

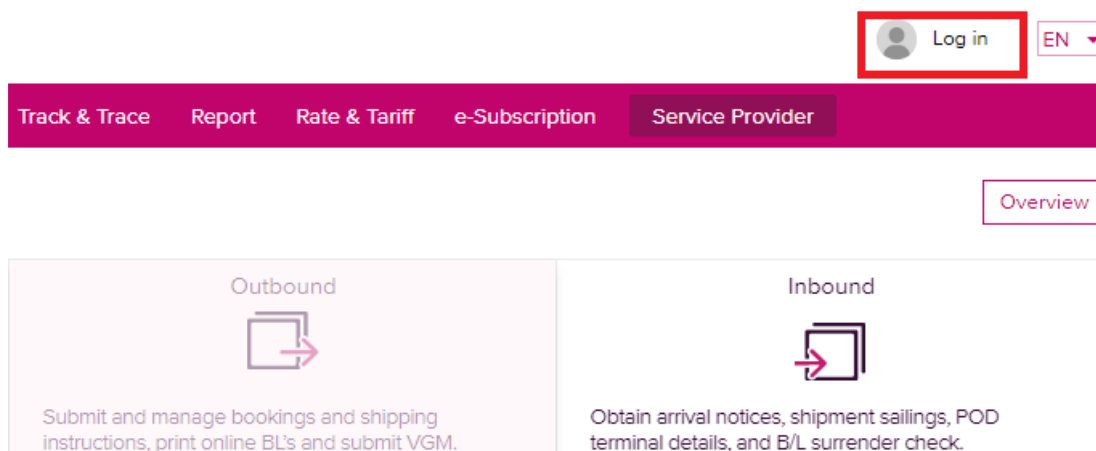
3 May 2022

Guideline for Booking Submission and Amendment

1) Submit a new booking at e-Commerce (ONE website)

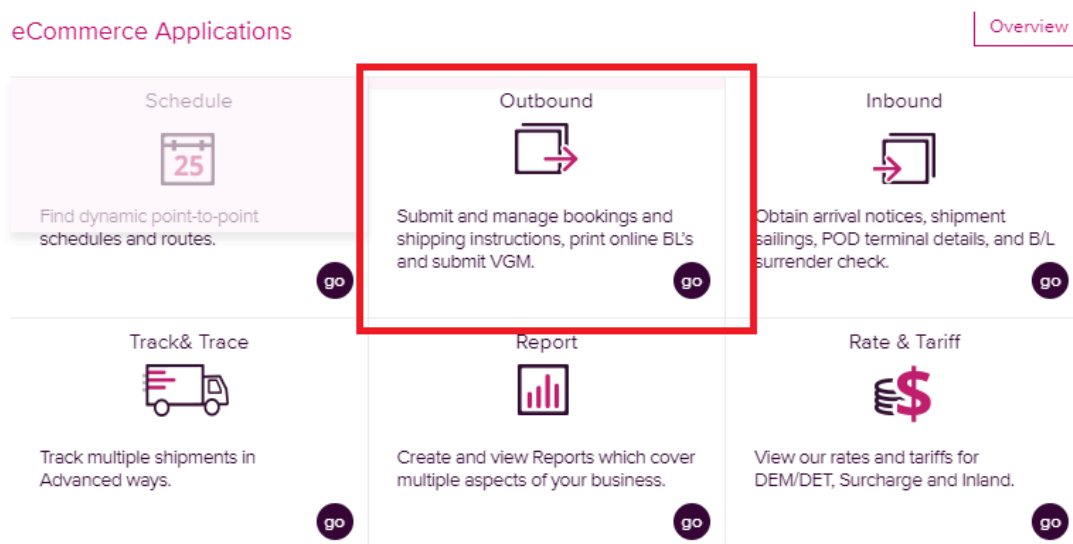
如何在海洋网联的平台/网站提交新的订舱单

- a) Press “Log in” to log into ONE eCommerce site with your User ID and Password
按“登录”以使用您的用户 ID 和密码登录 ONE 电子商务网站



- b) After logged in, click “Outbound”

登录系统后，点击“出口”事项



- c) For “Customer Information”, please check if all information is correct or not
 请核对并确保客户信息栏所需填写内容的正确性

▶ Customer Information

* Customer Information (ID information)	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"/>			
<input type="button" value="Edit My Profile"/> <input type="button" value="p"/>				
* 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 shipment’ s **Service Type**, **Port Pair** and **Booking Office**
 请于地点栏的必填位置选择服务模式 and 订舱公司，并完整填写各港口名

▶ Location

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

- e) For “Schedule”, please select either **Departure Date** or **Vessel** to book shipments
 with **departure date**
 船期信息的栏，既可以选择离港日期，也可以填入相应的船舶名称的离港日期

▶ Schedule

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

f) For “Pick Up”, please input the date as per the cargo ready date
 提箱日期请根据备货日期选取

▶ Pick Up

Pick Up Date :

g) For “Container”, please click “+” and enter the Container Type/ Size/ Quantity
 集装箱栏位，请点击“+”并填入集装箱箱型/尺寸/数量

▶ 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;
- Input the total estimated weight and choose the unit in KGS or LBS;
- Tick the box if you need to book with Live Reefer or Special Cargo
关于货物栏位，
- 请单击 搜索、输入商品名，
- 填入货物的总预估货重，单位可选择千克或磅。
- 如需预订冷冻/冷藏货或特殊货舱位，请在相应货物类别的方框内打勾注明

▶ Cargo

* Commodity

* Total Estimated Weight ▼

▶ Reefer Cargo

▶ Dangerous Cargo

▶ Awkward Cargo

- i) For “Special Instruction on Booking”,
- Please input the contract number and the special instruction on the booking if any
 - Besides, please choose the appropriate option on the bottom right drop-down list to indicate the no. of booking(s) you want to make for the same vessel

对于“预订特别说明”，

- 请输入合同编号和预订时的特殊说明（如有）
- 另外，请在栏位底部右下角选择您需要订舱单的份数

▶ 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 ▾

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) For “e-Mail Notification”, please review the event list and select subscribe or unsubscribe option as per your preference on the email notification
 对于“电子邮件通知”，请查看活动列表并根据您对电子邮件通知的偏好选择订阅或取消订阅选项
- k) After double-checking your input/selected information, please click “Submit” to submit your booking
 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	<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.

- l) After your booking submitted, you would receive a reference number generated by the system for checking the upcoming booking status
 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 [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.

2) 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 Care Agent via:

关于订舱的更改以及订舱信息的各类问题，请联系线上客服:

<https://hk.one-line.com/standard-page/hksprc-livechat-service-now-available>