

<http://shipper.wanhai.com/>

## Web site User Manual

### Contents

I. <u>User Registration</u>	2
II. <u>Login WHL e-Booking web site</u>	2
Steps to Login	2
III. <u>Setting Up Your User Account</u>	2
User Account Creation	2
Searching for Account	3
Change Password	4
IV. <u>Forget Account or Password</u>	5
Forget Account	5
Forget Password	5
V. <u>Booking</u>	6
New Booking	6
Searching for a Booking Request	11
VI. <u>Template</u>	12
Creating a Booking Template	12
Using the template to create a new booking request	12
Update and delete the template	14

January 31, 2012

Copyright ©WAN HAI LINES LTD. All rights reserved

## I. User Registration

1. If your company want to use our new e-booking web site, please contact our Local office to register your company data.
2. Our local office PIC will initially create an administrator in our e-booking web site for your company.
3. Once our local office has created your company administrator, the administrator will receive an email that contains your company ID, account ID and password respectively.
4. Then your administrator can log in e-booking web site and create the other user account for each of your staff who would like to make a booking request.

## II. Login WHL e-Booking web site

### Steps to Login

1. Access to our web site "[shipper.wanhai.com](http://shipper.wanhai.com)".
2. Please login with Company ID, User Account and Password.

Welcome  
Making your booking request on-line. To contact us  
[Click here.](#)

**Legal information**  
Before using this website, you should read the following legal information carefully.  
[Legal information](#)

Best viewed with screen resolution of 1024x768 by at least IE6.0

**WAN HAI LINES LTD.**  
WE CARRY, WE CARE.

Company ID   
User Account   
Password   
Language ☐ English ☐ Korean  
   
[Forgot Password](#)

## III. Setting Up Your User Account

### User Account Creation:

Only the company administrator account can create a user account for each of your staff who would like to make a booking request.

1. Click "Account Profile" on the left navigator items.
2. Enter the user account which you want to create(maintain)
3. Fill in the required fields with the correct information.
4. Click "Save" button.

**Accounts**

- Account Profile →
- Change Password →
- User Manual →


---

**Account Profile**

User Account	<input type="text" value="shipping"/>		
User Name	First Name: <input type="text" value="TEST"/>	Last Name: <input type="text" value="ABCD"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Change Password	Original_Password	<input type="text"/>	
	New_Password	<input type="text"/>	
	Confirm_NewPassword	<input type="text"/>	
eMail	<input type="text" value="bruce_chen@wanhai.com"/>		
TEL/FAX Format	+Nation Code - Area Code , Local No.		
Example	+82 - 2 , 1234567		
TEL	+ <input type="text" value="82"/>	- <input type="text" value="2"/>	, <input type="text" value="12345678"/>
FAX	+ <input type="text" value="82"/>	- <input type="text" value="2"/>	, <input type="text" value="12345678"/>
Mobile	<input type="text"/>		

### Searching for Account

If you forget the account you have created or you want to inquiry (maintain) someone's profile, please follow below steps.












1. Simply click "Account Profiles" on the navigator items.
2. All accounts will be displayed.
3. Click the icon  of the certain account you want to search.
4. The user profile will be displayed on a new page.

**Accounts**

- Account Profile →
- Change Password →
- User Manual →

## All Accounts

Add User

User Account	User Name	eMail	User Detail
shipping	TEST ABCD	bruce_chen@wanhai.com	
emoto	MIWA EMOTO	miwa_emoto@wanhai.com	
hsasaki	HIROKO SASAKI	hiroko_sasaki@wanhai.com	
kuchida	KAORI UCHIDA	kaori_uchida@wanhai.com	
SIVA	SIVA	siva@wanhai.com	
CKLIM	CKLIM	yusrina@wanhai.com	 
HADIJAH	HADIJAH	hadijah@wanhai.com	
JANE	JANE LEE	jane_lee@wanhai.com	
PLTAN	PL TAN	pl_tan@wanhai.com	
MYCHER	MY CHER	muiyen_cher@wanhai.com	

Total Records : 11 , 10 Record / Per Page , Now In Page 1 / 2  First Page  Page Up / Page Down  Last Page 

## Account Profile

User Account	<input type="text" value="shipping"/>		
User Name	First Name: <input type="text" value="TEST"/>	Last Name: <input type="text" value="ABCD"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		
	Original_Password	<input type="password"/>	
Change Password	New_Password	<input type="password"/>	
	Confirm_NewPassword	<input type="password"/>	
eMail	<input type="text" value="bruce_chen@wanhai.com"/>		
TEL/FAX Format	+Nation Code - Area Code , Local No.		
Example	+82 - 2 , 1234567		
TEL	+ <input type="text" value="82"/> - <input type="text" value="2"/>	<input type="text" value="12345678"/>	
FAX	+ <input type="text" value="82"/> - <input type="text" value="2"/>	<input type="text" value="12345678"/>	
Mobile	<input type="text"/>		

## Change Password

If customers want to change login password, please click "Change Password" then renew the New Password.

**Change Password**

Change Password

New\_Password

Confirm\_NewPassword

Otherwise, if users have any questions about e-booking, please click “User Manual” and take it for reference.

## IV. Forget Account or Password

### Forget Account

1. You can call your company administrator to find out your account ID.
2. Administrator can click “Accounts” to find out your account ID.

### Forget Password

If you forget password,

1. Click ”Forget Password” on our login page.
2. Enter Company ID and User Account.
3. Click “Password Request” button.
4. You will receive the right password from your e-mail box lately.

**Welcome**  
Making your booking request on-line. To contact us  
[Click here.](#)

**Legal information**  
Before using this website, you should read the following legal information carefully.  
[Legal information](#)

Best viewed with screen resolution of 1024x768 by at least IE6.0

**WAN HAI LINES LTD.**  
WE CARRY, WE CARE.

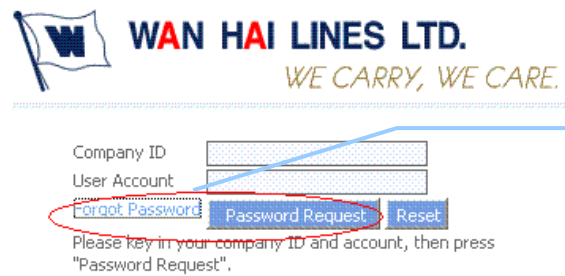
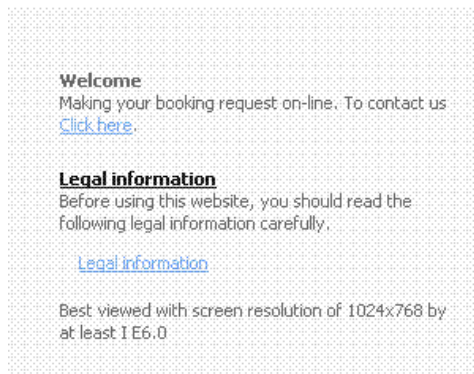
Company ID

User Account

Password

Language ☐ English ☐ Korean

[Forgot Password](#)



## V. Booking

### New Booking

#### Step 1: Select Origin and Destination

1. Click "New Booking" on navigator items.
2. Select origin, destination and estimated close-date duration then click the "Query Schedule" button.
3. The shipping schedule will be displayed by your origin and destination selection.



## Step 2: Select Vessel/Voyage

To select a vessel/voyage by clicking the radio button.

\* Note A: The number in blue indicates the maximum TUEs which your company can book for one voyage.

\* Note B: The numbers indicate the total booking TUEs that your company has booked.

**Change schedule**

**Note : all schedule are subject to change with or without notice**  
Your container booking quantity limitation for one voyage is 30 TEUs.

Place of Receipt:INCHEON ~ Place of Deliver:BUENOS AIRES  
Transit Type(T/S)--D:Direct Service; T:Transshipment service.

T/S	Vessel	Voyage	Estimated Cut-off Date	Port of Loading	Estimated Departure Date	Port of Discharging	Estimated Arrival Date	Transshipment port	TEUs Booked
<input checked="" type="radio"/>	WAN HAI 316	S067	20120203	INCHEON	20120204	BUENOS AIRES	11111111		2
<input type="radio"/>	WAN HAI 301	S134	20120210	INCHEON	20120211	BUENOS AIRES	11111111		0
<input type="radio"/>	MARE IONIUM	S013	20120224	INCHEON	20120225	BUENOS AIRES	11111111		0
<input type="radio"/>	WAN HAI 316	S068	20120302	INCHEON	20120303	BUENOS AIRES	11111111		0
<input type="radio"/>	WAN HAI 301	S135	20120309	INCHEON	20120310	BUENOS AIRES	11111111		0

**Submit** Cancel

\*Note A

\*Note B

1

2

## Step 3: Select Booking Office & Shipper/Payer

1. Select a WHL office.
2. Enter the company name of Shipper.
3. Select a payer. If the list of payers needs to be updated, please contact WHL local office.
4. Select Paid Term (Prepaid or Collect).

Vessel	Voyage	Estimated Cut-off Date	Place of Receipt	Port of Loading	Estimated Departure Date	Port of Discharging	Place of Deliver	Estimated Arrival Date
WAN HAI 316	S067	20120203	KRINC	KRINC	20120204	ARBUE	ARBUE	11111111

Change Schedule

WanHai Booking Office WAN HAI LINES (KOREA) LTD., SEOUL OFFICE. ▼

Company Name	
Booker	ABCD <b>PIC</b> TEST ABCD <b>TEL / FAX</b> 82212345678/82212345678 <b>EMAIL</b> bruce_chen@wanhai.com

Shipper	<input type="text"/>	(ENGLISH only)
Forwarder	<input type="text"/>	▼
Payer	AA	▼

Paid Term Prepaid ▼

#### Step 4: Input Basic Data

1. Select container type, size and height.
2. Select container kind.
3. Select container owner.
4. Select container loading.
5. Select container term.
6. Enter booking quantity.
7. Enter cargo weight and commodity.
8. Click “DG” if your cargoes are dangerous goods.
9. Click “Door Open” if it is necessary for you.
10. Select a depot to pick up empty container.
11. Select a pick up empty container date.
12. Select same o/frt as before.
13. Enter shipper’s trucker name.
14. Enter a name for this booking to save as a template or leave blank to skip template saving. (The basic data of template could be shared for all users of your company when anyone of you uses it to create a new booking. It can save time for inputting data.)
15. Click “Send Booking Request” button.

Once you click “Send Booking Request”, the booking request result will be displayed and the “Status” will show “Booking request submitted, wait confirmation”. WHL



local PIC will receive your booking request, and will check the details.

Basic Data Container Kind: LCL / FCL is CFS booking.

Type / Size / Height	Container Kind	Owner	Full/Empty	Term	Van
DRY STEEL / 20' / SD	FCL / FCL	COC	Full	CY/CY	0

Commodity  Weight  Door Open

DG ☐ IMDG Class  UN No.

Pick Up Date  Out Depot Name INCHOH CONTAINER TERMINAL

1~12

Type / Size / Height	Container Kind	Owner	Full/Empty	Term	Van
	FCL / FCL	SOC	Full		0
	FCL / FCL	SOC	Full		0
	FCL / FCL	SOC	Full		0
	FCL / FCL	SOC	Full		0

13~14

Shipper's Trucker Name  (ENGLISH only)

Template Name

Remark

(ENGLISH only)

15

Back Send Booking Request

## The other essential data for special container (cargo)

### FLAT RACK

If you select FLAT RACK for your container transportation, please fill in Length/Width/Height details.

Basic Data Container Kind: LCL / FCL is CFS booking.

Type / Size / Height	Container Kind	Owner	Full/Empty	Term	Van
FLAT RACK / 20' / SD	FCL / FCL	COC	Full	CY/CY	0

Commodity  Weight  Door Open

DG ☐ IMDG Class  UN No.

Length  cm Width  cm Height  cm

Pick Up Date  Out Depot Name INCHOH CONTAINER TERMINAL

### OPEN TOP

If you select OPEN TOP for your container transportation, please fill in Length/Width/Height details.

Basic Data Container Kind: LCL / FCL is CFS booking.

Type / Size / Height	Container Kind	Owner	Full/Empty	Term	Van
OPEN TOP / 20' / SD	FCL / FCL	COC	Full	CY/CY	0
Commodity		Weight 0		Door Open N	
DG <input type="checkbox"/> IMDG Class UN No.					
Length	cm	Width	cm	Height	cm
Pick Up Date	Out Depot Name INCHOH CONTAINER TERMINAL				

## REEFER

If you select REEFER for your container transportation, please fill in temperature setting and ventilation detail.

Basic Data Container Kind: LCL / FCL is CFS booking.

Type / Size / Height	Container Kind	Owner	Full/Empty	Term	Van
REEFER / 20' / SD	FCL / FCL	COC	Full	CY/CY	0
Commodity		Weight 0		Door Open N	
DG <input type="checkbox"/> IMDG Class UN No.					
Temp	+ ° C	Ventilation OPEN		%	
Pick Up Date	Out Depot Name INCHOH CONTAINER TERMINAL				

## DG

If your cargoes are dangerous goods, please click ☐ and fill in IMDG Class/UN No. columns. After WHL local office confirms your booking request, please FAX your “Declaration of dangerous goods & dangerous packing certificate”(could be download from our web site) to WHL local Booking office.

Basic Data Container Kind: LCL / FCL is CFS booking.

Type / Size / Height	Container Kind	Owner	Full/Empty	Term	Van
TANK / 20' / SD	FCL / FCL	SOC	Full	CY/CY	0
Commodity		Weight 0		Door Open N	
DG <input type="checkbox"/> IMDG Class UN No.					
Pick Up Date	Out Depot Name INCHOH CONTAINER TERMINAL				

## Column Description

Type/Size/Height	Container type, size and height
Container Kind	The combination of “Full Container Load “ and “Less Container Load”.
Owner	COC(Carrier own container) ;SOC(Shipper own container)
Full/Empty	Full container or empty container
Term	FI/FO(Free In/Free Out); CY to CY; TKL/TKL(Tackle to Tackle)
Commodity	Commodity name
Van	Container quantity
Weight	Cargo weight(KG)
DG	Dangerous goods
Door Open	Open container door
Out Depot Name	Empty container withdrawing depot
Pick Up Date	Empty container withdrawing date

## Searching for a Booking Request

Most of our programs provide a Query function. After you click a program, then

1. Click “Booking Status” on navigator items.
2. Search booking data by specific conditions (e.x. Book No; Place of Receipt; Vessel & voyage; PLD..... ); the booking result will be displayed.
3. Check the status and Click Action items to update, cancel and copy; details will be displayed on new page.

**Booking**

New Booking

Booking Status

Book No

Place of Receipt

Vessel

status

Estimated Cut-off Date

Place of Deliver

Voyage

Query

Book No/ref_no	Vessel Voyage	Estimated Cut-off Date	Place of Receipt	Place of Deliver	Status	Action
<a href="#">700</a>	WAN HAI 307 S145	20120217	INCHEON	KARACHI	Rejected	Update Cancel Copy
<a href="#">0052X90007</a>	WAN HAI 207 S298	20120131	INCHEON	KAOHSIUNG	Confirmed	Update Cancel Copy
<a href="#">0052X90003</a>	WAN HAI 205 S384	20120218	PUSAN	KEELUNG	Confirmed	Update Cancel Copy
<a href="#">0052000001</a>	WAN HAI 316 S066	20120106	INCHEON	AHMEDABAD	Cancelled	Copy
<a href="#">0051X90043</a>	WAN HAI 316 S066	20120106	INCHEON	AHMEDABAD	Confirmed	Update Cancel Copy


3

## VI. Template

### Creating a Booking Template

The template data come from your booking request, you may save your booking request data as a “template” while creating or updating a booking request.

### Using the template to create a new booking request

1. Click “View Template” on navigator items.
2. Select/input search conditions; the listing is displayed below.
3. Click the icon  which you want to select; detail data will be displayed on a new page.
4. Click “Copy Booking” button then repeat the steps of creating a booking request; you may also update data if necessary.



1

Query	Place of Receipt Template Name		Place of Deliver		
Template Name	Place of Receipt	Place of Deliver	Entry User	Entry Date	View
03-33752588	INCHEON	COCHIN	SIVA	2011-08-02 11:42	
ABC	INCHEON	MUSCAT	MY CHER	2011-08-03 12:11	
TEST JP	INCHEON	HONG KONG	HIROKO SASAKI	2011-08-30 12:03	
"Test"	PUSAN	KEELUNG	TEST ABCD	2011-12-22 11:57	
"1111"	PUSAN	KEELUNG	TEST ABCD	2011-12-22 12:01	
'temp'	PUSAN	KEELUNG	TEST ABCD	2011-12-22 12:16	
'temp1'	PUSAN	KEELUNG	TEST ABCD	2011-12-22 12:21	

Total Records : 7 , 10 Record / Per Page , Now In Page 1 / 1 First Page Page Up / Page Down Last Page

Vessel	Voyage	Estimated Cut-off Date	Port of Loading	Estimated Departure Date	Place of Delivery	Estimated Arrival Date
			PUSAN		KEELUNG	

Transshipment port :

WanHai Booking Office WAN HAI LINES (KOREA) LTD., SEOUL OFFICE.

Company Name	
Booker	ABCD
PIC	TEST ABCD
TEL / FAX	82-2,12345678 / 82-2,12345678
EMAIL	bruce_chen@wanhai.com
Shipper	'SHIPPER'
Forwarder	
Payer	AA

Paid Term Prepaid

#### Basic Data

Type	Size	Height	Container Kind	Owner	Full/Empty	Term	Van	DG
DRY STEEL	20'	8'6"	FCL / FCL	COC	Full	CY/CY	1	N

Shipper's Trucker Name 'SHIPPER'

Back Delete Template Update Template Copy Booking

### Update and delete the template

Click the “Delete” and “Update” button to delete or update the template.

Vessel	Voyage	Estimated Cut-off Date	Port of Loading	Estimated Departure Date	Place of Delivery	Estimated Arrival Date
			PUSAN		KEELUNG	

**Transshipment port :**

<b>WanHai Booking Office</b>	WAN HAI LINES (KOREA) LTD., SEOUL OFFICE.
------------------------------	---

Company Name	
<b>Booker</b>	ABCD
<b>PIC</b>	TEST ABCD
<b>TEL / FAX</b>	82-2,12345678 / 82-2,12345678
<b>EMAIL</b>	bruce_chen@wanhai.com
<b>Shipper</b>	'SHIPPER'
<b>Forwarder</b>	
<b>Payer</b>	AA

<b>Paid Term</b>	Prepaid
------------------	---------

**Basic Data**

Type	Size	Height	Container Kind	Owner	Full/Empty	Term	Van	DG
DRY STEEL	20'	8'6"	FCL / FCL	COC	Full	CY/CY	1	N

<b>Shipper's Trucker Name</b>	'SHIPPER'
-------------------------------	-----------

Back
Delete Template
Update Template
Copy Booking

1

2