

Documentation Agreement

1. Effective date should show as (made this <Day> of <Month>,<Year>)

Sample format is 10 of April,2023

Additionally, Company Name and Address should be indicated in these fields as seen in the screenshot.

THIS AGREEMENT, made this [] day of [], 20 [], (the “Effective Date”) between [**Company Name**] (the “Customer”), whose address is [**Address**], and Ocean Network Express (“ONE”), whose address is 7 Straits View, #16-01 Marina One East Tower Singapore 018936.

2. Clause 1.1 - should be the maximum number of authorized individuals who will be printing the BL.

Must indicate a number, sample as follows:

1 Customer Obligations

1.1 Customer agrees to maintain the security of all BLP User ID numbers and/or passwords (hereinafter referred to as **Password**) provided to the Customer by ONE. Customer shall make the Password available only to employees listed and identified in Schedule A of this Agreement. A maximum number of [1] employees shall be

3. Clause 3.5 - should be the country where the business is located.

3.5 Jurisdiction. The Parties hereby agree any and all actions against ONE for breach of its obligations under this Agreement shall be brought before the Singapore High Court to the exclusion of the jurisdiction of any other courts, whilst any such actions against the Customer may be brought before the courts of [please insert country where the Customer has its place of business] at ONE’s discretion.

Customer Checklist



4. Signature of the customer on the right part above printed name and actual Customer name [COMPANY NAME] to be replaced by Actual Name.

Signatory from the Customer side.

[*COMPANY NAME]*to be replaced by
Actual Name

Signed By _____

Print Name _____

Schedule A

1. Indicate the Contracting customer name and addresses.

The details in the Contracting Customer's Names & Addresses field should match the one indicated in the 1st part of the Documentation Agreement (if OBL is needed), also in the Authorized Parties & Access Privileges field.

Documentation Agreement

THIS AGREEMENT, made this [redacted] day of [redacted], 20 [redacted], (the "Effective Date")
between [redacted] (the "Customer"), whose address
is [redacted], and Ocean Network Express

Contracting Customer's Names & Addresses

Full Names and addresses of all offices or companies that the Contractor of this Documentation Agreement represents.

Company Name:		*Customer Code
Address:		
City, State and Zip:		
Phone:		

Customer Checklist



2. Indicate the username of the authorized party to print the BL

Additionally, for Other office locations. Customer in the Contracting Customer's Names & Addresses and Other Office Location should be affiliated.

Other office locations: (if applicable)

Company Name:		*Customer Code
Address:		
City, State and Zip:		
Phone:		

3. Tick only 1 for viewing privilege.

Customer must select only one from the choices in View Privileges.

View Privileges			
What charges on the BL can this Party View on the Internet? (choose one only)			
Unfreighted (no charges)	Freighted (all charges)	Prepaid Charges Only	Collect Charges Only
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Tick any of the printing privileges (OBL must come with DA).

Customer can select 1 or all, depending on their requirements.

Note: If Final OBL is ticked, a Documentation Agreement is needed along with Schedule A.

Print Privileges		
What kinds of B/L's can this Party Print from the Internet? (choose all that apply)		
Final OBL	Final Waybill	Additional Non-Negotiable (N/N)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>