

# User Guide for Online Booking Requests & Shipping Instructions

March 17<sup>th</sup>, 2020

Version v1.1



# **Table of Contents**

1.	Introduction
1.1	Purpose
1.2	Point of Contact
2.	Login4
2.1	Accessing Login Screen
2.2	Login Procedure4
2.3	Home Screen5
3.	Booking Request6
3.1	Creating a New Booking Request6
3.2	Search for an Existing Booking Request8
3.3	Modify an Existing Booking Request9
3.4	Cancel or Delete an Existing Booking Request10
4.	Shipping Instruction
4.1	Creating a New Shipping Instruction11
4.2	Search for an Existing Shipping Instruction16
4.3	Modify an Existing Shipping Instruction17
4.4	Finalize Shipping Instruction
4.5	Preview of the Shipping Instruction18
4.6	Cancel or Delete an Existing Shipping Instruction18
5.	Troubleshooting19



# 1. Introduction

# 1.1 Purpose

The online booking request and shipping instruction system introduced by the Abrao Group is intended to facilitate you as the customer to create by yourself, booking requests and shipping instructions. This will significantly reduce the communication time between the you and the local office, while also eliminating potential errors during data entry. The objective is to record your requirements in the shortest possible time with minimal errors.

This document provides a step by step guidance for creating online, a booking request and a shipping instruction.

# **1.2** Point of Contact

All questions & queries regarding this document should be directed to:

Renjith T R Documentation Manager – Abrao Group email: renjith\_tr@omegaship.com



# 2. Login

In order to access the functionality to create online a booking request or a shipping instruction you must first log into the portal. This portal supports only the following browsers, Microsoft Edge, Google Chrome & Mozilla Firefox. Other browsers such as Apple Safari or Microsoft's legacy Internet Explorer may work, but are not certified.

# 2.1 Accessing Login Screen

To access the login screen, please type in the following URL in your browser; <u>https://customer.oasisdomain.net</u>. You will see the following page on your browser.



# 2.2 Login Procedure

To login, enter your GST number, password and the Line on which you wish to engage our service(s). Click on the **Login** button thereafter.



# 2.3 Home Screen

On successful login, you will see the following page on your browser. In the home screen you can perform any one of the following options;

- a. Create, search or edit booking requests
- b. Create, search or edit shipping instructions
- c. View and approve your billing (Import only)
- d. View your profile
- e. Contact us by email for any assistance





# **3.** Booking Request

The following sections will guide you on how to create, search or modify a booking request. A booking request is a prerequisite to create a shipping instruction.

# 3.1 Creating a New Booking Request

To create a booking request please follow the steps provided;

a. In the Home screen (see <u>section 2.3</u>), click on the **New** button in the *Booking Request* panel. You will see the following page on your browser.

0				10	NOME AND ADDRESS	SALENGER C	dian.	When Avert	 -
Death	na Rama, col Nor								1
Selection of Selection	. Palater and	ir	-						
Hue	10.107		and a street	eutecra e	0.41	Che Jackson	2	une annu she title in care	1
1156.7		-			(m)	-	_	The obvious terms and the second	
-									
Andrews	Nition								1
TAS						-tab	-		
	A Part Street of						n miresins (		L
P+1/28	6.6. A					For Party	0en-1		
	m.11					Boost			L
									Ι.

## **Contact Details:**

- b. In the *Contacts* panel, the *Shipper, CHA, Forwarder, Payer* and *Booked by* details are prepulated by the system. You can change any field other than the *Booked by* field.
- c. To change the *Shipper, CHA, Forwarder* or *Payer* fields, you have to enter the respective GSTN number and click on the sicon. If valid, the respective contact name is displayed in the adjacent box.

# Vessel/Voyage & Port Details:

- d. In the *Vessel/Voyage & Port Details* panel, enter the *Vessel* and the *Voyage* on which you would like to send your consignment.
- e. The *Port of Loading* is pre-populated by the system on selection of the *Vessel* and the *Voyage*. It cannot be changed.
- f. Enter the *Place of Receipt, Port of Discharge* and the *Final Place of Delivery* for your consignment.
- g. Select the Type of Cargo from the choice provided. The options are GEN, HAZ & SCRAP.
- h. Click on the *ODC*? check-box if your consignment is **O**ut-of-**D**imension **C**argo.



#### **Miscellaneous Details:**

Nove         Transfer control (specify on the based)           * Nove         Transfer control (specify on the based)           * Nove (transfer control (specify on the based)         Transfer control (specify on the based)           * Nove (transfer control (specify on the based)         Transfer control (specify on the based)           * Nove (transfer control (specify on the based)         Transfer control (specify on the based)           * Nove (transfer control (specify on the based)         Transfer control (specify on the based)	Periodicity 0 approximation of the part of the second seco	
NATIONAL STREET, SAME		
	Real	
Res (1.96) A	Communication (and an	
c)	PATTING:	
ren el carage	Determinate	
#84%44	2048	
La reage	a.02	
	1	
10-18-0 108-1		-
• CodelerTen violationen Convolta	Dess Marks Scruding Teach? (000) 300 Ber Lee	1
a Str Constant and	L encode	
arben heraul 🧔 🧔 🖬 💼 🖬 👰 🕅	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

- i. In the *Miscellaneous Details* panel, click on the + icon, to select & add a container type for your booking.
- j. Select the *Container Type* from the options provided.
- k. Enter the No. of Containers, Commodity and Gross Weight.
- I. Enter the *Container Temp*. (C°) if the container you selected is a reefer.
- m. Click on the *ODC*? checkbox if your consignment is **O**ut-of-**D**imension **C**argo. Enter the size of the consignment dimension in such cases.
- n. Finally click on the **Submit** button to save your data. You will see the following confirmation page on your browser. (see screen shot in subsequent page).



22/0004.0		( interview)	Carl School States	etenetropole Rós		PDadba		- INVAL		
Prostant			eserven.				0			
Rosett To	Wet all your of the				5					
100 KOL 100	ter-					ер 1 Ман I (1960) 20 Ал-204				
Rev Box						le leeth				
Per richard						a han al balang				
					. 40					
110				2.5	5					
Nautaneos bran										
+	-	Carlorine		Generation		dive tarys	Cascine Ser	a.24 (sia)		
a	12	and the	E-dubrier 1945			4	ary carety	1/orn	877-8118	11

- o. Click on the **OK** button to proceed.
- p. The booking request reference number is displayed for your records as shown in the following page on your browser.

# 3.2 Search for an Existing Booking Request

To search for an existing booking request, please follow the steps provided;

a. Go to the Home screen and enter the booking number as shown in the screen below;





b. You will see the following page in your browser

	accorgences s	x 193 %				
-	which is a new party of	Area "Among as				
200403			2000		- 1	
	Share -	A THE RELEASE AND ADDRESS AND ADDRESS	94	Are made to the service of the large		
	France		Nam			
	Demois Lief)	<ul> <li>concept entrangements for cits, patients</li> </ul>	JOBOO LAN	o construction and while online		
	Barrier .					
-	New Protect in					
	Trad .		10.00			
	*** #*# == (#**)		Chalaman Parts		11	
	PAR PROP		THE PLANET			
	11000		1.440.0104			
	Part and an		INSTRACTORY			
			108-0111		11	
	Second.		-			
	-	1.4				

# 3.3 Modify an Existing Booking Request

To modify an existing booking request, first search for the booking request. This is explained in <u>section 3.2</u>. Once your find your booking request, you have the flexibility of making the desired changes. The changes that you make will be validated by the system, similar to when you were creating a new booking request. You can add as many container types as you want based on your requirement. Please note that it is **not possible** to edit an approved booking request.

	Annahi Antistoration Entister Annahilter		antonine (mer	a orașe	aberon	cm.	a minimumory	Hic)	y / m way	
-	Weaver & Feet Tableto							-		1
	-				74.85					
	Rootheas					-				
	19.000				0					
	free of Data steps				Vital New					
	An a state									
	-			33	10					
		_			-			-		ŀ
	100.00	- In Mature		Provide		8-13-pt	1. To be a Tag (*)	-	985a-5a	L
	canal.		And Station and				1.1.1.1.1. (MI + 1994) II 1		10.00 (0.0.000)	
570		1			- 3		A COLORADO AND A COLORADO AND A	-		
2	-	-11	anente				14			



9		- Soliton of Physics	Develops PV LLD			A Vec Palle		Candle.
_	Rodeling Responsible, ADDP 2000001175 is acute	ginani kapamba dhabe	d enges are studiowed					
Dergen of	No		1.4 (1.5)					1
	Anternational and the second second		( restrict #	4,00000	and much in	112.10764		
	And the second second second							
-	ruler in the latest							÷.
	Sector Concerne		Charlest Taxable					
			14					
	And other super-		Build Blood Balance					
	lan maine		1					
	man Down						_	5

# **3.4** Cancel or Delete an Existing Booking Request

Please note the at present it is not possible for you to cancel or delete the booking request created by you. Please contact the local office for this.



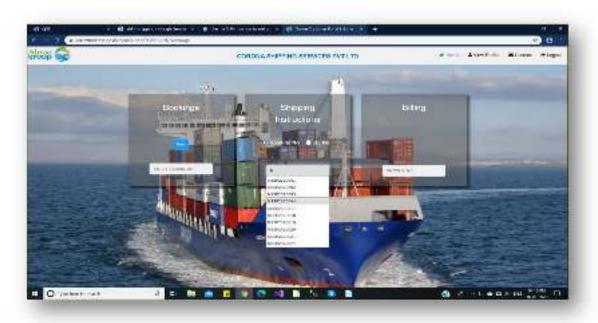
# 4. Shipping Instruction

The following sections will guide you on how to create, search or modify a shipping instruction based on a previously created booking request. Please note that a booking request is a prerequisite to create a shipping instruction.

# 4.1 Creating a New Shipping Instruction

To create a shipping instruction please follow the steps provided;

a. In the Home screen (see <u>section 2.3</u>), click on the *Booking No* button and enter the booking request reference number in the *Shipping Instruction* panel.



b. You will see the following page on your browser.



c. Click on the + icon (*Create Shipping Instruction*) button. You will see the following page on your browser.

<b>8</b>	CORDAN PHENNER PERMONS NALITIO	# 1018 - #Ye	116- \$5500	4
B To Ledwy He				1
Read on the Scheme Section and sound a				1
1.0.00	Reput 17 Address Pres	a second second second	initia (	
	Barandia (M. S.)	a large cannot be		
interne T.	State 2			
27.27 J	Sub-rube i A			
Same Name and States				1
	147 <b>4</b> 	4		
- <b>619</b> - 100	en claste Na			
-true example	even mean and even's resources			
-anar	e entre		1.1	
terr				-

## **Contact Details:**

- a. In the *Contacts* panel, the *Shipper*, *CHA* and *Forwarder* details are pre-populated by the system, based on what has been entered in the attached booking request. You can change any of these field. Please see Contact Details under <u>section 3.1</u>
- b. Enter the *Consignee*, Broker, *Notify Party-1* and *Notify Party-2* fields. If these contacts are already registered in the system, they will be displayed on your browser as shown in the following image.



i Ç		IN COMPANY OF THE OWNER OF	· bet Protection	monet day
* ****				and a la
Participants of the second system of the second sys	4	Read an and the Read Plant of		CONTRACT.
ning Person		1944 (1) 		
		the second se	even het i	
Conserve D.		1995 S.		-
Lands Part	3791. R	and the second		
Contraction and the second				
		Company on Annual		
Part a street		-10 P (1975)		
The second se		The second second		-
A Ter	1	And a comp		11+
- 22				

c. If these details are not already registered in the system, you can enter the name afresh. Click on the 🖙 icon to complete the full details of the contact. See image in following page.

	and on the t	21.
HANDIN WIEKS	K TURN TO BE	410 (Mar)
for the second	C. Second	
1000 T	Front	Fat
BALANCON .		
	#Chain	700
PV ARMINEV KOWA		
K* 64	0	
heles, to Sada		

# Vessel/Voyage & Port Details:

- d. All the fields in the *Vessel/Voyage & Port Details* panel are pre-populated from the attached booking request.
- e. The fields are similar to what you have entered in the booking request. See <u>section 3.1</u> for details regarding these entries.



Mill of Looking No.		
New of all the spectrum are presented by Specialized		
N. A.		
and a set of the set o	instancios 2 minutestas	
www.s	tre S In Hart	
New York 1 2	A CONTRACTOR OF A	
A Long a service		_
Next an instant of their	ACC RESIDENCE AND A REPORT OF	
10	1919.1818	
Real VPIN No. 4	Rec Rear (Rear)	
N. 191 Jacob Market		2
+10+1		

# Cargo:

f. In the *Cargo* panel, enter the *Marks* & *Nos* and finally provide a *Description* of the consignment.

#### **Container Details:**

g. In the Container Details panel, click on the + icon to add a container.

ф <mark>9</mark>			cuan	A REPRES	MERAL CONT	AL CID			- # Sec	A nice for the	S Doore	
to be					ter des de	-						E
											1	
Autor a fact.						10.0007-008						
				1.0							3.	ι.
C. 604(27)-1								-	-			
-	Same in	41.5	-	- map	inte	122		cau		·	a 🛎	
				_	1.		-	-	-	-	- 1991	
								-	1000	Inclusion	18184	

h. A popup screen is displayed that list the containers allocated for your booking. See following image.



CVLANRED	307	1
	(CONTRACTOR OF CONTRACTOR OF C	-
	and a	Vasat

- i. Click on the checkbox against the container and click the **Submit** button to finalize your selection of containers.
- j. Enter the Commodity, No. of Packages, HSN code, Package Type, Line Seal and Gross Weight.
- k. If required you can also provide the Net Weight and CBM.
- I. If the container is carrying hazardous items, please click on the checkbox in the column *Haz*?. Please note it is illegal to load hazardous consignment without formally indicating this.
- m. Enter the *Container Temp.* (*C*°) if the container you selected is a reefer.
- n. Click on the *ODC*? checkbox if your consignment is **O**ut-of-**D**imension **C**argo. Enter the size of the consignment dimension in such cases.
- o. Click on the Save as Draft button to save the details entered by you.
- p. Do not click on the **Finalize** button until you have provided all required details and do not intend to make any further changes. Please note that once a BL is finalized by you, you will not be allowed to make any further changes.

				(00	ONA SHER	PING SETTIO	ces pyr ci	8				nte Storen	
Co yea	-												T
		1.144			-							-	
								510					L
eine	teres.												
	(and the second	-	Service 1	1.00	+8.50	.52	inte	220	20 2007	584	-	act 25	ī.
	NIMO	te(a - 1)	Room Carter P.C.	4	80°11	1.44	+ -	*	<u></u>		14		
									-	-	(market)		

q. After saving the BL, the reference number is displayed for your records, as shown the following page in your browser.



<b>Q</b>	CONTRACTOR OF STREET	OCHTWO AND	Ates	27/07/08	85	-96.iq
EITER LEARING MUMANUM						1
Party for the trademarkation proteins rough Received Free and a Party and Context III						10
along the second s						a -
85. W		men O				
11 11 10 10 H		100000		14 Calco		
24 W		1				
California de Companya de California de Cali		Presidence and the	N 1 BORROWSBERG			
armene (*		8987 R.				
- 2040 A BOWER AND		A WARD				
with this		100 mm . 7				
Subtractive and a second second		Artik schroten.				
Second Program & London and						5
Continues .						
and a set of the		Initiate Party and				
free of faces 3		Addining				
8		41				
Terms assessed		THE PERMIT				
2,00		UNIN				
		Anteringe.				
and the second s	6 m	14			1	
1000						

r. You will be notified by the system, if there are any missing or invalid entries. See image in the subsequent page.

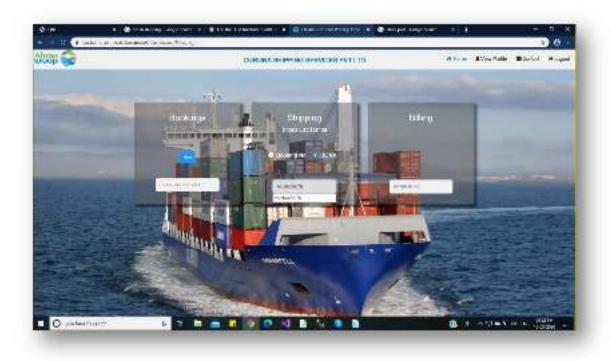
6. Ces	Bigger 17 reliant a sector
10 M 41 47 W	many root & second record in many root and the
va 0	menter D
Containente la provisionen	and the second s
2. Sec. 2.	attan 12
CONCREMENTAL DESIGNATION	#11180am
ACTIVITY OF	Entertained 10
Second and the second state of a second state of the second state	- CONT DESIGN OF THE CONTENT OF THE CONTENT. THE CONTENT OF THE CONTENT. THE CONTENT OF THE CONTENT OF THE CONTENT OF THE CONTENT OF THE CONT

# 4.2 Search for an Existing Shipping Instruction

To search for an existing shipping instruction, please follow the steps provided;

a. In the Home screen (see <u>section 2.3</u>), click on the *Shipping Instruction* button and enter the shipping instruction reference number in the *Shipping Instruction* panel. You will see the following page on your browser.





b. You can also select a shipping instruction by first searching for a booking request and then click the right mouse button on the count of SI as shown in the following image;

<b>\$Q</b>			(20040)	NA REPORT OF STREET, STREE		4.400.4	CosPally #Dated - Hoge
	sarart )	111-0000		-0.5/			
	and the second	1000		San State St	(het		Joseph Land
_							40.470.61 40.470.61
							Am.4 (6/4)
							And and
							46.0007
							and sort
							And Address of the owner owner owner owner owner owner owne

# 4.3 Modify an Existing Shipping Instruction

To modify an existing booking request, first search for the shipping instruction. This is explained in <u>section 4.2</u>. Once your find your shipping instruction, you have the flexibility of making the desired changes. The changes that you make will be validated by the system, similar to when you were creating a new shipping instruction. Please note that it is **not possible** to edit a finalized shipping instruction.



# 4.4 Finalize Shipping Instruction

When you have provided all required details for the BL and do not plan to make any further changes, please click on the **Finalize** button in the BL. Please note that once a BL is finalized by you, you will not be able to make any further changes. Please contact your local office in such cases.

# 4.5 Preview of the Shipping Instruction

You can always have a quick preview of the Bill of Lading by clicking on the **Preview** button in the BL. You can always take a print out of this using the print option on your browser that can be accessed through the combination of CTRL + P keys.

Turker Distance Segments Hard Star Her UK South Hard Star Press and Communities and the Second Star Sciences Star Sc	BILL OF LADING MUMA000076	
The second secon	A GLANICO, E DAMARCI Control Andread Control of Control Control Andread Control of Control Science Andread Control of Control Science Andread Control of Control Science Andread Control of Control	
The second secon	аналанан түрсэн араанан араанан араанан араан араан Араан араан араа	

# 4.6 Cancel or Delete an Existing Shipping Instruction

Please note the at present it is not possible for you to cancel or delete the shipping instruction created by you. Please contact the local office for this.



# 5. Troubleshooting

TBD.



# This page intentionally left blank