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👤 Log in 🛛 EN 🔻

2 July 2021

Guideline for Booking Submission and Amendment

- 1) Submit new booking at e-Commerce (ONE website) 如何在海洋网联的平台/网站提交新的订舱单
 - a) Press "Log in" to login at ONE website. 在海洋网联的官网点击"登入"进入系统

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Track & Trace	Report	Rate & Tariff	e-Subscription	Service P	rovider		
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登录系统后 eCommerce	,点击" Applicatio	出口"事项 ns			-	0	verview
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Track multiple s Advanced way	shipments in s.	Cre mu	eate and view Report Itiple aspects of your	s which cover business.	View our ra DEM/DET, 3	ates and tariffs for Surcharge and Inlan	d. 90



c) For Customer Information, please check if all information are correct or not. 请核对和确保客户信息栏所需填写内容的正确性。

Customer Information	
* Customer Information	Name e-Mail Address
(ID information) Edit My Profile	Phone Fax No. Contract No. Select 🗸
Ρ	Address r
* Person placing Request	Shipper O Forwarder
+ Chipper	Company
- Shipper	Address or
Freight Forwarder	Company
regittiowarder	Address
Constitution	Company
consigned	Address

d) For Location, please input shipments service type, port pair and booking office. 请于地点栏的必填位置选择服务模式和订舱公司,并完整填写各港口名。

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	Select Booking Office 🗸

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

船期信息的栏、既可以选择出发日期、也可以填入相应的船舶名称。

Departure Date 💿 Vessel 🔾	YYYY-MM-DD
Return Date	YYYY-MM-DD



f) For Pick up, please update as the cargo ready date. 提箱日期请根据货好时间选取。

Pick Up	
Pick Up Date	2018-01-24 00 : 00

 g) For Container, please click "+" and enter the Container Type/Size/Qty.' 集装箱栏位,请点击"+"并填入集装箱箱型/尺寸/数量。

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

h) For Cargo, please click **P** 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		Q
* Total Estimated Weight	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).

请在此栏位填入合约号码,如您有其它特别的要求也可以于此注明。另外,请在栏位 底部右下角选择您所需要订舱单的份数。

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Special Instruction on Booking				
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Clear

Submit

Save as Template

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

请您查阅列表中的各项目并根据需要选择是否订阅此事项的电子邮件通知。如您已确 认各项目填写无误,请点击"提交"按钮提交您的订舱。

e-Mail Notification				
Event	Subscribe	Unsubscribe		
Booking Upload	 Recipients List 	0		
Vessel Departure	0	•		
Vessel Advance / Delay	0	•		

The email notification for the booking will be sent to you when the selected event occurs.

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

订舱提交后,您会收到系统生成的一个序列码,您可用此号码查询该舱单的状态。

Booking Request Information

Your booking has been	submitted with request number [
Your ONE Booking num template, input templat	nber will be sent to you via e-mail or fax(upon your preference) promptly. If you want to save this booking as a e name and click save button.
Template	Save
If you want to request a	a booking by copying the previous booking, please retrieve your previous booking request first. Copy



Booking Amendment and General Enquiry 订舱的更改及订舱信息的咨询

For booking amendment and general enquiry, please approach our Customer Service Team as per Booking Office via respective email address.

关于订舱的更改以及订舱信息的各类问题,请联系各分公司、各航线的客户服务部人员。

Booking Office	Our Contact	Hotline
Hong Kong	https://lc.chat/now/10343452/7	+852 5808 6583
Shenzhen	https://lc.chat/now/10343452/8	+86 755 6687 0266
Guangzhou	https://lc.chat/now/10343452/9	+86 20 6683 3111
Zhongshan	https://lc.chat/now/10343452/10	+86 760 2821 6699