



Short Guide

Web Shipping Instruction

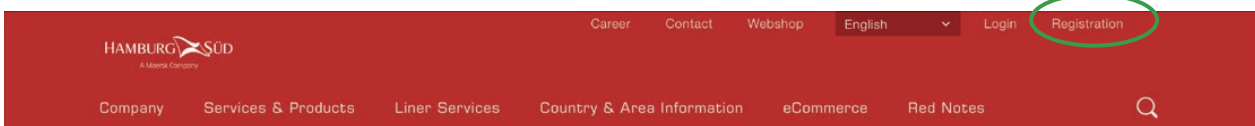
Short Guide – Web Shipping Instruction

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Registration

In order to submit Shipping Instructions (SI) via the Hamburg Süd Web SI Tool, you need to be registered in our eCommerce User Administration. If you are already registered, you can log in. If not, please first register on www.hamburgsud.com. On the top right please click “Registration” and enter your name and your e-mail address. You will then receive an e-mail with a confirmation link. Please click the link and finalize your registration.

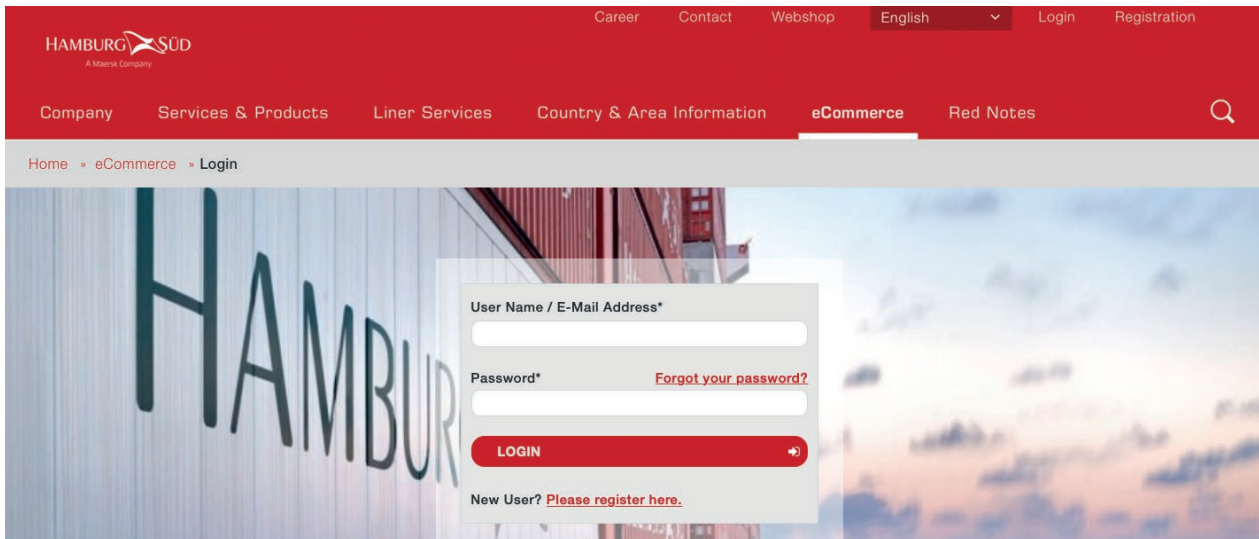


Our Customer Service will check your registration request and you will receive a notification as soon as it has been approved.

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Login

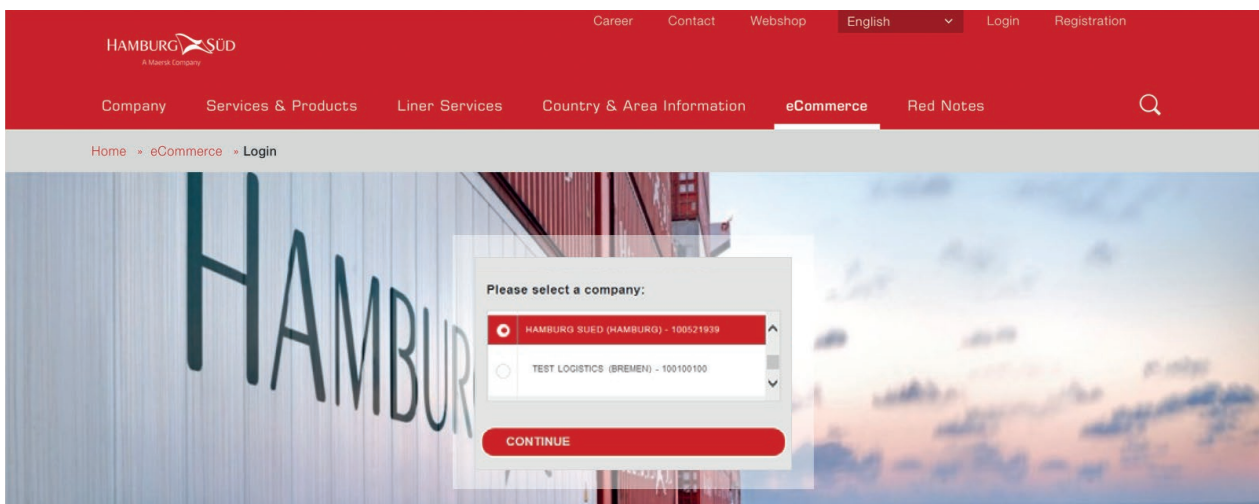
Log in with your user name or e-mail address. If you have forgotten your password, please click on “Forgot your password?” to create a new password.



The screenshot shows the Hamburg Sued website's login page. The header includes the Hamburg Sued logo and navigation links: Career, Contact, Webshop, English (dropdown), Login, and Registration. The main navigation bar contains: Company, Services & Products, Liner Services, Country & Area Information, eCommerce (highlighted), and Red Notes. A breadcrumb trail reads: Home » eCommerce » Login. The main content area features a large background image of a shipping container with the word 'HAMBUR' visible. Overlaid on this is a login form with the following fields and elements:

- User Name / E-Mail Address* (text input)
- Password* (text input) with a [Forgot your password?](#) link
- LOGIN button (red)
- New User? [Please register here.](#) link

In case your user account is assigned to more than one company, please select the company you want to log in with. **Please note:** you can work with one company per login only.



This screenshot shows the same login page as above, but with a dropdown menu open for company selection. The dropdown is titled "Please select a company:" and contains two options:

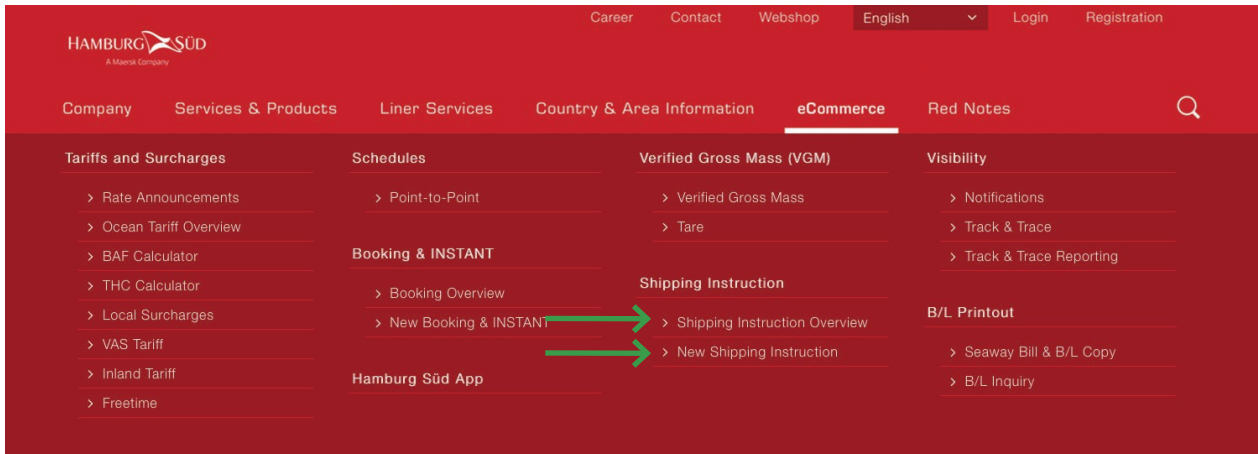
- HAMBURG SÜED (HAMBURG) - 100521939
- TEST LOGISTICS (BREMER) - 100100100

Below the dropdown is a red CONTINUE button.

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Access Shipping Instruction Tool

1. Go to the “eCommerce” tab on the Hamburg Süd website
2. Click on either “Shipping Instruction Overview” or “New Shipping Instruction”



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Shipping Instruction Overview

Shipping Instructions

SI status buttons:
click to filter!

SHOW ALL 139
OPEN 2
SI-DRAFT 4
SUBMITTED 133

OPEN status = not yet edited SI, but booking data already prefilled
SI-DRAFT status = edited and saved, but not yet submitted SI
SUBMITTED status = the SI has been submitted to Hamburg Süd

Booking Number	Departure Date	VVD	PoL	PoD	Status	SI No.	SI Date
9FRA001	01-APR-2019	CAP SAN ANTONIO 913 S	Hamburg DEHAM	Santos BRSSZ	OPEN		
9FRA001	19-MAR-2019	CAP SAN AUGUSTIN 911 S	Hamburg DEHAM	Santos BRSSZ	OPEN		
0FRA000	23-JAN-2020	CAP SAN MARCO 3 S	Antwerp BEANR	Vitoria BRVIX	SI-DRAFT	389829	10-FEB-2020
9FRA005	15-SEP-2019	GUAYAQUIL EXPRESS 937 S	Hamburg DEHAM	Callao PECLL	SI-DRAFT	389951	11-FEB-2020
9FRA004	23-SEP-2019	CAP SAN MALEAS 938 S	Hamburg DEHAM	Santos BRSSZ	SI-DRAFT	389955	11-FEB-2020
9FRA002	06-MAY-2019	CAP SAN RAPHAEL 918 S	Hamburg DEHAM	Santos BRSSZ	SI-DRAFT	389959	11-FEB-2020
9FRA006	06-JAN-2020	CAP SAN ANTONIO 001 S	Hamburg DEHAM	Santos BRSSZ	SUBMITTED	n/a - diff. SI channel	
9FRA006	04-JAN-2020	LAURA MAERSK 001 S	Rotterdam NLRM	Cartagena COCTG	SUBMITTED	n/a - diff. SI channel	

If the SI has been transmitted via another channel, it is not amendable in our Hamburg Süd SI tool.

Entering Shipping Instruction

Shipping Instructions

Please read our [user guide \(PDF, 4 MB\)](#) and all about our [Shipping Instruction News!](#) →

The screenshot shows the 'Shipping Instructions' web application interface, divided into four main sections: 1. Routing / Parties, 2. Container / Commodity Details, 3. Document Details, and 4. Summary. The interface is for a booking with Booking Number 2KLJ01, From: Klaipeda LTKLJ, To: Santos BRSSZ, and Status: OPEN.

Routing Details as per your booking. (Callout pointing to the Routing section)

Favorite Function:
Save a favorite:
1. Enter the Party details into the field
2. Click the favorite star
3. In the next pop-window assign a favorite name and click the "Add" button.
Select a saved favorite:
1. Click the favorite star
2. In the next pop-up window select the required favorite.

Tax ID:
First select a Tax ID type from the dropdown menu. Then enter the corresponding TAX ID in the "Tax ID" field

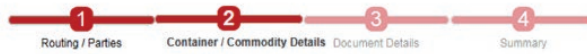
References:
Party references.

Country specific references
Clicking the check box will open further details.

Reset button: will clear **all** entered fields of the SI, also the fields of the other tabs.

Buttons at the bottom: Preview / History, Save as SI-Draft, Reset, Continue.

Shipping Instruction



Booking Number: 9FRA0 [redacted] From: Hamburg DEHAM [flag] To: Santos BRSSZ [flag] Status: OPEN

Container - 1: IPXU3284765 - Type: 20' Standard Dry Container

Container - 2: - Type: 20' Standard Dry Container

All containers as per your booking listed.

Container number: [input] Type: 20' Standard Dry Container Container Load: FCL / FCL

Seals*: [input]

*max. 3 lines of 14 characters.
Automatically text formatting enabled.

Commodity - 1

Count*: [input] Package type*: Please select...
Marks and numbers: [input]

Description of goods*: [input]

Select favorite ...
★ Add Favorite ✓ Edit Favorite ✕ Remove Favorite

Gross weight*: [input] Net weight*: [input] Unit: kg
Cargo Gross Volume: [input] Unit: cbm

Dangerous Goods

Copy to all containers button:
With two or more containers you can copy container and commodity details from one container to all other containers of the SI (except container type, container number, and seal number).

+ Add Commodity

Copy to all containers Reset Container

Back Preview / History Save as SI-Draft Reset Continue

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The screenshot shows a web form for creating a shipping instruction. At the top, a progress bar indicates four steps: 1. Routing / Parties, 2. Charges, 3. Bills of Lading, and 4. Summary. The current step is 2, 'Charges'. The form includes a 'Booking Number' field with the value '1KLDJ0' and a 'Status' field with the value 'SI-DRAFT'. The 'Payment Details' section has two radio buttons: 'All Charges' (unselected) and 'Individual Charges' (selected). Below this are two rows of dropdown menus for 'Charge Type*', 'Freight Terms*', 'Payer*', and 'Payment Location'. The first row is for 'Ocean Freight' and the second for 'Origin Terminal Charges'. A red link '+ Add Freight Charge' is visible. The 'Number of Copies' section has a 'Sea Waybill' checkbox (unchecked) and two columns for 'Freighted' and 'Unfreighted' copies. The 'Original (Negotiable)' row has '2' in the 'Freighted' column. The 'Copy' row has '4' in the 'Freighted' column. A 'B/L Release Office' field is present. The 'Remarks & Comments' section has a text area and a 'Comments field' callout. At the bottom, a navigation bar contains buttons: 'Back', 'Previous / History', 'Save as SI Draft', 'Reset', 'Refresh', and 'Continue'. A 'Continue button' callout points to the 'Continue' button.

Individual Charges:
Click this radio button to assign individual charge types to different payers and payment locations. Please make sure, that this corresponds with your agreement with us.

Sea Waybill:
in case a Sea Waybill is required, please check the box.

Comments field:
Enter any further information you would like to share.

Continue button:
If you have finalized your SI input, click this button to get to the summary page. There you can check your SI data before submission.

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Submit “Split B/L”

SHOW ALL 292
OPEN 190
SI-DRAFT 64
SUBMITTED 38

Booking Number	Departure Date	VVD	PoL	PoD	Status	SI No.	SI Date
0ASH000	19-JUN-2020	SEAGO PIRAEUS 025 N	Ashdod ILASH	Riga LVRIX	OPEN		
OKLJ000	18-JUN-2020	MSC GAYANE 026 S	Klaipeda LTKLJ	Navegantes BRNVT	OPEN		
OKLJ000	26-JUN-2020	POLAR ARGENTINA 027 S	Klaipeda LTKLJ	Point Lisas TTPTS	OPEN		
OKLJ000	19-JUN-2020	CMA CGM MUSSET 026 S	Klaipeda LTKLJ	Lattakia SYLTK	OPEN		
OGOAO09	17-JUN-2020	MAERSK ARUN 024 W	Salerno ITSAL	Klaipeda LTKLJ	OPEN		
OKLJ000	19-JUN-2020	CMA CGM MUSSET 026 S	Klaipeda LTKLJ	Beirut LBBEY	OPEN		
OKLJ0004	13-JUN-2020	CAP SAN ARTEMISSIO 026 S	Riga LVRIX	Montevideo UYMVD	OPEN		
OGOAO09	11-JUN-2020	MAERSK ARKANSAS 023 W	Salerno ITSAL	Klaipeda LTKLJ	OPEN		
OKLJ000	18-JUN-2020	MAERSK BA		San Juan PRSJU	OPEN		

Edit
Split B/L
Preview / History
Cancel

Split B/L:
Once a booking has been selected which contains two or more containers, a split B/L is possible and the Split B/L button is activated.

Split B/L for OKLJ000

Containers of your booking:
In this pane you can see all available containers of your booking.

Shipping Instruction Split:
This is the target pane, where you can assign the containers of your booking to a Shipping Instruction.

Shipping Instruction Dropdown:
Open the dropdown and select a Shipping Instruction.

Available Container

- DC20 CAIU3567
- DC20 TTNU1258
- DC20 MRKU6574
- DC20 MRKU9760

Assigned Container

Shipping Instruction - 1

+ Add SI

Add SI:
As per default there are two SI's available in the above dropdown. If you require further SI's, just click the + Add SI button.

Back
Confirm Split

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Assigning containers to Shipping Instructions:
 1. Select a SI from the dropdown.
 2. Drag & Drop the containers to the desired SI
 3. Once all containers are distributed click the edit button to start the SI input.

1. Select a SI from the dropdown.

2. Drag & Drop the containers to the desired SI

3. Once all containers are distributed, **Confirm Split** and start the SI input.

Select SI:
 To start the input of your SI's, select one from the dropdown.

New split:
 If you need to change the current split, click the **Split B/L** button. ...but watch out: All SI input will be deleted and you have to start from scratch again.

> **Routing**

SI Input:
 - Input required data for each SI.
 - You can easily switch between the SI's via and copy/paste ("ctrl c"/"ctrl v") repetitive information.

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Submit SI:

You decide if you like to submit each SI separately, or if you like to submit all your SI's in one go:

Submit one SI:

If you have finalized the input of one SI which you like to submit right away, click the **Submit** button.

Submit >

Submit All SI >

Submit All SI's:

If you have finalized the input of all SI's, the **Submit All SI** button is activated and you can submit all your SI's in one go.

Submit >

Submit All SI >

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Combine Bookings

Prerequisites to combine bookings into one SI:

1. The bookings have the same transport plan (VVD, POL, POD).
2. The bookings have the same Agreement party.

Shipping Instructions

The screenshot shows a table of shipping instructions with columns for Booking Number, Departure Date, VVD, PoL, PoD, Status, SI No., and SI Date. Callouts provide the following information:

- Booking Info:** Move the mouse pointer over the info icon to retrieve info about Agreement Party and Booking Party.
- 1. Combine this booking with another booking:** Once you have clicked a booking, the system searches for further bookings with matching criteria.
- 2. The Combine Bookings button is activated:** If at least one matching booking has been found by the system, the Combine-button is activated.

At the bottom of the interface, there are buttons for Edit, Split B/L, Combine Bookings, Preview / History, and Cancel.

The screenshot shows the 'Combine Bookings' dialog box. It has a title bar with the selected booking details: 'Combine Bookings: MAERSK BRANI 124-S, POL: Klaipeda LTKLJ, Veracruz MXVER'. The dialog is split into two panes:

- Available Bookings:** Lists three bookings with checkboxes and arrows for selection:
 - Bkg. 1KLJ000 ... Bkg. Party: DUMMY LTD. 1 x 40HC
 - Bkg. 1KLJ000 ... Bkg. Party: GUINEA PIG INC. 1 x 40GP
 - Bkg. 1KLJ000 ... Bkg. Party: DUMMY LTD. 1 x 40HC
- Combined Bookings:** An empty list for the resulting combined booking.

At the bottom, there are 'Back' and 'Confirm Combine' buttons.

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Combine Bookings: MAERSK BRANI 124-S, POL: Klaipeda LTKLJ, POD: Veracruz MXVER

2. Drag & Drop the bookings you would like to combine from the left pane into the right pane.

Available Bookings			Combined Bookings		
<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: DUMMY LTD.	<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: DUMMY LTD.
<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: GUINEA PIG INC.			
<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: DUMMY LTD.			1 x 40HC

Buttons: Back, Confirm Combine

Combine Bookings: MAERSK BRANI 124-S, POL: Klaipeda LTKLJ, POD: Veracruz MXVER

3. Once you have dropped all bookings you would like to combine in the right pane, you can click the confirm button and start your SI input.

Available Bookings			Combined Bookings		
<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: GUINEA PIG INC.	<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: DUMMY LTD.
		1 x 40GP			1 x 40HC
			<input type="checkbox"/>	Bkg. 1KLJ000 ...	Bkg. Party: DUMMY LTD.
					1 x 40HC

Buttons: Back, Confirm Combine

Booking Number	Departure Date	VVD	PoL	PoD	Status	SI No.	SI Date
1KLJ000 ...	11 JUN-2021	POLAR ARGENTINA 123 S	Klaipeda LTKLJ	Callao PECLL	OPEN		
Combined with: 1KLJ000 ...							
1KLJ000 ...	10 JUN-2021	MAERSK BRANI 124 S	Klaipeda LTKLJ	Veracruz MXVER	SI-DRAFT	12653 ...	08 JUN-2021
1KLJ000 ...	25 JUN-2021			Port Everglades USPEF	OPEN		
1KLJ001 ...	25 JUN-2021			Port Everglades USPEF	SI-DRAFT	126 ...	02 JUN-2021
1KLJ000 ...	25 JUN-2021	CAP BEATRICE 125 S	Klaipeda LTKLJ	Port Everglades USPEF	SI-DRAFT	12647 ...	02 JUN-2021
1KLJ000 ...	13 MAY-2021	MAERSK ESSEN 119 E	Klaipeda LTKLJ	Jebel Ali AEJEA	OPEN		
1KLJ000 ...	20 MAY-2021	MSC APOLLINE 120 E	Klaipeda LTKLJ	Jeddah SAJED	OPEN		
1KLJ000 ...	25 JUN-2021		Klaipeda LTKLJ	La Guaira VELAG	OPEN		
1KLJ000 ...	10 JUN-2021		Klaipeda LTKLJ	Veracruz MXVER	OPEN		

If you have saved a SI Draft of your Shipping Instructions, you can see a little icon next to the booking number, indicating that this booking is combined with another booking. Moving the mouse pointer over the icon, shows the combined bookings.

To finalize your input of the shipping instructions in SI-DRAFT status, or to change the combination of bookings, click the Edit-button.

Buttons: Edit, Split B/L, Combine Bookings, Preview / History, Cancel

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Combine Bookings: MAERSK BRANI 124-S, POL: Klaipeda LTKLJ, POD: Veracruz MXVER

Available Bookings		
<input type="checkbox"/>	Bkg. 1KLJ000 ... Bkg. Party: GUINEA PIG INC.	1 x 40GP

→

←

Combined Bookings		
<input type="checkbox"/>	Bkg. 1KLJ000 ... Bkg. Party: DUMMY LTD.	1 x 40HC
<input type="checkbox"/>	Bkg. 1KLJ000 ... Bkg. Party: DUMMY LTD.	1 x 40HC

Click "Confirm Combine" to confirm the existing combination of bookings and to continue with the SI input.

If you would like to undo the combination of bookings click the "Dissolve Combine" button. The previously combined bookings will be saved as separate SI's. The already entered data will be kept for each booking..

← Back Confirm Combine Dissolve Combine ×