

CMC2

网上订舱模块

(仅供托运人使用)

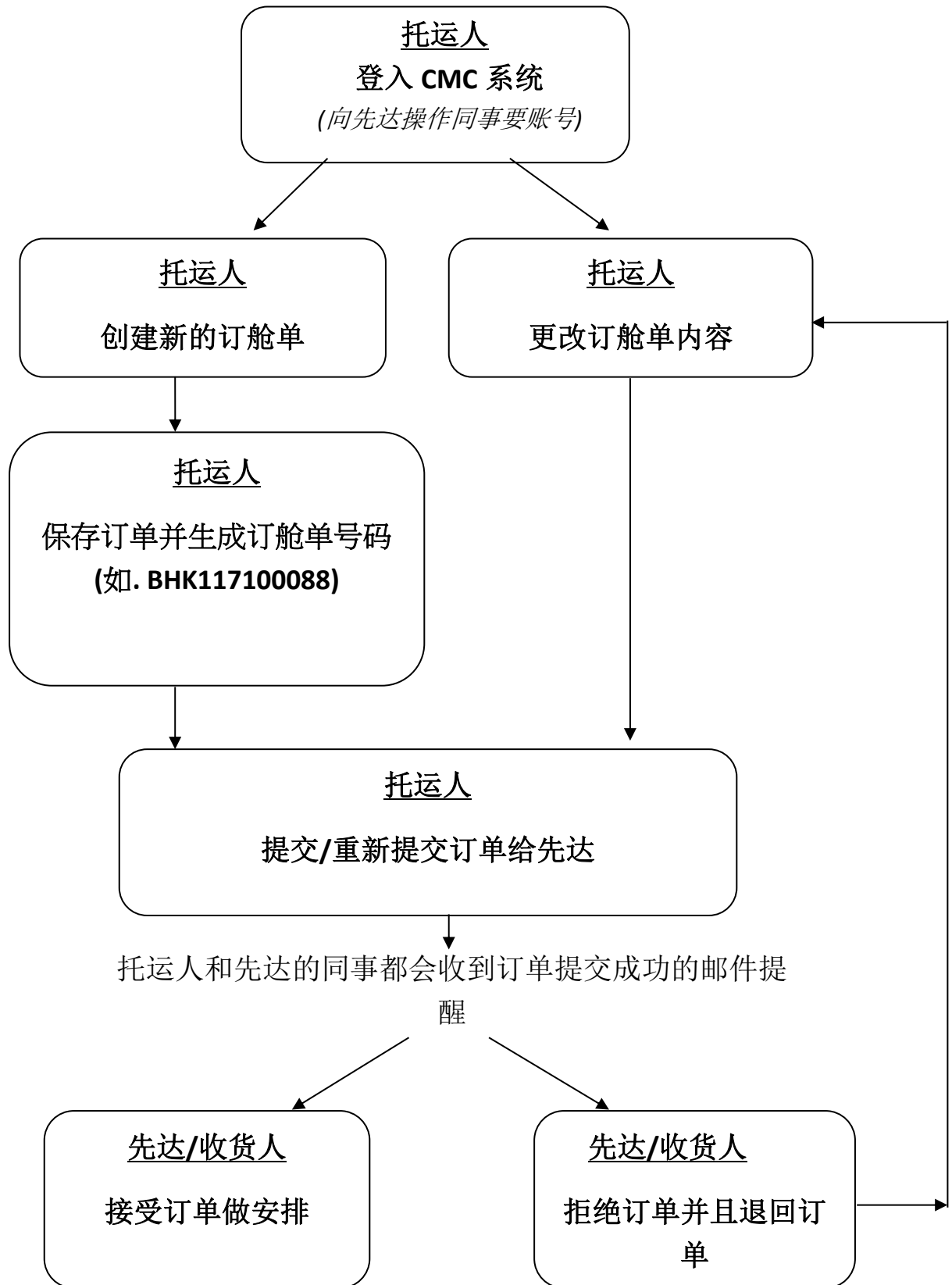
订舱操作手册

3月 2019

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订舱流程图



目录

订舱流程图	2
第一章 -如何创建新订舱单.....	4
第二章 - 如何查找/复制现有的订舱单	9
第三章 -如何改变运输模式	10

第一章 – 如何创建新订舱单

简介: 每次只能创建一条订单, 有 2 种方式创建订舱单在 CMC 系统里面。

- 方法 1: 用 PO 号码来创建新订单
- 方法 2: 复制之前的订单 (详情参考第二章)

The screenshot shows the 'Air Booking' form with the following fields and sections:

- Booking Info:** Booking No, HAWB No, MAWB No.
- More Parties:** Shipper* (Name: DEMO SHIPPER, Address: TEST, HONG KONG, Contact: TEST, Phone: 2134 4567, Fax: 2134 4568, Email: kevin.chung@chq.ontime-express.com), Consignee* (MyConsignee(3)), 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:** Cargo Ready Date, Requested Departure Date, ETD, ETA Discharge, ETA Destination.
- Item:** Add Items, Browse..., Upload Excel, Download Excel Template (Blank), Download Excel Template (With Data), .xlsx, .csv, Calc. VW by CBM.
- Detail:** Cargo Type, Incoterms (CFR, AT48481, FORT BRAGG), Freight Terms (Prepaid), Others Terms (Prepaid).
- Remarks:**

The screenshot shows the 'NEW BOOKING' and 'BOOKING MANAGEMENT' tabs. The 'Create Booking' dropdown menu is highlighted with a red box and labeled 'Select shipment mode'. A table of existing bookings is shown below, with a red arrow pointing to the 'PO Qty' column labeled 'Show all available POs'.

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

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创建新的 PO 订舱单

Step 1. 用户先选择合适的 PO 号码，然后点击“创建订单”，新的订舱界面就会显示出来如图二。

The screenshot shows the 'NEW BOOKING' section of a web application. At the top, there are tabs for 'NEW BOOKING', 'BOOKING MANAGEMENT', and 'SEARCH PO'. Below the tabs, there 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. Below the search bar is a table with columns: PO#, UID, Status, Info., PO Version, PO Qty, Booked, Outstanding, and Bu. Three rows are visible, each with a checked checkbox in the first column. A red arrow points to the 'Create Booking' button.

PO#	UID	Status	Info.	PO Version	PO Qty	Booked	Outstanding	Bu	
<input checked="" type="checkbox"/>	AHN116100692	32289-68558	OPEN	AE/#:650100/650104/650106/650108/65...	0	123	0	123	O'
<input checked="" type="checkbox"/>	AHN116100704	33050-69597	OPEN	AE/#:1/GARMENTS	0	123	0	123	O'
<input checked="" type="checkbox"/>	AHN116100736	33045-69589	OPEN	AE/#:650100/650104/650106/650108/65...	0	123	0	123	O'



The screenshot shows the 'Air Booking' form. At the top, there is a 'Status: New' indicator and a 'Go To' dropdown menu. Below this is a navigation bar with buttons: 'Module Home', 'New', 'Save', 'Copy', 'Submit', 'Finalize', 'Decline', 'Void', and 'Print Action(s)'. The form is divided into several sections: 'Booking Info' with fields for 'Booking No', 'HAWB No', and 'MAWB No'; 'More Parties' with sub-sections for 'Shipper*', 'Consignee*', and 'Notify Party'; and 'Contact' information including 'Name', 'Address', 'Phone', 'Fax', and 'Email'. The 'Shipper*' section contains the text 'DEMO SHIPPER', 'TEST', and 'HONG KONG'. The 'Consignee*' section contains 'O'NEILL EUROPE BV (BULK)', 'OOSTEINDE 32', 'WARMOND, 2361 HE', and 'NETHERLANDS'. The 'Notify Party' section has a checkbox for 'Same As Consignee' and a link 'My Notify Party(0)'. The 'Contact' section contains 'TEST', '2134 4567', '2134 4568', and 'kevin.cheung@chq.ontime-express.com'.

Step 2. 用户输入必需输入带星号的栏位，否则系统会有提示框弹出。

The screenshot shows the 'Location' and 'Schedule' sections of the 'Air Booking' form. The 'Location' section includes 'Place Of Receipt', 'Airport of Departure*' (with dropdowns for 'HKG' and 'HONG KONG'), 'Airport of Destination*' (with dropdowns for 'NLF' and 'DARNLEY ISLAND'), and 'Place Of Delivery'. The 'Schedule' section is partially visible at the bottom.

Step 3. 输入完基本的资料后，用户把页面往下拉，就要继续输入“Cargo Ready Date”，以及 PO 的数量和 item 货物的详细资料。

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. 选择 Cargo Type 货物类型, 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. 当用户把订单的详细资料都填完毕，用户可以点击保存和 submit 提交按钮，把订舱单提交给 On time 的操作同事。

Air Booking

Status : Draft | Updated By cmc.uat.shipper On 07 Mar, 2019 08:15 AM(GMT)

Go To Booking No [] Go

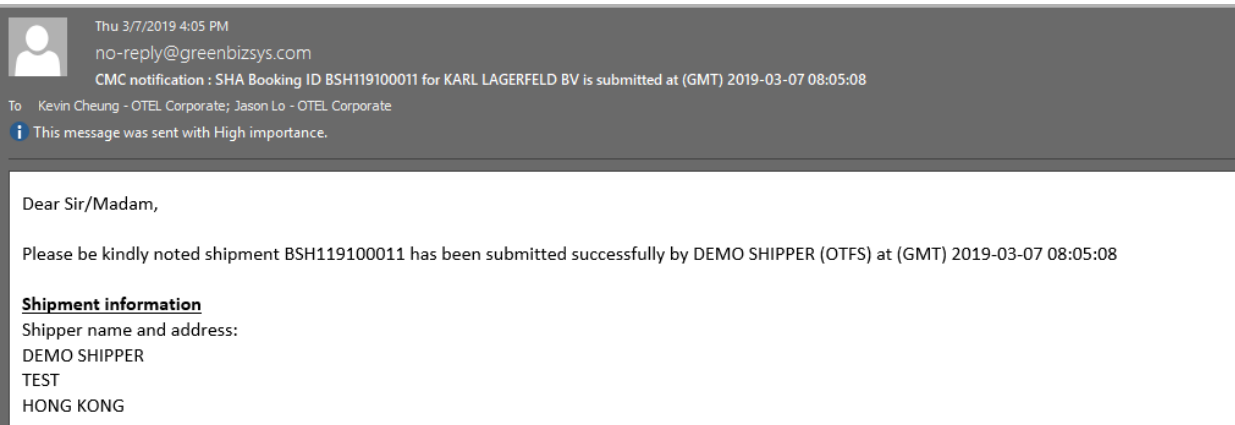
Module Home | New | Save | Copy | Submit | Finalize | Decline | Void | Print Action(s) | Other Action(s)

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. 一旦订单提交成功，用户和 On time 的操作同事都会收到下面的订单提交的邮件提醒。



创建新的非 PO 订舱单

Step 1. 用户先选择需要创建的运费模式（如空运），新的订舱页面就会显示出来如图二。

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*	Notify Party
Name	DEMO SHIPPER	MyConsignee(3)	<input type="checkbox"/> Same As Consignee My Notify Party(0)
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*: 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
Browse... | Upload Excel | Download Excel Template (Blank) | Download Excel Template (With Data) | .xlsx | .csv | Calc. VW by CBM

Add Items

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

Step 2. 用户需要把所有带“*”号的必填字段填完，否则系统会弹出提示框。

Shipper* | **Consignee*** | **Notify Party**

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

Schedule

Step 3. 输入完基本的订舱信息之后，用户把下拉框往下拉，就需要输入“Cargo Ready Date” 货物准备好的日期，和 Items 货物的一些详细信息，如数量，体积，毛重等。

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

Add Items

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. 选择货物类别，以及货物条款的详细资料。如： Cargo Type, Incoterms, Freight Terms and Other Terms.

Detail

Cargo Type
Flat Pack

Incoterms
CFR At4841 FORT BRAGG

Freight Terms
Prepaid

Others Terms
Prepaid

Remarks
This shipment without battery

Step 5. 用户输入完订单的资料后，就可以点击保存和 submit 提交按钮来提交订单。

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

Step 6. 一旦订单提交成功，系统就会自动发送订单提交成功的邮件给用户和 On time 的操作同事。

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,

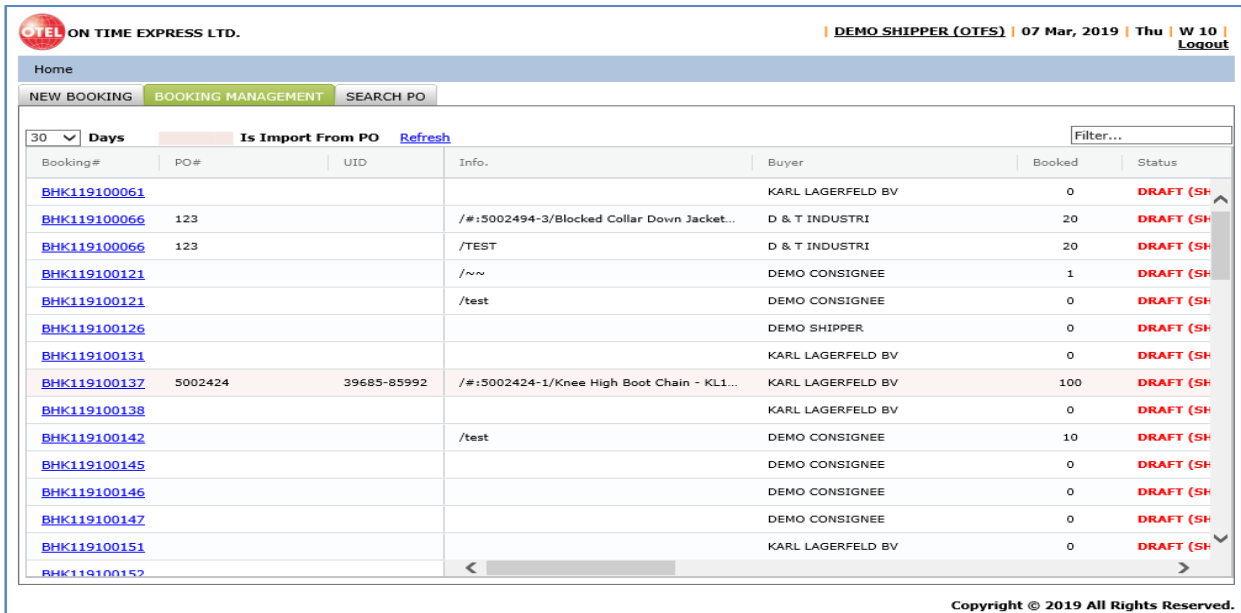
Please be kindly noted shipment BSH119100011 has been submitted successfully by DEMO SHIPPER (OTFS) at (GMT) 2019-03-07 08:05:08

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

第二章 - 如何查找/复制现有的订舱单

简介: 用户可以在订单管理界面查找/复制现有的订单。

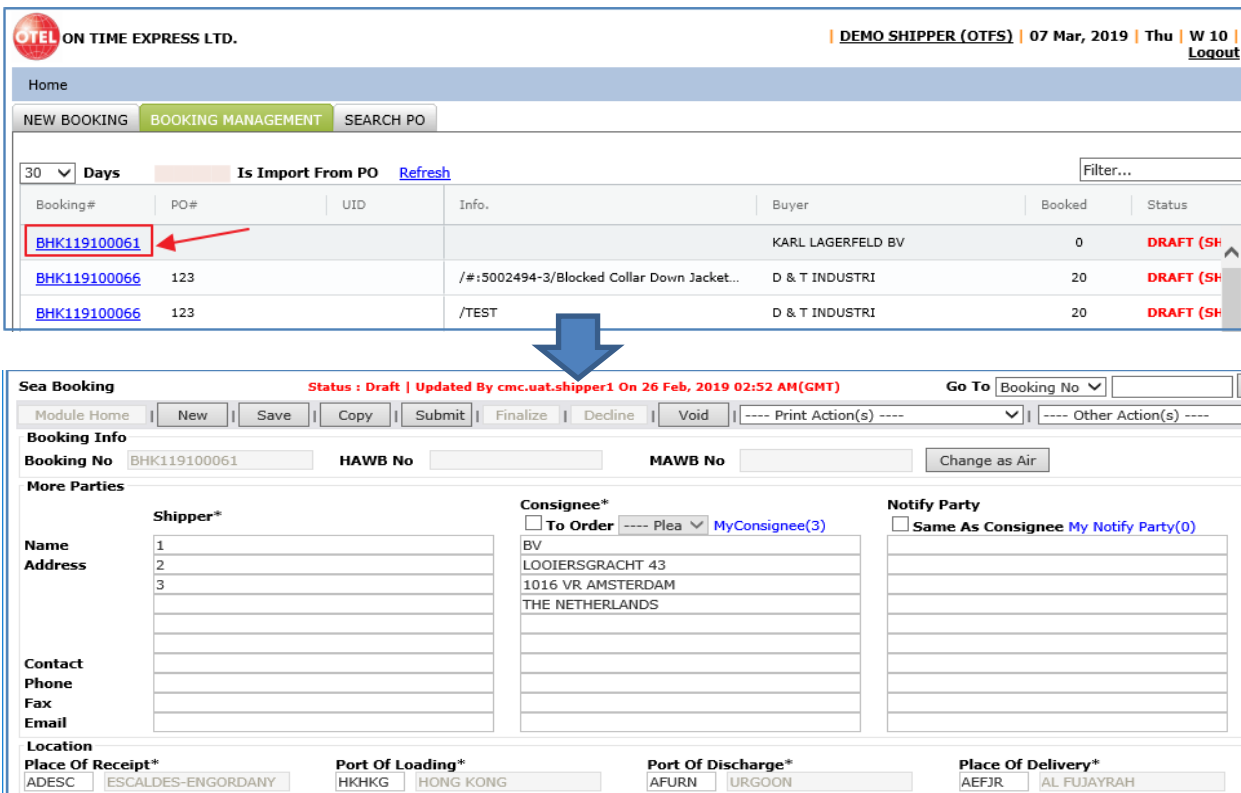
Step 1. 在订单管理界面，系统默认显示 30 条最新记录，方便用户快速查看订单。



The screenshot shows the 'BOOKING MANAGEMENT' section of the OTEL ON TIME EXPRESS LTD. system. It displays a table with 30 rows of booking records. The columns are: Booking#, PO#, UID, Info., Buyer, Booked, and Status. The first row is highlighted in red. A 'Filter...' box is visible in the top right corner of the table area.

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. 当用户点击任一条订单，系统就会弹出这个订舱单的详细信息可以继续查看和编辑订单。



The screenshot shows the 'Sea Booking' details for booking BHK119100061. The status is 'Draft' and it was updated by 'cmc.uat.shipper1' on 26 Feb, 2019 02:52 AM (GMT). The interface includes a 'Booking Info' section with fields for Booking No, HAWB No, and MAWB No. Below this are sections for 'More Parties' (Shipper, Consignee, and Notify Party) and 'Location' (Place Of Receipt, Port Of Loading, Port Of Discharge, and Place Of Delivery).

Booking Info
Booking No: BHK119100061 | HAWB No: | MAWB No: | Change as Air

More Parties

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

Location

Place Of Receipt*	Port Of Loading*	Port Of Discharge*	Place Of Delivery*
ADESC ESCALDES-ENGORDANY	HKHKG HONG KONG	AFURN URGOON	AEFJR AL FUJAYRAH

第三章 - 如何改变运输模式

简介：用户可以很容易的转换现有的订单模式

Step 1. 打开一张空运订舱单，用户可以点击“change as Sea-Air”和“Change as Sea”按钮去改变运输模式，如把空运转成海运模式。

The screenshot shows the 'Air Booking' interface. At the top, the status is 'Draft' and it was updated by 'cmc.ual.shipper' on 12 Mar, 2019 at 02:22 AM (GMT). The booking number is BHK119100061. In the 'Booking Info' section, there are buttons for 'Change as Sea-Air' and 'Change as Sea', with a red box around the latter and a red arrow pointing to it. The 'More Parties' section includes fields for Shipper, Consignee (MyConsignee(3)), and Notify Party. The 'Location' section shows 'Place Of Receipt' as ESCALDES-ENGORDANY, 'Airport of Departure' as HKG (HONG KONG), 'Airport of Destination' as URN (URGOON), and 'Place Of Delivery' as AL FUJAYRAH.

Step 2. 用户点击 OK 确认键就可以降空运转成海运运输方式。

This screenshot shows the same 'Air Booking' interface as Step 1, but with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains the question 'Are you sure you want to change this Booking?' with 'OK' and 'Cancel' buttons. The 'Change as Sea' button is now highlighted in blue.

Step 3. 运输模式将空运转成海运后，用户可以继续对这张海运订单进行编辑。

The screenshot shows the 'Sea Booking' interface. The status is 'Draft' and it was updated by 'cmc.ual.shipper' on 12 Mar, 2019 at 02:40 AM (GMT). The booking number is BHK119100061. In the 'Booking Info' section, there is a 'Change as Air' button. The 'More Parties' section includes fields for Shipper, Consignee (MyConsignee(3)), and Notify Party. The 'Location' section shows 'Place Of Receipt' as ESCALDES-ENGORDANY, 'Airport of Departure' as HKG (HONG KONG), 'Airport of Destination' as URN (URGOON), and 'Place Of Delivery' as AL FUJAYRAH. The 'Schedule' section shows 'Cargo Ready Date' as 26 Jan, 2019, 'ETD' as 26 Jan, 2019, and 'Requested Departure Date' as 26 Jan, 2019.