

CEI Supplier Online Portal – Shipment Booking Module

User Manual

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Table of Contents

1.	I	NTRODUCTION
2.	L	OGIN AND URL
3.	С	REATE A SHIPMENT BOOKING REQUEST1
a		PO on the Booking tab
Ł).	Addresses Tab
С		Transport and Cargo Details tab
a	Ι.	Additional Information tab9
4.	А	TTACHMENTS
5.	E	DIT SHIPMENT BOOKING
6.	S	UBMISSION
7.	В	OOKING STATUS SUMMARY 14
8.	E	DI UPDATES
9.	С	ANCELLATION
10.	С	ONFIRMATION / REJECTION
11.	S	EARCH A SHIPMENT BOOKING REQUEST 17
12.	R	E-USE
13.	P	RINT
14.	D	PATA FIELD DESCRIPTION
a		Header section
b).	PO on the Booking Tab
С		Addresses
a	Ι.	Transport and Cargo Details Tab22
е		Additional information tab



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:

ome 🕨 Index	Purchase Order	_		_
Order Summary:	Pending Download	Important A	nnouncement:	
 Pending Download: Show All Downloaded: 	Show All Downloaded	No of online u	isers: 3	ſ
ETD-Pending Confirmation:	and the second	Date	Event	
 ETD-Pending Approval: ETD-Show All Confirmed: 	ETD Confirmation	2013-04-17	On 26th Apr 2013 CEI-HK will be relocating to our new office at Nina tower. We expect our IT service will be resumed by Monday	
 LG-Pending Submission: LG-Show Submitted: 	ETD-Pending Confirmation		During this time you will not be able to access supplier portal If you have any questions, please feel free to contact us at	
SB-Open: SB-Depending OpenSize (Structure)	ETD-Pending Approval		supplier@cei-hk.com	
 SB-Pending Confirmation: SB-Confirmed: SB-Rejected: 	ETD-Show All Confirmed	2013-04-06	ETD confirmation page is re-designed, please click here to download the instruction.	
 SB-Cancelled: SB-Pending Cancellation: 	22-172	2013-02-14	DIRECTIVE 2011/65/EU ROHS (recast) is in force now. Products within the scope of this Directive must comply with ROHS.	
	E-Booking	2013-01-16	PO Download problem is fixed.	
		2042 04 45	OFILIK Owner Contine Destation from	

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

Booking No. Revision No. Type Status Shipper Consignee Requester Requester Rec CEIC/0200500 17 Booking Request Confirmed	Requested Date 2013/06/19 % 2013/06/07 %	<u> </u>
CEICO200500 17 Booking Request Confirmed 2 CEICM400465 7 Booking Request Confirmed 2 CEICM300459 3 Booking Request Confirmed 2 CEICM300459 3 Booking Request Confirmed 2	2013/06/19 2013/06/07	2
CEICM400465 7 Booking Request Confirmed 2 CEICM300459 3 Booking Request Confirmed CONRAD ELECTRONIC 2 CEICM300459 3 Booking Request Confirmed CONRAD ELECTRONIC 2 CEICM300459 3 Booking Request Confirmed CONRAD ELECTRONIC 2	2013/06/07	5
CEICM300459 3 Booking Request Confirmed CONRAD ELECTRONIC		
CENCIEDROSER 2 Backing Decusat Confirmed 1 CONDAD ELECTRONIC 2	2013/06/06	2
CEICJ300356 3 BOOKING Request Commined CONRAD ELECTRONIC 2	2013/05/18	2
CEI13150100001 35 Booking Request Confirmed Shipper Name 1 Consignee Name 1 5	2013/04/09	1
II 4 Page 1 of 1 ▶ ▶ @ Displayin	ying Booking Summa	nary 1 - 5

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.

			Clear Search					
Select 1 or	Pos No. multiple	Seg No.	Currency	B.Price	Qty	B.Amt	oETD	cETD
4503788197	60	1	EUR	48.50	500	24,250.00	2012/32	2013/19
4503788197	70	1	EUR	48.50	500	24,250.00	2012/38	2013/29
4504033607	10	1	USD	2.50	1,000	2,500.00	2012/15	2013/18
4504083177	20	2	USD	17.20	64	1,100.80	2012/15	2013/17
4504112199	10	2	USD	9.00	100	900.00	2012/20	2013/16
4504187193	10	1	USD	28.09	200	5,618.00	2012/30	2012/30
4504210665	10	3	USD	10.60	7,500	79,500.00	2014/16	2014/16
4504226808	10	1	USD	307.00	255	78,285.00	2012/42	2013/18
450 <mark>4</mark> 226809	50	1	USD	240.30	456	109,576.80	2013/22	2013/22
4504226809	50	2	USD	240.30	456	109,576.80	2013/30	2013/30
4504235256	10	5	USD	3.24	200	648.00	2012/27	2013/20
4504235961	10	2	USD	3.80	250	950.00	2012/27	2013/20
4504239064	10	1	USD	28.09	200	5,618.00	2012/36	2012/36
4504250445	10	1	USD	2.50	1,000	2,500.00	2012/30	2013/18
4504287730	10	1	USD	19.65	300	5,895.00	2012/37	2013/21

Create Shipment Booking - Item Selection

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.

Shipment booking No	•	Traffic Type *		Shipment Type		Shipm	nent Commo	dity		
CEICO400518		Ocean Freight	¥	Select	*	Elect	ronics			
PO on the Booking	Addresses	Transport and Cargo Details	Additional Inform	nation			🔚 Save 🧯	Submit	🔾 Cancel 崖	Print 🄇
90 on the Booking	4.4.11-	AdDees				04.	Damaia	Disc	Dire Dom	
DO N-	ATTNO	An Desc			Assigned	uty	Remain	Ркд	Ркд кет	
PO No										

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
 - o 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:
 - o Save
 - o Submit
 - o Cancel
 - o Print
 - o 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).

P	0 on the Booking	Addresses	Transport and Cargo Details	Additional Information				Save 4) Submit	🔾 Cancel 📳	Print 😡 Help
PO	on the Booking										
	PO No	Art No	Art Desc			Assigned	Qty	Remain	Pkg	Pkg Rem	
	4504187193-10-1	101392	11,000 counts LCR meter,	dark/light grey, Voltcraft LCR-100	2	200	200	0	0	200	*
D	elete Show Ava	ilable Items		Quantity Update 🗙	1/						
				100							
				Update Cancel							

Figure 5. Assigned Qty Update

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

Shipment Booking No).	Traffic Type *		Shipment Type			Shipm	ent Commo	dity		
CEICO400518		Ocean Freight	¥	Select		~	Elect	ronics			
PO on the Booking	Addresses	Transport and Cargo Details	Additional Inform	nation				Save 4	Submit (设 Cancel 崖	Print 😡
PO on the Booking											
PO No	Art No	Art Desc				Assigned	Qty	Remain	Pkg	Pkg Rem	
4504187193-10-1	101392	11,000 counts LCR meter, da	rk/light grey, Voltor	aft LCR-100	S	100	200	100	0	200	×
	vailable Itoms										

Figure 6. Updated PO Quantity assigned

Save any changes.



ITSD

b. Addresses Tab

Edit Shipment Booking : CEICO100496 Revision 1 (Open)

Shipment Booking	No.	Traffic Type *		Shipr	n <mark>ent Ty</mark> pe		Shipment Co	mmodity	y		
CEICO100496		Ocean Freight	•	Se	lect	~	Electronics				
PO on the Booking	Addresses	Transport and Cargo I	Details Additional Inform	nation			Save	Sub	omit 🙆 Cancel	Print	😡 Help
Addresses											
Notifications											
Emails To					Emails CC						
Enter email ad	ldress/es separat	ed by a comma or sen	ii-colon		Enter email a	ddress/es separat	ed by a comma	or semi	-colon		
Shipper					Consignee						
Search			😳 Sav	ive	Search					Sa	ive
Supplier No.	: . :::				Supplier No.	7090000					
Name *	l				Name *	CONRAD ELECT	TRONIC SE				
Address	·····	τ.τ		*	Address	Klaus-Conrad-S	itr. 2				*
				-							*
Zip Code		City *	Shenzhen		Zip Code	92533		City *	WERNBERG		
State		Country *	CHINA		State		Co	untry *	GERMANY		
Phone		Fax	L		Phone			Fax			
Contact		Email	[Contact			Email			
Cargo Pick-Up?	Not Required	Same as Ship	per C Different Address	s							
Location											
Place of Receipt		SeaPort of Loa	ading	Cargo	Ready Date		Requested ET	D*		8	
Shenzhen		YANTIAN					05/16/2013 1	6:00			
Place of Delivery	1	SeaPort of Dis	charge				Requested ET	A *			
WERNBERG		Hamburg					06/20/2013 1	6:00			

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.



Shipper		Consignee	
Search	709000	Search Address Tooltip	😋 Save
Supplier No. Name * Address	7090000 - CONRAD ELECTRONIC SE Klaus-Conrad-Str. 2 Wernberg-Köblitz GERMANY 92533	You can do searching by Supplier/Vendor Number or by Supplier Name. To search, enter the Supplier Number Ex. 2353642 To search all, just enter *. To search all, just enter *. Ex. Conrad Ex. Conrad	
	4 4 Page 1 of 1 ▷ ▷ @		

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.

PO on the Booking	Addresses T	ransport and Cargo Details	Additional Informati	on		E Save	Submit	Cancel	Print	😡 Help
ransport and Cargo	o Details									
Equipment										
Container Size	Container			Container Numb	er	Container Sea	ıl			
*	Loading		~							
😳 Add Contair	ner									
Containers										
Size Type	Description					Container Number	Cont	ainer Seal		
argo Details / Packa	ges 🔺									
Dangerous Goods	?* C Yes C	No	Valuable?		Sensitive?					
Weight / Volume	/ Content ? *	Number of Packages	Type			Assian to Equipment				
C Total C P	ackane		Se	lect	v		~			
	a chago				(include)		Province 1			_
Gross Weight		Net Weigh	t	Kilogram	*	Quantity		Select.	•	1
Dimension	enter length (I)	enter width (w)	enter height (h)	Meter	~	Volume		Cubic me	ter	•
Description				Marks & Nur	nbers *					
				*						*
				Ψ.						-
Additional Package Inf	formation 💌									
😔 Add Cargo P	ackage Detail									
Packages										
Packa	Gross Wt (kg)	Gross Wt (lb) Net Wt (kg)	Net Wt (b)	Volume (m ³)	Value	, (e3) Description				
r acka	Gross m (kg)	Gross tri (ib) Het Wi (kg)	HOL WIT (ID)	volume (m ⁻)	volum	e (it) beschpion				

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.

Dangerous Goods ? * 💿 Yes 🔘 No		Valuable? 🔽	Sen:	sitive?			
Weight / Volume / Content ? *	Number of Packages	Туре			Assign to Equipment		
🔘 Total 🛛 🔘 Package		Selec	t 🚩		~		
Gross Weight	Net Weight	t	Kilogram	•	Quantity	Select	~
Dimensionenter length (I)	enter width (w)	enter height (h)	Meter	~	Volume	Cubic meter	v
Description			Marke 9 Numbers	*			
Additional Package Information							
Additional Package Information	Package Identificat	tion					
Additional Package Information HS Code Dangerous Goods Dangerous UN# *	Package Identifica	tion Class # *			Proper Shipping Name *		
Additional Package Information HS Code Dangerous Goods Flashpoint Flashpoint	Package Identificat	tion Class # * DG Contact *			Proper Shipping Name * DG Contact Phone *		
Additional Package Information HS Code Dangerous Goods Flashpoint Valuable Goods	Package Identificat	Class # * DG Contact *			Proper Shipping Name * DG Contact Phone *	R	
Additional Package Information HS Code Dangerous Goods Dangerous UN# * Flashpoint Valuable Goods Value	Package Identificat	tion Class # * DG Contact *			Proper Shipping Name * DG Contact Phone *		

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.

dd to	Package								
PO on	the Bookin	g							
PC	D No		Art No	Art Desc					Assigned
- 45	504251833-7	0-1	239725	r		AC.DO 1-2-12	- 	····· · · ····························	240
Ad	d to Pack	age Can	cel						
Ad	d to Pack	age Can	cel						
Ad	d to Pack	age Can	cel						
Ad Packa	d to Pack ges Packages	Gross Wt (kg)	Cel Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description	

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).



Pack	iges								
	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 Good Number of Packa	ls? * O Yes O No ages * 1	Temp. Con Type	trol?	N A	/aluable? Assign to E	quipmentS	elect 🔻	Sensitive?	
Update Equip. T	otals?	Weight / V	olume / Content?	🔘 Total 🔘 Pi	ackage				
Gross Weight	0.000	Net Weight	0.000	Kilogram	-	Quantity	0.000	Piece	-
Dimension	0.000	0.000	0.000	Meter	-	Volume	0.000	Cubic meter	•
Description				Marks & Numb	pers				
Additional Packa	age Information 🔻								
Save	Cancel Rese	t							

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.

	Packag	Gross Wt (kg)	Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description	
.N1	1	0.0 kg	0.0 lb	0.0 kg	0.0 lb	0.0 m ³	0.0 ft ³		👍 🕄 🗙
d to	Package								
O on	the Booki	ng							
O on	the Booki D No	ng	Art No	Art Desc					Assigned
PO on PO 4	the Bookii D No 504125571-2	ng 20-4	Art No 275460	Art Desc		رېسې د مېرو و. سرې د مېرو و.			Assigned 10,000

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.



Packa	ages								
	Packag	Gross Wt (kg)	Gross Wt (lb)	Net Wt (kg)	Net Wt (lb)	Volume (m ³)	Volume (ft ³)	Description	
_N1	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.

U NO AR NO AR Desc	Assigned
504251833-70-1 239725	. 240 🎽

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 S	ubmit 😡 Cancel 🖶 Print 😡 He
Additional Informatio	on					
Incoterms Required Documents Requested Vessel / F	FC)B - Free On Board	×	Incoterm Location Supplied Documents Document Ready Date	YANTIAN	
FCL Stuffing Require Solid Wood Packing? Handling Instruction:	ed?	Survey Controll	Required?	Shipper's Remarks		
References	Salart	▼ Ref	Value			A Add
Туре		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:



Notification

Invalid File Format. Allowed files to upload are only .txt, .doc, .docx, .xls, .xlsx, .pdf, .tif, .jpg and .gif

Figure 18. File format error notification

					Transa -	
Reference Type Pur	chase Order No	▼ Ref. Value	450956967	f Incoterms.pdf	I	😡 Add
Type	Value	Attach	ment			

Figure 19. Upload attachment

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

Reference TypeSele	ct 🔻	Ref. Value	l	🕄 Add
Туре	Value	Attachment		
Purchase Order No	450956967	Incoterms.pdf	×	

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.	Туре	Status	Shipper	Consignee	Requester	Requested Date	
CEICK100374		Booking Request	Open				2013/05/21	1
CEICK100375		Booking Request	Cancelled			C.,	2013/05/21	2

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 Bookin	g								
PO No	Art No	Art Desc		Assigned	Qty	Remain	Pkg	Pkg Rem	
4504385027-10	0-2	here and the second	S	256	256	0	0	0	×
4504452306-20	0-1		2	432	432	0	0	0	×
Delete Sho	ow Available Items								

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.



sue	Start Date Issue Er	nd Date PO	No	Clear Search					
1	PO No. 🔺	Pos No.	Seg No.	Currency	B.Price	Qty	B.Amt	oETD	cETD
1	4504683412	10	1	USD	54.50	50	2,725.00	2012/52	2013/18
E	4504683413	10	1	USD	54.50	200	10,900.00	2013/09	2013/20
	4504683414	10	1	USD	64. <mark>5</mark> 0	200	12,900.00	2013/05	2013/20
1	4504683416	10	1	USD	90.90	200	18,180.00	2013/05	2013/20
E	4504683417	10	1	USD	145.90	204	29,763.60	2013/05	2013/18
E	4504839182	30	1	USD	27.50	510	14,025.00	2013/13	2013/18
P	4504839182	50	1	USD	19.50	495	9,652.50	2013/13	2013/20
E	4504839182	60	1	USD	45.00	200	9,000.00	2013/13	2013/20
E	4504839183	10	1	USD	71.90	200	14,380.00	2013/14	2013/20
E	4504842992	10	1	USD	41.65	144	5,997.60	2013/12	2013/18
	4504860242	10	1	USD	4. <mark>1</mark> 0	504	2,066.40	2013/13	2013/18
E	4504901149	10	1	USD	<mark>41.50</mark>	300	12,450.00	2013/18	2013/20
E	4504940171	10	1	USD	3.72	504	1,874.88	2013/17	2013/18
E	4504947606	10	1	USD	1.90	200	380.00	2013/20	2013/18
P	4504954464	10	1	USD	24.50	504	12,348.00	2013/20	2013/20

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 No	Art No	Art Desc		Assigned	Qty	Remain	Pkg	Pkg Rem	
4504125571-20-4			- 1	10,000	10,000	0	0	0	3
4504385027-10-2	*****	10/9 x	5	256	256	0	0	0	- 1
4504452306-20-1		1	2	432	432	0	0	0	3

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.

ITSD



ITSD

PO on the	Booking	Addresses	Transport and Cargo Details	Additional Information			Sa	ive 🚡 Sub	mit 😡 C	ancel 📑 Print	🕑 Help
PO on the B	ooking										
PO No		Art No	Art Desc							Pkg Rem	
4504187	193-10-1	101392	Tipere ocomo ac			200	200	0	0	200	×
4504210											26
Delete				Confirm Delete Line Item		×					
				Selected items in PO on the booking will be deleted.							
			-	Ye	5 1	lo					

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.

eference TypeSel	ect 💌	Ref. Value	2 🙃 Add
Туре	Value	Attachment	Notification The Booking has been 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.

PO on the Booking	Addresses	Transport and Cargo Details	Additional Info	rmation			[Save 🐴 S	Submit 🔇	Cancel 📙 F	Print 🔞 He
PO on the Booking											
PO No	Art No	Art Desc				Assigned	Qty	Remain	Pkg	Pkg Rem	
4504971258-10-1	751403	2		S.		500	500	0	0	500	<i>6</i> 3 ×
Delete Show A	vailable Item	15	Related Booking			×					
			PO Number	4504971258-10-1							
			Shipment Booking Number								
			CEICN000488								
			Close								

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 .

PO on the Booki	ng Addresses	Transport and Cargo I	Details Additio	nal Information			🔚 Save 駖	Submit 😡 Cancel 📇 Print 🔞 H		
Addresses										
Notifications										
Emails To					Emails CC					
Enter email	address/es separat	ted by a comma or se	mi-colon		Enter email a	ddress/es separate	d by a comma or sen	ni-colon		
Shipper					Consignee					
Search				Save	Search			Save)		
Supplier No.	7040457				Supplier No.	7090000				
Name *	£ 3				Name *	CONRAD ELECTRONIC SE				
Address	toth publice	د	T, ' ¬'		Address	Klaus-Conrad-Str.	2			
Zip Code	1.1117	City *			Zip Code	92533	City *	WERNBERG		
State		Country *	CHINA		State		Country *	GERMANY		
Phone	ET :	Fax	L.:		Phone		Fax			
Contact		Email	j.		Contact		Email			

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.

Submission Failed	3
Your Shipment Booking R has been rejected for sub validation/error message	equest (CEICK200380) mission. Please check below
No PO item has been ass Please assign at least on package.	igned to the Package. e (1) PO item to the

Figure 29. Failed submission error and additional details

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



Submission Complete	×
Your Shipment Booking Request (CEICK2 has been submitted.	00380)
	Ok

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:

a second and a second second second	inouncement.
No of online u	isers: 3
Date	Event
Date	Lvent
2013-04-17	On 26th Apr 2013 CEI-HK will be relocating to our new office at
	morning: 29th Apr 2013 6:00am
	During this time you will not be able to access supplier portal
	If you have any questions, please feel free to contact us at supplier@cei-hk com
2013-04-06	ETD confirmation page is re-designed, please click here to
	download the instruction.
2042 02 44	DIDEOTH F ANALYSE FU DOUD () S S S S S S S S S S S S S S S S S S
	No of online u <u>Date</u> 2013-04-17 2013-04-06

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
 - 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:

SB-Pending Cancellation:

•



uer summary.	
 Pending Download: Show All Downloaded: 	<u>68</u> <u>3906</u>
 ETD-Pending Confirmation: ETD-Pending Approval: ETD-Show All Confirmed: 	<u>1304</u> <u>124</u> 5294
 LG-Pending Submission: LG-Show Submitted: 	<u>1170</u> 800
SB-Open:	<u>463</u>
 BB-Pending Confirmation: SB-Confirmed: 	<u>24</u> 5
 SB-Rejected: SB-Cancelled: SB-Banding Concellation: 	1 20





Booking No.	Revision No.	Туре	Status	Shipper	Consignee	Requester	Requested Date	
CEI13150100001	35	Booking Request	Confirmed	Shipper Name 1	Consignee Name 1	Unitida	2013/04/09	S
CEICJ500356	3	Booking Request	Confirmed	···· ·· · ··· · · · · · · · · ·	CONRAD ELECTRONIC	Ca. · · ·	2013/05/18	<u>S</u>
CEICM300459	3	Booking Request	Confirmed	E	CONRAD ELECTRONIC		2013/06/06	2
CEICM400465	7	Booking Request	Confirmed	energient Lycinee	CONRAD ELECTRONIC		2013/06/07	2
CEICO200500	17	Booking Request	Confirmed	L	CONRAD ELECTRONIC	four-www.r	2013/06/19	5

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.



EDI Notification	×
EDI process has received some response XM from your submitted Shipment Booking. Below list of Shipment Bookings:	IL w are
CEICO000414 - RECEIVING SUCCESS [UPDATED]	
C	к

Figure 34. EDI Notification

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

PO on the Booking Addre	sses Transport and Cargo Details	Additional Information	Panalpina Confirmation!	E Save	Submit	Cancel	Print	🕑 Help
Confirmed Booking Inform	ation							
Response Date/Time House Code HAWB Confirmed Pickup From Confirmed Pickup To Cargo Delivery Cut-Off ENS/AMS/ACI Cut-Off Booked Vessel Actual Carrier CSR / Contact Email Panalpina Remarks	2013-06-20T10:13:58+08:00		File Number UTN ETD ETA ISF Cut-Off Document Cut-Off Voyage Number Panalpina Office Reason	2013-08-14T00 2013-09-18T00	:00:00			

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.

king:CEICN000488 R	evision 4	(Cancelled)			
Traffic Type *		Shipment Type		Shipment Commodity	
Ocean Freight	Y	Select	~	Electronics	
	King : CEICN000488 F	ting : CEICN000488 Revision 4 Traffic Type * Ocean Freight	Traffic Type * Shipment Type Ocean Freight Select	Traffic Type * Shipment Type Ocean Freight Select	Traffic Type * Shipment Type Shipment Commodity Ocean Freight Select Electronics

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

Shipment Booking No	PO No	Supplier No	Request Date	Status	✓ Clear S	earch		
Booking No.	Revision No.	Туре	Status	Shipper	Consignee	Requeste	er Requested Date	
CEICK100374		Booking Request	Open			sugo	2013/05/21	2
CEICK100375		Booking Request	Cancelled			Ging	2013/05/21	2
CEICK200376	4	Booking Request	Cancelled	Luxe Industrial Co., Ltd.	CONRAD ELECTRONIC SE	luxecn	2013/05/22	1
CEICK200377	3	Booking Request	Cancelled	IVT INTERNATIONAL LTD	CONRAD ELECTRONIC SE	Ging	2013/05/22	2
CEICK200378	2	Booking Request	Open	Guangzhou Chiyuan El	CONRAD ELECTRONIC SE	Ging	2013/05/22	2
CEICK200379	5	Booking Request	Pending Confirmation	Sugo Industrial Co., Ltd.	CONRAD ELECTRONIC SE	Ging	2013/05/22	S
CEICK200380	4	Booking Request	Pending Confirmation	Shenzhen SKYRC Tech	CONRAD ELECTRONIC SE	Ging	2013/05/22	S
4 4 Page 2	26 of 26 🕨 🕅	12				D	isplaying Booking Summary 37	'6 - 382 of 3
							Export-Exc	el Nex

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

E PLATE LE LE

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.

Shipment Booking No.	Traffic Type *		Shipment Type		Shipment Commodity	
CEICN000488	Ocean Freight	~	Select	~	Electronics	
Reason						
test						

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.		Traffic Type *		Snipment Type						He	Header	
CEICO#00318		Ocean Freight					Elect	TOTICS			_	
PO on the Booking	Addresses	Transport and Cargo Details Add	itional Inform	ation				🔚 Save 🦨	Submit	😳 Cancel 📇 I	Print 😡 H	
PO on the Booking												
PO No	Art No	Art Desc				Assigned	Qty	Remain	Pkg	Pkg Rem		
4504187193-10-1	101392		A.F. H		5	200	200	0	0	200		

Field	Description
	System-generated unique ID of the booking in the shipper / customer's system
Shipment Booking No.	Format: CEI + yyyy + 2-digit workweek + 4-digit counter
	Required transport mode: Air Freight, Logistics, Ocean Freight, Overland - Rail,
Traffic Type *	or Överland - 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.

nipment Booking No		Traffic Type *		Shipment Type			Shipm	ent Commo	dity		
CEICO400518		Ocean Freight 💌		Select 💌			Electronics				
PO on the Booking	Addresses	Transport and Cargo Details	Additional Inform	nation				🔚 Save 着	Submit (😳 Cancel 📇 I	Print 😡
PO on the Booking											
	Art No	Art Desc				Assigned	Qty	Remain	Pkg	Pkg Rem	
PO No					0.000	00000750	12:22	265TV	192		

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	Oty less all Assigned
Pkg	Quantity (pieces) assigned to a Pkg
Pkg Rem	Oty 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

PO on the Booking	Addresses	Transport and Cargo D	etails Additional Information			🔚 Save Su	bmit 😡 Cancel 🚔 Print 🎯 Help
Addresses							
Notifications							
Emails To				Emails CC			
Enter email add	ress/es separat	ed by a comma or semi	-colon	Enter email a	ddress/es separ	ated by a comma or sem	i-colon
Shipper				Consignee			
Search			Save Save	Search			Save
Supplier No.	. ::- - י			Supplier No.	7090000		
Name *				Name *	CONRAD ELE	CTRONIC SE	
Address	······································			Address	Klaus-Conrad-Str. 2		
Zip Code		City *	Shenzhen	Zip Code	92533	City *	WERNBERG
State		Country *	CHINA	State		Country *	GERMANY
Phone		Fax	ι	Phone		Fax	
Contact		Email	[Contact		Email	
Cargo Pick-Up?	Not Required	d 🖸 Same as Shipp	Different Address				
Place of Receipt		SeaPort of Load	ding Car	go Ready Date		Requested ETD *	
Shenzhen		YANTIAN				05/16/2013 16:00	
Place of Delivery		SeaPort of Disc	harge			Requested ETA *	
WERNBERG		Hamburg				06/20/2013 16:00	

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



Shipper / Consignee / Pick-u	IP Addresses section
	Supplier No. for Shipper / Pick-Up
Supplier No.	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	
Pick-Up Date To	If pickup is required time window
Location section (ship from a	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)
	The place where the carrier or the forwarder actually turns over the container
Place of Delivery	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.
Seaport of Loading (for Traffic	Defaults to incoterm location but can be modified
(Air)Port of Destination (for	
Traffic Type: Air Freight)	The port at which cargoes or containers are discharged from vessel.
Seaport of Discharge (for	respectively)
Traffic Type: Ocean Freight)	
Cargo Boady Data	Specific date when the shipper (also known as vendor, supplier) has the cargo
Caryo Reauy Dale	The place where the carrier or the forwarder actually turns over the container
Final Destination	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.

PO on the Booking	Addresses	Transport and Cargo Details	Additional Information	n		Save	Submit	Cancel 🖶 Pi	rint 😡 Help
Transport and Cargo	o Details								
Equipment									
Container Size	Container			Container Number		Container Seal			
*	Loading		*						
Add Contair	ner								
Containers									
Size Type	Description				с	ontainer Number	Conta	ainer Seal	
argo Details / Packag	jes 🔺								
Dangerous Goods ?	* 💿 Yes 🔘	No	Valuable? 🔽	Sens	itive?				
Weight / Volume /	Content ? *	Number of Packages	Type			Assian to Equipment			
○ Total ○ Pack	kage		Sel	ect 💌			~		
Gross Weight		Net Weigh	t	Kilogram	~	Quantity		Select	~
Dimension	enter length.	(l)	enter height (h)	Meter	~	Volume		Cubic meter	~
Description				Marks & Numbers	*				
Additional Package In	nformation								
HS Code		Package Identifica	tion						
Dangerous Goods									
Dangerous UN# *	·		Class # *			Proper Shipping Nam	ne *		
Flashpoint	E	Celsius 👻	DG Contact *			DG Contact Pho	ne *		
Valuable Goods									
Value		Currency			~				
Sensitive Goods									
Package Commo	Elect	tronics							
G Add Cargo Pa	ckage Detail								

Field	Description				
Equipment Section (for Ocean Freight, FCL/FCL only)					
Container Size	The size of container (in foot)				
	The UN container type code and description				
Container	- 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.			
	Tick if fragile cargo that is vulnerable to jolting, shocks or tilting, that can be			
Sensitive?	easily damaged, and that requires special handling.			
Valuable?	theft and pilferage			
	Select Total or Per Package			
	If Total, required fields – Gross/Net weight, Quantity, Volume			
Weight / Volume / Content *	If Per Package, required fields – Number of Packages, Type, Dimensions			
Number Of Packages	Number of packages			
Туре	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 (I*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	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			



ITSD

e. Additional information tab

PO on the Booking Addres	ses Transport and Cargo Deta	ils Additional Information	•	🔚 Save S	iubmit 😡 Cancel 븜 Print 😡 He
dditional Information					
Incoterms Required Documents	FOB - Free On Board		Incoterm Location Supplied Documents	YANTIAN	
CL Stuffing Required? Solid Wood Packing?	Sur Con	vey Required?	Document Ready Date		
Handling Instructions		* *	Shipper's Remarks		A. .
References					
Reference TypeSelec	t 🔻 F	ef. Value			🖉 😌 Add
Туре	Value	Attachment			

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)			