

User manual of online booking and SI entry

1. E-booking account register

2. Search vessel

3. Booking input

- [Shipper and consignee information](#)
- [Serial number](#)
- [Container information](#)
- [Port information](#)
- [Cargo information](#)
- [Transshipment information](#)
 - [Export from HK](#)
 - [Export from PRD via HK](#)

4. Special cargo information

- [DG](#)
- [Reefer](#)
- [Special container](#)
- [SOC](#)

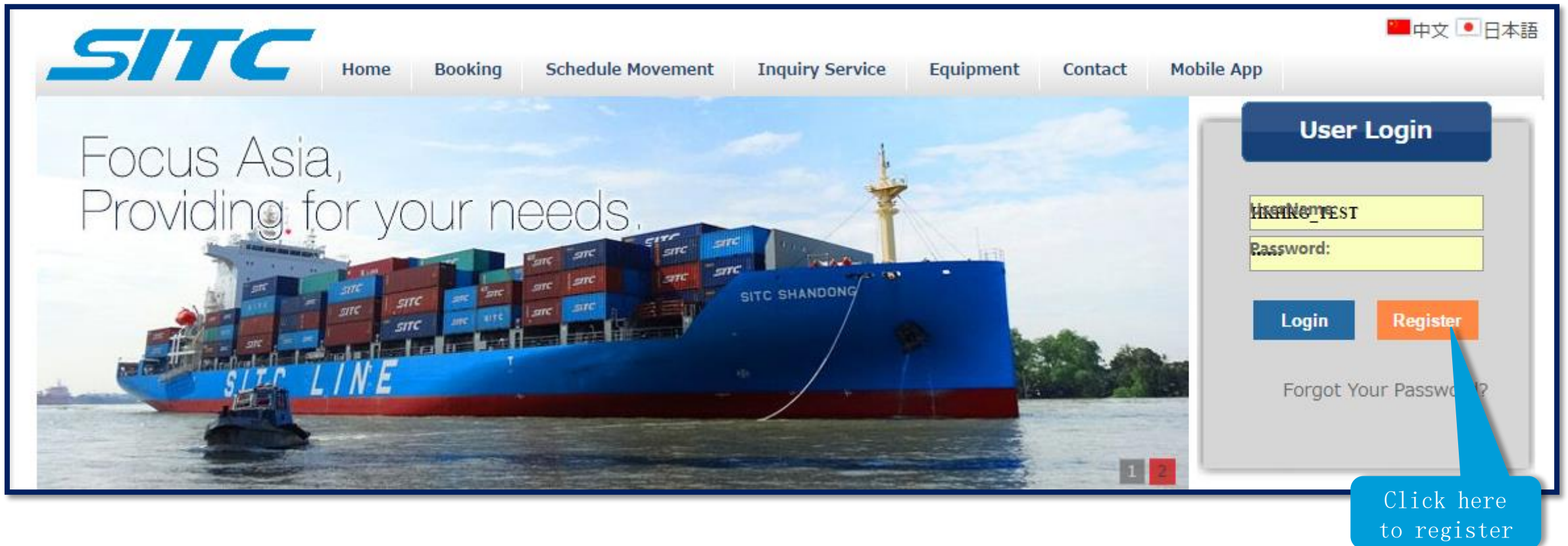
5. Remark

6. Revise and cancel booking

7. Entry of shipping instruction(S/I)

1. E-booking account register

網址: <http://www.sitcline.com/login.jsp>



The screenshot displays the SITC website's login and registration page. The header features the SITC logo and navigation links: Home, Booking, Schedule Movement, Inquiry Service, Equipment, Contact, and Mobile App. Language options for 中文 (Chinese) and 日本語 (Japanese) are in the top right. The main banner shows a large blue container ship, the SITC SHANDONG, with the text "Focus Asia, Providing for your needs." The right sidebar contains a "User Login" section with input fields for "Username" (containing "HKKING_TEST") and "Password", and buttons for "Login" and "Register". A "Forgot Your Password?" link is also present. A blue callout bubble points to the "Register" button with the text "Click here to register".

1. E-booking account register

The screenshot shows the 'User Register' form on the SITC LINE website. The form includes fields for User ID, Password, Name, E-Mail, E-Mail2, and Verification Code. There are also checkboxes for 'Booking from Japan ports', 'Booking from outside of Japan ports', and 'Shipping Online Access'. A 'Terms of Use' section is at the bottom, followed by an 'Accept&Confirm' button. Annotations highlight specific features: 'Login ID' points to the User ID field, 'Booking PIC' points to the Name field, 'E-MAIL2: can input more than 1 email and semicolon must be used (;) to separate each email.' points to the E-Mail2 field, and 'E. g: ABC@SITC.COM.HK ; BCD@SITC.COM.HK (Please input the emails for receiving S/O and also receiving B/L)' provides an example for E-Mail2. A note on the left states '* Must tick booking from outside of Japan port'.

User Register

User Register

User Register

Disclaimer

User ID(*)

Password(*)

Name(*)

E-Mail (*)

E-Mail2

Verification Code(*)

☐ Booking from Japan ports

☐ Booking from outside of Japan ports

☐ Shipping Online Access

Terms of Use

Your access to and use of the SITC Container Lines Co., Ltd. ('SITC LINE') Web Site is subject to the following Terms of Use. By accessing, browsing and/or using this SITC LINE web site ('Web Site'), you acknowledge that you have read, understood, and agreed to be bound by these Terms of Use and to comply with all applicable laws and regulations. If you do not agree to these terms, do not use this Web Site. SITC LINE may at any time revise these Terms of Use, and you are bound by such revisions and should therefore periodically visit the Web Site to review the updated Terms of Use.

Use Restrictions

Accept&Confirm

Login ID

Booking PIC

E-MAIL2: can input more than 1 email and semicolon must be used (;) to separate each email.

E. g: ABC@SITC.COM.HK ; BCD@SITC.COM.HK
(Please input the emails for receiving S/O and also receiving B/L)

* Must tick booking from outside of Japan port

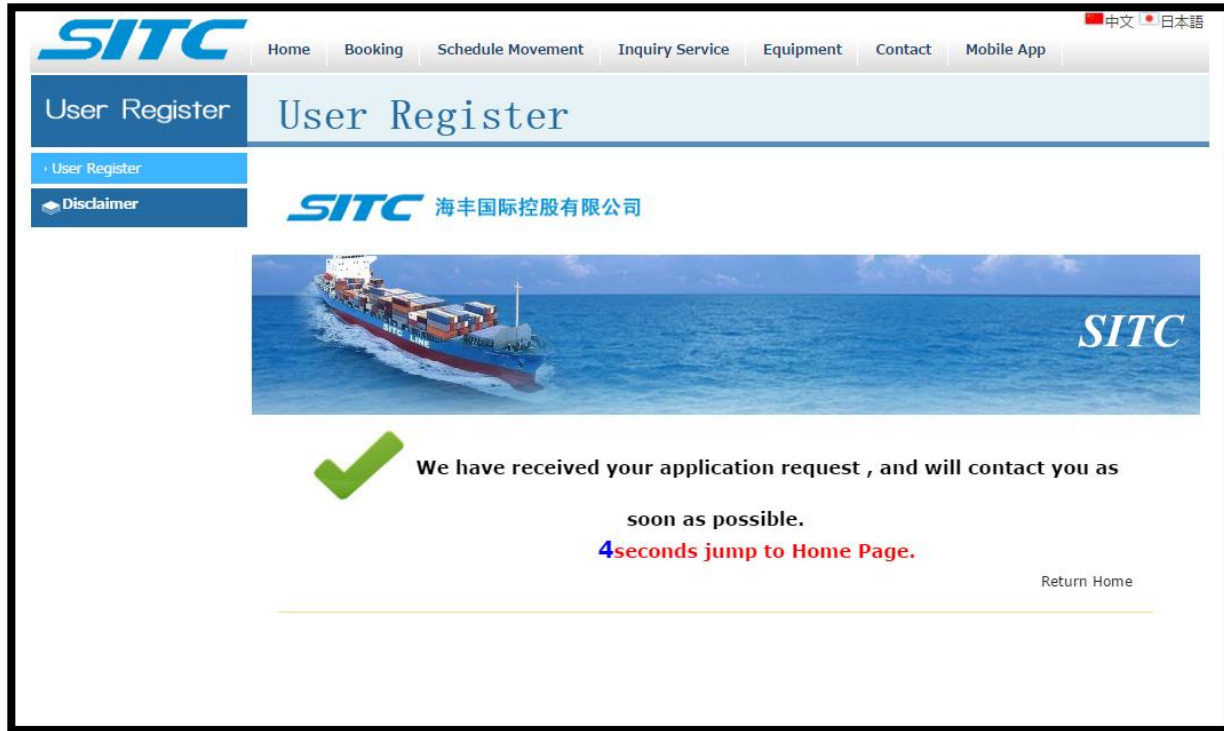
1. E-booking account register

<input type="checkbox"/>	Booking from Japan ports
<input checked="" type="checkbox"/>	Booking from outside of Japan ports
<input type="checkbox"/>	Shipping Online Access
	<div>+</div> <div>-</div>
	<div>Booking Port</div> <div>HKHKG</div>
Company(*)	<input type="text"/>
Telephone(*)	<input type="text"/>
Fax	<input type="text"/>
Freight Memo Info	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax
If you add check mark into above boxes, Freight Memo will be sent to your FAX NO and E-mail address automatically.	
<div>Terms of Use</div> <div>Your access to and use of the SITC Container Lines Co., Ltd. ('SITC LINE') Web Site is subject to the following Terms of Use. By accessing, browsing and/or using this SITC LINE web site ('Web Site'), you acknowledge that you have read, understood, and agreed to be bound by these Terms of Use and to comply with all applicable laws and regulations. If you do not agree to these terms, do not use this Web Site. SITC LINE may at any time revise these Terms of Use, and you are bound by such revisions and should therefore periodically visit the Web Site to review the updated Terms of Use.</div> <div>Use Restrictions</div>	
<div>Accept&Confirm</div>	

Select HKHKG

Must be company full name

1. E-booking account register



Register process finished

E-booking account will be active after approval. The registered main email will be received a confirm notice.

2. Search vessel

SITC Home **Booking** Schedule Movement Inquiry Service Equipment Contact Mobile App

Booking (New)

• Booking (New)
• Booking(New)
Disclaimer

Search

POL: HKHKG POL ETD: 2018-1-3 POD: KSHV POD ETA:

Search

5. Select POL ETD HKHKG->KSHV

6. Click **search**, vessel will be shown at below box

7. Tick the vessel you need

8. Final, click **booking** to continue booking process

Filter By Vessel **Filter By Lane** **Booking**

Unacceptable booking line

There is usually no ""Unacceptable booking line"" about standard cargo, now.

Space Status
○ : Space available
△ : Space tight (Booking application is available, our operator will answer you back booking is acceptable or not later.)
X : Booking unacceptable

No.	BKG	Space	Vessel Name	VOY	Terminal Name	POL ETA	POL ETD	POD ETA	Sailing	La
1	<input type="checkbox"/>	○	SITC KEELUNG	1724 S	HOI KONG CONTAINER SERVICES CO LTD - DEPOT 1	01/03 Wed	01/04 Thu	01/08 Mon	4	Cl
2	<input checked="" type="checkbox"/>	○	SITC JIANGSU	1726 S	HOI KONG CONTAINER SERVICES CO LTD - DEPOT 1	01/08 Mon	01/09 Tue	01/14 Sun	5	VT

4. Input POD
**only limited to direct port, if destination need to be transited, for example phnom penh via sihanoukvile, it should input sihanoukvile to search vessel. Transhipment detail should be input in booking detail.

1. Click booking
2. Then click booking (NEW)

3. Select HKHKG

5. Select POL ETD HKHKG->KSHV

6. Click **search**, vessel will be shown at below box

8. Final, click **booking** to continue booking process

7. Tick the vessel you need

3. Booking - shipper and consignee input

Vessel Name:		SITC JIANGSUV.1726 S	Pol Etd:		2018-01-09 08:00
Customer Info					
Shipper Name:		ABC COMPANY	Consignee Name:		TBA
			Consignee Add:		
Country Code:			Country Code:		
Tel:			Tel:		
Fax:			Fax:		
Notify1 Name:		SAME AS CONSIGNEE	Notify2 Name:		
Notify1 Address:			Notify2 Address:		
Country Code:			Country Code:		
Tel:			Tel:		
Fax:			Fax:		

Shipper name is defaulted as registered account company name, and it will be shown on SO. It can also be revised if needed.

If you have any serial number (O/F or FREE TIME), consignee name must be input. Otherwise nothing to revise.

If there is not special, no need to input

3. Booking - serial number

No need input, those number will be auto generated once booking confirmed

Except SOC, all other booking should be selected **CY-CY**

1. **PRE AGMT NO.** = Ocean Freight relevant serial number
2. **SWL AGREEMENT**= SEA WAY BILL NUMBER
3. **F/T NO.** = destination detention & demurrage serial number
If you have above number, please input.

The screenshot shows a booking form with the following fields and callouts:

- Top Section (Red Box):** Includes "No" (header), "Bk No:" (input field), and "Pl No:" (input field). A callout points to this section: "No need input, those number will be auto generated once booking confirmed".
- Bk Status:** A dropdown menu.
- Bk Type:** A dropdown menu with "FCL CARGO" selected. A callout points to it: "Only accept **FCL** booking".
- Transport Terms:** A dropdown menu.
- PayType:** A dropdown menu. A callout points to it: "Select **PP** (Freight prepaid) or **CC** (Freight collect) based on needs. If **CC**, input serial number in **PRE AGMT NO.**".
- Pre Agmt No:** An input field.
- SWL Agreement:** An input field.
- Free Time No:** An input field with "NIL" entered.
- Bottom Section (Red Box):** Includes "VIP:" (checkbox), "NVOCC:" (checkbox), "[Surcharges](#)", and "[Yard Info](#)". A callout points to this section: "No need to input".

3. Booking - container information

Container type

No service for below red highlighted container type

Code	Container	Code	Container
20GP	20 DRY	40GP	40 DRY
20FR	20 FLATRACK	40FR	40 FLATRACK
20TK	20 TANK (SOC)	40TK	40 TANK (SOC)
20RF	20 REEFER	40RF	40 REEFER
20HR	20 HIGH CUBE REFFER	40HR	40 HIGH CUBE REFFER
20HC	20 HIGH CUBE	40HC	40 HIGH CUBE (40HQ)
20OT	20 OPENTOP	40OT	40 OPENTOP
		45HR	45 HIGH CUBE REFFER
		45HC	45 HIGH CUBE

Book more than 1 container type, click “+” to add more

Cargo type

No service for below red highlighted cargo type

CARGO TYPE (貨類)	Description (描述)
EMPTY&DG	空箱半危
FR (OH)	框架箱 (超高)
FR (FV)	框架箱 (超高和超寬)
OT (OH)	OT 超高
SCRAPS	廢品
DRY	普箱
REEFER	凍箱
SEMI-HAZ	危品 (半危)
HAZARDOUS	危品 (全危)
HG-1 (ONE BAR)	單掛衣
HG-2 (TWO BAR)	雙掛衣
OT-1 (OH WITHIN 1M)	開頂箱 (超高1米內)
OT-1 (OH 1M TO 2M)	開頂箱 (超高1米至2米)
FR-1 (OH OR OW WITHIN 1M)	框架箱 (超高或超寬1米內)
FR-2 (OH AND OW WITHIN 1M)	框架箱 (超高和超寬1米內)
FR-3 (OH OR OW MORE THAN 1M)	框架箱 (超高或超寬多於1米)
EMPTY	空箱
DOOR OPEN	半開門
FR (OW)	框架箱 (超寬)
WASTER PAPER	廢紙

3. Booking - port information

Port Info			
Por:	<input type="text" value="HKHKG"/>	Pol:	<input type="text" value="HKHKG"/>
Pod:	<input type="text" value="KSHSV"/>	Del:	<input type="text" value="KSHSV"/>

Above POR or DES are auto-gen, no input or amendment is needed.

3. Booking - cargo information

Cargo Info			
Quantity:	<input type="text"/>	Cargo Desc:	<input type="text" value="NA"/>
Gross Weight:	<input type="text" value="0"/>		
Size:	<input type="text" value="0"/>		
Package Type:	<input type="text" value="ZZ"/>	Package Desc:	<input type="text" value="THE OTHERS"/>
HS CODE(KR):	<input type="text"/>	HS CODE(CN):	<input type="text"/>
		Shipping Mark:	<input type="text" value="NA"/>
		HS CODE(JP):	<input type="text"/>

Commodity name must be filled in this box. if cargo sensitive, we may request the relevant documents. (E.g LOI, permit etc.)

HS CODE must be input if booking export to Japan,

Above information are auto-gen, please revise if any special need. Commodity name must be filled in CARGO DESC

3. Booking - transshipment information (export from HK)

If destination needs to be transshipped, please follow below steps

1. Tick, and click T/S

2. Trip 1 auto-gen

3. Click “+” to add trip 2 information

4. Select FEEDER or OCEAN

1. Tick, and click T/S

2. Trip 1 auto-gen

3. Click “+” to add trip 2 information

4. Select FEEDER or OCEAN

It will pop up a search window if double click on it. And input final destination search
**above photo as example
5. Trip 2’ s “port from” input SIHANOUKVILL (KSHV) (=trip 1’ s “port to”), then double click the box of “port to” to search the final destination

Choose Vessel	TripNo	LineType	Service Line	Vessel Code	Vessel Name	Voyage No	Voyage Leg	Port From	Port To	Sailing Date	Carrier	POL Yard	POD Yard
Vessel	1	Ocear	VTX1	STJS	SITC JIAN	1726	S	HKHKG	KHSHV	2018-01-09	SIT		
Vessel	2	Feede						KHSHV	KHPH		SIT		

Port Code

PHNOM| confirm

find 1 results, displaying 1 to 1

Port Code	Port Name	Port N
KHPH	PHNOM PENH	金边

3. Booking - transshipment information (export from PRD via HK)

Choose Vessel	TripNo	LineType	Service Line	Vessel Code	Vessel Name	Voyage No	Voyage Leg	Port From	Port To	Sailing Date	Carrier	POL Yard	POD Yard
<u>Vessel</u>	1	Ocear ▼	VTX1	STJS	SITC JIAN	1726	S	HKHKG	KHSHV	2018-01-09	SIT		
<u>Vessel</u>	2	▼									SIT		
<u>Vessel</u>	3	▼									SIT		

Above information are defaulted.
Please follow below PIC to revise trip no. accordingly

Choose Vessel	TripNo	LineType	Service Line	Vessel Code	Vessel Name	Voyage No	Voyage Leg	Port From	Port To	Sailing Date	Carrier	POL Yard	POD Yard
<u>Vessel</u>	2	Ocear ▼	VTX1	STJS	SITC JIAN	1726	S	HKHKG	KHSHV	2018-01-09	SIT		
<u>Vessel</u>	1	Feede ▼						CNHUA	HKHKG		SIT	HUW	
<u>Vessel</u>	3	Feede ▼						KHSHV	KHPPH		SIT		

- Trip1: PRD export information. select FEEDER for line type, input port from & port to as above example.
- Trip2: information of 1st leg MV. Selection OCEAN, input port from & port to as above example.

Double click to pop up below search window, then input port name to search.

Port Code

确认

POL yard can be searched when double clicking the boxes.

Facility Code

HUANG

confirm

find 17 results, displaying 1 to 15

Facility Code	Facility Name(Cn)
HGA	黄浦区港澳码头
HJL	黄浦区港利码头
QHD	秦皇岛港新港集装箱码头
HUG	黄浦区港通码头
HUK	黄浦区港口码头
HUJ	黄浦区港口码头
HUX	黄浦区新沙码头
HWZ	黄浦区物资仓库码头
HST	黄石码头
HDJ	黄浦区外建仓库
HUW	黄浦区湾头
HUM	黄浦区湾头码头
HUY	黄浦区湾头码头
HSS	黄浦区湾头码头
HMS	黄浦区湾头

4. Booking - special cargo (DG)

click “+” or “-” adding or deleting.

Tick hazardous cargo

Must provide 24hours contact

If there is no suitable option, please select ZZ (other)

Must double click to input information for these two columns.

<input type="checkbox"/> 1/5		Hazardous Cargo: <input checked="" type="checkbox"/>		Reefer: <input type="checkbox"/>		Sp: <input type="checkbox"/>		SOC: <input type="checkbox"/>						
+ -														
IMO Class	UN No.	Label	Package Desc	Package Code	Property	Chemical Name	Emergency Seq	Emergency TelNo	Quantity	Gross Weight	Net Weight	Flash Point	Rate Base	Is Pollute
3	1266		II ▼	ZZ ▼	PERFUM	PERFUM	F-E, S-D	23456789	1	1200	1000	5	C ▼	No ▼

Text Edit

PERFUMERY PRODUCTS WITH FLAMMABLE SOLVENTS

确认

4. Booking - special cargo (reefer)

click “+” or “-” adding or deleting.

Hazardous Cargo: ☐ **Reefer:** ☒ Special Container: ☐

Tick reefer

Rate Base	Temperature	Max Temperature	Min Temperature	Intake Num	Humidity
C ▼	-18			20%OPEN	

Red items must be filled.

4. Booking - special cargo (special containers)

click "+" or "-" adding or deleting.

Hazardous Cargo: ☐ Reefer: ☐ Special Container: ☒ Tick special container

+ -

Container Type	Length(cm)	Width(cm)	Height(cm)
20OT	2000 cm	123 cm	2500 cm

For below container type booking, above column must be input and provide length, width, height in CM

Code	Container
20FR	20 FLATRACK
20OT	20 OPENTOP
40FR	40 FLATRACK
40OT	40 OPENTOP

4. Booking – SOC

click “+” or “-” adding or deleting.

Hazardous Cargo: ☐ Reefer: ☐ Special Container: ☐ SOC: ☒ Tick SOC

Direction	Return To Port	Return To Port Name	Contact Person	Container Manager	Full Empty Type
ONE WAY ▼				SOC	▼

Only accept one way

Only direction is needed.

5. Remark

Remark:	<input type="text"/>
Price Remark:	<input type="text"/>

****PRD booking, please input cargo ready date for arrange container reposition.**

if there is any special request you may also input it in remark, for instant, **payment settle in GZ** etc.

6. Revise and cancel booking

The screenshot shows the 'Booking History (New)' interface. A red box highlights the search area, which includes fields for POL, POD, Status, From, To, BKG NO., and B/L NO., along with Search and Reset buttons. A blue callout bubble points to this area, stating: 'Booking can be searched by different criteria.'

A green box highlights the 'booking Modify', 'View', and 'Cancel' buttons. A blue callout bubble points to this area, stating: 'Select booking no. to modify, view or cancel booking. **please cancel those unnecessary bookings.'

The 'Booking History' table is shown below the search area, with columns: NO., Status, BK NO, BL NO, Vessel Name, Voyage No, POL, ETD, POD, ETA, DEL, and UPDATE TIME. The table contains three rows of data.

NO.	Status	BK NO	BL NO	Vessel Name	Voyage No	POL	ETD	POD	ETA	DEL	UPDATE TIME
1	CHANGING	SITHKGSHV17125	SITHKGSHV17125	SITC KEELUNG	1724	HKHKG	01-04	KHSHV	01-08	KHSHV	17-12-30 18:21
2	APPLYING	SITHKGSHV17126		SITC MACAO	1726	HKHKG	01-02	KHSHV	01-07	KHSHV	17-12-28 14:27
3	ACCEPTED	SJU1726SSI777	SJU1726SSI777	SITC JIANGSU	1726	HKHKG	01-09	KHSHV	01-14	KHSHV	18-01-03 18:50

6. Revise and cancel booking

Commit

booking Modify

View

Cancel

Copy

Muty Copy

S/I Submit

M/F Complete

Container Excel Import

Load Formate

Booking History

NO.	Status	BK NO	BL NO	Vessel Name	Voyage No	POL	ETD	POD	ETA	DEL	UPDATE TIME
1	CHANGING	SITHKGSHV17125	SITHKGSHV17125	SITC KEELUNG	1724	HKHKG	01-04	KHSHV	01-08	KHSHV	17-12-30 18:21
2	APPLYING	SITHKGSHV17126		SITC MACAO	1726	HKHKG	01-02	KHSHV	01-07	KHSHV	17-12-28 14:27
3	ACCEPTED	SJU1726SSI777	SJU1726SSI777	SITC JIANGSU	1726	HKHKG	01-09	KHSHV	01-14	KHSHV	18-01-03 18:50

After modifying the booking, status will change to changing, and need to be approved. You will be noted by email even accept or not.

7. Entry of shipping instruction(S/I)

In the main page of our E-commerce system, choose “Booking History(New)”

中文 日本語

Home Booking Schedule Movement Inquiry Service Equipment Contact Mobile App

Booking History(JP)
Booking(JP)
User Manual
Booking History(New)
Booking(New)

SITC DNA- HIGH EFFICIENCY RISK CONTROL CUSTOMER-ORIENTED

User Login

UserName:
Password:

Login Register

Forgot Your Password?

Shipping Schedule

POL:
POD:

Search

Vessel Movement&Ex.Rate

Vessel Name:

Search

Cargo Tracking

☒ B/L No ☐ ContainerNo

Search

Common Services

Release Status Query Deliverable Date & Fee
DEM/DET Bill Query FreeTime Query
Demurrage&Detention Repair AR Bill Query
Surcharge&Miscellaneous Danger Cargo Query

>> more

7. Entry of shipping instruction (S/I)

Input the booking number and press "Search"

Press the number in front of that booking, and press "S/I Submit"

Booking History (New)

Search

POL:

POD:

Status:

☒ POL ETD ☐ CREATED TIME

From:

To:

BKG NO.:

B/L NO.:

Booking History

NO.	Status	BK NO	BL NO	Vessel Name	Voyage No	POL	ETD	POD	ETA	DEL	UPDATE TIME
1	ACCEPTED	SKL1724SSI102	SKL1724SSI102	SITC KEELUNG	1724	HKHKG	01-04	KHSHV	01-08	KHSHV	17-12-27 11:42

Page 1 of 1

100

View 1 - 1 of 1

7. Entry of shipping instruction (S/I)

Input name and address for shipper, consignee and notify party. If it is Japan shipment, country code and telephone number are required to input for shipper consignee and notify party

The screenshot shows a 'Booking Amend' form with several sections:

- Routing Info:** Vessel Name: SITC KEELUNG V.1724 S, Pol Etd: 2018-01-04 01:00, Por: HKHKG, Pol: HKHKG, Pod: KSHV, Del: KSHV.
- Customer Info:**
 - Shipper:** Shipper Name: SITC SHIPPING, Shipper Add: (empty), Country Code: (empty), Tel: (empty), Fax: (empty).
 - Consignee:** Consignee Name: SITC CAMBODIA, Consignee Add: (empty), Country Code: (empty).
 - Notify1:** Notify1 Name: SAME AS CONSIGNEE, Notify1 Address: (empty), Country Code: (empty).
- Other Info:** Bk No: SKL1724SSI102, BI No: SKL1724SSI102, Bk Status: ACCEPTED, PayType: PP, NVOCC (checkbox), I/S (checkbox), Bk Style: FCL CARGO, Pre Agmt No: HKGSIHPLNOBL04, Agent: (empty), NIL, 200, RE (checkbox), AK (checkbox), VIP (checkbox), Yard Info (link).

A 'Text Edit' window is open over the Consignee Name field, showing 'SITC CAMBODIA' and a 'confirm' button.

If client "double-click" name or consignee column, a "text edit" will be shown for easy entry

All characters input (including punctuation marks) must be in English and halfwidth form. Characters in Chinese and fullwidth form are not acceptable

7. Entry of shipping instruction(S/I)

Input total quantity, gross weight, size and package type (client could input only part of the word for searching) in Cargo Info

Cargo Info

Quantity:0

Gross Weight:0

Size:0

Package Type:

Cargo Desc:NUTS

Shipping Mark:NA

Package Desc:

find 22 results,displaying 1 to 8

HS CODE(JP):

HS CODE(KR):

HS CODE(CN):

PackageType Code	Package Name	Package Name(Cn)
BARE	BARE	BARE
ROLL	ROLL(S)	ROLL(S)
ZZ	THE OTHERS	其它
PKGS	PACKAGE(S)	PACKAGE(S)
BOX	BOX(ES)	BOX(ES)
BUNDLE	BUNDLE(S)	BUNDLE(S)
SET	SET(S)	套
TANK	TANK(S)	TANK

Confirm

Back

7. Entry of shipping instruction (S/I)

If the type cannot be searched, client could choose “ZZ” and input the type name in “Package Desc”

The screenshot shows a 'Cargo Info' form with the following fields and callouts:

- Quantity:** 0
- Gross Weight:** 0
- Size:** 0
- Package Type:** [Dropdown menu]
- Package Desc:** [Text input field]
- HS CODE(JP):** [Text input field]
- HS CODE(KR):** [Text input field]
- HS CODE(CN):** [Text input field]
- Cargo Desc:** NUTS (Callout: Input “Cargo Desc” and “Shipping Mark”, “double-click” the column and the “text edit” will be shown for easy entry)
- Shipping Mark:** NA
- Container Info:** [Greyed out section]
- Add Container Info** [Link]

7. Entry of shipping instruction(S/I)

Click “Add Container Info” and input the detailed information of each container

Remarks:

Manager: Choose “SIT” for COC and “SOC” for SOC

Cargo Type: Please choose the same type as of booking
For Japan shipment, please input HS CODE (JP)

If adding or deleting a container is needed, press “+” or “-” accordingly

The screenshot shows a web-based form for entering shipping instructions. It is divided into two main sections: 'Container Info' and 'Cargo Info'.

Container Info Section:

- At the top, there are labels for 'Fax:', 'Not', and 'Cou'.
- Below these are two orange buttons: a plus sign (+) and a minus sign (-).
- A table with 8 columns: 'Container No', 'Type', 'Seal No1', 'Quantity', 'Weight(KG)', 'Size(CBM)', 'Manager', and 'CargoType'. Each column has a corresponding input field below it.
- Below the table is a blue button labeled 'Statistic'.
- At the bottom of this section are labels for 'Tel:' and 'Fax:'.

Cargo Info Section:

- Labels for 'Quantity:', 'Gross Weight:', and 'Size:' are followed by input fields. The 'Quantity' field contains '0'.
- Labels for 'Package Type:', 'Cargo Desc:', and 'Shipping Mark:' are followed by input fields. The 'Cargo Desc' field contains 'MUTS'.
- Labels for 'Package Desc:' and 'HS CODE(JP):' are followed by input fields. The 'HS CODE(JP):' field is highlighted with a red rectangle.
- Below these are labels for 'Container Info:' and 'Add Container Info'.
- The 'Container Info:' label is followed by a large, empty rectangular area, which is also highlighted with a red rectangle.

A red arrow points from the 'Add Container Info' text to the large empty rectangular area under 'Container Info:'.

7. Entry of shipping instruction (S/I)

Cargo Info

Quantity:	<input type="text" value="10"/>	Gross Weight:	<input type="text" value="1000"/>	Size:	<input type="text" value="10"/>
Package Type:	<input type="text" value="CTNS"/>	Cargo Desc:	<input type="text" value="NUTS"/>	Shipping Mark:	<input type="text" value="N/M"/>
Package Desc:	<input type="text" value="CARTON(S)"/>				
HS CODE(JP):	<input type="text"/>				
HS CODE(KR):	<input type="text"/>	Container Info:	<input type="text" value="SITU1234567/SITH123456/20GP"/>		
HS CODE(CN):	<input type="text"/>	Add Container Info			

After completing the input, press “Confirm” & “Submit”, SITC operator will check in their system and approve

7. Entry of shipping instruction (S/I)

After submitting, Status will be updated as “AMEND RECORD”. SITC operator will approve in the system and an email will be sent by the system to inform client whether the S/I is accepted or not. No matter the result, Status will be updated as “AMEND RECORD”

Search

POL: POD: Status:
☒ POL ETD ☐ CREATED TIME From: 2017-12-31 To: 2018-03-04
BKG NO.: SKL1724SSI102 B/L NO.: Search

Commit booking Modify View Cancel Copy Muty Copy **S/I Submit** **M/F Complete** Container Excel Import Load Formate

Booking History

NO.	Status	BK NO	BL NO	Vessel Name	PO	POL	ETD	POD	ETA	DEL	UPDATE TIME
1	AMEND RECORD	SKL1724SSI102	SKL1724SSI102	SITC KEELU		HKHKG	01-04	KHSHV	01-08	KHSHV	18-01-03 20:27

Page 1 of 1 100 View 1 - 1 of 1

After checking without mistake, client should choose “M/F Complete”

When Status still shows “ACCEPTED”, client could choose “S/I Submit” to amend the bill without charges. If Status is “BKG LOCKED” or “MF_COMPLETED”, the bill cannot be amended. Please send an email to SITC operator and charges may be incurred

7. Entry of shipping instruction (S/I)

If separate bill is required, please press “Muty Copy” after choosing the corresponding bill. Input the number of copy required and choose “+Letter”. By pressing “Muty Copy”, system will copy all details from the original bill to the newly added bills. After confirmation from SITC booking team, client could input the details for the separated bills

The screenshot displays a web application interface for entering shipping instructions. At the top, a row of buttons includes 'Commit', 'booking Modify', 'View', 'Cancel', 'Copy', 'Muty Copy' (highlighted with a red box), 'S/I Submit', 'M/F Complete', 'Container Excel Import', and 'Load Formate'. Below these buttons is a table with the following data:

		BK NO	BL NO	Vessel Name	Voyage No	POL	ETD	POD	ETA	DEL	UPDATE TIME
1	ACCEPTED	SKL1724SSI102	SKL1724SSI102	SITC KEELUNG	1724	HKHKG	01-04	KHSHV	01-08	KHSHV	17-12-27 11:42

A 'Muty Copy' dialog box is open in the center, containing the following elements:

- A 'Copy Num:' label followed by a text input field containing the number '2'.
- Three checkboxes: 'System create' (unchecked), '+Number' (unchecked), and '+Letter' (checked).
- A 'Muty Copy' button at the bottom right of the dialog.

The dialog box is outlined with a red border. The background table is partially obscured by the dialog. At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and a 'View 1 - 1 of 1' indicator.

7. Entry of shipping instruction (S/I)

Search

POL: POD: Status:

☒ POL ETD ☐ CREATED TIME From: 2017-12-31 To: 2018-03-04

BKG NO.: SKL1724SSI102 B/L NO.:

Booking History

NO.	Status	BK NO	BL NO	Vessel Name	Voyage No	POL	ETD	POD	DEL	UPDATE TIME
1	ACCEPTED	SKL1724SSI102	SKL1724SSI102	SITC KEELUNG	1724	HKHKG	01-04	08	KHSHV	17-12-27 11:42

Page 1 of 1 100 View 1 - 1 of 1

Click the corresponding booking and press
“Container Excel Import”
to upload the saved excel
file for that shipment

If there are many containers, client could press “Load Format” to download the excel format and input the container details in prior

Container_Import_Format (1) - 相表模式 - Excel

Container No	Type	Seal No	Quantity	Weight (KG)	Size (CBM)	Manager	Cargo Type
箱号	箱型	封号	件数	重量	尺寸	箱管人	货类

7. Entry of shipping instruction (S/I)

If combined bill is required, please choose the booking with a smaller number from the last 3-digit of all those Booking Nos. to input the S/I (From the right, the booking number with a smaller digit (122), i.e. SKS1802SSI122 should be chosen to input the S/I

BK NO	BL NO	Vessel Name	Voyage No	POL	ETD	POD	ETA	DEL
SKS1802SSI125	SKS1802SSI125	SITC KAWASAKI	1802	HKHKG	02-15	KHSHV	02-19	KHSHV
SKS1802SSI122	SKS1802SSI122	SITC KAWASAKI	1802	HKHKG	02-15	KHSHV	02-19	KHSHV