



MYMSC E-COMMERCE USER GUIDE

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



- It is important to note that a shipping instruction can be created only when the booking status is available as 'Confirmed'.
- Shipping Instruction can be created by navigating to **Dashboard** → **eBooking** → **Click Create Shipping Instruction icon**

The screenshot displays the MSC eBooking dashboard. At the top, there is a navigation bar with 'Dashboard', the MSC logo, and several utility icons: Instant Quote, eBooking, Dashboard, Notifications (99+), Help, EN, and a User profile icon. Below the navigation bar, the 'eBooking' section is active, featuring a search bar for 'Booking Number' and filters for dates (30 Jun 2023 to 31 Aug 2023) and a 'Filters' button. The main content is a table of shipping bookings with the following columns: Booking Number, ETD, Status, Port of Load, Port of Discharge, Vessel/Voyage, Equipment Type, and MSC Agency. Each row includes action icons for editing, creating a shipping instruction, and a menu. The table shows several 'Confirmed' bookings and one 'Customer Edited - Pending Confirmation' booking.

Booking Number	ETD	Status	Port of Load	Port of Discharge	Vessel/Voyage	Equipment Type	MSC Agency	
459TESTBK876806	09 Sep 2023	Confirmed	NEW YORK, United States	MONTREAL, Canada	MSC MALENA CG334R	20OT,20RE,20TK,40FL,40H...	MSC GERMANY	
459TESTBK876807	02 Sep 2023	Confirmed	NEW YORK, United States	MONTREAL, Canada	MSC NAISHA III CG333R	20OT,20RE,20TK,40FL,40H...	MSC GERMANY	
459TESTBK876808	02 Sep 2023	Confirmed	NEW YORK, United States	MONTREAL, Canada	MSC NAISHA III CG333R	20OT,20RE,20TK,40FL,40H...	MSC GERMANY	
459TESTBK876809	09 Sep 2023	Confirmed	NEW YORK, United States	MONTREAL, Canada	MSC MALENA CG334R	20OT,40FL,40OT	MSC GERMANY	
031DU0038112	21 Oct 2023	Confirmed	SHANGHAI, China	BOSTON, United States	MSC AMBRA FL342W	20DV	MSC SOUTH AFRICA	
031JN0015588	07 Sep 2023	Customer Edited - Pending Confirmation	BOSTON, United States	SHANGHAI, China	MSC SARAH V MX335R	20DV,40DV	MSC SOUTH AFRICA	
	03 Sep 2023	Confirmed	SAINT JOHN, Canada	NEW YORK, United States	MSC YURIDA III CG334A	20DV,40DV	MSC GERMANY	

At the bottom of the table, there is a pagination control showing '1 - 10 of 96 items' and '10 Items per page'.

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You can move to a specific section of the Shipping Instruction page using the lateral panel.

The screenshot displays the 'Shipping Instructions' page. The header includes the MSC logo, a user profile for 'Nicolo', and navigation icons for Instant Quote, eBooking, Dashboard, Notifications, Help, and EN. The main content area shows details for a Bill of Lading (MEDUDZ164226), Agency (MSC GERMANY), and Vessel/Voyage (MSC CANBERRA/CG330R). A red box highlights the lateral navigation panel on the left, which contains the following items:

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

The main content area includes a 'Print Option' dropdown set to 'POL', a 'Document Type and Requested Copies' section with radio buttons for 'Original Unfreighted', 'Original Freighted', 'Copy Unfreighted', and 'Copy Freighted', and a 'Contact' field with a 'Test Contact Field' button. A 'Submit' button is located at the bottom right.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



The first section of the page allows you to select the type of requested documents and number of copies.

The screenshot displays the 'Shipping Instructions' page in the MSC system. At the top, there is a navigation bar with the MSC logo, a user profile for 'Nicolo', and various utility icons like 'Instant Quote', 'eBooking', 'Dashboard', 'Notifications', 'Help', and 'EN'. Below the navigation bar, key booking information is shown: Bill of Lading (MEDUDZ164226), Agency (MSC GERMANY), Vessel/Voyage (MSC CANBERRA/CG330R), Carrier Booking (459HA0930928), and Cut-Off Date (N/A). The main content area is titled 'Requested Documents' and contains three sections: 'Select Document' with radio buttons for 'Sea Waybill', 'Original' (selected), and 'Original eBL'; 'Print Option' with a dropdown menu set to 'POL'; and 'Document Type and Requested Copies' with four rows of options: 'Original Unfreighted' (0 copies), 'Copy Unfreighted' (0 copies), 'Original Freighted' (0 copies), and 'Copy Freighted' (0 copies). Below this is the 'Parties' section, currently showing 'SHIPPER' details with fields for 'Manifested details' and 'Contact'. At the bottom right, there is a 'Submit' button.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



If you wish to edit Parties on the SI, click on the [edit button](#).

The screenshot displays the MSC Shipping Instructions interface. At the top, there is a navigation bar with the MSC logo, a menu icon, and the text 'Shipping Instructions'. To the right of the navigation bar are several utility icons: Instant Quote, eBooking, Dashboard, Notifications (with a '99+' badge), Help, EN, and a User profile icon. Below the navigation bar, there is a summary section with the following information: Bill Of Lading: MEDUTEST8763, Agency: MSC GERMANY, Vessel/Voyage: MSC MEDITERRANEAN/CG335R, Carrier Booking: 459TESTBK876805, Cut-Off Date: 14-Sep-2023 12:00, and Service Type: Port to Port. To the right of this summary are several action icons: a magnifying glass, a star, a share icon, a print icon, a close icon, and a 'Save' button. The main content area is titled 'Parties' and contains a form for a 'SHIPPER'. The form has two columns: 'Manifested details:' and 'Contact:'. Below these is a 'Print on BL:' section. At the bottom of the 'Parties' section is an 'Add New Party' button with a dropdown arrow. A red circle highlights a pencil icon in the top right corner of the 'SHIPPER' form, indicating the edit function. At the bottom right of the interface are 'Delete' and 'Submit' buttons.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



The edit party pop up window allows you to copy the information from other parties which has the details populated.

Shipping Instructions

Bill Of Lading: N/A Agency: MSC
Carrier Booking: 459TESTBK876810 Cut-Off Date: 3

Parties

SHIPPER

Manifested details:

Print on BL:

Add New Party

Additional Companies

Edit Shipper

Same As: Please Select

Manifested details

Name: AIR & SEA LOGISTICS

Address:

Location: Postal code: 21035

Reference number:

Contact

Name: Mohammed

Phone: 90

Fax:

Print on BL

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

Mirror Manifested details

Company Name: 81 characters left

Company Address: 439 characters left

Contact and Reference: 435 characters left

Submit

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



Similarly, you can Add/Edit the 'Invoicing company' beneath the 'Additional Companies' section.

The screenshot shows the 'Shipping Instructions' page in the MSC system. At the top, there is a navigation bar with the MSC logo and various utility icons like 'Instant Quote', 'eBooking', 'Dashboard', 'Notifications', 'Help', and 'EN'. Below the navigation bar, there are three columns of booking details: 'Bill Of Lading: MEDUDZ164226', 'Agency: MSC GERMANY', 'Vessel/Voyage: MSC CANBERRA/CG330R', 'Carrier Booking: 459HA0930928', 'Cut-Off Date: N/A', and 'Service Type: Port to Port'. The main content area is titled 'Containers and Cargo' and features a table with columns for 'Container No.', 'Container Type', 'Harmonized code', and 'Hazardous'. A single container entry is shown with details: 'Container No.: FTAU1360721', 'Container Type: 20' DRY VAN', 'Seal Numbers: N/A', 'HS Code(s): 7609000030', 'Total Gross Cargo Weight: 1000 kgs', 'Tare weight: 2230 kgs', and 'Hazardous: No'. To the right of the table, there is a 'Hazardous Documentation' button and a dropdown menu with options 'Edit Container', 'Edit Cargo', and 'Add Cargo'. Below the table, there is a 'Charges' section with a sub-section 'Ocean Freight' and 'Terms of Payment' buttons for 'Prepaid', 'Collect', and 'Payable Elsewhere'. A 'Submit' button is located at the bottom right of the page.

Container No.	Container Type	Harmonized code	Hazardous
FTAU1360721	20' DRY VAN	7609000030	No

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



It is necessary to specify the correct Container number in the **'Container /Cargo'** section. The **'Shipper Seal'** can be provided once it is available. If you wish to edit container and cargo details, you can click the following actions:

- Edit Container
- Edit Cargo
- Add Cargo

The screenshot displays the 'Shipping Instructions' page for an MSC booking. The page includes a header with navigation icons and a user profile. The main content area is divided into sections: 'Containers and Cargo' and 'Charges'. The 'Containers and Cargo' section features a table with the following data:

Container No.	Container Type	Harmonized code	Hazardous
FTAU1360721	20' DRY VAN	7609000030	No

Additional details for the container include: Seal Numbers: N/A, Total Gross Cargo Weight: 1000 kgs, and Tare weight: 2230 kgs. A menu on the right side of the table, highlighted with a red box, contains the following options: Edit Container, Edit Cargo, and Add Cargo. The 'Charges' section shows 'Ocean Freight' with 'Prepaid' selected as the 'Terms of Payment'. A 'Submit' button is located at the bottom right of the page.

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To edit the Container details and Seal Information, click on 'Edit Container'. The 'Container' pop up window will open, and the details can be entered in the specific tab.

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Click on the **'Add Cargo'** button to add the Commodity Details. The **'Cargo'** pop up window will open. Provide the mandatory information's (*not market as optional*) and click on **'Save'**.

Shipping Instructions

Bill Of Lading: MEDUDZ164226
Carrier Booking: 459HA0930928

Containers and Cargo

Container No. FTAU1360721

Ocean Freight

Terms of Payment

Prepaid

Edit Container No. FTAU1360721

Container Cargo

Cargo List

1. 7609000030

2. HS code

Harmonized code:

The field is required

Cargo Description:

The field is required

Marks & Numbers (optional):

Gross Cargo Weight:

The field is required

Volume (optional):

Kgs cu.m

+ Add Cargo Cancel Save

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



Click on the 'Edit Cargo' button to edit the Commodity Details. The 'Cargo' pop up window will open. Provide the needed changes and click on 'Save'.

Edit Container No. FTAU1360721

Container: **FTAU1360721** | Cargo

Cargo List

Item	Harmonized code
1.	7609000030

Commodity Details

Harmonized code: 7609000030

Marks & Numbers (optional):
Aluminium connecting block for automotive air conditioning systems:
-with a T6 hardening,
-equipped with round stubs with a circumferential outer groove,
-with through or non-through holes, made of profiles with an upper radius of 8 mm or more but not more than 11 mm, and a lower radius of 12 mm or more but not more than 17 mm,
-with a distance between holes of 15 mm or more but not more than 22 mm,

Cargo Description:
Aluminium connecting block for automotive air conditioning systems:
-with a T6 hardening,
-equipped with round stubs with a circumferential outer groove,
-with through or non-through holes, made of profiles with an upper radius of 8 mm or more but not more than 11 mm, and a lower radius of 12 mm or more but not more than 17 mm,
-with a distance between holes of 15 mm or more but not more than 22 mm,
-with sockets designed for brazing or clamping,
-with mounting holes for M6 or M8 mounting screw, threaded or not,

Weight & Volume

Gross Cargo Weight: 1000 Kgs | Volume (optional): 32 cu.m

+ Add Cargo | Cancel | Save

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



Similarly, you can Add/Edit details into the following sections:

→ Terms of payment under 'Charges' section

Shipping Instructions

MSC

Instant Quote eBooking Dashboard Notifications Help EN

Bill Of Lading: MEDUDZ164226 Agency: MSC GERMANY Vessel/Voyage: MSC CANBERRA/CG330R
Carrier Booking: 459HA0930928 Cut-Off Date: N/A Service Type: Port to Port

Container No.: FTAU1360721 Container Type: 20' DRY VAN Seal Numbers: N/A HS Code(s): 7609000030 Total Gross Cargo Weight: 1000 kgs Tare weight: 2230 kgs Hazardous: No

Charges

Ocean Freight

Terms of Payment: Prepaid Collect **Payable Elsewhere**

Elsewhere Location: The field is required

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

Export License Number: 2404131116700004252937

Submit

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→ 'Additional Reference Number'

Shipping Instructions

MSC

Instant Quote eBooking Dashboard Notifications 99+ Help EN Nicolò

Bill Of Lading: MEDUDZ164226 Agency: MSC GERMANY Vessel/Voyage: MSC CANBERRA/CG330R
Carrier Booking: 459HA0930928 Cut-Off Date: N/A Service Type: Port to Port

Save

Additional Reference Number

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

Export License Number
2404131116700004252937

Add New Reference Number

- Government Reference Number
- Invoice Number
- Purchase Order Number
- Transaction Reference Number - ITN
- Exporter's Reference Number

Issue Date: 01 Sep 2023 Expiry Date: 01 Sep 2023

Customer Clauses

Submit

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→ 'Customer Clauses'

Shipping Instructions

MSC

Instant Quote eBooking Dashboard Notifications Help EN

Nicolo

Bill Of Lading: MEDUDZ164226 Agency: MSC GERMANY Vessel/Voyage: MSC CANBERRA/CG330R
Carrier Booking: 459HA0930928 Cut-Off Date: N/A Service Type: Port to Port

Letter of Credit Number: 24041311167000042529377 Issue Date: 01 Sep 2023 Expiry Date: 01 Sep 2023

Customer Clauses

Clause #1
The names of your customers will remain your sole property and will not be used by us except for servicing or informational

Clause #2
The field is required

Add New Clause

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


Cargo Protection
MSC Cargo Protection Solution is now available!


Submit

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING










→ 'Letter of Credit'

Shipping Instructions 

Instant Quote eBooking Dashboard Notifications Help EN 

Bill Of Lading: MEDUDZ164226 Agency: MSC GERMANY Vessel/Voyage: MSC CANBERRA/CG330R
Carrier Booking: 459HA0930928 Cut-Off Date: N/A Service Type: Port to Port


     




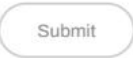
Letter of Credit (This information will not be shown on the draft BL)

Letter of Credit Number: 24041311167000042529377	Issue Date: 01 Sep 2023	Expiry Date: 01 Sep 2023
-----------------------------------------------------	----------------------------	-----------------------------

Customer Clauses

Clause #1
The names of your customers will remain your sole property and will not be used by us except for servicing or informational 

Clause #2 



HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



Any comments related to the 'Shipping Instruction' can be specified in the 'Additional Comments' section.

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

Please add comments here

Using the top toolbar you have the possibility to:

- Preview the Document
- Apply Templates
- Share SI/Draft BL with Other Customers
- See the History of Changes Applied
- Discard
- Save All Changes

Shipping Instructions

MSC

Instant Quote eBooking Dashboard Notifications Help EN

Nicolo

Bill Of Lading: MEDUTEST9763 Agency: MSC GERMANY Vessel/Voyage: MSC MEDITERRANEAN/CG335R
Carrier Booking: 459TESTBK876805 Cut-Off Date: 14-Sep-2023 12:00 Service Type: Port to Port

Requested Documents

Select Document: Sea Waybill Original Original eBL

Print Option: POL

Document Type and Requested Copies

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

Parties

SHIPPER

Manifested details: [Field] Contact: [Field]

Print on BL: [Field]

Delete Submit

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



On clicking **'Save'**, the system displays a success message stating that the **'Shipping Instruction was successfully saved'**.

The screenshot displays the MSC Shipping Instructions web application interface. At the top, the page title is "Shipping Instructions" and the MSC logo is visible. The navigation bar includes links for Instant Quote, eBooking, Dashboard, Notifications, Help, and EN, along with a user profile for "Nicolo".

Key information displayed includes:
Bill Of Lading: MEDUTEST8763
Agency: MSC GERMANY
Vessel/Voyage: MSC MEDITERRANEAN/CG335R
Carrier Booking: 459TESTBK876805
Cut-Off Date: 14-Sep-2023 12:00
Service Type: Port to Port

The main content area is titled "Requested Documents" and shows a table for document configuration. A modal dialog box is open in the center, displaying a "Success" message: "Shipping Instructions was successfully saved." with an "> OK" button.

Select Document	Print Option	Document Type and Requested Copies
<input type="radio"/> Sea Waybill	POL	<input checked="" type="checkbox"/> Copy Unfreighted 3
<input checked="" type="radio"/> Original		<input type="checkbox"/> Copy Freighted 0
<input type="radio"/> Original eBL ⓘ		

The "Parties" section shows the "SHIPPER" details, including "Manifested details" and "Contact" fields, and a "Print on BL" checkbox.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



- Click on 'OK' to exit the pop up the Shipping Instruction will be saved as a 'Draft'.
- Review the draft and click on 'Submit' Shipping Instruction button.

Shipping Instructions

Instant Quote eBooking Dashboard Notifications Help EN

Bill Of Lading: MEDUTEST8763 Agency: MSC GERMANY Vessel/Voyage: MSC MEDITERRANEAN/CG335R
Carrier Booking: 459TESTBK876805 Cut-Off Date: 14-Sep-2023 12:00 Service Type: Port to Port

Requested Documents

Select Document

Sea Waybill Original Original eBL ⓘ

Print Option

POL

Document Type and Requested Copies

<input type="radio"/> Original Unfreighted	- 0 +	<input checked="" type="checkbox"/> Copy Unfreighted	- 4 +
<input checked="" type="radio"/> Original Freighted	- 1 +	<input checked="" type="checkbox"/> Copy Freighted	- 1 +

Parties

SHIPPER	CONSIGNEE
Manifested details:	Manifested details:
Contact:	Contact:
Print on BL:	Print on BL:
	OOG_Containers

Delete Submit

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



- A confirmation message pops up stating, **‘Shipping Instructions was successfully sent to the agency’**.
- Click on **“OK”** to exit the pop up.

The screenshot displays the MSC Shipping Instructions interface. At the top, the title 'Shipping Instructions' is visible. The main header includes the MSC logo and navigation icons for Instant Quote, eBooking, Dashboard, Notifications, Help, and EN. A user profile for 'Nicolo' is shown in the top right corner. Below the header, key booking information is displayed: Bill of Lading: N/A, Agency: MSC GERMANY, Vessel/Voyage: MSC NAISHA III/CG333R, Carrier Booking: 459TESTBK876808, Cut-Off Date: 31-Aug-2023 12:00, and Service Type: Port to Port. A 'Save' button is located in the top right corner of the main content area.

The 'Requested Documents' section is active, showing 'Select Document' options: Sea Waybill, Original, and Original eBL. The 'Print Option' is set to 'POL'. A 'Document Type and Requested Copies' table is visible:

Document Type	Requested Copies
Copy Unfreighted	3
Copy Freighted	0

A success confirmation pop-up is centered on the screen, containing the text: 'Success' and 'Updated Draft Bill of Lading was successfully sent to the agency'. An '> OK' button is located at the bottom of the pop-up.

The 'Parties' section is visible below, with fields for 'SHIPPER' and 'CONSIGNEE'. Each party has a 'Manifested details' field, a 'Contact' field, and a 'Print on BL' field. A 'Submit' button is located at the bottom right of the page.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



- Navigate back to the **'Shipping Instructions – Dashboard'** screen displaying the status as **'Sent to MSC'**.
- Once the e-SI has been processed by the agency, the status will be updated as **'Draft Pending Customer Approval'**.

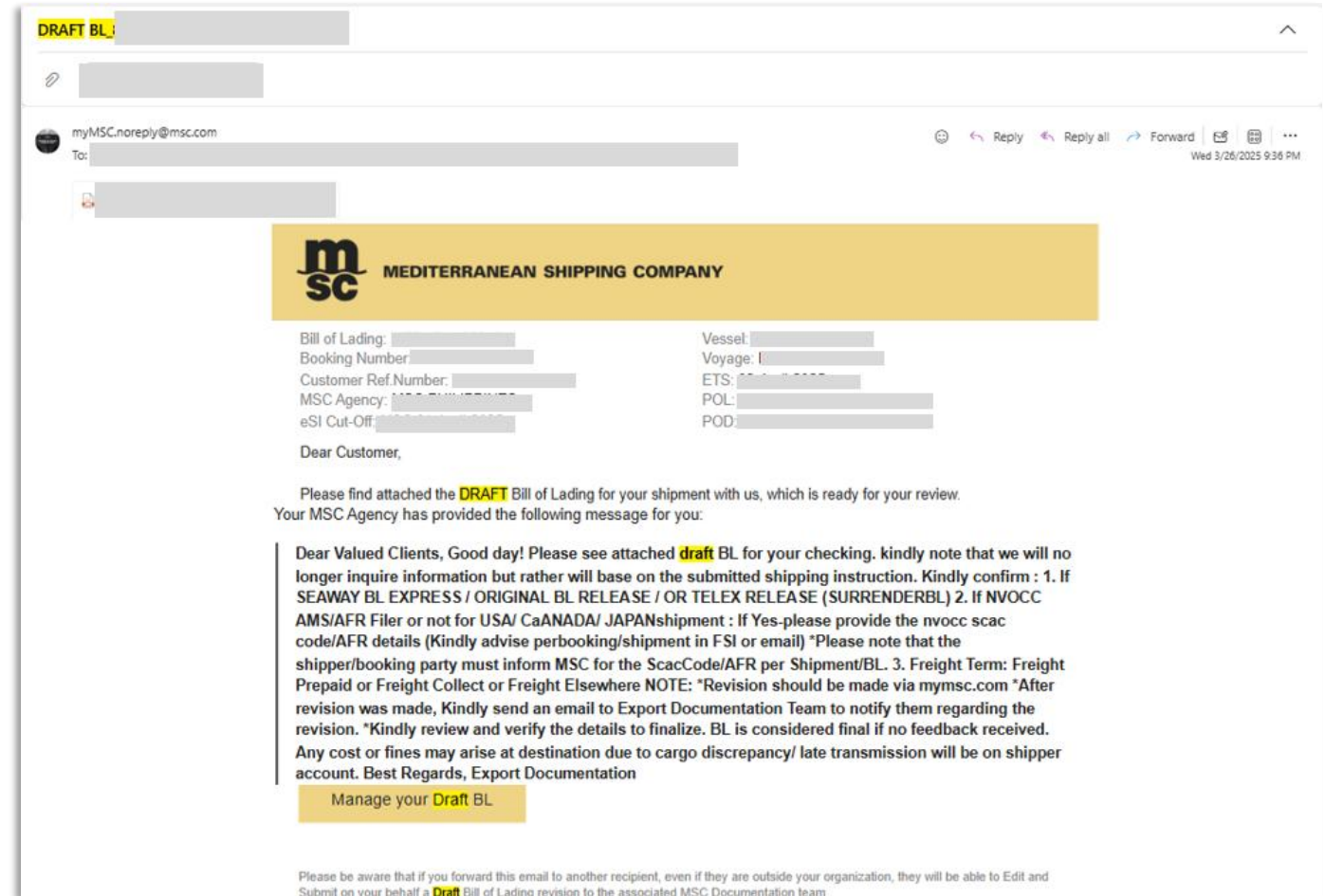
The screenshot shows the 'Shipping Instructions' dashboard. At the top, there is a navigation bar with the MSC logo, a 'Dashboard' link, and several utility icons: Instant Quote, eBooking, Dashboard, Notifications (with a '00+' badge), Help, EN, and a user profile for 'Nicolo'. Below the navigation bar, the main heading is 'Shipping Instructions'. There is a search bar with 'Booking Number' selected and a search icon. To the right of the search bar are date filters for '01 Jan 2000' and '02 Sep 2023', and a 'Filters' button. The main content area is a table with the following columns: Booking Number, Bill of Lading Number, Status, Created Date, Last Updated, and MSC Agency. The table contains six rows of data, all with the status 'Draft Pending Customer Approval'. The first row is highlighted with a red box. At the bottom of the table, there is a pagination control showing '1' of 40 items and a dropdown for '10 Items per page'.

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency
459HA0614468	MEDUD3020572	Draft Pending Customer Approval	22 Feb 2022	23 Feb 2022	MSC GERMANY
459HA0512734	MEDUG4951844	Draft Pending Customer Approval	18 Jan 2022	01 Jan 0001	MSC GERMANY
459HA0613154	MEDUD3019277	Draft Pending Customer Approval	21 Jan 2022	01 Jan 0001	MSC GERMANY
459HA0512737	MEDUG4951877	Draft Pending Customer Approval	18 Jan 2022	01 Jan 0001	MSC GERMANY
459HA0581356	MEDUD1688388	Draft Pending Customer Approval	29 Dec 2021	25 Jan 2022	MSC GERMANY
459HA0581737	MEDUD1688552	Draft Pending Customer Approval	12 Jan 2022	19 Jan 2022	MSC GERMANY

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING




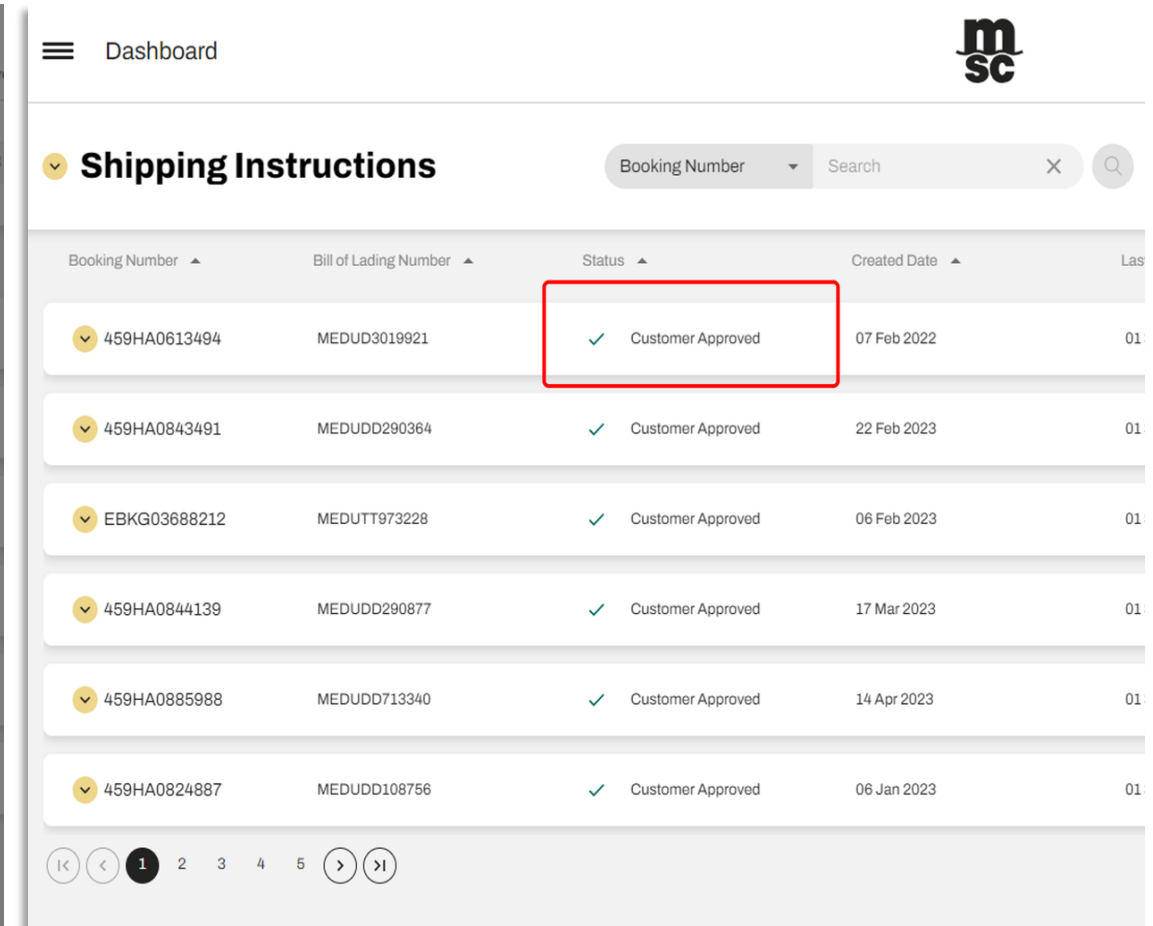
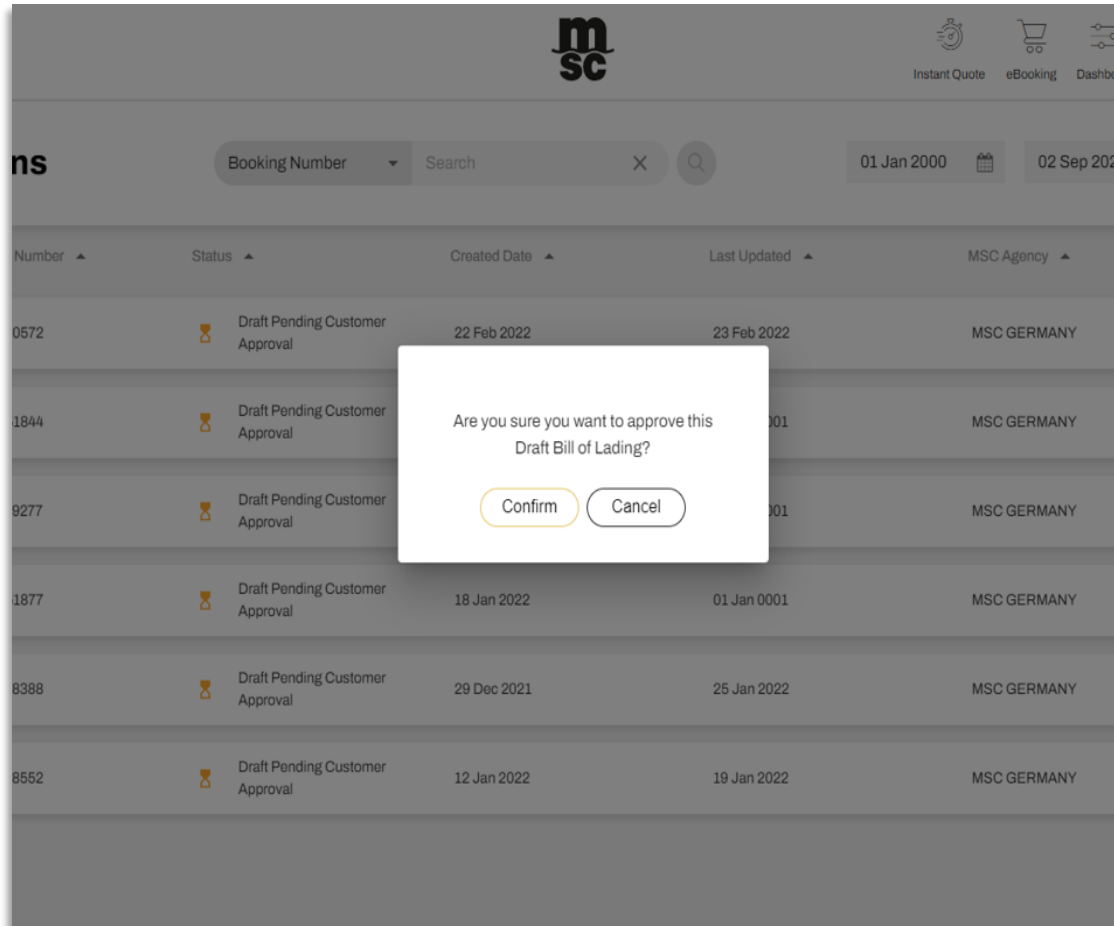
- A notifier will also be sent to customer through email with the BL draft file once it becomes available.
- You can select "**Manage your Draft BL**" to be redirected to your account on the website.



HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



- When you click on the Approve  icon, a confirmation message will appear as shown below.
- Click on **'Confirm'** to confirm and exit the pop-up message. Now, the status will be changed to **'Customer Approved'**.



HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



You can also **'Approve'** the eSI by opening the **'Shipping Instruction'** in the **'Edit'** mode. Click on the **'Approve'** button.

Shipping Instructions

MSC

Instant Quote eBooking Dashboard Notifications Help EN Nicolò

Bill Of Lading: MEDUD3020572 Agency: MSC GERMANY Vessel/Voyage: OOCL ST. LAWRENCE/20W10
Carrier Booking: 459HA0614468 Cut-Off Date: 08-Mar-2022 16:00 Service Type: Port to Port

Requested Documents

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	CONSIGNEE
Manifested details: <input type="text"/>	Manifested details: <input type="text"/>
Contact: <input type="text"/>	Contact: <input type="text"/>
Print on BL: <input type="text"/>	Ref #: DE_TESTEBK_02-22-2022 Contact: <input type="text"/>

Approve

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR MYMSC BOOKING



A success message will appear as shown below.

The screenshot displays the MSC Shipping Instructions web application interface. At the top, the navigation bar includes the MSC logo, a menu icon, and the title "Shipping Instructions". On the right side of the navigation bar, there are icons for "Instant Quote", "eBooking", "Dashboard", "Notifications", "Help", and "EN", along with a user profile icon for "Nicolo".

Below the navigation bar, the main content area displays shipping details: "Bill of Lading: MEDUD3020572", "Agency: MSC GERMANY", "Vessel/Voyage: OOCL ST. LAWRENCE/20W10", "Carrier Booking: 459HA0614468", "Cut-Off Date: 08-Mar-2022 16:00", and "Service Type: Port to Port".

The "Requested Documents" section is visible, showing options for "Sea Waybill", "Original", and "Original eBL". The "Print Option" is set to "POL".

The "Parties" section is divided into "SHIPPER" and "CONSIGNEE" details, each with "Manifested details" and "Contact" fields. A "Ref #: DE TESTERK 02-22-2022" is also visible.

A central white modal box with the title "Approved" is overlaid on the screen. It contains the text "Thank you for approving your draft Bill of Lading." and two buttons: "Go to Dashboard" and "Continue here".

At the bottom right of the application, there is an "Approve" button.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



You can now submit shipping instructions (SI) for all your bookings in myMSC. If you want to create a SI for a myMSC booking, select the corresponding function. You can also create the SI in your dashboard.

The screenshot displays the myMSC web application interface. On the left is a navigation sidebar with a search icon at the top and a list of menu items: Dashboard, Instant quote, Free Time, Detention & Demurrage, eBooking, **Shipping instruction** (highlighted), Documents, Tracking, Schedules & cut-off, Financial, Solas VGM, Agency, Maintenance, and Admin. Below the menu are links for Contact Book, View Announcements, Go to msc.com, and Contact Us. The main content area features the MSC logo at the top, followed by navigation icons for Instant quote, eBooking, Dashboard, Help, and EN, and a Guest user profile. Below this is a search bar and a table of shipping instructions. The table has columns for Global Reference Number, Booking Reference, Booking Status, Port of Load, and Port of Discharge. The data rows show various booking statuses such as 'Pending MSC Agency Confirmation' and 'Shipping Instructions Created' across different ports of load and discharge. At the bottom right of the table, it indicates '1 - 15 of 669 items'. The footer contains the text 'Mediterranean Shipping Company S.A. All Rights Reserved - Terms and Conditions'.

Global Reference Number	Booking Reference	Booking Status	Port of Load	Port of Discharge
REFEBKAT00051456		Pending MSC Agency Confirmation	RIGA, Latvia	HAIFA, Israel
		Pending MSC Agency Confirmation	COLOMBO, Sri Lanka	NEW YORK, United States
REFEBKAT00050276		Shipping Instructions Created	COLOMBO, Sri Lanka	NEW YORK, United States
		Pending MSC Agency Confirmation	ISTANBUL, Turkey	VANCOUVER, Canada
		Pending MSC Agency Confirmation	ANTWERP, Belgium	SHANGHAI, China
		Pending MSC Agency Confirmation	ANTWERP, Belgium	SHANGHAI, China
		Pending MSC Agency Confirmation	GEBZE, Turkey	BALTIMORE, United States
REFEBKAT00049807		Pending MSC Agency Confirmation	ANTWERP, Belgium	NEW YORK, United States
REFEBKAT00049736		Pending MSC Agency Confirmation	ANTWERP, Belgium	NEW YORK, United States
		Shipping Instructions Created	ISTANBUL, Turkey	VANCOUVER, Canada
		Shipping Instructions Created	ISTANBUL, Turkey	NEW YORK, United States
		Pending MSC Agency Confirmation	ISTANBUL, Turkey	NEW YORK, United States

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



For all other bookings, select the corresponding function in the right menu.

The screenshot displays the myMSC Booking interface. On the left is a navigation menu with various options. The right menu is open, showing 'myMSC Booking' and 'Template' options, with 'Other booking' highlighted by a red box. The main content area shows a table of booking details.

Global Reference Number	Booking Reference	Booking Status	Port of Load	Port of Discharge
		Select Status		
REFEBKAT00051456		Pending MSC Agency Confirmation	RIGA, Latvia	HAIFA, Israel
		Pending MSC Agency Confirmation	COLOMBO, Sri Lanka	NEW YORK, United States
REFEBKAT00050276		Shipping Instructions Created	COLOMBO, Sri Lanka	NEW YORK, United States
		Pending MSC Agency Confirmation	ISTANBUL, Turkey	VANCOUVER, Canada
		Pending MSC Agency Confirmation	ANTWERP, Belgium	SHANGHAI, China
		Pending MSC Agency Confirmation	ANTWERP, Belgium	SHANGHAI, China
		Pending MSC Agency Confirmation	GEBZE, Turkey	BALTIMORE, United States
REFEBKAT00049607		Pending MSC Agency Confirmation	ANTWERP, Belgium	NEW YORK, United States
REFEBKAT00049736		Pending MSC Agency Confirmation	ANTWERP, Belgium	NEW YORK, United States
		Shipping Instructions Created	ISTANBUL, Turkey	VANCOUVER, Canada
		Shipping Instructions Created	ISTANBUL, Turkey	NEW YORK, United States
		Pending MSC Agency Confirmation	ISTANBUL, Turkey	NEW YORK, United States

1 - 15 of 669 items

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HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



- Enter the booking number
- Your SI will be loaded accordingly.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



When you already created a SI for your booking, and the SI was not submitted to your agency, you will receive following pop-up

The screenshot shows the 'Create Shipping Instructions' page in the myMSC system. The page title is 'Create Shipping Instructions' and the myMSC logo is visible in the top right. A navigation bar includes links for 'Instant quote', 'eBooking', 'Dashboard', 'Help', and 'EN', along with a user profile icon labeled 'QA'. The main content area is titled 'Create Shipping Instructions' and contains a 'Booking Number:' field with the value '459HA0489091'. Below this field are two buttons: '> Check booking' and a refresh icon. A list of status messages follows, with the third and fourth items marked with an 'X' icon, indicating errors: 'The shipping instructions for this booking are already associated with your account.' and 'The shipping instructions for this booking is already created.' A 'Warning' pop-up dialog is centered on the screen, asking 'Are you sure you want to reset the existing shipping instructions? Already inserted data will be lost.' and providing two options: '> Reset and create' and '> Cancel'. Below the dialog, an 'Attention' section states 'The already existing shipping instructions can be reset. If you want to start over, press the button below.' and includes a '> Reset and create' button. At the bottom left, there is a 'Redirect' link.

HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



When someone created a SI for the booking, the message will be prompted:

The screenshot displays the 'Create Shipping Instructions' page. At the top, there is a navigation bar with the MSC logo, a hamburger menu, and several utility icons: 'Instant quote', 'eBooking', 'Dashboard', 'Help', 'EN', and 'Customer'. The main content area is titled 'Create Shipping Instructions' and features a 'Booking Number:' field containing '459IHA033338'. Below this is a yellow button labeled '> Check booking' and a circular refresh icon. A list of status messages follows, with the fourth message, 'X The shipping instructions for this booking already exist.', highlighted with a red border. Below the messages is an 'Attention' section with the text 'You can see the shipping instructon. To be redirected to them, press the button below.' and a 'Redirect' button. The footer contains the copyright notice: '© 2022 MSC Mediterranean Shipping Company S.A. All Rights Reserved - Terms and Conditions'.

Create Shipping Instructions

Booking Number:
459IHA033338

> Check booking

- ✓ This booking does not exists in myMSC and it can be imported.
- ✓ This booking is confirmed and can be imported, shipping instructions can be created.
- ✗ The shipping instructions for this booking are already associated with your account.
- ✗ The shipping instructions for this booking already exist.**
- ✓ The booking office associated to this booking has been found.
- ✓ Containers associated to this booking have been found.

Attention

You can see the shipping instructon. To be redirected to them, press the button below.

Redirect

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HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



If the booking is not known, please contact your agency.



HOW TO SUBMIT THE ELECTRONIC SHIPPING INSTRUCTION SI FOR BOOKINGS NOT ORIGINATING FROM MYMSC



Once the eSI is submitted successfully, you can see the status in the dashboard.

Below are the statuses of eSI in myMSC.

- Draft
- Customer Approval
- Sent to MSC
- Draft Pending Customer Approval
- Contact agency for further assistance – in exceptional case, after submitting the e-SI you may have to contact the agency for assistance.

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency
459HA091392a	MEDUDD99042a	Draft	21 Jun 2023	29 Jun 2023	MSC GERMANY
459HA0913963	MEDUDD990500	Draft	12 Jun 2023	29 Jun 2023	MSC GERMANY
459HA0913964	MEDUDD990518	Customer Approved	12 Jun 2023	19 Jun 2023	MSC GERMANY
459HA0888890	MEDUDD715220	Sent to MSC	30 May 2023	16 Jun 2023	MSC GERMANY
459HA0914073	MEDUDD990898	Draft	15 Jun 2023	15 Jun 2023	MSC GERMANY
459HA0913959	MEDUDD990468	Draft	13 Jun 2023	14 Jun 2023	MSC GERMANY
459HA0913779	MEDUDD990385	Draft	08 Jun 2023	14 Jun 2023	MSC GERMANY

HOW TO AMEND BL DRAFT / E-SI



The Shipping Instruction in myMSC can be created, edited and submitted for the following status:

- **Confirmed (Booking)**
- **Draft**
- **Sent to MSC**

The screenshot shows the 'Shipping Instructions' dashboard in myMSC. The interface includes a top navigation bar with 'Dashboard', the MSC logo, and utility icons for Instant Quote, eBooking, Dashboard, Notifications (99+), Help, EN, and a user profile for 'Nicola'. Below the navigation is a search bar for 'Booking Number' and date filters for '04 Jul 2015' and '05 Sep 2023'. The main content is a table with columns for Booking Number, Bill of Lading Number, Status, Created Date, Last Updated, and MSC Agency. The table contains seven rows of data, with the fourth row (Booking Number 459HA0886890) highlighted in green, indicating it is 'Sent to MSC'. The table also includes a pagination bar at the bottom showing '31 - 40 of 591 items' and '10 items per page'.

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency	
459HA09139za	MEDUDD9904za	Draft	21 Jun 2023	29 Jun 2023	MSC GERMANY	
459HA0913963	MEDUDD990500	Draft	12 Jun 2023	29 Jun 2023	MSC GERMANY	
459HA0913964	MEDUDD990518	Customer Approved	12 Jun 2023	19 Jun 2023	MSC GERMANY	
459HA0886890	MEDUDD715220	Sent to MSC	30 May 2023	16 Jun 2023	MSC GERMANY	
459HA0914073	MEDUDD990898	Draft	15 Jun 2023	15 Jun 2023	MSC GERMANY	
459HA0913959	MEDUDD990468	Draft	13 Jun 2023	14 Jun 2023	MSC GERMANY	
459HA0913779	MEDUDD990385	Draft	08 Jun 2023	14 Jun 2023	MSC GERMANY	

HOW TO AMEND BL DRAFT / E-SI



Note: The 'Customer Approved' for a Draft BL status does not allow to edit a previously submitted approval until a new draft is received by the MSC agency of reference (Draft Pending Customer Approval).

You can edit the Shipping instruction details by clicking on the edit icon.

The screenshot shows the MSC dashboard interface. At the top, there is a navigation bar with the MSC logo, a search bar, and various utility icons (Instant Quote, eBooking, Dashboard, Notifications, Help, EN, and a user profile for 'Nicolo'). Below the navigation bar, the 'Shipping Instructions' section is active, displaying a table of data. The table has the following columns: Booking Number, Bill of Lading Number, Status, Created Date, Last Updated, and MSC Agency. The first row is highlighted, and the edit icon (pencil) is circled in red. The table contains the following data:

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency
459HA09139za	MEDUDD9904za	Draft	21 Jun 2023	29 Jun 2023	MSC GERMANY
459HA0913963	MEDUDD990500	Draft	12 Jun 2023	29 Jun 2023	MSC GERMANY
459HA0913964	MEDUDD990518	Customer Approved	12 Jun 2023	19 Jun 2023	MSC GERMANY
459HA0886890	MEDUDD715220	Sent to MSC	30 May 2023	16 Jun 2023	MSC GERMANY
459HA0914073	MEDUDD990898	Draft	15 Jun 2023	15 Jun 2023	MSC GERMANY
459HA0913959	MEDUDD990468	Draft	13 Jun 2023	14 Jun 2023	MSC GERMANY
459HA0913779	MEDUDD990385	Draft	08 Jun 2023	14 Jun 2023	MSC GERMANY

At the bottom of the table, there is a pagination control showing '31 - 40 of 591 items' and '10 Items per page'.

HOW TO AMEND BL DRAFT / E-SI



After editing, you can do the following actions:

Step 1: Save or Cancel SI

Step 2: Submit SI

If click on the Save Button after having made some changes, the system will save the details and update the status as **'Draft'** in the dashboard as shown below.

The screenshot shows the MSC system interface. The top navigation bar includes icons for Instant Quote, eBooking, Dashboard, Notifications, Help, EN, and a user profile for 'Nicolo'. A 'Save' button is highlighted with a red box. Below the navigation bar, there is a section for 'Document Type and Requested Copies' with two rows: 'Original Unfreighted' (0 copies) and 'Original Freighted' (1 copy). To the right, there are checkboxes for 'Copy Unfreighted' (checked, 5 copies) and 'Copy Freighted' (checked, 1 copy). A success message dialog box is displayed, stating 'Shipping Instructions was successfully saved.' with an 'OK' button.

The screenshot shows the MSC dashboard. The top navigation bar includes icons for Instant Quote, eBooking, Dashboard, Notifications, Help, EN, and a user profile for 'Nicolo'. The main content area is titled 'Shipping Instructions' and features a search bar with 'Booking Number' selected. The table below lists shipping instructions with columns for Booking Number, Bill of Lading Number, Status, Created Date, Last Updated, and MSC Agency. The 'Draft' status in the first row is highlighted with a red box.

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency
459HA09138za	MEDUDD9904za	Draft	21 Jun 2023	29 Jun 2023	MSC GERMANY
459HA0913963	MEDUDD990500	Draft	12 Jun 2023	29 Jun 2023	MSC GERMANY

HOW TO AMEND BL DRAFT / E-SI



If you cancel the SI by clicking on the cancel button, the system will roll back the performed changes since the last saved version and navigate back to the **'Shipping Instructions – Dashboard'** screen

The screenshot displays the 'Shipping Instructions' dashboard. At the top, there is a navigation bar with the MSC logo and various utility icons. Below this, a header section contains key information: Bill of Lading (MEDUTEST8763), Agency (MSC GERMANY), Vessel/Voyage (MSC MEDITERRANEAN/CG335R), Carrier Booking (459TESTBK876805), Cut-Off Date (14-Sep-2023 12:00), and Service Type (Port to Port). A 'Save' button is visible in the top right corner.

The main content area is titled 'Requested Documents'. It includes a 'Select Document' section with radio buttons for 'Sea Waybill', 'Original', and 'Original eBL'. A 'Print Option' dropdown is set to 'POL'. The 'Document Type and Requested Copies' section shows configurations for 'Original Unfreighted' (0 copies), 'Original Freighted' (1 copy), 'Copy Unfreighted' (5 copies), and 'Copy Freighted' (1 copy).

A confirmation dialog box is overlaid on the screen, asking 'Are you sure?' with the message 'Any changes made will be reverted. Do you want to continue?'. It features two buttons: 'No, Go Back' and 'Yes, Cancel'.

HOW TO AMEND BL DRAFT / E-SI



If you submit the SI, a confirmation message pops up stating **‘Shipping Instructions was successfully sent to the agency’**.

Parties

#

SHIPPER

Manifested details: []

Contact: []

Print on BL: []

Delete Submit

Hamburg HH, Germany 21035 mohammed.raza@msc.com Hamburg HH, Germany 21035 mohammed.raza@msc.com

Print on BL: []

Print on BL: [] Mohammed Raza

Success Updated Draft Bill of Lading was successfully sent to the agency

OK

Manifested details: [] Contact: []

HOW TO AMEND BL DRAFT / E-SI



Upon clicking OK in the pop up, SI screen exists and navigates back to the **'Shipping Instructions'** dashboard displaying the status **'Sent to MSC'**.

Dashboard

Instant Quote eBooking Dashboard Notifications Help EN

Nicolo

Shipping Instructions

Booking Number Search 04 Jul 2023 05 Sep 2023 Filters

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency	
459TESTBK876810		✓ Sent to MSC	30 Aug 2023	04 Sep 2023	MSC GERMANY	
459TESTBK876805	MEDUTEST8763	✗ Draft	31 Aug 2023	04 Sep 2023	MSC GERMANY	
459TESTBK876808		✓ Sent to MSC	31 Aug 2023	01 Sep 2023	MSC GERMANY	
459TESTBK87657		✓ Sent to MSC	25 Aug 2023	29 Aug 2023	MSC GERMANY	
459TESTBK87656		✓ Sent to MSC	25 Aug 2023	25 Aug 2023	MSC GERMANY	
459TESTBK87659		✗ Draft	25 Aug 2023	25 Aug 2023	MSC GERMANY	
459HA0930892		✓ Sent to MSC	28 Jul 2023	24 Aug 2023	MSC GERMANY	

1 - 10 of 11 items 10 Items per page

FOR ALL EUROPEAN UNION SHIPMENTS



Since November 4, 2024, MSC has begun submitting customs declarations under the European Union's Import Control System 2 (ICS2). ICS2 requires new regulations for goods transported by maritime, inland waterways, roads, railways, and postal services to or through the EU, Northern Ireland, Norway, and Switzerland. This also applies to EU transshipment and freight remaining on board (FROB). MSC is committed to complying with these regulations, which will be fully effective for House Filers from April 2025. The system enhances the safety and security of pre-arrival procedures by submitting safety and security data of Economic Operators via an Entry Summary Declaration (ENS).

Different filing scenarios are available based on the presence of House Bill of Ladings, the final destination of the goods, and whether EOs are performing multiple filings.

Direct Customers (shipment not including House Bill of Ladings):

- Goods delivered in ICS2 countries: Buyer and Seller of the goods must be declared to EU customs, together with the Bill of Lading data.
- Goods not delivered to ICS2 countries (the case of EU FROB, EU Transshipment, or POD EU with final destination outside EU): only Bill of Lading data must be declared to EU customs.

House Filers (House Bill of Lading(s) included in the shipment):

- Goods delivered in ICS2 countries: House Bill of Lading(s) data, including Buyer and Seller of the goods, must be declared to customs, together with the Master Bill of Lading data.
- Goods not delivered to ICS2 countries (the case of EU FROB, EU Transshipment, or POD EU with final destination outside EU): House Bill of Lading(s) data, not including Buyer and Seller of the goods, together with the Master Bill of Lading data, must be declared to customs.

In the case of House Bill of Lading(s) and/or Buyer and Seller data that must be declared to customs, the **multiple filings** option is possible. EOs can directly submit these data to EU customs, without disclosing them to the carrier. This is possible by sharing with MSC the **EORI number of the Supplementary declarant**. Customs will receive the "Ocean Carrier" declaration from MSC (F12 or F13 filing options), and the supplementary declarant will be responsible for submitting the necessary additional information (F14, F15, or F17 filing options). If all the data are provided to the Ocean Carrier, MSC will submit **complete** datasets via F10 (no House Bill of Lading included), or F11 (including House Bill of Lading data).

EUROPEAN UNION SHIPMENTS

HOW TO PROVIDED MSC WITH THE NECESSARY DATA



Master Bill of Lading data must be provided to MSC via the usual Shipping Instructions (SI) channels, that include:

- myMSC
- EDI (for direct customers)
- INTTRA

We remind customers that MSC need to receive via SI also the following information:

- EORI number of consignee is an optional field and must be provided for all the EU based legal entities (“legal person”) that requested and are in possession of this number, therefore only for shipments with final destination in EU. EORI is not needed when consignee is not a “legal person” or a legal entity located outside EU.
- Commodity code (Harmonized System) must be declared with at least 6 digits.
- House Bill of Lading(s) included in the shipment: yes or no.
- Goods are delivered in ICS2 countries: yes or no.
 - ❖ If goods are delivered in EU, and if House Bill of Lading(s) are not included in the shipment, are Seller and Buyer coincident with Shipper and Consignee: yes or no.
- Full address details, including street name, number, PO Box, city, postcode and country for all involved parties
- EORI number of Supplementary declarant, only in the case of Multiple ENS filings

If no specific field is available in eSI, this information must be submitted in the SI comment section.

Buyer and Seller and/or House Bill of Lading(s) data

These are specific ICS2 required data. Customers can submit this information via:

- **myMSC**, accessing to the dedicated **EU Customs** module and completing the required data requested by the user interface
- **EDI**, via dedicated IFTMIN segments, fully described on the [Developer Portal - MSC](#)
- **INTTRA**, where both Buyer and Seller data and House Bill of Lading(s) data can be included in the shipping instructions journey

Exceptionally, House Bill of Lading(s) data not shared to MSC via above channels will be filed by MSC and submitted to EU customs. For this value-added service, MSC will invoice USD 30 per House Bill of Lading.

WHAT MAKES A CORRECT SHIPPING INSTRUCTIONS?

- ✓ Valid 6-digit H.S. code.
- ✓ Complete container, seal, cargo description.
- ✓ Segregate all H.S. code into different cargo items. (*if multiple H.S. code in a container*)
- ✓ Complete B/L party info. (company name, address, legal registration ID (*TAX ID, EORI...*) contact email & telephone number)
- ✓ Correct / matched booking info. (POD / Final POD)
- ✓ Freight terms / Customs filling type. (Regular BL / HBL filing)



- ✓ Receive draft BL within turn around time.
- ✓ Accurate BL / Manifest.
- ✓ Ontime / correct AMS, ENS filing.
- ✓ Connect to planned vessel.
- ✓ Facilitate destination import processing.

SHIPPING INSTRUCTION (SI) CUT-OFF

3 days before Vessel's ETA

EXPORT DOCUMENTATION EMAIL ID

Manila, Batangas & Subic:

- PH005-EXPORTDOC.PH@MSC.COM

Cebu & Cagayan de Oro:

- PH005-INFOCEBU@MSC.COM

Davao & General Santos:

- PH005-INFODVO@MSC.COM

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