

Ship Max - User Manual


Application Link : <http://64.227.185.29:8069/web/login>

User name : demo

Password : demo123

1. Login

Log in to the system with your username and password



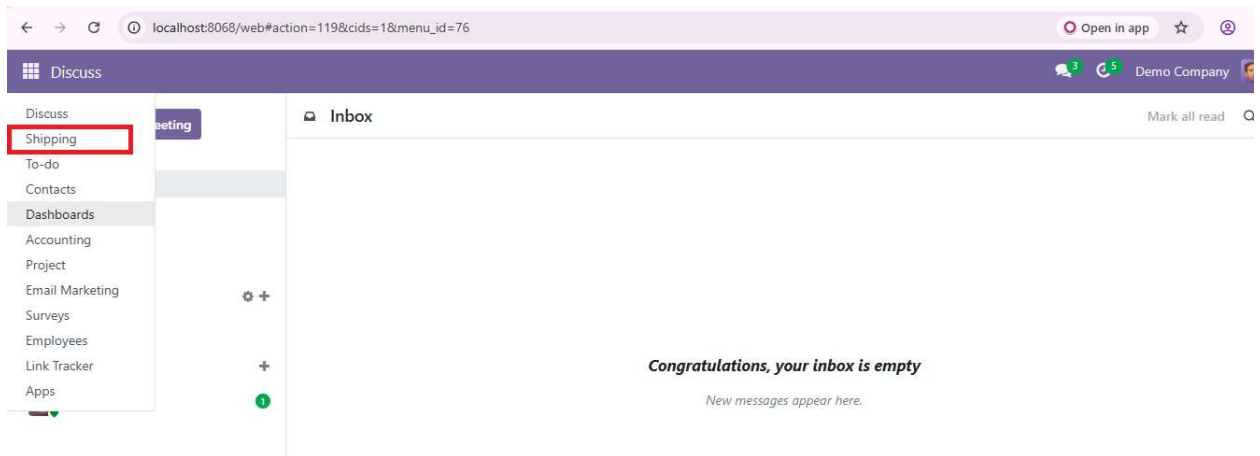
Email

Password

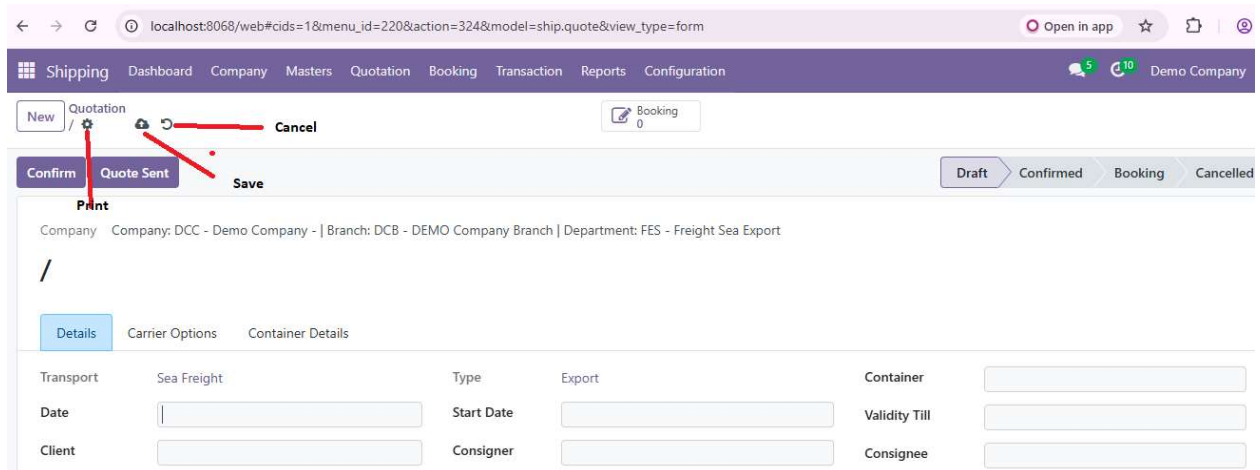
Log in

Log in as superuser

2. Application Selection

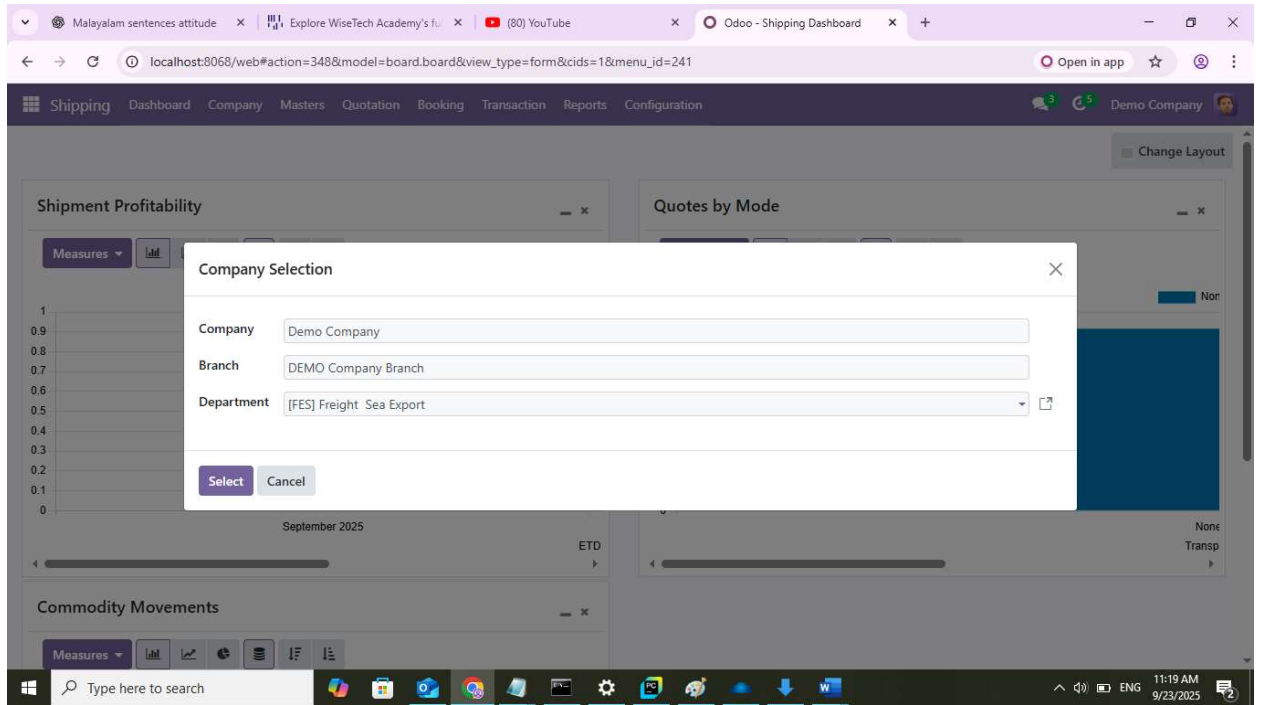


3. Form Saving Icons



4. Company Selection

The user must select their company, branch, and department before starting a transaction from company selection menu. This selection is user-specific and will remain automatically populated until the user changes the branch or department. For all transactions, these details will be auto-filled whenever the user creates a new entry.



Pre requisite data for the software

5. Organization creation

Meu Path : Masters → Organization

Set up organization types like Customer, Vendor, Consignee, Consignor, and Forwarding Agent. During transaction entry, the user can select an organization based on the chosen type.

Shipping Dashboard Company Masters Quotation Booking Transaction Reports Configuration

New Organization Azure Interior

Sales 0 Invoiced \$ 350.00

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Active Client <input checked="" type="checkbox"/>	Receivables <input checked="" type="checkbox"/>	Payables <input type="checkbox"/>	Consigner <input type="checkbox"/>	Consignee <input checked="" type="checkbox"/>
Carrier <input type="checkbox"/>	Forward Agent <input type="checkbox"/>	Broker <input type="checkbox"/>	Services <input type="checkbox"/>	Sales <input type="checkbox"/>
Global Supplier <input type="checkbox"/>	National Account <input type="checkbox"/>	Warehouse <input type="checkbox"/>	Transport Client <input type="checkbox"/>	Temporary Account <input type="checkbox"/>
			Controlling Agent <input type="checkbox"/>	Competitor <input type="checkbox"/>

Address: 4557 De Silva St
Street 2...
Fremont California (US) 94538
United States

UNLOC: [INEKN] Ernakulam

Tax ID: US12345677

Phone: (870)-931-0505

Mobile:

Email: azure.interior24@example.com

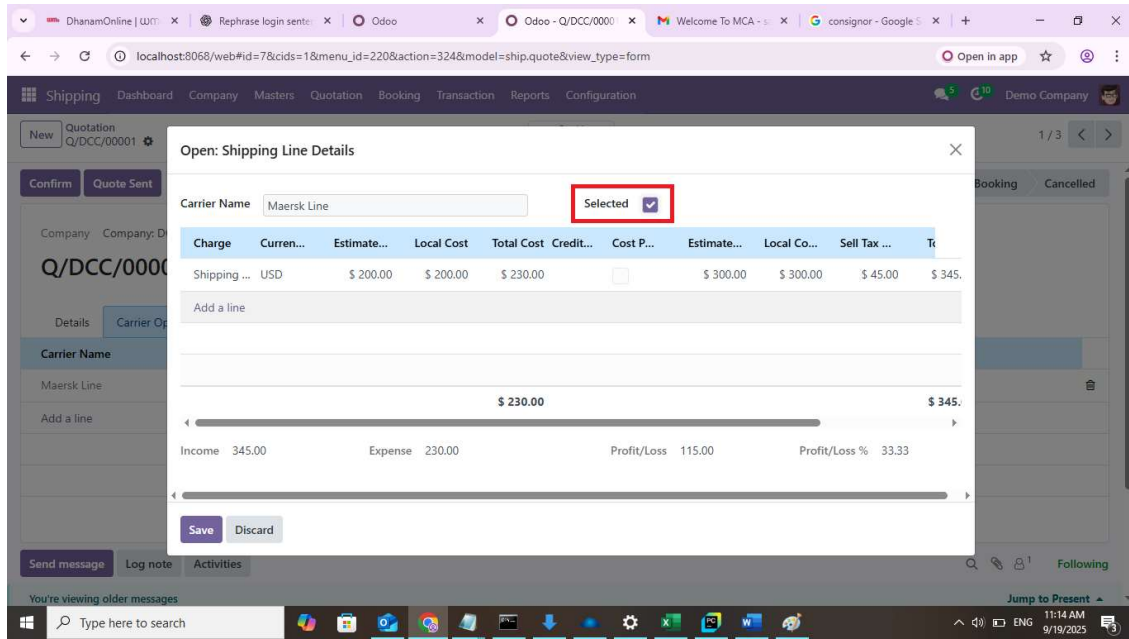
Website: http://www.azure-interior.com

Tags: Services

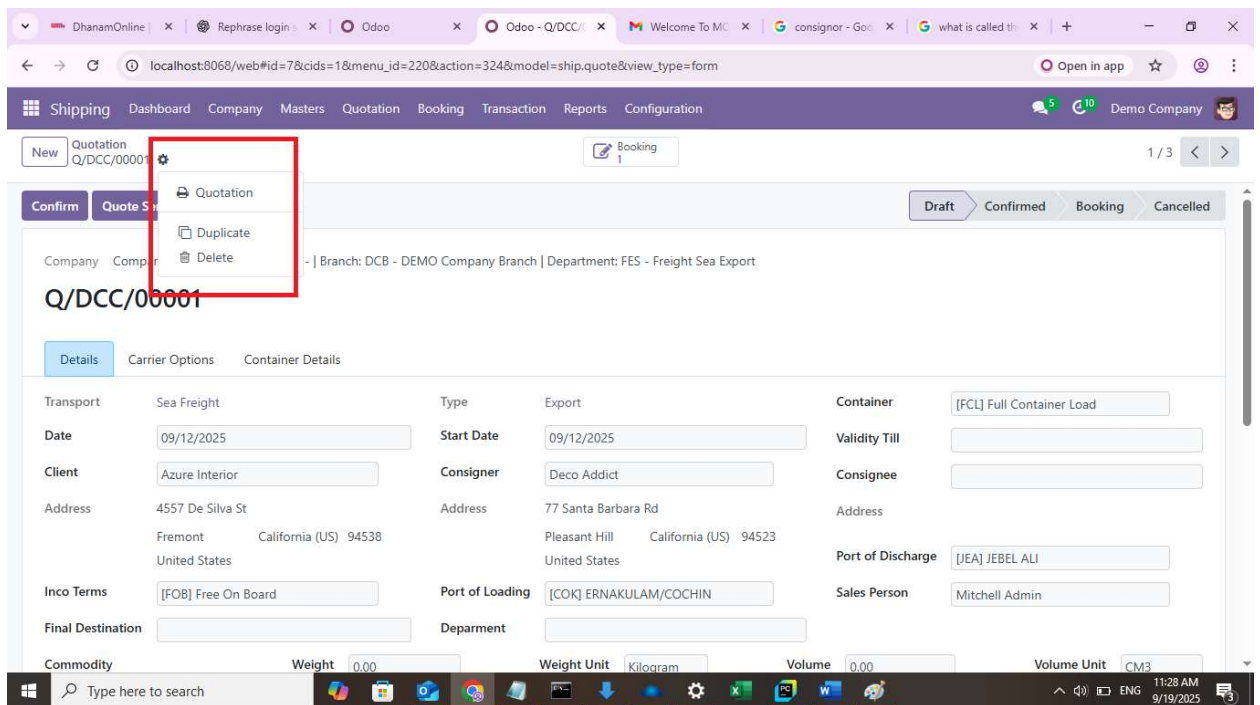
Contacts & Addresses Sales & Purchase Invoicing Internal Notes

6. Quotation Entry

"In the Quotation entry, there are three tabs: *Details*, *Carrier Options*, and *Container Details*. Under the *Carrier Options* tab, the system allows entering multiple carriers along with their charge details. A selection option is available to finalize the quote. Once the customer confirms the quotation, the user must select the carrier chosen by the customer by enabling the *Select* button. Without this selection, the finalized quote will not be carried forward to the Booking entry.



The quotation can be printed from the Quotation entry using the gear icon



7. Booking Entry

Once the quote charges are finalized, the user must confirm the quote by pressing the *Confirm* button. After confirmation, the fields can no longer be

edited. A *Booking* button will then appear. The booking can be created either by pressing the *Booking* button or by selecting the booking option from the menu. On the booking screen, the user can select the quote, which will automatically retrieve all quote details into the booking entry. The user can then complete the booking details related to the quote and proceed to the shipment entry.

8. Shipment Entry

Similar to booking, a *Create Shipment* button will be enabled for creating the shipment

The screenshot displays the 'Create Shipment' form in the Odoo Shipping module. The form is for a new shipment with ID SH/DCC/DCB/00001. It shows details for a Sea Freight export from Fremont, California to Jebel Ali, UAE. The form includes tabs for Details, Cargo Details, Charges, and Booking Details. The Details tab is active, showing fields for Transport, Date, Client, Address, Inco Terms, Type, Start Date, Consigner, Port of Loading, Department, Validity Till, Consignee, and Port of Discharge.

Field	Value
Transport	Sea Freight
Type	Export
Department	[FES] Freight Sea Export
Date	09/12/2025
Start Date	09/12/2025
Validity Till	
Client	Azure Interior
Consigner	Azure Interior
Consignee	Azure Interior
Address	4557 De Silva St Fremont, California (US) 94538 United States
Address	4557 De Silva St Fremont, California (US) 94538 United States
Inco Terms	[FOB] Free On Board
Port of Loading	[COK] ERNAKULAM/COCHIN
Port of Discharge	[JEA] JEBEL ALI

From the Shipment entry, the HBL can be printed by clicking the gear icon.

9. Job Order

A Job Order is equivalent to a consol, where multiple shipments for the same route can be combined. In this Job entry, the required shipments are selected, and the system automatically populates all the information from the shipment data

