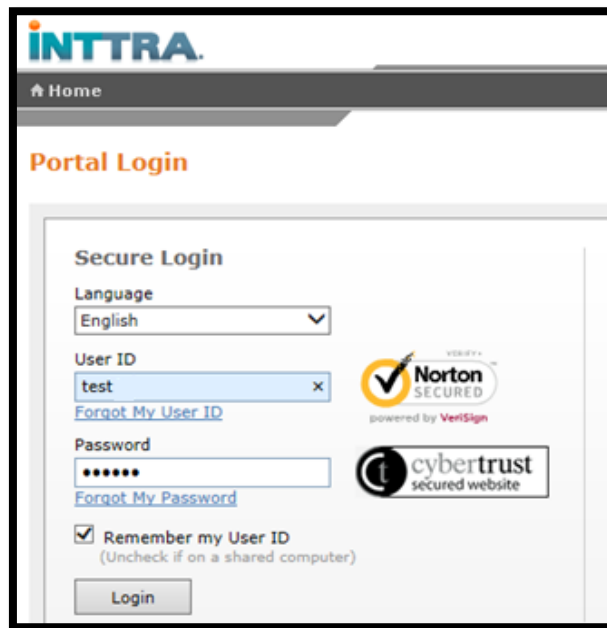


Shipping Instruction (Draft) INTTRA Guide step-by-step

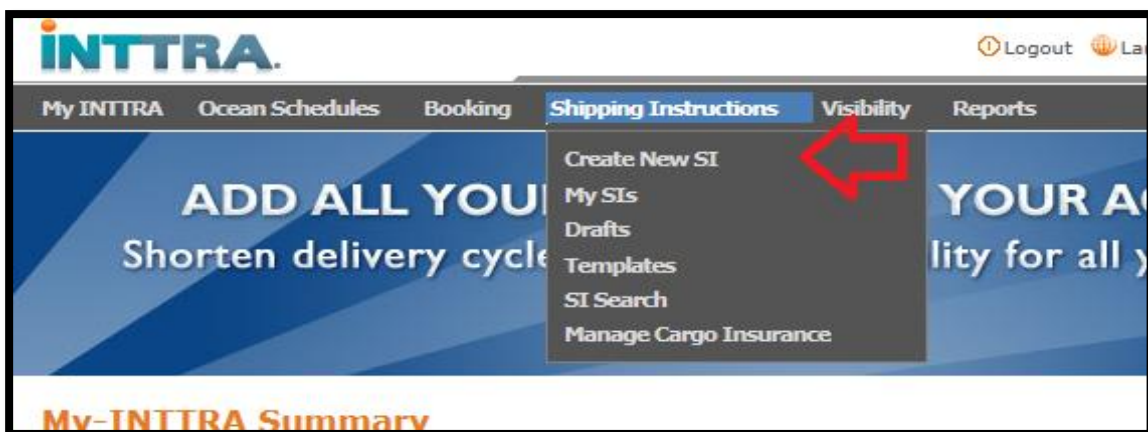
The INTTRA Website is fully compatible with browsers -
Internet Explorer 8 ou Mozilla Firefox

- 1- Login at INTTRA (www.intra.com):



The screenshot shows the INTTRA website's login page. At the top, the INTTRA logo is visible. Below it, there is a navigation bar with a 'Home' link. The main heading is 'Portal Login'. Underneath, there is a 'Secure Login' section. This section includes a language dropdown menu set to 'English', a User ID input field containing 'test', and a Password input field with masked characters. There are links for 'Forgot My User ID' and 'Forgot My Password'. A checkbox labeled 'Remember my User ID' is checked, with a note '(Uncheck if on a shared computer)'. A 'Login' button is at the bottom. To the right of the login fields, there are security logos for 'Norton SECURED powered by VeriSign' and 'cybertrust secured website'.

- 2- Move your mouse over "Shipping Instruction" and click on "Create New SI":



3- **1st. Section:**

Carrier: select MSC

Carrier Booking Number: provide carrier booking number

References: Not needed, but you may use them to identify your shipment at INTTRA.com.

Shipper/Forwarder/Consignee/Notify: party names should be provided in two lines without any accents or special characters, addresses may have up to 4 lines of 35 characters. In case 3rd Notify is needed, then this information can be provided at the cargo description.

If the text doesn't fit at the structured fields provided, then it must be provided at B/L Comments field. *never use the fields at "add Party Details"

The screenshot shows a shipping booking form with the following sections:

- Consolidation Shipment:** This is a Consolidation Shipment containing both Master and House Bill data
- Shipper:** Shipper name - up to two lines of 35 characters; Address - up to 4 lines of 35 characters; Add to Favorites checkbox.
- Forwarder:** Forwarder name - up to two lines of 35 characters; Address - up to 4 lines of 35 characters; Add to Favorites checkbox.
- Consignee:** Consignee name - up to two lines of 35 characters; Address - up to 4 lines of 35 characters; Add to Favorites checkbox.
- Notify Party:** Notify Party name - up to two lines of 35 characters; Address - up to 4 lines of 35 characters; Add to Favorites checkbox.
- Carrier:** Carrier (MSC selected); Carrier Booking Number (2411XX1234567).
- References:** (multiple allowed ex. 371,425). This section is crossed out with a red X and includes fields for Shipper's Reference Number, Forwarder's Reference Number, Transaction Reference Number (ITN), Purchase Order Number, and Contract Reference Number.

4- **2nd. Section:**

Vessel: provide vessel name

Voyage: provide voyage number

Port of Load: provide port of load from the list

Port of Discharge: provide port of discharge from the list

Origin of Goods/Origin/Destination: not mandatory


Print on B/L as: These fields can be used in case custom port standard name is desired.

They are only available at the time of sending the Shipping Instruction and it means that on "amend" stage they are unavailable.

- Ports MUST be the same on the bookings related to the shipment.

Lloyd's Vessel Code: not mandatory

*Vessel Vessel name	Voyage Voyage number	Ship's Vessel Code
Origin of Goods SANTOS, SP, BRAZIL (BRSSZ)	Print on B/L as SANTOS, SP, BRAZIL	*Move Type Port,Ramp,CY/CFS to Port,Ramp,CY/CFS
Place of Receipt SANTOS, SP, BRAZIL (BRSSZ)	Print on B/L as SANTOS, SP, BRAZIL	Shipment Type FCL (Full Container Load)
*Port of Load SANTOS, SP, BRAZIL (BRSSZ)	Print on B/L as SANTOS, SP, BRAZIL	
*Port of Discharge HOUSTON, TX, UNITED STATES (USHOU)	Print on B/L as HOUSTON, TX, UNITED STATES	
Destination (Place of Carrier Delivery)	Print on B/L as	

 [View Customs Regulations](#)

* if you can't find the specific location, please search by the UNLOCODE at <http://www.unece.org/cefact/locode/service/location.html> . UNLOCODES have five letters, the first two are related to the country and others three are random. Example: USHOU (United States - Houston), BRSSZ (Brazil - Santos) ...

5- **Particulars:**

Container 1:

Container Number: provide container number.

Container Type: provide container type.

Container Net Weight/Container Tare Weight/Container Volume: do not provide. **If these information needed to be printed on B/L, please insert them in the Cargoes Description.**

Container Supplier: inform "Carrier Supplier" or "Shipper Supplier" if you are the owner.

Carrier Seal #: provide seal numbers (only one seal number per each field), **never provide seal numbers at cargo description**. In case you have more than 01 seal you should inform them in the fields indicated below by clicking in "Add Containers Details".

Particulars	Container Details -- Webpage Dialog
Container 1	Container 1 - Details
*Container Number	Terminal Operator Seal Number
*Container Type Select one	Veterinary Seal Number
Container Net Weight (excluding tare)	Customs Seal Number
Container Tare Weight	Customs Release Code
Container Gross Volume	Container Stuffing Location
Container Supplier Carrier Supplied	Container Comments
Carrier Seal #	
Add Container Details	
	Save Clear Cancel

Cargo 1:

Package count (mandatory): packages quantity.

Package Type (mandatory): provide package type (Package types “UNIT(S), BULK(S), LOT(S), PIECE(S) and PALLET(S)” are not accepted by MSC).

Print on BL as: provide custom text to be printed on the BL.

HS Code: provide at least 8 digits of the NCM code.

Schedule Number: not needed.

NCM Code: do not provide.

Cargo Description: provide cargo description, NCM (if more than one), SD/DDE or DSE.

Container tare and net weight can also be provided at this position if needed. If you have more than one container with the same cargo, you will need to type the “short cargo description” as from the second container. **If this field is in blank (with 3 dots) we will take any information from the 1st.** Description to be the short cargo description for the others units.

Marks and Numbers: provide marks and numbers / Is not allowed blank lines in this field.

Add Hazmat: click only if HAZMAT information is needed. This information MUST be the same informed at the DCA to the commercial team

Cargo Gross Wt: provide gross weight without tare. The “dot” should only be provided for grams and comma should never provide. Up to 3 decimals can be provided (Example: 22500.050).

Cargo Gross Volume: provide gross volume

Cargo: click Add if you need one more cargo

Container: click Add for more containers

I’m shipping only one cargo in this shipment: This option should NOT be selected since you have to inform the “short cargo description” as from the second container and on.

The screenshot shows a web form titled "Particulars" with three main sections: "Container 1", "Cargo 1", and "Cargo Gross Wt & Vol".

- Container 1:** Fields include Container Number (XXXX1234567), Container Type (20 Standard Dry), Container Net Weight (Kgs), Container Tare Weight (Kgs), Container Gross Volume (Cbm), Container Supplier (Carrier Supplied), Carrier Seal # (LACRE), and Shipper Seal # (LACRE). There is a link "Add Container Details".
- Cargo 1:** Fields include Package Count (10), Package Type (Outermost) (Box), Print on B/L as (Box), HS Code (marked with a red X), Schedule B Number (marked with a red X), Cargo Description (Descriçao da carga, NCM, NET WEIGHT, TARA CONTAINER), and NCM Code(s) (marked with a red X). There are links "Add Hazmat" and "Add Cargo Details".
- Cargo Gross Wt & Vol:** Fields include Cargo Gross Wt (Cargo+Packaging) (10000 Kgs) and Cargo Gross Volume (Cargo+Packaging) (20 Cbm).

At the bottom, there is a checkbox "I'm shipping only one cargo in this shipment" which is unchecked.

6- **Control Totals and Manifest Filing Information:** DO NOT PROVIDE

Control Totals			
Total Number of Containers:	<input type="text"/>	Total Shipment Weight:	<input type="text" value="1000000"/>
Total Number of Packages:	<input type="text"/>	Total Shipment Volume:	<input type="text" value="20000"/>

Manifest Filing Information			
Discharge Port Country	Filing Status	Filing Country	Mer ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1st Freight Remaining On Board Country	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Freight Remaining On Board Country	<input type="text"/>	<input type="text"/>	<input type="text"/>

7- **Documentation and Freight Charges** – ignore all fields marked with a red X.

Ocean Freight Payable at: provide place of payment

Ocean Freight: payment type (Prepaid/Collect/Elsewhere).

Please always repeat the Freight Modality in the B/L Comments.

Documentation and Freight Charges			
Clauses		User Defined Clauses	
<input type="checkbox"/> Age of Vessel	<input type="checkbox"/> Caribbean Basin Initiative (CBI)	<input type="text"/>	
<input type="checkbox"/> Carrier Reserves the Right to Place Container(s) in Heated Warehouse at a Set Cost	<input type="checkbox"/> Certification Statements		
B/L Place of Issue	Print on B/L as	Requested Date of Issue	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*Ocean Freight Payable at	Currency Type	Shipper Declared Value	
<input checked="" type="radio"/> Select one	USD United States of America, I	<input type="text"/>	
<input type="radio"/> All Charges			
<input checked="" type="radio"/> Individual Charges			
*Ocean Freight	Prepaid	Additional Charges	Select one
Origin Port Charges(THC)	Select one	Destination Port Charges(THC)	Select one
Origin Haulage Charges	Select one	Destination Haulage Charges	Select one

- 8- **B/L Print Instructions**: inform how many copies are needed Freighted and Unfreighted.
B/L Comments: you should add in this field any information that are relevant in this shipment, for example:
- Telex Release or Express release;
 - Part-Lot;
 - Freight Modality...
- These instruction will NOT be printed on B/L.

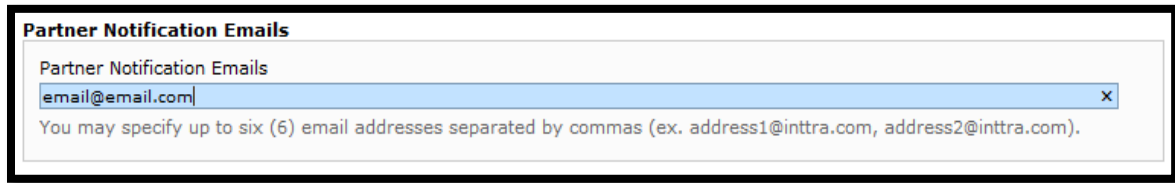
For Consolidation Shipment containing both Master and House B/L, please follow below instructions to inform the Original Shipper and Ultimate Consignee.

- 1- Click in the check-box:

- 2- Click in "Create new House Bill" (Section Particulars)

- 3- Inform the House B/L number, the Original Shipper and Ultimate Consignee and press "SAVE".

- 9- **Partner Notification Emails**: provide emails for INTTRA notification.



The screenshot shows a web form titled "Partner Notification Emails". It features a text input field containing the placeholder text "email@email.com" and a small "x" icon for clearing the field. Below the input field, there is a help text that reads: "You may specify up to six (6) email addresses separated by commas (ex. address1@intrta.com, address2@intrta.com)".

- 10- **Submitting the Shipping Instruction (SI)**: click "**Continue**", revise the SI and "Submit".

Continue >>

Attention:

- All fields marked with an asterisk must be provided.
- Accents and special characters (° , ã...) should not be provided.
- Only use Internet Explorer 8 or Mozilla Firefox browsers to use the INTTRA tools, since the others are not fully compatible (I.E. 11 and Google Chrome).
- Contact INTTRA if the email notification is not received within 15 minutes after SI sent (INTTRA: 0800-891-1560).
- If shipment is Part-Lot, "PART-LOT" should be provided at the first cargo description line. (Ex.: Part-Lot 1/2, Part-Lot 2/2).
- Only one SI original can be sent for each container. If you need to amend any information, then you have to amend the SI sent in INTTRA.

Shipping Instruction Amendment

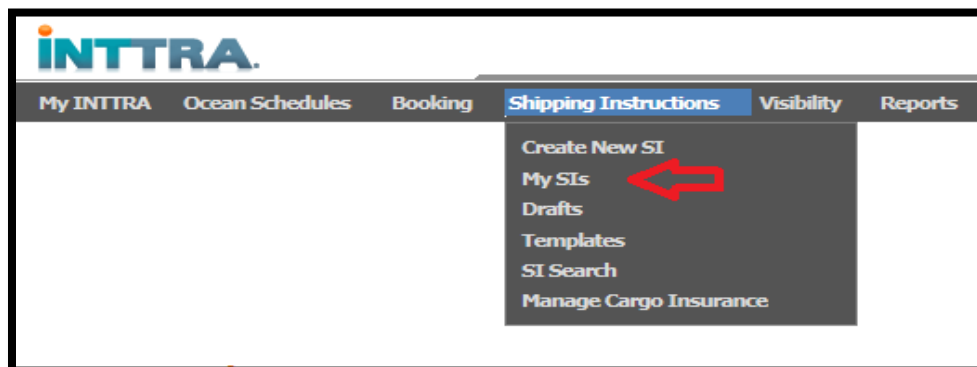
Note: Amends can be only processed by our DOC team before the deadline. Only one SI original can be sent for each container. In case the shipment is Part-Lot, then one SI for each BL shall be sent and "PART-LOT" should be typed at the first cargo description line (Ex.: Part-Lot 1/2 , Part-Lot 2/2). If you need deadline extension, contact your commercial contact at MSC. If the SI was created with INTTRA Desktop, then it can only be amended thru INTTRA Desktop.

- 1- Login at INTTRA (www.intra.com):



The screenshot shows the INTTRA Portal Login page. At the top left is the INTTRA logo. Below it is a 'Home' link. The main heading is 'Portal Login'. Underneath is a 'Secure Login' section with a language dropdown set to 'English'. The 'User ID' field contains 'test' and has a 'Forgot My User ID' link below it. The 'Password' field is masked with dots and has a 'Forgot My Password' link below it. There is a 'Remember my User ID' checkbox which is checked, with a note '(Uncheck if on a shared computer)'. A 'Login' button is at the bottom. To the right of the login fields are two security logos: 'Norton SECURED powered by VeriSign' and 'cybertrust secured website'.

- 2- Move your mouse over "Shipping Instruction" and click "My SIs":



- 3- Select the Shipping Instruction to amend and click on Amend:

INTRA Logout Administration Customer Service Resource Center

My INTRA Ocean Schedules Booking Shipping Instructions Web BL Visibility Reports

My Shipping Instructions

Consumer Co - Mr. Customer

My SIs Company Templates My Drafts [SI Search](#) | [Create New SI](#)

Show My SIs within Last 14 days

Summary of Activities within the last 14 days

Submitted		Carrier Acknowledgment Status			
Submitted	Amended	Accepted	Pending	Rejected	N/A
4	1	2	3	0	0

Filter by None Clear Filter

View Amend Reuse

Status	Date (GMT)	Submitted Status	INTRA SI #	Carrier	Acknowledgment Date (GMT)	Acknowledgment
<input checked="" type="radio"/>	2014-05-22 18:37:20	Submitted	249257	MSC		PENDING
<input type="radio"/>	2014-05-22 17:01:33	Amended	249005			PENDING
<input type="radio"/>	2014-05-15 21:38:01	Submitted	249005			PENDING
<input type="radio"/>	2014-05-15 19:42:19	Submitted	248998		2014-05-15 20:16	ACCEPTED
<input type="radio"/>	2014-05-15 18:26:37	Submitted	248995		2014-05-15 18:46	ACCEPTED

View Amend Reuse << Previous 1 Next >>

- 4- Amend the SI as needed: click on “Continue”, revise the SI created and click “Submit”

Continue >>

Please contact MSC Brazil / E-Commerce Support in case further information is needed:

Br241-inttrasupport@msc.com.