



MYMSC.COM
ONLINE AMENDMENT
在线提单更改 - 用户指引

2025- NOV

目录

1	• MYMSC在线更改介绍及优势	Page3-Page7
2	• 如何使用MYMSC线上更改功能	Page8-Page26
3	• Additional comments规则解读	Page27-Page29
4	• 邮件申请规则解读	Page30-Page37
5	• 温馨提示	Page38-Page40

MYMSC在线更改介绍



MSC在线更改升级

是以一种前瞻性思维和以客户为中心的理念来设计的

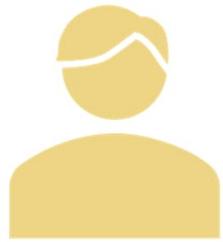
通过myMSC在线平台完成Draft BL接收到更改的一站式服务

客户将享受更高效的提单更改服务，更快更便捷的**修改**提单样本 (Draft BL)

MSC电子单证一体化



1. 客户通过各种电子平台提交补料



客户

2. myMSC 在线接收Draft B/L



同时有邮件自动推送至客户备案邮箱 (内含 PDF 提单样本和 myMSC 链接)



MSC

3. 客户通过链接进行提单核对、**更改**或确认



MYMSC在线更改优势

给客户带来的便利:



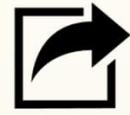
流程简化



文件精简



操作便捷



状态推送

MYMSC在线更改优势对比

现模式

- 客户至联东网申请更改→MSC确认→一代确认→客户下载保函打印→发货人盖章→一代盖章→递送正本资料或发送E-LOI至MSC
- 保函需要发货人一代盖章，较长准备时间
- 需要选择相应的更改项目，填写完整原内容及更改内容
- 更改完成后需至联东网上查询是否完成内容及更改内容

1.流程简化

2.文件精减

3.操作便捷

4.状态推送

新模式

- 客户在收到我司推送的Draft件后在MYMSC平台在线更改→MSC 确认更改内容符合要求后完成更改→MSC推送客人更新后的Draft BL
- 减少保函的提供，缩短时间
- 可在Draft BL上直接做编辑，减少操作步骤，提高准确度
- 更改完成后会直接推送更新后的Draft件给客户

如何在MYMSC上提交更改申请



支持MYMSC.COM更改的项目

- MYMSC.COM支持直接更改以下项目

#	修改项目
1	No of Package
2	Gross Weight
3	Measurement
4	Shipper
5	Cnee
6	Notify
7	2nd Notify
8	BL Type
9	Seal Number
10	Payment Type
11	Cargo Desc
12	Package Type
13	Marks and Number
14	Manifest HS CODE
15	POL/POD/FPOD on BL Display
16	Show FRT on BL



- 注意：更改目的港(COD)操作不变，请仍然至联东网提交改港申请**

通过DRAFT BL提交更改

- 收到系统推送MyMSC Draft BL邮件

1 请注意查收 myMSC Draft BL 邮件

2 打开 PDF 件核对提单DRAFT

3 请注意MSC的留言

4 点击此按钮进入在线修改界面
(弹出登录页面, 请见下一页)

Draft Bill of Lading :MSCU12000105 for booking 17751111111111111111111111111111 ready for your review.

myMSC.noreply@msc.com
To Stella Xu (MSC Shanghai Ltd. - SHANGHAI Office)

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

80 KB

Bill of Lading: MSCU12000105
Booking Number: 17751111111111111111111111111111
Customer Ref.Number: 17751111111111111111111111111111
MSC Agency: MSC CHINA (Chinese Mainland) - NORTH
eSI Cut-Off: MSC 13-March-2025

Vessel: YM TOGETHER
Voyage: 018W
ETS: 17-March-2025
POL: SHANGHAI, CHINA
POD: SOUTHAMPTON, UNITED KINGDOM

Dear Customer,

Please find attached the DRAFT Bill of Lading for your shipment with us, which is ready for your review.

Your MSC Agency has provided the following message for you:

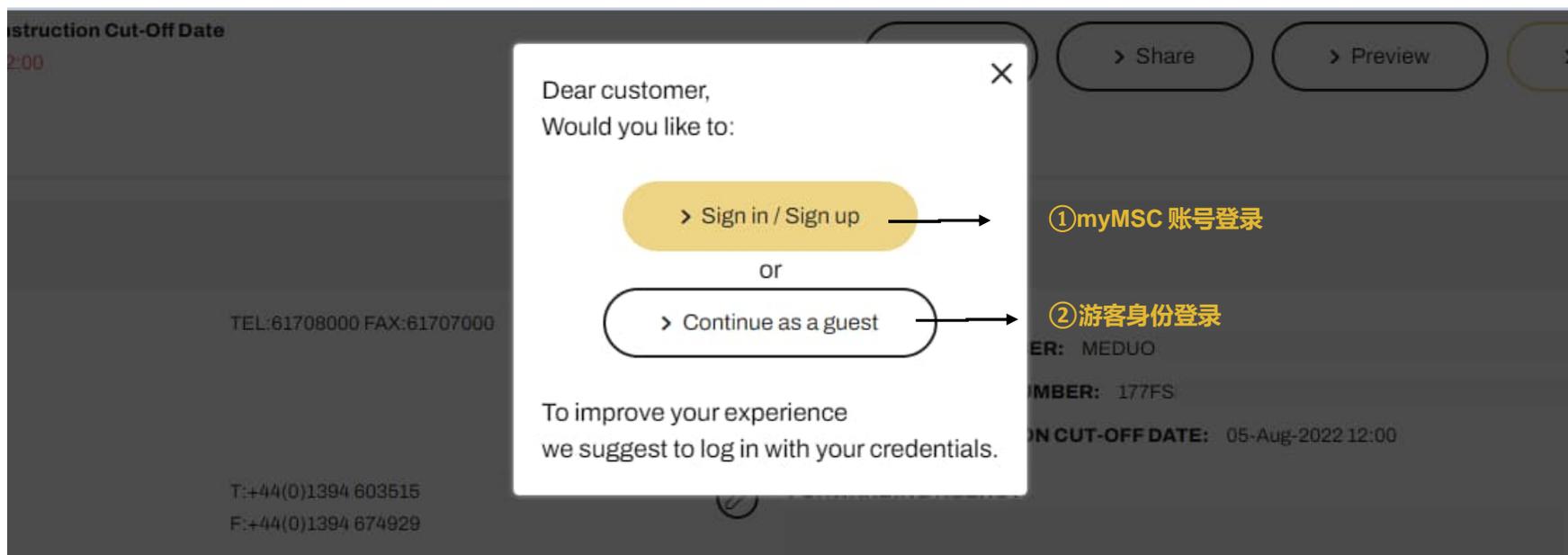
Dear Valued Customer, We acknowledge receipt of your Amendment via myMSC

You have the facility to approve or edit the document connecting to our e-Commerce website myMSC (no registration required to use this capability).
In the event that you make and submit any changes, your revised Draft Bill of Lading will be dispatched electronically to the MSC documentation team for review.

Manage your Draft BL

通过DRAFT BL提交更改

- 弹出登录界面如下



登录MYMSC.COM提交更改

- 登入后会默认进入Dashboard页面
- 点击Shipping Instructions 中的View all按钮

The screenshot shows the MYMSC.COM Dashboard. At the top, there is a navigation bar with the 'Dashboard' menu item highlighted in yellow. The main content area is titled 'Welcome to your Dashboard!' and displays four summary cards: 'Quotes', 'eBooking', 'Shipping Instructions', and 'Documents'. Each card shows a total count of 0 and a list of sub-categories with their respective counts. The 'Shipping Instructions' card has a 'View all' button highlighted in yellow. Below the summary cards is a section titled 'Your Favourites'.

Category	Sub-category	Count
Quotes	Active	0
	Expiring Soon	0
	Expired	0
eBooking	Pending	0
	Confirmed	0
	eSi Created	0
	Contact Agency	0
	Cancelled	0
	Others	0
Shipping Instructions	Updated from Agency	0
	Draft	0
	Sent to MSC	0
	Pending	0
	Approved	0
	Contact Agency	0
Others	0	
Documents	Bill of Lading	0
	Invoice	0
	Arrival Notice	0
	Booking Confirmation	0

登录MYMSC.COM提交更改

- 在Search 栏位检索你要更改的单号
- 对于交久远的单号， 请通过修改时间段后， 再点击时间段后面的放大镜做检索
- 建议使用提单号检索

Shipping Instructions

Booking Number Search 28 Jan 2025 28 Mar 2025 Filters

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency
[REDACTED]	[REDACTED]	Draft Pending Customer Approval	28 Mar 2025	28 Mar 2025	MSC CHINA (Chinese Mainland) - NORTH
[REDACTED]	[REDACTED]	Draft Pending Customer Approval	28 Mar 2025	28 Mar 2025	MSC CHINA (Chinese Mainland) - NORTH
[REDACTED]	[REDACTED]	Draft Pending Customer Approval	28 Mar 2025	28 Mar 2025	MSC CHINA (Chinese Mainland) - NORTH

登录MYMSC.COM提交更改

- 定位到要更改的单号后

1. 若该提单状态处于“Draft Pending Customer Approval”, 可直接点击编辑按钮

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency	
[REDACTED]	[REDACTED]	Draft Pending Customer Approval	28 Mar 2025	28 Mar 2025	MSC CHINA (Chinese Mainland) - NORTH	[Edit] [Print]

2. 若该提单状态处于“Customer Approved”, 暂时无法点击编辑按钮

(1) 需邮件通知MSC文件部要求重新发送提单草稿件并注明提单需更改

(2) 待MSC重新发送DRAFT件后可按照第一点操作, 点击编辑按钮

Booking Number	Bill of Lading Number	Status	Created Date	Last Updated	MSC Agency	
[REDACTED]	[REDACTED]	Customer Approved	28 Mar 2025	28 Mar 2025	MSC CHINA (Chinese Mainland) - NORTH	[Search] [Print]

登录MYMSC.COM提交更改

- 进入编辑状态，左边的菜单栏可以直接定位到要更改的项目

Requested Documents

Parties

Additional Companies

Route Details

Container and Cargo

Charges

Additional Ref. Numbers

Letter of Credit

Customer Clauses

Stamps Information

Additional Comments

Original Original eBL

Print Option
POL

Document Type and Requested Copies

Copy Unfreighted - 1 +

Copy Freight - 0 +

Consignee

Manifested details:
PTFP NETHERLANDS BV
RIVUM BOULEVARD 156
Capelle aan den IJssel ZH, Netherlands
2909 LK

Print on BLI:
PTFP NETHERLANDS BV
OFFICE ADDRESS RIVUM BOULEVARD 156, 2909 LK CAPELLE AAN DEN
IJSEL, THE NETHERLANDS EMAIL: FBA.OP@PTFGLOBAL.NL

PHONE: +31 6 87351715

Forwarding Agency

Manifested details:
ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO. LTD.
4/F, 358 DONG DA MING ROAD
Shanghai 31, China
200080

Print on BLI:

重要提示:

Mymisc.com只接受英文字母字符，请确保在英文输入法状态下录入信息（包括空格和特殊符号），录入非英文字母或字符将可能出现乱码，字符丢失或者信息被系统删除

更改提单类型

- 根据实际情况选择要修改的提单类型，包括正本的份数，是否显示运费

Requested Documents

Select Document Sea Waybill Original Original eBL

Print Option
POL

Document Type and Requested Copies

Copy Unfreighted - 1 +

Copy Freighted - 0 +

Requested Documents

Select Document Sea Waybill Original Original eBL

Print Option
POL

Document Type and Requested Copies

Original Unfreighted - 3 +

Original Freighted - 0 +

Copy Unfreighted - 0 +

Copy Freighted - 0 +

Select Document Sea Waybill Original Original eBL

Solution Provider
Wave BL

Print Option
POL

Document Type and Requested Copies

Original Unfreighted

Original Freighted

Please note only 1 Original is allowed for eBL

- 其中，若更改为EBL，需要在additional comment 中额外备注EBL requestor code should read:

更改PARTY信息

- 点击PARTY 位置的编辑按钮

Parties

Shipper 

Manifested details:
DE WELL CONTAINER SHIPPING INC.
718 GUANGMING RD RM 808 PUDONG
Shanghai 31, China
200000

Contact:
XIAOWEN YU
61031877
yuxiaowen@sh.de-well.com
61031878

Print on BL:
DE WELL CONTAINER SHIPPING INC.
718 GUANGMING RD RM 808 PUDONG 200000 SHANGHAI CHINA TEL:61031877
FAX:61031878

PHONE: 61031877
FAX: 61031878

更改PARTY信息

- 进入编辑PARTY页面，更新完成后点击SAVE

Edit Shipper

Same As: Please Select

Manifested details → 舱单信息

Name: SHANGHAI CHUHAITONG NETWORK TECHNIQUE CO., LTD

Address: FLOOR 2,BULIDING 8,NO.3801 DONGFANG ROAD

Location: Shanghai 31, China Postal code (optional): 200125

Reference number (optional):

Contact

Name (optional):

Phone (optional):

Fax (optional):

Print on BL → 提单信息

Print on BL informations are mandatory.
Empty fields will be populated with the manifested details

Mirror Manifested details → 点击该按钮后，提单显示会直接以舱单信息为准

Company Name: SHANGHAI CHUHAITONG NETWORK TECHNIQUE CO.,LTD
Maximum 1 line 55 characters left

Company Address: 2F,BLOCK 8,NO.3801,DONG FANG ROAD,SHANGHAI,CHINA
Maximum 5 lines 452 characters left

Contact and Reference (optional):
Maximum 9 lines 315 characters left

重要提示:

- 1.舱单信息和提单信息需同时进行修改。
- 2.对于美国/波多黎各的货物,由MSC申报AMS filling且提单与舱单资料不同的情况下:
 - a.如果是对BL SHIPPER/ CNEE进行更新,请仅在提单信息处修改;
 - b.如果是对AMS SHIPPER/CNEE 进行更新,请仅在舱单信息处修改。

更改POL/POD ON BL显示以及内支线驳船信息

- 对于POL/POD/FND ON BL有特殊显示要求的，请直接编辑PRINT ON BL 栏位

Route Details

Place of Initial Receipt
N/A

Port of Loading
SHANGHAI [CNSHA]

Print on B/L as:
SHANGHAI CHINA

Port of Discharge
ROTTERDAM [NLRTM]

Print on B/L as:
ROTTERDAM

Place of Delivery
N/A

Routing Instructions

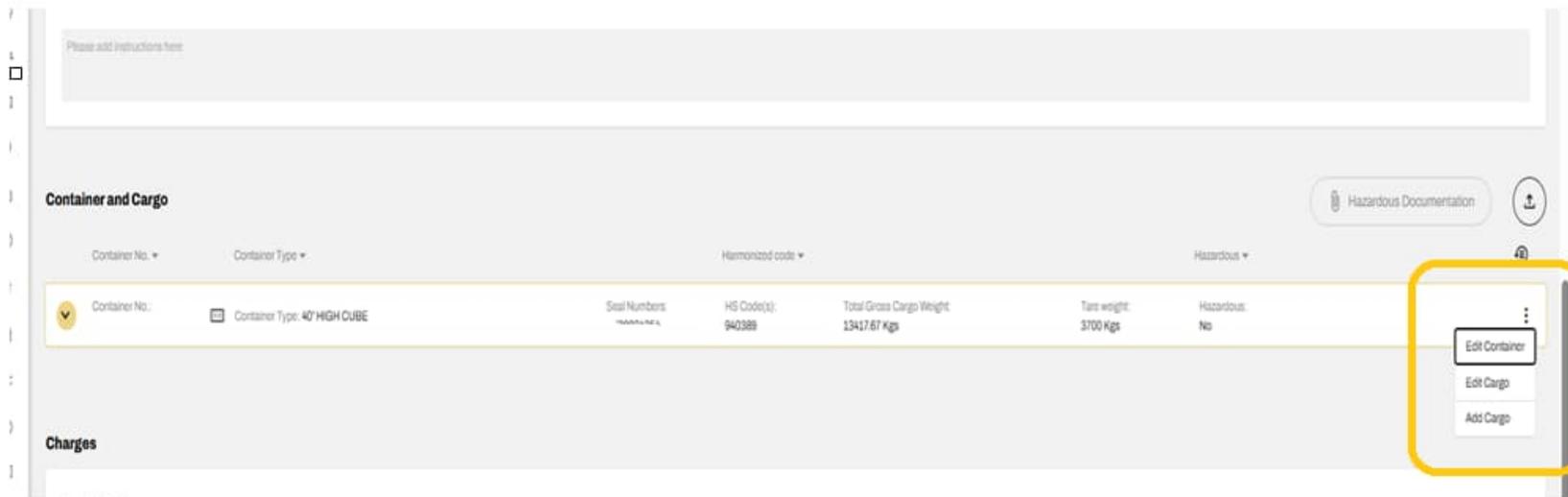
Please add instructions here

- 其中，涉及驳船信息更改，需要在Routing instructions中额外备注feeder vessel/sailing date should read:

- | | | |
|---|----------|-----------------------------------|
| 1 | 更改驳船船名航次 | feeder vessel/voyage should read: |
| 2 | 更改驳船开航日 | feeder sailing date should read: |

更改封号信息

- 点击Edit Container 按钮，进入箱封号信息界面



更改封号信息

- 进入箱封号界面，录入要修改的封号信息后点击SAVE

Edit Container No.

Container Cargo

Container details

Container Type
40' HIGH CUBE

SOC: No Tare weight: 3700 Kgs

Container Number:

Container verified!

Seal details (optional)

You can provide multiple numbers separated by commas. Each number should be a maximum of 15 characters long.

Terminal Seal Number: Shipper Seal Number: Carrier Seal Number:

Customs Seal Number: Vents Seal Number: Customer Seal Number:

Container comments (optional)

Please provide comments here only for additional information without a dedicated input field.

更改货物信息

- 点击Edit Cargo/Add Cargo 按钮，进入货物信息界面

通过此按钮可进入批量修改页面，内容可复制黏贴

注：仅危险品有此功能，危险品货物不接受DRAFT件上直接更改，如需更改请按照要求发送邮件

更改货物信息

- 进入货物编辑界面，录入要修改的货物信息或者新增减少货物信息后点击SAVE

The screenshot displays the 'Edit Container No.' interface. At the top, there is a 'Container' tab with a 'Cargo' sub-tab highlighted in yellow. Below this, a 'Cargo List' table is shown with two rows. The first row contains the value '630232' and the second row contains 'HS code', both highlighted with yellow boxes. To the right of the table, there are several input fields: 'Harmonized code' (630232), 'Cargo Description' (BOX SPRING COVER, HS 6302329000, THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL), 'Marks & Numbers (optional)' (N/M), 'Gross Cargo Weight' (13023.01 Kgs), 'Volume (optional)' (64.49 cu.m), 'No. of packages' (396), and 'Package Type' (PACKAGE). A 'Hazardous' toggle switch is set to 'No'. At the bottom, there are three buttons: '+ Add Cargo', 'Cancel', and 'Save'.

Container	Cargo
1.	630232
2.	HS code

Harmonized code: 630232

Cargo Description: BOX SPRING COVER
HS 6302329000
THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL

Marks & Numbers (optional): N/M

Gross Cargo Weight: 13023.01 Kgs

Volume (optional): 64.49 cu.m

No. of packages: 396

Package Type: PACKAGE

Hazardous No

+ Add Cargo Cancel Save

更改付费方式

- 选择需要更改的付费方式，若需要更改为第三地付费，需要录入正确的付费城市

Charges

Ocean Freight

Terms of Payment:

Prepaid	Collect	Payable Elsewhere
---------	---------	-------------------

Charges

Ocean Freight

Terms of Payment:

Prepaid	Collect	Payable Elsewhere
---------	---------	-------------------

Elsewhere Location:

Hong Kong, Hong Kong SAR (China)

附加备注

- 根据要求录入正确备注

Additional Comments (This information will not be shown on the draft BL)

Please add comments here

其中，更改内容及费用为必填项，详见<Additional comments规则解读>

Amendment Item: xxxxxx

Amendment fee: xxxxxx

提交更改及状态

- 所有信息完成修改后需要先点击右上角的保存按钮-SAVE
- 1.SAVE 后该票状态会更新为draft状态
 - 2.SAVE 图标会变淡，同时右下角会出现提交按钮
 - 3.检查无误后点击提交按钮-Submit
 - 4.只有点击Submit 按钮才算完成提交，同时此时此票状态将变为Sent to MSC

Document Type and Requested Copies

Copy Unfreighted - 1 +

Copy Freight - 0 +

Consignee

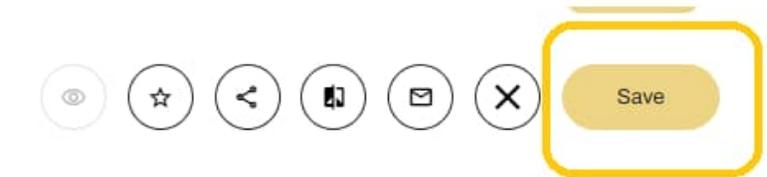
Manifested details:
EXPEDITORS INTERNATIONAL OF WASHINGTON INC
37F 100 1017 NORTHPOINT INDUSTRIAL BLVD
Hanahan SC, United States
29410

Print on BL:
EXPEDITORS INTERNATIONAL OF WASHINGTON INC
1017 Northpointe Industrial Blvd, Suite 100, Hanahan SC
29410, UNITED STATES

Contact:

PHONE: 843-554-8909
FAX: 843-744-4071
EMAIL: IMPORT-CHS@EXPEDITORS.COM

Submit



ADDITIONAL COMMENTS 规则解读



ADDITIONAL COMMENTS要求

- MYMSC.COM提交的所有更改，需要在Additional Comments中备注必填内容

#	所有MYMSC 更改	Additional Comments	Remark
必填项	1 更改项目	Amendment Item: XXXXX	更改内容请根据实际更改的项目填写
	2 更改费用	Amendment Fee:RMB350+USD40(if any)	Local 更改费用默认PP, 若有特殊请额外注明CC或是EE USD40(if any)-最终以实际发票为准
		Amendment Fee: Account Name Amendment Fee: on company service Amendment Fee: customs inspect	Local 更改费用有特殊减免批复的, 请额外注明VIP客人名称
选填项	3 正本提单状态	OBL return: 3/3 xxxx New OBL release: 3/3 xxxx	只有在涉及正本提单归还非上海或是新正本提单要求在非上海出单才需要额外备注此内容

- 举例说明，其余需要额外在Additional Comments中备注的详见下一页

Additional Comments (This information will not be shown on the draft BL)

1. Amendment item: xxxxx
 2. Amendment Fee: 350RMB+40USD
 3. OBL return 3/3 Hongkong
 New OBL release: 3/3 Hongkong

Additional Comments (This information will not be shown on the draft BL)

1. Amendment Item: XXXXX
 2. Amendment Fee: RMB350EE+USD40EE at Hongkong
 3. OBL return: 3/3 Hongkong
 New OBL release: 3/3 Hongkong



ADDITIONAL COMMENTS要求

- MYMSC.COM支持更改以下项目,但是需要按照要求备注“Additional Comments”

#	支持MYMSC更改, 需要额外备注在Additional Comments	Additional Comments
1	更改舱单sublocation/transport mode	Manifest sublocation/transport mode should read:
2	更改货值	Manifest cargo value should read:
3	更改舱单Transit Country	Manifest transit country should read:
4	更改舱单特殊号码	Special number should read:
5	更改AMS filing Party	AMS filing party by MSC: Yes or No AMS filing party by NVOCC: Yes or No (if yes, pls indicate SCAC code)
6	SWB/OBL->EBL	EBL requestor code should read:
7	EBL->OBL/SWB	BL type should read:
8	更改 FCL/LCL(only Tanzania)	Shipment method should read:
9	更改SOC箱皮重	SOC Tare weight should read:

邮件申请规则解读



邮件申请要求

- MYMSC.COM不支持更改以下项目，但是可通过邮件形式发送更改申请

#	不支持MYMSC更改，需要通过邮件申请	申请方式	Remark
1	DG 货物的更改	邮件	
2	空箱货物的更改	邮件	
3	特种箱货物的更改，(比如BBK,平板箱等)	邮件	注意：其他特殊箱型的货物更改，若成功接收到DRAFT件，可直接通过MYMSC申请，若没有接收到DRAFT件，仍需通过邮件
4	以下两个制裁国货物的更改：SUDAN/SYRIA	邮件	注意：若非制裁POD，但是收发通涉及这两个国家的，也请通过邮件发送申请
5	XXOPT货物的更改	邮件	
6	涉及提单遗失	邮件	
7	提单样本制作之前的更改	邮件	SI还未制作，未收到Draft件的情况
8	船开前增加/减少/更改箱号	邮件	
9	船开前SI阶段遗漏分并单关系	邮件	
10	提单显示与SI不一致/内部CLE	邮件	操作流程详见《INPUT ERROR》指南 35/36页
11	更改Tanzania ICD/Damma Free zone/Beirut Free zone	邮件	
12	要求出具收货待运提单	邮件	NOW READ: sailing date XXXX Should read: received shipment date: xxxx(同时附上收货待运提单保函审核)
13	分并单更改(包括同时需要改单)	邮件	纯分并单更改:更改内容请直接附上WORD版本分并单保函审核 若分并单更改同时要求改单的:附上WORD版本分并单保函的同时按照要求填写表格内容

邮件申请要求

- MYMSC.COM不支持更改以下项目，但是可通过邮件形式发送更改申请

#	不支持MYMSC更改，需要通过邮件申请	申请方式	Remark
14	更改OOG信息	邮件	Ctn over dimensions(only reference for manifest purpose): Length front (cm): Length back (cm):: Width right (cm): Width left (cm): Height (cm):
15	更改巴西木质包装	邮件	对于巴西需要申报木质，请按如下样列同样在此位置填写，若木质品无，则无需填写 有木质品未熏蒸： wooden package: N 有木质品在箱内熏蒸： wooden package: Y container fumigation done at POL on DD/MM/YY (仅适用于带箱一起熏蒸) 有木质品在箱外熏蒸 (含免熏托盘)： wooden package: Y 无木质品： 为空，无需填写
16	更改ICS2信息	邮件	House Bill(s) included in the shipment: Y or N Goods delivered in EU:: Y or N Buyer and seller information equal to shipper and consignee: Y or N EORI of the supplementary declarant: (if have, pls indicate)
17	更改SCT CODE/Name Account/Charge only..	邮件	Email to CSR directly
18	仅更改Shipper/Cnee/Notify12 MSC CODE	邮件	按照仅MSC CODE 更改模板发送更改申请

邮件申请要求

- 邮件发送要求

发送指定邮箱：

CHN-DOCEXP.SHA@MSC.COM

发送正确模板并遵循以下要求

#	所有涉及邮件发送的正文	Additional Comments	Remark
必填项 1	更改项目	Amendment item: XXXXX	请根据实际更改的项目完成表格填写
	更改费用	Amendment Fee:RMB350+USD40(if any)	Local 更改费用默认PP, 若有特殊请额外注明CC或是EE USD40(if any)-最终以实际发票为准
		Amendment Fee: Account Name Amendment Fee:on company service Amendment Fee: customs inspect	Local 更改费用有特殊减免批复的, 请额外注明VIP 客人名称
选填项 3	正本提单状态	OBL return: 3/3 xxxx New OBL release: 3/3 xxxx	只有在涉及正本提单归还非上海或是新正本提单要求在非上海出单才需要额外备注此内容

邮件申请模板

邮件主题: Amendment request <订舱号> <提单号>

(每个单词, 订舱号, 提单号之间用空格隔开, 禁止使用其他字符) Example: Amendment request 177FASASS00001 MEDUYZ123456

邮件正文:

Dear all,

We request to amendment for subject shipment as per below and assume amendment costs, pls check if it's acceptable? Thank you

1. Amendment item:

更改项目Item	原提单内容 Now reads	现更改为 Should read as

2. Amendment fee: RMB350+USD40

3. B/L status:

OBL return (旧提单返回地): Hong Kong

New OBL release (新提单签发地): Hong Kong

仅MSC CODE 更改(SHIPPER/CNEE/NOTIFY12)邮件申请模板

邮件主题: MSC CODE Amendment request <订舱号> <提单号>

(每个单词, 订舱号, 提单号之间用空格隔开, 禁止使用其他字符) Example: MSC CODE Amendment request 177FASASS00001 MEDUYZ123456

邮件正文:

Dear all,

We request to amendment for subject shipment as per below and assume amendment costs, pls check if it's acceptable? Thank you

1.Amendment item:

更改项目Item	原提单内容 Now reads	现更改为 Should read as
SHIPPER MSC CODE: CNEE MSC CODE: NOTIFY MSC CODE: NOTIFY2 MSC CODE:		

2.Amendment fee: RMB350+USD40(if any)

DISCREPANCY DRAFT VS SI 邮件申请模板

邮件主题: Discrepancy Draft vs SI <订舱号> <提单号>

(每个单词, 订舱号, 提单号之间用空格隔开, 禁止使用其他字符) Example: Discrepancy Draft vs SI 177FASASS00001 MEDUYZ123456

邮件正文:

To: MSC

Please find below discrepancies on BL draft against Shipping Instruction. Please check.

1. List of discrepancy fields

(须清楚列明提单样本 (Draft BL) 与提单补料SI不符的项目和内容, 若更改涉及多个箱号须列明箱号)

项目Item	BL Draft reads	SI reads
项目:		
项目:		
项目:		

2. B/L status

(若正本提单已签发, 须告知以下信息)

OBL return (旧提单返回地):

New OBL release (新提单签发地):

内部更换提单邮件申请模板

邮件主题: BL Exchange <订舱号> <提单号>

(每个单词, 订舱号, 提单号之间用空格隔开, 禁止使用其他字符) Example: BL Exchange 177FASASS00001 MEDUYZ123456

邮件正文:

Dear all,

经与贵司XX部门协商, 同意免费更换提单。附件为该部门确认邮件。

1. List of Error fields - 请清楚列明提单需要更新的项目

更改项目Item	原提单内容 Now reads	现更改为 Should read as

2. B/L status:

OBL return (旧提单返回地):

New OBL release (新提单签发地):

温馨提示

- 一旦我司收到MYMSC或邮件形式的更改申请即默认客户确认此更改并承担基础更改费用。若申请更改内容符合我司要求，且不涉及正本提单归还或其它相关文件提交，将依此申请直接安排更改并收取费用，不做二次确认。如仅咨询请通过邮件或电话联系我司，切勿提交申请，以免产生二次更改费用。(对于付款买单客户，更改只有再更改费用到账后才能操作更改)
- 此次升级只是更改方式和流程的变化，不是收费标准的变化，所有由客户原因产生的SI递交后的更改仍为收费更改。其中关于SMA fee USD40 将以实际情况收取，不再做额外邮件确认及通知，最终请以实际发票为准
- 若涉及以下情况，我司会通过邮件另行通知：更改产生其他额外费用；更改内容存疑的；需要额外提供保函或其它文件
- 对于需要提供保函或归还正本提单的情况：
 - 1.请确保保函填写内容与MYMSC或邮件形式的更改内容一致，由于数据不一致导致的风险责任费用由客户承担
 - 2.上海出运提单，请至联东网下载《MSC柜台业务联系单》填写并随附正本资料送至联东(客户查询状态展示见39页)
 - 3.内支线出运提单，订舱代理将资料提供至签单代理处，由签单代理收取相关文件后告知MSC

温馨提示

- 更改完成后，我司会推送更新的Draft件至订舱代理，30分钟后可至MYMSC 上下载Invoice查询更改费用
- 提醒：所有订舱代理应谨慎分享收到的Draft bl 链接，一旦分享，我们将默认您授权您的客户具有同样的编辑权限，如果收到您的客户提交的更改，我们也会根据操作要求直接完成更改
- 请避免多人同时编辑页面，避免造成锁定。编辑、保存、提交后，请退出此票或回到dashboard页面后关闭网页
- 对于MYMSC 线上操作可点击Help按钮， 查看myMSC FAQ指导
- 若对于以上在线修改提单流程仍有疑问，可直接联系 MSC Local Office 的文件组



Contact List of MSC Documentation Dept. - SHANGHAI CHN-DOCEXP.SHA@MSC.COM

温馨提示

(上海出运) 客户可自主在联东新系统查询正本资料收取进度，具体显示如下：

订舱号: 分单号:

流水号 20250414153640266

- 资料登记 fangq 2025-04-14 15:36:40
订舱号: 177IBWBWS04809; 新订舱号: 177IBWBWS04809
- 出单登记 MSCDOC22 2025-04-14 15:39:12
是否出单: 是
- 发单登记 fangq 2025-04-14 15:39:23
- 撤销发单 fangq 2025-04-14 15:39:35

流水号 20250414144351579

- 资料登记 fangq 2025-04-14 14:43:51
订舱号: 177IBWBWS04809; 新订舱号: 177IBWBWS04809
- 撤销资料登记 fangq 2025-04-14 14:44:16
- 资料登记 YJWEN 2025-04-15 10:14:08
订舱号: 177IBWBWS04809; 新订舱号: 177IBWBWS04809
- 出单登记 YJWEN 2025-04-15 10:15:11
是否出单: 否



[msc.com](https://www.msc.com)