



中远海运集装箱运输有限公司

COSCO SHIPPING LINES CO., LTD

User Guide- Booking Request



Content

1. Go to submit a Booking Request	3
2. How to create a Booking Request?	4
Step 1: Routing and schedule information.....	4
Step 2: Input rate/reference information	5
Step 3: Input shipment party information	5
Step 4: Input cargo and container information	6
Optional Step 5: Instruct haulage time appointment information if under DOOR pickup	7
Optional Step 6: Input special requirements information	9
Optional Step 7: Document upload for submit booking	9
Optional Step 8: Remarks and specified notification	9
3. Introduction to Draft, Template, Search and Email subscription	10
Draft function	10
Template function	11
Search function.....	12
*** End of the BR User Guide ***	14



COSCO Shipping Lines Website: <http://elines.coscoshipping.com>

(If you are the certified USER of COSCO SHIPPING Lines WEB, please input your user ID and password to login. If you are not yet, please click Register Now to get verified USER certification first.)

1. Go to submit a Booking Request

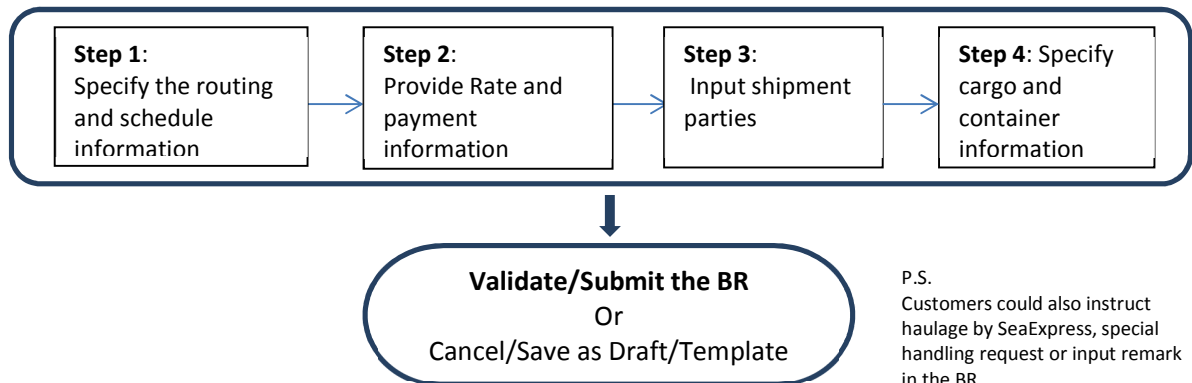
- Click the party menu [Booking]→[Booking]

- System will pop up a window, click [Booking Request] to create a new booking request.

- [Templates] is to create the Booking Request (abbreviated as BR hereafter) template for you or all users of the client's company.
- [Drafts] is to find the draft BR created by the user.
- [Search] as the above is to find the bookings according to your filter conditions.

2. How to create a Booking Request?

There are 4 steps to complete one booking before SUBMIT (Notes: * is mandatory field). For special instruction, 1-3 additional steps might be required. Most of the information could be selected from the website, few details needs manual input. Customer can always select from saved templates to create a new BR.



Step 1: Routing and schedule information

Booking Request - New

My Favorite Templates:

Details

* Required.

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed.

Door Pickup: *

Origin City: *

Booking Office: *

Door Delivery: *

Destination City: *

Vessel Voyage: * ☐ Find From Sailing Schedule ☐ Intended Vessel Voyage ☐ Earliest Departure Date from Origin or Latest Arrival Date at Destination

Intended Date Range: * ☐ Sailing within 2 weeks from 01 Feb 2017 ☐ Arrival within 2 weeks by 15 Apr 2017

Sailing Schedule:

Multiple options of specifying the schedule

Select one template to create BR, if already available

Input the origin city and destination city by selecting from the popup list.

Select PICKUP/DELIVER clause by choosing CY/DOOR

- 1) Please choose Door Pickup "Door" only if precarriage has been offered from Cosco Shipping direct in carrier's haulage
Please choose Door Pickup "CY/Ramp" if precarriage has been offered by Seaexpress in merchant haulage
Same for Door Delivery

Please check for correct booking office

There are 3 options for customer to input the sailing schedule information



✧ Option 1: Find From Sailing Schedule through defining the “Intended Date Range”.

Vessel Voyage: * ☒ Find From Sailing Schedule ☐ Intended Vessel Voyage ☐ Earliest Departure Date from Origin or Latest Arrival Date at Destination

Intended Date Range: * ☒ Sailing within 2 weeks from 10 Dec 2016 ☐ Arrival within 2 weeks by 23 Jan 2017

Click the button

Sailing Schedule:

Find Sailing Schedule

There will be a popup window listing all vessel candidates for the customer to choose.

Note: * For the route that has no book button, user can not book as this route might be expired.

* Customer also can further filter by “Port of Load” and “Vessel Name” to get more accurate routing information by click “Expand” link on popup top right.

✧ Option 2: Manual input the vessel voyage, as shown on schedules on Homepage

Vessel Voyage: * ☐ Find From Sailing Schedule ☒ Intended Vessel Voyage ☐ Earliest Departure Date from Origin or Latest Arrival Date at Destination

Service: Vessel: * Voyage: *

✧ Option 3: Provide “Earliest Departure Date from Origin” or “Latest Arrival Date at Destination”. The VESSEL/VOYAGE will be assigned in respect of your details by the carrier customer service people.

Vessel Voyage: * ☐ Find From Sailing Schedule ☐ Intended Vessel Voyage ☒ Earliest Departure Date from Origin or Latest Arrival Date at Destination

Intended Date: * ☒ Earliest Departure Date from Origin: dd mmm yyyy ☐ Latest Arrival Date at Destination: dd mmm yyyy

****first available vessel” option also provide for choose if “Origin City” is from US or CA**

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed.

Origin City: * OTTAWA APT, ON, CANADA(CAYOW) Booking Office: * Select Destination City: *

Port of Load: Port of Discharge: *

Vessel Voyage: * ☐ Find From Sailing Schedule ☐ Intended Vessel Voyage ☒ Earliest Departure Date from Origin or Latest Arrival Date at Destination

Intended Date: * ☒ Earliest Departure Date from Origin: dd mmm yyyy ☐ Latest Arrival Date at Destination: dd mmm yyyy

☒ I would like a booking on the first available vessel if the requested voyage is closed for new booking.

Step 2: Input rate/reference information


- ✧ Select rate reference type from the corresponding list and input the number
- ✧ Provide ocean freight option or payment details (e.g. other payment office) if available.
- ✧ Select user reference type from the corresponding list and input the number, maximum 99 user reference can be added for one booking

***If booking “Origin city” is from US or CA, should provide one of “Service Contract Number” for rate reference or “Tariff Item No” for user reference with 8 characters for booking**

***If booking “Origin city” is from china, Ocean Freight is necessary**

Step 3: Input shipment party information

- ✧ User need provide shipper party information and optional provide forwarder, consignee and notify party information
- ✧ There are 3 ways for user to input the party information as below
 - Manual input the company’s information and contact person’s information

- User can check the option “Copy from My Profile”, and system would load your company’s registration information
- User can click the  icon to search out the party information by wildcard search



** The information that user can select from the system list is retrieved from the booking party’s previous booking confirmation message*

Step 4: Input cargo and container information

- ✧ Select “Cargo Nature” from the drop down list, provides “Cargo Description” and “CAS No.”

Cargo Nature *	Cargo Descriptions *	CAS No.
<div> <div>Reefer</div> <div>General</div> <div>Reefer</div> <div>Dangerous</div> <div>Awkward</div> </div>	<div>(The metal type and package type are required in the commodity description for metal scrap shipments.)</div> <div></div> <div>Cargo description is required.</div>	

- only one cargo nature / commodity is possible per booking
- ✧ About cargo description, the metal type and package type are required in the commodity description for metal scrap shipments – if you have rate for this commodity.
- ✧ Detailed reefer information are required if current booking is for reefer cargo
 - * Temperature cannot be higher than 25 degrees Celsius or 77 degrees Fahrenheit and cannot be less than -30 degrees Celsius or -22 degrees Fahrenheit
- ✧ Detailed DG information are required if current booking is for dangerous cargo
 - * Outer Package, Net Weight, Gross Weight
 - * user can click “Add Dangerous Information” to add more dangerous information declaration for current booking
 - * Proforma-DGD with complete details needs to be loaded up – see Optional Step 7
- ✧ Detailed Awkward information are required if current booking is for awkward cargo

**If switch cargo nature after user input cargo information, system will popup alert to avoid user inputted information lost*

Cargo

Outbound Traffic Mode: FCL: Full Container Load Inbound Traffic Mode: FCL: Full Container Load

Cargo Nature * (The metal type and package type are required)
 Awkward

Reefer Information
 Temperature: * Celsius
 Ventilation: * Select
 Generator Set: * Select

Message from webpage
 Reefer cargo information will be deleted. Do you want to continue?
 OK Cancel

✧ Advise container details

Container

Container Information

Quantity *	Size Type *	Cargo Weight * <small>(Tip: per container)</small>	Shipper Owned
2		Kilograms	<input type="checkbox"/>
		Kilograms	<input type="checkbox"/>

[Add Container](#)
☐ I accept partial shipments.

*If user need to delete unnecessary container size type, click on the delete icon

*If "Origin City" is from US or CA, "I accept partial shipments" option will allow user to choose if total container quantity more than 1

Below steps are optional for special booking requirements

Optional Step 5: Instruct haulage time appointment information if under DOOR pickup

Haulage

Door Pickup Appointment ☐ To be Advised

[Add Appointment](#) (0 out of 5 Containers Assigned)

Add Appointment

* Required.

Containers

Total on Booking	Without Appointment	To be Scheduled *	Pick up Number	Size Type	Shipper Owned
4	4	2 <small>Should be equal to the amount of "Total on Booking".</small>	pku% <small>Only (0,1..9,a,b..z,A,B,..Z and ;) is valid.</small>	20' General Purpose Container	
1	1	1	PKL123456	40' General Purpose Container	

Contact Information

Door Pickup Address

☐ Copy from Shipper's Address

Company: *

Street: *

City: *

County / District:

State / Province:

Country / Region: * Select

Zip Code / Postal Code:

Contact Person

Name:

Phone:

Appointment *

☒ Intended Time

Time:

Time Zone:

Cancel

Save

*The "pickup number" is optional, and max accept 100 characters for one door appointment. If have more than one pickup number, you can combine them with ";" (for example "PKL1234567; PKL333333")

*Due to carrier system limitation, customer can't specify the amount of appointment container, system only allow customer input the container amount of "total on booking" for "To be Scheduled"







Container Information

Quantity *	Size Type *	Cargo Weight * <small>Tip</small> (per container)	Shipper Owned
2	20LQ - 20' General Purpose - Height 8'	100 Kilograms	<input type="checkbox"/>
4	20AC - 20' Air Container	100 Kilograms	<input type="checkbox"/>

Add Container

Haulage

Door Pickup Appointment ☐ To be Advised

Appointment	Container Information	Pick up Number	Contact Information			Actions
			Address	Name	Phone	
26 Apr 2017, 13:07 CCT	4 x 20AC - 20' Air Container	PKU111	test company stret1, str3 zhuhai, zhuhai, state, 22122, Afghanistan			  
25 Apr 2017, 13:08 CCT	2 x 20LQ - 20' General Purpose - Height 8'	PKU222;PKU2221	test company stret1, str3 zhuhai, zhuhai, state, 22122, Afghanistan	kernel wang	22-33-444444	  

Add Appointment (6 out of 6 Containers Assigned)

*system supports customer provide multi door appointment information for one booking request

Optional Step 6: Input special requirements information

Special Requirements (Please don't choose the special stowage if not required. Any checked special handling request are subject to operational approval and cannot be guaranteed by Carrier.)

Miscellaneous Requirements: ☐ Require Fumigation by Carrier

Special Stowage:

<input type="checkbox"/> Block Stowage	<input type="checkbox"/> Stow away from heat
<input type="checkbox"/> Endwalls of flatracks to be collapsed	<input type="checkbox"/> Stow below Deck
<input type="checkbox"/> Not (to be) over-stowed	<input type="checkbox"/> Stow on Deck
<input type="checkbox"/> On Deck Top	<input type="checkbox"/> Stow/Stowed on deck protected
<input type="checkbox"/> Priority Discharge	<input type="checkbox"/> Stow under waterline
<input type="checkbox"/> Secure Stow	<input type="checkbox"/> Under deck or on deck protected
<input type="checkbox"/> Stow at bottom of hold	<input type="checkbox"/> Wet Hides

***Carrier only support max 6 special stowage information for booking**

Optional Step 7: Document upload for submit booking

(e.g. Proforma-DGD, Packing List, Copy of L/C if available)

- User can provide document information for current booking submission.
 - Select need upload document type
 - Choose local file to upload
 - Provide upload document remarks information if have
 - User can click "Add Document" to add more upload document
 - User can click "✕" to delete uploaded document
 - Maximum allow 5 documents for each booking request

Document Upload

Document Name	Select Document <small>Tip</small>	Remarks	Actions
Select	<input type="button" value="选择文件"/> 未选择任何文件		<input type="button" value="✕"/>
Select	<input type="button" value="选择文件"/> 未选择任何文件		<input type="button" value="✕"/>

[Add Document](#) [Tip](#)

*** Types of documents that you can upload are PDF, documents(.doc, .docx, .rtf, .txt), spreadsheets(.csv, .xls, .xlsx) and standard image formats(TIFF, JPG, GIF and PNG), with maximum file size of 10000KB**

Optional Step 8: Remarks and specified notification

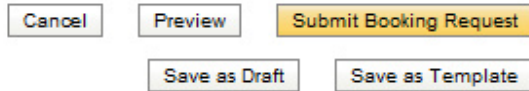
Remarks for Entire Booking

Additional email address separated by semicolon

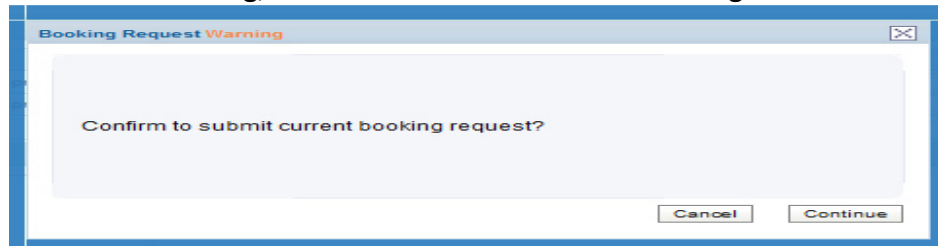
I would like to send booking confirmation information to: _____
(E-mail addresses separated by semicolon ";")

Special remind, the carrier reserves the right about update or change to the booking request submitted here, it should be finally subject to what is notified by the "BOOKING CONFIRMATION" from the carrier.

Last step: Review and submit the booking or save it as draft/template



- Click “Preview” to view the booking request information
- Click “Submit Booking Request”, a warning box will pop up, click “Continue” to submit the booking, click “Cancel” to cancel the booking



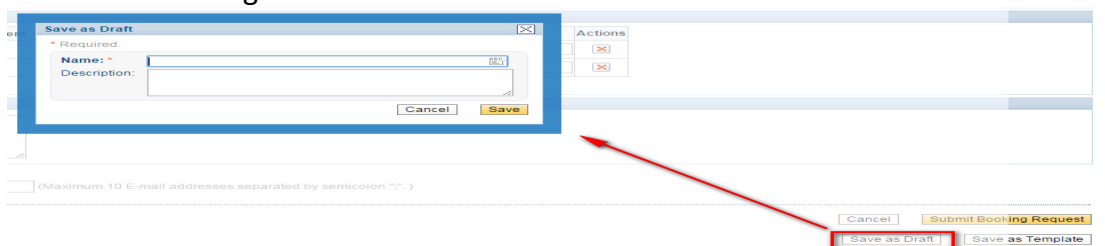
** Once the booking request has been submitted, it cannot be modified online unless carrier send confirmation for this booking or submit a new booking.*

- Click “Save as Draft” to save current inputted booking information as draft for next time to continue.
- Click “Save as Template” to save current inputted booking information as template for next time quick submission.
- Click “Cancel” to cancel current inputted booking and return to booking search function.

3. Introduction to Draft, Template, Search and Email subscription

Draft function

- If user has not finished inputting the booking information completely, user can click on the “Save as Draft” button to save this booking as draft to adjust and submit the booking later on.



- User can find out the saved draft via below party menu.

Booking Request Templates Drafts Search					
Booking Draft					
Draft List					
Draft Name	Description	Created	Last Modified	Actions	
Draft0001	Draft0001	08 Dec 2015, 14:39	08 Dec 2015, 14:39		
TEST_DRAFT_1	TEST BY KERNEL	18 Jan 2016, 21:49	18 Jan 2016, 21:49		
glen-test-1215	glen-test-1215	17 Dec 2015, 14:02	17 Dec 2015, 14:02		
Total: 3 Draft(s)					

- On the draft list, user can click on the icon to modify the booking request for submission or user can click on the icon to delete this draft.

Template function

- User can save the booking as a template in case user needs to submit bookings with similar information in the future. To save it as template, user can click on the “Save as Template” button on the booking submission page

The image shows a 'Save as Template' dialog box with the following fields and options:

- Name:** (Required, text input field)
- Description:** (Text area)
- ☐ Mark as Favorite
- ☐ Share with users in my Company
- Buttons: Cancel, Save

Below the dialog box, a red arrow points to the 'Save as Template' button on the booking submission page, which is highlighted with a red box. Other buttons visible include 'Back', 'Submit Booking Request', and 'Save as Draft'.

- If user check the box for “Mark as Favorite” when save the template, then this template can be selected directly when user submit a new booking request

The image shows the 'Booking Request - New' page. At the top, there is a navigation bar with 'Booking Request', 'Templates', 'Drafts', and 'Search'. Below it, the 'Details' section is visible. In the 'Routing' section, there is a dropdown menu labeled 'My Favorite Templates' with a 'Select' button and a 'Go' button. The dropdown menu is highlighted with a red box.

- If user check the box for “Share with users in my Company” when save the template, then this template can be used by other users in the same company. It could be found in the user’s “My Company Templates” tab.

Booking Request **Templates** Drafts Search

Booking Templates

My Templates **My Company Templates** Shared by Carriers

Template: ☒ All ☐ Search by Name *Tip*

Template Name ↑	Description	Created By	Last Modified	Actions
081901	user2 testing	coscuserfn coscuerfn(coscontes2)	19 Aug 2014, 11:17	
081902		coscuserfn coscuerfn(coscontes2)	19 Aug 2014, 14:11	

Template 1 to 2 of 2

- To find out the template that you saved, you can access via below party menu

Booking Request **Templates** Drafts Search

Booking Templates

My Templates **My Company Templates** Shared by Carriers

Template: ☒ All ☐ Search by Name *Tip*

Template Name ↑	Description	Shared	Favorite	Tip	Created	Last Modified	Actions
081902		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		19 Aug 2014, 14:01	18 Nov 2014, 10:00	
1234			<input type="checkbox"/>		03 Nov 2014, 14:52	03 Nov 2014, 14:52	
141103			<input type="checkbox"/>		03 Nov 2014, 12:45	03 Nov 2014, 12:45	
1411032			<input type="checkbox"/>		03 Nov 2014, 15:35	03 Nov 2014, 15:35	
14110601			<input type="checkbox"/>		06 Nov 2014, 14:49	06 Nov 2014, 14:49	
14110602			<input type="checkbox"/>		06 Nov 2014, 14:58	06 Nov 2014, 14:58	
A-jm-test	attt		<input checked="" type="checkbox"/>		02 Jul 2015, 11:40	02 Jul 2015, 11:40	
A-jm-test1	ccc		<input checked="" type="checkbox"/>		09 Jul 2015, 09:56	09 Jul 2015, 09:56	

- User can click the “☆” in the column “Favorite” to quick set/cancel template as favorite template.
 - “” for user to view the template detail
 - “” for user to modify the template
 - “” for user to copy this template as new booking
 - “” for user to delete this template
- In addition, user can click on the “Add Template” button and create a new template directly.

Search function

- System offers a search function such that user can search out his submitted bookings.

Previously Submitted Bookings Search

Search by

A maximum of the previous 6 months can be displayed.

Submission Date Range: From: To:

Booking Number:

Origin City:

Service:

User Reference Number:

Cargo Nature:

Submitter:

Destination City:














Vessel Voyage:

Status:

* **Submitter:** click pull-down button to show the all accounts under the company, default to show the current login user account







- Choose proper search criteria and click search button (If date range is selected, then the maximum of the previous 6 months can be displayed), below is the search result displayed and the column name in the search result represents below

Search Result

Booking Number <small>Tip</small>	Internet Booking Reference Number	Origin City	Destination City	Shipper	Service	Vessel Voyage	Container Pickup Check Code	Submitted by	Processed on on	↓	Status	Amendment Time	Action
	CC6315091007	Hong Kong, Hong Kong	Singapore, Singapore	test company				test test (cosconcus2)	27 Mar 2017, 15:56 CCT		Submitted		  
	CC6039696086	Hong Kong, Hong Kong	Singapore, Singapore	test company				test test (cosconcus2)	27 Mar 2017, 15:54 CCT		Submitted		  
	CC4561099588	Hong Kong, Hong Kong	Singapore, Singapore	test company				test test (cosconcus2)	24 Mar 2017, 09:11 CCT		Submitted		  
ANDREWTEST0000111	CC5025894791	Hong Kong, Hong Kong	Singapore, Singapore	test company				test test (cosconcus2)	21 Mar 2017, 15:10 CCT		Confirmed		   

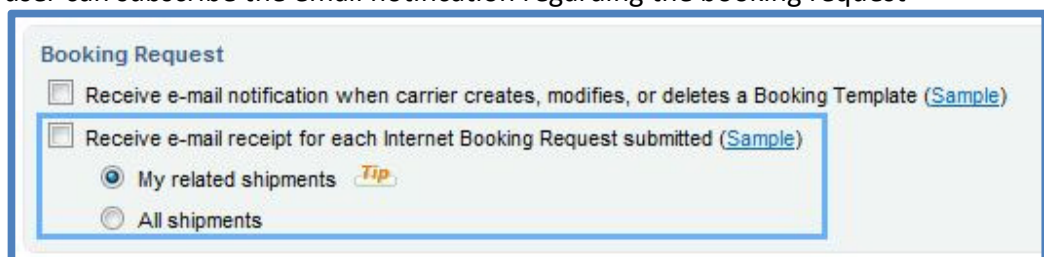
Note: *the system will default to display the query result according to the reverse order of "processed on", Other fields can also be sorted by clicking the field name.

- **Booking Number**, it is the number returned by system of carrier once the booking is confirmed. By clicking the hyperlink, user can view the booking confirmation details
- **Internet Booking Reference Number**, it is the number that generated by system once the booking request is submitted successfully. It is for user's reference and search. Click on the hyperlink, user can view the booking request details
- **Origin City**, it is the origin city of the booking request.
- **Destination City**, it is the destination city for booking request
- **Shipper**, it is the shipper information for booking request
- **Service**, it is the routing service information for booking request
- **Vessel Voyage**, it is the routing vessel voyage information for booking request
- **Container Pickup check code**, it is the 4 digits container pick up check code which return from carrier shipment confirm message.
- **Submitted By**, it is current booking request' s submitter first name/last name and account information.
- **Processed On**, it is the date time that system processed the booking and submitted to carrier.
- **Status**, the latest status of booking request
 - **Submitted:** it means booking request has been sent to carrier system, waiting for carrier' s processing.
 - **Cancel Requested:** it means the request to cancel the booking has been sent to carrier
 - **Pending, Wait Listed or Confirmed:** it means booking request has been processed by carrier.
 - **Declined:** it means booking request has been declined by carrier
 - **Cancelled:** it means booking request has been cancelled by carrier.

- **Amendment Time**, it is the latest date time that carrier accept/reject booking amendment which via service request function.
- **Action**
 - , View the booking detail
 - , Copy to new booking
 - , Amend booking information. The icon will be displayed If the booking status is “Pending” , “Wait Listed” or “Confirmed” .
 - , Send booking cancel request to carrier. The icon will be displayed if the booking status is “Submitted” , “Pending” , “Wait Listed” or “Confirmed” .
 - , Copy to New SI. The icon will be displayed if the booking status is “Pending” , “Wait Listed” or “Confirmed” and the user has SI module privilege
 - , View shipment folder. The icon will be displayed if the booking status is “Pending” , “Wait Listed” or “Confirmed” and the user has shipment folder module privilege

- **Email subscription for booking**

- user can subscribe the email notification regarding the booking request



- My related shipments: Receive email notification for all booking requests that are submitted by my own.
- All shipments: Receive email notification for all booking requests that are submitted by all users in my company.

***** End of the Booking Request User Guide *****