

Booking Request

This is a Global User Guide explaining all booking requirements and may or may not be applicable to your country. The User Guide explains how a Customer with an ONE eCommerce User ID can submit a new booking request as a Shipper, Forwarder or an eBooking Party.

Booking Request page can be found by clicking on the Outbound link on the main menu.
Outbound – Booking – Booking Request

The screenshot shows the ONE eCommerce Applications dashboard. The top navigation bar includes: Home, Schedule, **Outbound**, Inbound, Track & Trace, Report, Rate & Tariff, e-Subscription, VGM, and Service Provider. The 'Outbound' menu item is highlighted with a yellow box.

The main content area is titled 'eCommerce Applications' and features a grid of application tiles:

- Schedule**: Find dynamic point-to-point schedules and routes. Includes a calendar icon with '25' and a 'go' button.
- Outbound**: Submit and manage bookings and shipping instructions, print online BL's and submit VGM. This tile is highlighted with a yellow box and includes a 'go' button.
- Inbound**: Obtain arrival notices, shipment sailings, POD terminal details, and B/L surrender check. Includes a 'go' button.
- Track& Trace**: Track multiple shipments in Advanced ways. Includes a 'go' button.
- Report**: Create and view Reports which cover multiple aspects of your business. Includes a 'go' button.
- Rate & Tariff**: View our rates and tariffs for DEM/DET, Surcharge and Inland. Includes a 'go' button.
- VGM**: Input and search VGM. Includes a 'go' button.

On the left side, there is a user profile section for 'my ONE' with filters for '30Days' and '10Weeks'. Below this is a 'Bookings' section with a minus sign, containing 'Web Bookings' and 'Other Bookings(All Status)' with counts for various statuses. At the bottom left are expandable sections for 'Shipping Instruction' and 'B/L Information'.

At the bottom of the dashboard, there are two sections:

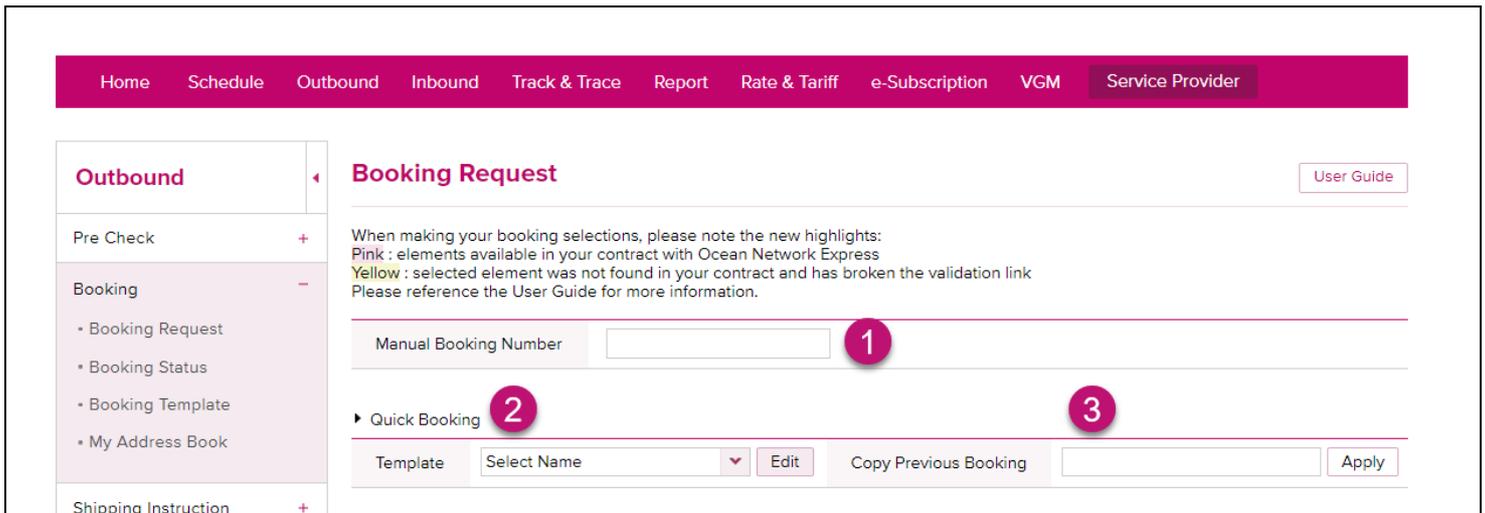
- Container Tracking**: A text input field for B/L, Booking and/or Container numbers, with a 'Track' button.
- Vessel Schedule**: A form with dropdowns for 'ROUTE', 'PORT', 'LONG RANGE', and 'VESSEL'. It includes input fields for 'Origin' and 'Destination', a date range for 'Period' (2020-05-27 to 2020-06-26), and a 'View' button.

Required fields in the Booking Request page, if selected data elements are filed and valid in the contract, the data elements will be highlighted with pink. If the selected data elements are not filed in the contract, the data elements will be highlighted yellow.

*Contract can be an FMC Regulated Service Contract (SC), Rate Filing Activity (RFA), or Tariff Applying Activity (TAA)

>> [Quick Booking](#)

Please note that all items with * are mandatory input fields.



- ① **Manual Booking Number:**
If you already have a booking number pre-assigned by ONE, you can enter the manual booking number here and follow the normal booking request process.
- ② **Template:**
Select template name from the dropdown list. The previously saved booking information will populate. This is recommended for repetitive regular shipments.
- ③ **Copy Previous Booking:**
Customers can use a previous booking number to copy booking details to a new booking request. Note that it is only possible to copy Web bookings.

>> Customer Information

▶ Customer Information (Alphanumeric Character(s) Only)

Customer Information (ID information)

Name: Your Registered Name e-Mail Address: Your Registered eMail 5

4 Edit My Profile Phone No. 1-- Fax No. 1-- Contract No. Select 6

Address: Your Registered Company Address

7 Named Account: Select Named Account

8 Person placing Request: Shipper Forwarder eBooking Party

9 Shipper: Company ONE SHIPPER Address 123 Airport Plaza Suite 850 Long Beach, CA 90815

Freight Forwarder: Company one | Address ONE FORWARDER 123 Main St. Suite 350 Lombard, IL 60148 Same as Shipper

Consignee: Company Address

ONE : My Address Book - Google Chrome

Not secure | 10.65.225.197/ecom/CUP_HOM_3282.do?custTp=Forwarder&lang=en&sessLocale=en&ctgId=EEN_100002&prntMnuId=...

Customer Search

The ONE Address Book will only provide Company Name and details for customers you have used in previous shipments. If you are unable to find your customer, please proceed by using the 'Accept Manual Entry' option. After booking has been created by ONE you will be able to search and save this customer for future use.

10 Type: Forwarder Company Name: Address: 11

Country/District: State/Province: Zip: 11

City: State/Province: Zip: 11

Search My Address Book Search ONE Address Book Clear Archived

Type	Company Name	Address	Country/District	City	State/Province	Zip
Forwarder	ONE FORWARDER	123 Main St. Suite 350	UNITED STATES	Lombard	ILLINOIS	60148

Confirm Message

Selected customer will now be added to Booking Request screen.

Confirm Cancel

Select **Select & Add to Address Book** Accept Manual Entry Close

- ④ **Customer Information:**
The information provided at time of User ID registration auto fills the details.

- ⑤ **Edit:**
Register more than one email for booking confirmation notification.

- ⑥ **Contract No:**
User can select a contract number, choose “Others” and manually type in a contract number, or choose “No Contract” from the dropdown menu.

- ⑦ **Named Account:**
If the booking request is for a named account with specific rate details filed in the contract, Named Account can be selected here. If one does not exist or cannot be found or not applicable, select “Unable to Find Named Account or Not Applicable”.

- ⑧ **Person Placing Request:**
Shipper, Freight Forwarder or eBooking Party defaults to the company type selected at time of User ID set up.

- ⑨ **Shipper or Forwarder:**
The Shipper or Freight Forwarder details will automatically populate as the booking party per User ID set-up. Consignee details can be input here but is not mandatory.



- Green - Validated company and address
 - Company name and address has been validated using the address book feature and has been associated to a previously completed booking associated to User ID booking.
 - To see the validated green check mark, the company must be saved in “My Address Book”.

- Yellow - Validation required
 - Company name and address that is being manually added for the first time.
 - Company name and address has been used for past shipments but as not been validated using the address book feature.

- Black - No data
 - No information has been provided or input.

- Address Book – Easily search and save Shipper, Forwarder, and Consignee details.
 - **NEW FEATURE!** ⑩ ⑪
 - Information can be searched in the “ONE Address Book” for Shipper, Forwarder and Consignee associated with a previous shipment. eCOM User can now search by Shipper, Forwarder or Consignee.
 - Archive feature has been added to remove a customer from My Address Book.

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>> Location

▶ Location

* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>
* Origin (Place of Receipt)	<input type="text" value="rotter"/>	Discharging Port <input type="text"/>
* Loading Port Same as above <input type="checkbox"/>	<ul style="list-style-type: none">ROTTERDAM, NETHERLANDSROTTERDAM, NY, UNITED STATES	* Destination (Place of Delivery) Same as above <input type="checkbox"/>
* Booking Office	ROTTERDAM JUNCTION, NY, UNITED STATES (ROPE) LTD. CZECH REPUBLIC - PRAGUE <input type="text"/>	

Type in all route details with an (*) mark. Type in the first few letters of the location name, and all the related location(s) will show in an automatic complete function. Click on the one you want to select from the dropdown.

▶ Location

* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>
* Origin (Place of Receipt)	<input type="text" value="HONG KONG, HONG KONG"/>	Discharging Port <input type="text"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="HONG KONG, HONG KONG"/>	* Destination (Place of Delivery) Same as above <input type="checkbox"/>
* Booking Office	<input type="text" value="Ocean Network Express (North America) Inc."/>	
* U.S. Customs Information	House Manifest Filing <input type="text" value="No"/>	
* Canada Customs Information	House Manifest Filing <input type="text" value="Yes"/>	ACI for House B/L <input type="text" value="Select"/>

- Select
- By Carrier(Non-Auto)
- By NVOCC(Auto)

If final place of delivery is United States:

- U.S. Customs Information (House Manifest Filing): To choose Yes or No
 - This field appears if shipment is bound for the U.S.A.
 - If House B/L is to be issued, please choose "YES"
- U.S. Customs Information (AMS for House B/L): To select by Carrier (Non-Auto) or by NVOCC (Auto)
 - This field appears if Yes is selected for house Manifest Filing
 - Non-Auto (By Carrier) means ONE will be filing House B/L on behalf of NVOCC
 - Auto (By NVOCC) means ONE will be filing Master B/L and NVOCC will be filing House B/L

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If final place of delivery is Canada:

- Canada Customs Information (House Manifest Filing): To choose Yes or No
 - This field appears if shipment is bound for Canada
 - If House B/L is required to be issued, please choose “YES”
- Canada Customs Information (ACI for House B/L): To select by Carrier (Non-Auto) or by NVOCC (Auto)
 - This field appears if Yes is selected for house Manifest Filing

** Please note Canada Border Services Agency (CBSA) requirement changed for HBL information that must be submitted with effective date of January 01, 2021. ONE has made the decision to no longer file HBLs on behalf of the NVOCC or Freight Forwarder.

► Location

* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>	
* Origin (Place of Receipt)	<input type="text" value="LOS ANGELES, CA, UNITED STA"/>	Discharging Port <input type="text"/>	
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="LOS ANGELES, CA, UNITED STA"/>	* Destination (Place of Delivery) Same as above <input type="checkbox"/>	<input type="text" value="HAMBURG, HH, GERMANY"/>
* Booking Office	<input type="text" value="Ocean Network Express (North America) Inc."/>		
US Export Info.	AES ITN <input type="text"/>		

If Origin (Place of Receipt) is United States:

- AES ITN: User has the option to enter AES ITN number for US Export Shipment

► Location

* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>	
* Origin (Place of Receipt)	<input type="text" value="VANCOUVER, BC, CANADA"/>	Discharging Port <input type="text"/>	
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="VANCOUVER, BC, CANADA"/>	* Destination (Place of Delivery) Same as above <input type="checkbox"/>	<input type="text" value="HAMBURG, HH, GERMANY"/>
* Booking Office	<input type="text" value="Ocean Network Express (North America) Inc."/>		
Canada Export Info.	CERS License <input type="text"/>	P.O.R.CERS <input type="text"/>	

If Origin (Place of Receipt) is Canada:

- CERS License: User has the option to enter CERS information for Canada Export Shipment

► Location

* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>	
* Origin (Place of Receipt)	<input type="text" value="TOKYO, TOKYO, JAPAN"/>	Discharging Port <input type="text"/>	
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="TOKYO, TOKYO, JAPAN"/>	* Destination (Place of Delivery) Same as above <input type="checkbox"/>	<input type="text" value="MANZANILLO, MEXICO"/>
* Booking Office	<input type="text" value="Ocean Network Express (North America) Inc."/>		
Mexico Customs Info.	Shipper TAX ID <input type="text"/>	Consignee TAX ID <input type="text"/>	Notify TAX ID <input type="text"/>

If Origin (Place of Receipt) or Destination (Place of Delivery) is Mexico:

- Mexico Customs Info: To enter TAX ID for shipments parties for Mexico export and import Shipment.

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► Location

* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>
* Origin (Place of Receipt)	<input type="text" value="SHANGHAI, SHANGHAI, CHINA"/>	Discharging Port <input type="text"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="SHANGHAI, SHANGHAI, CHINA"/>	* Destination (Place of Delivery) Same as above <input type="checkbox"/>
		<input type="text" value="ROTTERDAM, NETHERLANDS"/>
* Booking Office	<input type="text" value="Ocean Network Express (North America) Inc."/>	
* MOT No.	<input type="text"/>	

If Origin (Place of Receipt) is China:

- MOT No. is mandatory information for a booking if the Origin (Place of Receipt) is China and the booking request is for a NVOCC Shipper.

>> Schedule – Four ways to select departure

Please note Departure Date is the vessel sailing date from port of loading.

► Schedule

Departure Date <input checked="" type="radio"/> Vessel <input type="radio"/>	<input type="text" value="2020-06-19"/>	<input type="button" value="Calendar"/>
Return Date	<input type="text" value="YYYY-MM-DD"/>	<input type="button" value="Calendar"/>
Manage Schedule	Will allow duplicate bookings with either same or future schedule. (Multiple booking requests may take some time to complete. Please wait a moment.)	<input type="button" value="Manage"/>

Departure Date:

If you select departure date as the criteria, please click on the calendar and select the date you prefer. ONE Booking Office will provide the closest vessel for the given “Departure Date” if there is no vessel departing on the date provided in this field.

► Schedule

Departure Date <input type="radio"/> Vessel <input checked="" type="radio"/>	<input type="text" value="ONE A"/>	<input type="button" value="List"/>	<input type="button" value="Search"/>
Return Date	<input type="text" value="ONE APUS (ONPT)"/>		
Manage Schedule	<input type="text" value="ONE AQUILA (OAQT)"/>		
	<input type="text" value="ONE ARCADIA (OART)"/>		
		or future schedule. e to complete. Please wait a moment.)	<input type="button" value="Manage"/>

Vessel:

If you select vessel as criteria, please type in the Vessel Name. Typing in the first few letters of the vessel name, the related matching vessel(s) will show in an automatic complete function.

► Schedule

Departure Date Vessel Calendar Search

Return Date

Manage Schedule Will allow duplicate bookings with either same vessel or voyage. (Multiple booking requests may take some time to complete. Please wait a moment.) Manage

Vessel:

From the drop down, User can also choose to search for the vessel and voyage by List or Calendar with specific estimated time of departure details.

Vessel Schedule Inquiry - List

From : MANZANILLO, MEXICO
 To : TOKYO, TOKYO, JAPAN

+ Period ~

Priority

Search

Total : 2

	Inland Cut Off Time	Port Cut Off Time	Loading Port	Vessel	Lane	Departure Date
<input type="checkbox"/>	2020-06-17 12:00 (Wed)	2020-06-17 12:00 (Wed)	MANZANILLO(2nd)	MSC FAITH FA022R	AX2	2020-06-19 19:00
<input type="checkbox"/>	2020-06-17 17:00 (Wed)	2020-06-17 17:00 (Wed)	MANZANILLO	CAPE CHRONOS 2017W	AX3	2020-06-20 01:00

◀ Prev. Week | Next. Week ▶

Detail Select Close

* Terminals/Ports indicated for all services are not fixed and subject to change.
 Users are kindly reminded to refer to our [Legal Terms of Use](#) for all information contained in ONE website(s).

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Vessel Schedule Inquiry - Calendar

From : MANZANILLO, MEXICO
 To : TOKYO, TOKYO, JAPAN
 Date : 2020-06-01 ~ 2020-06-30

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 MSC NATASHA FA020R	5	6
7	8	9	10	11 MSC ELISA FA021R	12	13
14	15	16	17	18	19 MSC FAITH FA022R	20 CAPE CHRONOS 2017W
21	22	23	24	25	26 To Be Nominated	27 ACTUARIA 2018W

>> Manage – Request Duplicate Bookings for Multiple Weeks

► Schedule

Departure Date Vessel Calendar

Return Date

Manage Schedule Will allow duplicate bookings with either same or future schedule.
(Multiple booking requests may take some time to complete. Please wait a moment.)

Click the [Manage] button to request multiple bookings for multiple vessels, multiple weeks out. Below three examples are how the Manage Schedule field can be used.

Manage Schedule

Please note that aside from the selected vessel or selected departure date, all booking details will remain the same.

Total : 5

<input type="checkbox"/>	Booking	Departure Date	Service Lane	Vessel	Loading Port	Discharging Port	<input type="button" value="Search"/>
<input checked="" type="checkbox"/>	Booking1	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking2	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking3	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking4	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking5	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>

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EXAMPLE 1

Click the + button to increase the total number of required bookings. Enter the total number of additional bookings required in the box and click the [Duplicate] button. The same can be done to decrease requested bookings by clicking the – button if what is required changes while in the request stage. Click the [Save] button when done.

Example1: Booking1 is the main booking source, to be duplicated for four additional bookings for a total of five booking requests on the SEASPAN AMAZON 015W.

Manage Schedule

Please note that aside from the selected vessel or selected departure date, all booking details will remain the same.

Duplicate

Total : 7

<input type="checkbox"/>	Booking	Departure Date	Service Lane	Vessel	Loading Port	Discharging Port	
<input type="checkbox"/>	Booking1	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking2	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking3	2020-02-06	EC2	SEASPAN AMAZON 015W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input checked="" type="checkbox"/>	Booking4	2020-02-20	EC2	YM UNIFORMITY 045W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking5	2020-02-20	EC2	YM UNIFORMITY 045W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking6	2020-02-20	EC2	YM UNIFORMITY 045W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>
<input type="checkbox"/>	Booking7	2020-02-20	EC2	YM UNIFORMITY 045W	NEW YORK, NY, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="button" value="Search"/>

EXAMPLE 2

Click on any booking that is not Booking1. The selected booking is now the source booking. Click the [Search] button to go back to the Vessel Schedule Inquiry List to select a different vessel. The highlighted row will duplicate by the number defined in the box. Click the [Save] button when done.

Example: Booking4 is the source booking, the vessel was changed by finding the next required ETD by “search” and duplicated three times for a total of four bookings to be requested on the YM UNIFORMITY 045W.

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ONE : Manage Schedule - Google Chrome
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Manage Schedule

Please note that aside from the selected vessel or selected departure date, all booking details will remain the same.

Duplicate 2

Total : 3

<input type="checkbox"/>	Booking	Departure Date	Service Lane	Vessel	Loading Port	Discharging Port	
<input checked="" type="checkbox"/>	Booking1	2020-02-10	FP1	NYK ORPHEUS 057W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>	Booking2	2020-02-24	FP1	ONE HAMBURG 064W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>	Booking3	2020-03-02	FP1	NYK ALTAIR 049W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>



ONE : Manage Schedule - Google Chrome
 Not secure | 10.65.225.197/ecom/CUP_HOM_3280.do?porCd=USCHI&delCd=JPTYO&polCd=USLAX&podCd=JPTYO&lang=e...

Manage Schedule

Please note that aside from the selected vessel or selected departure date, all booking details will remain the same.

Duplicate 1

Total : 6

<input checked="" type="checkbox"/>	Booking	Departure Date	Service Lane	Vessel	Loading Port	Discharging Port	
<input checked="" type="checkbox"/>	Booking1	2020-02-10	FP1	NYK ORPHEUS 057W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>	Booking2	2020-02-24	FP1	ONE HAMBURG 064W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>	Booking3	2020-03-02	FP1	NYK ALTAIR 049W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input type="checkbox"/>	Booking4	2020-02-10	FP1	NYK ORPHEUS 057W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input type="checkbox"/>	Booking5	2020-02-24	FP1	ONE HAMBURG 064W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>
<input type="checkbox"/>	Booking6	2020-03-02	FP1	NYK ALTAIR 049W	LOS ANGELES, CA, UNITED STATES	TOKYO, TOKYO, JAPAN	<input type="text" value="Search"/>

EXAMPLE 3

Multiple bookings can be selected to be the source booking. Here Booking1, Booking2, Booking3 the vessel was updated by ETD and duplicated for one additional booking each. Each Vessel now has two bookings for the next three weeks.

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>> Pick Up

▶ Pick Up

Pick Up Date 2018-01-25 [Calendar Icon] 12 : 00

Pick Up Date: To enter the empty pick up-date you prefer.

>> Container

▶ Container Total : 1 **+** **-**

Type	Size	Quantity / Total	Quantity / S.O.C
DRY	40'	1	0

S.O.C : Shipper's Own Container

- Type: From the dropdown select container Type
- Size: From the dropdown select container Size
- Quantity/Total: Enter the total number of containers for the Type and Size selected
- Quantity/S.O.C. : Enter the total number of S.O.C for the Type and Size selected
 - This field is only necessary if the booking request is for Shipper Own Container (S.O.C.)

○
Click on "+" button, to add a new row to enter

Click on "-" button, to delete the selected row

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▶ Container

Total : 1

Type	Size	Quantity / Total	S.O.C	Quantity / S.O.C
DRY	40H	2	<input type="checkbox"/>	0

S.O.C : Shipper's Own Container - Check SOC box and indicate quantity.

▶ FLEX OK

Flex Height: Ability to accept a 40' or 40' high-cube at time of empty pick up if requested size is not available. Only applicable to DRY 40' and 40' HC selection.

▶ SPLIT OK

Split: Ability to accept ONE's decision to split a booking if one or more of the requested containers will not make the intended vessel due to missed CY (port or rail) cutoff. This is NOT a request to split the actual booking.

NEW FEATURE!! ** only applicable if place of receipt is US or Canada **

Flex OK Yes or No: If requesting equipment size and type is a dry 40' or 40' HC, Y if Flex Height is acceptable at time of empty pick up, and N if Flex Height cannot be accepted at time of empty pick up.

Split OK Yes or No: If requesting equipment size and type quantity total is more than 1, Y is the ability to accept ONE to split the booking, and N if booking cannot be split for any reason.

>> Pick Up Information

This field only appears if DR (Door) is selected for the Origin (Place of Receipt)

▶ Pick Up Information

Pick Up-1											
Type	SELECT	Size	SELECT	Total	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>				
Supplier's Name	<input type="text"/>	Contact Person	<input type="text"/>								
Address	<input type="text"/>										
Postal / Zip	<input type="text"/>	Phone No.	<input type="text"/>	Fax No.	<input type="text"/>						
Drop-Off Date & Time	2018-01-25	<input type="text"/>	:	00	Pick-Up Date & Time	2018-01-25	<input type="text"/>	:	00	:	00
Remarks	<input type="text"/>										

Remove Inland Pick Up

Add Inland Pick Up

Copy Inland Pick Up

Enter Pick Up Information details for Door Receipt.

- Click "Add Inland Pick Up" button if Container Size is different

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- Example: 1 x 40' and 1 x 20'
- Click "Copy Inland Pick Up" to avoid retyping DR pick up information
- Click "Remove Inland Pick Up" to remove added tab

DR Pick Up Information if DR Place of Receipt is Europe or Africa.

► Pick Up Information

Pick Up-1

* Type	SELECT	* Size	SELECT	Multi Add
Seq 1 DEL	+ Supplier's Name	+ Contact Person		
	+ Address	Postal / Zip Code	Phone No.	
		E - Mail		
		+ Drop-Off Date	2020-06-18	00 : 00
Remarks				

Remove Inland Pick Up Add Inland Pick Up Copy Inland Pick Up

>> Cargo – Two Ways to Select Commodity

Commodity:

- All commodities, if a contract is selected, will show in the drop down as a selection.
- All commodities that match contract, port pair (Location details), equipment size and type will show pink.
- Commodity drop down or spy glass will not be available until a contract and route has been defined.
 - Selecting "No Contract" will open the spy glass to search for a commodity.

► Cargo (Alphanumeric Character(s) Only)

* Commodity	Select Commodity from Contract
* Total Estimated Weight	BODIES, FOR AUTOMOBILES
	ACTIVATED CARBON
	ADHESIVES, RUBBER OR PLASTIC
	ANIMAL FEED SUPPLEMENTS, NOS
	AUTOMOTIVE PARTS

► Reefer Cargo

Commodity List

Commodity Key Word:

Search

Total : 11

<input type="checkbox"/>	Code	Commodity
<input checked="" type="checkbox"/>	210111	COFFEE,TEA,CHICORY ESSENCE,EXTRACT, EXTRACTS, ESSENCES AND CONCENTRATES
<input type="checkbox"/>	210112	COFFEE,TEA,CHICORY ESSENCE,EXTRACT, PREPARATIONS WITH A BASIS OF EXTRACTS, ESSENCES OR CONCENTRATES OR WITH A BASIS OF COFFEE
<input type="checkbox"/>	210130	COFFEE SUBSTITUTES, NOT CONTAINING COFFEE
<input type="checkbox"/>	090000	COFFEE, TEA, MATE AND SPICES
<input type="checkbox"/>	090111	COFFEE BEANS, RAW, NOT DECAFFEINATED
<input type="checkbox"/>	090112	COFFEE BEANS, RAW, DECAFFEINATED
<input type="checkbox"/>	090113	COFFEE, RAW, NOS

Select **Close**

Total Estimated Weight: This is the total estimated weight for the total equipment quantity that is being requested.

- example: 1 dry 40' and 2 dry 20' is being requested. Estimated weight per 40' is 23,000 kgs and per 20' is 19,750 kgs. Total estimated weight is 62,500 kgs.

► **Cargo (Alphanumeric Character(s) Only)**

* Commodity:

If commodity is unavailable in selected contract, please use spyglass to search for commodity. 🔍

* Total Estimated Weight: **KGS** ▼

>> **Cargo Nature - Reefer**

This field is only available if the Equipment Type is Reefer

► **Reefer Cargo** Total : 1 **+** **-**

Unit	Degree	Ventilation		Nature	Humidity(%)	Genset
		Value	Type			
C ▼	2 + -	1	CMH ▼	Chilled ▼	82	Yes ▼

- Unit : From the dropdown select F (Fahrenheit) or C (Celsius) as unit
- Degree: Type in the temperature
- Ventilation Value/Type: Type in ventilation requirement
 - Example: value is 0 and type is 0% Open for closed vents
- Nature: From the dropdown select Chilled, Frozen or Fresh

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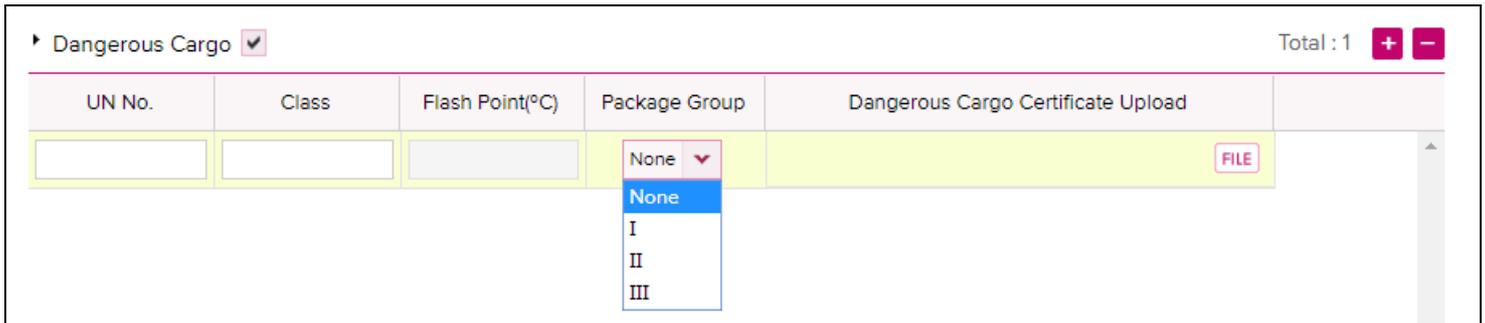
- Humidity: Type in humidity requirement
- Genset: From the dropdown select Yes or No

>>Cargo Nature - Dangerous Cargo

This field is only available if commodity is hazardous

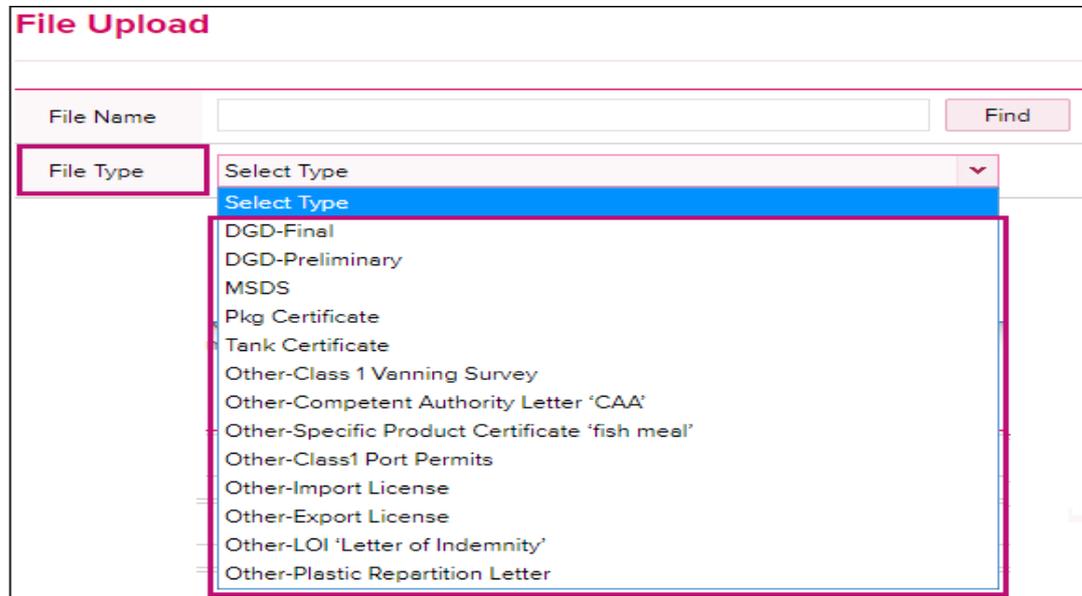
NEW FEATURE!! ** only applicable if place of receipt is US or Canada **

Complete DG details are no longer mandatory input fields. Simply click the Dangerous Cargo check box and this will begin the DG Booking Approval Process upon submission of the eCOM Booking Request.



UN No.	Class	Flash Point(°C)	Package Group	Dangerous Cargo Certificate Upload
			None I II III	FILE

- UN No: Type in UN No.
- Class: type IMDG class
- Flash Point: Type in flash point. This field is enabled only for Class 3 cargo
- Package Group: Select package group from the dropdown list
- Dangerous Cargo Certificate Upload: Attach DG certificate using the [FILE] button.
 - One file or zip file



File Upload

File Name Find

File Type

- Select Type
- DGD-Final
- DGD-Preliminary
- MSDS
- Pkg Certificate
- Tank Certificate
- Other-Class 1 Vanning Survey
- Other-Competent Authority Letter 'CAA'
- Other-Specific Product Certificate 'fish meal'
- Other-Class1 Port Permits
- Other-Import License
- Other-Export License
- Other-LOI 'Letter of Indemnity'
- Other-Plastic Repartition Letter

- File Type: Select the type of document to be uploaded from the dropdown list

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>> Cargo Nature - Awkward Cargo

This field is only available if the equipment type is Open Top or Flatrack.

Awkward Cargo Total : 1

OPEN TOP / 40'

Package	<input type="text"/>	BAG <input type="button" value="v"/>	Gross Weight	<input type="text"/>	KGS <input type="button" value="v"/>
Net Weight	<input type="text"/>	KGS <input type="button" value="v"/>	Commodity	<input type="text"/>	
Unit	CM <input type="button" value="v"/>		Length	<input type="text"/>	
Width	<input type="text"/>		Height	<input type="text"/>	
Remark(s)	<input type="text"/>				

- Select Container Size and Type from the dropdown list
- Package: Enter the number of package and select package type from dropdown list
- Gross Weight: Enter gross weight and select weight unit
- Net Weight: Enter new weight and select weight unit
- Commodity: Enter commodity description
- Unit: Select unit code from dropdown list
- Length: Enter length
- Width: Enter width
- Height: Enter height
- Remark(s): Enter remarks pertaining to the awkward cargo

>> Special Instruction on Booking & Adding Reference No.

- ① Any special instruction that the booking requires can be noted here. Consider this as the box to make notes that you would make in an email booking or phone booking to a Customer Service Export Booking Agent.
- ② Reference No. will maintain your Ref # within our system and be provided on the Booking Receipt Notice in the 'Remarks 1' section. (i.e Shipper ref #:ABC123)
- ③ Multiple reference numbers for multiple bookings is easily managed. Select "Yes" from the Multiple Reference Number dropdown menu and click [Manage Reference No] button.

▶ Special Instruction on Booking (Alphanumeric Character(s) Only) **1**

Multiple Reference Numbers
Do you have unique Reference Numbers for your duplicate bookings?
Only available if additional bookings have been added under Manage Schedule.

Yes ▼

▶ Reference No. (Alphanumeric Character(s) Only) **2** Manage Reference No.

Invoice Ref. No.

BKG SH Ref. No. **Manage Reference No.** **3**

BKG FF Ref. No.

S/I SH Ref. No.

S/I FF. No.

Please note that aside from the input reference numbers, all booking details will remain the same. For ONE Door deliveries the Trucker Reference Numbers (Loading Reference Numbers) can be entered under Door Remarks and will map to all Pick Up Information

Total : 4

<input type="checkbox"/>	Booking	Departure Date	Service Lane	Vessel	Invoice Ref.No.	BKG SH Ref.No.
<input checked="" type="checkbox"/>	Booking1	2020-06-18	PS4	YM MANDATE 069W	<input type="text"/>	ABC123
<input type="checkbox"/>	Booking2	2020-06-18	PS4	YM MANDATE 069W	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Booking3	2020-06-25	PS4	YM MOBILITY 050W	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Booking4	2020-06-25	PS4	YM MOBILITY 050W	<input type="text"/>	<input type="text"/>

OK **Close**

>> e-Mail Notification

▶ e-Mail Notification

Event	Subscribe	Unsubscribe
Vessel Departure	<input type="radio"/>	<input checked="" type="radio"/>
Vessel Advance / Delay	<input type="radio"/>	<input checked="" type="radio"/>

The email notification for the booking will be sent to you when the selected event occurs.

This is an e-Mail Notification option for the booking request. If you would like to receive those email notifications, please select the “Subscribe” option. The notifications will be sent to the email address as mentioned in the customer information segment of the booking.

- Vessel Departure: When a vessel departs place of loading, the notification will be sent.
- Vessel Delay: When vessel schedule is delayed more than 3 hours, the message will be sent.

- To change the default setting about e-mail notification, click 'e-Subscription' from top-menu.

>> Submit Booking Request

The screenshot shows the 'Submit Booking Request' interface. At the top, there is a 'Reference No. (Alphanumeric Character(s) Only)' field and a 'Manage Reference No.' button. Below this are several input fields: 'Invoice Ref. No.', 'BKG SH Ref. No.', 'BKG FF Ref. No.', 'S/I SH Ref. No.', and 'S/I FF. No.'. A 'Confirm Message' dialog box is overlaid on the 'BKG SH Ref. No.' field, asking 'Do you want to save the data?' with 'Confirm' and 'Cancel' buttons. A yellow arrow points from the 'Confirm' button to the 'e-Mail Notification' section. In this section, there are 'Subscribe' and 'Unsubscribe' buttons. A 'Dialog Message' box is overlaid on the 'Unsubscribe' button, stating 'Booking request has been received. You will be redirected to the Booking Status screen to review your booking details.' with a 'Close' button. At the bottom right, there are 'Clear', 'Submit', and 'Save as Template' buttons. Numbered callouts 1, 2, and 3 indicate the sequence of actions: 1. Click the [Submit] button. 2. Click the [Confirm] button. 3. Click [Close] to complete the booking request process.

- ① Click the [Submit] button and the Confirm Message box will pop-up.
- ② Click the [Confirm] button and the Dialog Message box will pop-up.
- ③ Click [Close] to complete the booking request process.

Booking Upload: When booking is uploaded into our ONE system, you will receive this notification. This is not a notification of your final booking receipt notice, but only the upload into our ONE booking module.

>> [Booking Status](#)

User is now auto routed to the Booking Status screen to view requested booking information.

Outbound | **Booking Status** | [User Guide](#)

Request Date: 2020-06-17 ~ 2020-06-17 | Today | 1Week | 30Days | 10Weeks

Status: PROCESSING | Via: Web

Request No.: [] | e-Booking Party: All | Your eCommerce User ID: []

Search

	Request No	Booking No	Split	Via	Request Date	Booking Date	Vessel	Estim: D
<input type="checkbox"/>	[REDACTED]	[REDACTED]	N	Web	2020-06-17 13:42	2020-06-17 16:43	YM MANDATE 069W	20
<input type="checkbox"/>	[REDACTED]	[REDACTED]	N	Web	2020-06-17 13:42	2020-06-17 16:43	YM MANDATE 069W	20
<input type="checkbox"/>	[REDACTED]	[REDACTED]	N	Web	2020-06-17 13:42	2020-06-17 16:43	YM MOBILITY 050W	20
<input type="checkbox"/>	[REDACTED]	[REDACTED]	N	Web	2020-06-17 13:42	2020-06-17 16:43	YM MOBILITY 050W	20
<input type="checkbox"/>	[REDACTED]	[REDACTED]	N	Web	2020-06-17 11:02	2020-06-17 14:02	YM WREATH 015W	20

1 | Per Page: 30

Book Again | **Booking Receipt Notice** | **Edit** | **Cancel** | **Download**

If estimated departure date is changed, system will highlight the date and time as follows.
(Advance : Blue, Delay : Red)

When auto routed from the Booking Request page default view is:

- Request Date: Today
- Status: Processing
- Via: Web
- e-Booking Party: Booking Requester eCommerce User ID