

Booking request

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

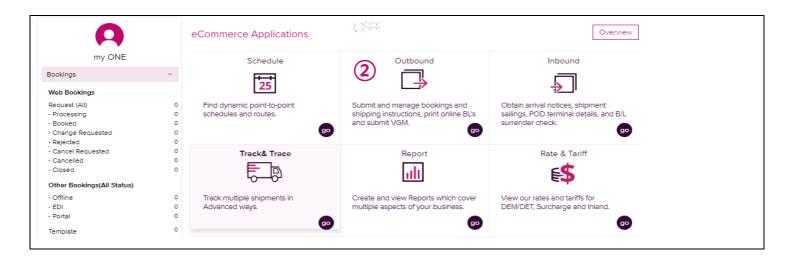
This service provides an application to submit a booking request to ONE.

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

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

SIGN IN				
	User ID		1	
A	Password	t		
Forgot user ID / password?			🗌 Remember me	
		REGISTER	SIGN IN	

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



Outbound eCommerce Guide



Click on Booking >> (3) Booking Request to open Booking Request Form.

Outbound	4	Booking Request							User Guide
Pre Check	+	Manual Booking Number							
Booking	-								
Booking Request	(3)	Quick Booking							
Booking Status	\smile	Template Select Nan	ne	▼ Edit	Copy P	revious Booking			Apply
 Booking Template 		Customer Information							
Shipping Instruction	+	* Customer Information	Name			e-Mail Address			
AES/CAED Input	+	(ID information) Edit My Profile	Phone No.		Fax No.		Contract N	o. Select 💌	
VGM	+	P	Address						
BL Processing	+	* Person placing Request	 Shipper 	O Forwarder					
House BL Check			Company						
		* Shipper	Address						
			Company						
		Freight Forwarder	Address						
		Consignee	Company						
		Consignee	Address						

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	
Quick Booking Template Select Na	me (2) Edit Copy Previous Booking (3) Apply
Customer Information	
* Customer Information	Name e-Mail Address
(ID information) Edit My Profile	Phone Fax No. Contract No. Select V
4 P	Address
* Person placing Request	• Shipper O Forwarder 5

- 1 Manual Booking Number: Enter the manual booking number if you have the number pre-assigned by ONE.
- 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.
- 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 Address	
Freight Forwarder	7	Company Address	
Consignee	8	Company Address	

- 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.
- 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

* Service Type	Origin CY V Destination CY V
* Origin (Place of Receipt)	Discharging Port
* Loading Port Same as above	Destination (Place of Delivery) Same as above
* Booking Office	Ocean Network Express (Netherland) B.V.

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

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.

(1) Booking office: To choose your ONE local booking office.



Location				
* Service Type	Origin CY V Destination CY V			
* Origin (Place of Receipt)	TOKYO, TOKYO, JAPAN	Discharging Port	NEW YORK, NY, UNITED S	STATES
★ Loading Port Same as above	TOKYO, TOKYO, JAPAN	 ★ Destination (Place of Delivery) Same as above 	NEW YORK, NY, UNITED S	STATES
* Booking Office	Ocean Network Express (Netherland) B.V.			
* U.S. Customs Information 12	House Manifest Filing Yes 🗸	AMS for House B/L Select	~ (13)	
Schedule		By Carrier By NVOC	r(Non-Auto) C(Auto)	

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

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

(13)

- * If House B/L has 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



* Service Type	Origin CY 💌 Destination	CY 💌	
 Origin (Place of Receipt) 	TOKYO, TOKYO, JAPAN	Discharging Port	VANCOUVER, BC, CANADA
★ Loading Port Same as above ✔	TOKYO, TOKYO, JAPAN	 ★ Destination (Place of Delivery) Same as above 	VANCOUVER, BC, CANADA
* Booking Office	Ocean Network Express (Netherl	and) B.V.	*
* U.S. Customs Information	House Manifest Filing Select 💌]	
Canada Customs Information	House Manifest Filing Yes 🗸	ACI for House B/L Select	× (15)
Schedule	/	By Carrier(N By NVOCC(/	

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

* This field appears if shipment is bound for Canada

(15)

* If House B/L has 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

* 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 CY V Destination CY V		
* Origin (Place of Receipt)	NEW YORK, NY, UNITED STATES Discharging Port	TOKYO, TOKYO, JAPAN	
★ Loading Port Same as above ▼	NEW YORK, NY, UNITED STATES (Place of Delivery) Same as above 🗸	TOKYO, TOKYO, JAPAN	
* Booking Office	Ocean Network Express (Netherland) B.V.		
US Export Info.	AES ITN Y (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 CY V Destination CY V		
* Origin (Place of Receipt)	VANCOUVER, BC, CANADA Discharging Port	TOKYO, TOKYO, JAPAN	
* Loading Port Same as above 🗸	VANCOUVER, BC, CANADA (Place of Delivery) Same as above 🗸	ΤΟΚΥΟ, ΤΟΚΥΟ, JAPAN	
* Booking Office	Ocean Network Express (Netherland) B.V.		
Canada Export Info.	CAED License V P.O.R.CAED		



(16)

CAED License: To enter CAED information for Canada Export Shipment

* This field appears if shipment is from Canada



Location					
* Service Type	Origin CY 💌 Destination CY 💌				
* Origin (Place of Receipt)	TOKYO, TOKYO, JAPAN Discharging Port MANZANILLO, MEXICO				
★ Loading Port Same as above	TOKYO, TOKYO, JAPAN * Destination (Place of Delivery) Same as above MANZANILLO, MEXICO				
* Booking Office	Ocean Network Express (Netherland) B.V.				
* U.S. Customs Information	House Manifest Filing Select 💌				
Mexico Customs Info. (18)	Shipper TAX ID Consignee TAX ID Notify TAX ID				

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

(18)

(19)

▶ Schedule		
Departure Date 💿 Vessel 🔾	YYYY-MM-DD	19
Return Date	YYYY-MM-DD	

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 💿		List 👻 Search 20
		List
Return Date	YYYY-MM-DD	Calendar

(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.

To : PUSAN, KOREA RE Date : 2018-01-19 ~ 201						
Loading Port	Vessel	Lane	Departure Date	T/S	Vessel	Arrival
	AL JMELIYAH 002E	FE4	2018-01-19 07:15	Direct	Vessei	2018-03-02 07:0
ROTTERDAM	SAJIR 004E	FE4	2018-01-26 07:00	Direct		2018-03-09 07:0
						~
					• Prev. Week I	Next. Week
Documentation Closing	Time				• Prev. Week I	



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 <u>SAJIR 004</u>	27 27	
28	29	30	31				
L	1	•	Prev. Month I	Next. Month	I		

>> <u>Pick Up</u>

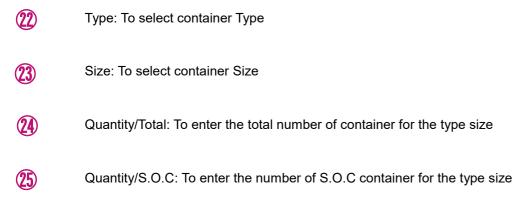
Pick Up	
Pick Up Date (21)	2018-01-25

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



>> Container

🞍 Туре	↓ Size	🔸 Quantity / Total	Quantity / S.O.O	2
DRY 🗸 🚺	40' 🗸 【3	1	24 0	25
	40 • •			Y



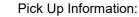
* When you click on "+" button, you can add another new row to enter

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



>> Pick Up Information

Pick Up Information				
Pick Up-1)			
≁ Туре	SELECT ¥	✤ Size	SELECT \star Total	+ -
 Supplier's Name 		 Contact Person 		
 Address 				
Postal / Zip		Phone No.	Fax No.	
Drop-Off Date & Time	2018-01-25	Pick-Up Date & Time	2018-01-25	
Remarks				
		Remove In	land Pick Up Add Inland Pick Up	Copy Inland Pick Up



(26)

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



>> <u>Cargo</u>

Commodity (2)	P
Total Estimated Weight (18) KGS 🗸	

27)

Commodity: To enter commodity.

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

Co	Commodity List							
С	ommodity	y Key Word coffee Search						
		Total : 11						
	Code	Commodity						
~	210111	COFFEE,TEA,CHICORY ESSENCE,EXTRACT, EXTRACTS, ESSENCES AND CONCENTRATES						
	210112	COFFEE,TEA,CHICORY ESSENCE,EXTRACT, PREPARATIONS WITH A BASIS OF EXTRACTS, ESSENCES OR CONCENTRATES OR WITH A BASIS OF COFFEE						
	210130	COFFEE SUBSTITUTES, NOT CONTAINING COFFEE						
	090000	COFFEE, TEA, MATE AND SPICES						
	090111	COFFEE BEANS, RAW, NOT DECAFFEINATED						
	090112	COFFEE BEANS, RAW, DECAFFEINATED						
	090113	COFFEE, RAW, NOS						
		Select Close						

(28)

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



>> <u>Cargo</u>

		Ventilation	
Unit 29	Degree 3	Value 31 Type	Nature 32 Humidity(%) 33 Genset 3
c 🗸	2 + -	1 СМН 👻	Chilled 🗸 82 Yes 🗸

- (29) Unit: To select F Fahrenheit or C Celsius as unit
- (30) Degree: To enter the degree
- 3 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
- 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

► D	angerous Cargo 🗸							Total : 1 🕂	
	UN No. 35	Class 36	Flash Point(°C)	Package Group	38	Dangerous Cargo Certificate Upload	39		
				None 🗸			FILE		*
				None					
				I					
				п					
				III					

- (35) UN No.: To enter UN No.
- Class: To enter IMDG class
- (37) Flash Point: To enter flash point. This field is enabled only for Class3 cargo
- B Package Group: To select package group from the dropdown list
- Bangerous 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 Car	rgo 🗸						Tot	tal : 1 🕂 –
OPEN TO	0P/40' 🗸 🧳	0						
Package		BAG	•	(41)	Gross Weight	KGS	*	42
Net Weight		KGS	*	43	Commodity			44
Unit	СМ	*		(45)	Length			(46)
Width				47	Height			48
Remark(s)	49							
🚺 To s	elect Contain	er Size Typ	e for the awk	ward ca	argo			

- Package: To enter the number of package and select package type
- 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
- Unit: To select unit code from the dropdown list
- (46) Length: To enter whole length
- Width: To enter whole width
- Height: To enter whole height



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

- Special Instruction on Booking: To enter any other special requirements for the booking, such as preferred depot, container requirements etc.
- 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 comple	te. Please wait a moment.)					
e-Mail Notification						
Event	Subscribe 🙎	Unsubscribe				
Booking Upload	 Recipients List 	0				
Vessel Departure	0	۲				
Vessel Advance / Delay	0	۲				
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.
- After all required and optional information are entered, click [Submit] button to submit booking request to designated ONE Booking office.
- 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 Save						
If you want to request a booking by copying the previous booking, please retrieve your previous booking request first. Copy						

Shipper Information

Company	Address
Contact Person	Phone
Contact No	E-Mail

Booking Information

Manual Booking Number			
Booking Request No.	SELU00318400	Vessel	