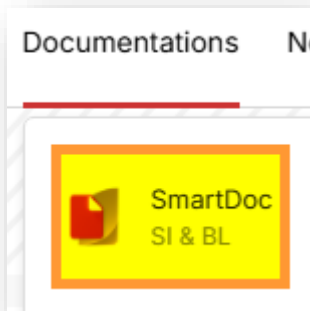


SmartDoc B/L 기능 안내

SmartDoc은 기존 SI(Shipping Instruction) 전송 및 관리 기능에 더해 **B/L(Bill of Lading) 문서 관리 기능이 새롭게 추가**되었습니다. 이에 따라 고객은 하나의 플랫폼에서 SI 업무와 B/L 관련 업무를 더욱 편리하게 처리할 수 있습니다.



새롭게 추가된 B/L 기능을 통해 다음과 같은 업무를 수행할 수 있습니다.

1. [B/L 문서 조회](#)
2. [B/L 문서 출력](#)
3. [Proforma B/L 승인](#)
4. [B/L 수정 요청](#)
5. [재출력 및 추가 출력 요청](#)
6. [B/L 위임\(Delegation\)](#)
7. [B/L 이력 조회](#)
8. [B/L 용지 주문](#)

※ 기존 SmartDoc의 SI 제출 및 관리 기능은 기존과 동일하게 사용 가능합니다.

※ Draft비엘(체크비엘)이나 Copy비엘은 [이메일 첨부파일](#)로 받아볼 수 있습니다.(→[바로보기](#))

※ 인보이스, 송금 및 비엘 발행 요청- [OOCL - Export Procedures](#) 를 참고하시기 바랍니다.

※ eBL 등록 및 소개 - [IQAX eBL 등록 안내\(KOR\)](#) [IQAX eBL 소개\(KOR\)](#)

1. B/L 문서 조회

B/L 상태가 아래와 같은 경우 문서를 확인할 수 있습니다.

- B/L Proforma Ready
- B/L Ready

문서 목록에서 "+" 버튼을 클릭하면 관련 문서를 확인할 수 있습니다.

Row	SI #	Booking #	Status	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time
6			B/L Proforma Ready		Yantian, China	New York, NY, US	OOCL LAVENDER 003E	08 Jul 2026 18:28 KST
Actions Document Type Print Associate Received On Expires On Received								
			V1 Proforma Non-Freighted New	1 / 1		08 Jul 2026 18:28 KST	28 Jul 2026 18:28 KST	OOLU
			V1 Proforma Freight New	1 / 1		08 Jul 2026 18:28 KST	28 Jul 2026 18:28 KST	OOLU

조회 가능한 문서 유형

Proforma B/L

- Draft B/L

Final B/L

- Original B/L
- Copy B/L
- Sea Waybill (SWB)

문서를 열어보려면 Action 메뉴에서 **View**를 선택합니다.

Row	SI #	Booking #	Status	B/L #
6			B/L Proforma Ready	
Actions Document Type Print				
			V1 Proforma Non-Freighted New	1 / 1
			V1 Proforma Freight New	1 / 1
7			B/L Proforma Ready	

2. B/L 문서 출력

Proforma B/L

- 출력 횟수 제한 없음
- 재출력 가능

3		00C888718352;...	4055114280		4055114280	Shanghai, China	Vancouver, Canada	27 Oct 2025 10:05 CST	Black & Decker sss222 Hig...	
Document Type		Received from		Received On		Expires On		Print	Associate	Actions
V1 Proforma Non-Freighted		Black&Decker U.S.A. Inc.Ltd		2025-10-26T21:53:36.074		2025-11-15T13:53:35.664		1 / 1		
5			2306718730		2306718730	Hong Kong	Singapore	24 Oct 2025 16:53 CST	Delegation Test Shanghai W...	

Final B/L

대상 문서

- Original B/L
- Sea Waybill
- Copy B/L

특징

- 출력 가능 횟수 제한 있음
- 잔여 출력 수량 범위 내에서만 출력 가능

출력 방법

Copy B/L

다음 중 선택 가능

- Plain Paper(일반 용지)
- OOCL Stationery

Document Type	Received from	Received On	Expires On	Print	Associate	Actions
V3 Copy Prepaid-Freighted Viewed	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:16.201	2026-01-22T01:05:15.155	2 / 2		...
V3 Copy Collect-Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.972	2026-01-22T01:05:15.096	1 / 2		...
V3 Copy Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.768	2026-01-22T01:05:15.033	1 / 2		...
V3 Copy Non-Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:16.413	2026-01-22T01:05:15.231	1 / 2		...
V3 Original Printed	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.570	2025-11-13T01:05:14.932	1 / 1		...

Original B/L

- OOCL Stationery만 사용 가능

Document Type	Received from	Received On	Expires On	Print	Associate
V3 Copy Prepaid-Freighted Printed	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:16.201	2026-01-22T01:05:15.155	0 / 0	
V3 Copy Collect-Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.972	2026-01-22T01:05:15.096	1 / 2	
V3 Copy Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.768	2026-01-22T01:05:15.033	1 / 2	
V3 Copy Non-Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:16.413	2026-01-22T01:05:15.231	1 / 2	
V3 Original Printed	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.570	2025-11-13T01:05:14.932	1 / 1	

출력 완료 후

- 문서 상태가 Printed로 변경
- 잔여 출력 가능 수량 자동 차감

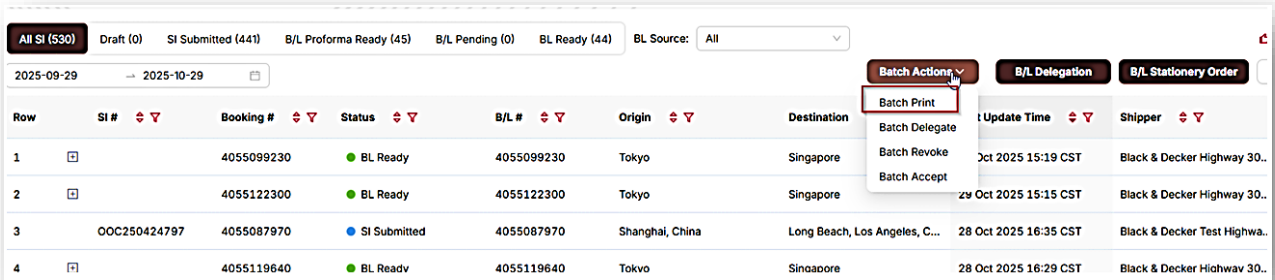
Document Type	Received from	Received On	Expires On	Print	Associate
V3 Copy Prepaid-Freighted Printed	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:16.201	2026-01-22T01:05:15.155	0 / 0	
V3 Copy Collect-Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.972	2026-01-22T01:05:15.096	1 / 2	
V3 Copy Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.768	2026-01-22T01:05:15.033	1 / 2	
V3 Copy Non-Freighted New	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:16.413	2026-01-22T01:05:15.231	1 / 2	
V3 Original Printed	Black&Decker U.S.A. Inc.Ltd	2025-10-24T09:05:15.570	2025-11-13T01:05:14.932	1 / 1	

일괄 출력 (Batch Print)

여러 건의 B/L을 한 번에 출력할 수 있습니다.

사용 방법

1. Batch Print 선택

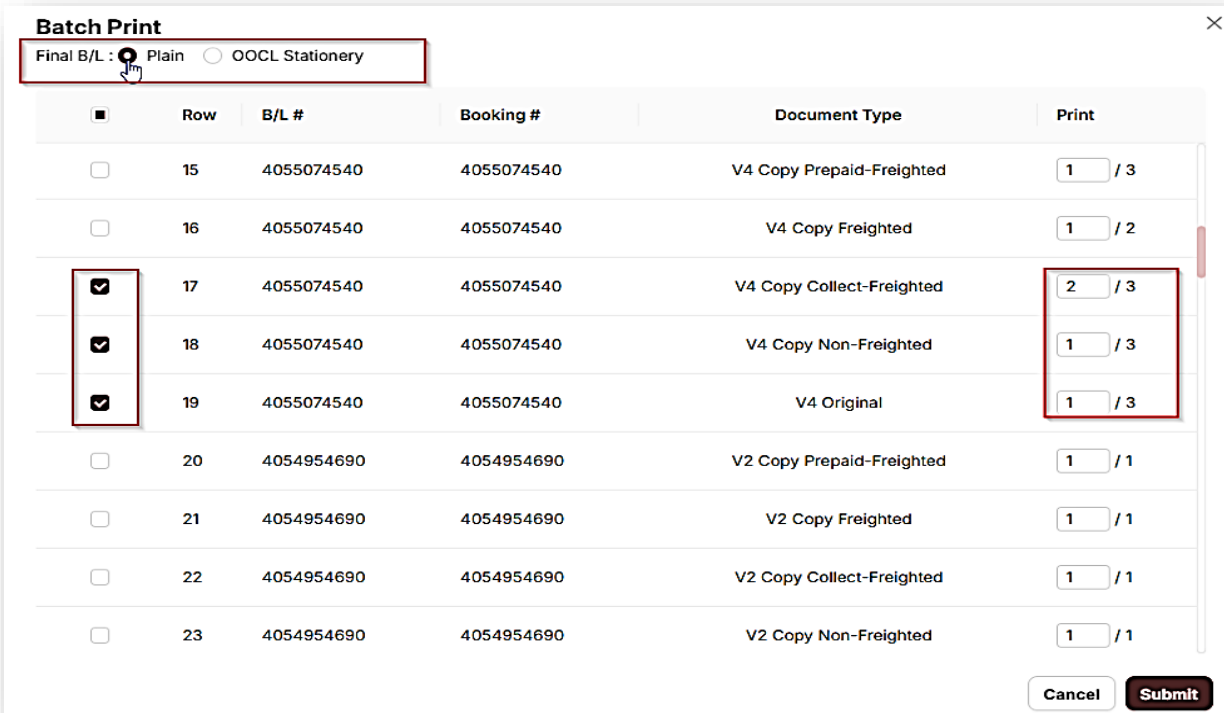


Row	SI #	Booking #	Status	B/L #	Origin	Destination	Update Time	Shipper
1		4055099230	● BL Ready	4055099230	Tokyo	Singapore	28 Oct 2025 15:19 CST	Black & Decker Highway 30...
2		4055122300	● BL Ready	4055122300	Tokyo	Singapore	29 Oct 2025 15:15 CST	Black & Decker Highway 30...
3	OOC250424797	4055087970	● SI Submitted	4055087970	Shanghai, China	Long Beach, Los Angeles, C...	28 Oct 2025 16:35 CST	Black & Decker Test Highwa...
4		4055119640	● BL Readv	4055119640	Tokyo	Singapore	28 Oct 2025 16:29 CST	Black & Decker Highway 30...

2. 출력할 문서 선택

3. 출력 수량 입력

4. Submit 클릭



Batch Print

Final B/L : ☒ Plain ☐ OOCL Stationery

☐	Row	B/L #	Booking #	Document Type	Print
☐	15	4055074540	4055074540	V4 Copy Prepaid-Freighted	1 / 3
☐	16	4055074540	4055074540	V4 Copy Freighted	1 / 2
☒	17	4055074540	4055074540	V4 Copy Collect-Freighted	2 / 3
☒	18	4055074540	4055074540	V4 Copy Non-Freighted	1 / 3
☒	19	4055074540	4055074540	V4 Original	1 / 3
☐	20	4054954690	4054954690	V2 Copy Prepaid-Freighted	1 / 1
☐	21	4054954690	4054954690	V2 Copy Freighted	1 / 1
☐	22	4054954690	4054954690	V2 Copy Collect-Freighted	1 / 1
☐	23	4054954690	4054954690	V2 Copy Non-Freighted	1 / 1

3. Proforma B/L 승인

Proforma B/L 검토 후 수정 사항이 없는 경우 승인할 수 있습니다.

승인 방법

- 1) Action 메뉴 선택
- 2) Accept 클릭

Row	SI #	Booking #	Status	B/L #	Origin	Destination	Last Update Time	Shipper	History
1	☐ OOC888787282,...	4055116900	● B/L Proforma Ready	4055116900	Shanghai, China	Vancouver, Canada	28 Oct 2025 15:45 CST	Black & Decker sss222 Hig...	📄
Document Type Received from Received On Expires On Print Associate Actions									
	V1 Proforma Non-Freighted Viewed	Black&Decker U.S.A. Inc.Ltd	2025-10-27T21:49:31.495	2025-11-16T13:49:31.233	1 / 1				
2	☐ OOD250114873	4055036000	● B/L Proforma Ready	4055036000	Hong Kong, HK	Long Beach, US	28 Oct 2025 08:48 CST	Paper Chase Inter	📄
3	☐ OOC888718352,...	4055114280	● B/L Proforma Ready	4055114280	Shanghai, China	Vancouver, Canada	27 Oct 2025 10:05 CST	Black & Decker s	📄
4	☐	2306713450	● B/L Proforma Ready	2306713450	Shekou	Nhava Sheva	24 Oct 2025 16:54 CST	Delegation Test Black & Dec...	📄

※ 수정 요청을 제출한 경우에는 승인할 수 없습니다.

일괄 승인

Batch Accept 기능을 통해 여러 건을 동시에 승인할 수 있습니다.

All SI (530) Draft (0) SI Submitted (441) B/L Proforma Ready (45) B/L Pending (0) BL Ready (44) BL Source: All									
2025-09-29 → 2025-10-29									
Row	SI #	Booking #	Status	B/L #	Origin	Destination			
1	☐	4055099230	● BL Ready	4055099230	Tokyo	Singapore			
2	☐	4055122300	● BL Ready	4055122300	Tokyo	Singapore			
3	☐ OOC250424797	4055087970	● SI Submitted	4055087970	Shanghai, China	Long Beach, Los Angeles, C...	28 Oc		
4	☐	4055119640	● BL Ready	4055119640	Tokyo	Singapore	28 Oc		

Batch Accept
×

☐	Row	B/L #	Booking #	Document Type	Received from	Associate
☒	1	4055093160	4055093160	V1 PROFORMAS_WITHOUT_FRT	OOLU	
☒	2	4055101430	4055101430	V1 PROFORMAS_WITHOUT_FRT	OOLU	
☐	3	4055108850	4055108850	V1 PROFORMAS_WITHOUT_FRT	OOLU	
☐	4	4055107640	4055107640	V1 PROFORMAS_WITHOUT_FRT	OOLU	
☐	5	2306713450	2306713450	V3 PROFORMAS_WITHOUT_FRT	OOLU	Paper Chase International Inc.Ltd ⓘ
☐	6	4055081970	4055081970	V2 PROFORMAS_WITHOUT_FRT	OOLU	
☐	7	4055114280	4055114280	V1 PROFORMAS_WITHOUT_FRT	OOLU	Paper Chase International Inc.Ltd ⓘ
☐	8	2306697220	2306697220	V18 PROFORMAS_WITH_FRT	OOLU	
☐	9	2306712100	2306712100	V14 PROFORMAS_WITH_FRT	OOLU	

Cancel
Accept

4. B/L 수정 요청 (BL Amend)

수정 가능한 문서

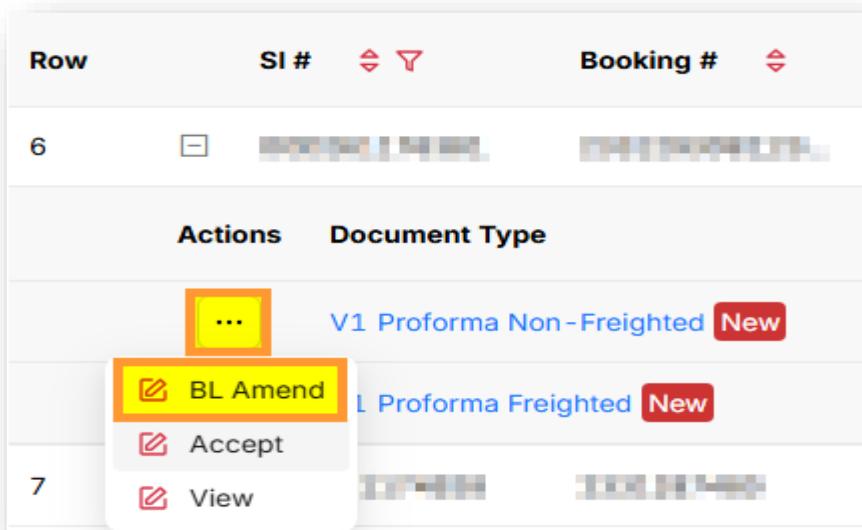
- Proforma B/L

수정 불가능한 문서

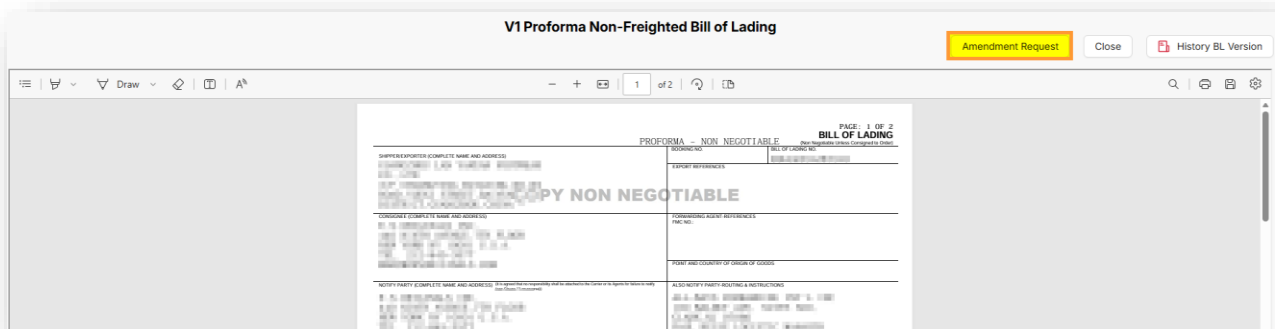
- Original B/L
- Sea Waybill
- Copy B/L

수정 방법

1) BL Amend 선택 - Action 메뉴에서 **BL Amend**를 선택합니다.



또는, View화면에서 Amendment Request버튼을 클릭합니다.



2) 수정 항목 입력

V1 Proforma Non-Freighted Bill of Lading (receive at 10/28)

SHIPMENT INFO AND PARTIES | Customs Filing | Cargo and Container | B/L Handling Instructions

SHIPPER BLACK & DECKER SSS222 HIGHWAY 301 SOUTH UNITED STATES 01		BOOKING NO. 4055116900	B/L NO. 4055116900
CONSIGNEE BLACK & DECKER HIGHWAY 301 SOUTH UNITED STATES 01		EXT REF SC# SC220001	
FORWARDING AGENT BLACK & DECKER SSS222 HIGHWAY 301 SOUTH 222 UNITED STATES 01		ORIGIN OF GOODS	
NOTIFY PARTY		ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS	
PRE-CARRIAGE CMA CGM LITANI 282 E	FOR SHANGHAI, CHINA	LOADING PIER SHANGHAI	RELEASED AT
POD VANCOUVER	FMD VANCOUVER, CANADA	TYPE OF MOVEMENT FCL / FCL	CY/CY

Forwarder Agent
Black & Decker sss222
Highway 301 South 222
United States 01

Also Notify Party 1

Also Notify Party 2

Show on B/L

TOTAL NO. OF CONTAINERS/PACKAGES RECEIVED & ACKNOWLEDGED BY CARRIER FOR THE PURPOSE OF |
 CALCULATION OF PACKAGE LIMITATION (IF APPLICABLE): 3 CONTAINER(S)/PACKAGE(S)
 DESTINATION CHARGES COLLECT PER LINE TARIFF, AND TO BE COLLECTED FROM THE PARTY WHO
 LAWFULLY DEMANDS DELIVERY OF THE CARGO.

EXT REF
SC# SC220001

FORWARDING AGENT
BLACK & DECKER SSS222
HIGHWAY 301 SOUTH 222
UNITED STATES 01

ORIGIN OF GOODS

ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS

NA

LOADING PIER **RELEASED AT**

TYPE OF MOVEMENT
FCL / FCL **CY/CY**

ANADA

PARTICULARS FURNISHED BY SHIPPER

DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT	MEASUREMENT
CL/FCL /20GP/		
CL/FCL /20GP/		
CL/FCL /20GP/		

Forwarder Agent
change about forwarder

Also Notify Party 1

Show on B/L

TOTAL NO. OF CONTAINERS/PACKAGES RECEIVED & ACKNOWLEDGED BY CARRIER FOR THE PURPOSE OF |
 CALCULATION OF PACKAGE LIMITATION (IF APPLICABLE): 3 CONTAINER(S)/PACKAGE(S)
 DESTINATION CHARGES COLLECT PER LINE TARIFF, AND TO BE COLLECTED FROM THE PARTY WHO
 LAWFULLY DEMANDS DELIVERY OF THE CARGO.

3) Submit

수정 후 시스템은 새로운 수정 버전을 생성합니다.

예)

- V1.1

- V1.2
- V1.3

선사에서 수정 내용을 처리하면 새로운 버전의 B/L이 업로드됩니다.

Row	SI #	Booking #	Status	B/L #	Origin	Destination	Last Update Time	Shipper	History
1	☐	OOD250074420	2306718640	● B/L Proforma Ready	2306718640	Hong Kong, HK	Singapore, SG	29 Oct 2025 13:53 CST	Delegation Test Shanghai W...
Document Type		Received from		Received On	Expires On	Print	Associate	Actions	
V2 Proforma Freight New		Black&Decker U.S.A. Inc.Ltd		2025-10-29T06:20:34.535	2025-11-17T22:20:34.007	1 / 1		...	
V2 Proforma Non-Freight New		Black&Decker U.S.A. Inc.Ltd		2025-10-29T06:20:34.722	2025-11-17T22:20:34.128	1 / 1		...	

수정 이력 조회

사용자는 수정 내역을 확인할 수 있습니다.

확인 가능 항목

- 변경 내용
- 변경자
- 변경 일시
- 변경 이력

각 항목별 상세 변경 기록도 확인 가능합니다.

The screenshot displays the 'View History' dropdown menu in the OOCL system. The menu items are:

- V2.4 Proforma Freight Bill of Lading (modify at 10/29)
- V2.3 Proforma Freight Bill of Lading (modify at 10/28)
- V2.2 Proforma Freight Bill of Lading (modify at 10/28)
- V2.1 Proforma Freight Bill of Lading (modify at 10/28)
- V2 Proforma Freight Bill of Lading (received at 10/29)
- V1.1 Proforma Non-Freight Bill of Lading (modify at 10/23)

The background shows the 'General' tab of a Bill of Lading form. Key fields include:

- B/L NO.:** 4230241770
- Agent:** ECKER, 31 SOUTH LLE, NC - 28306
- Vessel/Voyage:** XIEMA JKT-A 013E
- Port of Discharge:** Long Beach

Hong Kong, Hong Kong, China — Long Beach, United States General View History

V2.3 Proforma Freight Bill of Lading (modify at 10/28)

SHIPPER
BLACK & DECKER
HIGHWAY 301 SOUTH
FAYETTEVILLE, NC - 28306
UNITED STATES

BOOKING NO.
4230241770

B/L NO.
4230241770

EXT REF

CONSIGNEE
UAC BBB adfdds
UTC CTE1 88855

FORWARDING AGENT
BLACK & DECKER
HIGHWAY 301 SOUTH
FAYETTEVILLE, NC - 28306
UNITED STATES

ORIGIN OF GOODS

NOTIFY PARTY
SAS SAFETY CORP.
3031 GARDENIA AVE.
LONG BEACH, CA - 90807
UNITED STATES

ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS

PRE-CARRIAGE
POR HONG KONG

VESSEL/VOYAGE
XIEMA JKT-A 013E

LOADING PIER
HONG KONG

RELEASED AT

POD
LONG BEACH

FMD
LONG BEACH

TYPE OF MOVEMENT
FCL / FCL

CY/CY

CNTR NOS W/SEAL NOS. MARKS & NUMBERS	QUANTITY PACKAGES	M	DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT	MEASUREMENT
OOOU556635 / ASD234	10 BAG	10	10 BAG / FCL/FCL / 20GP/	10.000KG NET WEIGHT 10.000KG	6.000CBM
	10 BAG	10	10 BAG / FCL/FCL / 20GP/	10.000KG NET WEIGHT 10.000KG	6.000CBM
TOTAL:					

Export Reference

Rate Type
Please Select

Rate Reference Number

User Reference Type and Number

Shipper *
Black & Decker
Highway 301 South

Consignee *
UAC BBB adfdds
UTC CTE1 bbbss

☐ To Order

Notify Party
SAS Safety Corp.
3031 Gardenia Av

Amend Bill of Lading

long Kong, Hong Kong, China — Singapore, Singapore General View History

V2 Proforma Freight Bill of Lading (receive at 10/29)

SHIPPER
DELEGATION TEST
SHANGHAI WORLDTRANS LOGISTICS
SERVICE LTD
ROOM 2203, GLOBAL NEW TIMES
PLAZA *

BOOKING NO.
2306718640

B/L NO.
2306718640

EXT REF

CONSIGNEE
GITI TIRE (USA) LTD.
18404 SIXTH ST.
RANCHO CUCAMONGA, CA - 91748
UNITED STATES

FORWARDING AGENT
BLACK & DECKER
HIGHWAY 301 SOUTH
FAYETTEVILLE, NC - 28306
UNITED STATES

ORIGIN OF GOODS

NOTIFY PARTY
GITI TIRE (USA) LTD.
18404 SIXTH ST.
RANCHO CUCAMONGA, CA - 91748
UNITED STATES

ALSO NOTIFY PARTY-ROUTING & INSTRUCTIONS
*1666 NORTH SICHUAN ROAD
SHANGHAI CHINA

PRE-CARRIAGE
POR HONG KONG, HK

VESSEL/VOYAGE
OOCL TAIPEI 088W

LOADING PIER

RELEASED AT

Forwarder Agent History Log

Black & Decker
Highway 301 South
Fayetteville, NC - 28306
United States

change about forwarder

V1 Proforma
24 Oct 2025 15:20 CST
OOCL

V1.1 Proforma
29 Oct 2025 13:53 CST
CSDUSER1

5. 재출력 및 추가 출력 요청

• Original B/L 또는 Sea Waybill

출력 가능 횟수가 모두 소진된 경우 RePrint Request 기능을 통해 재발행을 요청할 수 있습니다.

	4055119640	● BL Ready	4055119640	Tokyo	Singapore	28 Oct 2025 16:29 CST	Black & Decker Hig
	4055116290	● BL Ready	4055116290	Tokyo	Singapore	28 Oct 2025 14:56 CST	Black & Decker Hig
Document Type	Received from	Received On	Expires On	Print	Associate	Actions	
V1 Original Printed	OOLU	2025-10-27T10:14:14.513	2025-11-16T10:14:14.513	0 / 0	Paper Chase International Inc.Ltd	BL Amend RePrint Request View	
	4055116160	● BL Ready	4055116160	Tokyo	Singapore	27 Oct 2025 17:22 CST	
	4055116010	● BL Ready	4055116010	Tokyo	Singapore	27 Oct 2025 16:59 CST	
	OOD250073997	4055074400	● BL Ready	4055074400	Tokyo, Japan	Singapore, Singapore	27 Oct 2025 15:43 CST
							DuPont Specialty P

ending (0)

BL Ready (45)

BL Source: All

RePrint Request

B/L #: 4055116290 Booking #: 4055116290

Main Reason*

Remarks*

Click [here](#) to download the Release Letter.

Contacter**

Email Address**

Fax

Phone

☒ I would like to receive a copy of this request by e-mail.

Cancel

Submit

승인 시

- 기존 문서 폐기
 - 신규 Original B/L 또는 SWB 발행
- Copy B/L

추가 출력이 필요한 경우 **Additional Print Request** 기능을 사용합니다.

O00250074423		4055112630	● BL Ready	4055112630	Tokyo	Singapore	24 Oct 2025 17:03 CST	Black & Decker Highway 301 S...
Document Type	Received from	Received On	Expires On	Print	Associate	Actions		
V3 Copy Prepaid-Freighted Printed	OOLU	2025-10-24T01:05:15.155	2026-01-22T01:05:15.155	1 / 4	Paper Chase International Inc.Ltd	Additional Print Request View		
V3 Copy Collect-Freighted Printed	OOLU	2025-10-24T01:05:15.096	2026-01-22T01:05:15.096	1 / 2	Paper Chase International Inc.	Additional Print Request View		
V3 Copy Freight Viewed	OOLU	2025-10-24T01:05:15.033	2026-01-22T01:05:15.033	1 / 3	Paper Chase International Inc.Ltd	Additional Print Request View		
V3 Copy Non-Freighted Viewed	OOLU	2025-10-24T01:05:15.231	2026-01-22T01:05:15.231	1 / 3	Paper Chase International Inc.Ltd	Additional Print Request View		
V3 Original Printed	OOLU	2025-10-24T01:05:14.932	2025-11-13T01:05:14.932	0 / 0	Paper Chase International Inc.Ltd	Additional Print Request View		
4055108940		4055108940	● BL Ready	4055108940	Tokyo	Singapore	23 Oct 2025 22:53 CST	Black & Decker Highway 301 S...

승인 시

- 출력 가능 수량만 증가

6. B/L 위임 (Delegation)

협력업체 또는 파트너사와 B/L 문서를 공유할 수 있습니다.

부여 가능한 권한

- View
- Print
- Accept
- Amend

자동 위임 (Auto Delegation)

새로운 B/L 수신 시 자동으로 파트너에게 권한을 부여합니다.

설정 방법

- 1) B/L Delegation 선택

My Template

All

Batch Actions

B/L Delegation

B/L Stationery Order

Request B/L Printing

Column Setting

Destination	Vessel/Voyage	Last Update Time	History
Singapore	OOCL GUANGZHOU 137 W	29 Oct 2025 02:18 CST	[Icon] ...
Singapore	OOCL GUANGZHOU 137 W	29 Oct 2025 02:18 CST	[Icon] ...
Singapore	OOCL AUSTRALIA 166S	29 Oct 2025 01:36 CST	[Icon] ...
Singapore	OOCL AUSTRALIA 166S	28 Oct 2025 15:18 CST	[Icon] ...
Long Beach	XIEMA JKT-A 013E	28 Oct 2025 14:57 CST	[Icon] ...
Singapore	OOCL AUSTRALIA 166S	28 Oct 2025 14:36 CST	[Icon] ...

2) Add Delegation 선택

B/L Delegation

Delegation Setting | Print Sequence | Delegation History | Delegation Granted By Associates

Add Delegation

Associate		Proforma			Original			SeaWayBill			Copy	
Company	Company Address	View	Accept	Request Change	View	Request Change	Prints	View	Request Change	Prints	View	Prints
Paper Chase International Inc.	2220 Parklake Drive Suite 5 28,Atlanta,GA,US	☒	☒	☐	☐	☐		☐	☐		☒	1

3) 파트너 선택

B/L Delegation

Delegation Setting | Print Sequence | Delegation History | Delegation Granted By Associates

Add Delegation

Associate		Proforma			Original			SeaWayBill			Copy	
Company	Company Address	View	Accept	Request Change	View	Request Change	Prints	View	Request Change	Prints	View	Prints
Paper Chase International Inc.	2220 Parklake Drive Suite 5 28,Atlanta,GA,US	☒	☒	☐	☐	☐		☐	☐		☒	1
Please Select		☐	☐	☐	☐	☐		☐	☐		☐	

- *K* LINE AIR ...
- APL HealthCa...
- company na...
- Customertest
- DJ Corporation
- Dynalink Syst...
- Herbalife
- JVC America ...

4) 권한 설정

B/L Delegation

Delegation Setting | **Print Sequence** | Delegation History | Delegation Granted By Associates

Please drag the company names to adjust the printing order.

- 1 Paper Chase International Inc.
- 2 TEST Company
- 3 Customertest
- 4 Ford Motor Company

B/L Delegation

Associate		Proforma			Original			SeaWayBill			Copy	
Company	Company Address	View	Accept	Request Change	View	Request Change	Prints	View	Request Change	Prints	View	Prints
Black&Decker U.S.A. Inc.Ltd	test street22,test street,Shenzhen,eslontest,Guangdong,HK	✓	✓		✓		3	✓		2	✓	1

5) 저장

수동 위임

특정 문서만 선택하여 위임할 수 있습니다.

사용 방법

1) Batch Delegation 선택

or space		Create SI										
a Ready (7)		B/L Pending (0)		BL Ready (29)		BL Source: All						
Status	B/L #	Origin	Destination	Batch Actions	essel/Voyage	Last Update Time	History					
BL Ready	4230544820	Shanghai	Singapore	Batch Print Batch Delegate Batch Revoke Batch Accept	MAR MILIONE 004 W	30 Oct 2025 11:00 CST						
Received from	Received On	Expires On	Print	Associate	Actions							
Black&Decker U.S.A. Inc.Ltd	2025-10-30T03:00:19.844	2026-01-27T19:00:19.095	1 / 1		...							
Black&Decker U.S.A. Inc.Ltd	2025-10-30T02:56:15.301	2026-01-27T18:56:14.432	1 / 1		...							
Black&Decker U.S.A. Inc.Ltd	2025-10-30T02:56:15.390	2026-01-27T18:56:14.565	1 / 1		...							
BL Ready	4230517370	Tokyo	Singapore	OOCL AUSTRALIA 165S	30 Oct 2025 06:39 CST							

2) 문서 선택

3) 파트너 지정

4) Delegation 실행

Batch Delegate

Row	BL #	Booking #	Document Type	View	Accept	Prints	Request Change
☒	4228668110	4228668110	V1 COPY_WITH_PPAID_FRT	☒	☐	/ 1	☐
☒	4228668110	4228668110	V1 COPY_WITHOUT_FRT	☒	☐	/ 4	☐
☐	4228391190	4228391190	V1 COPY_WITH_FRT	☐	☐	/ 1	☐
☐	4229665290	4229665290	V1 COPY_WITH_FRT	☐	☐	/ 1	☐
☐	4230472390	4230472390	V1 COPY_WITH_PPAID_FRT	☐	☐	/ 4	☐

Delegate To: Lot 60 and 61 Senawang Industrial Estate 70450, Seremban, Negeri Sembilan, MY

위임 취소

기존에 위임한 문서는 언제든지 회수할 수 있습니다.

사용 방법

1) Batch Revoke 선택

Enter booking # with , or ; or space

Batch (4) B/L Proforma Ready (15) B/L Pending (0) BL Ready (100) BL Source: All

Batch Actions

Booking #	Status	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time	History
4230544820	BL Ready	4230544820	Shanghai	Singapore	MAR MILIONE 004 W	30 Oct 2025 11:00 CST	Batch Print
4230544700	BL Ready	4230544700	Tokyo	Singapore	OOCL AUSTRALIA 166S	30 Oct 2025 10:21 CST	Batch Delegate
4230519790	BL Ready	4230519790	Shanghai	Singapore	OOCL GUANGZHOU 137 W	30 Oct 2025 06:42 CST	Batch Revoke
4230519780	BL Ready	4230519780	Shanghai	Singapore	OOCL GUANGZHOU 137 W	30 Oct 2025 06:42 CST	Batch Accept
4230517370	BL Ready	4230517370	Tokyo	Singapore	OOCL AUSTRALIA 165S	30 Oct 2025 06:39 CST	

2) 회수할 문서 선택

Batch Revoke

☐	BL #	Booking #	Document Type	Associate Company	Address	View	Accept	Prints	Request Change
☒	4228668110	4228668110	V1 COPY_WITH_PPAID_FRT	*K* LINE AIR SERVICE (TAIWAN) LTD.	73-1, NANKING E.ROAD SEC.4, TAIP...	✓		3	
☒	4228668110	4228668110	V1 COPY_WITHOUT_FRT	*K* LINE AIR SERVICE (TAIWAN) LTD.	73-1, NANKING E.ROAD SEC.4, TAIP...	✓			
☐	4230472390	4230472390	V1 COPY_WITH_PPAID_FRT	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	
☐	4230472390	4230472390	V1 COPY_WITHOUT_FRT	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	
☐	4230200640	4230200640	V2 COPY_WITH_PPAID_FRT	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	
☐	4230200640	4230200640	V2 COPY_WITH_FRT	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	
☐	4230200640	4230200640	V2 COPY_WITH_COLL_FRT	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	
☐	4230200640	4230200640	V2 COPY_WITHOUT_FRT	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	
☐	4230200640	4230200640	V2 ORIGINALS	Paper Chase International Inc.	2220 Parklake Drive Suite 528,Atlant...	✓		1	✓

Cancel Revoke

3) Revoke 실행

Are you sure to revoke those delegation list?

Row	BL #	Booking #	Document Type	Associate Company	Address	View	Accept	Prints	Request Change
1	4228668110	4228668110	V1 COPY_WITH_PPAID_FRT	*K* LINE AIR SERVICE (TAIWAN) LTD.	73-1, NANKING E.ROAD SEC.4, TAIP...	✓		3	
2	4228668110	4228668110	V1 COPY_WITHOUT_FRT	*K* LINE AIR SERVICE (TAIWAN) LTD.	73-1, NANKING E.ROAD SEC.4, TAIP...	✓			

Cancel Revoke

회수 후 파트너 계정에서는 해당 문서를 더 이상 볼 수 없습니다.

7. B/L 이력 조회 (History Log)

SmartDoc은 문서의 전체 이력을 제공합니다.

BL History Log

18		OOD250060917	2306711110		B/L Proforma Ready	2306711110	Shanghai, China	Singapore, Singapore	08 Oct 2025 15:13 CST	Shine Shipping Limited Roo...		...
19		OOD250060916	2306712610		B/L Proforma Ready	2306712610	Laem Chabang, Thailand	Tianjin Xingang, China	08 Oct 2025 14:17 CST	Git Tire (USA) Ltd. 10404 S...		...
10		OOD250114895	4055048910		B/L Proforma Ready	4055048910	Hong Kong, HK	Long Beach, US	07 Oct 2025 15:44 CST	Black & Decker Highway 30...		...
11		OOD250114879	2306710330		B/L Proforma Ready	2306710330	Long Beach, US	Nansha, CN	07 Oct 2025 10:34 CST	Black & Decker Highway 30...		...
Document Type		Received from		Received On		Expires On		Print		Associate		Actions
V8 Proforma Freight		OOLU		2025-09-25T22:07:33.083		2025-10-15T22:07:33.083		0 / 0				

확인 가능 내용

- 문서 버전 변경 내역
- 사용자 수정 버전
- 선사 업로드 버전

Bill of Lading

Shipping Instruction

BL Action Log

BL History Log

23 Sep 2025 21:17 CST

OOCL

V5 Proforma

Carrier BL doc update.

View Detail

24 Sep 2025 08:44 CST

OOCL

V6 Proforma

Carrier BL doc update.

View Detail

26 Sep 2025 10:26 CST

CSDUSER6

V6.1 Proforma

User Amend request.

View Detail

26 Sep 2025 10:38 CST

OOCL

V7 Proforma

Carrier BL doc update.

View Detail

26 Sep 2025 11:13 CST

CSDUSER6

V7.1 Proforma

User Amend request.

View Detail

26 Sep 2025 14:00 CST

CSDUSER6

V7.2 Proforma

User Amend request.

View Detail

BL History Log Detail

V7.1 Proforma

CSDUSER6

26 Sep 2025 11:13 CST

Action	Category	Column	Update Value	Previous Value
Amend BL	BL Handling Instruction	oceanFreight	PREPAID	
Amend BL	BL Handling Instruction	finalBilReceiveBy	ONLINE	
Amend BL	BL Handling Instruction	isBilDistributionOriginal	file	false
Amend BL	BL Handling Instruction	biDistributionOriginalType	NONE	
Amend BL	1st Cargo in 2nd container	cusCode		+++++4

V7.2 Proforma

CSDUSER6

26 Sep 2025 14:00 CST

Action	Category	Column	Update Value	Previous Value
Amend BL	1st Cargo in 1st container	packageName	BLR	Box

V8 Proforma Freight

EXPIRED

OOCL

2025-09-25T22:07:33.083

2025-10-15T22:07:33.083

0

/ 0

42	OOCL248193822	2305306970	B/L Proforma Ready	2305306970	Xiamen, Xiamen, ++	Wilhelmshaven, +++	03 Oct 2025 10:23 CST	SHANGHAI EVEREST INTER...		
43	0050916203;119...	2152743990	B/L Proforma Ready	2152743990	Antwerpen	Yokohama	02 Oct 2025 14:27 CST	SPECIALTY ELECTRONIC M...		

Bill of Lading

Shipping Instruction

BL Action Log

BL History Log

23 Sep 2025 21:17 CST

OOCL

V5 Proforma

Carrier BL doc update.

View Detail

24 Sep 2025 08:44 CST

OOCL

V6 Proforma

Carrier BL doc update.

View Detail

26 Sep 2025 10:26 CST

CSDUSER6

V6.1 Proforma

User Amend request.

View Detail

26 Sep 2025 10:38 CST

OOCL

V7 Proforma

Carrier BL doc update.

View Detail

26 Sep 2025 11:13 CST

CSDUSER6

V7.1 Proforma

User Amend request.

View Detail

26 Sep 2025 14:00 CST

CSDUSER6

V7.2 Proforma

User Amend request.

View Detail

BL History Log Detail

V7.1 Proforma

CSDUSER6

26 Sep 2025 11:13 CST

Action	Category	Column	Update Value	Previous Value
Amend BL	BL Handling Instruction	oceanFreight	PREPAID	
Amend BL	BL Handling Instruction	finalBilReceiveBy	ONLINE	
Amend BL	BL Handling Instruction	isBilDistributionOriginal	file	false
Amend BL	BL Handling Instruction	biDistributionOriginalType	NONE	
Amend BL	1st Cargo in 2nd container	cusCode		+++++4

V7.2 Proforma

CSDUSER6

26 Sep 2025 14:00 CST

Action	Category	Column	Update Value	Previous Value
Amend BL	1st Cargo in 1st container	packageName	BLR	Box

V8 Proforma Freight

EXPIRED

OOCL

2025-09-25T22:07:33.083

2025-10-15T22:07:33.083

0

/ 0

42	OOCL248193822	2305306970	B/L Proforma Ready	2305306970	Xiamen, Xiamen, ++	Wilhelmshaven, +++	03 Oct 2025 10:23 CST	SHANGHAI EVEREST INTER...		
43	0050916203;119...	2152743990	B/L Proforma Ready	2152743990	Antwerpen	Yokohama	02 Oct 2025 14:27 CST	SPECIALTY ELECTRONIC M...		

Bill of Lading		Shipping Instruction		BL Action Log			
Action	Category	Column	Update Value	Previous Value	Document Type		
SI Submitted					Shipping Instruction		
Add	BL Handling Instru...	Show on B/L	test test 1		Shipping Instruction		
Add	BL Handling Instru...	Copy	false		Shipping Instruction		
Add	BL Handling Instru...	Show Freight	NONE		Shipping Instruction		
Add	BL Handling Instru...	Original	true		Shipping Instruction		
Add	BL Handling Instru...	Final B/L Type By	ONLINE		Shipping Instruction		
Add	BL Handling Instru...	Final B/L Type	OBL		Shipping Instruction		
Add	BL Handling Instru...	Ocean Freight	PREPAID		Shipping Instruction		
Add	Shipment Info	bookingOfficeName	Hong Kong		Shipping Instruction		

BL Action Log

사용자의 모든 작업 기록

Bill of Lading Shipping Instruction BL Action Log				
Action	Document Type	Detail	Action Time	Owner
Amend Request	V5 Proforma		28 Oct 2025 11:35:00 CST	CSDUSER1
Auto Delegation	V5 Proforma Freight	Associate Company:Paper Chase International Inc. Delegation: View,1 Prints,Accept,Amend Request	28 Oct 2025 11:30:19 CST	SYSTEM
Auto Delegation	V5 Proforma Non-Freight	Associate Company:Paper Chase International Inc. Delegation: View,1 Prints,Accept,Amend Request	28 Oct 2025 11:30:19 CST	SYSTEM
View	V3 Proforma Freight		23 Oct 2025 10:18:30 CST	CSDUSER1
View	V3 Proforma Freight		22 Oct 2025 17:37:04 CST	CSDUSER2
View	V3 Proforma Freight		22 Oct 2025 16:48:37 CST	CSDUSER2
View	V3 Proforma Non-Freight		22 Oct 2025 15:34:58 CST	CSDUSER6
View	V3 Proforma Non-Freight		22 Oct 2025 15:34:32 CST	CSDUSER6
Auto Delegation	V3 Proforma Freight	Associate Company:Paper Chase International Inc. Delegation: View,1 Prints,Accept,Amend Request	22 Oct 2025 11:57:17 CST	SYSTEM
Auto Delegation	V3 Proforma Non-Freight	Associate Company:Paper Chase International Inc. Delegation: View,1 Prints,Accept,Amend Request	22 Oct 2025 11:57:17 CST	SYSTEM

예)

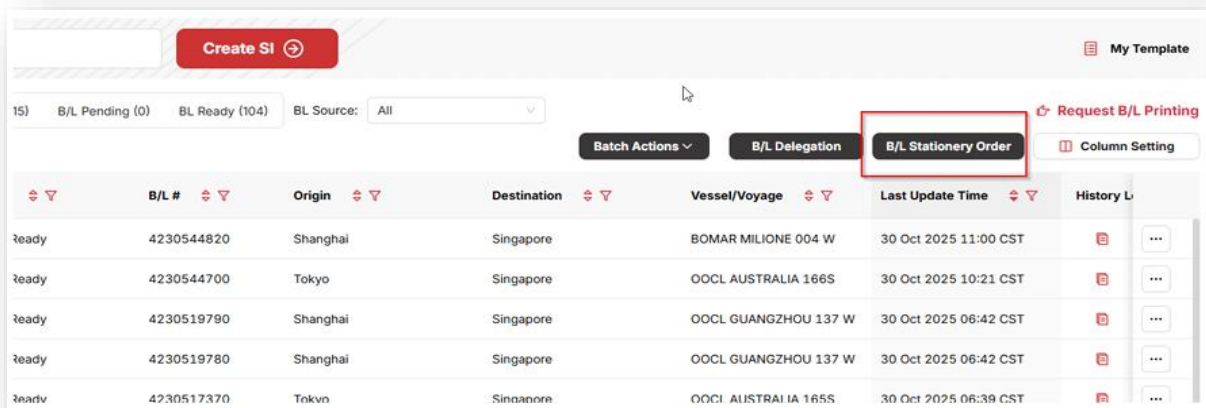
- View
- Print
- Amend
- Reprint
- Additional Print
- Delegation

8. B/L 용지 주문

B/L Stationery Order 기능을 통해 B/L 전용 용지를 주문할 수 있습니다.

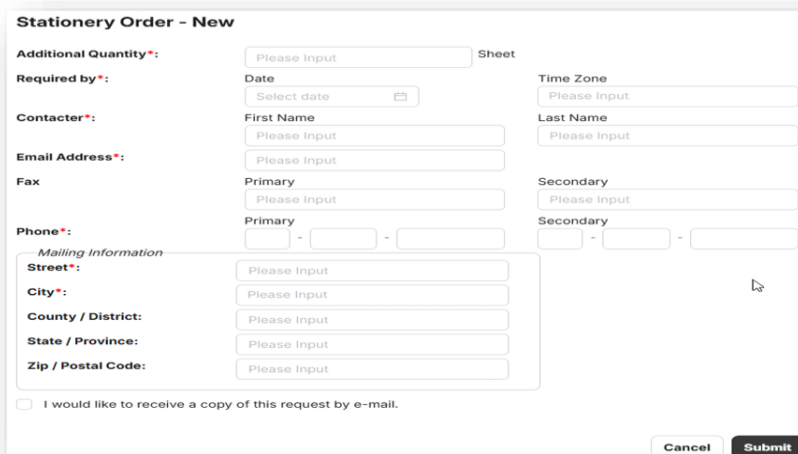
주문 방법

1) B/L Stationery Order 선택



	B/L #	Origin	Destination	Vessel/Voyage	Last Update Time	History L
ready	4230544820	Shanghai	Singapore	BOMAR MILIONE 004 W	30 Oct 2025 11:00 CST	...
ready	4230544700	Tokyo	Singapore	OOCL AUSTRALIA 166S	30 Oct 2025 10:21 CST	...
ready	4230519790	Shanghai	Singapore	OOCL GUANGZHOU 137 W	30 Oct 2025 06:42 CST	...
ready	4230519780	Shanghai	Singapore	OOCL GUANGZHOU 137 W	30 Oct 2025 06:42 CST	...
ready	4230517370	Tokyo	Singapore	OOCL AUSTRALIA 166S	30 Oct 2025 06:39 CST	...

2) 신청 정보 입력



Stationery Order - New

Additional Quantity*: Sheet

Required by*: Date

Contacter*: First Name Last Name

Email Address*:

Fax:

Phone*: Primary Secondary

Mailing Information

Street*:

City*:

County / District:

State / Province:

Zip / Postal Code:

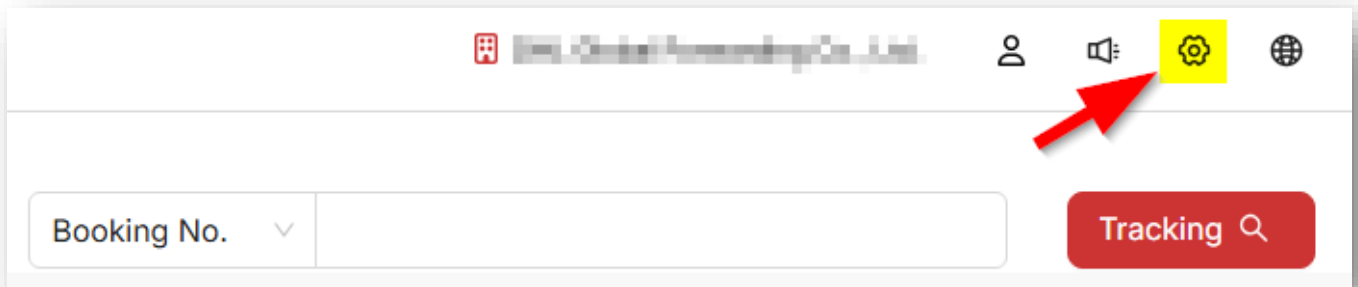
☐ I would like to receive a copy of this request by e-mail.

3) 제출

신청 후 선사에서 검토 및 처리합니다.

비엘을 메일 첨부파일로 받는 방법(Original 비엘 제외)

a) 메인 화면 오른쪽 상단 설정 아이콘 클릭



b) Bill of Lading 에서, 문서가 업로드 되면 이메일 알림을 받을 문서 타입에 체크합니다.

