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How to Login and Logout

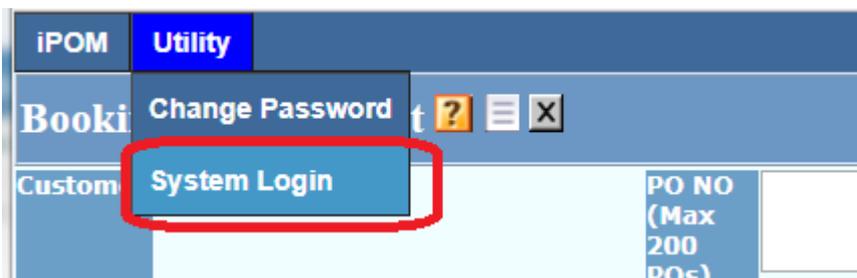
iPOM Lite Production Website:

<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.



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 top navigation bar includes 'iPOM' and 'Utility'. The main form area is titled 'POM Lite' and contains several input fields: 'Shipper Code', 'Booking #', 'Mode', 'Booking From', 'PO NO (Max 200 POs)', 'Shipper Name', 'Cust Ref', 'POL', and 'To' (with a date of 26/06/2017). A 'Manual Input' button is highlighted with a red circle. Below the form is a table header 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.

This screenshot shows the 'POM Lite' form with the 'Consignee Contact' section expanded. It includes fields for 'Customer' (Customer Maime), 'Vendor' (SHIPPER1.MAIME), 'Consignee Contact', 'P/O Number', 'Department', 'Incoterm', 'Priority' (1 - Case by case), 'Shipping Window', 'Arrival Window', and 'Delivery Date'. On the right side, there are fields for 'Carrier', 'Port of Loading', 'Port of Discharge', and two 'To' date fields. At the bottom, there are 'Confirm' and 'Cancel' buttons, and a hot key instruction: 'Hot Key : F12-Save ESC-Cancel'.

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

* Arrival Window	30/09/2017	To
* Delivery Date	01/10/2017	
ADD	CHG	DEL
Manual Input		
Item No.	Product Details	
1 ITEM01	SHOE ITEM 01	
2 ITEM02	SHOE ITEM 02	

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 in the iPOM system. The form includes fields for Customer, Shipper Code, Booking#, Mode, Booking From, PO NO, Shipper Name, Cust Ref, POL, To, FM3K Ref, Consignee Code, Status, POD, and Booking Status. A 'go' button and an 'Add New' button (highlighted with a red circle) are located at the bottom right of the form.

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

This screenshot shows the same 'Booking Management' form, but the 'go' button is highlighted with a red circle. The 'To' date is set to 22/06/2017.

This screenshot shows the 'Booking Management' form with a table of existing bookings. The '+' button is highlighted with a red circle. The table lists two bookings: one for SHA (Customer Maime) and one for HKG (Customer Maime).

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 MAIME IPOM	20/06/2017	21/06/2017		Booking SHPR1-Alerted	PO002	SHASSOU700012	10	1,000.00		0.
HKG	Customer Maime	BOK170620000002	SHIPPER OF IRIS	IRIS CNEE	20/06/2017	20/06/2017			IRIS001		10	100.00		2.

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).

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.

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.

POL

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

Tel 電話	<input type="text"/>						
Place of Receipt 收貨地點	<input type="text"/>						
* POL 出口港	<input type="text"/>						
* POD 目的港	<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>CNNGB</td><td>NINGBO (CNNGB)</td></tr><tr><td>CNSHA</td><td>SHANGHAI (CNSHA)</td></tr></tbody></table>	Code	Name	CNNGB	NINGBO (CNNGB)	CNSHA	SHANGHAI (CNSHA)
Code	Name						
CNNGB	NINGBO (CNNGB)						
CNSHA	SHANGHAI (CNSHA)						
* Final Destination 最後目的地	<input type="text"/>						

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

備註 Remark	<input type="text"/>
<input type="button" value="Confirm"/>	<input type="button" value="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'	HC	45'
Contact 聯絡人		Cont. Book 訂金日期	15/08/2017	Doc Book 訂金日期	<input type="checkbox"/>

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						
<input type="button" value="+"/>	Item#	HS Code	20'	40'	HQ	45'	Marks

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

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

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

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

Shipper 承运人	IRIS COMPANY LIMITED	Notify Party 通知人	
Address 地址 / ZIP	IRIS COMPANY IRIS COMPANY	Address 地址 / ZIP	
Contact 联络人		Contact 联络人	
Contact 联络人		Tel 电话	
联络人 Email	irischiu@paradigm2000.com	商品	
Tel 电话	4940 23900	HS Code	
Consignee 收货人	IRIS CNEE COMPANY	Country of Origin	
Address 地址 / ZIP	IRIS CNEE COMPANY ADDRESS	* 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'
			2 0 0 0
Contact 联络人		Carrier 承运	
Tel 电话		Intended Vessel/Voyage 预期船期	
Place of Receipt 收货地点	SHANGHAI CNSHA	FM Job No.	
POL 出口港	SHANGHAI CNSHA	# ETD 预计开航	# ETA 预计到达
POD 目的港	ROTTERDAM NLRM		
Final Destination 最后目的地	ROTTERDAM NLRM		

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”.

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

User: SHIPPER1.MAIME

Customer: Customer Maime

Delivery Date: []

Option: 1-Show All

PO#: []

go

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

Select iPOM ? [] [X]

User: SHIPPER1.MAIME

	PO	SKU	Product Detail	PO Qty	KGS	CBM	CTNS	Ost	Booking Qty	Cartons	Kgs	CBM
<input checked="" type="checkbox"/>	1	PO323232	OO22 OO22 MODEL	30	300.00	0.0000	2	30	30	0	0	0
<input checked="" type="checkbox"/>	2	PO323232	OO23 OO23 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/ADR: SEA
 Customer: AC Status: 订妥
 FRT Service: CFS Direct: 直提
 Booking #: BOK170727000001 Booking Date: 27/07/2017
 Customer Ref: Ref Date
 Notify Party: 通知人
 Address: IRIS COMPANY IRIS COMPANY
 Contact: 联系人
 Email: irischiu@paradigm2000.com
 Tel: 4940 23900
 Consignee: IRIS CNEE COMPANY
 Address: IRIS CNEE COMPANY ADDRESS
 Country of Origin: 150
 QTY: 150
 KGS: 1,500.00
 CBM: 0.500
 Conf. Type: 40' HC 45'
 Cargo Ready: 15/08/2017
 Carrier: 船
 Intended Vessel/Voyage: 船期
 FM Job No.: # ETD: 预计开航 # ETA: 预计到航
 Place of Receipt: SHANGHAI CNSHA
 POD: SHANGHAI CNSHA
 POD: ROTTERDAM NLRMT
 Final Destination: ROTTERDAM NLRMT
 Remark: TESTING REMARK 测试备注

BOOKING ALERT

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

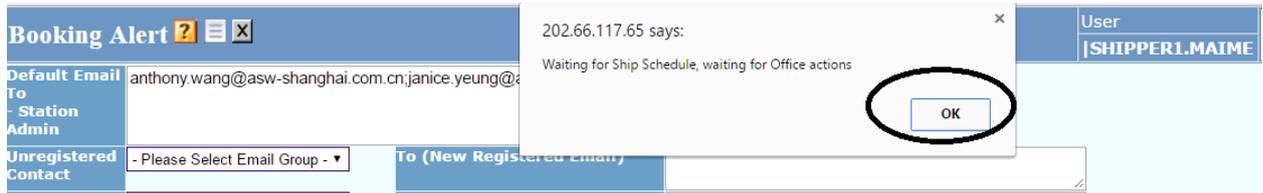
Extra Note

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.



Resend Booking Alert

If there is any shipment changes, you can press the [BOOKING ALERT (RE)] to resend the Booking Alert.

IPOM		Utility								
Booking Management User: SHIPPER1.MAIME										
Browse Detail Marks/Remark Container File Chat Log ISF Form										
Station	SHA	SEA/AIR	SEA							
Customer 买主	AC	Status 状态	Booking Alerted							
FRT Service	CFS	Direct 直接提单	<input type="checkbox"/>							
Shipper 托运人	IRIS COMPANY		Booking 订仓单号#							
Address 地址 / ZIP	IRIS COMPANY IRIS COMPANY		BOK17072700001							
			Booking Date							
			27/07/2017							
			Customer Ref#							
			Ref Date							
			Notify Party 通知人							
			Address 地址 / ZIP							
			Contact 联络人							
			Tel 电话							
			商品							
			HS Code							
			Country of Origin							
			QTY 件数							
			150 贸易条款							
			KGS 毛重							
			1,500.00 运费条款							
			CBM 立方数							
			0.500 Other Terms							
			Cont_Type							
			20' 40' HC 45'							
			0 0 0 0							
			Cargo Ready 交仓日期							
			15/08/2017 Doc. Ready 正本文件							
			<input type="checkbox"/>							
			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								
POL 出口港	SHANGHAI	CNSHA								
POD 目的港	ROTTERDAM	NLRTM								
Final Destination 最后目的地	ROTTERDAM	NLRTM								
备注 Remark	TESTING REMARK 测试备注									
			BOOKING ALERT [RE] SHPR DOC READY							
PO No.	Item No	Product Details	PO Delivery Date	PO QTY	已订舱	Cartons	KGS	CBM	Container#	Seal#
1	TEST001	SHOE ITEM 01	01/06/2017	10,000	150	3	1,500.00	0.500		
2	TEST001	SHOE ITEM 02	01/06/2017	10,000	150	3	1,500.00	0.500		

Changes will be indicated in red.

Booking Details	
Customer Ref:	
Shipper:	IRIS COMPANY IRIS COMPANY LIMITED

Copy Booking

Shipper can use the function Copy Booking to create new booking with similar past booking information.

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

The screenshot shows the IPOM Booking Management interface. The main window displays booking details for BOK17072700001, including customer information (AC), shipper (IRIS COMPANY LIMITED), consignee (IRIS CNEE COMPANY), and various cargo and shipping details. The bottom toolbar contains several buttons, with 'COPY Booking' highlighted by a red circle. Other buttons include 'ADD', 'CHG', 'Cancel', 'Select IPOM', 'BOOKING ALERT [RE]', and 'SHPR DOC READY'.

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).

The screenshot shows the IPOM Booking Management interface after a 'COPY Booking' operation. The main window displays booking details for a new booking, BOK17072600002, with a new booking date of 26/07/2017. The details are largely identical to the previous booking, but the 'Final Destination' is now TAIPEI. The bottom toolbar shows the 'COPY Booking' button highlighted in yellow, indicating it was the last action performed.

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	Booking 訂倉單號#	BOK170608000002
Customer	Customer Maime	Status	Ship Schedule Ready	Customer Ref#	
FRT Service	CY	Direct	<input type="checkbox"/>	Notify Party	SHIPPER 2 OF MAIM

Approve Ship Schedule

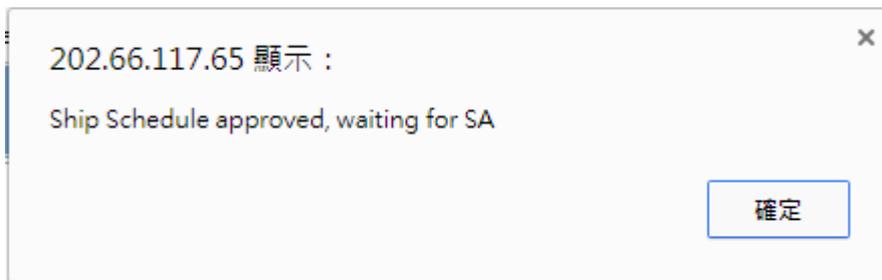
If the Ship Schedule is approved, Shipper may select button [Approve Ship Schedule] to notify your delegated ASW Operations.

POD 目的港	BANGKOK MODERN TERMINALS	THBMT	# ETD 預計開航	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

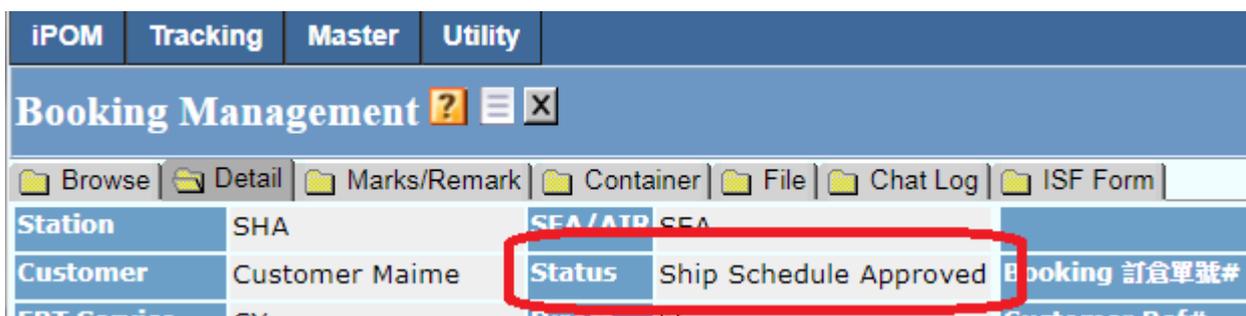
After selecting the button, below box will be popped out. Shipper may input email content in Extra Note to notify delegated ASW Operations for the approved schedule.

Ship Schedule Approval		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

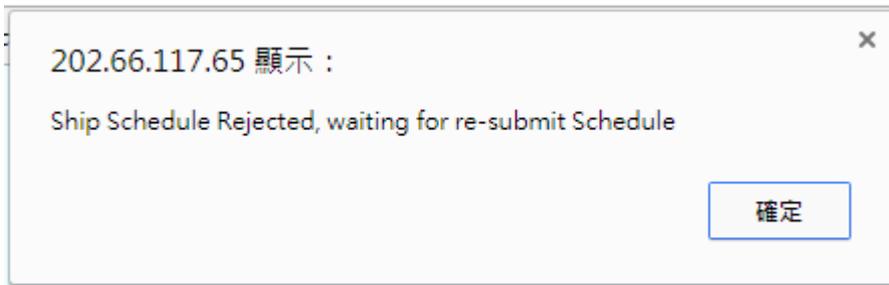
If the Ship Schedule is not approved, Shipper may select [Reject Ship Schedule] and inform your delegated ASW Operations to revise the Ship Schedule.



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	
Booking Management ? ☰ ✕			
Browse		Detail	
Marks/Remark		Container	
File		Chat Log	
ISF Form			
Station	NGB	SEA/AIR	SEA
Customer	Customer Maime	Status	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		User	
SHIPPER1.MAIME			
Browse		Detail	
Marks/Remark		Container	
File		Chat Log	
ISF Form			
Station	SHA	SEA/AIR	SEA
Customer	Customer Maime	Status	Booking Alerted
FRT Service	CFS	Direct	<input type="checkbox"/>
Shipper 付運人	IRIS SHANGHAI LTD	S0210	Booking 訂倉單號#
Address 地址 / ZIP		CN	Customer Ref#
			Booking Date
			Ref Date
			Notify Party
			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	
Booking Management ? [] [X]			
Browse		Detail	
Marks/Remark		Container	
File		Chat Log	
ISF Form			
Customer 买主	AC		
Booking#	BOK170727000001		
+ Item#	HS Code	20'	40'
1 A		2	0
		HQ	45'
		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	
Booking Management ? [] [X]			
Browse		Detail	
Marks/Remark		Container	
File		Chat Log	
ISF Form			
Type	DC	20'	0 40'
		0 40'	HQ 0 45'
		0	
CHG			
+ 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	
Booking Management ? [] [X]				User	
				ISHIPPER	
Browse		Detail		Marks/Remark	
Container		File		Chat Log	
ISF Form					
Type	GP	20'	140'	0 40'	HQ 0 45'
					0
Item Seq	Liner	Liner S/O	Container	Seal	Tare Weight
					Size *
					Load.Seq
					QtyUnit *
					KGS
					CBM
A	MOL	MOL099888	MOLU8569874	E22555	20'GP
					100
					CTNS
					100
					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.

The screenshot shows the 'Booking Management' window in the iPOM system. The 'Upload' button is highlighted in yellow, and a black arrow points to it from the left. The interface includes a navigation bar with 'iPOM' and 'Utility' tabs, and a breadcrumb trail: 'Browse' > 'Detail' > 'Marks/Remark' > 'Container' > 'File' > 'Chat Log' > 'ISF Form'. The main content area shows 'Customer: Customer Maimie' and 'Booking#: BOK170622000005'. Below this is the 'Upload' button and a table header for 'File Name (Click file name to open the last version)'.

The 'Upload Documents' dialog box has a blue background and yellow text. It displays the instruction: 'Filename must not contains special characters like <>"+' / \ signs'. Below this is a list of ten file selection rows, each with 'No file chosen' and a 'Browse...' button. At the bottom, there is a dropdown menu set to 'GENERAL' and an 'Upload' button, which is highlighted with a black box.

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].

The screenshot shows a shipping schedule table with columns for 'POL 出口港', 'POD 目的港', 'Final Destination 最後目的地', '# ETD 預計開航', and '# ETA 預計到達'. Below the table, there are buttons for 'ADD', 'CHG', 'COPY Booking', 'Cancel', and 'Select iPOM'. A red banner at the bottom of the table area contains the text 'Booking Last Sent to FM3000 on 14/6/2017 12:25:00 by demo (HKGSNYC700033) Approve Ship Schedule [RE] SHPR DOC READY', where the 'SHPR DOC READY' button is highlighted with a black box.

PO No	Item No	PO Delivery Date	PO QTY	Booked	Cartons	KGS	CBM C
+ B07EST1	SHOES	07/07/2017	1 525	20	3	3 000.00	1 000 M

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 ? [] [X] User | SHIPPER1.MAIME

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

Unregistered Contact: - Please Select Email Group - ▼

Name: - Please Select Email Group - ▼

Name: - Please Select Email Group - ▼

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

Extra Note: TESTING-|

go

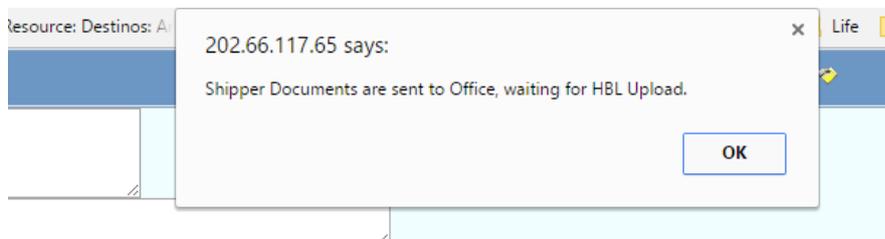
Booking Details

Customer Ref: IRIS SHANG SHAI LTD IRIS SHANGHAI LTD

Shipper: IRIS SHANG SHAI LTD

Consignee: CUSTOMER MAIME IPOM

A message will be shown.



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

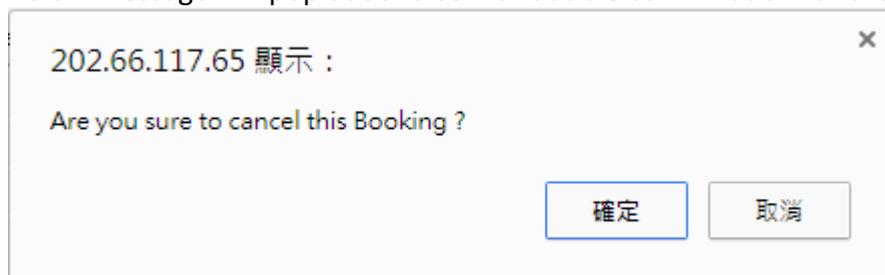
Cancel Booking

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			

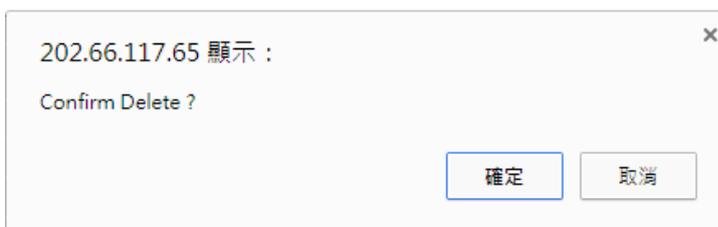
Remove PO content from cancelled booking

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
✓	↶	✂				



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 style="display: flex; justify-content: space-between;"> ADD COPY Booking RE-BOOK </div>				

Booking Was Cancelled on 22/6/2017 17:23:00 by shipper1.maime

BOOKING ALERT

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 style="display: flex; justify-content: space-between;"> ADD CHG COPY Booking Cancel Select iPOM BOOKING ALERT </div>				

Track Status

By PO Number

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

iPOM		Utility						User	
POM Lite									
Customer		Customer Maima	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 Maima	SHIPPER1.MAIME	25/06/2017	30/06/2017	30/06/2017	CNSHA	GBSOU	●	
2 PO669	Customer Maima	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?pom105axref=28

Booking View

User: SHIPPER1.MAIME

Station	Customer	Booking #	SO#	Shipper	Consignee	Booking Date	Ready Date	Customer Ref#	PO#	FM3K Ref	PKGS	KGS	CBM	Vessel	ETD	ETA	POL	POD	Booked
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

User: SHIPPER1.MAIME

Navigation: 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	<input type="checkbox"/>	Customer Ref#		Ref Date	
Shipper 付運人	IRIS SHANGHAI LTD	S0210		Notify Party		Address 地址 / ZIP			

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

Booking Management

User: SHIPPER1.MAIME

Navigation: 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	<input type="checkbox"/>	Customer Ref#		Ref Date	
Shipper 付運人	IRIS SHANGHAI LTD	S0210		Notify Party		Address 地址 / ZIP			

Status Change Log - Google Chrome

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;	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;	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

Search Criteria:

- PO NO (Max 200 POs)
- FM3K Ref
- Shipper Name
- Cust Ref

Station	Customer	Booking #	Shipper	Consignee	Booking Date	Ready Date	Customer Ref#	Status	PO#	FM3K Ref	PKGS
1	HKG BUYER	BOK170531000001	SILICON CHINA LTD	TDK HONG KONG	31/05/2017	31/05/2017	INV09999	Shpr Doc Ready	23456	HKGSPY700030	100
2	HKG JANICE	BOK170529000007	Ship	Cong	29/05/2017	05/06/2017		Booking Alerted			15
3	HKG JANICE	BOK170529000006	Shprt	Conee	29/05/2017	15/06/2017		Booking Alerted		HKG-170600001	15
4	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.

Station Customer	Booking #	Shipper #	Booking Date	Ready Date	Customer Ref	Status	PK3K Ref	CS/KGS	CBM/Vessel	ETD
1 HKG BUYER	BOK17053100001	SILICON CHINA LTD	31/05/2017	31/05/2017	INV09999	Shpr Doc Ready/23	HKGSPTY700030	100	100.0020.000MSC ORNELLA01/06/201	
2 HKG JANICE	BOK17052900007	Ship	29/05/2017	05/06/2017	Cong	Booking Alerted		15	150.00 0.330	05/06/201
3 HKG JANICE	BOK17052900006	Shippt	29/05/2017	15/06/2017	Conee	Booking Alerted		15	350.00 0.330	15/06/201
4 SHA SHA	BOK17052900005	JANICE SHIPPER DOCUMENT	29/05/2017	25/05/2017	A. HARTRODT (BELGIUM) N.V. ANTWERP	Booking Alerted		20	250.00 1.000	05/06/201
5 HKG SHA	BOK17052900004	Shipper B	29/05/2017	29/05/2017	Consignee B	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.

The screenshot shows a 'Booking Update' chat window. On the left is a 'Chat Log' with two messages: 'B/L Confirmation by demo on 31/05/2017 at 17:10:51' and 'Un-Confirm B/L by demo on 31/05/2017 at 17:10:57'. The main area shows a 'Booking Update' form with fields for 'Contact', 'Name', and 'Subject'. Below the form, it displays 'Booking Details' for Customer Ref: INV09999, Shipper: SILICON CHINA LTD, Consignee: TDK HONG KONG, and Port of Loading: HONG KONG. A red error message states: 'Sender Address not available or not valid, default sender to ctt@paradigm2000.com'.

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.

Consignee Type		Manufacturer or Supplier	
Seller	IRIS SHANGHAI LTD	Address/Zip	IRIS SHANGHAI LTD
Address/Zip		Contact	
Contact		Tel	
Buyer	CUSTOMER MAIME IPOM	Container Stuffing Location	IRIS SHANGHAI LTD
Address/Zip	ADDRESS 1	Address/Zip	
	ADDRESS 2		
	ADDRESS 3		