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## How to Login and Logout

iPOM Lite Production Website:

<http://202.66.117.65/aswctt/con840.asp>

User can use the login name and password to login to iPOM Lite.  
Please use Google Chrome as browser to login.



**AIR SEA WORLDWIDE**  
**港捷國際貨運**

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<http://www.airseaworldwide.com>

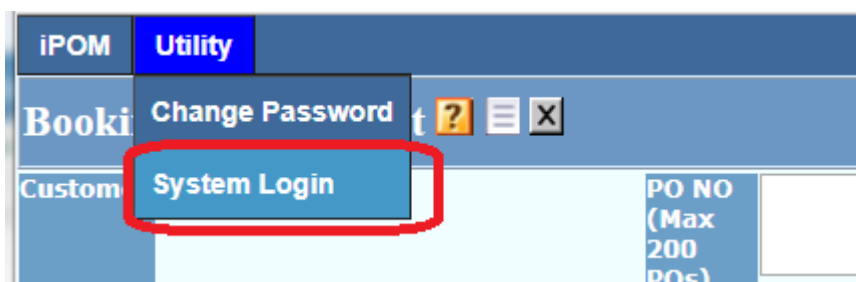
Please enter user name and password.

Username:

Password:

Support Google Chrome v.42 or above

To exit iPOM Lite, please select [System Login].



## POM Lite

### POM Lite – Input Purchase Order

iPOM-> POM Lite -> Press [go] to create PO

Then, press [Manual Input] or [+] to input the basic information of the Purchase Order. Single PO can support multiple items and single PO can be booked by multiple shipments.

The screenshot shows the 'POM Lite' form in the iPOM system. The 'Booking Management' dropdown is selected. Fields include Shipper Code, Booking#, Mode, Booking From, PO NO (Max 200 POs), Shipper Name, Cust Ref, POL, and To (26/06/2017). A 'Manual Input' button is highlighted with a red circle. The bottom of the form shows a table with columns: PO#, Customer, Vendor, Shipping Window, Arrival Window, Delivery Date, POL, POD, Booked, and Shipped. A red circle highlights the '+' icon in the PO# column.

Consignee Contact should be the customer but user can input other consignee information. All the red \* is the mandatory field in the system. Once user finish the data input, press the button [Confirm] and the PO will be generated.

The screenshot shows the 'POM Lite' form with consignee and shipping details. Fields include Customer (Customer Maime), Vendor (SHIPPER1.MAIME), Consignee Contact, P/O Number, Department, Incoterm, Priority (1 - Case by case), Shipping Window, Arrival Window, Delivery Date, Carrier, Port of Loading, Port of Discharge, and To. A 'Confirm' button is highlighted with a red circle. Below the form, the text 'Hot Key : F12-Save ESC-Cancel' is displayed.

Then user can Press [+] to input the PO content. Single PO can have the multiple SKU.

The screenshot shows the 'POM Lite' form with item details. Fields include Arrival Window (30/09/2017), Delivery Date (01/10/2017), and To. A table with columns 'Item No.' and 'Product Details' is shown. The table contains two rows: '1 ITEM01' with 'SHOE ITEM 01' and '2 ITEM02' with 'SHOE ITEM 02'. A red circle highlights the '+' icon in the 'Item No.' column.

Single PO support multiple content. Once it is done, press [tick] to save.

Item No.	Product Details	PO Qty	KGS	CBM	CTNS
✓	↺				
1 ITEM01	SHOE ITEM 01	15,000	25,000.00	20.00	
2 ITEM02	SHOE ITEM 02	2,000	35,000.00	5.00	

## Booking Management

### Booking Management – Create Booking

Shipper may select iPOM-> Booking Management for creating new Booking

To add a booking, the button can be found either by:

1) Select button [Add New] besides [go].

The screenshot shows the 'Booking Management' form with various input fields for Customer, Shipper, Consignee, and Booking details. The 'Add New' button is highlighted with a red rectangle.

2) Press [go] -> Press [+] to create new booking.

The top screenshot shows the 'Booking Management' form with the 'Add New' button highlighted. The bottom screenshot shows the 'go' button highlighted.

Station	Customer	Booking #	Shipper	Consignee	Booking Date	Ready Date	Customer Ref#	Status	PO#	FM3K Ref	PKGS	KGS	CBM	CTNS
SHA	Customer Maime	BOK170620000004	SHIPPER OF MAIME IPOM	CUSTOMER OF MAIME IPOM	20/06/2017	21/06/2017		Booking SHPR1-Alerted	PO002	SHASSOU700012	10	1,000.00	0.00	
HKG	Customer Maime	BOK170620000002	SHIPPER IRIS CNEE	OF	20/06/2017	20/06/2017			IRIS001		10	100.00	2.00	

User needs to input basic shipment information for ebooking.

The red \* means the fields are mandatory to input (including Cargo information and Cargo Ready Date).

**Booking Management**

Station: SHA SEA/AIR: SEA Status: Status

Customer: AC FRT Service: CFS Direct: Direct

Booking 訂倉單號: Booking Date: 27/07/2017

Customer Ref#: Ref Date:

Shipper 付運人: Address 地址 / ZIP: Notify Party 通知人: Address 地址 / ZIP:

Contact 聯絡人: Tel 電話: Contact 聯絡人: Tel 電話:

Consignee 收貨人: Address 地址 / ZIP: HS Code: Country of Origin:

Place of Receipt 收貨地點: POL 出口港: POD 目的港: Final Destination 最終目的地:

Comments: Remark:

Confirm Cancel

## Shipper, Consignee and Notify Party

Defaulted Shipper, Consignee and Notify Party will be listed out for your selection. After choosing the code, information will be auto-filled in.

**Booking Management**

Station: HKG SEA/AIR: SEA Status: Status

Customer: Customer Maime FRT Service: CFS Direct: Direct

Booking 訂倉單號: Customer Ref#: Notify Party:

Shipper 付運人: Name: Sub Group: Port:

Address 地址 / ZIP: CUSTOMER MAIME IPOM C0282 GBSOU

SHIPPER OF MAIME IPOM S0210 CNSHA

If there is a new Shipper, Consignee or Notify Party, you may input it as free text. Although warning message will be shown, you may press [OK] and continue to proceed.

**Booking Management**

Station: SHA SEA/AIR: SEA Status: Status

Customer: Customer Maime FRT Service: CY Direct: Direct

Booking 訂倉單號: Booking Date: 04/07/2017

Customer Ref#: Ref Date:

Shipper 付運人: Address 地址 / ZIP: Notify Party 通知人: Address 地址 / ZIP:

Contact 聯絡人: Tel 電話: Contact 聯絡人: Tel 電話:

Consignee 收貨人: NEW CONSIGNEE IN IPOM LITE Address 地址 / ZIP: HS Code: Country of Origin:

Place of Receipt 收貨地點: POL 出口港: POD 目的港: Final Destination 最終目的地:

Comments: Remark:

Confirm Cancel

POL

When you input the Loading Port, the system will default those port that has been set up by ASW office.

Tel 電話		
Place of Receipt 收貨地點		
* POL 出口港		
* POD 目的港		
* Final Destination 最後目的地		

Code	Name
CNNGB	NINGBO (CNNGB)
CNSHA	SHANGHAI (CNSHA)

Once finish inputting the booking, press [Confirm] and the Booking Number will be auto-generated.

備註 Remark	
Confirm	Cancel
Hot Key : F12-Save ESC-Cancel	

Number of Container

To input the Number of Container,

Address 地址 / ZIP	IRIS CNEE COMPANY ADDRESS	KGS 毛重	1,500.00	Freight Terms 運費條款	PP
		CBM 立方數	0.500	Other Terms	
		Cont_Type	DC		
		20'	40'	HQ	45'
Contact 聯絡人		Origin Booked 簽金日期	15/08/2017	Doc Booked 正本日期	

Shipper may go to tag [Marks/Remark], and select [+].

iPOM	Utility					
Booking Management ? [Menu] [Close]						
Browse   Detail   Marks/Remark   Container   File   Chat Log   ISF Form						
Customer 買主		AC				
Booking#		BOK170727000001				
[+]	Item#	HS Code	20'	40'	HQ	45'
Marks						

Then input the number of container, and select [✓] to save.

iPOM		Utility	
<b>Booking Management</b> ? [Menu] [X]			
<div> <div>Browse</div> <div>Detail</div> <div>Marks/Remark</div> <div>Container</div> <div>File</div> <div>Chat Log</div> <div>ISF Form</div> </div>			
Customer 买主		ACTUANT	
Booking#		BOK170727000001	
▼ Item#	HS Code	20'	40'
		2	
		HQ	45'

The inputted information will show on both tag [Marks/Remark] and tag [Detail].

iPOM		Utility	
<b>Booking Management</b> ? [Menu] [X]			
<div> <div>Browse</div> <div>Detail</div> <div>Marks/Remark</div> <div>Container</div> <div>File</div> <div>Chat Log</div> <div>ISF Form</div> </div>			
Customer 买主		ACTUANT	
Booking#		BOK170727000001	
+ Item#	HS Code	20'	40'
1 A		2	0
		HQ	45'
			0

<b>Shipper 付运人</b>		<b>Notify Party 通知人</b>	
IRIS COMPANY LIMITED		Address 地址 / ZIP	
Address 地址 / ZIP		IRIS COMPANY IRIS COMPANY	
Contact 联络人		Contact 联络人	
Contact 联络人		Tel 电话	
* 联络人 Email		* 商品	
irischiu@paradigm2000.com		HS Code	
* Tel 电话		Country of Origin	
4940 23900		* QTY 件数	
* Consignee 收货人		150 贸易条款	
IRIS CNEE COMPANY		* KGS 毛重	
Address 地址 / ZIP		1,500.00	
IRIS CNEE COMPANY ADDRESS		* Freight Terms 运费条款	
		PP	
		* CBM 立方数	
		0.500	
		Other Terms	
		Cont. Type	
		20'	
		40'	
		HC	
		45'	
		2	
		0	
		0	
		0	
Contact 联络人		15/08/2017	
Tel 电话		Business 工作日	
<b>Place of Receipt 收货地点</b>		<b>Carrier 承运</b>	
SHANGHAI		Intended Vessel/Voyage 预期船期	
CNSHA		FM Job No.	
<b>POL 出口港</b>		<b># ETD 预计开航</b>	
SHANGHAI		# ETA 预计到达	
CNSHA			
<b>POD 目的港</b>			
ROTTERDAM			
NLRTM			
<b>Final Destination 最后目的地</b>			
ROTTERDAM			
NLRTM			

## Select iPOM

Shipper can search and add the pre-inputted Purchase Order content to e-booking, if required.

Press [Select iPOM] button to find particular PO which pre-inputted in section “POM Lite”.

<b>Place of Receipt</b> 收货地点			<b>* Cargo Ready</b> 交仓日期
<b>* POL</b> 出口港	SHANGHAI	CNSHA	<b>Carrier</b> 承运
<b>* POD</b> 目的港	ROTTERDAM	NLRTM	<b>Intended Vessel/Voyage</b> 预期船期
<b>* Final Destination</b> 最后目的地	ROTTERDAM	NLRTM	<b>FM Job No.</b>
備註 Remark			<b># ETD</b> 预计开航

ADD CHG COPY Booking Cancel Select iPOM BOOKING ALERT

+ PO No.	Item No	Product Details	PO Delivery Date
----------	---------	-----------------	------------------


It will then show another screen where the shipper can select the PO information and input the PO Quantity in detail. Press [go] to input the PO Detail.

**Select iPOM** ? [icon] [icon]

User  
|SHIPPER1.MAIME

<b>Customer</b>	Customer Maime ▼	<b>PO#</b>	
<b>Delivery Date</b>			0
<b>Option</b>	1-Show All ▼	<b>go</b>	

Please tick which PO involve in this booking. Check the Booking Quantity and other cargo information. Press [tick] once done.

Select iPOM ? [icon] [icon]										User  SHIPPER1.MAIME		 AIR SEA WORLDWIDE 港 澳 國 際 貨 運			
	PO	SKU	Product Detail	PO Qty	KGS	CBM	CTNS	Ost	Booking Qty	Cartons	Kgs	CBM			
<input checked="" type="checkbox"/>	1 PO323232	0022	0022 MODEL	30	300.00	0.0000	2	30	30	0	0	0			
<input checked="" type="checkbox"/>	2 PO323232	0023	0023 MODEL	30	300.00	0.0000	2	30	15	1	150	0			
<input type="checkbox"/>	3 PO669	J666	MODEL J666	100	0.00	0.0000	0	100	100	0	0	0			

## Booking Alert

Press [Booking Alert] when finish this booking. The system will default the email sending to your delegated ASW Operations (also known as Station Admins) but you can still input more email receivers.



**Booking Management**

Station: SHA SEA/ASN SEA  
 Customer Ref: AC Status: 订妥  
 FRT Service: CFS Direct 直送 订妥  
 Booking ID 订妥号#: BOK170727000001 Booking Date: 27/07/2017  
 Customer Ref#: Ref Date:  
 Notify Party 通知人:  
 Address 地址 / ZIP:  
 Contact 联系人:  
 Tel 电话:  
 Email: irischiu@paradigm2000.com  
 Tel 电话: 4940 23900  
 Consignee 收货人: IRIS CNEE COMPANY  
 Address 地址 / ZIP: IRIS CNEE COMPANY ADDRESS  
 Country of Origin:  
 QTY 件数: 150  
 KGS 重量: 1,500.00  
 CBM 立方数: 0.500  
 Freight Terms 运费条款: PP  
 Other Terms:  
 Conf. Type:  
 20' 40' HC 45' 0 0 0  
 Cargo Ready 交货日期: 15/08/2017 Doc. Ready 正本文件: ☐  
 Carrier 承运:  
 Intended Vessel/Voyage 预期船期:  
 FM Job No.:  
 # ETD 预计开航: # ETA 预计到达:  
 Place of Receipt 收货地点: SHANGHAI CNSHA  
 POD 收货港: SHANGHAI CNSHA  
 POD 卸货港: ROTTERDAM NLRTM  
 Final Destination 最终目的地: ROTTERDAM NLRTM  
 Remark: TESTING REMARK 测试备注  
 ADD CHG COPY Booking Cancel Select POM **BOOKING ALERT**

PO No.	Item No	Product Details	PO Delivery Date	PO QTY	已订舱	Cartons	KGS	CBM/Container#	Seal#
1 TEST001	SHOE ITEM 01	SHOE ITEM 01	01/06/2017	10,000	150	3	1,500.00	0.500	
2 TEST001	SHOE ITEM 02	SHOE ITEM 02	01/06/2017	10,000	150	3	1,500.00	0.500	

The Subject will default the booking information and user can input the remark in the Extra Note.

Press [go] and the email will be send to the delegated ASW Operations (Station Admins).

**Booking Alert**

Default Email To - Station Admin: janice.yeung@airsea.com.hk

Unregistered Contact: - Please Select Email Group - To (New Registered Email)

Name: - Please Select Email Group - CC

Name: - Please Select Email Group - CC

Subject: Booking Alert, Booking No: BOK170727000001 - POL CNSHA, POD NLRTM, POD NLRTM, REF.

Extra Note:

**go**

**Booking Details**

Customer Ref:  
 Shipper: IRIS COMPANY  
 Consignee: IRIS CNEE COMPANY  
 Port of Loading: SHANGHAI  
 Port of Discharge: ROTTERDAM  
 Final Destination: ROTTERDAM  
 Carrier:  
 Vessel/Voyage: /  
 Cargo Ready: 15 Aug 2017  
 ETD:  
 ETA:  
 Commodity:  
 Pay Terms: PP/

The message will prompt out to inform you that this booking will be processed.



Shipper may first go to suitable past bookings and select [COPY Booking].

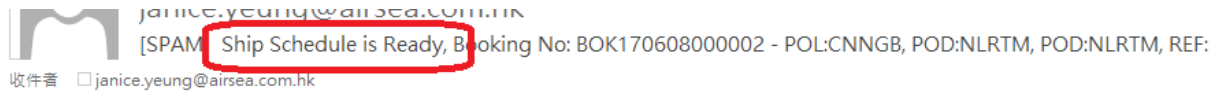
IPOM Utility		Booking Management		User		AIR SEA WORLDWIDE 香港國際貨運	
<div> <div>Browse</div> <div>Detail</div> <div>Marks/Remark</div> <div>Container</div> <div>File</div> <div>Chat Log</div> <div>ISF Form</div> </div>							
Station	SHA	SEA/AIR	SEA	Booking 订仓单号 #	BOK170727000001	Booking Date	27/07/2017
Customer 买主	AC	Status 状态	Booking Alerted	Customer Ref #		Ref Date	
FRT Service	CFS	Direct 直接提单	<input type="checkbox"/>	Notify Party 通知人			
Shipper 付运人	IRIS COMPANY LIMITED			Address 地址 / ZIP			
Address 地址 / ZIP	IRIS COMPANY IRIS COMPANY						
Contact 联络人				Contact 联络人			
联络人 Email	irischiu@paradigm2000.com			Tel 电话			
Tel 电话	4940 23900			商品			
Consignee 收货人	IRIS CNEE COMPANY			HS Code			
Address 地址 / ZIP	IRIS CNEE COMPANY ADDRESS			Country of Origin			
				* QTY 件数	150	贸易条款	
				* KGS 毛重	1,500.00	* Freight Terms 运费条款	pp
				* CBM 立方数	0.500	Other Terms	
				Cont_Type			
				20'	40'	HC	45'
				0	0	0	0
Contact 联络人				* Cargo Ready 交仓日期	15/08/2017	Doc Ready 正本文件	<input type="checkbox"/>
Tel 电话				Carrier 承运			
Place of Receipt 收货地点	SHANGHAI	CNSHA		Intended Vessel/Voyage 预期船期			
* POL 出口港	SHANGHAI	CNSHA		FM Job No.			
* POD 目的港	ROTTERDAM	NLRTM		# ETD 预计开航		# ETA 预计到达	
* Final Destination 最后目的地	ROTTERDAM	NLRTM					
备注 Remark	TESTING REMARK						
<div> <div>ADD</div> <div>CHG</div> <div>COPY Booking</div> <div>Cancel</div> <div>Select IPOM</div> <div>BOOKING ALERT [RE]</div> <div>SHPR DOC READY</div> </div>							
PO No.	Item No.	Product Details	PO Delivery Date	PO QTY	已订舱	Cartons	KGS CBM Container# Seal#

After select [COPY Booking], new booking number will be generated with new Booking Date. Information in tag Details will be copied to the new booking (except Cargo Information and PO content).

IPOM Utility		Booking Management		User		AIR SEA WORLDWIDE 香港國際貨運	
<div> <div>Browse</div> <div>Detail</div> <div>Marks/Remark</div> <div>Container</div> <div>File</div> <div>Chat Log</div> <div>ISF Form</div> </div>							
Station	SHA	SEA/AIR	SEA	Booking 订仓单号 #	BOK170726000002	Booking Date	26/07/2017
Customer 买主	AC	Status 状态		Customer Ref #		Ref Date	
FRT Service	CFS	Direct 直接提单	<input type="checkbox"/>	Notify Party 通知人			
Shipper 付运人	IRIS COMPANY			Address 地址 / ZIP			
Address 地址 / ZIP	IRIS COMPANY IRIS COMPANY						
Contact 联络人				Contact 联络人			
联络人 Email	irischiu@paradigm2000.com			Tel 电话			
Tel 电话	4940 23900			商品			
Consignee 收货人	IRIS CNEE COMPANY			HS Code			
Address 地址 / ZIP	IRIS CNEE COMPANY ADDRESS			Country of Origin			
				* QTY 件数		贸易条款	
				* KGS 毛重		* Freight Terms 运费条款	pp
				* CBM 立方数		Other Terms	
				Cont_Type			
				20'	40'	HC	45'
				0	0	0	0
Contact 联络人				* Cargo Ready 交仓日期		Doc Ready 正本文件	<input type="checkbox"/>
Tel 电话				Carrier 承运			
Place of Receipt 收货地点	SHANGHAI	CNSHA		Intended Vessel/Voyage 预期船期			
* POL 出口港	SHANGHAI	CNSHA		FM Job No.			
* POD 目的港	SHANGHAI	CNSHA		# ETD 预计开航		# ETA 预计到达	
* Final Destination 最后目的地	TAIPEI	TWTPPE					
备注 Remark							
<div> <div>ADD</div> <div>CHG</div> <div>COPY Booking</div> <div>Cancel</div> <div>Select IPOM</div> <div>BOOKING ALERT</div> </div>							
PO No.	Item No.	Product Details	PO Delivery Date	PO QTY	已订舱	Cartons	KGS CBM Container# Seal#

## Ship Schedule Approved / Rejected

When delegated ASW Operations prepared the Intended Ship Schedule, Shipper will be received an email notification.



### Booking Details

Customer Ref:

After receiving notification, Shipper may login iPOM Lite to check the booking, which with booking status Ship Schedule Ready.

iPOM	Master	Utility
Booking Management ? [X]		
Browse Detail Marks/Remark Container File Chat Log ISF Form		
Station	NGB	SEA/AIR SEA
Customer	Customer Maime	Status Ship Schedule Ready
FRT Service	CY	Direct
Booking 訂倉單號#		BOK170608000002
Customer Ref#		
Notify Party		SHIPPER 2 OF MAIM

### Approve Ship Schedule

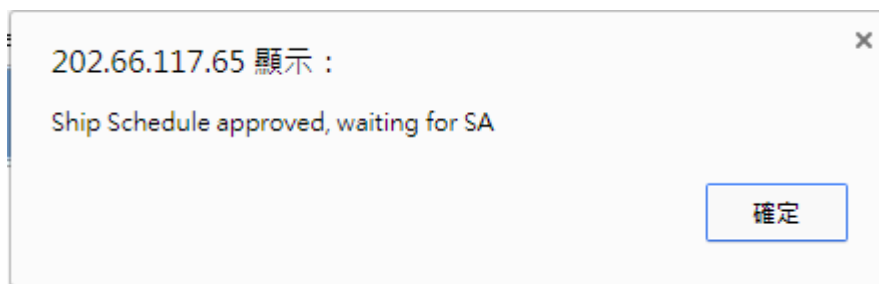
If the Ship Schedule is approved, Shipper may select button [Approve Ship Schedule] to notify your delegated ASW Operations.

POD 目的地	BANGKOK MODERN TERMINALS	THBMT	ETA 預計開船	17/06/2017	ETA 預計到港
Final Destination 最後目的地	BANGKOK	THBKK			
備註 Remark					
ADD	CHG	COPY Booking	Cancel	Select iPOM	
Booking Last Sent to FM3000 on 6/7/2017 16:30:00 by sha.staff.maime (NGBSBKK70000)					
			Approve Ship Schedule	Reject Ship Schedule	SHPR DOC READY

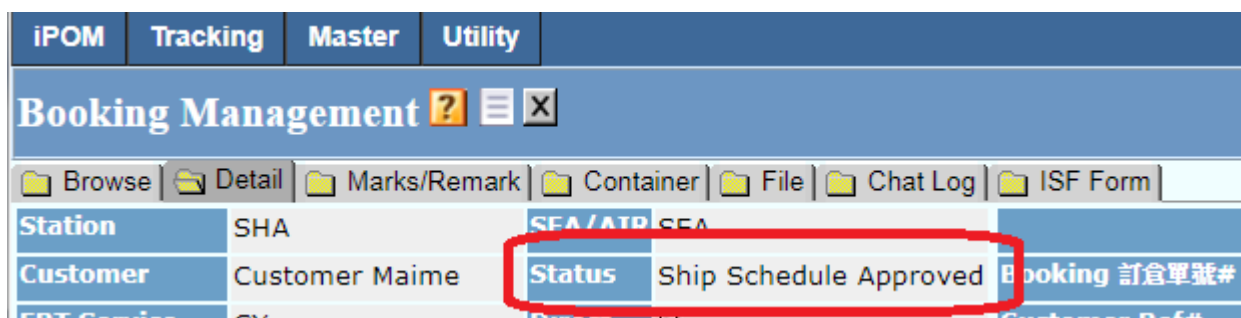
After selecting the button, below box will be popped out. Shipper may input email content in Extra Note to notify delegated ASW Operations for the approved schedule.

Ship Schedule Approval ? [X]		User
Default Email To - Station Admin		janice.yeung@airsea.com.hk;maime.cheung@airsea.com.hk;
Unregistered Contact	- Please Select Email Group -	To (New Registered Email)
Name	- Please Select Email Group -	CC
Name	- Please Select Email Group -	CC
Subject	Ship Schedule is Approved, Booking No: BOK170629000003 - POL:CNNGB, POD:NLRTM, POD:NLRTM, REF:	
Extra Note		
		go

After select [go] in above screen, below message will pop out.



Email will be sent out to corresponding ASW Operations after selecting Confirm.  
Status of the booking will change from Ship Schedule Ready to Ship Schedule Approved.

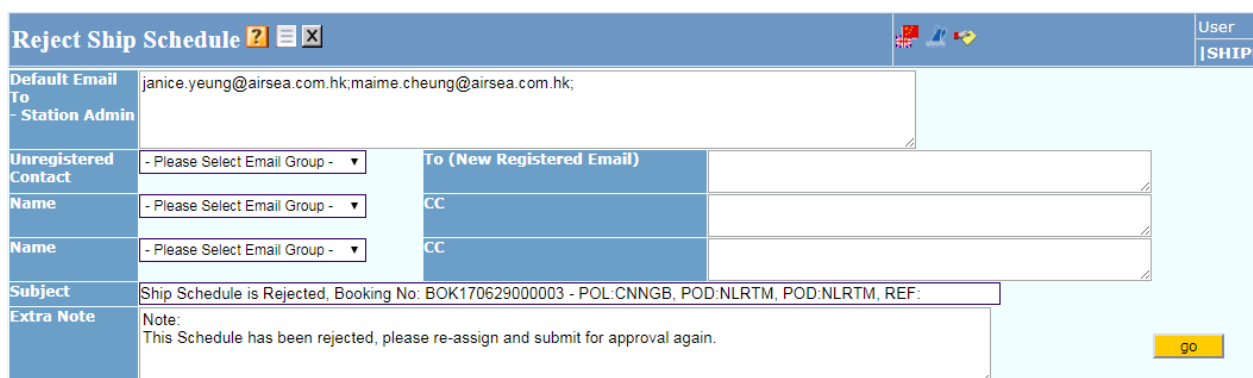


### Reject Ship Schedule

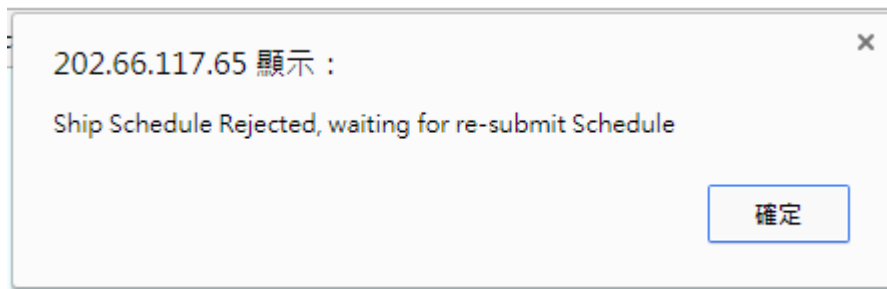
If the Ship Schedule is not approved, Shipper may select [Reject Ship Schedule] and inform your delegated ASW Operations to revise the Ship Schedule.



After selecting the button, below box will be popped out. Shipper may input email content in Extra Note to notify delegated ASW Operations for the rejected schedule.



After select [go] in above screen, below message will pop out.



Email will be sent out to the corresponding ASW Operations after selecting Confirm. Status of the booking will change from Ship Schedule Ready to Booking Alerted.

iPOM		Utility	
<b>Booking Management</b> ? [Menu] [X]			
<a href="#">Browse</a>   <a href="#">Detail</a>   <a href="#">Marks/Remark</a>   <a href="#">Container</a>   <a href="#">File</a>   <a href="#">Chat Log</a>   <a href="#">ISF Form</a>			
Station	NGB	SEA/AIR	SEA
Customer	Customer Maime	<b>Status</b>	Booking Alerted
FRT Service	CFS	Direct	<input type="checkbox"/>
		Booking 訂倉單號#	B
		Customer Ref#	

## Shipper Document Ready (Submit SI)

Shipper can update the previous Booking and continue to input the additional information so that it can be used for House Bill of Lading.

### Booking Header

The function is separated from each tag. Shipper can press [CHG] to change the booking information. Or directly go to different tag to input the additional information.

Booking Management ? [Menu] [X]				User	
<a href="#">Browse</a>   <a href="#">Detail</a>   <a href="#">Marks/Remark</a>   <a href="#">Container</a>   <a href="#">File</a>   <a href="#">Chat Log</a>   <a href="#">ISF Form</a>				SHIPPER1.MAIME	
Station	SHA	SEA/AIR	SEA	Booking 訂倉單號#	BOK170622000005
Customer	Customer Maime	Status	Booking Alerted	Booking Date	22/06/2017
FRT Service	CFS	Direct	<input type="checkbox"/>	Customer Ref#	Ref Date
Shipper 付運人	IRIS SHANGHAI LTD	S0210	Notify Party		
Address 地址 / ZIP		CN	Address 地址 / ZIP		
			Contact 聯絡人		
Contact 聯絡人			Tel 電話		
Tel 電話			Commodity		
Consignee 收貨人	CUSTOMER MAIME IPOM	C0282	HS Code		
			Country of Origin		

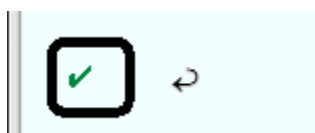
### Marks/Remark

Shipper can press [+] to input the Marks and Description

iPOM		Utility	
<b>Booking Management</b> ? [Menu] [X]			
[Browse] [Detail] [Marks/Remark] [Container] [File] [Chat Log] [ISF Form]			
Customer 买主		AC	
Booking#		BOK170727000001	
<b>+</b>	Item#	HS Code	20' 40' HQ 45'
1	A		2 0 0 0

Marks	Qty/Unit	Description
C/N No.: 002	150 CTN	SHOE LEATHER

Once it is done, press [tick] to save.



## Container

Press [+] to input the container detail such as Liner, Liner SO Container No and Seal No. This is particularly for all FCL Case.

iPOM		Utility	
<b>Booking Management</b> ? [Menu] [X]			
[Browse] [Detail] [Marks/Remark] [Container] [File] [Chat Log] [ISF Form]			
Type	DC	20'	0 40' 0 40'HQ 0 45' 0
CHG			
<b>+</b>	Item Seq	Liner	Liner S/O Container Seal Tare Weight Size * Load.S
Hot Key : F8-Change Header F2-Add			

Please input the container information. Single Booking may have multiple containers. Shipper is requested to break it down. Once done, press [tick] to save and esc or [Return] back to the main screen.

iPOM		Tracking		Utility	
<b>Booking Management</b> ? [Menu] [X]					
[Browse] [Detail] [Marks/Remark] [Container] [File] [Chat Log] [ISF Form]					
Type	GP	20'	1 40' 0 40'HQ 0 45' 0		
Item Seq	Liner	Liner S/O	Container	Seal	Tare Weight Size * Load.S
A	MOL	MOL099888	MOLU8569874	E22555	100 CTNS 100 20
0 0.00 0.000					

## File

Shipper can also use the system as the communication platform to upload the documentation to facilitate the customs clearance process.

iPOM Utility

Booking Management ? [Icons]

Browse Detail Marks/Remark Container File Chat Log ISF Form

Customer Customer Maime

Booking# BOK170622000005

Upload

Type File Name (Click file name to open the last version)

**Upload Documents:**

Filename must not contains special characters like <>' + ' / \ signs

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

No file chosen Browse...

GENERAL Upload

Limitation on the uploaded file:

1. File name must be in English only.
2. File Name should not exceed 31 characters.
3. File cannot be empty which should be larger than 0 kb.

## SHIP DOC READY

Once everything is updated, shipper can press the button [SHPR DOC READY].

POL 出口港 SHANGHAI CNSHA # ETD 預計開航 25/06/2017 # ETA 預計到達 31/07/2017

POD 目的港 WORCHESTER ADALV

Final Destination 最後目的地 WORCHESTER ADALV

備註 Remark

ADD CHG COPY Booking Cancel Select iPOM

Booking Last Sent to FM3000 on 14/6/2017 12:25:00 by demo (HKGSNYC700033) Approve Ship Schedule [RE] SHPR DOC READY

PO No	Item No	PO Delivery Date	PO QTY	Booked	Cartons	KGS	CBM
1040581	SHOES	07/07/2017	1 525	20	3	3 000.00	1 000.00

Email will be send to the delegated ASW Operations and in case there is any change required, shipper can add remark and also input the additional contact person. Changes will always be highlighted and so people can see the difference easily.



**Shipper Documents Ready** ? [Icons] User: SHIPPER1.MAIME

Default Email To: anthony.wang@asw-shanghai.com.cn;janice.yeung@airsea.com.hk;maime.cheung@airsea.com.hk

Unregistered Contact: - Please Select Email Group - To (New Registered Email):

Name: - Please Select Email Group - CC:

Name: - Please Select Email Group - CC:

Subject: Shipper Documents Ready Notification, Booking No: BOK170622000005 - POL:CNSHA, POD:THBKK, POD:TH

Extra Note: TESTING- [Yellow Box] **go**

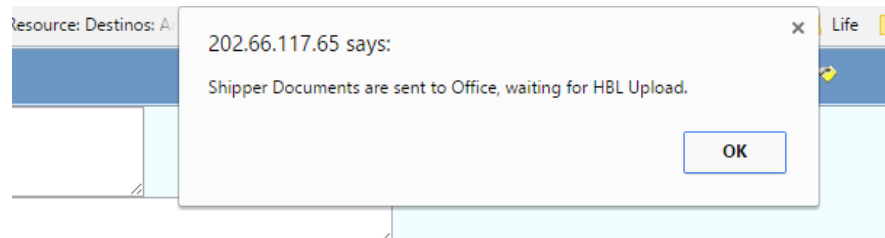
**Booking Details**

Customer Ref:

Shipper: ~~IRIS SHANG SHAI LTD~~ IRIS SHANGHAI LTD

Consignee: CUSTOMER MAIME IPOM

A message will be shown.



After selecting [OK], an email will be directly sent to your delegated ASW Operations.

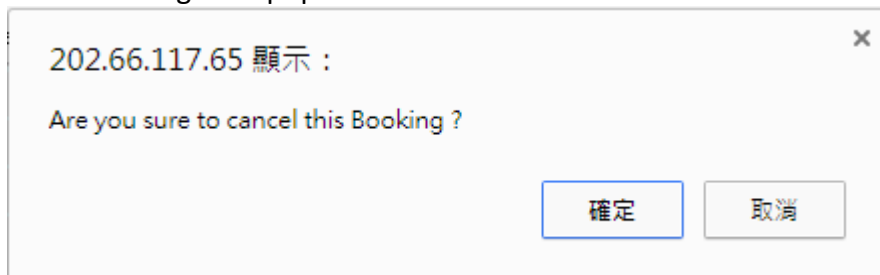
## Cancel Booking

Shipper may cancel the booking by selecting the button [Cancel].

* POL 出口港	SHANGHAI	CNSHA	FM Job No.
* POD 目的港	PANAMA CITY	PAPTY	# ETD 預計開航
* Final Destination 最後目的地	PANAMA CITY	PAPTY	
備註 Remark			

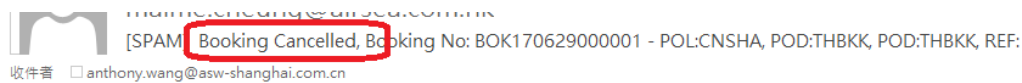
ADD CHG COPY Booking **Cancel** Select iPOM **BOOKING ALERT**

Below message will pop out and ask for double confirmation for the action.



Once confirmed cancel, the action is irreversible.

System will immediately send an auto email message to inform your delegated ASW Operations. Email subject will be indicated as "Booking Cancelled".



### Booking Details

Customer Ref:  
Shipper: IRIS SHANGHAI LTD  
Consignee: CUSTOMER MAIME IPOM  
Port of Loading: SHANGHAI  
Port of Destination: BANGKOK

In iPOM Lite, user who cancelled the booking and the time of cancellation will be recorded.

* POL 出口港	SHANGHAI	CNSHA	FM Job No.
* POD 目的港	AL AIN	AEAAN	# ETD 預計開航
* Final Destination 最後目的地	AL AIN	AEAAN	
備註 Remark			
ADD	COPY Booking	RE-BOOK	
Booking Was Cancelled on 22/6/2017 17:23:00 by shipper1.maime			
BOOKING ALERT			

Remove PO content from cancelled booking

If the booking is booked with PO content and need to cancel the booked quantity, Shipper may first select the number which is in front of each line of PO content.

+	PO No	Item No	PO Delivery Date	PO QTY
1	IRIS001	PLASTICS BOWL	26/06/2017	100

Shipper may then select the button Scissors and confirm to delete the line of PO content.

PO No	Item No	PO Delivery Date	PO QTY	Booked	Cartons	KGS
IRIS001	PLASTICS BOW	6/26/2017	100	1	0	0
✓	↶	✂				

202.66.117.65 顯示 :  
Confirm Delete ?  

確定

取消

## Re-Book the Cancelled Booking

If Shipper would like to re-book the cancelled booking, please select button [RE-BOOK].

* POL 出口港	SHANGHAI	CNSHA	FM Job No.	
* POD 目的港	AL AIN	AEAAN	# ETD 預計開航	
* Final Destination 最後目的地	AL AIN	AEAAN		
備註 Remark				
<div> <a href="#">ADD</a> <a href="#">COPY Booking</a> <a href="#">RE-BOOK</a> </div>				
Booking Was Cancelled on 22/6/2017 17:23:00 by shipper1.maime <a href="#">BOOKING ALERT</a>				

Once select, new booking number will be generated, and booking date will change to up-to-date. Booking Status will be blank.

Other booking information will remain unchanged.

Station	SHA	SEA/AIR	SEA
Customer	HKG	Status	
FRT Service	CFS	Direct	<input type="checkbox"/>

Shipper may select [BOOKING ALERT] to inform your delegated ASW Operations.

Place of Receipt 收貨地點			Intended Vessel/Voyage 預期船期	
* POL 出口港	SHANGHAI	CNSHA	FM Job No.	
* POD 目的港	LONDON, GL	GBLON	# ETD 預計開航	
* Final Destination 最後目的地	LONDON, GL	GBLON		
備註 Remark				
<div> <a href="#">ADD</a> <a href="#">CHG</a> <a href="#">COPY Booking</a> <a href="#">Cancel</a> <a href="#">Select iPOM</a> <a href="#">BOOKING ALERT</a> </div>				

## Track Status

By PO Number

Check booking status according to the PO Number. Press the blue ball to check detail information.

iPOM	Utility							
POM Lite ? [icon] [icon]				[icon] [icon] [icon] [icon]		User SHIPPER1.MAIME		[icon]
Customer		Customer Maime ▼	PO NO		Vendor			
POL			POD		PO Status	1-All ▼		
Manual Input								
+ PO#	Customer	Vendor	Shipping Window	Arrival Window	Delivery Date	POL	POD	Boo
1 PO323232	Customer Maime	SHIPPER1.MAIME	25/06/2017	30/06/2017	30/06/2017	CNSHA	GBSOU	[icon]
2 PO669	Customer Maime	SHIPPER1.MAIME	19/06/2017	30/06/2017	30/06/2017	CNSHA	GBSOU	

Single PO supports multiple shipments. Double click to the shipment record and see the details

202.66.117.65/uatctt/pom105a.asp?pom105aref=28

Booking View

User  
SHIPPER1.MAIME

AIR SEA WORLDWIDE  
香港國際貨運

Browse

	Station	Customer	Booking #	SO#	Shipper	Consignee	Booking Date	Ready Date	Customer Ref#	PO#	FM3K Ref	PKGS	KGS	CBM	Vessel	ETD	ETA	POL	POD	Booked
1	SHA	Customer Maime	BOK170622000005		IRIS SHANGHAI LTD	CUSTOMER MAIME IPOM	22/06/2017	25/06/2017		PO323232		100	250.00	5.550					CNSHA THBKK	45

The current status of the booking can always be shown.

iPOM Utility								
Booking Management								
Browse Detail Marks/Remark Container File Chat Log ISF Form								
Station	SHA	SEA/AIR SEA	Status	Shpr Doc Ready	Booking 訂倉單號#	BOK170622000005	Booking Date	22/06/2017
Customer	Customer Maime		FRT Service	CFS	Direct	Customer Ref#		Ref Date
Shipper 付運人	IRIS SHANGHAI LTD			S0210		Notify Party		
Address 地址				CN		Address 地址 / ZIP		

Click to the status and it will list out the history.

Booking Management

Browse

Detail

Marks/Remark

Container

File

Chat Log

ISF Form

Station

SHA

SEA/AIR

SEA

Customer

Customer Maime

Status

Shpr Doc Ready

Booking 訂倉單號#

BOK170622000005

Booking Date

22/06/2017

FRT Service

CFS

Direct

☐

Customer Ref #

Ref Date

Shipper 付運人

IRIS SHANGHAI LTD

S0210

Notify Party

Address 地址 / ZIP

Status Change Log - Google Chrome

202.66.117.65/uatctt/bok100L.asp?xboh=127

Status Change Log

User

SHIPPER1.MAIME

AIR SEA WORLDWIDE

香港國際貨運

Changed to

User

Role

Time

Content/Subject

1 Shpr Doc Ready

shipper1.maime

Shipper

2017/06/22 20:50:30

Shpr Documents Ready Notification, Booking No: BOK170622000005 - POL:CNSHA, POD:THBKK, REF: anthony.wang@asw-shanghai.com.cn;janice.yeung@airsea.com.hk;maime.cheung@airsea.com.hk;

2 Booking Alerted

shipper1.maime

Shipper

2017/06/22 20:25:34

Booking Alert, Booking No: BOK170622000005 - POL:CNSHA, POD:THBKK, REF: anthony.wang@asw-shanghai.com.cn;janice.yeung@airsea.com.hk;maime.cheung@airsea.com.hk;

Track Status by Reference Number

System will generate a booking number automatically. For normal searching, you can use the PO number or the reference number to search the PO.

iPOM Tracking Master Utility														
Booking Management														
Customer					PO NO (Max 200 POs)					FM3K Ref				
Shipper Code					Shipper Name					Consignee Code				
Booking #					Cust Ref					Status	1 - All Shipment			
Mode	SEA				POL					POD				
Booking From					To	31/05/2017				Booking Status	ALL			
GO 1 / 2 X 20														
Station	Customer	Booking #	Shipper	Consignee	Booking Date	Ready Date	Customer Ref#	Status	PO#	FM3K Ref	PKGS/K			
1 HKG	BUYER	BOK170531000001	SILICON CHINA LTD	TDK HONG KONG	31/05/2017	31/05/2017	INV09999	Shpr Doc Ready	23456	HKGSP700030	100			
2 HKG	JANICE	BOK170529000007	Ship	Cong	29/05/2017	05/06/2017		Booking Alerted			15			
3 HKG	JANICE	BOK170529000006	Shiprt	Conee	29/05/2017	15/06/2017		Booking Alerted		HKG-170600001	15			
4 SHA	SHA	BOK170529000005	JANICE SHIPPER DOCUMENT	A. HARTRODT (BELGIUM) N.V. ANTWERP	29/05/2017	25/05/2017		Booking Alerted			20			

The status of the booking is shown. In case the FM3K Ref can be seen, it means that the office is handling your shipment and preparing all the process.

iPOM Tracking Master Utility												
Booking Management												
Customer		PO NO (Max 200 POs)				FM3K Ref						
Shipper Code		Shipper Name				Consignee Code						
Booking #		Cust Ref				Status						
Mode		POL				POD						
Booking From		To				Booking Status						
		31/05/2017				ALL						
		2 X 20										
Station	Customer	Booking #	Shipper	Consignee	Booking Date	Ready Date	Customer Ref	Status	FM3K Ref	CS/KGS	CBM/Vessel	ETD
1 HKG	BUYER	BOK170531000001	SILICON CHINA LTD	TDK HONG KONG	31/05/2017	31/05/2017	INV09999	Shpr Doc Ready	4KGSPTY700030	100	100.0020.000MSC ORNELLA	01/06/201
2 HKG	JANICE	BOK170529000007	Ship	Cong	29/05/2017	05/06/2017		Booking Alerted		15	150.00 0.330	05/06/201
3 HKG	JANICE	BOK170529000006	Ship	Conee	29/05/2017	15/06/2017		Booking Alerted		15	350.00 0.330	15/06/201
4 SHA	SHA	BOK170529000005	JANICE SHIPPER DOCUMENT	A. HARTRODT (BELGIUM) N.V. ANTWERP	29/05/2017	25/05/2017		Booking Alerted		20	250.00 1.000	05/06/201
5 HKG	SHA	BOK170529000004	Shipper B	Consignee B	29/05/2017	29/05/2017		Booking Alerted		22	250.00 0.500	05/06/201

## Other Function

### Chat Log

User can also use the chat function by press [+] and communicate with the other parties through the platform. The information will be recorded in the system.

iPOM Tracking Utility

Booking Management

Chat Log

B/L Confirmation by demo 2017/05/31 17:11:00

Un-Confirm B/L by demo 2017/05/31 17:11:00

Booking Update - Google Chrome

202.66.117.65/uatctt/bok100m2.asp

Booking Update

Contact

Name

Name

Subject: Booking Update, Booking No: BOK170531000001 - POL:HKHKG, POD:CNSHA, PC

Extra Note: B/L Confirmation by demo on 31/05/2017 at 17:10:51

Sender Address not available or not valid, default sender to ctt@paradigm2000.com

Booking Details

Customer Ref: INV09999

Shipper: SILICON CHINA LTD

Consignee: TDK HONG KONG

Port of Loading: HONG KONG

### ISF Form

This is the additional tag for user who needs to input the additional information according to the ISF requirement. This is a basic checklist for user to check if the information is adequate for customs process.

Press [CHG] and user can input the information.

iPOM Utility		Booking Management	
<div> <div>ISF Form</div> </div>			
Consignee Type	Manufacturer or Supplier	IRIS SHANGHAI LTD	
Seller	Address/Zip		
Address/Zip			
Contact	Contact		
Tel	Tel		
Buyer	Container Stuffing Location	IRIS SHANGHAI LTD	
Address/Zip	Address/Zip		
Address 1			
Address 2			
Address 3			