



HOW TO CREATE A BOOKING

Step 1 Start creating a booking by clicking on **Book New Shipment**.



Step 2

- A. Enter the "From" and "To" locations and follow steps B and C
- B. Fill in the commodity, quantity, container type and weight
- C. Enter contract number; in case you don't have a service contract please checkmark "Book on tariff"
- D. Click on "Continue" (top right corner)

The screenshot shows the booking form with the following fields and annotations:

- From:** San Vicente, Chile
- To:** Veracruz (Veracruz), Mexico
- Special Conditions:** Cargo requires temperature control, Cargo is dangerous, Cargo is oversized
- Commodity:** Footwear, new, apparel [Boo... x]
- Qty:** 1
- Container Type:** 40' Dry Standard x
- Weight (kg):** 1500
- Contract:** 123456
- Contractual Customer:** Maersk Line Web
- Book on tariff (No Service Contract)
- Edit details,

Annotations:

- A. Enter the "From" and "To" locations** (points to the From and To dropdowns)
- B. Fill in the commodity, quantity, container type and weight** (points to the Commodity, Qty, Container Type, and Weight fields)
- C. Enter service contract number or check box Booking on Tariff** (points to the Contract field and the 'Book on tariff' checkbox)
- D. Click on continue** (points to the 'Continue' button at the top right)

On the right side, there is a 'Duplicate booking?' section with a 'Duplicate booking' link.

Step 3

- E. Booking details: Fill in the contact person for the booking
- F. Schedule: Select the preferred shipment date
- G. Haulage details: Provide haulage details

Fill out steps E through H

E

Booking Details

Contact person

Booked By Reference (Optional)

F

Schedule

| Departure | Arrival | Transit time | Vessel / Voyage |
|---|---------|--------------|--------------------------|
| <input type="radio"/> 14 ene | 06 feb | 23 Days | MAERSK SEMARANG / 1502 |
| <input checked="" type="radio"/> 21 ene | 13 feb | 23 Days | CLEMENTINE MAERSK / 1502 |
| <input type="radio"/> 28 ene | 20 feb | 23 Days | SEROJA LIMA / 1502 |
| <input type="radio"/> 04 feb | 27 feb | 23 Days | MAERSK SANA / 1502 |

Show more schedules

G

Haulage Details

Export

Merchant Haulage (CY)

Carrier Haulage (SD)

Import

Merchant Haulage (CY)

Carrier Haulage (SD)

Step 4

- H. Parties: Enter the parties involved in the shipment
The previously used parties will be remembered and you can directly add parties from this screen.
- I. Finally, click on **Book Shipment** on the right.

H

Parties

Shipper: Contractual customer: MAERSK LINE WEB

Edit details Add reference

Add additional party

Additional References

Select reference...

Add another reference

Additional Comments

Price Overview

⚠ Please notice

The selected service contract holder cannot book on contract number **123456**. Please change the service contract holder or the contract number, or the booking will be placed on tariff rates.

Container: 1x 40' Dry Standard
Commodity: Footwear, new, apparel
From: San Vicente, Chile
To: Veracruz (Veracruz) Mexico

Edit shipment details

I. Click on:

Step 5 Accept the Terms & conditions by clicking on **Place booking**.

You are almost done

By clicking "Place Booking", you agree that the [Terms & Conditions](#) will govern your booking.

Click on: **Place Booking**

Container
1x 40' Dry Standard

Commodity
Footwear, new, apparel

From
San Vicente, Chile

To
Veracruz (Veracruz) Mexico

You will see the **Booking Acknowledgment** screen with the booking number and should expect your confirmation within two hours.

Booking Received

Booked by GCSS BOOKED BY on 22 March 2015 13:07 (local time)

✔ Your booking has number SLD014313. We expect to confirm it within the next two hours

[Printable receipt](#) [Return to homepage](#)