2.1.　General

Booking is the first activity to execute the shipping business physically which range from booking request until vessel closing with receiving the shipping request from a customer. It is a customer service area that involves the booking request of service route including vessel schedule and equipment space from customer and confirm not only to customer but also to empty container release order to the Depot/Terminal.

It is a series of activities from booking master data creation and to follow up the container movement activity against the Booking information until vessel closing time. Also, receive the Shipping Instruction in written (hereunder, S/I) from the Customer and hand it over to documentation dep't for documentation staff to input S/I details required for B/L and operational document and manifest.

As first job, to make a booking master, following data such as Shipping Party, Vessel Voyage or Expected Shipping Date, Booking Route (Place of Receipt, Loading Port, Discharge Port, and Place of Delivery), commodity and estimated weight are required.　Second, send booking confirmation notice to the customer and update booking status and prepare the final loading list.

Meanwhile, in case of special cargo booking such as Dangerous cargo, Awkward (Out of Gauge) cargo, Reefer and Break-Bulk cargo, additional applications is required through request/approval process between customer service and vessel planner dep't for vessel operational safety.

2.2.　Work with bookings

1) Navigation: Customer Service > Booking > Work with Booking

2) Screen Explanation

This window enables you to work with booking. Using this window, you can find the Booking No with essential booking data in brief at a glance in various views.　And go to next working step for subsequent job process such as "Update", "Copy Booking ", "Copy B/L" "Split Booking", "Merge Booking", "Send Email/Fax/EDI" etc by clicking on the respective execution button after selection of relevant Booking No and also create new Booking Master.

3) Work Process

Input search option and Click "Search"

4) Item Explanation

Category	Item Name	Mandatory	Explanation
Overview			To search the data following option should be given. If date option is given such as "Booking (Booking Creation)/Onboard date and ETD (ETD of 1st Vessel POL), at least one another item should be given together. If ETD date is given, VVD or her calling port (Vessel POL= V.POL) should be given together. However, if individual Booking B/L No is given, data can be retrieved (other conditions are ignored).
Search Key			<Basic Search Option> At initial screen, only basic search options appear.
	Date	√	One of following date is required within Max.31 days (1) Booking (Booking Master Creation) date or (2) On board date (B/L Onboard Date) or (3) ETD date (1st Vessel Voyage/POL)
	Vessel	√	Actual VVD-Vessel Voyage/Direction (Including T/S shipment) together with POL
	V.POL	√	Vessel related POL
	Booking No./ B/L No.	√	Booking No./ B/L No.
	Booking Office		Booking office
	Staff		Booking staff ID
	Status		F-Firm, W-Waiting, A-Advanced (Vessel is not fixed) and X-Cancelled Booking Status. In case of "ALL", cancel booking is excluded
	LCL		LCL (Less than Container Load) (Yes / No)
	FCL-Console		FCL-Console (Yes / No)
	DPC		DPC (Document Process Close) Status (Yes / No)
	SI		S/I Receiving Status (Yes / No)
			<Detail Search> when you click detail search, following options appear additionally.
	POR		POR (Place of cargo Receipt) where carrier's responsibility commences
	POL		POL (Port of Loading- 1st Loading Port in case of T/S shipment)
	POD		POD (Port of Discharge- Final Discharge Port in case of T/S shipment)
	DEL		DEL (Place of Delivery) where carrier's responsibility ends.
	DEL Continent		Continent of Delivery Location code (ALL / ASIA / EUROPE / AFRICA / AMERICA)
	Booking Via		Booking Receiving channel of Booking Master such as Manual Creation, "INTTRA" GTN,WEB etc.
	S/I Via		S/I receiving channel of Booking Master such as "INTTRA" GTN,WEB etc.
	Loading OFC/Sales Rep.		Sales office (Loading Office)/Sales Rep. Code
	Cargo Type		All-MTY Repo (All Except Empty Cargo) Laden (Full-F) MTY SOC (Empty SOC Cargo-R) MTY Repo (Empty Reposition for COC Cargo-"P") Bulk (Break Bulk Cargo-"B") ALL (F+R+P+B)
	Special Cargo type		Special Cargo type (DG / AK / BB / RF / PC / SS)
	EQ Type/Size		To filter the Booking by Container EQ type/size (eg,D4,D2,R2,R5...)

Category	Item Name	Mandatory	Explanation
	Overview		To search the data following option should be given. If date option is given such as "Booking (Booking Creation)/Onboard date and ETD (ETD of 1st Vessel POL), at least one another item should be given together. If ETD date is given, VVD or her calling port (Vessel POL= V.POL) should be given together. However, if individual Booking B/L No is given, data can be retrieved (other conditions are ignored).
	Rating		Charged / Non Charged
	Customer Ref No		(1) Kind of Reference Number (Drop down list box) placed on the Booking Master-"Reference No" and "P/O & Other No" on the "Marks & Goods" screen (2) Relevant Value input field
	Contract No		Contract No of Booking Master
	Customer		(1) Customer Type(drop down box-Shipper, consignee Etc) / (2) Customer Code -2 country digit + 6 number digit / Customer name (inquiry popup)
	Partner SOC		Partner SOC (Yes / No)
Grid-result	Status		Booking Status (Advanced/Waiting/Firm/Cancel)
	LCL		LCL (Less than Container Load) (Y/N)
	FCL Console		FCL Console (Y/N)
	Booking No		Booking No.(You can open booking screen by double-clicking)
	Via		BKG & S/I Receiving Channel (Off, Web, INT etc.)
	Office		Booking Office Code
	B/L No.		B/L No.(You can open booking screen by double-clicking)
	B/L No. Type		Bill of Loading Number Type
	Partner SOC		Partner SOC code
	Shipper		Shipper name on the "B/L Customer" screen
	Forwarder		Forwarder name on the "B/L Customer" screen
	Trunk Vessel		Trunk VVD of Booking Master
	1st Vessel		First Vessel Voyage in the T/S Route of each booking
	1st Vessel ETD		1st Vessel related POL ETD.
	Container Volume		20ft/ 40ft/ Total Box of Booking Container type/size
	POR/ POL/ POD/ DEL		POR/POL/POD/DEL Code on Booking Master.
	T/S Port (Pre / Post)		PRE: Pre relay Port of Trunk VVD and POST-Discharging Port from the Trunk VVD for next connecting Vessel in case of T/S.
	SVC Type(ORG/Dest)		ORG-Cargo Receiving Term at ORG(Origin) and DST-Delivery Term at DST(Destination)ST(R/D) Term (eg, Y-CY, S-CFS etc)
	BRN Sent		BRN(Booking Receipt Notice) Sent flag (Y/N)
	Draft B/L Sent		Draft B/L Sent flag (Y/N)
	Special Cargo		■ Kind of Special Cargo : (DG-Dangerous, RF-Reefer, AK-Awkward, BB-Break Bulk, RD-Reefer Dry, HG-Hanger bar Install, PC-Pre Caution, SS-Special Stowage) ■ Definition of Flag Indicating flag has changed as per the data processing status: (1) "Y"-Marked as special cargo but not yet input any details or did not request-> (2) "R"-Requested -> (3) "A"-Approved or "N"-Rejected-> (4) "C"-Canceled
	Commodity		Rep. Code and exact Commodity Code of Booking main screen

Overview	To search the data following option should be given. If date option is given such as "Booking (Booking Creation)/Onboard date and ETD (ETD of 1st Vessel POL), at least one another item should be given together. If ETD date is given, VVD or her calling port (Vessel POL= V.POL) should be given together. However, if individual Booking B/L No is given, data can be retrieved (other conditions are ignored).		
Category	Item Name	Mandatory	Explanation
	Contract No.		Contract No. When it shows "TEMP00001",it should be fulfilled by real Contract No for rating.
	PO No.		PO(Purchase Order) No. for Customer reference
	Rating		Indicates Rating status (Y/N)
	S/I RCV./ Via		S/I(Shipping Instruction) Receipt Indicator/ receiving channel
	DPC		DPC(Document Process Close) Time Passed or Not (Y/N)
	Customer Ref. No.		Customer Reference No.
	Cargo Type		Cargo Type(F: Laden/ R:MTY SOC/ P: MTY Repo /B: Bulk)
	Sales Office		Sales Office which arrange the Booking at Loading Port
	Sales Rep.		Sales Representative Code associated to the shipper.

5) Button Explanation

Category	Button Name	Explanation
Action Key	[Create]	Open "Booking Master" screen to create booking
	[Search]	Search Booking list with search condition
	[Clear]	Initialize search condition
	[Export Excel]	Download the displayed Booking list in Excel file
	[History]	To trace the Booking (or B/L) amendment history
	[Copy Booking]	To open "Booking Copy" screen with selected Booking
	[Copy B/L]	To open "Copy B/L" pop-up
	[Split Booking]	To split the "Booking No"
	[Merge Booking]	By selecting multi booking no and clicking button, Booking merge screen pops up (Shipper code, route and VVD should be same)
	[Cancel Booking]	To Cancel booking
	[Send Email/Fax/EDI]	To open "Send Email/Fax/EDI" pop-up
	[Detailed Information]	To open "Booking Master" screen with selected booking No.

2.3. Booking Master

2.3.1. Booking Master Creation

1) Navigation: Customer Service > Booking > Booking Master

2) Screen Explanation

This is a screen to key in basic booking information to create a booking master with Booking number, which will become the basis of shipment information afterwards.