

## Shipping Instruction Guideline (Hong Kong and Guangdong)

Dear Valued ONE Customer,

To better improve efficiency for your Shipping Instruction (SI), so as to reduce document turnaround time, we would like to provide the following guidelines to facilitate our Bill of Lading (B/L) preparation. Please kindly refer to below Check List for Shipping Instruction (SI) Submission.

### SI Checklist

No.	Items	Remarks
1	Booking Number/ BL Number	1. Default Booking No. = Bill of Lading Number 2. Please indicate nominated B/L number on SI for combined B/L of shipment, otherwise the smallest booking number will be the default B/L number.
2	SCA# or Rate Filing Agreement#	Please indicate SCA# (Service Contract Agreement Number) or Rate Filing Agreement Number; For shipment applying Named Account rate, please indicate Named Account on SI. Or, no Named Account rate will be accepted afterwards. Change of SCA#/RFA# is not accepted after booking.
3	U.S. / Canada House B/L Information (mandatory for U.S. and Canada NVOCC shipment)	Customs Filer: SCAC Code + House B/L number Non-Customs Filer: House B/L number + Actual Shipper & Actual Consignee
4	Shipper	Please provide full company name and address with telephone number and email address <i>*Missing Notify Party will be defaulted same as Consignee</i> <i>* Telephone number and email address are mandatory</i>
5	Consignee	
6	Notify Party	
7	Also Notify Party	
8	Feeder Vessel	Please request on SI for Feeder BL, otherwise, Mother Vessel BL will be arranged.
9	Vessel and Voyage	
10	Place of Receipt	1. If information is not indicated or missing in SI, will proceed by Booking Information 2. If any discrepancy between Booking and SI, we will proceed B/L by following Booking Information
11	Port of Loading	
12	Port of Discharge	
13	Place of Delivery	
14	Service Type Origin - Destination	(CY-CY / CY -CFS / CY-Door / Door-CY / Door-Door / CFS - CY ) as per Booking record
15	Marks & No's	Please state N/M in case of No Marks
16	Container No. / Seal No.	1. Please provide Container Number with associated Booking Number
17	No. of Package	1. Do not allow to use "Pallet" as package for US shipment 2. Total package shall be consistent between sum of package and breakdown
18	Description of Goods	To meet the local customs requirement, you're required to provide a clear and precise cargo name. Cargo content must be provided at each container level. If DG cargo mixed with non-DG cargo in the same container, please separate by cargo item and provide break down list.
19	HS Code; HTS Code (for U.S. only)	Minimum 6-digits is required For shipment to Brazil, 4-digits NCM code is required.
20	Gross Weight (KGS)	Gross Weight and Measurement must be provided for each cargo item
21	Measurement (m3)	

<b>22</b>	B/L Type	Please specify OB/L (Original) / WBL (Sea waybill), otherwise OB/L will be default
<b>23</b>	B/L Issue Place	Please indicate the B/L Issue Office: Hong Kong / Shenzhen / Guangzhou / Zhongshan/ Xiamen, otherwise, we will default related office of "Place of Receipt" as Issue Office
<b>24</b>	Ocean Freight / Payment Place	1. Please indicate payment terms (Prepaid or Collect) and the Payment Place for Ocean Freight. 2. If any payment item, such as ocean freight or CDD is settled by third party or third place, payer's full name, full address and contact person should be provided.
<b>25</b>	Origin Charge	1. Default as prepaid and please advise payer name, customer code (if any) and payment place, otherwise, payer will be defaulted as Booking Party. 2. If no indicated the origin charge payment office, we will default related office of "Place of Receipt" as origin charge payment office
<b>26</b>	Payer Name	1. Please indicate payer name or will default as the Booking party for prepaid charge 2. For payment request at 3rd country, please indicate full payer company name and address with customer telephone number and email 3. For shipment with credit facility, please indicate assigned payer customer code
<b>27</b>	RUT (Tax ID)	Chile Customs Regulation (for details, please refer to Country Requirement)
<b>28</b>	Container Tracking Note Number (CTN)	Required as per specific destination country: 1. CTN are required to be shown on BLs for shipment to Benin and Togo (eff. Year 2015) 2. CTN are required to be shown on BLs for shipment to Ghana (eff. July 1, 2018)
<b>29</b>	Other shipment instruction	Please indicate any special requirement if needed

22-29 Mandatory item

*\*\* accept character in English only*

Please note that for any discrepancy or missing info on SI, B/L will be proceeded by following Booking Information. Feel free to contact our customer service / documentation team for clarifying or amendment, kindly refer to contact info in below link.

<https://hk.one-line.com/standard-page/local-contacts>

Thank you for your support to ONE.

Yours faithfully,

Ocean Network Express (East Asia) Ltd.