

Crowley Online Services (COS) Guide: Creating Bill of Lading Instructions

- Bills of lading can be managed from the Shipment / Bills of Lading tab.
- Click on **'Create New Shipment / Bill of Lading Instr.'** command on this page and a list of all bookings for which shipping instructions have not yet been submitted will display.

To create a new set of shipment / bill of lading instructions, please click the 'Create New Shipment / Bill of Lading Instr.' button below.
 To update an existing shipment, please select the desired shipment from the table below and click the 'Edit' button at the bottom of the table.

All Shipments / BLs | **BL Instruction Submitted** | Pending Crowley Review | Draft Shipments / BLs | Released BLs | Cancelled BLs |

[Create New Shipment/ Bill of Lading Instr.](#) [Refresh](#)

BL Instruction Submitted [13 record(s) found]

	Shipment ID	Reference Number	Booking Number (Template Id)	Bill of Lading Number	Equipment ID	Voyage	Latest Equipment Status	Days in Current Equipment Status	Shipment Status	Last Modified	Org
<input type="radio"/>	11304	3268	887726	COSS1M011314		NZV1015S			BL Submitted	02/23/2011, 11:43 AM	USE
<input type="radio"/>	11302		887717	COSS1M011312		NZV1016S			BL Submitted	02/20/2011, 04:23 PM	USE
<input type="radio"/>	11301	BL 1,BL 2,BL 3	887919	COSS1M011309 COSS1M011310 COSS1M011311		NZV1016S			BL Submitted	02/20/2011, 03:40 PM	USE
<input type="radio"/>	11300		885908	COSS1M011308		NZV1016S			BL Submitted	02/20/2011, 03:04 PM	USE
<input type="radio"/>	11285	2065 SV	881656	COSS1M011293		NZV1015S			BL Submitted	02/18/2011, 12:13 PM	USE
<input type="radio"/>	11284	2065 GT	667058	COSS1M011292		NZV1015S			BL Submitted	02/18/2011, 11:56 AM	USE

[Edit](#) [Delete](#)

Step One: Select the desired booking from the grid and click on "Use this Booking to Create Shipment / BL Instr'.

Create Shipments / BL

To create a new shipment / bill of lading, please select one booking and click the "Use this booking to create Shipment / BL Instr." button below.

Assemble Shipments

Booked Voyage, Routing & Services

Create Bill of Lading Instruction

	Booking#	Voyage	Referenc	Shipper Name	Consignee Name	Equipment Description	Equipment ID	Status
<input type="radio"/>	599091	SZV1010S		USA Corp - J	Guatemala Corp	45 Container		Confirmed
<input type="radio"/>	598889	SZV1010S		USA Corp - J	Guatemala Corp	45 Container		Confirmed
<input type="radio"/>	432459	NZV1007S		USA Corp - J	Guatemala Corp	45 Container		Confirmed
<input type="radio"/>	883612	NZV1015S	2073 NI	USA Corp - J	Guatemala Corp	40 Container		Confirmed
<input type="radio"/>	884567	NZV1015S	2073 NI	USA Corp - J	Guatemala Corp	40 Container		Confirmed
<input type="radio"/>	883006	NZV1015S	2073 HN	USA Corp - J	Guatemala Corp	40 Container		Confirmed
<input type="radio"/>	890398	NZV1036S		USA Corp - J	Guatemala Corp	40 Container		Confirmed
<input type="radio"/>	892105	NZV1140S		USA Corp - J	Guatemala Corp	40 Container		Confirmed
<input type="radio"/>	882556	NZV1015S	2073 HN	USA Corp - J	Guatemala Corp	40 Container		Confirmed
<input type="radio"/>	885568	NZV1015S	2073 SV	USA Corp - J	Guatemala Corp	40 Container		Confirmed

[Use this Booking to Create Shipment / BL Instr.](#) [Cancel](#)

- This display, like the grids on the other pages, is filterable by the various columns.
- You will be redirected to the Shipment Assembly page, where you will note that you already have an assigned Bill of Lading number.
 - This feature is designed to facilitate the ISF filing for Northbound shipments into the U.S.
- You may obtain your Bill of Lading number as soon as the booking is confirmed. You can even return later to complete and submit the instructions if loading has not yet occurred and documentation cutoff times permit.

Step Two: Select the Shipment Organization Method on the Shipment Assembly Page

Create Shipments / Bill of Lading

Assemble Shipments

[Booked Voyage and Routing](#)

[BL: COSS1M037101](#)

Please click on Continue to review booking details and provide Bill of Lading Instructions.
To create multiple Bill of Lading for a booking, please click on Add Bill of Lading.
To add multiple bookings to a Bill of Lading, please click on Add Booking.

Routing Summary

Origin : Port Everglades, FL, US (Port)

Destination : Managua, Nicaragua (Alternate Port)

Service Type : Terminal to Terminal

Origin Mode :

Destination Mode :

Routing Itinerary

Load Port	Discharge Port	Relay Terminal
Port Everglades, FL, US (Port)	Puerto Cortes, Honduras (Port)	

Shipment Organization Method

Booking → Bill of Lading

Organize Shipment - 1 Booking to 1 Bill of Lading

	Assigned Booking	Bill of Lading	Bill of Lading Instruction Status
<input type="radio"/>	883612	COSS1M037101	Draft Incomplete

Continue
Add Bill of Lading
Add Booking
Remove Bill of Lading

- The default organization is one booking (and therefore one piece of equipment) on one bill of lading (as mentioned earlier, this represents 95% of Crowley's customers' shipments)
- Because we understand that the business needs of our customers vary, you may also include multiple bookings (and therefore multiple pieces of equipment) on a single bill of lading, or one booking / piece of equipment on multiple bills of lading (partial loads).
- Continuing on with the shipping instructions takes you to the Voyage & Routing page, which gives you the option to review key voyage and intermodal details.

Step Three: Enter your equipment and seal numbers in the space provided.

These fields are available under optional information on the booking details page as well, so if you have a container pool and already have this information available at time of booking, you are welcome to enter it at that time and it will carry over to the bill instructions so you don't have to enter it a second time.

Create Shipments / Bill of Lading

Assemble Shipments

Booked Voyage and Routing

[BL_OOSS1M037101](#)

Please review the booking information below. Click on 'Continue' at the bottom of the page to move to the next step in completing your BL Instructions.

Voyage

Routing Itinerary

Load Port	Discharge Port	Relay Terminal
Port Everglades, FL, US (Port)	Puerto Cortes, Honduras (Port)	

Vessel	Voyage#	Load Port	Discharge Port	Estimated Departure Date	Estimated Arrival Date	Estimated Arrival Date at Destination	Document Cutoff Date	Cargo Cutoff Date	Transit Time (Days)
ELBCA RRIER	NZV 1015S	Port Everglades, FL, US (Port)	Puerto Cortes, Honduras (Port)	Wed 2011-02-23 10:00 A.M.	Sun 2011-02-27 12:00 A.M.	Sun 2011-02-27 12:00 A.M.	Tue 2011-02-22 12:00 P.M.	Wed 2011-02-23 03:00 P.M.	3

Lookup Voyage

Booking: 883612, General Cargo, NOS

Booking Summary

Contract Line Item ID : 10000000008410 Equipment Type : 40 Container Hazardous : No

Origin : Port Everglades, FL, US (Port) Destination : Managua, Nicaragua (Alternate Port)

Commodity Description : General Cargo, NOS

Change Line Item

Cargo and Equipment

*Equipment Number : CMCU - 4501255 Seal Numbers : Remove

Assigned Equipment Number : Not Assigned Add

Empty Container Pickup Information

*Pickup Date : 18-Feb-2011 Pickup Location : Port Everglades, FL, US (Port)

Special Services

Transfer

Marine Insurance

Continue Save Cancel

- All of the additional voyage specific information provided at the booking level is still available here. You can also roll the shipment to a new voyage from this page
- Clicking 'Continue' brings you to the Bill of Lading Details page, where you can complete shipment-specific details.

Step Four: Complete Cargo and Equipment Details

- The first section to be completed will be the Cargo and Equipment sections, where you will complete fields such as your piece count, weight, EEI information, etc.

Required fields are marked with a **RED asterisk (*)**

Please complete the required fields marked with red asterisks (*), along with any other desired optional shipment information. Click 'Continue' at the bottom of the page to save your work and be returned to the Assembly page for BL Instruction submission.

Cargo and Equipment					
Booking: 883612, General Cargo, NOS	Contract Line Item ID: 10000000008410				
Commodity Description: General Cargo, NOS	Hazardous: No				
Booked Equipment: 40 Container	*Actual Equipment: 40 Container				
*Quantity: 1	In Bond: No				
*In Bond: Inbond numbers may be entered in the Additional Reference Numbers section below.					
*Description of Cargo: SLAC --- cases DSM	Description of Cargo (Spanish):				
Point & Country of Origin of Goods:	<input type="checkbox"/> EEI Preparation Support Required				
*Piece Count: 785	*ITN or Exemption Code is required				
*Declared Weight: 0.0	ITN: <input type="text"/> Remove				
Declared Volume:	<input type="text"/> Add				
Declared Cargo Value (USD):	Exemption Code: Under \$2500 Value				
Additional Marks & Nos.:					
Parties and Reference Number					
Party Type	Address	Contact Name	Phone Number	Fax Number	Reference Number
* Shipper	US, 948, Jac, US				2073 N
* Consignee	US, Customs Corp				

Step Five and Six: Complete Parties and Reference Numbers Details - Complete Terms, Clauses and Release Instructions Details

Template information is pre-populated in these sections, limiting the amount of additional input required for bill of lading completion.

Parties and Reference Number						
Party Type	Address	Contact Name	Phone Number	Fax Number	Reference Number	
<input type="radio"/> *Shipper	USA Corp - Jacksonville 9487 Regency Square Blvd Jacksonville, FL 32225 US				2073 NI	
<input type="radio"/> *Consignee	Guatemala Corp 23 y 45 calle frente Ciudad de Guatemala GT					
<input type="radio"/> Forwarding Agent	<input type="button" value="Add This Party"/>					
<input type="radio"/> Notify	<input type="button" value="Add This Party"/>					

Also Notify OR Routing & Instructions :

Additional Reference Numbers

Reference Type	Reference Number (max 17 char)
<input type="radio"/>	

Terms, Clauses, and Release Instructions

Terms

*Split Charges : *Payment Method :

*Bill To Party :

*PBA Applicable? :

Release Instructions

*Party Name	Contact	*# of Originals with Rate Information	*# of Originals without Rate Information	# of Non Negotiable with Rate Information	# of Non Negotiable without Rate Information	*# of Invoices	Preferred Method
<input type="radio"/> USA Corp - Jacksonville	<input type="text"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Email <input type="radio"/> Fax

*Do you want a Draft copy for review?

Type of Release :

*Applicable Clause(s)

-Ocean Freight Collect

- Note that any information that came from the template or that was entered when the booking was made carries over to the Bill of Lading instructions, limiting the amount of additional input needed in these sections prior to completing the bill of lading instructions.
 - Also note that because this information carries over from the template and booking, you are really only maintaining a single set of templates for an entire shipment – not one set for bookings and another for bills of lading.
- Clicking 'Continue' on the BL Details page will save the entered data and return you to the Shipment Assembly page.

Step Seven: Submit Bill of Lading Instructions

Clicking continue on the BL Details page will save the entered data and return you to the Shipment Assembly page.

If all required fields were completed, the Bill of Lading Instruction Status should now read 'Ready to Submit' and a new command, 'Submit Shipment' will be available.

Organize Shipment - 1 Booking to 1 Bill of Lading			
	Assigned Booking	Bill of Lading	Bill of Lading Instruction Status
<input type="radio"/>	883612	COSS1M037101	Ready to Submit

Upon clicking submit, your instructions are immediately transmitted to Crowley's mainframe system.

Routing Summary									
Origin : Port Everglades, FL, US (Port) Destination : Managua, Nicaragua (Alternate Port) Service Type : Terminal to Terminal Origin Mode : Destination Mode :		Routing Itinerary <table border="1"><thead><tr><th>Load Port</th><th>Discharge Port</th><th>Relay Terminal</th></tr></thead><tbody><tr><td>Port Everglades, FL, US (Port)</td><td>Puerto Cortes, Honduras (Port)</td><td></td></tr></tbody></table>		Load Port	Discharge Port	Relay Terminal	Port Everglades, FL, US (Port)	Puerto Cortes, Honduras (Port)	
Load Port	Discharge Port	Relay Terminal							
Port Everglades, FL, US (Port)	Puerto Cortes, Honduras (Port)								
Shipment Organization Method 									
Organize Shipment - 1 Booking to 1 Bill of Lading									
	Assigned Booking	Bill of Lading	Bill of Lading Instruction Status						
<input type="radio"/>	883612	COSS1M037101	Draft Incomplete						

1. Missing mandatory equipment information for Booking : 883612

If all required fields are not completed, the BL status will remain as 'Draft Incomplete' on the Shipment Assembly page and the 'Submit Shipment' command will be unavailable.

Hovering over the status with your cursor will provide a pop-up message indicating the sections in which required information is missing.