

FJ Guideline for SI Submission & Amendment

提单及提单更改指南

- A. 船代电子商务门户为我司提交电子提单的主要平台。
- B. 我司单证中心将为贵司处理提单制单、对单、账单发送和改单事宜, 联系方式如下:

FJ.SI@one-line.com

注意事项:

1. 为确保及时制单, 请在订舱时, 实际发货人一栏请务必提交正确的签单 SHPR 信息。
2. 提单提交后的任何更改, 请将相关更改资料发送至我司单证中心, 联系方式如下:

FJ.SI@one-line.com

3. 提单签发后, 需要更改提单内容, 请提交由 B/L 上的 SHPR 出具提单更改保函, (同附件) 以邮件方式交予我司, 确定可以更改, 我司客服将通知单证中心作相应更正. 贵司在缴交改单费后到我司代理重新签单。
4. 贵司需确保提单数据与报关数据相符。我司单证中心将根据贵司提交的提单资料制单并回传, 请贵司自行审核并确认。我司将在签发提单时审核报关数据与提单资料的相符性, 必要时我司有权要求贵司更改提单资料以符合相关规定。

为了使制单过程更加顺利快捷,请贵司根据下列要求按时提供制单资料:

- (1) 我司提单只接受英文表述;
- (2) 请提供发货人(具有进出口资质的公司名或在交通部备案的合法无船承运人名称)、收货人、通知人的详细地址(若特别地址不显示在提单上,请旁注);
- (3) 根据航线要求,请提供详细品名和分柜明细,如:品名中包含“products”或“items”等模糊品名,须备注小品名;
- (4) 若需第三地付款/签单,请通知我司单证,并在制单资料上注明第三地付款人/签单人信息(英文名称和地址);
- (5) 请注明贵司单证联系人、联系电话、传真号码和邮箱地址;
- (6) 请贵司提交一次性正确样单。此后任何更改,我司将根据各航线规定收取相关费用。如有任何疑问请与我司航线客服联系。

船代为: (1) 厦门外轮代理/厦门联合船代
(2) 福州外轮代理

To: **Ocean Network Express (China) Ltd. Xiamen Branch**

Letter of Guarantee for BL Amendment(s)

更改提單內容保函

Dear Sirs,

Shipped Per M.S (船名) _____ Voyage No. (航次) _____
From (起运港): _____ To (目的港) _____
B/L No. (提单号): _____
Container Number (集装箱箱号): _____
Cargo Value (货价): _____

With reference to the abovementioned Bill(s) of Lading, we would request you to amend as follows or newly issue the Bill(s) of Lading accordingly after our production of full set of original Bill(s) of Lading.

关于上述提单项下的货物,我方请求贵司在我方返还原正本提单后,根据我方下列要求进行修改或重新签发一套正本提单。

Originally made out
(原提单记载)

To be amended to read
(现改为)

We, the undersigned, do hereby undertake and agree to indemnify fully against all consequences And/or liabilities of any kind whatsoever directly and/or indirectly arising from or relating to the Abovementioned amendment(s), and immediately on demand against all payments made by you In respect of such consequence and/or liabilities, including costs between solicitor and client and all/or any sums demanded by you for the defense of any proceedings brought against you by reason of the amendment(s) aforesaid.

我方作为本担保函的签署人,承诺并担保全额赔偿贵司由于上述修改变动所遭受任何有关的损失和 / 或责任,无论是直接或间接与否,并且基于贵司就该损失和 / 或责任提出的赔偿要求立即予以支付,此费用包括但不限于律师和委托人之间的费用支出和 / 或贵司因为上述修改变动而引致任何法律程序中的抗辩费用,无论金额大小。

Your faithfully,

(公司名称, 公章)

To: **Ocean Network Express (China) Ltd. Fuzhou Branch**

Letter of Guarantee for BL Amendment(s)

更改提單內容保函

Dear Sirs,

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From (起运港) : _____ To (目的港) _____
B/L No. (提单号) : _____
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Your faithfully,

(公司名称，公章)