



Web BL Release 1.0

USER REFERENCE GUIDE



13

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1. Introduction

INTTRA WEB BL facilitates collaboration between customers and carriers by streamlining the BL review and finalization process. WEB BL functionality includes the ability for customers to preview, request changes, approve, print and share BL documents rendered by carriers.

WEB BL functionality is available for both Copy BLs (i.e., Non-Negotiable copies of Original BLs) and other non-negotiable transport documents, e.g., Seaway Bills or Express Bills. INTTRA WEB BL does not support printing or sharing of negotiable Bills of Lading e.g., signed Original BLs. Customers who require negotiable documents will continue to obtain these documents directly from their carriers. (Note: On an exception basis, INTTRA supports printing of unsigned Original BLs by customers who have entered into a power-of-attorney agreement with their carriers - See section 2 below.)

Due to legal issues surrounding BL usage and the associated contractual arrangements between customers and carriers, INTTRA offers WEB BL to selected customers as a value-added service. Customers requesting WEB BL must a) agree to INTTRA's WEB BL Terms and Conditions of Use, b) submit a certain percentage of their volume through INTTRA and c) be approved by both INTTRA and their carriers.

WEB BL provides 3 inter-related functions:

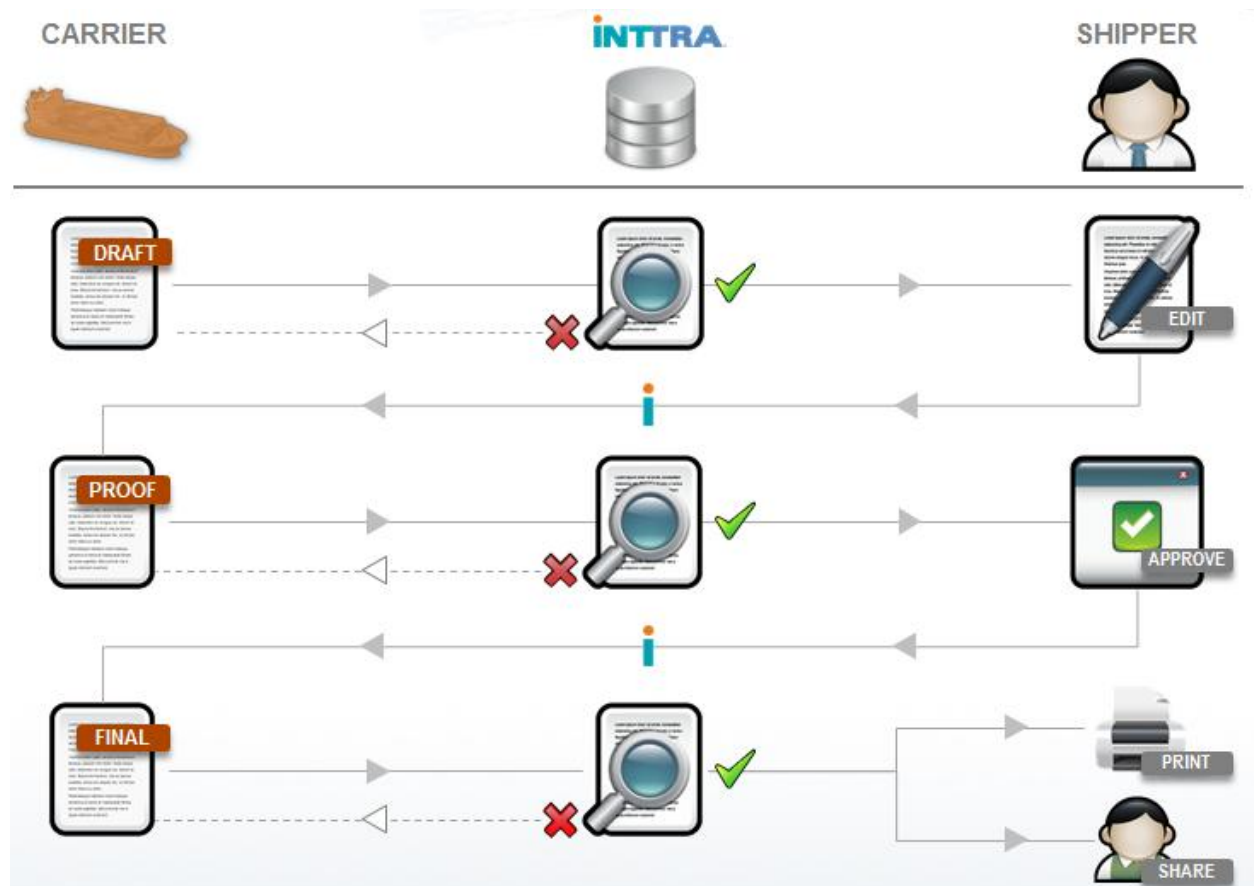
- A Multi-carrier Workflow Inbox allowing standardized access to BLs rendered by participating carriers.
- Preview of BL drafts, change requests to carriers, approval and document sharing.
- Printing of Sea Waybills and other non-negotiable documents, e.g., Copy BLs.

If requested by the customer, INTTRA will notify customers when new or revised BLs are available for review by the customer. Customer requests for changes to BL content, including the specific text requested, will be forwarded to carriers via email. Upon completing any requested content changes, carriers transmit a revised document to INTTRA for review by the customer. The change-request process will continue until the customer approves the draft BL or until the carrier indicates that all revisions are

complete.

Upon customer approval of the draft BL, INTTRA will inform the carrier via email that the BL is approved. Provided that the customer is approved for auto-finalization, INTTRA removes the “DRAFT” watermark at this time, and the customer may print final copies of the BL. Once a BL is approved, customers may no longer request changes through INTTRA.

Direct access to BLs at INTTRA is limited to the company entity that submits the shipping instruction to the carrier (“BL Requester”). BL Requester users may share non-negotiable copies of BLs with 3rd parties, including parties to the BL, government entities, brokers, agents and banks. INTTRA will apply the following watermark to all shared documents: “For Information Only – NON-NEGOTIABLE”. INTTRA will alert the shared recipient via email that the shared document is accessible at INTTRA. In order to view the shared document, sharees must register as a shared recipient and agree to INTTRA’s WEB BL Terms & Conditions.



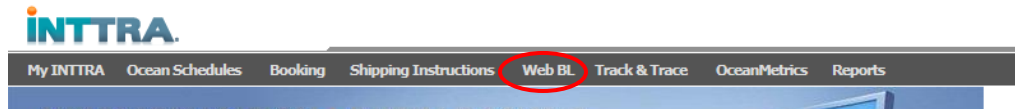
1. Carrier sends draft BL image file to INTTRA
2. INTTRA validates BL image for errors
3. IF valid, INTTRA makes the image available to the shipper on the INTTRA PORTAL with a notification email. If not valid, a request for update is sent to the carrier.
4. Customer reviews BL image on website, and makes edits where necessary. The users’ update is passed through INTTRA back to the carrier.
5. Then, the carrier creates a PROOF COPY of the BL.
6. INTTRA will validate revised BL and Notify customer of amended BL
7. The shipper now approves the updated BL using INTTRA’s application. The user’s approval is passed through INTTRA to the carrier.
8. The Carrier issues the FINAL Bill.
9. INTTRA notifies the customer of FINAL BL availability via email.
10. The customer is then able to (a) Print the BL; (b) Archive the BL; (c) Share the BL with 3rd parties via email or the INTTRA BL website.

If updates are not needed, the Shipper can instantly approve the draft BL, and the PROOF BL process is bypassed. The carrier would immediately issue the final BL in that case.

2. WEB BL Navigation

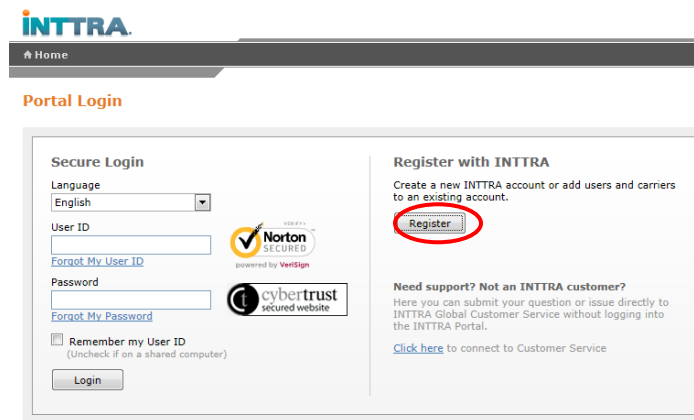
2.1 WEB BL Access and Security Roles

Users approved for WEB BL access by their company's Web BL Administrator will see the [Web BL](#) link on the INTTRA-Act home page as shown below. If the [Web BL](#) link is visible, click on this link to access the WEB BL Home Page.



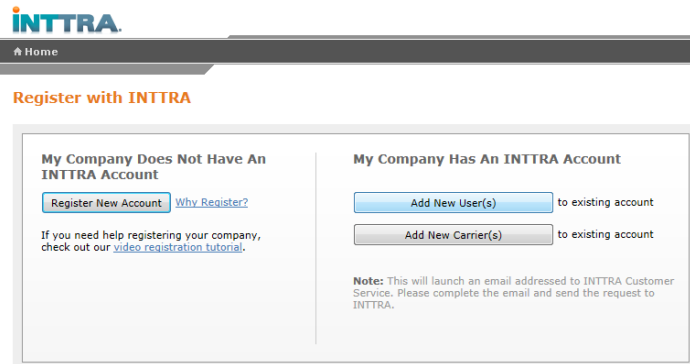
WEB BL access is not granted automatically to all registered INTTRA Users. If you do not see the [Web BL](#) link on your toolbar, you have not yet been granted WEB BL access. To request WEB BL access, please contact your company's INTTRA Security Administrator or your Web BL Administrator. WEB BL security roles include: View/Print, Change Request, Approve and Share.

If you are not yet registered as an INTTRA User, please click on [Register](#) to request a User ID.



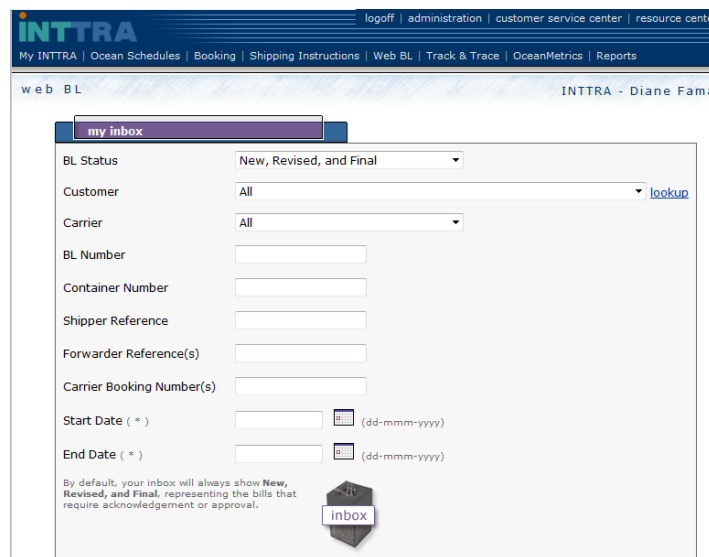
If your company is not already registered with INTTRA, select the [Register New Account](#) button and fill in the information, accept the terms and conditions after reading them and click submit.

If your company is already using INTTRA, but you are a new user to INTTRA, click on the [Add New User\(s\)](#) button and fill in the information about the user(s) you wish to add to your existing company profile and click on Submit Request button.



2.2 WEB BL Home Page

The WEB BL Home Page is the starting place for WEB BL access. The Home Page also allows users to select the data fields (columns) that are displayed in the Inbox using the “inbox customization” feature.

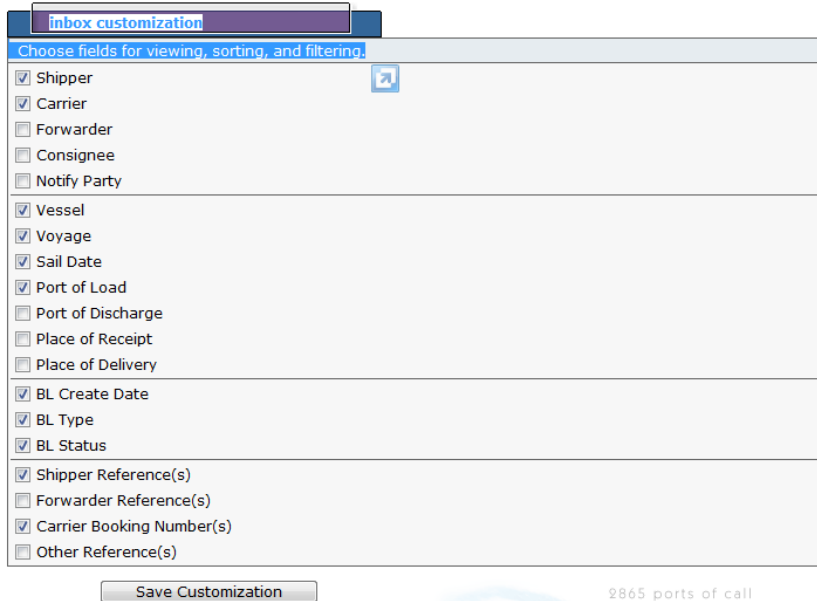


To limit or filter the BLs displayed in the Inbox, Users may select BL by Status, by Carrier or by BL #:

- To select BLs by Status, select the desired status from the BL Status drop-down, enter Start Date and End Date, and then click on the “INBOX” icon. Status drop-down options include: “New, Revised and Final”, “Approved and Final”, “Pending”, “Archived and Expired” and “Show All”.
- To select BLs for a specific customer office only, select the desired customer name from the Customer drop-down, enter Start Date and End Date, and then click on the “INBOX” icon.
- To select BLs for a specific carrier only, select the desired carrier from the Carrier drop-down, enter Start Date and End Date, and then click on the “INBOX” icon.
- BL Search: To find a specific BL, enter the BL# - or the initial characters of the BL# - into the BL Number field, and then click on the “INBOX” icon. (Note: Searches based on the initial characters of the BL# only will return all BLs that begin with the initial characters entered.)
- Search for BLs by Shipper Reference #: to view BLs related to Shipper Reference #, enter the specific Shipper Reference # - or the initial characters of the Shipper Reference # - into the Shipper Reference field, Select Start Date and End Date, then click on the “INBOX” icon.
- Search for BLs by Forwarder Reference #: to view BLs related to Forwarder Reference #, enter the specific Forwarder Reference # - or the initial characters of the Forwarder Reference # - into the Forwarder Reference field, Select Start Date and End Date, then click on the “INBOX” icon.
- Search for BLs by Carrier Booking #: to view BLs related to Carrier Booking #s, enter the specific Carrier Booking # - or the initial characters of the Carrier Booking Reference # - into the Carrier Booking Number field, Select Start Date and End Date, then click on the “INBOX” icon.

Note: The Start and End Date formats should be entered as dd-mmm-yyyy format or be selected from the calendar option by clicking on the calendar date desired for each.

There are some additional options available for Web BL users which allow them to personalize and customize the way their inbox is displayed. These are found at the bottom of the My Inbox screen. You may need to scroll down a bit in order to see and select any of the options shown below:



The screenshot shows a web interface titled "inbox customization". At the top, there is a header "Choose fields for viewing, sorting, and filtering." Below this is a list of fields, each with a checkbox and a small icon to its right. The fields are grouped into sections by horizontal lines. The first section includes Shipper, Carrier, Forwarder, Consignee, and Notify Party. The second section includes Vessel, Voyage, Sail Date, Port of Load, Port of Discharge, Place of Receipt, and Place of Delivery. The third section includes BL Create Date, BL Type, and BL Status. The fourth section includes Shipper Reference(s), Forwarder Reference(s), Carrier Booking Number(s), and Other Reference(s). At the bottom of the list is a "Save Customization" button. In the background, there is a faint image of a globe and the text "2865 ports of call".

These “inbox customization” features allow you to control the specific data fields you wish to appear as columns in your Inbox. Select the columns you wish to display by clicking on the checkbox next to each field name. Each of these items selected will appear on your inbox search results. To save your preferred selections for future use, click on **Save Customization**.

2.3 Inbox Navigation

Note that the WEB BL Inbox is organized by Customer Office, not by Customer User. That is, each Customer User has visibility to all BLs for their Customer Office, regardless of the user who submitted the SI to the carrier. The WEB BL Inbox contains all BLs requested by a given Customer Office, constrained by the selection criteria entered on the previous screen.

The data values displayed in the Inbox are provided for cross-reference purposes so that users may more easily identify the BL of interest. Data details displayed in the INBOX, e.g., spelling of Shipper Name, may differ from the data rendered by the carrier within the actual BL document.

File Edit View Favorites Tools Help

logoff | administration | customer service center | resource center

My INTRA | Ocean Schedules | Booking | Shipping Instructions | Web BL | Track & Trace | OceanMetrics | Reports

carrier **MSC**
 start date **11-MAR-2013**
 end date **12-MAR-2013**
 sort ascending **BL Number**
 status New, Revised, and Final

my inbox

| Archive | BL Number | Carrier | Shipper | Main Vessel | Voyage | Sail Date | Load Port | Date Received | Type | Status | Shipper Reference | Carrier Booking Number(s) |
|--------------------------|--------------------------|------------------------------|---------|-------------|--------------|-----------|----------------------|----------------------|---------------------|--------|-------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019627 | MSC | ABC SHIPPER | MSC ARICA | IP310R | DAMMAM | 11-Mar-2013 08:53:14 | Seaway Bill/Express | Final | | 3764145 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019628 | MSC | ABC SHIPPER | MSC DYMIPHIA | FF312R | JEDDAH, SAUDI ARABIA | 11-Mar-2013 08:53:14 | Seaway Bill/Express | Final | | 9746249 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019629 | MSC | ABC SHIPPER | MSC ARICA | IP310R | JEDDAH, SAUDI ARABIA | 11-Mar-2013 10:29:14 | Seaway Bill/Express | Final | | 3763145 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019630 | MSC | ABC SHIPPER | MSC ARICA | IP310R | JEDDAH, SAUDI ARABIA | 11-Mar-2013 11:14:13 | Seaway Bill/Express | Final | | 3761611 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019631 | MSC | ABC SHIPPER | MSC ARICA | IP310R | JEDDAH, SAUDI ARABIA | 12-Mar-2013 09:53:16 | Seaway Bill/Express | Final | | 9743258 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019632 | MSC | ABC SHIPPER | MSC ARICA | IP310R | JEDDAH, SAUDI ARABIA | 11-Mar-2013 15:03:13 | Seaway Bill/Express | Final | | 3763147 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019633 | MSC | ABC SHIPPER | MSC ANTIGUA | IP311R | JEDDAH, SAUDI ARABIA | 11-Mar-2013 15:15:14 | Seaway Bill/Express | New | | 3758942 |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019634 | MSC | ABC SHIPPER | MSC ANTIGUA | IP311R | JEDDAH, SAUDI ARABIA | 12-Mar-2013 09:53:16 | Seaway Bill/Express | Final | | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019635 | MSC | ABC SHIPPER | MSC ARICA | IP310R | JEDDAH, SAUDI ARABIA | 12-Mar-2013 09:53:16 | Seaway Bill/Express | Final | | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019636 | MSC | ABC SHIPPER | MSC REGINA | FF311R | DAMMAM | 12-Mar-2013 15:03:17 | Seaway Bill/Express | Final | | 9751336 |

1/20 Page(s) Next Page 10/2000000000/10

To sort the Inbox, click on any underlined column heading. To filter the results within the INBOX, select the value of interest from the drop-down list under the column heading. For example, to display BLs loaded as shipments in Dammam only, select DAMMAM from the Load Port drop-down.

3. BL Manager

To view BL Details, click on the BL# hyperlink. The BL Details screen appears below.

3.1 Bill Details

The BL manager screen allows Customers to view and manage BLs rendered by the Carrier. Options include: preview, change request, approve BL, archive BL and review history.

logoff | administration | customer service center | resource center

My INTTRA | Ocean Schedules | Booking | Shipping Instructions | Web BL | Track & Trace | OceanMetrics | Reports

BL Manager [return to inbox](#) | [review history](#) | [archive BL](#) | [change request](#) | [approve BL](#)

| bl details | | documents | | |
|---------------------------|---------------------------------------|---|------------------------------|---------------------|
| BL Number | DUMMY0019633 | BL Create Date | Type | Carrier Stock Paper |
| Date Received | 11-Mar-2013 15:15:14 | 11-Mar-2013 15:51:17 | Unrated Copy | No |
| Carrier | MSC | internal customer notes add note | | |
| Shipper | ABC SHIPPER | Note: INTTRA Web BL supports printing of non-negotiable copies of Negotiable BLs as well as all Seaway Bills or Express Bills. INTTRA Web BL does NOT support printing of negotiable documents (i.e., "Original" copies of Negotiable BLs). | | |
| Main Vessel | MSC ANTIGUA | | | |
| Voyage | IP311R | | | |
| Status | New | | | |
| Type | Seaway Bill/Express | | | |
| Load | JEDDAH, SAUDI ARABIA | | | |
| Discharge | APAPA SEAPORT, LAGOS, NIGERIA | | | |
| Receipt | | | | |
| Delivery | | | | |
| Issuing Office | | | | |
| Sail Date | | | | |
| Carrier Booking Number(s) | 3758942 | | | |
| Forwarder Reference(s) | E945694VINMAR13 | | | |
| Shipping Instruction ID | 84484978 | | | |
| 20 DRY VAN | CXDU1202141, MSCU3980292, TCKU1665280 | | | |

BL Manager [return to inbox](#) | [review history](#) | [archive BL](#) | [change request](#) | [approve BL](#)

“Cross-reference” data transmitted to INTTRA by the carrier is listed under the heading “BL Details”. BL Details will always contain the following mandatory information:

- BL Number
- BL Creation Date /Time
- Carrier
- BL Type
- BL Status
- Main Vessel
- Voyage
- Shipping Instruction ID.

Carriers may or may not provide the following optional fields:

- Load Port
- Discharge Port
- Receipt Location
- Delivery Location
- BL Issue Office
- Shipper
- Sail Date
- Shipper Reference(s)
- Forwarder Reference(s)
- Other Reference(s)
- Carrier Booking Number
- Letter of Credit Information
- Equipment types
- Container #s.

In addition, if the carrier has sent a comment to the customer, the BL Details screen will contain a Carrier Comment field.

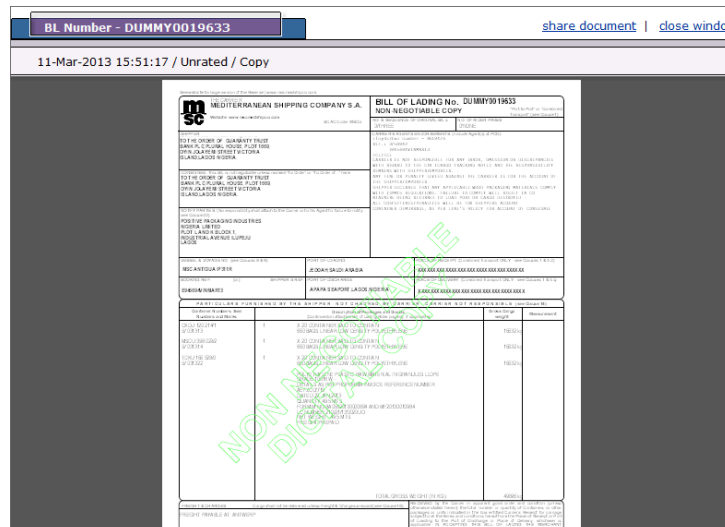
3.2 Viewing BL PDF Documents

To view the most recent documents sent by the carrier for this BL, click on the hyperlink(s) listed under “documents”. Customers may request up to four distinct BL document types per BL. These four document types include:

1. Rated Master (includes Freight charges, Master BL);
2. Rated Copy (includes Freight charges, non-negotiable BL copy);
3. Unrated Master (excludes Freight chargers, Master BL); and
4. Unrated Copy (non-negotiable BL copy excluding Freight charges).

Carriers transmit document types as requested by the customer. Thus, users may see one or more documents listed, depending on the document types requested from the carrier. The document links listed under “documents” reflect the latest documents sent to INTTRA. When carriers transmit revised documents, the outdated documents will be replaced in the “documents” list. Previous versions of documents may be viewed using the ‘Review History’ function described below.

To view a document, click on the hyperlink for the document of interest. (Note: You must install Adobe Acrobat Reader 6.0 to view pdf documents. Adobe Acrobat Reader may be downloaded free of charge from www.adobe.com.) The system will display the document in a separate window as shown below.



All BL documents accessible via INTTRA are rendered by the carrier and controlled by the carrier as to format and content. INTTRA’s responsibility is limited to application of watermarks based on BL Status and BL Type. For example, the sample document above contains two watermarks:

1. “Digital Copy” - applied to BLs in Draft Status and
2. “Non-Negotiable” – applied to all Negotiable BLs, regardless of Status.

3.3 Requesting Changes

To request changes to BL content, click the [change request](#) link. The system will open the document for viewing including a message box at the top of the screen where the customer can enter change request details. To request changes, the customer first selects the BL section of interest (General, Parties, Routing, Particulars or Charges), then enters the change-request text. For example, to change Consignee address, the customer clicks on “Party”, then types: “Consignee party last address line should read “ISLAND, LAGOS, NIGERIA ”.

BL Number - DUMMY0019633
close window

- General (Numbers, References, Letter of Credit)
- Party (Shipper, Forwarder, Notify, etc.)
- Routing (Ports, Receipt, Delivery, etc.)
- Particulars (Containers, Cargo, Marks, Weights, etc.)
- Charges (Freight, Charges, Rates, Payable, etc.)
- Special Instructions (Document Handling & Processing)

Consignee Party Last address line should read:
 'ISLAND, LAGOS, NIGERIA '

See website for large version of the Reversal: www.marsheds.com

| | | | | | | | | | | | | | | | |
|--|---|--|---|---|-------------------------|---|--|---|--|---|--|--|--|---|--|
| MEDITERRANEAN SHIPPING COMPANY S.A. <small>Website: www.mscglobal.com</small> <small>SCAC Code: MSCU</small> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"> BILL OF LADING No. DUMMY0019633 NON-NEGOTIABLE COPY </td> <td style="width: 50%; text-align: right; font-size: x-small;"> Go to Port or Combined Transport (see Clause 3) </td> </tr> <tr> <td style="font-size: x-small;"> NO. & SEQUENCE OF ORIGINAL B/L'S 01 / 0000 </td> <td style="font-size: x-small;"> NO. OF PAGES 02/0000 </td> </tr> <tr> <td colspan="2" style="font-size: x-small;"> CARRIER'S AGENTS & SUBAGENTS (Include Agents at Port) (Toys) Ltd. #0000 - 000000 NY - JAPAN </td> </tr> <tr> <td colspan="2" style="font-size: x-small;"> CARRIER IS NOT RESPONSIBLE FOR ANY ERROR, OMISSION OR DISCREPANCIES WITH REGARD TO THE C/B/CARGO PACKING NOTED AND THE RESPONSIBILITY REMAINS WITH SHIPPER/FORWARDER. </td> </tr> <tr> <td colspan="2" style="font-size: x-small;"> ANY FINE OR PENALTY LEVIED AGAINST THE CARRIER IS FOR THE ACCOUNT OF THE SHIPPER/FORWARDER. </td> </tr> <tr> <td colspan="2" style="font-size: x-small;"> SHIPPER DECLARS THAT ANY APPLICABLE WOOD PACKAGING MATERIALS COMPLY WITH ISPMAR REGULATIONS - FAILURE TO COMPLY WILL RESULT IN C/O MATERIALS BEING REJECTED TO LOAD PORT OR LARGO DISCHARGED - ALL COSTS/RESPONSIBILITIES WILL BE FOR SHIPPER'S ACCOUNT. </td> </tr> <tr> <td colspan="2" style="font-size: x-small;"> CONTAINS HAZARDOUS AS PER LINE'S POLICY FOR ACCOUNT OF CONSIGNEE. </td> </tr> </table> | BILL OF LADING No. DUMMY0019633 NON-NEGOTIABLE COPY | Go to Port or Combined Transport (see Clause 3) | NO. & SEQUENCE OF ORIGINAL B/L'S 01 / 0000 | NO. OF PAGES 02/0000 | CARRIER'S AGENTS & SUBAGENTS (Include Agents at Port) (Toys) Ltd. #0000 - 000000 NY - JAPAN | | CARRIER IS NOT RESPONSIBLE FOR ANY ERROR, OMISSION OR DISCREPANCIES WITH REGARD TO THE C/B/CARGO PACKING NOTED AND THE RESPONSIBILITY REMAINS WITH SHIPPER/FORWARDER. | | ANY FINE OR PENALTY LEVIED AGAINST THE CARRIER IS FOR THE ACCOUNT OF THE SHIPPER/FORWARDER. | | SHIPPER DECLARS THAT ANY APPLICABLE WOOD PACKAGING MATERIALS COMPLY WITH ISPMAR REGULATIONS - FAILURE TO COMPLY WILL RESULT IN C/O MATERIALS BEING REJECTED TO LOAD PORT OR LARGO DISCHARGED - ALL COSTS/RESPONSIBILITIES WILL BE FOR SHIPPER'S ACCOUNT. | | CONTAINS HAZARDOUS AS PER LINE'S POLICY FOR ACCOUNT OF CONSIGNEE. | |
| BILL OF LADING No. DUMMY0019633 NON-NEGOTIABLE COPY | Go to Port or Combined Transport (see Clause 3) | | | | | | | | | | | | | | |
| NO. & SEQUENCE OF ORIGINAL B/L'S 01 / 0000 | NO. OF PAGES 02/0000 | | | | | | | | | | | | | | |
| CARRIER'S AGENTS & SUBAGENTS (Include Agents at Port) (Toys) Ltd. #0000 - 000000 NY - JAPAN | | | | | | | | | | | | | | | |
| CARRIER IS NOT RESPONSIBLE FOR ANY ERROR, OMISSION OR DISCREPANCIES WITH REGARD TO THE C/B/CARGO PACKING NOTED AND THE RESPONSIBILITY REMAINS WITH SHIPPER/FORWARDER. | | | | | | | | | | | | | | | |
| ANY FINE OR PENALTY LEVIED AGAINST THE CARRIER IS FOR THE ACCOUNT OF THE SHIPPER/FORWARDER. | | | | | | | | | | | | | | | |
| SHIPPER DECLARS THAT ANY APPLICABLE WOOD PACKAGING MATERIALS COMPLY WITH ISPMAR REGULATIONS - FAILURE TO COMPLY WILL RESULT IN C/O MATERIALS BEING REJECTED TO LOAD PORT OR LARGO DISCHARGED - ALL COSTS/RESPONSIBILITIES WILL BE FOR SHIPPER'S ACCOUNT. | | | | | | | | | | | | | | | |
| CONTAINS HAZARDOUS AS PER LINE'S POLICY FOR ACCOUNT OF CONSIGNEE. | | | | | | | | | | | | | | | |
| CONDITIONS: This B/L is not negotiable unless marked "to order" or "to order of" here ABC SHIPPER 123 STREET CITY STATE COUNTRY | ABC CONSIGNEE 123 STREET CITY STATE COUNTRY | | | | | | | | | | | | | | |
| NOTIFY PARTIES (No responsibility shall attach to the Carrier or its Agents for failure to notify - see Clause 23) | | | | | | | | | | | | | | | |

The customer may now enter additional change requests. To preview all changes requested in this session, click the button labeled **Preview Revisions**. To send change requests from this session to the carrier, click the button labeled **Submit Revisions**. INTTRA sends the change-request email to the specific email address specified by the carrier for this BL.

- Note that the change-request process is asynchronous from both the customer and carrier. That is:
1. Customers may continue to request additional changes until the customer approves a BL. Customers need not wait until the carrier sends a revised document to submit additional change requests.
 2. Similarly, carriers may send multiple revised documents in response to each change request. That is, carriers need not wait for customers to review changes prior to sending additional revisions.

3.4 Notifications

INTTRA generates two distinct types of optional email notifications to customers:

1. BL Arrival Notices, generated to users when a new or revised BL is received at INTTRA, and
2. Workflow Advisories, indicating no BL activity for 30, 60 or 90 days after receipt at INTTRA.

INTTRA advises customers of new, revised or final BLs received via one of two options:

1. Static Subscription Option: Customers may subscribe to BL Arrival Notices by specifying a static email address at the Customer Office level. With this option all BL Arrival Notices will be sent to one email address specified by the customer.
2. Some carriers (HS, MSC and HL) may also specify a notification email address to INTTRA on a transactional basis (i.e., BL by BL). In this case, BL Arrival Notices will be sent to the email address indicated by the carrier in addition to the static email address specified by the customer.

INTTRA sends all workflow-advisory notifications to a single email address specified by the customer. Set up of the email notifications can be handled by our customer service team.

3.5 BL Approval

To approve a BL, click the link labeled [approve BL](#). Upon approval, INTTRA notifies the carrier via email that the BL is approved. Users may not request changes after BLs are approved.

3.6 Customer Auto-Finalization

Customer Auto Finalization is a Carrier-controlled setting that determines whether or not the Customer is authorized to finalize BLs. Customers approved by their carrier for Auto-Finalization are termed "Customer-Final" customers. For these customers, INTTRA sets BL status to FINAL upon customer approval, so that customers are free to print Final BLs immediately upon approval. (INTTRA removes the Draft watermark for BLs in FINAL status.)

Customers who are NOT approved by their carrier for Auto-Finalization are termed “Carrier-Final” customers. For carrier-final customers, BLs remain in APPROVED status after customer approval and the Draft watermark is NOT removed. In this case, the customer must wait for the carrier to finalize the document. The carrier finalizes a BL by resending the document marked as “FINAL”. INTTRA removes the Draft watermark once the Final BL is received and processed at INTTRA.

Support for customer auto-finalization varies by customer and region. For example, carriers will not typically approve cash customers for auto-finalization, since Final BLs are not released to cash customers until freight charges have been paid. Most participating carriers (CMA, HSDG, and MSC) support customer auto-finalization for credit customers. Hapag Lloyd does not support customer auto-finalization under any circumstances.

3.7 Carrier Auto-Finalization

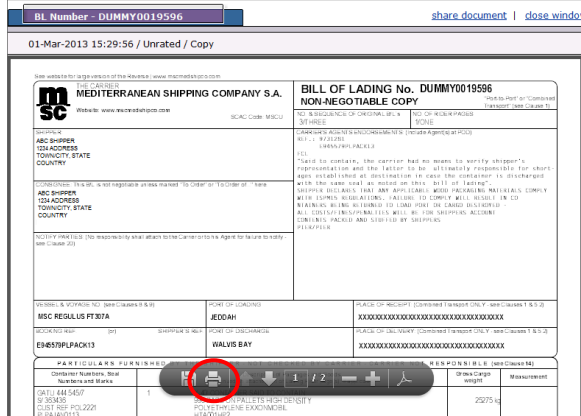
The BL review / approval process differs significantly by customer. Customer auto-finalization works well for those customers who review and approve each BL individually. However, for customers who do not review / approve BLs individually, the approval step is unnecessary. These customers expect the carriers to finalize the BL in most cases. In addition, some carriers need the ability to finalize BLs for operational reasons, e.g., to close the manifest, even though the customer has not yet approved the BL.

Carrier auto-finalization supports these use cases by allowing carriers to finalize BLs at any time, provided the customer subscribes to the “Carrier Final” option. To finalize a BL, carriers mark the document as “FINAL” in the file sent to INTTRA. Provided the file is processed successfully, INTTRA resets BL Status to “FINAL” regardless of the prior state of the BL. Currently, MSC and HL support carrier auto-finalization.

3.8 Printing

a) Printing One Document at a time

To print a single document, open the document, and then click on the printer icon (highlighted in red in the example below). Users may print as many copies as needed - INTTRA does not limit the number of copies printed. All carriers with the exception of Hamburg-Sud support printing of documents on plain paper. Hamburg-Sud BLs must be printed on carrier paper stock.



b) Batch Printing

Users may print multiple documents at one time from the INBOX. To select multiple documents for batch printing, click on the checkbox in the column labeled with a printer icon. To print selected BLs, click on “batch print”. (Note: The default, if no checkboxes are selected, is to print all BLs in the INBOX.) The system will show the complete list of all documents to be printed, grouped by carrier, and the user may then select the specific documents for printing.

File Edit View Favorites Tools Help

carrier **MSC**
start date **01-MAR-2013**
end date **06-MAR-2013**
sort ascending **BL Number**
status New, Revised, and Final

| my inbox | | | | | | | | | | | | | |
|-------------------------------------|--------------------------|--------------|---------|-------------|--------------|-----------|----------------------|----------------------|--------------------|--------|-------------------|---------------------------|--|
| Archive | BL Number | Carrier | Shipper | Main Vessel | Voyage | Sail Date | Load Port | Date Received | Type | Status | Shipper Reference | Carrier Booking Number(s) | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DUMMY0019585 | MSC | ABC SHIPPER | MSC MELISSA | IP308R | JEDDAH, SAUDI ARABIA | 01-Mar-2013 10:57:41 | Seaway BillExpress | Final | | 3748022 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DUMMY0019586 | MSC | ABC SHIPPER | MSC BRIANNA | FF309R | DAMMAM | 01-Mar-2013 10:56:41 | Seaway BillExpress | Final | | 9747053 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DUMMY0019587 | MSC | ABC SHIPPER | MSC BRIANNA | FF309R | DAMMAM | 01-Mar-2013 10:56:41 | Seaway BillExpress | Final | | 9746862 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DUMMY0019588 | MSC | ABC SHIPPER | MSC BRIANNA | FF309R | DAMMAM | 01-Mar-2013 10:53:41 | Seaway BillExpress | Final | | 9747515 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DUMMY0019591 | MSC | ABC SHIPPER | MSC REGULUS | FT307A | JEDDAH | 01-Mar-2013 09:35:41 | Seaway BillExpress | Final | | 285BKN1300783 | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019593 | MSC | ABC SHIPPER | MSC CAMILLE | FD308R | JEDDAH | 01-Mar-2013 10:23:42 | Seaway BillExpress | Final | | 285BKN1300215 | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019595 | MSC | ABC SHIPPER | MSC FAUSTINA | FT306R | JEDDAH | 01-Mar-2013 13:30:41 | Seaway BillExpress | Final | | 3748686 | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019596 | MSC | ABC SHIPPER | MSC REGULUS | FT307A | JEDDAH | 01-Mar-2013 14:49:01 | Seaway BillExpress | Final | | 9731281 | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019597 | MSC | ABC SHIPPER | MSC REGNA | FF3011 | DAMMAM | 04-Mar-2013 11:05:17 | Seaway BillExpress | Final | | 9736167 | |
| <input type="checkbox"/> | <input type="checkbox"/> | DUMMY0019598 | MSC | ABC SHIPPER | MSC REGNA | FF311R | DAMMAM | 04-Mar-2013 11:05:17 | Seaway BillExpress | Final | | 9734027 | |

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[batch print](#) [batch archive](#)

(leave all un-checked to print visible inbox entries) [return to BL home](#)

3.9 Document Sharing

Users may share non-negotiable copies of BL documents with designated parties, including BL parties, government entities, brokers, agents and banks. To share a document, users first open the document to be shared. For example, to share an unrated BL, be sure to click on the hyperlink labeled “Unrated Copy”. To share the document, click on the link labeled [share document](#). The system will display the dialogue box shown below. Enter the Shared Recipient’s email address, or select from the list of previous Shared Recipient Addresses. You may also enter a cover message to the Shared Recipient. When you are finished, click on **Share Document**.

INTTRA will notify the Shared Recipient via email that a shared document is accessible at INTTRA. Note that the shared document will NOT be attached to the email notification. In order to view the shared document, the sharee must register as a shared recipient, enter contact information and agree to INTTRA’s WEB BL Terms & Conditions (see Section 4 below). Once registered as a sharee, the shared recipient will be able to view and print the shared document at INTTRA. Documents viewed by shared recipients are identical to the document shared except that INTTRA will apply the following additional watermark: “For Information Only – NON-NEGOTIABLE”. This watermark will be applied in addition to any watermarks previously applied.

Note that INTTRA places no restrictions on the types of documents that can be shared. Thus, if a user

were to share a Rated document, the freight charges will be visible to the Shared Recipient. For this reason, INTTRA recommends that sharing be limited to Unrated documents, whenever possible.

INTTRA recommends that WEB BL Customers who receive Rated BLs from their carriers also request Unrated copies for sharing purposes.

3.10 Archiving BLs

Once a file is completed, customers may archive BLs so that the BL no longer appears in the Inbox. Archiving does not delete the file from the system; it simply changes the status to “Archived”. Users may access archived BLs by selecting BLs in “Archived and Expired” status.

BLs may be archived in either of two ways, as follows:

a) Archiving One Document At A Time

To archive BLs one at a time, click on the link labeled [archive BL](#) from the BL Details screen. The system will prompt the user with “Are You Sure...” Users may not request changes or approve archived BLs.

The screenshot shows the INTTRA web application interface. At the top, there is a navigation bar with links for 'logoff', 'administration', 'customer service center', and 'resource center'. Below this is a secondary navigation bar with links for 'My INTTRA', 'Ocean Schedules', 'Booking', 'Shipping Instructions', 'Web BL', 'Track & Trace', 'OceanMetrics', and 'Reports'. The main content area has a 'BL Manager' section with three links: 'return to inbox', 'review history', and 'archive BL', which is circled in red. Below the navigation is a 'bl details' table and a 'documents' table. The 'bl details' table contains fields like BL Number, Date Received, Carrier, Shipper, Main Vessel, Voyage, Status, Type, Load, Discharge, Receipt, Delivery, Issuing Office, Sail Date, Carrier Booking Number(s), Forwarder Reference(s), and Shipping Instruction ID. The 'documents' table has columns for BL Create Date, Type, and Carrier Stock Paper. Below the tables is an 'internal customer notes' section with an 'add note' link. A note at the bottom states: 'Note: INTTRA Web BL supports printing of non-negotiable copies of Negotiable BLs as well as all Seaway Bills or Express Bills. INTTRA Web BL does NOT support printing of negotiable documents (i.e., "Original" copies of Negotiable BLs).

b) Batch Archive

Users may archive multiple documents at one time from the INBOX. To select multiple documents for batch archiving, click on the checkbox in the column labeled with a file-folder icon. To archive selected BLs, click on “batch archive”. (Note: The default, if no checkboxes are selected, is to archive all BLs in the INBOX.)

carrier **MSC**
start date **01-MAR-2013**
end date **06-MAR-2013**
sort ascending **BL Number**
status New, Revised, and Final

| Archive | BL Number | Carrier | Shipper | Main Vessel | Voyage | Sail Date | Load Port | Date Received | Type | Status | Shipper Reference | Carrier Booking Number(s) |
|-------------------------------------|--------------|---------|-------------|-------------|--------|-----------|----------------------|----------------------|---------------------|--------|-------------------|---------------------------|
| <input checked="" type="checkbox"/> | DUMMY0019585 | MSC | ABC SHIPPER | MSC MELISSA | IP308R | | JEDDAH, SAUDI ARABIA | 01-Mar-2013 10:57:41 | Seaway Bill/Express | Final | | 3748022 |
| <input checked="" type="checkbox"/> | DUMMY0019586 | MSC | ABC SHIPPER | | | | | | Seaway Bill/Express | Final | | 9747053 |
| <input checked="" type="checkbox"/> | DUMMY0019587 | MSC | ABC SHIPPER | | | | | | Seaway Bill/Express | Final | | 9746862 |
| <input checked="" type="checkbox"/> | DUMMY0019588 | MSC | ABC SHIPPER | | | | | | Seaway Bill/Express | Final | | 9747515 |
| <input checked="" type="checkbox"/> | DUMMY0019591 | MSC | ABC SHIPPER | | | | | | Seaway Bill/Express | Final | | 285BKN1300763 |
| <input type="checkbox"/> | DUMMY0019593 | MSC | ABC SHIPPER | | | | | | Seaway Bill/Express | Final | | 285BKN1300215 |
| <input type="checkbox"/> | DUMMY0019595 | MSC | ABC SHIPPER | | | | | | Seaway Bill/Express | Final | | 3749696 |
| <input type="checkbox"/> | DUMMY0019596 | MSC | ABC SHIPPER | MSC REGULUS | FT307A | | JEDDAH | 01-Mar-2013 14:49:01 | Seaway Bill/Express | Final | | 9731281 |
| <input type="checkbox"/> | DUMMY0019597 | MSC | ABC SHIPPER | MSC REGINA | FF3011 | | DAMMAM | 04-Mar-2013 11:05:17 | Seaway Bill/Express | Final | | 9736167 |
| <input type="checkbox"/> | DUMMY0019598 | MSC | ABC SHIPPER | MSC REGINA | FF311R | | DAMMAM | 04-Mar-2013 11:05:17 | Seaway Bill/Express | Final | | 9734027 |

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[batch print](#) [batch archive](#) [return to BL home](#)

(leave all un-checked to print visible inbox entries)

3.11 Expired BLs

If there has been no BL activity for 90 days, INTRA will set BL Status to 'EXPIRED' and apply an "EXPIRED" watermark. Customers may retrieve Expired BLs for printing and sharing, but customers may no longer request changes or approve Expired BLs. Users may access Expired BLs by selecting BLs in "Archived and Expired" Status.

3.12 Reviewing BL History

To review BL history, including both Customer-initiated (e.g., change request, approval, share) and Carrier-initiated events (e.g., new, revised or final documents), click on the link labeled [review history](#).

logoff | administration | customer service center | resource center

My INTRA | Ocean Schedules | Booking | Shipping Instructions | Web BL | Track & Trace | OceanMetrics | Reports

BL Manager [return to inbox](#) [review history](#)

| bl details | | documents | | |
|---------------------------|--|----------------------|--------------|---------------------|
| BL Number | DUMMY0019325 | BL Create Date | Type | Carrier Stock Paper |
| Date Received | 03-Jan-2013 07:13:28 | 03-Jan-2013 07:44:03 | Unrated Copy | No |
| Carrier | MSC | | | |
| Shipper | ABC SHIPPER | | | |
| Main Vessel | MSC IRENE | | | |
| Voyage | 1251R | | | |
| Status | Archived | | | |
| Type | Seaway Bill/Express | | | |
| Load | JEDDAH, SAUDI ARABIA | | | |
| Discharge | ISTANBUL, TURKEY FREE OUT | | | |
| Receipt | | | | |
| Delivery | | | | |
| Issuing Office | | | | |
| Sail Date | | | | |
| Carrier Booking Number(s) | 9709721 | | | |
| Forwarder Reference(s) | E944525VINIAR12 | | | |
| Shipping Instruction ID | 80788489 | | | |
| 40 DRY VAN | CRXU4388700, MEDU4087064, MEDU8318829, MSCU9377666 | | | |

| history | | |
|------------------------------|----------------------|-------|
| Event | Date Processed | Party |
| New Document | 03-Jan-2013 07:13:28 | MSC |
| Approved BL | 03-Jan-2013 14:50:49 | NAME |
| Finalized BL | 03-Jan-2013 14:50:49 | NAME |
| Archived BL | 08-Jan-2013 13:16:46 | NAME |

[internal customer notes](#) [add note](#)

Note: INTRA Web BL supports printing of non-negotiable copies of Negotiable BLs as well as all Seaway Bills or Express Bills. INTRA Web BL does NOT support printing of negotiable documents (i.e., "Original" copies of Negotiable BLs).

BL Manager [return to inbox](#) | [review history](#)

The BL History screen includes the date/time of each associated action and the user name or party responsible. To view prior versions of documents, click on the hyperlink associated with the previous document.

3.13 Internal Customer Notes

Customers may enter notes reflecting the current status of the BL and any open issues. These notes are visible to all WEB BL users within the Customer Location. Customer notes are not visible to carriers. To enter a note, click on the link labeled [add note](#). A User may delete the notes they entered by clicking on the link labeled [delete](#).

4. Shared Recipient Access

As indicated above, INTTRA will notify Shared Recipients via email that a shared document is accessible at INTTRA. The shared document will NOT be attached to or included in the email notification to the Shared Recipient. In order to view the shared document, a first-time sharee must:

- a) Register as a Shared Recipient and
- b) Agree to INTTRA's WEB BL Terms and Conditions.

Registration and acceptance of INTTRA WEB BL Terms and Conditions is only required the first time a Shared Recipient accesses the shared recipient site. On subsequent visits the sharee need only enter the user id and password.

4.1 Shared Recipient Registration

To register, Shared Recipients must enter contact information, including company name and address, specify a User ID and choose a password as indicated below.

4.2 WEB BL Shared Recipient Terms and Conditions of Use

Shared Recipients must also accept the INTTRA WEB BL Share Terms and Conditions of Use.