

No. 17 of 2025

7 Mar 2025

Dear Port Users

**SYSTEM ENHANCEMENTS FOR NON-CONTAINERISED MULTIPLE CARGO STATUS (HS CODES, LOCAL/TRANSHIPMENT) DECLARATIONS**

In line with the Revised Free Trade Zone (FTZ) Regime Cargo Declarations requirements, Jurong Port has enhanced our system to facilitate the submissions of cargo information to Customs for multiple cargo status (HS codes, local/transshipment) within 1 Bill of Lading (BL) for Non-Containerised imports.

Starting from 12 March 2025, 1400h onwards, you may submit such information by entering the details directly into our system (select *Inward Cargo > Manifest*). Alternatively, you can download the “Spilt BL Template”, complete the table and upload the Excel file once the information is filled.

Please refer to the attached user guide for more information. If you have any queries, kindly contact [jpdoc@jp.com.sg](mailto:jpdoc@jp.com.sg).

Thank you.

Micky Sim  
Vice President  
Ops Planning and Property Management  
For Jurong Port Pte Ltd

(This is a computer-generated circular and does not require a signature.)

**RELY ON US**

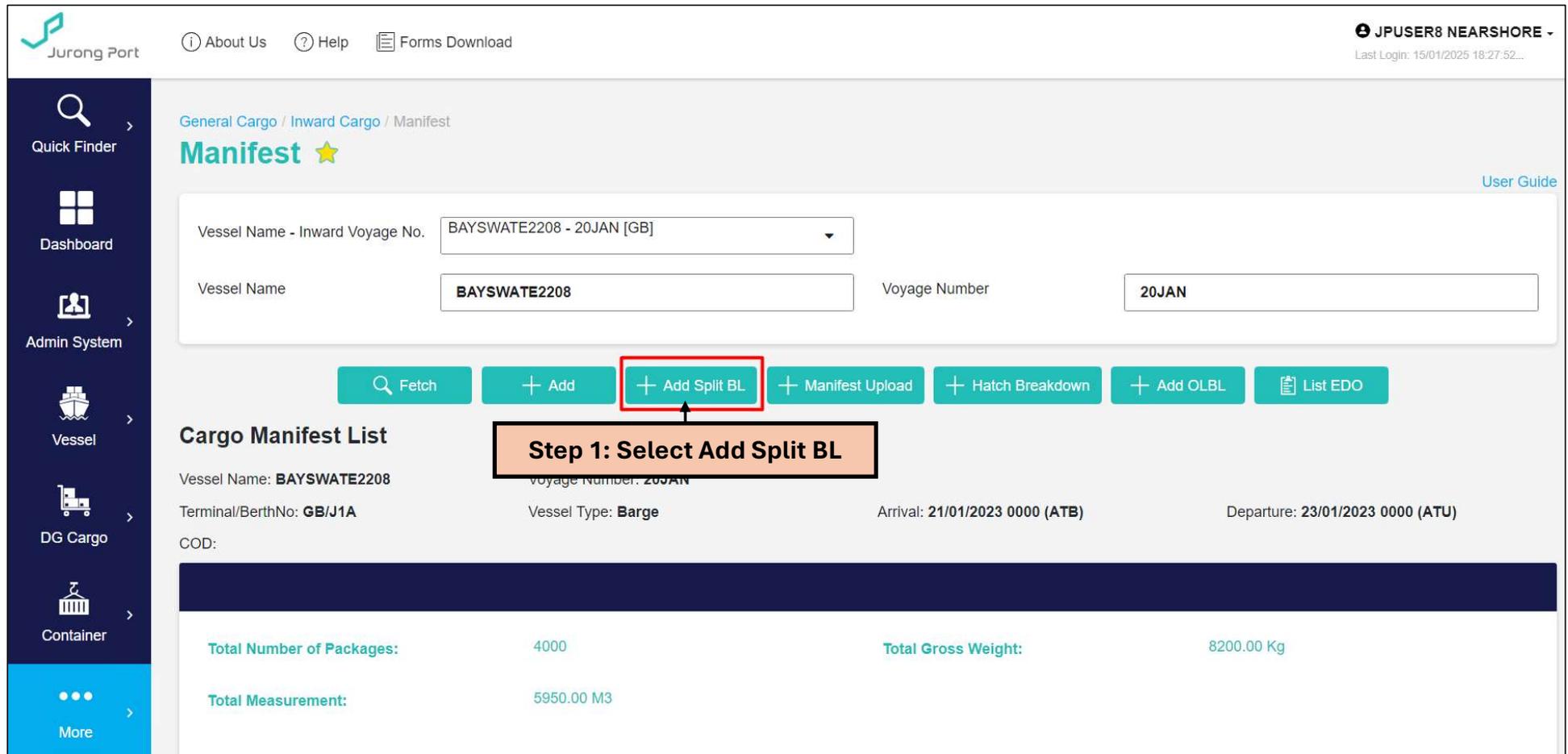
## User Guide

**Declaration for Multiple Cargo Status (HS codes, local/transshipment) within 1 BL (Split BL)**

**Creation of Non-Containerised Inward Manifest by Manual Entry**

**RELY ON US**

# 1. Cargo Manifest - Guide on Split BL



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General Cargo / Inward Cargo / Manifest

## Manifest ★

[User Guide](#)

Vessel Name - Inward Voyage No.

Vessel Name  Voyage Number

### Cargo Manifest List

Vessel Name: **BAYSWATE2208** Voyage Number: **20JAN**

Terminal/BerthNo: **GB/J1A** Vessel Type: **Barge** Arrival: **21/01/2023 0000 (ATB)** Departure: **23/01/2023 0000 (ATU)**

COD:

<b>Total Number of Packages:</b>	4000	<b>Total Gross Weight:</b>	8200.00 Kg
<b>Total Measurement:</b>	5950.00 M3		

**Step 1: Select Add Split BL**

# 1. Cargo Manifest - Guide on Split BL

The screenshot shows the 'Add Cargo Manifest Details' form in the Jurong Port system. The form is divided into several sections for data entry. Two callout boxes provide instructions:

- Step 1: Fill in the Main BL Number and other required fields** - This box points to the 'BILLS-OF-LADING No. \*' field, which contains the text 'SPLITMAIN01'.
- Step 2: Click Submit Next to create Split BL based on the Main BL Number** - This box points to the 'Submit Next' button, which is highlighted with a red border.

The form fields and their current values are as follows:

Field	Value
Vessel Name:	BAYSWATE2208
Inward Voyage No.:	20JAN
Bills-of-Lading No. *:	SPLITMAIN01
Created By (Authorized Party):	PAN ASIAN HOLDINGS LIMITED
Cargo Type *:	Please select CargoType
Cargo Marking *:	Please fill Cargo Marking
HS Code *:	Please select HS Code
HS Sub Code *:	Please fill in the HS Sub Code
Custom HS Code:	Please fill in the Custom HS Code (be it 4/...
HS Sub Code Description:	<a href="#">HSSubCode List</a>
Cargo Description *:	Please fill Cargo Description
Number of packages *:	Please fill Number of packages
Gross Weight (in kg) *:	Please fill Gross Weight / 3000
Gross Volume (m3) *:	Please fill Gross Volume

At the bottom of the form, there are radio buttons for 'Cargo Status \*' (Local, Transhipment) and 'DG Indicator \*' (Yes, No).

# 1. Cargo Manifest - Guide on Split BL

**Step 1: User can continue the split BL by click on submit Next or click submit button to finalize**

**BL number will be auto generated based on the Main BL**

**Add Cargo Manifest Details**

General Cargo / Inward Cargo / Manifest / Add Cargo Manifest

Vessel Name: BAYSWATE2208 Inward Voyage No.: 20JAN

Bills-of-Lading No. \*: **SPLITMAIN01A** Created By (Authorized Party): PAN ASIAN HOLDINGS LIMITED

Cargo Type \*: 04 - PALLETIZED Cargo Marking \*: TEST SPLIT MARKING

HS Code \*: 17 HS Sub Code \*: 01

Custom HS Code: 1701 HS Sub Code Description: Refined sugar

Cargo Description \*: TEST SPLIT Number of packages \*: 1200

Gross Weight (in kg) \*: 600 Gross Volume (m3) \*: 600.00

Cargo Status \*:  Local  Transhipment DG Indicator \*:  Yes  No

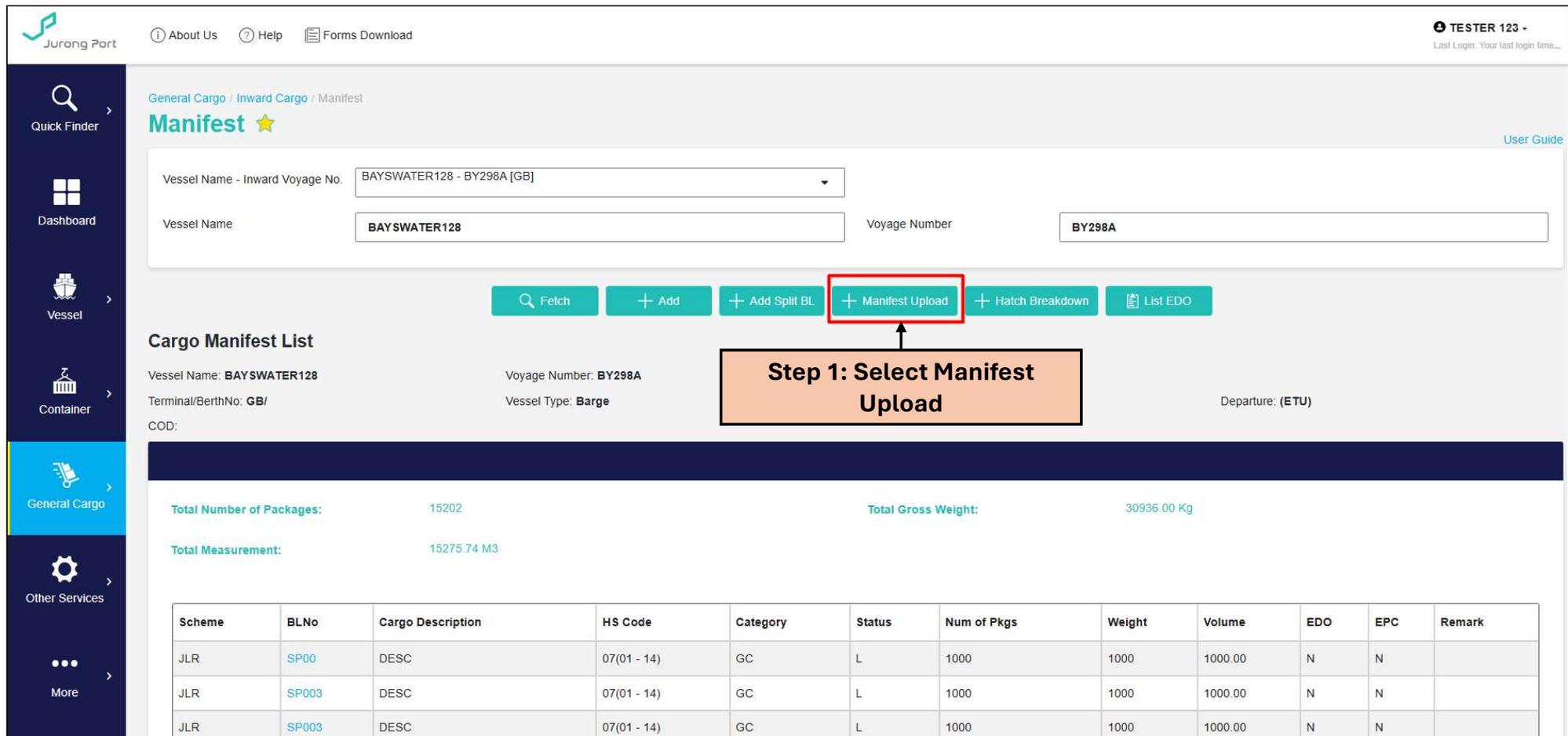
Buttons: Submit, Submit Next, Clear, Cancel

**Declaration for Multiple Cargo Status (HS codes, local/transshipment) within 1 BL (Split BL)**

**Creation of Non-Containerised Inward Manifest by Excel file upload**

**RELY ON US**

## 2. Cargo Manifest - Guide on Split BL Through Excel



**Manifest** ★

Vessel Name - Inward Voyage No. BAYSWATER128 - BY298A [GB]

Vessel Name: BAYSWATER128 Voyage Number: BY298A

Fetch Add Add Split BL **Manifest Upload** Hatch Breakdown List EDO

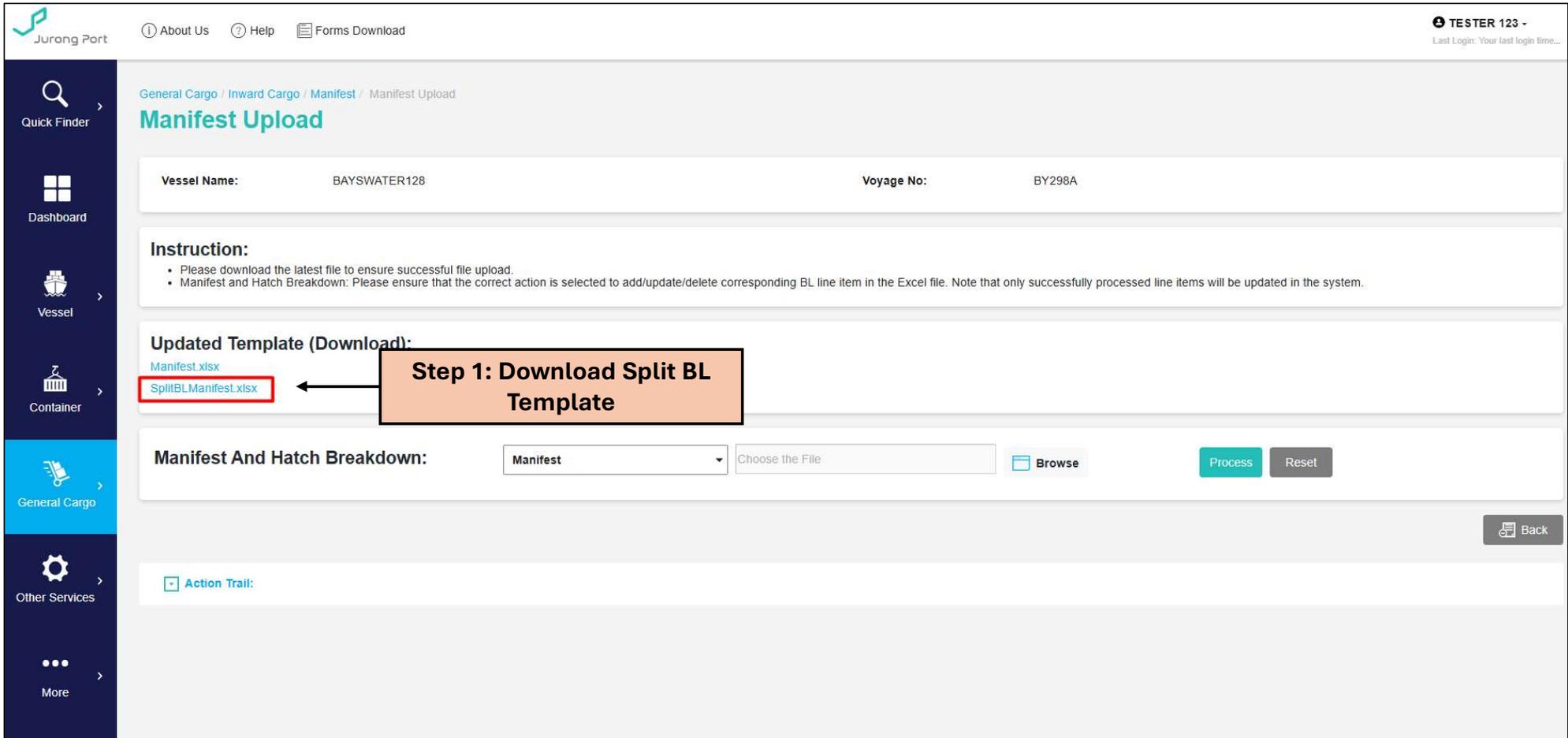
**Cargo Manifest List**

Vessel Name: BAYSWATER128 Voyage Number: BY298A  
Terminal/BerthNo: GB/ Vessel Type: Barge Departure: (ETU)  
COD:

Total Number of Packages: 15202 Total Gross Weight: 30936.00 Kg  
Total Measurement: 15275.74 M3

Scheme	BLNo	Cargo Description	HS Code	Category	Status	Num of Pkgs	Weight	Volume	EDO	EPC	Remark
JLR	SP00	DESC	07(01 - 14)	GC	L	1000	1000	1000.00	N	N	
JLR	SP003	DESC	07(01 - 14)	GC	L	1000	1000	1000.00	N	N	
JLR	SP003	DESC	07(01 - 14)	GC	L	1000	1000	1000.00	N	N	

## 2. Cargo Manifest - Guide on Split BL Through Excel



Jurong Port

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TESTER 123 -  
Last Login: Your last login time...

General Cargo / Inward Cargo / Manifest / Manifest Upload

### Manifest Upload

Vessel Name: BAYSWATER128 Voyage No: BY298A

**Instruction:**

- Please download the latest file to ensure successful file upload.
- Manifest and Hatch Breakdown: Please ensure that the correct action is selected to add/update/delete corresponding BL line item in the Excel file. Note that only successfully processed line items will be updated in the system.

**Updated Template (Download):**

Manifest.xlsx

SplitBLManifest.xlsx

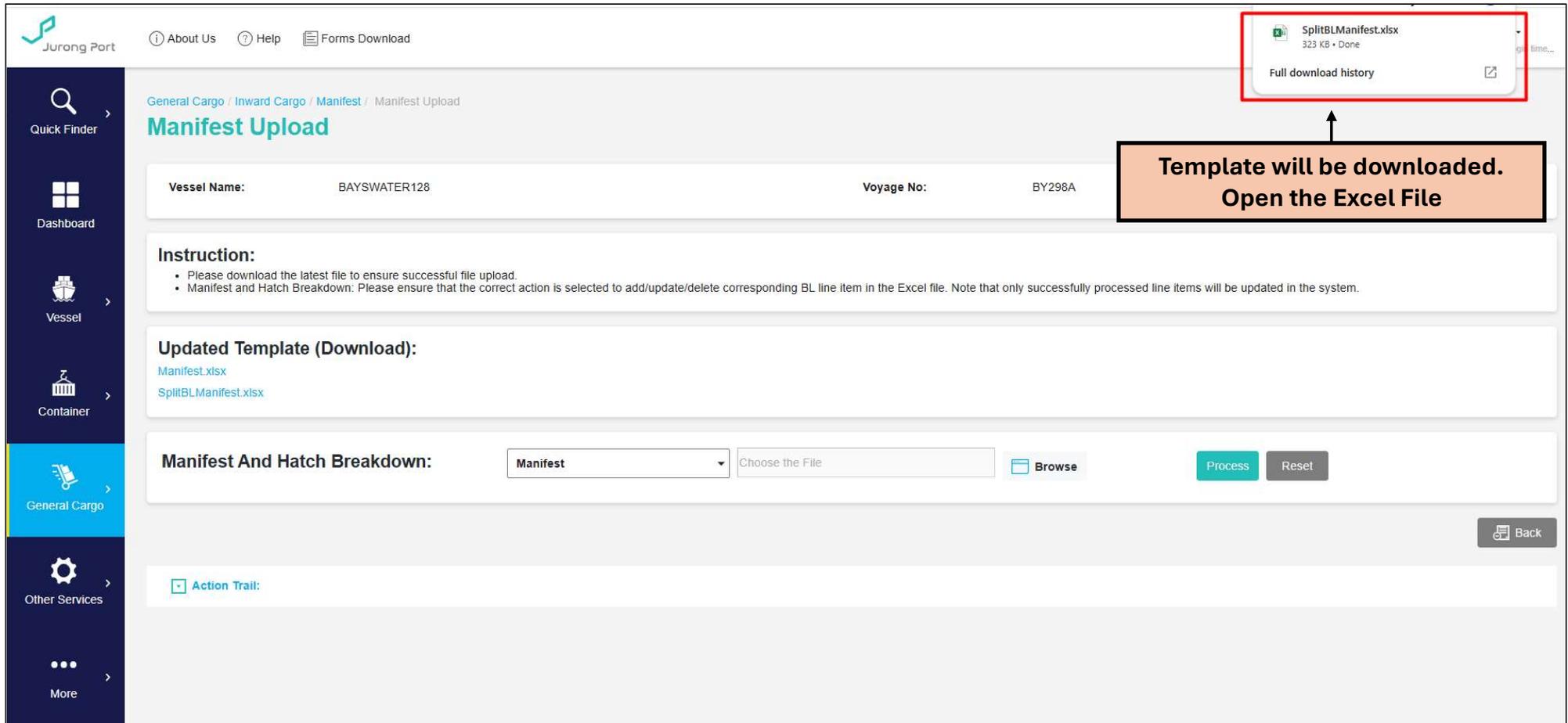
**Step 1: Download Split BL Template**

**Manifest And Hatch Breakdown:** Manifest Choose the File Browse Process Reset

Back

Action Trail:

## 2. Cargo Manifest - Guide on Split BL Through Excel



The screenshot displays the 'Manifest Upload' page in the Jurong Port system. The page includes a navigation sidebar on the left with options like 'Quick Finder', 'Dashboard', 'Vessel', 'Container', 'General Cargo', and 'Other Services'. The main content area shows the 'Manifest Upload' section for vessel 'BAYSWATER128' and voyage 'BY298A'. It contains an 'Instruction' section with two bullet points, an 'Updated Template (Download)' section with links for 'Manifest.xlsx' and 'SplitBLManifest.xlsx', and a 'Manifest And Hatch Breakdown' section with a dropdown menu set to 'Manifest', a file selection field, and 'Browse', 'Process', and 'Reset' buttons. A 'Back' button is located at the bottom right. A red-bordered notification box in the top right corner shows a download completion for 'SplitBLManifest.xlsx' (323 KB) with a 'Full download history' link. An orange callout box with an arrow pointing to the notification contains the text: 'Template will be downloaded. Open the Excel File'.

## 2. Cargo Manifest - Guide on Split BL Through Excel

Have 2 extra columns

A	B	C	D	E	F	G
1	Vessel Name:	B				
2	Inward Voyage No:	BY298A				
3						
4	Action	Split BL	Main Bills-of-Landing No.	Bills-of-Landing No.	Cargo Type	Cargo Marking
5	N/A	No		SP006	05-PRE-SLUNG	CARGO MARKING 0
6	N/A	No		SP006		
7	N/A	No		SP005	05-PRE-SLUNG	CARGO MARKING 0
8	N/A	No		SP005		

A	B	C	D	E	F	G
1	Vessel Name:	BAYSWATER128				
2	Inward Voyage No:	BY298A				
3						
4	Action	Split BL	Main Bills-of-Landing No.	Bills-of-Landing No.	Cargo Type	Cargo Marking
5	Add	Yes		SP006	05-PRE-SLUNG	CARGO MARKING 0
6		No				
7		Yes				
8						

Step 1: Select Action Add to add New BL

Step 2: Select No for Split BL if Main BL yet to create. Select Yes if Main BL already exist

## 2. Cargo Manifest - Guide on Split BL Through Excel

### Scenario 1: Create Main with Split BL together

	A		E	F
1	Vessel Name:	BA		
2	Inward Voyage No:			
3				
4	Action	Split BL	Main Bills of Landing No.	Bills of Landing No.
5	Add	No		SPLITMAIN02
6	Add	Yes	SPLITMAIN02	
7				
8				

For splitted BL records, the BL number you declared will be replaced with another BL number at the time of Excel processing.

**Step 1: Split BL as No and proceed like usual manifest. Keep in mind the BL No will be Main BL No for the Split BL**

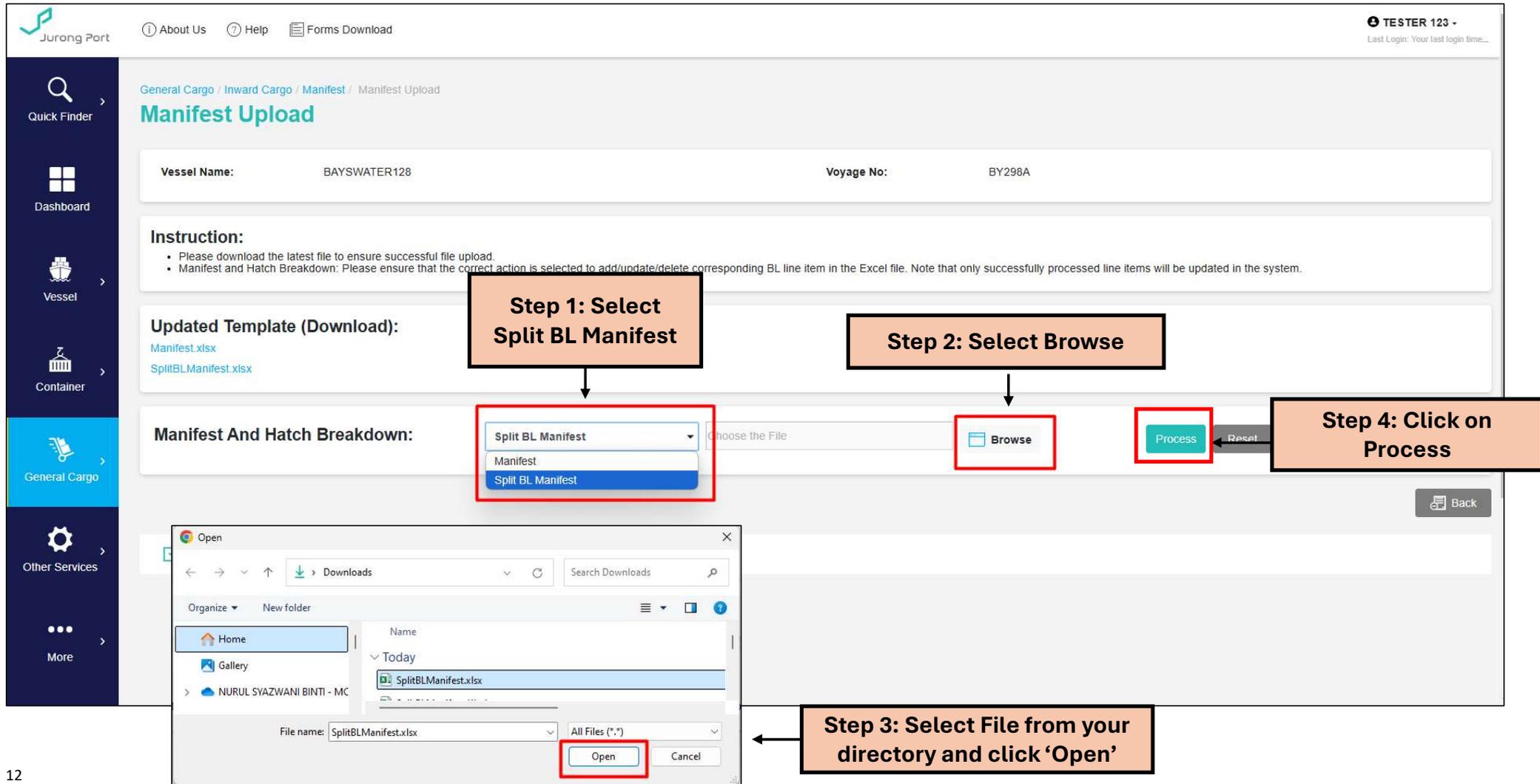
**Step 2: Split BL as Yes, then fills the Main BL No**

**Step 3: Fills the BL No with any temporary BL No. There will a noted highlighted for the header column.**

	A	B	C	D	E	F
1	Vessel Name:	BAYSWATER128				
2	Inward Voyage No:	BY298A				
3						
4	Action	Split BL	Main Bills-of-Landing No.	Bills-of-Landing No.	Cargo Type	Cargo Marking
5	Add	No		SPLITMAIN02	05-PRE-SLUNG	CARGO MARKING0
6	Add	Yes	SPLITMAIN02	SPLITMAIN02TEMP	05-PRE-SLUNG	CARGO MARKING1
7						
8						
9						
10						

**Step 4: Fills the other fields same likes a normal manifest and save.**

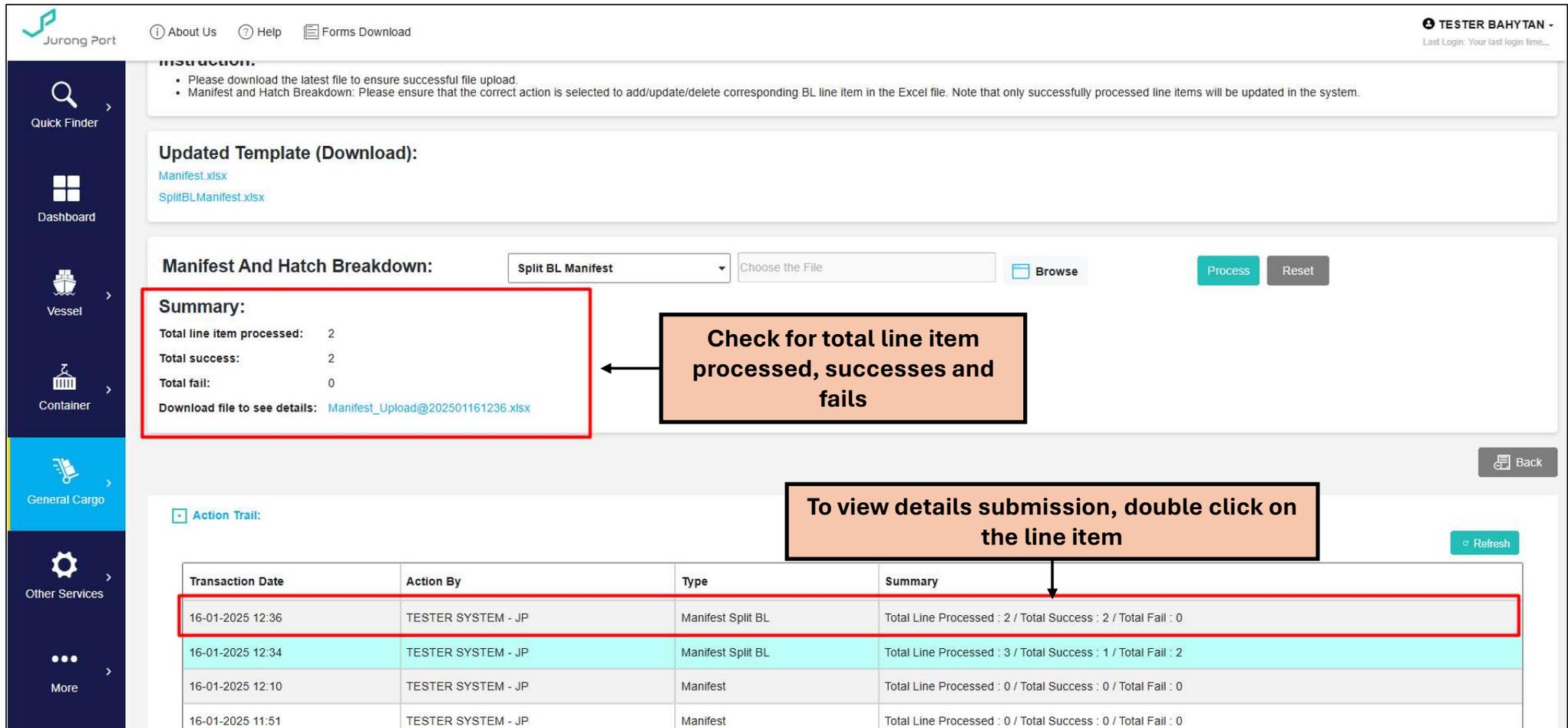
## 2. Cargo Manifest - Guide on Multiple HS Code & Custom Info Declaration Through Excel



The screenshot shows the 'Manifest Upload' page in the Jurong Port system. The page includes a header with navigation links, a sidebar with menu items, and a main content area with a form and instructions. Four steps are highlighted with callouts:

- Step 1: Select Split BL Manifest**: Points to the dropdown menu in the 'Manifest And Hatch Breakdown' section, where 'Split BL Manifest' is selected.
- Step 2: Select Browse**: Points to the 'Browse' button in the 'Choose the File' field.
- Step 3: Select File from your directory and click 'Open'**: Points to the 'Open' button in a file explorer window showing the 'Downloads' folder with 'SplitBLManifest.xlsx' selected.
- Step 4: Click on Process**: Points to the 'Process' button in the 'Choose the File' field.

## 2. Cargo Manifest - Guide on Multiple HS Code & Custom Info Declaration Through Excel



**Instruction:**

- Please download the latest file to ensure successful file upload.
- Manifest and Hatch Breakdown: Please ensure that the correct action is selected to add/update/delete corresponding BL line item in the Excel file. Note that only successfully processed line items will be updated in the system.

**Updated Template (Download):**

[Manifest.xlsx](#)  
[SplitBLManifest.xlsx](#)

**Manifest And Hatch Breakdown:** Split BL Manifest Choose the File

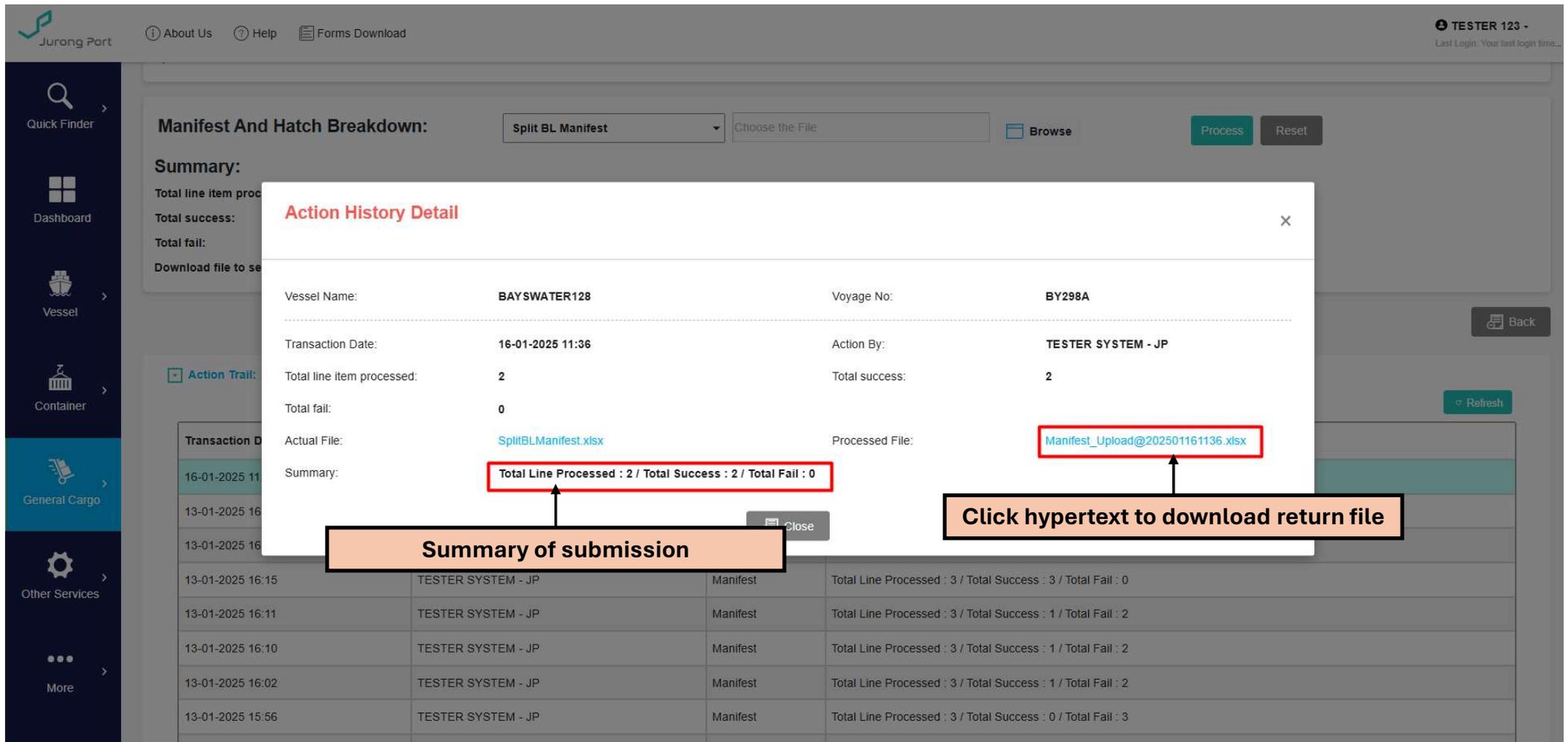
**Summary:**

Total line item processed: 2  
Total success: 2  
Total fail: 0  
Download file to see details: [Manifest\\_Upload@202501161236.xlsx](#)

**Action Trail:**

Transaction Date	Action By	Type	Summary
16-01-2025 12:36	TESTER SYSTEM - JP	Manifest Split BL	Total Line Processed : 2 / Total Success : 2 / Total Fail : 0
16-01-2025 12:34	TESTER SYSTEM - JP	Manifest Split BL	Total Line Processed : 3 / Total Success : 1 / Total Fail : 2
16-01-2025 12:10	TESTER SYSTEM - JP	Manifest	Total Line Processed : 0 / Total Success : 0 / Total Fail : 0
16-01-2025 11:51	TESTER SYSTEM - JP	Manifest	Total Line Processed : 0 / Total Success : 0 / Total Fail : 0

## 2. Cargo Manifest - Guide on Multiple HS Code & Custom Info Declaration Through Excel



The screenshot displays the 'Manifest And Hatch Breakdown' section of the Jurong Port system. A modal window titled 'Action History Detail' is open, showing submission information for vessel BAYSWATER128, voyage BY298A, on 16-01-2025 at 11:36. The summary indicates 2 lines processed, 2 successes, and 0 failures. The actual file is 'SplitBLManifest.xlsx' and the processed file is 'Manifest\_Upload@202501161136.xlsx'. A callout box points to the processed file name with the instruction 'Click hypertext to download return file'. Another callout box points to the summary line with the instruction 'Summary of submission'.

**Summary of submission**

**Click hypertext to download return file**

Transaction Date	Transaction Description	Transaction Type	Summary
16-01-2025 11:36			Total Line Processed : 2 / Total Success : 2 / Total Fail : 0
13-01-2025 16:15	TESTER SYSTEM - JP	Manifest	Total Line Processed : 3 / Total Success : 3 / Total Fail : 0
13-01-2025 16:11	TESTER SYSTEM - JP	Manifest	Total Line Processed : 3 / Total Success : 1 / Total Fail : 2
13-01-2025 16:10	TESTER SYSTEM - JP	Manifest	Total Line Processed : 3 / Total Success : 1 / Total Fail : 2
13-01-2025 16:02	TESTER SYSTEM - JP	Manifest	Total Line Processed : 3 / Total Success : 1 / Total Fail : 2
13-01-2025 15:56	TESTER SYSTEM - JP	Manifest	Total Line Processed : 3 / Total Success : 0 / Total Fail : 3

## 2. Cargo Manifest - Guide on Multiple HS Code & Custom Info Declaration Through Excel

	A	B	C	D	E	F
1	Vessel Name:	BAYSWATER128				
2	Inward Voyage No:	BY298A				
3						
4	Action	Split BL	Main Bills-of-Landing No.	Bills-of-Landing No.	Cargo Type	Cargo Marking
5	Add	No		SPLITMAIN03	05-PRE-SLUNG	CARGO MARKING 0
6	Add	Yes	SPLITMAIN03	SPLITMAIN03B	05-PRE-SLUNG	CARGO MARKING 1
7	Add	Yes		Please fill in the Main Bills-of-Landing No.		
8						
9						
10						

**Step 1: Check for errors highlighted in Red with comment (viewable when mouse is hovered over)**

**Step 2: Scroll to the most right**

	A	B	C	D	AC	AD	AE	AF	AG
1	Vessel Name:	BAYSWATER128							
2	Inward Voyage No:	BY298A							
3									
4	Action	Split BL	Main Bills-of-Landing No.	Bills-of-Landing No.	Notify Party Address	Place of Delivery	Place of Receipt	Remarks	
5	Add	No		SPLITMAIN03				Error	
6	Add	Yes	SPLITMAIN03	SPLITMAIN03B				Success	
7	Add	Yes		SPLITMAIN03TEMP1				Error	
8									
9									

**Step 3: View submission remark for newly added/updated/deleted processed line item**