



CargoSmart User Guide-COSCON Booking Request



CargoSmart Website: www.cargosmart.com

System Requirements : <http://cargosmart.com/en/company/faq.htm#sysreq>

Please input your user ID and password and login “My CargoSmart Center”

CARGOSMART CENTER

User ID:

Password: **SIGN IN**

☐ Remember my User ID

Forgot your Password or User ID?

CARRIER CENTER [Sign In Now](#)

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NEWS CargoSmart Launches Next Generation Sailing Schedules Mobile App – 19 Jun 2014

The home page of My CargoSmart Center is shown as below:

My CargoSmart Center

Welcome, ws hm 130 Aug 2014

[Live Chat](#)

To Do List

	Last 7 Days	Next 24 Hours	Next 7 Days
User-Defined Milestones	0	0	0
Documents	0	0	0

Shipment Plan Template

[Manage Standard Milestones](#)

Search

☒ Cargo Tracking ☐ Shipment Details
☐ Shipment Plan ☐ Shipment Folder

Bill of Lading Number: **Search**

Booking Number: **Search**

Container Number: **Search**

(Maximum 6 container numbers, separated by a space.)

Reference Number: **Search**

User Profile

[Manage My Profile](#)
[Change Password](#)

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Announcements

10 Aug 2014 R48.0 Release Notes [Read more](#)
29 Jun 2014 R48.0 Release Notes [Read more](#)
18 May 2014 R47.0 Release Notes [Read more](#)

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SSM+ Mobile App

CargoSmart's latest mobile app innovation, SSM+, allows you to access multiple-carrier sailing schedules and view schedule reliability information alongside schedule search results anytime, anywhere.

The free application enables you to select the best routes for your shipments for the top 30 ports.

[Download SSM+ Today!](#)

CargoSmart Training

Learn more about CargoSmart solutions at your own pace.
[Watch a video training course today.](#)

1. How to submit a Booking Request from My CargoSmart Center?

- Click the party menu "SCHEDULE AND BOOK" -> "Booking" -> "Booking Request".

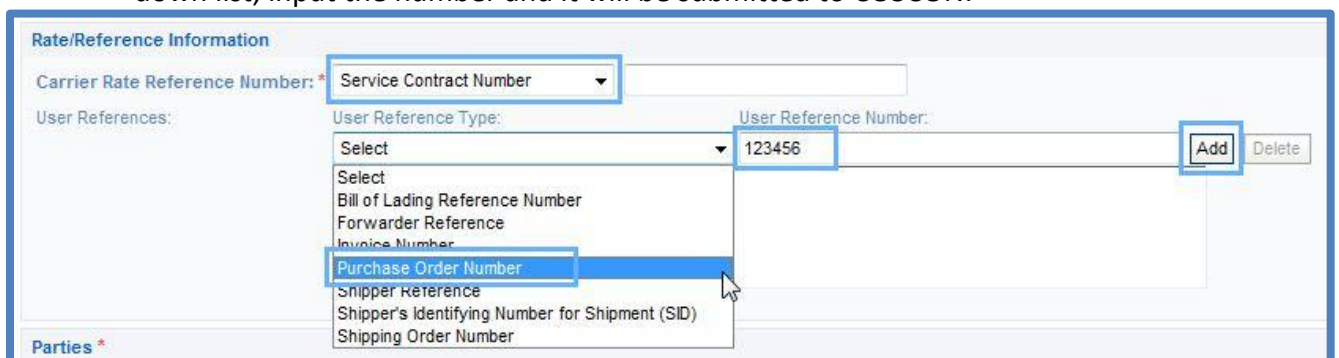


2. How to create a Booking Request? (Notes: * is mandatory field)

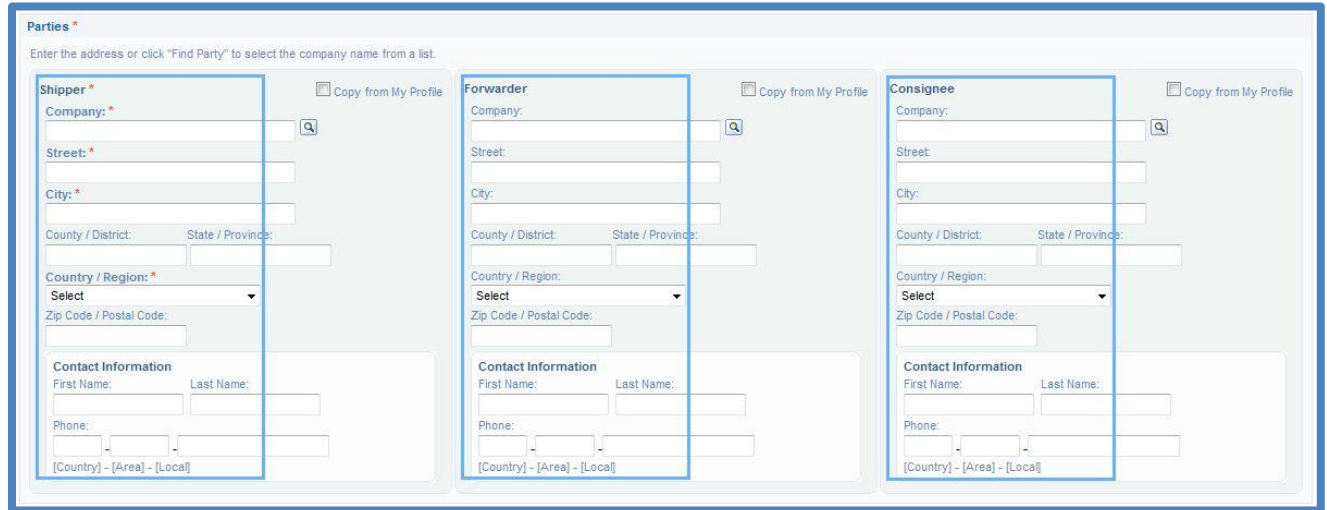
Step 1: Select the carrier as **COSCON** from the carrier drop down list



- Select the COSCON rate reference type or user reference type such as service contact number, invoice number, purchase order number, etc from the corresponding drop down list, input the number and it will be submitted to COSCON.

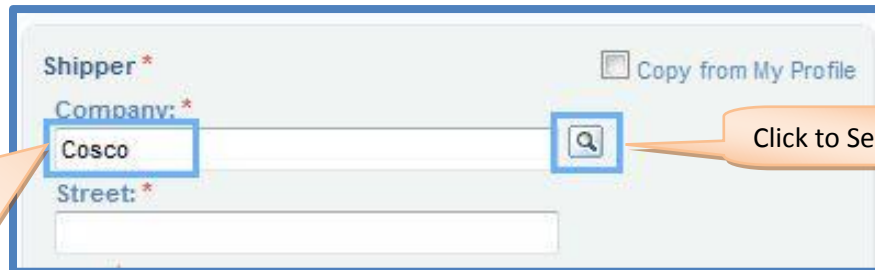


Step 2: Input shipment party information



- ✓ User need to input the party information for either Shipper, forward or Consignee.
- ✓ There are three ways for user to input the party information as below.
 - Manual input the company's information and contact person's information.
 - User can check the option "Copy from My Profile", and system would pop up your company's registration information in CargoSmart.
 - User can click the  icon to search out the party information by wildcard search.

Input the company name for search.

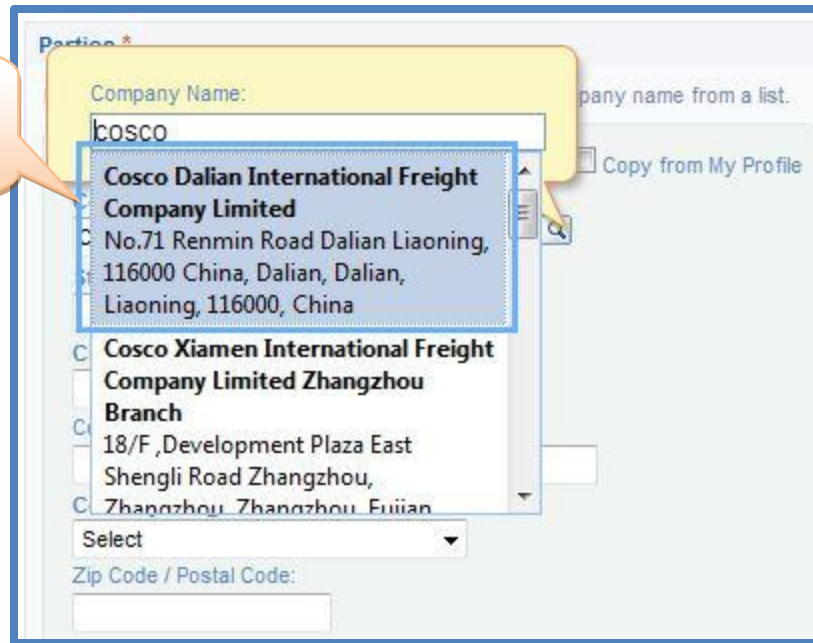


Click to Search

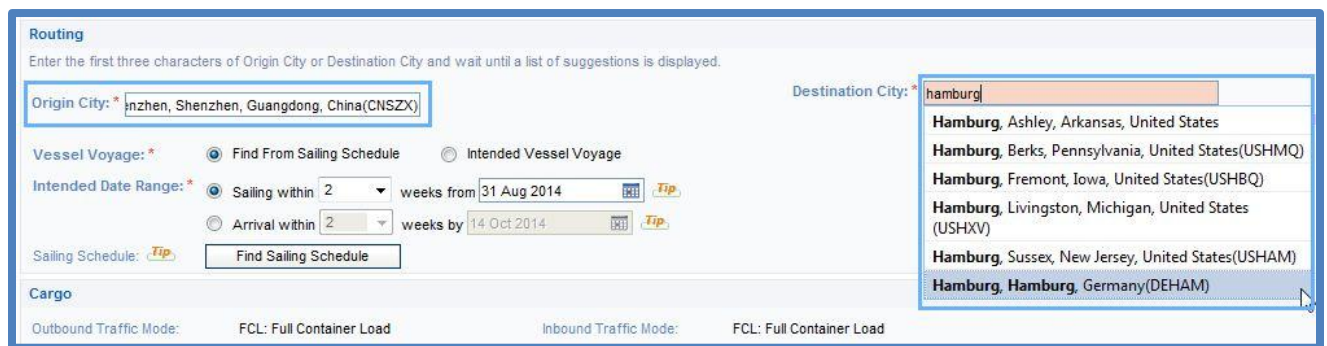
The shipment party information can be selected from the system list.

*** Notes:** The information that user can select from the system list is retrieved from the booking party's previous booking confirmation message.

Select the party information from the pop up list.



Step 3: Input routing information



Input the Origin city and Destination city, select from the pop up list.

There are two options for user to input the sailing schedule:

- ✓ **Option 1: Search proper schedule from the “Find Sailing Schedule” option.**
 - Check the radio button for Vessel Voyage as “Find Sailing Schedule”.
 - Pick up the date range for departure or arrival.
 - Click the button “Find Sailing Schedule”.
 - Select the route from the pop up search result.

Routing

Enter the first three characters of Origin City or Destination City and click the button to search.

Origin City: * Option for search from sailing schedule

Destination City: *

Vessel Voyage: * ☒ Find From Sailing Schedule ☐ Intended Vessel Voyage

Intended Date Range: * ☒ Sailing within 2 weeks from 31 Aug 2014 ☐ Arrival within 2 weeks by 14 Oct 2014

Sailing Schedule: Click for the result

Search Result

NOTICE: The information shown is for indication only (and is based on data obtained from the relevant data or content provider) and neither CargoSmart nor any of its data or content providers shall be liable for any errors or delays in the content, or for any actions taken in reliance thereon.

Shortest Estimated Transit Time: 26 days (from departure at origin to arrival at destination)

Book	Origin	CY Cutoff	Port of Load (POL)	ETD at POL	Port of Discharge (POD)	ETA at POD	Final Destination Hub (FND)	ETA at FND	Est. Transit Time (Days)	Carrier	Vessel Voyage	Service	Haulage	
													Origin	Destination
	Shekou	29 Aug (Fri) 17:00	Yantian	01 Sep (Mon)	Hamburg	27 Sep (Sat)	Hamburg	27 Sep (Sat)	26	COSCON	HUMBER BRIDGE 047W	NE7	Door	CY/Door
	Yantian	29 Aug (Fri) 17:00	Yantian	01 Sep (Mon)	Hamburg	27 Sep (Sat)	Hamburg	27 Sep (Sat)	26	COSCON	HUMBER BRIDGE 047W	NE7	CY	CY/Door
	Yantian	29 Aug (Fri) 17:00	Yantian	01 Sep (Mon)	Hamburg	27 Sep (Sat)	Hamburg	27 Sep (Sat)	26	COSCON	HUMBER BRIDGE 047W	NE7	Door	CY/Door
	Yantian	29 Aug (Fri) 17:00	Yantian	01 Sep (Mon)	Hamburg	27 Sep (Sat)	Hamburg	27 Sep (Sat)	26	COSCON	HUMBER BRIDGE 047W	NE7	Door	CY/Door
	Shenzhen	01 Sep (Mon) 00:00	Shekou	01 Sep (Mon)	Hamburg	01 Oct (Wed)	Hamburg	01 Oct (Wed)	30	COSCON	THALASSA DOXA 0789-001W	CEM	Door	CY/Door
	Shekou	01 Sep (Mon) 00:00	Shekou	01 Sep (Mon)	Hamburg	01 Oct (Wed)	Hamburg	01 Oct (Wed)	30	COSCON	THALASSA DOXA 0789-001W	CEM	CY/Door	CY/Door
	Shenzhen	01 Sep (Mon) 00:00	Shekou	01 Sep (Mon)	Hamburg	01 Oct (Wed)	Hamburg	01 Oct (Wed)	30	COSCON	THALASSA DOXA 0789-001W	CEM	Door	CY/Door
	Shenzhen	31 Aug (Sun) 20:00	Yantian	02 Sep (Tue)	Hamburg	29 Sep (Mon)	Hamburg	29 Sep (Mon)	27	COSCON	HANJIN AMERICA 0010W	NE6	Door	CY/Door
	Shekou	31 Aug (Sun) 20:00	Yantian	02 Sep (Tue)	Hamburg	29 Sep (Mon)	Hamburg	29 Sep (Mon)	27	COSCON	HANJIN AMERICA 0010W	NE6	Door	CY/Door

For the route that has no book button, user can not book as this route might be expired.

Click this button to pick up this route for booking.

- ✓ **Option 2: Manual input the vessel voyage if no proper sailing schedule could be found**
 - Input the information for Origin City, Destination City, Port of Load and Port of Discharge. User need to select from the pop up list.
 - Input the intended vessel voyage.

Routing

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

Origin City: * Shenzhen, Shenzhen, Guangdong, China(CNSZX)

Destination City: * Hamburg, Hamburg, Germany(DEHAM)

Port of Load: Yantian, Yantian, Guangdong, China

Port of Discharge: Hamburg, Hamburg, Hamburg, Germany

Vessel Voyage: * ☐ Find From Sailing Schedule ☒ Intended Vessel Voyage

Service: *Tip* Vessel: * COSCON HELLAS Voyage: 052W Direction: *Tip*

Choose this radio button for manual

Input the intended vessel voyage

Step 4: Input cargo information

Cargo

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

Cargo Nature * Cargo Descriptions *

General

General

Reefer

Dangerous

- ✓ **Input cargo information**
 - Select the cargo nature form the drop down list. It is mandatory.
 - Input the cargo description in English.

- ✓ Click to add multiple cargo items

Cargo

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

Cargo Nature *	Cargo Descriptions *	
General ▼	Furniture	
General ▼		

[Add Cargo](#)

Click to add additional cargo

Step 5: Input container information

Container

Container Information

Quantity *	Size Type *	Cargo Weight * 	Shipper Owned	
		(per container)		
1	20' General Purpose ▼	20000 Kilograms ▼	☐	
1	40' General Purpose ▼	40000 Kilograms ▼	☐	

[Add Container](#)

Click to add more containers

Click to delete container

- ✓ Input container information
 - Input the container quantity that you need to book
 - Select the container size type from the “Size Type” drop down list
 - Input the cargo weight (For a single container’s cargo weight)
 - Select the weight unit from the drop down list (Kilograms, pounds, etc)
- ✓ If user need to add different container size type, click the linkage for “Add Container”
- ✓ If user need to delete unnecessary container size type, click on the delete icon 

Step 6: Trucking and Haulage

Trucking and Haulage

Door Pickup: * ☐ Merchant (CY) ☒ Carrier (Door)

Door Delivery: * ☒ Merchant (CY) ☐ Carrier (Door)

Door Pickup Appointment ☐ To be Advised

Add Appointment (0 out of 2 Containers Assigned)

- ✓ If the booking party arrange the trucking and haulage by themselves, please select the option as “Merchant (CY)”.
- ✓ If the booking party need carrier to pick up the cargo at door, please select the option as “Carrier (Door)”, and click “Add Appointment” to input the make an appointment.
 - Input the container quantity that needs to be picked up.
 - Fill in the door pick up address and contact person details.
 - Select the door pick up appointment time. If it is not confirmed, select “To be Advised”.
 - Click “Save”.

Add Appointment

* Required.

Containers

Total on Booking	Without Appointment	To be Scheduled *	Size Type	Shipper Owned
1	1	1	20' General Purpose	
1	1	1	40' General Purpose	

Contact Information

Door Pickup Address

☐ Copy from Shipper's Address

Company: * AAA COMPANY

Street: * AAA STREET

City: * SHENZHEN

County / District:

State / Province:

Country / Region: * China

Zip Code / Postal Code:

Contact Person

Name: Contact Person

[First Name] [Last Name]

Phone: 86 755 123456789

[Country] - [Area] - [Local]

Appointment *

☒ Intended Time

Time: 10 Sep 2014, 16:05

Time Zone: China, CCT (China Time)

☐ To be Advised

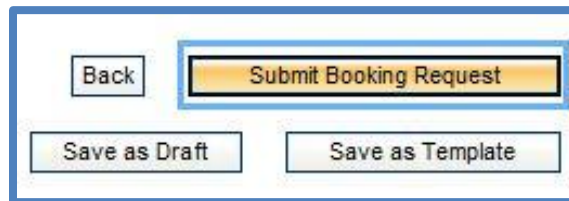
Cancel Save

Step 7: Special Requirements and Remark

- ✓ If there is any special requirements for the cargo, please select the corresponding options.
- ✓ For other additional information that required, please fill it in the remark text box.
 - For example, user can remark the contact details for booking confirmation.

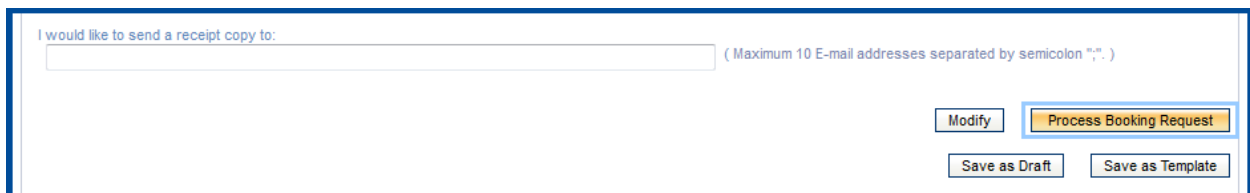


Step 8: Review the booking or save it as draft/template



- ✓ Once user input all the required information for the booking, you can select below options:
 - Click “Back” to cancel the booking submission and back to My CargoSmart Center.
 - Click “Submit Booking Request” to go to booking request review page.

Step 9: Submit the booking to COSCON



- ✓ Input receipt email address here if would like to send this booking copy to other receipt, maximum 10 email address separated by semicolon allowed.
 - Click “Modify” to go back booking request e edit page.
 - Click “Process Booking Request” to submit booking to COSCON.

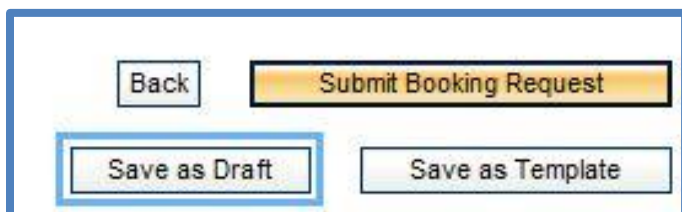
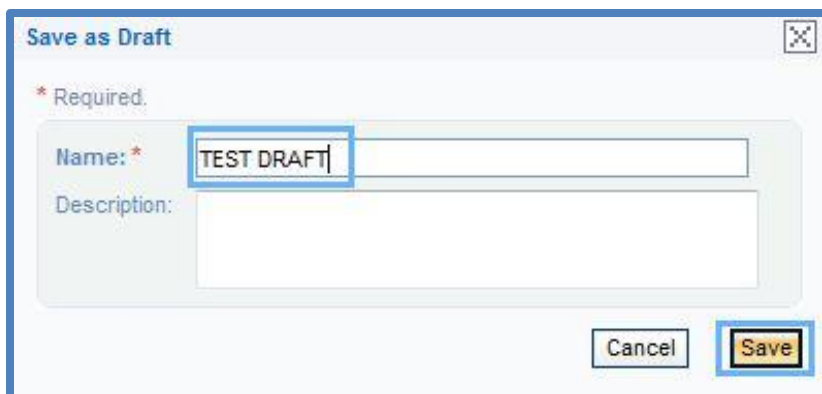
Notes: Once the booking request has been submitted, it can not be modified online. User need to contact the carrier for the modification or submit a new booking.

- Click “Save as Draft” to save the input information as a draft for later submission.
- Click “Save as Template” to save the input information as a template.

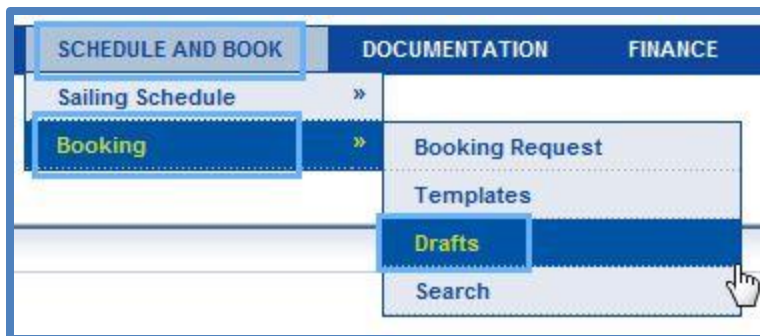
Introduction to Draft, Template, Search and Email Subscription

Draft Function

- If user has not finished inputting the booking information, and need to handle other affairs, user can click on the “Save as Draft” button to save this booking as draft and submit the booking later.

- User can find out the saved draft via below party menu



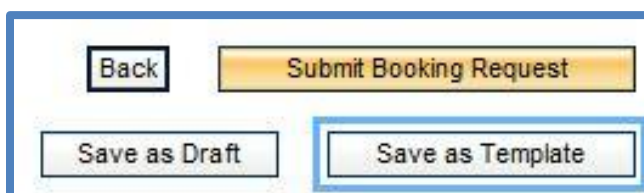
- On the draft list, user can click on the icon  to modify the booking request for submission or user can click on the icon  to delete this draft.

Booking Draft Live Chat

Draft List				
Draft Name	Description	Created	Last Modified	Actions
TEST DRAFT		30 Aug 2014, 16:44	30 Aug 2014, 16:44	 
Total: 1 Draft(s)				

Template Function

- User can save the booking as a template in case user needs to submit bookings with similar information in the future. To save it as template, user can click on the “Save as Template” button on the booking submission page.



- ✓ If user check the box for “**Mark as Favorite**” when save the template, then this template can be selected directly when user submit a new booking request.

- ✓ If user check the box for “**Share with users in my Company**” when save the template, then this template can be used by other users in the same CargoSmart account. It could be found in the user’ s “My Company Templates” tab.

- To find out the template that you saved, you can access via below party menu

Template Name	Description	Shared	Favorite	Carrier	Created	Last Modified	Actions
TEST TEMPLATE			★	COSCON	30 Aug 2014, 17:00	30 Aug 2014, 17:04	  
Template 1 to 1 of 1							

[Add Template](#)

- Action icons for booking template



View the template details



Modify template



Copy the template for a new booking



Deleted the template

- In addition, user can click on the “Add Template” button and create a new template directly.

Search Function

- System offers a search function such that user can search out his submitted bookings.



The screenshot shows the CargoSmart web application. The top navigation bar includes links for SHIPMENT MONITORING, REPORTING, SCHEDULE AND BOOK, DOCUMENTATION, FINANCE, and ADMINISTRATION. The 'SCHEDULE AND BOOK' menu is expanded, showing options for Sailing Schedule, Booking, Booking Request, Templates, Drafts, and Search. The 'Search' option is highlighted. The main content area displays a welcome message, the user's name, the current date, and a 'To Do List' section.

- Choose proper search criteria and click search button. If date range is selected, then the maximum of the previous 6 months can be displayed.

Previously Submitted Bookings Search [Live Chat](#)

Search by [Collapse](#)

A maximum of the previous 6 months can be displayed.

Carrier: All

Submission Date Range: From: 16 Aug 2014 To: 30 Aug 2014

Booking Number:

Reference Number: Select

☐ Include Following Booking

Reset Search

- Search result displayed as below.

Search Result						
Booking Number	CargoSmart Booking Reference Number	Carrier	Booking Party	Submitted by	CargoSmart Processed on	Status
	CS5614372726	COSCON			28 Aug 2014, 14:36	Processed in CargoSmart
	CS6084343516	COSCON			26 Aug 2014, 10:52	Processed in CargoSmart
	CS5977361788	COSCON			26 Aug 2014, 10:43	Processed in CargoSmart
6007001780	CS4603146495	COSCON			26 Aug 2014, 10:40	Confirmed
7010206320	CS6252739239	COSCON			18 Aug 2014, 13:15	Confirmed
7010206310	CS5008451804	COSCON			18 Aug 2014, 13:12	Confirmed

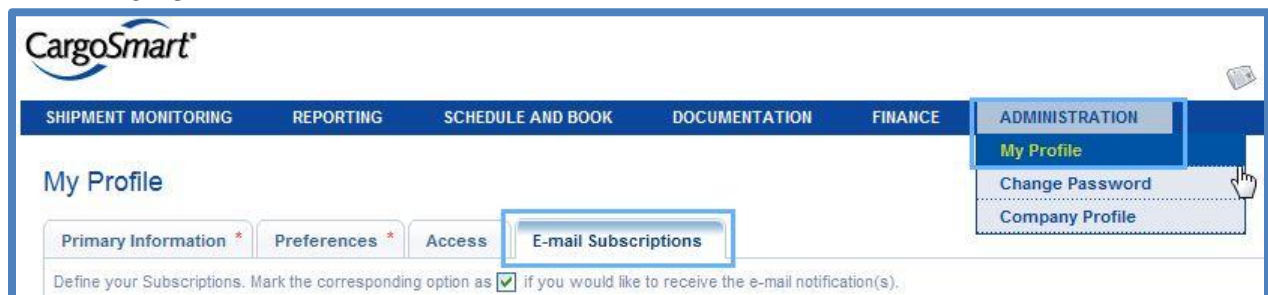
Booking 1 to 6 of 6

- The column name in the search result represents below:
 - ✓ **Booking Number**, it is the number returned by carrier once the booking is confirmed. Clicked on the hyperlink, user can view the booking confirmation details.
 - ✓ **Cargosmart Booking Reference Number**, it is the number that generated by CargoSmart system once the booking request is submitted successfully. It is for CargoSmart user's reference and search. Click on the hyperlink, user can view the booking request details.
 - ✓ **Carrier**, it is the ocean carrier that user selected for the booking submission.
 - ✓ **Booking Party**, the party who submitted the booking request.
 - ✓ **Submitted By**, it is the CargoSmart user who submitted the booking request.

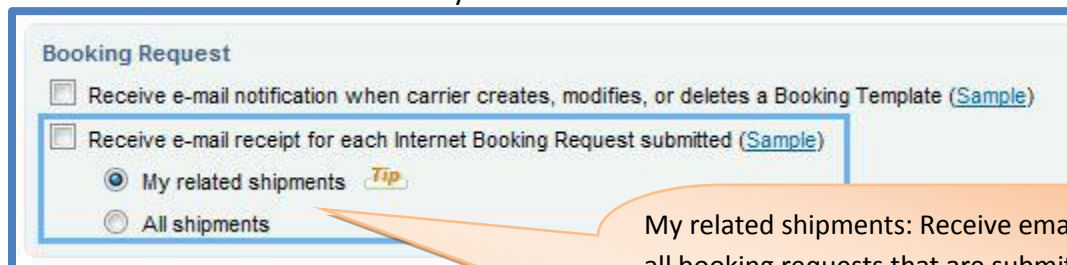
- ✓ **CargoSmart Processed On**, it is the date time that CargoSmart processed the booking and submitted to the ocean carrier.
- ✓ **Status**, the latest status of the booking request.
 - If the status is shown as “Processed in CargoSmart”, it means that the booking request had been sent to the ocean carrier system, waiting for carrier’s processing.
 - If the status is shown as “Confirmed”, it means that the booking request had been confirmed by ocean carrier.
 - If the status is shown as “Declined”, it means that the booking request had been declined by the ocean carrier.

Email Subscription: CargoSmart user can subscribe the email notification regarding the booking request.

- User can access the email subscription via party menu “ADMINISTRATION” -> “My Profile”



- Check below option to receive email notification when the booking request is submitted to ocean carrier successfully.



My related shipments: Receive email notification for all booking requests that are submitted by my own.

All shipments: Receive email notification for all booking requests that are submitted by all users in my company’s CargoSmart account.

- Check below option to receive email notification when ocean carrier returns the booking confirmation message.

Milestone Notifications

- Receive e-mail notification for Booking Status:
 - ☐ All Booking Status
 - ☒ Booking Details Received from Carrier ([Sample](#))
 - ☒ My related shipments Tip
 - ☐ All shipments

My related shipments: Receive email notification for all booking requests that are submitted by my own.

All shipments: Receive email notification for all booking requests that are submitted by all users in my company's CargoSmart account.

- Click on the “Save” button to save the setting.

*** End of the BR User Guide ***