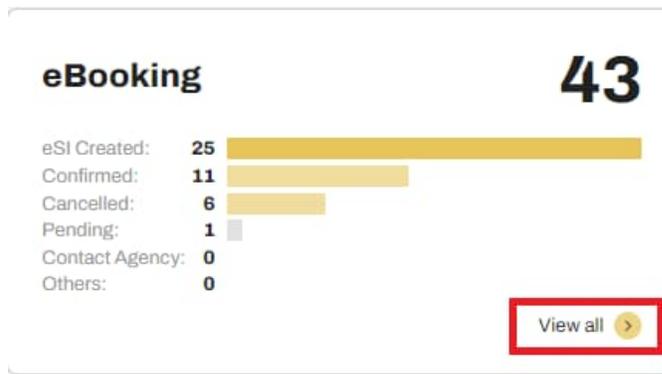


MyMSC SI Submission

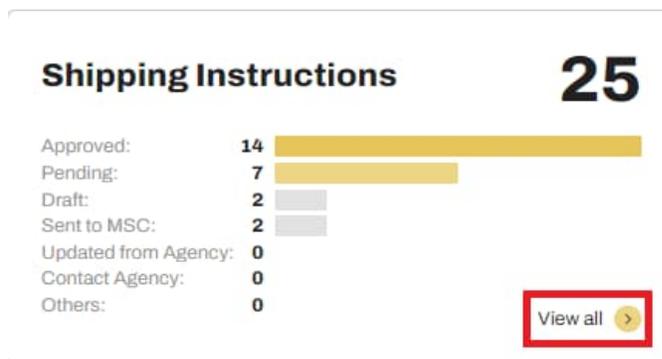
- To create shipping instructions on myMSC, first navigate to the eBooking section of myMSC
From the dashboard, click View all:



- Navigate to your eBooking number. If the status is confirmed, the option to create shipping instructions will be available as a yellow button on the right side of the eBooking:



- This will create a shipping instructions draft which can be accessed through the Shipping Instructions section of myMSC accessible by clicking View all within the dashboard:



MyMSC SI Submission

- Within the shipping instruction section, click the pencil icon next to your draft to open the shipping instructions for that draft to edit, save or submit to our agency:

Draft

04 Dec 2023

04 Dec 2023

MSC UNITED STATES



- In the Requested Documents section, you can specify whether it will be Sea Waybill, Original or Electronic Bill of Lading (eBL) . You may also specify the print option, and the requested copies:

Note: eBL is a secure, fast and cost-effective type of Bill of Lading. To learn more please click here:

[electronic Bill of Lading \(eBL\) - Simple Digital Solutions | MSC](#)

Requested Documents

<p>Select Document</p> <p><input checked="" type="radio"/> Sea Waybill <input type="radio"/> Original <input type="radio"/> Original eBL </p>	<p>Print Option</p> <p>POL</p>	<p>Document Type and Requested Copies</p> <p><input checked="" type="checkbox"/> Copy Unfreighted - 3 +</p> <p><input type="checkbox"/> Copy Freightied - 0 +</p>
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- Clicking the pencil icon next to each entry in the Parties section will allow you to change the address and contact information for each party:

Edit Shipper

Same As: Please Select

Manifested details

Name:

Address:

Location: Postal code:

Reference number:

Contact

Name:

Phone:

Fax:

Email:

Print on BL

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

Company Name:
Maximum 1 line 85 characters left

Company Address:
Maximum 5 lines 458 characters left

Contact and Reference:
Maximum 9 lines 293 characters left

MyMSC SI Submission

- The 'Same As' field can be used to copy information from a previous section to a new section. If two or more parties are the same company and contact, this feature may save you time with data entry
- Manifested Details (found on the left side) uses MSC's logic for formatting BLs. Should you wish to format the BL yourself, the Mirror Manifested Details button (found on the right side) can be used to pull all manifested information so that you can enter exactly how you'd like the BL to read in our Print on BL section
- When you have made changes, click the Save button within the edit party screen to save changes

Note: Should you need to add another party, such as a 2nd notify, you may click the 'Add New Party' button at this stage.



- Routing Instructions can be added free-form below the Parties section, as well as Customer Clauses
- To add AES / ITN, Purchase Order Number and more, click the 'Add New Reference Number' button and select from the available options:



- To add remarks or specify information you need an agent to know you may add this in the Additional Comments section
- This free-form field will not be shown on the Draft BL, but will be read by the agent processing your request:

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

Please add comments here

MyMSC SI Submission

- Container information can be edited in the Container and Cargo Section
- The three dot menu found at the right of each container can be used to add or edit the cargo for that container, specify package type and weight and add seal information and verify the container
- All containers must be verified using the Verify button within the edit section of each container:

The screenshot shows the 'Containers and Cargo' section of the MyMSC SI Submission interface. At the top, there are filters for 'Container No.', 'Container Type', 'Harmonized code', and 'Hazardous'. Below this is a table with columns for 'Container No.', 'Container Type', 'Seal Numbers', 'HS Code(s)', 'Total Gross Cargo Weight', 'Tare weight', and 'Hazardous'. The first row shows 'TGBU3194986' for the container number and '20' DRY VAN' for the container type. To the right of the table is a 'Hazardous Documentation' button and a three-dot menu icon. Below the table, the 'Container Number' field is populated with 'TGBU3194986' and the text 'Container verified!' is displayed. A 'Verify' button is highlighted with a red box.

Note: If your container count or equipment types have changed since creating the shipping instructions draft, or if you need to add additional containers, please delete the draft you're using and re-create it using an updated booking confirmation. Otherwise, an error will generate if our system detects a mismatch with our verify tool.

The screenshot shows a row of five circular icons: an eye, a star, a share icon, a book icon, and an 'X' icon. To the right of these icons is a yellow 'Save' button. The entire row of icons is highlighted with a red box.

- At the top of the dashboard additional features can be utilized
- Draft Previews can be accessed with the Eye icon once a draft has been returned after a user has submitted instructions to our agency
- The Star icon can be used to load templates for shipping instructions that have been made
- The Share icon will allow the user to send the draft to different email addresses who can manage them on their behalf
- The Book icon will open a changelog of all events that have been recorded, as well as offer views of the shipping instructions as it appeared at that time, including timestamps
- The X and Save button can be used to cancel changes, or save all changes made during your session

MyMSC SI Submission

ICS2 Information

- ICS2 Information can be input on the shipping instructions for qualifying shipments under the Additional Comments section

- The following statements can be provided with yes or no answers:

Is HBL Issued? (Yes or No)

Are goods destined to EU? (Yes or No)

Are seller and buyer the same as SH and CN on MSC BL? (Yes or No)

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

HBL is issued - Yes
Goods are destined to EU - Yes
Seller and buyer are the same as SH and CN on MSC BL - No

MyMSC SI Submission

- When a draft is completed and ready to send to our agency, click the Submit button found in the bottom right corner of the shipping instructions draft
- This will change the status of the draft from Draft to Sent to Agency. During this time no further amendments may be made until the documentation team at our agency has sent back a draft BL for approval, or further edits



	Draft	04 Dec 2023	04 Dec 2023	MSC UNITED STATES	
	Draft Pending Customer Approval	01 Dec 2023	01 Dec 2023	MSC HUNGARY	
	Customer Approved	28 Nov 2023	30 Nov 2023	MSC HUNGARY	

- You may monitor the status of each booking within shipping instructions in the View All menu
- After the Shipping Instructions you've sent to agency has been processed, the status will change to Draft Pending Customer Approval. Here ,you can either make further revisions by clicking the pencil button or approve the Draft
- To approve, click the yellow button that displays after a draft Bill of Lading has been provided by our agency
- The Printer Icon can be used to generate a Preview Draft, which can be saved as a PDF file

Note: No further amendments can be made once you click the Approve button through myMSC