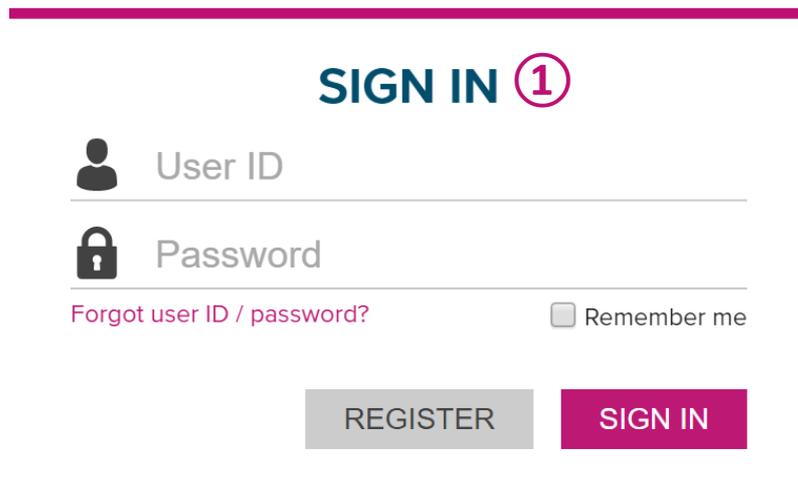


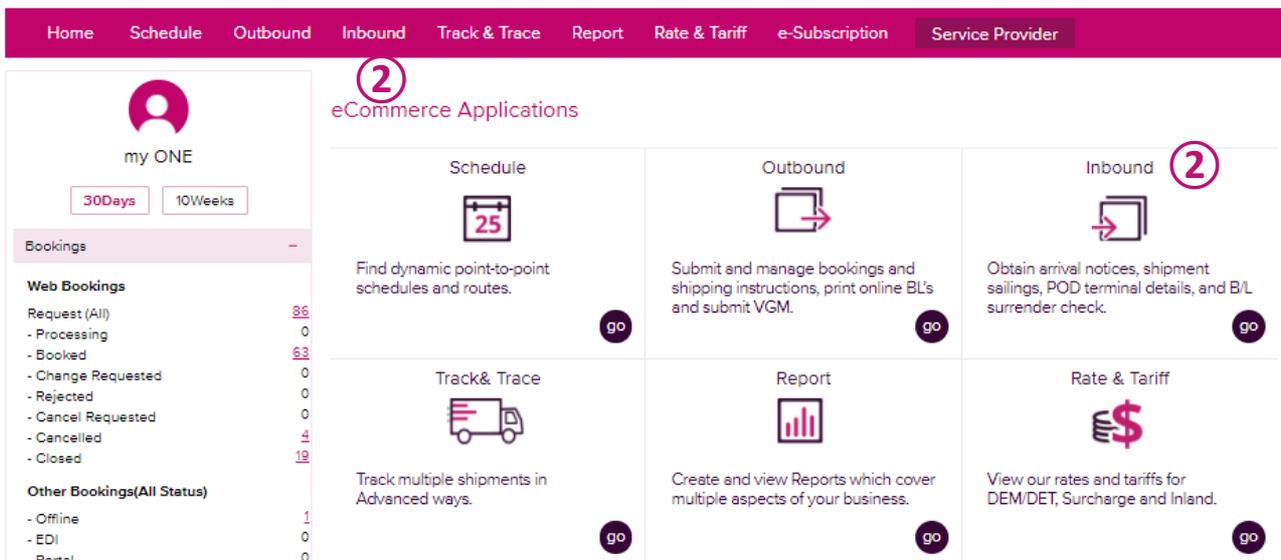
## Delivery Order Request

This service allows customers to submit a delivery order request for inbound shipments into Indonesia. Multiple B/Ls may be selected and submitted together at once in a single delivery order request. Please follow below steps to submit a delivery order request.

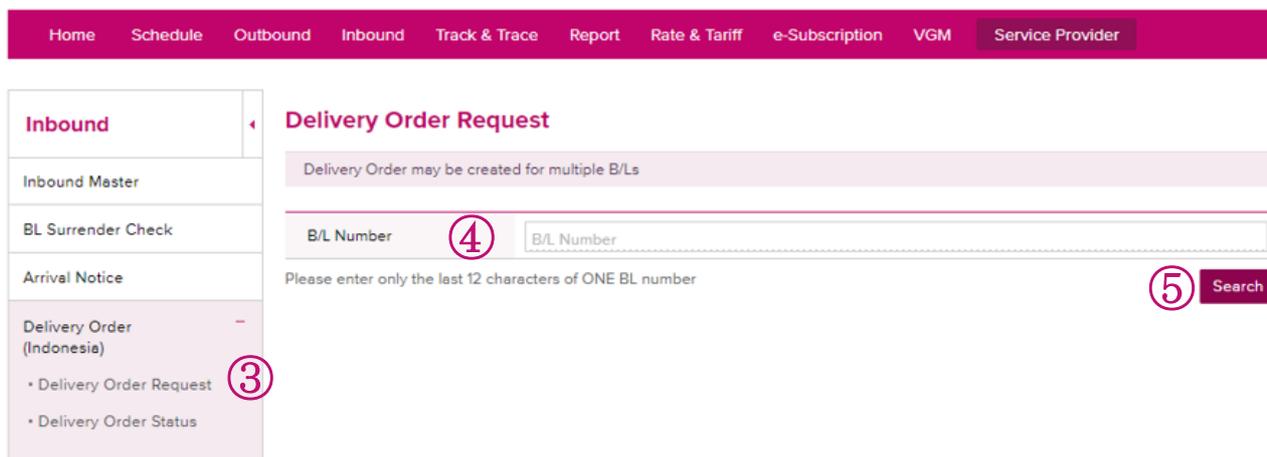
- 1 Please log into ONE eCommerce site with your user ID and Password.



Once logged into eCommerce site, click on 2 "Inbound" tab. You can use the "Inbound" option on top of the screen or click on the "Inbound" picture.



Click on **③** Delivery Order Request under Delivery Order (Indonesia) to be directed to Delivery Order Request page in eCommerce site. Delivery order request can be submitted with Bill of Lading number.



Input Bill of Lading number (B/L Number) in **④** and then click on **⑤** to search. Multiple B/L numbers (up to 10 B/L numbers) may be searched at once. Customer can submit a delivery order request with multiple B/Ls at once.

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

### Inbound Delivery Order Request

Delivery Order may be created for multiple B/Ls

B/L Number

Please enter only the last 12 characters of ONE BL number

Total : 2

<input type="checkbox"/>	B/L Number	Vessel	Est.Time of Arrival	Berthing Terminal
<input type="checkbox"/>	TY8AT2189300	<a href="#">MEMPHIS 026S</a>	2020-02-01 07:00	<a href="#">NPCT1(NEW PRIOK CONTAINER TERMINAL C</a>
<input type="checkbox"/>	TY9BA0703800	<a href="#">MEMPHIS 026S</a>	2020-02-01 07:00	<a href="#">NPCT1(NEW PRIOK CONTAINER TERMINAL C</a>

+ E-mail Address

Attach supporting documents of payment evidence(i.e., bank transfer slip) here.

Attached File Name	Action
	<input type="button" value="Submit"/> <input type="button" value="Cancel Request"/>

Once B/L number(s) are searched and validated on above screen, please upload and attach supporting documents of payment evidence (i.e., bank transfer slip) at **6**. Multiple files may be attached. (The attached documents will be included and sent with the web Delivery Order Request to ONE Indonesia upon submission of Delivery Order Request).

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

**Inbound**

- Inbound Master
- BL Surrender Check
- Arrival Notice
- Delivery Order (Indonesia)**
  - Delivery Order Request
  - Delivery Order Status

### Delivery Order Request

Delivery Order may be created for multiple B/Ls

B/L Number

Please enter only the last 12 characters of ONE BL number

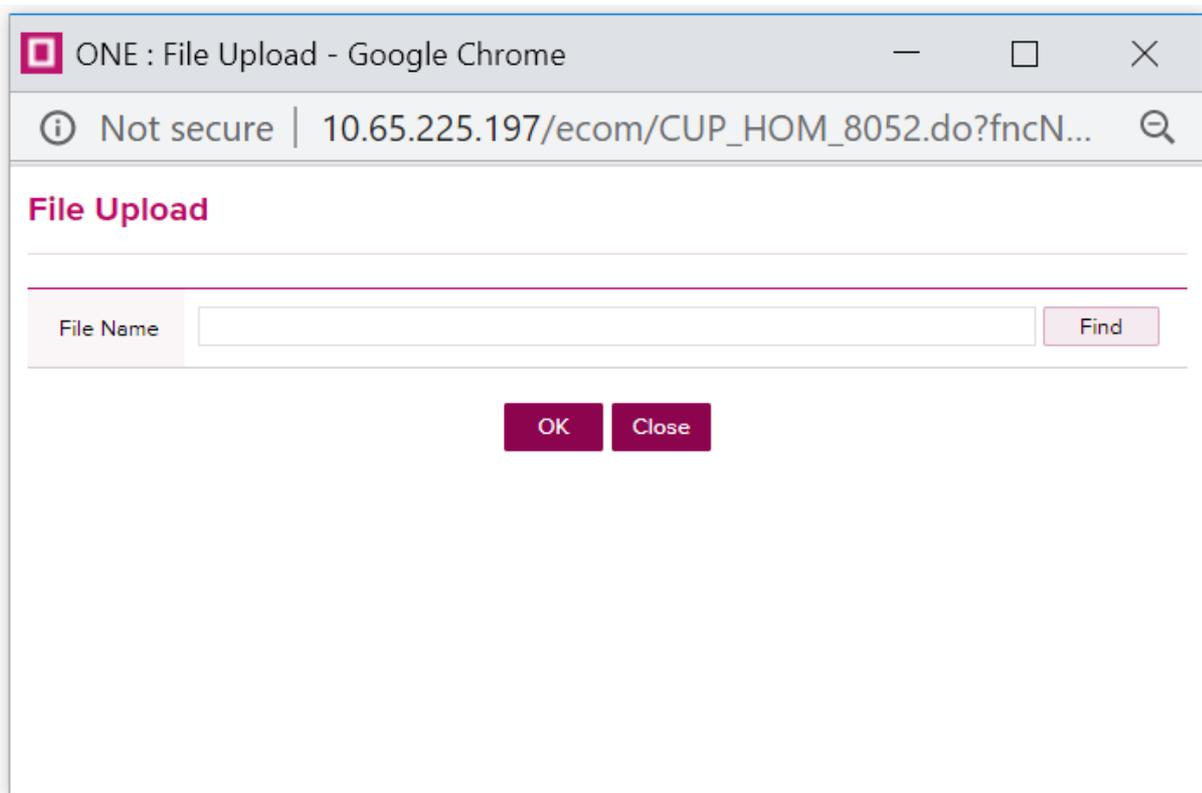
Total : 1

<input type="checkbox"/>	B/L Number	Vessel	Est.Time of Arrival	Berthing Terminal
<input type="checkbox"/>	TY8AT2189300	MEMPHIS 0265	2020-02-01 06:00	NPCT1/NEW PIRIQ CONTAINER TERMINAL C

+ E-mail Address

Attach supporting documents of payment evidence(i.e., bank transfer slip) here.

Attached File Name	Action
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To submit the delivery order request, **7** select the row(s) of the B/L number(s) and click [Submit] **8** button. At the Confirm Message prompt, click [Confirm] **9** and the delivery order request(s) of the selected B/L(s) will be submitted.

Please note that you can only submit a delivery order request if:

- \* the delivery order for the B/L has not been released
- \* the delivery order request for the B/L has not been already submitted
- \* the delivery order request date is within 1 day prior to vessel's ETA onwards (for example, if vessel's ETA is 2019-01-14 23:00, it will be allowed to submit a delivery order request only from 2019-01-13 00:00 onwards.)

The screenshot shows the 'Delivery Order Request' page in the ONE Inbound system. The navigation bar includes Home, Schedule, Outbound, Inbound, Track & Trace, Report, Rate & Tariff, e-Subscription, VGM, and Service Provider. The left sidebar has a menu with 'Inbound' selected, and sub-items like 'Inbound Master', 'BL Surrender Check', 'Arrival Notice', and 'Delivery Order (Indonesia)'. The main content area is titled 'Delivery Order Request' and contains a form for B/L Number (TY8AT2189300) and a table of results. The table has columns for B/L Number, Vessel, Est.Time of Arrival, and Berthing Terminal. The first row is selected, and a 'Submit' button is highlighted with a red box and a circled '8'. A circled '7' is placed over the selection checkbox in the table. Below the table is an 'E-mail Address' field (yuni.narulita@one-line.com) and an 'Attach File' section with a table for 'Attached File Name' and 'Action'. A 'Delete' button is visible in the action column.

	B/L Number	Vessel	Est.Time of Arrival	Berthing Terminal
<input checked="" type="checkbox"/>	TY8AT2189300	MEMPHIS Q26S	2020-02-01 07:00	NPCT1 (NEW PRIQK CONTAINER TERMINAL C

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

**Inbound** Delivery Order Request

Delivery Order may be created for multiple B/Ls

B/L Number

Please enter only the last 12 characters of ONE BL number

Total : 1

<input type="checkbox"/>	B/L Number	Vessel	Est.Time of Arrival	Berthing Terminal
<input checked="" type="checkbox"/>	TY8AT2189300	MEMPHIS 026S	2020-02-01 07:00	NPCT1 (NEW PRIOK CONTAINER TERMINAL C

**Confirm Message** X

Are you sure you want to request the Delivery Order?

\* E-mail Address

Attach supporting documents of payment evidence(i.e., bank transfer slip) here.

Attached File Name	Action
AP.pdf	<input type="button" value="Delete"/>

Once submission is completed, you will receive confirmation like below **10** from eCommerce site and to your email address.

**Delivery Order Request** **10** X

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**Submitted!**

For your records, an email acknowledgement will be sent to you stating that ONE Shipping has received your Delivery Order Request.

Below template is an acknowledgement email that gets sent to customer once delivery order request is submitted.

From: Noreply <[noreply@one-line.com](mailto:noreply@one-line.com)>  
To: <[naresh.maddula@nittsulemo.com](mailto:naresh.maddula@nittsulemo.com)>  
Date: Wed, Apr 29, 2020 at 7:08 PM  
Subject: ONE WEB D/O Request Acknowledgement

**Dear NITTSU LEMO INDONESIA LOGISTIK,**

The delivery order request for below shipment(s) has been received by ONE via our website

S/N	Booking Number
1	TY8AT2189300

To access ONE on-line, please go to [http://10.65.225.197/ecom/CUP\\_HOM\\_3000.do](http://10.65.225.197/ecom/CUP_HOM_3000.do)

Thank you for shipping with ONE.

The submitted delivery order request will have a status of "PROCESSING".

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

**Inbound** Delivery Order Request

Delivery Order may be created for multiple B/Ls

B/L Number

Please enter only the last 12 characters of ONE BL number

	Request Date	Requester ID	Requester Email	Requester Company Name	Status	
<a href="#">ONE</a>	2020-04-29 18:08	YUNI.NARULITA	yuni.narulita@one-line.com	NITTSU LEMO INDONESIA LOGISTIK	PROCESSING	Total : 1

\* E-mail Address

Attach supporting documents of payment evidence(i.e., bank transfer slip) here.

Attached File Name	Action
--------------------	--------

Please visit [Delivery Order Status](#) to view, track, and download the Delivery Orders which you previously submitted a request for.

- Inbound
- Inbound Master
- BL Surrender Check
- Arrival Notice
- Delivery Order (Indonesia)
  - Delivery Order Request
  - Delivery Order Status

## Delivery Order Status

B/L No.

Total : 1

	B/L No	D/O No.	D/O Request Date	D/O Request Status	D/O Release Date	Place of Receipt	Por
<input type="checkbox"/>	TY8AT2189300	JKTA005867	2020-04-29 18:08	PROCESSING		TOKYO, TOKYO	TOKY

1 | Per Page : 50

To cancel a delivery order request that has been submitted earlier, **11** select the row(s) of the B/L

number(s) and click [Cancel Request] **12** button. At the Confirm Message prompt, click [Confirm] **13**

and the delivery order request(s) of the selected B/L(s) will be cancelled.

The delivery order requests for multiple B/Ls can be selected and cancelled at once.

Please note that you can only cancel a submitted delivery order request (the delivery order status is in 'PROCESSING') if you are the delivery order requestor of the submitted delivery order request of the B/L.

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

**Inbound** Delivery Order Request

Delivery Order may be created for multiple B/Ls

B/L Number

Please enter only the last 12 characters of ONE BL number

	B/L Number	Vessel	Est.Time of Arrival	Berthing Terminal
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	TY8AT2189300	MEMPHIS 026S	2020-02-01 07:00	NPCT1 (NEW PRIOK CONTAINER TERMINAL C

Total : 1

\* E-mail Address

Attach supporting documents of payment evidence(i.e., bank transfer slip) here.

Attached File Name	Action
--------------------	--------

**12**

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

**Inbound**

- Inbound Master
- BL Surrender Check
- Arrival Notice
- Delivery Order (Indonesia)**
  - Delivery Order Request
  - Delivery Order Status

### Delivery Order Request

Delivery Order may be created for multiple B/Ls

B/L Number:

Please enter only the last 12 characters of ONE BL number

	Request Date	Requester ID	Requester Email	Requester Company Name	Status	Total : 1
	2020-04-29 18:08	YUNI.NARULITA	yuni.narulita@one-line.com	NITTSU LEMO INDONESIA LOGISTIK	PROCESSING	▲

**Confirm Message** [X]

Are you sure you want to cancel the Delivery Order Request?

+ E-mail Address:

Attach supporting documents of payment evidence(i.e., bank transfer slip) here.

Attached File Name	Action
--------------------	--------

Once cancel request is completed, you will receive confirmation like below  from eCommerce site and to your email address.

The screenshot shows the ONE eCommerce portal interface. The top navigation bar includes: Home, Schedule, Outbound, Inbound, Track & Trace, Report, Rate & Tariff, e-Subscription, VGM, and Service Provider. The left sidebar menu is expanded to 'Inbound', with sub-items: Inbound Master, BL Surrender Check, Arrival Notice, Delivery Order (Indonesia), Delivery Order Request, and Delivery Order Status. The main content area is titled 'Delivery Order Request' and contains a form for creating a request. The B/L Number field is populated with 'TY8AT2189300'. Below the form is a table of requests with the following data:

	Request Date	Requester ID	Requester Email	Requester Company Name	Status	Total : 1
<input checked="" type="checkbox"/>	2020-04-29 18:08	YUNI.NARULITA	yuni.narulita@one-line.com	NITTSU LEMO INDONESIA LOGISTIK	PROCESSING	1

A 'Dialog Message' box is overlaid on the screen, displaying the text: 'All selected Delivery Order Requests are successfully cancelled.' Below the text is a circled '14' icon and a 'Close' button. At the bottom of the page, there is an 'E-mail Address' field with 'yuni.narulita@one-line.com', an 'Attach File' button, and 'Submit' and 'Cancel Request' buttons.

Below template is an acknowledgement email that gets sent to customer once delivery order request is submitted.

From: Noreply <[noreply@one-line.com](mailto:noreply@one-line.com)>  
To: <[naresh.maddula@nittsulemo.com](mailto:naresh.maddula@nittsulemo.com)>  
Date: Wed, May 13, 2020 at 5:36 PM  
Subject: ONE WEB D/O Cancel Request Acknowledgement

Dear **NITTSU LEMO INDONESIA LOGISTIK**,

The delivery order request for below shipment(s) has been cancelled. You may submit a new delivery order request via our website [here](#).

S/N	Booking Number
1	TY8AT2189300

To access ONE on-line, please go to [http://10.65.225.197/ecom/CUP\\_HOM\\_3000.do](http://10.65.225.197/ecom/CUP_HOM_3000.do)

Thank you for shipping with ONE.

You may submit a new delivery order request if necessary for those B/Ls whereby the previous submitted delivery order requests have been cancelled.

Please visit [Delivery Order Status](#) to view, track, and download the Delivery Orders which you previously submitted a request for.

The screenshot shows the 'Delivery Order Status' page in the ONE system. At the top is a navigation bar with links: Home, Schedule, Outbound, Inbound, Track & Trace, Report, Rate & Tariff, e-Subscription, VGM, and Service Provider. On the left is a sidebar menu with options: Inbound, Inbound Master, BL Surrender Check, Arrival Notice, and Delivery Order (Indonesia). The main content area has a search bar for 'B/L No.' with the value 'TY8AT2189300' and a 'Search' button. Below the search bar is a table with columns: B/L No, D/O No., D/O Request Date, D/O Request Status, D/O Release Date, Place of Receipt, and Port. The table shows 'Total : 0' and 'No data was found'. A 'Download' button is located at the bottom right of the table area.