

CEI Supplier Online Portal – Shipment Booking Module

User Manual

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1. INTRODUCTION

The Shipment Booking module in the CEI Online Supplier Portal will replace the e-Booking tool. This move is intended to allow suppliers to immediately create a Shipment Booking directly from the known PO details. This will minimize the effort of entering data manually without having to leave the CEI Online Supplier Portal.

2. LOGIN AND URL

The same URL and Login information to Supplier portal will be used to access the shipment booking module.

3. CREATE A SHIPMENT BOOKING REQUEST

To start creating a Shipment Booking request, scroll to the top menu bar Purchase Order and click on the Online Shipment Booking link as shown below:

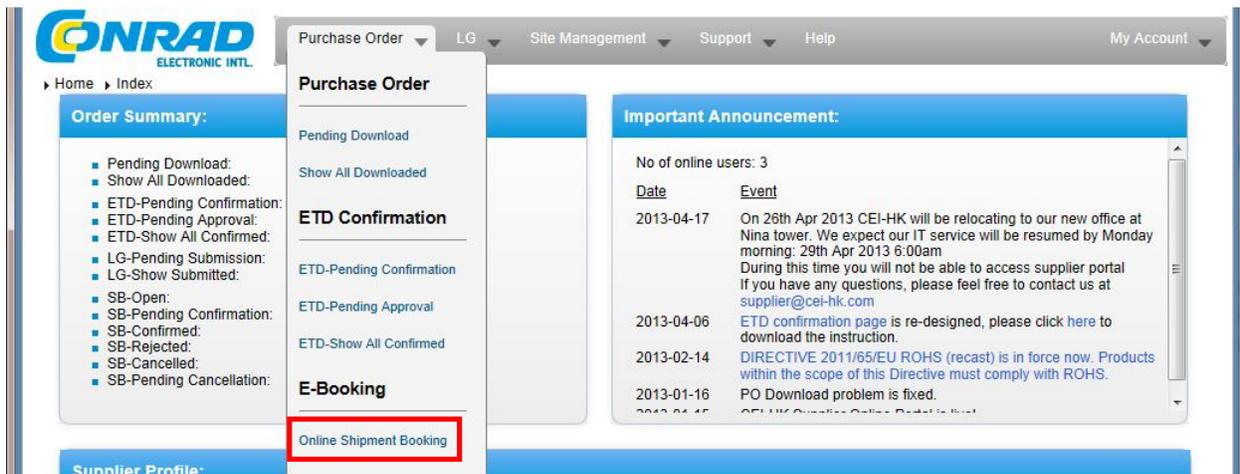


Figure 1. Online Shipment Booking Link

Shipment Booking Summary Page will display (Figure 2). This page will list all existing shipment bookings of the supplier logged in. Click Create Shipment Booking button.

Shipment Booking Summary

Filters

Shipment Booking No. PO No. Supplier No. Request Date Status

Clear Search

Booking No.	Revision No.	Type	Status	Shipper	Consignee	Requester	Requested Date
CEICO200500	17	Booking Request	Confirmed		CONRAD ELECTRONIC ...		2013/06/19
CEICM400465	7	Booking Request	Confirmed		CONRAD ELECTRONIC ...		2013/06/07
CEICM300459	3	Booking Request	Confirmed		CONRAD ELECTRONIC ...		2013/06/06
CEICJ500356	3	Booking Request	Confirmed		CONRAD ELECTRONIC ...		2013/05/18
CEI13150100001	35	Booking Request	Confirmed	Shipper Name 1	Consignee Name 1		2013/04/09

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Displaying Booking Summary 1 - 5 of 5

Export-Excel Create Shipment Booking

Figure 2. Create Shipment Booking

The Item Selection page (Figure 3) will display listing your Purchase Orders with status ETD Confirmed. From this page, you can select the PO for which the shipment booking will be created. Also, you can search a PO if any of the search parameters are known.

Create Shipment Booking - Item Selection

Filters

Issue Start Date Issue End Date PO No.

Clear Search

	PO No.	Pos No.	Seg No.	Currency	B.Price	Qty	B.Amt	eETD	cETD
<input type="checkbox"/>	4503788197	60	1	EUR	48.50	500	24,250.00	2012/32	2013/19
<input type="checkbox"/>	4503788197	70	1	EUR	48.50	500	24,250.00	2012/38	2013/29
<input type="checkbox"/>	4504033607	10	1	USD	2.50	1,000	2,500.00	2012/15	2013/18
<input type="checkbox"/>	4504083177	20	2	USD	17.20	64	1,100.80	2012/15	2013/17
<input type="checkbox"/>	4504112199	10	2	USD	9.00	100	900.00	2012/20	2013/16
<input type="checkbox"/>	4504187193	10	1	USD	28.09	200	5,618.00	2012/30	2012/30
<input type="checkbox"/>	4504210665	10	3	USD	10.60	7,500	79,500.00	2014/16	2014/16
<input type="checkbox"/>	4504226808	10	1	USD	307.00	255	78,285.00	2012/42	2013/18
<input type="checkbox"/>	4504226809	50	1	USD	240.30	456	109,576.80	2013/22	2013/22
<input type="checkbox"/>	4504226809	50	2	USD	240.30	456	109,576.80	2013/30	2013/30
<input type="checkbox"/>	4504235256	10	5	USD	3.24	200	648.00	2012/27	2013/20
<input type="checkbox"/>	4504235961	10	2	USD	3.80	250	950.00	2012/27	2013/20
<input type="checkbox"/>	4504239064	10	1	USD	28.09	200	5,618.00	2012/36	2012/36
<input type="checkbox"/>	4504250445	10	1	USD	2.50	1,000	2,500.00	2012/30	2013/18
<input checked="" type="checkbox"/>	4504287730	10	1	USD	19.65	300	5,895.00	2012/37	2013/21

Select 1 or multiple

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Displaying All Confirmed ETD PO 1 - 15 of 5577

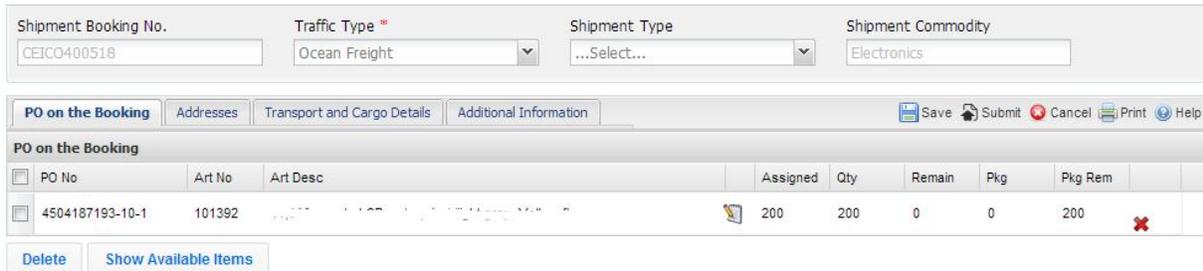
Export-Excel Next

Figure 3. Item Selection Page

To select, tick the checkbox beside the desired PO (multiple selection is allowed). Then click Next button.

Edit Shipment Booking page (Figure 4) will load and display. It is recommended that you click Save button before making any changes.

Edit Shipment Booking : CEICO400518 Revision 1 (Open)



The screenshot shows a web application interface for editing a shipment booking. At the top, there are four input fields: 'Shipment Booking No.' (containing 'CEICO400518'), 'Traffic Type *' (a dropdown menu with 'Ocean Freight' selected), 'Shipment Type' (a dropdown menu with '...Select...' selected), and 'Shipment Commodity' (containing 'Electronics'). Below these fields is a tabbed interface with four tabs: 'PO on the Booking', 'Addresses', 'Transport and Cargo Details', and 'Additional Information'. The 'PO on the Booking' tab is active, showing a table with columns: PO No, Art No, Art Desc, Assigned, Qty, Remain, Pkg, and Pkg Rem. A single row is visible with PO No '4504187193-10-1', Art No '101392', and Assigned/Qty values of 200. Below the table are buttons for 'Delete' and 'Show Available Items'. At the top right of the form area are buttons for 'Save', 'Submit', 'Cancel', 'Print', and 'Help'.

Figure 4. Edit Shipment Booking Page

- Note that some of the data field entries already have system-generated or default data based on the PO selected.
- Header section
 - Shipment Booking No. is a unique system-generated ID with format CEI + yyyy + workweek + counter
 - Traffic Type, by default, will be set to Ocean Freight. You can still change this if desired.
 - Shipment Type is optional and selection list will depend on Traffic Type (ex. For Ocean Freight, Shipment Type can be FCL/FCL, LCL/FCL or LCL/LCL)
 - Shipment Commodity is fixed to Electronics
- The Edit Shipment booking page is divided into 4 tabs which will be discussed in detail in the succeeding sections:
 - PO on the Booking tab will list the PO/s you selected for the shipment booking.
 - Addresses tab contains the contact information of all parties involved as well as relevant ETD and ETA details.
 - Transport and Cargo Details tab has the container and package information needed for the shipment booking.
 - Additional Information tab is where the supplier provides other details such as supporting documents and specific instructions.
- All mandatory fields are indicated by a red asterisk.
- Buttons available are:
 - Save
 - Submit
 - Cancel
 - Print
 - Help

a. PO on the Booking tab

- The Assigned (quantity) column already defaults to the PO Quantity.

- Pkg and Pkg Rem columns pertain to the Item Quantity assigned to a package which will be added later in Section 4c. These columns are system-generated.

If you need to modify the Assigned quantity, click the Notebook and Pen icon (Update Assig. Quantity) and enter the desired quantity to ship (Figure 5).

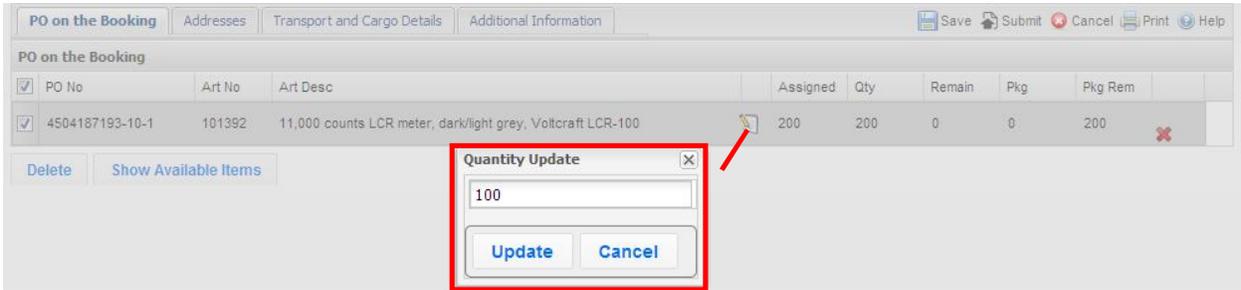


Figure 5. Assigned Qty Update

Click Update button and the Remain column will update automatically (Figure 6).

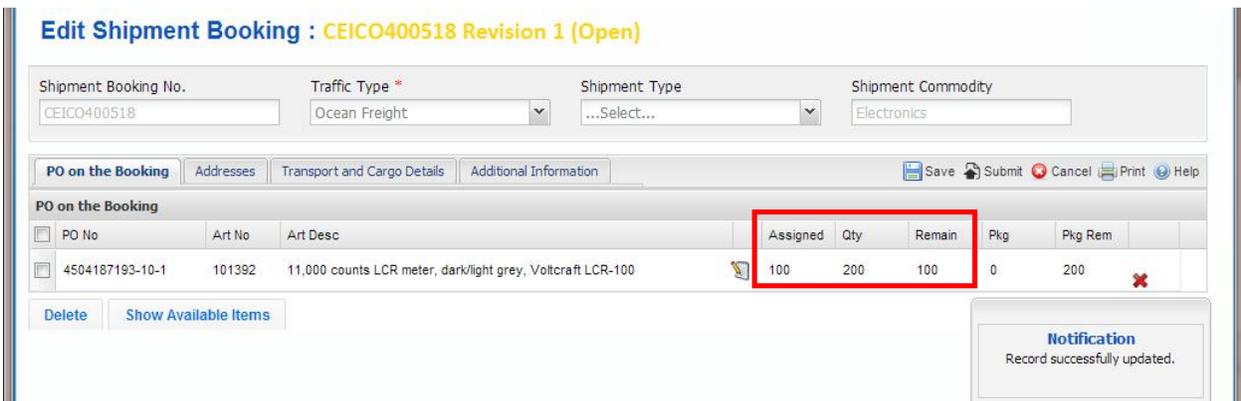


Figure 6. Updated PO Quantity assigned

Save any changes.

b. Addresses Tab

Edit Shipment Booking : CEICO100496 Revision 1 (Open)

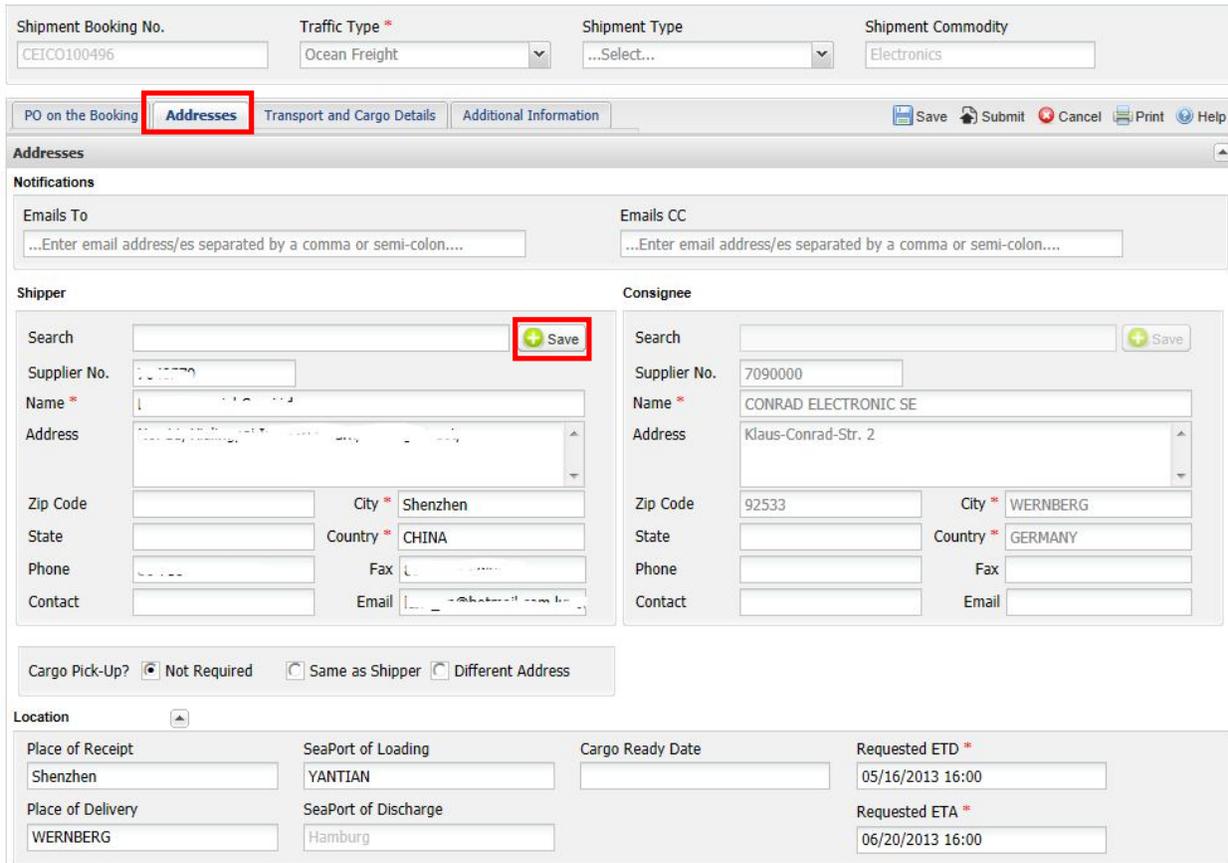


Figure 7. Addresses Tab

- The Shipper and Consignee Addresses are already populated by default according to your PO details. (Note that for multiple PO's within a booking, default data will be based only on the first PO selected).
- Place of Receipt and Place of Delivery default to the same city as Shipper and Consignee respectively.
- SeaPort of Loading defaults to the Trade Term Location (this is AirPort of Departure for Traffic Type: Air Freight).
- Requested ETD and ETA also have default values from the PO
- Data fields are still amendable except for the greyed out fields which are read-only

You can still update the Address or Contact Details by filling them in the appropriate fields then clicking Save button beside the Search field.

Figure 8. Type and Search Supplier details

To retrieve Supplier record details, type on the Search field the Supplier Number or Name and it will automatically return matches for you to select.

c. Transport and Cargo Details tab

The container section is required for Traffic Type: Ocean Freight. To add a container, select the Container size (20, 40, 45 or 53) and then the Container. Container Number should be unique and composed of 4 alphabetic characters followed by 7 numeric characters (All container numbers will be listed under the Assign to Equipment dropdown in order to link the container to a package). Click +Add Container button. Container Seal is optional and can be modified later within the grid.

Figure 9. Transport and Cargo Details tab

For all bookings, it is required to add Package details. From Cargo Details / Packages, fill in mandatory fields and click +Add Cargo Package Detail button. Additional fields will appear if Dangerous Goods Set to Yes, or Valuable and Sensitive checkboxes are ticked accordingly.

Figure 10. Cargo Details / Packages section

Packages grid will update and a popup will appear for the user to select the PO to attach to the package.

PO No	Art No	Art Desc	Assigned
4504251833-70-1	239725	...	240

Packages	Gross Wt (kg)	Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description
LN2	4	0.0 kg	0.0 lb	0.0 kg	0.0 lb	24.0 m ³	847.5528 ft ³

Figure 11. Packages grid and Add PO to Package

Check the PO to attach and click Add to Package button. Success notification will display.

From the grid, you can add more details such as weight and dimensions by clicking on Edit Package icon (Figure 12).

Packages							
Packag...	Gross Wt (kg)	Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description
LN1	1	0.0 kg	0.0 lb	0.0 kg	0.0 lb	0.0 m ³	0.0 ft ³

Figure 12. Edit an Added Package

Edit Package ✕

Dangerous Goods? * Yes No Temp. Control? Valuable? Sensitive?

Number of Packages * Type Assign to Equipment

Update Equip. Totals? Weight / Volume / Content? Total Package

Gross Weight Net Weight Quantity

Dimension Volume

Description Marks & Numbers

Additional Package Information ▾

Figure 13. Edit Package popup details

Package details can still be modified from here (Figure 13). Click Reset to clear all previous data. Click Cancel to disregard any changes. Click Save if any changes.

If another PO is to be added to a package, click green + button. A popup will display to select the available PO's on the booking.

Packages							
Packag...	Gross Wt (kg)	Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description
LN1	1	0.0 kg	0.0 lb	0.0 kg	0.0 lb	0.0 m ³	0.0 ft ³

Add to Package ✕

PO on the Booking

<input type="checkbox"/> PO No	Art No	Art Desc	Assigned
<input type="checkbox"/> 4504125571-20-4	275460	...	10,000
<input type="checkbox"/> 4504385027-10-2	237514	...	256

Figure 14. Add PO to Package

Once a PO is added to a package, a binocular icon (Show/edit assigned PO) will display beside the package.

Packages								
	Packag...	Gross Wt (kg)	Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description
LN1	1	0.0 kg	0.0 lb	0.0 kg	0.0 lb	0.0 m ³	0.0 ft ³	
LN2	3	0.0 kg	0.0 lb	0.0 kg	0.0 lb	0.0 m ³	0.0 ft ³	

Figure 15. Show/Edit Assigned PO icon from Package grid

User can still delete the PO item attached to a package.

Assigned PO on Package				
<input type="checkbox"/>	PO No	Art No	Art Desc	Assigned
<input type="checkbox"/>	4504251833-70-1	239725		240

Buttons: **Delete** **Close**

Figure 16. View / Edit PO assigned to a Package

d. Additional Information tab

Fields in this section are optional. Incoterms and Incoterm Location default settings were taken from the Trade Term information from the selected PO during initial creation of the booking request.

PO on the Booking | Addresses | Transport and Cargo Details | **Additional Information** | Save | Submit | Cancel | Print | Help

Additional Information

Incoterms: <input type="text" value="FOB - Free On Board"/>	Incoterm Location: <input type="text" value="YANTIAN"/>
Required Documents: <input type="text"/>	Supplied Documents: <input type="text"/>
Requested Vessel / Flight: <input type="text"/>	Document Ready Date: <input type="text"/>
FCL Stuffing Required? <input type="checkbox"/>	Survey Required? <input type="checkbox"/>
Solid Wood Packing? <input type="checkbox"/>	Controlled Substance? <input type="checkbox"/>
Handling Instructions: <input type="text"/>	Shipper's Remarks: <input type="text"/>

References

Reference Type: Ref. Value:

Type	Value	Attachment

Figure 17. Additional Information Tab

4. ATTACHMENTS

You can upload attachments from the References section. To upload a file, select a Reference Type and enter any Ref. Value (can be modified from the grid). Click on the paper clip icon. Select the file to upload which will display on the space beside the icon then click +Add button. An error message will display if the file format selected is not any of the ff:



Figure 18. File format error notification



Figure 19. Upload attachment

A message will display if the upload is successful and the References grid will be updated.



Figure 20. References Grid

5. EDIT SHIPMENT BOOKING

To re-open or edit a shipment booking request from the Shipment Booking Summary Page, click on the Edit Shipment Booking icon.

Booking No.	Revision No.	Type	Status	Shipper	Consignee	Requester	Requested Date	
CEICK100374		Booking Request	Open				2013/05/21	
CEICK100375		Booking Request	Cancelled				2013/05/21	

Figure 21. Edit Icon from Shipment Booking Summary Page

User can still add or remove PO's attached to the booking until it is not yet submitted. To add another PO, click on Show Available Items button.

PO on the Booking										
<input type="checkbox"/>	PO No	Art No	Art Desc		Assigned	Qty	Remain	Pkg	Pkg Rem	
<input type="checkbox"/>	4504385027-10-2				256	256	0	0	0	
<input type="checkbox"/>	4504452306-20-1				432	432	0	0	0	

Figure 22. PO on the Booking Tab

A popup will display the list of PO with status ETD Confirmed. Again user can select by ticking the checkbox beside it and pressing Add to Booking button.

Item Selection

Filters

Issue Start Date: [] Issue End Date: [] PO No: []

Clear Search

	PO No. ▲	Pos No.	Seg No.	Currency	B.Price	Qty	B.Amt	cETD	cETD
1	4504683412	10	1	USD	54.50	50	2,725.00	2012/52	2013/18
2	4504683413	10	1	USD	54.50	200	10,900.00	2013/09	2013/20
3	4504683414	10	1	USD	64.50	200	12,900.00	2013/05	2013/20
4	4504683416	10	1	USD	90.90	200	18,180.00	2013/05	2013/20
5	4504683417	10	1	USD	145.90	204	29,763.60	2013/05	2013/18
6	4504839182	30	1	USD	27.50	510	14,025.00	2013/13	2013/18
7	4504839182	50	1	USD	19.50	495	9,652.50	2013/13	2013/20
8	4504839182	60	1	USD	45.00	200	9,000.00	2013/13	2013/20
9	4504839183	10	1	USD	71.90	200	14,380.00	2013/14	2013/20
10	4504842992	10	1	USD	41.65	144	5,997.60	2013/12	2013/18
11	4504860242	10	1	USD	4.10	504	2,066.40	2013/13	2013/18
12	4504901149	10	1	USD	41.50	300	12,450.00	2013/18	2013/20
13	4504940171	10	1	USD	3.72	504	1,874.88	2013/17	2013/18
14	4504947606	10	1	USD	1.90	200	380.00	2013/20	2013/18
15	4504954464	10	1	USD	24.50	504	12,348.00	2013/20	2013/20

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Displaying All Confirmed ETD PO 1 - 15 of 17

Add to Booking Cancel

Figure 23. Add another PO to the Booking

To Delete a PO, user can either click on the X button or tick the checkbox beside the PO and click Delete button.

PO on the Booking

PO No	Art No	Art Desc	Assigned	Qty	Remain	Pkg	Pkg Rem	
4504125571-20-4			10,000	10,000	0	0	0	X
4504385027-10-2			256	256	0	0	0	X
4504452306-20-1			432	432	0	0	0	X

Delete Show Available Items

Figure 24. Delete a PO on the Booking

A popup will confirm the add/remove action of the user and once clicked OK/Yes, page will refresh and update the PO on the Booking grid.

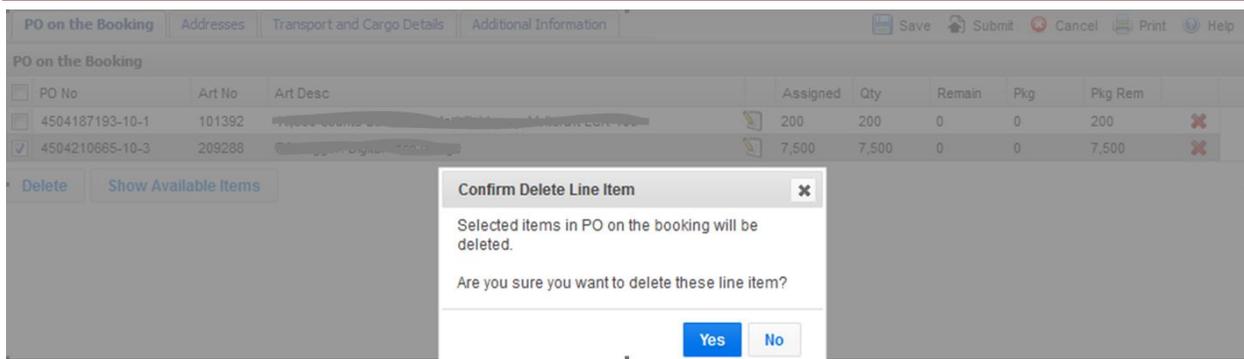


Figure 25. Confirmation to Delete

To save changes, click Save button. A message will briefly display at the bottom right corner to indicate if successfully saved.



Figure 26. Save successful notification

If a PO has been selected on another booking, a Show Related Booking icon (binoculars) will display beside the PO.

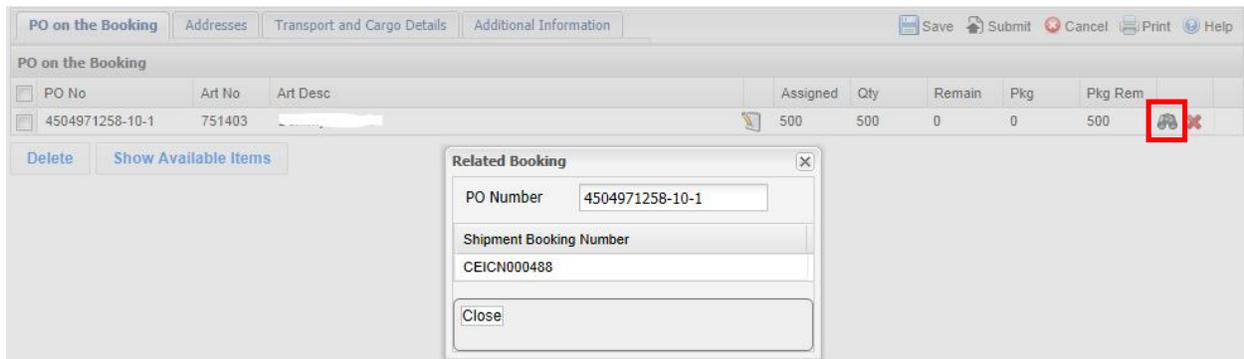
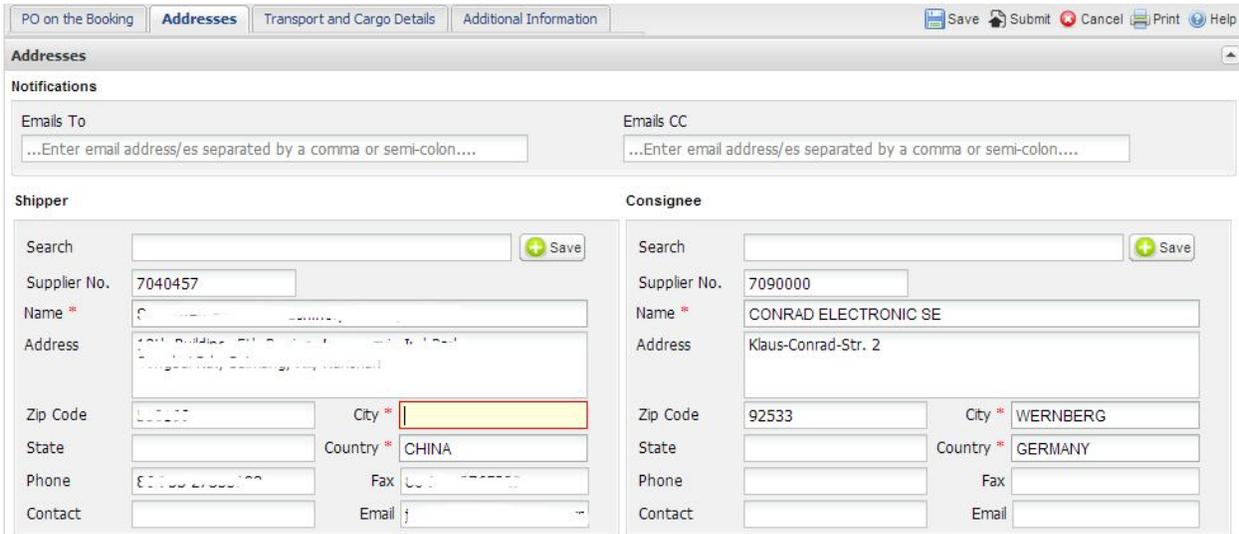


Figure 27. Show Related Booking Icon and popup

Click on this icon. A popup will display the Shipment Booking Number that already has the same PO attached.

6. SUBMISSION

It is recommended to click on Save button first prior to submitting the shipment booking request. Upon submission, you will be redirected to the page where mandatory fields are blank. Missing data will be highlighted in red as in Figure .



The screenshot shows a web application interface with tabs for 'PO on the Booking', 'Addresses', 'Transport and Cargo Details', and 'Additional Information'. The 'Addresses' tab is active. Below the tabs are 'Notifications' fields for 'Emails To' and 'Emails CC'. The main area is divided into 'Shipper' and 'Consignee' sections. In the 'Shipper' section, the 'City' field is highlighted in red, indicating a missing mandatory field. The 'Consignee' section is filled with data, including 'Supplier No. 7090000', 'Name CONRAD ELECTRONIC SE', and 'Address Klaus-Conrad-Str. 2'.

Figure 28. Mandatory field missing notification

If any items are still missing such as no Package added or no PO added to a package, user will be notified accordingly.

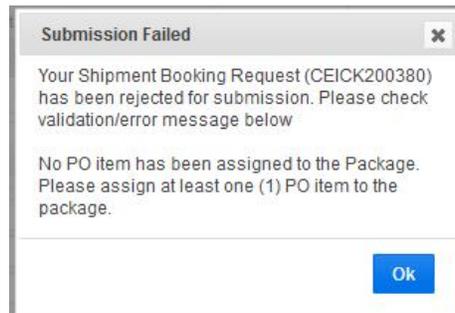


Figure 29. Failed submission error and additional details

If submission is successful, a popup message appears as below:

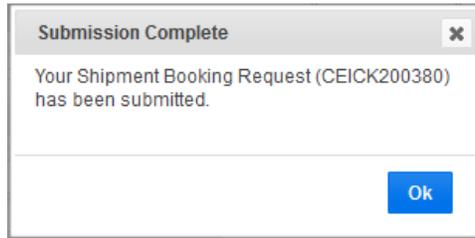


Figure 30. Submission successful notification

Status of the shipment booking will change to Pending Confirmation.

7. BOOKING STATUS SUMMARY

In the Home Page > Order Summary, you will see a Summary list of all Shipment Bookings you have created as shown in Figure 1 below:

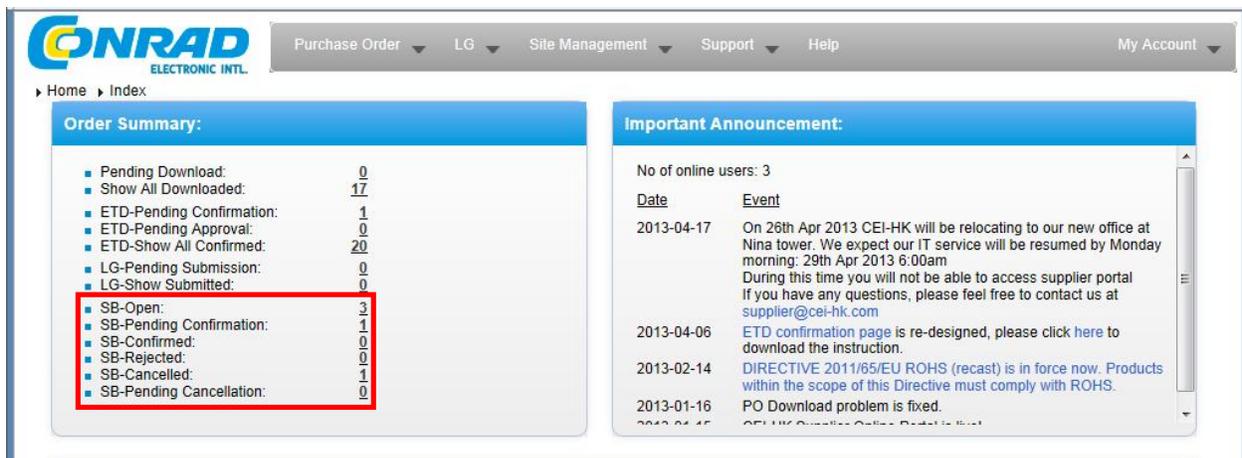


Figure 31. Order Summary – Shipment Bookings

- SB-Open: Total number of Shipment bookings not yet submitted
- SB-Pending Confirmation: Total number of Shipment bookings submitted to Panalpina
- SB-Confirmed: Total number of Confirmed Shipment bookings
- SB-Rejected: Total number of Rejected Shipment bookings
- SB-Cancelled: Total number of Cancelled Shipment bookings
- SB-Pending Cancellation: Total number of User-Initiated Cancellation pending response from Panalpina

Each of the SB-"Status" number count is a hyperlink to redirect you to the Shipment Booking Summary Page. It will display the list of shipment bookings filtered according to the status selected. See example below:

Home Index

Order Summary:

- Pending Download: 68
- Show All Downloaded: 3906
- ETD-Pending Confirmation: 1304
- ETD-Pending Approval: 124
- ETD-Show All Confirmed: 5294
- LG-Pending Submission: 1170
- LG-Show Submitted: 800
- SB-Open: 463
- SB-Pending Confirmation: 24
- **SB-Confirmed: 5**
- SB-Rejected: 1
- SB-Cancelled: 20
- SB-Pending Cancellation: 1

Figure 32. Order Summary Link to Shipment Bookings

Figure 33. Redirected to List of Bookings Confirmed

8. EDI UPDATES

If a response has been received from Panalpina on the submitted shipment booking request/s, the user who submitted the request will be notified through a popup message of any updates to booking.

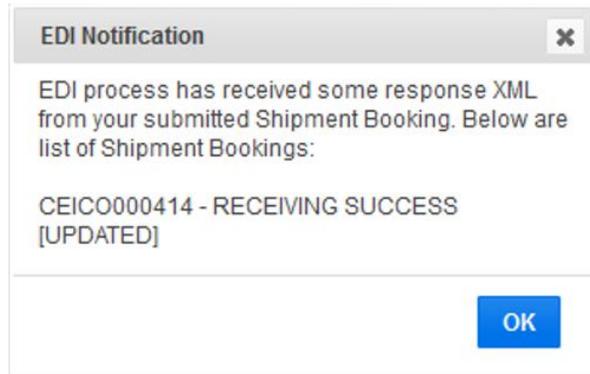


Figure 34. EDI Notification

Likewise upon re-opening the shipment booking request, a new tab will appear to display response data from Panalpina:

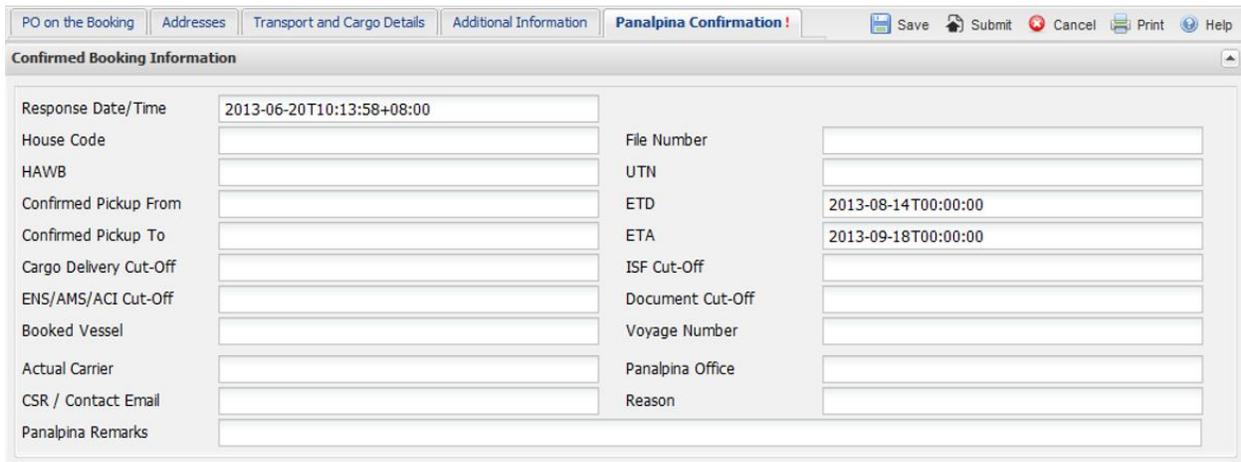


Figure 35. Panalpina Confirmation Tab

This tab will appear if the ff. responses have been received from Panalpina: Update, Confirm, Reject and Cancel.

9. CANCELLATION

Cancel button is available to the user as long as the booking request is still not confirmed. Once cancellation is initiated, you will be asked to specify a cancellation reason:

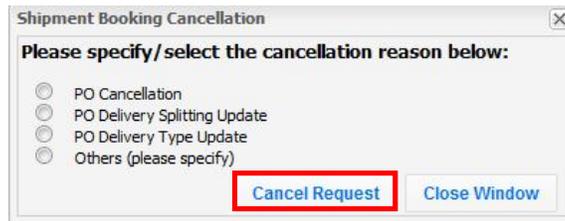


Figure 36. Select Cancellation Reason

To confirm, click Cancel Request and a message will notify you if cancellation is successful. Edit Booking page will refresh and become read-only. Cancellation reason will also display accordingly.

Edit Shipment Booking : CEICN000488 Revision 4 (Cancelled)

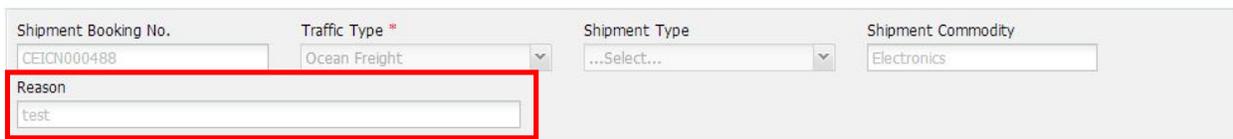


Figure 37. Cancelled Booking header

If the booking request was Pending Confirmation at the time of cancellation, the status will change to Pending Cancellation. This will change to Cancelled upon acknowledgment from Panalpina.

If the booking request was Open (not yet submitted) at the time of cancellation, the status will change to Cancelled.

10. CONFIRMATION / REJECTION

Upon confirmation or rejection from Panalpina, status of the shipment booking request will automatically update in SOIM. When opening a confirmed or rejected shipment booking, the booking request is locked and no changes will be allowed.

11. SEARCH A SHIPMENT BOOKING REQUEST

You can search for a shipment booking request from the Summary Page according to the following criteria:

Shipment Booking Summary

▼ Filters

Shipment Booking No. PO No. Supplier No. Request Date Status

Booking No.	Revision No.	Type	Status	Shipper	Consignee	Requester	Requested Date	
CEICK100374		Booking Request	Open			sugo	2013/05/21	
CEICK100375		Booking Request	Cancelled			Ging	2013/05/21	
CEICK200376	4	Booking Request	Cancelled	Luxe Industrial Co., Ltd.	CONRAD ELECTRONIC SE	luxecn	2013/05/22	
CEICK200377	3	Booking Request	Cancelled	IVT INTERNATIONAL LTD	CONRAD ELECTRONIC SE	Ging	2013/05/22	
CEICK200378	2	Booking Request	Open	Guangzhou Chiyuan EL...	CONRAD ELECTRONIC SE	Ging	2013/05/22	
CEICK200379	5	Booking Request	Pending Confirmation	Sugo Industrial Co., Ltd.	CONRAD ELECTRONIC SE	Ging	2013/05/22	
CEICK200380	4	Booking Request	Pending Confirmation	Shenzhen SKYRC Tech...	CONRAD ELECTRONIC SE	Ging	2013/05/22	

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Figure 38. Search parameters

- Shipment Booking No. will search only exact matches and follows the format: CEI + yyyy + workweek + counter.
- Request Date is based on the date the shipment booking request was initially created.
- Supplier No. and Status can be selected from a dropdown list. Results can be exported by clicking Export-Excel button.

Similarly, you can click on the column header to sort ascending or descending if desired.

12. RE-USE

Re-Use button is available for shipment bookings that are Cancelled or Rejected. Once clicked, a copy of the current shipment booking request will be generated under a new booking ID. You can still modify each user-entered data fields.

Edit Shipment Booking : CEICN000488 Revision 4 (Cancelled)

Shipment Booking No. Traffic Type * Shipment Type Shipment Commodity

Reason

PO on the Booking | Addresses | Transport and Cargo Details | Additional Information | **Panelpina Confirmation** | | |

Figure 39. Re-Use Button

13. PRINT

Print button is available but function is for future development.

14. DATA FIELD DESCRIPTION

a. Header section

Edit Shipment Booking : CEICO400518 Revision 1 (Open)

Shipment Booking No. CEICO400518	Traffic Type * Ocean Freight	Shipment Type ...Select...	Shipment Commodity Electronics	Header																		
<p>PO on the Booking Addresses Transport and Cargo Details Additional Information</p> <p>Save Submit Cancel Print Help</p>																						
<table border="1"> <thead> <tr> <th>PO No</th> <th>Art No</th> <th>Art Desc</th> <th>Assigned</th> <th>Qty</th> <th>Remain</th> <th>Pkg</th> <th>Pkg Rem</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4504187193-10-1</td> <td>101392</td> <td></td> <td>200</td> <td>200</td> <td>0</td> <td>0</td> <td>200 </td> </tr> </tbody> </table>					PO No	Art No	Art Desc	Assigned	Qty	Remain	Pkg	Pkg Rem		<input type="checkbox"/>	4504187193-10-1	101392		200	200	0	0	200
PO No	Art No	Art Desc	Assigned	Qty	Remain	Pkg	Pkg Rem															
<input type="checkbox"/>	4504187193-10-1	101392		200	200	0	0	200														
<p>Delete Show Available Items</p>																						

Field	Description
Shipment Booking No.	System-generated unique ID of the booking in the shipper / customer's system Format: CEI + yyyy + 2-digit workweek + 4-digit counter
Traffic Type *	Required transport mode: Air Freight, Logistics, Ocean Freight, Overland - Rail, or Overland - Road
Shipment Type	Options depend on selected Traffic Type: FCL/LCL/Air Consolidation, etc.
Shipment Commodity	System-generated. Fixed to Electronics

b. PO on the Booking Tab

This section lists all the Purchase Orders selected for the Booking. Data are entered by default but Assigned Qty and PO are still amendable by the user.

Edit Shipment Booking : CEICO400518 Revision 1 (Open)

Shipment Booking No. CEICO400518	Traffic Type * Ocean Freight	Shipment Type ...Select...	Shipment Commodity Electronics																			
<p>PO on the Booking Addresses Transport and Cargo Details Additional Information</p> <p>Save Submit Cancel Print Help</p>																						
<table border="1"> <thead> <tr> <th>PO No</th> <th>Art No</th> <th>Art Desc</th> <th>Assigned</th> <th>Qty</th> <th>Remain</th> <th>Pkg</th> <th>Pkg Rem</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4504187193-10-1</td> <td>101392</td> <td></td> <td>200</td> <td>200</td> <td>0</td> <td>0</td> <td>200 </td> </tr> </tbody> </table>					PO No	Art No	Art Desc	Assigned	Qty	Remain	Pkg	Pkg Rem		<input type="checkbox"/>	4504187193-10-1	101392		200	200	0	0	200
PO No	Art No	Art Desc	Assigned	Qty	Remain	Pkg	Pkg Rem															
<input type="checkbox"/>	4504187193-10-1	101392		200	200	0	0	200														
<p>Delete Show Available Items</p> <p style="text-align: center;">PO on the Booking Tab</p>																						

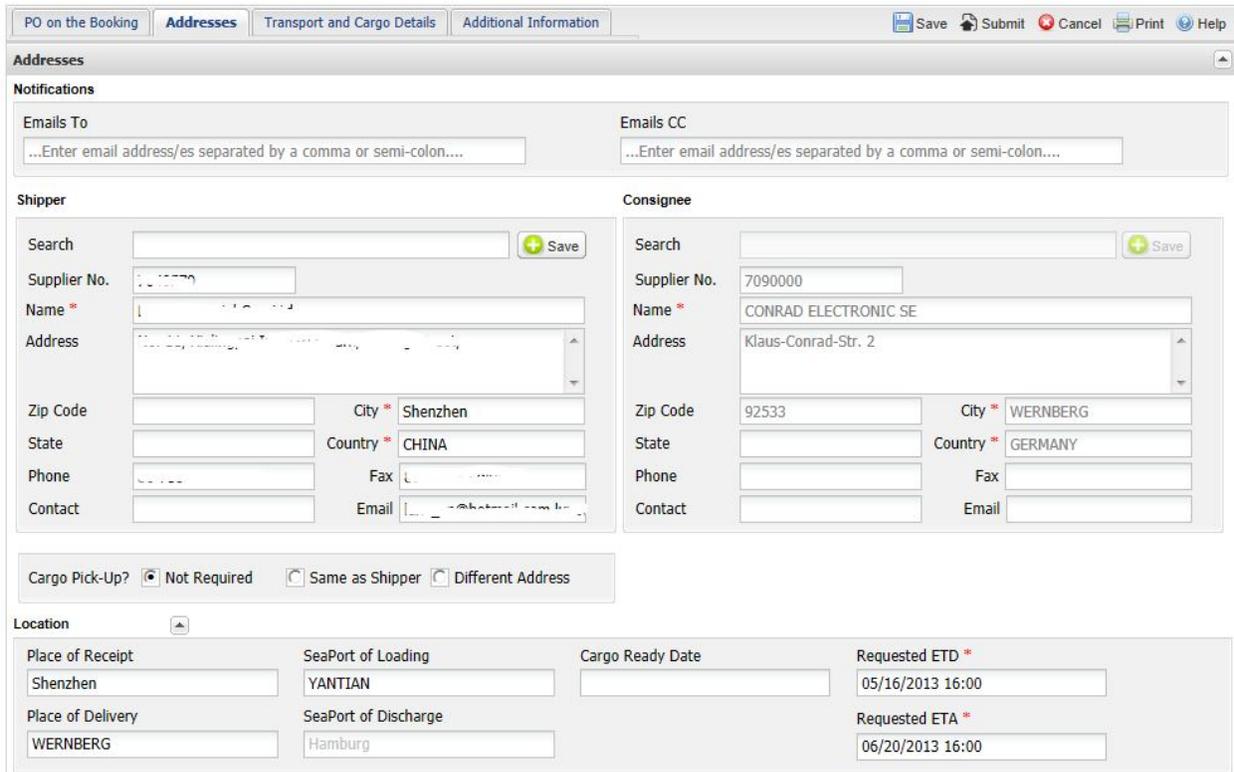
Field	Description
PO No	Purchase order number selected for the Booking
Art No	Article No. from the PO

Art Desc	Article Description from the PO
Assigned	Quantity (pieces) booked (Default to Total from PO)
Qty	Total number ordered from PO
Remain	Qty less all Assigned
Pkg	Quantity (pieces) assigned to a Pkg
Pkg Rem	Qty remaining not yet assigned to a Pkg

c. Addresses

This section lists all Shipping parties – At least Shipper and Consignee, specify Pickup if such service is required.

- Shipper defaults to Supplier
- Consignee defaults to Conrad
- Pick-up is not required by default

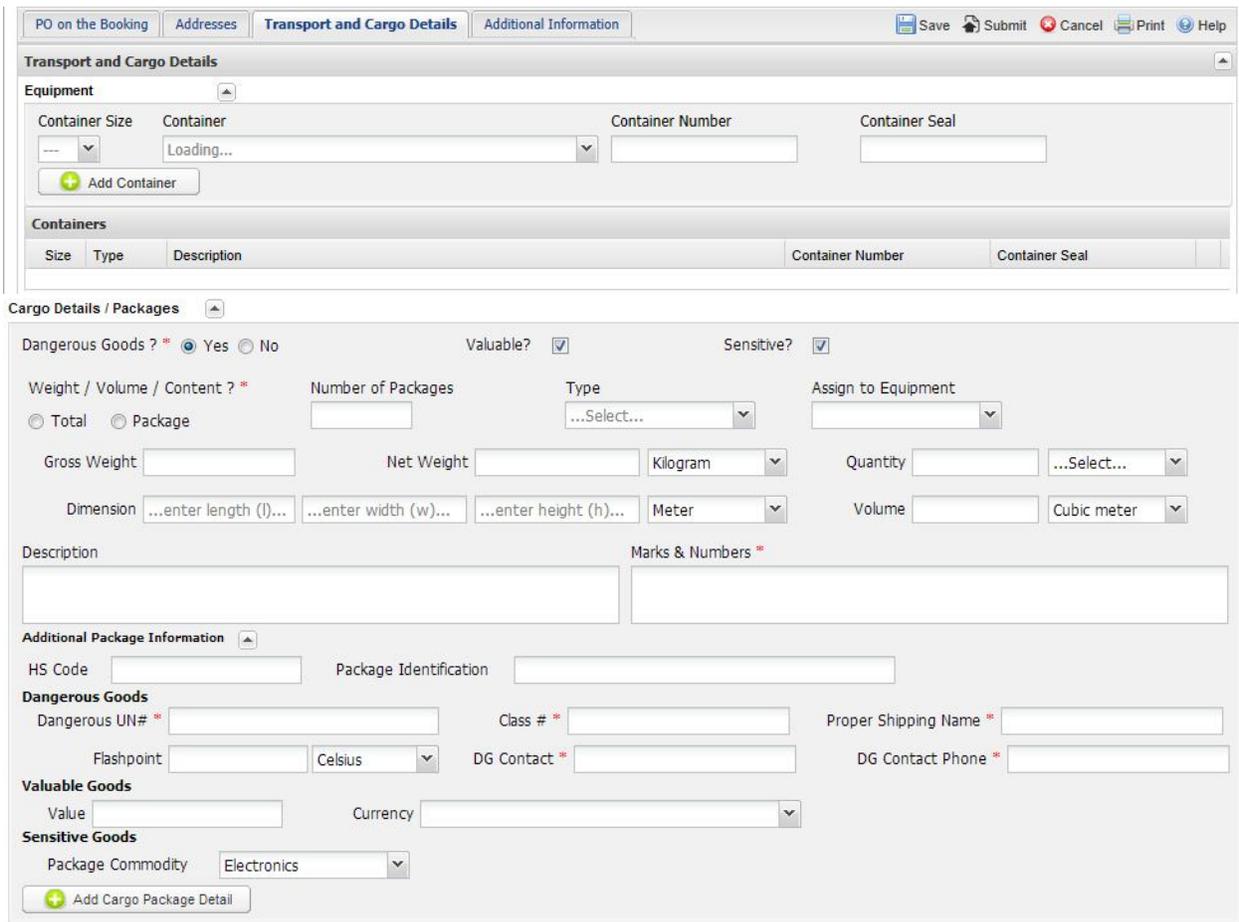


Field	Description
Emails To	Send notification mail to... accepts multiple email addresses separated by comma or semi-colon
Emails CC	Copy notification mail to ... accepts multiple email addresses separated by comma or semi-colon

Shipper / Consignee / Pick-up Addresses section	
Supplier No.	Supplier No. for Shipper / Pick-Up Consignee is provided by default
Name *	Partner name
Address	First address line
	Second address line
	Third address line
Zip Code	Zip
State	State / province
City *	Type and search the name of the city (based on UN location code)
Country *	Name of country (will populate automatically upon selecting City)
Phone	Phone
Fax	Fax
Contact *	Name of contact person
Email	Email address of contact person
Pick-Up Date From	If pickup is required time window
Pick-Up Date To	
Location section (ship from and ship to information for Air and Ocean Freight Shipment Types)	
Place of Receipt	Location where cargo will be received by the carrier (Defaults to Shipper City)
Place of Delivery	The place where the carrier or the forwarder actually turns over the container or cargo to the consignee of its agent (Defaults to Wernberg)
(Air)Port of Departure (for Traffic Type: Air Freight)	The port at which cargoes or containers are loaded onto vessels. Defaults to Incoterm location but can be modified
Seaport of Loading (for Traffic Type: Ocean Freight)	
(Air)Port of Destination (for Traffic Type: Air Freight)	The port at which cargoes or containers are discharged from vessel. This is system-generated and read-only (fixed to Nuremberg and Hamburg respectively)
Seaport of Discharge (for Traffic Type: Ocean Freight)	
Cargo Ready Date	Specific date when the shipper (also known as vendor, supplier) has the cargo ready for handover to a transportation provider
Final Destination	The place where the carrier or the forwarder actually turns over the container or cargo to the consignee of its agent
Requested ETD	Shipper expected date and time of departure
Requested ETA	Customer expected date and time of arrival

d. Transport and Cargo Details Tab

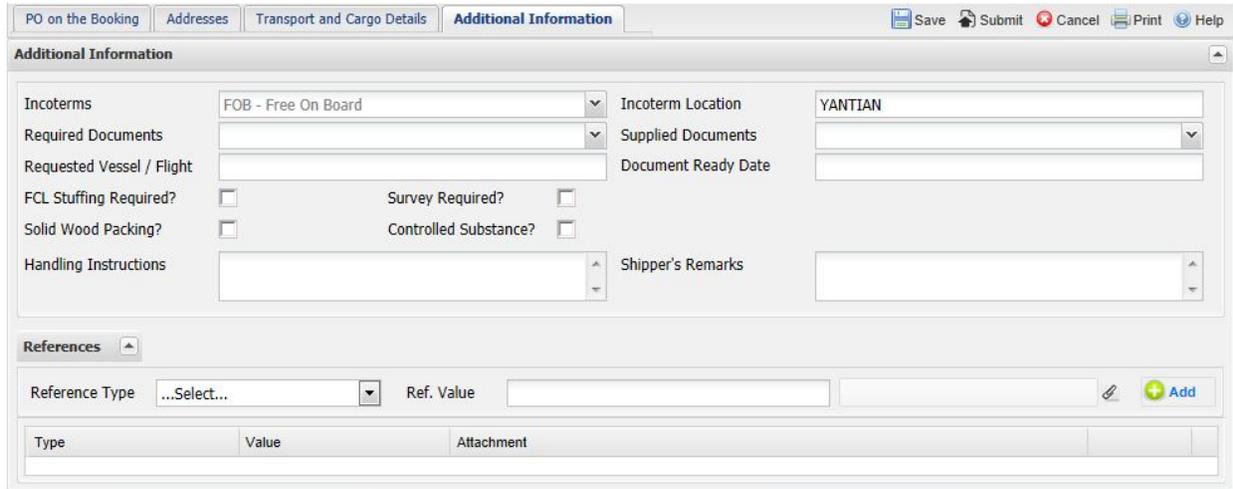
Contains the booked Containers (for Ocean Freight, FCL/FCL only) and/or Packages (required for all bookings). Multiple containers and packages are supported. Package can be linked to Container when required.



Field	Description
<i>Equipment Section (for Ocean Freight, FCL/FCL only)</i>	
Container Size	The size of container (in foot)
Container	The UN container type code and description - Options depend on selected Container Size
Container No	ISO container number (4 alphabetic + 7 numeric characters)
Container Seal	Container Security Seal number (if known)

Cargo Details / Packages Section (At least 1 Package required to fill for all bookings)	
Dangerous Goods? *	Yes, If this package contains DG. No, otherwise.
Sensitive?	Tick if fragile cargo that is vulnerable to jolting, shocks or tilting, that can be easily damaged, and that requires special handling.
Valuable?	Tick if commodity tendered for transport is high value and is susceptible to theft and pilferage
Weight / Volume / Content *	Select Total or Per Package If Total, required fields – Gross/Net weight, Quantity, Volume If Per Package, required fields – Number of Packages, Type, Dimensions
Number Of Packages	Number of packages
Type	ISO package type
Assign to Equipment	Lists Container numbers added in Equipment section (mandatory for Ocean Freight)
HS Code	Custom code up to 10 numeric characters
Gross Weight	Gross weight
Net Weight	Net weight + Unit of gross/net weight
Quantity	Quantity of items in the package + Unit (default: Piece)
Dimensions (l*w*h)	Length, Width, Height, The unit of L x W x H
Volume	Volume + Unit of Volume
Description	Nature of goods
Marks & Numbers *	Shipping Marks for cargo identification
Dangerous UN#	If Yes to Dangerous Goods, UN code mandatory (4-digit chars)
Class#	DG numeric classification
Proper Shipping Name	DG Description from the general index or alphabetical list of dangerous goods in the appropriate code
Flashpoint	Temperature when certain inflammable cargo will trigger spontaneous ignition. It is an IMCO standard information requirement for dangerous goods.
Flashpoint	Flash point temperature unit (Celsius or Fahrenheit)
DG Contact	Emergency contact person
DG Contact Phone	Emergency phone
If Sensitive, Package Commodity	Default is electronics (user can modify and add more details)
If Valuable, Value	Commercial value of the goods in the package
Currency	Currency unit

e. Additional information tab



Field	Description
Incoterms	EXW, FOB... (default from PO if available)
Incoterms Location?	The incoterm location name (default from PO)
Required Documents	Shipper required documents from Panalpina (HBL, AWB, FCL, etc.)
Supplied Documents	Shipper provide documents to Panalpina (commercial invoice, DG declaration etc.)
Requested Vessel / Flight	Customer preferred vessel
Document Ready Date	Document Ready Date
FCL Stuffing Required?	Tick if FCL stuffing required
Survey Required?	Tick if survey required
Solid Wood Packing?	Tick if solid wood packing required
Controlled Substance?	Tick if containing controlled substance
Document Ready Date	Document Ready Date
Aircraft Type	If Traffic Type Airfreight, PAX (Passenger) or CAO (Cargo)
Handling Instructions	Handling instruction from shipper
Shipper's Remarks	Shipper can write here additional remarks to Panalpina
References section	
Reference Type	Type of reference, e.g. invoice number, DG declaration, etc.
Ref. Value	Reference number (e.g. invoice number)