

My OOCL Center
(MOC)
User Guide



OOCL
We take it personally

Login My OOCL Center on OOCL.com

Hong Kong & Macau

Customer Feedback

Supplier Feedback

Our Global Network

Contact Us

e-Subscription



OOCL

We take it personally

ABOUT OOCL

OUR SERVICES

Refrigerated

OOCL

We take it personally

User ID

Password

Remember my User ID

Forgot your [User ID / Password](#) or [IVR PIN](#)?

Sign In

Register now



My OOCL Center

is our



2.

Container #

Container #

Search



Online Chat

OOCL
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My OOCL Center Usage Guide

Part A – Administration

- [Reset the Password](#)
- [Add a new user](#)
- [Email subscription](#)
- [Change group administrator](#)

Part B – Menu: Booking

- [Logic Flow Chart](#)
- [Steps of Booking Request Submission](#)
- [How to check previous submitted Booking Status online](#)
- [How to check booking pending reason](#)

Part C – Menu: Documentation

- [How to Submit VGM online](#)
- [How to Submit Shipping Instruction \(SI\) online](#)
- [How to find Booking Acknowledgement \(BA\) / BL copy / Debit Notes \(DN\)](#)
- [How to order OOCL blank BL paper online](#)
- [How to confirm BL](#)
- [Attention to OBL print online](#)
- [Additional BL copy print](#)
- [How to search BL and Invoice](#)
- [How to confirm & accept BL updated by OOCL](#)
- [How to upload Dangerous Goods \(DG\) Documents](#)

Part D – Online Chat Support



My OOCL Center Usage Guide



Part A – Administration

- Reset the Password
- Add a new User
- Change group administrator
- Email subscription



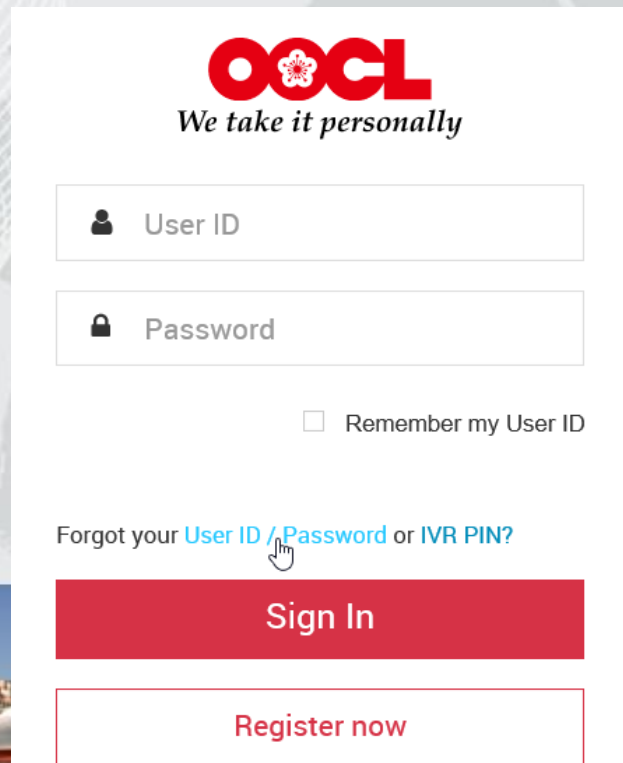
My OOCL Center Usage Guide



Part A – Administration

➤ Reset the Password

- Visit OOCL Homepage WWW.OOCL.COM
- Then click ‘Forgot your User ID / Password or IVR PIN?’



The screenshot shows the OOCL login interface. At the top is the OOCL logo with the tagline 'We take it personally'. Below the logo are two input fields: 'User ID' with a person icon and 'Password' with a lock icon. A checkbox labeled 'Remember my User ID' is positioned below the password field. A link for 'Forgot your User ID / Password or IVR PIN?' is located below the checkbox, with a mouse cursor hovering over it. At the bottom of the form are two buttons: a red 'Sign In' button and a white 'Register now' button with a red border.



My OOCL Center Usage Guide



Part A – Administration

- Reset the Password
 - Input your User ID → Click 'Request New Password' → A new temporary password will be sent to your mailbox

Forgotten Password / User ID

Forgotten Password

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

User ID: *

Request New Password



My OOCL Center Usage Guide



Part A – Administration

➤ Add a new User

- If you are the administrator of the company, you can add your colleague under your company's account directly;
- If you are a member of the company, please kindly ask your company administrator for help.



My OOCL Center Usage Guide



Part A – Administration

- Add a new User
 - After you login 'My OOCL Center', go to Top Menu 'Administrator';
 - Choose 'User Profiles' → 'Create User Profile'

The screenshot shows the My OOCL Center interface. At the top left is the OOCL logo with the tagline "We take it personally". Below the logo is a navigation bar with the following items: Schedules, Booking, Documentation, Invoices and Payment, Tracking, Reporting, Service Request, Rate and Tariff, and Administration. The Administration menu is highlighted with a red box. A dropdown menu is open for Administration, showing the following options: My Profile, Change Password, Change PIN, Company Profile, User Profiles, User Groups, and Relationship Manager. The User Profiles option is highlighted with a red box, and its sub-menu is also open, showing the following options: Create User Profile, User Profile Search, and Shipment Coverage. The Create User Profile option is highlighted with a red box and a mouse cursor is pointing at it. A yellow banner with the text "versions are now available" is visible in the background of the dropdown menu.



My OOCL Center Usage Guide



Part A – Administration

➤ Add a new User

- Inputting complete information with ‘*’ is a MUST for ‘Primary Information’ and ‘Preference’ tabs





My OOCL Center Usage Guide

Part A – Administration

➤ Add a new User

- Select one preferred Time Zone in 'Preference' tab

OOCL
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Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Tariff ▾ Administration ▾

User Profile - New

Primary Information * Preferences * Access E-mail Subscriptions

PLEASE NOTE: All changes made in this screen page will also be correspondingly updated in your 'My Profile' settings in CargoSmart Web Sites

* Required.

General Preferences

Preferred Time Zone: * **Select**

Preferred Language: *

Preferred E-mail Format: *

Shipment Details Customized

Shipment Information

Container and Cargo Information

Freight Charges

Preferred Interactive Channels

Receive my Requests, T...

Select Other Time Zone

- Afghanistan, AFT (Afghanistan Time)
- Albania, CET/CEST (Central Europe Time)
- Algeria, DZT (Algeria Time)
- America Samoa, AMST (America Samoa Time)
- Andorra, CET/CEST (Central Europe Time)
- Angola, AOT (Angola Time)
- Anguilla, AIT (Anguilla Time)
- Antarctica, AQT (Antarctica Time)
- Antigua and Barbuda, AGT (Antigua and Barbuda Time)
- Antilles (Netherlands), ANT (Antilles (Netherlands) Time)
- Argentina, ART (Argentina Time)
- Armenia, AMT (Armenia Time)
- Aruba, AWT (Aruba Time)
- Australia, ACST (Central Australia Standard Time)
- Australia, ACST/ACDT (Central Australia Time)
- Australia, EAST (Eastern Australia Time)
- Australia, EAST/EADT (Eastern Australia Time)
- Australia, TAST/TADT (Tasmania Time)
- Australia, WAST/WADT (Western Australia Time)
- Austria, CET/CEST (Central Europe Time)
- Azerbaijan, AZT (Azerbaijan Time)
- Bahamas, BSST/BSDT (Bahamas Time)
- Bahrain, BHT (Bahrain Time)
- Bangladesh, BDT (Bangladesh Time)
- Barbados, BBT (Barbados Time)
- Belarus, EET/EEST (Eastern Europe Time)
- Belgium, CET/CEST (Central Europe Time)
- Belize, BZT (Belize Time)



My OOCL Center Usage Guide



Part A – Administration

➤ Add a new User

- Choose the 'Standard Access'
- click '>>'
- the 'Standard Access' will appear in 'Selected' column
- then click 'Confirm'
- finally click 'Save'

OOCL
We take it personally

Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾

User Profile - New

Primary Information * Preferences * Access E-mail Subscriptions

PLEASE NOTE: All changes made in this screen page will also be correspondingly updated (carrier shipment management service) if you have subscribed the services in CargoSmart.

User Group Assignment

Select User Group

Available: Selected:

Standard Access >> <<

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

Confirm

will be sent by CargoSmart. Privacy and Security

Cancel Save



My OOCL Center Usage Guide



Part A – Administration

➤ Email subscription

- If you want to receive the notice of the right functions, you may click ‘E-mail Subscriptions’ tab, and select what you want.

Access to the following functions

Shipment Data | Booking | Bill of Lading | Shipment Folder

Shipping Instructions | Arrival Notice / Advice Note

Invoices and Payment

User Profile - New

Primary Information *

Preferences *

Access

E-mail Subscriptions

Define your Subscriptions. Mark the corresponding option as if you would like to receive the e-mail notification(s).



My OOCL Center Usage Guide



Part A – Administration


➤ Notification Types:

- Sailing Schedule
- Booking Request
- Shipping Instructions
- Bill of Lading Document Manager
- Arrival Notice / Advice Note
- Invoices and Payment
- Reports
- Shipments Exception Alerts
- Milestone Notifications
- Service Requests, Notifications and To Do Items
- Task Reminder
- Shipment Folder
- New Products / Enhancements





Arrival Notice / Advice Note

- Receive Arrival Notice/ Advice Note (A/N) by e-mail when it is uploaded by OOCL
 - Batch ([Sample](#))
 - A/N are sent by batch three times per day 
 - Asia : 12:00 16:00 00:00 HKT
 - Europe : 06:00 12:00 16:00 GMT
 - North America : 01:00 11:00 15:00 EST
 - Single ([Sample](#))
 - A/N is sent once it is received


Invoices and Payment

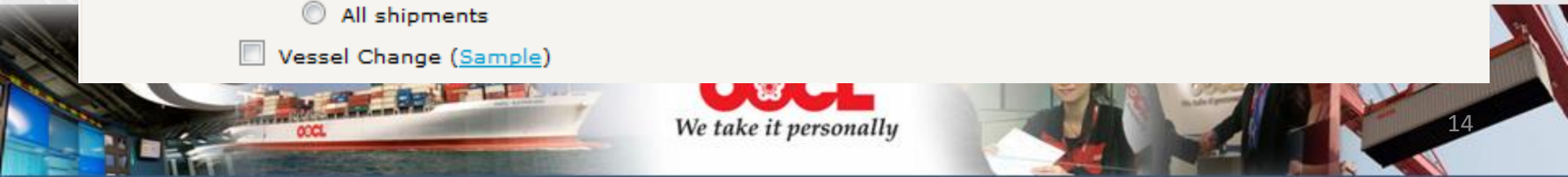
- Receive e-mail notification for each invoice document uploaded by OOCL ([Sample](#))
 - with PDF attachment (which copy to attach when both Original and Copy copies exist)
 - Original
 - Copy
- Receive e-mail notification for each invoice due on the next day ([Sample](#))

Reports

- Receive e-mail notification when carrier creates, modifies, or deletes a Report Template ([Sample](#))
- [Manage Report Subscriptions](#)

Shipment Exception Alerts

- Receive e-mail alert for Booking Changes:
 - All Booking Changes
 - Status Change ([Sample](#))
 - My related shipments 
 - All shipments
 - Vessel Change ([Sample](#))



My OOCL Center Usage Guide



Part A – Administration

- Email subscription
 - Tips for Booking Request Submission
 - Notification with PDF attachment



By using the information contained in the notifications you are deemed to have accepted and agreed to be bound by CargoS

Sailing Schedule

[Manage Sailing Schedule Subscriptions](#)

Booking Request

- Receive e-mail notification when carrier creates, modifies, or deletes a Booking Template ([Sample](#))
- Receive e-mail receipt for each Internet Booking Request submitted ([Sample](#))
 - My related shipments **Tip**
 - All shipments

When you successfully submit a Booking Request, automatic email would be sent to your registry email address.

Shipping Instructions

- Receive e-mail notification if OOCL creates, modifies, or deletes a Shipping Instructions Template ([Sample](#))
- Receive e-mail receipt for each Internet Shipping Instructions/Amendment request submitted and received by OOCL.com

Bill of Lading Document Manager

- Receive notifications when your carrier upload documents, your Associate(s) delegate documents, and/or your Associate(s)

- All Document Types
 - Draft Bill of Lading ([Sample](#))
 - Without PDF attachment
 - With PDF attachment
 - With PDF Carrier Stationery attachment
 - Original Bill of Lading ([Sample](#))
 - Sea Waybill ([Sample](#))
 - Copy Bill of Lading ([Sample](#))
 - Without PDF attachment
 - With PDF attachment
 - With PDF Carrier Stationery attachment

If you select this item, draft BL of PDF format would be attached in the email.

- Receive a daily report by e-mail for bill of lading documents that have been auto delegated to your associates ([Sample](#))
- Receive e-mail notification when auto delegation to an associate has failed ([Sample](#))



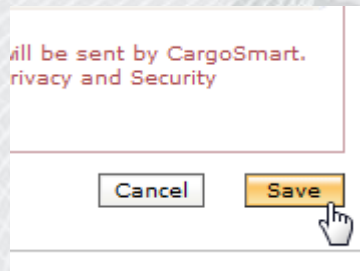
My OOCL Center Usage Guide



Part A – Administration

➤ Add a new User

After all information input, simply click ‘Save’ and you colleague’s account will be added under your company successfully.



My OOCL Center Usage Guide



Part A – Administration

➤ Change Group Administrator

- If you are the administrator of the company, you can manage user group directly;
- If you are a member of the company, please kindly ask your company administrator for help.



My OOCL Center Usage Guide



Part A – Administration

➤ Change Group Administrator

- After you login 'My OOCL Center', go to Top Menu 'Administrator';
- Choose 'User Groups' → 'User Group Search' → 'Edit'

The screenshot shows the 'Administration' menu with the following items:

- Administration (dropdown)
- My Profile
- Change Password
- Company Profile
- User Profiles (with an 'Expand' link)
- User Groups (highlighted in red) with a sub-menu:
 - Create User Group
 - User Group Search (highlighted in red, with a red arrow labeled '1' pointing to it)
- Relationship Manager (with a sub-menu)

Below the menu, the 'Group Administrator' section shows the user 'ARDI (msimone)' with an 'Edit' icon (pencil) and a 'Delete' icon (X). A red arrow labeled '2' points to the 'Edit' icon.

At the bottom right of the screenshot, there is a 'Create User Group' button.

My OOCL Center Usage Guide



Part A – Administration

- Change Group Administrator
 - Fill in the wanted name of new Group Administrator → ‘Save’

User Group - Standard Access

PLEASE NOTE: All changes made to "User Group" setting below will be corresponding

Group Details

* Required.

Primary Information

Group Name: Standard Access 3

Group Administrator: * ←

Remarks:

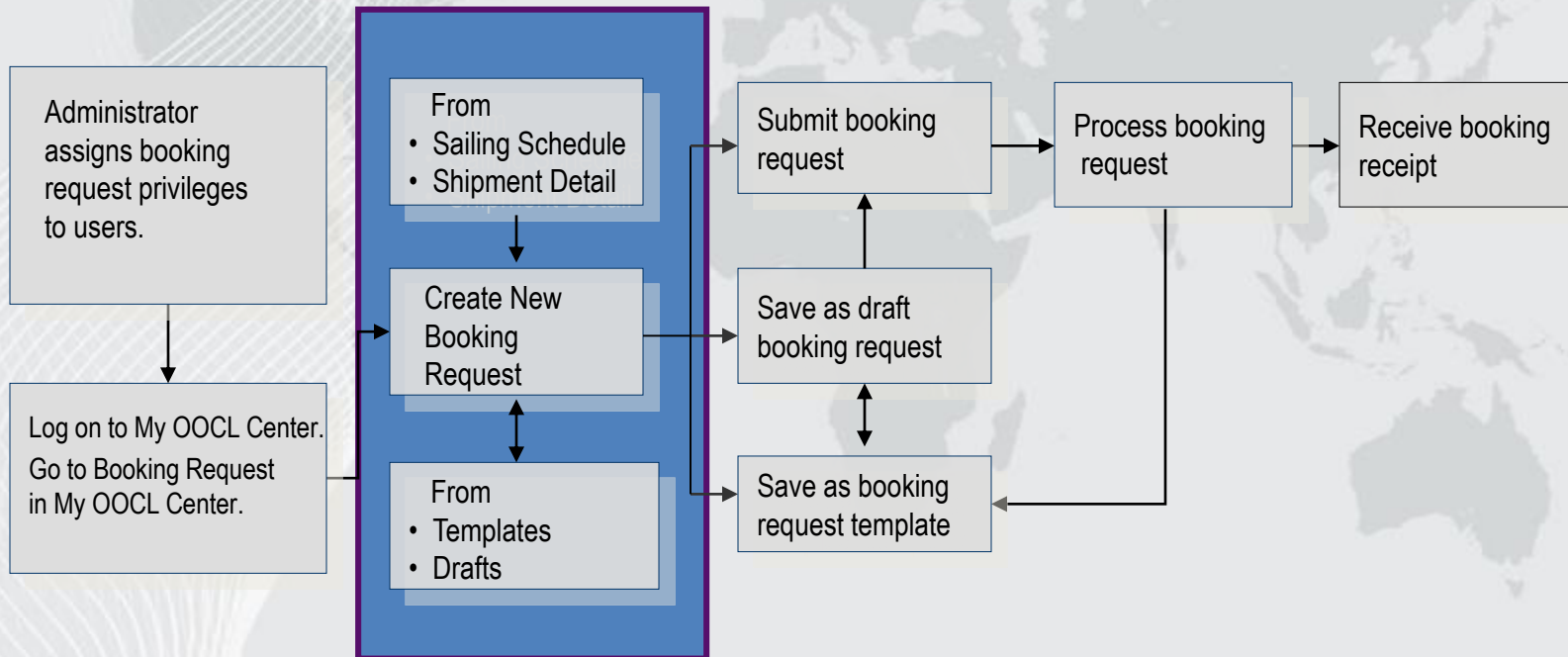




My OOCL Center Usage Guide

Part B – Booking Request

➤ Logical Flow Chart



My OOCL Center Usage Guide



Part B – Booking Request

➤ Steps of Booking Request Submission

- Rate/Reference Information
- Parties
- Cargo
- Cargo (Reefer Information)
- Routing
- Container
- Trucking and Haulage (Empty Pickup)
- Trucking and Haulage (Door Pickup Appointment)
- Special Requirements
- Document Upload
- Save Options
- Booking Request Summary
- Submit Booking Request
- Booking Request Receipt
- Booking Request Receipt Print Page



Rate/Reference Information



- To create a new booking:
Booking → Click **Booking Request**
- For a new booking request, you will need to:
 - Select a **Carrier Rate Type** on the Booking Request page
 - Enter the **Carrier Rate Reference Number** (*Whatever is ok but do not use "123"*)
- Optional: You can add additional **user reference type** information:
 - Select the **User Reference Type**
 - Enter the **User Reference Number**
 - Click **Add**

Details

* Required.

Traffic Mode: FCL/FCL

Rate/Reference Information

Rate Reference Number: * Rate Reference Number ▾ abcd

User References:

User Reference Type:	User Reference Number:	
Forwarder Reference ▾		Add Delete
Forwarder Reference - po12345		

(Maximum 99 User References)





Parties

- The Shipper or Forwarder information must be specified in the New Booking Request page.
 - In the Shipper area:
 - Enter the shipper information, or
 - Click **Find Shipper** to select the company name from a list
 - In the Forwarder area:
 - Enter the forwarder information, or
 - Click **Find Forwarder** to select the company name from a list
- The Consignee information is optional:
- Enter the consignee information, or
 - Click **Find Consignee** to select the company name from a list

The screenshot displays a search interface for finding shipping companies. A search box contains 'oocl', and a dropdown menu shows 'OOCL Logistics (Japan) Limited' with its address: '9th Floor, Shin Osaki Kangyo Building 6-4, 1-Chome, Osaki, Shinagawa-ku, 141-0032, Japan'. Below this, there are three overlapping form sections:

- Forwarder:** Fields for Company (OOCL Log...), Street (9th Floor...), City (Shinagaw...), Country (Japan), and Zip Code (141-0032).
- Shipper:** Fields for Company, Street, City, Country / District, and Country / Region.
- Consignee:** Fields for Company, Street, City, Country / District, State / Province, Country / Region, and Zip Code / Postal Code.

Each form section includes a 'Contact Information' area with fields for First Name, Last Name, and Phone.





Parties

- **Contact information** is conditional mandatory.
 - If **phone number** is filled, **First Name** or **Last Name** must be specified

The screenshot displays a search interface for finding parties. At the top, a search bar contains 'oocl', and a dropdown menu shows the search result: **OOCL Logistics (Japan) Limited**, 9th Floor, Shin Osaki Kangyo Building 6-4, 1-Chome, Osaki, Shinagawa-ku, 141-0032, Japan. Below this, there are three main sections: **Forwarder**, **Shipper**, and **Consignee**. Each section has fields for Company, Street, City, Country, and Zip Code. The **Forwarder** section is pre-filled with 'OOCL Log', '9th Floor', 'Shinagaw', 'Japan', and '141-0032'. The **Shipper** and **Consignee** sections have empty fields. At the bottom, there is a **Contact Information** section with fields for First Name, Last Name, and Phone.

Note:

Find party data comes from past submitted bookings. System will search out all types of party from BC / BL that is associated with login company. The find party search in shipper/forwarder/consignee will give out the same result.





Cargo

- To select the Cargo type:
 - Select the **Cargo Nature** in the Cargo area
 - Enter the **Cargo Descriptions**

Cargo

Outbound Traffic Mode: FCL: Full Container Load Inbound Traffic Mode: FCL: Full Container Load

Cargo Nature: * Cargo Descriptions: *

Cargo

Outbound Traffic Mode: FCL: Full Container Load Inbound Traffic Mode: FCL: Full Container Load

Cargo Nature: * Cargo Descriptions: *

Cargo

Outbound Traffic Mode: FCL: Full Container Load Inbound Traffic Mode: FCL: Full Container Load

Cargo Nature: * Cargo Descriptions: *





Cargo

(Reefer Information)

- If you previously selected **Reefer** as the Cargo Type, you will need to enter additional information:
 - Select the **Container Atmosphere**
 - Enter the **Temperature** and select the **Unit** (of measure)
 - Enter the required percentage of CO2 and O2, if AFAM
 - Enter the **Ventilation** requirement and **Unit** (of measure)
 - Select the **Sensitive Cargo** type from the drop-down menu
 - Enter the percentage of **De-humidity** and select the **Pre-cooling** check box, if necessary
 - Select the **Generator Set**
 - Enter additional remarks if necessary
 - Enter emergency contact information if necessary
- To add emergency contact to the booking request:
 - Click **Add Contact**

Cargo

Outbound Traffic Mode: FCL: Full Container Load Inbound Traffic Mode: FCL: Full Container Load

Cargo Nature: * Cargo Descriptions: *

Reefer Information

Container Atmosphere: * Generator Set: *

De-humidity: % Pre-cooling: Yes

Temperature: * Remarks:

Ventilation: *

Sensitive Cargo: *

Emergency Contact

Contact Type	Name [First Name] [Last Name]		Phone [Country] - [Area] - [Local]		
<input type="text" value="Outbound"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Contact](#)

Reefer Information

Container Atmosphere: * Generator Set: *

CO₂: * % Pre-cooling: Yes

O₂: * % Remarks:

De-humidity: %

Temperature: *

Sensitive Cargo: *

Note: Temperature allowable range depends on the atmosphere selected.





Cargo

(Reefer Information)

Reefer temperature allowable range

	Max	Min
AFAM	25C or 78F	-4.5C / 23.9 F
CA	25C or 78F	-4.5C / 23.9 F
MA	25C or 78F	-4.5C / 23.9 F
Magnum	-31C or -24F	-35C or -31F
No Preference	25C or 78F	-30C or -22F





Routing

Type Hong

- Routing input is similar to that of the Sailing Schedule:
 - Enter the **Origin** and **Destination** cities and countries
 - Origin / destination can be either select from list or free input text
 - For free input text, select the country
 - Select the **Vessel Voyage**

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed.

Origin City: * *Tip*

Vessel Voyage: *

Intended Date Range: *Tip*

Sailing Schedule: *Tip*

Hong Kong, Hong Kong

HongKong(Mid-Stream), Hong Kong

Hongmei, Dongguan, Guangdong, China

Hongqi, Zhuhai, Guangdong, China

Hongwan, Zhuhai, Guangdong, China

Origin City: * *Tip*

Vessel Voyage: *

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed. If no suggestions are displayed, enter the complete name of the city.

Origin City: * *Tip*

Origin Country / Region: * *Origin Country / Region is required.*

Destination City: * *Tip*

Destination Country / Region: * *Destination Country / Region is required.*

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed. If no suggestions are displayed, enter the complete name of the city.

Origin City: * *Tip*

Destination City: * *Tip*

Vessel Voyage: * Find From Sailing Schedule Intended Vessel Voyage

Service: Vessel: * Voyage: Direction:





Routing

Type Hong

- To specify the intended vessel voyage :
 - Select the **Intended Vessel Voyage** radio button
 - Enter the **Service, Vessel, and Voyage**
 - Select the **Direction**

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed.

Origin City: * *Tip*

Vessel Voyage: * Intended Vessel Voyage

Intended Date Range: *Tip*

Sailing Schedule: *Tip*

Origin City: * *Tip*

Vessel Voyage: *

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed. If no suggestions are displayed, enter the complete name of the city.

Origin City: * *Tip* Destination City: * *Tip*

Origin Country / Region: * *Origin Country / Region is required.* Destination Country / Region: * *Destination Country / Region is required.*

Routing

Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed. If no suggestions are displayed, enter the complete name of the city.

Origin City: * *Tip* Destination City: * *Tip*

Vessel Voyage: * Find From Sailing Schedule Intended Vessel Voyage

Service: Vessel: * Voyage: Direction:





Routing

- To specify the vessel voyage from the sailing schedule :

- Origin & destination city must be selected from list
- Select the Find From **Sailing Schedule** radio button
- Select the Intended Sailing Date or Intended Arrival Date

- Sailing within will find all vessels departing on or after the date entered within the range of weeks selected, regardless of the arrival date.

- Arrival within will find all vessels that are estimated to arrive on or before the date entered within the range of weeks selected. Schedules departing prior to the current date will not be displayed.

– Click **Find Sailing Schedule**

- Select a schedule from the Sailing Schedule list

– Click **Book** (Note: schedules out of 7 weeks ahead cannot be booked)

Routing
Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed. If no suggestions are displayed, enter the complete name.

Door Pickup: * Merchant (CY) Carrier (Door) **Door Delivery:** * Merchant (CY) Carrier (Door)

Origin City: * **Destination City:** *

Vessel Voyage: * Find From Sailing Schedule Intended Vessel Voyage

Intended Date Range: * Sailing within weeks from Arrival within weeks by

Sailing Schedule:

Container (Note: If Booking request can be submitted without selecting the sailing schedule. Remarks section)

Find Sailing Schedule

Search by

Search Result

NOTICE: The information shown is for indication only.

Shortest Estimated Transit Time: 13 days (from departure at origin to arrival at destination)

Book	Origin	CY Cutoff	Port of Load (POL)	ETD at POL	Port of Discharge (POD)	ETA at POD	Final Destination Hub (FND)	ETA at FND	Est. Transit Time (Days)	Vessel Voyage	Service	Cargo Nature	Haulage	
													Origin	Destination
<input type="button" value="Book"/>	Hong Kong	30 Dec (Sun) 12:00	Hong Kong	31 Dec (Mon)	Long Beach	15 Jan (Tue)	Los Angeles	19 Jan (Sat)	15	OOCL HO CHI MINH CITY 030E	PVCS	Dry/Reefer	CY/Door	CY/Door
<input type="button" value="Book"/>	Hong Kong	30 Dec (Sun) 12:00	Hong Kong	31 Dec (Mon)	Long Beach	15 Jan (Tue)	Long Beach	19 Jan (Sat)	15	OOCL HO CHI MINH CITY 030E	PVCS	Dry	CY/Door	CY
<input type="button" value="Book"/>	Hong Kong	30 Dec (Sun) 12:00	Hong Kong	31 Dec (Mon)	Long Beach	15 Jan (Tue)	Long Beach	19 Jan (Sat)	15	OOCL HO CHI MINH CITY 030E	PVCS	Dry/Reefer	CY/Door	CY/Door
<input type="button" value="Book"/>	Hong Kong	27 Dec (Thu) 17:00	Hong Kong	31 Dec (Mon)	Los Angeles	12 Jan (Sat)	Los Angeles	16 Jan (Wed)	13	CMA CGM G. WASHINGTON QTX1XE1MA	PCS1	Dry/Reefer	CY/Door	CY/Door





Routing

- The sailing schedule will be displayed on the New Booking Request page.

Routing
Enter the first three characters of Origin City or Destination City and wait until a list of suggestions is displayed. If no suggestions are displayed, enter the complete name.

Door Pickup: * Merchant (CY) Carrier (Door) **Door Delivery:** * Merchant (CY) Carrier (Door)

Origin City: * **Destination City:** *

Vessel Voyage: * Find From Sailing Schedule Intended Vessel Voyage

Intended Date Range: * Sailing within weeks from Arrival within weeks by

Sailing Schedule:

Container (Note: If Booking request can be submitted without selecting the sailing schedule. Remarks section)

Find Sailing Schedule

Search by

Search Result

NOTICE: The information shown is for indication only.

Shortest Estimated Transit Time: 13 days (from departure at origin to arrival at destination)

Book	Origin	CY Cutoff	Port of Load (POL)	ETD at POL	Port of Discharge (POD)	ETA at POD	Final Destination Hub (FND)	ETA at FND	Est. Transit Time (Days)	Vessel Voyage	Service	Cargo Nature	Haulage	
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	Hong Kong	30 Dec (Sun) 12:00	Hong Kong	31 Dec (Mon)	Long Beach	15 Jan (Tue)	Los Angeles	19 Jan (Sat)	15	OOCL HO CHI MINH CITY 030E	PVCS	Dry/Reefer	CY/Door	CY/Door
	Hong Kong	30 Dec (Sun) 12:00	Hong Kong	31 Dec (Mon)	Long Beach	15 Jan (Tue)	Long Beach	19 Jan (Sat)	15	OOCL HO CHI MINH CITY 030E	PVCS	Dry	CY/Door	CY
	Hong Kong	30 Dec (Sun) 12:00	Hong Kong	31 Dec (Mon)	Long Beach	15 Jan (Tue)	Long Beach	19 Jan (Sat)	15	OOCL HO CHI MINH CITY 030E	PVCS	Dry/Reefer	CY/Door	CY/Door
	Hong Kong	27 Dec (Thu) 17:00	Hong Kong	31 Dec (Mon)	Los Angeles	12 Jan (Sat)	Los Angeles	16 Jan (Wed)	13	CMA CGM G. WASHINGTON 0TX1XE1MA	PCS1	Dry/Reefer	CY/Door	CY/Door

- Note: Any Cargo nature can find sailing schedule CY Cutoff returned from sailing schedule is based on the cargo nature selected in booking i.e. GC cargo give GC cutoff, same for RF & DG.





Container

Container

Container Information

Quantity *	Size Type *	Cargo Weight * <small>Tip</small> (per container)		Shipper Owned	
1	20' General Purpose Container	20	Tons	<input type="checkbox"/>	<input type="button" value="X"/>
2	40' General Purpose Container	40	Tons	<input type="checkbox"/>	<input type="button" value="X"/>

[Add Container](#)

- To specify container details:
 - Enter the quantity of containers in the **Quantity** field
 - Select the Container **Size/Type**
 - Enter the cargo weight per container in the **Cargo Weight** field
 - Specify the type of weight in the **Weight Unit** field
 - If the container is a shipper owned container, select the **Shipper Owned Container** check box
- To add containers to the booking request:
 - Click **Add Container**
- To remove a container:
 - Click **Delete** next to the container you wish to remove

Note: Once weight unit is changed, all of the weight unit in all other containers are changed accordingly.



Trucking and Haulage

(Empty Pickup)



Trucking and Haulage

Door Pickup: * Merchant (CY) Carrier (Door) Door Delivery: * Merchant (CY) Carrier (Door)

Empty Container Pickup Request: Time: Time Zone:

Special Requirements

Miscellaneous Requirements: R R

Export Declaration: * F S N

Special Stowage: * Stow below Deck Stow on Deck No Special Stowage

Document Upload

Document Name	Time	Reset	Today	OK	ment Tip	Remarks	Actions
	Time 11:38						

Calendar for Jan 2013:

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	31		

Time: 11:38

- Time Zone:
- Frequently Used Time Zone**
 - Egypt, EGT (Egypt Time)
 - Other Time Zone**
 - Afghanistan, AFT (Afghanistan Time)
 - Albania, CET/CEST (Central Europe Time)
 - Algeria, DZT (Algeria Time)
 - America Samoa, AMST (America Samoa Time)
 - Andorra, CET/CEST (Central Europe Time)
 - Angola, AOT (Angola Time)
 - Anguilla, AIT (Anguilla Time)
 - Antarctica, AQT (Antarctica Time)
 - Antigua and Barbuda, AGT (Antigua and Barbuda Time)
 - Antilles (Netherlands), ANT (Antilles (Netherlands) Time)
 - Argentina, ART (Argentina Time)
 - Armenia, AMT (Armenia Time)
 - Aruba, AWT (Aruba Time)
 - Australia, ACST (Central Australia Standard Time)
 - Australia, ACST/ACDT (Central Australia Time)
 - Australia, EAST (Eastern Australia Time)
 - Australia, EAST/EADT (Eastern Australia Time)
 - Australia, TAST/TADT (Tasmania Time)
 - Australia, WAST/WADT (Western Australia Time)
 - Austria, CET/CEST (Central Europe Time)
 - Azerbaijan, AZT (Azerbaijan Time)
 - Bahamas, BSST/BSDT (Bahamas Time)
 - Bahrain, BHT (Bahrain Time)
 - Bangladesh, BDT (Bangladesh Time)
 - Barbados, BBT (Barbados Time)
 - Belarus, EET/EEST (Eastern Europe Time)

- Select Merchant (CY) in Door Pickup
- To specify a date to pick up one or more empty containers:
 - Select the **date & time** in the calendar (Free text input is allowed for all date component throughout Booking Request page.)
 - Select the **Time Zone**

Note: Frequently Used Time Zone defaults to the one selected in User Profile.



Trucking and Haulage

(Door Pickup Appointment)



Trucking and Haulage

Door Pickup: * Merchant (CY) Carrier (Door) Door Delivery: * Merchant (CY) Carrier (Door)

Door Pickup Appointment To be Advised

[Add Appointment](#) (0 out of 3 Containers Assigned)

- To add appointment
 - Click **Add Appointment**
 - Enter the required information
 - To add the shipper's address for a door pickup appointment:
 - Select the **Copy from Shipper's Address** check box
 - Click **Save**
 - **Input is saved in the create BR form**

Click **Modify** to edit a door pickup address

Add Appointment

* Required.

Containers

Total on Booking	Without Appointment	To be Scheduled *	Size Type	Shipper Owned
1	1	1	40' General Purpose Container	

Contact Information

Door Pickup Address

Copy from Shipper's Address

Company: * oocl

Street: * 115 mian street

City: * Hong Kong

Country / District:

State / Province:

Country / Region: * China

Zip Code / Postal Code:

Contact Person

Name: mandy chan
[First Name] [Last Name]

Phone: 1 - 1 - 1
[Country] - [Area] - [Local]

Appointment *

Intended Time

Time: 18 Dec 2018, 16:29

Time Zone: Hong Kong, HKT (Hong Kong Time)

To be Advised

Cancel Save



Trucking and Haulage



(Door Pickup Appointment)



Trucking and Haulage

Door Pickup: * Merchant (CY) Carrier (Door) Door Delivery: * Merchant (CY) Carrier (Door)

Door Pickup Appointment To be Advised

Appointment	Container Information	Contact Information			Actions
		Address	Name	Phone	
15 Apr 2009, 20:55 HKT	1 x 20' Refrigerated Container 1 x 20' Reefer - 9' 6"	sony 113 man street Hong Kong, China	mandy chan	1 -1 -1	 

[Add Appointment](#) (2 out of 3 Containers Assigned)

- Click **Delete** to remove a door pickup appointment
- If the appointment detail information is not available, user can tick **To be Advised** to by-pass the appointment input process.

Trucking and Haulage

Door Pickup: * Merchant (CY) Carrier (Door) Door Delivery: * Merchant (CY) Carrier (Door)

Door Pickup Appointment To be Advised

You can proceed to submit a booking if door appointment is not ready.To add appointment, please uncheck "To be advised".



Trucking and Haulage

(Door Pickup Appointment)



Trucking and Haulage

Door Pickup: * Merchant (CY) Carrier (Door) Door Delivery: * Merchant (CY) Carrier (Door)

Door Pickup Appointment To be Advised

Appointment	Container Information	Contact Information			Actions
		Address	Name	Phone	
15 Apr 2009, 20:55 HKT	1 x 20' Refrigerated Container 1 x 20' Reefer - 9' 6"	113 man street Hong Kong, China	mandy chan	1 -1 -1	

[Add Appointment](#) (2 out of 3 Containers Assigned)

- You can add more than one appointment if necessary:
 - Click **Add Appointment** to add more appointments
- You can add special requirements, if necessary:
 - Select the necessary options
 - Enter remarks for the entire booking

Note:

1. Appointment cannot be added if all containers have been assigned to any appointment
2. At least one door pickup appointment is needed if carrier (door) is selected in door pickup.





Special Requirements

Special Requirements

Miscellaneous Requirements: Require Fumigation

Export Declaration: * Filing Electronically (Canada, China, and United States) Submitting Forms (Canada, China, and United States) No Export Declaration

Special Stowage: * Stow below Deck Stow on Deck No Special Stowage

Document Upload

Document Name	Select Document <i>Tip</i>	Remarks
Select	<input type="text"/> Browse...	
Select	<input type="text"/> Browse...	

[Add Document](#) *Tip*

Remarks for Entire Booking




- You can add special requirements, if necessary:
 - Select the necessary options
 - Enter remarks for the entire booking






Document Upload

Document Upload

Document Name	Select Document 	Remarks
Select 	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
Select 	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

[Add Document](#) 

- While the customer creates a booking request via OOCL.com, an option will be available for the customer to attach one or more documents to submit with the booking request.
- The customers will be able to add or remove any attached documents prior to final booking request submission.
- System will support any document formats as in the Shipment Folder.

Note: Only customer who shipment folder access rights will be able to make booking with attachment(s).





Document Upload

Document Upload

Document Name	Select Document	Remarks
Material Safety Data Sheet	core.schema.GIF	
Select	BookingOverhaulMasterStory.xls	

[Add Document](#)

- Preliminary DG Certificate
- DG Declaration
- DUA (Customs Clearance)
- Dangerous Survey Report
- Dutiable Cargo Statement
- Equipment Certification
- Export Declaration
- Export Licence
- FDA Certificate
- Food and Health Certification
- Fumigation Certificate
- Grape and Plum Certificate
- HDS(proof of breakbulk dlvy at tml)
- Immediate Exportation
- Inbond Documents
- Letter of Indemnity (LOI)
- Material Safety Data Sheet
- Measurement/Packing Certificate
- Meat Certificate
- Packing List
- Proof of Report (for CAN Cargo)
- SCA Certificate
- Shipping Instruction/BL Master
- Shipping Order
- Stuffing Report
- Transportation Entry and Manifest
- USDA Certificate
- Vehicle Proof of Ownership
- Veterinary Certificate
- Waste Cargo/Scrap Certificate
- Material Safety Data Sheet

Note: It supports PDF files, documents (.doc, .rtf, .txt), spreadsheets (.csv, .xls) and standard image formats (TIFF, JPG GIF and PNG). The maximum upload size of a file is 10000KB.




- To upload documents:
 - Select the Document Name
 - This list is same as Shipment Folder
 - Click Browse
 - Select a file to upload
 - Represents file is uploading
- To download documents:
 - Click download button
- To delete documents:
 - Click delete button
- To stop uploading:
 - Click Cancel button





Document Upload

Document Upload

Document Name	Select Document <small>Tip</small>	Remarks	
Letter of Indemnity (LOI) ▼	Letter of Indemnity(LOI).pdf		 
Select ▼	<input type="text"/> <input type="button" value="Browse..."/>		

[Add Document](#)

- To add documents:
 - Click Add Document
 - Maximum allowable number of attachment is 20.
- When save as template:
 - Only LOI & Scrap Certification attachments will be saved
 - For the others, it will not be saved due to their validity period.
- When save as draft:
 - All types of attachment will be saved.







Note: If DG cargo is selected and no DG certificate or preliminary DG certificate is attached, will give out a warning message to remind customer for submission.








Document Upload

- Download Document after submission:
 - Download & Delete actions are available in Booking Summary page

Document Summary			
Document Name	Selected Document	Remarks	Action
SI Document	si_3379.doc		 
Shipper Certificate	sc_form1.doc	CNTR 1-2	 
Shipper Certificate	sc_form2.doc	CNTR 2-3	 

- Delete actions are available in Booking Receipt page

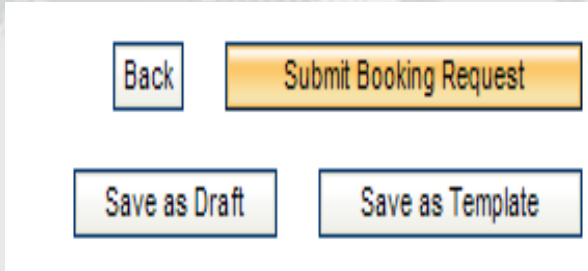
Document Summary			
Document Name	Selected Document	Remarks	Action
SI Document	si_3379.doc		
Shipper Certificate	sc_form1.doc	CNTR 1-2	
Shipper Certificate	sc_form2.doc	CNTR 2-3	





Save Options

- When you have completed the information in your new booking request, you have three options:
 - Click **Save as Draft** to submit the booking request at a later time.
 - Click **Save as Template** to save the booking as a template.
 - Click **Submit Booking Request** to create the booking.
 - Click **Back** to navigate to previous page (e.g. sailing schedule, shipment details, draft list, template list, search booking).



Note: When you save a new booking request as a template, you have the option of adding the template to your list of Favorite Templates or sharing it with users in your company.





Submit Booking Request

Back

Submit Booking Request

Save as Draft

Save as Template

- After clicking “Submit Booking Request” you could input more email addresses to receive booking receipt copy.
- **Please do NOT input “space” after the “;”.**

Remarks for Entire Booking **correct**

I would like to send a receipt copy to:

ooclsupp@oocl.com;oocl123@oocl.com


(Maximum 10 E-mail addresses separated by semicolon “;”.)

Remarks for Entire Booking **wrong**

I would like to send a receipt copy to:

ooclsupp@oocl.com; oocl123@oocl.com

(Maximum 10 E-mail addresses separated by semicolon “;”.)

 E-mail address is in the form of xxx@xxx.xxx, and separated with a semicolon“;”



Booking Request Summary



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My OOCL Center Contact Us Help Sign Off

Schedules Booking Documentation Tracking Reporting Service Request Rate and Tariff Administration

Booking Request Summary

Details

Traffic Mode: FOL/POL

Rate/Reference Information

Rate Reference Number: Rate Reference Number - 123
User Reference: Forward Reference - 12334

Parties

Shipper

Company: Black Decker U.S. Inc
Street: Highway 201 South
City: East City
County: Cumberland
State / Province: North Carolina
Country / Region: United States
Zip Code / Postal Code: 28106
Contact Person
Name: [First Name] [Last Name]
Phone:

Cargo

Outbound Traffic Mode: FOL: Full Container Load
Inbound Traffic Mode: FOL: Full Container Load
Cargo Nature: General Cargo
Cargo Description: Paper

Routing

Origin City: Hong Kong, Hong Kong
Destination City: Long Beach, Los Angeles, California, United States
Intended Date Range: Sailing within 2 weeks from 07 Apr 2009

Requested Sailing Schedule for Hong Kong, Hong Kong to Long Beach, California, United States

Origin	Cut-off Date	POL	ETD at POL	POD	ETA at POD	FRD	ETA at	Est. Transit Time (Days)	Vessel Voyage	Service	Origin	Destination
Hong Kong	12 Apr 2009, 00:00	Hong Kong	13 Apr (Mon)	Long Beach	14 Apr (Fri)	Long Beach	18 Apr (Tue)	11	OOCL YORKD 15615	SEU	ICVDoor	ICVDoor

Container

Container Information

Quantity	Size Type	Cargo Weight (per container)	Shipper (used)
1	20' General Purpose Container	20 Tons	
2	40' General Purpose Container	40 Tons	

Stacking and Stowage

Door Pickup: Merchant (CY)
Door Delivery: Merchant (CY)
Empty Container Pickup Request: 09 Apr 2009, 11:11 HKT

Special Requirements

Miscellaneous Requirements: Require Fumigation
Export Declaration: Submitting Forms (Canada, China, and United States)
Special Storage: Blow below Deck

Remarks for Entire Booking

I would like to receive an e-mail with the booking information just submitted.

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- On the Booking Request Summary page, you can:
 - Click **Modify** to review and edit information
 - Click **Save as Draft** to submit the booking at a later time
 - Click **Save as Template** to save the booking as a template
- To process the booking request:
 - **Optional:** Select the **I would like...** check box to receive a confirmation e-mail
 - Click **Process Booking Request**

Note: The e-mail option is defaulted from your User Profile. You may select or deselect the option here.





Booking Request Receipt

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My OOCL Center Contact Us Help Sign Out

Schedule Booking Documentation Tracking Reporting Service Request Rate and Tariff Administration

Booking Request Receipt

Note: Your booking request has been received on 09 Apr 2009, 15:35.

Receipt Details

Traffic Mode: **FCU/FCU**

Booking Number: **44200555** Internal Booking Reference Number: **CSA09000009**

Booking Status/Remarks: Your Emigration request requires OOCL's review and approval. Your requested Empty Container Policy date must be at least 3 business days from the current date/time. Your Special Storage request requires OOCL's review and approval. The Gross Weight of the cargo for the Origin Country and/or Destination Country must be within the Maximum Container Payload Limitations. Your Service Contract Number or Charter Rate Agreement Number is no longer valid for confirmed Internal Bookings. Please contact OOCL sales representative and request that your shipment pattern and rate information be updated.

Remarks: The following are the corresponding external voyage references for the sailing schedule selected by the customer (Voyage L-12821) for 30 customer periods. ASD in Request Bundle pop-up window. en_US_en_US is missing. The Cargo Weight exceeds the Origin/Destination Country Maximum Container Payload Limitations. This Booking is in Pending status. Please do not initiate any empty equipment pickup until OOCL has processed the booking request and issued an acknowledgment identifying the exact empty pickup location.

Rate/Reference Information

Rate Reference Number: **Rate Reference Number - 123**
User Reference: **Forward Reference - 12324**

Parties

Shipper: **Company: Beach Dealer U.S. Inc**
Street: Highway 301 South
City: Salt Lake
Country: Southland
State / Province: North Carolina
Country / Region: United States
Zip Code / Postal Code: 28306

Contact Person: **Name: [First Name] [Last Name]**
Phone:

Cargo

Outbound Traffic Mode: **FCU Full Container Load**
Cargo Nature: **General Cargo**

Inbound Traffic Mode: **FCU Full Container Load**
Cargo Description: **Paper**

Routing

Origin City: **Hong Kong, Hong Kong** Destination City: **Long Beach, Los Angeles, California, United States**

Estimated Date Range: **Sailing within 2 weeks from 07 Apr 2009**

Requested Sailing Schedule for Hong Kong, Hong Kong to Long Beach, California, United States

Origin	Cut-off Date	PLS	ETA at PLS	PLSD	ETA at PLSD	PLSD	ETA at PLSD	Est. Transit Time (Days)	Vessel/Voyage	Service	Days	Weekdays
Hong Kong	12 Apr 2009, 00:00	Hong Kong	12 Apr (Mon)	Long Beach	24 Apr (Thu)	Long Beach	28 Apr (Tue)	14	OOCL TOKYO 18118	BBX	CH/Deer	CH/Deer

Container

Container Information

Quantity	Size Type	Cargo Weight (Unit container)	Shipper Owned
1	20' General Purpose Container 20 Tons		
2	40' General Purpose Container 40 Tons		

Tracking and Shipment

Door Pickup: **Merchant (CV)** Door Delivery: **Merchant (CV)**

Empty Container Pickup Request: **09 Apr 2009, 11:11 HKT**

Special Requirements

Manufacture Requirements: **Require Fumigation**
Special Storage: **Blow before Deth**

Export Declaration - Submitting Forms (Canada, China, and United States)

Remarks for Entire Booking

[Home](#) [Print](#)

[Back to Template](#)

[My OOCL Center](#) [Create New Booking](#) [Submit Service Request](#) [Print](#)

[Search Booking Request](#) [Save as Template](#)

- The Booking Request Receipt summarizes booking information at the time of the request.
- The booking number will be assigned and displayed on the booking request receipt.

Note: "View Templates" Button is only available for booking created from template which is desired to facilitate creation of another new booking based on template.





Booking Request Receipt

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My OOCL Center Contact Us Help Sign Out

Schedule Booking Documentation Tracking Reporting Service Request Rate and Tariff Administration

Booking Request Receipt

Note: Your booking request has been received on 09 Apr 2009, 15:35.

Receipt Details

Traffic Mode: FCL/FCL
Booking Number: 44200555
Internal Booking Reference Number: 6545678900

Parties

Shipper: Company: Beach Drucker U.S. Inc.
Street: Highway 301 South
City: Salt Lake
Country: United States
State / Province: North Carolina
Country / Region: United States
Zip Code / Postal Code: 28306
Contact Person: Name: [First Name] [Last Name]
Phone: [Phone]

Cargo

Outbound Traffic Mode: FCL Full Container Load
Inbound Traffic Mode: FCL Full Container Load
Cargo Nature: General Cargo
Cargo Description: Paper

Routing

Origin City: Hong Kong, Hong Kong
Destination City: Long Beach, Los Angeles, California, United States
Estimated Date Range: sailing within 2 weeks from 07 Apr 2009

Origin	Cut-off date	PISS	ETD at PISL	PISS	ETA at PISB	PISS	ETA at PISB	ETA at	Est. Transit Time (Days)	Vessel/Voyage	Service	Origin	Destination
Hong Kong	12 Apr 2009, 00:00	Hong Kong	12 Apr (Mon)	Long Beach	24 Apr (Thu)	Long Beach	28 Apr (Tue)	LA	14	OOCL TOKYO 1811L	SBX	CA/Door	CA/Door

Container

Quantity	Box Type	Cargo Weight (Gross container)	Shipper Owned
1	20' General Purpose Container 30 Tons		
1	40' General Purpose Container 40 Tons		

Tracking and Shipment

Door Pickup: Merchant (CV)
Empty Container Pickup Request: 09 Apr 2009, 11:11 HKT
Door Delivery: Merchant (CV)

Special Requirements

Manufacture Requirements: Reserve Fumigation
Special Storage: Blow before Date

Remarks for Entire Booking

Your Fumigation request requires OOCL's review and approval. Your requested Empty Container Pickup date must be at least 3 business days from the current date/time. Your Special Storage request requires OOCL's review and approval. The Gross Weight of the cargo for the Origin Country and/or Destination Country must be within the Maximum Container Payload Limitations. Your Service Contract Number or Carrier Rate Agreement Number is no longer valid for confirmed Internal Bookings. Please contact OOCL sales representative and request that your shipment pattern and rate reference information be updated.
The following are the corresponding external voyage reference for the sailing schedule selected by the customer (Voyage: L1282). Key: In customer, number: ASD in Reserve Bundle job-shipment_en_us_en_us is missing. The Cargo Weight exceeds the Origin/Destination Country Maximum Container Payload Limitations. This Booking is in Pending status. Please do not initiate any empty equipment pickup until OOCL has processed the booking request and issued an acknowledgment detailing the exact empty pickup location.

Buttons: Home, Print, Back to Template

Navigation: My OOCL Center, Create New Booking, Submit Service Request, Print, Search Booking Request, Save as Template

- To print a copy of the receipt:
 - Click **Print**
 - A tip will be shown about the Printed version of receipt

My CargoSmart Center Create New Booking **Print**

In Booking Receipt, a check digit is appended to Booking Number to facilitate empty pick up.

Search Booking Request Save as Template

- To save as template:
 - Click **Save as template**

Save as Template

Required.

Name: * hk_longbeach

Description: GC

Mark as Favorite

Share with users in my Company

Cancel Save

- Different buttons to previous navigation will be shown at the bottom of the page.



Booking Request Receipt Print Page



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Close Print
Print Date: 11 Aug 2010

Booking Number 2504801020-0

Details

Traffic Mode: FCL/FCL

Booking Number: 2504801020-0 **Internet Booking Reference Number:** CS4425633786

Booking Status Remarks: Your fumigation request requires OOCL's review and approval. The Origin City and/or Destination City you have requested requires OOCL's review and approval.

Reminder: This booking is in Pending status. Please do not initiate any empty equipment pickup until OOCL has processed this booking request and issued an acknowledgement identifying the exact empty pickup location.

Rate/Reference Information

Rate Reference Number: Rate Reference Number - 12345678901234567890

User References: Bill of Lading Reference Number - 12345678901234567890123456789 Shipper Reference - SR_jm0001

Parties

Shipper	Forwarder
Company: shipper company	Company: fowardername
Street: shipper street	Street: street
City: city	City: city
County: guangdong	County: cunty
State / Province: guangdong	State / Province: star
Country / Region: Algeria	Country / Region: Algeria
Zip Code / Postal Code: 123456	Zip Code / Postal Code: 123456
Contact Person	Contact Person
Name: contract name name	Name: 1234466 666666

- OOCL booking number is shown at the top of the Receipt Page
- The booking number in Booking Request Receipt Print Page includes check digit so that customers can use it for empty pick up and laden return.

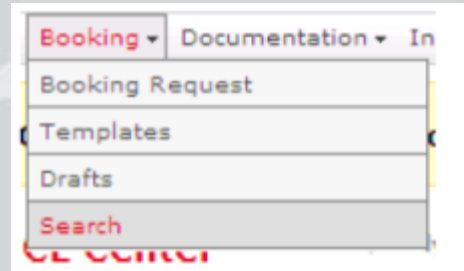


My OOCL Center Usage Guide

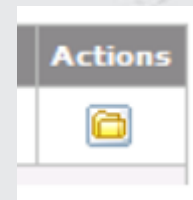


Part B – Booking Request

- How to check previous online submitted Booking Status
 - Select Booking → Search



- Input previously online submitted booking number to search booking status, then online download Booking Acknowledgement (BA) through action folder



Booking Number:





My OOCL Center Usage Guide

Part B – Booking Request

- How to check booking pending reason
 - Select Tracking → Shipment Details
 - Input submitted booking number to search, then you may find the booking pending reason.

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Schedules ▾ Booking ▾ Verified Gross Mass ▾ Documentation ▾ Invoices and Payment ▾ **Tracking ▾** Reporting ▾ Service Reque

Shipment Details

Search by

Bill of Lading Number: Search

1 Booking Number: Search

Container Number: Search

Reference Number: Search 2

Track Cargo
Hot Shipments
Trace North America Rail
Track Vessels
Shipment Details
Link Reference Numbers

Shipment Information

Status

Booking Status:

Pending ([Legal Disclaimer](#))

Pending Reason(s)	Remark
Waiting for space review	



My OOCL Center Usage Guide



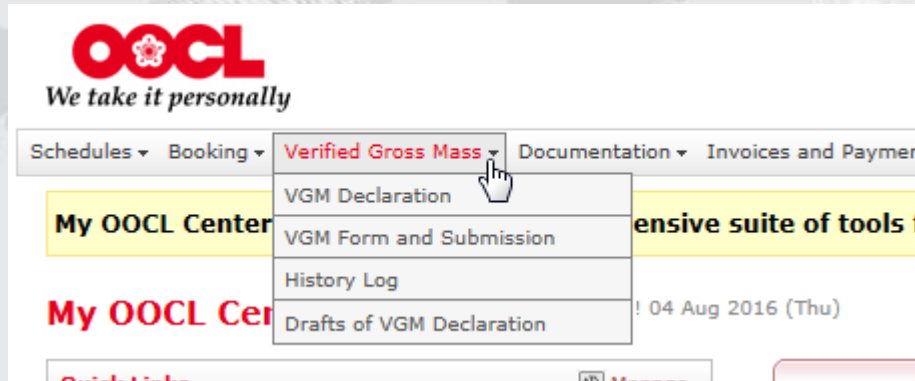
Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- How to Submit VGM online





VGM Submission



How to declare the VGM?

<http://www.oocl.com/eng/resourcecenter/vgm/howtosubmitvgm/Pages/default.aspx>

VGM Guide (English)

<http://www.oocl.com/eng/resourcecenter/vgm/Documents/OOCL User Guide for VGM Declaration eSubmission Eng.pdf>

VGM Guide (Chinese 中文)

<http://www.oocl.com/eng/resourcecenter/vgm/Documents/OOCL User Guide for VGM Declaration eSubmission Schi.pdf>



My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- How to Submit Shipping Instruction (SI) online





Shipping Instructions Submission

Shipping Instructions Submission

Details * Container and Cargo * Preview

* Required.

Shipping Instructions Submission

Details * **Container and Cargo *** Preview

* Required.

Container and Cargo Details

Check list for SI:

http://www.oocl.com/hongkong/eng/localinformation/CustomerServiceGuide/ExportProcedures/Pages/SI_Guideline_en.aspx





Shipping Instructions Submission

Item	SI Submission data	Tips
1	Booking Number / BL Number	Booking number should be provided by container level. For combined B/L's, please specify which booking number to be used as B/L number
2	B/L parties including shipper, Consignee, Notify Party and/or also Notify Party	Please provide full company name and address with telephone/email and/or fax (email is mandatory, fax is optional)
3	Vessel/ Voyage	If Feeder vessel's B/L is required, please specify clearly
4	Place of Receipt	
5	Port of Loading	
6	Port of Discharge	
7	Final Destination	
8	Traffic Mode	(CY-CY / CY-Door / Door-CY / Door-Door)
9	Container Number	
10	Seal Number	
11	Shipping Mark	
12	Cargo Description	To meet the local customs requirement, you're required to provide a clear and precise cargo name. Cargo content must be provided at each container level. If dg cargo mixed with non-dg cargo in the same container, please separate by cargo item





Shipping Instructions Submission

13	Quantity	Please provide the packing unit in details such as Carton, paper bag, drum, etc
14	Weight & Measurement	Cargo weight and measurement must be provided for each cargo item
15	B/L Type	Original / Sea waybill / Telex release
16	Service Agreement	Please indicate Service Contract Number or CSO Number
17	B/L Release Office	Please indicate the B/L Release Office : HKG/SHZ/GUA
18	B/L Release Party	If bill of lading is not released to booking party, the full name and contact person of the B/L release party should be provided.
19	Payment Terms (Prepaid; Collect)	Please indicate whether it is Freight Prepaid or Freight Collect
20	Payment office / Payment currency / Freight payer	Please indicate the Freight payer and its location and currency if it is different from the Booking party. If payment is settled by third party, payer's full name, full address and contact person should be provided. If payment office is located in SPRC, no third party payer is accepted.
21	B/L draft receiving methods	Please indicate by fax or internet (if by Fax, please indicate the fax no on SI)
22	SCAC Code / House B/l Number / House B/l Information	For US/Canada Shipment only Customs Filer: SCAC Code + House b/l number Non-Customs Filer: House b/l number + Actual Shipper & Actual Consignee





Other Instructions on the B/L

Requested B/L Date:

Select

Ocean Freight: *

Prepaid Collect

Remarks on B/L:

← Sth you desire to show on B/L Image

B/L Handling Instructions

Draft B/L

Receiving Party: Receive By:

Select Select [] - [] - []
[Country] - [Area] - [Local]

(If 'Fax', please specify)

Final B/L

B/L Type: * **Receive By: ***

Select Select []

(If 'Other', please specify.)

B/L Distribution: *

	Shipper		Forwarder		Consignee		Notify Party		Also Notify Party
	B/L Type	Copy	B/L Type	Copy	B/L Type	Copy	B/L Type	Copy	Copy
Non-Freighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (All Charges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Prepaid Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Collect Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other B/L Handling Instructions:

← Your special handling requirement, such as: B/L Type; Release Office. (e.g.: Telex Release at Guangzhou)



My OOCL Center Usage Guide



➤ How to Submit Shipping Instruction (SI) online

If you want to submit insert two bookings, you may take below steps as example.

Booking Number *	Bill of Lading Number
2541253170 <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>	
<input type="text"/>	

Booking Number *	Bill of Lading Number
2541253171 <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>	
2541253170 <input type="text"/>	

Booking Number *	Bill of Lading Number
<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>	
2541253170 2541253171 <input type="text"/>	

➤ SI Submission Steps:

→ input one or two booking number(s)

→ add

→ input another booking number

→ add

→ fill in all columns with * and click the "Validate SI" at the bottom of the page





BL Type: Original or Sea WayBill?

B/L Handling Instructions

Draft B/L
 Receiving Party: Receive By: (If 'Fax', please specify)
 - -
 [Country] - [Area] - [Local]

Final B/L
 B/L Type: * Receive By: * (If 'Other', please specify.)

 Select *
 Original
 Sea Waybill

	Shipper		Forwarder		Consignee		Notify Party		Also Notify Party
	B/L Type	Copy	B/L Type	Copy	B/L Type	Copy	B/L Type	Copy	Copy
Non-Freighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (All Charges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Prepaid Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Collect Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other B/L Handling Instructions:

How to choose BL Type for Telex Release shipment when submit SI





The answer is: Original + BL Handling Instructions

B/L Handling Instructions

Draft B/L
 Receiving Party: Receive By: (If 'Fax', please specify) - -
 [Country] - [Area] - [Local]

Final B/L
 B/L Type: * Receive By: * (If 'Other', please specify.)

B/L Distribution: *

	Shipper		Forwarder		Consignee		Notify Party		Also Notify Party
	Original	Copy	Original	Copy	Original	Copy	Original	Copy	Copy
Non-Freighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (All Charges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Prepaid Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Collect Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>

Other B/L Handling Instructions:

The left column means if you want to show the charge of BL

1. Show no charge
2. Show all charges
3. Only show prepaid charge
4. Only show collect charge





The answer is: Original + BL Handling Instructions

B/L Handling Instructions

Draft B/L

Receiving Party: Receive By: (If 'Fax', please specify) - -
 [Country] - [Area] - [Local]

Final B/L

B/L Type: * Receive By: * (If 'Other', please specify.)

B/L Distribution: *

	Shipper		Forwarder		Consignee		Notify Party		Also Notify Party
	Original	Copy	Original	Copy	Original	Copy	Original	Copy	Copy
Non-Freighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (All Charges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Prepaid Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Collect Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>

Other B/L Handling Instructions:

Column on the top means the party who will get the BL

You may input the specific quantity of copies you want in the blank





The answer is: Original + BL Handling Instructions

B/L Handling Instructions

Draft B/L
 Receiving Party: Receive By: (If 'Fax', please specify)
 - -
 [Country] - [Area] - [Local]

Final B/L
 B/L Type: * Receive By: * (If 'Other', please specify.)

B/L Distribution: *

	Shipper		Forwarder		Consignee		Notify Party		Also Notify Party
	Original	Copy	Original	Copy	Original	Copy	Original	Copy	Copy
Non-Freighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (All Charges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Prepaid Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Freighted (Collect Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="3"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>

Other B/L Handling Instructions:

For example:
 If you want to give the forwarder 3 copies showing collect charges and give the consignee 2 copies with no charge on BL image, you may fill in the blank like that





Container

Container 1

Associated Bkg #: *

2517328070

Container #:

Shipper Owned

Container Size Type:

Total Cargo Gross Weight:

 Metric Tons

Seal Type:

(please specify)

Seal #:

Select

Select

Select

Cntr & Seal # must be input/ varified

Cargo

Marks and Numbers	Quantity	Cargo Nature / Description	Weight / Volume	Actions
<p>Marks and Numbers:</p> <p>Select</p> <p><input type="text"/></p> <p>Add to favorite</p>	<p>Quantity: *</p> <p><input type="text"/></p> <p>Quantity is required.</p> <p>Package Type: *</p> <p>Select</p> <p>Package Type is required.</p>	<p>Cargo Nature: *</p> <p>General</p> <p>Harmonized Code:</p> <p><input type="text"/></p> <p>Cargo Description:</p> <p>Select</p> <p><input type="text"/></p> <p>Add to Favorite</p>	<p>Gross Weight:</p> <p><input type="text"/> Kilograms</p> <p>Net Weight:</p> <p><input type="text"/> Kilograms</p> <p>Volume:</p> <p><input type="text"/> Cubic Meters</p>	<p>Copy Cargo to</p>



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My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- How to find Booking Acknowledgement (BA) / BL copy / Debit Notes (DN)



Channel:

Documentation



Shipment Folder



Shipment Folder

Search



Provided by OOCL

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Schedules ▾ Booking ▾ Documentation ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate

Shipment Folder

- Shipping Instructions
- Bill of Lading
- Shipment Folder

Search by

- Shipment Folder Search
- Document Summary Search
- Document Pouch Search

Search Result

Shipment Folder Search

Search by

Search Result

Booking #	B/L #	Container #	Vessel Voyage	
2516219650	2516219650	OOLU89778	SUI HAI YUN 388 646S	Jiangmen, G

Details of the Shipment Folder

Required by OOCL **Provided by OOCL** User-Defined

All	Document Name	Booking Number
<input type="checkbox"/>	Shipping Instruction/BL Master	2516219650





Shipment Folder Search

Search by

Search Result

Booking #	B/L #	Container #	Vessel Voyage	Origin	Port of Load
2016067580	2016067580	TTNU396077	HAI LONG 128 542S	Huangpu, Guangdong, China	Hong Kong 18 Aug 2011, 23:30 CCT (actual)

Details of the Shipment Folder

Required by OOCL **Provided by OOCL** User-Defined

All	Document Name	Booking Number	Bill of Lading Number
<input type="checkbox"/>	Bill of Lading - Copy Non-Freighted (Unsigned)		2016067580
<input type="checkbox"/>	Bill of Lading - Draft		2016067580
<input type="checkbox"/>	Invoice - Copy		2016067580
<input type="checkbox"/>	Invoice - Original		2016067580
<input type="checkbox"/>	Booking Acknowledgement	2016067580	

Channel:

Documentation



Shipment Folder



Shipment Folder

Search



Provided by OOCL



My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- How to order OOCL blank BL paper online





How to order OOCL blank BL paper online

- Documentation → Bill of Lading → Order B/L Stationery

The screenshot shows the OOCL website's main navigation menu. The 'Documentation' dropdown menu is open, showing several options. The 'Order B/L Stationery' option is highlighted with a mouse cursor. The website header includes the OOCL logo and the slogan 'We take it personally'. The navigation bar contains links for Schedules, Booking, Documentation, Invoices and Payment, Tracking, Reporting, Service Request, and Rate and Charges. The 'Documentation' dropdown menu includes the following items: Shipping Instructions, Bill of Lading, Arrival Notice/Advice Note, Shipment Folder, B/L View and Print, History Log, B/L Delegation Settings, B/L Delegation Settings Granted by Associates, Sign-up for B/L Print, and Order B/L Stationery. Below the navigation bar, there are sections for 'My OOCL Center', 'What's New in MOC?', and 'Quick Links'. A green box on the right side of the screenshot contains text about a new feature for container specification enquiries.

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Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Charges ▾

Shipping Instructions ▾
Bill of Lading ▾ B/L View and Print
Arrival Notice/Advice Note ▾ History Log
Shipment Folder ▾ B/L Delegation Settings
B/L Delegation Settings Granted by Associates
Sign-up for B/L Print
Order B/L Stationery

My OOCL Center

What's New in MOC?

Quick Links

500,000 Boxes' Detailed Specification Is Now Available

OOCL has just enabled the online Specification Enquiry feature, covering OOLU prefix boxes in OOCL's current fleet and non-OOLU prefix boxes that OOCL is still using.

Simply go to www.OOCL.com and click on the "Container Specification" link from the top navigation bar, type in the container number you are looking for and click "Search". All available details will be displayed.



Stationery Order - New



Stationery Order Details

*Required.

Order Information

Quantity: * Sheets

Input the order quantity

Required by: * Date: Time Zone:

Select delivery date

If no special assignment

We'll arrange it within 3 days

Contact Information

User Name: * Account
[First Name] [Last Name]

E-mail Address: *

Primary Phone Number: * - -

Primary Fax Number: - -

Secondary Phone Number: - -
[Country] - [Area] - [Local]

Secondary Fax Number: - -
[Country] - [Area] - [Local]

Mailing Information

Street: *

City: *

County / District:

State / Province:

Country / Region: *

Zip Code / Postal Code:

Pls double-check the information with remark"*"
If there's anything wrong
Pls update it directly here

After all information input
Click "Submit"

NOTICE: We collect personal information on this site. To learn More about how we use your information, please see our [Privacy and Security Statement](#)



CargoSmart Notification - Bill of Lading Stationery Request

发件人: helpdesk <helpdesk@cargosmart.com>

收件人: [REDACTED]

日期: 2011-8-24 12:17:37

CargoSmart has received your Bill of Lading Stationery Order will pass it to the Carrier for its consideration:

Other Information

Carrier: OOCL
Quantity (sheet): 500
Date Needed: 27 Aug 2011 CCT

Contact Information

Contact Name: [REDACTED]
E-mail Address: [REDACTED]
Phone: 86 20 [REDACTED]

Fax:

Mailing Information

First Name: [REDACTED]
Last Name: [REDACTED]
Street: [REDACTED]
City: [REDACTED]
County: [REDACTED]
State/Province: [REDACTED]
Zip Code/Postal Code: [REDACTED]
Country: [REDACTED]
E-mail Address: [REDACTED]
Phone: [REDACTED]

Fax:



IMPORTANT NOTICE

Use of OOCL's services, including this e-mail and the information contained herein, is covered by the OOCL's "Terms of Use" and "Privacy and Security Statement". Please read the current version of the Terms of Use and the Privacy and Security Statement which you may access by clicking on the "Terms of Use" and the "Privacy and Security Statement" on the bottom of the page at <http://www.oocl.com>. By using the information contained in this e-mail you are deemed to have accepted and agreed to be bound by the Terms of Use and the Privacy and Security Statement.

11-8-24



My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- How to confirm BL
 - Sign in My OOCL Center -> go to menu bar -> Documentation -> Shipment Folder -> Shipment Folder Search
 - > Input the B/L Number -> Search
 - > click "Provided by OOCL" -> Actions (Process document)
 - > Actions (Accept)





Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Tariff ▾ Administration ▾

Shipment Folder

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

Search by

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

Shipment Folder ▾

Shipment Folder Search

Collapse

Bill of Lading Number:

Booking Number:

Container Number:

Reference Number:

- Document Summary Search
 - Document Pouch Search
 - Statement of Accounts Search
- (Maximum 20 booking numbers, separated by a space.)

Search Result

Booking #	B/L #	Container #	Vessel Voyage	Origin	Port of Load	Port of Discharge	Destination
3085539070	3085539070	CAIU909349	RHL CONSCIENTIA 007S	Port Klang, Selangor, Malaysia	Port kelang 06 Dec 2013, 15:00 MYT (estimated)	Brisbane 16 Dec 2013, 22:00 EAST (estimated)	Brisbane, Queensland, Australia

Details of the Shipment Folder

Required by OOCL Provided by OOCL User-Defined

All	Document Name	Booking Number	Bill of Lading Number	Uploaded Time	Description/Remarks	Actions
<input type="checkbox"/>	Bill of Lading - Draft		3085539070	04 Dec 2013, 16:51 MYT	Paper Size: A4 Viewed Version 1	
<input type="checkbox"/>	Booking Acknowledgement	3085539070		28 Nov 2013, 13:03 MYT		

Filter by: **Tip** ▾ ▾

All	B/L Number	Booking Number	Document Type	Status	Received from	Received on	Expires on	Avail Prints	Actions
<input type="checkbox"/>	3085539070	3085539070	Ver 1 Draft	Viewed	OOCL	04 Dec 2013 MYT	25 Dec 2013 MYT	1	

My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- Attention to OBL print online
- Additional BL copy print





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Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾



OOCL Lite i

- Shipping Instructions ▾
- Bill of Lading ▾**
 - B/L View and Print**
 - History Log
 - B/L Delegation Settings
 - B/L Delegation Settings Granted by Associates
 - Sign-up for B/L Print
 - Order B/L Stationery
- Shipment Folder ▾

My OOCL Center Welcome, f

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

Manage



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Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Re

B/L Search

Search by

* Required.

Booking or B/L Number

Booking Number:

B/L Number:



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1st time print Original BL: Click the Printer Icon



My OOCL Center Contact Us e-Subscription Help

Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾ Service Request ▾ Rate and Tariff ▾ Administration ▾

B/L Search

Search by ▼ Expand

Search Result

Filter by: Tip All Documents ▾ All Corporation, city, country ▾ Go

All <input type="checkbox"/>	B/L Number	Booking Number	Document Type	Status	Received from	Received on	Expires on	Avail Prints	Actions	
<input type="checkbox"/>	2516368150	2516368150	Ver 5 Original	New	OOCL	26 Aug 2011 HKT	15 Sep 2011 HKT	3		
<input type="checkbox"/>	2516368150	2516368150	Ver 5 Copy Non-Freighted	New	OOCL	26 Aug 2011 HKT	24 Nov 2011 HKT	1		

Revoke Delegate Print



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Reprint Application & Additional Print BL copy



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My OOCL Center Contact Us e-Subscription Help

Schedules Booking Documentation Invoices and Payment Tracking Reporting Service Request Rate and Tariff Administration

B/L Search

Search by Expand

Search Result

Filter by: Tip 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
<input type="checkbox"/>	2014545200	2014545200	Ver 2 Original	Printed	OOCL	25 Aug 2011 HKT	14 Sep 2011 HKT	0	
<input type="checkbox"/>	2014545200	2014545200	Ver 2 Copy Non-Freighted	Printed	OOCL	25 Aug 2011 HKT	23 Nov 2011 HKT	0	

Revoke Delegate Print

Print - B/L 2507148360

* Required.

Print Paper: OOCL Stationery

Specify / Avail Prints: * / 3

Cancel

Print



Additional Print Request - New

Additional Print Request Details

Fill in the form below to submit your request; Or you may contact OOCL directly at: wusa2@oodl.com. * Required.

Primary Information

B/L Number: 2014545200

Booking Number: 2014545200

Additional Quantity: * Prints

Main Reason:

Remarks:
Paper Jam (printer problem)
Hardware, Software malfunction, Virus
Power, System interruption
Lost BL
Other (Please specify)

Input the additional quantity "1"

Select the main reason why you need the additional print

Contact Information

User Name: *
[First Name] [Last Name]

E-mail Address: *

Phone: - -

Fax: - -
[Country] - [Area] - [Local]

Finally check all the information and then click "Submit"

I would like to receive a copy of this request by e-mail

NOTICE: We collect personal information on this site. To learn More about how we use your information, please see our [Privacy and Security Statement](#)

Cancel

Submit



My OOCL Center Usage Guide

Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

➤ How to search BL and Invoice

- Login 'My OOCL Center' → Documentation → Shipment Folder → Shipment Folder Search

The screenshot shows the 'My OOCL Center' web interface. At the top, there is a navigation bar with several dropdown menus: Schedules, Booking, Documentation, Invoices and Payment, Tracking, Reporting, Service Request, Rate and Tariff, and Administration. The 'Documentation' menu is highlighted with a red box, and its dropdown list is visible, showing options: Shipping Instructions, Bill of Lading, Arrival Notice/Advice Note, and Shipment Folder. The 'Shipment Folder' option is also highlighted with a red box, and its sub-menu is open, showing: Shipment Folder Search, Document Summary Search, Document Pouch Search, and Statement of Accounts Search. The 'Shipment Folder Search' option is highlighted with a red box and a mouse cursor. Below the navigation bar, there is a yellow banner with the text 'functionalities designed for you to manage your shipments real time. iPhone'. Below the banner, there is a red banner with the text 'My OOCL Center'. Below the red banner, there is a blue banner with the text 'What's New in MOC?'. Below the blue banner, there is a 'Quick Links' section with a 'Manage' button. Below the 'Quick Links' section, there is a table with columns 'Description' and 'Reference #'. The table is currently empty, showing 'no result'.



My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

➤ How to search BL and Invoice

- Input your B/L Number or Booking Number → Then click ‘Search’

Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾

Shipment Folder Search

Search by

Bill of Lading Number:

Booking Number:

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

Container Number:

Reference Number:

- Note: There may be a time delay between our BL and Invoice upload Action and its display on ‘My OOCL Center’ (MOC). Once you are advised by OOCL local team or online chat colleagues that the BL and Invoice have been uploaded, you may check MOC after a short period of time (normally 15-30 minutes).



My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

➤ How to confirm & accept BL updated by OOCL

Customer may click BL Draft Ready link under Shipment Summary.
Then click Process BL button & click Accept button.

The screenshot shows the 'My OOCL Center' interface. On the left, there is a 'Shipment Summary' section with a red box highlighting the 'BL Draft Ready (2)' link. To the right, there is a list of document types: Bill, Boc, Cor, and Ref. Below this, there is a table of documents with the following columns: All, B/L Number, Booking Number, Document Type, Status, Received from, Received on, Expires on, Avail Prints, and Actions. The table contains one row with the following data: B/L Number: 2546522180, Booking Number: 2546522180, Document Type: Ver 2 Draft, Status: New, Received from: OOCL, Received on: 06 May 2014 CCT, Expires on: 26 May 2014 CCT, Avail Prints: 1. The Actions column for this row contains icons for 'Process BL', 'Accept', 'Print', and 'Delegate'. Below the table, there are buttons for 'Cancel', 'Revoke', 'Accept', 'Delegate', and 'Print'. The 'Accept' button is highlighted with a mouse cursor.

All	B/L Number	Booking Number	Document Type	Status	Received from	Received on	Expires on	Avail Prints	Actions
<input type="checkbox"/>	2546522180	2546522180	Ver 2 Draft	New	OOCL	06 May 2014 CCT	26 May 2014 CCT	1	

Filter by: All Documents

Buttons:



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My OOCL Center Usage Guide



Part C – VGM Submission, Shipping Instruction and Dangerous Goods Documents Submission, BL view and print

- How to upload Dangerous Goods (DG) Documents
 - Input your B/L Number or Booking Number → Then click ‘Search’

Schedules ▾ Booking ▾ Documentation ▾ Invoices and Payment ▾ Tracking ▾ Reporting ▾

Shipment Folder Search

Search by

Bill of Lading Number: Search

Booking Number: Search

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

Container Number: Search

Reference Number: Search



My OOCL Center Usage Guide



- Choose "Required by OOCL" → Preliminary DG Certificate
→ Then click upload button under Actions column

Shipment Folder Search

Search by

Search Result

Booking #	B/L #	Container #	Vessel Voyage	Origin	Port of Load	Port of Discharge	Destination
2018618162	2018618162	TCLU533276	MSC SANDRA 691E	Chicago, Illinois, United States	Montreal 21 Jul 2013, 15:12 EDT (actual)	Liverpool 28 Jul 2013, 15:35 BST (actual)	Newton, England, United Kingdom

Details of the Shipment Folder

Required by OOCL | Provided by OOCL

All	Document Name	Booking Number	Received on <i>Tip</i>	Uploaded Time <i>Tip</i>	Uploaded from	Description/Remarks	Document Status	Actions
<input type="checkbox"/>	<u>Preliminary DG Certificate</u>	2018618162					Requested	



My OOCL Center Usage Guide



- Select the uploaded documents and save

Document Upload - Preliminary DG Certificate

Document Details

* Required.

Document Name: Preliminary DG Certificate

Booking Number: 2018618162

Received from: * Booking Party ([Expeditors International of Washington, Inc. - SAPID: 4141158000](#))
 Shipper ([Deere & Company - SAPID: 6473689001](#))
 Consignee
 Forwarder ([Expeditors International of Washington, Inc. - SAPID: 4141158000](#))

Received on: * Oct 30 2013 17 34

Delivery Channel: * Select

Document Status: Verified

Complete: Yes

Document Upload

Select Document: *

Remarks:

Cancel

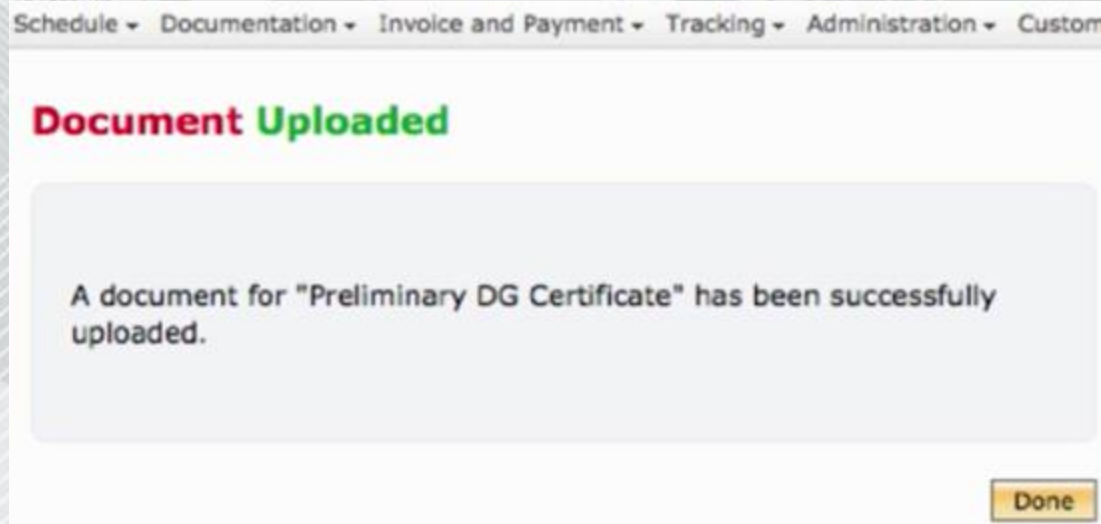
Save



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My OOCL Center Usage Guide



- Preliminary DG Certificate is uploaded successfully.
- The OOCL Channel at YouTube has been updated with the latest version of *How to Upload Dangerous Goods Documents to My OOCL Center*. This is version 3 which now includes guidance on how to upload multiple documents at one time. Watch the video [here](#)



My OOCL Center Usage Guide



Part D – Online Chat Support

- The online chat tool is for the customer to clarify information when using My OOCL Center (MOC) or to seek guidance on MOC usage.
- OOCL is trying to provide the customer a clear, concise, and professional communication to solve problems.
- The online chat tool is not for booking/Bill of Lading amendment requirements. The customer can utilize the module of **Service Request** or send email to local office for making.

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Contact Us e-Subscription Help

Schedules ▾ Booking ▾ Documentation ▾ Tracking ▾ Reporting ▾ **Service Request ▾** Rate and Tariff ▾ Administration ▾

OOCL OOCL Lite is a mobile solution with rich functionalities designed for you to manage your shipments real time. iPhone and Android versions are now available for download from the [Apple Store](#) and [Google Play](#).

Online Chat



Thank You for Your Time!

*Acting Green: We take it personally !
for Sustainability*

Contact us:



OOCL Lite 4.1 Mobile Solution
Ready on iPhone / iPad / Android



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