My OOCL Center (MOC) Features

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My OOCL Center

¿Qué es My OOCL Center - MOC?

- My OOCL Center (MOC) es una herramienta en línea que ofrece OOCL para mejorar la interacción con todos los involucrados en el envió de la carga. Mejorando la cooperación entre las partes clave involucradas.
- Le permite administrar todos sus envíos con OOCL en línea. Todas las funciones básicas del manejo de la carga están disponibles en My OOCL Center.
- My OOCL Center (MOC) le abre una "Ventana" a nuestra organización.
  Lo que le permite "ver lo que vemos", "See what we see".

Las Características y beneficios clave:

- **Reservaciones/Bookings:** Le permite enviar reservaciones en línea 24/7/plantillas de ahorro de tiempo/ referencia de reservación inmediata/procesamiento priorizado por nuestros equipos de reservación.

- **Instrucciones de envío/Shipping instrucciones:** Le permite hacer él envío en SI/ Plantillas en línea para mejorar la precisión del documento, recepción de borradores de B/L rápido/ reducción de claves.

- **Alertas por correo electrónico de hitos y excepciones/Email Milestone & Exception alerts**: Le permite ver las notificaciones por correo electrónico relacionadas con la documentación, las reservaciones y el estado del contenedor/ le ayudaran a ahorrar tiempo y dinero al minimizar las llamadas de los operadores para obtener información/ alertas para la expiración del tiempo libre de D&D para evitar D&D/ actualizaciones en tiempo real.

- **Informes Automatizados/Automated reports:** En esta opción puede diseñar su propio informe para que se ejecute diariamente y/o semanalmente, esto le ayudara a ahorrar tiempo y mantenerle informado de manera proactiva sobre los detalles de su envío (no es necesario iniciar sesión).

- **Detalles de envío/Shipment details:** Esta opción le ayudara a tener mejor transparencia y visibilidad de todos los detalles. Esto incluye los datos confidenciales comerciales que no se pueden ver a través del seguimiento "publico".

- **Tasas de Cambio/Rates of Exchange:** Acceda a las tasas de cambio en cualquier momento y desde cualquier lugar: solo necesita una conexión a Internet/ Minimiza las llamadas a servicio al cliente lo cual ahorra tiempo y costos.

- **Carpeta de embarque/Shipment Folder:** Este es un folder virtual para que usted y OOCL carguen documentos en
  dicho folder centralizado en línea, este es seguro para que todas las partes relacionadas con el envío compartan documentos relacionados, como copias de documentos como conocimientos de embarque, factura, DGD, MSDS.

- **Enviar VGM/Submit VGM:** Esta opción le permite el envío de VGM en línea.

¿Como convertirse en un usuario registrado?

Simplemente regístrese en nuestro sitio web www.oocl.com y busque la pestaña "My OOCL Center".
En caso necesite asistencia, nuestro equipo de comercio electrónico (eCommerce) estará encantado de ayudarle:
ooclecom@oocl.com

CargoSmart Limited ofrece soluciones de software de gestión de envíos globales que permiten a los remitentes, consignatarios, proveedores de servicio de logística, NVOCC y transportistas marítimos a mejorar la planificación y las entregas a tiempo. Conectado a más de 40 transportistas marítimos, Cargo Smart aprovecha las fuentes de datos grandes y una plataforma basada en la nube para ofrecer horarios de navegación galardonados, visibilidad, documentación, gestión de contratos, cumplimiento y soluciones de evaluación comparativa.

Software Requirements
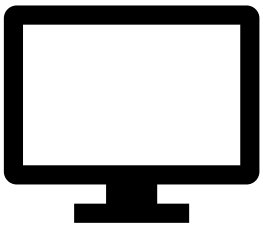
To maximize your usage while navigating through My OOCL Center application the following software requirements are recommended:
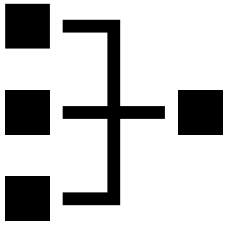
Operating System

- Microsoft Windows 7 or above
- Mac OS X 10.8 or above
- Mainstream Linux versions

Screen Resolution

- Optimized for 1024 x 768 resolution (preferred), but will function at lower or higher resolutions
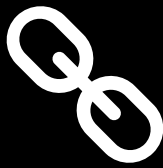
Recommended Browsers

- Microsoft Edge 113 or above
- Chrome 38 or above
- Firefox 31 or above
- Safari 5.0 or above

Cookies and Internet Connection

- Ensure to enable cookies
- Internet connection of 2 MB ADSL or higher is recommended

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🔗 Quick Links

Our My OOCL Center platform provides a "Quick Links" section that helps you navigate our site, customize features, and expedite your online requests. It creates shortcuts to your most used features.

1 Log into MOC

Log into your "My OOCL Center" account at www.oocl.com with your user ID and password.

2 Click on the "Manage" link

On the left-hand corner of the page there is a "Quick Links" section. Click on the "Manage" link. It will display all available menu options.

My OOCL Center   Welcome, Your Name ! 09 Nov 2020

Quick Links   🔧 Manage
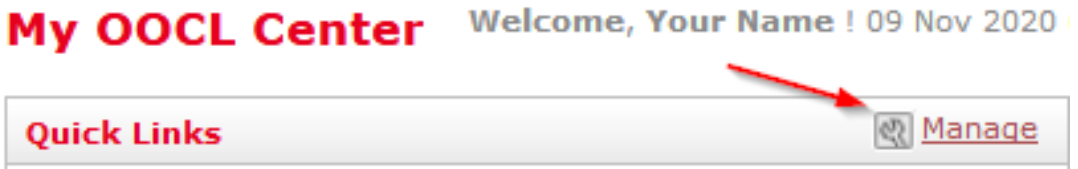
Click on the arrow buttons to include or exclude features from the "Selected Quick Links" categories. Then click on the "Confirm" button when done.

My Profile

| Primary Information * | Preferences * | Access | E-mail Subscriptions | Quick Link |

Available Menu Items
Available Functions:

Schedules
  Sailing Schedule Search
  My Favorite Queries
Booking
  Booking Request
  Drafts
  Search
Verified Gross Mass

(To select multiple functions, press the 'ctrl' key on keyboard while selecting.)

Selected Quick Links:

Booking -> Templates
Service Request -> Submit Service Request
Documentation -> Shipment Folder -> Shipment Folder Search
Documentation -> Shipping Instructions -> Templates
Documentation -> Shipping Instructions -> Search
Documentation -> Bill of Lading -> B/L View and Print
Verified Gross Mass -> VGM Declaration

[>>] [<<]   [∧] [∨]

[Confirm]

3 Customize the Link Label

You can customize the name of the feature that will be displayed with your "Quick Links". Once done, click on the "Save" button.

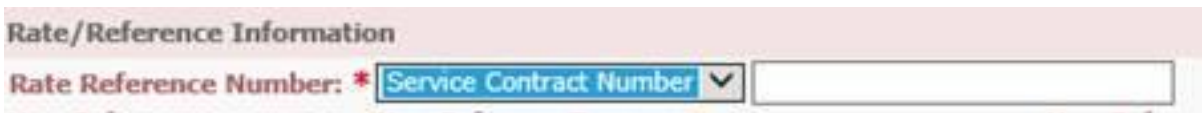| Link Label	Customize Link Label
Booking -> Templates	Make a OOCL Booking
Service Request -> Submit Service Request	booking amendment service request
Documentation -> Shipment Folder -> Shipment Folder Search	upload HZ shipment folder
Documentation -> Shipping Instructions -> Templates	#1 SI Creating and submitting
Documentation -> Shipping Instructions -> Search	#2 Search & amend SI
Documentation -> Bill of Lading -> B/L View and Print	#3 B/L Draft review, amend, approve, print
Verified Gross Mass -> VGM Declaration	

Booking Creation

If you don't have a booking template setup yet, please follow the steps below on how to create a new booking:

1 Log into MOC and click on "Booking" option from the menu then select "Booking Request."
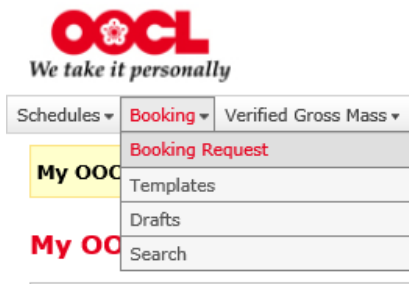
2 After clicking on the "Booking Request" option, a blank booking screen will be generated. Please ensure to fill out all fields that have a * by it since these are mandatory. Please find below tips on how to fill out the form.

Rate/Reference information:

Contract versions are not needed. Simply use the main contract number per below example:
MT123456 = OK
MT123456v001 = remove v001
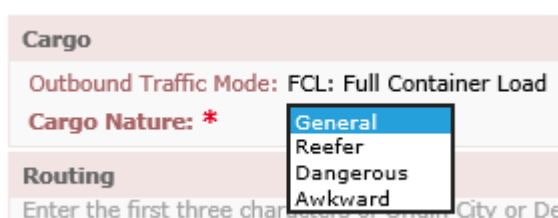The rate ref# or service contract will need to shown as a party of the booking.

Parties:

Please note that only the shipper/forwarder information is mandatory. For time savings purpose, check the box "Copy from My Profile" to autofill your information.

Cargo Nature:

After you select the cargo nature, the container size type filed will automatically default to the most frequently used types.
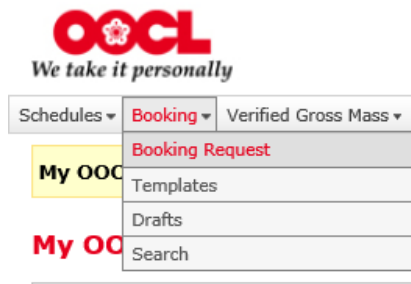
Booking Creation

If you don't have a booking template setup yet, please follow the steps below on how to create a new booking:

1 Log into MOC and click on the "Booking" option from the menu then select "Booking Request."

2 A blank booking screen will be generated. Please fill out all fields that have a * by it since these are mandatory.

Find Sailing Schedule:

When no sailing schedule populates, you can proceed without selecting a vessel and enter a remark with the vessel or service details in the lower left corner. Include details such as: vessel voyage, cutoff date information, sailing date, or ETA.
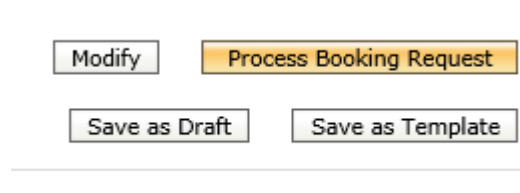
Submitting the booking:

When all the information fields are filled out make sure to:

1. Click on the "Submit Booking Request" button on the bottom right corner of the page.

2. If all the information for the booking is accurate, then click on "Process Booking Request" to finalize the booking creation.

Booking Creation Cont'd

Routing:

Slowly enter the origin and destination and choose the appropriate city. If no suggestions are displayed, enter the complete name of the city.

Find Sailing Schedule:

When no sailing schedule populates, you can proceed without selecting a vessel and enter a remark with the vessel or service details in the lower left corner. Include details such as: vessel voyage, cutoff date information, sailing date, or ETA.

Submitting the booking:

When all the information fields are filled out make sure to:
1. Click on the "Submit Booking Request" button on the bottom right corner of the page.

2. If all the information for the booking is accurate, then click on "Process Booking Request" to finalize the booking creation.
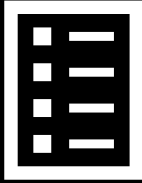
Creating a Booking with Sailing Schedule Search

To help expedite your booking creation experience, you can create a new booking while looking at our online sailing schedule at the same time. Please follow the steps below on how to create a new booking utilizing our Sailing Schedule Search.

1 Log into MOC and click on "Schedules" option from the menu then select "Sailing Schedule Search."
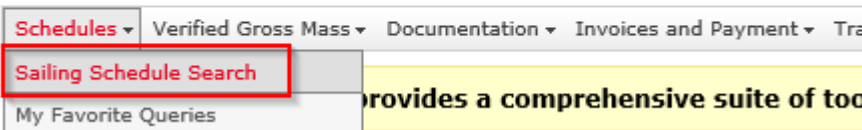
2 Enter the port pairs and date range. Then select the sailing schedule of your choice. You can create a booking instantly by clicking the blue arrow.

Once you click this button, it will generate a booking screen where you can add necessary information, review the details, and then submit your booking request.

3 Click on "Submit Booking Request" button. Review and validate that booking information is accurate. Then click on "Process Booking Request."

❄ Creating a Reefer Booking

To facilitate the reefer booking submission, you can utilize the simple steps below to submit your reefer bookings via My OOCL Center.

1 Log into MOC and click on "Booking" option from the main menu and then select "Booking Request". Fill in the required fields (*).

- Service Contract Number or rate reference #
- Party information – add the Shipper & Forwarder. Consignee is optional.
- Cargo Nature –**Reefer**
- Cargo Descriptions– Add appropriate description.
- Select Routing:
  - Door Pick up: Select Merchant (CY) or Carrier (Door)
    Door Delivery: Select Merchant (CY) or Carrier (Door)
  - Add the Origin City
  - Add the Destination City

2 Navigate through the sailing schedule options and click on the "Find Sailing Schedule" button. Review and select the appropriate sailing schedule by clicking on the "Book" button.

3 Provide container information including total quantity, select size type and provide cargo weight.

4 Input reefer information.

- Container Atmosphere – select choice.
- Generator Set- select choice.
- Temperature – preferred in Celsius.
- Relative humidly for De-humidification – add percentage.
- Pre-cooling- check box. If required, click Yes.
- Emergency Contact.

5 Provide trucking information (carrier door move only). Skip this step if Merchant (CY) routing. Click add appointment and add door information and save.

6 Add any booking remarks if you have special instructions for OOCL.

7 Click on "Submit Booking Request" button. Review and validate that booking information is accurate. Then click on "Process Booking Request."
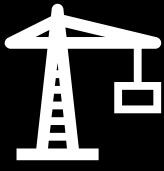
Creating a Project Cargo Booking

To facilitate the Project Cargo Trade (PCT) booking submission, you can utilize the simple steps below to submit your PCT bookings via My OOCL Center.

1 Log into MOC and click on "Booking" option from the main menu and then select "Booking Request". Fill in the required fields (*).

- Insert Service Contract or Rate Reference#
- Add Party Information- Shipper/Forwarder is required.
- Cargo Nature- choose "**Awkward**" from the menu <u>regardless of In-Gauge or Out-of-Gauge status</u>. This will activate your cargo dimension fields and ensure your booking request is received by our Project Cargo booking team.
- Fill out the routing with origin and destination city.

2 **Container Information and Cargo Dimensions:** Please ensure the unit selected is in **meters** as OOCL does not accept awkward cargo measurements in feet. Fill out the quantity, size type, cargo weight, cargo dimensions including length, width, height and choose unit to be in "meters."

Container (Note: If an item is over one ton, enter the Gross Weight per package in the Remarks section)

Container Information

Quantity *	Size Type *	Cargo Weight * (per container)	Shipper Owned	Awkward Dimension *	Total Length *	Total Width *	Total Height *	Unit *	
	Select		Select	☐	Select				Meters ▾	✖
	Select		Select	☐	Select				Select ▾	✖

Add Container

Select
20' Flat Rack
20' Open Top
40' Flat Rack
40' Flat Rack Height Adjustable
40' Flat Rack High Cube
40' Hi-Cube Open Top
40' Open Top

Trucking

Empty Container ... Time Zone:
dd mmm yyyy, HH:mm ... Select

Please Note: We do not accept requests for "40' Flat Rack Height Adjustable."

3 Add in any special remarks in the "remarks for Entire Booking" field. For example, you may provide the date when cargo is ready.

4 **Submit Booking Request:** Once you are done filling out the required fields and you are ready to submit your booking, then click on the "Submit Booking Request" button. Review and validate that booking information is accurate. Then click on "Process Booking Request" button.

Booking Remarks

My OOCL Center lets you manage all your OOCL shipments online. When submitting an e-booking, there is a field called "Booking Remarks." This is a free form field where customers can add special comments. All Booking Remarks are reviewed by our OOCL customer service team at the time of booking creation. Some popular uses include:

1 **Multiple Booking Requests.** You can consolidate multiple booking requests into one if it's the same port pairs, commodity, container size, weight, and vessel. For example, if you would like to make 8 x 40' bookings, you can input the total number of containers (8), the weight, and add the following remarks: "One container per booking" and submit request.

Container (Note: If an item is over one ton, enter the Gross Weight per package in

Container Information

Quantity	Size Type	Cargo Weight *Tip* (per container)	
8	40' General Purpose Container ▼	10000	Pounds

Remarks for Entire Booking

One container per booking

2 **Create Booking Without a Sailing Schedule-** You can proceed with your booking even without knowing a particular service/voyage by simply adding the port of load, cargo ready date and vessel (if known). Once you receive the system warning, just click on continue to submit your booking without a sailing schedule.

Remarks for Entire Booking

Port of LOAD [   ] Cargo Ready on [   ]

Booking Request Warning   ⊠

No Sailing Schedule was selected. Click "Continue" to proceed, or "Cancel" and select a Sailing Schedule or enter an Intended Vessel Voyage.

Cancel   Continue

3 **Marine Terminal Destination.** If the port of discharge has multiple terminals you can request a specific terminal in the Booking Remarks field to further clarify request.

4 **Reefer Dangerous-** When submitting your booking requests for reefer dangerous cargo via MOC, please select "Reefer" option under "Cargo Nature" and include comments within the "Remarks for Entire Booking" field that the cargo is hazardous/dangerous. This will ensure your booking will be processed in a timely manner and the correct equipment will be provided.

5 **Shipper owned container or tank.** To facilitate the booking process, you can provide the container number in the Booking Remarks during a booking creation request.

We take it personally
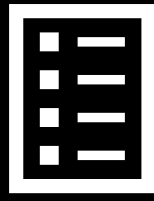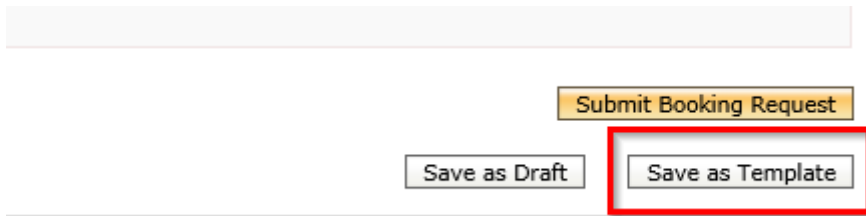
Booking Creation Templates

With My OOCL Center you can create booking templates to speed up the submission process in case of frequent and repetitive bookings.
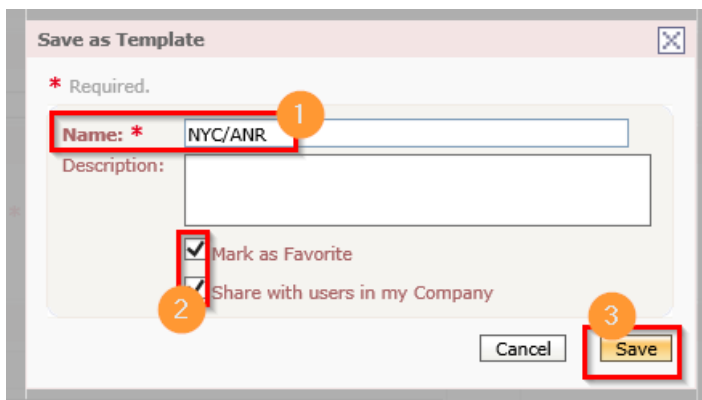
1 Log into MOC and click "Booking" and then "Booking Request". After completing the booking form, click on the "Save as Template" button in the bottom right corner.

Submit Booking Request

Save as Draft   Save as Template
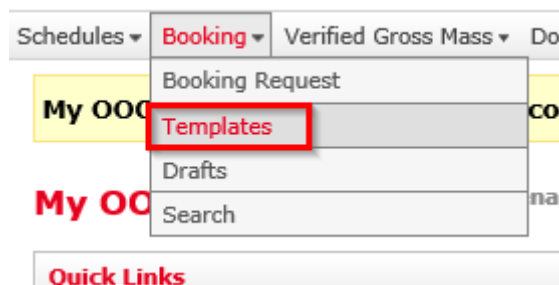
2 Name your booking template. You can also mark it as a favorite to share it with other colleagues. Make sure to click on the "Save" button.

Save as Template

* Required.

Name: *   NYC/ANR   1

Description:

☑ Mark as Favorite
☑ Share with users in my Company   2

Cancel   Save   3

3 To use the template for a new booking go to the main menu, select "Booking" and then "Booking Templates".

Schedules ▾   Booking ▾   Verified Gross Mass ▾   Doc

Booking Request

My OOC   Templates   con

Drafts

My OO   Search   na

Quick Links

4 When you click on the blue arrow in the "Actions" column it will open the template and allow you to submit a new booking. You can still make changes and overwrite information as needed before submitting the booking.

Booking Templates

My Templates | My Company Templates | Shared by Associates | Shared by OOCL

Template: ⦿ All   ◯ Search by Name   Search

☐	Template Name ↑	Description	Shared	Favorite	Created	Last Modified	Actions
☐	NYC/ANR		✓	☆	27 Mar 2020, 15:39	27 Mar 2020, 15:39	

Template 1 to 1 of 1

Add Template   Batch Delete

Service Contract Number Update

My OOCL Center (MOC) has multiple features that require a valid and up to date service contract number. For example, booking templates will require a valid service contract to rate correctly. The steps below explain how to update the contract number within your booking templates.

1 Log into MOC and click the "Booking" dropdown from the menu. Then select "Templates".

Schedules ▾	Booking ▾	Verified Gross Mass ▾
	Booking Request	
My OOC	Templates 🖑	
My OO	Drafts	
	Search	
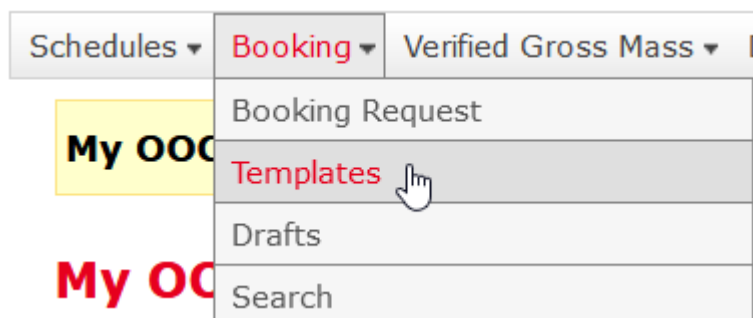
2 Click on the action button called "Modify Template" on the right-hand corner of the screen for the respective template that needs updating.

Actions

Modify Template
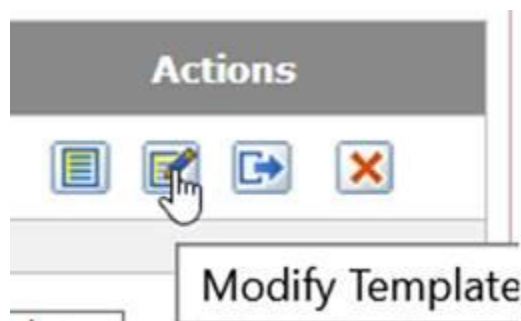
3 Within the booking template update the service contract or rate reference number at the top. Then click the "Save Template" button on the right side.

Service Contract Number ⌄
Select
Rate Reference Number
Quotation Number
Service Contract Number
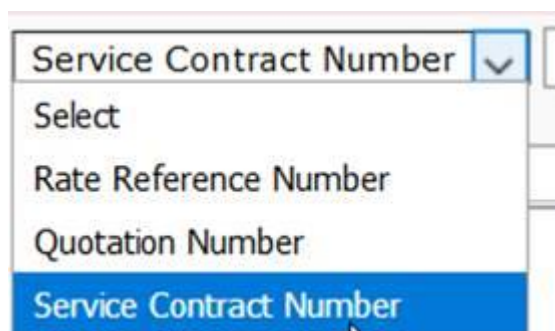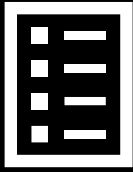
Booking Search

My OOCL Center (MOC) features a booking search option that allows you to view previously submitted bookings via MOC with a user-friendly layout that displays the online booking details and its respective status. To access this feature:

1 Login to MOC with your sign on credentials. In the main menu, click on the "Booking" option and then select "Search."

Booking ▾	Verified G
Booking Request	
Templates	
Drafts	
Search	
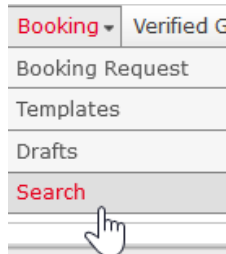
2 Within this module, you can search either via a date range or you can narrow your search by adding the booking number.

Previously Submitted Bookings Search

Search by

A maximum of the previous 6 months can be displayed.

Submission Date Range:	From:	To:
	18 Jul 2022	01 Aug 2022

Booking Number:	
Reference Number:	Select
Submitter:	Select

Previously Submitted Bookings Search

Search by   ▼ Expand

Search Result

Booking Number	Internet Booking Reference Number	Booking Party	Submitted by	OOCL Processed on	Status	Actions
		Paramount Export Company		01 Aug 2022, 10:34	Confirmed	📁

Booking 1 to 1 of 1

Booking Search Features

- **Booking Number**: provides shipment details of the booking.
- **Internet Booking Reference #:** provides a hyperlink with how the original e-booking was submitted to OOCL.
- **Booking Party**: company name that submitted the request.
- **Submitted By**: the online username who submitted the e-booking request within a company.
- **Status**: the current booking status per OOCL's system.
- **Action Button:** Folder action button directs you to the shipment folder where you can upload a document.

Service Request: Booking Amendment

For any booking amendments, including rolling or advancing a booking as well as booking reduction or cancellation, the most efficient method to making changes to your booking(s) is having your updates submitted through a service request within My OOCL Center (MOC). The turnaround time for service request submissions is quicker and a better option than submitting the request via email, which can take up to 1 business day. The steps below provides guidance on how to submit a service request.

1 Log into MOC and go to Service Request → Submit Service Request.
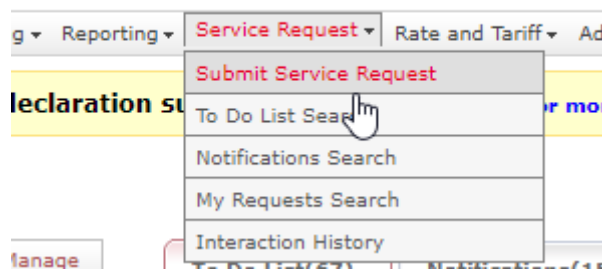
2 Enter in your booking number → Search and select the appropriate service request based on your needs. The example below is for "Increase/Split/Roll/Reduce Booking." Then click on the "Online" hyperlink.

3 A pre-filled form will populate, and you should check the appropriate amendment type box and enter any further details or comments on the "Change Remarks" field. Click on the "Submit" button to finalize submission. You will be provided with a stamp date and time receipt of your Service Request.
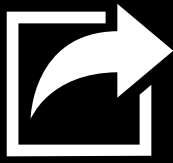
AES and B13 Submission

To facilitate the document submission of your export shipments, you can utilize My OOCL Center (MOC) for the quickest upload methodology. In the US, it is mandatory to submit the Automated Export System (AES) or **for Canada**, you **must submit the B13A Export Declaration (Proof of Report)**. Please follow the steps below on how to submit these documents. If you are unable to submit Government Export AES or B13A with your Shipping Instructions, please follow the steps below to submit it via a Service Request.

1 Log into MOC and click the "Service Request" option from the menu. Then select "Submit Service Request" and enter the booking number before clicking the "Search" button.

2 Select the "AES-Canada Proof of Report Information" option within the "Service Request" column and then click on the "Online" link.

3 Once you click on the "Online" link, it will open the page to enter further details. Insert the appropriate AES/Proof Report information and then click on the "Submit" button.

We take it personally

Delivery Instructions

The process of sending door delivery instructions to OOCL is through the easily accessible Service Request module located in My OOCL Center (MOC) . This is an efficient and secure process, ultimately resulting in a quick response time from OOCL.

1 Log into MOC and select "Service Request" from the main menu option and then click on "Submit Service Request."
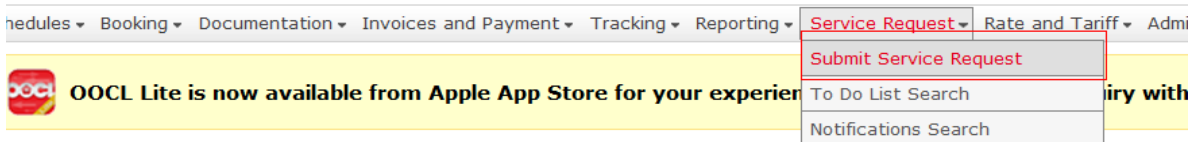
2 Input the bill of lading number into the "Bill of Lading Number" field and click on the "Search" button.

3 Upon search results, select the "Online" option under Import Carrier Door Delivery Instructions. After this step, you can either upload your Delivery Instructions file or you can fill out the form.

Change of Destination

My OOCL Center (MOC) features the ability to submit a Change of Destination (COD) for your North America export shipments after the container(s) has loaded on the vessel.

Please note that the request for diversion of cargo to be received by carrier **at least 3 business days prior to (whichever is earliest)**:

(1) the arrival of vessel at original port of discharge or final destination OR
(2) the arrival of vessel at new port of discharge or new final destination.

1 Log into MOC and click on "Service Request" option from the menu then select "Submit Service Request."
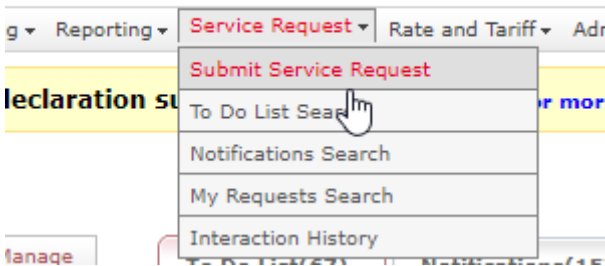
2 Enter your booking number and click on "Search." Then click on the blue hyperlink associated with the option of "Export Change of Destination North America." Then fill out the COD form.

Service Request	Type *Tip*	Description/Handling Instruction
AES-Canada Proof of Report Information	Online	Submit your AES or Canada Proof of Report Information
Add-Change Booking Reference Information	Online	Amend rate reference or add/remove/change other reference numbers
Booking-Container Amendment Request	Online	Increase/Split/Roll/Reduce booking
Cancel Booking Request	Online	Request booking cancellation
Change Booking Parties Request	Online	Change Shipper, Forwarder or Consignee
Change Booking Routing Request	Online	Request routing change prior to vessel departure.
Change Cargo Nature or Description Request	Online	Change cargo Nature(type) or commodity description
Export Carrier Door Pickup Instructions	Online	Submit your door pickup instructions for export door pickup
Export Change of Destination North America	Online	Export Change of Destination for cargo originating in North America after container(s) loaded onboard vess

Shipment Folder

My OOCL Center (MOC) has a centralized repository called "Shipment Folder" that allows you to upload and share essential documentation for all shipment parties such as **Bills of Lading, DG documents, Auto Titles**, Booking Acknowledgments, Shipping Instruction, Arrival Notice and Invoices.

1 To upload documents, log into MOC, and click on "Documentation" option from the main menu, then select "Shipment Folder" and "Shipment Folder Search." Input the booking number associated with the required documentation you wish to upload. Find the appropriate document name you wish to upload under the "Required by OOCL" tab. Select the corresponding "Upload Icon". Once upload is complete, the shipment folder will show the date and time of the upload in the "Uploaded Time" column.

2 The Shipment folder also has a tab called "Provided by OOCL". Here you can find examples of Booking Acknowledgement, uploaded Bills of Lading (non-rated for import, and both non-rate and freighted for export), Invoices and Arrival Notices.

3 If the "Required by OOCL" tab does not list the document that you wish to upload, click on the "Add Document" button on the bottom right-hand corner of the page. Then select the appropriate "Document Name" from the drop-down menu and upload your document.

⚠️ How to Upload Dangerous Goods Documentation

The easiest way to upload your Dangerous Goods (DG) documentation is via My OOCL Center (MOC).

1 **Log into MOC and navigate to the "Documentation" tab.**

Log into your "My OOCL Center" at www.oocl.com with your user ID and password. Make the following selection: Documentation – Shipment Folder – Shipment Folder Search

Documentation ▾	Invoices and Payment ▾ Tracking ▾ Reporting ▾
Shipping Instructions ▸	go to the "Documentatior
Bill of Lading ▸	
eBL Service (New) ▸	
Arrival Notice/Advice Note ▸	ed)
Shipment Folder ▸	Shipment Folder Search
🔍 Manage	To Do List Document Summary Search
	Document Pouch Search
	Statement of Accounts Search
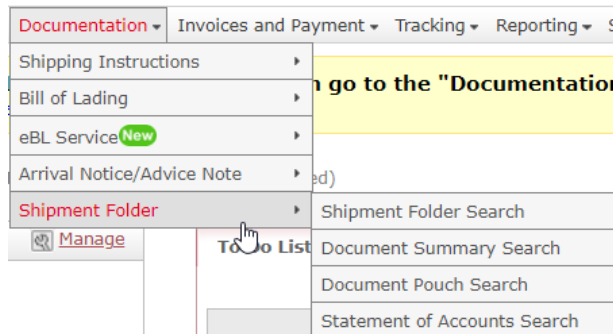
2 **Search by Booking Number** 🔍

Input booking number into the "Booking Number" field and click on the "Search" button.

3 **Upload Document** ☁️⬆️

To upload a document, find the appropriate document name and click on the corresponding upload icon under "Actions" column. From the document upload screen select "browse and locate the appropriate file to be uploaded.

Booking #	B/L #	Container #	Vessel Voyage	Origin	Port of Load	Port of Discharge	Destination
			COSCO DEVELOPMENT 068E	New York, New York, United States	New York 03 Nov 2023, 19:00 EDT (estimated)	Antwerpen 03 Dec 2023, 06:00 CET (estimated)	Antwerpen, Vlaanderen, Belgium

Details of the Shipment Folder

Required by OOCL | Provided by OOCL | User-Defined

All ☐	Document Name	Booking Number	Received on Tip	Uploaded Time Tip	Uploaded from	Description/Remarks	Document Status	Actions
☐	Shipping Instruction/BL Master						Requested	⬆
☐	AES (for US laden cargo)						Requested	
☐	Verified Gross Mass						Requested	⬆

Add Document

❌ **No need to send us an email with your documentation.**

✅ **You can view the status of your submitted document in MOC. Go to Search, select "Shipment Folder" and type booking number.** ↰
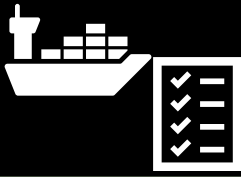
Shipping Instructions

My OOCL Center (MOC) allows users to create Shipping Instructions (SI) that features a date stamp history of SI submissions and 24/7 access to amend SIs.

1 Log into your "My OOCL Center". From the main menu, make the following selection: Documentation → Shipping Instructions → Shipping Instructions Submission. Then insert your booking and click on the "Add" button.
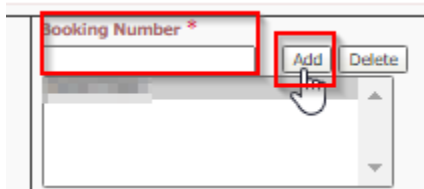
2 The booking details will auto-populate. You can add, remove or edit the 3 tabs: Details, Container and Cargo and Preview.

Details Tab
User Reference Type
- For example, there is a list of options that allows you to add important reference numbers such as Government Export# (AES), PO#.

Required Fields (*)
- Please fill out all of the required fields, including: BL parties, vessel voyage, POL and POD, other BL instructions (prepaid or collect) and BL handling (BL type, distribution and number of copies).

Other B/L handling requests
- For any other special instructions for our documentation team, you can utilize this field to insert remarks (example below).

Container and Cargo Tab
- Please fill out information on a container level such as quantity, package type, cargo nature and seal type.

Preview Tab
- You can review your shipping instructions in full. If you are ready to submit, hit the "Validate SI" button.

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House Bill of Lading: Shipping Instructions

My OOCL Center provides you with access to submit split or partial type of bill of lading (BL) requests: for a single container requiring multiple bills of lading or multiple containers that require multiple bills of lading.

1 Log into MOC and click on "Documentation" option from the menu then select "Shipping Instructions" and click on "Shipping Instructions Submission".

2 When submitting your shipping instruction (SI), add the booking number and fill out the appropriate information for submission. Under the "B/L Handling Instructions" section, utilize the "Other B/L handling Requests" field to input the remarks for your request. Instructions below on how to utilize the remarks section.

Partial / Multi BLs for one container
- Add the following remarks:
" Partial / Multi BLs 1 of _____ for one container". Please make sure to add the total of BLs.
- Update the "Container and Cargo" tab and submit.

Partial BLs for multiple containers
- You will then need to create a new SI and submit for each container separately.
- Add the following remarks: "Partial BLs for multiple containers."
- Delete all other containers from the "Container and Cargo" tab and submit a SI for each container.
- Repeat process.

MOC- My OOCL Center
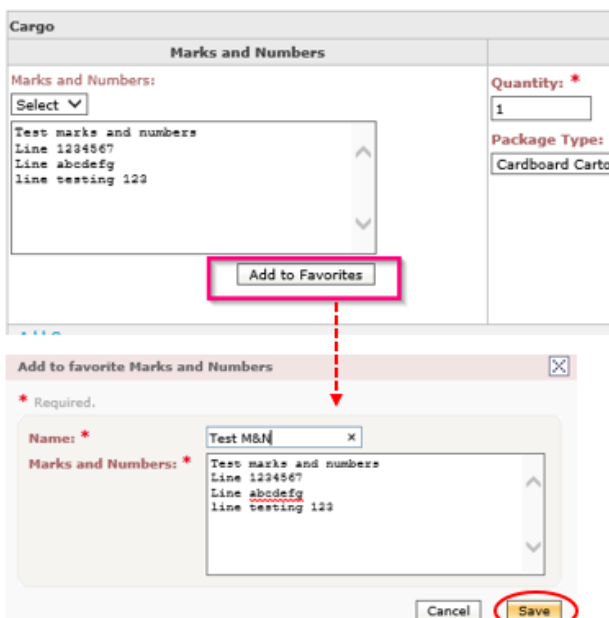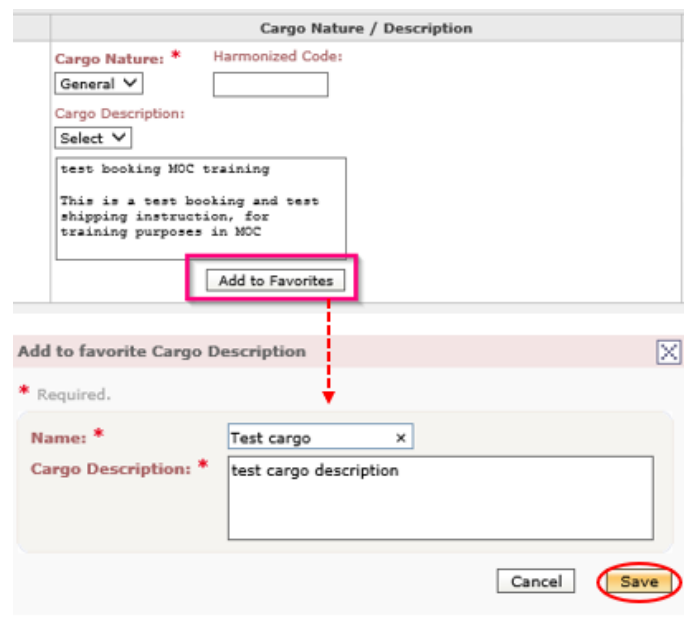
Cargo Description and Marks and Numbers
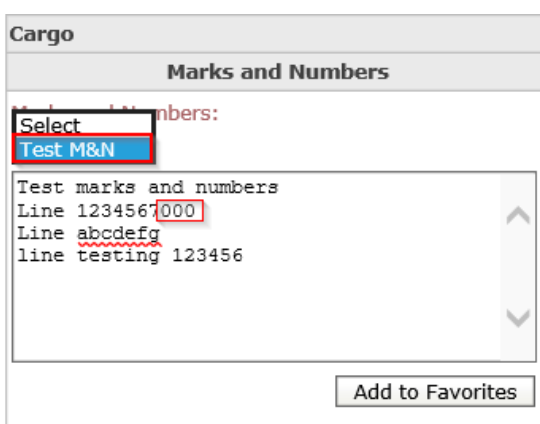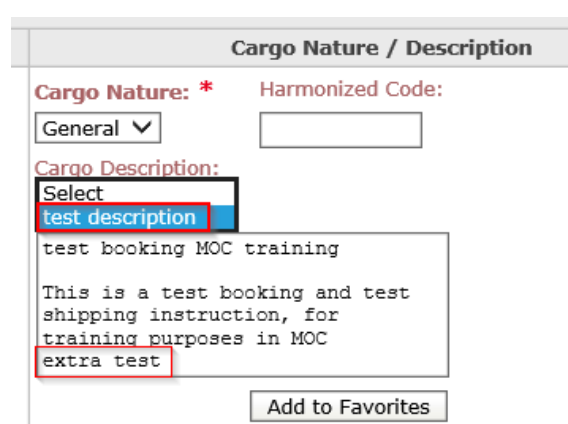
In addition to saving your shipping instruction templates, if your cargo requires a longer cargo description and/or marks and numbers, you also can save them as your favorites, so you don't have to re-type description/marks and numbers.

1 Log into MOC and click on "Documentation" option from the menu then select "Shipping Instructions" and click on "Shipping Instructions Submission".

2 When you're submitting a shipping instruction, click on the "Container and Cargo" tab. You can save your marks and numbers and/or your cargo description by clicking on the "Add to Favorites" button to save it for future submissions.

3 For your next shipping instruction submission, you can add in your favorite cargo description or marks and numbers that was previously saved by selecting in the drop-down option the name of your favorite. It will automatically fill the description field, but you can also overwrite or add changes.

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BL Draft Amendments

My OOCL Center (MOC) allows you to submit amendments for bill of lading(B/L)in draft status. This is an efficient way to communicate with our documentation team providing transparency and easy accessibility.

1 ## Log into MOC

Log into your "My OOCL Center" at www.oocl.com with your user ID and password.

2 ## Go to the "Documentation" module

From the main menu, make the following selection: Documentation → Bill of Lading→ B/L View and Print. Then select "Draft" in the BL "Type" and click search.

Documentation ▾	Invoices and Payment ▾	Tracking ▾	Reporting ▾
Shipping Instructions	▶		
Bill of Lading	▶	B/L View and Print	
eBL Service (New)	▶	History Log	
Arrival Notice/Advice Note	▶	B/L Delegation Settings	
Shipment Folder	▶	B/L Delegation Settings Granted by Associates	
🗐 Manage	To Do List	Sign-up for B/L Print	
		Order B/L Stationery	

B/L Type

Type: * [Draft ▾] [New or Viewed]
Source: [All Sources ▾]
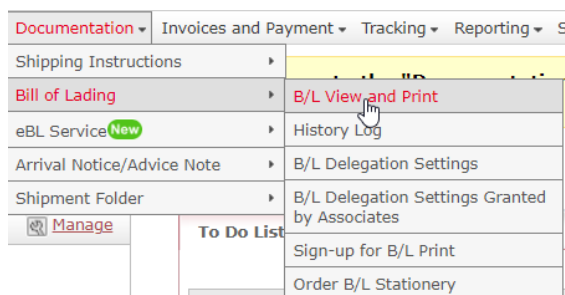
3 ## Select the BL to amend

Select the B/L that you wish to amend by clicking on the "Amendment Request" icon under the Actions column located on the right-hand side of the screen. Make the necessary changes and validate request.

Actions

Amendment Request
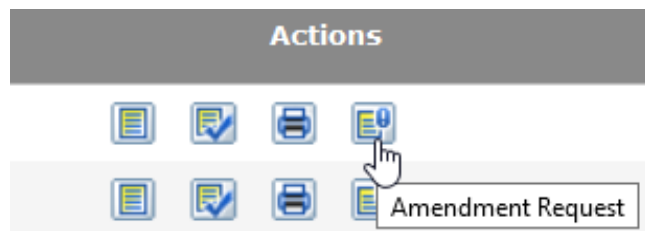
- OOCL Documentation department will process request and then upload a revised copy of the draft (version 2).

- If you need to make additional changes to the draft, repeat steps above. Each time you submit a new version will be available online and it will override the previous version.

Important note: Once a draft becomes a Bill of Lading (Seaway or Original), you will need to contact documentation department via email to make any changes as amendments are only available online while in "Draft" status.
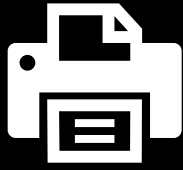
BL View/Print Guide

My OOCL Center allows users to view and print OOCL Bill of Ladings with OOCL Stationery. This will allow users to obtain Original Bill of Ladings from any printer.

1 Log into MOC

Log into your "My OOCL Center" at www.oocl.com with your user ID and password.

2 Select "Documentation"

From the main menu, make the following selection: Documentation → Bill of Lading→ B/L View and Print

Documentation ▾	Invoices and Payment ▾	Tracking ▾	Reporting ▾	S
Shipping Instructions ▸				
Bill of Lading ▸	B/L View and Print			
eBL Service New ▸	History Log			
Arrival Notice/Advice Note ▸	B/L Delegation Settings			
Shipment Folder ▸	B/L Delegation Settings Granted by Associates			
Manage	Sign-up for B/L Print			
To Do List	Order B/L Stationery			
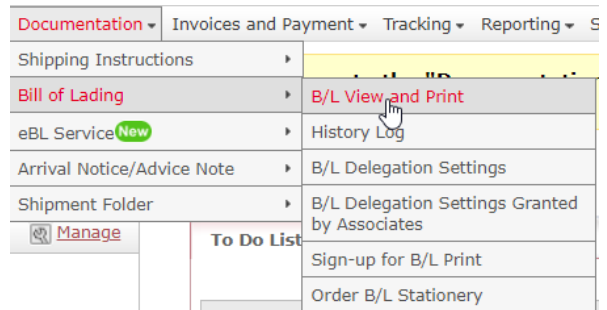
3 Search B/L Number

Enter in B/L number and ensure there is no space following the last digit. Note: Only input the numeric number of the B/L.

B/L Search

Please click Download to download the latest version. If you already have the latest version, please click 🖨 or the Print button (fo

Search by

* Required.

Booking or B/L Number
Booking Number: [   ] [Search]
B/L Number: [2634960800] [Search] ✓

B/L Number: [2634960800] [Search] ✗
Only letter (a-z, A-Z), number (0-9) are allowed.

You copied a space (in the front or back) - simply delete it and hit search again

4 Select the Document Type to print & Click the Print icon

Reference the Document Type and Actions column. You can identify the 'Original' and in the row, click the middle print icon.

Search Result

Filter by: All Documents ∨ All Corporation, city, country ∨ Go

All	B/L Number	Booking Number	Document Type	Status	Received from	Received on	Expires on	Avail Prints	Actions
☐	2634960800	2634960800	Ver 5 Copy Freighted (all charges)	New	OOCL	23 Mar 2020 EST	21 Jun 2020 EST	1	
☐	2634960800	2634960800	Ver 5 Copy Non-Freighted	New	OOCL	23 Mar 2020 EST	21 Jun 2020 EST	1	
☐	2634960800	2634960800	Ver 5 Original	New	OOCL	23 Mar 2020 EST	12 Apr 2020 EST	3	

Revoke D

Bill of Lading: Paper

Did you know you can order online Bill of Lading paper to facilitate business handling and at home printing? Once your order is submitted, you should receive OOCL's stationary within 6 business days.

1 Log into MOC

Log into your "My OOCL Center" at www.oocl.com with your user ID and password.

2 Select "Documentation"

From the main menu, make the following selection: Documentation → Bill of Lading → Order BL Stationary
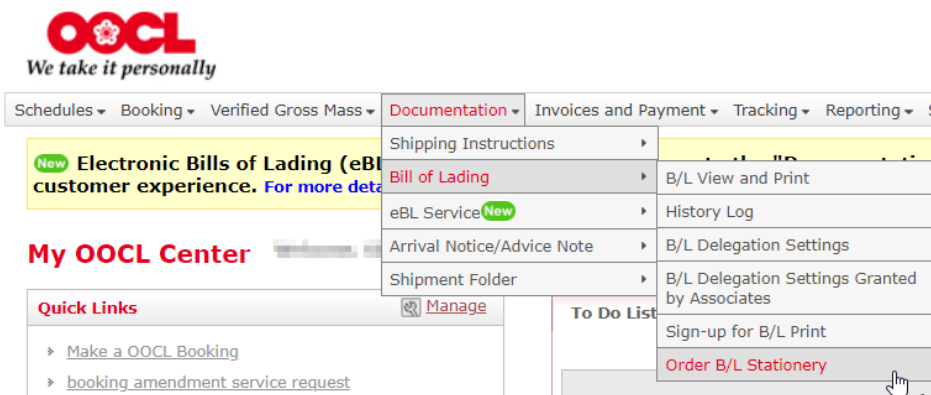
3 Fill out required information

In order to submit the order for OOCL Bill of Lading stationary, please fill out the required fields under: (1) Order Information and number of sheets (minimum of 500), (2) Contact Information and (3) Mailing Information section. Please ensure your address is up to date. Once you have completed the form, please click on the "Submit" button.
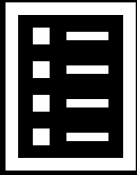
Company Templates

My OOCL Center offers customers the ability to share booking, shipping instructions and report templates through the "My Company Templates" feature. This is an essential tool for those users who are creating new booking, shipping instructions and requesting report and would like to share templates that can be used by their respective colleagues.

1 After creating a new template (for shipping instructions, booking, or report) the user will click the box " Save Template" button. In the pop-up box, template creator should check the box next to "Share with users in my company" and then click the "Save" button.

2 To view existing company templates, user should go to the MOC main menu and select the respective MOC module and then click on "My Company Templates" tab as shown below:

Booking Templates

Select "Booking > Templates > My Company Templates"
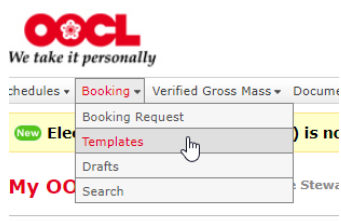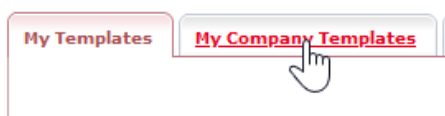
Shipping Instructions Templates
Select "Documentation > Shipping Instructions > Templates"
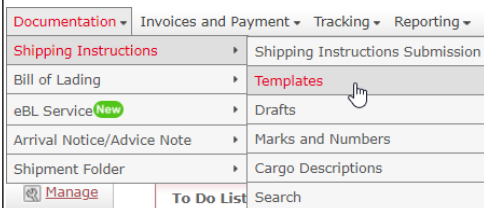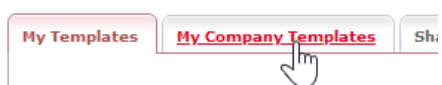
Report Templates

Select "Reporting > Report Templates"
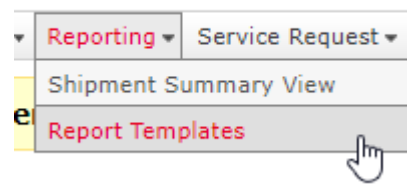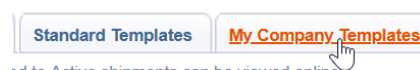
3 Once the user selects the respective company template that they want to use, they can utilize the action column to the right, which allows them to view the template, copy it to their "My Templates" tab or copy the template data to create a new booking, shipping instructions or report.
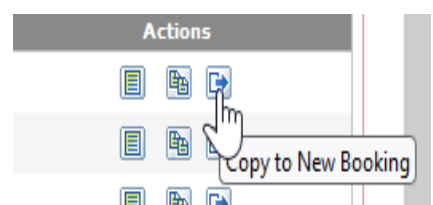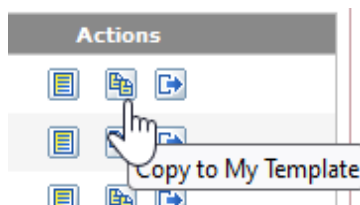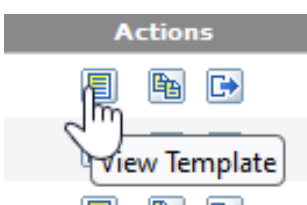
Import Features: Arrival Notices and Customized Reports

My OOCL Center provides you with visibility to monitor all your shipments. In this edition, we will be featuring how to 1) view and print Arrival Notices and 2) setup customized reports for your inbound monitoring.

Arrival Notice

Features:

- Receive Arrival Notices by e-mail.

- Search for Arrival Notices by B/L number, container number, vessel name or ETA.

- Print Arrival Notices in batch.

- Share access to Arrival Notices with associates (e.g.: customs brokers, truckers, warehouses, etc)

Steps:

1. Login to My OOCL Center by visiting our site.

2. On the main menu, under "Documentation" option, select Arrival Notice/ Advice Note. Then select "Sign-up for A/N print."

3. Submit request.

4. Once approved by OOCL, update user profiles to allow users to view and print arrival notices.

Customized Reports

Did you know that your local e-commerce team can assist you to create customized reports? There are over 100 column data fields to choose from with sorting and filtering options.

Customized reports key features include:
- Track hot containers' rail movements.
- Review invoice details including due dates.
- Schedule reports to receive them daily, weekly, bi-weekly, or monthly.
- Share reports with other users in your organization or with other shipment parties.

For more information, please contact our e-commerce team at: OOCLECOM@oocl.com

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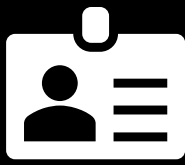
Company Registration

My OOCL Center allows you to manage all your shipments online. To begin utilizing My OOCL Center, you first need to create an account to become a user. There are 2 quick ways to register as outlined below. For any questions, please reach out to your local e-commerce team at OOCLECOM@oocl.com .

New Company Registration

1 For initial registration, simply visit our site: www.oocl.com. In the right upper corner, click on the red button "My OOCL Center."

Site Map	Customer Feedback	Supplier Feedback	Our Global Network	Contact Us	e-Subscription

ABOUT OOCL   OUR SERVICES   PRESS & MEDIA   RESOURCE CENTER   **My OOCL Center**

2 After clicking on "My OOCL Center" red button, the login window will prompt. Select the "Create Account" option.

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Sign in My OOCL Center (MOC)

Enter User ID or Email*

Having trouble signing in?

Forgot IVR PIN?

Create account   Next
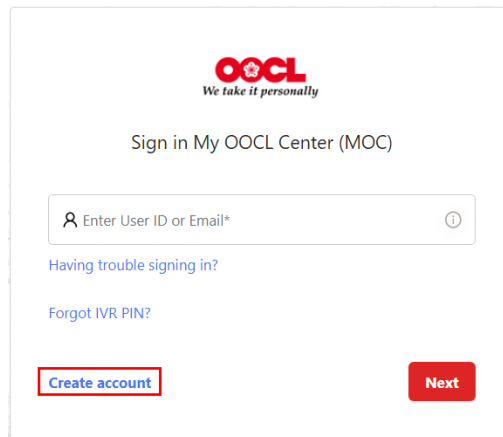
New User- Company already registered

3 If your company is already registered, but you have a new user, the company administrator can create new users under the company account. To do so, login to My OOCL Center. Then click on the "Administration" option from the main menu. Click on "User Profiles" and select "Create User Profile."

Schedules ▾ Verified Gross Mass ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Tariff ▾ **Administration ▾** CargoSmart Blockchain (Beta) ▾

My OOCL Center(MOC) provides a comprehensive suite of tools for VGM declaration submission. **Please clic**

My OOCL Center Welcome, Dominique Van der Weken ! 13 Feb 2020 (Thu)

My Profile
Change Password
Company Profile
User Profiles ▸ **Create User Profile**
User Groups ▸ User Profile Search
Relationship Manager ▸ Shipment Coverage

Quick Links Manage   To Do List(79)   Notifications (0)   My Re

Administrator
Adding a new user

Once your company is registered for a My OOCL Center account, the administrator can add new users so they can also benefit from the online tools.

1 The Administrator will log into MOC and click on the administration menu. Drop down to the user profiles and click "Create User Profile"

Administration ▾	
My Profile	
Change Password	
Change PIN	
Company Profile	
User Profiles ▸	Create User Profile
User Groups ▸	User Profile Search
Relationship Manager ▸	Shipment Coverage

2 User Profile – Primary Information – Fill out the Required Fields (*).

User Profile - New

| Primary Information * | Preferences * | Access | E-mail Subscriptions |

PLEASE NOTE: All changes made in this screen page will also be correspondingly u

* Required.

User Name & User ID
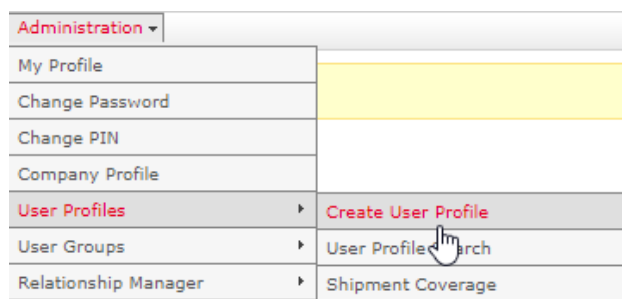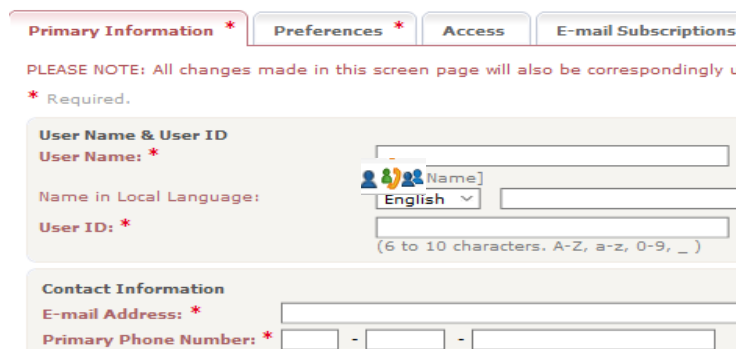User Name: *   [   ]
                      👤👥👥 Name]
Name in Local Language: English ▾ [   ]
User ID: *   [   ]
                      (6 to 10 characters. A-Z, a-z, 0-9, _)
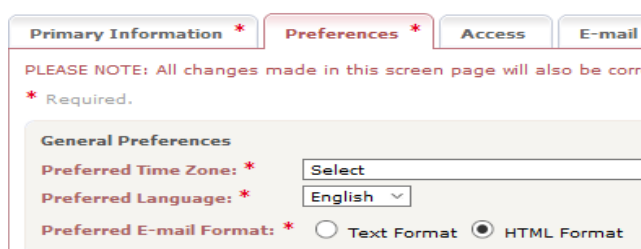
Contact Information
E-mail Address: *   [   ]
Primary Phone Number: * [   ] - [   ] - [   ]

3 After providing Primary Information, then click "Preferences" in the menu. Click the Preferred Time Zone and Preferred E-mail Format. HTML Format is most popular.

User Profile - New

| Primary Information * | Preferences * | Access | E-mail : |

PLEASE NOTE: All changes made in this screen page will also be corr

* Required.

General Preferences
Preferred Time Zone: *   Select
Preferred Language: *   English ▾
Preferred E-mail Format: *   ○ Text Format   ● HTML Format

4 Then click the "Access" menu. Click "Standard Access" and use then Arrow button to choose it. After saving, the system will auto generate an email containing the user id and a temporary password.

Changing Company Address on MOC

It is important to maintain an accurate business address on My OOCL Center (MOC). This will assist our customer service team to process your bookings faster and if you order bill of lading paper online it will assist to ship it to the correct address.
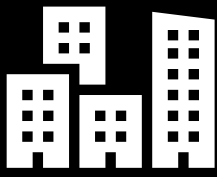
1 Log into MOC and click on "Administration" option from the menu then select "Company profile" to identify your company's administrator. The contact information of the administrator will be available under the "Administrator" section.

2 The administrator must login to MOC. In the main menu, select "Administration" option and then click on the "Company Profile." Make the required changes to update your address and click on the "Save" button at the bottom of the screen.

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🔒 Password Change

To update your password, please follow the below steps:

1 If you remember your old password, then proceed with the following. Otherwise go to step 2.

A Log into MOC and click on the "Administration" option from the menu bar and then click on "Change Password".

Tariff ▾ Administration ▾
My Profile
Change Password
Change PIN
Company Profile

Change Password

New Password

* Required

Passwords are case sensitive and must contain characters from
Current Password: *
New Password: *
Confirm Password: *

B This will direct you to the page where you will enter your current password and new password. Once information is entered, please click on "Confirm" button.

2 If you cannot remember your login password, then:

A Visit our website at www.oocl.com. In the upper right corner, click on "My OOCL Center."

My OOCL Center
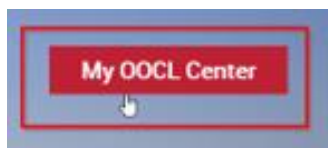
Forgotten Password / User ID

Forgotten Password

You can retrieve your password by typing in your User ID. * Required.

User ID: *
E-mail Address: *

B Enter your **User ID,** click the "Next Button and then click on the hyperlink "Forgot Password".

3 Remember to use a strong password:

- Must be between 8-20 characters
- A combination of at least 3 of the following: upper case letter, lower case letter, number digit and special symbols
- Cannot contain part of the username, user ID, common words or simple/consecutive letter/number combinations (i.e. abc, def, 123, 111, etc.)

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Password Change: Administrator Reset

An administrator can update an account password, if the individual cannot.

1 If you do not remember your Administrator, then proceed with the following. Otherwise go to step 2.

A Login to your My OOCL Center by visiting our site www.oocl.com. In the upper right corner, click on "My OOCL Center." Under the "Administration" menu option, select "Company Profile."

Rate and Tariff ▾	Administration ▾
e click here for	My Profile
	Change Password
	Change PIN
	Company Profile
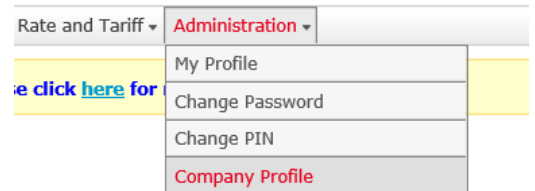
B Your Administrator Information will be under the "Primary Information" tab.

Administrator *Tip*
User ID: dominiquev
Name: OOCL   Testing
[First Name] [Last Name]
Department: Customer Service
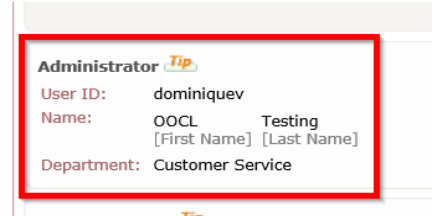
2 Changing the password as the Administrator.

A Login to your My OOCL Center by visiting our site www.oocl.com. In the upper right corner, click on "My OOCL Center." Under the "Administration" menu option, select "User Profiles" then "User Profile Search."

Administration ▾	
My Profile	
Change Password	
Change PIN	
Company Profile	
User Profiles ▸	Create User Profile
User Groups ▸	**User Profile Search**
Relationship Manager ▸	Shipment Coverage
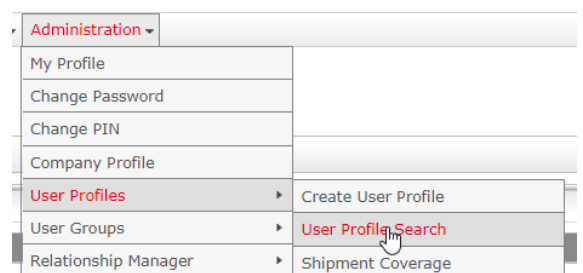
B Select the correct user and under "Actions" column, you can click on the lock which will reset the password.

Actions

Reset Password
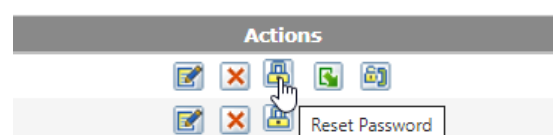
E-mail Subscriptions: Bill of Lading Document Notifications

You can subscribe to certain notifications related to your shipments, which can either serve as a reminder or indication when you need to take further action. For example, you can receive notifications when submitting a new booking, rejected VGMs, service requests updates, uploaded document notification to indicate if it has been verified or rejected. The steps below are focused on documentation alerts to further assist your document management.

1 **Log into MOC**

Log into your "My OOCL Center" at www.oocl.com with your user ID and password.

2 **Select "My Profile"**

Make the following selection from the main menu bar: Administration → My Profile
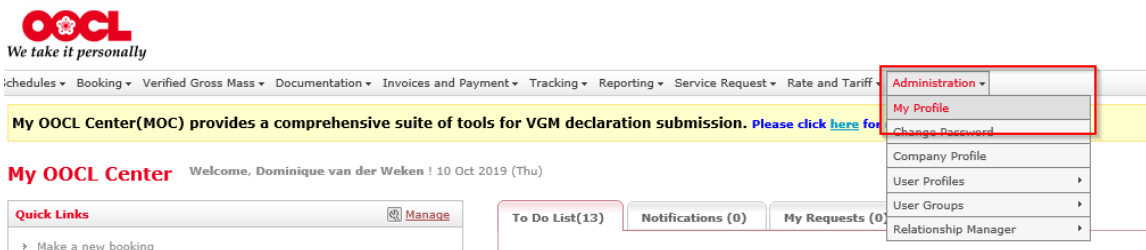
3 **Go to the "E-Mail Subscriptions" tab**

4 **Select the appropriate Notifications**

Select the notifications you would like to receive and click on the "Save" button on the bottom right-hand corner—do not forget to save prior to exiting the page for subscriptions to take effect.

 Shipment Exception Alerts- ETA and ETD

My OOCL Center allows users to setup e-mail notifications to any updates or changes to ETA and ETD to assist handling of shipments and exception management. Part I will focus on notification setup for ETA and ETD changes.

1 To access the "Shipment Exception Alerts", log into MOC and click on the "Administration" main menu option and then select "My profile." Click on the "Email Subscription" tab.
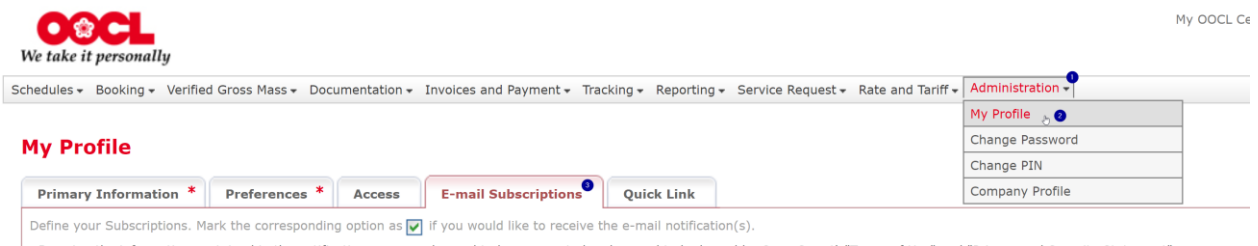
2 Scroll down to the "Shipment Exception Alerts" section. To activate the notification, please check the ✓ box next to the category and click on the "Save" button at the end of the page.

ETD and ETA Changes Alerts

- Export: Estimated Date of **Departure changed at first port of load** will provide customer any changes to the estimated departure date/time at first port of load. Click Sample to view E-mail.

- Import: Estimated Date of **Arrival changed at last port of discharge** will provide customer any changes to the estimated arrival date/time at last port of discharge. Click Sample to view E-mail.

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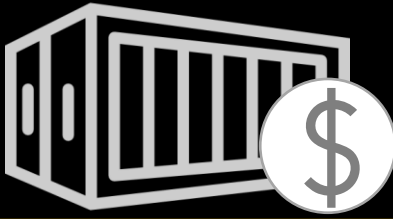
Shipment Exception Alerts: Detention and Demurrage

My OOCL Center allows users to setup e-mail notifications to any updates or changes to detention and demurrage to assist handling of shipments and exception management.

1 To access the "Shipment Exception Alerts", log into MOC and click on the "Administration" main menu option and then select "My profile." Click on the "Email Subscription" tab.

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My OOCL Ce

Schedules ▾ Booking ▾ Verified Gross Mass ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Tariff ▾ | Administration ▾

My Profile
Change Password
Change PIN
Company Profile

My Profile

Primary Information * | Preferences * | Access | E-mail Subscriptions | Quick Link

Define your Subscriptions. Mark the corresponding option as ☑ if you would like to receive the e-mail notification(s).
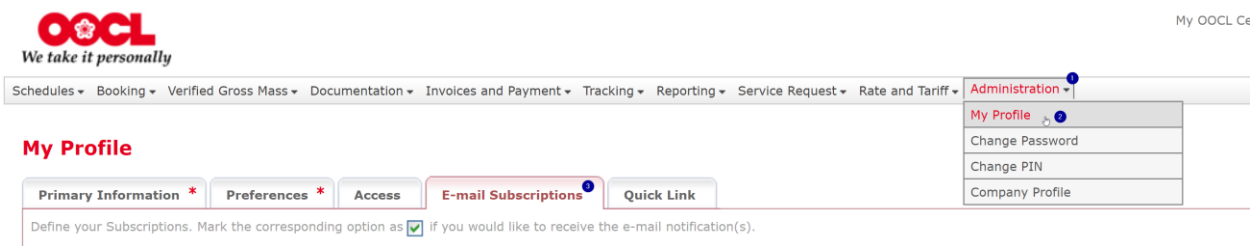
2 Scroll down to the "Shipment Exception Alerts" section. To activate the notification, please check the ✓ box next to the category and click on the "Save" button at the end of the page.

Detention and Demurrage Alerts

- Users can set up alerts related to their Detention and Demurrage Last Free Date (LDF) and they can choose to receive notifications between when the LFD will be expiring from 1 to 5 days or when the LFD has expired.

Export

- Detention Last Free Date at Origin -Click Sample to view email.

Import

- Detention Last Free Date at Destination -Click Sample to view email.

- Demurrage Last Free Date at Destination - Click Sample to view email.

- Receive e-mail alert for Detention and Demurrage Changes:
  - ☑ Detention Last Free Date at Origin ——— **Export**
    - ☑ will expire in [1 day ▾] (Sample)
    - ☑ has expired (Sample)
  - ☑ All Demurrage Last Free Date at Destination
    - ☑ will expire in [1 day ▾] (Sample) ——— **Import**
    - ☑ has expired (Sample)
  - ☑ All Detention Last Free Date at Destination
    - ☑ will expire in [1 day ▾] (Sample)
    - ☑ has expired (
      - 1 day
      - 2 days

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Submitting Verified Gross Mass (VGM)

OOCL utilizes the marine terminal VGM submission for cargoes that have a port of loading (POL) within the US. For non-US POL or shippers that would prefer to submit their own VGM, they can do it quickly online via My OOCL Center (MOC).

VGM Submission Options:

- Option 1- VGM Declaration (MOC UI Data Input): used for individual booking with a few containers.
- Option 2- VGM Form and Submission (excel download): used for bookings with many containers.

1 For option 1 to submit VGM, log into MOC, and click on "Verified Gross Mass" option from the main menu, then select "VGM Declaration."

Make sure to select the appropriate weighing methods. Please ensure that the **authorized party** adds their name in capital letters along with utilizing the calendar icon to select the cargo weight date. The e-signature is required.

| Verified Gross Mass ▾ | Documentati |

VGM Declaration

VGM Form and Submission

History Log

Drafts of VGM Declaration
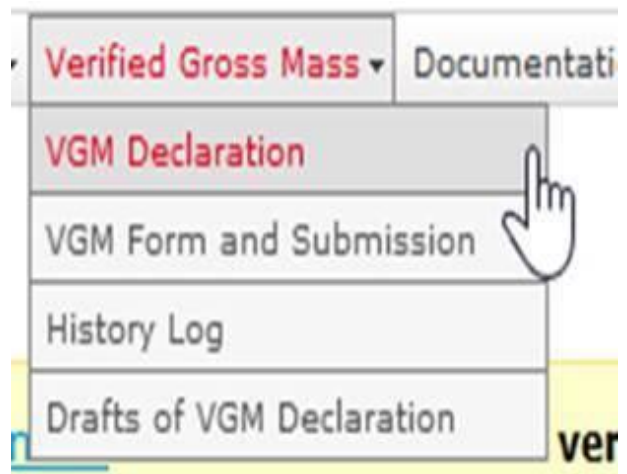
Method 1- Add the weight of the container after being weighed along with the date.

Method 2- A calculator will pop up. Enter the weight of the cargo. Choose unit in Pounds or Kilogram. Add the tare weight provided by the calculator by clicking on it. This will be your VGM.

Once you have provided the information, click on the "Next" button. User will have the ability to either cancel or submit. To continue, click on the "I agree" box and then "VGM Declaration" button.

2 For option 2 to submit VGM, click on "Verified Gross Mass", then select "VGM Form and Submission." Click on the "Download OOCL VGM Excel File Template. Input the respective container and VGM information and click "Upload".

MOC- My OOCL Center

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Rate and Tariff

OOCL Tariffs and Rates (including freight and surcharges) for all ocean trades can be accessed at www.oocl.com via e-Services or via the My OOCL Center (MOC).

Tariffs and Rates via My OOCL Center

1 Log into MOC and click on "Rate and Tariff" option from the main menu then select "Rate and Tariff" option.

Tariffs and Rates via OOCL Website

2 Alternatively, you can also access the Tariff and Rates via the OOCL website by clicking on this [link](#). This will require a user ID and password to access it. This is a separate password than the one you utilize to access My OOCL Center. First time users, will need to click on "Register Now" button.

3 Once you have login to the website, you will be able to access global rate and rule tariff.

Tariffs & Rates

From this channel you can have access to our tariffs and rates (including freight and surcharges) for all ocean trades.
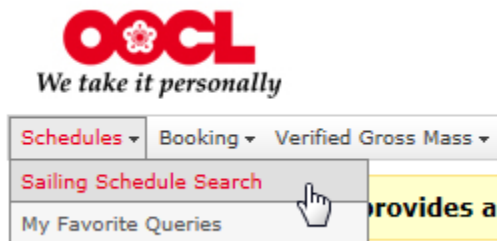
Global Rate Tariff	Click Here
Global Rule Tariff	Click Here
North American (NA) Inland Tariff (for TAT only) and European (EU) Inland Tariff	Click Here
All other inquiries (Online Web inquiry form)	Click Here
Historical U.S. rules/rates prior to 01 Nov 2016	Click Here

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Sailing Schedule Subscription

1 Log into MOC and click on "Schedules" from the menu and then on "Sailing Schedule Search".

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Schedules ▾	Booking ▾	Verified Gross Mass ▾
Sailing Schedule Search		
My Favorite Queries		

rovides a

2 Search for your desired port pairs and sailing date range. Then click on the "Search" button.

Sailing Schedule Search

Search by

* Required.

My Favorite Query:	Select		Origin City: *	Chicago, Cook, Illinois, United States
Intended Date Range:*	⦿ Sailing within 6 ▾ weeks from 20 Aug 2019		Destination City: *	Hong Kong, Hong Kong
	○ Arrival within 2 ▾ weeks by 03 Oct 2019		Service:	
			Cargo Nature:	Dry ▾
			Door Pickup:	Merchant (CY) ▾
			Door Delivery:	Merchant (CY) ▾

3 After the search results populate, click on the button "Save as My Favorite Query." A pop-up screen will ask the name of your favorite query. Type the name and click on the "Save" button.

4 After saving your favorite query, go back to the top and click on "Schedules" from the main menu and then click on "My Favorite Queries." Click on the "Update" link to update your subscription with the desired frequency and delivery method.
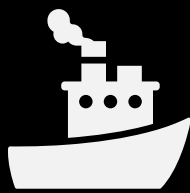
MOC- My OOCL Center

Tracking Vessels

To further assist in maintaining visibility on the location of your cargo to and from the US, Canada and Mexico, My OOCL Center (MOC) provides you with a feature to track current status on vessel arrival, departure and special remarks to indicate potential delays.

1 Log into MOC and click on "Tracking" option from the main menu then select "Track Vessels."

2 Add the Vessel name and click on the "Search" button. As exemplified below, we added the vessel OOCL Europe. The system will provide the most recent activity such as estimated time of arrival, departure and remarks. If the information icon 🟠 is showing by the voyage, hover over the icon image to read additional information.

Detention and Demurrage Calculator

My OOCL Center recently launched a detention and demurrage (DD) calculator for import shipments. To access this feature, the following requirements are needed:

1. You must access the DD calculator through the Tracking module and search by **BL Number** only
2. You must be a **party to the BL.**
3. The **Last Free Day (LFD)** information needs to be available.

1 Login to MOC and from the main menu, select "Tracking" and then click on "Track Cargo"

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Schedules ▾ DOCUMENTATION ▾ Verified Gross Mass ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Tariff ▾ Administration ▾ Freig

Track Cargo

My OOCL Center(MOC) provides a comprehensive suite of tools for VGM d ... se click here for more details.

MyOOCL ... er

My OOCL Center

Hot Shipments

Trace North America Rail
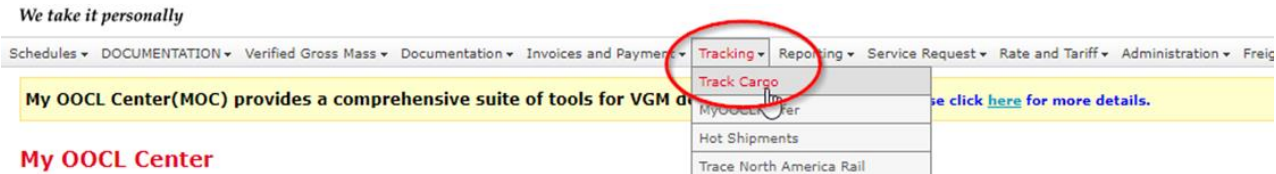
2 Input the desired bill of lading number and click on the "Search" button. Then click on the "Detention and Demurrage" tab.
To start utilizing the DD calculator feature, click on the "DD Calculator" button and click on the calendar icon to select the desired pickup date. The calculator will automatically calculate the estimated DD charges based on the date selected.

Cargo Tracking

Search by		
Bill of Lading Number:		Search
Booking Number:		Search
Container Number:		Search
	(Maximum 6 container numbers, separated by a space.)	
Reference Number:	Select ▾	
		ⓦ Search

Routing | Equipment Activities | **Detention & Demurrage**

At Origin
Earliest Empty Pickup Date: 21 Jul 2022, 00:00 VNT (Actual)

At Destination
Inbound Demurrage Free Time: 1 Working Days
Demurrage Last Free Date: 01 Sep 2022, 23:59 Local (Actual) [DD Calculator]
Inbound Detention Free Time: 5 Working Days
Detention Last Free Date: 09 Sep 2022, 23:59 Local (Actual) [DD Calculator]

DD Calculator - Demurrage   ☒

Estimate Cargo Pickup Date Time (Local): 💡   [13 Sep 2022, 19:28 📅] [Calculate]

Estimated DD Charge Amount:

Please refer to our DD invoice for actual charges amount as

◄◄ ◄		Sep 2022			► ►►
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	**13**	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

[Close]

Time 19 : 28 ▲▼   [Reset] [Today] [OK]

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MOC Reports
Summary Reports

With My OOCL Center Reports you can get quick access to consolidated shipment details and minimize the time spent searching through multiple documents. These reports provide you with a flexible and efficient way to monitor and manage your shipment information. You can view 15 online summary reports to receive a status update for your booking(s), bill of lading(s) and container(s) at a quick glance.

1 Log into MOC and click on "Reporting" option from the menu then select "Shipment Summary View." Select one of the 15 summary reports available. After selecting the report of your choice, please click on the "Generate" button.
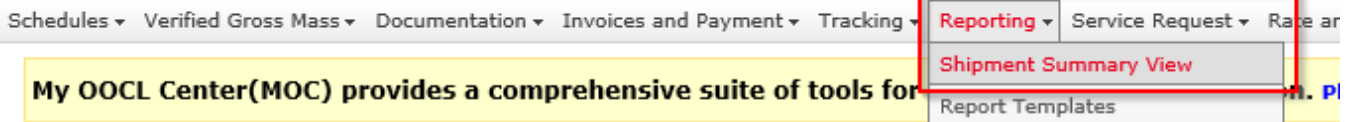
2 Once you have selected the desired report, you have the option to email the report results. For example, if you have selected the booking status summary report, you can click on the data details under number of bookings or number of containers and then click on the "Email Report" button.

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Standard Reports

With My OOCL Center Reports you have access to 9 standard template reports for both export and import shipments including but not limited to:

- Receiving end-to-end milestone updates
- Verifying that cargo was loaded on vessel
- Monitoring import cargo

These reports provide you with access to your shipments' information in a quick and efficient manner.

1 Log into MOC and click on "Reporting" option from the menu then select "Report Templates."

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| Schedules ▾ | Verified Gross Mass ▾ | Documentation ▾ | Invoices and Payment ▾ | Tracking ▾ | **Reporting** ▾ | Service Request ▾ | Rate and Tariff ▾ |

My OOCL Center(MOC) provides a comprehensive suite of tools for ... n. Please click

Shipment Summary View
Report Templates

My OOCL Center Welcome, Dominique Van der Weken ! 05 Dec 2019 (Thu)

Quick Links   🔁 Manage   To Do List(28)   Notifications (0)   My Req

2 Under "Customized Report Templates" select the "Standard Templates" tab. Select 1 of the 9 reports of your choice and copy the template to "My Templates" by clicking on the copy icon under the "Actions" column.

Customized Report Templates

| My Templates | **Standard Templates** | My Company Templates | Shared by Associates | Shared by Carriers |

Standard Templates are provided by Cargosmart for your convenience and cannot be modified. To create your own version of a template, click on the 🔁 Copy to My Templates icon.

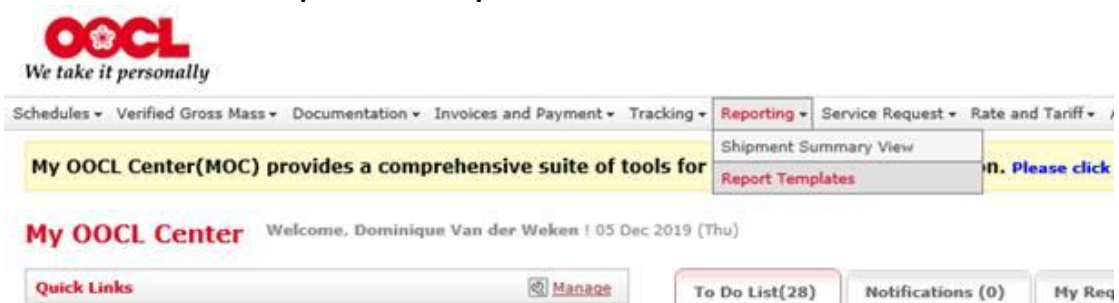| Template Name	Description	Shipments	Subscriptions	Last Requested	Last Modified	Actions
Active Bills of Lading	Shipments by bill of lading number.	Active	No Schedule Update		12 Jun 2008	
Active Bookings	Shipments by booking number.	Active	No Schedule Update		12 Jun 2008	
Carrier Invoice	Shippers and Consignees: Consolidate your carrier freight invoices by vessel/voyage and bill of lading number. Note: User must have the View Invoice Details privilege assigned in their user profile to run this report.	Active	No Schedule Update		12 Jun 2008	
End-to-End Milestones	Transportation: Manage your complete shipment cycle from booking to delivery and return of containers.	Active	No Schedule Update	05 Dec 2019	12 Jun 2008	
Export Bookings	Shippers and Forwarders:Obtain booking details and container activities before the cargo is loaded on the vessel.	Active	No Schedule Update		12 Jun 2008	
Export Load Confirmation	Shippers and Forwarders: Track container movements from carrier receipt to arrival at destination.	Active	No Schedule Update		12 Jun 2008	
Import Cargo Release	Consignees: Manage cargo pick-up based on cargo and Customs release.	Active	No Schedule Update		12 Jun 2008	
Import Shipments	Warehouse Managers and Consignees: Manage your U.S. import shipments and arrange for pick-up/return of containers before demurrage/detention accrues.	Active	No Schedule Update		12 Jun 2008	
Inbound Advice	Consignees: Plan for your cargo arrival and pickup as soon as the cargo is loaded on the vessel.	Active	No Schedule Update		12 Jun 2008	

Total 9 Template(s)

Refresh

3 Once the standard template is saved under "My Templates," you can modify, view, and email the report. These features are available under the "Actions" column.

Customized Report Templates

| **My Templates** | Standard Templates | My Company Templates | Shared by Associates | Shared by Carriers |

Only reports limited to Active shipments can be viewed online.

Template Name	Description	Shared	Shipments	Subscriptions	Last Requested	Last Modified	Actions
Export Bookings	Shippers and Forwarders:Obtain booking details and container activities before the cargo is loaded on the vessel.		Active	No Schedule		05 Dec 2019	

Total 1 Template(s)

Refresh   Add Template

Ad Hoc Reports and Subscription

My OOCL Center provides you with visibility to monitor your shipments. With a variety of data columns to choose from, you can either download an ad hoc report or you can schedule a subscription with the options to receive it on a daily, weekly or monthly basis.

Ad Hoc Reports

1 Login into MOC and click on "Reporting" option from the main menu and then "Report Templates." If you have an existing report template that is on a schedule, but you would like to pull an ad hoc report, then go to step 2.

2 To download the report, under the "Actions" section, click on the "Email Report" button.
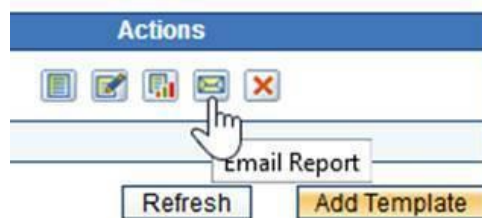
New Reports and Subscription

1 Login into MOC and click on "Reporting" option from the main menu and then "Report Templates." Then click on the "Add Template" button.

2 Other steps include:
- Choose over 100 data columns
- Filter, sort and adjust your report layout
- Choose your report file format and subscription
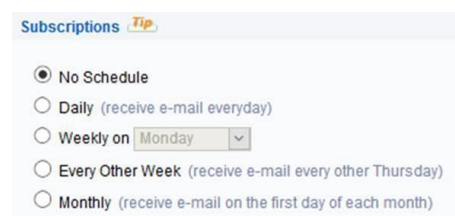
MOC Reports
Customized Reports

Did you know that your local e-commerce team can assist you to create customized reports? There are over 100 column data fields to choose from with sorting and filtering options.

Customized reports key features include:
- Monitor container volume by origin/destination.
- View shipments' freight payment status.
- Track hot containers' rail movements.
- Review invoice details including due dates.
- Schedule reports to receive them daily, weekly, bi-weekly, or monthly**.**
- Share reports with other users in your organization or with other shipment parties.

For more information, please contact our e-commerce team at: OOCLECOM@oocl.com

To view a comprehensive list of columns available for customized reports, please click **here**.

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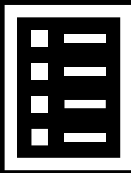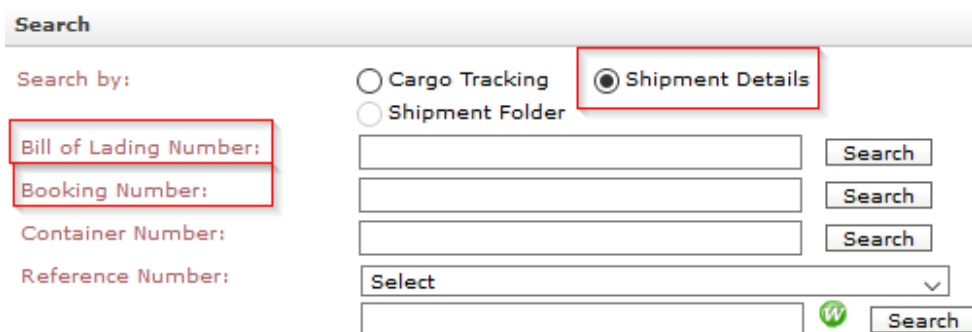
Shipment Details

The shipment details feature within My OOCL Center (MOC) provides a user-friendly layout for bill of lading and booking search to access OOCL data and other online features.

1 Login to MOC with your sign on credentials. In the middle of the main welcome page, go to the "Search" section and click on the "Shipment Details" radio button.

2 Insert either a bill of lading or booking number and then click search.

Search

| Search by: | ⚪ Cargo Tracking | 🔘 Shipment Details |
| | ⚪ Shipment Folder | |

Bill of Lading Number:	_____	Search
Booking Number:	_____	Search
Container Number:	_____	Search
Reference Number:	Select ⌄	
	_____ Ⓦ	Search

Shipment Details Features

- Vessel and Voyage
- Container #, Size and Quantity
- Booking status, submitted weight and VGM weight
- Cargo and commodity information
- Rate reference number
- Detention & Demurrage Information at Destination
- Freight Charges
- Door Delivery at Final Destination information
- Routing Information: Place of receipt (Origin), port of load / port of discharge
- Provides estimate and actual milestone events
- Status of shipment releases- Freight Clearance and Cargo Release Status
- Customs Information including customs clearance status
- Shortcut to access service request, shipment folder, new booking, and many more features (screenshot below).

| Submit Service Request | Track Cargo | Shipment Folder |

| Copy to New Booking | Copy to New SI | Save as Booking Template | Save as SI Template | ⬆ |

Cargo Release and Shipment Details

My OOCL Center (MOC) gives you visibility to cargo release, custom status and shipment detail information such as important cutoff dates.

1 Log into MOC and search by the Bill of lading number. Then select the "Shipment Details" button and click "Search".

Search

| Search by: | ○ Cargo Tracking | ● Shipment Details |
| | ○ Shipment Folder | |

Bill of Lading Number:	[ ]	Search
Booking Number:	[ ]	Search
Container Number:	[ ]	Search
Reference Number:	Select ▼	
	[ ]	Ⓦ Search

2 The cargo and customs release and B/L status can be found under "Status" and "Inbound Customs Information" sections.

Shipment Details - Booking Number   Show all Shipment Details

Shipment Information

| Carrier: OOCL | | Advance Manifest Required |
| | | Not Required |

Status
Booking Status: Pending (Legal Disclaimer)

| | Pending Reason(s) | Remark |
| | Waiting for review | NROF |

Internet Booking Reference Number: CS4729206867
Status of Container: Not Covered

Cargo Cutoff Time:
Container Pickup Check Code:
Block Code:

OOCL Required Document Status

Shipping Instructions
SI Cutoff Time:
SI Status: Not Received
Internet SI Reference Number:

Shipment Details - Bill of Lading Number

Shipment Information

Carrier: OOCL		Inbound Customs Information
		Customs Reference Number:
		Customs Clearance Status: Held
		FND Customs Clearance Code: P587

Status
Original B/L Received by Carrier: N.A. (Under Sea WayBill)
B/L Status: BL Ready
B/L Freight Clearance Status: Cleared
Cargo Release Status: Not Released

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Rail Pick-up Number

The easiest way to obtain a pick-up number is via our My OOCL Center (MOC). Please note that to access the Rail Pick up number online it is required that:

1. You are a legal party of the bill of lading (consignee or 1st notify only).
2. Customs status is updated, released and received in our system.
   - For cargo moving on an IT, the IT arrival is done once the container has arrived at the final destination.
3. All charges are paid, and the shipment is fully released by OOCL.

1 Log into MOC and then select "Shipment Details" near the bottom of the screen. Input your B/L number and click on the "Search" button.

Search		
Search by:	○ Cargo Tracking ◉ Shipment Details ○ Shipment Folder	
Bill of Lading Number:	1234567890	Search
Booking Number:		Search
Container Number:		Search
Reference Number:	Select ▾	
		ⓦ Search

2 Upon search results page, you will find the column "Rail Pick Up Number" towards the bottom of the page under "Intermodal Details at Destination." Demurrage and Detention Last Free Date (if available*) can be found just above the Rail Pick Up Number.

Detention & Demurrage Information at Destination

Container Number	Demurrage Last Free Date	Detention Last Free Date
OOLU907037		
OOLU537905		

Container Number	Rail Pick Up Number	Trucker	Job Order Number (Creation Time)	Container Delivered at Customer Premises	
				Location	Time
OOLU537905-0	R-12345	BNSF			
OOLU907037-2		BNSF			

Rail Billing Setup and Requests

You can also setup Rail Billing via the Vendor Portal. Customers and vendors can send an application form to EBILLSETUP@oocl.com, with following information:

- Company Name, Full First and Last name, Email address, Primary Phone number and Secondary Phone number (optional)

Once set up, the user will receive a separate UserID and temporary password by email. To access Rail Billing, you can go to www.oocl.com, click on the "Resource Center" option from the main menu and select "Vendor Portals" then "Rail Billing."
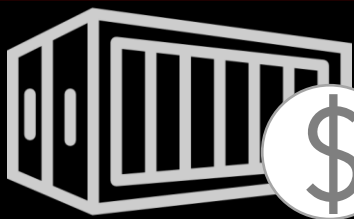
Last Free Date

My OOCL Center allows you to view the demurrage and detention Last Free Date (LFD) for Inbound containers on your bookings and bill of ladings using My OOCL Center or OOCL's public website.
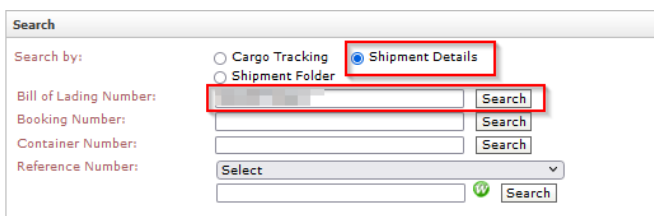
1 **Log into MOC**
Log into your "My OOCL Center" at www.oocl.com with your user ID and password.

2 **Use the search box on the MOC welcome page**

Enter the bill of lading number and select "Shipment Details."
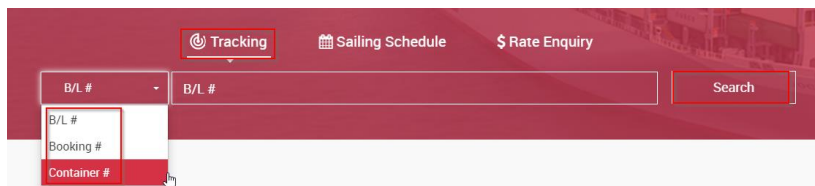
3 **Shipment Details**

Scroll down the page and there will be LFD information under the " **Detention & Demurrage Information at Destination** " section.

4 **Searching via OOCL.com**

- LFD can also be viewed via OOCL.com using the tracking search feature. Go to www.oocl.com and under "Tracking" type, choose "Container #" from the dropdown and enter the container number and hit search.

- Choose the "Detention and Demurrage" tab in the tracking details to view the last free day information.

OOCL
We take it personally

Delivery Appointment Details

My OOCL Center allows you to view the date and time for your delivery appointments for your door shipments. To obtain this information, simply login to My OOCL Center and follow the steps below.

1 Log into MOC and search for Bill of Lading number and select "Shipment Details" button and click "Search."

My OOCL Center Welcome,

Quick Links	Manage
▪	

To Do List(43)	Notifications(93)	My Requests (0)

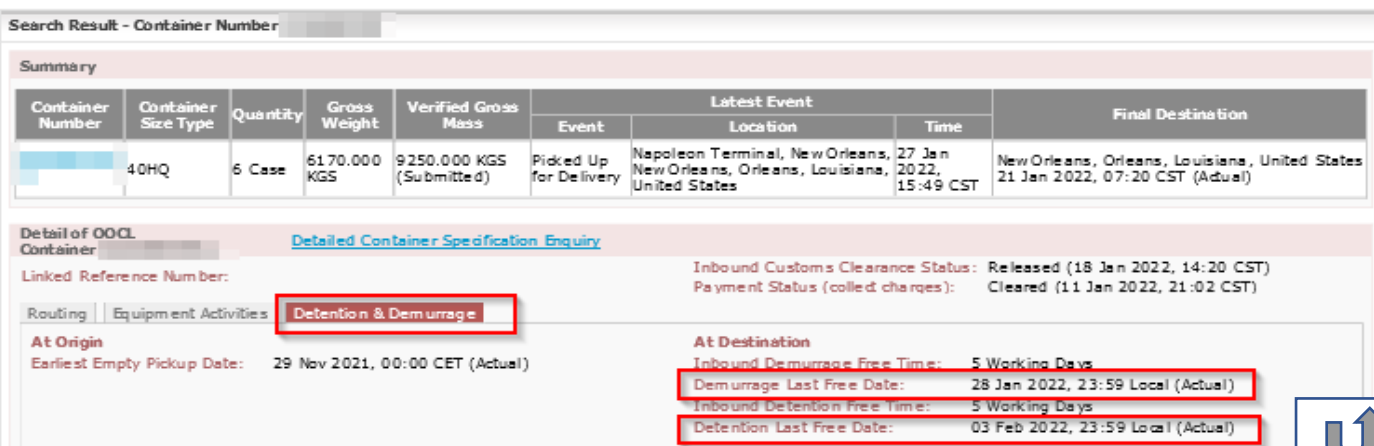| Description |
|---|
| Document Verified Gross Mass Request from OOCL |
| Document AES (for US laden cargo) Request from OOCL |
| Document Shipping Instruction/BL Master Request from OOCL |
| Document Shipping Instruction/BL Master Request from OOCL |

Search

Search by: ○ Cargo Tracking   ● Shipment Details
○ Shipment Folder

Bill of Lading Number: _____ Sea
Booking Number: _____ Sea

Shipment Summary

2 The shipment details screen will populate, and the delivery appointment details can be found at the bottom right corner of the screen under the "Door Delivery At Final Destination" section.

Booking Number   Bill of Lading Number

References

Type	Number
Service Contract Number	
Shipping Instruction Reference	

Forwarder

Origin of Goods
Also Notify Party

Traffic Mode
FCL / FCL
Door Delivery at Final Destination
Required (Carrier Haulage)
#1 OOCU726588
AMERICAN CUSTOMED SERVICE
#2 OOCU691305

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Shipment released, cargo and documentation cutoffs

My OOCL Center allows you to view the shipment release status and documentation cutoff of your shipments. To obtain this information, simply login to My OOCL Center and follow the steps below.

1 Log into MOC and search by the booking number. Then select the "Shipment Details" button and click "Search".

My OOCL Center Welcome,

| Quick Links | Manage | To Do List(43) | Notifications(93) | My Requests (0) |

Description
Document Verified Gross Mass Request from OOCL
Document AES (for US laden cargo) Request from OOCL
Document Shipping Instruction/BL Master Request from OOCL
Document Shipping Instruction/BL Master Request from OOCL

Search

Search by: ○ Cargo Tracking   ● Shipment Details
            ○ Shipment Folder

Bill of Lading Number: [   ] Sea
Booking Number: [   ] Sea

Shipment Summary

2 The shipment release, shipping Instructions and cargo cutoff and B/L status can be found under "Status" and "Advance Manifest required" sections.

Shipment Details - Bill of Lading Number

Last Modified: 18 Jan 2021, 23:03 Local

Shipment Information

Carrier: OOCL

Status
Original B/L Received by Carrier: N.A. (Under Sea WayBill)
B/L Status: BL Ready
B/L Freight Clearance Status: Cleared
Cargo Release Status: Released

Inbound Customs Information
Customs Reference Number:
Customs Clearance Status: Cleared
FND Customs Clearance Code: L737

Customs Broker

Shipment Details - Booking Number

Shipment Information

Carrier: OOCL

Status
Booking Status: Pending (Legal Disclaimer)

Pending Reason(s)	Remark
Waiting for space review	PENDING SPACE APPROVAL-

Internet Booking Reference Number:
Status of Container: Not Covered

Shipping Instructions
SI Cutoff Time: 19 Jan 2021, 16:00 PST
SI Status: Not Received

Advance Manifest Required

Country	
China	Por

Cargo Cutoff Time: 21 Jan 2021, 16:00 P
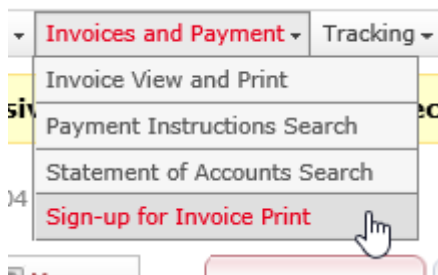
OOCL Required Document Status

View and Print Invoices

My OOCL Center platform features an "Invoices and Payment" section that helps you view and print shipment invoices online. It also allows you filter by invoice status to provide you with visibility on outstanding, settled or all invoice history.

1 Log into MOC and click on "Invoice and Payment" option from the menu. To print invoices, you will need to do a one-time signup by clicking on "Sign-up for Invoice Print" option.

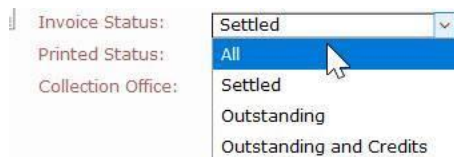| Invoices and Payment ▾	Tracking ▾
Invoice View and Print	
Payment Instructions Search	
Statement of Accounts Search	
Sign-up for Invoice Print	

2 To continue to explore different view and print possibilities, select the "Invoice View and Print" menu option. You can search multiple shipments at the same time. There is also an option to search either by Bill of Lading number or date range (Invoice date or Invoice Due Date). In addition, you can filter "Invoice Status" to either display all invoices, Settled or Outstanding.

Search by

Invoice Status:	Settled
Printed Status:	All
Collection Office:	Settled
	Outstanding
	Outstanding and Credits

3 The search will yield Invoice details such as Invoice number, currency, amount and outstanding. Payment information instructions—Wire/ACH and OOCL mailing address are included on each invoice for your convenience.