



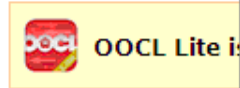
We take it personally

My OOCL Center

Document 화일 업로드/다운로드 (Shipment Folder)

My OOCL Center를 이용하여 서류화일을 업로드나
다운로드하는 방법을 소개합니다.

Shipment Folder Search



- Shipping Instructions ▾
- Bill of Lading ▾
- Arrival Notice/Advice Note ▾
- Shipment Folder ▾

App Store for your experience on Sailing Schedule Enquiry with free [download](#)

My OOCL Center

[What's New in MOC?](#)

Quick Links [Manage](#)

- > [Service Request -> Submit Service Request](#)
- > [Booking -> Templates](#)
- > [Shipping Instructions -> Shipping Instructions Submission](#)

- Shipment Folder Search
- Document Summary Search
- Document Pouch Search
- Statement of Accounts Search

• Document 화일을 업로드하거나 다운로드하려면
Menu>Documentation>Shipment Folder>Shipment folder Search를 이용하거나, Search창에서 간편하게 이용할수 있습니다.

Shipment Summary

- [Outstanding Document \(16\)](#)
- [Invoice Print Ready \(34\)](#) Tip
- [BL Draft Ready \(4\)](#)

Description
Document AMS/ACI House Bill
Document AMS/ACI House Bill
Document AMS/ACI House Bill
Document AMS/ACI House Bill

Search

Search by: Cargo Tracking Shipment Details **Shipment Folder**

Bill of Lading Number:

Booking Number:

Container Number:

Reference Number:

Shipment Folder Search

Submit your Service Request to OOCL Online.

Shipment Folder Search

Search by ▲ Collapse

Bill of Lading Number:

Booking Number:
(Maximum 20 booking numbers, separated by a space.)

Container Number:

Reference Number:

해당 부키번호를 입력하고 Search버튼을 누르면 아래에 디테일과 함께 Shipment Folder내용이 나타납니다.

Search Result

Booking #	B/L #	Co	Port of Discharge
3057200990			2010, 19:00 SGT (est)

Details of the Shipment

Required by OOCL Provided by OOCL User-Defined

All	Document Name	Booking Number	Received on <small>Tip</small>	Uploaded Time <small>Tip</small>	Description/Remarks	Status	Actions
<input type="checkbox"/>	DG Certificate	3057200990				Requested	<input type="button" value="Add Document"/>
<input type="checkbox"/>	Shipping Instruction/BL Master	3057200990				Requested	<input type="button" value="Add Document"/>

Required by OOCL
화주가 OOCL쪽으로 전달(업로드)할 document입니다.

Received on
오오씨엘이 업로드한 화일을 받은 날짜/시간

Uploaded Time
화주가 document를 업로드한 날짜/시간

Actions(upload)
지정된 document 업로드: Document Name에 따라 지정된 서류를 업로드합니다.

Add Document
리스트에 나와있지 않은 document도 'Add Document'버튼을 이용하여 자유롭게 업로드 가능합니다.

Shipment Folder Search

Add Document

Add Document
리스트에 나와있지 않은 document도 'Add Document' 버튼을 이용하여 자유롭게 업로드 가능합니다.

Document Details

* Required.

Booking Number: * 3057200220

Document Upload

If you upload multiple large documents the upload process may take over a minute. You will not be able to edit this time.

Document Name: * AMS/ACI House Bill

Select Document: * C:\Documents and Settings\kimka\Desktop\temp\IBQ Browse... Tip

Remarks:

Document Name
업로드할 document 이름을 선택합니다.
(특히, 하우스 비엘은 이곳에서 업로드합니다.)

Select Documents
업로드할 document 파일을 찾아 선택합니다.

Document Name: * Select

Select Document: * Browse... Tip

Remarks:

[Add Document](#)

한번에 여러개의 파일을 업로드 할 수 있습니다.

Cancel Save

Shipment Folder Search

Document Added

Documents for "AMS/ACI House Bill" have been successfully uploaded.

To upload additional documents, click "Add Document".

Add Document

Done

Document Added

화일을 선택한 후 save버튼을 누르면 선택한 document가 업로드 되었다는 메시지가 나옵니다.
다른 document를 이어서 업로드하려면 'Add Document' 그냥 빠져나가려면 'Done'

OOCL Online.



Expand

Search Result

Booking #	B/L #	Container #	Vessel Voyage	Origin	Port of Load	Port of Discharge	Destination
3057200990			OOCL SINGAPORE 101W	Hong Kong, Hong Kong	Hong Kong 12 Nov 2010, 09:00 HKT (estimated)	Singapore 16 Nov 2010, 19:00 SGT (estimated)	Singapore, Singapore

Details of the Shipment Folder

Required by OOCL | Provided by OOCL | User-Defined

All	Document Name	Booking Number	Received on <small>Tip</small>	Uploaded Time <small>Tip</small>	Description/Remark	
<input type="checkbox"/>	Shipping Instruction/BL Master	3057200990				
<input type="checkbox"/>	DG Certificate	3057200990				Requested
<input checked="" type="checkbox"/>	AMS/ACI House Bill	3057200990	25 Jan 2011, 13:39 HKT	25 Jan 2011, 13:39 HKT	Version 1	Uploaded  

한번 업로드한 document를 다시 올리려면 Upload 아이콘을 이용하세요. 업로드 할때마다 Version 숫자가 올라갑니다.

선택한 화일이 업로드된 것을 확인합니다.

Add Document

Submit Service Request

Document Pouch

Batch Download

Shipment Folder Search

Shipment Folder Search

Submit your **Service Request** to OOCL Online.

Search by Expand

Search Result

Booking #	B/L #	Container #	Vessel Voyage	Origin	Port of Load	Port of Discharge	Destination
251	251	TCLU249 OOLU124 OOLU143 OOLU110 OOLU151 TCKU358 TCLU226				Chittagong 29 Jan 2011, 12:00 BDT (estimated)	Chittagong, Bangladesh

Provided by OOCL
 OOCL이 화주에게 전달하는 document도 이곳에서 확인이나 다운로드 할 수 있습니다.
 * Document 종류 : draft & copy B/L, Seaway Bill, Invoice, Booking Acknowledgement, Arrival Notice, Payment Receipt(입금표)

Uploaded Time
 오오씨엘에서 document를 제공한 날짜/시간

Actions
 Document를 직접 download하거나 프린트 할 수 있는 페이지로 이동합니다.

Details of the Shipment Folder

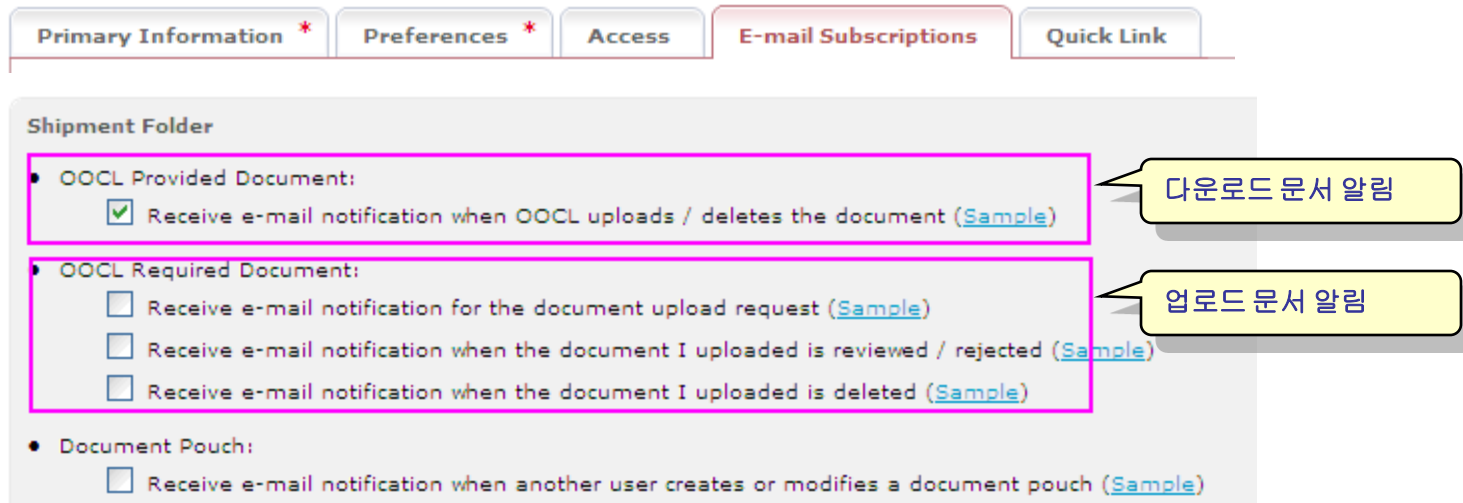
Required by OOCL Provided by OOCL User

All <input type="checkbox"/>	Document Name	Booking Number	Bill of Lading Number	Uploaded Time	Description/Remarks	Actions
<input type="checkbox"/>	Bill of Lading - Copy Freight (all charges)		2510603940	07 Jan 2011, 09:46 KRT	Paper Size: A4 Withdrawn by Carrier Version 1	
<input type="checkbox"/>	Bill of Lading - Copy Non-Freight (Unsigned)		2510603940	13 Jan 2011, 10:33 KRT	Paper Size: Letter Version 6	
<input type="checkbox"/>	Invoice - Copy		2510603940	12 Jan 2011, 15:52 KRT	Number: 4210589046	
<input type="checkbox"/>	Booking Acknowledgement	2510603940		28 Dec 2010, 17:32 KRT		

Shipment Folder Search

- ▶ Administrator>My Profile>E-mail Subscriptions 탭에서 Shipment Folder에 문서가 업로드되거나 다운로드 될 때마다 수신 받을 수 있는 알림 메일을 설정 해 놓을 수 있습니다.

My Profile



The screenshot shows the 'My Profile' page with the 'E-mail Subscriptions' tab selected. Under the 'Shipment Folder' section, there are three categories of email notifications:

- OOCL Provided Document:**
 - Receive e-mail notification when OOCL uploads / deletes the document ([Sample](#))
- OOCL Required Document:**
 - Receive e-mail notification for the document upload request ([Sample](#))
 - Receive e-mail notification when the document I uploaded is reviewed / rejected ([Sample](#))
 - Receive e-mail notification when the document I uploaded is deleted ([Sample](#))
- Document Pouch:**
 - Receive e-mail notification when another user creates or modifies a document pouch ([Sample](#))

Two callout boxes highlight the 'OOCL Provided Document' and 'OOCL Required Document' sections with the text '다운로드 문서 알림' (Download document notification) and '업로드 문서 알림' (Upload document notification) respectively.

Getting Help

❖ 사용시 어려움이나 문의 사항이
있으면 바로 연락주시기 바랍니다.



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