

Booking request


Global User Guide offers all booking requirements and may not be applicable to your country

This service provides an application to submit a booking request to ONE.


Please follow below steps to submit a booking request to ONE.

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

SIGN IN

 User ID

1

 Password


Forgot user ID / password?

☐ Remember me

REGISTER

SIGN IN

Once logged into eCommerce site, click on 2 outbound menu.



my ONE

Bookings

Web Bookings

Request (All) 0

Processing 0

Booked 0

Change Requested 0

Rejected 0

Cancel Requested 0

Cancelled 0

Closed 0

Other Bookings(All Status)

Offline 0


EDI 0

Portal 0

Template 0

eCommerce Applications


Schedule



Find dynamic point-to-point schedules and routes.

go


Track& Trace



Track multiple shipments in Advanced ways.

go


2 Outbound



Submit and manage bookings and shipping instructions, print online BL's and submit VGM.

go


Report



Create and view Reports which cover multiple aspects of your business.

go


Inbound



Obtain arrival notices, shipment sailings, POD terminal details, and B/L surrender check.

go

Rate & Tariff



View our rates and tariffs for DEM/DET, Surcharge and Inland.

go

Click on Booking >> **3** Booking Request to open Booking Request Form.

The screenshot displays the 'Booking Request' form within the ONE Ocean Network Express system. On the left, a sidebar menu under 'Outbound' includes 'Pre Check', 'Booking' (with a sub-item 'Booking Request' highlighted and circled with a red '3'), 'Shipping Instruction', 'AES/CAED Input', 'VGM', 'BL Processing', and 'House BL Check'. The main form area is titled 'Booking Request' and includes a 'User Guide' link. It features a 'Manual Booking Number' input field, a 'Quick Booking' section with a 'Template' dropdown and 'Copy Previous Booking' button, and a 'Customer Information' section with fields for Name, e-Mail Address, Phone No., Fax No., and Contract No. Below this, there are sections for 'Person placing Request' (Shipper or Forwarder), 'Shipper' details, 'Freight Forwarder' details, and 'Consignee' details, each with 'Company' and 'Address' input fields. Mandatory fields are indicated by an asterisk (*).

Enter each column based on your Booking Request details.

Please take note that all the item with * are mandatory to input.

Please find more explanation on each field to be entered.

>> Quick Booking

Booking Request[User Guide](#)

Manual Booking Number

①

Quick Booking

Template

Select Name

②

▼

Edit

Copy Previous Booking

③

Apply

Customer Information

* Customer Information
(ID information)

Edit My Profile

④

P

Name

e-Mail Address

Phone No.

Fax No.

Contract No.

Select

▼

Address

* Person placing Request

☒ Shipper

☐ Forwarder

⑤

- ① Manual Booking Number: Enter the manual booking number if you have the number pre-assigned by ONE.
- ② Template: Select template name from the dropdown list. The previously saved booking information will populate. This is recommended for repeated shipments.
- ③ Copy Previous Booking: Users can look up previous booking number to copy booking details to new booking request.
- ④ Automatically the booking party No. is added as per user ID set-up.
- ⑤ Person Placing Request: Please choose Shipper or Freight Forwarder. The Shipper or Freight Forwarder details will be auto-populated accordingly with information associated with your web ID.

>> Customer Information

* Shipper	⑥	Company	<input type="text"/>
		Address	<input type="text"/>
Freight Forwarder	⑦	Company	<input type="text"/>
		Address	<input type="text"/>
Consignee	⑧	Company	<input type="text"/>
		Address	<input type="text"/>

- ⑥ Shipper: To enter Shipper company name and address.
If you choose Shipper as Person Placing Request, company name and address information is automatically populated from your web ID.
- ⑦ Freight Forwarder: To enter Freight Forwarder company name and address. If you choose Freight Forwarder as Person Placing Request, company name and address information is automatically populated from your web ID.
- ⑧ Consignee: To enter Consignee company name and address.

>> Location

▶ Location					
* Service Type	⑨	Origin	CY ▼	Destination	CY ▼
* Origin (Place of Receipt)				Discharging Port	
* Loading Port	⑩			* Destination (Place of Delivery)	
Same as above	<input type="checkbox"/>			Same as above	<input type="checkbox"/>
* Booking Office	⑪	Ocean Network Express (Netherland) B.V. ▼			

⑨ Service type: To choose service type between two options (CY or Door).

⑩ Origin (Place of Receipt) – Loading Port & Discharging Port – Destination (Place of Delivery): to enter location name.

When you key in first few letters of location name, the related matching location(s) will show in an automatic complete function.

⑪ Booking office: To choose your ONE local booking office.

▶ 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" value="NEW YORK, NY, UNITED STATES"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="TOKYO, TOKYO, JAPAN"/>	* Destination (Place of Delivery) Same as above <input checked="" type="checkbox"/>	<input type="text" value="NEW YORK, NY, UNITED STATES"/>
* Booking Office	<input type="text" value="Ocean Network Express (Netherland) B.V."/>		
* U.S. Customs Information 12	House Manifest Filing <input type="text" value="Yes"/>	AMS for House B/L <input type="text" value="Select"/>	13
		<input type="text" value="Select"/> By Carrier(Non-Auto) By NVOCC(Auto)	
▶ Schedule			

12 U.S. Customs Information (House Manifest Filing): To choose Yes or No

* This field appears if shipment is bound for U.S.A.

* If House B/L has to be issued, please choose "YES"

13 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

► 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" value="VANCOUVER, BC, CANADA"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="TOKYO, TOKYO, JAPAN"/>	* Destination (Place of Delivery) Same as above <input checked="" type="checkbox"/>
* Booking Office	<input type="text" value="Ocean Network Express (Netherlands) B.V."/>	
* U.S. Customs Information	House Manifest Filing <input type="text" value="Select"/>	
* Canada Customs Information	House Manifest Filing <input type="text" value="Yes"/>	ACI for House B/L <input type="text" value="Select"/>

► Schedule

14 Canada Customs Information (House Manifest Filing): To choose Yes or No

- * This field appears if shipment is bound for Canada
- * If House B/L has to be issued, please choose "YES"

15 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
- * 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

Outbound eCommerce Guide

Location			
* Service Type	Origin <input type="text" value="CY"/>	Destination <input type="text" value="CY"/>	
* Origin (Place of Receipt)	<input type="text" value="NEW YORK, NY, UNITED STATES"/>	Discharging Port	<input type="text" value="TOKYO, TOKYO, JAPAN"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="NEW YORK, NY, UNITED STATES"/>	* Destination (Place of Delivery) Same as above <input checked="" type="checkbox"/>	<input type="text" value="TOKYO, TOKYO, JAPAN"/>
* Booking Office	<input type="text" value="Ocean Network Express (Netherland) B.V."/>		
US Export Info.	AES ITN <input type="text" value="16"/>		

16 AES ITN: To enter AES ITN number for US Export Shipment

* This field appears if shipment is from U.S.A.

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" value="TOKYO, TOKYO, JAPAN"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="VANCOUVER, BC, CANADA"/>	* Destination (Place of Delivery) Same as above <input checked="" type="checkbox"/>	<input type="text" value="TOKYO, TOKYO, JAPAN"/>
* Booking Office	<input type="text" value="Ocean Network Express (Netherland) B.V."/>		
Canada Export Info.	CAED License <input type="text" value="17"/>	P.O.R.CAED <input type="text" value=""/>	

17 CAED License: To enter CAED information for Canada Export Shipment



* This field appears if shipment is from Canada

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" value="MANZANILLO, MEXICO"/>
* Loading Port Same as above <input checked="" type="checkbox"/>	<input type="text" value="TOKYO, TOKYO, JAPAN"/>	* Destination (Place of Delivery) Same as above <input checked="" type="checkbox"/>	<input type="text" value="MANZANILLO, MEXICO"/>
* Booking Office	<input type="text" value="Ocean Network Express (Netherlands) B.V."/>		
* U.S. Customs Information	House Manifest Filing <input type="text" value="Select"/>		
Mexico Customs Info. 18	Shipper TAX ID <input type="text"/>	Consignee TAX ID <input type="text"/>	Notify TAX ID <input type="text"/>

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

* This field appears if origin or destination is Mexico

>> [Schedule](#)

Schedule	
Departure Date <input checked="" type="radio"/> Vessel <input type="radio"/>	<input type="text" value="YYYY-MM-DD"/>  19
Return Date	<input type="text" value="YYYY-MM-DD"/> 

19 Departure Date: If you select departure date as criteria, please enter 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

☐

Vessel

☒

YYYY-MM-DD

List

List

Calendar

Search

20

20 Vessel: If you select vessel as criteria, please enter the Vessel Name.

* If you click [Search] button from the list, you can select the vessel from “Vessel Inquiry-List” as following screen.

Vessel Schedule Inquiry - List

From : ROTTERDAM, NETHERLANDS
To : PUSAN, KOREA REPUBLIC OF
Date : 2018-01-19 ~ 2018-01-26

	Loading Port	Vessel	Lane	Departure Date	T/S	Vessel	Arrival
<input type="checkbox"/>	ROTTERDAM	AL JMELIYAH 002E	FE4	2018-01-19 07:15	Direct		2018-03-02 07:00
<input checked="" type="checkbox"/>	ROTTERDAM	SAJIR 004E	FE4	2018-01-26 07:00	Direct		2018-03-09 07:00

Prev. Week

Next. Week

Documentation Closing Time

Cargo Closing Time

Terminal

ROTTERDAM WORLD GATEWAY

Terminal Contact Info.

Select

Close

If you click [search] button from the calendar, you can select the vessel from “Vessel Schedule Inquiry-Calendar” as following screen.

Vessel Schedule Inquiry - Calendar

7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 SAJIR 004E	27
28	29	30	31			

◀ Prev. Month | Next. Month ▶

>> [Pick Up](#)

▶ Pick Up

Pick Up Date 212018-01-2512:00

21 Pick Up Date: To enter empty pick up date you preferred.

>> Container

Container

Total : 1 + -

Type	Size	Quantity / Total	Quantity / S.O.C
DRY 22	40' 23	1 24	0 25

S.O.C : Shipper's Own Container

- 22 Type: To select container Type
- 23 Size: To select container Size
- 24 Quantity/Total: To enter the total number of container for the type size
- 25 Quantity/S.O.C: To enter the number of S.O.C container for the type size

* When you click on “+” button, you can add another new row to enter

* When you click on “-” button, you can delete the selected row

>> Pick Up Information

▸ Pick Up Information

Pick Up-1

26

+ Type	SELECT ▼	+ Size	SELECT ▼	+ Total	<input type="text"/> + -
+ 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	<input type="text" value="2018-01-25"/> <input type="text" value="00"/> : <input type="text" value="00"/>	Pick-Up Date & Time	<input type="text" value="2018-01-25"/> <input type="text" value="00"/> : <input type="text" value="00"/>		
Remarks					

Remove Inland Pick Up

Add Inland Pick Up

Copy Inland Pick Up

26

Pick Up Information:

To enter Pick Up Information details for Door Receive

- * Those fields appears if “DOOR” is selected as service mode for origin
- * If you click on “Remove Inland Pick Up” button, you can delete the selected Tab
- * If you click “Add Inland Pick Up” button, you can add a new tab for more input
- * If you click “Copy Inland Pick Up” button, you can copy entered information to create another tab

>> [Cargo](#)

▶ Cargo

★ Commodity 27

★ Total Estimated Weight 28

KGS

▼

27 Commodity: To enter commodity.

*Please click on magnifying glass to select commodity with Code from “Commodity Inquiry” screen as follows.

Commodity List

Commodity Key Word

coffee

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

28 Total Estimated Weight: To enter the total estimated weight and select weight unit for all containers together.

>> Cargo

Reefer Cargo <input checked="" type="checkbox"/>							Total : 1	<input type="button" value="+"/>	<input type="button" value="-"/>
Unit ⁽²⁹⁾	Degree ⁽³⁰⁾	Ventilation		Nature ⁽³²⁾	Humidity(%) ⁽³³⁾	Genset ⁽³⁴⁾			
		Value ⁽³¹⁾	Type						
C <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="text"/>	CMH <input type="button" value="v"/>	Chilled <input type="button" value="v"/>	82 <input type="text"/>	Yes <input type="button" value="v"/>			

- ⁽²⁹⁾ Unit: To select F – Fahrenheit or C – Celsius as unit
- ⁽³⁰⁾ Degree: To enter the degree
- ⁽³¹⁾ Ventilation Value/Type: To enter ventilation requirement
- ⁽³²⁾ Nature: To select Chilled, Frozen or Fresh as reefer cargo nature
- ⁽³³⁾ Humidity (%): To enter humidity requirement
- ⁽³⁴⁾ Genset: To select Yes or No

- * Those fields appear if Reefer is selected as container type
- * When you click on “+” button, you can add another new row to enter
- * When you click on “-“ button, you can delete the selected row

>> Dangerous Cargo

▶ Dangerous Cargo ☒ Total : 1

UN No. ⁽³⁵⁾	Class ⁽³⁶⁾	Flash Point(°C) ⁽³⁷⁾	Package Group ⁽³⁸⁾	Dangerous Cargo Certificate Upload ⁽³⁹⁾
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>None ▼ None I II III</div>	<input type="button" value="FILE"/>

- ⁽³⁵⁾ UN No.: To enter UN No.
- ⁽³⁶⁾ Class: To enter IMDG class
- ⁽³⁷⁾ Flash Point: To enter flash point. This field is enabled only for Class3 cargo
- ⁽³⁸⁾ Package Group: To select package group from the dropdown list
- ⁽³⁹⁾ Dangerous Cargo Certificate Upload: To attach DG certificate document from [FILE] button. 1 file or zip file.

- * Those fields appears if Dangerous Cargo check box is ticked
- * When you click on “+” button, you can add another new row to enter
- * When you click on “-” button, you can delete the selected row

>> Awkward Cargo

Awkward Cargo

Total : 1

☒

OPEN TOP / 40'

40

Package	<input type="text"/>	BAG	41	Gross Weight	<input type="text"/>	KGS	42
Net Weight	<input type="text"/>	KGS	43	Commodity	44		
Unit	CM		45	Length	46		
Width	<input type="text"/>		47	Height	<input type="text"/>		48
Remark(s)	49						

- 40 To select Container Size Type for the awkward cargo
- 41 Package: To enter the number of package and select package type
- 42 Gross weight: To enter gross weight and select weight unit
- 43 Net weight: To enter new weight and select weight unit
- 44 Commodity: To enter commodity description
- 45 Unit: To select unit code from the dropdown list
- 46 Length: To enter whole length
- 47 Width: To enter whole width
- 48 Height: To enter whole height

④⑨ Remark(s): To enter remarks.

* Those fields appear if Open top and Flat Rack is selected as container type.

* When you click on “+” button, you can add another new row to enter

* When you click on “-“ button, you can delete the selected row

>> Special Instruction on Booking & Multiple booking request

Special Instruction on Booking ⑤⑩

Do you want to make duplicate bookings for the same vessel?
(Multiple booking request may take some time to complete. Please wait a moment.) ①

1 Times
1 Times
2 Times
3 Times
4 Times
5 Times
6 Times
7 Times
8 Times
9 Times
10 Times
11 Times
12 Times
13 Times
14 Times
15 Times
16 Times
17 Times

⑤⑩ Special Instruction on Booking: To enter any other special requirements for the booking, such as preferred depot, container requirements etc.

① If you would like to submit two or multiple booking requests with same request details, please select the number of booking request you would like to submit from the dropdown list. This is possible up to 50 times.

Special Instruction on Booking

Do you want to make duplicate bookings for the same vessel?
(Multiple booking request may take some time to complete. Please wait a moment.)

1 Times

e-Mail Notification

Event	Subscribe ②	Unsubscribe
Booking Upload	<input checked="" type="radio"/> Recipients List	<input type="radio"/>
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.

③

④

⑤

Clear

Submit

Save as Template

② There is an e-Mail Notification option for the booking request as follows. If you would like to receive those email notifications, please select “Subscribe” option.

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

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.

- ③ If you would like to clear all information entered, please click on [Clear] button.
- ④ After all required and optional information are entered, click [Submit] button to submit booking request to designated ONE Booking office.
- ⑤ If you would like to save the booking request details as template for future requests, please click on [Save as Template] and set up the template name.

One you submit a booking request, Booking Request information screen appears.

Request number and booking request details can be found on this screen.

Booking Request Information

Your booking has been submitted with request number [SELU00318400].

Your ONE Booking number will be sent to you via e-mail or fax(upon your preference) promptly. If you want to save this booking as a template, input template name and click save button.

Template

If you want to request a booking by copying the previous booking, please retrieve your previous booking request first.

► Shipper Information

Company	Address
Contact Person	Phone
Contact No	E-Mail

► Booking Information

Manual Booking Number	
Booking Request No.	SELU00318400
Vessel	