

 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:

♥ EBKG0719460	09 Dec 2023	✓ Confirmed	NEW ORLEANS, United States	BUENAVENTURA, Colombia	PORTO KAGIO 348W	20DV	MSC UNITED STATES	/		:
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• 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:

Shipping Ir	ictions	25	
Approved:	14		
Pending:	7		
Draft:	2		
Sent to MSC:	2		
Updated from Agenc	y: 0		
Contact Agency:	0		
Others:	0		View all >

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• 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:



• 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		Print on BL	
Name: Example Company		Print on BL informations are mandatory. Empty fields will be populated with the manifested details	or Manifested details
Address: 123 Maple Street		Company Name:	
Location:	Postal code-	Example company Maximum 1 line	85 characters left
Atlanta GA, United States	30349	Company Address:	
Reference number: 12345 Example		123 Maple St. Suite 103 Atlanta, GA 30359	
Contact		Maximum 5 lines	458 characters left
Name:		Contact and Reference:	
Bob Johnson		bobjohnson@example.com	
Phone: 555-123-4567			
Fax:			
555-123-4567			
Email: bobjohnson@example.com		Maximum 9 lines	293 characters left
Clear Data		Cance	Save

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- 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 and adjusting print on BL for locations can be added in free text fields below the Parties section
- To add the ITN, click the 'Add New Reference Number' button and select Transaction Reference number
- You may also add clauses by clicking 'Add New Clause'

Additional Reference Number (This information will not be shown on the draft BL)	Customer Clauses
Transaction reference number	Clause #1
x20250128622484	ONLY KGS
Add New Reference Number 💌	Add New Clause

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

4	Additional Comments (This information will not be shown on the draft BL)							
	Please add comments here							
ľ		-						

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- Container information can be edited in the Container and Cargo Section
- The ellipses 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.
- If you have multiple containers, you may use the Mass Upload tool found above the edit ellipses menu to specify information for multiple containers simultaneously

Containers and Cargo								Hazardous Documentation	1
	Container No. 🔻	Container Type 🔻		Harmonized code	3 ▼		Hazardous 🔻		۹
~	Container No.: TGBU3194986	Container Type: 20' DRY VAN	Seal Numbers:	HS Code(s):	Total Gross Cargo Weight:	Tare weight:	Hazardous: No	[÷
			Container Number:						
			TGBU3194986	Verify		/erify			
			Container verified!						

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.



- 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

ICS2 Information

- ICS2 Declarations can be submitted within the Shipping Instructions on myMSC for qualifying shipments for Goods delivered in EU, Norway, Northern Ireland or Switzerland
- Click Submit New Declaration if your shipment requires ICS2 Declaration

Customs Declaration						
A Remember to complete the ICS2 Declaration, if needed, before submitting the Shipping Instruction.						
Submit New Declaration						

- You will be prompted to declare the ICS2 yourself by providing a declarant EORI number, or to declare through MSC which will present you a form to complete with the pertinent information
- Once you've completed the declaration, you will be returned to the shipping instructions draft and the Customs Declaration section will reflect that the ICS2 has been filed successfully.

- When a draft is completed and ready to send to our agency, click the Save button followed by 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'.

			Delete	Submit	
0	Draft	04 Dec 2023	04 Dec 2023	MSC UNITED STATES	i
8	Draft Pending Customer Approval	01 Dec 2023	01 Dec 2023	MSC HUNGARY	> D
~	Customer Approved	28 Nov 2023	30 Nov 2023	MSC HUNGARY	く 母

- 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