



# Logwing Manual TSL Booking operation



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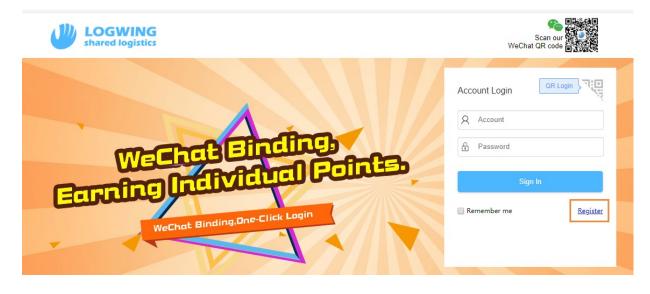


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# 1. How to register

1) Login website <a href="https://hk.booking001.com/">https://hk.booking001.com/</a> .Click on the registration link.



2) Select Enterprise User



3) After filling in all marked asterisk fields and checking accept user agreement. You can



#### click Submit.

| *Company Name(CN):                                     | *Company Name(EN):                            |  |  |
|--------------------------------------------------------|-----------------------------------------------|--|--|
| Please enter company name(CN)                          | Please enter company name(EN)                 |  |  |
| *License No. (Unified social credit code):             | *Address:                                     |  |  |
| Please enter license no. or unified social credit code | Please enter company address                  |  |  |
| *Country/Region:                                       | *City:                                        |  |  |
| Please enter your company's country/region.            | Please enter city.                            |  |  |
| *PIC:                                                  | *TEL:                                         |  |  |
| Please enter company contact person                    | Please enter company contact telephone no.    |  |  |
| *Email:                                                | Cellphone:                                    |  |  |
| Please enter company contact e-mail address            | Please enter company contact mobile phone no. |  |  |
|                                                        | ring and Weiyun User Service Protocol         |  |  |

4) We will review your registration application within half a working day and send you the account/password by email.





Hi,Xiamen Logwi...

Application completed! We shall grant you the platform access within half working day. Please wait. Please contact with us at tel: 0592-5980939 or cus@logwing.com if you have any doubt.

5s later, redirect to the previous page automatically

# 2. Booking application entrance

|                  | Information            |                                         |                                                                      |
|------------------|------------------------|-----------------------------------------|----------------------------------------------------------------------|
| shared logistics |                        |                                         |                                                                      |
| Site: OVERSEAS   | 2.2                    | FWDTSL                                  | Corporate                                                            |
| BOOKING          |                        | FVDISL                                  |                                                                      |
| Book             | - And -                | This is an Administrateda A             |                                                                      |
| My Bookings      | Account Information>   | This is an Auministrator's A            | ccount, please use the Sub Account to open the Personal Profile.     |
| Data Download    |                        |                                         |                                                                      |
|                  |                        |                                         |                                                                      |
| SI               |                        |                                         |                                                                      |
| Online           | Sailing Schedule Query | Voyage Cut-Off Time Query               | Freight Calculation Vessel Locating Cargo Track & Trace Yellow Pages |
| My B/Ls          |                        | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 5 5 5 5                                                              |
| Data Download    |                        |                                         |                                                                      |
| VGM              |                        |                                         | POL                                                                  |
|                  |                        |                                         | Please select a port.                                                |
|                  |                        |                                         | FPOD                                                                 |
|                  |                        |                                         |                                                                      |
|                  |                        |                                         | Please select a port.                                                |
|                  |                        |                                         |                                                                      |
|                  |                        |                                         | Sailing Schedule Query                                               |
|                  |                        |                                         |                                                                      |
|                  |                        |                                         |                                                                      |

The list on the left is the operation menu, Click "BOOK" to start booking.

| 一 新 新 新 新 新 新 新 新 新 新 新 新 新 新 新 新 新 新 | \$                                                                                                    |        |              |      |      |               |                |
|---------------------------------------|-------------------------------------------------------------------------------------------------------|--------|--------------|------|------|---------------|----------------|
| Information BOOKING-Book              | ×                                                                                                     |        |              |      |      |               | -              |
| Carrier:                              | Select                                                                                                | ¥      |              | ≋PIL | HMM  | 🕊 Hapag-Lloyd | <b>m</b><br>sc |
| Country/Area:                         |                                                                                                       | •      | TSL          |      |      |               |                |
| POL:                                  |                                                                                                       | ▼      | *****<br>ZIM |      | OCCL | HAMBURG       |                |
| Agent:                                |                                                                                                       | ٩      |              |      |      |               |                |
| History :                             | Not via Bkg Agent<br>TSL - OSAKA, JAPAN / JP<br>TSL - YOKOHAMA, JAPAN / JP<br>TSL - TOKYO, JAPAN / JP |        |              |      |      |               |                |
| EDI Upload                            | Excel Import                                                                                          | Create |              |      |      |               |                |

- 1) Users can select carrier by clicking on the right carrier's LOGO or by carrying the carrier drop-down window.
- 2) Select the Country/Area and POL.
- 3) If the carrier can only book through the booking agent, please manually select the booking agent to be commissioned. If this account can booking directly to Carrier, there is no need to choose.
- 4) Choose the way to input booking data.
  - a) EDI application. Using EDI to import booking data. Suitable for forwarders with internal systems.
  - b) Using Excel template to import date. Users fill in the booking data on the platformdefined Excel template, and then imports the data.
  - c) Create booking and go to the Carrier booking data editing page.

# 3. Booking page description

3.1. Booking button operation area

| Interasia  |                       | Save               | Clear Abort     | Submit     |
|------------|-----------------------|--------------------|-----------------|------------|
| Templates: | ▼ <mark>前</mark> Save | Attachment: Upload | Batch Duplicate | Booking(s) |

- 1) Save: save booking data and do not submit. After saving successfully, the ticket data can be queried in the integrated booking
- 2) Clear: clear the contents of the booking page.
- 3) Abort: Abort the data and close the current booking editing page.
- 4) Submit: Submit the booking application.
- 5) Templates: save the current data of the page as a template, the next time you select the corresponding template, you can bring out the corresponding data.
- 6) Attachment upload: documents need to be provided to carriers for use.
- 7) Batch duplicate booking: batch copy of multi-ticket content consistent booking data.

### 3.2. Booking basic information area

It is mainly used to fill in the basic information such as port, Vsl / Voy and so on. The asterisk means that this field cannot be empty. And the business number as the only identification order number of the platform. It has no actual meaning and is only used by the freight forwarder when querying the data.



#### Basic Information

| *Carrier:        | TSL               | *Business No.:   | Auto Gene |
|------------------|-------------------|------------------|-----------|
| *Booking Agent:  |                   | SO No.:          |           |
|                  | Not via Bkg Agent | Contract No.:    |           |
| *POR:            | SHEKOU [CNSHK]    | *Shipment Terms: | СҮ-СҮ 🗸   |
| *POL:            | SHEKOU            | B/L Type:        | Ŧ         |
| T/S Port:        | ٩                 | Place of Issue:  |           |
| *POD:            | ٩                 | AMS/ACI Type:    | •         |
| *FPOD:           | ٩                 | Booking Office:  | Ŧ         |
| *Mother Vsl/Voy: | / Q               | CP Code:         |           |
| *ETD:            |                   |                  |           |

### 3.3. Booking parties area

Fill in the information of the shipper, consignee and notify party. Taking the shipper as an example, the input box on the right side of the shipper fills in the company code of the shipper. The upper layer of the filling area below the shipper is the shipper company name input box, and the lower layer is the shipper address input box. The actual filling requirements are subject to the requirements of each carrier.



#### Section Parties

| *Shipper:   | XMN00624 Q                           | Notify Pa |
|-------------|--------------------------------------|-----------|
| PIL LOGISTI | CS (CHINA) CO., LTD. SHENZHEN BRANCH |           |
| Consign     |                                      | Actual S  |
|             |                                      |           |
|             |                                      | 🚝 Adjust  |

#### **Button description:**

 Adjust: adjust the full-angle characters in the parties's content to half corners and automatically wrap the line. Avoid special characters or format inconsistencies in the input that affect EDI transmission.

### 3.4. Cargo Information

It is used to select the quantity and type of container and fill in the relevant information such as cargo description.



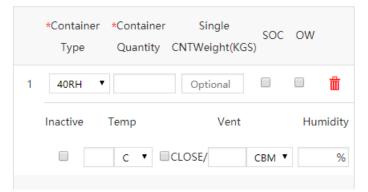
#### 🕀 Cargo Information

| Total Containers: 0 Total G.W.: 0 20GPX0; | Total Quantity:   | Total G.W.:          | Total Volume: |
|-------------------------------------------|-------------------|----------------------|---------------|
| *Container *Container Single              | *H.S.Code:        | Q                    |               |
| Type Quantity CNTWeight(KGS)              | *Package:         | Q                    |               |
| 1 20GP 🔻 Optional 🗉 🖬                     | *Cargo Type:      | GC                   | •             |
|                                           | *Quantity:        |                      | package       |
|                                           | *G.W.:            | Tare weight excluded | KGS           |
| + Add                                     | *Volume:          |                      | M3            |
|                                           | Marks:            |                      |               |
|                                           |                   |                      |               |
|                                           |                   |                      |               |
|                                           | *Cargo Descriptio |                      |               |
|                                           | Cargo Descriptio  |                      |               |
|                                           |                   |                      |               |
|                                           |                   |                      |               |

Shipper/Consignee/Notify Party format adjusted. 🚞 Adjust

#### 3. 4. 1. Special container instructions

#### 1) Freezer



- a) If the freezer replaces the ordinary container, please check the Inactive mark.
- b) Please fill in the specified area for temperature and ventilation. There is no need to fill in the unit.



- c) The humidity part of the carrier is not required to provide, and the platform is not editable by default. It is depends on the owner's request
- d) If the container type is a freezer, please change the cargo type on the right to RF.

| *Cargo Type: | RF |  | • |
|--------------|----|--|---|
|              |    |  |   |

- 2) SOC
  - a) Check the SOC tag.
- 3) OOG
  - a) For OOG, if the carrier requests to provide length, width and height details. Please check the Over Sized mark and edit the length, width and height value. There is also no need to fill in the unit.

| 1 | 20OT          | T       | Optional |          |         | <b></b>   |
|---|---------------|---------|----------|----------|---------|-----------|
|   | Over<br>Sized | In-left | In-right | In-front | In-back | In-height |
|   |               |         |          |          |         |           |
|   | *Unit: Cl     | N       |          |          |         |           |

#### 3. 4. 2. Instructions for DG cargo

1) Select "DG" as cargo type



| Total Containers: 1 Total G.W.: 0 20GPX1; | Total Quantity: Total G.W.: Total Volume: |
|-------------------------------------------|-------------------------------------------|
| *Container *Container Single              | *H.S.Code: Q                              |
| Type Quantity CNTWeight(KGS)              | *Package: Q                               |
| 1 20GP V 1 Optional D                     | *Cargo Type: DG 🔹                         |
|                                           | DG cargo mixed loading                    |
| + Add                                     | Edit DG Information                       |
| , Add                                     | *Quantity: package                        |

- 2) If only one kind of DG is contained in this booking, proceed as follows
- 1 Click "Edit DG Information" directly

| Total Quantity: | Total          | G.W.:         | Total Volume: |
|-----------------|----------------|---------------|---------------|
| *H.S.Code:      | Q              |               |               |
| *Package:       | Q              |               |               |
| *Cargo Type:    | DG             |               | •             |
| _               | DG cargo       | mixed loading |               |
|                 | Edit DG Inform | nation        |               |
| *Quantity:      |                |               | package       |

2 After filling in the DG information in the pop-up interface, click Save.



| *IMDG CLASS:                        |          |        |        |    | *UN No.:          |          |        |        |
|-------------------------------------|----------|--------|--------|----|-------------------|----------|--------|--------|
| *DG PIC:                            |          |        |        |    | Emergency Tel:    |          |        |        |
| *Net Weight:                        |          |        |        |    | *Gross Weight:    |          |        |        |
| *Flash Point:                       |          |        |        | *N | larine Pollutant: | No       |        | •      |
| *Package Group:                     |          |        | •      |    | *Packing Code:    |          |        |        |
| Subsidiary Hazard:                  |          |        |        |    | EMS:              |          |        |        |
| *Physical State:                    |          |        | •      |    | Container No.:    |          |        |        |
| Inner Receptacle                    | :        |        |        |    | Outer Package:    |          |        |        |
| INNER RECEPTA                       | Quantify | Weight | Volume |    | OUTER PACKAG      | Quantify | Weight | Volume |
| *Technical Name<br>*Proper Shipping | -        |        |        |    |                   |          |        |        |
| Prevention Meas                     | ures:    |        |        |    |                   |          |        |        |

- 3) If the booking has multiple DG cargo, follow the steps below
- ① Check the option of "DG cargo mixed loading",then click "Edit DG Information"

| Total Quantity: | Total          | G.W.:         | Total Volume: |
|-----------------|----------------|---------------|---------------|
| *H.S.Code:      | ٩              |               |               |
| *Package:       | ٩              |               |               |
| *Cargo Type:    | DG             |               | T             |
|                 | 🗹 DG cargo     | mixed loading |               |
|                 | Edit DG Inform | nation        |               |

② In the pop-up interface, select the CTNR type and CTNR quantity containing the DG cargo, and click "Edit" to add DG information .



| DG Information                        | ×         |  |  |  |  |  |
|---------------------------------------|-----------|--|--|--|--|--|
| Container Type & Quantity: 20GPX2;    |           |  |  |  |  |  |
| * Container Type * Container Quantity |           |  |  |  |  |  |
| 1 • <u>Edit</u>                       | <b>İİ</b> |  |  |  |  |  |
| + Add                                 |           |  |  |  |  |  |
|                                       |           |  |  |  |  |  |
|                                       |           |  |  |  |  |  |
|                                       |           |  |  |  |  |  |
|                                       |           |  |  |  |  |  |
|                                       |           |  |  |  |  |  |
| Close Save                            |           |  |  |  |  |  |

③ After clicking Edit, the DG information editing interface will pop up, and you can add,

modify and delete dangerous goods to the selected cabinet type (you can add multiple DG cargo here)

| DG Information                      |        |               |                      |               |  |  |  |  |
|-------------------------------------|--------|---------------|----------------------|---------------|--|--|--|--|
| Container Type & Quantity: 20GP x 1 |        |               |                      |               |  |  |  |  |
| Add Amend                           | Delete |               |                      |               |  |  |  |  |
| IMDG CLASS                          | UN No. | Emergency Tel | Proper Shipping Name | Package Group |  |  |  |  |
|                                     |        | No record     |                      |               |  |  |  |  |
|                                     |        |               |                      |               |  |  |  |  |
|                                     |        |               |                      |               |  |  |  |  |

4) Edit and save the DG cargo information. In addition, before submitting the booking application, forwarder also need to upload the MSDS file. The upload location is as shown below.



|             | Save   | Clear | Abort         | 😴 Submit |
|-------------|--------|-------|---------------|----------|
| Attachment: | Upload | 🗆 Ba  | tch Duplicate | Booking  |

 After submitting the booking application, the system will automatically send a booking application email to the carrier, and the email will include the automatically generated DG BOOKING FORM.

| Booker's Name & Addres<br>LOGWINGTEST↔<br>↔<br>Tel:<br>P.I.C ↓                | ss∉<br>Fax:∉                                                                                                                                                                  | T.S. LINES 徳                                                                           | 翔海運⇔                                                                              |                                                                                                               |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Shipper's Name & Addre<br>LOGWINGTEST&<br>Tel:<br>P.I.C&                      | ess( <mark>託運人名稱,地址)</mark> e<br>Fax:e                                                                                                                                        |                                                                                        | ATION OF DANGER<br>危險貨物申報<br>GEROUS PACKING C<br>危險貨物包裝證                          | 書↔<br>ERTIFICATE↔                                                                                             |
| YOUSEF ABD AL GHANI<br>0790414766 C/P: BAS A<br><sup>순</sup><br>Tel:<br>RLC 순 | <mark>Iress(收貨人名稱,地址)</mark> ↔<br>IMPORT <u>&amp; EXPORT</u> EST. TEL:<br>DD: AQABA, CORNICHE STREET↔<br>Fax:↔<br><mark>Port of discharge(卸貨港)</mark> ↔<br>KARACHI, PAKISTAN↔ | TS KAOHSIUNG↔ 2<br>Unique B/L NO:↔<br>Container Size↔<br>20'GP □ 40'GP<br>請征適當方格序如上回 希 | [檢查] □ Req.要<br>(oyage No.e)<br>200035e)<br>□40'HQei PILU<br>部計<br>□SOLID / ☑LUQU | □ Not Req. 不要<br><mark>S/O No</mark> ,↔<br>TEST031109↔<br>ainer No.(貨櫃號碼)↔<br>0000121↔<br>ID / □GAS / □PASTE↔ |
| <mark>Marks &amp; No,</mark> ↩<br><b>(麥頭及號碼)</b> ↩<br>N/M↩                    | King of Packages ;Description of Go<br>Proper Shipping Name(品名) & TEC<br>POLYHALOGENATED BIPHENYLS, S<br>POLHALOGENATED TERPHENYLS,<br>TEST T NAME<br>#<br>#                  | <mark>:hnical name</mark> :⇔<br>Solid or                                               | IMDG Class<br>9년<br>UN No.<br>3152년<br>Subsidiary                                 | Total Weight(總重)<br>(Gross/ <u>Net)(Kg</u> s)<br>4232.12 KGS/5122 KGS+<br>Marine Pollutant                    |
|                                                                               | Inner Receptacle / Weight <mark>(QUANTITY, MAT</mark><br>(內黎/歌量/軍, 容量)<br>CTN / 1233/5400 / 2333 년                                                                            |                                                                                        | <mark>Hazard</mark> :↩<br>SUB HA↩<br>↩                                            | □是 <mark>⊻</mark> 否₩<br>請在適當方格內加上凶符號↔                                                                         |

6) You can also download the dangerous goods manual on the detailed



| Total Quantity:          | 110     | Total G. | W.: 25000    | Total Volume: 12 | 2        |  |
|--------------------------|---------|----------|--------------|------------------|----------|--|
| H.S.Code:                | 99999   | 50000    |              |                  |          |  |
| Package:                 | TS      | Т        | RUSS         |                  |          |  |
| Cargo Type:              | DG      |          |              |                  | Ŧ        |  |
| ✓ DG cargo mixed loading |         |          |              |                  |          |  |
|                          | DG Info | rmation  | Download the | DG cargo manua   | <u>u</u> |  |

#### 3.5. Miscellaneous area

This area consists of three main parts.

- 1) Freight payment term and place of payment. If you choose to Collect, TSL request to choose the contract accountability, please select according to the page prompt.
- 2) For some special requirements for booking, please fill in the Remark with English.
- 3) Forwarder contact information.

| % Miscellaneou       | S                |                   |                  |
|----------------------|------------------|-------------------|------------------|
| *Freight Payment Ter | PREPAID <b>v</b> | Contract Accounta | Ψ                |
| Payor:               |                  | Payor Te          | :                |
| Payor Contacts:      |                  | Payor Fax         | :                |
| Payor Email:         |                  | Payor Add         | :                |
|                      |                  |                   |                  |
| Remarks:             | 🚔 Adjust         |                   |                  |
| PLS INPUT BO         | DOKING REMARKS   |                   |                  |
|                      |                  |                   |                  |
|                      |                  |                   |                  |
|                      |                  |                   |                  |
|                      |                  |                   |                  |
| *Forwarder:          | LOGWING          | *Email:           | 531762462@QQ.COM |
| *PIC:                | JOEY             | *Fax:             | 5983726          |
| *TEL:                | 0592-5983726     |                   |                  |



# 4. Description of My Bookings

### 4.1. Date retrieval area

 The confirmation status retrieval area is used to quickly filter out the data sets of different confirmation states. When the reservation data is confirmed / rejected by the carrier, the number of new reservations processed by the carrier is displayed in the confirmed / rejected area.

All bookings To Be Confirmed Rejected Confirmed Draft

- a) Description of booking status:
  - To be confirmed: the reservation application has been submitted, waiting for the carrier to confirm the reservation data.
  - ii. Rejected: booking data rejected by the carrier.
  - iii. Confirmed: booking application confirmed by the carrier of the booking data.
  - iv. Draft: temporary reservation data.
- The order number retrieval area is used to locate the reservation data of the business number or SO number. Support fuzzy search.

| Susiness No./So No. | Clear | Search |
|---------------------|-------|--------|
|---------------------|-------|--------|

3) More search areas, click on the Unfold to expand more search items. For using in fine retrieval.



### 4.2. My bookings button description

Duplicate Declare Submit S/I Sumbit VGM Amend/Submit Cancel Delete Preview Print Excel Template •

- 1) Duplicate: copy a ticket of data consistent booking application data.
- 2) Declare: enter the customs manifest editing page for this booking data.
- 3) Submit S/I: enter the SI (bill of lading) data editing page for this booking data.
- 4) Submit VGM: enter the VGM application page of this booking data.
- 5) Amend/Submit: enter the modification page of this booking data.
- 6) Cancel: Cancel booking.
- 7) Delete: delete data, only temporary booking data is allowed to be deleted.
- 8) Preview: download the SO draft in platform format.
- Print: Can be used to print booking confirmation. At present, only some shipowners support it.
- 10) Excel Template: EXCEL format of booking data, bill of lading data, pre-allocation manifest data that can be downloaded from this booking data. For subsequent operations, you can use EXCEL to import directly.

#### 4.3. Date display area

(1) This area is used to display some of the basic information about this booking data, as well as the sending status of the EDI.

| Business No. 💠    | SO No. 💠 | Vsl Name 💠 | Voyage 🌲 | POL \$      | Туре 💠 | Agent St | Carrier St | Container Type & Qua |
|-------------------|----------|------------|----------|-------------|--------|----------|------------|----------------------|
| JOEYFWD1906280001 |          | KMTC ULSAN | 1910N    | SHEKOU      | Amend  |          | Waiting    | 20GPx2               |
| JOEYFWD1906260003 |          | KMTC ULSAN | 1910N    | SHEKOU      | New    |          | Confirmed  | 20GPx1               |
| JOEYFWD1906250013 |          | ESTIMA     | 19007N   | YANTIAN, GU | New    |          | Confirmed  | 20GPx1               |
| JOEYFWD1906250012 |          | ESTIMA     | 19007N   | YANTIAN, GU | Amend  |          | Confirmed  | 20GPx1               |



| 1        | Bus        | Select fieldname          |   | ×                                   |
|----------|------------|---------------------------|---|-------------------------------------|
| 2        | <u>JOE</u> | Select fieldname          |   | Selected Items(drag & drop to sort) |
| 3        | JOE        | Business No.              | ^ | Business No.                        |
| 4        | <u>JOE</u> | SO No.                    | l | SO No.                              |
| 6        | JOE        | Vsl Name                  |   | Vsl Name                            |
| 7        | JOE        | Voyage                    |   | Voyage                              |
| 8        | JOE        | V POL                     |   | POL                                 |
| 9<br>10  | <u>JOE</u> | 🗸 Туре                    | l | Type<br>Agent Status                |
| 11       | JOE        | Agent Status              | l | Carrier Status                      |
| 12<br>13 | JOE        | ✓ Carrier Status          |   | Container Type & Quantity           |
| 15       | JOE        | Container Type & Quantity |   | FPOD                                |
|          |            | FPOD FPOD                 |   | Carrier                             |
|          |            | Carrier                   |   | Agent                               |
|          |            |                           | • | EDL Sending Mark 🔹                  |
|          |            | Cancel Save               |   |                                     |

(2) Users can personalize the display of booking records.

(3) When there is more data, you can change the page by clicking on the lower left, or by adjusting the number of display bars per page.



# 5. Operating instructions specific to TSL

### 5.1. TSL BOOKING

#### 5. 1. 1. Release Order download

After receiving the reservation confirmation returned by the carrier, the platform



displays an attachment download button after the confirmation status. After clicking, you

can download the Release Order attachment corresponding to the booking.

| SO No. 💠     | Туре 💠 | Forwarder Name(C 👙 | Forwarder Name(E 💠 Agent S | Carrier Status 💠 |
|--------------|--------|--------------------|----------------------------|------------------|
| 1            | New    | 乐域                 | LOGWING                    | Waiting          |
| 721BK9010500 | Amend  | 乐域                 | LOGWING                    | Confirmed 🔗      |

# 6. Bill of lading (SI) application methods

- (1) Through the "submit S/I" button for "My Bookings" menu. Generates an edit page for SI data based on the selected booking data. If a single bill of lading consists of multiple bookings.Please check the corresponding multi-ticket booking data, and then click the "submit re" button.
- (2) Submit through SI "Online" menu. The menu page is shown in the following figure:

| Carrier:      | Select                            | •         |
|---------------|-----------------------------------|-----------|
|               |                                   |           |
| 0 . //        |                                   | _         |
| Country/Area: |                                   | ۲         |
|               |                                   |           |
| POL:          |                                   | •         |
| FUL.          |                                   | •         |
|               |                                   |           |
| Agent:        |                                   | Q         |
|               |                                   |           |
|               | Not via Bkg Agent                 |           |
| History       |                                   |           |
| nistory:      | TSL - LAEM CHABANG, THAILAND / TH |           |
|               | TSL - BANGKOK, THAILAND / TH      |           |
|               |                                   |           |
| SO No.:       |                                   |           |
| 50 100.1      |                                   |           |
|               |                                   |           |
| B/L No.:      |                                   |           |
| 51211011      |                                   |           |
|               |                                   |           |
| EDI Upload    | Excel Import                      | Submit SI |
|               |                                   |           |





- a) Select the carrier you want to book. You can select by clicking on the right carrier
   LOGO or by carrying the carrier drop-down window.
- b) Choose your Country/Area
- c) Choose the POL where the goods are shipped.
- d) If the shipowner can only submit data through the booking agent, please manually select the booking agent to be commissioned. If this account can submit data directly to the shipowner, there is no need to choose.
- e) Enter the SO No.
- f) Enter the B/L No.

# 7. Description of SI webpage

- 7.1. SI button operation area
  - Reimport Booking Create a House Bill Delete Split Save 😴 Submit
  - (1) Reimport Booking: synchronizes the key data of the SI to be consistent with the Booking again.
  - (2) Delete: delete this data.
  - (3) Spilt: split a new SI data.
  - (4) Save the SI date.
  - (5) Submit: submit the SI date

#### 7.2. Bill of lading basic information area

This area is mainly for editing basic information such as port, ship name, voyage and so on. If the SI data transferred through booking, the port code, ship name voyage, B/L number is not allowed to be edited by default. However, the name of the port is allowed to



be written by the customer themselves.

| *POR:            | тнвкк ва       |                  | *B/L No.:        | 123456789134      |
|------------------|----------------|------------------|------------------|-------------------|
| *POL:            | BANGKOK [THE * | BANGKOK, THAILAN | *Mother B/L No.: | 123456789134      |
| T/S Port:        |                | Q                | Contract No.:    |                   |
| *POD:            |                | ٩                | *Shipment Term   | CY-CY 🔻           |
| *FPOD:           |                | Q                | *B/L Type:       | ORIGINAL <b>•</b> |
| *Mother Vsl/Voy: |                | ۱ ۹              | AMS/ACI Type:    | Ŧ                 |
|                  |                |                  | Booking Office:  | T                 |

### 7.3. Parties information area of SO

(I) the relevant party template is used to hold the relevant party information and can be used for the next submission.

| 𝔗 Parties                                 |                  |         |         |           |  |
|-------------------------------------------|------------------|---------|---------|-----------|--|
| Shipper/Consignee/Notify Party Templates: | Select Templates | •       | Î       | Save      |  |
| *Shipper:                                 |                  | *Notify | / Party | :         |  |
|                                           |                  |         |         |           |  |
|                                           |                  |         |         |           |  |
|                                           |                  |         |         |           |  |
| *Consignee:                               |                  | Secon   | d Noti  | íy Party: |  |
|                                           |                  |         |         |           |  |
|                                           |                  |         |         |           |  |
|                                           |                  |         |         |           |  |
|                                           | 🚞 Adju           | ist     |         |           |  |



### 7.4. SI cargo information area

- (1) If the same CTNR number exists in the two B/L numbers in the SI group at the same time, please adjust F/L to LCL.
- (2) If the total Quantity/G.W/Volume need to be evenly distributed to each CTNR, please click the Spilt button.

| No.1Cargo      | Inform  | ation              |             |                |                   |        |          |
|----------------|---------|--------------------|-------------|----------------|-------------------|--------|----------|
| H.S.Code:      |         | Q EDITABLE         |             | *Marks:        | :                 |        |          |
| *Package:      |         | ٩                  |             |                |                   |        |          |
| *Quantity:     |         |                    | package     |                |                   |        |          |
| *G.W.:         | Tare we | ght excluded       | KGS         | *Cargo Descri. |                   |        |          |
| *Volume:       |         |                    | M3          | 5              |                   |        |          |
|                | 🚠 Split | 🐨 SUM              |             |                |                   |        |          |
| DG:            | NO      |                    | •           |                |                   |        |          |
|                |         |                    |             |                |                   |        | 🚔 Adjust |
| Total Quantity | y: 0    | Total G.W.: 0      | Total V     | olume: 0       | Total Containers: | 20GP×1 |          |
| *Contai        | ner No. | *Container<br>Type | *Seal No.   | *Quantity      | *G.W. *Volume     | *F/L   | SOC OW   |
| 1              |         | 20GP 🔻             |             |                |                   | FCL    | •        |
|                |         |                    | + Container | 🗊 Batch Upl    | oad               |        |          |

Figure 5 / 4

- 8. The instructions of combine SI/spilt SO
- 8.1. How to combine SI

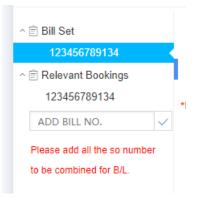


The platform support the following ways:

(1) In the "My bookings" menu, check the booking data that need to be combined and click "Submit S/I".

| All bookings To Be Confirmed Rejected Confirmed Draft |                                |              |                |                     |                |          |                  |            |               |                         |        |             |             |      |
|-------------------------------------------------------|--------------------------------|--------------|----------------|---------------------|----------------|----------|------------------|------------|---------------|-------------------------|--------|-------------|-------------|------|
| Dupli                                                 | uplicate Declare Submit S/I Su |              | Sumbit V       | it VGM Amend/Submit |                |          | Cancel Delete Pr |            |               | review Excel Template 🔹 |        |             |             |      |
| 48                                                    |                                | Busine       | Business No. 👙 |                     |                | SO No. 💠 |                  |            | 1st Leg Vsl N |                         |        | ETI         | ETD ‡       |      |
| 1                                                     |                                | FWDTS        | SL2002130007   |                     | KATANOTESTRFDG |          |                  | TS KAOHSIU |               |                         | 200025 |             | 20-02-16 00 | 0:00 |
| 2                                                     | $\checkmark$                   | <u>FWDTS</u> | SL2002130006   |                     | KATANO20200213 |          | TS KAOHSIUNG     |            | G 20          | 002S                    | 202    | 20-02-16 00 | :00         |      |
| 3                                                     |                                | FWDTS        | L2002130005    |                     |                |          |                  | TS K       | AOHSIUN       | G 20                    | 002S   | 202         | 20-02-16 00 | :00  |
| 4                                                     | $\checkmark$                   | <u>FWDTS</u> | L2002130004    |                     |                |          |                  | EST        | IMA           | 20                      | 004S   | 202         | 20-03-26 00 | :00  |
| 5                                                     |                                | FWDTS        | L2002130003    |                     |                |          |                  | EST        | IMA           | 20                      | 004S   | 202         | 20-03-26 00 | :00  |
| 6                                                     |                                | FWDTS        | L2002130002    |                     |                |          |                  | EST        | IMA           | 20                      | 004S   | 202         | 20-03-26 00 | :00  |
|                                                       |                                |              |                |                     |                |          |                  |            |               |                         |        |             |             |      |

(2) After entering the SI webpage, add the Booking No. that needs to be combined to the Relevant Bookings on the right. Enter the Booking number and click on "✓".



#### 8.2. How to spilt the SI

Platform supports the following ways:

(1) After entering the SI webpage, click the Spilt button. Click one more ticket at a time, and the bill of lading data is consistent with the current SI data. The newly removed bill of lading will generate the bill of lading number in accordance with the rules required



by the carrier, such as the B/L number plus ABC, etc.