



User Guide for Online Booking Requests & Shipping Instructions

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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; <https://customer.oasisdomain.net>. 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





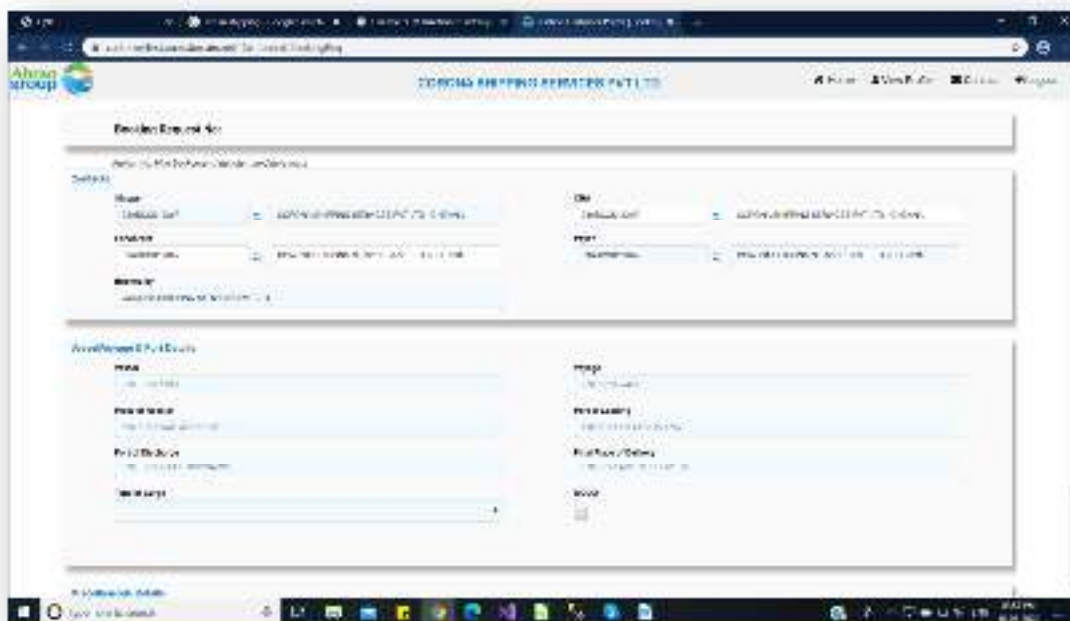
3. Booking Request

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 [section 2.3](#)), click on the **New** button in the *Booking Request* panel. You will see the following page on your browser.



Contact Details:

- b. In the *Contacts* panel, the *Shipper*, *CHA*, *Forwarder*, *Payer* and *Booked by* details are pre-populated 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  icon. If valid, the respective contact name is displayed in the adjacent box.

Vessel/Voyage & Port Details:

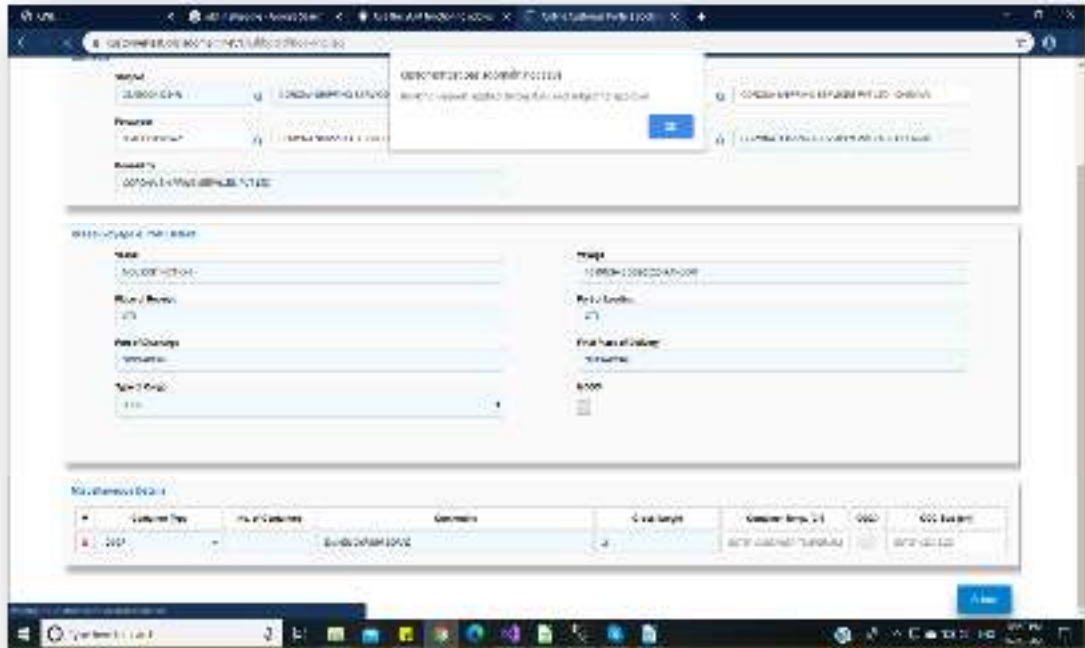
- d. In the *Vessel/Voyage & Port Details* panel, enter the *Vessel* and the *Voyage* on which you would like to send your consignment.
- e. The *Port of Loading* is pre-populated by the system on selection of the *Vessel* and the *Voyage*. It cannot be changed.
- f. Enter the *Place of Receipt*, *Port 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 **Out-of-Dimension Cargo**.



Miscellaneous Details:

Container Type	No. of Containers	Commodity	Dimensions	Container Temp. (C)	ODC?	ODC Item Code
0001	1	CONTAINER BOND	1	20	YES	0001

- 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*.
- l. Enter the *Container Temp. (C°)* if the container you selected is a reefer.
- m. Click on the *ODC?* checkbox if your consignment is **Out-of-Dimension Cargo**. 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).



- 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

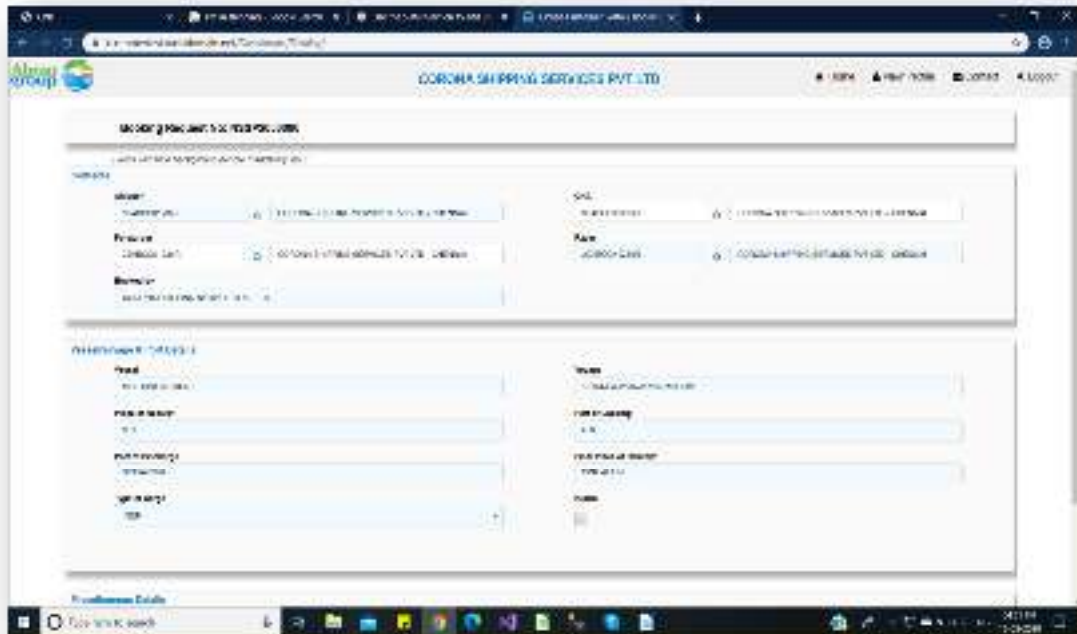
To search for an existing booking request, please follow the steps provided;

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



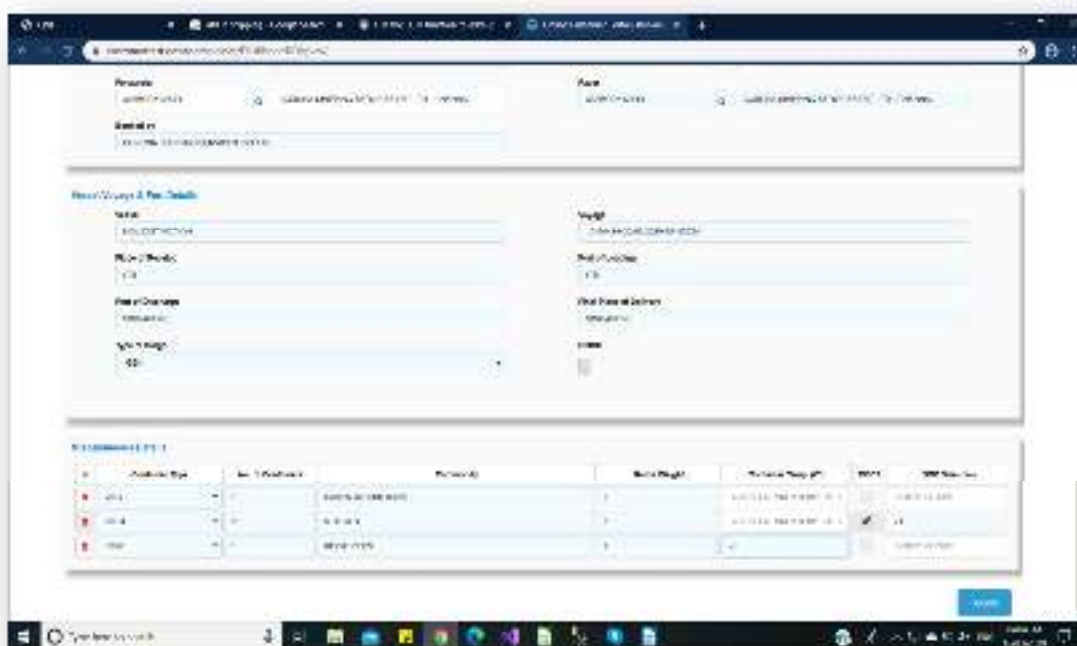


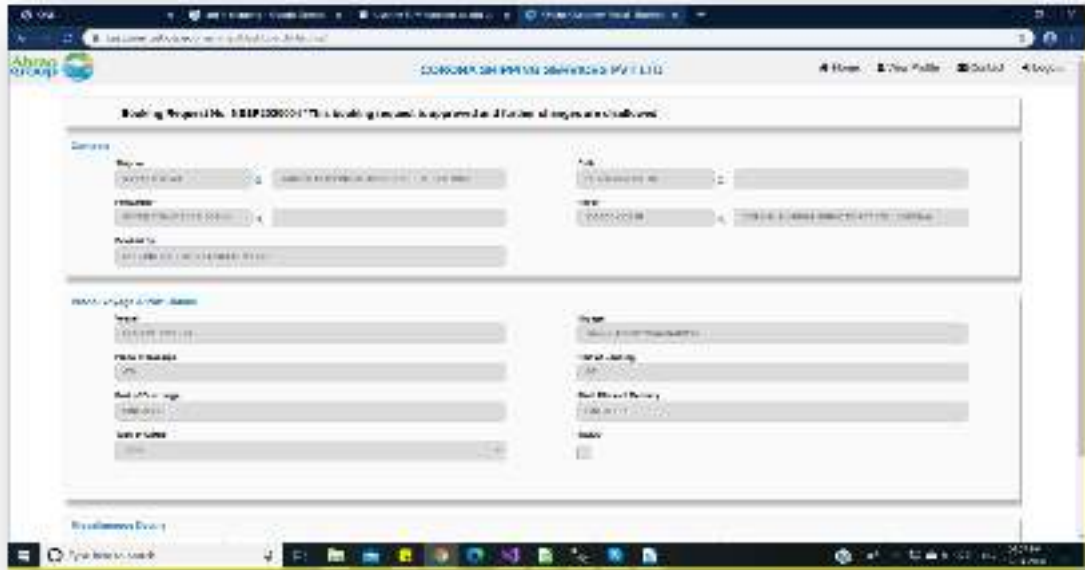
b. You will see the following page in your browser



3.3 Modify an Existing Booking Request

To modify an existing booking request, first search for the booking request. This is explained in [section 3.2](#). Once you 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.





3.4 Cancel or Delete an Existing Booking Request

Please note that 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;

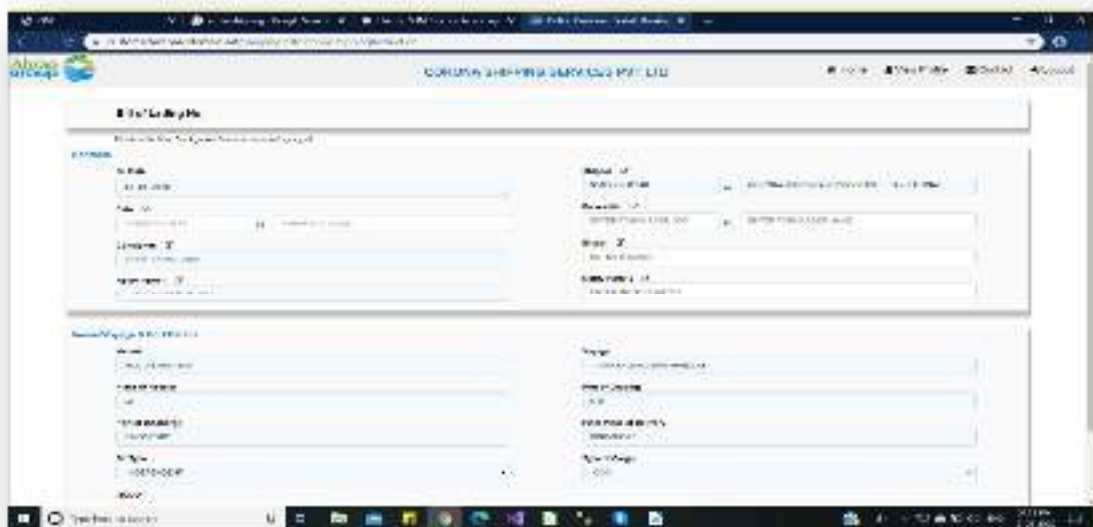
- a. In the Home screen (see [section 2.3](#)), click on the *Booking No* button and enter the booking request reference number in the *Shipping Instruction* panel.



- 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.



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 [section 3.1](#)
- 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.

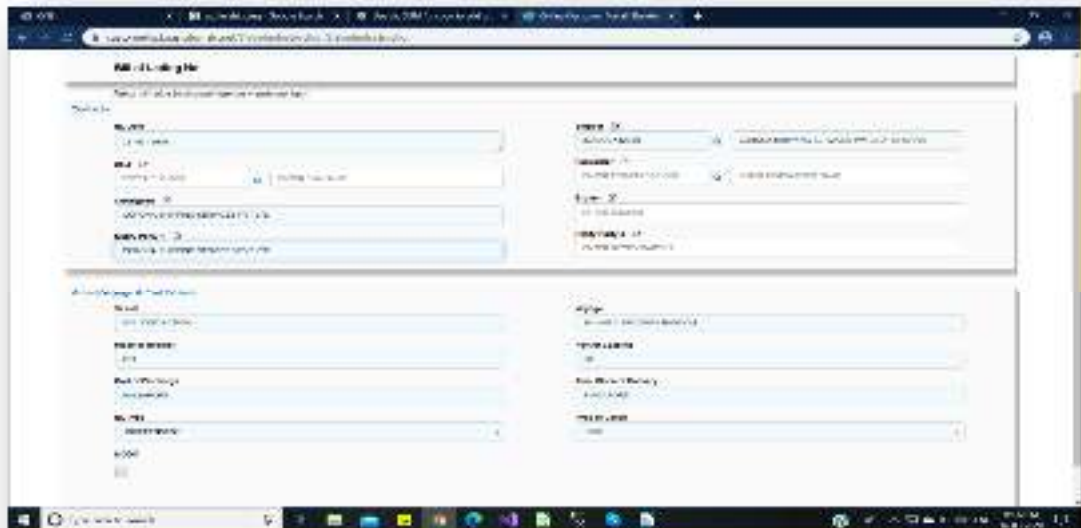


- c. If these details are not already registered in the system, you can enter the name afresh. Click on the  icon to complete the full details of the contact. See image in following page.



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 [section 3.1](#) for details regarding these entries.

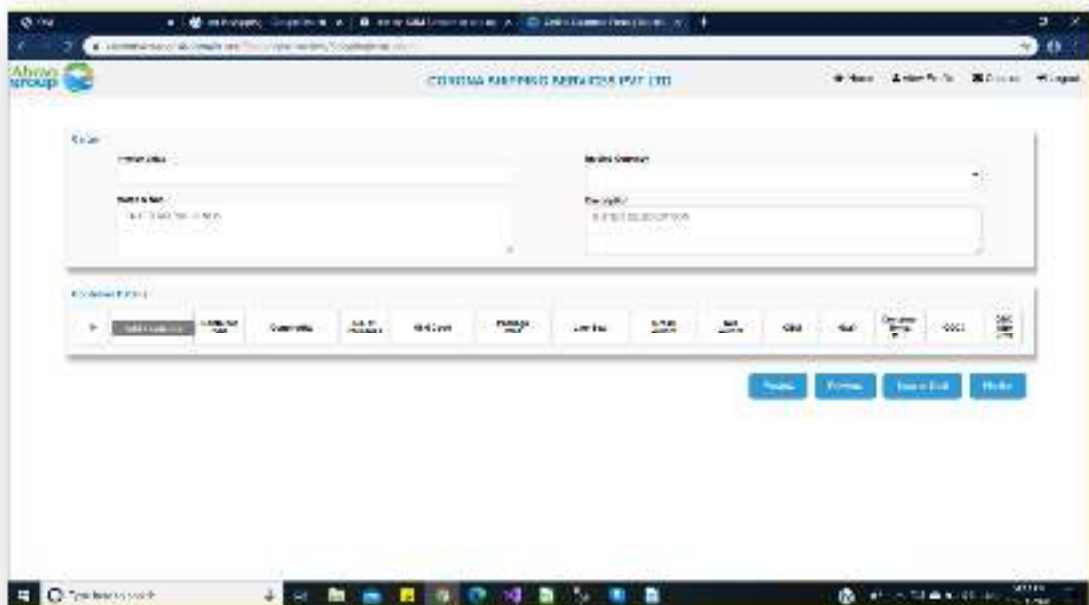


Cargo:

- 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.



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

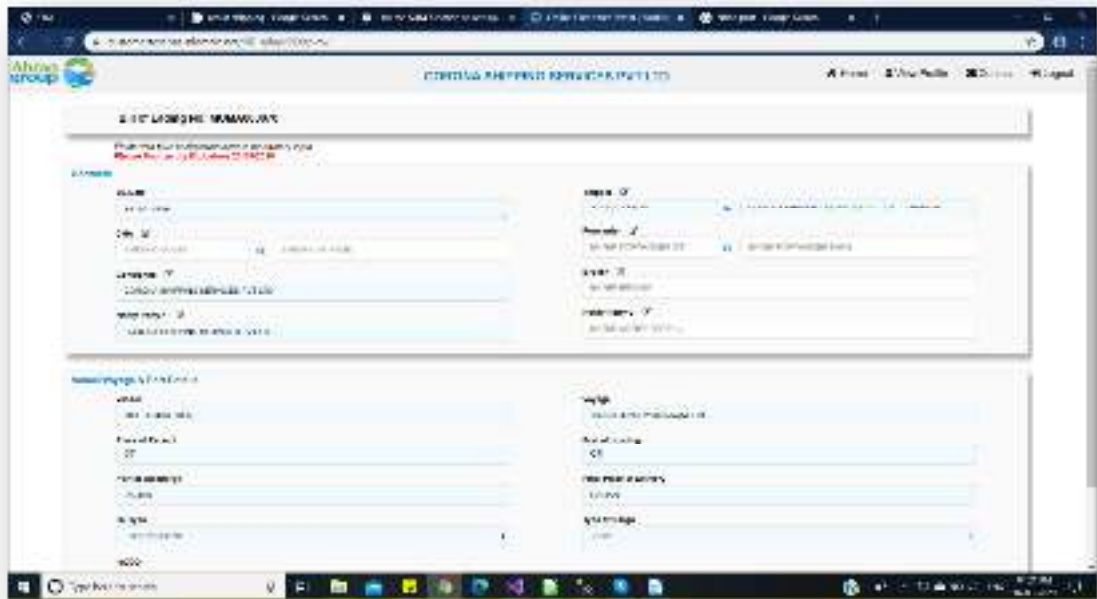


The image shows a small, cropped view of a web form. It contains two input fields at the top, one for 'Container No.' and one for 'Commodity'. Below these fields are two buttons: a blue 'Submit' button and a red 'Finalize' button.

- 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*.
- l. 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 **Out-of-Dimension Cargo**. 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.

The image shows a screenshot of the Corona Shipping Services Pvt Ltd web application. The page has a header with the company logo and name. Below the header, there is a 'Create' section with several input fields for 'Container No.', 'Commodity', 'No. of Packages', 'HSN Code', 'Package Type', 'Line Seal', 'Gross Weight', 'Net Weight', 'CBM', 'Container Temp. (C°)', and 'ODC?'. Below the 'Create' section, there is a 'Container Details' table with columns for 'Container No.', 'Commodity', 'No. of Packages', 'HSN Code', 'Package Type', 'Line Seal', 'Gross Weight', 'Net Weight', 'CBM', 'Container Temp. (C°)', and 'ODC?'. The table contains one row of data. At the bottom of the page, there are four buttons: 'Submit', 'Save as Draft', 'Finalize', and 'Cancel'.

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



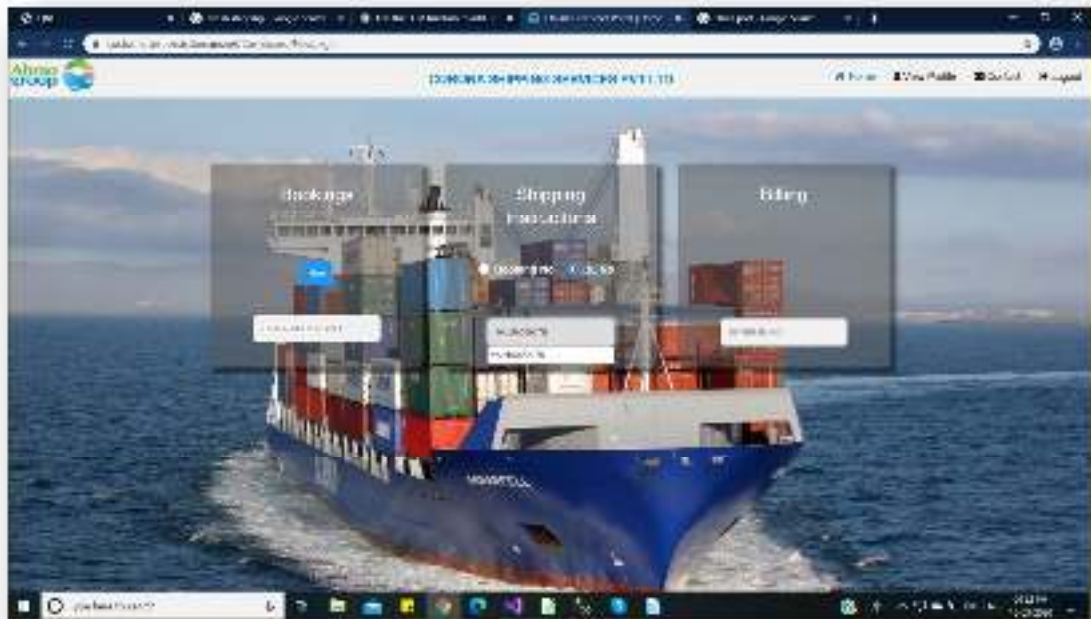
- r. You will be notified by the system, if there are any missing or invalid entries. See image in the subsequent page.



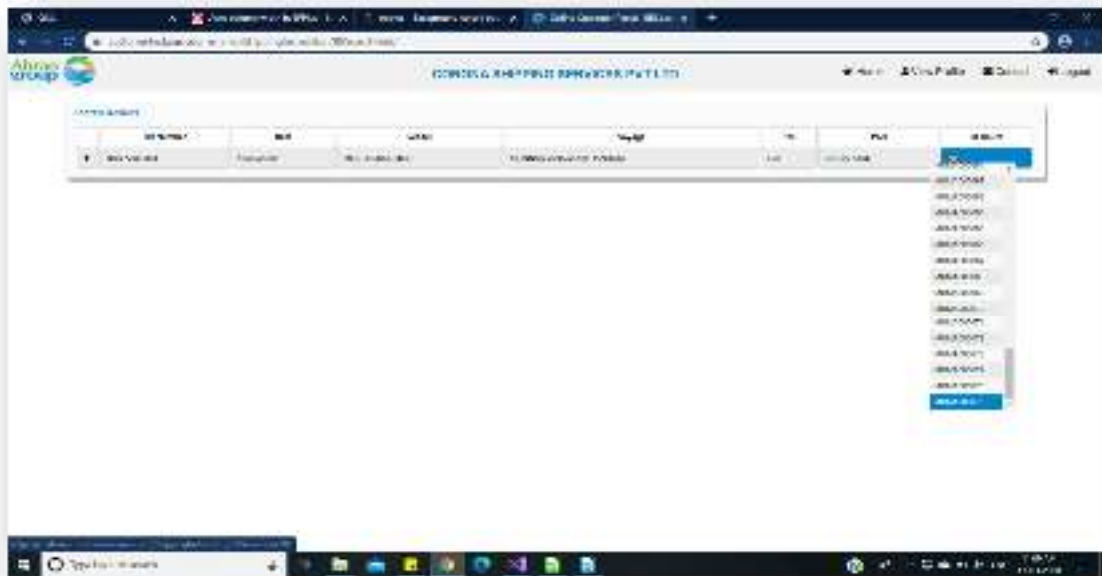
4.2 Search for an Existing Shipping Instruction

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

- a. In the Home screen (see [section 2.3](#)), 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;



4.3 Modify an Existing Shipping Instruction

To modify an existing booking request, first search for the shipping instruction. This is explained in [section 4.2](#). Once you 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.



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.



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