



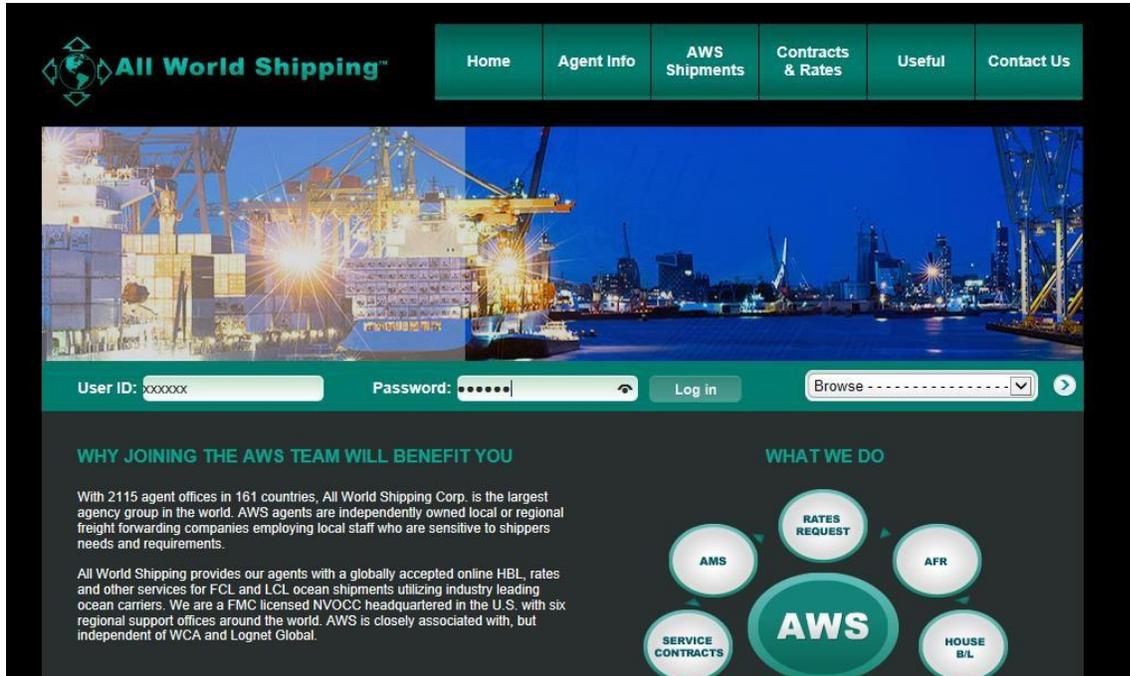
Bill of Lading Manual

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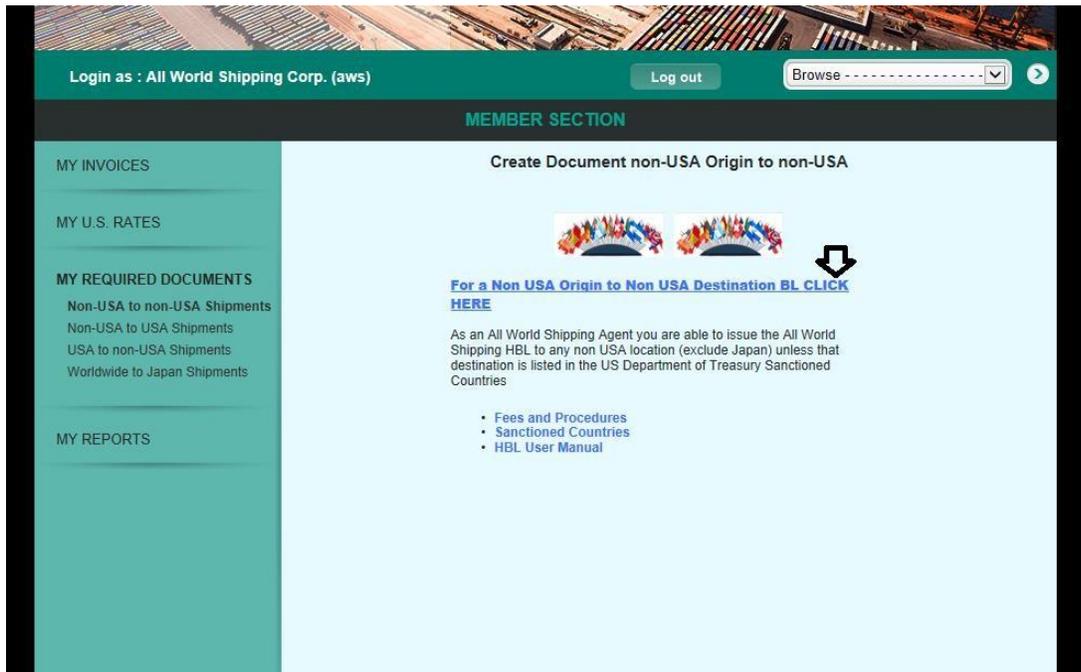
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Logging into AWS' Online Bill of Lading System

From the homepage of www.allworldshipping.com input your user ID and password and hit enter or click on the "Log in" button.



Selecting the Type of B/L you wish to create



You need to select the type of origin and destination country of your BL you wish to

create from left-side menu bar, there are 4 choices below:

1. from non-USA to non-USA
2. from non-USA to USA
3. from USA to non-USA
4. from Worldwide to Japan

Note 1. For shipment from non-USA to USA, you will need to submit AMS before you can create B/L. Please refer to AMS and U.S. HBL Manual. And if you are not AMS/AFR certified user, you cannot choose to create BL for shipment from non-USA to USA.

Note 2. For shipment from USA to Non-USA, you will need to issue your NRA in our system and insert the NRA number into your HBL before you can complete the HBL. It is imperative that for all shipments from the U.S. an NRA is issued in our system for your sell rate. ([NRA Manual](#))

Note 3. For shipment from Worldwide to Japan, you will need to submit AFR before you can create B/L. Please refer to AFR Manual. And if you are not AMS/AFR certified user, you cannot choose to create BL for shipment from non-USA to USA.

Then on the right side, please click on [CLICK HERE](#) link, then there will be pop up message below appear, please be note that AWS HBL is for use on shipments of LCL and FCL ISO container cargo only. No break-bulk or non-containerized shipment is allowed. Then please click OK.



Creating BL

This will take you to Online BL system Main Menu below.



BILL OF LADING

- [Create B/L](#)
- [B/L report](#)
- [AMS Report](#)
- [History](#)
- [Return to Main HBL Menu](#)

From the Main Menu page, you can select the [Create B/L](#), Viewing the [B/L Report](#), and viewing the [History](#) of your created B/L Reports and [Return to Main HBL Menu](#) so you can re-select other BL type.

The [AMS Report](#) button is disabled, this will be enabled only when you select to create BL for a non-USA Origin to USA Destination BL only.

Create B/L

To create a New Bill of Lading, click [Create B/L](#) button. Then, Bill of Lading screen appears.

SHIPPER [select template]		DOCUMENT NUMBER	B/L NUMBER
<input type="text"/>		<input type="text"/>	N/A
CONSIGNEE [select template]		EXPORT REFERENCES	
<input type="text"/>		<input type="text"/>	
NOTIFY PARTY (Name and address) [select template]		DESTINATION AGENT [select template]	
<input type="text"/>		<input type="text"/>	
PRE-CARRIAGE BY		PLACE OF RECEIPT BY PRE-CARRIER	OCEAN CARRIER [Request]
<input type="text"/>	<input type="text"/>	<input type="text"/>	RATE SOURCE
Export Vessel / Voyage	PORT OF LOADING [Request]	LOADING PIER/TERMINAL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PORT OF DISCHARGE [Request]	PLACE OF DELIVERY	TYPE OF MOVE	Containerized
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
MODE <input type="radio"/> LCL <input type="radio"/> FCL			
MARK AND NUMBERS	Number of packages (Container type)	DESCRIPTION OF COMMODITIES	GROSS WEIGHT (kilos)
<input checked="" type="radio"/> Single <input type="radio"/> Multi	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can see [on page 15](#) for each fields' description. In this screen, the fields that are highlighted with yellow color are mandatory, for example Document Number, Destination Agent, Ocean Carrier, Rate Source, Port of Loading, Port of Discharge, Type of Move and Mode

Select Templates are available for Shipper field, Consignee field, Notify Party field and Destination Agent. (please see [on page 11](#) for how to manage Templates)

The **B/L NUMBER** will be automatically assigned by the system after you click Approve button.

You need to select the **PORT OF LOADING, PORT OF DISCHARGE** from the drop down list.

NUMBER OF PACKAGES (Container type) = there are 4 fields (4 rows) for you to input information.

If this is **FCL** shipment, you have to input **the first 2 fields** by input number of unit in the 1st field and then in the 2nd field which is drop down list you can select the unit type (container size & type) ie 20'DV.

If this is **LCL** shipment, you have to input **only the last 2 fields** by input number of unit in the third field and then in the fourth field which is drop down list you can select the unit type (package type) ie CARTON. *****For LCL shipment, do not enter detail in the first 2 fields*****

And if the port name in the list is not match with the name that you want then you can click the **Request** and send us the request. Please see [on page 14](#) for how to request for port.

Add DESCRIPTION OF COMMODITIES you can click this button to add more row of commodities.

Once you finish input all details in the B/L, you may wish to either **Preview** the B/L or save it as a draft for further editing by clicking at **Use Draft** button. Please see [on page 17](#) of how to create B/L Draft.

In **Issued at** you can specify the location city where this AWS HBL will be issued. The field at the back will be default with the Country where you company located.

In **By**, the system will be default with your Company Name.

The **Date** is default with Today date. Back Date B/L is not allowed.

In order to Preview the B/L, please select **Preview** button.

Add DESCRIPTION OF COMMODITIES

Carrier has a policy against payment, solicitation, of receipt of any rebate, directly or indirectly, which would be unlawful under the United States Shipping Act, 1984 as amended.
DECLARED VALUE: [] READ CLAUSE 29 HEREOF CONCERNING EXTRA FREIGHT AND CARRIER'S LIMITATIONS OF LIABILITY.

FREIGHT RATES, WEIGHTS AND/OR MEASUREMENTS

SUBJECT TO CORRECTION	PREPAID(USD)	COLLECT(USD)

Received by Carrier for shipment ocean vessel between port of loading and port of discharge, and for arrangement or procurement of pre-carriage from place of receipt and on-carriage to place of delivery, where stated above, the good as specified above in apparent good order and condition unless otherwise stated. The goods to be delivered at the above mentioned port of discharge or place of delivery, whichever is applicable, subject always to the exceptions, limitations, conditions and liberties set out on the reverse side hereof, to which the Shipper and/or Consignee agree to accepting this Bill of Lading. IN WITNESS WHEREOF three (3) original Bills of lading have been signed, not otherwise stated above, one of which being accomplished the others shall be void.

Issued at: [] THAILAND
By: [All World Shipping Corp.]
Date: [21] [Oct] [2015]

Non Rated Bill of Lading

Preview **Reset** **Use Draft**

MAIN MENU

The screen will show a draft of the Bill of Lading which has been created in pdf. The back side of the Bill of Lading containing the clauses which it needs to be printed first by [Click to see back side of B/L.](#)

Back to edit Approve

[Click to see back side of B/L.](#)

	Carrier : ALL-WORLD SHIPPING <small>SHIPPER</small>	Bill of Lading For Combined Transport or Port to Port Shipment	OTI # 17745N
		DOCUMENT NUMBER 12	B/L NUMBER N/A
		EXPORT REFERENCES	
CONSIGNEE	DESTINATION AGENT ad		
	POINT(STATE) OF ORIGIN OR F T Z NUMBER		
NOTIFY PARTY	EXPORT INSTRUCTIONS		

After click to see back side of B/L, term and conditions will pop up in a new window. You can print the back side and then use that same paper to print the front side later.

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF document titled "http://www.allworldshipping.net/bl/download/BL(back-side).pdf". The browser interface includes the address bar, menu bar, and toolbar. The PDF content is a Bill of Lading form with a table of terms and conditions. The table has two columns: a left column with numbered items (1-17) and a right column with detailed text clauses. The document is displayed at 120% zoom. At the bottom of the browser window, the page number "1 of 1" is visible.

After print Back side, then you can close down the window and then go back to previous screen. You may either return to **Back to Edit** the B/L or **Approve** the B/L.

World Shipping

Click to see back side of B/L

Carrier: **ALL-WORLD SHIPPING** Bill of Lading OTI # 17745N
For Combined Transport or Port to Port Shipment

SHIPPER AAA Company 29 Bangkok Business Center, Sukhumvit Road, Wattana BKK 10600 Thailand.	DOCUMENT NUMBER 12	B/L NUMBER N/A
CONSIGNEE	EXPORT REFERENCES	
NOTIFY PARTY	DESTINATION AGENT .	
	POINT(STATE) OF ORIGIN OR F T Z NUMBER	
	EXPORT INSTRUCTIONS	

Navigation buttons: **Back to edit** (left arrow) and **Approve** (right arrow)

If Approved, the system will assign the B/L number to that specific B/L and then the B/L would be created in Acrobat which you can either **Save** or **Print** the B/L.

Main Menu

Carrier: **ALL-WORLD SHIPPING** Bill of Lading OTI # 17745N
For Combined Transport or Port to Port Shipment

SHIPPER AAA Company 29 Bangkok Business Center Sukhumvit Road, Wattana BKK 10600 Thailand.	DOCUMENT NUMBER 12	B/L NUMBER AWSL080092
CONSIGNEE	EXPORT REFERENCES	
NOTIFY PARTY	DESTINATION AGENT .	
	POINT(STATE) OF ORIGIN OR F T Z NUMBER	
	EXPORT INSTRUCTIONS	

PRE-CARRIAGE BY | PLACE OF RECEIPT BY PRE-CARRIER

B/L Report

You can click **B/L report** to see the list of all B/L number that you have created.



BILL OF LADING

- [Create B/L](#)
- [B/L report](#)
- [AMS Report](#)
- [History](#)
- [Return to Main HBL Menu](#)

Edit and Void BL

You can select each B/L to see detail by click on the B/L number that you want and then the .pdf file will appear in another screen. You can also **Revise** or **Void** each B/L number that you have created by clicking at the button in front of each B/L number.



B/L report

Search

B/L Number

Document Number

B/L Date to

Last Update to

Page size

	B/L Number	Document Number	Port of Loading	Port of Discharge	B/L Date	Status
<input type="button" value="Revise"/> <input type="button" value="Void"/>	NWSL080092	12	AABENRAA, DENMARK	AALBORG, DENMARK	03 Oct 2018	Approved

Tips

How to Manage Template

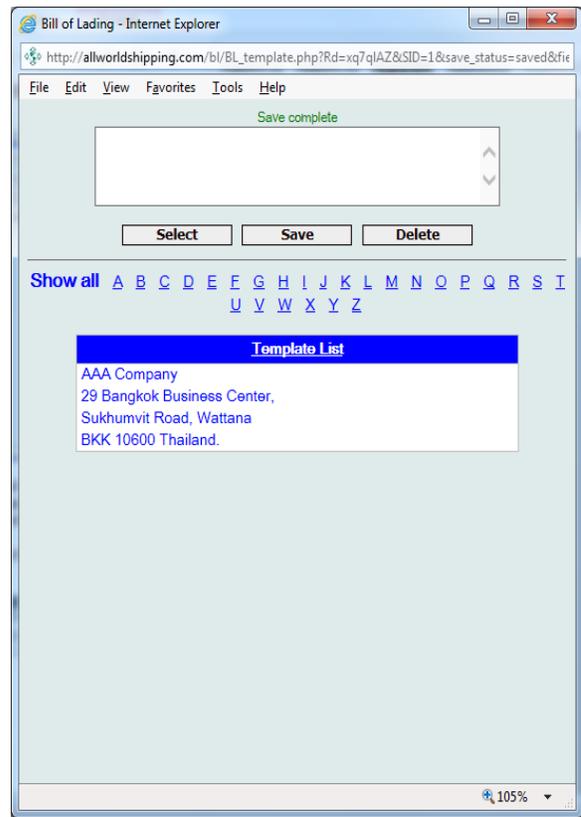
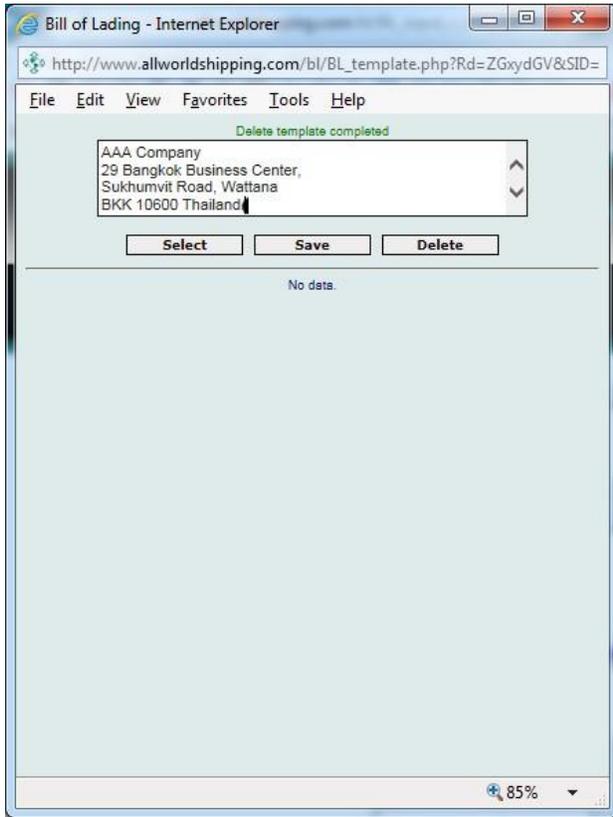
How to Create & Save Template

Click **Select Template** button in each Shipper, Consignee, Notify Party or Destination Agent field to save the detail of your regular Shipper, Consignee, Notify Party or Destination Agent.



SHIPPER [select template]	DOCUMENT NUMBER	B/L NUMBER
		N/A
	EXPORT REFERENCES	
CONSIGNEE [select template]	DESTINATION AGENT [select template]	
		POINT(STATE) OF ORIGIN OR F T Z NUMBER
NOTIFY PARTY (Name and address) [select template]	EXPORT INSTRUCTIONS	
PRE-CARRIAGE BY	PLACE OF RECEIPT BY PRE-CARRIER	OCEAN CARRIER [Request] RATE SOURCE
Export Vessel / Voyage	PORT OF LOADING [Request]	LOADING PIER/TERMINAL

The new window will pop up and you can type in the detail and then click **Save** button.



The detail will be saved and listed in the Template List below. And next time if you want to use that specific detail, you can click on the name in the Template List and then click **Select** button.

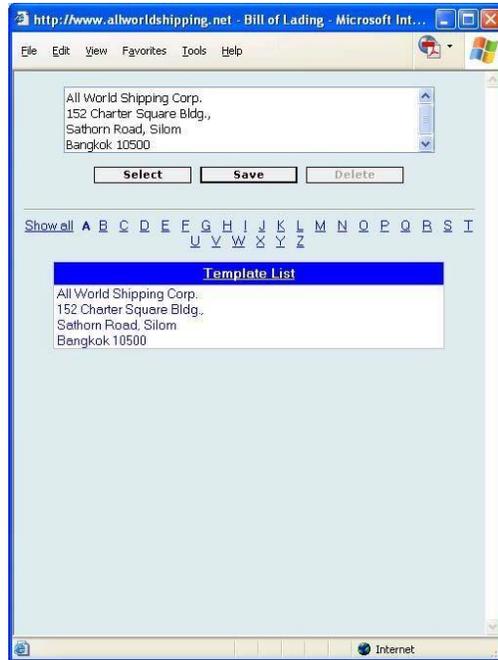
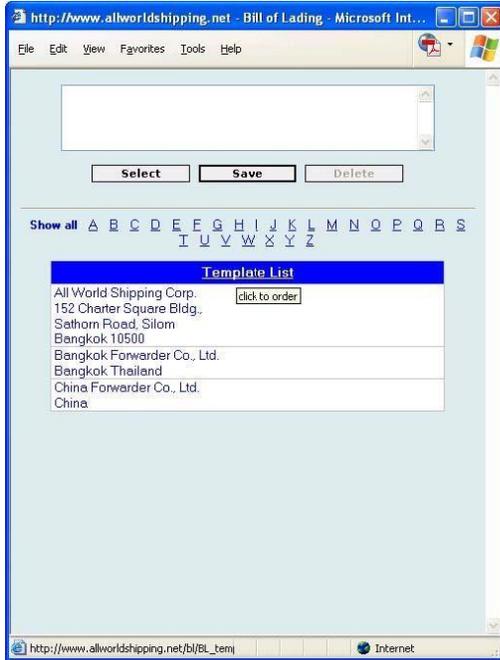
The selected name will appear in the Bill of Lading screen.



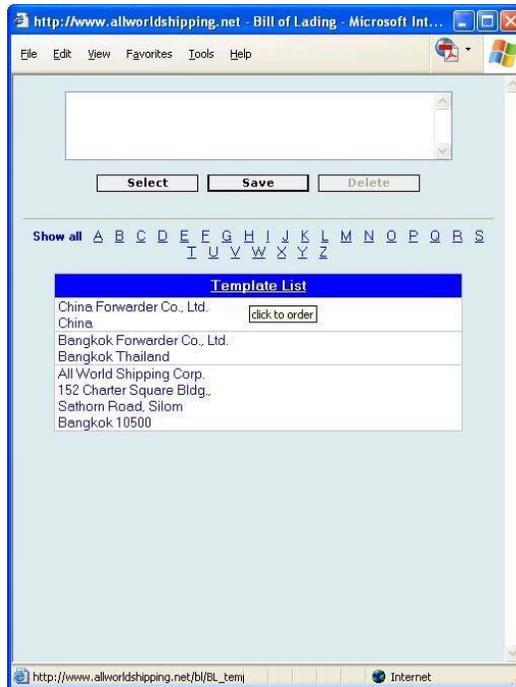
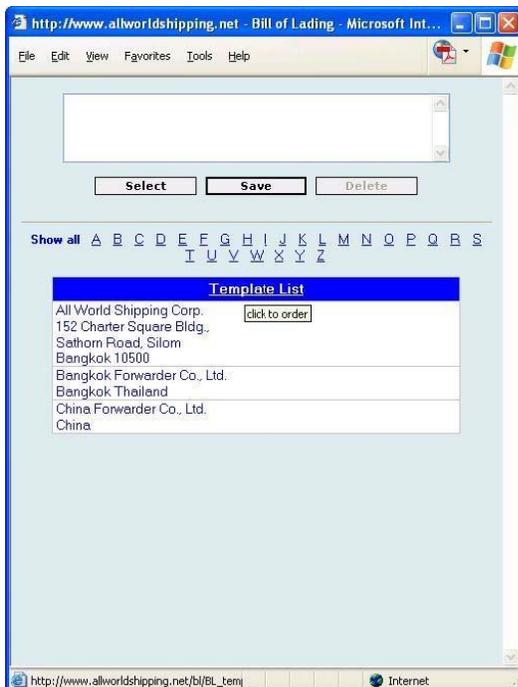
SHIPPER [select template] AAA Company 29 Bangkok Business Center, Sukhumvit Road, Wattana BKK 10600 Thailand.		DOCUMENT NUMBER <input type="text"/>	B/L NUMBER N/A
CONSIGNEE [select template] <input type="text"/>		EXPORT REFERENCES <input type="text"/>	
NOTIFY PARTY (Name and address) [select template] <input type="text"/>		DESTINATION AGENT [select template] <input type="text"/>	
PRE-CARRIAGE BY <input type="text"/>		POINT(STATE) OF ORIGIN OR F T Z NUMBER <input type="text"/>	
PLACE OF RECEIPT BY PRE-CARRIER <input type="text"/>		EXPORT INSTRUCTIONS <input type="text"/>	
Export Vessel / Voyage <input type="text"/>	PORT OF LOADING [Request] <input type="text"/>	OCEAN CARRIER [Request] <input type="text"/>	RATE SOURCE <input type="text"/>
		LOADING PIER/TERMINAL <input type="text"/>	

How to search and sort in Template List

You can search the company name in Template List by click **Show all** then all company name will appear. Or you can search by click on each alphabet ie **A** then only the company name that start with that **A** will appear.



You can sort the company name in Template List by click one time at the header of **Template List** then system will sort the name in Ascending Order and if you click again then system will sort the name in Decending order.



Request Port

Click **Request** button to request to add new port name in the drop down list.

SHIPPER [select template] AAA Company 29 Bangkok Business Center, Sukhumvit Road, Wattana BKK 10600 Thailand.		DOCUMENT NUMBER <input type="text"/>	B/L NUMBER N/A
CONSIGNEE [select template] <input type="text"/>		EXPORT REFERENCES <input type="text"/>	
NOTIFY PARTY (Name and address) [select template] <input type="text"/>		DESTINATION AGENT [select template] <input type="text"/>	
PRE-CARRIAGE BY <input type="text"/>		PLACE OF RECEIPT BY PRE-CARRIER <input type="text"/>	OCEAN CARRIER [Request] RATE SOURCE <input type="text"/>
Export Vessel / Voyage <input type="text"/>	PORT OF LOADING [Request]	LOADING PIER/TERMINAL <input type="text"/>	
PORT OF DISCHARGE [Request]	PLACE OF DELIVERY <input type="text"/>	TYPE OF MOVE <input type="text"/>	Containerized <input checked="" type="radio"/> Yes <input type="radio"/> No
MARK AND NUMBERS <input type="text"/>		MODE <input type="radio"/> LCL <input type="radio"/> FCL	
Number of packages (Container type) <input type="text"/>	DESCRIPTION OF COMMODITIES <input type="text"/>		GROSS WEIGHT (kilos) <input type="text"/>
			MEASUREMENT (CBM) <input type="text"/>

Then the Request Port window will pop up. Please specify the **Port Name, Country, Expiry Date and Email address**. In **Port to be shown**, please specific name of port in the format that you want to show in the B/L. We will confirm back by email once the port has been added to the system. After finish input detail, you can click **Submit** button and then click [close](#) to close the window.

Request Port

Please fill in the details of port and then the system will contact you later.

Port Name	<input type="text" value="Bangkok"/>
Country	<input type="text" value="THAILAND"/>
Port to be shown	<input type="text" value="Bangkok, Thailand"/>
Expiry Date	<input type="text" value="20"/> <input type="text" value="Dec"/> <input type="text" value="2015"/>
Email	<input type="text" value="tip@allworldshipping.com"/>

If the port you need to use is not on the ports list please complete this information and submit it to us, if you need to have a port misspelled for L/C purposes please complete this form with the spelling you need and advise how long you need this port to be active and submit your request.

[close](#)

Field Description

SHIPPER = shipper name and address for this shipment.

CONSIGNEE = consignee name and address for this shipment.

NOTIFY PARTY = notify party name and address for this shipment.

DOCUMENT NUMBER = master B/L number for this shipment. This is the required field that you must enter some information.

EXPORT REFERENCES = this is an optional for you to input some references

DESTINATION AGENT = name and address of your agent at destination, please input complete detail for easy reference and no delay when the cargo arrive destination.

POINT (STATE) OF ORIGIN OR F T Z NUMBER = you can input inland place at origin or the free trade zone number if any for your shipment's reference.

EXPORT INSTURCTIONS = special instruction to export this shipment.

PRE-CARRAGE BY = Mode of transport before main carrier.

EXPORT VESSEL / VOYAGE = main carrier (vessel) name and voyage #.

PLACE OF RECEIPT BY PRE-CARRIER = place of receipt of cargo at origin.

PORT OF LOADING = port of loading for cargo at origin.

PORT OF DISCHARGE = port of discharge for cargo.

PLACE OF DELIVERY = place of delivery of cargo at destination.

OCEAN CARRIER = select name of actual shipping line (VOCC) who ship this shipment. The name of co-loader who is forwarder company or NVOCC is not accept here.

RATE SOURCE = select source of rate for this shipment whether from specific AWS service contract number, Co-Loader offering, Tariff rate from shipping line direct, Other service contract number (in case rate from consignee for nominated shipment, or rate from your own contract number).

LOADING PIER / TERMINAL = Name of loading pier or terminal (if any)

TYPE OF MOVE = please specify the service type of your shipment ie FCL/FCL, LCL/LCL, FCL/LCL, LCL/FCL.

CONTAINERIZED, YES OR NO = AWS BL is only for containerized shipment, this field is always select **Yes**. For shipment that is not loaded in container ie Break bulk shipment, AWS BL cannot be issued.

MODE LCL or FCL = select whether shipment is LCL or FCL.

MARK AND NUMBERS = input detail of Mark and numbers of the cargo.

NUMBER OF PACKAGES (Container type) = there are 4 fields (4 rows) for you to input information.

If this is **FCL** shipment, you have to input **the first 2 fields** by input number of unit in the 1st field and then in the 2nd field which is drop down list you can select the unit type (container size & type) ie 20'DV.

If this is **LCL** shipment, you have to input **only the last 2 fields** by input number of unit in the third field and then in the forth field which is drop down list you can select the unit type (package type) ie CARTON. ***Do not enter detail in the first 2 fields.***

DESCRIPTION OF COMMODITIES = the detail of your commodity.

GROSS WEIGHT (kilos) = gloss weight of your cargo in kilos. You cannot input comma

in this field however the decimal can be entered here.

MEASUREMENT (CBM) = the measurement of your cargo in cubic meter.

DECLARED VALUE = the value of cargo shipped under this B/L.

FREIGHT RATE TABLE = to input the freight rate detail of this shipment.

NON RATED BILL OF LADING = you can checkmark here and the detail of **FREIGHT RATE TABLE** will not shown on printed B/L.

ISSUED AT = the location of the issuing office ie Bangkok, Thailand. Country will be default by your company location.

By = your company name ie All World Shipping Corp.

Date = B/L date by dd/mm/yy. Do not back date this field.

How to save B/L DRAFT

After you click Use Draft button, you will enter B/L DRAFT screen. You can save the detail as a draft / template for future use by entering the name of the draft in **DRAFT TITLE NAME**.

B/L DRAFT

DRAFT TITLE NAME For AAA		DOCUMENT NUMBER	B/L NUMBER N/A
SHIPPER [select template] AAA Company 29 Bangkok Business Center, Sukhumvit Road, Wattana BKK 10600 Thailand.		EXPORT REFERENCES	
CONSIGNEE [select template]		DESTINATION AGENT [select template]	
NOTIFY PARTY (Name and address) [select template]		POINT(STATE) OF ORIGIN OR F T Z NUMBER	
PRE-CARRIAGE BY	PLACE OF RECEIPT BY PRE-CARRIER	OCEAN CARRIER [Request]	RATE SOURCE
Export Vessel / Voyage	PORT OF LOADING [Request]	ANL SINGAPORE	
PORT OF DISCHARGE [Request]	PLACE OF DELIVERY	LOADING PIER/TERMINAL	
SULTAN QABOOS, MUSCAT, OMAN		TYPE OF MOVE	Containerized
		FCL	<input checked="" type="radio"/> Yes <input type="radio"/> No
MODE <input type="radio"/> LCL <input checked="" type="radio"/> FCL			
MARK AND NUMBERS <input checked="" type="radio"/> Single <input type="radio"/> Multi	Number of packages (Container type)	DESCRIPTION OF COMMODITIES	GROSS WEIGHT (kilos)
1	1 20 Foot Bulk (20' x 8')	1	1
	0		

Then scroll down to click **Save** Button at the bottom of screen and the detail will be saved under a specific name in the Draft List.

Add DESCRIPTION OF COMMODITIES

Carrier has a policy against payment, solicitation, of receipt of any rebate, direct or indirectly, which would be unlawful under the United States Shipping Act, 1984 as amended.
 DECLARED VALUE READ CLAUSE 29 HEREOF CONCERNING EXTRA FREIGHT AND CARRIER'S LIMITATIONS OF LIABILITY.

FREIGHT RATES, WEIGHTS AND/OR MEASUREMENTS		
SUBJECT TO CORRECTION	PREPAID(USD)	COLLECT(USD)

Non Rated Bill of Lading

Received by Carrier for shipment ocean vessel between port of loading and port of discharge, and for arrangement or procurement of pre-carriage from place of receipt and on-carriage to place of delivery, where stated above, the goods as specified above in apparent good order and condition unless otherwise stated. The goods to be delivered at the above mentioned port of discharge or place of delivery, whichever is applicable, subject always to the exceptions, limitations, conditions and liberties set out on the reverse side hereof, to which the Shipper and/or Consignee agree to accepting this Bill of Lading. IN WITNESS WHEREOF three (3) original Bills of lading have been signed, not otherwise stated above, one of which being accomplished the others shall be void.

Issued at: THAILAND
 By All World Shipping Corp.

Draft List		
Draft Name	Update -Time	delete
For AAA	2015-10-21 23:07:18	<input type="checkbox"/>

If you wish to use this specific draft, you can click on the name in the Draft List and then click **Select** button.

The selected draft B/L's detail will appear in the Bill of Lading screen.



SHIPPER [select template] AAA Company 29 Bangkok Business Center, Sukhumvit Road, Wattana BKK 10600 Thailand.	DOCUMENT NUMBER <input type="text"/>	B/L NUMBER N/A
CONSIGNEE [select template]	EXPORT REFERENCES	DESTINATION AGENT [select template]
NOTIFY PARTY (Name and address) [select template]	POINT(STATE) OF ORIGIN OR F T Z NUMBER	EXPORT INSTRUCTIONS
PRE-CARRIAGE BY <input type="text"/>	PLACE OF RECEIPT BY PRE-CARRIER <input type="text"/>	OCEAN CARRIER [Request] RATE SOURCE
Export Vessel / Voyage <input type="text"/>	PORT OF LOADING [Request]	ANL SINGAPORE <input type="text"/>
		LOADING PIER/TERMINAL <input type="text"/>