

# EXIM- IMPORT BOOKING MODULE-FORWARDER

**Version 1.0**

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Contents

1. Portal Login: ..... 3

2.Booking Module: ..... 4


    2.1 Forwarder Screen: ..... 4



CONFIDENTIAL

## 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

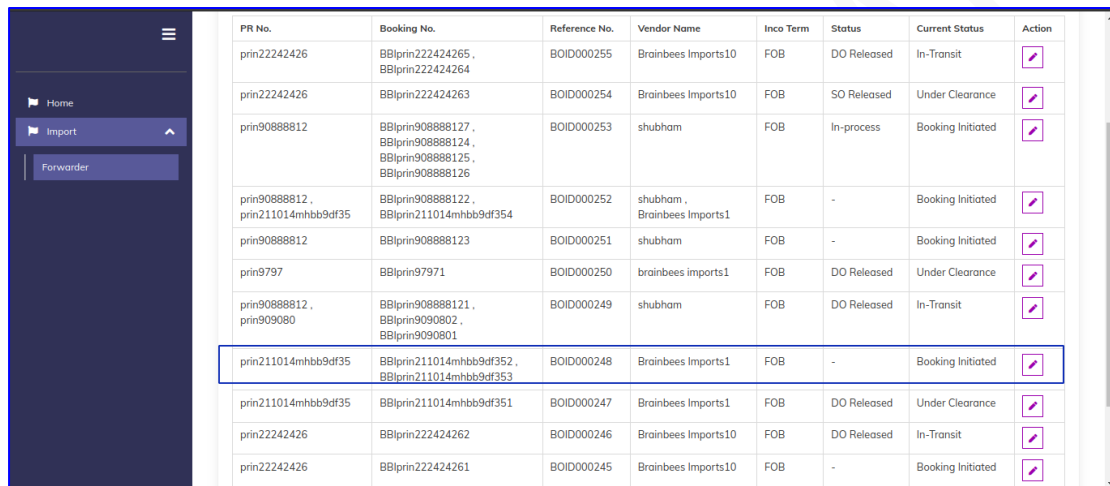
 ..... 











Login

## 2.Booking Module:

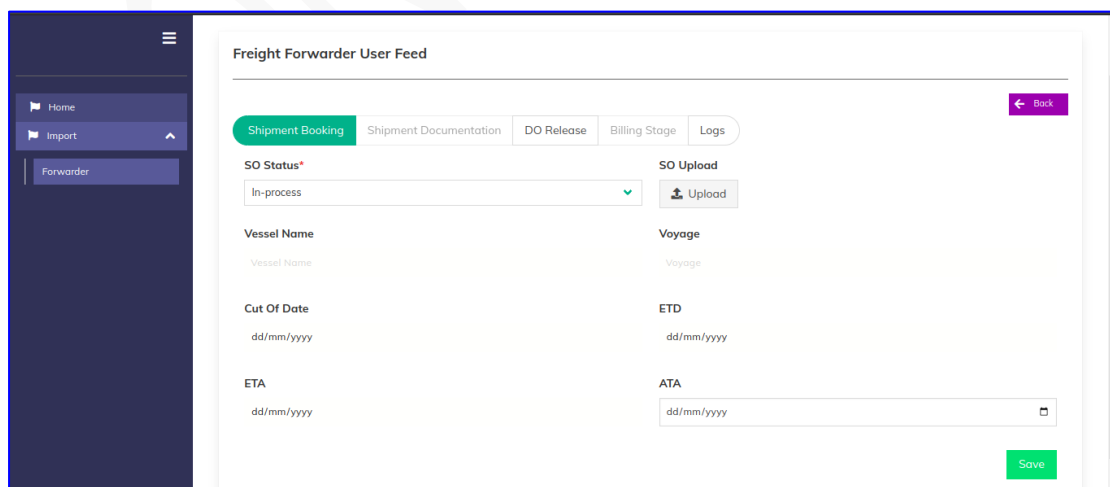
### 2.1 Forwarder Screen:

- 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.



PR No.	Booking No.	Reference No.	Vendor Name	Inco Term	Status	Current Status	Action
prin22242426	BB prin222424265 , BB prin222424264	BOID000255	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BB prin222424263	BOID000254	Brainbees Imports10	FOB	SO Released	Under Clearance	
prin90888812	BB prin908888127 , BB prin908888124 , BB prin908888125 , BB prin908888126	BOID000253	shubham	FOB	In-process	Booking Initiated	
prin90888812 , prin211014mhbb9df35	BB prin908888122 , BB prin211014mhbb9df354	BOID000252	shubham , Brainbees Imports1	FOB	-	Booking Initiated	
prin90888812	BB prin908888123	BOID000251	shubham	FOB	-	Booking Initiated	
prin9797	BB prin97971	BOID000250	brainbees imports1	FOB	DO Released	Under Clearance	
prin90888812 , prin909080	BB prin908888121 , BB prin9090802 , BB prin9090801	BOID000249	shubham	FOB	DO Released	In-Transit	
prin211014mhbb9df35	BB prin211014mhbb9df352 , BB prin211014mhbb9df353	BOID000248	Brainbees Imports1	FOB	-	Booking Initiated	
prin211014mhbb9df35	BB prin211014mhbb9df351	BOID000247	Brainbees Imports1	FOB	DO Released	Under Clearance	
prin22242426	BB prin222424262	BOID000246	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BB prin222424261	BOID000245	Brainbees Imports10	FOB	-	Booking Initiated	

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




**Freight Forwarder User Feed**

[← Back](#)

**Shipment Booking** | Shipment Documentation | DO Release | Billing Stage | Logs

**SO Status\***  
In-process

**SO Upload**  
 Upload

**Vessel Name**  
Vessel Name

**Voyage**  
Voyage

**Cut Of Date**  
dd/mm/yyyy

**ETD**  
dd/mm/yyyy

**ETA**  
dd/mm/yyyy

**ATA**  
dd/mm/yyyy

[Save](#)

## EXIM IMPORT: Booking Module

- 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

The screenshot shows the 'Freight Forwarder User Feed' form. The 'SO Status' dropdown is set to 'In-process'. The form includes fields for Vessel Name, Voyage, Cut Of Date, ETD, ETA, and ATA. A 'Save' button is at the bottom right.

Field	Value
SO Status*	In-process
Vessel Name	Testing Vessel
Voyage	China to India
Cut Of Date	dd/mm/yyyy
ETD	dd/mm/yyyy
ETA	dd/mm/yyyy
ATA	dd/mm/yyyy

The screenshot shows a table of booking details. The table has columns for PR No., Booking No., Reference No., Vendor Name, Inco Term, Status, Current Status, and Action. The table is filtered by 'In-process' status.

PR No.	Booking No.	Reference No.	Vendor Name	Inco Term	Status	Current Status	Action
prin22242426	BBlprin222424264 , BBlprin222424265	BOID000255	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BBlprin222424263	BOID000254	Brainbees Imports10	FOB	SO Released	Under Clearance	
prin90888812	BBlprin908888124 , BBlprin908888126 , BBlprin908888127 , BBlprin908888125	BOID000253	shubham	FOB	In-process	Booking Initiated	
prin211014mhbb9df35 , prin90888812	BBlprin211014mhbb9df354 , BBlprin908888122	BOID000252	Brainbees Imports1 , shubham	FOB	-	Booking Initiated	
prin90888812	BBlprin908888123	BOID000251	shubham	FOB	-	Booking Initiated	
prin9797	BBlprin97971	BOID000250	brainbees imports1	FOB	DO Released	Under Clearance	
prin909080 , prin90888812	BBlprin9090801 , BBlprin908888121 , BBlprin9090802	BOID000249	shubham	FOB	DO Released	In-Transit	
prin211014mhbb9df35	BBlprin211014mhbb9df353 , BBlprin211014mhbb9df352	BOID000248	Brainbees Imports1	FOB	In-process	Booking Initiated	
prin211014mhbb9df35	BBlprin211014mhbb9df351	BOID000247	Brainbees Imports1	FOB	DO Released	Under Clearance	
prin22242426	BBlprin222424262	BOID000246	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BBlprin222424261	BOID000245	Brainbees Imports10	FOB	-	Booking Initiated	

### SO Status : So Awaited

## EXIM IMPORT: Booking Module

**Freight Forwarder User Feed**

Shipment Booking | Shipment Documentation | DO Release | Billing Stage | Logs

SO Status\*  
SO Awaited

SO Upload  
Upload

Vessel Name  
Testing Vessel

Voyage  
China to India

Cut Of Date  
dd/mm/yyyy

ETD  
dd/mm/yyyy

ETA  
dd/mm/yyyy

ATA  
dd/mm/yyyy

Save

prin22242426	BBlprin222424263	BOID000254	Brainbees Imports10	FOB	SO Released	Under Clearance	
prin90888812	BBlprin908888127 , BBlprin908888124 , BBlprin908888125 , BBlprin908888126	BOID000253	shubham	FOB	In-process	Booking Initiated	
prin90888812 , prin211014mhbb9df35	BBlprin908888122 , BBlprin211014mhbb9df354	BOID000252	shubham , Brainbees Imports1	FOB	-	Booking Initiated	
prin90888812	BBlprin908888123	BOID000251	shubham	FOB	-	Booking Initiated	
prin9797	BBlprin97971	BOID000250	brainbees imports1	FOB	DO Released	Under Clearance	
prin90888812 , prin909080	BBlprin908888121 , BBlprin9090802 , BBlprin9090801	BOID000249	shubham	FOB	DO Released	In-Transit	
prin211014mhbb9df35	BBlprin211014mhbb9df352 , BBlprin211014mhbb9df353	BOID000248	Brainbees Imports1	FOB	SO Awaited	Booking Initiated	
prin211014mhbb9df35	BBlprin211014mhbb9df351	BOID000247	Brainbees Imports1	FOB	DO Released	Under Clearance	
prin22242426	BBlprin222424262	BOID000246	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BBlprin222424261	BOID000245	Brainbees Imports10	FOB	-	Booking Initiated	
prin221013444	BBlprin221013441	BOID000244	Brainbees Imports1	FOB	DO Released	In-Transit	

Showing 1 of 1

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

## EXIM IMPORT: Booking Module

Freight Forwarder User Feed

Shipment Booking | Shipment Documentation | DO Release | Billing Stage | Logs

SO Status\*  
SO Released

SO Upload\*  
Upload socopy

Vessel Name  
Testing Vessel

Voyage  
China to India

Cut Of Date  
26/10/2022

ETD\*  
27/10/2022

ETA\*  
31/10/2022

ATA  
dd/mm/yyyy

Save

- 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

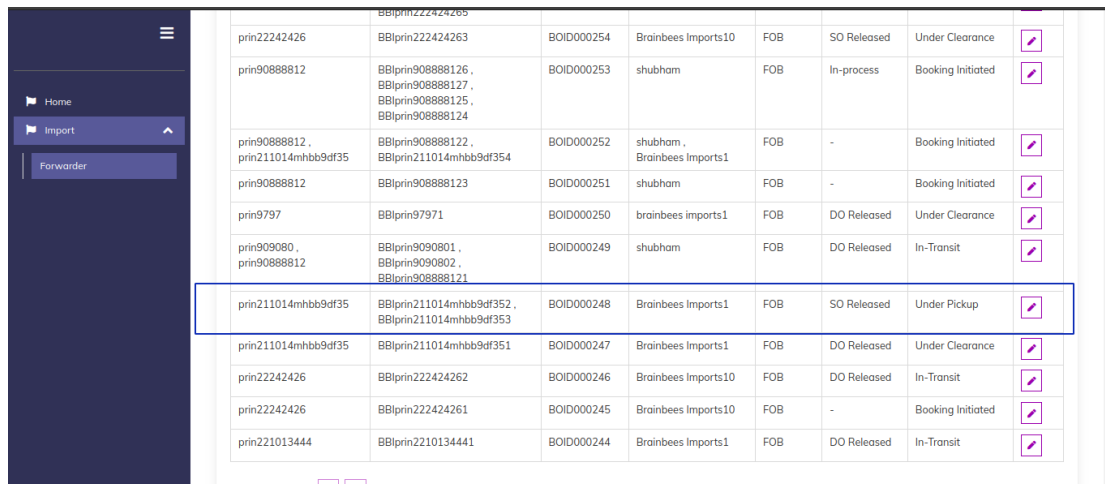
India












Forwarder request saved successfully.

Forwarder

PR No.	Booking No.	Reference No.	Vendor Name	Inco Term	Status	Current Status	Action
prin22242426	BBLprin222424264 , BBLprin222424265	BOID000255	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BBLprin222424263	BOID000254	Brainbees Imports10	FOB	SO Released	Under Clearance	
prin90888812	BBLprin908888126 , BBLprin908888127 , BBLprin908888125 , BBLprin908888124	BOID000253	shubham	FOB	In-process	Booking Initiated	
prin90888812 , prin211014mhbb9df35	BBLprin908888122 , BBLprin211014mhbb9df354	BOID000252	shubham , Brainbees Imports1	FOB	-	Booking Initiated	
prin90888812	BBLprin908888123	BOID000251	shubham	FOB	-	Booking Initiated	
prin9797	BBLprin97971	BOID000250	brainbees imports1	FOB	DO Released	Under Clearance	
prin909080 , prin90888812	BBLprin9090801 , BBLprin9090802	BOID000249	shubham	FOB	DO Released	In-Transit	

## EXIM IMPORT: Booking Module



prin22242426	BBlprin222424263	BOID000254	Brainbees Imports10	FOB	SO Released	Under Clearance	
prin90888812	BBlprin908888126 , BBlprin908888127 , BBlprin908888125 , BBlprin908888124	BOID000253	shubham	FOB	In-process	Booking Initiated	
prin90888812 , prin211014mhbb9df35	BBlprin908888122 , BBlprin211014mhbb9df354	BOID000252	shubham , Brainbees Imports1	FOB	-	Booking Initiated	
prin90888812	BBlprin908888123	BOID000251	shubham	FOB	-	Booking Initiated	
prin9797	BBlprin97971	BOID000250	brainbees imports1	FOB	DO Released	Under Clearance	
prin909080 , prin90888812	BBlprin9090801 , BBlprin9090802 , BBlprin908888121	BOID000249	shubham	FOB	DO Released	In-Transit	
prin211014mhbb9df35	BBlprin211014mhbb9df352 , BBlprin211014mhbb9df353	BOID000248	Brainbees Imports1	FOB	SO Released	Under Pickup	
prin211014mhbb9df35	BBlprin211014mhbb9df351	BOID000247	Brainbees Imports1	FOB	DO Released	Under Clearance	
prin22242426	BBlprin222424262	BOID000246	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BBlprin222424261	BOID000245	Brainbees Imports10	FOB	-	Booking Initiated	
prin221013444	BBlprin2210134441	BOID000244	Brainbees Imports1	FOB	DO Released	In-Transit	

- 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.

The screenshot displays the 'Freight Forwarder User Feed' interface. The 'Shipment Documentation' tab is selected and highlighted with a green box. The form contains the following fields and elements:

- Shipment Booking** (selected tab), **DO Release**, **Billing Stage**, **Logs** (inactive tabs)
- Back** button (top right)
- Draft HBL / MBL No.\***: Input field with value 'HBL1234567'
- No. Of Cartons \***: Input field with value '100'
- Gross Weight \***: Input field with value '300'
- CBM \***: Input field with value '60'
- Draft HBL \***: Section with an **Upload** button and a file name 'ProductsDetails (1).csv'
- Draft HBL Remark \***: Text area containing 'draft HBL submitted'
- Draft HBL Status**: Dropdown menu showing '--Select--'
- Draft HBL Rejection Reason**: Text area with placeholder 'Specify your reason.'

- 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.

## EXIM IMPORT: Booking Module

### Draft HBL Upload:

The screenshot shows the 'Draft HBL Upload' form within the 'Shipment Documentation' tab. The form includes fields for 'Draft HBL / MBL No.' (HBL1234567), 'No. Of Cartons' (100), 'Gross Weight' (300), and 'CBM' (60). There are buttons for 'Upload' and 'ProductsDetails (1).csv'. The 'Draft HBL Status' is set to 'Approved'. The 'Draft HBL Remark' is 'draft HBL submitted'. The 'Draft HBL Rejection Reason' is 'Specify your reason.' The 'Final Approved HBL NO. / MBL' has an 'Upload' button. The 'Final Approved HBL NO. / MBL Status' is '--Select--'.

### Final Approved HBL/MBL

The screenshot shows the 'Final Approved HBL/MBL' form. It includes fields for 'Draft HBL Remark' (draft HBL submitted), 'Draft HBL Rejection Reason' (Specify your reason.), 'Final Approved HBL NO. / MBL' (with 'Upload' and 'download (2) (2).jpeg' buttons), 'Final Approved HBL NO. / MBL Status' (--Select--), 'Final Approved HBL NO. / MBL Remark' (Final Approved HBL submitted), 'Final Approved HBL NO. / MBL Rejection Reason' (Specify your reason.), 'Freight Certificate Upload' (with 'Upload' button), 'Freight Certificate Status' (--Select--), 'Freight Certificate Remark' (Remark...), and 'Freight Certificate Reason' (Specify your reason.).

### Freight Certificate Upload:

The screenshot shows a web application interface for the EXIM IMPORT Booking Module. On the left is a dark blue sidebar with a menu containing 'Home', 'Import', and 'Forwarder'. The main content area is a light gray form with several sections:

- Final Approved HBL NO. / MBL Remark \***: A text input field containing 'Final Approved HBL submitted'.
- Final Approved HBL NO. / MBL Rejection Reason**: A text input field with the placeholder 'Specify your reason.'.
- Freight Certificate Upload \***: A section with an 'Upload' button and a file name 'lets do it (1) (1).jpeg'.
- Freight Certificate Remark \***: A text input field containing 'Freight Certificate Upload'.
- Freight Certificate Status**: A dropdown menu showing '--Select--'.
- Freight Certificate Reason**: A text input field with the placeholder 'Specify your reason.'.
- Telex Copy**: A section with an 'Upload' button and a file name 'download.jpeg'.

A green 'Save' button is located at the bottom right of the form.

- 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.

This screenshot shows the same form as the previous one, but with updates reflecting a rejection by the logistics team:

- The **Freight Certificate Status** dropdown now shows 'Rejected'.
- The **Freight Certificate Reason** text input field now contains 'The freight Certificate is wrongly attached.'
- The **Freight Certificate Upload** section still shows the file 'lets do it (1) (1).jpeg'.
- The **Telex Copy** section still shows the file 'download.jpeg'.

The green 'Save' button remains at the bottom right.

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

## EXIM IMPORT: Booking Module

- **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.

The screenshot shows the 'India' section of the 'Freight Forwarder User Feed' form. The 'DO Release' tab is selected. The form contains the following fields:

- DO Contact Person Name \***: Varsha Hon
- DO Issuer Contact Number \***: 8459123456
- DO Issuer Contact Email \***: varsha@gmail.com
- DO Status**: Released (dropdown menu)
- DO Copy \***: Upload, download (2) (...)

A green 'Save' button is located at the bottom right of the form. A 'Back' button is also visible in the top right corner of the form area.

- **Status Updated:**

Forwarder screen:

The screenshot shows the 'Forwarder' screen with a table of bookings. The table has the following columns: PR No., Booking No., Reference No., Vendor Name, Inco Term, Status, Current Status, and Action.

PR No.	Booking No.	Reference No.	Vendor Name	Inco Term	Status	Current Status	Action
prin22242426	BB prin222424265 , BB prin222424264	BOID000255	Brainbees Imports10	FOB	DO Released	In-Transit	
prin22242426	BB prin222424263	BOID000254	Brainbees Imports10	FOB	SO Released	Under Clearance	
prin90888812	BB prin908888127 , BB prin908888124 , BB prin908888125 , BB prin908888126	BOID000253	shubham	FOB	In-process	Booking Initiated	
prin90888812 , prin211014mhbb9df35	BB prin908888122 , BB prin211014mhbb9df354	BOID000252	shubham , Brainbees Imports1	FOB	-	Booking Initiated	
prin90888812	BB prin908888123	BOID000251	shubham	FOB	-	Booking Initiated	
prin9797	BB prin97971	BOID000250	brainbees imports1	FOB	DO Released	Under Clearance	
prin90888812 , prin909080	BB prin908888121 , BB prin9090802 , BB prin9090801	BOID000249	shubham	FOB	DO Released	In-Transit	
prin211014mhbb9df35	BB prin211014mhbb9df352 , BB prin211014mhbb9df353	BOID000248	Brainbees Imports1	FOB	DO Released	Under Pickup	
prin211014mhbb9df35	BB prin211014mhbb9df351	BOID000247	Brainbees Imports1	FOB	DO Released	Under Clearance	
prin22242426	BB prin222424262	BOID000246	Brainbees Imports10	FOB	DO Released	In-Transit	

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

The screenshot shows the 'Freight Forwarder User Feed' form in the 'Billing Stage' tab. The form includes the following fields and sections:

- Navigation:** Shipment Booking, Shipment Documentation, DO Release, **Billing Stage** (highlighted), Logs. A 'Back' button is in the top right.
- Bill No. \***: 1299
- Bill Date \***: 20/10/2022
- Bill Basic Amount \***: 1222
- Bill Tax Amount \***: 1123
- Detention**: No
- Detention Amount**: 0.00
- Bill Copy \***: Upload button, 2 Files are uploaded
- Bill Copy Status**: (empty)
- Bill Copy Upload Date**: 20-10-2022

The screenshot shows the 'Detention' form section with the following fields and sections:

- Detention**: Yes
- Detention Amount**: 1000
- Bill Copy \***: Upload button, 1 File is uploaded. (Note: Accept Total Size Of All File Upto 100 MB)
- Bill Copy Status**: (empty)
- Bill Copy Upload Date**: 20-10-2022
- Bill Copy Remark**: Testing
- Bill Copy Rejection Reason**: Specify your reason.
- Detention Invoice Copy \***: Upload button, download (2) (2).jpeg
- Detention Remark**: Detention charges of 1 day
- Detention Reason**: Specify your reason.

The screenshot displays a web application interface for the EXIM IMPORT Booking Module. On the left is a dark blue sidebar with a menu containing 'Home', 'Import', and 'Forwarder'. The 'Import' item is currently selected. The main content area is white and contains a form with several sections: 'Bill Copy Rejection Reason' with a text input field; 'Detention Remark' with a text input field containing 'Detention charges of 1 day'; 'Detention Invoice Copy' with an 'Upload' button and a 'download (2) (2).jpeg' link; and 'Detention Reason' with a text input field. At the bottom of the form is a green 'Save' button. A large, light gray 'COMPLIANCE' watermark is visible diagonally across the background of the page.

- 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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