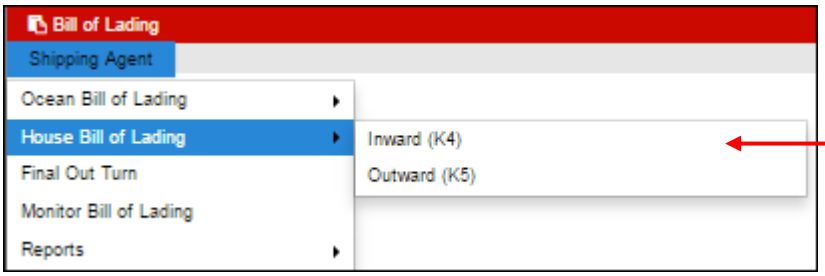
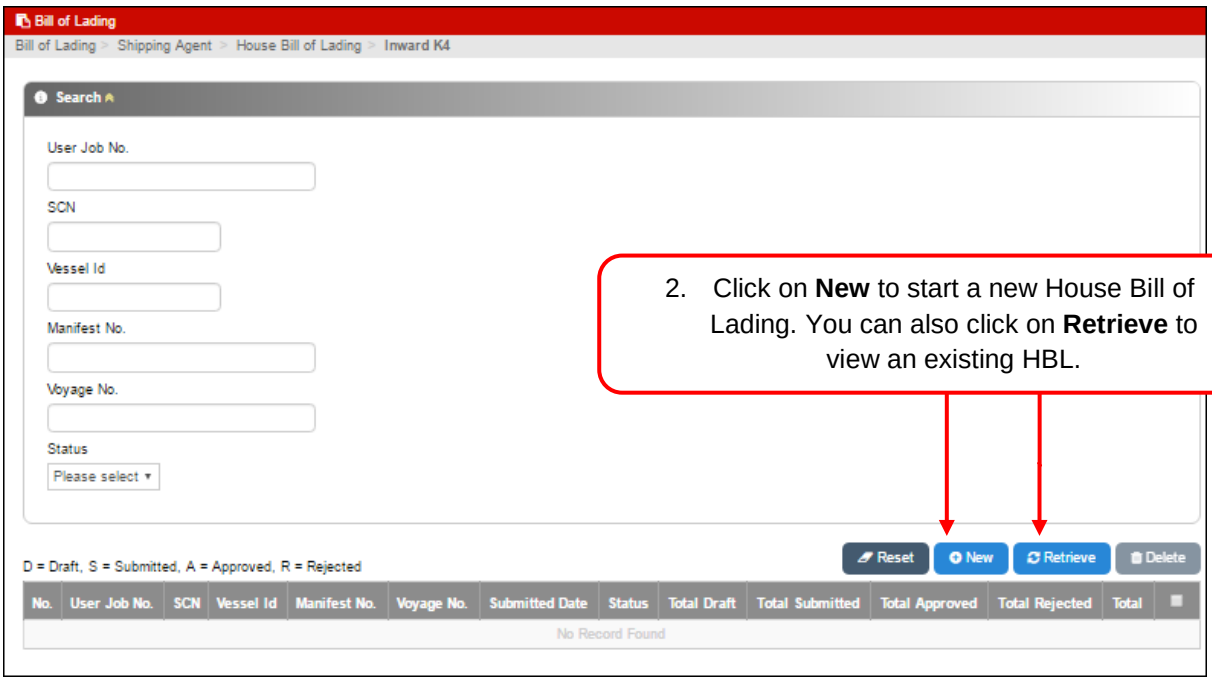
How To Create House Billing of Lading (HBL)?

This Visual Guide documents the steps behind adding a new House Bill of Lading (OBL) right up to the point where it is submitted to Customs for approval.

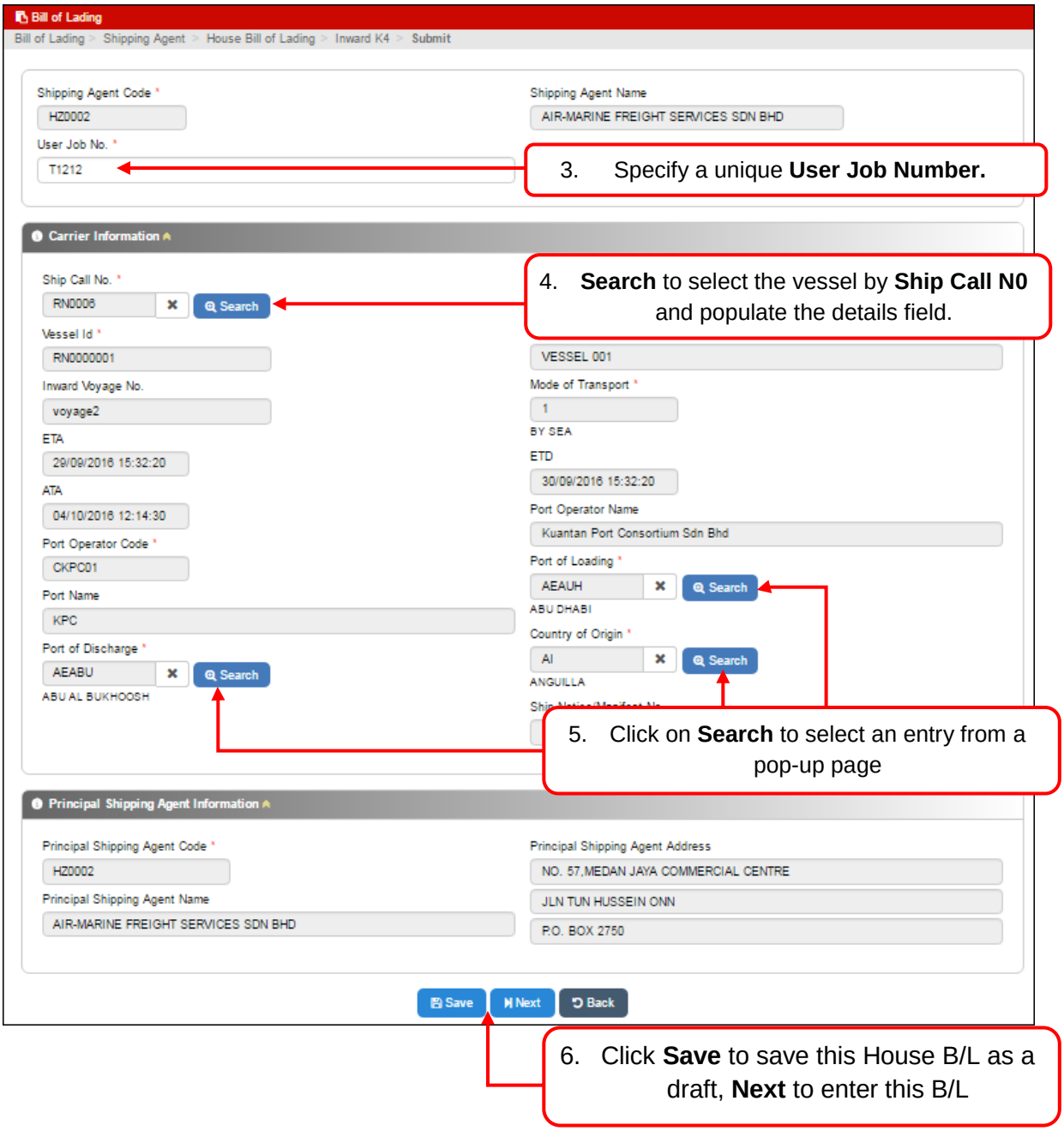


1. Click on the **HBL** type to be created;
Inward (K4) – Inward bound cargo
Outward (K5) – Outward bound cargo
Inward Transhipment (K6) – Cargo in transit

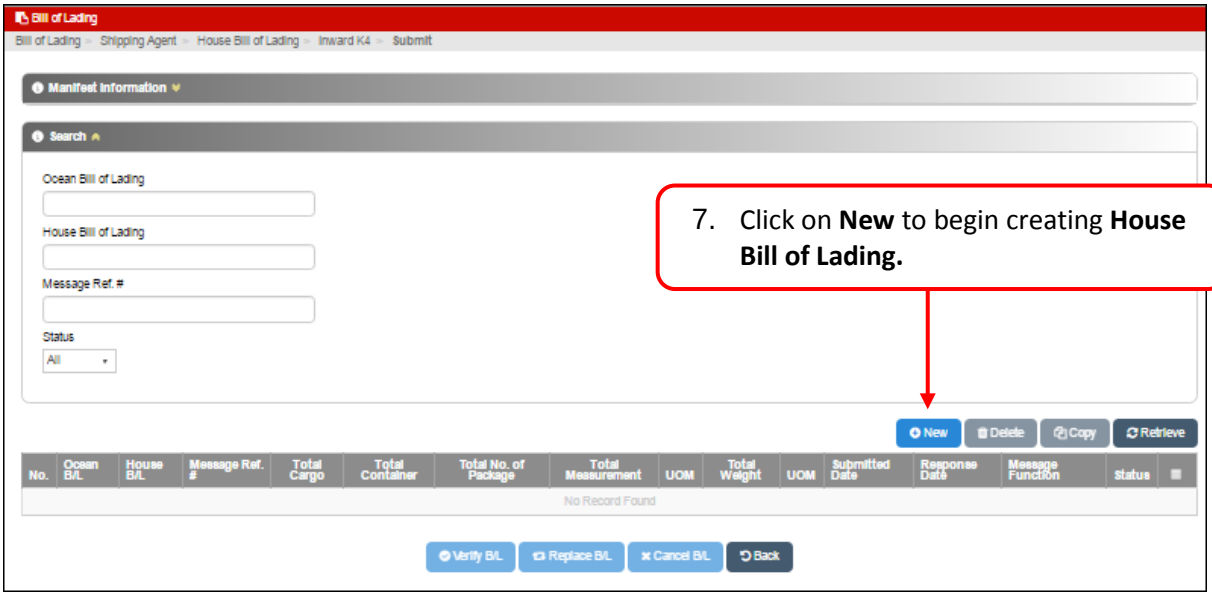


2. Click on **New** to start a new House Bill of Lading. You can also click on **Retrieve** to view an existing HBL.

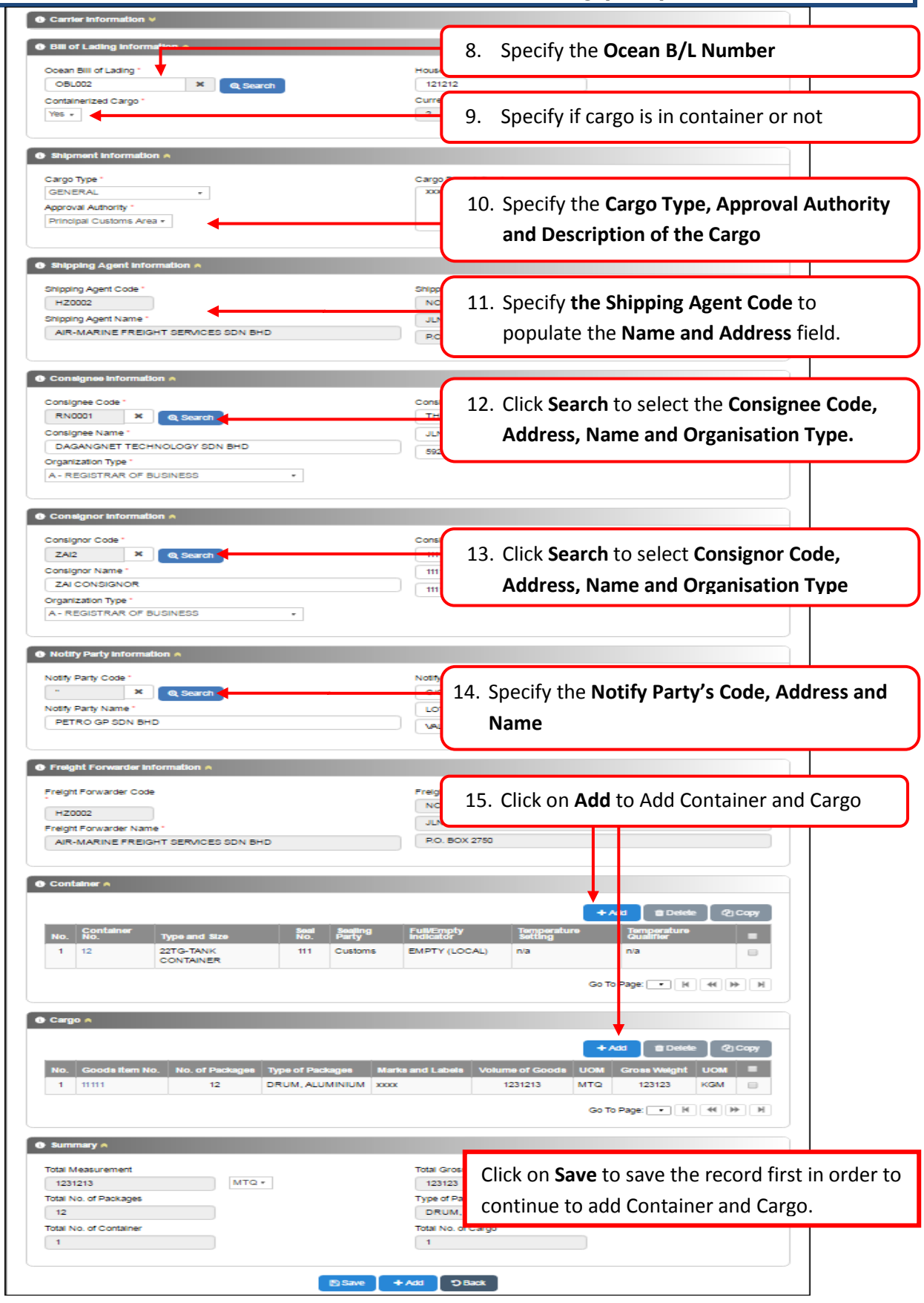
How to Create House Bill of Lading (OBL)



How to Create House Bill of Lading - OBL



How to Create Ocean Bill Lading (OBL)



8. Specify the **Ocean B/L Number**

9. Specify if cargo is in container or not

10. Specify the **Cargo Type, Approval Authority and Description of the Cargo**

11. Specify **the Shipping Agent Code** to populate the **Name and Address** field.

12. Click **Search** to select the **Consignee Code, Address, Name and Organisation Type.**

13. Click **Search** to select **Consignor Code, Address, Name and Organisation Type**

14. Specify the **Notify Party's Code, Address and Name**

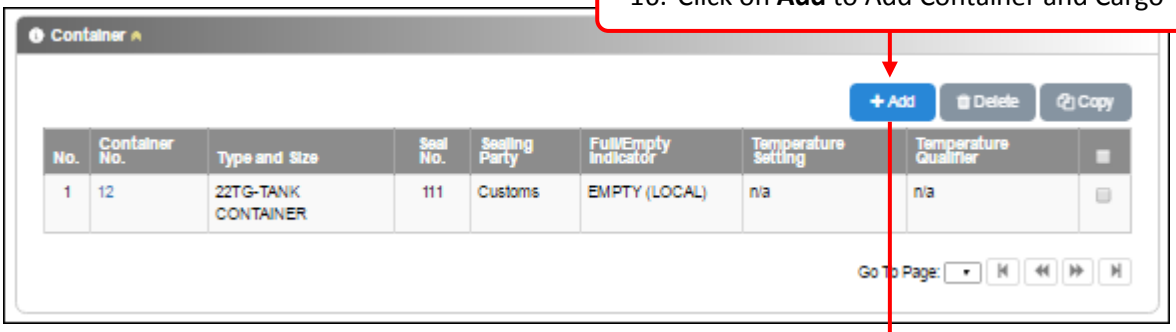
15. Click on **Add** to Add Container and Cargo

Click on **Save** to save the record first in order to continue to add Container and Cargo.

How to Add Containers

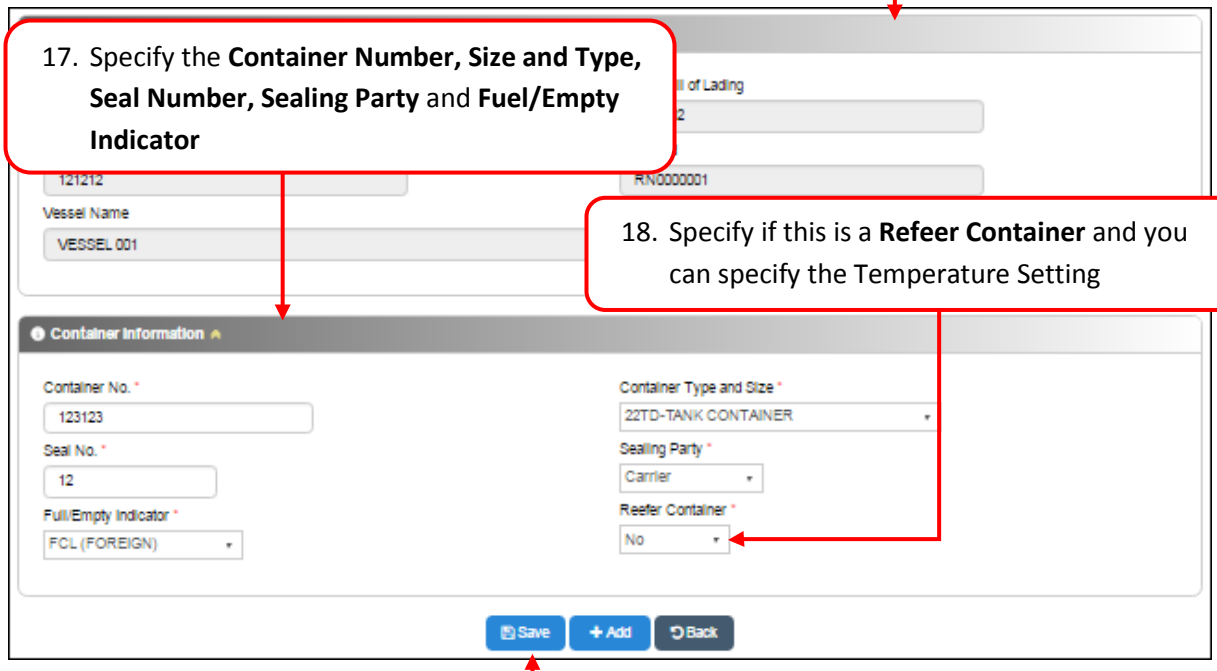
This Section documents how to add/assign Containers to a Bill of Lading. Disregard this section if your cargo is marked as not containerised

16. Click on **Add** to Add Container and Cargo



17. Specify the **Container Number, Size and Type, Seal Number, Sealing Party** and **Fuel/Empty Indicator**

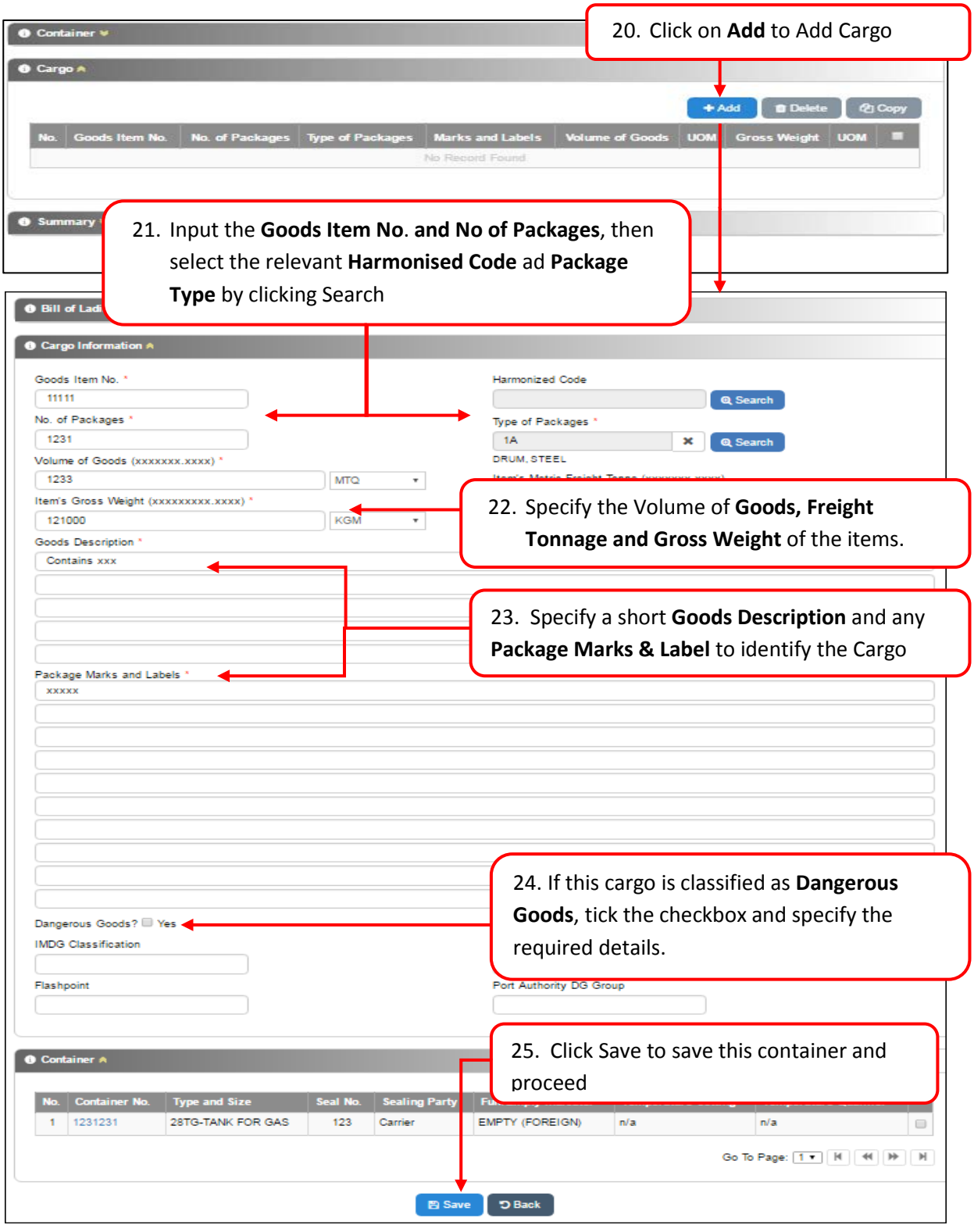
18. Specify if this is a **Refeer Container** and you can specify the Temperature Setting



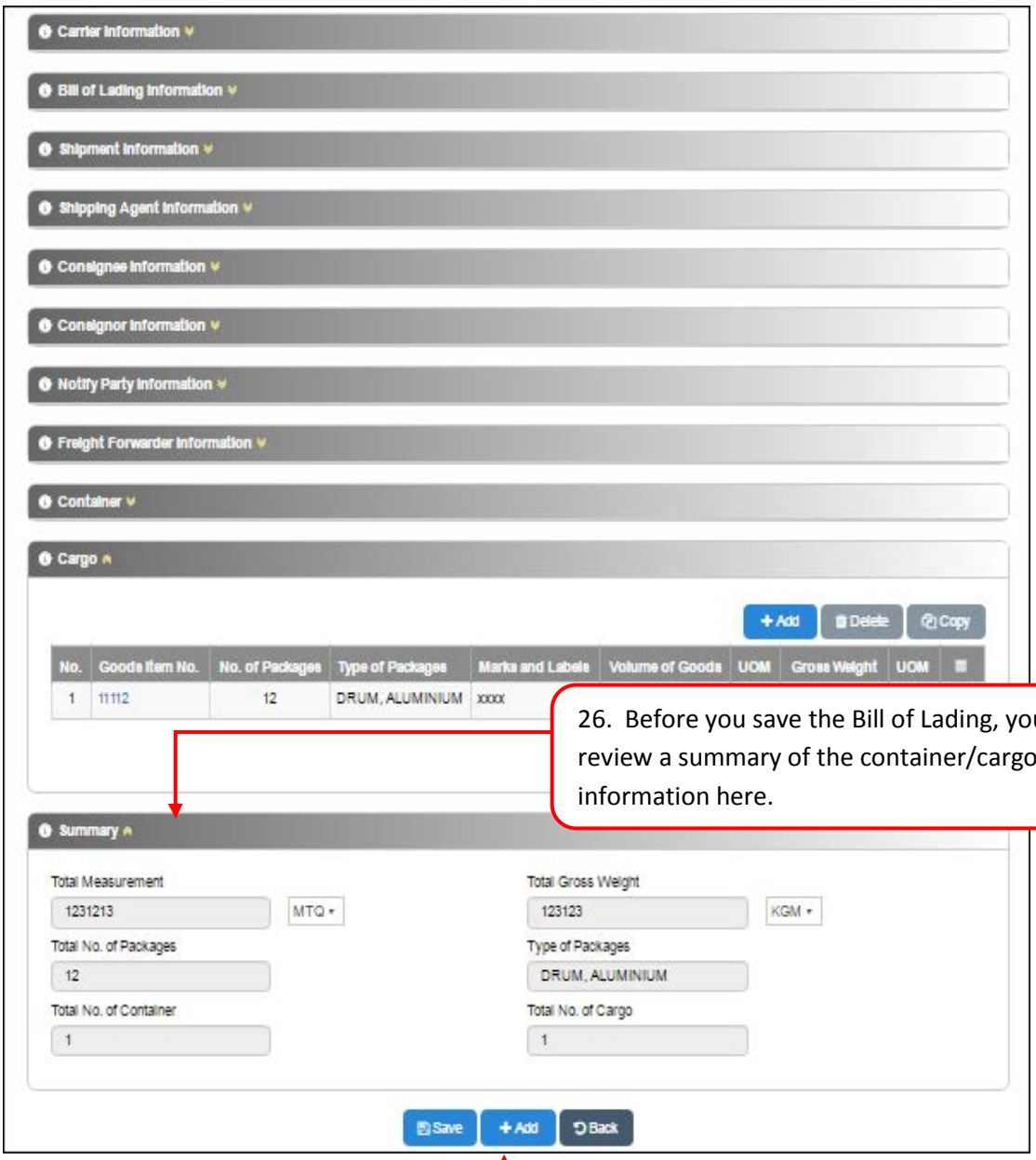
19. Click **Save** to save this container entry and return to the previous page. Click **Add** to save this container and open a new page to add another add another.

How to Add Cargo

This Section documents how to add Cargo to a Bill of Lading. In order to properly do so, you need to know specialised details about the cargo, including it's Harmonized Code, packaging type and so on.



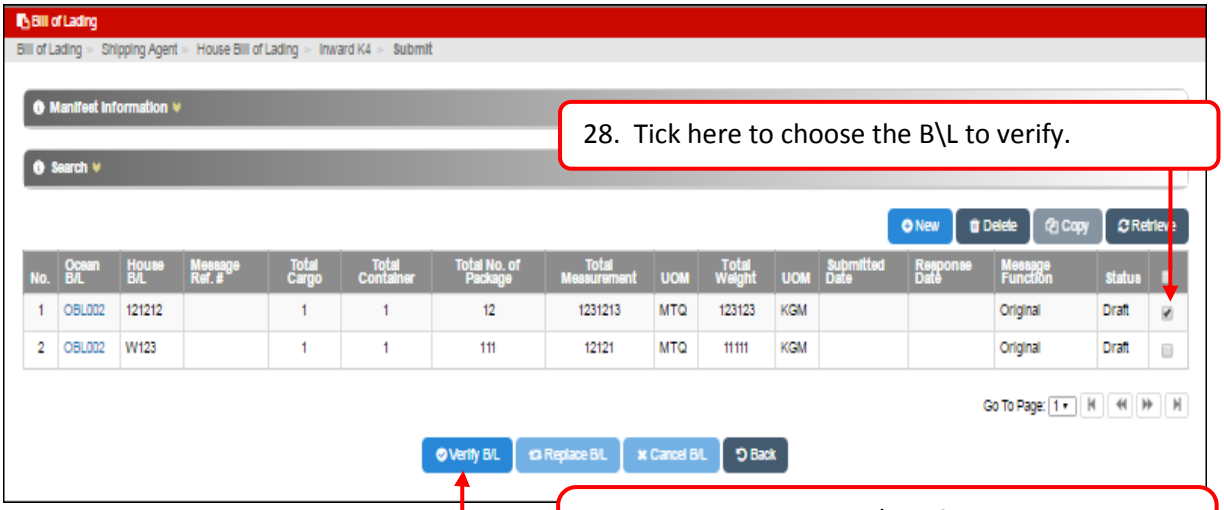
How to Save Bill of Lading



26. Before you save the Bill of Lading, you can review a summary of the container/cargo information here.

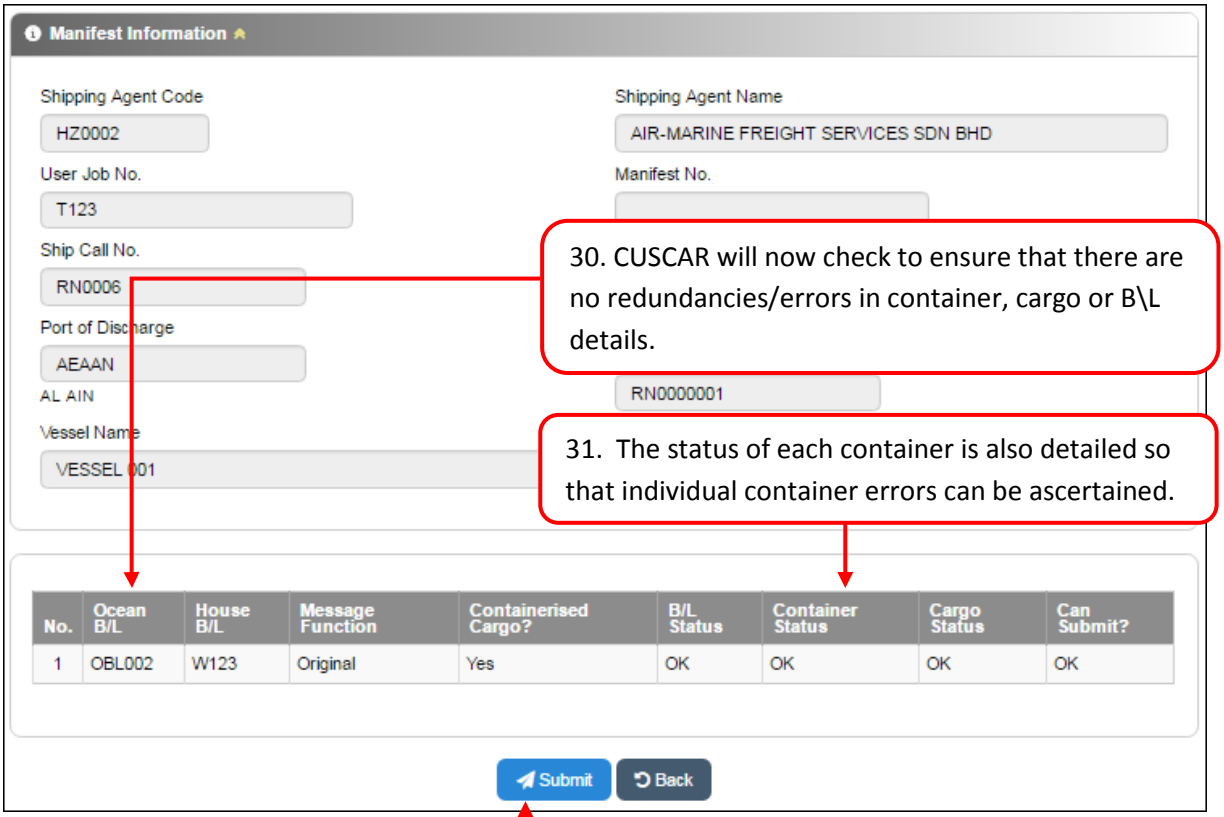
27. Click **Save** to save this B\L and return to the B\L listing, Click **Add** to save and open a new page to add another.

How to Finish Creating An Ocean Bill of Lading



28. Tick here to choose the B\L to verify.

29. Once all the House B\L is finalised, click on **Verify B\L** to proceed.



30. CUSCAR will now check to ensure that there are no redundancies/errors in container, cargo or B\L details.

31. The status of each container is also detailed so that individual container errors can be ascertained.

32. If all the details have been properly entered and denoted with an “OK”, then click on **Submit**