

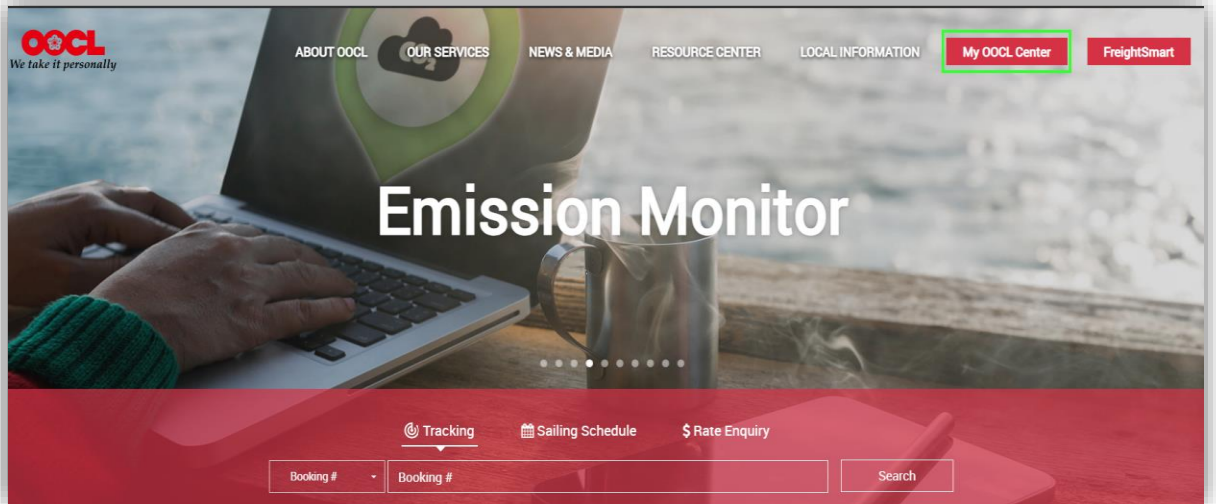
SmartDoc 사용자 가이드

목차

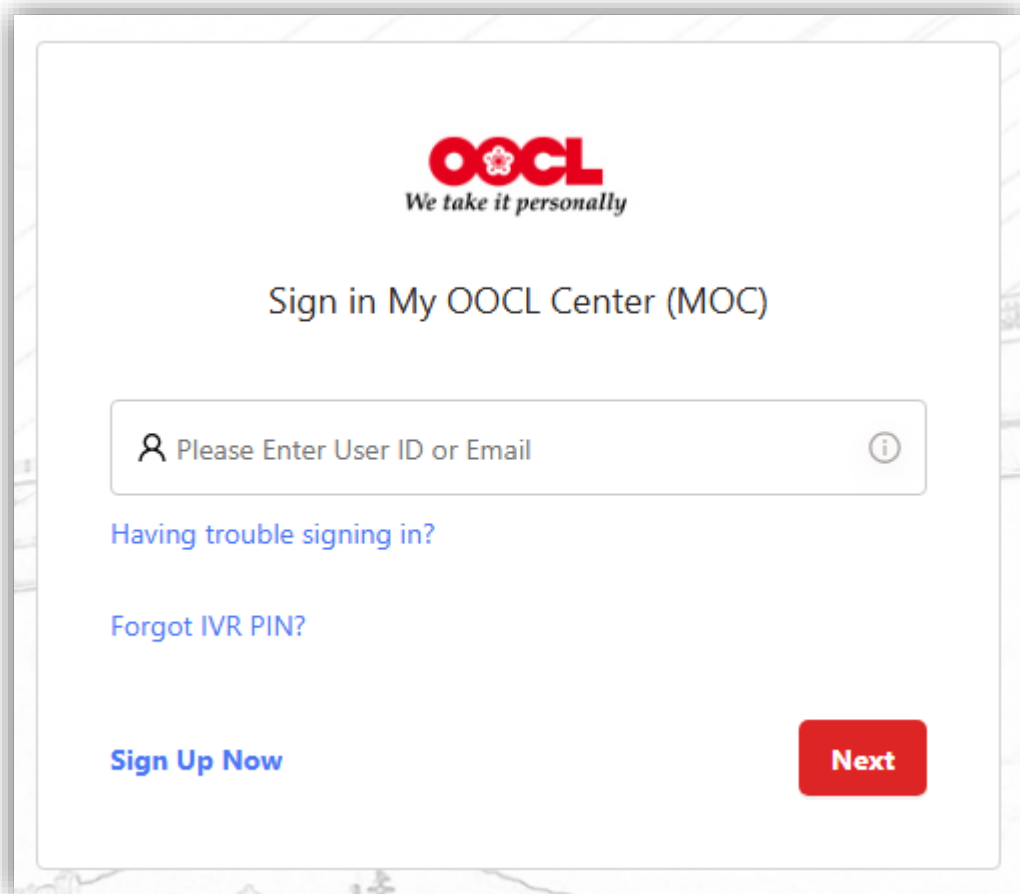
1. [My OOCL Center\(MOC\)에서 SmartDoc 접속하는 방법](#)
2. [신규 SI 생성 방법](#)
 - 2.1. [Rate Reference 번호 입력](#)(수출 면장 번호 입력)
 - 2.2. [User Reference 번호 입력](#)
 - 2.3. [B/L Party 정보 입력](#)
 - 2.4. [B/L 비고란 정보 입력](#)
 - 2.5. [화물 및 컨테이너 정보 입력- Summary Cargo Mode](#)
 - 2.6. [화물 및 컨테이너 정보 입력- Multiple Cargo Mode](#)
 - 2.7. [B/L Handling Instructions 탭에서 BL 지시사항 입력](#)
3. [SI 제출 방법](#)
4. [제출 완료된 SI 수정 방법](#)
5. [SI 템플릿 설정 방법](#)
6. [저장된 템플릿을 사용한 SI 생성 방법](#)
7. [저장된 템플릿 수정 방법](#)
8. [임시 저장 SI\(Draft SI\) 생성 방법](#)
9. [세관 신고\(Customs Filing\) 생성 방법](#)
 - 8.1. [미국 세관 신고](#)
 - 8.2. [유럽 세관 신고](#)
10. [VGM\(총 중량 확인\) 신고 방법](#)

1. My OOCL Center(MOC)에서 SmartDoc 접속 방법

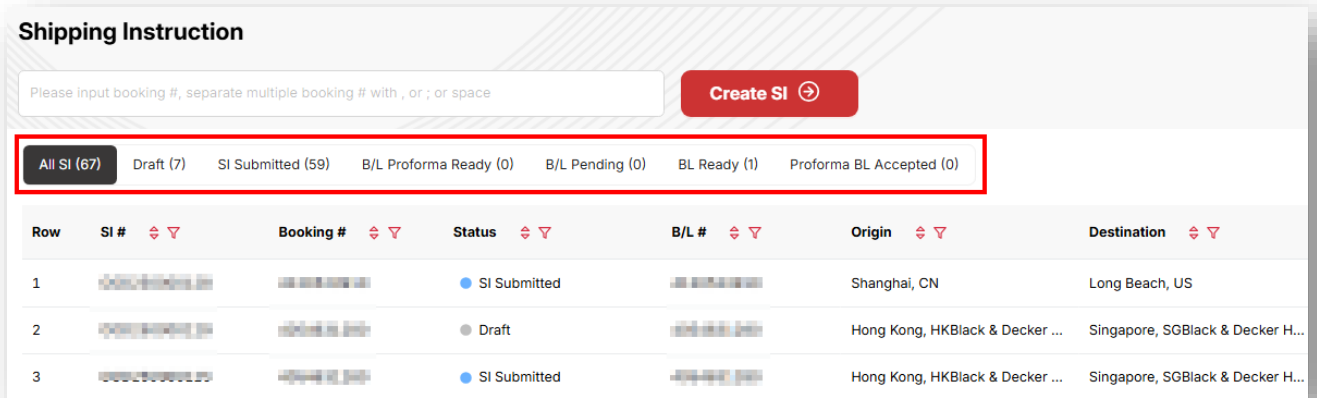
- www.oocl.com에 접속 후, "My OOCL Center" 버튼 클릭



- OOCL 계정과 연결된 이메일 주소 입력 후 "Next" 클릭하여 로그인



- 상태별로 정리된 SI 제출 내역을 확인할 수 있으며, 각 항목을 클릭하여 열람 가능



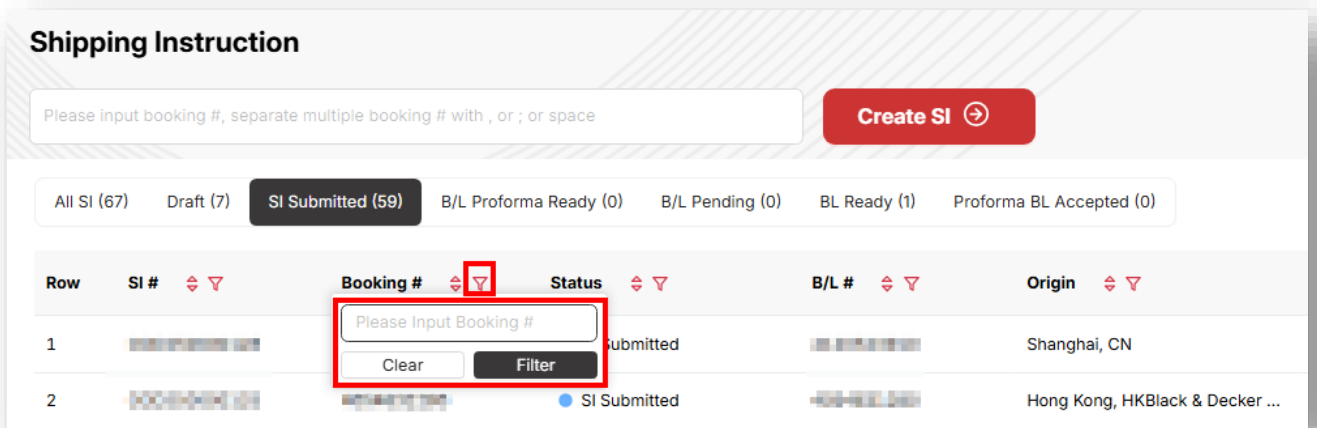
Shipping Instruction

Please input booking #, separate multiple booking # with , or ; or space Create SI →

All SI (67) Draft (7) SI Submitted (59) B/L Proforma Ready (0) B/L Pending (0) BL Ready (1) Proforma BL Accepted (0)

Row	SI #	Booking #	Status	B/L #	Origin	Destination
1			SI Submitted		Shanghai, CN	Long Beach, US
2			Draft		Hong Kong, HKBlack & Decker ...	Singapore, SGBlack & Decker H...
3			SI Submitted		Hong Kong, HKBlack & Decker ...	Singapore, SGBlack & Decker H...

- "Filter" 아이콘을 클릭하고 부킹 번호 입력 후 "Filter" 클릭으로 검색 가능



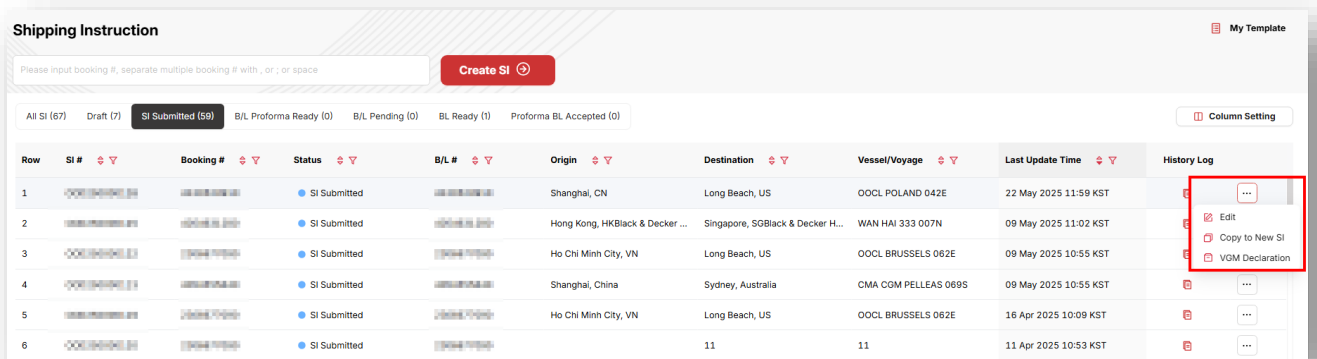
Shipping Instruction

Please input booking #, separate multiple booking # with , or ; or space Create SI →

All SI (67) Draft (7) SI Submitted (59) B/L Proforma Ready (0) B/L Pending (0) BL Ready (1) Proforma BL Accepted (0)

Row	SI #	Booking #	Status	B/L #	Origin
1		<input type="text" value="Please Input Booking #"/>	Submitted		Shanghai, CN
2			SI Submitted		Hong Kong, HKBlack & Decker ...

- 각 행의 액션 버튼: 'Edit' (수정), 'Copy to New SI' (복사), 'Submit VGM' (VGM 제출)



Shipping Instruction My Template

Please input booking #, separate multiple booking # with , or ; or space Create SI →

All SI (67) Draft (7) SI Submitted (59) B/L Proforma Ready (0) B/L Pending (0) BL Ready (1) Proforma BL Accepted (0) Column Setting

Row	SI #	Booking #	Status	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time	History Log
1			SI Submitted		Shanghai, CN	Long Beach, US	OOCL POLAND 04ZE	22 May 2025 11:59 KST	...
2			SI Submitted		Hong Kong, HKBlack & Decker...	Singapore, SGBlack & Decker H...	WAN HAI 333 007N	09 May 2025 11:02 KST	...
3			SI Submitted		Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 06ZE	09 May 2025 10:55 KST	...
4			SI Submitted		Shanghai, China	Sydney, Australia	CMA CGM PELLEAS 069S	09 May 2025 10:55 KST	...
5			SI Submitted		Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 06ZE	16 Apr 2025 10:09 KST	...
6			SI Submitted			11	11	11 Apr 2025 10:53 KST	...

- "Column Setting" 클릭 시 화면에 표시할 열 구성 사용자 설정 가능

Shipping Instruction My Template

Please input booking #, separate multiple booking # with , or ; or space Create SI

All SI (67) Draft (7) **SI Submitted (59)** B/L Proforma Ready (0) B/L Pending (0) B/L Ready (1) Proforma BL Accepted (0)

Row	SI #	Booking #	Status	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time	
1			SI Submitted		Shanghai, CN	Long Beach, US	OOCL POLAND 042E	22 May 2025 11:59 KST	
2			SI Submitted		Hong Kong, HKBlack & Decker ...	Singapore, SGBlack & Decker H...	WAN HAI 333 007N	09 May 2025 11:02 KST	
3			SI Submitted		Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 062E	09 May 2025 10:55 KST	
4			SI Submitted		Shanghai, China	Sydney, Australia	CMA CGM PELLEAS 069S	09 May 2025 10:55 KST	
5			SI Submitted		Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 062E	16 Apr 2025 10:09 KST	
6			SI Submitted			11	11	11 Apr 2025 10:53 KST	
7			SI Submitted			11	11	08 Apr 2025 14:18 KST	
8			SI Submitted			11	11	07 Apr 2025 10:41 KST	
9			SI Submitted		Ho Chi Minh City, VN	Singapore, SG	CAPE FAWLEY 147S	02 Apr 2025 18:01 KST	
10			SI Submitted		Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 062E	01 Apr 2025 14:55 KST	

Column Setting

- SI #
- Booking #
- Status
- B/L #
- Origin
- Destination
- Vessel/Voyage
- Last Update Time
- History Log
- Export Reference
- Shipper
- Consignee
- Notify Party
- Forwarder Agent
- Also Notify Party

2. 신규 SI 생성 방법

- 부킹 번호 입력 후 "Create SI" 클릭

Shipping Instruction

9999999999 **Create SI** →

All SI (67) Draft (7) **SI Submitted (59)** B/L Proforma Ready (0) B/L Pending (0) BL Ready (1) Proforma BL Accepted (0)

Row	SI #	Booking #	Status	B/L #	Origin
1	9999999999	1111111111	SI Submitted	9999999999	Shanghai, CN
2	9999999999	1111111111	SI Submitted	9999999999	Hong Kong, HKBlack &
3	9999999999	1111111111	SI Submitted	9999999999	Ho Chi Minh City, VN
4	9999999999	1111111111	SI Submitted	9999999999	Shanghai, China

- 다수 부킹 컴바인 시, 콤마(,) 또는 세미콜론(;), 또는 스페이스로 구분하여 입력합니다.

Shipping Instruction

9999999999 × 1111111111 × **Create SI** →

- SI 미리보기(SI Preview) 섹션에서는 입력한 항목이 하이라이트된 형태로 B/L 양식의 SI 세부 정보를 확인할 수 있습니다.

Shipping Instruction Submission
Hong Kong, Hong Kong, China → Singapore, Singapore Awkward Dangerous Last Update Time --- Apply My Template

Shipment Info and Parties Cargo and Container B/L Handling Instructions **SI Preview**

Booking # * [Input Field] **Bill of Landing # *** [Input Field]

Pre Carriage By [Please Input] **Place of Receipt** Hong Kong, HK **Port of Load *** Hong Kong

Vessel/Voyage * WAN HAI 333 007N **Port of Discharge *** Osaka **Final Destination** Singapore, SG

Export Reference [Input Field]

Rate Type [Service Contract Number] **Rate Reference Number** [Input Field]

User Reference Type and Number [Please Select] [Please Input]

Shipper * ABC Company **Consignee *** [Input Field]

SI Preview
Preview is for reference only. The final format is based on the actual Bill of Lading received from OOCL.

SHIPPER ABC COMPANY	BOOKING NO. [Input Field]	BL NO. [Input Field]
CONSIGNEE	FORWARDING AGENT	
NOTIFY PARTY	ORIGIN OF GOODS	
PRE-CARRIAGE	FOR HONG KONG, HK	LOADING PIER
VESSEL/VOYAGE WAN HAI 333 007N	POL HONG KONG	RELEASED AT
POD OSAKA	FND SINGAPORE, SG	TYPE OF MOVEMENT FCL / FCL
CONT. NOS. / VESSEL NOS. / MARKS & NUMBERS	QUANTITY / PACKAGES	DESCRIPTION OF PACKAGES AND GOODS
<NONE>	0	/FCL/FCL /20GP/
TOTAL:	0	

Freight Prepaid
TOTAL NO. OF CONTAINERS/PACKAGES RECEIVED & ACKNOWLEDGED BY CARRIER FOR THE PURPOSE OF CALCULATION OF PACKAGE LIMITATION IS APPLICABLE TO CONTAINER(S)/PACKAGE(S)

- 세부 정보 입력

1) Rate Reference 번호 입력: 운임 유형 선택 후 계약 참조 번호 입력

Shipping Instruction Submission
Hong Kong, Hong Kong, China → Singapore, Singapore Awkward Dangerous Last Update Time --- Apply My Template

Shipment Info and Parties Cargo and Container B/L Handling Instructions

Booking # * [Input Field] **Bill of Landing # *** [Input Field]

Pre Carriage By [Please Input] **Place of Receipt** Hong Kong, HK **Port of Load *** Hong Kong **Origin of Goods** [Please Input]

Vessel/Voyage * WAN HAI 333 007N **Port of Discharge *** Osaka **Final Destination** Singapore, SG **Traffic Mode *** FCL/FCL

Export Reference [Input Field]

Rate Type [Please Select] **Rate Reference Number** [Please Input]

Show on B/L [Input Field]

2) User Reference 번호 입력: 유형 선택 후 번호 입력, 'Add' 클릭으로 추가 (여러 개 가능)

※ 수출 면장 번호 입력 안내:

- User Reference Type을 **Government Export Number**로 선택 후 면장 번호 입력, 'Add' 클릭으로 추가(여러 개 가능)
- Show on B/L은 체크하지 않습니다.

■ 면장에 특이 사항이 있는 경우(분할선적, 동시 포장 등)는 별도 제출합니다.

- 수출면장 템플릿 파일(수출면장템플릿.xlsx) 작성
- 작성한 파일을 이메일로 송부
- 수신처: OKLTCSV@OOCL.COM
- 주의 사항: 일반 면장 정보를 이메일로 제출하실 경우, 누락되거나 추가 확인 요청이 발생할 수 있으니 유의해 주시기 바랍니다.

3) B/L Party 정보 입력: 한 줄당 30자, 최대 5줄 / 초과 시 시스템 자동 잘림 및 표기 (*, **, +)

Shipment Info and Parties Cargo and Container B/L Handling Instructions

Shipper * ABC Company Japan Customs Code: <input type="text" value="Please Input"/>	Consignee * <input type="checkbox"/> To Order 123 Logistics Inc Highway 301 South 5000 Baby Mom Road Lily Town Fayetteville, NC - 28306 * Japan Customs Code: <input type="text" value="Please Input"/>	Notify Party <input checked="" type="checkbox"/> Same as consignee 123 Logistics Inc Highway 301 South 5000 Baby Mom Road Lily Town Fayetteville, NC - 28306 * Japan Customs Code: <input type="text" value="Please Input"/>
Forwarder Agent XYX Forwarder	Also Notify Party 1 *United States <small>Automatically splice messages from party/route using * or +</small>	Also Notify Party 2

Consignee to limit max allows 30 X 5 characters. Auto splice the exceeding text in Also Notify Party with *

Notify Party to limit max allows 30 X 5 characters. Auto splice the exceeding text in Also Notify Party with *

B/L 비고란 정보 입력: B/L 비고란에 표시될 추가 정보 입력 가능

Shipment Info and Parties Cargo and Container B/L Handling Instructions

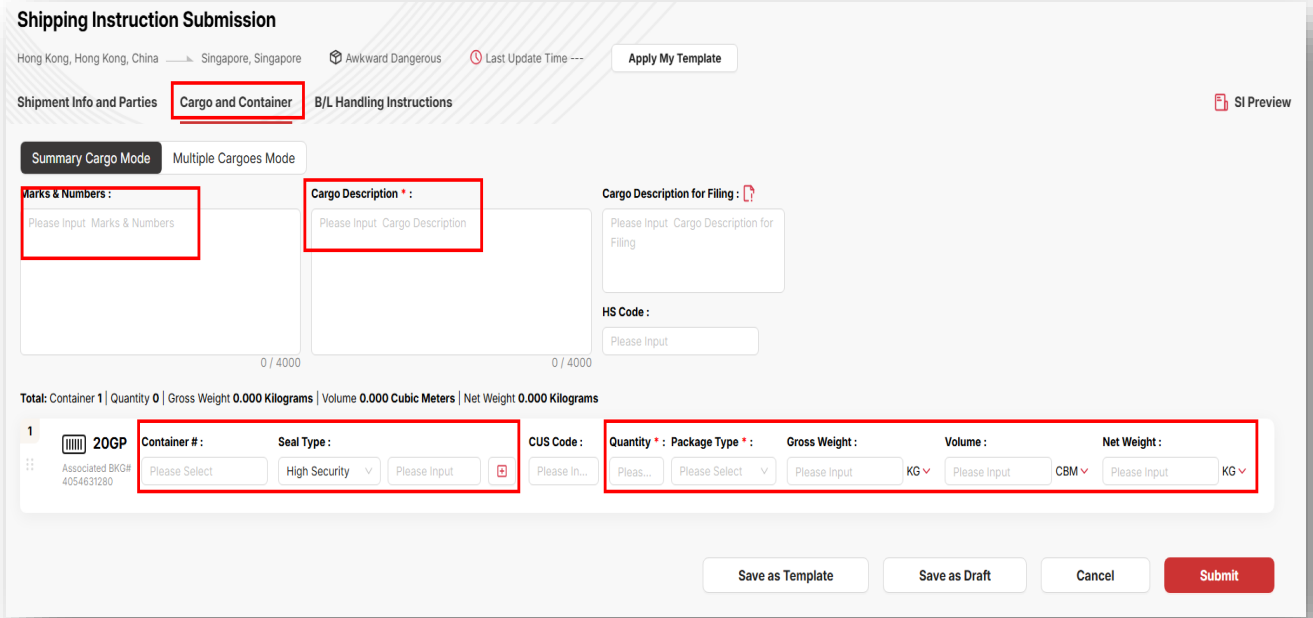
Fayetteville, NC - 28306 * Japan Customs Code: <input type="text" value="Please Input"/>	Fayetteville, NC - 28306 * Japan Customs Code: <input type="text" value="Please Input"/>	Fayetteville, NC - 28306 * Japan Customs Code: <input type="text" value="Please Input"/>
Forwarder Agent XYX Forwarder	Also Notify Party 1 *United States <small>Automatically splice messages from party/route using * or +</small>	Also Notify Party 2

Show on B/L

Please also include your Destination office information here

Summary Cargo Mode 에서 화물 및 컨테이너 정보 입력

- 항목: Marks and Numbers, Cargo Description, Container No., Seal, Quantity, Package, Gross Weight
- 복수 컨테이너일 경우 동일한 화물 정보로 입력 필요



Shipping Instruction Submission

Hong Kong, Hong Kong, China → Singapore, Singapore Awkward Dangerous Last Update Time --- Apply My Template

Shipment Info and Parties **Cargo and Container** B/L Handling Instructions SI Preview

Summary Cargo Mode Multiple Cargoes Mode

Marks & Numbers : Please Input Marks & Numbers (0 / 4000)

Cargo Description * : Please Input Cargo Description (0 / 4000)

Cargo Description for Filing : Please Input Cargo Description for Filing

HS Code : Please Input

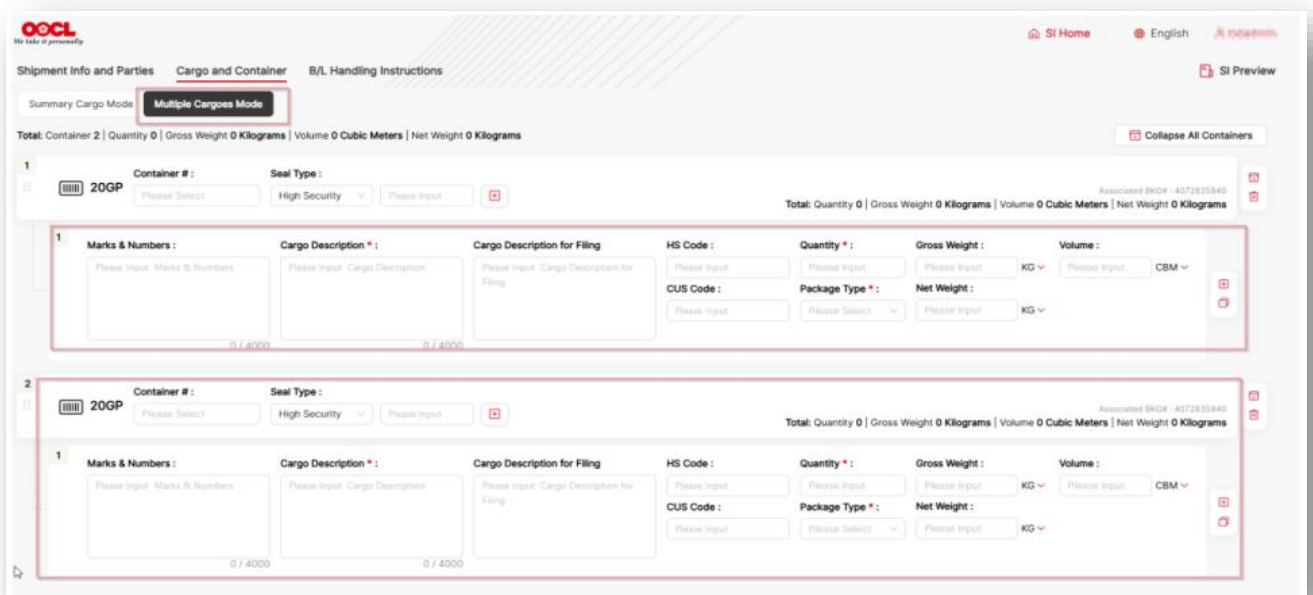
Total: Container 1 | Quantity 0 | Gross Weight 0.000 Kilograms | Volume 0.000 Cubic Meters | Net Weight 0.000 Kilograms

1	20GP	Container # :	Seal Type :	CUS Code :	Quantity * :	Package Type * :	Gross Weight :	Volume :	Net Weight :
	Associated BKG# 4054631280	Please Select	High Security	Please Input	Please In...	Pleas...	Please Input	KG	Please Input
								CBM	Please Input

Save as Template Save as Draft Cancel Submit

4) Multiple Cargo Mode에서 화물 및 컨테이너 정보 입력

- Multiple Cargo Mode 전환 시: 각 컨테이너별 화물 정보 개별 입력 가능



OOCL We take it personally

SI Home English SI Preview

Shipment Info and Parties **Cargo and Container** B/L Handling Instructions

Summary Cargo Mode **Multiple Cargoes Mode**

Total: Container 2 | Quantity 0 | Gross Weight 0 Kilograms | Volume 0 Cubic Meters | Net Weight 0 Kilograms Collapse All Containers

1	20GP	Container # :	Seal Type :	CUS Code :	Quantity * :	Package Type * :	Gross Weight :	Volume :	Net Weight :
		Please Select	High Security	Please Input			Please Input	KG	Please Input
								CBM	

Associated BKG# 4372335940

Total: Quantity 0 | Gross Weight 0 Kilograms | Volume 0 Cubic Meters | Net Weight 0 Kilograms

1	Marks & Numbers :	Cargo Description * :	Cargo Description for Filing	HS Code :	Quantity * :	Gross Weight :	Volume :
	Please Input Marks & Numbers (0 / 4000)	Please Input Cargo Description (0 / 4000)	Please Input Cargo Description for Filing	Please Input	Please Input	Please Input	KG
							CBM

Associated BKG# 4372335940

Total: Quantity 0 | Gross Weight 0 Kilograms | Volume 0 Cubic Meters | Net Weight 0 Kilograms

1	Marks & Numbers :	Cargo Description * :	Cargo Description for Filing	HS Code :	Quantity * :	Gross Weight :	Volume :
	Please Input Marks & Numbers (0 / 4000)	Please Input Cargo Description (0 / 4000)	Please Input Cargo Description for Filing	Please Input	Please Input	Please Input	KG
							CBM

Associated BKG# 4372335940

Total: Quantity 0 | Gross Weight 0 Kilograms | Volume 0 Cubic Meters | Net Weight 0 Kilograms

5) B/L Handling Instructions 탭에서 BL 지시사항 입력

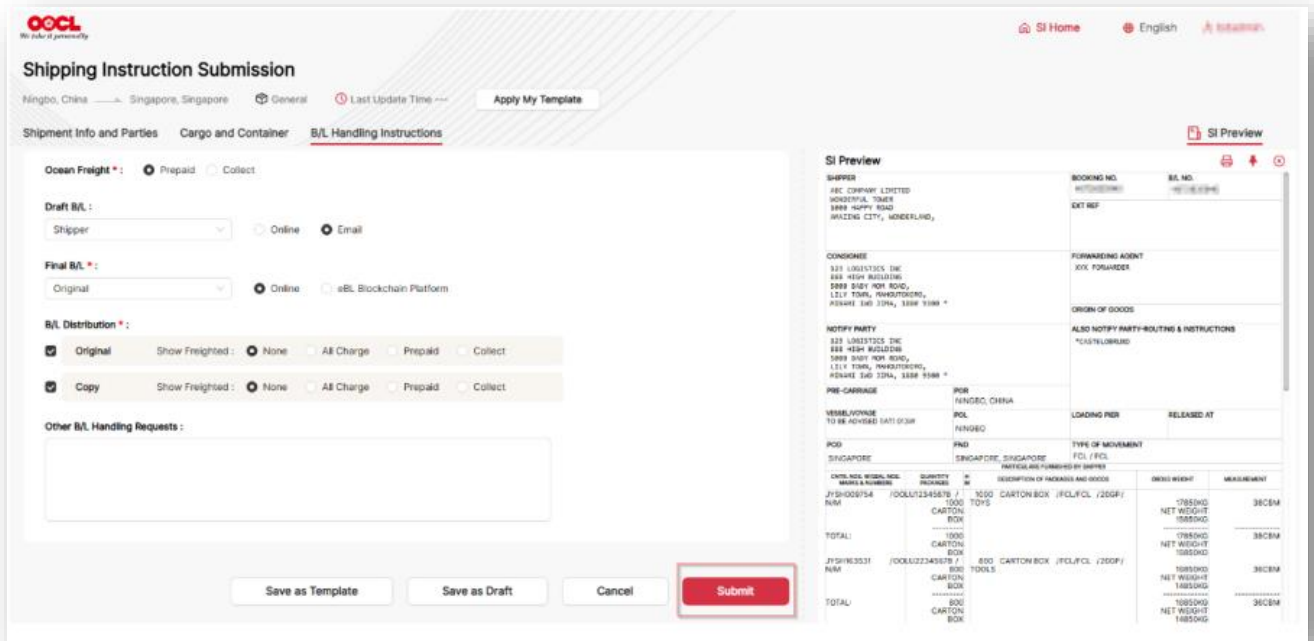
- 운임 조건 (Prepaid / Collect), Draft/Final B/L 수신자, 전송 채널 등 입력
- 기타 특이사항도 입력 가능

The screenshot shows the 'Shipping Instruction Submission' interface for OOCL. The page is titled 'Shipping Instruction Submission' and includes a breadcrumb trail: 'Ningbo, China > Singapore, Singapore > General'. A 'Last Update Time' indicator and an 'Apply My Template' button are also visible. The 'B/L Handling Instructions' tab is selected, showing the following options:

- Ocean Freight * :** Prepaid Collect
- Draft B/L :** Shipper (dropdown), Online, Email
- Final B/L * :** Original (dropdown), Online, eBL Blockchain Platform
- B/L Distribution * :**
 - Original Show Freight: None All Charge Prepaid Collect
 - Copy Show Freight: None All Charge Prepaid Collect
- Other B/L Handling Requests :** (Empty text area)

3. SI 제출 방법

- “Shipment Info and Parties”, “Cargo and Container”, “B/L Handling Instructions” 탭을 모두 입력한 후, SI Preview 섹션에서 입력한 SI 정보를 B/L 형식으로 확인



Shipping Instruction Submission

Ningbo, China → Singapore, Singapore | General | Last Update Time | Apply My Template

Shipment Info and Parties | Cargo and Container | **B/L Handling Instructions** | SI Preview

Ocean Freight *: Prepaid Collect

Draft B/L: Shipper Online Email

Final B/L *: Original Online eBL Blockchain Platform

B/L Distribution *: Original Show Freight: None All Charge Prepaid Collect

Copy Show Freight: None All Charge Prepaid Collect

Other B/L Handling Requests:

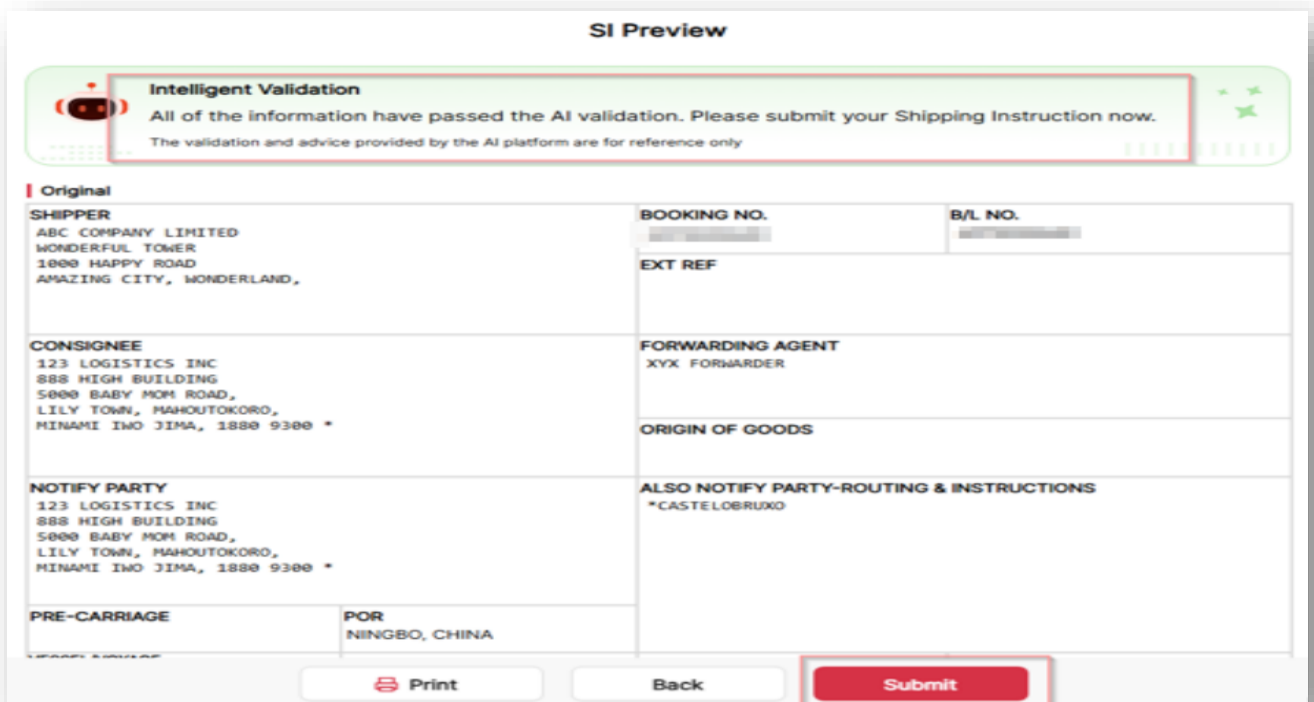
Save as Template | Save as Draft | Cancel | **Submit**

SI Preview

SHIPPER ABC COMPANY LIMITED WONDERFUL TOWER 1000 HAPPY ROAD AMAZING CITY, WONDERLAND,	BOOKING NO. NIT0000000	B/L NO. NIT00000000
CONSIGNEE 123 LOGISTICS INC 888 HIGH BUILDING 5000 BABY MOM ROAD, LILY TOWN, MAHOUTOKORO, MINAMI IWO JIMA, 1888 9300 *	EXT REF	FORWARDING AGENT XYX FORWARDER
NOTIFY PARTY 123 LOGISTICS INC 888 HIGH BUILDING 5000 BABY MOM ROAD, LILY TOWN, MAHOUTOKORO, MINAMI IWO JIMA, 1888 9300 *	ORIGIN OF GOODS	ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS *CASTELOBRUXO
PRE-CARRIAGE NINGBO, CHINA	LOADING PER	RELEASED AT

CNTR. NO.	WGT. (KGS)	QUANTITY	PKGS.	DESCRIPTION OF FREIGHTS AND GOODS	UNITS	WEIGHT	MEASUREMENT
JYSH009754	1000	1	1	1000 CARTON BOX (FCL)/CL (200P)	1	1000KG	38CBM
JYSH03531	800	1	1	800 CARTON BOX (FCL)/CL (200P)	1	800KG	38CBM
TOTAL	1800	2	2			1800KG	76CBM

- "Submit" 클릭 → 시스템이 입력한 SI정보를 자동으로 규칙 검증 수행. 검증 결과는 페이지 상단에 표시되며, 모든 항목이 통과되면 "Submit"버튼 클릭



SI Preview

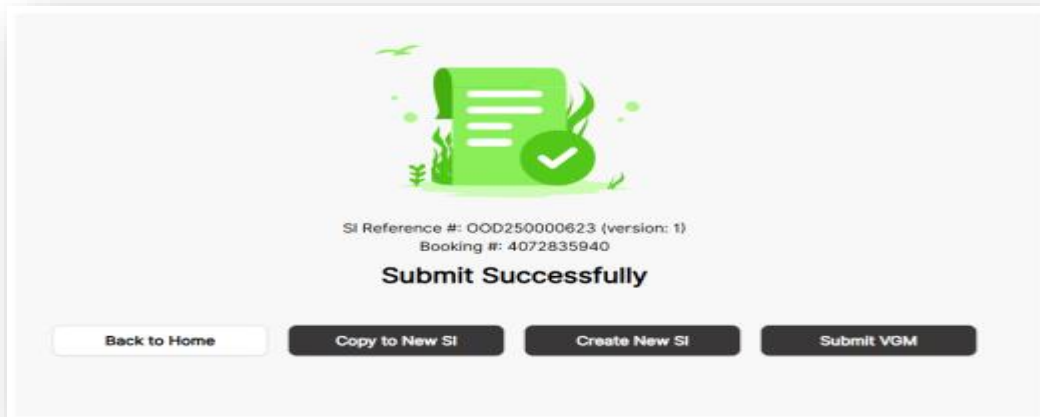
Intelligent Validation
All of the information have passed the AI validation. Please submit your Shipping Instruction now.
The validation and advice provided by the AI platform are for reference only

Original

SHIPPER ABC COMPANY LIMITED WONDERFUL TOWER 1000 HAPPY ROAD AMAZING CITY, WONDERLAND,	BOOKING NO. NIT0000000	B/L NO. NIT00000000
CONSIGNEE 123 LOGISTICS INC 888 HIGH BUILDING 5000 BABY MOM ROAD, LILY TOWN, MAHOUTOKORO, MINAMI IWO JIMA, 1888 9300 *	EXT REF	FORWARDING AGENT XYX FORWARDER
NOTIFY PARTY 123 LOGISTICS INC 888 HIGH BUILDING 5000 BABY MOM ROAD, LILY TOWN, MAHOUTOKORO, MINAMI IWO JIMA, 1888 9300 *	ORIGIN OF GOODS	ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS *CASTELOBRUXO
PRE-CARRIAGE NINGBO, CHINA	LOADING PER	RELEASED AT

Print | Back | **Submit**

- 제출 완료



- AI가 세관 규정 위반을 감지한 경우 알림 표시됨

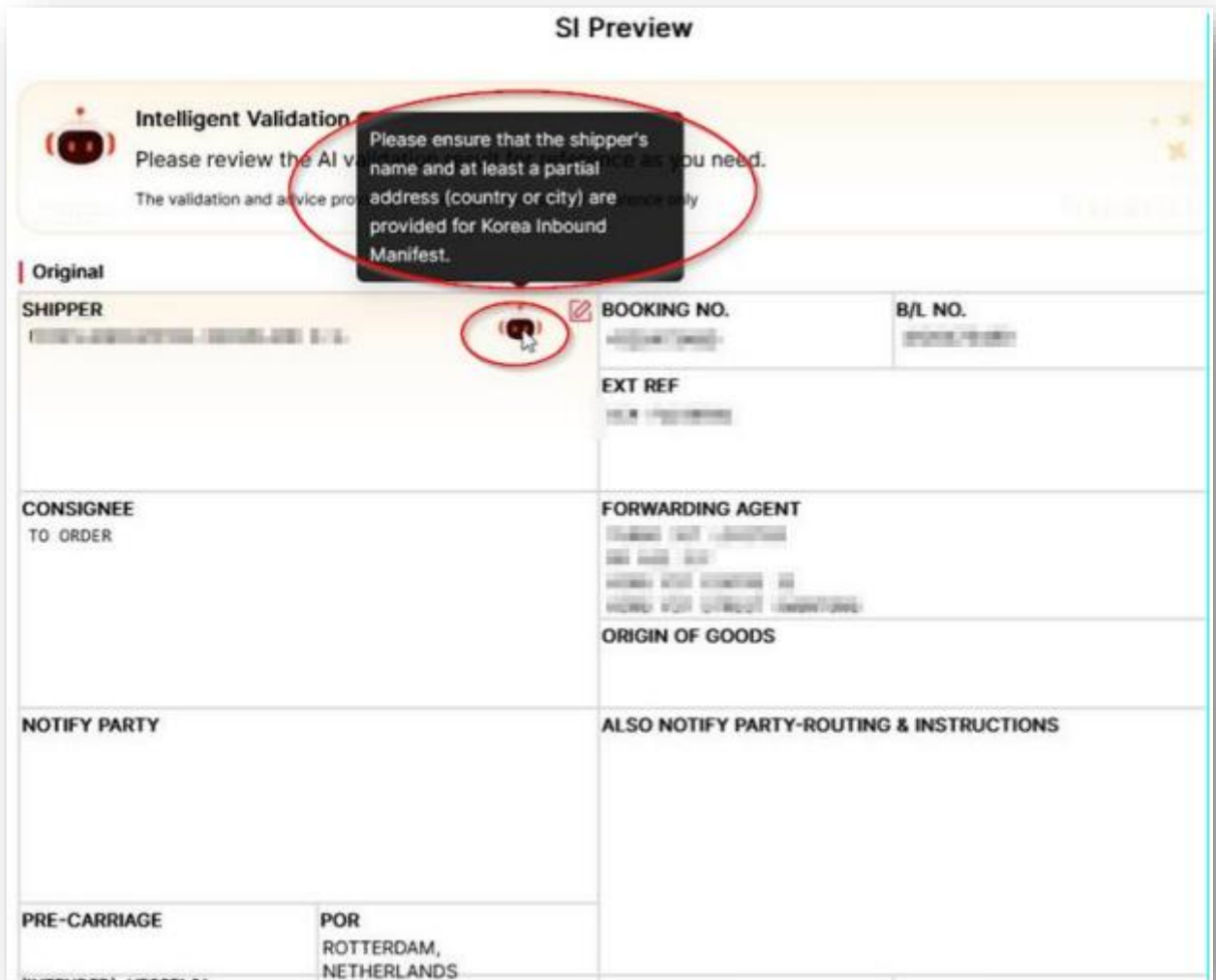
SI Preview

Intelligent Validation
Please review the AI validation result for reference as you need.
The validation and advice provided by the AI platform are for reference only

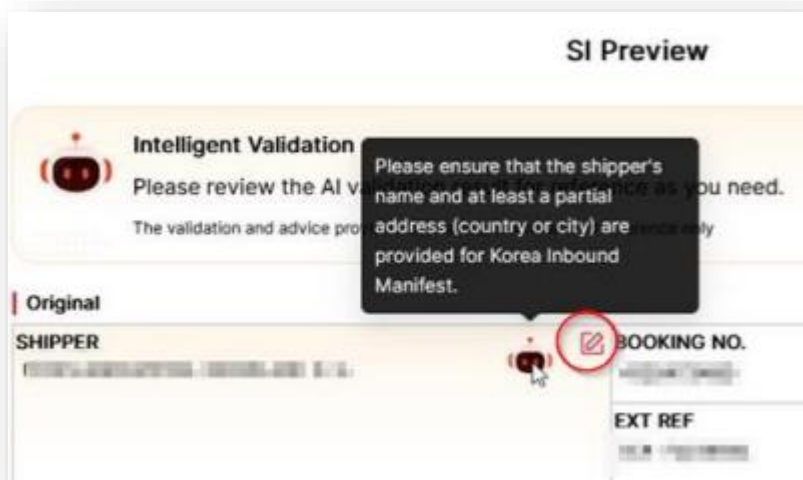
Original	
<p>SHIPPER [REDACTED]</p>	<p>BOOKING NO. [REDACTED]</p> <p>B/L NO. [REDACTED]</p> <p>EXT REF [REDACTED]</p>
<p>CONSIGNEE TO ORDER</p>	<p>FORWARDING AGENT [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>ORIGIN OF GOODS</p>
<p>NOTIFY PARTY</p>	<p>ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS</p>
<p>PRE-CARRIAGE [REDACTED]</p>	<p>POR ROTTERDAM, NETHERLANDS</p>

Print Back Submit

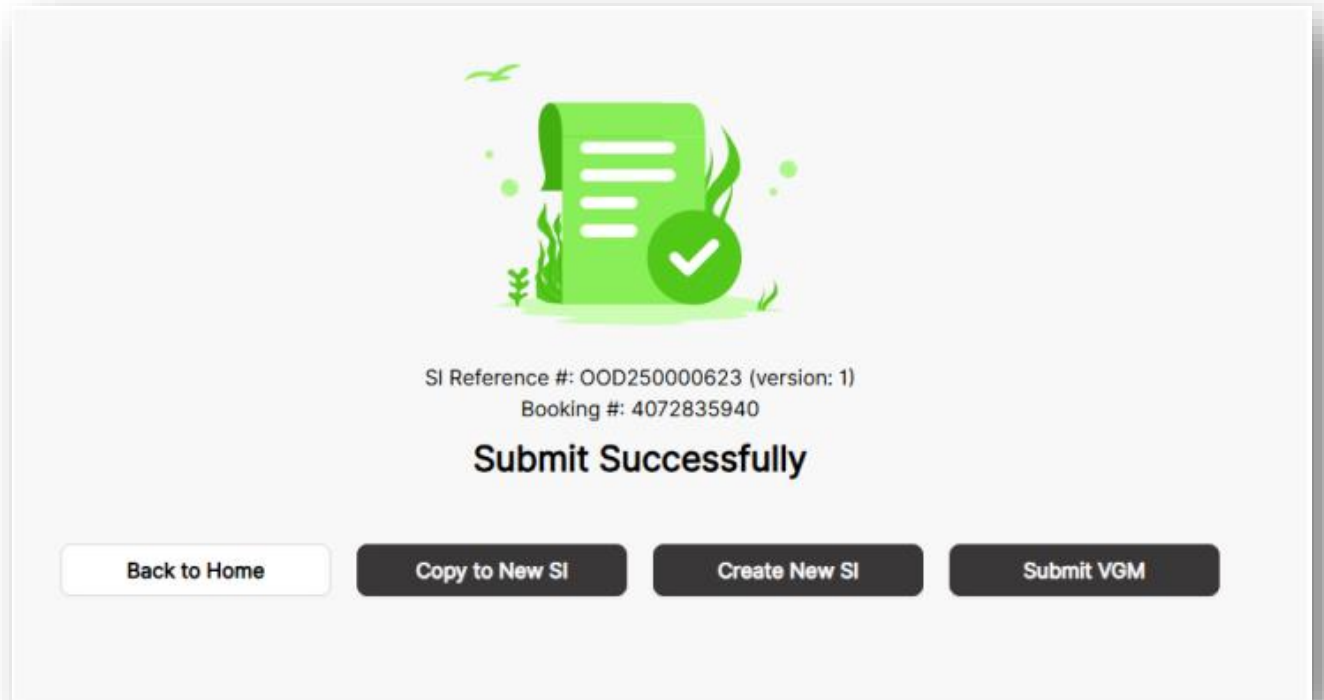
- SI Preview 상단의 AI 아이콘 클릭 시 힌트 확인 가능



- AI가 제공한 "Hints"를 참고해 SI정보를 수정하려면 "Edit" 아이콘 클릭 후 수정



- 수정 후 다시 "Submit" 클릭. 제출 완료.



The image shows a confirmation screen with a green illustration of a document and a checkmark. Below the illustration, the text reads: "SI Reference #: OOD250000623 (version: 1)" and "Booking #: 4072835940". The main heading is "Submit Successfully". At the bottom, there are four buttons: "Back to Home" (white), "Copy to New SI" (dark grey), "Create New SI" (dark grey), and "Submit VGM" (dark grey).

SI Reference #: OOD250000623 (version: 1)
Booking #: 4072835940

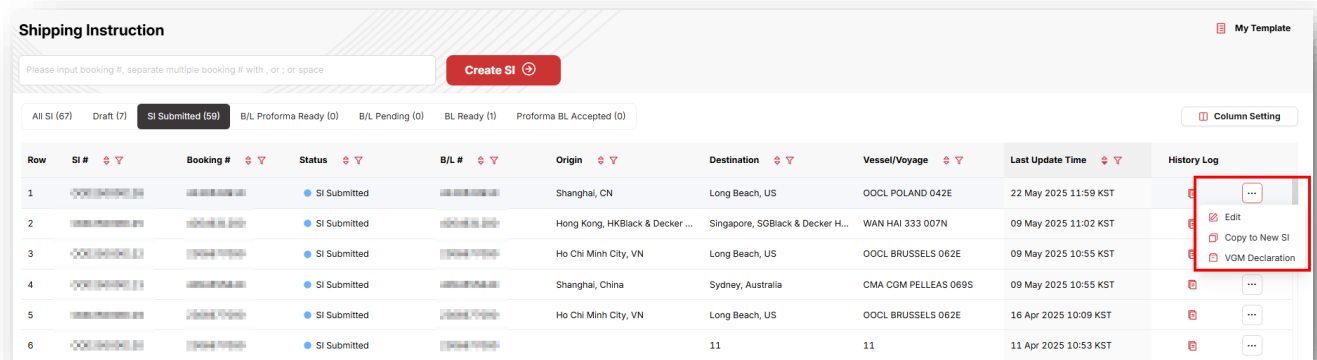
Submit Successfully

[Back to Home](#) [Copy to New SI](#) [Create New SI](#) [Submit VGM](#)

4. 제출 완료된 SI 수정 방법

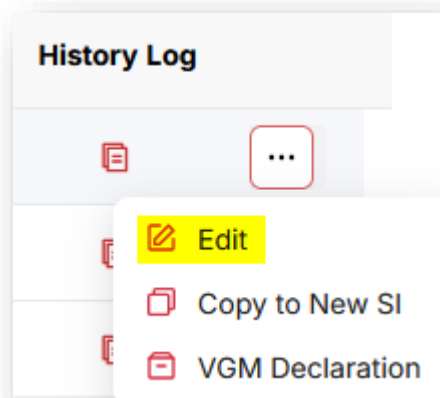
이미 제출된 SI 를 수정하실 때는 '신규 작성(Create)'이 아닌 '수정(Edit)' 기능을 이용해 주시기 바랍니다.

수정 경로: 제출된 SI 리스트 우측 끝의 [...]항목을 클릭합니다.



Row	SI #	Booking #	Status	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time	History Log
1	OOCLPOLAND04ZE	123456789	SI Submitted	123456789	Shanghai, CN	Long Beach, US	OOCL POLAND 04ZE	22 May 2025 11:59 KST	[...]
2	OOCLPOLAND04ZE	123456789	SI Submitted	123456789	Hong Kong, HKBlack & Decker ...	Singapore, SGBlack & Decker H...	WAN HAI 333 007N	09 May 2025 11:02 KST	[Edit] [Copy to New SI] [VGM Declaration]
3	OOCLBRUSSELS06ZE	123456789	SI Submitted	123456789	Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 06ZE	09 May 2025 10:55 KST	[...]
4	OOCLBRUSSELS06ZE	123456789	SI Submitted	123456789	Shanghai, China	Sydney, Australia	CMA CGM PELLEAS 069S	09 May 2025 10:55 KST	[...]
5	OOCLBRUSSELS06ZE	123456789	SI Submitted	123456789	Ho Chi Minh City, VN	Long Beach, US	OOCL BRUSSELS 06ZE	16 Apr 2025 10:09 KST	[...]
6	OOCLBRUSSELS06ZE	123456789	SI Submitted	123456789		11	11	11 Apr 2025 10:53 KST	[...]

수정 실행: 하위 메뉴 중 [Edit]을 클릭하여 내용을 수정합니다.



주의 사항:

- SI 수정 시, 이미 제출된 부킹 번호에 대해 다시 [Create SI]를 진행하지 마십시오.
- 만약 신규 작성을 시도하더라도, "이미 제출된 SI 가 존재합니다"라는 팝업창이 뜨면 반드시 [Edit] 버튼을 눌러 수정해 주시기 바랍니다.

SI Creation

SI already exists for your booking. Please check if you need to create a new SI? [Yes, please proceed.](#)

Row	SI #	Booking #	Status	B/L #	Origin	Destination	Last Update Time	History Log
1	[SI #]	[Booking #]	● SI Submitted	[B/L #]	[Origin]	[Destination]	[Last Update Time]	[History Log] Edit Copy to New SI

- 중복 제출 시 서류 처리 지연의 원인이 될 수 있으므로 유의해 주시기 바랍니다.

5. SI 템플릿 설정

- 정보 입력 후 "Save as Template" 클릭

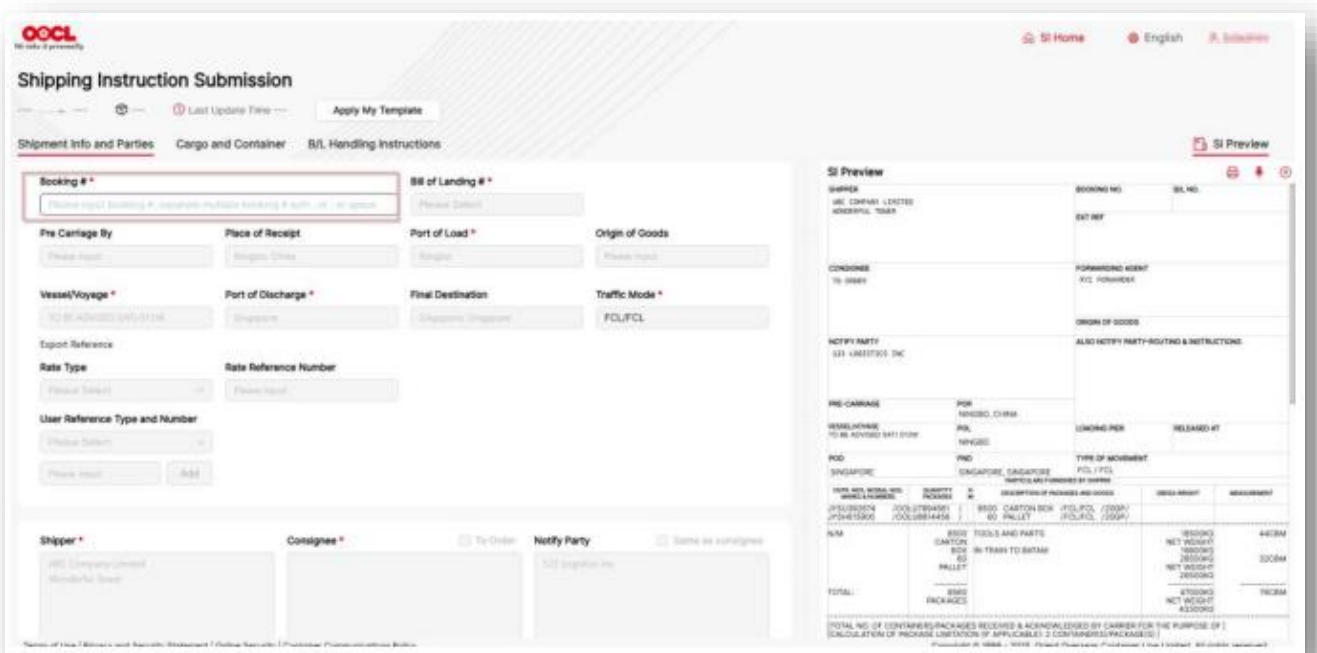
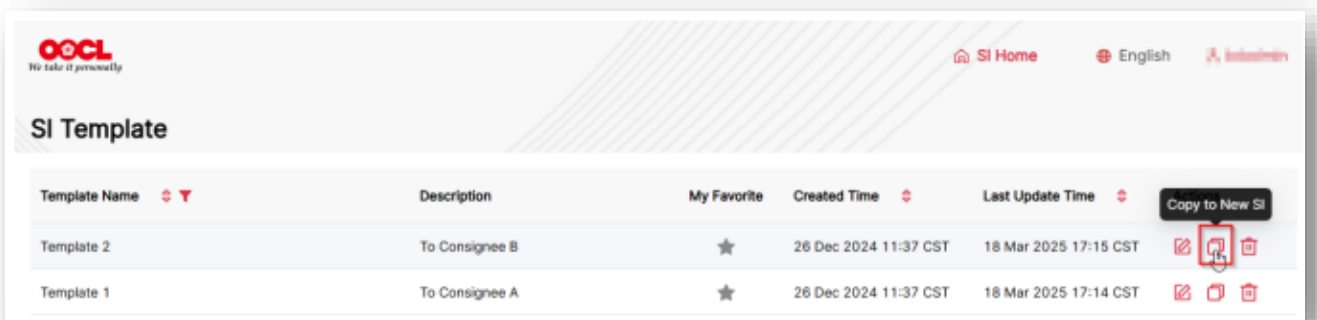
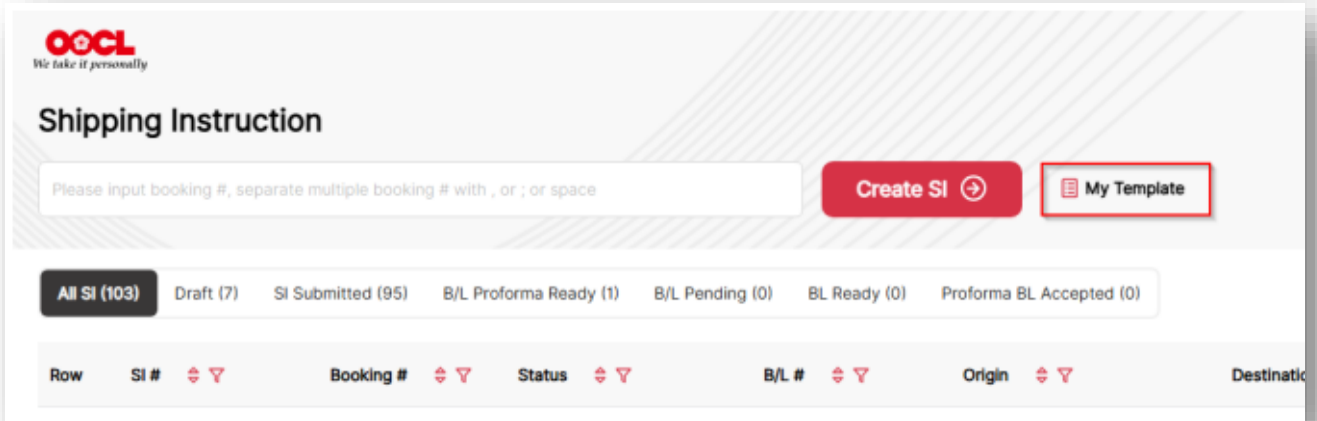
The screenshot shows the OOCL SI Preview interface. On the left, there are sections for 'Shipments Info and Parties', 'Cargo and Container', and 'B/L Handling Instructions'. The 'Shipments Info and Parties' section contains fields for 'Shipper' (ABC Company Limited, Wonderful Tower), 'Forwarder Agent' (XYZ Forwarder), and 'Also Notify Party 1' and 'Also Notify Party 2'. The 'Cargo and Container' section shows '123 Logistics Inc'. The 'B/L Handling Instructions' section is empty. At the bottom of this section, there are buttons for 'Save as Template', 'Save as Draft', 'Cancel', and 'Submit'. The 'Save as Template' button is highlighted with a red box. On the right, the 'SI Preview' section displays a detailed summary of the shipment, including 'ORIGIN OF GOODS', 'DESTINATION OF GOODS', 'TYPE OF MOVEMENT', and a table of cargo details.

이름 설정 후 "Submit" 클릭하여 저장

The screenshot shows the same OOCL SI Preview interface as above, but with a 'Save Template' dialog box open in the center. The dialog box has a title bar 'Save Template' and a close button. It contains two input fields: 'Template Name *' with the value 'Template 3' and 'Description:' with the value 'Cargo in-train to Batam'. There are 'Cancel' and 'Submit' buttons at the bottom of the dialog box. The background is dimmed, and the 'Submit' button on the main page is also visible.

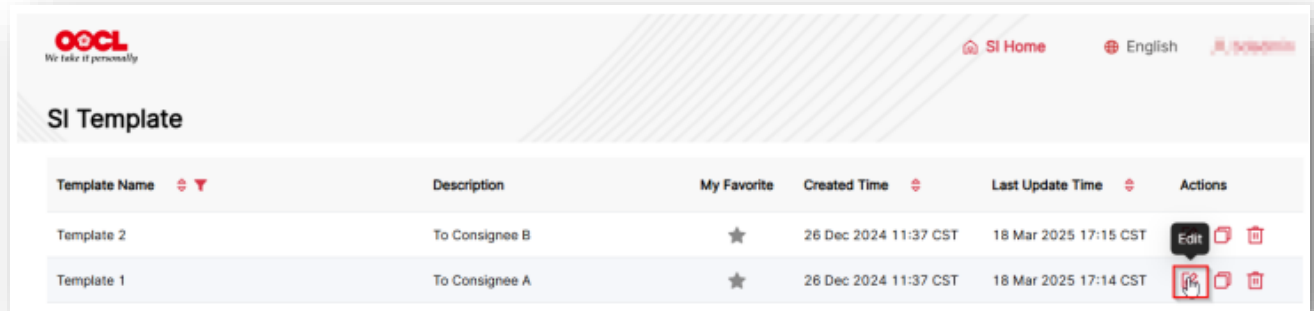
6. 저장된 템플릿을 사용한 SI 생성 방법





- "My Template" 클릭 → 사용 템플릿 선택 후 "Copy to New SI" 클릭



7. 저장된 템플릿 수정 방법

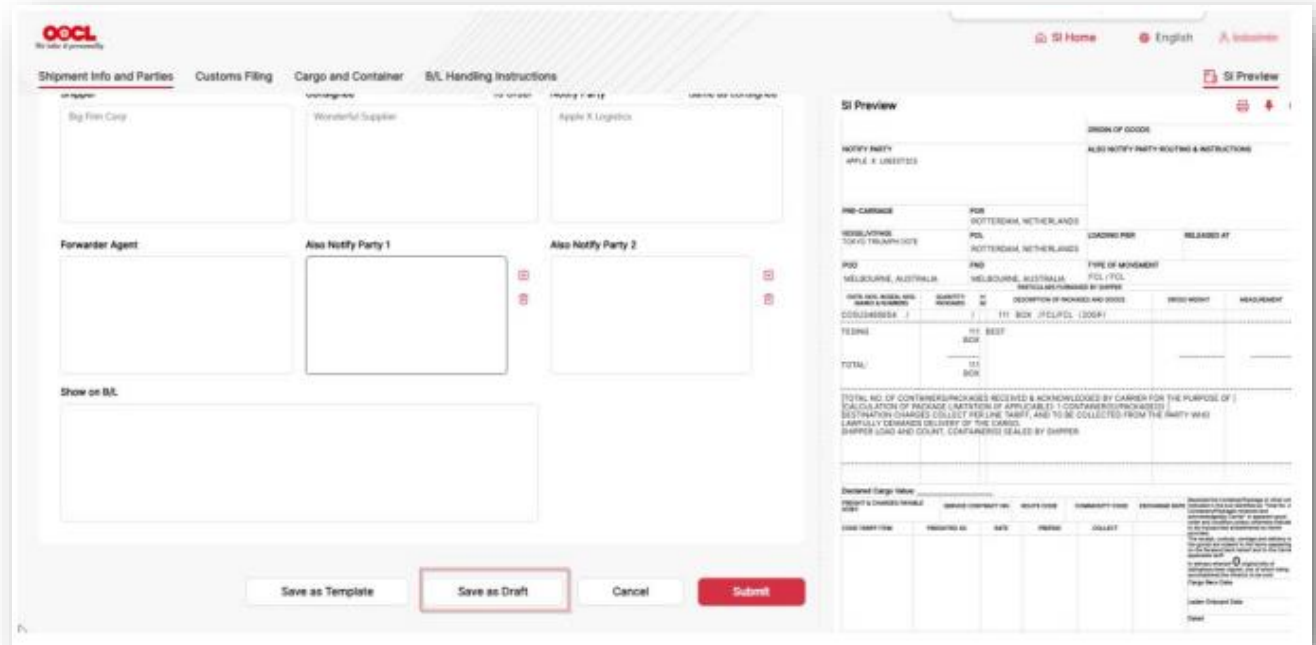
- 템플릿 선택 후 "Edit" 클릭



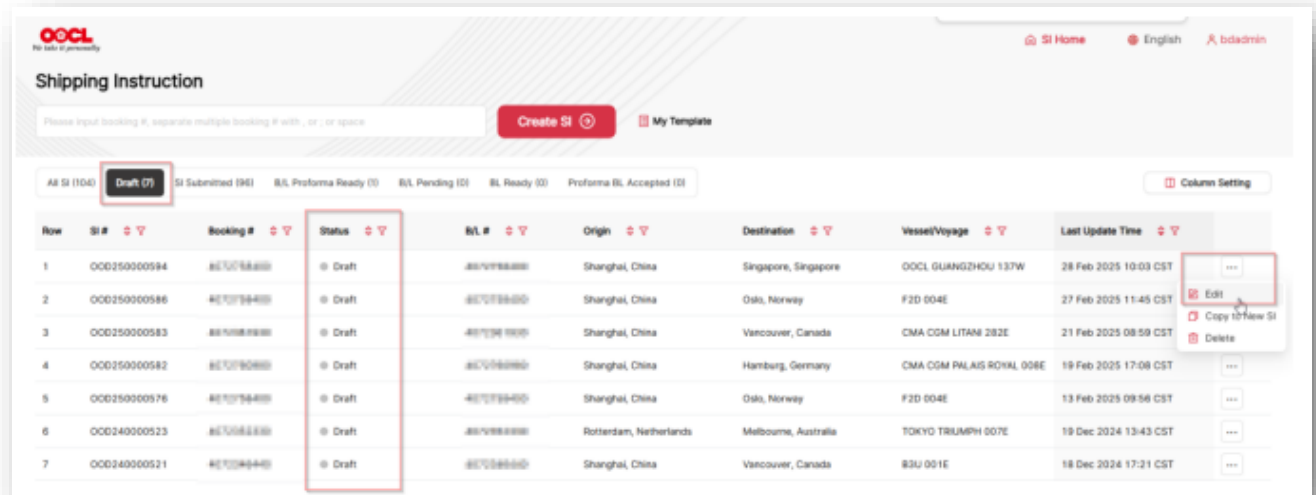
Template Name	Description	My Favorite	Created Time	Last Update Time	Actions
Template 2	To Consignee B	★	26 Dec 2024 11:37 CST	18 Mar 2025 17:15 CST	Edit  
Template 1	To Consignee A	★	26 Dec 2024 11:37 CST	18 Mar 2025 17:14 CST	Edit  

8. 임시 저장(Draft) SI

- 제출하지 않을 경우 "Save as Draft" 클릭



- SI 홈 화면에서 Draft SI 선택 후 "Edit" 클릭하여 제출 진행 가능



Row	SI #	Booking #	Status	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time
1	OOD250000594	88750788888	Draft	88750788888	Shanghai, China	Singapore, Singapore	OOCL GUANGZHOU 137W	28 Feb 2025 10:03 CST
2	OOD250000586	88750788888	Draft	88750788888	Shanghai, China	Oslø, Norway	F2D 004E	27 Feb 2025 11:45 CST
3	OOD250000583	88750788888	Draft	88750788888	Shanghai, China	Vancouver, Canada	CMA CGM LITANI 282E	21 Feb 2025 08:59 CST
4	OOD250000582	88750788888	Draft	88750788888	Shanghai, China	Hamburg, Germany	CMA CGM PALAIS ROYAL 008E	19 Feb 2025 17:08 CST
5	OOD250000576	88750788888	Draft	88750788888	Shanghai, China	Oslø, Norway	F2D 004E	13 Feb 2025 09:56 CST
6	OOD240000523	88750788888	Draft	88750788888	Rotterdam, Netherlands	Melbourne, Australia	TOKYO TRIUMPH 007E	19 Dec 2024 13:43 CST
7	OOD240000521	88750788888	Draft	88750788888	Shanghai, China	Vancouver, Canada	BSU 001E	18 Dec 2024 17:21 CST

9. 세관 신고 (Customs Filing)

1) 미국(US24)/캐나다(CA24)

- Customs Filing 탭 표시됨
- HBL 생성: "House Master Shipment" 선택 후 "Add"

The screenshot displays the 'Shipping Instruction Submission' interface. At the top, it shows the origin 'Yantian, China' and destination 'Los Angeles, United States', along with a 'General' cargo type and a 'Last Update Time' indicator. A button labeled 'Apply My Template' is visible. Below this, a navigation bar contains four tabs: 'Shipment Info and Parties', 'Customs Filing' (which is highlighted with a red border), 'Cargo and Container', and 'B/L Handling Instructions'. Under the 'Customs Filing' tab, there are two radio button options: 'Master B/L' and 'House Master Shipment' (which is selected and highlighted in yellow). Below these options, a box displays 'United States' with a flag icon, '20 Oct 2025, 10:00 KRT' as the deadline, and 'US AMS Cut Off' as the requirement. A section titled 'House Master Shipment' includes a red warning message: 'House Master Shipment filing message is required'. At the bottom of this section, there are two buttons: a yellow 'Add' button and a grey 'Delete' button.

- OOCL에 신고 대행 요청 시 HBL 정보 입력 : NVOCC HBL 번호 및, Actual Shipper, Actual Consignee, Actual 1st Notify Party 상세 입력(* 표시는 필수 입력 사항입니다.) 후 "Confirm" 버튼

The screenshot shows a web form titled "House Master Shipment" with a close button (X) in the top right corner. The form contains the following sections:

- NVOCC House BL No:** A yellow input field with the placeholder text "Please Input".
- US Self - Filer:** A checkbox that is currently unchecked, with a red arrow pointing to it.
- Actual Shipper:** A section with a red asterisk, containing:
 - Name:** A yellow input field with "Please Input".
 - Address:** A sub-section with fields for Street Number, Street, and P.O.Box, each with a "Please Input" placeholder.
 - City:** A yellow input field with "Please Input".
 - Zip Code/Postal Code:** A yellow input field with "Please Input".
 - Contact:** A sub-section with fields for Email, Phone (with hyphens), and Telex, each with a "Please Input" placeholder.
- Actual Consignee:** A section with a red asterisk, containing:
 - Name:** A yellow input field with "Please Input".
 - Address:** A sub-section with fields for Street Number, Street, and P.O.Box, each with a "Please Input" placeholder.
 - City:** A yellow input field with "Please Input".
 - Zip Code/Postal Code:** A yellow input field with "Please Input".
 - Contact:** A sub-section with fields for Email, Phone (with hyphens), and Telex, each with a "Please Input" placeholder.

- 자체 신고 시 "US Self Filer" 체크 후 SCAC Code 입력 (캐나다인 경우 "CA Auto Filer 체크") → "Confirm" 버튼

This screenshot shows the same form as above, but with the following changes:

- US Self - Filer:** The checkbox is now checked.
- SCAC Code:** A new field with a red asterisk and a yellow input field containing "Please Input".
- Disclaimer:** A checkbox labeled "I accept the disclaimer" is now checked.
- Buttons:** "Cancel" and "Confirm" buttons are visible at the bottom right.

(미주/캐나다 세관 신고에 대한 보다 자세한 사항은 [미국/캐나다 세관 사전 신고 HBL 정보 제출법](#) 참고)

2) 유럽(EU24)

- EU Customs Filing 탭 표시됨
- 자체 신고(Self-Filer): 'Self-Filer' 선택 후 Supplementary Declarant EORI 번호 입력

Shipping Instruction Submission

Busan, South Korea → Koper, Slovenia General Last Update Time 16 Oct 2025 10:16 KST Apply My Template

Shipment Info and Parties **Customs Filing** Cargo and Container B/L Handling Instructions

Master B/L House Master Shipment

European Union 18 Oct 2025, 14:00 KRT EU ACL Cut Off

Master B/L (EU)

Buyer Seller information filing *

Self - Filer Request Carrier as Filer

Supplementary Declarant EORI *

Please Input

By inputting the EORI#, I accept the TOU

- OOCL에 신고 요청: 'Request Carrier as Filer' 선택 후 Buyer/Seller 정보 입력
 - 수하인/송하인 정보 그대로 사용할 경우 “Use Consignee info as Buyer info, and Shipper info as Seller info for UE customs filing” 체크박스 선택

Shipping Instruction Submission

Busan, South Korea → Koper, Slovenia General Last Update Time 16 Oct 2025 10:16 KST Apply My Template

Shipment Info and Parties **Customs Filing** Cargo and Container B/L Handling Instructions

Master B/L House Master Shipment

European Union 19 Oct 2025, 03:00 KRT EU ACL Cut Off

Master B/L (EU)

Buyer Seller information filing *

Self - Filer Request Carrier as Filer I accept the disclaimer

Use Consignee info as Buyer info, and Shipper info as Seller info for EU customs filing

EU24 Buyer Information *

Name: * Please Input

EU Info

EORI Number Please Input

Type of Person * Please Select

EU24 Seller Information *

Name: * Please Input

EU Info

EORI Number Please Input

Type of Person * Please Select


- HBL 생성 필요 시 "House Master Shipment" → "Add"

Shipping Instruction Submission

Busan, South Korea → Koper, Slovenia General Last Update Time 16 Oct 2025 10:16 KST

Shipment Info and Parties **Customs Filing** **Cargo and Container** **B/L Handling Instructions**

Master B/L House Master Shipment

 **European Union** 19 Oct 2025, 03:00 KRT EU ACL Cut Off

House Master Shipment
House Master Shipment filing message is required

Add **Delete**

NVOCC House BL No Supplementary Declarant EORI Actual S

- NVCC HBL 번호 및, Actual Shipper, Actual Consignee, Actual 1st Notify Party 상세 입력(* 표시는 필수 입력 사항입니다.) 후 "Confirm" 버튼

The screenshot displays the 'Shipping Instruction' form in the OOCL system. The form is divided into several sections:

- House Master Shipment:** Includes a field for 'NVCC House BL No.' with a 'Please Input' placeholder.
- EU Self - Filer:** A checkbox that is currently unchecked.
- Actual Shipper:** A section with a yellow background containing fields for Name, EU info, EORI Number, Type of Person, Address (Street Number, Street, F.O.Box, City, Zip Code/Postal Code), and Contact (Email, Phone, Telex).
- Actual Consignee:** A section with a yellow background containing similar fields to the Actual Shipper section.
- Method of Payment:** A dropdown menu with 'Please Select' as the current selection.
- To Order:** A radio button option.

- Self-Filer의 경우 "EU Self-Filer" 체크 후 EORI 번호 입력 → "Confirm"

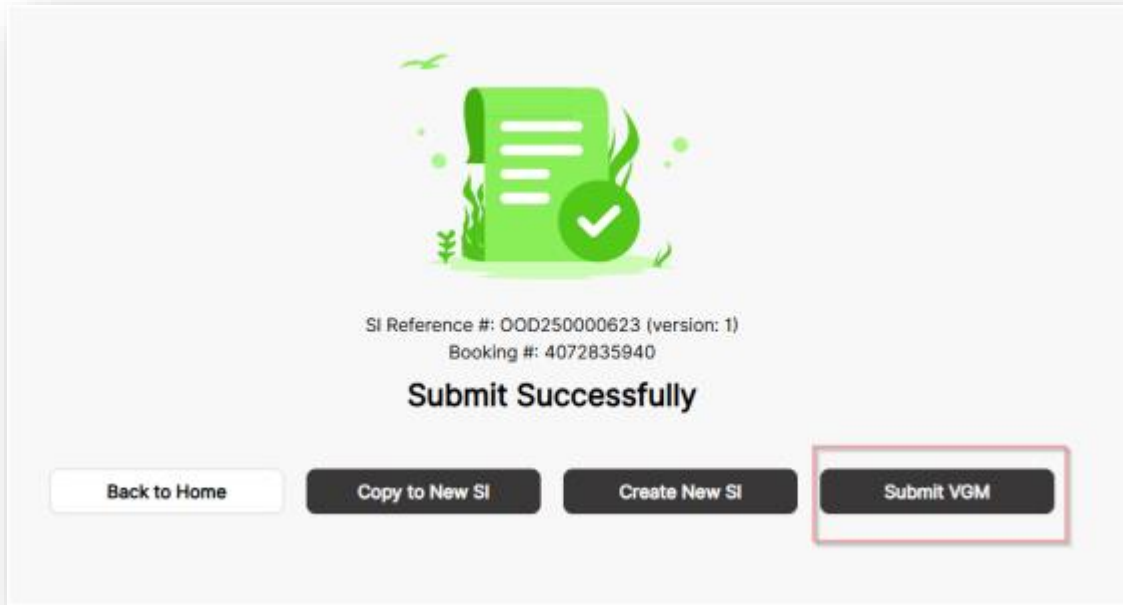
This close-up screenshot focuses on the 'EU Self - Filer' section of the form.

- The 'EU Self - Filer' checkbox is checked, and a red arrow points to it.
- Below it, two checkboxes are checked: 'By inputting the EORI#, I accept the TOU' and 'I accept the disclaimer'.
- To the right, the 'Supplementary Declarant EORI:' field has a yellow background and a 'Please Input' placeholder.
- At the bottom right, there are 'Cancel' and 'Confirm' buttons.

(유럽 세관 신고에 대한 보다 자세한 사항은 [EU 세관 ICS2 적하목록 신고 사용자 가이드](#) 참고)

10. VGM 제출 방법

- SI 제출 후 "Submit VGM" 클릭



- 컨테이너별 중량 및 단위 입력, Method 1 또는 Method 2 선택 후 "Submit" 클릭

Container #	VGM	Method	Authorized Person Signature	VGM Reference	Weighing Date
JYSU392674	KG	Method 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
JYSH615900	KG	Method 2	<input type="text"/>	<input type="text"/>	<input type="text"/>

- VGM제출의 보다 자세한 사항은 [컨테이너 총중량\(VGM\)전송 설명서](#) 참조