

CMC2

eBooking Module

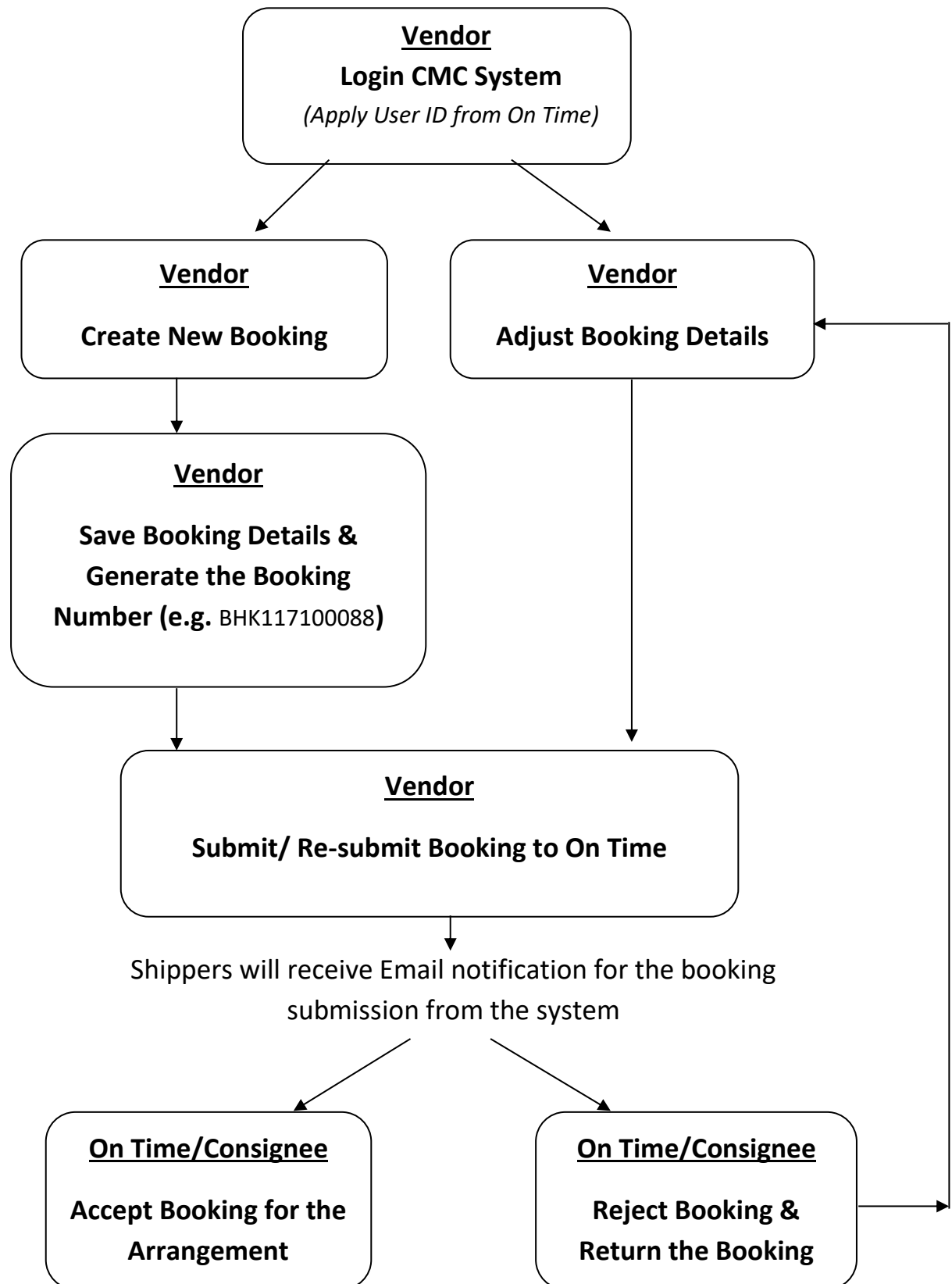
(For Shipper Only)

Booking Guideline Mar 2019

Corporate IT Team

General Support: cmcsupport@ontime-express.com

Flow Chart – Booking Module



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CHAPTER 1 - How to Create a New Booking

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

- **Method 1:** New Booking Creation with PO Shipment Item
- **Method 2:** Copy booking (Please refer Chapter 2 for details)

OTEL ON TIME EXPRESS LTD. | DEMO SHIPPER (OTFS) | 07 Mar, 2019 | Thu | W 10 | Logout

Home

NEW BOOKING | BOOKING MANAGEMENT | SEARCH PO

Create Booking ----- Please Select ----- **Select shipment mode**

Show all available POs

use comma to separate PO# search

<input type="checkbox"/>	PO#	UID	Status	Info.	PO Version	PO Qty	Booked	Outstanding	Bu
<input type="checkbox"/>	5001337	18257-41239	OPEN	AE/#:5001337-17/LADIES' 100% POLYES...	0	120	0	120	
<input type="checkbox"/>	5002408	39675-85982	OPEN	AE/#:5002408-1/Bell Slv White Dtl Dress...	0	100	0	100	
<input type="checkbox"/>	5002409	39676-85983	OPEN	AE/#:5002409-1/Long Slv Cuff Dress - KL...	0	100	0	100	
<input type="checkbox"/>	5002410	39677-85984	OPEN	AE/#:5002410-1/Slvless Ruff Top Boucle...	0	100	0	100	
<input type="checkbox"/>	5002494	42838-90734	OPEN	AE/#:5002494-1/Blocked Collar Down Jac...	0	290	0	290	
<input type="checkbox"/>	AHN116100692	32289-68558	OPEN	AE/#:650100/650104/650106/650108/65...	0	123	0	123	
<input type="checkbox"/>	AHN116100704	33050-69597	OPEN	AE/#:1/GARMENTS	0	123	0	123	
<input type="checkbox"/>	AHN116100736	33045-69589	OPEN	AE/#:650100/650104/650106/650108/65...	0	123	0	123	
<input type="checkbox"/>	AHN116101092	32344-68619	OPEN	AE/#:1/GARMENTS	0	123	0	123	
<input type="checkbox"/>	AHN116101144	33044-69588	OPEN	AE/#:1/GARMENTS	0	123	0	123	
<input type="checkbox"/>	AHN116101210	33023-69566	OPEN	AE/#:1/GARMENTS	0	123	0	123	
<input type="checkbox"/>	ASH114113535	30233-64804	OPEN	AE/#:7/BAG	0	123	0	123	

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Air Booking Status: | Go To Booking No

Module Home | New | Save | Copy | Submit | Finalize | Decline | Void | |

Booking Info
 Booking No HAWB No MAWB No

More Parties

Shipper*
 Name: DEMO SHIPPER
 Address: TEST, HONG KONG

Consignee*
 MyConsignee(3)

Notify Party
 Same As Consignee My Notify Party(0)

Contact
 Name: TEST
 Phone: 2134 4567
 Fax: 2134 4568
 Email: kevin.cheung@chq.ontime-express.com

Location
 Place Of Receipt: Airport of Departure*: HKG | HONG KONG | Airport of Destination*: NLF | DARNLEY ISLAND | Place Of Delivery:

Schedule
 Cargo Ready Date: ETD: ETA Discharge: ETA Destination:

Requested Departure Date:

Item
 .xlsx .csv

Item SEQ	<input type="checkbox"/>	*Description	Shipping Marks	Cargo Description	*Pkg. Qty	*Pkg. Unit	Inner Qty	Inner Unit	G
No Rows To Show									

Detail
 Cargo Type: Incoterms: CFR | At48481 | FORT BRAGG | Freight Terms: Prepaid | Others Terms: Prepaid

Remarks

Create PO Client New Booking

Step 1. Users should select appropriate PO(s) and click “Create Booking”. New Air booking page show same as below for input.

The screenshot shows the 'NEW BOOKING' interface. At the top, there are tabs for 'NEW BOOKING', 'BOOKING MANAGEMENT', and 'SEARCH PO'. Below these is a 'Create Booking' button and a dropdown menu set to 'Air - Export'. A search bar contains the text 'use comma to separate PO#' and a 'search' button. A table lists three POs with columns for PO#, UID, Status, Info., PO Version, PO Qty, Booked, Outstanding, and Bu. The first three rows are highlighted in blue, and the first row is also highlighted in red. A red box surrounds the 'Create Booking' button, and a red arrow points to the 'PO#' column. A blue arrow points from the table to the 'Air Booking' form below.

Air Booking Status: New | Go To: Booking No

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

Booking Info
 Booking No: [] HAWB No: [] MAWB No: []

More Parties

	Shipper*	Consignee*	Notify Party
Name	DEMO SHIPPER	MyConsignee(3) O'NEILL EUROPE BV (BULK)	<input type="checkbox"/> Same As Consignee My Notify Party(0)
Address	TEST HONG KONG	OOSTEINDE 32 WARMOND, 2361 HE NETHERLANDS	
Contact	TEST		
Phone	2134 4567		
Fax	2134 4568		
Email	kevin.cheung@chq.ontime-express.com		

Step 2. Users should input mandatory fields marked with “*”. Otherwise system will pop-up warning message.

The screenshot shows the 'Air Booking' form with several mandatory fields highlighted in yellow. These include 'Shipper*', 'Consignee*', 'Notify Party', 'Location', 'Airport of Departure*', 'Airport of Destination*', and 'Place Of Delivery'. The 'Shipper*' and 'Consignee*' fields are populated with the same information as in the previous screenshot. The 'Notify Party' field has a checkbox for 'Same As Consignee My Notify Party(0)'. The 'Location' field has a dropdown menu. The 'Airport of Departure*' field has a dropdown menu with 'HKG' and 'HONG KONG' selected. The 'Airport of Destination*' field has a dropdown menu with 'NLF' and 'DARNLEY ISLAND' selected. The 'Place Of Delivery' field has a dropdown menu.

Shipper*
 Name: DEMO SHIPPER
 Address: TEST, HONG KONG
 Contact: TEST
 Phone: 2134 4567
 Fax: 2134 4568
 Email: kevin.cheung@chq.ontime-express.com

Consignee*
 MyConsignee(3)
 DEMO SHIPPER
 TEST
 HONG KONG

Notify Party
 Same As Consignee My Notify Party(0)

Location
 Place Of Receipt: []
 Airport of Departure*: HKG, HONG KONG
 Airport of Destination*: NLF, DARNLEY ISLAND
 Place Of Delivery: []

Schedule

Step 3. After input basic information, shipper can scroll down to input “Cargo Ready Date” and fill in PO Quantity details.

The screenshot shows the 'Schedule' section of the 'Air Booking' form. It includes fields for 'Cargo Ready Date' (08 Mar, 2019), 'ETD', 'ETA Discharge', and 'ETA Destination'. Below these is an 'Item' table with columns for Item SEQ, *Description, Shipping Marks, Cargo Description, *Pkg. Qty, *Pkg. Unit, Inner Qty, and Inner Unit. The table contains three rows, with the last row highlighted in blue.

Schedule
 Cargo Ready Date: 08 Mar, 2019
 Requested Departure Date: []
 ETD: []
 ETA Discharge: []
 ETA Destination: []

Item
 Browse... | Upload Excel | Download Excel Template (Blank) | Download Excel Template (With Data) | .xlsx | .csv | Calc. VW by CBM

Item SEQ	*Description	Shipping Marks	Cargo Description	*Pkg. Qty	*Pkg. Unit	Inner Qty	Inner Unit	G
0	<input type="checkbox"/> GARMENTS			1	CTN	123		1
0	<input type="checkbox"/> GARMENTS			1	CTN	123		1
0	<input checked="" type="checkbox"/> GARMENTS			1	CTN	123		1

Step 4. Select Cargo Type, Incoterms, Freight Terms and Other Terms.

Detail			
Cargo Type Flat Pack	Incoterms CFR At48481 FORT BRAGG	Freight Terms Prepaid	Others Terms Prepaid
Remarks This shipment without battery			

Step 5. After fill in every booking details, users can click “Save” and “Submit” to send the booking to On Time Origin Office.

Air Booking Status : Draft | Updated By cmc.uat.shipper On 07 Mar, 2019 08:15 AM(GMT) Go To Booking No [] Go

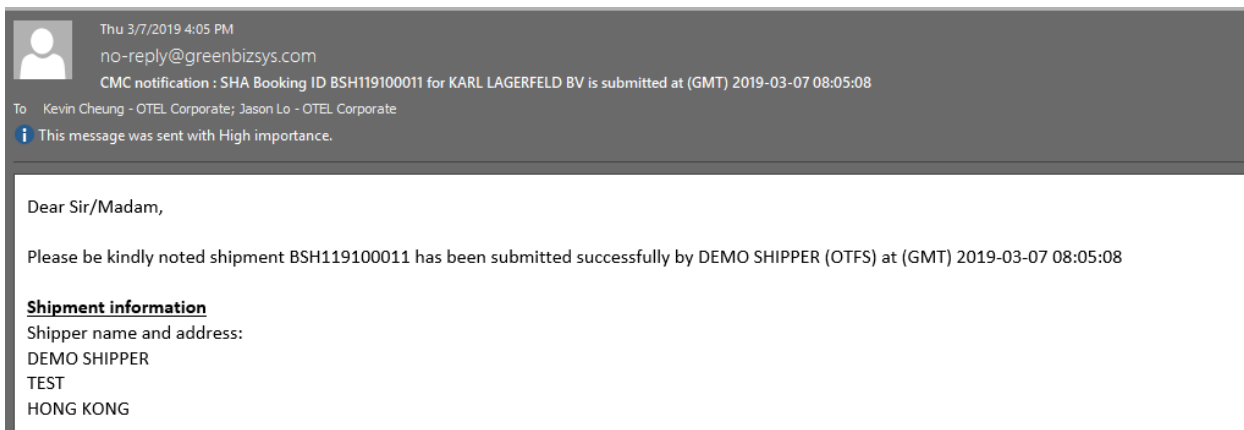
Module Home | New | **Save** | Copy | **Submit** | Finalize | Decline | Void | Print Action(s) | Other Action(s)

Booking Info
Booking No BSH119100012 HAWB No MAWB No Change as Sea-Air Change as Sea

More Parties

Shipper*	Consignee*	Notify Party
Name DEMO SHIPPER	MyConsignee(3) DEMO CONSIGNEE	<input type="checkbox"/> Same As Consignee My Notify Party(0)
Address TEST HONG KONG	ROOM 1234, KOWLOON BAY, HONG KONG	
Contact TEST	ABC	
Phone 2134 4567		
Fax 2134 4568		
Email kevin.cheung@chq.ontime-express.com		

Step 6. Once submitted the booking, shipper and our origin office colleague will receive email notification.



Create non-PO Client New Booking

Step 1. Users should select appropriate Shipment Mode and click “Create Booking”. New Air booking page show same as below for input.

OTEL ON TIME EXPRESS LTD. | DEMO SHIPPER (OTFS) | 07 Mar, 2019 | Thu | W 1 Log

Home

NEW BOOKING | BOOKING MANAGEMENT | SEARCH PO

Create Booking | Air - Export

Air Booking Status: New | Go To Booking No | Go

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

Booking Info
Booking No | HAWB No | MAWB No

More Parties

	Shipper*	Consignee* MyConsignee(3)	Notify Party <input type="checkbox"/> Same As Consignee My Notify Party(0)
Name	DEMO SHIPPER		
Address	TEST HONG KONG		
Contact	TEST		
Phone	2134 4567		
Fax	2134 4568		
Email	kevin.cheung@chq.ontime-express.com		

Location

Place Of Receipt	Airport of Departure*	Airport of Destination*	Place Of Delivery
	HKG HONG KONG	NLF DARNLEY ISLAND	

Schedule

Cargo Ready Date	ETD	ETA Discharge	ETA Destination

Item

Browse... | Upload Excel | Download Excel Template (Blank) | Download Excel Template (With Data) | .xlsx | .csv | Calc. VW by CBM

Item SEQ	*Description	Shipping Marks	Cargo Description	*Pkg. Qty	*Pkg. Unit	Inner Qty	Inner Unit	G

Step 2. Users should input mandatory fields with “*”. Otherwise system will pop-up warning message for alert

Shipper*

Name	DEMO SHIPPER
Address	TEST HONG KONG
Contact	TEST
Phone	2134 4567
Fax	2134 4568
Email	kevin.cheung@chq.ontime-express.com

Consignee*
MyConsignee(3)

Name	
Address	
Contact	
Phone	
Fax	
Email	

Notify Party
 Same As Consignee My Notify Party(0)

Name	
Address	
Contact	
Phone	
Fax	
Email	

Location

Place Of Receipt	Airport of Departure*	Airport of Destination*	Place Of Delivery
	HKG HONG KONG	NLF DARNLEY ISLAND	

Schedule

Step 3. After input basic information, shipper can scroll down to input “Cargo Ready Date” and “Items” details.

Cargo Ready Date
08 Mar, 2019
Requested Departure Date

Item
Browse... Upload Excel Download Excel Template (Blank) Download Excel Template (With Data) .xlsx .csv Calc. VW by CBM

Item SEQ	*Description	Shipping Marks	Cargo Description	*Pkg. Qty	*Pkg. Unit	Inner Qty	Inner Unit	G
0				0		0		0
0	<input type="checkbox"/> ITEM 2			10	CASE	100	BAG	1
0	<input type="checkbox"/> ITEM 1			10	CTN	100	PAIR	1

Step 4. Select Cargo Type, Incoterms, Freight Terms and Other Terms.

Detail
Cargo Type: Flat Pack
Incoterms: CFR At 48481 FORT BRAGG
Freight Terms: Prepaid
Others Terms: Prepaid
Remarks: This shipment without battery

Step 5. After fill in every booking details, users can click “Save” and “Submit” to send the booking to On Time Origin Office.

Air Booking
Status : Draft | Updated By cmc.uat.shipper On 07 Mar, 2019 08:15 AM(GMT)
Go To: Booking No [] Go

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

Booking Info
Booking No: BSH119100012
HAWB No: []
MAWB No: []
Change as Sea-Air Change as Sea

More Parties

	Shipper*	Consignee* MyConsignee(3)	Notify Party
Name	DEMO SHIPPER	DEMO CONSIGNEE	<input type="checkbox"/> Same As Consignee My Notify Party(0)
Address	TEST HONG KONG	ROOM 1234,KOWLOON BAY, HONG KONG	
Contact	TEST	ABC	
Phone	2134 4567		
Fax	2134 4568		
Email	kevin.cheung@chq.ontime-express.com		

Step 6. Once submitted the booking, shipper and our origin office colleague will receive email notification.

Thu 3/7/2019 4:05 PM
no-reply@greenbizsys.com
CMC notification : SHA Booking ID BSH119100011 for KARL LAGERFELD BV is submitted at (GMT) 2019-03-07 08:05:08
To: Kevin Cheung - OTEL Corporate; Jason Lo - OTEL Corporate
This message was sent with High importance.

Dear Sir/Madam,

Please be kindly noted shipment BSH119100011 has been submitted successfully by DEMO SHIPPER (OTFS) at (GMT) 2019-03-07 08:05:08

Shipment information
Shipper name and address:
DEMO SHIPPER
TEST
HONG KONG

CHAPTER 2 - How to View/Copy Existing Booking

Introduction: Shipper can view/copy existing booking details in Booking Management.

Step 1. In booking management tab, system will default show recent 30days booking, user can have a quick overview.

The screenshot shows the 'BOOKING MANAGEMENT' tab in the system. It displays a table of recent bookings with columns for Booking#, PO#, UID, Info., Buyer, Booked, and Status. The first row is highlighted in red.

Booking#	PO#	UID	Info.	Buyer	Booked	Status
BHK119100061				KARL LAGERFELD BV	0	DRAFT (SH)
BHK119100066	123		/#:5002494-3/Blocked Collar Down Jacket...	D & T INDUSTRI	20	DRAFT (SH)
BHK119100066	123		/TEST	D & T INDUSTRI	20	DRAFT (SH)
BHK119100121			/~~	DEMO CONSIGNEE	1	DRAFT (SH)
BHK119100121			/test	DEMO CONSIGNEE	0	DRAFT (SH)
BHK119100126				DEMO SHIPPER	0	DRAFT (SH)
BHK119100131				KARL LAGERFELD BV	0	DRAFT (SH)
BHK119100137	5002424	39685-85992	/#:5002424-1/Knee High Boot Chain - KL1...	KARL LAGERFELD BV	100	DRAFT (SH)
BHK119100138				KARL LAGERFELD BV	0	DRAFT (SH)
BHK119100142			/test	DEMO CONSIGNEE	10	DRAFT (SH)
BHK119100145				DEMO CONSIGNEE	0	DRAFT (SH)
BHK119100146				DEMO CONSIGNEE	0	DRAFT (SH)
BHK119100147				DEMO CONSIGNEE	0	DRAFT (SH)
BHK119100151				KARL LAGERFELD BV	0	DRAFT (SH)
BHK119100152						

Step 2. When users click on booking number, system will prompt a booking details page for user view/edit or copy the existing booking

This screenshot is identical to the one above, but with a red rectangular box highlighting the first booking number 'BHK119100061' and a red arrow pointing to it from the left.

The screenshot shows the 'Sea Booking' details page for booking BHK119100061. The status is 'Draft' and it was updated on Feb 26, 2019. The page includes fields for Booking No, HAWB No, MAWB No, and a 'Change as Air' button. It also has sections for Shipper, Consignee, and Notify Party details, each with multiple rows for Name, Address, Contact, Phone, Fax, and Email. At the bottom, there are fields for Place Of Receipt, Port Of Loading, Port Of Discharge, and Place Of Delivery.

CHAPTER 3 - How to Change Ship Mode

Introduction: Shipper swap the ship mode of existing booking easily.

Step 1. Retrieve existing booking, click Change as Sea-Air/Change as Sea button

Air Booking Status : Draft | Updated By cmc.uat.shipper On 12 Mar, 2019 02:22 AM(GMT) Go To Booking No [] Go

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

Booking Info
Booking No BHK119100061 HAWB No MAWB No **Change as Sea-Air** **Change as Sea**

More Parties

Shipper*	Consignee*	Notify Party
Name 1	MyConsignee(3) BV	<input type="checkbox"/> Same As Consignee My Notify Party(0)
Address 2	LOOIERSGRACHT 43	
3	1016 VR AMSTERDAM	
	THE NETHERLANDS	
Contact		
Phone		
Fax		
Email		

Location
Place Of Receipt: 00004 ESCALDES-ENGORDANY
Airport of Departure*: HKG HONG KONG
Airport of Destination*: URN URGON
Place Of Delivery: 00023 AL FUJAYRAH

Step 2. Click on OK to confirm change ship mode of this booking

Air Booking Status : Draft | Updated By cmc.uat.shipper On 12 Mar, 2019 02:22 AM(GMT) Go To Booking No [] Go

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

Booking Info
Booking No BHK119100061 HAWB No MAWB No **Change as Sea-Air** **Change as Sea**

More Parties

Shipper*	Consignee*	Notify Party
Name 1	MyConsignee(3) BV	<input type="checkbox"/> Same As Consignee My Notify Party(0)
Address 2	LOOIERSGRACHT 43	
3	1016 VR AMSTERDAM	
	THE NETHERLANDS	
Contact		
Phone		
Fax		
Email		

Location
Place Of Receipt: 00004 ESCALDES-ENGORDANY
Airport of Departure*: HKG HONG KONG

Schedule
Cargo Ready Date: 26 Jan, 2019
Requested Departure Date: 26 Jan, 2019
ETD: 26 Jan, 2019

Message from webpage

Are you sure you want to change this Booking?

OK Cancel

Step 3. Ship mode change from AIR → SEA, user can continue to complete the booking.

Sea Booking Status : Draft | Updated By cmc.uat.shipper On 12 Mar, 2019 02:40 AM(GMT) Go To Booking No [] Go

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

Booking Info
Booking No BHK119100061 HAWB No MAWB No **Change as Air**

More Parties

Shipper*	Consignee*	Notify Party
Name 1	<input type="checkbox"/> To Order -----Plea MyConsignee(3)	<input type="checkbox"/> Same As Consignee My Notify Party(0)
Address 2	KARL LAGERFELD BV	
3	LOOIERSGRACHT 43	
	1016 VR AMSTERDAM	
	THE NETHERLANDS	
Contact		
Phone		
Fax		
Email		