

CMC2

Sea Export – Booking Module

(For Shipper Only)

Booking Guideline Jul 2018

Corporate IT Team

Tel: 852-2998 4673

General Support: cmcsupport@ontime-express.com

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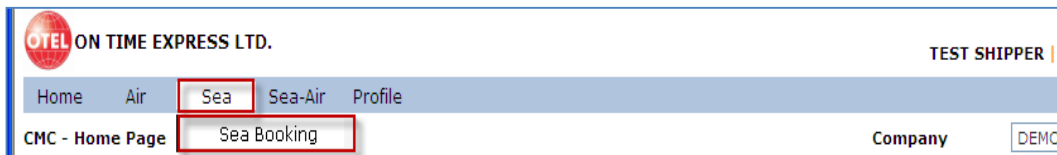
Chapter 1. How to create a new Booking

Introduction: Each booking should be created one time only. In CMC system, there are 2 methods for creating booking, they are:

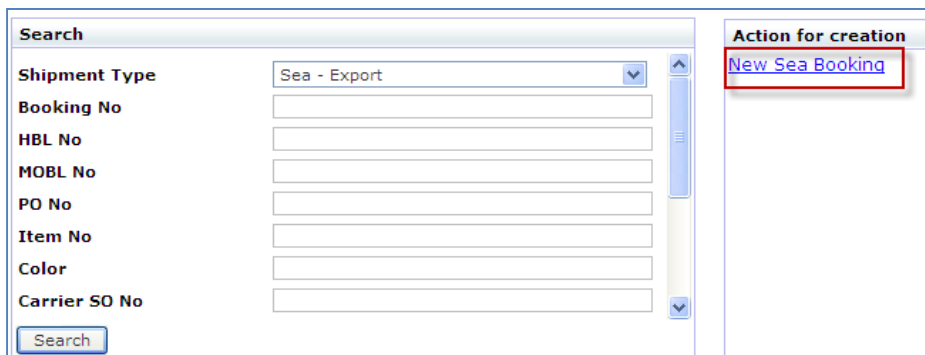
- **Method 1:** New Booking Creation (Refer this Chapter for details)
- **Method 2:** Copy booking (Refer Chapter 2 for details)

New Booking Creation

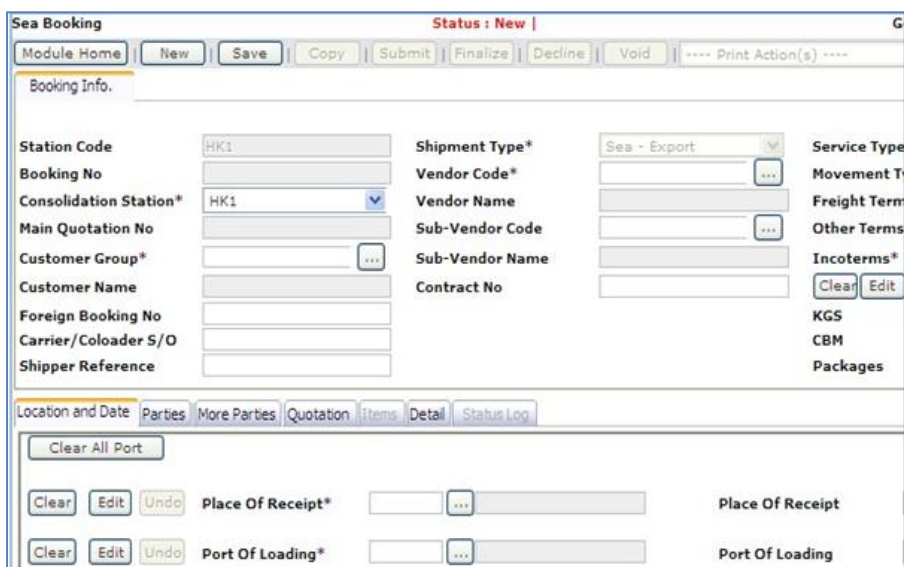
Step 1. Login CMC system, and Click “Sea Booking” from main menu “Sea”.



Step 2. System switches to “Sea Booking – Home page”, user can click “New Sea Booking” for creation.



Step 3. A new sea booking screen will show for user to input booking details.



Step 4. In “Booking Info” tab, input booking information.

Remarks: User must input all fields with “*” (Refer Appendix 4 for details).

Sea Booking Status : New |

Module Home | New | Save | Copy | Submit | Finalize | Decline | Void | ---- Print Action(s) ----

Booking Info.

Booking No Service Type*

MOBL No Movement Type*

HBL No Incoterms*

Shipment Type*

Foreign Booking No

Carrier/Coloader S/O

Step 5. After input “Booking Info” details, shipper can click “Location and Date” section to input port details (Refer Appendix 5. for details).

Location And Date | Parties | Items | Detail | Status Log

Place Of Receipt*

Port Of Loading*

TS Port

Port Of Discharge*

Place Of Delivery*

Freight Payable At

Step 6. Shipper can click “Parties” section to input Parties details. (Shipper/ Consignee/ Notify Party 1/2/3 (Refer Appendix 7 for details).

Location And Date | **Parties** | Items | Detail | Status Log

Shipper

Name*

Address*

Contact

Phone

Fax

Email

To Order [MyConsignee\(1\)](#)

Consignee

Name*

Address*

Contact

Phone

Fax

Email

Step 7. Click “Detail” section and input below cargo information.

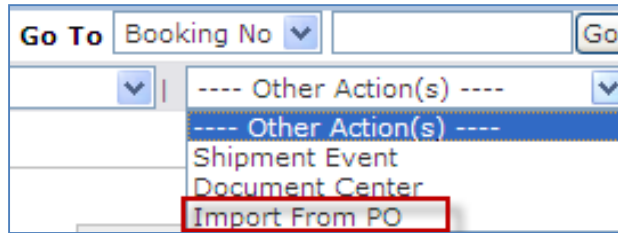
Step 8. Once ready general booking details input, user can click “Save” button to generate new booking number after 1st time save. System will generate a booking number same as below (e.g. BHK112100060). Booking status will change to “Draft” mode and show on the top of the page.

Step 9. “Items” section will be activated after first time saving. User can import details from PO system.

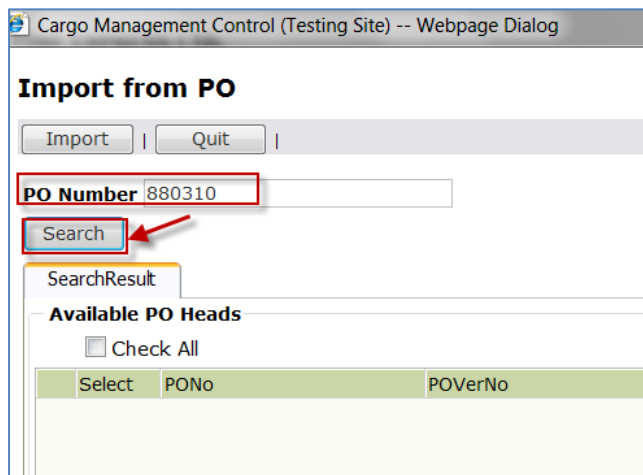
Step 10. To input PO Item information, user can click **“Import From PO”** from “---Other Action(s) ---” list to import PO item from system.

1. Create PO item from “Import From PO “ function

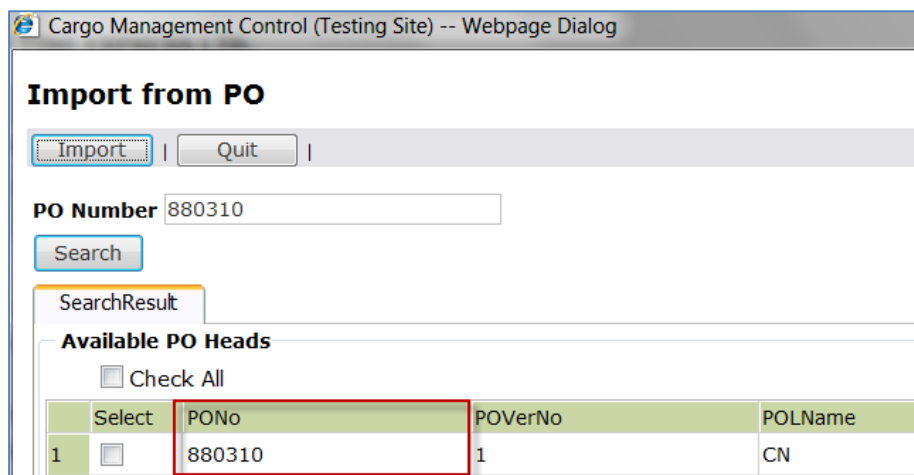
i. Click “Import From PO” from “---- Other Action(s) ----” list to import PO information from system.



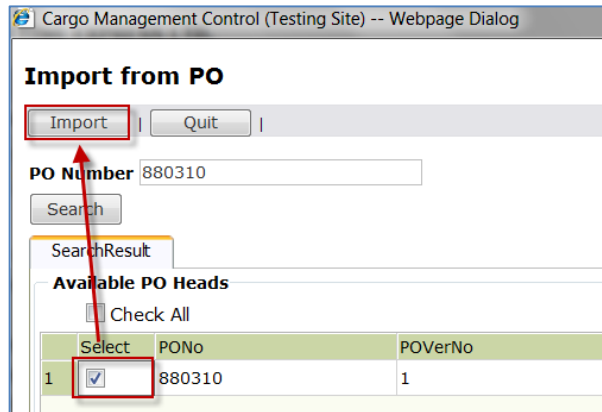
ii. User can input PO number (e.g. 880310) and click “Search” button for searching in the pop-up screen “Import from PO”.



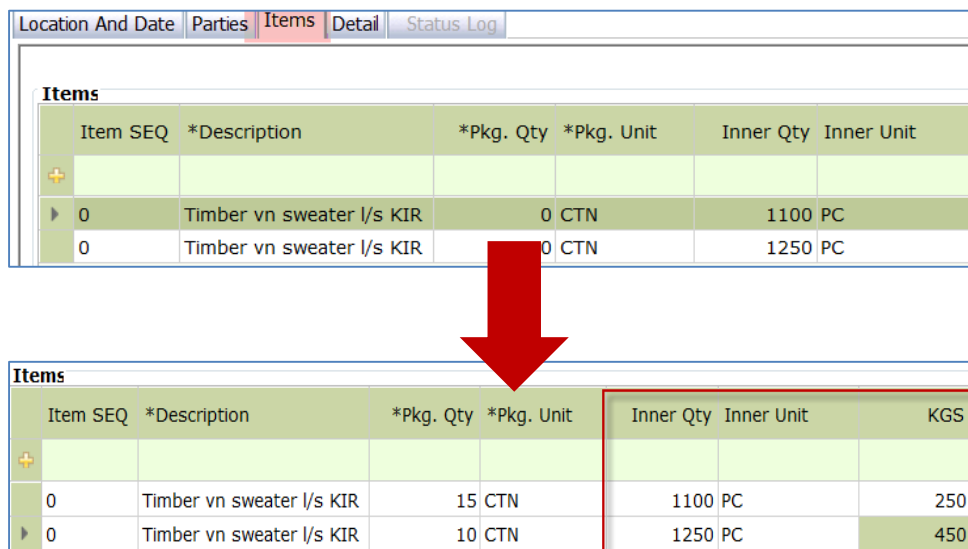
iii. System will list out corresponding searching result for selection.



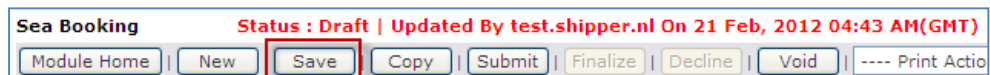
- iv. User can Tick the required PO number and click “Import” button to import PO item details (e.g. 880310) to Booking.



- v. Selected PO details will show in “Items” section (e.g. 880310), user can adjust item details if necessary.



- vi. Click “Save” button to update the booking details before handling Shipping Marks & Cargo Description.



Step 11. In Shipper marks & Cargo Description section, system support each item can has own set up of Shipping Marks and Cargo Description. User can click “Save” button to update Shipping Marks after complete input.

Shipping Marks	Cargo Description
E/O No: STYLE NO: GROSS WEIGHT: NET WEIGHT: MADE IN CHINA	HAT/ PINK

Shipping Marks	Cargo Description
E/O No: STYLE NO: GROSS WEIGHT: NET WEIGHT: MADE IN CHINA	JEANS/ DARK

Step 12. User can click “Save” button to update the changes or click “Submit” button to submit booking to On Time once ready booking information.

Sea Booking	Status : Draft Updated By test.shipper.nl On 21 Feb, 2012 04:43 AM(GMT)
Module Home New Save Copy Submit Finalize Decline Void ---- Print Actio	

Sea Booking	Status : Draft Updated By test.shipper.nl On 21 Feb, 2012 04:43 AM(GMT)
Module Home New Save Copy Submit Finalize Decline Void ---- Print Actio	

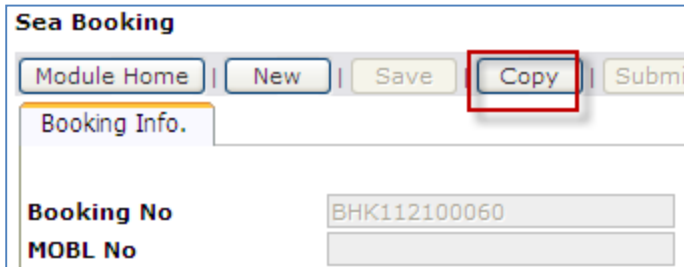
Step 13. System will email notification to confirm shipper, if the booking submitted to On Time User successfully. User can retrieve the submitted booking from “Desktop Services” **OR** from “Search” function.

Sea Booking - Home	
Search	
Shipment Type	Sea - Export
Booking No	<input type="text"/>
HBL No	<input type="text"/>
MOBL No	<input type="text"/>
PO No	<input type="text"/>
Item No	<input type="text"/>
Color	<input type="text"/>
Carrier SO No	<input type="text"/>
<input type="button" value="Search"/>	
Desktop Services Refresh	
New Booking (1)	

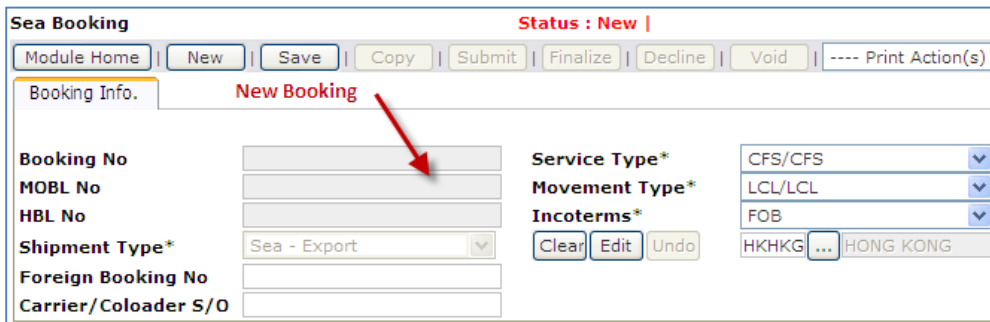
Chapter 2. How to Copy Booking for a New Booking

Introduction: Shipper can copy details from selected booking for a new booking creation.

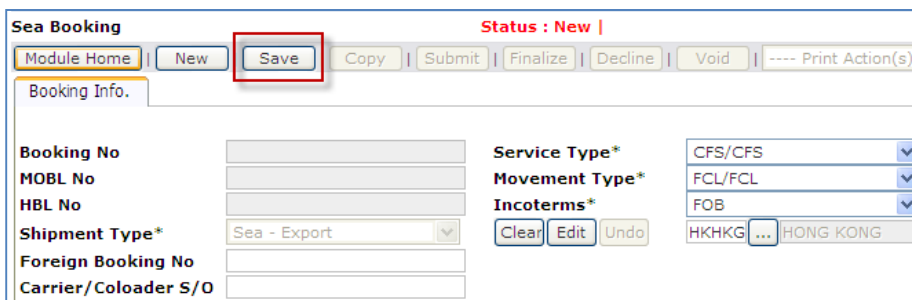
Step 1. Get in the booking (e.g. BHK112100060), click “Copy” button to copy booking details.



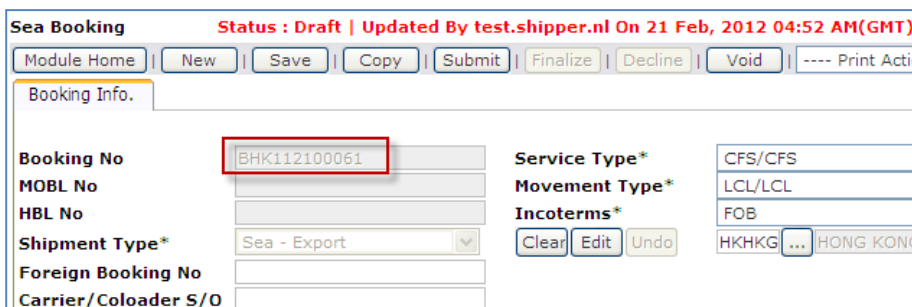
Step 2. A new booking with the copied details is created.



Step 3. Adjust details for new booking if necessary. Clicked “Save” button, a new booking number will be generated by the system.



Step 4. A new booking number is generated as below (e.g. BHK112100061)



Step 5. User can make any further amendments if necessary. Click “Save” for amendments update.

The screenshot shows the 'Sea Booking' interface with the status 'Draft' and 'Updated By test.shipper.nl On 21 Feb, 2012 04:51'. A toolbar at the top contains buttons for 'Module Home', 'New', 'Save', 'Copy', 'Submit', 'Finalize', 'Decline', and 'Void'. The 'Save' button is highlighted with a red box. Below the toolbar, the 'Booking Info.' section contains several fields: 'Booking No' (BHK112100061), 'MOBL No', 'HBL No', 'Shipment Type*' (Sea - Export), 'Service Type*' (CFS/CFS), 'Movement Type*' (LCL/LCL), and 'Incoterms*' (FOB). There are also 'Clear', 'Edit', and 'Undo' buttons for the Incoterms field.

Step 6. When booking is ready for submission, click “Submit” button to submit booking to On Time.

- User can submit booking to On Time as soon as it is ready, **OR** save it for submission later-on.

This screenshot is identical to the one in Step 5, but the 'Submit' button in the toolbar is highlighted with a red box instead of 'Save'.

Step 7. User will receive an email notification from system after booking submission (e.g. BHK112100061)

The screenshot shows an email notification with the following content:

Follow up. Start by 21日February2012年Tuesday. Due by 21日February2012年Tuesday.
This message was sent with High importance.

From: noreply@hkg.ontime-express.com Sent: 21/2/2012 (Tue)
To: Chris Shao - OTEL Corporate; Connie MY Lam - OTEL Corporate; Alfred Leung - OTEL Corporate; Carmen Chan - OTEL Corporate
Cc:
Subject: CMC notification : HKHKG Booking ID BHK11210001 for DEMO CONSIGNEE is submitted at (GMT) 2012-02-21 04:45:36

Dear Operator,

Please be kindly noted shipment BHK11210001 has been submitted successfully by TEST SHIPPER at (GMT) 2012-02-21 04:45:36

Basic shipment information

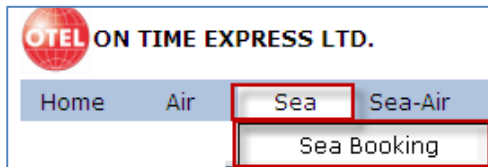
Shipper name and address:
DEMO SHIPPER NL
18 HAPPY VALLEY

Step 8. User can retrieve the submitted booking from “Desktop Services” **OR** “Search” function

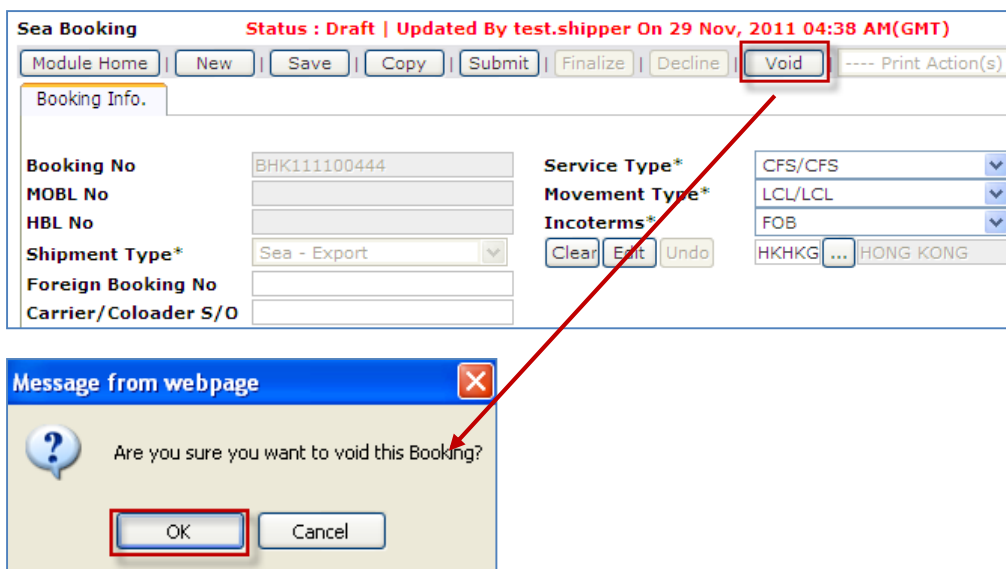
Chapter 3. How to Void Booking

Introduction: System only allow shipper to void booking **BEFORE** booking submission. If shipper would like to cancel those submitted bookings, they should contact Station On Time users to return this booking for cancellation.

Step 1. Login CMC system and click “Sea Booking” from main menu “Sea” to retrieve booking



Step 2. Get in the booking (e.g. BHK111100444) and click “Void” button to void booking. Click “OK” button for processing.



Step 3. Once a booking is voided, the booking will **NOT** be considered **as a valid booking**. User cannot un-void this booking. In case user needs to reinstate the shipment, they have to re-create a new booking for the shipment **OR** use “Copy “function to copy the voided booking details for new booking.

