Contents

How to Login and Logout

iPOM Lite Production Website:
http://202.66.117.65/aswctt/con840.asp

User can user 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].
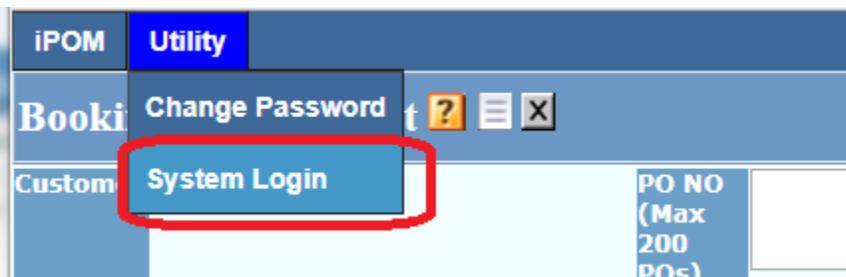
Booking Management

Receive Booking from Shipper

When receiving the Booking Alert email from Shipper, Station Admin may then select [Logon to System] in email and login iPOM Lite to check the booking.

	Item#	HS Code	20'	40'	40HC	45	Marks	Qty	Unit	Description	KGS	CBM
Total CTN:	500											
Total KGS:	15000.00											
Total CBM:	50.000											
PO No.:												
Container:	1X40'DC											

	Item#	HS Code	20'	40'	40HC	45	Marks	Qty	Unit	Description	KGS	CBM
1	A	123456789	0	1	0	0	N/M	500.00	CTN	TOOLS	0.0000	0.000000

Please follow the link below for details.

Logon to System

Receive Re-sent Booking from Shipper

When Station Admin received re-sent Booking from Shipper, shipment changes by Shipper will be indicated in red.

Station Admin can then select [Logon to System] in email and login iPOM Lite to check the updated booking.

Booking Details

Customer Ref:

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

Shipper, Consignee or Notify Party

Shipper

Before transferring booking to FM3K, Station Admin should pay attention to the *Shipper code.

If Shipper select the code from picklist, same code and information will transfer to FM3K.

For Shipper, we have 2 different settings which related to User Account:
- Default a shipper as Booked Shipper (refer below case a)
- Not default a shipper as Booked Shipper (refer below case b)

a) If Shipper account has defaulted Booked Shipper

Shipper may input as free-text, but the Shipper code will always be the Booked Shipper despite Shipper has not inputted any company code.

For example, if the Booked Shipper has preset as S0210, although *Shipper is inputted as other company (e.g. COMPNAY XYZ),

After saving the booking record in iPOM Lite, code S0210 will be auto-filled in. *Shipper content will then transfer to FM3000 as the pre-set Booked Shipper code if Station Admin directly select [Transfer to FM].

b) If Shipper account does not default Booked Shipper

If Shipper login ID does not set Booked Shipper, Shipper may input as any company name (either select from picklist or manually input the company information).

Shipper could select the company information from picklist with the corresponding shipper code (as illustrated in above), or Shipper could manually input the company information with the iPOM Lite code is blank. In FM3K, the code will auto-filled as DUMMY, and information inputted in iPOM Lite will transfer to FM3K.

However, if Shipper mistakenly update the company name which is not align with the company name, same information will transfer to FM3K.

Consignee / Notify Party

Similar to Shipper, before transferring booking to FM3K, Station Admin should pay attention to the *Consignee code / Notify Party code.

Consignee and Notify Party can be inputted as any company name (either select from picklist or manually input the company information).

Yet if the company name is mistakenly inputted which is not align with the code, same information will transfer to FM3K.

Add new Shipper / Consignee / Notify Party in picklist selection

Station Admin could apply through HQ Commercial along with the corresponding FM3000 Customer / Vendor code.

Transfer iPOM Lite Booking to FM3000

Send Booking to FM3000

When booking is ready to send to FM3000, Station Admin may select [Transfer to FM] to send the booking to FM3000.

To activate the button [Transfer to FM], field #ETD must be filled.

When #ETD is not inputted, the button will show as [DISABLED] in grey color.

When #ETD is inputted, the button [Transfer to FM] will pop up.

After transferring the booking to FM3000, FM3000 SO number will be auto-generated and linked the IPOM Lite booking to the corresponding POL Office.

Once FM3000 SO number is generated, the linkage cannot be removed.

Re-Transfer to FM3000

Information in tag [Detail] can be transferred from iPOM Lite to FM3000 by selecting the button [Re-Transfer to FM].

Once select [Re-Transfer to FM], both Shipper (Shipper account who make the booking) and Station Admin (who select the button) will receive an email as acknowledgement.

Information inputted in below iPOM Lite fields can be re-transferred to FM3000 when Station Admin select [Re-Transfer to FM].

However, below situations cannot re-transfer information to FM3000.

1. POL can never be re-transferred as the booking is already linked with the POL Office's SO number.

➢ If the POL is changed and need a different FM3000 SO number, the action can be done in new booking.

➢ If invalid booking needed to be cancelled, please refer to section Cancel Booking in User Manual for Shipper.

If the information cannot be re-transferred to FM3000, system will pop out error message.

Example: Warning message will pop out when changing POL after booking has sent to FM3K.

For transferring tag [Container] information to FM3000, please refer to below section "Transfer Marks/Remark to FM3000"

Transfer Marks/Remark to FM3000

Information in tag [Marks/Remark] can be transferred from iPOM Lite to FM3000 by selecting the button [Update Fm3k].

Once Station Admin select the button, below message will pop out. Information will be transferred to FM3000 at same time.

The information will be appended to FM3000 instead of overwritten.
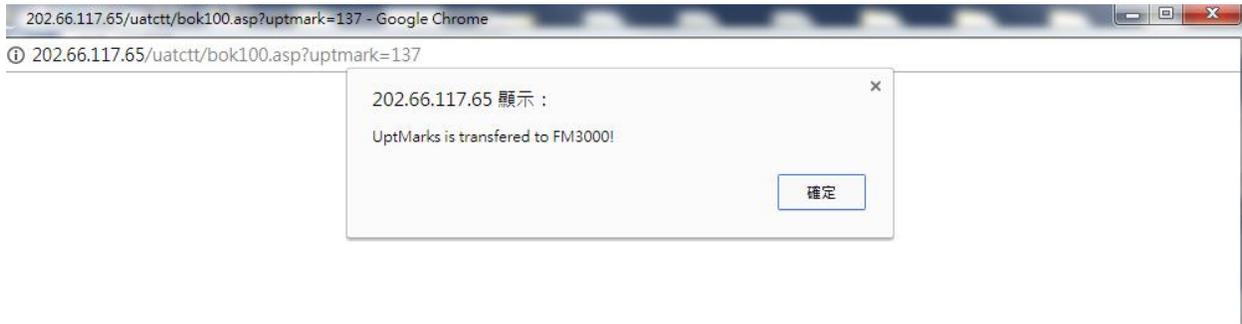
If the information fails to transfer, system will pop out error message.
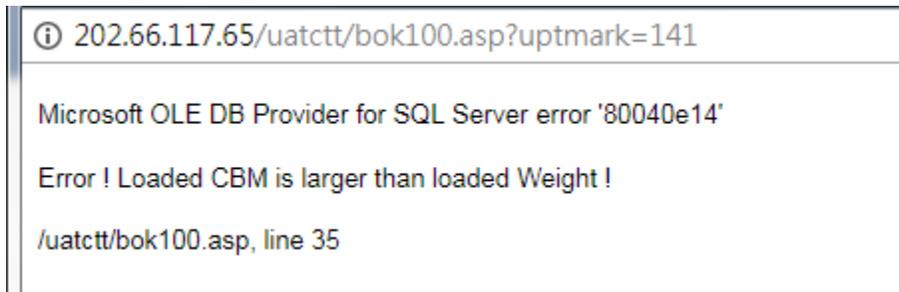
As Marks in FM3000 might be linked with container information, if any Marks need to be deleted, user must separately delete in iPOM Lite and FM3000.

No deletion of Marks will be updated from button [Update Fm3k].

Assign Schedule

Update Carrier, Intended Vessel / Voyage, FM Job Number, ETD and ETA

Station Admin should create the Intended Schedule and Intended Job in FM3000 first before select [Assign Schedule] in iPOM Lite.

Station Admin can select [Assign Schedule] to select the pre-inputted FM3000 Schedule to the booking on iPOM Lite if Port of Loading, Port of Discharge and ETD are matched.

After selecting the number of the Schedule, information of the FM3000 Job will be auto-filled in the iPOM Lite columns, including Carrier, Intended Vessel/Voyage, FM Job No., ETD and ETA.

Ship Schedule Ready

Station Admin can inform Shipper to check the schedule by selecting button [Ship Schedule Ready].

After selecting the button, below box will be popped out. The default email of Shipper will be

the Contact Email inputted in Booking Management > Shipper > Contact Email.

Extra contacts can also be inputted.

Station Admin may input email content in Extra Note to Shipper.

After select [go] in above screen, below message will pop out.
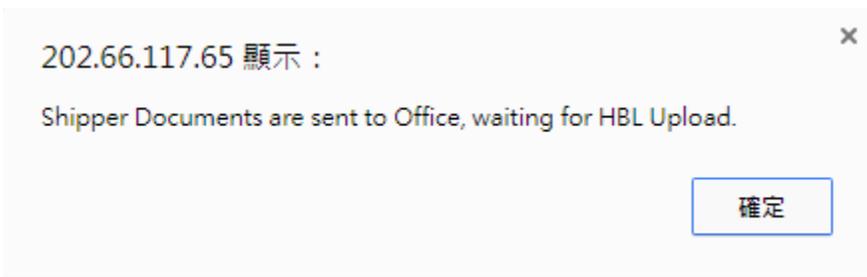
Email will be immediately sent out to Shipper after selecting Confirm.
Status of the booking will change from Booking Alerted to Ship Schedule Ready.

Buyer Report

Buyer Report can be found in iPOM > Buyer Report.

Choose the corresponding Customer and select [go].

After selecting [go], user can make use of the filters to specify the PO details for tailor-making the report output.

When finish inputting the criteria, user may then select [Submit].

User may see the PO records which will be included in the report. Select [Generate Report] to download and get an excel report.

Search e-Booking in FM3000

Station Admin can find the booking in FM3000 screen Shipping Order Entry.
Choosing the Status as "e-Booking" can sort out the bookings which are from iPOM Lite.

# FM3K PO tag hyperlink to iPOM Lite

In Shipping Order Entry -> [P/O] tag, there is a hyperlink under P.O# column
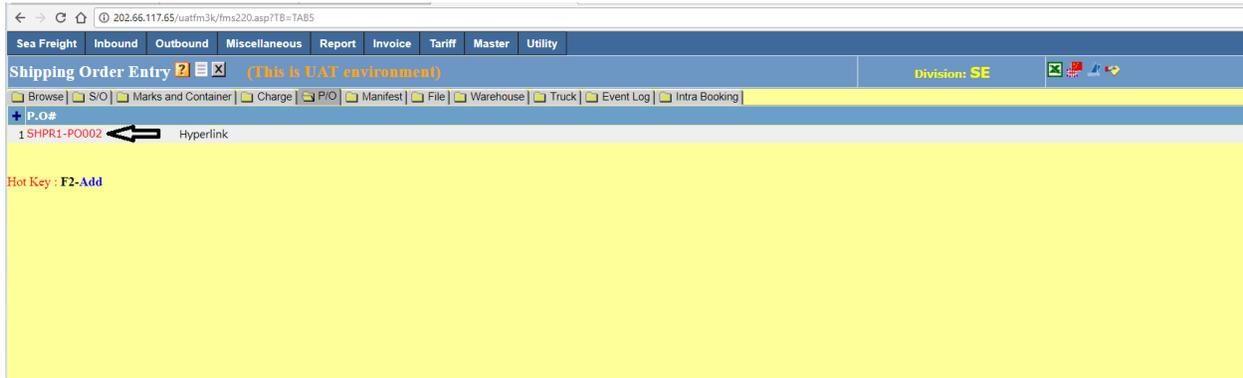
The hyperlink will bring user to iPOM Lite to check the P/O details:
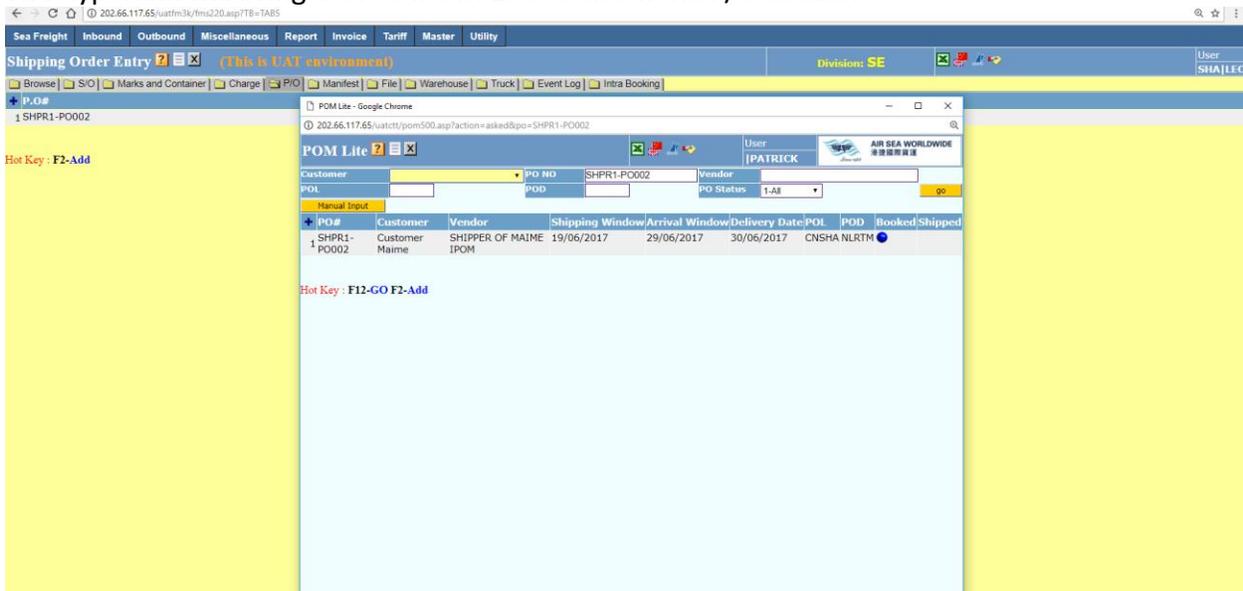
Users may double click to enter the POM Lite's details screen:
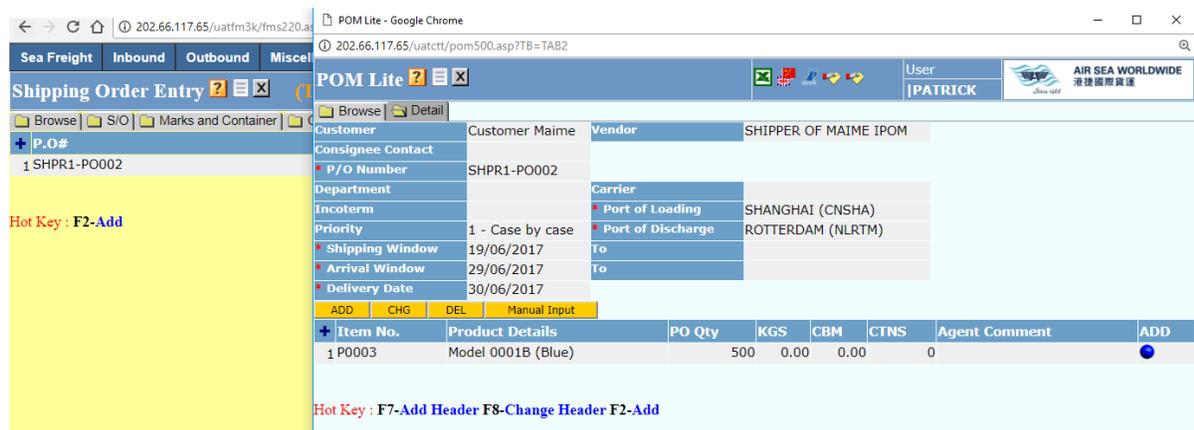
Master

Email Address Book

This master stores the defaulted contact emails of each customer for the [Chat Log] Function. Email Address Book can be found in Master > Email Address Book.

Station Admin can select [+] to add a new address book.
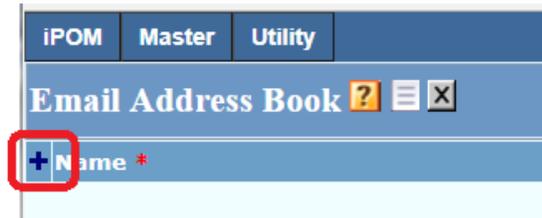
After selecting [+], Station Admin may input Name* of the address book, the related customer and emails. If more than one email address, Station Admin may input ";" in between email addresses.

The stored Email Address Book will show with the pre-set Name* in Booking Management > Chat Log.