[Updated 21 June 2012]

Simple S/I

Process

- ✓ Download the Hanjin Shipping Simple S/I form at Hanjin Shipping Website URL: http://www.hanjin.com/hanjin/CUP_HOM_3051.do
- ✓ Input the required Shipping Instruction data to the file. After inputting all needed data, attach the Excel file to your e-mail (Outlook or Company & Personal e-mail all available) and send it to **e-biz@hanjin.com** (Note: This mail address only recognizes the S/I file. For other inquiries, please address it to our local offices.)
- ✓ Please remember to send the e-mail title **as your Booking number** (eg. ABC123456789)

Simple S/I Customer Manual

※ Please use the Excel file provided by Hanjin Shipping only. Do not modify the given Excel sheet.

※ Columns marked with **sky-blue highlighted bold letters are mandatory** input items.

1. **REFERENCE NUMBER**

   Input the subject number (one number only), if you have a booking reference number.

2. **BOOKING NUMBER**

   Input the booking number (one number only) for the S/I you are submitting. **This is a mandatory item.** Shipping Instructions are to be submitted per booking number. (eg. HKG1234567)

3. **SHIPPER**

   Input the detailed shipper information in this column. **This is a mandatory item.**

   3-1. For most cargos, only **a.** and **b.** are required. (This information is **printed** on B/L)

   A. NAME

   B. ADDRESS IN DETAIL

   3-2. For cargos belonging to any of the below category, "**EORI NUMBER"** is a mandatory.

   - Import Cargo to EU Community
   - T/S Cargo at EU Community

- Freight Remaining On Board Cargo, etc.
- Export Cargo from EU

3-3. If you do not have an EORI Number, below details are mandatory. (This information is **not printed** on B/L)

C. STREET NAME OR P.O. BOX

D. CITY NAME

E. STATE NAME (For U.S. address only, select from drop down list)

F. COUNTRY NAME

G. ZIP CODE

4. CONSIGNEE

Same as '**3. SHIPPER**'.

5. NOTIFY

Same as '**3. SHIPPER**'.

6. FREIGHT FORWARDER

Input the Freight Forwarder details if any.

7. ALSO NOTIFY

Input the also notify details if any.

8. EXPORT REFERENCE NUMBER

Input the export reference (one row only). Only one number can be inputted.

9. PURCHASE ORDER NUMBER

Input the purchase order number if any. Only one number can be inputted.

10. EXPORT/IMPORT INFORMATION (New)

a. AES ITN – For U.S. outbound shipment. Composited with 1 Alphabet and 14 Numbers

b. CAED NO. – For Canada outbound shipment. Composited of 6 digits 6 digits 11 digits

c. TAX ID – For Mexico and Turkey in/outbound shipment. (Select Country) Depending on the service route, the information in this field will be categorized under inbound or outbound accordingly.

11. & 12. VESSEL VOYAGE

Input the Vessel Name and Voyage Number as Hanjin Miami 0001E.

If you do not know the voyage number for the vessel, simply input the name only and our staff will be able to update the other information for you.

13. ~ 17. PORT DETAILS

Input the port or delivery point name to be printed on the B/L. **These are mandatory.**

18. & 19. MARKS and DESCRIPTION

Input the 'MARK & DESCRIPTION' detail. If you should exceed the given 14 rows, please continue the details in the next sheet named "Description (Additional)" accordingly. **These are mandatory.**

20. FREIGHT TERM

Select the Freight Term "Prepaid" or "Collect" in the drop down menu. **This is a mandatory item.**

21. B/L TERM

Select "Seaway bill", "Original" or "OB/L (Surrender)" from the select box to prepare the B/L accordingly.

21-1. B/L ISSUE PLACE

Input the location for which you wish the B/L to be issued.

21-2. NO. OF B/L ISSUE

Input the number (in digit) of B/L to be issued as “Rated” OR “Unrated”.

22. a EXPORT MRN NO. (New)

For Europe outbound shipment, input the respective Export MRN number.

22. b REMARK

Comments or other information can be inputted.

23. TOTAL DETAILS & CONTAINER INFORMATION

Input the Total Package / Weight / Measure as well as the details per container. **This is a mandatory item.**

The details should be inputted as → (Numeric data). (Measure/ Select from box or Input manually) The container details can be inputted horizontally or vertically, but must begin in Sequence 1.

Eg.

23. CONTAINER INFO	**CONTAINER NUMBER**		
	SEAL NUMBER1		
	SEAL NUMBER2		
SEQ 1	SEAL NUMBER3		
	PACKAGE / UNIT		(Select)
	WEIGHT / UNIT		(Select)
	MEASURE / UNIT		(Select)

If you have more than one(1) seal number, please input the additional seal number according to sequence.

House B/L

※ If you have a House B/L to submit, please use the “HBL” sheet in the Simple EDI file.

※ Columns marked with **sky-blue highlighted bold letters are mandatory** input items.

1. **HOUSE B/L NUMBER**

   Input the house B/L number for the S/I you are submitting. **This is a mandatory item.**

2. **~ 4. CUSTOMER DETAIL**

   Input the detailed shipper/consignee/notify information in this column.

5. **POINT AND COUNTRY OF ORIGIN**

6. **& 7. MARKS and DESCRIPTION**

   Input the ‘MARK & DESCRIPTION’ detail.

8. CONTAINER INFO

Input the cargo package/weight/measure details per container.

The details should be inputted as → (Numeric data). (Measure/ Select from box or Input manually) The container details can be inputted horizontally or vertically, but must begin in Sequence 1.

Eg.

