

Hong Kong and Guangdong Guideline for place booking and booking amendment

Agenda

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| 3) Booking Amendment and General Enquiry | P.8 |
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1) Submit new booking for Hong Kong and South China Region

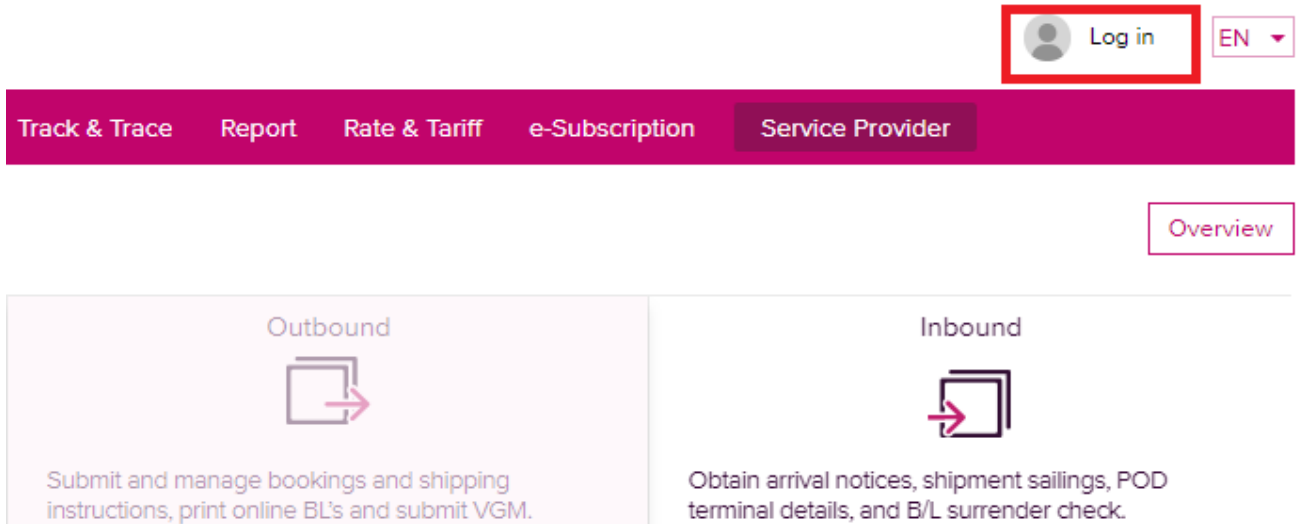
Please refer to below email and submit your new booking form per trade-wise.

Hong Kong and Guangdong outbound shipments:

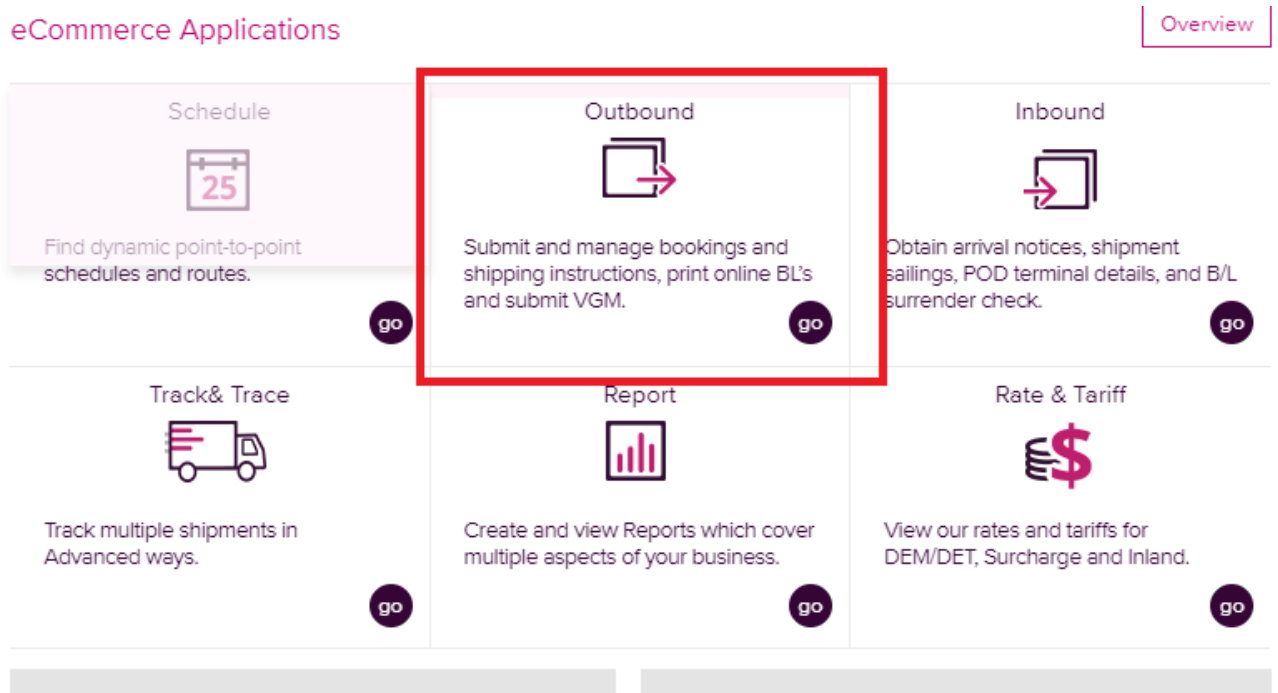
Trade	Email
USA and Canada	HKGD.TP.BKG@one-line.com
Europe and Mediterranean	HKGD.EU.BKG@one-line.com
Asia and Oceania	HKGD.AO.BKG@one-line.com
Latin America and Africa	HKGD.AFLA.BKG@one-line.com
Live Reefer and Special Cargo	HKGD.RS.BKG@one-line.com

2) Submit new booking at e-Commerce (ONE website)

a) Press “Log in” to login at ONE website.



b) After logged in, click “Outbound”.



c) For Customer Information, please check if all information are correct or not.

▶ Customer Information

* Customer Information (ID information) Edit My Profile 	Name	<input type="text"/>	e-Mail Address	<input type="text"/>
	Phone No.	<input type="text"/>	Fax No.	<input type="text"/>
	Contract No.	Select ▼		
	Address	<input type="text"/>		
* Person placing Request	<input checked="" type="radio"/> Shipper <input type="radio"/> Forwarder			
* Shipper	Company	<input type="text"/>		
	Address	<input type="text"/>		
Freight Forwarder	Company	<input type="text"/>		
	Address	<input type="text"/>		
Consignee	Company	<input type="text"/>		
	Address	<input type="text"/>		

d) For Location, please input shipments service type, port pair and booking office.

▶ Location

* Service Type	Origin	CY ▼	Destination	CY ▼
* Origin (Place of Receipt)	<input type="text"/>	Discharging Port	<input type="text"/>	
* Loading Port Same as above <input type="checkbox"/>	<input type="text"/>	* Destination (Place of Delivery) Same as above <input type="checkbox"/>	<input type="text"/>	
* Booking Office	Select Booking Office ▼			

e) For Schedule, please click either Departure date or Vessel to book shipments with departure date.

▶ Schedule

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

f) For Pick up, please update as the cargo ready date.

▶ Pick Up

Pick Up Date	2018-01-24		00 : 00
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g) For Container, please click “+” and enter the Container Type/Size/Qty.’

▶ Container

* Type	* Size	* Quantity / Total	Quantity / S.O.C

S.O.C : Shipper's Own Container

h) For Cargo, please click to search and input the commodity and also input the total estimated weight and choose the unit in KGS or LBS.
Please tick the box if you have to book Live Reefer or Special Cargo

▶ Cargo

* Commodity	<input type="text"/>	
* Total Estimated Weight	<input type="text"/>	KGS

▶ Reefer Cargo

▶ Dangerous Cargo

▶ Awkward Cargo

i) Please input the contract number and also if you have any special instruction on the booking.

However for the times show on bottom right, choose the time(s) which you need to place how many booking(s).

▶ 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 ▼

▶ 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	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.

Clear Submit Save

- 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

- j) Please review if you need to received email notification of which part and please click “Submit” to submit your booking.

▶ e-Mail Notification

Event	Subscribe	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.

Clear

Submit

Save as Template

- k) After booking submitted, there will be a request number generated that you can check the booking status by using the reference number.

Booking Request Information

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

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.

3) Booking Amendment and General Enquiry

Should you have any enquiry or booking amendment, please feel free to contact our Customer Service for assistance.

Booking office	Trade	Email address
Hong Kong	USA and Canada	HK.TP.CS@one-line.com
	Europe and Mediterranean	HK.EU.CS@one-line.com
	Asia and Oceania	HK.AO.CS@one-line.com
	Latin America and Africa	HK.AFLA.CS@one-line.com
	Live Reefer and Special Cargo	HK.RS.CS@one-line.com
Shenzhen	USA and Canada	SX.TP.CS@one-line.com
	Europe and Mediterranean	SX.EU.CS@one-line.com
	Asia and Oceania	SX.AO.CS@one-line.com
	Latin America and Africa	SX.AFLA.CS@one-line.com
	Live Reefer and Special Cargo	SX.RS.CS@one-line.com
Guangzhou	USA and Canada	GZ.TP.CS@one-line.com
	Europe and Mediterranean	GZ.EU.CS@one-line.com
	Asia and Oceania	GZ.AO.CS@one-line.com
	Latin America and Africa	GZ.AFLA.CS@one-line.com
	Live Reefer and Special Cargo	GZ.RS.CS@one-line.com
Zhongshan	USA and Canada	ZS.TP.CS@one-line.com
	Europe and Mediterranean	ZS.EU.CS@one-line.com
	Asia and Oceania	ZS.AO.CS@one-line.com
	Latin America and Africa	ZS.AFLA.CS@one-line.com
	Live Reefer and Special Cargo	ZS.RS.CS@one-line.com

4) Our Contact

Should you have any enquiry on booking submission and booking amendment, please feel free to call our Customer Service Hotlines for assistance.

Customer Service Hotline:

Hong Kong booking office : (+852) 5808 6583