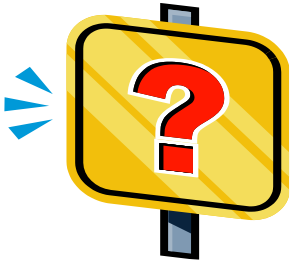


# YM Website – User Manual



- Booking Introduction
  - ◆ Submit booking on-line 24/7.
  - ◆ Save time on phone communication.
  - ◆ Allow you to review booking history.

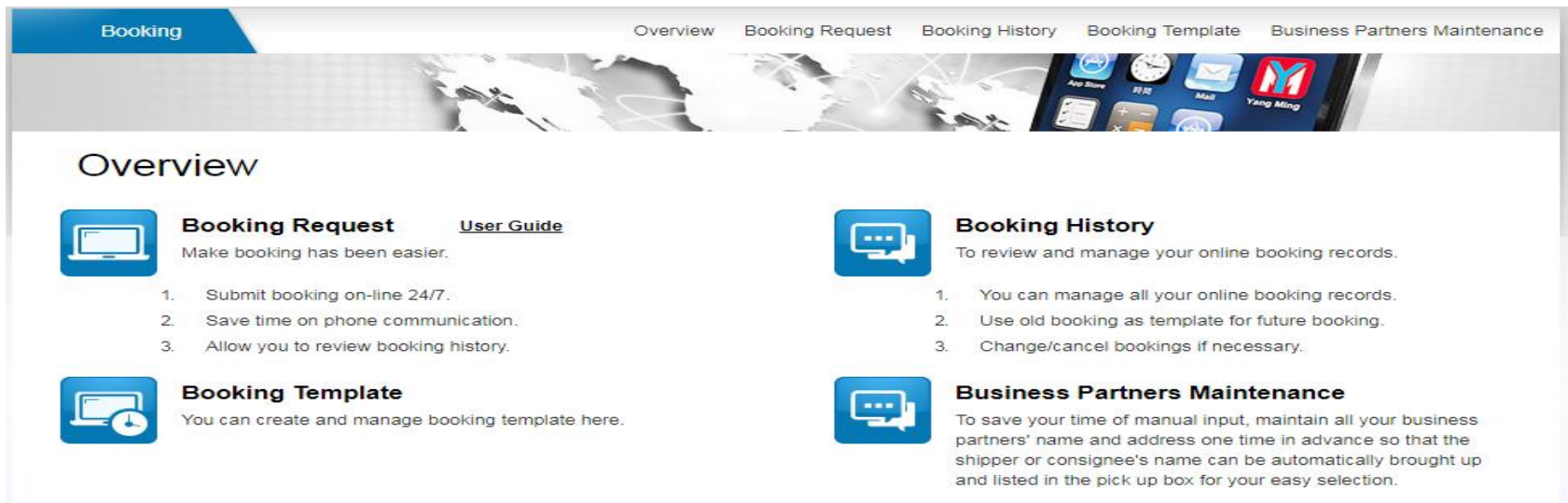


Announce on 2019/Sep.

# Booking Function

## < Contents >

- 1) How to login
- 2) Booking Request
- 3) Booking History
- 4) Booking Template
- 5) Business Partners Maintenance



**Booking** Overview Booking Request Booking History Booking Template Business Partners Maintenance

### Overview

**Booking Request** [User Guide](#)  
Make booking has been easier.

1. Submit booking on-line 24/7.
2. Save time on phone communication.
3. Allow you to review booking history.

**Booking History**  
To review and manage your online booking records.

1. You can manage all your online booking records.
2. Use old booking as template for future booking.
3. Change/cancel bookings if necessary.

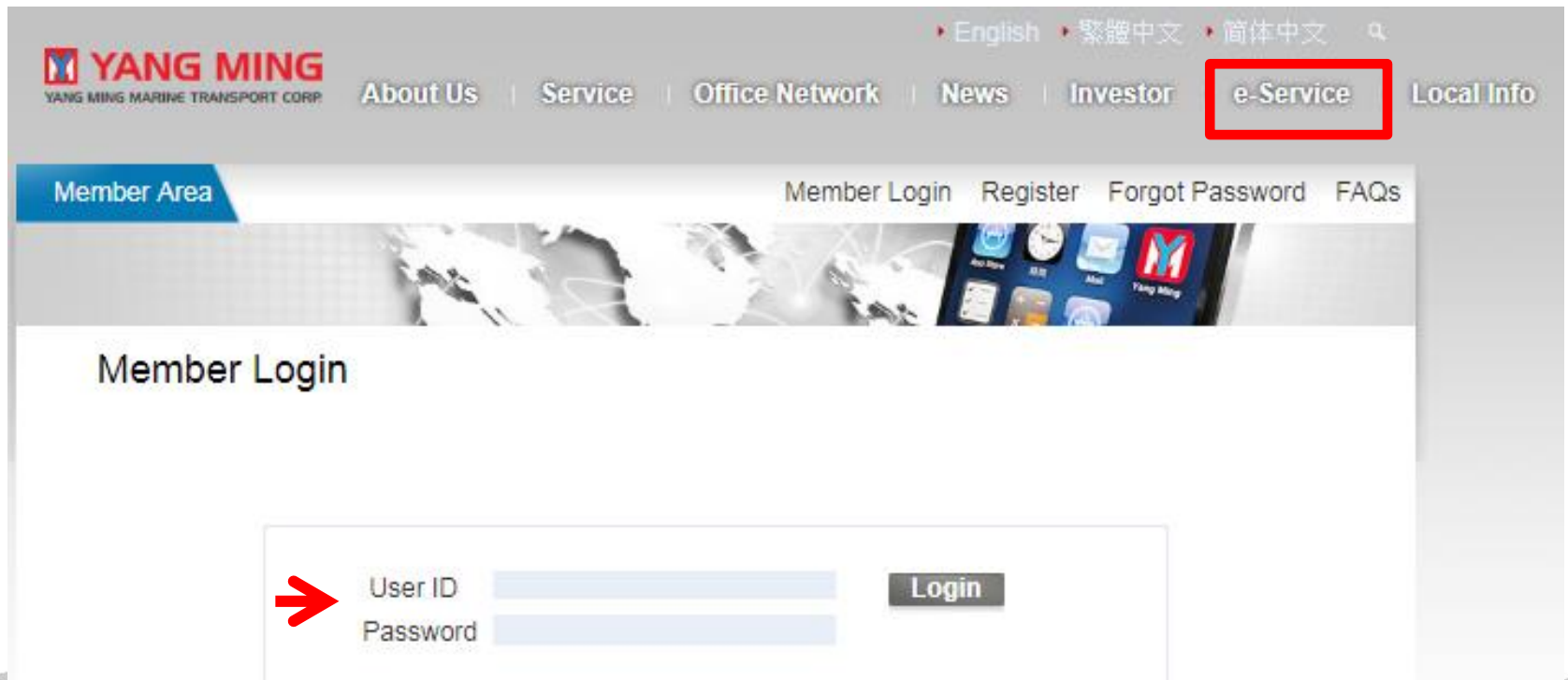
**Booking Template**  
You can create and manage booking template here.

**Business Partners Maintenance**  
To save your time of manual input, maintain all your business partners' name and address one time in advance so that the shipper or consignee's name can be automatically brought up and listed in the pick up box for your easy selection.

# Booking Function

## 1) How to login

- Step1 : Enter your User ID and Password and then click the [Login].  
(If you haven't got the ID/PW, please register via our website first via below linkage.  
=> [https://www.yangming.com/e-service/member\\_area/register.aspx](https://www.yangming.com/e-service/member_area/register.aspx)



English 繁體中文 简体中文

**YANG MING**  
YANG MING MARINE TRANSPORT CORP

About Us | Service | Office Network | News | Investor | **e-Service** | Local Info

Member Area

Member Login Register Forgot Password FAQs

Member Login

➔ User ID

Password

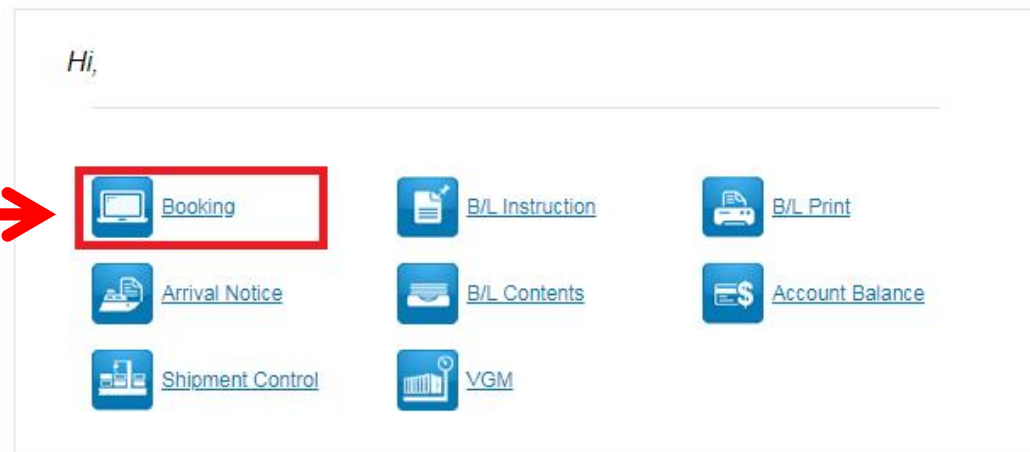
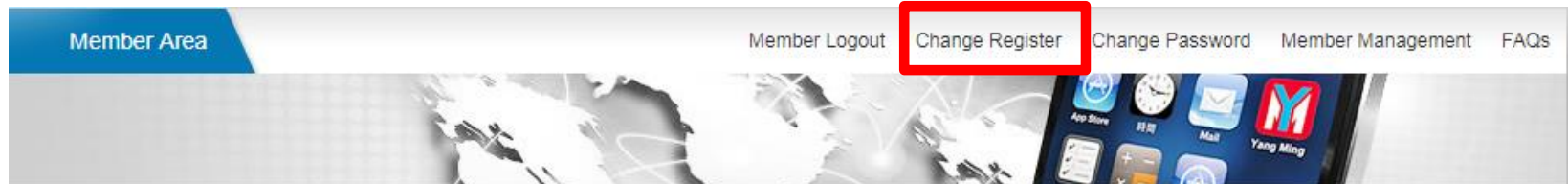
Login

# Booking Function

## 1) How to login

- Step2 : Click [Booking]

(If you haven't got Booking access, please click [Change Register] to modify your register account.)

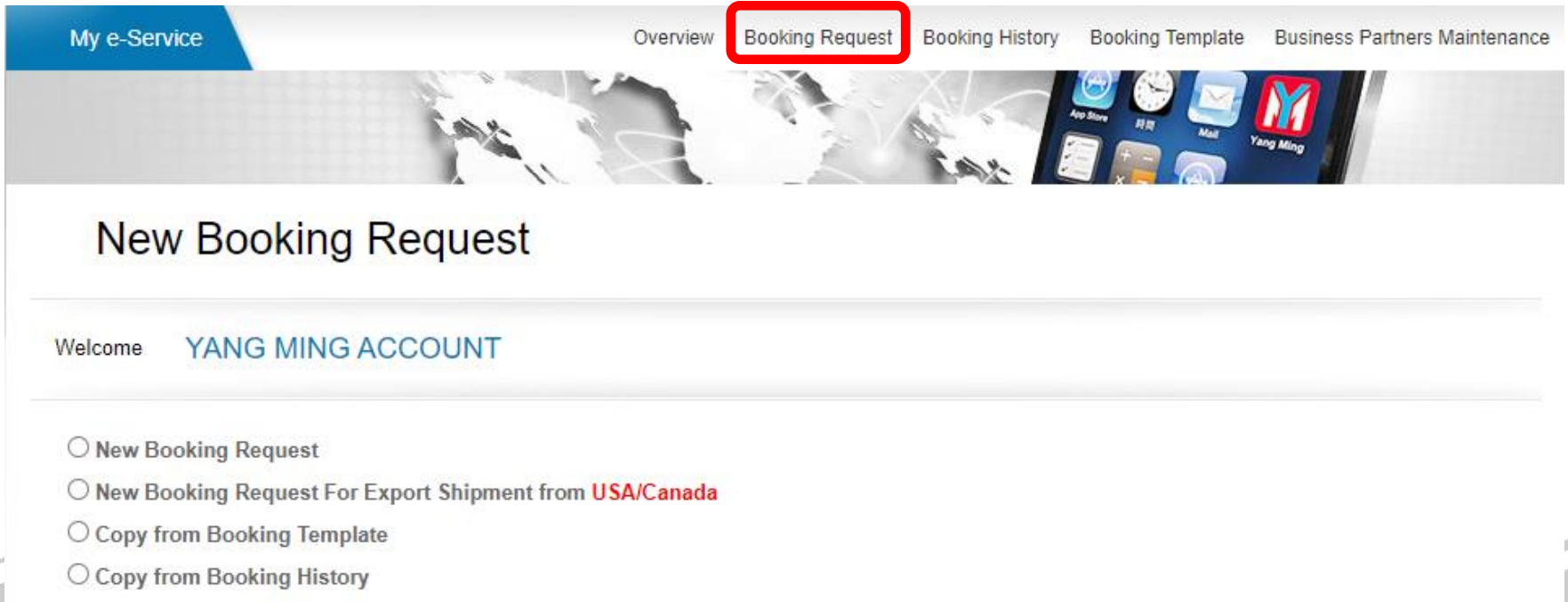


[Logout](#)

# Booking Function

## 2) Booking Request

- Select a preferred way to create a new Booking:
  - 【New Booking Request】 : create new booking manually.
  - 【New Booking Request For Export Shipment from USA/Canada】 : create new booking manually.
  - 【Copy from Booking Template】 : create new booking from existing booking template.
  - 【Copy from Booking History】 : create new booking from previous booking request.



The screenshot displays the 'My e-Service' portal interface. The navigation bar includes 'Overview', 'Booking Request' (highlighted with a red box), 'Booking History', 'Booking Template', and 'Business Partners Maintenance'. Below the navigation bar, the main heading is 'New Booking Request'. The user is identified as 'YANG MING ACCOUNT'. A list of options is shown with radio buttons:

- New Booking Request
- New Booking Request For Export Shipment from **USA/Canada**
- Copy from Booking Template
- Copy from Booking History

# Booking Function

## 2) Booking Request



### New Booking Request

You can click [here](#) to maintain related party info - shipper/ consignee/ notify party for future booking request.

### 【Create New Booking】

When you select “Create New Booking”,  
You can see six sections:

- ◆ Service Mode
- ◆ Cargo
- ◆ Contract
- ◆ Schedule
- ◆ Remarks
- ◆ Contact Info.

You may click [here](#) to maintain related party info. for future booking request use.

Fields marked with \* are required

Service Mode

Place of Receipt\* (Input location name or code...) Service Mode\* -  
Place of Delivery\* (Input location name or code...) Service Mode\* -

Cargo

1 Size Type\* - S.O.C   
Quantity\*  
Average Cargo Gross Weight(kg)\*

DG	Cargo Description*	HS code (eg.020130)	IMO Class	UN No.	Pack. Grp.	Add
<input type="checkbox"/>					-	<input type="button" value="Delete"/>

Contract

Booking Party **PACIFIC STAR EXPRESS COI**  
Trade ID/Case ID\*  
Designated Booking\*  
Payment Term  
Shipper\*  
Consignee  
Notify Party  
Forwarding Agent

Schedule

Cargo Ready Date    
 Voyage Codee.g.AL1903E

Remarks

Contact Info.

Booking Submitter Information  
Booking Confirm Email Receive (Email Address)  
TEL  
FAX

# Booking Function

## 2) Booking Request

### 【Create New Booking】 - Service Mode

a) Select [Place of Receipt] and [Place of Delivery] of your Booking request.

- You can input key word of location name or UN location code (e.g. Shanghai or CNSHA), then the suitable location names will be in drop-down list for you to select.

b) Select [Service Mode] of your port/pair.

- Please select a type of service mode by drop-down list.
- If you select **Door move** for “Place of Receipt”, please fill in Door pick up information and pick up date.

Fields marked with \* are required

Service Mode	<b>a</b>	Place of Receipt* (Input location name or code...)	<b>b</b>	Service Mode*
		Place of Delivery* (Input location name or code...)		Service Mode*
		Door Information		<ul style="list-style-type: none"><li>-</li><li>CY (Ramp Included)</li><li>DOOR</li><li>CFS</li><li>Free In</li></ul>

Door PickUp Information at Origin\*

Company / Address / Contact Name \*

Pick Up Date

# Booking Function

## 2) Booking Request

### 【Create New Booking】 - Cargo (Dry container type)

- a) Container Size Type: select a container type by drop-down list.
- b) SOC: tick SOC if it's a shipper owned container.
- c) Quantity: input container quantity.
- d) Average Cargo Gross Weight(kg): input average cargo gross weight in KGs.
- e) Cargo: input cargo description; (HS code: the maximum of HS Code column is 12 digital.)
  - If DG is ticked, IMO Class / UN No. / Pack Group are mandatory.
- f) Add: add more cargo description (goods item).
- g) Add Container Size Type: add more container types.
- h) Show Stowage: you may tick one kind of stowage request if required, but the Stowage Requirements are subject to availability.
- i) Show other request: you may input other request.

The screenshot shows a web interface for creating a new booking. It features a 'Cargo' section with a table and several control buttons. Red circles with letters a-i highlight specific elements:

- a**: Container Size Type\* dropdown menu
- b**: SOC checkbox
- c**: Quantity\* input field
- d**: Average Cargo Gross Weight(kg)\* input field
- e**: DG checkbox in the table
- f**: Add button in the table
- g**: Add Container Size Type button
- h**: Show Stowage button
- i**: Show Other request button

DG	Cargo Description*	HS Code (eg.020130)	IMO Class	UN No.	Pack. Grp.	Add
<input type="checkbox"/>					-	Delete



# Booking Function

## 2) Booking Request

### **【Create New Booking】 - Cargo (Reefer/Open top and Flat Rack types)**

- a) [For Reefer container type](#): Temp and Ventilation are mandatory.
  - If the reefer container is non-operating reefer, please tick "NOR".

☯ Cargo

1 Container Size Type\* 20' RF Reefer  SOC  Reefer  NOR

Quantity\*

Average Cargo Gross Weight(kg)\*

DG	Cargo Description*	HS Code (eg.020130)	IMO Class	UN No.	Pack. Grp.	Temp*	Ventilation*	Add
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="radio"/> °C <input type="radio"/> °F	- <input type="text"/>	<input type="button" value="Delete"/>

- b) [For Open Top or Flat Rack container type](#):
  - If the cargo dimension is out of gauge, please fill Length \* Width \* Height in Cargo Dimension column.

☯ Cargo

1 Container Size Type\* 20' FO Open Top  SOC  In Gauge  Out of Gauge

Quantity\*

Average Cargo Gross Weight(kg)\*

DG	Cargo Description*	HS Code (eg.020130)	IMO Class	UN No.	Pack. Grp.	Cargo Dimension*	Add
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

# Booking Function

## 2) Booking Request

### 【Create New Booking】 - Contract

- a) Booking Party: The Booking Party name is the customer who registered in Web booking account.  
if you need to revise booking party name, please contact customer service team ([cs@yangming.com](mailto:cs@yangming.com)) to clarify.
- b) Service Contract or Trade ID:
  - a) For USA/CA import/export, please fill in your “service contract number” and “Group Code”.
  - b) For non-USA/CA import/export, please select a Trade code by drop-down list in the first column and fill your “contract ID” (ex.12345678) in the second column.
- c) Designated Booking office: You can select a designated booking office by drop-down list.
- d) Payment term: please select your ocean freight payment term (prepaid or collect).
- e) Parties: you can find the maintained business parties from drop-down list, or you can input new parties in the second column.

Contract	
<b>a</b> Booking Party	<input type="text"/>
<b>b</b> Service Contract* Group Code	<input type="text"/>
<b>a</b> Trade ID/Case ID *	<input type="text"/>
<b>c</b> Designated booking office *	Netherlands <input type="text"/>
<b>d</b> Payment Term	- <input type="text"/>
<b>e</b> Shipper *	- <input type="text"/>
Consignee	- <input type="text"/>
Notify Party	- <input type="text"/>
Forwarding Agent	- <input type="text"/>

# Booking Function

## 2) Booking Request

### 【Create New Booking】 – Schedule

Select “[Cargo Ready Date](#)” or “[Voyage code](#)” to find a sailing schedule for the port/pair your selected.

- a) [Cargo Ready Date](#): Select a date from calendar icon and press [Find a Schedule], then the available routings in two weeks will be listed. You can click [Details] to refer the routing details, cut-off dates and loading terminal. And select the one you needed.

Cargo Ready Date    2020/07/09   

Select	Seq.	Place of Receipt ETD	Transshipment Port	Place of Delivery ETA	Transit Days	Voyage No.	Vsl name Com.voy	More detail
<input type="radio"/>	1	LOS ANGELES 2020/07/10	USCHI, USORF	ROTTERDAM 2020/08/05	26	AL1027E	YM EVOLUTION - 049E	<a href="#">Details</a>
<input type="radio"/>	2	LOS ANGELES 2020/07/19		ROTTERDAM 2020/08/20	32	AL5023E	NYK DELPHINUS - 083E	<a href="#">Details</a>
<input type="radio"/>	3	LOS ANGELES 2020/07/12		ROTTERDAM 2020/08/13	32	AL5022E	MOL EMPIRE - 031E	<a href="#">Details</a>

- a) [Voyage Code](#): Fill a Voyage Code (e.g. AL1903E) and press [Find a Schedule], then the available will be listed. You can click [Details] to refer the routing details, cut-off dates and loading terminal. And select the one you needed.

Schedule

Cargo Ready Date   

Voyage Code e.g. AL1903E    AL1027E   

Select	Seq.	Place of Receipt ETD	Transshipment Port	Place of Delivery ETA	Transit Days	Voyage No.	Vsl name Com.voy	More detail
<input type="radio"/>	1	LOS ANGELES 2020/07/10	USCHI, USORF	ROTTERDAM 2020/08/05	26	AL1027E	YM EVOLUTION - 049E	<a href="#">Close</a>

NO.	From	To	Service	Vessel-Voyage	Departure	Arrival	Mode
1	LOS ANGELES	CHICAGO		-	2020/07/10	2020/07/15	RAIL
2	CHICAGO	NORFOLK		-	2020/07/16	2020/07/18	RAIL
3	NORFOLK	ROTTERDAM	AL1	YM EVOLUTION - 049E	2020/07/21	2020/08/05	VESSEL

SI Cut-off : Contact local office  
 CY Cut-off (Dry) \* : Contact local office  
 VGM Cut-off : Contact local office  
 Loading Terminal : Contact local office

\*CY Cut-off (Dry) date is applied to DRY equipment  
 For other equipment types please contact local office to verify.

# Booking Function

## 2) Booking Request

### 【Create New Booking】 – Remarks

You can input any other information to booking desk.

☺ Remarks	Remarks <input type="text"/>
-----------	---------------------------------

### 【Create New Booking】 – Contact Info.

You can assign specific person/receiver to this booking confirmation or accept the default setting, log-in person.

☺ Contact Info.	<p>Booking Submitter Information</p> <p>Booking Confirmation Email Receiver <input type="text"/> <span>Separate by ;</span></p> <p>TEL <input type="text"/></p> <p>FAX <input type="text"/></p>
-----------------	---

# Booking Function

## 2) Booking Request

### 【Create New Booking】 – Submit

- a) **Submit:** Tick “Agree” of booking request clause (as below marked in brown), and press [Submit], then you will find the Booking Txa. ID on your screen and also you can find this booking in booking history. (If you input template name in template column and press [Submit], then you can submit this booking request and also save this booking form as template for further booking request use.)
- b) **Save as Template:** When the booking is not ready to submit, you can input template name in “Save this booking as template” column and press [Save as Template], then the booking request form will be saved in booking template- template list for further booking request.
- c) **Save as Draft:** When the booking is not ready to submit, you can press [Save as Draft], then the booking request form will be saved in booking template - draft list for further booking request use.
- d) **Back:** Back to prior page.

Save this booking as template

Dear customer, it's to remind you that the submission of online booking requirements is only a booking application. Yang Ming reserves the right to update and modify the booking, and the detail of booking shall be based on booking confirmation notice.

Agree



# Booking Function

## 2) Booking Request

### 【Copy from Booking Template】

When you select “Copy from Booking Template”, you can see [Template List](#) and [Draft List](#).

- Template List - You may click [Go booking] to replicate the booking data to another booking.
- Draft List - You may click [Go booking] to continue the booking you saved earlier.

Booking Request

### New Booking Request

Welcome YM TEST

- Create New Booking
- Copy from Booking Template
- Copy from Booking History

#### Template List

Template Name	Place of Receipt	Place of Delivery	Vessel Voyage	Shipper	Booking Creator	Action
123456	TWKHH - KAOHSIUNG	CNSHA - SHANGHAI		iccs test	YUECHEN	Go Booking
CC	TWKHH - KAOHSIUNG	CNSHA - SHANGHAI		iccs test	YUECHEN	Go Booking

#### Draft List

Booking Txa ID.	Seq.	Create Date	Place of Receipt	Place of Delivery	Shipper	Booking Creator	Action
9608556	1	8/15/2019 4:46:40 PM			SHIPPER test	YUECHEN	Go Booking
9608554	1	8/15/2019 4:33:18 PM	NLRMT - ROTTERDAM	SGSIN - SINGAPORE	SHIPPER test	YUECHEN	Go Booking

# Booking Function

## 2) Booking Request

### 【Copy from Booking History】

When you select “Copy from Booking History”, you can see [Booking List](#).

- You may click [Booking Txa ID](#) to review the booking detail.
- You may click [Go booking] to replicate the booking data to another booking.

The screenshot shows the 'New Booking Request' page. The navigation bar includes 'Booking', 'Overview', 'Booking Request' (highlighted), 'Booking History', 'Booking Template', and 'Business Partners Maintenance'. The main content area has a 'Welcome YM TEST' message and three radio buttons: 'Create New Booking', 'Copy from Booking Template', and 'Copy from Booking History' (indicated by a red arrow). Below these are input fields for 'Booking No.', 'E\_Booking Transaction ID', 'Booking Confirm Status', 'Country of Cargo Receipt', and 'Booking Duration' (set to 2019/07/30 - 2019/08/29). A 'Search' button is at the bottom right. The 'Booking List' section shows the latest 30 on-line booking list with the following data:

Booking Txa ID.	Seq.	Action	Booking Date	Place of Receipt	Place of Delivery	Shipper	Booking Creator	Action
<a href="#">9608677</a>	1	New Booking	2019/08/29 10:20	CNSHA - SHANGHAI	CAVAN - VANCOUVER	SHIPPER test	YUECHEN	<a href="#">Go Booking</a>
<a href="#">9608673</a>	1	New Booking	2019/08/29 10:15	CNSHA - SHANGHAI	CAVAN - VANCOUVER	SHIPPER test	YUECHEN	<a href="#">Go Booking</a>
<a href="#">9608663</a>	1	New Booking	2019/08/28 17:41	CNSHA - SHANGHAI	CAVAN - VANCOUVER	SHIPPER test	YUECHEN	<a href="#">Go Booking</a>

# Booking Function

## 3) Booking History

- You can input criteria to search the previous booking request.
- By clicking Booking Txa ID, you will see the booking detail.
- You will see the confirming status in Booking list.
- You can [Change] or [Cancel] the booking by clicking the button.

**Booking History**

You can click [here](#) to maintain related party info - shipper/ consignee/ notify party for future booking request.

Welcome **YM TEST**

Booking No.   
E\_Booking Transaction ID   
Booking Confirm Status   
Country of Cargo Receipt   
Booking Duration **2019/07/21** ~ **2019/08/20**

**Search**

**Booking List** Your latest 30 on-line booking list : (For more booking, please use above criteria to query.)

Booking Txa ID.	Seq.	Action	Booking Date	Place of Receipt	Place of Delivery	Shipper	Booking Creator	Channel	YM Confirm		Action
									Status/Date	Booking No.	
<a href="#">9608555</a>	1	New Booking	2019/08/15 16:37	CNSHA - SHANGHAI	LVRIX - RIGA	EVER SHINE INTL LOG	YUECHEN	YML Web	(Processing)		<input type="button" value="Change"/> <input type="button" value="Cancel"/>
<a href="#">9608553</a>	1	New Booking	2019/08/15 16:25	NLRM - ROTTERDAM	SGSIN - SINGAPORE	SHIPPER test	YUECHEN	YML Web	(Processing)		<input type="button" value="Change"/> <input type="button" value="Cancel"/>
<a href="#">9608539</a>	1	New Booking	2019/08/15 14:01	TWKHH - KAOHSIUNG	CNSHA - SHANGHAI	iccs test	YUECHEN	YML Web	(Processing)		<input type="button" value="Change"/> <input type="button" value="Cancel"/>



# Booking Function

## 4) Booking Template

- Template List –
  - You can click [Go booking] to replicate the booking data to another booking.
  - You can click [Delete Template] to delete the existing template.
- Draft List –
  - You can click [Go booking] to continue the bookings you filled earlier.
  - You can click [Delete Draft] to delete the saved draft.

Booking Overview Booking Request Booking History **Booking Template** Business Partners Maintenance

### Booking Template

You can click [here](#) to maintain related party info - shipper/ consignee/ notify party for future booking request.

Welcome YM TEST

→ Template List

Template Name	Place of Receipt	Place of Delivery	Vessel Voyage	Shipper	Booking Creator	Action
0822TEMPLATE	TWKHH - KAOHSIUNG	CNSHA - SHANGHAI		iccs test	YUECHEN	<a href="#">Go Booking</a> <a href="#">Delete Template</a>

→ Draft List

Booking Txa ID.	Seq.	Create Date	Place of Receipt	Place of Delivery	Shipper	Booking Creator	Action
<a href="#">9608556</a>	1	8/15/2019 4:46:40 PM			SHIPPER test	YUECHEN	<a href="#">Go Booking</a> <a href="#">Delete Draft</a>
<a href="#">9608554</a>	1	8/15/2019 4:33:18 PM	NLRM - ROTTERDAM	SGSIN - SINGAPORE	SHIPPER test	YUECHEN	<a href="#">Go Booking</a> <a href="#">Delete Draft</a>

# Booking Function

## 5) Business Partners Maintenance

- You may maintain related party info –shipper/consignee/notify party in Company Information for further booking request use.

Booking Overview Booking Request Booking History Booking Template **Business Partners Maintenance**

### Business Partners Maintenance

Company Name - YM TEST

Partner	Person	E-Mail	Address	Location
yangming	ICES	ices@yangming.com	No. 271, Ming De 1st Road, Cidu District, Keelung 20646, Taiwan (R.O.C.)	Taipei

Fields marked with \* are required

**Company Information**

Partner yangming

Person ICES

E-Mail \* ices@yangming.com

Address No. 271, Ming De 1st Road, Cidu District, Keelung 20646, Taiwan (R.O.C.)

Location Taipei

Back Save Delete Clear



In case of any question, please feel free to contact us ([cs@yangming.com](mailto:cs@yangming.com)) .  
Thanks for your good cooperation.