



**INSTRUCTIONS
&
RECOMMENDATIONS**

FOR MESSINA AGENCIES



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INTRODUCTION

Assuming Agent use his own local system to manage Import/Export cycle, this document contains Instructions and Recommendations for rules/jobs/steps Agent has to follow to fill in Bill of Lading, EDI records composition, sending and receiving electronic documents and EDI records, Container Control formatted message and edifact Codeco/Coarri message.

This Document has a set of enclosure documents detailing messages layout, “how to do” and examples with notes.

Messina trust Agent will follow Instructions and Recommendations contained in this document with no changes and omissions without permission agreed with HQ.

Manuals this document refers to are subject to improvements and modifications due to change of traffic and commercial trade in shipping lines as well as new laws and dispositions from countries and international organizations.

Set up of each phase must be previously agreed with Messina HQ.



MESSINA BILL OF LADING DRAWING UP RULES

Being understood the regulations established by the department for the correct bill of lading form drawing up, please find hereunder the rules to be followed to print and format the bill of lading according to Messina standard.

These rules, in addition to the instructions to be followed to fill the various boxes of the bill of lading form, match the EDI records layout (see [Reference Manual for records EDI in Messina proprietary format](#) or [IFTMIN Message Implementation Guide](#)) through which the bill of lading data are transferred.

The graphic setting of the original Messina Bill of lading form has an equivalent electronic image under the PDF document for the not negotiable Bill of lading (see [PDF base to be used for production of "COPY NOY NEGOTIABLE"](#)) that must be used for the construction and transmission of bill of lading copies (see rules for the Bill of lading copy PDF creation).

Each Bill of lading box has a definite dimension and each line contains a maximum number of characters that must absolutely be complied with so that every Messina Bill of lading, irrespective of the place of issue, is coherent each other and with the same shape.

Particular attention must be dedicated to the filling up of shipper, consignee and notify boxes as well as to the marks and numbers and goods description. Over the Bill of lading box you can find now a strip containing the identification data of the bill of lading, in order to assign the record keys of the bill of lading copy PDF document for archiving and retrieving purposes.

Bill of lading identification

The identification data of the bill of lading (Bill of lading number, Messina voyage number, loading, discharge – see [Example of Header Identification Row and general recommendations](#)) must be embedded in the upper side of the bill of lading frame. In order to issue an exact document it will be possible to include in this very same heading line the date and hour of issue, the client reference and the actual and total pages number.

These data recorded in the bill of lading copy (PDF) sent to Messina are used to identify the single bill of lading amongst the bill of ladings of a specific voyage sent by agencies and to store the document with the right keys.

We draw your attention on the fact that **the PDF bill of lading copy has not to be made by scanning the paper copy** but creating it from the PDF format introducing all the data as it is already done by the head office.

Voyage number.

Messina Voyage number must be inserted into the box titled "Voyage No." with no bound characters and/or other special characters as slash or minus. Number must be taken from Messina schedule in the form yynnn where yy is not actual year but that one to which numbering refer or simply nnn with no year.

**Shipper.**

Under “shipper” box you will have to write the complete style and address of the shipper.

The description line contains 33 characters at maximum.

The number of lines depends on the font used to print and in any case they have not to exceed the reserved space.

The box contains about from 4 to 8 lines according to the font used.

In case the lines are not enough to describe the shipper, another sheet must be used (subsequent page) writing the exceeding lines inside the appropriate box (see example).

The maximum number of lines available is 24 (for 33 characters each one).

Consignee.

The Consignee box must contain the complete style and address of the receiver of the goods.

In case the bill of lading is to order, the wording “TO ORDER” must be written inside the relevant box.

The same rules as described for Shipper must be complied with.

Notify.

The Notify box has to contain the complete details of whom has to be informed about the arrival of the goods. We stress that the details have to include the full style /address and phone/fax,(email if available). The indication of phone /fax nos is imperative in order to be able to trace the notify.

The same rules as described for Shipper must be complied with.

Marks & Numbers

Presently the Marks & Numbers line is composed of max 17 characters.

The characters exceeding must be written in the subsequent line.

Description of Goods

Presently the goods description line is composed of max. 32 characters.

The exceeding characters must be written in the subsequent line.

**Container FCL.**

The number of each container on bill of lading must be indicated under the Marks.

The seals must be indicated in following lines of marks declared as apposed by the shipper.

Goods brands, if any, have to be indicated under “description of goods”.

“1” will have to be indicated inside the quantity box, while under “type” it must be written “CNTR” followed by size and type (2nd line). The type is described in the table of Messina codes (see [Reference Manual for records EDI in Messina proprietary format – Ref. E](#)).

The description must be written over various lines, indicating the tare under description or under weight, according to the final destination (regulations set by the department), IMO class, if any, for the dangerous goods.

Thereafter number and type of packages and goods description must be indicated.

When it deals always with the same goods, the description of the goods for each container can be avoided writing it only after the last container.

See [Example for FCT Containers with tare in Description](#)

See [Example for FCT Containers with tare in Weight Column](#)

Container part of.

When a bill of lading is issued with goods partly stowed in the container, the container number has not to be indicated in the marks, but specified in the description together with a standard description of the container in hand and of the parts it consists of. Thereafter the description of the goods.

The number and the kind of items are related to the goods part of.

(see [Example for Container part of...](#))

Container groupage.

The marks include goods brands, if any.

The number and the kind of items are related to the goods stowed into the LCL container.

After the goods description, standard lines are to be inserted to indicate the stowage in the container number ... with Messina seal.

(see [Example for Container Groupage](#))

Vehicles.

If required, the plate or the chassis number are to be specified in the marks.

(see [Example for RO/RO cargo](#))

Service Bill Of Lading.

In case of service Bill of Lading for transhipment or cargo shortshipped some rules must be followed. (see [Service Bill of Lading](#)).



EDI RECORDS – CORRESPONDENCE TO THE DATA OF THE BILL OF LADING

The EDI records are the means of sending the bill of lading together with its data.

I.Messina accept and send EDI records in two format. Proprietary format subsequently called Messina format (see [Reference Manual for records EDI in Messina proprietary format](#)) or edifact IFTMIN format release D99BUN (see [Messina IFTMIN Message Implementation Guide](#)).

Each PDF B/L file has a corresponding EDI file in Messina proprietary format or in edifact IFTMIN format with same file name and .TXT .EDI suffix.

Even though the document copy of the bill of lading is send as PDF, the description in the EDI records must correspond to the description in the document not missing any part of it. On the contrary, we have noticed that many agencies draw up the EDI records in a different way compared with the data on the bill of lading. This is not only a non-compliance with the rules but it causes a serious inefficiency when Messina has to draw up service bill of lading for the transshipments as we are not able to re-use the data received and we have to go on re-allocating them manually.

Shipper, Consignee and Notify.

We have found that the printed description lines exceeding the 33 characters are copied on the EDI records only for the first 33 characters, while the surplus is lost. As already said for the rules of how to draw up a bill of lading , in case the printed line is more than 33 characters long, it has to be interrupted and carried in the following lines.

Bill of lading core (marks, numbers, quantity, kind of items, goods description, weight, measures).

The lines which make up the core of the bill of lading must be copied precisely in the proper field of the EDI record.

The EDI record must correspond to the line of the core of the bill of lading as it is set out.

We have noted that several agencies don't complete the marks with the container number.



RULES FOR CREATION OF BILL OF LADING COPY AS PDF

Copies of bill of lading must be created as PDF by a system locally operating and used by the Agency for the production of the former documentation using the format supplied by Messina (see [PDF base to be used for production of "COPY NOY NEGOTIABLE"](#)) that faithfully reflects the plan of the original bill of lading adding the clause "COPY NOT NEGOTIABLE".

The creation of PDF with the supplied model either allows to dispose of an electronic document which can be passed or printed on standard copies of bill of lading using white paper with A4 size.

The Agencies must equip themselves in order to produce directly copy of bill of lading in PDF composed by the model supplied by Messina and the data of the bill of lading itself.

The copy of bill of lading in PDF, once received by Messina, will be registered in a documental data base with identification and research keys automatically deduced by PDF. Since it could happen that the various Agencies will place data in different ways and with the aim of simplifying the withdrawal of key data of the bill of lading without the necessity to examine the contents of the spaces, it has been established a coding line in the header of bill of lading that will be used to ascribe a received document in PDF to the single bill of lading considering its identification and retrieve codes (see [Example of Header Identification Row and general recommendations](#))

It is useless to point out that this database is really very important for the Company and we cannot accept defaults which may interfere with its correct updating.

For these reasons we cannot accept PDF documents produced in copy (scanning) of the paper document since besides the fact that they do not suit Messina image they are not readable for the surveying of key data and thus it is not possible to file them.

The bill of lading must be printed with characters correctly set into relative spaces without overflowing with delimitation edges of the space.

The copy of bill of lading must be produced using the PDF model issued by Messina, while other images cannot be used because they do not correspond to the document officially distributed.



SENDING ELECTRONIC DOCUMENTS AND EDI RECORDS (UPLOAD).

For how to do see [How to operate on Messina's Web reserved area](#).

Sending EDI records.

EDI records are sent in different times to accomplish different needs:

- EDI ENS cargo, with no freights, to deliver cargo information to obtain EU Customs clearance to load by latest 48hrs before scheduled commence of loading operations at their port. In case of vessel departure on Saturdays, Sundays or Italian Holidays, the deadline to comply with is 72 hours before scheduled commence of loading operations (see [ENS - Data and Documents Distribution](#) and [ENS - EDI Implementation for ENS Compliance](#)).
- EDI cargo, with no freights, to deliver cargo information immediately to next ports.
- EDI freight to deliver Bs/L and Manifest information to each destination port. EDI record contents are stored in Messina database immediately upon receipt.

As records are collected and dispatched by Messina, each Agency can send one single EDI file inclusive of all cargo loaded at their port to any destination (.ALL) and there is no need to send one file per destination.

The Agent is responsible for ensuring that the contents of the EDI records (cargo and freights) correspond exactly to the documents sent as PDF copies. The EDI records must neither contain any difference nor missing any part of any printed document.

Non compliance with this requirement would result in administrative and operational issues whose costs to fix would be brought at the Agent's expense and responsibility.

Sending B/Ls PDF.

B/L copies are sent as electronic PDF documents for the purpose of immediate distribution upon production and to avoid mail and paper costs.

PDF is the way to obtain a document image which reflects exactly the one which was printed. In other words, not negotiable B/L copies must be sent with same pdf used for printing locally on paper.

As B/L PDF is to be archived in a optical documentation database where relevant keys for searching and retrieving these documents would be set, each document must contain data readable by archiving programs which are to extract B/L number, voyage number, port of loading, port of discharge (see Bill of lading identification). An header identification row has been set up in the B/L upper/leftmost area in order to allow which codes have to be assigned as keys.

Our systems have no possibility to automate archiving of any B/L resulting from scanned image. Scanned images cannot be accepted any more.

B/L copies must be released to each destination port and all destinations to Messina HQ.

Provided that Agency upload a file for all destinations to HQ with header identification row for each B/L, there is no need to send individual file for each destination as this file is automatically rebuilt on requestor basis.

If this is not the case, in addition a collection of Bs/L for each destination port must be uploaded by the Agency of port of loading.

Messina HQ has no way to understand that file uploaded contains exactly what it is declared to contain in the web upload form. Agency must, therefore, have great care on sending correct files or dispatching of B/Ls may have unpredictable results.

In case of Bs/L lacking or missing the sender will be held responsible for any consequences deriving thereof.

**Sending MANIFEST PDF.**

As B/L copies, Manifest must be released to each destination port.

A manifest PDF file must be uploaded by Agency of port of loading for each destination port.

Provided that Agency upload a file for each destination (none missing, local ports and transshipment included) sending to Messina HQ the cumulative manifest PDF file for all destinations can be omitted.

Each destination port Agency requiring Manifest for an incoming vessel can post the request and download it directly from Messina HQ via Messinaline corporate website.

Messina HQ has no way to understand that file uploaded contains exactly what it is declared to contain in the web upload form. Agency must, therefore, have great care on sending correct files or dispatching of Manifests may have unpredictable results.

(see [PDF for recommended manifest layout](#))

In case of Manifests lacking or missing the sender will be held responsible for any consequences deriving thereof.



RECEIVING ELECTRONIC DOCUMENTS AND EDI RECORDS (DOWNLOAD).

For how to do see [How to operate on Messina's Web reserved area](#)

Messina Headquarters (HQ) works as a Post Office. It receives data and documents from everybody and dispatch data and documents to everybody via Corporate web applications..

Coherently, the availability of the proper documents and EDI records can be granted only provided they were uploaded in right way and at the right time.

Object type, destination address and voyage number are acquired and, where possible, validated in the way listed here below

Object type

Messina format ([Reference Manual for records EDI in Messina proprietary format](#)) or edifact IFTMIN format release D99BUN ([IFTMIN Message Implementation Guide](#)) what was declared in upload process.

Voyage number and Destination.

IFTMIN Voyage into record "TDT+20", Port of destination into record 'LOC+11'

EDI proprietary Voyage into EDI record "VOY", Port of destination into EDI record "MAN".

Bs/L pdf

- 1) Bs/L sent as non readable pdf (images): voyage and destination is declared in upload process.
- 2) Bs/L sent as pdf containing data: voyage and destination are taken by decoding descriptions found in destination and voyage box of the B/L form.
- 3) Bs/L sent as pdf containing data with identification row at upper left corner: all codes are taken from this very row (new required standard, to be implemented by all Agents).

Manifest pdf Destination is declared in the upload process by the sender.

Receiving EDI records.

Each Agency requiring EDI data for any incoming vessel can post the request and retrieve the relevant EDI records directly from Messinaline corporate website.

Provided that EDI record were uploaded on the web by loading port Agency on time and they are correct, Messina HQ systems extract data from the corporate database and release the required EDI records to the originator of the request.

All EDI records coming from all loading ports and pertaining to the selected destination port are consolidated in one single file and downloaded to receiving Agency.

**Receiving not negotiable Bs/Ls pdf.**

Each Agency requiring B/L copies for any incoming vessel can post the request and retrieve the relevant PDF files directly from Messinaline corporate website.

Provided that Bs/L pdf copies were uploaded to Messinaline web application by loading port Agency on time and they are correct, Messina HQ systems extract data from the documental database and release the required B/L collections to the originator of the request.

Receiving Manifest pdf.

Each Agency requiring Manifests copies for any incoming vessel can post the request and retrieve the relevant PDF files directly from Messinaline corporate website.

Provided that Manifests pdf were uploaded on web by loading port Agency on time and they are assigned to right voyage number and destination port, Messina HQ systems extract data from the documental database and release the required Manifests pdf collections to to the originator of the request.

These Manifests are an exact copy of the documents issued by loading port Agency and are intended as the sole, official document to be used to determine what was loaded onboard and the applicable freight rates. Any change to these documents can be made only through manifest correction notices at the responsibility of the Agent at the port of loading.

Validation of EDI records with Manifest received in pdf/paper format.

Those Agents which are uploading the EDI records on their local system are responsible for making sure that the contents of the EDI records do match the printed/pdf version, of the documents and thus edit the data on their system to fix any discrepancies.

As Genoa Headquarters are only relaying documents and files uploaded by the loading port Agent, having no possibility to tally the EDI records against the printed documentation, we have no responsibility over said matching of the EDI records. Under no circumstances the Agent at the port of discharge is to consider any report printed through the local system prevailing over the PDF or paper documentation issued by the port of loading. Any consequence of improper usage of vessel documents will be responsibility of the Agent.



CONTAINER CONTROL

Messina Agency has to report to HQ all containers daily moves of all ports, terminals and depots under his responsibility.

It can be done using two different type of messages:

Formatted message

Formatted message is the message Messina Company settled up many years ago when edifact was not so widespread as it is now and informations were sent via telex.

It is currently in use and accepted by Messina via email because its simply way to compile and well known by Agencies (see [Old formatted message for container tracking](#)).

However it is the “old” message and should be migrated to edifact.

CODECO/COARRI

Edifact CODECO/COARRI is the preferred way to send tracking moves to Messina HQ.

These messages can be produced by Agency or flow directly from ports and terminals.

CODECO is described in a Messina MIG (see [CODECO Message Implementation Guide](#)) while

COARRI is described in SMDG User Manual (see [COARRI as per SMDG Instructions Manual](#))

Shore To Ship Transmission File

Messina Agency must release to ship a container load list before vessel departure to allow ship updating stowage load plan.

A “csv” file replace the list as per manual (see [Shore to Ship Transmission File](#))

BILL OF LADING INSTRUCTIONS

Despite this document relates to what Agent has to do dealing with Messina Company, we want draw attention on a tool Messina has implemented to acquire BL Instructions directly from Customers.

This web procedure can be used by Agency to get B/L instructions inserted by his Clients to which has been giving access or by his own.

Instructions can be imported in local system to make Bill of lading and Manifest without retyping anything, just controlling and freighting only.

In compiling phase, Client is driven step by step and B/L is formatted as per Messina standard certainly.

In this way B/L can be produced in draft directly at Client site which see exactly how B/L will look. Instructions format file available for importing in local system is the same used for EDI manifest.

By using this procedure Agency can have a great help reducing workload and time spent for data entry and at the same time assure compliance to Messina standards (see [Web Procedure for Bill of Lading Instructions](#)).

Messina knows this instrument could be not easy implemented in Agency local system due to upgrade which has to be done for importing instructions data and/or for differences on the matter how to do locally. However Messina is available for any further action to achieve the goal as technical consultancy and system set up.

**ENCLOSURES.**

[PDF base to be used for production of “COPY NOT NEGOTIABLE”](#)
[Manual for records EDI in Messina proprietary format.](#)
[IFTMIN Message Implementation Guide](#)
[Example for Header Identification row and general recommendations.](#)
[Example for FCL Containers with tare in Weight column](#)
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