

# **Shipco Transport**

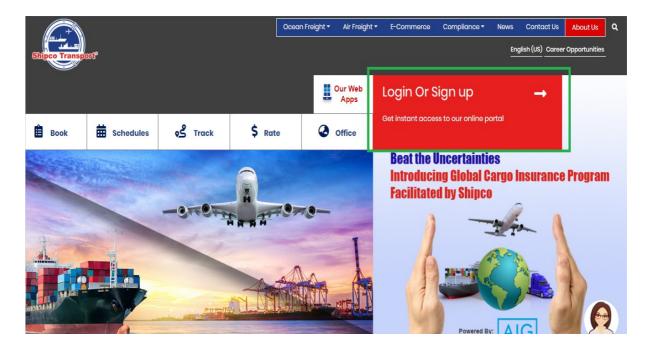
Website Guide

Make a Booking - LCL

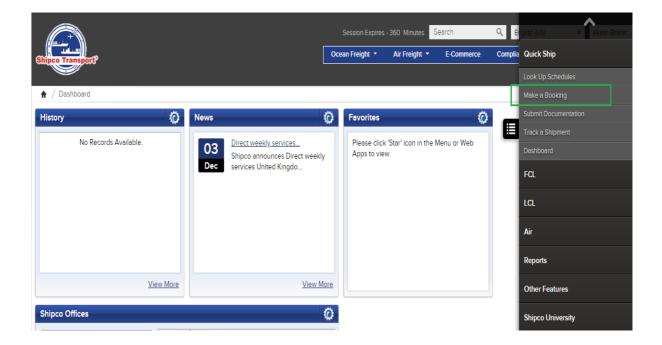
#### **LCL BOOKING**

**Note:** Throughout the website, mandatory fields in a form are marked with an asterisk.

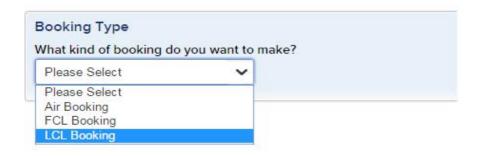
To create an LCL Booking on the Shipco Website, you first need to ensure that you are logged in.



To access the booking form, you can select the Make a Booking link from the Favorites panel.

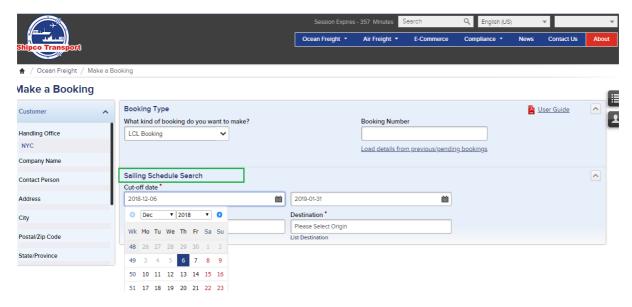


The default **Make a Booking** screen is displayed. Here, from the **Booking Type** list, you can pick the type of booking that you want to create. Options include: **Air Booking**, **FCL Booking**, and **LCL Booking**.

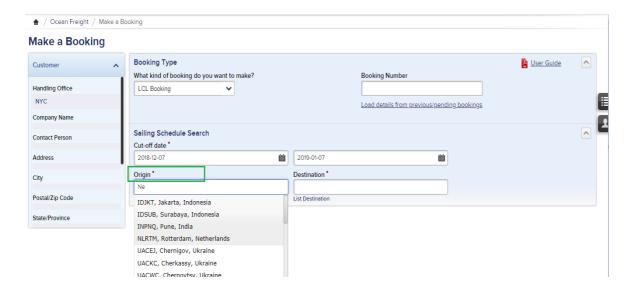


To create an LCL booking, select the **LCL Booking** option. This displays the **Sailing Schedule Search** section.

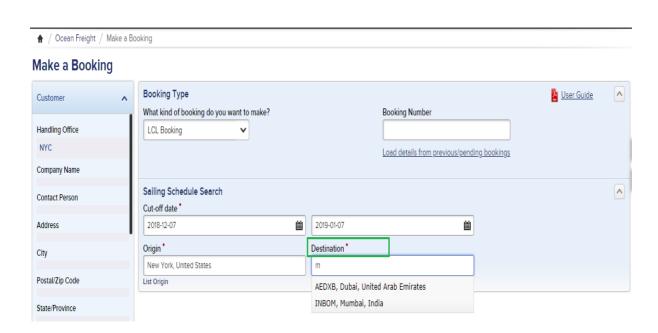
**Using the options in the** Sailing Schedule Search section, you can search for the ideal route and carrier to transport your shipment. To do this, you need to specify the dates during which you want to dispatch your shipment in the **Cut Off Date** fields.



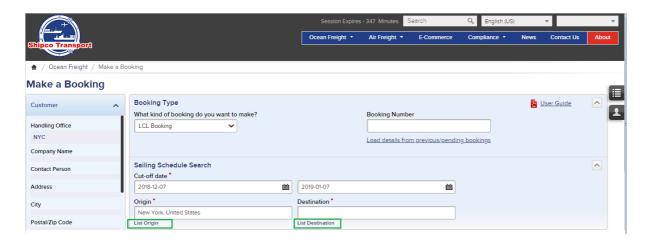
Next, you specify the origin in the **Origin** field.



Then, you specify the destination in the **Destination** field.

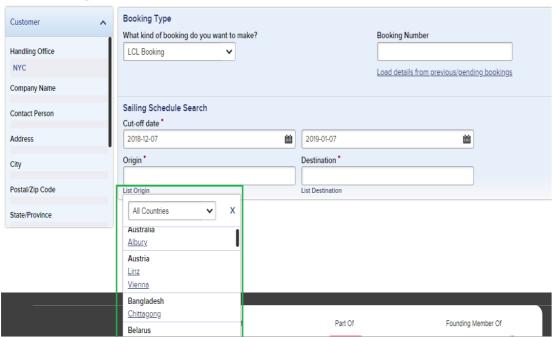


Alternately, you can click the **List Origin** and **List Destination** links.

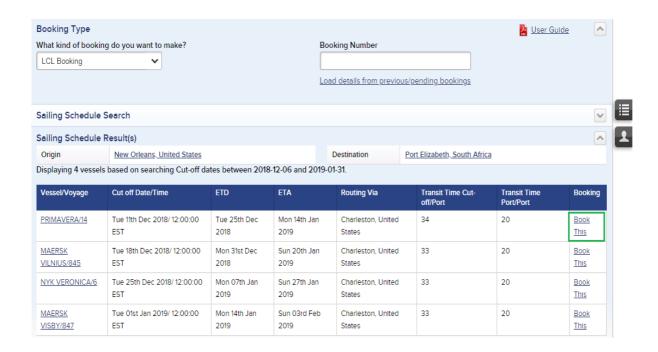


This will open up a list of countries that you can choose from.

### Make a Booking

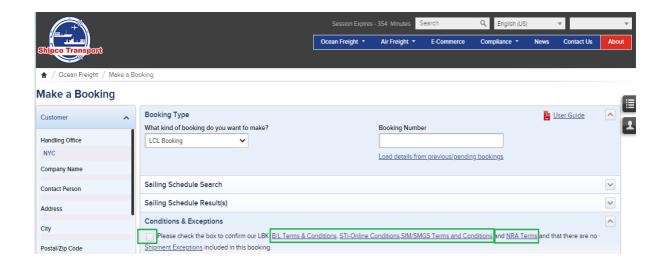


Once you have specified the dates, the origin, and the destination, the sail schedule is displayed. From the vessels displayed, you can select one that is most suitable by clicking the **Book This** link.

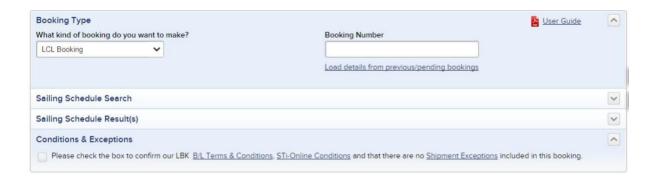


As soon as you select a vessel, the **Conditions and Exceptions** section is displayed.

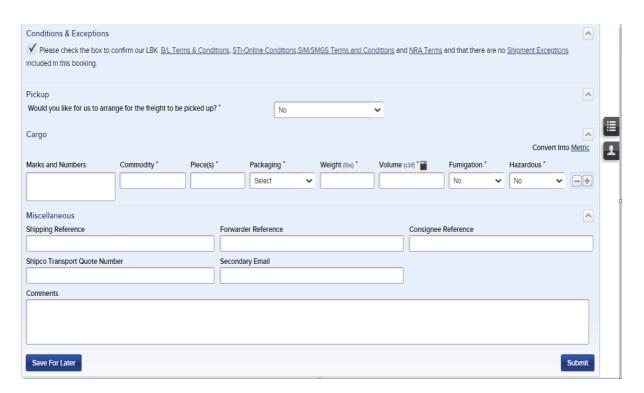
**Note:** Here, you can also read the B/L Terms & Sti-Online Condition ,SIM/SMGS Terms and Condition and the and NRA Terms by clicking the respective links.NRA Terms added for US Booking:



# Other than US Booking:



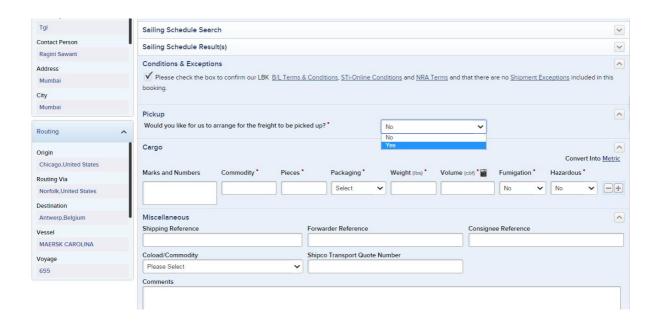
# **Selecting the** Conditions and Exceptions check box displays the LCL booking form.



**Routed Booking**' will be displayed if the handling office for your user is different from the routing (Origin) that you have selected. You need to select an appropriate local booking office from the drop down list provided. And in Required details those field are showing in Red dotted these are mandatory field.

Routed Booking		^
You have selected the routing Hamburg, Germany - Colo as such you need to choose a local booking office from the lifth this is not a import/routed booking please contact $\underline{\text{Econ}}$ Please select local booking office: (Mandatory) $^{\bullet}$	ne below drop down menu. nmerce@ship.co.com	ew York. We think this is an import/routed booking, and se select the origin "city" from the drop down menu.
Routed Booking Required Details		
Shipper Full Name *	Shipper Address *	Shipper Email Address *
Shipper Telephone Number *	Shipper Contact Person *	Consignee Full Name *
Consignee Address *	Notify Party on B/L *	Commodity Details *
Full cargo details (Pieces, Packing form and Measurements)	Terms of Shipment *	Rates agreed as per your tariff/SPOT quote (FOB's, Ocean,
		Inland, PLC's etc.)
Comments		

In the form, before you proceed to fill out any of the fields, you need to specify whether the freight needs to be picked up. Depending upon the option selected, the section for pickup information is displayed.

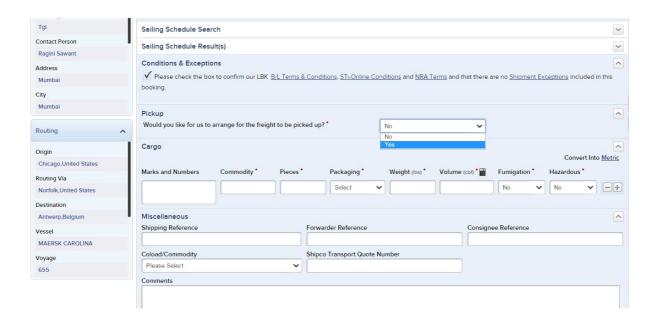


Once this is done, you proceed with filling out the rest of the form. Please note that the fields marked with an asterisk are mandatory fields and cannot be skipped.

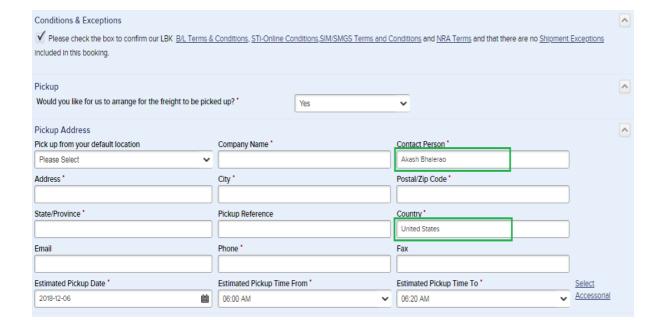
#### 1. Pickup

The first section in the LCL Booking form is **Pickup** section.

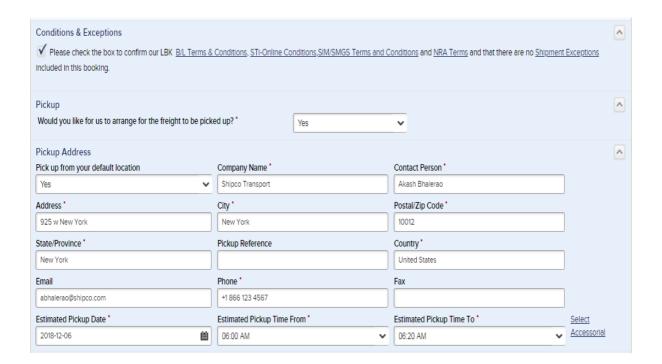
Here, you specify whether the shipment needs to be picked up from the default location specified at the time of booking by selecting **Yes** or **No** from the **Pickup from your default location** list.



If you select **Yes**, then the details already present in the system get displayed in the relevant fields. For example, the **Country** field is populated. The **Contact Person** field shows the name of the person to be contacted when the shipment is delivered.

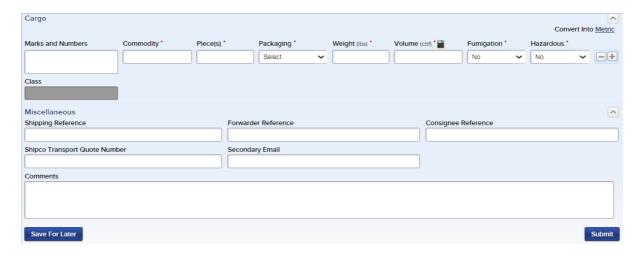


Then, you enter the remaining details in the **Pickup** section of the forms. This includes mentioning the address, contact information, the estimated pickup date, and the estimated pickup time.



#### 2. Miscellaneous

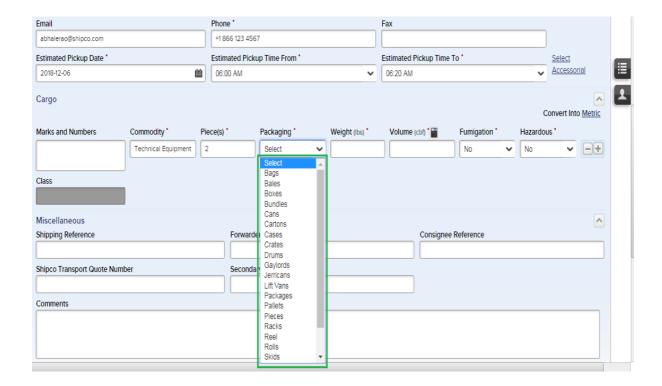
Please enter the relevant Shipper, Forwarder and Consignee references. You can enter a Shipco Transport Quote number for reference.



# 3. Cargo

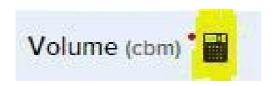
The last section in the LCL Booking form is the **Cargo** section. Here, you need to specify details related to the shipment, such as the commodity being shipped and container details.

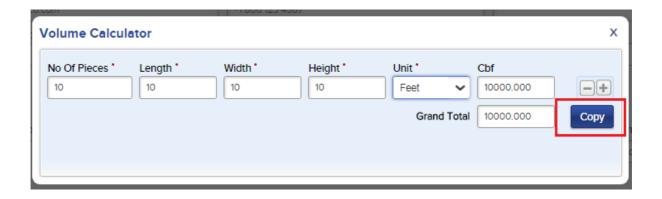
The first field is the **Commodity** field. Here, you need to specify the commodity being shipped. Next, in the **Pieces** field, you need to mention the number of pieces that the shipment will contain. Then, you need to specify the type of packaging by selecting an option from the **Packaging** list.



Next, you enter the weight and the volume of the shipment in the Weight and Volume fields respectively

You can also calculate the Volume by clicking on highlighted icon, which opens up a Volume calculator.





You enter the number of pieces, length, width and height pertaining to the shipment. Then select the unit of measurement from the **Unit** selection list. The calculated volume is displayed in the **Grand Total** field. Click on **Copy** and the value will get copied in the **volume** field on the Booking form.

**Note:** Volume value once calculated if changed manually will not be considered.

**Note**: You can convert these values to the metric system by clicking the Metric link at the right.

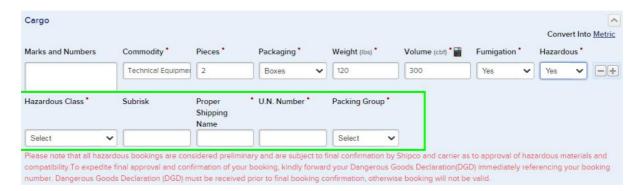
Then, you specify whether the shipment needs fumigation by selecting **Yes** or **No** from the **Fumigation** list.

Email		Phone *			Fax		
abhalerao@shipco.com		+1 866 123 456	7				
Estimated Pickup Date *		Estimated Pick	up Time From *		Estimated Pickup Time	то •	Select
2018-12-06	兰	06:00 AM		~	06:20 AM		<u>Accessorial</u>
Cargo							Convert Into Metric
Marks and Numbers	Commodity * F	riece(s) *	Packaging *	Weight (lbs) *	Volume (cbf) *	Fumigation *	Hazardous *
	Technical Equipment	2	Boxes	120	300	No ~	No v =+
						No	
Class						Yes	
Class500							
Miscellaneous							^
Shipping Reference		Forward	er Reference		Consigne	e Reference	
Shipco Transport Quote Numb	per	Seconda	nry Email				
Comments							
Save For Later							Submit

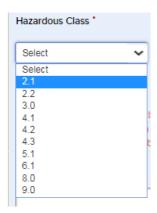
Then, you specify whether the shipment is hazardous by selecting **Yes** or **No** from the **Hazardous** list.



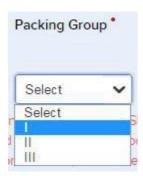
If the shipment is hazardous, then you would need to provide a few more details, such as the hazardous class to which the commodity belongs, the U.N. Number, and the packing group.



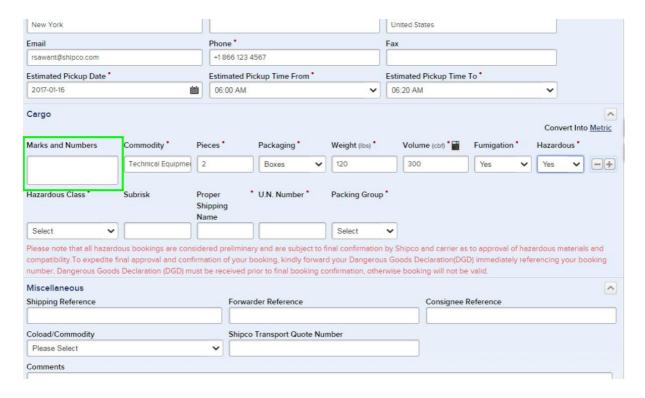
Select the Hazardous class from the selection list:



Enter the Subrisk, proper shipping name and the U.N.number and select the packaging group from the selection list.



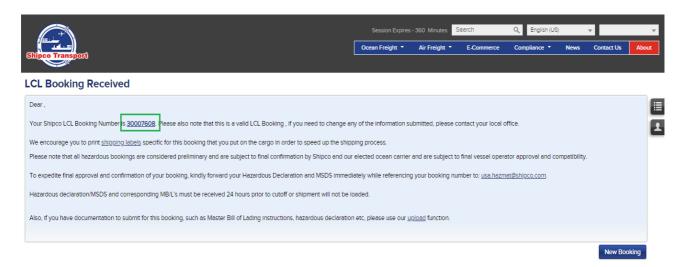
In the Marks and Numbers field, you enter the relevant details.



In case you need to add more specifications for more shipments, you can click the + sign just above the **Submit** button. Likewise, to remove a row, click the - sign.

To complete the booking, click the **Submit** button after all the mandatory fields have been filled.

The final booking confirmation screen is displayed. Here, the booking number that has been generated is displayed. You can use this number later for tracking.

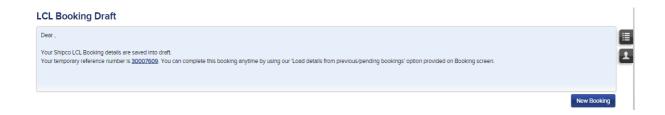


## **B.** Save it for later

This is the new functionality which offers you to save the booking details that you have entered by assigning a distinct booking reference number which you can access later to Submit a Booking. After filling all the required details on to the booking form, click on Save forLater.

Miscellaneous			4
Shipping Reference	Forwarder Reference	Consignee Reference	
SH74683746AB	FW938483AB	CO7433784AB	
Shipco Transport Quote Number	Secondary Email		
1234TEST	abhalerao@shipco.com		
Comments			
TESTAB1234			

The following pop up message is displayed. You can complete this booking anytime by using our 'Load details from previous/pending bookings' option provided on booking screen.

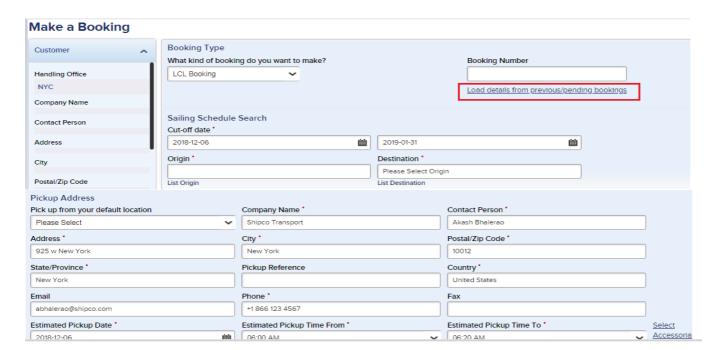


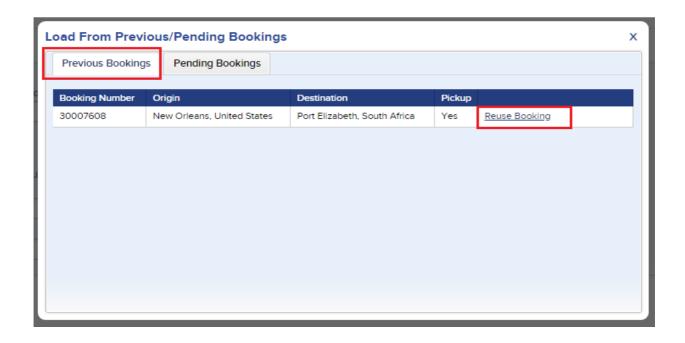
# 5. Load details from previous/pending bookings:

We have added this new feature where we provide an option to use the details of the previous bookings or complete the pending(Save for later) bookings created by the user.

# A. Load details from previous booking:

In the Make a booking page select Booking type 'LCL Booking' and then click on 'Load details from previous/pending bookings'.



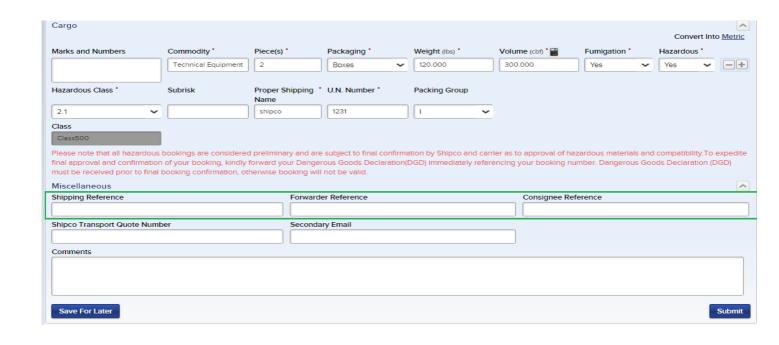


A pop up window opens with a 'Previous Bookings' tab under which you will be able to see all the bookings that the user has created. This feature can be used to create new bookings similar to the ones the user has created in the past. Select the booking number of your choice and click on 'Reuse Booking'.

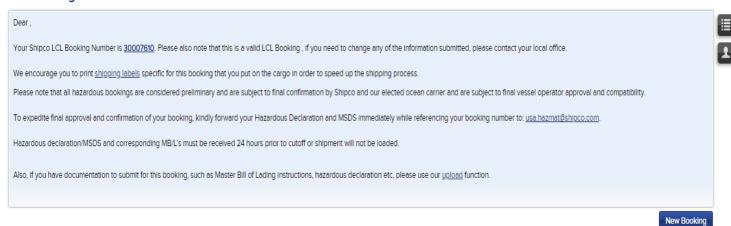
The **Sailing Schedule results** are displayed based on origin –Destination pair of your selected booking. Select the schedule of your choice from the list and click on **'Book This'.** 

All the details and preferences from your previous booking such as **Yes** for Pick up and **Yes** for pick up from default location are considered. The cargo details are also filled with the values entered in the previous booking. You can make necessary changes to any of the fields as required.

In the Miscellaneous section, the fields Shipping, forwarder and consignee references are kept blank. You need to enter values relevant to the new booking that is being created. Then click on **Submit** to create the new booking.



#### **LCL Booking Received**

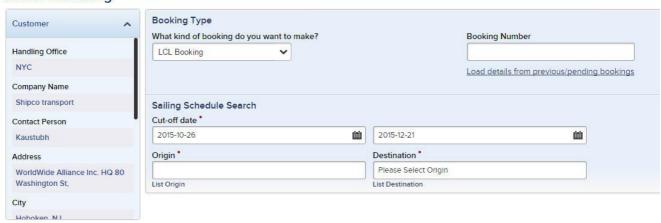


A new booking with a Booking reference number is created.

# B. Load details from pending booking:

In the Make a booking page select Booking type 'LCL Booking' and then click on 'Load details from previous/pending bookings'

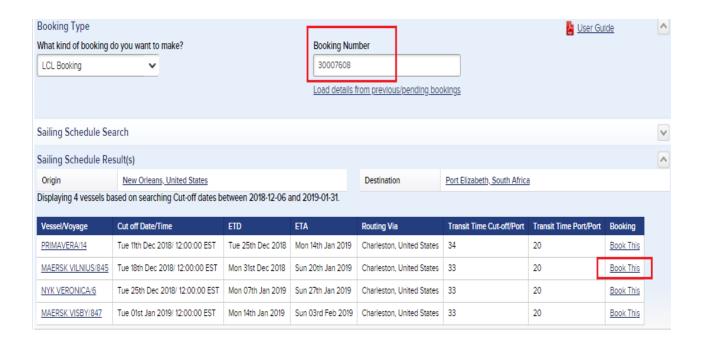
#### Make a Booking



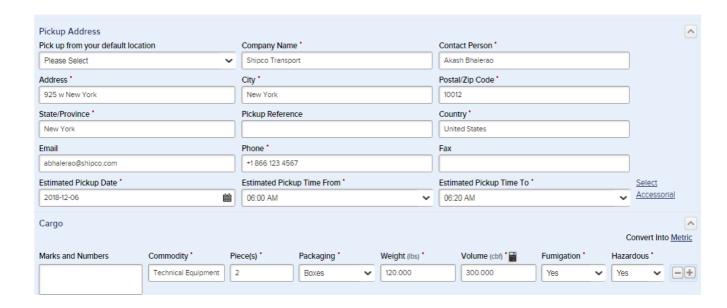


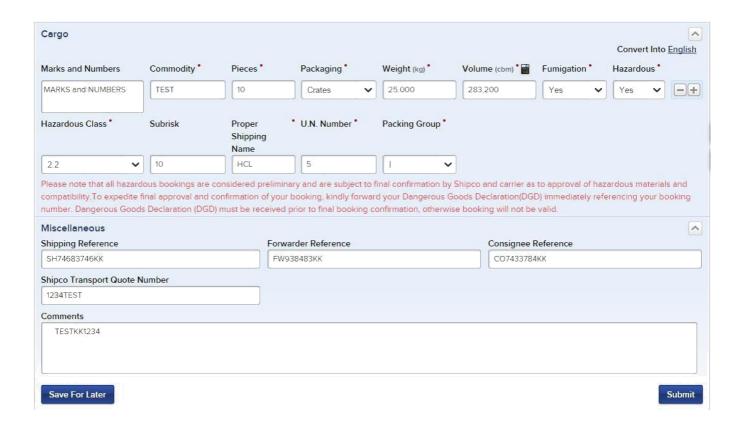
A pop up window opens with a 'Pending Bookings' tab under which you will be able to see all the bookings that are to be completed by the user. Select the booking you want to complete and click on 'Complete Booking'.

The **Sailing Schedule results** are displayed based on origin –Destination pair of the booking no **30000650**. Select the schedule of your choice from the list and click on **'Book This'.** 

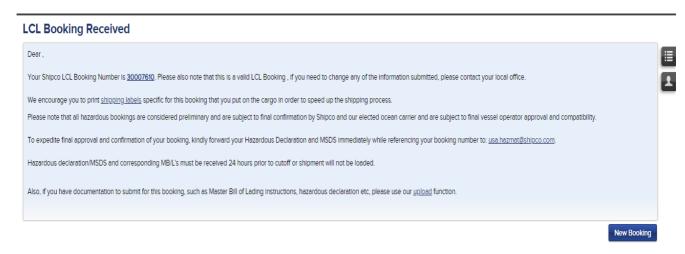


All the details as filled in the incomplete booking 30007608 are displayed. You can make changes to the fields as required.





All the data from the incomplete booking reference is retained and displayed. Click on **Submit** to complete the booking.



A new booking with the booking number **30007608** is created.