EXIM- IMPORT
BOOKING MODULE-FORWARDER

Version 1.0

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Contents

1. Portal Login:

● A username and password will be required for users to log into
  https://logistics.companyname.com

USER LOGIN

✉ varsha.hon@firstcry.com

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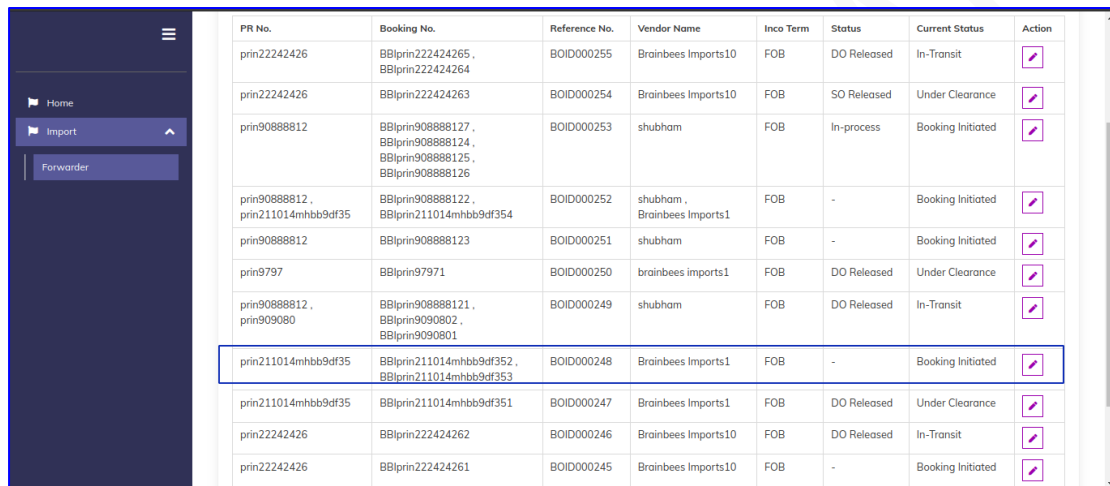
Login

2.Booking Module:

2.1 Forwarder Screen:

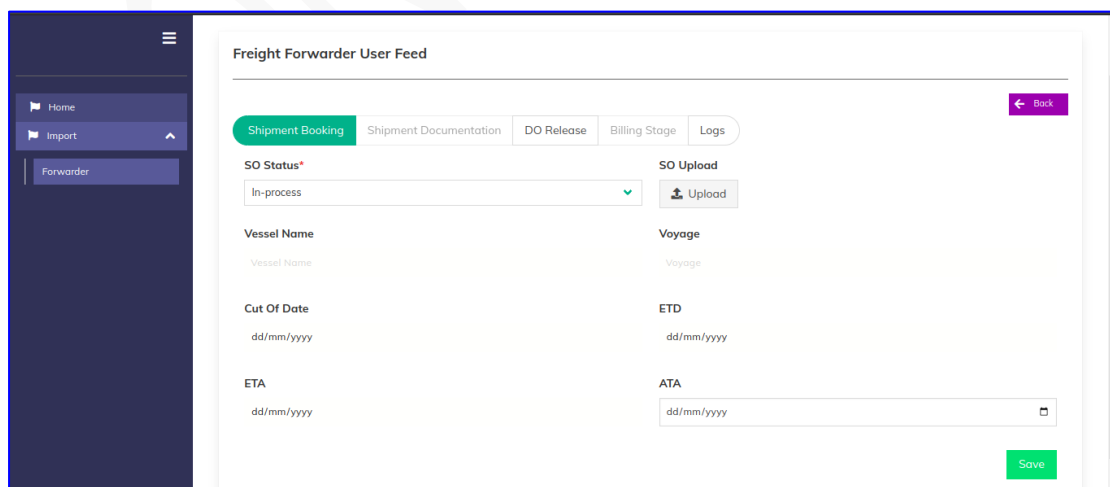- Go to the Forwarder tab after you have logged in.

- When you are viewing the booking-initiated PR entries, you can edit them by clicking the edit icon on the Action tab.

- You will see the Freight Forwarder User Feed screen after clicking the edit icon.

- In shipping booking section, select SO(Shipping Order) Status from the drop-down.

- There are three statuses available in the SO Status drop-down : 1. In process 2. SO Released 3. SO Awaited.

SO Status: In process

SO Status : So Awaited

- On 'SO' release status, "SO upload" option will enable to upload the SO Copy document.

- Click on the save button after selecting SO status, So Upload,vessel name , voyage, cut of date, ETD, ETA etc field.

- The forwarder screen will show a success message and the status will update to "So Release" with the current status.

- We have three Current status Under Pickup, In Transit,Under Clearance.

- Current status display on the basis of ETA , ETD and ATA date selection.
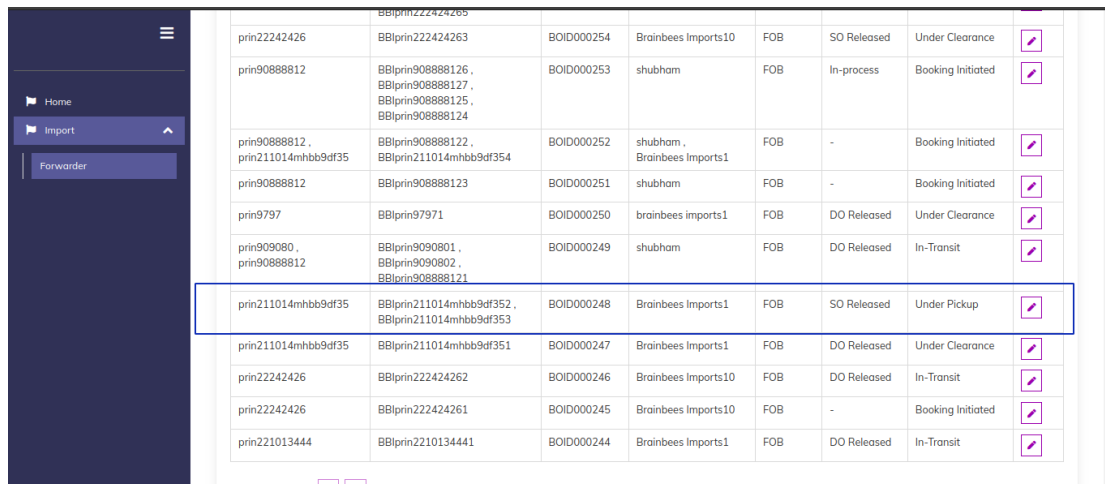
SO Status: SO Released

- Logistic partners will see the same status on their system.

- When we upload SO Document on the forwarder's screen, the document will display on the logistic screen and our logistic team will be able to download it for their records.

- When forwarder release the shipment and updated the status of SO Released in the system, the email with the subject:Shipping Order Release for Booking Ref No. will be sent.

Email Format:

From - logistics@braincompany.com

To - Shipper
CC - Sourcing Group ID, Logistics Group ID

Subject line- **Shipping Order Release for PR NO. PRL27BW0000002381** To discuss What to be add (Booking reference no or PR no.

Dear SHIPPER NAME,

Good Day...!

Please refer attachment of SO copy and refer below shipping instructions.

Importer – Company name Solution Pvt LTD

SHIPMENT FOR PR NO. - PRL27BW0880772381 To discuss What to be add (Booking reference no or PR no.

Shipment Terms - FOB PORT NAME, CHINA.
POL - LOADING PORT NAME,CHINA.
POD - DESTINATION PORT NAME, INDIA.
Shipment Type - FCL
Vessel Name - ABC XYZ
Voyage - ABC XYZ
Cutt-Off Date - ABC XYZ
ETD - ABC XYZ
ETA - ABC XYZ

Attachments -

Doc. - SO

- A freight forwarder can further submit the shipment document by selecting the shipment document tab in the "Freight Forwarder User Feed"screen.

- Once all mandatory details are added on the screen, the freight forwarder will upload the following documents: Draft HBL, Final Approved HBL NO./ MBL, Freight Certificate Upload and click on "Save".

- Here we have provided a step-by-step document uploading and approval flow. The first draft HBL document will be approved, followed by the final HBL and freight certificate.

Draft HBL Upload:

Final Approved HBL/MBL

Freight Certificate Upload:

- Once click on the save button , document will be reflected on the logistics system.

- Logistics team download the document and update the status accepted or rejected.

- In the rejected status selection, the logistics team must specify the reason and the same status will appear on the forwarding screen.

- The forwarder must resubmit the documents for approval if the logistics team rejects the documents.

- Freight Forwarder User Feed - >DO Release :When the forwarder updates the DO Status on the DO Release tab, it will reflect on the forwarder tab after it has been saved.

- **Status Updated:**

Forwarder screen:

- **Forwarder Billing Stage**: After filling out billing details and uploading the bill copy, click on the Save button.

- The Bill copy and detention copy will be reflected on the logistic team system after clicking the billing stage save button, and once the logistic member approves or rejects the downloaded copy, it will be reflected on the forwarder's screen.

- If bill copy got rejected by logistic team then forwarder needs to resubmit the bill copy again till approved status.

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