



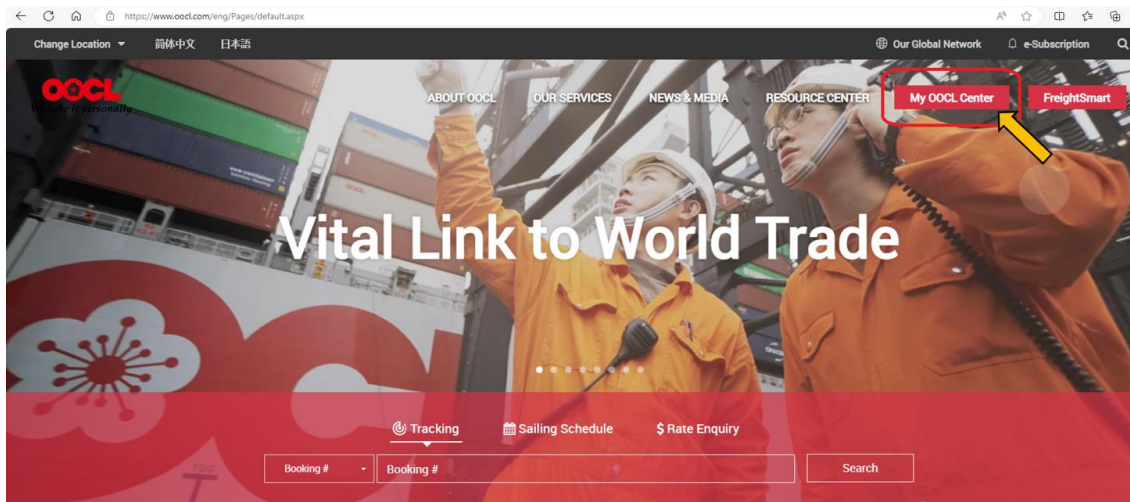
User Guideline for My OOCL Center (MOC) Registration Process

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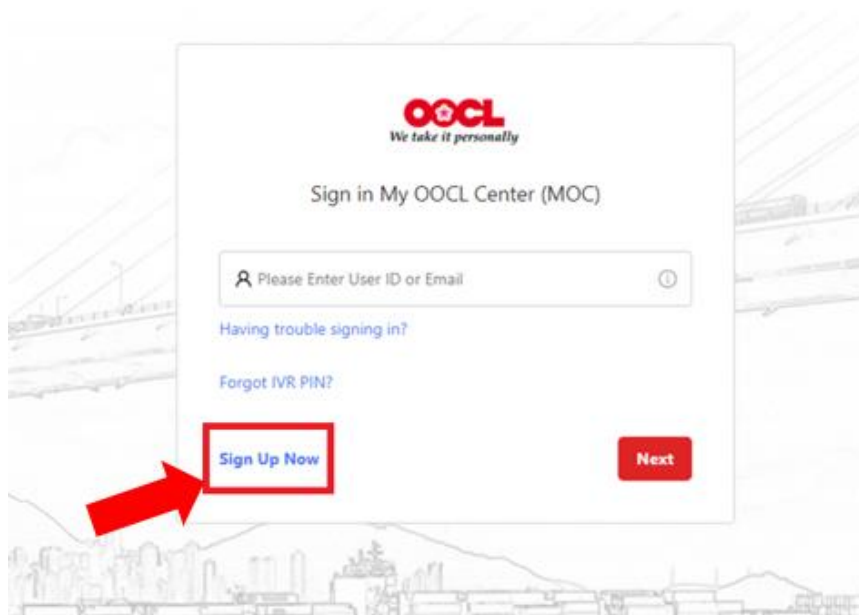
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Case 1 - Sign Up for My OOCL Center (MOC)

Step 1: Click the “My OOCL Center” button under OOCL.com



Step 2: Click “Sign Up Now” to complete-the MOC registration



Step 3: Complete the registration form below.

i. Company Information

*Mandatory fields include:

- *Company English Name*
- *Local Company Name (for company located in Mainland China ONLY)*
- *State/Province*
- *Street*
- *Local Unique Identification Number*

ii. Contact Person and Administrator Information

Contact Person and Administrator

*

Name

Mr.

First name

Middle name (O...

Last name

*

Email Address :

(This email address is the Login ID)

Email address must be in the format of xxx@xxx.xxx

*

Phone No.

Country Code

Area Code

Local Code (Only number 0-9 are allowed)

Job Title

Department

*Mandatory Information includes:

- *Name*
- *Email Address*
- *Phone No.*

Step 4: “Tick” the ☐ check box to agree the MOC Terms of Use and Privacy and Security Statement, and then click **“Agree & Submit”** button to submit the registration form.

Please grant me access to **My OOCL Center**

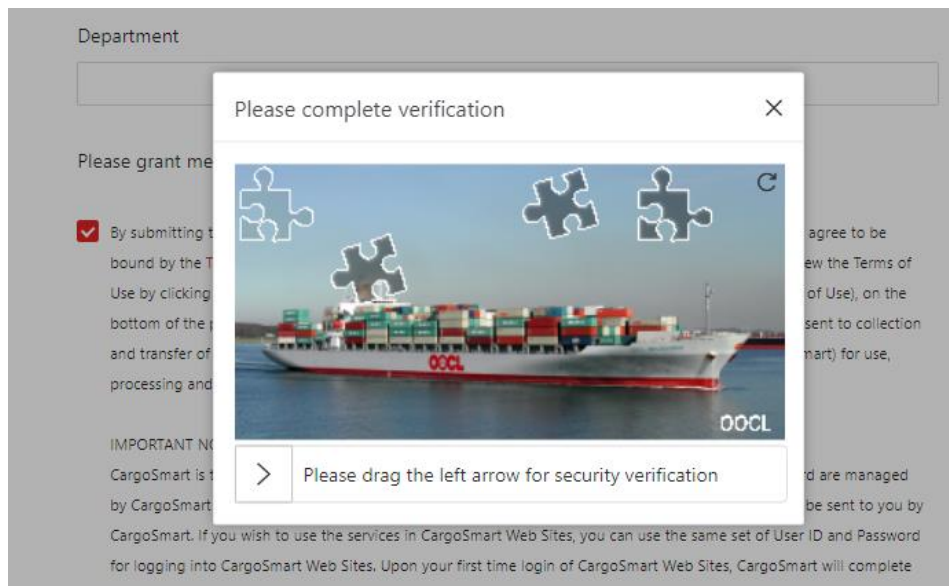
☐ By submitting the above registration information, you indicate that you have read and understand and agree to be bound by the [Terms of Use](#) and the [Privacy and Security Statement](#), including Section 5.10. You may view the Terms of Use by clicking on “Terms of Use” and “Privacy and Security Statement” (which forms part of the Terms of Use), on the bottom of the page at www.oocl.com. Your submission of this information will also constitute your consent to collection and transfer of this information by and between OOCL, its affiliates and System Administrator (CargoSmart) for use, processing and storage in the United States or any other country.

IMPORTANT NOTICE

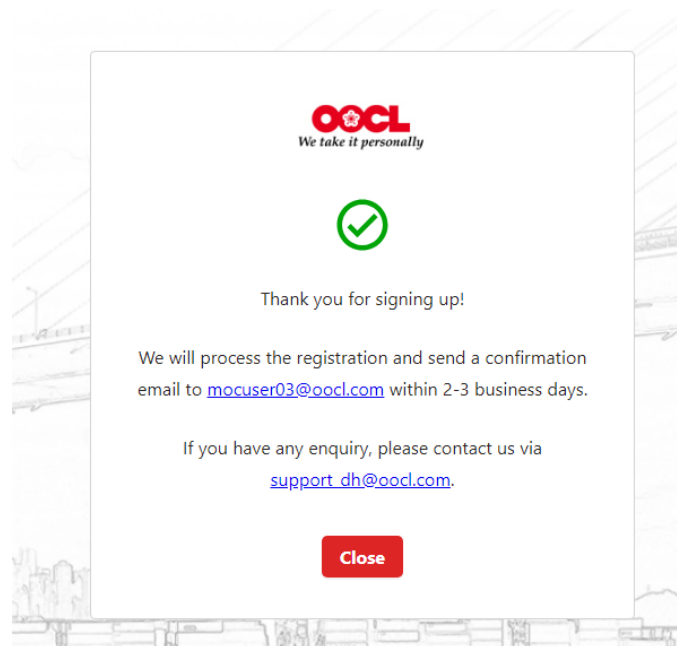
CargoSmart is the System Administrator of OOCL Web Site. The user information, User ID, and Password are managed by CargoSmart and Password is generated by CargoSmart. The User ID and Password notifications will be sent to you by CargoSmart. If you wish to use the services in CargoSmart Web Sites, you can use the same set of User ID and Password for logging into CargoSmart Web Sites. Upon your first time login of CargoSmart Web Sites, CargoSmart will complete the registration form on your behalf automatically using the same set of user information above. CargoSmart will also automatically setup an association between your company and the CargoSmart Participating Carriers. Use of the services in CargoSmart Web Sites will be subject to CargoSmart's Terms of Use and Privacy and Security Statement. You will be required to accept the CargoSmart's Terms of Use and Privacy and Security Statement when you login CargoSmart Web Sites. Your submission of the above registration information will constitute your acknowledgement of this Notice.

Agree & Submit

Step 5: Complete the CAPTCHA verification process



Step 6: The sign-up completion message will be prompt and please wait for the approval process within 2 to 3 business days.



Step 7: You will receive a confirmation and activation email after the registration is approved.

a) Confirmation Email – Registration is approved.

From: support_dh@oocl.com <support_dh@oocl.com>
Sent: Thursday, October 10, 2024 9:27 AM
To: [REDACTED]
Subject: Company Registration Result

Dear Customer,

Thanks you for signing up My OOCL Center.
Your registration of OOCL Account for ABC Company is approved.

Please find our separated email to activate the account if this is the first time you register OOCL Account.

Best Regards,

OOCL Support

b) Rejection Email – Registration is declined

From: support_dh@oocl.com <support_dh@oocl.com>
Sent: Thursday, October 10, 2024 9:27 AM
To: [REDACTED]
Subject: Company Registration Result

Dear Customer,

Thanks you for signing up My OOCL Center.
We regret to inform you that the registration of OOCL Account for ABC Company has been declined at this time.

Rejection reason: **The email account exists (repeat registration)**

We appreciate you taking the time to submit an application and please contact our customer service for assistance.

Best Regards,

OOCL Support

iii. Activation Email – for approved case only

From: support_dh@oocl.com <support_dh@oocl.com>
Sent: Thursday, October 10, 2024 9:27 AM
To: gb [REDACTED]
Subject: Activate Your OOCL Account

Welcome to OOCL!

To access the applications and settings within OOCL, follow these steps to activate your account:

1. Click your [activation link](#), which will open a new page in your browser.
2. Select >>**Click here to proceed** on the page to change your password.
3. Enter your new password in **New Password**, then enter it again in **Confirm Password**. Click **Submit**

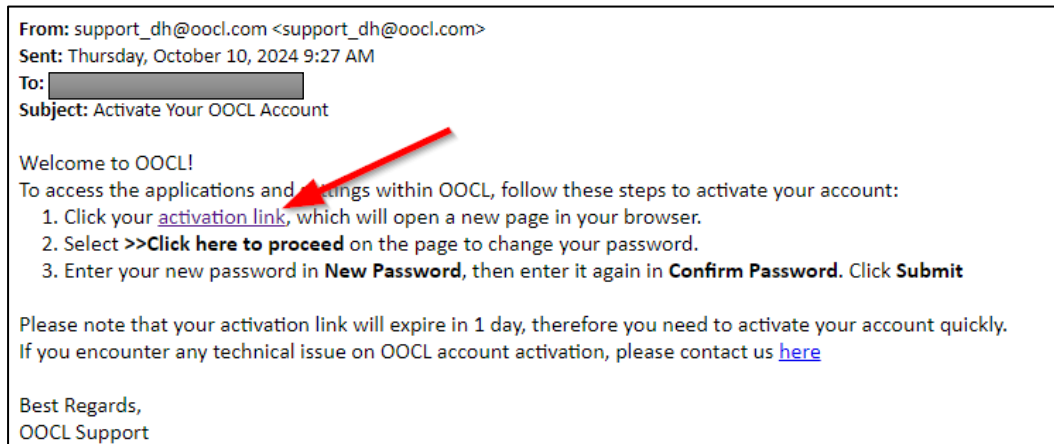
Please note that your activation link will expire in 1 day, therefore you need to activate your account quickly.
If you encounter any technical issue on OOCL account activation, please contact us [here](#)

Best Regards,

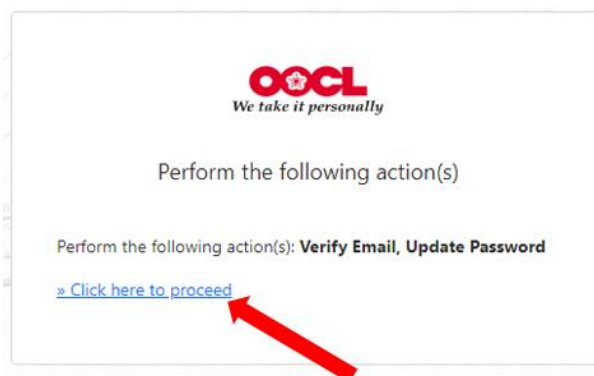
OOCL Support

Please follow the instructions of the activation email to activate your OOCL account as per below steps:

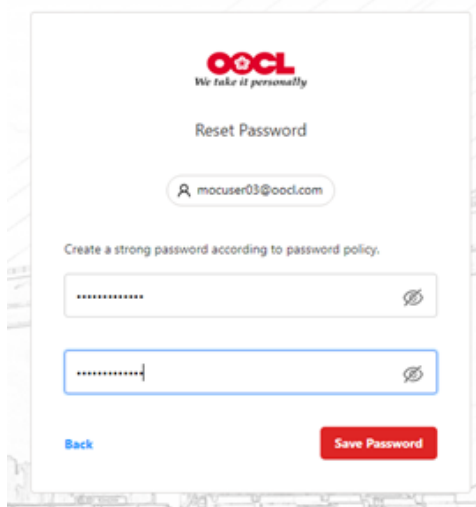
- i. Click the hyperlink of [activation link](#)



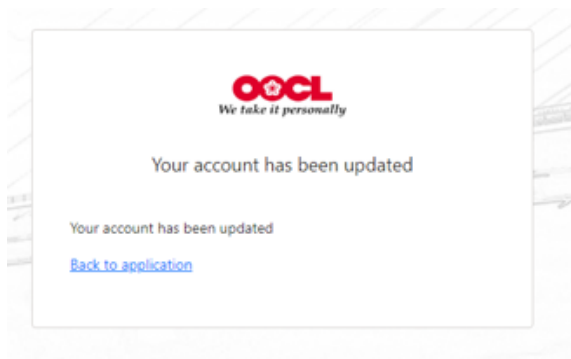
- ii. Click the hyperlink of [>>Click here to proceed](#)



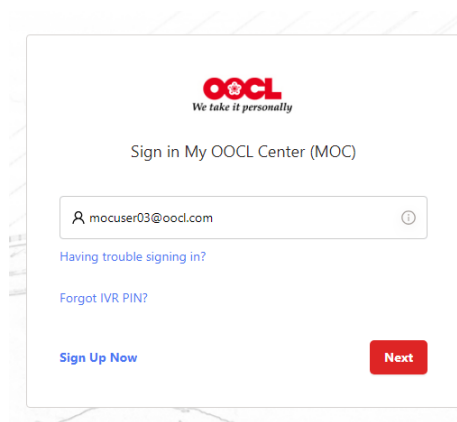
- iii. Setup the password according to OOCL Account Policy



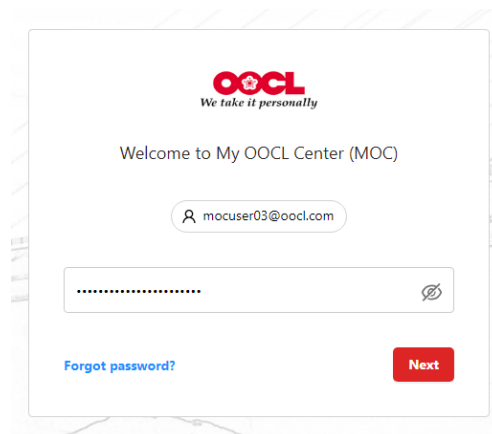
- iv. Your OOCL account is activated and click [Back to application](#) to sign-in MOC.



Step 8: Sign-in MOC by using OOCL Account (Use your registered email address) and then click “Next” button.



Step 9: Enter Password and then click “Next” button.



Step 10: Please accept OOCL Terms of Use (TOU) and Privacy and Security Statement



We take it personally

Terms of Use and Privacy and Security Statement Acceptance - OOCL

Please indicate your acceptance of these terms and conditions by clicking the Accept or Decline button at the bottom of this page.

Last Updated: 20 May 2018

Before using the whole or any part of the Service (as defined below), please read the following terms and conditions which govern use of the Service. By using the Service or any portion thereof, you agree to be bound by the terms and subject to the conditions of this Agreement (as defined herein).

OOCL LICENSE AGREEMENT AND TERMS OF USE

ARTICLE 1
THE SERVICE

Section 1.01.
The Service consists of various services and information provided by Orient Overseas Container Line ("OOCL") on:

- (i) the OOCL web site currently operating under the domain name [oocl.com](#) ("OOCL Web Site"); or
- (ii) **SHS** (as defined below), the OOCL EDC Integration Service (as defined in Section 1.03(b)), **IVR** (as defined below) or any other network communications infrastructure or software or other functions made available to you by OOCL or its third party service providers (all together, with the OOCL Web Site, the "OOCL Network");

and includes all Content and the structuring, processing, translating and generating of such Content.
OOCL" as defined in OOCL Bill of Lading

References to the "Service" are to the Service as a whole or any part thereof, as the context may require.

"Agreement" means the Terms of Use, the Privacy and Security Statement and the relevant additional terms described in Section 1.03(b), which together constitute a single binding agreement of terms and conditions for your use of the Service.

"Bill of Lading Handling Service" means certain services which allow for, amongst other things, the transmission of, storage of and printing of bills of lading, see waybills or other shipping documents that OOCL, in its absolute discretion provide to Registered Users (see Article 6) via the OOCL Web Site from time to time.

"Bill of Lading Internet Processing Service" means certain services which allow for, amongst other things, the preparation of, transmission of, amendment to, request for storage of and printing of or other processing of, bills of lading, see waybills or other shipping documents that OOCL may in its absolute discretion provide to Company Members (see Article 7) via the OOCL Web Site at its absolute discretion from time to time.

"Content" means all and any Data (including, without limitation, any e-mail notifications (and documents generated thereby) made available to you by OOCL) as may be Posted to or otherwise accessible on or through the OOCL Network.

"Data" means programs, text, messages, software, sound, pictures, video, graphics, any products or materials and any information in whatever form.

"Interactive Voice Response Service" or "IVR" means an automated telephony system that interacts with callers, accepts a combination of voice telephone input and touch-tone keypad selection and provides appropriate responses.

"Posted" means uploaded, downloaded, posted, exchanged, transmitted to, generated in, communicated to, or included in.

"Privacy and Security Statement" means all the terms and conditions in the [Privacy and Security Statement](#) which can be viewed by accessing the "Privacy and Security Statement" link on the OOCL Web Site.

"Short Message Service" or "SMS" means the service for sending short messages to and from mobile devices.

"System Administrator" means CargoSmart or such other entity that OOCL may engage from time to time to host and maintain the Service or any portion thereof and to administer the registration of Company Members and Associates (as hereinafter defined) and to manage their profiles.

"Terms of Use" means all the terms and conditions of this OOCL License Agreement and Terms of Use.

"User" means any person who accesses or uses the Service.

Unless otherwise stated, references to Sections or Articles are to sections and articles of this Terms of Use.

You agree that there are no standards of performance for the Service except those that are expressly set forth in this Agreement.

Section 1.02. Your Eligibility.
As a condition for your use of the Service, you undertake, represent and warrant that:

- (a) you have the legal and other requisite authority to enter into this Agreement with valid and binding effect on you and/or any entity you represent and on behalf of which you are entering into this Agreement; and
- (b) you will only use the Service in compliance with this Agreement.

Step 11: Please accept CargoSmart Terms of Use (TOU) and Privacy and Security Statement



Terms of Use and Privacy and Security Statement Acceptance - CargoSmart

Please indicate your acceptance of these terms and conditions by clicking the Accept or Decline button at the bottom of this page.

Last Updated

Before using the whole or any part of the Service (as defined below), please read the following terms and conditions which govern use of the Service. By using the Service or any portion thereof, you agree to these terms and conditions of use. If you do not agree, please do not use the Service or any part thereof. The Service is intended for use by businesses for business purposes and is not intended to be used by individuals for personal, family or household purposes.

CARGOSMART LICENSE AGREEMENT AND TERMS OF USE

ARTICLE 1
THE SERVICE

Section 1.01. The Service.
The "Service" consists of various services and information provided by CargoSmart ("CargoSmart") including, without limitation, the services and information provided on and/or in connection with:

- (i) the CargoSmart web sites operating under the domain names [www.cargosmart.com](#), [www.cargosmart.co](#), and such other domain names which CargoSmart may register and/or make available to you from time to time ("CargoSmart Web Sites"); and
- (ii) the CargoSmart Desktop application, the CargoSmart Short Message Service application ("SMS") (via wireless communications link), the CargoSmart EDC Integration Service (as defined in Section 1.05 (b)) or any other network communications infrastructure or any software or other functions made available to you by CargoSmart or its third party service providers (all together, with the CargoSmart Web Sites, the "CargoSmart Network");

and includes all Content and the structuring, processing, translating and generating of such Content.

References to the "Service" are to the Service as a whole or any part thereof, as the context may require.

"Content" means all and any Data (including, without limitation, any e-mail notifications and Worksheets (and documents generated thereby) made available to you by CargoSmart as may be Posted to or otherwise accessible on or through the CargoSmart Network.

"Data" means programs, text, messages, software, sound, pictures, video, graphics, any products or materials and any information in whatever form.

"Posted" means uploaded, downloaded, posted, exchanged, transmitted to, generated in, communicated to, or included in.

"User" means any person who accesses or uses the Service.

"Worksheets" means the CargoSmart Booking Worksheet and the Shipping Instructions Worksheet as identified as such on the CargoSmart Web Sites, and any other software or other functions (and upgrades thereof) made available to you by CargoSmart.

You agree that there are no standards of performance for the Service except those that are expressly set forth in this Agreement.

Section 1.02. Your Eligibility.
As a condition for your use of the Service, you undertake, represent and warrant that:

- (a) you have the legal and other requisite authority to enter into this Agreement with valid and binding effect on you and/or any entity you represent and on behalf of which you are entering into this Agreement; and
- (b) you will only use the Service in compliance with this Agreement.

Section 1.03. Changes to the Service and Additional Terms.

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Oct 2024 Ver.

Step 12: You can now enjoy the benefits of using MOC.



We take it personally

[船期表](#) ·
 [订舱](#) ·
 [总舱位证](#) ·
 [文件](#) ·
 [发票及付款](#) ·
 [通海](#) ·
 [报关](#) ·
 [服务请求](#) ·
 [运单以及跟踪](#) ·
 [管理](#)

A new MOC Account Management function is now available for customers to establish and maintain your own profile. The user guides are ready. [For more details, please click here.](#)

A new online booking form is now available for easier and faster booking. The new booking form can be found under menu "Booking (New)". [For more details, please click here.](#)

Electronic Bills of Lading (eBL) is now available. You can go to the "Documentation" main menu to access or register. Alternatively, you can also click this link directly to [register](#) and enjoy a seamless customer experience. [For more details, please click here.](#)

我的OOCL中心 取消 Dennis Ching (mccuser03@oocl.com) 2024-09-03 (Tue)

我的OOCL中心的信息

快速链接 新增

船运信息

待处理文件 (0)

集装箱VGM申报状态

	过柜到	今天到	到期	到期 - 04 Sep - 06 Sep	到期 - 07 Sep - 06 Oct
Not Received	0	0	0	0	0
Submitted	0	0	0	0	0
Amended	0	0	0	0	0
Verifying	0	0	0	0	0

我的OOCL中心的通知

Access your B/L copy, anytime, anywhere, Nickey Test 20230621

B/L Copy archived in the Shipment Folder

If you are one of the shipment parties shown on the OOCL Bill of Lading (including shipper, forwarder, consignee, notify party or also notify party), you can have a B/L Copy online once it is ready.

The owner of the Bill of Lading can still view and print the Original B/L in My OOCL Center -- Documentation --> Bill of Lading --> B/L View and Print.

Other parties can obtain a non-validated B/L Copy in the

订舱号: 搜索
 集装箱号: 搜索
 (输入最多10个集装箱号,以空格把它们分隔开)
 参考号码: 选择 搜索

订舱 新增

船期表 新增

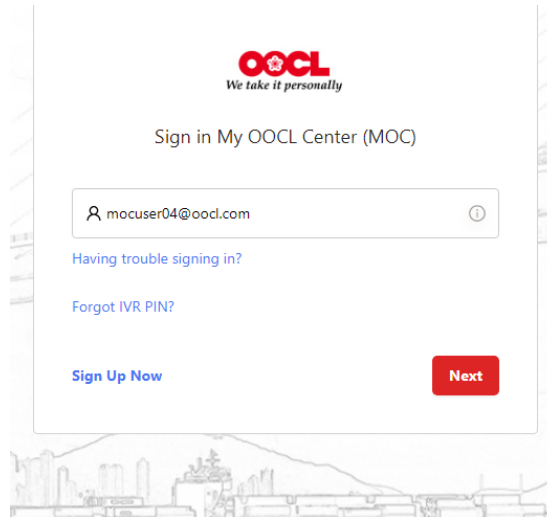
全部通知

高级搜索

任务到期日期	发送日期	请求号码	应用程序

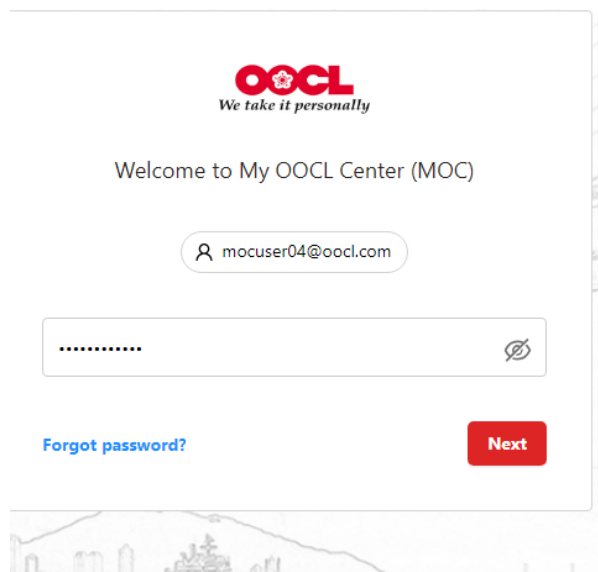
Case 2 - Sign Up for My OOCL Center (MOC) by using OOCL Guest Account

Step 1: Enter your OOCL Account (guest account) and then click “**Next**” button.



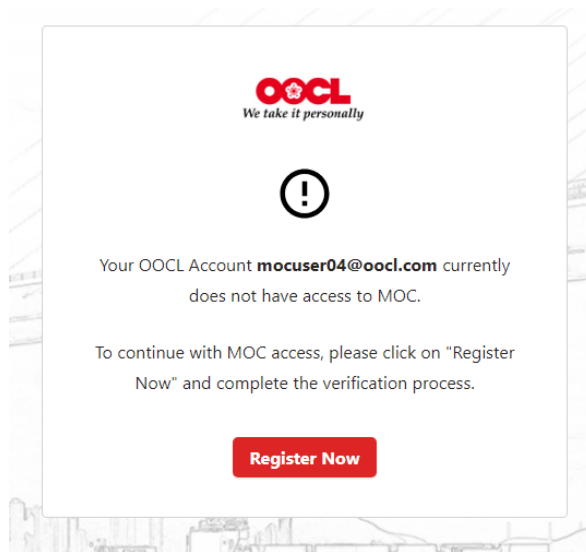
The screenshot shows the 'Sign in My OOCL Center (MOC)' page. At the top is the OOCL logo with the tagline 'We take it personally'. Below the logo is the heading 'Sign in My OOCL Center (MOC)'. There is a text input field containing the email address 'mocuser04@oocl.com'. To the right of the input field is a small circular icon with an 'i'. Below the input field are two links: 'Having trouble signing in?' and 'Forgot IVR PIN?'. At the bottom left is a link 'Sign Up Now' and at the bottom right is a red button labeled 'Next'. The background features a faint line-art illustration of a city skyline.

Step 2: Enter your OOCL Account Password and then click “**Next**” button.

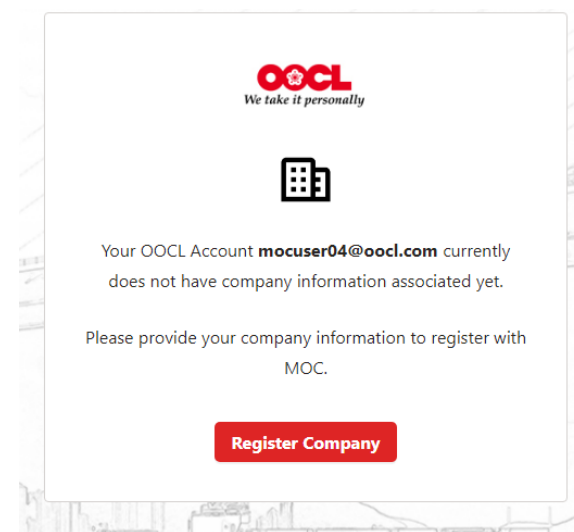


The screenshot shows the 'Welcome to My OOCL Center (MOC)' page. At the top is the OOCL logo with the tagline 'We take it personally'. Below the logo is the heading 'Welcome to My OOCL Center (MOC)'. There is a text input field containing the email address 'mocuser04@oocl.com'. Below this is a password input field represented by a series of dots. To the right of the password field is a small circular icon with an 'x'. Below the password field is a link 'Forgot password?'. At the bottom right is a red button labeled 'Next'. The background features a faint line-art illustration of a city skyline.

Step 3: Prompt an alert message to illustrate your OOCL Account which does not have access to MOC. Click “**Register Now**” to continue.



Step 4: Your OOCL Account does not have company profile. Click “**Register Company**” to continue to the new registration form.

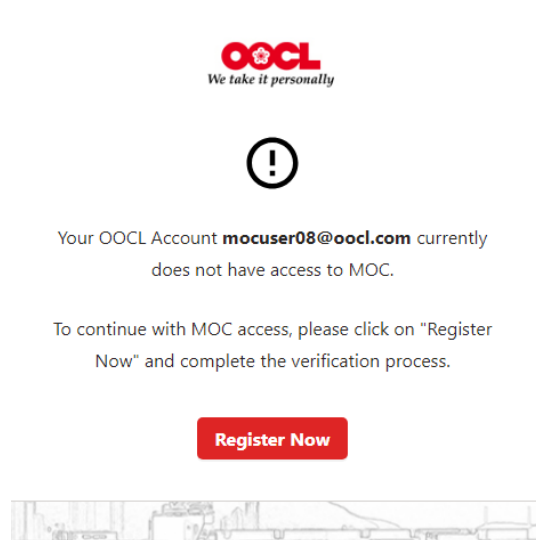


Step 5: Follow **Case 1** Step 3 - 12 without activation email being received.

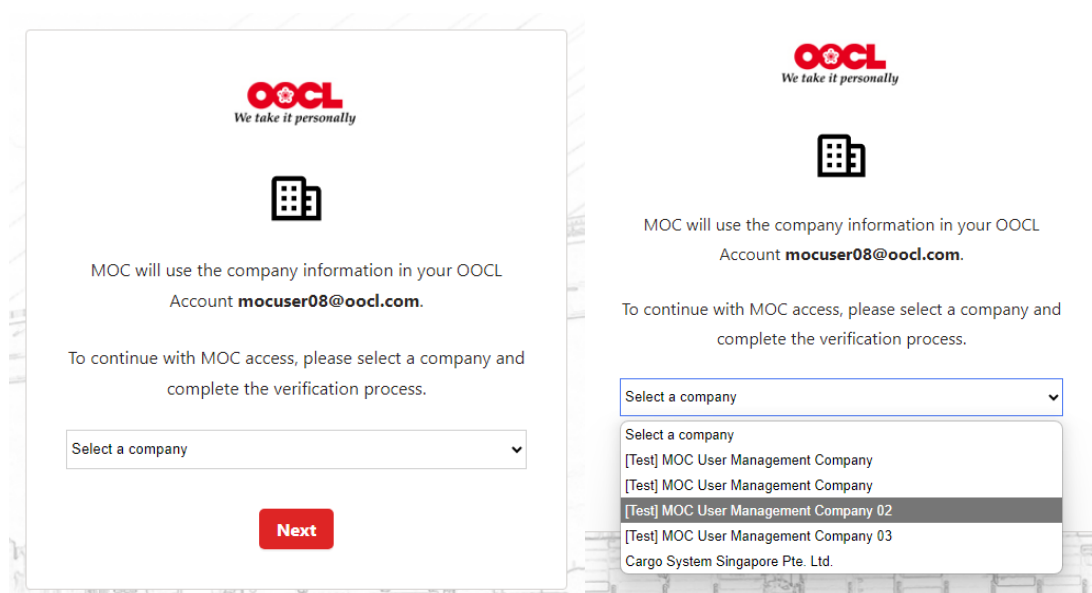
Case 3 - Sign Up for My OOCL Center (MOC) by using Existing OOCL Account

Step 1: Follow **Case 2** Step 1 - 2 to enter your OOCL Account with Password

Step 2: Prompt an alert message to illustrate your OOCL Account which does not have access to MOC. Click **“Register Now”** to continue for verification.



Step 3: Select the company profile from the drop-down list. Click **“Next”** to continue for the registration



Step 4: Redirect to pre-filled registration form and only limited fields can be modified.

Step 5: Follow **Case 1** Step 4 - 12 without activation email being received.