

HOW TO : B/L Management SI and VGM submission



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SI (Shipping Instruction) SUBMISSION



Effective sailings

SERVICE	VESSEL/VOY	ETD
IA88	MAERSK NORESUND 421N	27/05/2024
CTX	HE JIN 2420N	25-27/05/2024
CTX2	MILD ORCHID 2418N	25-26/05/2024
CVT	ZHONG GU HUANG HAI 2420N	27-28/05/2024



Step-by-step for SI submission

1. Go to our respective website <https://ebooking.jjshipping.cn> and sign-in with your credentials
2. Open function **Booking>B/L Management**
3. Search B/L number for SI input, then “double click” to access

Booking -> B/L Management

VVL B/L No. BK Time From To

C/F Time From To POL POD

Carrier Bill Type BK Status Container NO.

Current voyage cut-off time Countdown

All Draft Waiting for booking Confirm booking Loaded Revoked customs Before Split/Combine After Split/Combine

S/N	Operation	B/L No.	Agreement NO.	Carrier	Vessel Name(CN)	Vessel Name	Voyage	POR	POR(En)	POL	POL(En)	POD	POD(En)	DEL	DEL(En)
1	Operation <input type="button" value="Copy"/> <input type="button" value="View"/>	SAMPLEFORBL		JJ Shipping	海陆诺雷颂德	MAERSK NORESUND	421N	林查班	LAEM CHABANG	林查班	LAEM CHABANG	香港	HONG KONG	香港	HONG KONG

4. Choose your desired format of "Port Description" to show on B/L, there are 4 selections available.

Booking -> B/L Management -> Booking Information

B/L No.: SAMPLEFORBL **MAERSK NORESUND 421N** **Cut-off time:** 2024-05-27 03:00:00 **Already entered station**

[Select](#)

MAERSK NORESUND 2024-05-27 Mon 2024-06-02 Sun
 海陆诺雷颂德 **ST** **THLCH** **Direct to 6 Days** **ED** **HKHKG**
 Voyage:421N 林查班 香港

POR	POL	POD	DEL
THLCH 林查班	THLCH 林查班	HKHKG 香港	HKHKG 香港

Port Description	Port Description	Port Description	Port Description
LAEM CHABANG	LAEM CHABANG PORT	HONG KONG	HONG KONG PORT,HONG KONG,CHINA
PORT	PORT EN PORT	PORT EN,COUNTRY/AREA	PORT EN PORT,COUNTRY,
PORT	PORT	PORT	PORT
PORT EN PORT	PORT EN PORT	PORT EN PORT	PORT EN PORT
PORT EN,COUNTRY/AREA EN	PORT EN,COUNTRY/AREA EN	PORT EN,COUNTRY/AREA EN	PORT EN,COUNTRY/AREA EN
PORT EN PORT,COUNTRY/AREA EN	PORT EN PORT,COUNTRY/AREA EN	PORT EN PORT,COUNTRY/AREA EN	PORT EN PORT,COUNTRY/AREA EN

Basic Information : To recheck and complete information in all mandatory fields.

- 5. Select payment method
 - 5.1 PP = freight prepaid
 - 5.2 CC = freight collect

- 6. Select type of B/L *** applicable only these 2 types for POL Thailand ***
 - 6.1 Original Bill of Lading
 - 6.2 Telex release Bill of Lading (Surrender)

- 7. Your shipment is SOC or not?
 - 7.1 If COC shipment, to skip this step.
 - 7.2 If SOC shipment, ensure to fill in the mandatory information.

- 8. Stowage position : If any, please select.

Basic Information

Agreement NO.	<input type="text" value="Please Input"/>	B/L No.	<input type="text" value="SAMPLEFORBL"/>	BK NO.	<input type="text" value="SAMPLEFORBL"/>	*Pay Method	<input type="text" value="PP"/>
*Term	<input type="text" value="CY-CY"/>	Signature Type	<input type="text" value="Please Select"/>	CUST No.	<input type="text" value="Please Input"/>	Free Time	<input type="text" value="PP"/>
Carrier	<input type="text" value="JJ Shipping"/>	*Entry Mode	<input type="text" value="Original Bill of Lading"/>				<input type="text" value="CC"/>
			<input type="text" value="Telex Release Bill of Lading"/>				

Special

****This part is only applicable for SOC shipment.****

*Container status	<input type="text" value="Please Select"/>	*Use Operator code of	<input type="text" value="Please Select"/>	*Your SOC OPR code	<input type="text"/>	TAX ID of SOC owner	<input type="text"/>
*CLIST Submission by	<input type="text" value="Please Select"/>	*MMAN Submission by	<input type="text" value="Please Select"/>				

**** Using Carrier SOC Operator code is subject to extra service charge. ****

Stowage position: On Deck Under Deck Away from heat/boiler Flexibag On Deck hot delivery

**** Cannot be guaranteed, subject to vessel stowage planning. ****

9. **“Container Details”** : To recheck and complete information in all fields.

- If COC shipment, container and seal number will be automatically showed after empty is picked up.
- If SOC shipment, please complete information – available for both manual update or file uploading (click “Import” to upload).

Note : In case if there is any discrepancy information of container or seal number, please provide reference photo and contact SJJ Document department at docexp@jjshipping.co.th for rectification.

Container Details												
Note: After shipper picked up empty container										Add	Delete	Import
S/N	<input type="checkbox"/>	Container NO.	Container Type	Seal NO.	Quantity	G.W. (KG)	Net Weight (KG)	Volume(CBM)	Empty/Full Mark	Cargo Type	Garment	
1	<input type="checkbox"/>	JTT1234001	20GP	SJJA001	10	20000.000		5.000	Full container	DRY		
2	<input type="checkbox"/>	JTT1234002	20GP	SJJA002	10	20000.000		5.000	Full container	DRY		
3	<input type="checkbox"/>	JTT1234003	40GP	SJJA003	10	20000.000		10.000	Full container	DRY		
4	<input type="checkbox"/>	JTT1234004	40HC	SJJA004	10	20000.000		10.000	Full container	DRY		

Container Details												
Note: After shipper picked up empty container										Add	Delete	Import
S/N	i)	Net Weight (KG)	Volume(CBM)	Empty/Full Mark	Cargo Type	Garment Type	HC replace GP	Over Weight	Non operating reefer	SOC		
1	0		5.000	Full container	DRY		No	No	No	No		
2	0		5.000	Full container	DRY		No	No	No	No		
3	0		10.000	Full container	DRY		No	No	No	No		
4	0		10.000	Full container	DRY		No	No	No	No		

If you wish to use upload file.
Click "Import" and "Download template", after completely fill in the form then "Click to upload" and click "Completed" to save.

Container Details

Note: After shipper picked up empty container

Add Delete 1 Import

S/N	<input type="checkbox"/>	Container
1	<input checked="" type="checkbox"/>	JJTT1
2	<input type="checkbox"/>	JJTT1
3	<input type="checkbox"/>	JJTT1
4	<input type="checkbox"/>	JJTT1

Import data ×

Upload file

4

 Drag and drop the file here, or [Click to upload](#)

2
Download template

3

空重填写规则/Empty or loaded Filling rule:
 整箱请填写F/Fill in F for full container
 空箱请填写E/Fill in E for empty container
 拼箱请填写L/Fill in L for LCL

空重填写规则/Empty or loaded Filling rule:					截单前尚未进站箱清单/List of containers that have not arrived before cut-off							
船名 Vessel name	航次 Voyage	提单号 B/L No.	箱尺寸 Container Size	箱型 Container Type	空重 Empty or loaded	铅封号 Seal No.	装港代码 POL Code	卸港代码 POD Code	目的港代码 DEL Code	件数 Quantity	毛重 Gross Weight	体积 Volume

5
Completed

10. **“Cargo Details”** : To complete information in all fields.

Should you require to add additional photo into “Mark” or “Product name”, please tick the respective box and upload the file. Allowed formats are PNG, TXT PDF, JPG only.

Cargo Details

Paste Mark Post Product Name

*HS CODE *Package Type *Package Desc

*Cargo Desc *Markings

Detailed Desc *Booking total Quantity *Booking total Gross weight

HS CODE Desc *Booking total Volume(CBM) Booking total Net Weight(KG)

Paste mark

Currently, only PNG, TXT, PDF, and JPG formats are supported for upload. If you need to upload other

S/N	<input checked="" type="checkbox"/>	File name
There is currently no data available		

Paste Product Name

Currently, only PNG, TXT, PDF, and JPG formats are supported for upload. If you need to upload other

S/N	<input checked="" type="checkbox"/>	File name
There is currently no data available		



11. "Shipper Information (on B/L)" : To complete information in all fields.

- Contact name
- Contact telephone no.
- Contact Email
- Tax ID

Shipper Information(On BL)

[Select Shipper](#) [Save](#)

* Shipper Name Name(CN)

* Shipper addr. UC Code

City name

Country/Region Code *

Contact Name *EMG Phone Contact Email Shipper's Printing Content [View billing cont](#)

Province code Province Name Enterprise fax Contact Fax

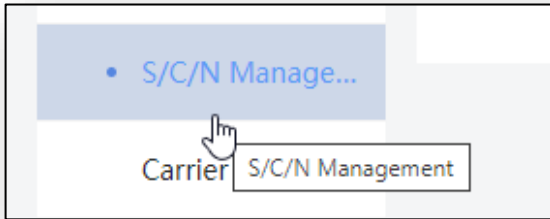
Postal Code AEO code

[Collapse](#)



Should you may have any regular customers e.g. shipper, consignee, notify party.
You may create and save their account details in system for prompt usage for future shipment.

Select tab *"S/C/N Management"* for contact details creation, input information and click "Save".



Booking -> S/C/N Management

S/C/N Name S/C/N Name(CN) Contact Name Shipping Code

Shipper Consignee

S/N	Shipper Name
1	SHIPPER
2	TEST FOR

Contact person add page

Shipper Consignee Notifier Contact Configuration S/C/N Combination

*Shipper Name *Shipper addr.

Shipper Name(CN) UC Code City name

*Country/Region Code Contact Name *EMG Phone

Contact Email Province code Province Name

Enterprise fax Contact Fax Postal Code

AEO code

Email

@SHIPPER.CO.TH

To select shipper details from your regular customer list.

Shipper Information(On BL)

*Shipper Name SHIPPER 1 Name(CN)

*Shipper addr. SHIPPER

收发通选择

S/C/N Name SHIPPER S/C/N Name(CN)

Contact Name Shipping Code

Search Reset

Shipper Combined S/C/N

S/N	Shipper Name	Shipper Name(CN)	Contact Name	Address	Phone NO.	Email
1	SHIPPER 1	SAMPLE	SHIPPER ADDRESS	662000000		

confirm Close

Confirm saving shipper information

Confirm Cancel

Go to 1 page 1000 item... Total 1 items

confirm Save



To customize contact details show on B/L, click ;

Unlock = Customer CANNOT edit, information in B/L print per SJJ' s standard format - "Country/region code" and "Contact Phone" are included.

Lock = Customer CAN edit – enable customization as per your preferred information which need to be shown in B/L print.

Click "Lock" → "View billing content" → Modify billing content → Click "confirm"

The screenshot displays a web application interface for managing shipper information. A modal dialog titled "Edit bill content" is open, allowing users to edit the content shown on a Bill of Lading (B/L). The dialog contains a text area for "SHIPPER 1", another for "SHIPPER ADDRESS", and a section for "INPUT THE REQUIRED INFORMATION" with a "Contact Name" field. A "confirm" button is at the bottom of the dialog. In the background, the "Shipper Information(On BL)" form is visible, featuring fields for Name(CN), UC Code, City name, Country/Region Code (set to TH), and Shipper's Printing Content. The "Shipper's Printing Content" section includes a "View billing content" button, a "Lock" button, and an "Unlock" button. Numbered callouts (1-4) highlight the "View billing content" button, the "Lock" button, the "Contact Name" field, and the "confirm" button, respectively.



12. "Consignee Information (on B/L)" : To complete information in all fields. Same steps as per shipper information input.

- Contact name
- Contact telephone no.
- Contact Email
- Tax ID

**** Highlight :** Do NOT input any dummy contact details information in final B/L submission, to avoid delay of B/L release and clearance process at destination, may subject to extra surcharge for the change request. **

Consignee Information(On BL)

[Select Consignee](#) [Save](#)

*Cnee name	<input type="text"/>	Name(CN)	<input type="text"/>
*Cnee addr.	<input type="text"/>	*UC Code	<input type="text"/>
		City name	<input type="text"/>
		Country/Region Code	<input type="text"/>
*Contact Name	<input type="text"/>	*EMG Phone	<input type="text"/>
		*Contact Email	<input type="text"/>
Province code	<input type="text"/>	Province Name	<input type="text"/>
Postal Code	<input type="text"/>	Enterprise fax	<input type="text"/>
	AEO code	<input type="text"/>	Contact Fax <input type="text"/>

Consignee Document Content
[View billing content](#) [Lock](#) [Unlock](#)

[Collapse](#)



13. "Notify party Information (on B/L)" : To complete information in all fields. Same steps as per shipper information input.

- Contact name
- Contact telephone no.
- Contact Email
- Tax ID

**** Highlight :** Do NOT input any dummy contact details information in final B/L submission, to avoid delay of B/L release and clearance process at destination, may subject to extra surcharge for the change request. **

Notifier 1 Information(On BL)

[Select notifier 1](#) [Save](#)

* Notifier1 name	<input type="text"/>	Name(CN)	<input type="text"/>
* Notifier1 addr.	<input type="text"/>	UC Code	<input type="text"/>
		City name	<input type="text"/>
		Country/Region Code *	<input type="text"/>
Contact Name	<input type="text"/>	* EMG Phone	<input type="text"/>
		Contact Email	<input type="text"/>
Province code	<input type="text"/>	Notifier 1 printing content	<input type="text"/>
		View billing content Lock Unlock	
Postal Code	<input type="text"/>	Province Name	<input type="text"/>
		Enterprise fax	<input type="text"/>
		Contact Fax	<input type="text"/>
		AEO code	<input type="text"/>

[Collapse](#)



14. **“Booking Party”** : To complete contact information for “B/L confirmation” and “Invoice process”

- * **Contact** : Input customer contact person
- * **Contact phone** : Input customer contact telephone number
- * **Email** : Input customer contact email *For multiple emails, please use ";" as separator between each email.*

Booking Party

* Consignor	Auto fetch from customer's account	* Contact	Auto fetch from customer's account but editable	* Contact Phone	+66 xxxx xxxx ext. xxx
* Email		Booking Date		Booking Partner	
<i>** For multiple emails, please use ";" as separator between each email</i>					
Customs Clearance Company		Commodity Type			
Remarks					

Once Shipping Instruction details is completely input, please review all information again for data accuracy before your submission.

The screenshot shows a horizontal navigation bar with the following buttons: Submit, Previous bill, Next ticket, Booking Confirmation Print, Confirm BL, B/L Print, Sample Print, and Other operations. The 'Other operations' button is expanded into a dropdown menu containing the following options: Split B/L Operation, Combine B/L Operation, Disable BK Application, Single Ticket, Off-site Yard, FreeTime, Correct Amendment, Cancel Split, Cancel Combine, Batch Copy, Special Container Application, and Dangerous Goods Application.

For your information - Definition and usage of each button related to B/L confirmation process ;

- Submit = To "Save draft B/L". You will be able to preview draft B/L anytime before click "Confirm B/L"
- Confirm BL = To confirm submit SI and final draft B/L, then B/L will be locked for any amendment. For adjustment request after "Confirm B/L", to manage via function "Correct Amendment" that is subject to extra charge, in case if any.
- B/L Print = Only applicable for the "Surrendered B/L"
- Sample Print = To preview draft B/L
- Other operations = Special function for B/L management
- Split B/L Operation = Request to split B/L
- Combine B/L Operation = Request to combine B/L
- Correct Amendment = Request to make adjustment of B/L details after clicked "Confirm B/L" or over cut-off
- Cancel Split = Request to cancel split B/L
- Cancel Combine = Request to cancel combine B/L
- Special Container Application = Special Container details adjustment request after booking is confirmed
- Dangerous Goods Application = Dangerous Goods details adjustment request after booking is confirmed

Highlight

- After clicked "Confirm B/L" as final draft B/L confirmation, carrier will review and proceed B/L confirmation.
- After SI or VGM deadline is over, you will not be able to make any update into B/L function, to contact carrier and amendment request is subject to extra charge.



Special operations request

- ❑ **B/L Split**
- ❑ **B/L Combine**
- ❑ **B/L Correct Amendment**



B/L Split and B/L Part Container

Purpose : To manage B/L split and B/L Part Container

Highlight : Must be completed before submit "Confirm B/L"

To follow these steps ;

1. Click "Other Operations", then select "Split B/L Operation", operation page will pop up
2. Click "Select Master B/L"
3. Input Vessel/Voy
4. Input B/L No.
5. Click "Search"
6. Select B/L
7. Click "confirm"

The screenshot shows the 'B/L Information' and 'Split Information' sections of a software interface. A dropdown menu is open under 'Other operations', with 'Split B/L Operation' selected. The 'Split B/L Operation' page is displayed, showing a search form and a table of results. The steps are numbered as follows:

- 1: Click 'Other operations' dropdown.
- 2: Click 'Split B/L Operation' in the dropdown.
- 3: Input Vessel/Voy (VVL MILD JA... 2421N).
- 4: Input B/L No. (TESTSPLIT1).
- 5: Click 'Search' button.
- 6: Select the B/L entry (TESTSPLIT1) in the table.
- 7: Click 'confirm' button.

S/N	B/L No.	Vessel(CN)	Vessel Name	Voyage	LAEM
1	TESTSPLIT1	通莉	MILD JASMINE	2421N	LAEM



8. Click "Add" for number of additional B/Ls required, then B/L list will pop up. Add "suffix" for new B/L number by adding A, B, C,..., Z respectively.

9. Assign the required container for each B/L by tick at the box in front of container number, click "Copy Selected Split B/L". Proceed the same for the rest B/L(s).

10. Click "Save Draft", click "Confirm Split"

Booking -> Split B/L -> Split B/L Operation

B/L Information

Select Master B/L Remove Master B/L

B/L No. TESTSPLIT1 VVL MILD JASMINE 2421N

Approval Status Draft Split Flag No

Cancel Split No

Master B/L Container Info

Copy Selected Split B/L

S/N	Container NO.	Container Type	Container Status	Quantity	Size
1	JTA1234001	20GP	Full container	5	10.000
2	JTA1234002	20GP	Full container	5	10.000
3	JTA1234003	40GP	Full container	10	10.000
4	JTA1234004	40GP	Full container	10	10.000

Split Information

Add Remove **8**

S/N	B/L No.	Vessel Name(CN)	Vessel Name	Voyage	Consignee	Shipper
1	TESTSPLIT1	通莉	MILD JASMINE	2421N		
2	TESTSPLIT1A	通莉	MILD JASMINE	2421N		

Split B/L Container Info

Remove

S/N	Container NO.	Container Type	Container Status	Quantity	Size
<input checked="" type="checkbox"/>					

Booking -> Split B/L -> Split B/L Operation

B/L Information

Select Master B/L Remove Master B/L

B/L No. TESTSPLIT1 VVL MILD JASMINE 2421N

Approval Status Draft Split Flag No **9.2**

Cancel Split No

Master B/L Container Info

Copy Selected Split B/L

S/N	Container NO.	Container Type	Container Status	Quantity	Size
1	JTA1234001	20GP	Full container	5	10.000
2	JTA1234002	20GP	Full container	5	10.000
3	JTA1234003	40GP	Full container	10	10.000
4	JTA1234004	40GP	Full container	10	10.000

Split Information

Add Remove **9.1**

S/N	B/L No.	Vessel Name(CN)	Vessel Name	Voyage	Consignee	Shipper
1	TESTSPLIT1	通莉	MILD JASMINE	2421N		
2	TESTSPLIT1A	通莉	MILD JASMINE	2421N		

Split B/L Container Info

Remove

S/N	Container NO.	Container Type	Container Status	Quantity	Size
1	JTA1234001	20GP	Full container	5	10.000
2	JTA1234003	40GP	Full container	10	10.000



To check list of B/L after split, click "After Split/Combine".

Booking -> B/L Management

VVL: MILD JASMINE 2421N B/L No.: TESTSPLIT1 BK Time From: Please Name The Day To: Please Name The Day

C/F Time From: Please Name The Day To: Please Name The Day POL: Please Select POD: Please Select

Carrier: JJ Shipping Bill Type: Please Select BK Status: Please Select Container NO.:

[Add](#) [Submit](#) [Delete](#) [Export](#) [Send Pre-M/F](#) [Send Booking](#) [Import Manifest](#) [Batch Disable Booking](#) [Batch Export B/L](#) [Import Container No.](#) [Split Merge \(Qingdao/Dalian\)](#) [Batch Export Samples](#) [Cancel Split Merge](#) [B/L Print](#) [Sa](#)

[Application for transportation terms](#) [Import booking EXCEL](#) [Export Booking EXCEL](#) [Adjust invoice content](#) [Import Pre-M/F List](#) [P/UP Cyard](#)

Current voyage cut-off time Countdown

All Draft Waiting for booking Confirm booking Loaded Revoked customs Before Split/Combine **After Split/Combine**

S/N	<input type="checkbox"/>	⇄ POR(En)	⇄ POL	⇄ POL(En)	⇄ POD	⇄ POD(En)	⇄ DEL	⇄ DEL(En)	⇄ BK Container Quantity	⇄ Container Quantity	⇄ Sailing Date	⇄ Booking Date	⇄ B/L Type	⇄ Signature Type	⇄ C
1	<input type="checkbox"/>	LAEM CHABANG	林查班	LAEM CHABANG	上海	SHANGHAI	上海	SHANGHAI	20GP*2,40GP*1	40GP*2,20GP*2	2024-06-04 12:00	2024-05-13	拆单(主)	Original Bill of Lading	
2	<input type="checkbox"/>	LAEM CHABANG	林查班	LAEM CHABANG	上海	SHANGHAI	上海	SHANGHAI	20GP*2,40GP*1	40GP*1,20GP*1	2024-06-04 12:00	2024-05-13	拆单(分) 主单:TESTSPLIT1	Original Bill of Lading	
3	<input type="checkbox"/>	LAEM CHABANG	林查班	LAEM CHABANG	上海	SHANGHAI	上海	SHANGHAI		40GP*1,20GP*1	2024-06-04 12:00	2024-05-13	拆单(分) 主单:TESTSPLIT1	Original Bill of Lading	

All Draft Waiting for booking Confirm booking Loaded Revoked customs Before Split/Combine **After Split/Combine**

S/N	<input type="checkbox"/>	⇄ Operation ⇄	⇄ B/L No.	⇄ Agreement NO.	⇄ Carrier	⇄ Vessel Name(CN)	⇄ Vessel Name	⇄ Voyage	⇄ POR	⇄ POR(En)	⇄ POL	⇄ POL(En)	⇄ POD	⇄ POD(En)	⇄ DEL	⇄ DEL(En)	⇄ BK Container Quantity	⇄ Container Quantity
1	<input type="checkbox"/>	Operation Copy View	TESTSPLIT1		JJ Shipping	通莉	MILD JASMINE	2421N	林查班	LAEM CHABANG	林查班	LAEM CHABANG	上海	SHANGHAI	上海	SHANGHAI	20GP*2,40GP*1	40GP*1,20GP*1
2	<input type="checkbox"/>	Operation Copy View	TESTSPLIT1A		JJ Shipping	通莉	MILD JASMINE	2421N	林查班	LAEM CHABANG	林查班	LAEM CHABANG	上海	SHANGHAI	上海	SHANGHAI		40GP*1,20GP*1

B/L Combine

Purpose : To manage B/L combine

Highlight : Must be completed before submit "Confirm B/L"

To follow these steps ;

1. Click "Other Operations", then select "Combine B/L Operation", operation page will pop up
2. Input "Vessel/Voy"
3. Click "Search"
4. Select Vessel/Voy, then click "Confirm"

The screenshot shows the 'Booking -> Combine B/L' interface. On the left, a sidebar menu has 'Other operations' expanded, with 'Combine B/L Operation' highlighted by a blue box and a '1' in a blue circle. The main area contains search filters for VVL, B/L No., Carrier, and BK Status. Below these are input fields for Data Source (Trunk), Vessel Name (MILD JASMINE), Voyage (2421N), Line Code, and Sail Date From (2024-04-14). A 'Search' button is highlighted by a blue box and a '3' in a blue circle. Below the search fields is a table with columns: S/N, Vessel Name, Vessel(CN), Voyage, Line Code, ETD, ETA, ATD, and Vessel Code/P/L Mo. from. The first row is highlighted by a blue box and a '4' in a blue circle.

S/N	Vessel Name	Vessel(CN)	Voyage	Line Code	ETD	ETA	ATD	Vessel Code/P/L Mo. from
1	MILD JASMINE	通莉	2421N	CVT	2024-05-29 21:00	2024-06-12 09:00		6238 2024-06



- Select all B/L numbers that need to combine
- Click "Confirm and Combine Bills"
- The combined B/L number will be available on the right under field "After Combine B/L"

Before Combine B/L 6

Confirm and Combine Bills Upload & Authroize

S/N	<input type="checkbox"/>	B/L No.	BK NO.	Vessel Code	Vessel(CN)	Vessel Name	BK Status	Voyage	POR
	<input checked="" type="checkbox"/>	TESTCOMBINE11	TESTCOMBINE11	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH
	<input checked="" type="checkbox"/>	TESTCOMBINE12	TESTCOMBINE12	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH
3	<input type="checkbox"/>	TESTCOMBINE21	TESTCOMBINE21	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH
4	<input type="checkbox"/>	TESTCOMBINE22	TESTCOMBINE22	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH

After Combine B/L

Export Cancel Cancel Combine B/L Apply Cancel Combine B/L

S/N	<input checked="" type="checkbox"/>	Combine B/L NO.	Before Combine B/Ls	BK Status	First B/L NO.	Vessel Name	Voyage	POL	POD
	<input checked="" type="checkbox"/>	TESTCOMBINE11	0	Confirm booking	TESTCOMBINE11	MILD JASMINE	2421N	THLCH	CNSH

Before Combine B/L

Confirm and Combine Bills Upload & Authroize

S/N	<input type="checkbox"/>	B/L No.	BK NO.	Vessel Code	Vessel(CN)	Vessel Name	BK Status	Voyage	POR
1	<input type="checkbox"/>	TESTCOMBINE21	TESTCOMBINE21	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH
2	<input type="checkbox"/>	TESTCOMBINE22	TESTCOMBINE22	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH

After Combine B/L

Export Cancel Cancel Combine B/L Apply Cancel Combine B/L

S/N	<input type="checkbox"/>	Combine B/L NO.	Before Combine B/Ls	BK Status	First B/L NO.	Vessel Name	Voyage	POL	POD
	<input type="checkbox"/>	TESTCOMBINE11	0	Confirm booking	TESTCOMBINE11	MILD JASMINE	2421N	THLCH	CNSH

To cancel the Combined B/L

Select the combined B/L number, click "Cancel Combine B/L"

Before Combine B/L

Confirm and Combine Bills Upload & Authroize

S/N	<input type="checkbox"/>	B/L No.	BK NO.	Vessel Code	Vessel(CN)	Vessel Name	BK Status	Voyage	POR
1	<input type="checkbox"/>	TESTCOMBINE21	TESTCOMBINE21	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH
2	<input type="checkbox"/>	TESTCOMBINE22	TESTCOMBINE22	6238	通莉	MILD JASMINE	Confirm booking	2421N	THLCH

After Combine B/L

Export Cancel Cancel Combine B/L Apply Cancel Combine B/L

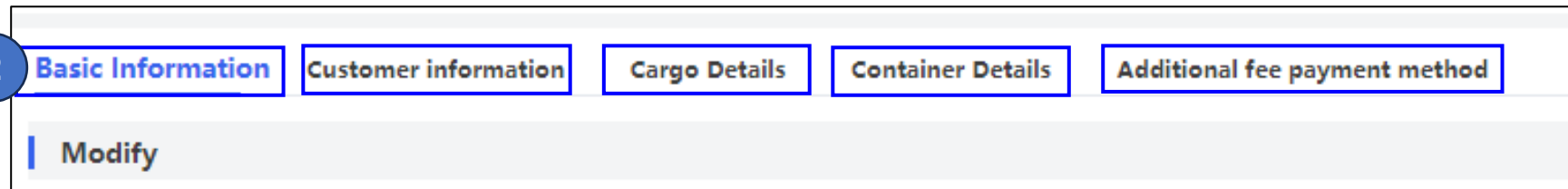
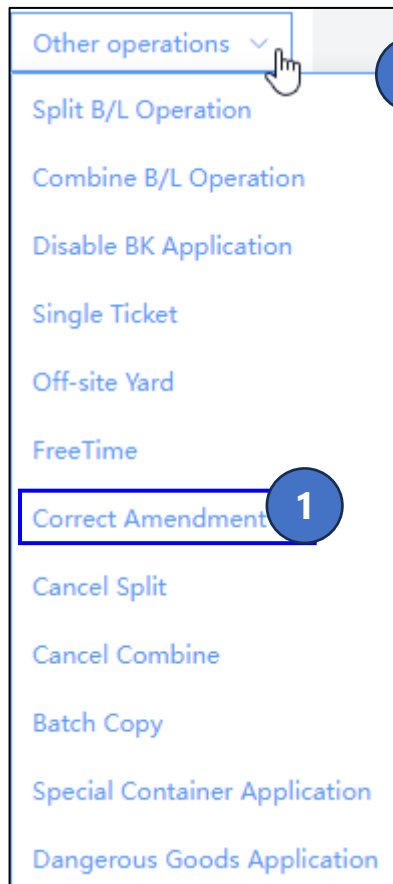
S/N	<input checked="" type="checkbox"/>	Combine B/L NO.	Before Combine B/Ls	BK Status	First B/L NO.	Vessel Name	Voyage	POL	POD
1	<input checked="" type="checkbox"/>	TESTCOMBINE11	0	Confirm booking	TESTCOMBINE11	MILD JASMINE	2421N	THLCH	CNSH



B/L Correct Amendment

Purpose : To make adjustment request of B/L details after clicked "Confirm B/L", subject to extra charge, if any.

How to : Submit the "Correct Amendment". Document team will review your request and manage the amendment, you will receive auto-notification of the completion via email address provided under "Booking Party".



To follow these steps ;

1. Click "Other Operations", then select "Correction Amendment", operation page "Change Bill Details" will pop up
2. You can proceed the B/L details amendment under each required information under each tab ;
 - Basic Information
 - Customer information
 - Cargo Details
 - Container Details
 - Additional fee payment method
3. Click "Save"
4. Recheck data completion, click "Submit" for amendment request

VGM DECLARATION



VGM Declaration **** NO VGM = NO LOAD , VGM must not over container max gross ****

The VGM (Verified Gross Mass) is total weight of the container, that consists of the total combined weight of an ocean shipment's cargo, dunnage and lashing plus container tare weight. The declaration requires shipper to verify before it is loaded onto the vessel. Loading a container on board a vessel without meeting this requirement is therefore a violation of the SOLAS.

It is important to note that VGM does not have the same meaning with the estimated weight declared in the booking nor with the cargo weight declared on the Bill of Lading, and it is under responsibility of shipper to complete VGM before loading.

VGM is determined by using the following methods ;

Method 1 Weighing = Involves weighing a loaded container

Method 2 Calculation = Involves weighing the contents of a container + tare weight of the container

There are 2 ways of VGM declaration available to choose :

1. **Manual input** (refer to guideline slide number 28-29)
2. **Upload file** (refer to guideline slide number 30-31)



Manual input

1. Go to our respective website <https://ebooking.jjshipping.cn> and sign-in with your credentials.
2. Open function **Booking > VGM Management**
3. Click "Add"

The screenshot shows the 'VGM Management' page in a web application. The left sidebar contains a menu with 'Booking' at the top, followed by 'B/L Management', 'Route Search', 'VGM Managem...' (highlighted with a blue box and a circled '2'), 'Container List' (with a circled '3' and a blue box around the 'Add' button), 'Mainline Transs...', and 'Feeder Transshi...'. The main content area has a breadcrumb 'Booking -> VGM Management' and a search bar 'VGM Management'. Below this are several input fields: 'VVL' (two empty boxes), 'POL' (Please Select), 'B/L No.' (Please Input), and 'Carrier' (锦江泰国). A second row of fields includes 'Container NO.' (Please Input), 'Validation' (Please Select), and 'Abnormal' (Please Select). There are 'Search' and 'Reset' buttons on the right. Below the form is a toolbar with 'Add', 'Delete', 'Import', 'Validation', and 'Export' buttons. A red warning message reads: 'If the del is Taoyuan, please apply for off-site storage!'. At the bottom, a table header is visible with columns: S/N (checked), Container NO. (with a star icon), B/L No., Vessel(CN), Vessel Name, Voyage, POL, Seal No, Booking Agent, VGM(KGS), M/F Weight (KGS), Verification, and Abnormal.



VGM bill popup

VVL MILD JAS... 2421N B/L No. 1TESTINTERNAL

POL Please Select POD Please Select

4 Search Reset

S/N	B/L No.	Vessel Name(CN)	Vessel Name	Voyage	POL
1	1TESTINTERNAL	通莉	MILD JASMINE	2421N	LAEM CHABANG SH
2	1TESTINTERNAL1	通莉	MILD JASMINE	2421N	LAEM CHABANG SH

5 Confirm Close

4. Input Vessel/Voy or B/L number, click "Search"
5. Select B/L number, click "Confirm"
6. "VGM Information Maintenance" pops-up, mandatory information ;
 - 6.1 Container number
 - 6.2 Seal number
 - 6.3 VGM (Kgs.)
 - 6.4 Validation method
 - 6.5 Update by
7. Recheck if complete information, click "Confirm"

VGM Information Maintenance 6

MILD JASMINE

*B/L No. 1TESTINTERNAL VVL MIL... 242... *Container NO. CONT2024001

*Seal No SEAL0001 Tare weight(Kgs) *VGM(KGS) 18184

*Validation Calculation Last Update User Last Update Time

Close Confirm 7

Confirm notification

Are you sure to submit VGM

Confirm Cancel

Upload file

1. Go to our respective website <https://ebooking.jjshipping.cn> and sign-in with your credentials.
2. Open function **Booking > VGM Management**
3. Click "Import"

VGM Management

Booking -> VGM Management

VVL POL B/L No. Carrier

Container NO. Validation Abnormal

If the del is Taoyuan, please apply for off-site storage!

S/N



Import data

Upload file

Drag and drop the file here, or [Click to upload](#)

6

Name

- vgmTemplate.xlsx
- vgmTemplate(TH).xlsx

4. Click "Download template", open file "VGM Template(TH)"
5. Complete information into the template
 - 5.1 Vessel and Voyage number
 - 5.2 B/L Number
 - 5.3 Container number
 - 5.4 VGM (Kgs.)
 - 5.5 Validation method
 - 5.6 Update by
6. Once the file is completely uploaded, click "Completed" for submission

4

Download template

5

	A	B	C	D	E
1	VGM DECLARATION FORM of SHANGHAI JINJIANG SHIPPING (SJJ)				
2	MILD JASMINE (Vessel)	2421N (Voyage number)		**Instruction : <i>Method 1 : Weighing</i> = Involves weighing a loaded container <i>Method 2 : Calculation</i> = Involves weighing the contents of a container + tare weight of the container	
3	B/L No.	Container No.	VGM (Kgs.)	Validation method**	Update by
4	1TESTINTERNAL	CONT2024001	18,184.00	2	JASMINE
5	1TESTINTERNAL	CONT2024002	18,184.00	2	JASMINE
6	1TESTINTERNAL	CONT2024003	22,492.00	2	JASMINE
7	1TESTINTERNAL	CONT2024004	22,492.00	2	JASMINE
8	1TESTINTERNAL	CONT2024005	22,292.00	2	JASMINE

Data import completed! Total imported: 5 records, with 5 successful and 0 pieces

Download template

Completed

Sample of VGM submission error

In case if there is any discrepancy information of container or seal number.

Please provide reference photo and contact SJJ Document department at docexp@jjshipping.co.th for rectification.

Confirm notification


Container number mismatch. Please provide container number photo to carrier via email for correction.

Cancel









In case of wrong or mismatch information. To recheck the upload template and re-submit again.

Import data ×

Upload file

 Drag and drop the file here, or [Click to upload](#)

Data import completed! Total imported: 5 records, with 0 successful and 5 pieces

-  validation errors.(7)
-  第2行第1列The vessel name cannot be empty!
-  第2行第2列Voyage cannot be empty!
-  第4行第1列The bill of lading information cannot be found under the voyage
-  第5行第1列The bill of lading information cannot be found under the voyage
-  第6行第1列The bill of lading information cannot be found under the voyage
-  第7行第1列The bill of lading information cannot be found under the voyage
-  第8行第1列The bill of lading information cannot be found under the voyage

[Download error log file.](#)

[Download template](#)

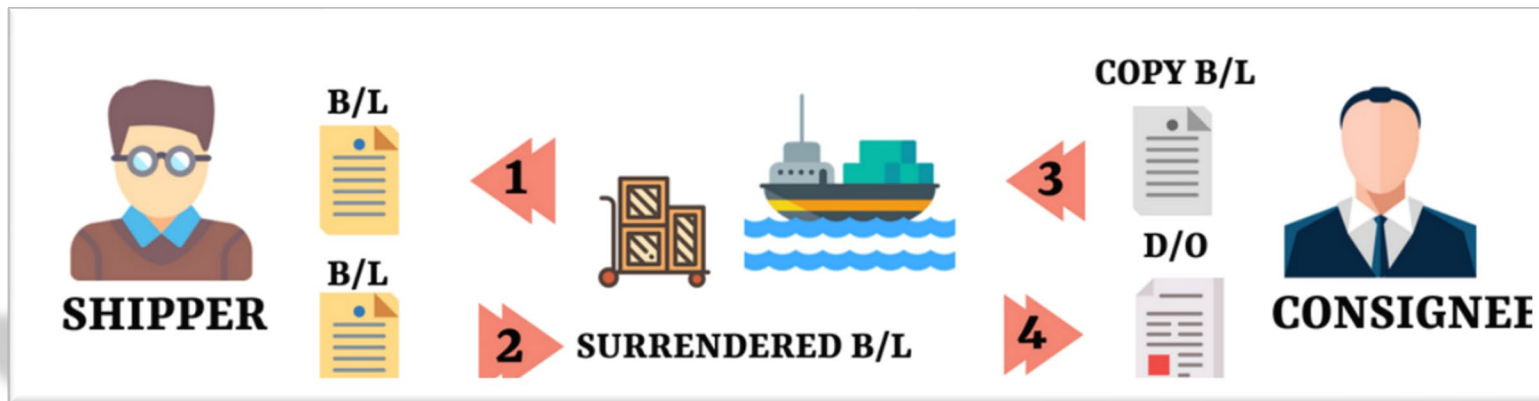
Completed

Rules and Regulations



Types of Bill of lading

- Original Bill of Lading
- Surrender Bill of Lading (Shipper endorsement / Apply Letter of Guarantee and submission)



Mandatory elements in Bill of Lading POL THAILAND

- Name of the shipping company
- Port of Loading
- Port of Discharge
- Place of Delivery
- Shipper name and correct contact details
- Consignee name and correct contact details
- Notify party name and correct contact details
- Description of packages and goods
- Marks & Numbers
- Gross weight / CBM
- Total weight and volume of the goods



Regulations for Transshipment and In-Transit cargo

POD China

- All capital letters
- No special character : “_”
- Contact information must include
 - Contact name
 - Telephone number
 - Email
 - Tax ID/USCI+

POD Japan

- All capital letters
- No special character : “_”
- Contact information must include
 - Contact name
 - Telephone number
 - Email
 - Fax number

POD Vietnam

- Changing name to CATLAI port must have LOI letter
- Contact information must include ;
 - Contact name
 - Telephone number
 - Email
 - Tax ID



Lost B/L Regulations

- Shipper to provide a deposit or LG (Letter of Guarantee) from tier one bank
- Amount of deposit or LG is equivalent to 3 times of the value of the goods
- Guarantee term must not less than 3 years
- The value of the goods is based on the CIF value (or 110% of FOB value) on the import/export declaration form

**** Remark : Other conditions are not acceptable. ****





Contact Us



SJJ Document Export Department



docexp@jjshipping.co.th



Office : +66 2 4609656 ext. 412-416 (working hour : MON-FRI 08.30 – 17.30 hrs.)
Hotline : +66 82 4767272 (after working hours and public holiday only)

