



PARTNER PORTAL USER GUIDE

BART GROUP (SLEEPING GIANT, SHAW, ELME LIVING)
PORTAL USER GUIDE

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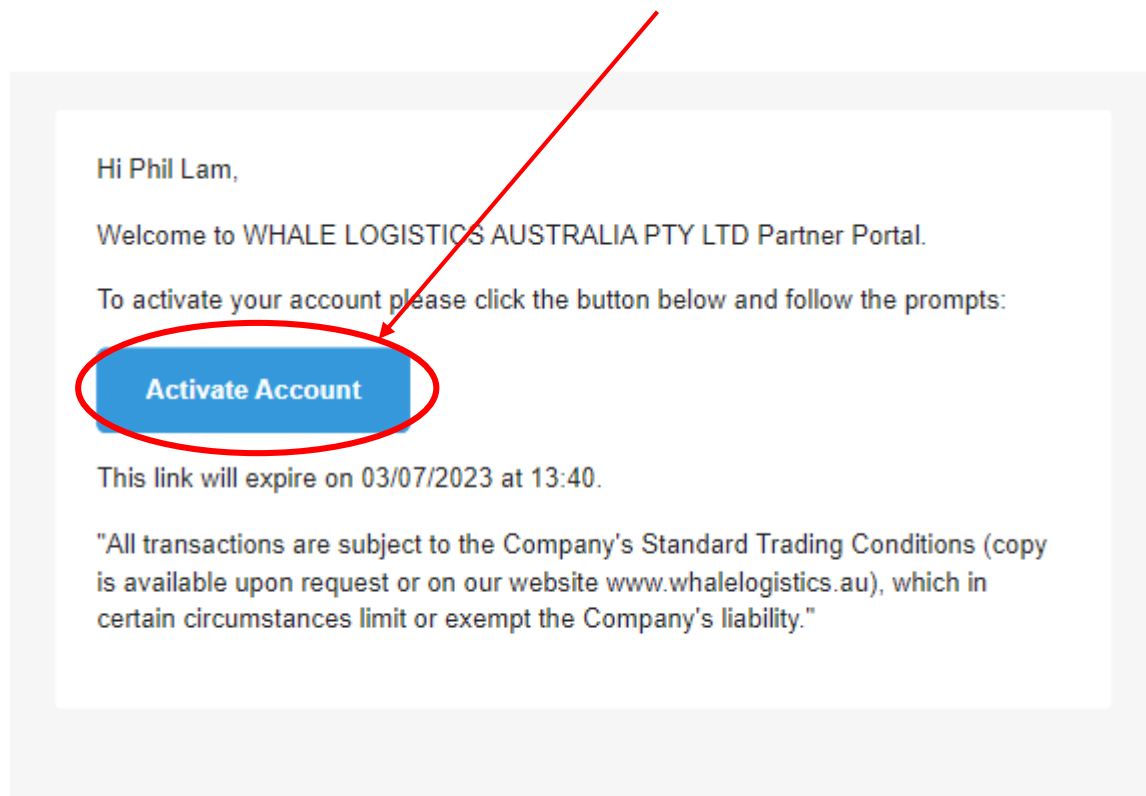
9. CONTAINERS AND REQUESTING AN EMPTY PICKUP 22

1. ACCOUNT ACTIVATION

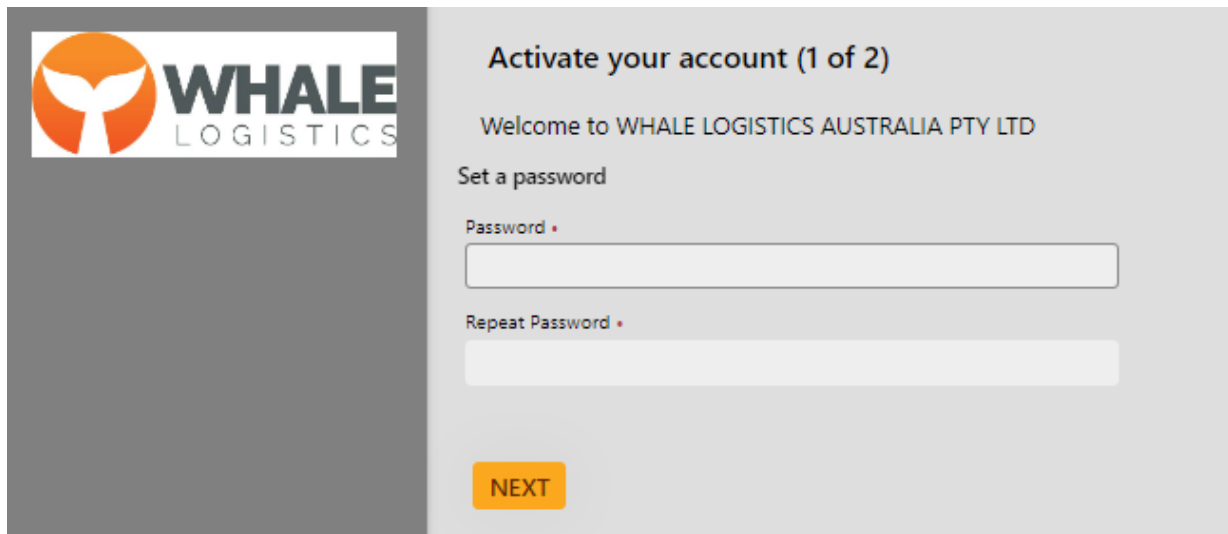
- a) Once you have been approved for Whale Partner Portal (**"The Portal"**) access you will receive an email from donotreply@whaleau.com.au as per below. Please check "junk mail" if you have not received this email before requesting resend of activation.



- b) The Activate Account button within the email will take them to a log in screen where the user can create their password. The link expires 72hours after being sent.



- c) After clicking the “Activate Account” button you will be asked to set your password

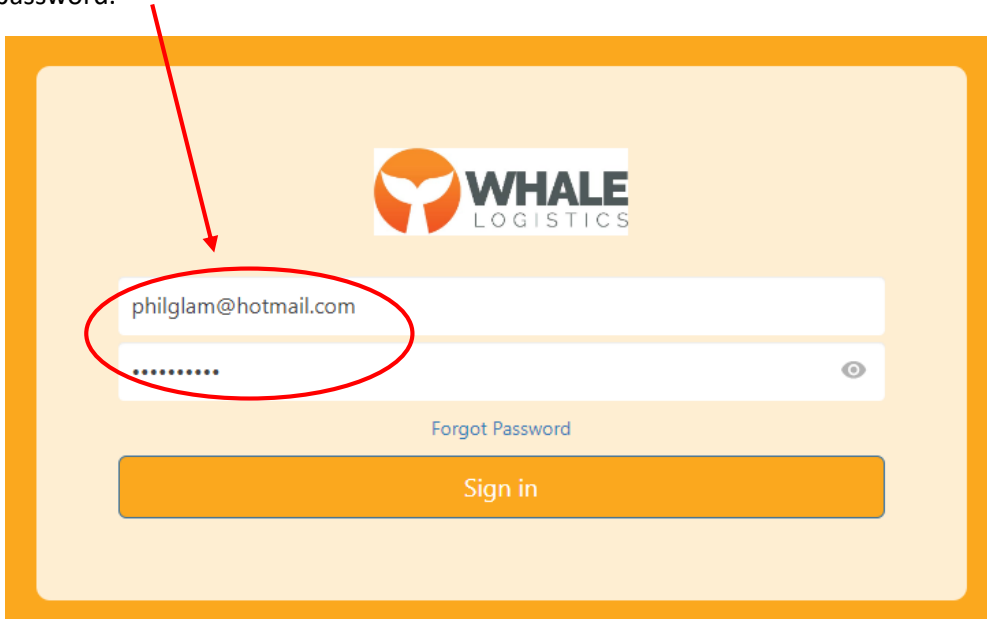


- d) Once you click next, you will be presented with a screen where you can check and update your personnel details and upload a profile picture. This screen can be accessed at any time by clicking on your profile picture within the Portal.

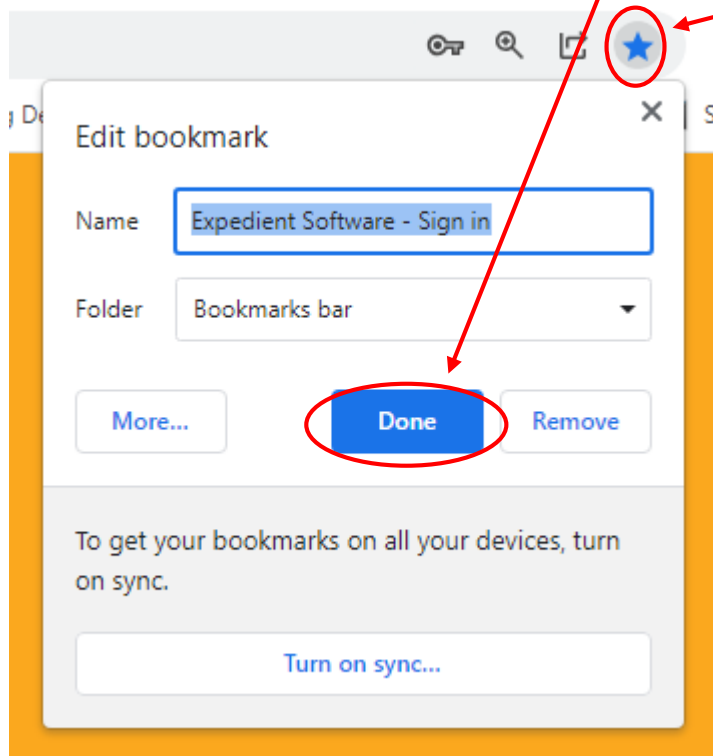


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- e) Once activated you will be taken to the home page. From here your details will be automatically entered if you have come directly from the activation page, if not you may need to key in your email and password.



- f) At this point it is also suggested that you bookmark the page for ease of access for future use. This can be done by using the menu options at the top right-hand corner of the browser. Click on the ★ and a pop-up box will appear. Complete the details and then click “done”.

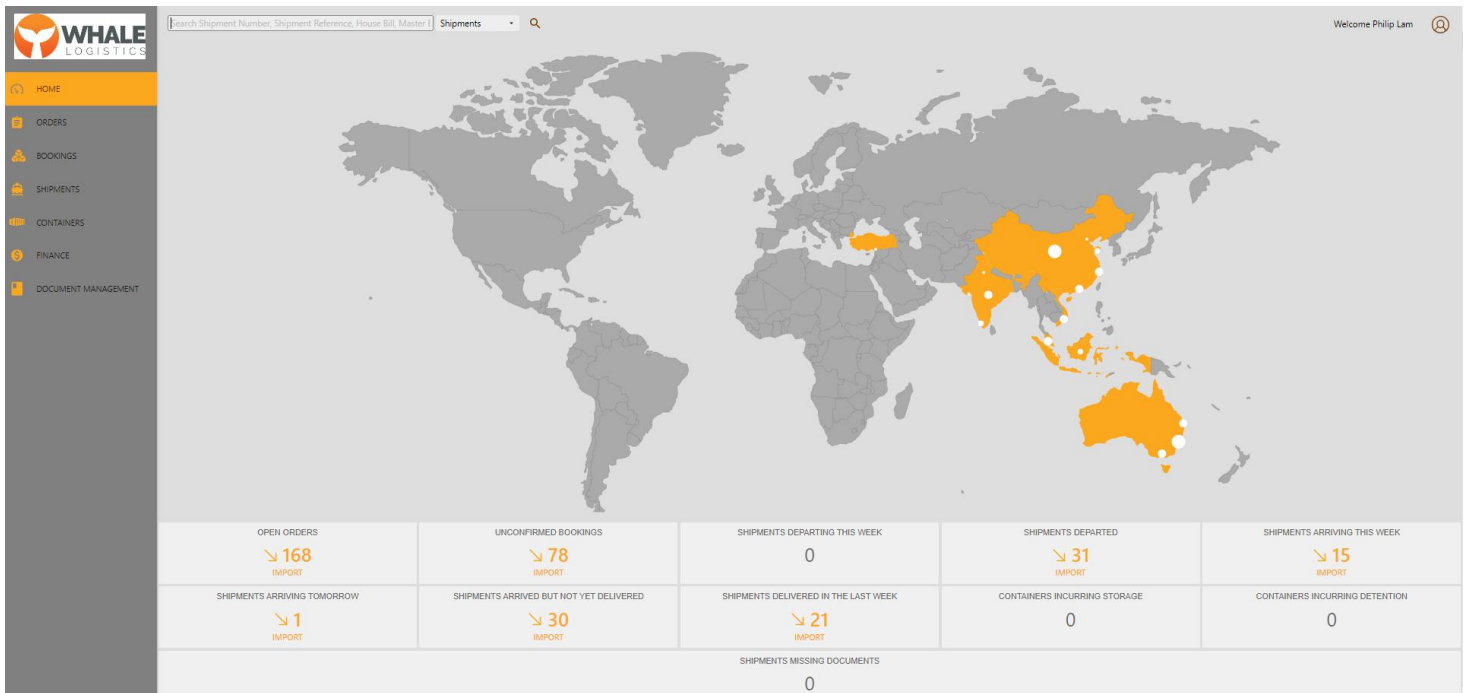


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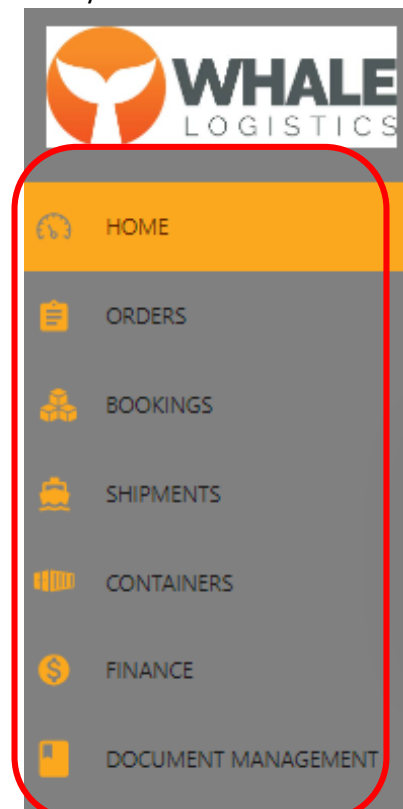
2. GETTING STARTED

- a) When you login you will be taken to the home page which will allow to you navigate through the system.



- b) Menu List – this is a quick access area that will take you directly to

- i. Orders
- ii. Bookings
- iii. Shipments
- iv. Containers
- v. Finance
- vi. Document Management



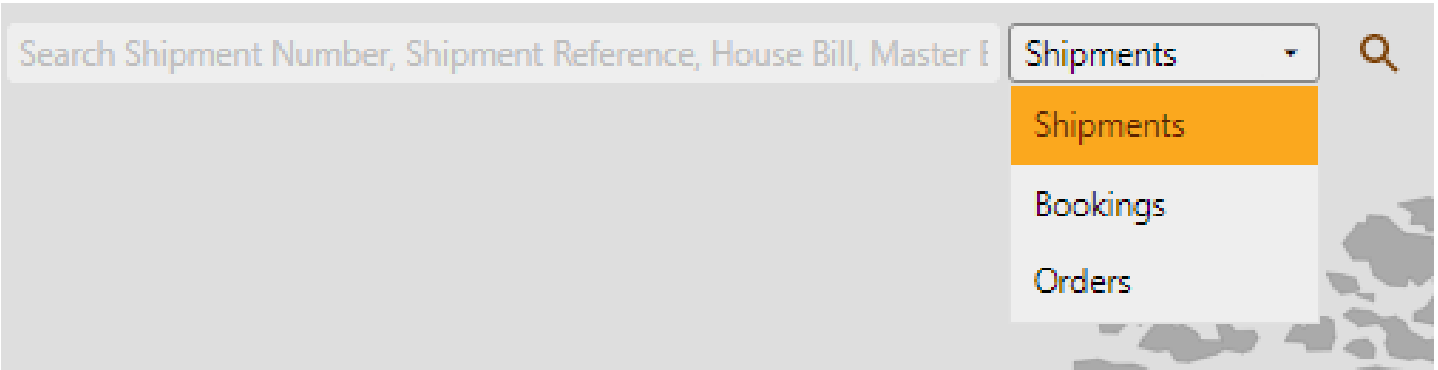
- c) The bottom of the page is a dashboard which will give you a quick glance of your current orders. You will also be able to go directly to these areas by clicking on the required tile.

OPEN ORDERS 168 IMPORT	UNCONFIRMED BOOKINGS 78 IMPORT	SHIPMENTS DEPARTING THIS WEEK 0	SHIPMENTS DEPARTED 31 IMPORT	SHIPMENTS ARRIVING THIS WEEK 15 IMPORT
SHIPMENTS ARRIVING TOMORROW 1 IMPORT	SHIPMENTS ARRIVED BUT NOT YET DELIVERED 30 IMPORT	SHIPMENTS DELIVERED IN THE LAST WEEK 21 IMPORT	CONTAINERS INCURRING STORAGE 0	CONTAINERS INCURRING DETENTION 0
SHIPMENTS MISSING DOCUMENTS 0				

- d) The middle of the page is a picture of the world. The areas highlighted in orange reflect where you have orders, either coming from or going to. Again, by using your mouse and hovering over the coloured areas it will provide you with number of import or export shipments. If you click on a specific country in orange, a pop-up box will appear providing you with high-level details of these imports/exports.



- e) At the very top of the page is a search bar which will allow for you to conduct a search based on shipments, bookings, or orders.

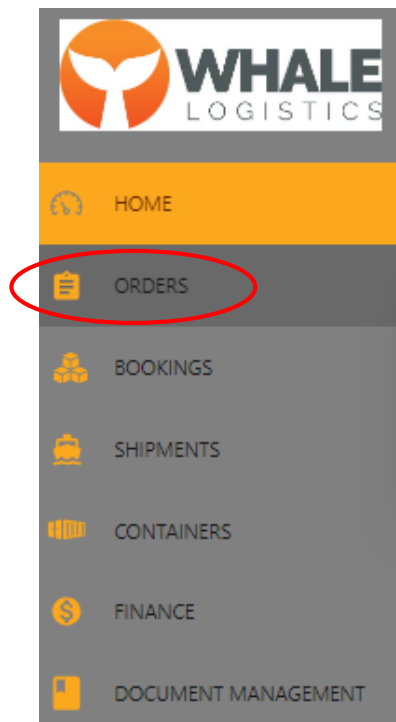


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3. TAILORING YOUR VIEW

The steps taken in setting up your page in this section can be used for “Orders”, “bookings”, “shipments” and “containers”. We will use “Orders” for this instance.

- From the menu on the left-hand side, click on “Orders” to take you to the orders section of Partner Portal.
















- The first time you log into the system it will default to standard view as per below. Any changes you make to the screen, view, appearance in Partner Portal will be saved automatically and those changes will be visible to that individual user’s login i.e., changes you make will not affect other users view.

← BACK TO DASHBOARD DOWNLOAD ORDERS UPLOAD ORDERS CREATE NEW ORDER											
<input type="text" value="Search Order Number"/> <input type="text" value="Order Number"/> <input type="text" value="Filters"/>											
Order Number	Consignee	Consignor	Destination Port	Origin Port	Order Date	Required in Store Date	Transport Class	ETD	Discharge Port	Business Unit	Order Creation
71334 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	WEIDA HK ENTERPRISE LIMITED (WEIDHKYTN)	BRISBANE (AUBNE)	SHENZHEN PT (CNSZP)	03/06/2024		FCL	15/06/2024	BRISBANE (AUBNE)	WEIDA (WEIDA)	2024-06-03 11:
71496 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	PREMIER INTERNATIONAL SALES LIMITED (PREINTSHK)	BRISBANE (AUBNE)	SHENZHEN PT (CNSZP)	03/06/2024		FCL	15/06/2024	BRISBANE (AUBNE)	PREMIER (PREMIER)	2024-06-03 09:
71453 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	SHENZHEN NATURALHOME LTD (NATHOMSZP)	SYDNEY (AUSYD)	SHENZHEN PT (CNSZP)	03/06/2024		FCL	30/05/2024	SYDNEY (AUSYD)	NATURALHOM (NATURALHOM)	2024-06-03 09:
71031-1 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	BOTRA INTERNATIONAL (BOTINT)	SYDNEY (AUSYD)	MUNDRA (INMUN)	30/05/2024		FCL	30/05/2024	SYDNEY (AUSYD)		2024-05-30 17:
71033 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	BOTRA INTERNATIONAL (BOTINT)	MELBOURNE (AUMEL)	MUNDRA (INMUN)	30/05/2024		FCL	30/05/2024	MELBOURNE (AUMEL)		2024-05-30 17:
71438AD-71438AE NEW ORDER	SLEEPING GIANT (SLEGIASYD)	FOSHAN GOLDEN FURNITURE COMPANY (FOSGOLSHK)	SYDNEY (AUSYD)	SHENZHEN PT (CNSZP)	30/05/2024		FCL	31/05/2024	SYDNEY (AUSYD)	GOLDEN (GOLDEN)	2024-05-30 15:
71438AJ-71438AM NEW ORDER	SLEEPING GIANT (SLEGIASYD)	FOSHAN GOLDEN FURNITURE COMPANY (FOSGOLSHK)	SYDNEY (AUSYD)	SHENZHEN PT (CNSZP)	30/05/2024		FCL	07/06/2024	SYDNEY (AUSYD)	GOLDEN (GOLDEN)	2024-05-30 15:

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- c) You can move the columns into the order you want to see them simply by dragging and dropping. Also, if you right-click on the header level it will open a window which will show you all available columns you can see.

Order Number	Consignee	Consignor	Destination Port	Origin Port	Order Date	Required in Store Date	Transport Class	ETD	Discharge Port	Business Unit	Order Creation
 71334 NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	WEIDA HK ENTERPRISE LIMITED (WEIDHKYTN)	BRISBANE (AUBNE)	SHENZHEN PT (CNSZP)	03/06/2024		FCL	15/06/2024	BRISBANE (AUBNE)	WEIDA (WEIDA)	2024-06-03 11:
 71496 NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	PREMIER INTERNATIONAL SALE					FCL	15/06/2024	BRISBANE (AUBNE)	PREMIER (PREMIER)	2024-06-03 09:
 71453 NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	SHENZHEN NATURALHOM LTD					FCL	30/05/2024	SYDNEY (AUSYD)	NATURALHOM (NATURALHOM)	2024-05-30 09:
 71031-1 NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	BOTHRA INTERNATIONAL (BOT)					FCL	30/05/2024	SYDNEY (AUSYD)		2024-05-30 17:
 71033 NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	BOTHRA INTERNATIONAL (BOT)					FCL	30/05/2024	MELBOURNE (AUMEL)		2024-05-30 17:
 71438AD-71438AE NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	31/05/2024	SYDNEY (AUSYD)	GOLDEN (GOLDEN)	2024-05-30 15:
 71438AJ-71438AM NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	07/06/2024	SYDNEY (AUSYD)	GOLDEN (GOLDEN)	2024-05-30 15:
 71438AA-71438AC NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	31/05/2024	BRISBANE (AUBNE)	GOLDEN (GOLDEN)	2024-05-30 15:
 71438AJ-71438AI NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	07/06/2024	BRISBANE (AUBNE)	GOLDEN (GOLDEN)	2024-05-30 15:
 71438AZ-71438BC NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	21/06/2024	SYDNEY (AUSYD)	GOLDEN (GOLDEN)	2024-05-28 17:
 71438AN NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	14/06/2024	MELBOURNE (AUMEL)	GOLDEN (GOLDEN)	2024-05-28 17:
 71438AO-71438AQ NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	14/06/2024	BRISBANE (AUBNE)	GOLDEN (GOLDEN)	2024-05-28 17:
 71438AR-71438AU NEW ORDER	SLEEPING GIANT (SLEGIAUSD)	FOSHAN GOLDEN FURNITURE C					FCL	14/06/2024	SYDNEY (AUSYD)	GOLDEN (GOLDEN)	2024-05-28 17:

Simply check the boxes of the header you want to see, and the information will show up on your screen.

When you add a header, it will go to the very right, then it is just a matter of clicking on it and dragging it to the left and dropping where you would like to see this information.

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- d) You can also left click on any header title and it will sort the information in either ascending or descending order. In this instance we have the “business unit” column in ascending order.

Order Number	Consignee	Consignor	Destination Port	Origin Port	Order Date	Required in Store Date	Transport Class	ETD	Discharge Port	Business Unit
201149 ARRIVED	SLEEPING GIANT (SLEGIASYD)	FUPIN FURNITURE CO LTD (FUPFURSHQ)	SYDNEY (AUSYD)	SHENZHEN PT (CNSZP)	08/02/2022		LCL/FAK	12/02/2022	SYDNEY (AUSYD)	
62499 CANCELLED	SLEEPING GIANT (SLEGIASYD)	FUZHOU YOCHEN (FUZYOCFZG)	SYDNEY (AUSYD)	FUZHOU PT (CNFZG)	24/12/2020		FCL	25/12/2020	SYDNEY (AUSYD)	
62821A/AA/AAA CANCELLED	SLEEPING GIANT (SLEGIASYD)	JIANGSU RICHEST FURNITURE CO.LTD. (JIARICSHG)	SYDNEY (AUSYD)	SHANGHAI PT (CNSHG)	08/03/2022	01/01/0001		25/03/2022	SYDNEY (AUSYD)	
65047 CANCELLED	SLEEPING GIANT (SLEGIASYD)	CREATICK INTERNATIONAL (CREINTMUN)	MELBOURNE (AUMEL)	MORADABAD (INMOR)	14/07/2021		FCL	19/08/2021	MELBOURNE (AUMEL)	
65797 CANCELLED	SLEEPING GIANT (SLEGIASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	SYDNEY (AUSYD)	JODHPUR (INJDH)	15/10/2021		FCL	15/10/2021	SYDNEY (AUSYD)	
66417 ARRIVED	SLEEPING GIANT (SLEGIASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	SYDNEY (AUSYD)	JODHPUR (INJDH)	30/12/2021		FCL	24/12/2021	SYDNEY (AUSYD)	
66667 CANCELLED	SLEEPING GIANT (SLEGIASYD)	JIANGSU RICHEST FURNITURE CO.LTD. (JIARICSHG)	BRISBANE (AUBNE)	SHANGHAI PT (CNSHG)	09/05/2022		FCL	25/04/2022	BRISBANE (AUBNE)	
67074/67073 CANCELLED	SLEEPING GIANT (SLEGIASYD)	CREATICK INTERNATIONAL (CREINTMUN)	SYDNEY (AUSYD)	MORADABAD (INMOR)	06/04/2022		FCL	09/04/2022	SYDNEY (AUSYD)	
68284-2 CANCELLED	SLEEPING GIANT (SLEGIASYD)	HUIZHOU FU SHANG PIN FURNITURE CO. LTD (HUIZFUSZP)	SYDNEY (AUSYD)	FUZHOU PT (CNFZG)	12/04/2023		FCL	21/04/2023	SYDNEY (AUSYD)	
69632 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	BRISBANE (AUBNE)	MUNDRA (INMUN)	09/10/2023		FCL	03/10/2023	BRISBANE (AUBNE)	JAITULSI (JAITULSI)
69993 NEW ORDER	SLEEPING GIANT (SLEGIASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	SYDNEY (AUSYD)	MUNDRA (INMUN)	09/10/2023		FCL	27/11/2023	SYDNEY (AUSYD)	JAITULSI (JAITULSI)
70544-1 SHIPMENT CONFIRMATION	SLEEPING GIANT (SLEGIASYD)	BOTHRA INTERNATIONAL (BOTINT)	SYDNEY (AUSYD)	MUNDRA (INMUN)	08/04/2024		FCL	06/04/2024	SYDNEY (AUSYD)	
70546-1 SHIPMENT CONFIRMATION	SLEEPING GIANT (SLEGIASYD)	BOTHRA INTERNATIONAL (BOTINT)	BRISBANE (AUBNE)	MUNDRA (INMUN)	08/04/2024		FCL	06/04/2024	BRISBANE (AUBNE)	
70651 SHIPMENT CONFIRMATION	SLEEPING GIANT (SLEGIASYD)	CREATICK INTERNATIONAL (CREINTMUN)	BRISBANE (AUBNE)	MUNDRA (INMUN)	02/01/2024		FCL	02/04/2024	BRISBANE (AUBNE)	CREATICK (CREATICK)
70672AC ARRIVED	SLEEPING GIANT (SLEGIASYD)	UNITED POTTERIES (UNIPOTSGN)	SYDNEY (AUSYD)	HO CHI MINH CITY (VNSGN)	28/03/2024		FCL	03/04/2024	SYDNEY (AUSYD)	UNITEDPOTT (UNITEE)
70672AD ARRIVED	SLEEPING GIANT (SLEGIASYD)	UNITED POTTERIES (UNIPOTSGN)	SYDNEY (AUSYD)	HO CHI MINH CITY (VNSGN)	28/03/2024		FCL	03/04/2024	SYDNEY (AUSYD)	UNITEDPOTT (UNITEE)

4. FILTERS

Filters can be created to assist users in drilling down the amount of visible information to their requirements. These filters can then also be saved for future quick access.

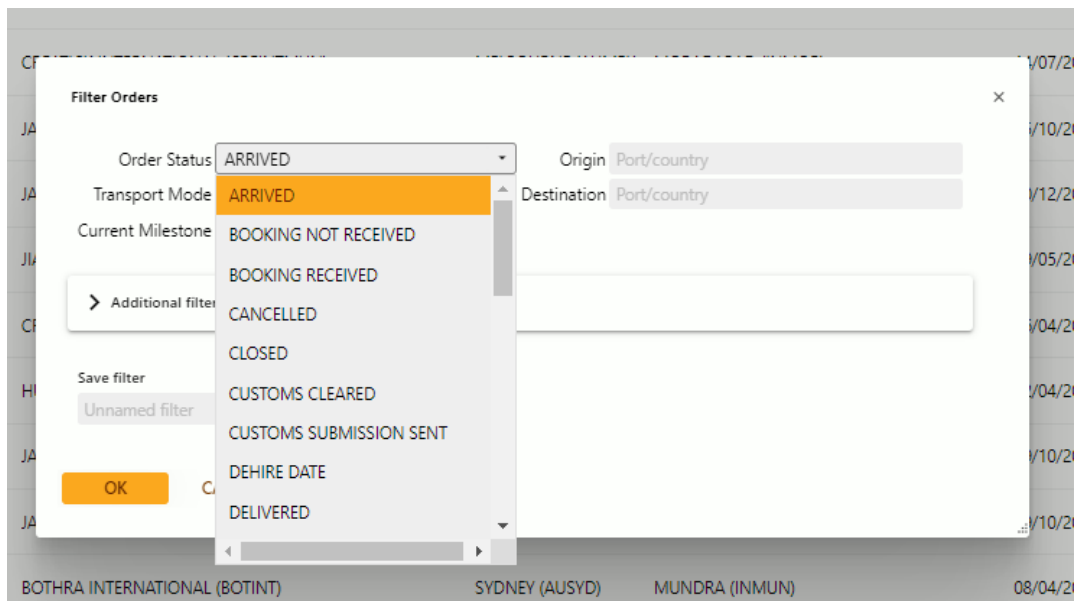
In this instance we are going to setup a filter for all orders that have status of arrived from supplier United Potteries.

- a) To start this process, click on the filter button  located next to the search bar at the top of the screen.

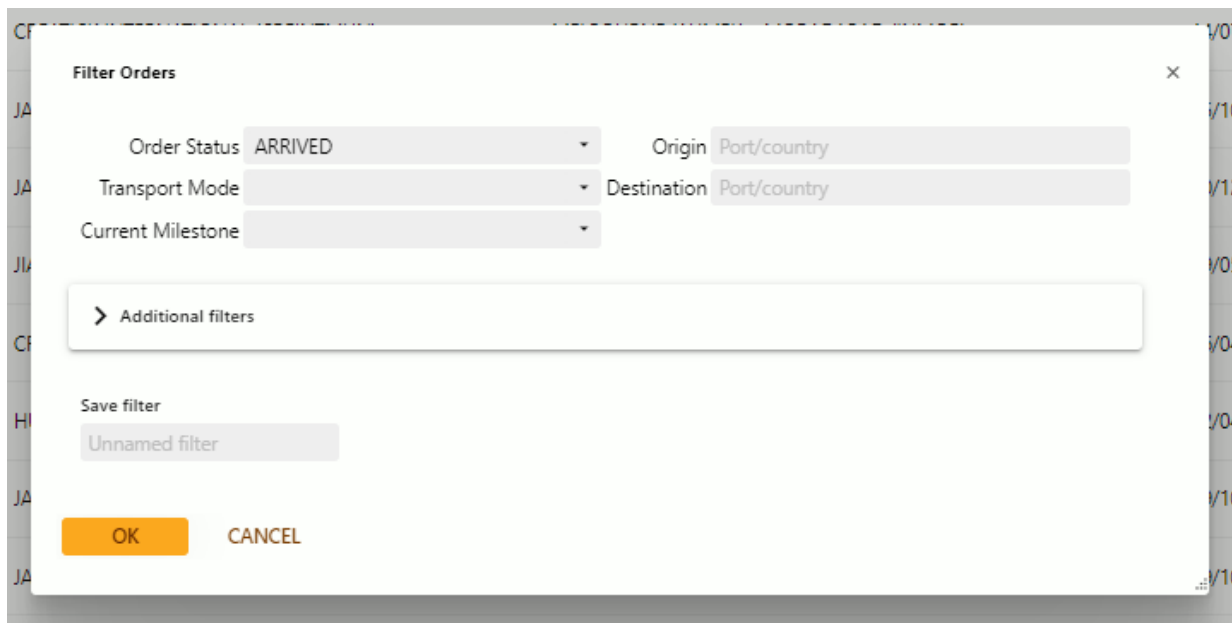
Order Number


- b) A pop-up box will appear allowing for you to then choose the parameters of your filter. Then use the drop down boxes to assist in the filtering.

In this case we are going to go to the Order Status drop down and click on “arrived”.

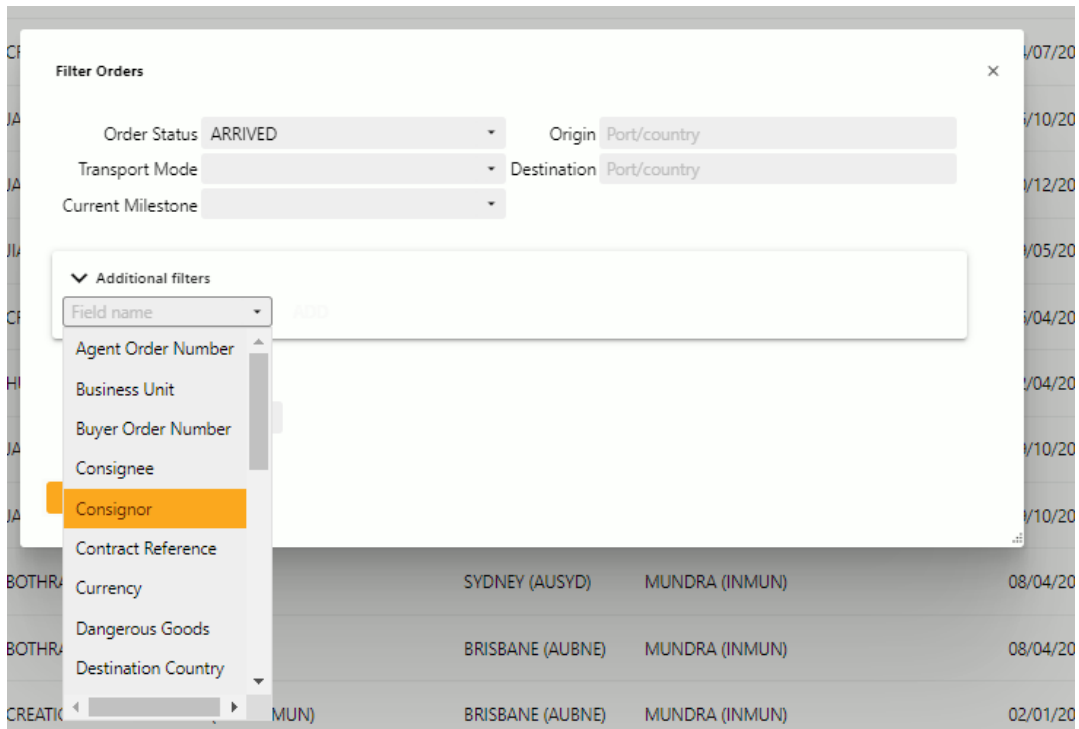


- c) If you don't see what you are after you can also click on the “additional filters” section which will show you even more options.

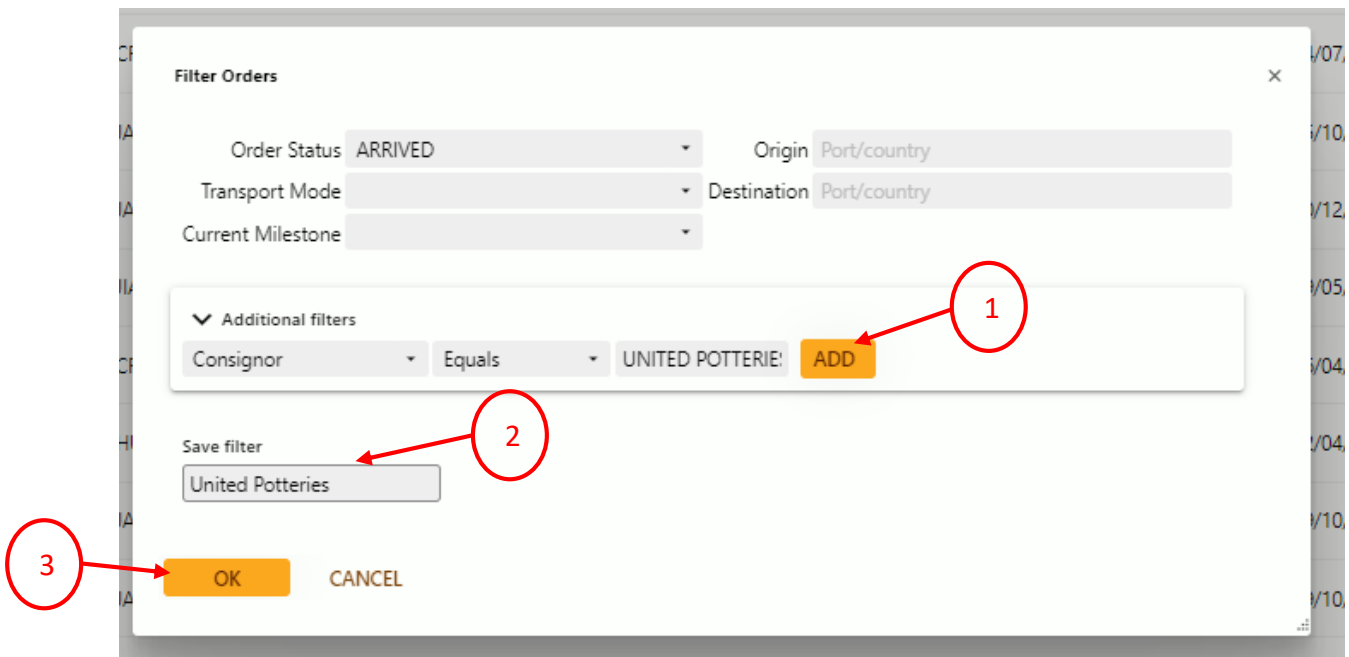


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- d) Another pop-up screen will appear with all the filter options. You will notice that this list is the same as the list of the headers on the main page of each section.



- e) Then complete the middle box and finally the value which in this instance we will enter in United Potteries, then click “add”, save the filter if you wish and then “OK”.



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- f) Once done you will notice that your report screen for orders only shows the orders for Consignor United Potteries that have an order status of arrived.

Order Number	Consignee	Consignor	Destination Port	Origin Port	Order Date	Required in Store Date	Transport Class	ETD	Discharge Port	Business Unit	Order Creation Date	Vendor Order Number	Vendor Invoice
70672AC ARRIVED	SLEEPING GIANT (SLEGASVD)	UNITED POTTERIES (UNIPOTSGN)	SYDNEY (AUSYD)	HO CHI MINH CITY (VNSGN)	28/03/2024		FCL	03/04/2024	SYDNEY (AUSYD)	UNITEDPOTT (UNITEDPOTT)	2024-03-28 16:44:26		
70672AD ARRIVED	SLEEPING GIANT (SLEGASVD)	UNITED POTTERIES (UNIPOTSGN)	SYDNEY (AUSYD)	HO CHI MINH CITY (VNSGN)	28/03/2024		FCL	03/04/2024	SYDNEY (AUSYD)	UNITEDPOTT (UNITEDPOTT)	2024-03-28 16:50:41		

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5. SEARCHING

The steps taken in searching in this section can be used for “Orders”, “bookings”, “shipments” and “containers”. We will use “Orders” for this instance.

- a) There are a couple of ways that you can search for your information.
- You can use the list provided and scroll through till you find the applicable order and click on it.

< BACK

DOWNLOAD ORDERS

UPLOAD ORDERS

CREATE NEW ORDER

Search Order Number

Order Number

Filters

Order Number	Consignee	Consignor	Destination Port	Origin Port	Order Date	Required in Store Date	Transport Class	ETD	Discharge Port	Business Unit
<div>201149</div> <div>ARRIVED</div>	SLEEPING GIANT (SLEGASYD)	FUPIN FURNITURE CO LTD (FUPFURSHK)	SYDNEY (AUSYD)	SHENZHEN PT (CNSZP)	08/02/2022		LCL/FAK	12/02/2022	SYDNEY (AUSYD)	
<div>62499</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	FUZHOU YOCHEN (FUZYOCFZG)	SYDNEY (AUSYD)	FUZHOU PT (CNFZG)	24/12/2020		FCL	25/12/2020	SYDNEY (AUSYD)	
<div>62821A/AA/AAA</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	JIANGSU RICHEST FURNITURE CO.LTD. (JIARICSHG)	SYDNEY (AUSYD)	SHANGHAI PT (CNSHG)	08/03/2022	01/01/0001		25/03/2022	SYDNEY (AUSYD)	
<div>65047</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	CREATICK INTERNATIONAL (CREINTMUN)	MELBOURNE (AUMEL)	MORADABAD (INMOR)	14/07/2021		FCL	19/08/2021	MELBOURNE (AUMEL)	
<div>65797</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	SYDNEY (AUSYD)	JODHPUR (INJDH)	15/10/2021		FCL	15/10/2021	SYDNEY (AUSYD)	
<div>66417</div> <div>ARRIVED</div>	SLEEPING GIANT (SLEGASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	SYDNEY (AUSYD)	JODHPUR (INJDH)	30/12/2021		FCL	24/12/2021	SYDNEY (AUSYD)	
<div>66667</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	JIANGSU RICHEST FURNITURE CO.LTD. (JIARICSHG)	BRISBANE (AUBNE)	SHANGHAI PT (CNSHG)	09/05/2022		FCL	25/04/2022	BRISBANE (AUBNE)	
<div>67074/67073</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	CREATICK INTERNATIONAL (CREINTMUN)	SYDNEY (AUSYD)	MORADABAD (INMOR)	06/04/2022		FCL	09/04/2022	SYDNEY (AUSYD)	
<div>68284-2</div> <div>CANCELLED</div>	SLEEPING GIANT (SLEGASYD)	HUIZHOU FU SHANG PIN FURNITURE CO. LTD (HUIZFUSZP)	SYDNEY (AUSYD)	FUZHOU PT (CNFZG)	12/04/2023		FCL	21/04/2023	SYDNEY (AUSYD)	
<div>69632</div> <div>NEW ORDER</div>	SLEEPING GIANT (SLEGASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	BRISBANE (AUBNE)	MUNDRA (INMUN)	09/10/2023		FCL	03/10/2023	BRISBANE (AUBNE)	JAITULSI (JAITULSI)
<div>69993</div> <div>NEW ORDER</div>	SLEEPING GIANT (SLEGASYD)	JAI TULSI INTERNATIONAL (JAITULMUN)	SYDNEY (AUSYD)	MUNDRA (INMUN)	09/10/2023		FCL	27/11/2023	SYDNEY (AUSYD)	JAITULSI (JAITULSI)

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- ii. You can also use the search field at the top of the screen by entering or partially entering your order #.

< BACK

70651 Order Number Filters

Order Number	Consignee	Consignor	Destination Port
201149 ARRIVED	SLEEPING GIANT (SLEGIASYD)	FUPIN FURNITURE CO LTD (FUPFURSHK)	SYDNEY (AUSYD)
62499 CANCELLED	SLEEPING GIANT (SLEGIASYD)	FUZHOU YOCHEN (FUZYOCFZG)	SYDNEY (AUSYD)

It will then produce you a list to choose from and again just click on the applicable order number.

< BACK

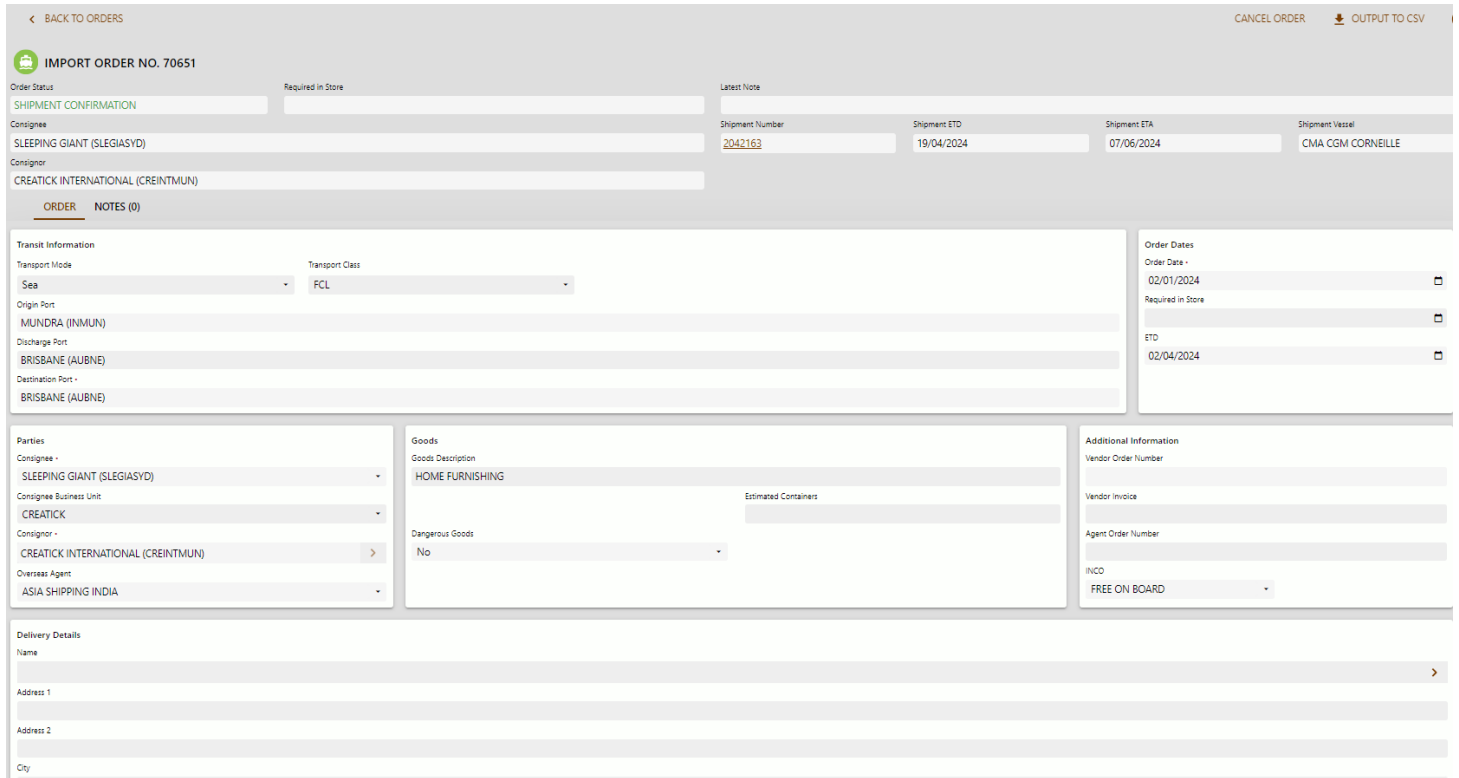
70651 Order Number Filters CLEAR

Order Number	Consignee	Consignor	Destination Port	Origin Port	Order
70651 SHIPMENT CONFIRMATION	SLEEPING GIANT (SLEGIASYD)	CREATICK INTERNATIONAL (CREINTMUN)	BRISBANE (AUBNE)	MUNDRA (INMUN)	02/0

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6. VIEWING AN ORDER

a) Once you have selected the order the following screen will appear



IMPORT ORDER NO. 70651

Order Status: SHIPMENT CONFIRMATION | Required in Store: | Latest Note: | CANCEL ORDER | OUTPUT TO CSV

Consignee: SLEEPING GIANT (SLEGIASYD) | Shipment Number: 2042163 | Shipment ETD: 19/04/2024 | Shipment ETA: 07/06/2024 | Shipment Vessel: CMA CGM CORNELLE

Consignor: CREATICK INTERNATIONAL (CREINTMUN)

ORDER | NOTES (0)

Transit Information

Transport Mode: Sea | Transport Class: FCL

Origin Port: MUNDRA (INMUN)

Discharge Port: BRISBANE (AUBNE)

Destination Port: BRISBANE (AUBNE)

Order Dates

Order Date: 02/01/2024

Required in Store: 02/04/2024

ETD: 02/04/2024

Parties

Consignee: SLEEPING GIANT (SLEGIASYD)

Consignee Business Unit: CREATICK

Consignor: CREATICK INTERNATIONAL (CREINTMUN)

Overseas Agent: ASIA SHIPPING INDIA

Goods

Goods Description: HOME FURNISHING

Dangerous Goods: No

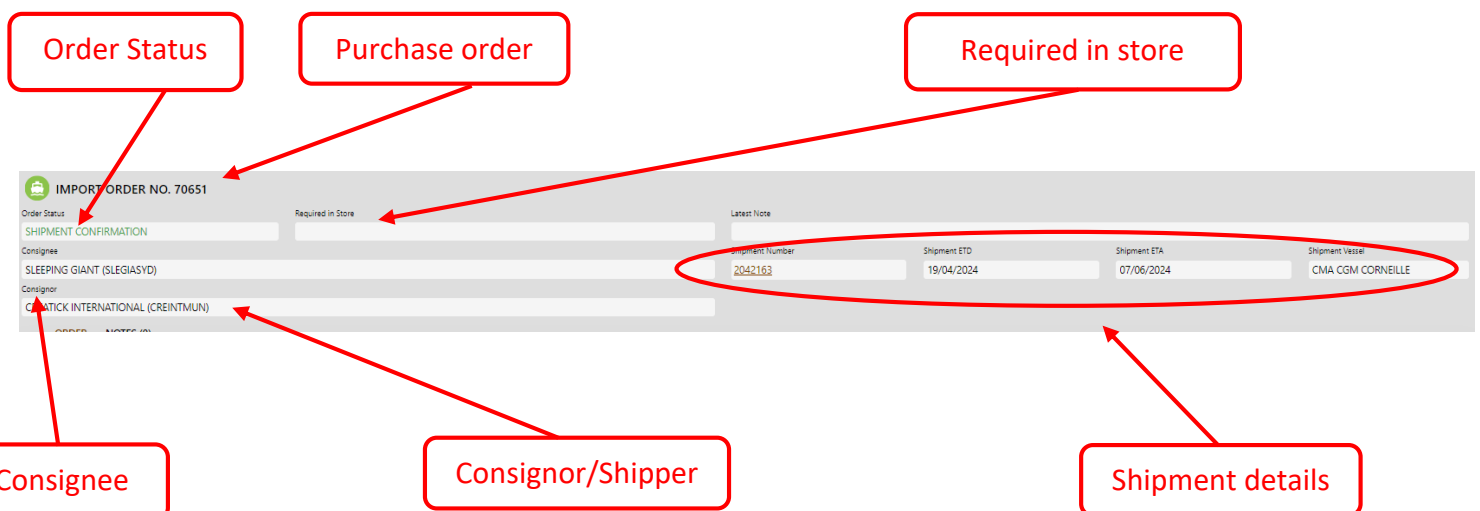
Additional Information

Vendor Order Number: | Vendor Invoice: | Agent Order Number: | INCO: FREE ON BOARD

Delivery Details

Name: | Address 1: | Address 2: | City: |

b) The top section will provide you with the high-level information for this order.



Order Status (points to SHIPMENT CONFIRMATION)

Purchase order (points to Required in Store)

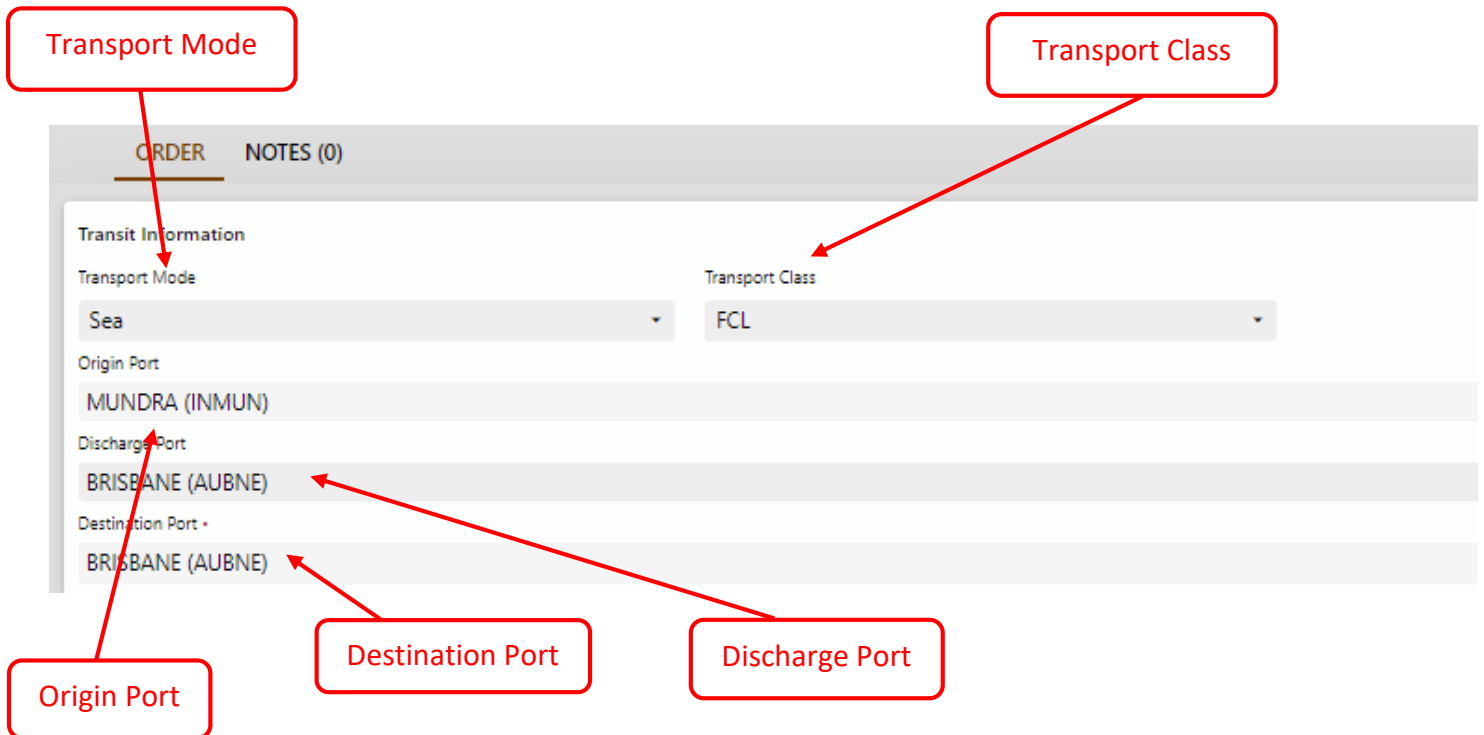
Required in store (points to Required in Store)

Consignee (points to SLEEPING GIANT (SLEGIASYD))

Consignor/Shipper (points to CREATICK INTERNATIONAL (CREINTMUN))

Shipment details (points to the shipment information row)

c) Transit information provides the user with details as to how the order is being shipped.



Transit Information

Transport Mode: Sea

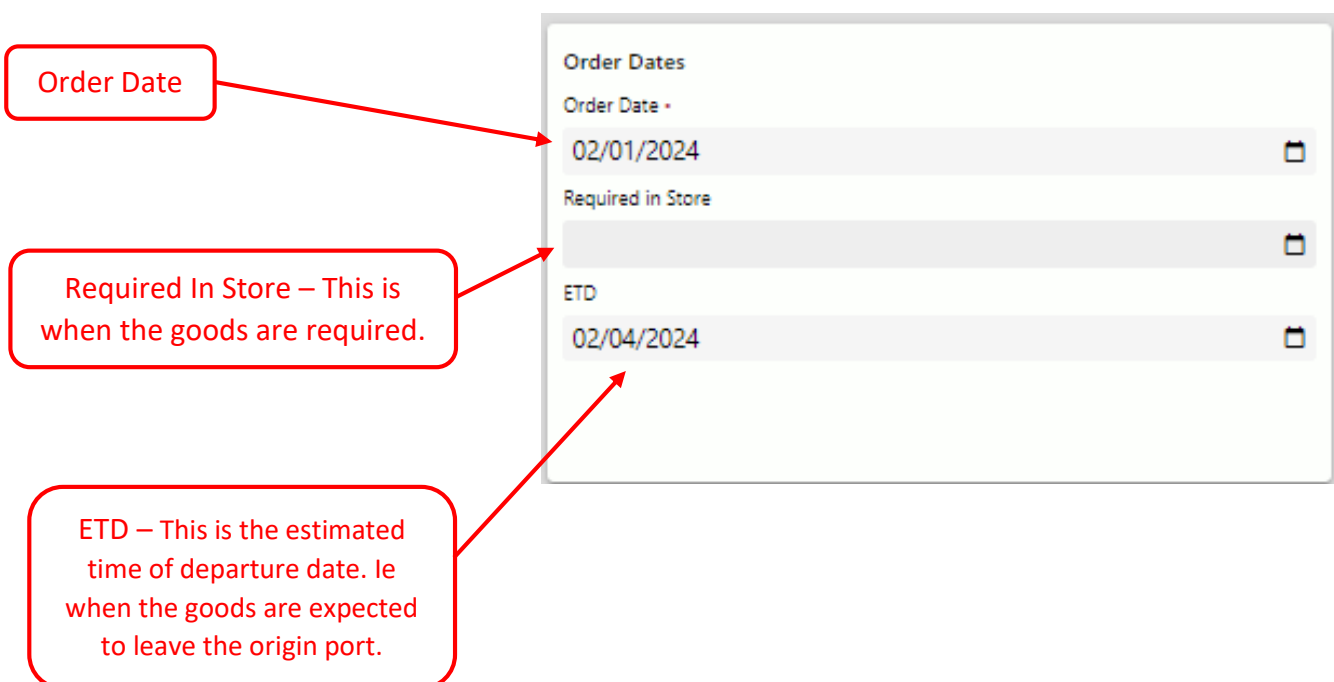
Transport Class: FCL

Origin Port: MUNDRA (INMUN)

Discharge Port: BRISBANE (AUBNE)

Destination Port: BRISBANE (AUBNE)

d) Order Dates



Order Dates

Order Date: 02/01/2024

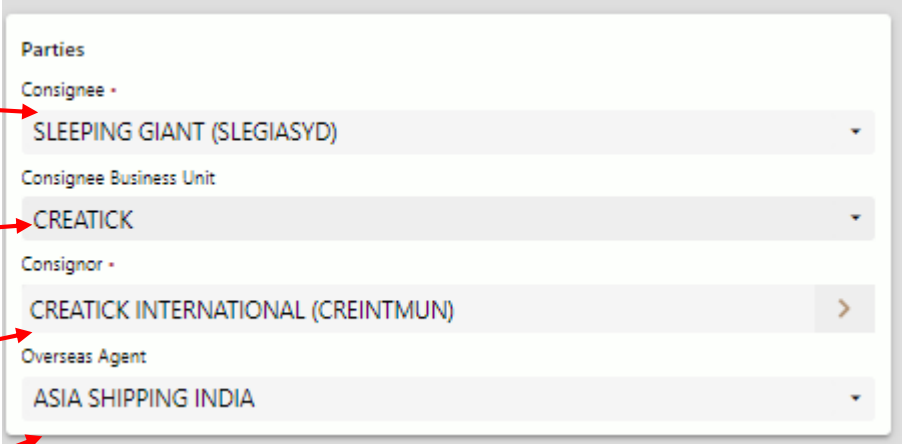
Required in Store: [Empty field]

ETD: 02/04/2024

Required In Store – This is when the goods are required.

ETD – This is the estimated time of departure date. I.e when the goods are expected to leave the origin port.

e) Parties section.



Parties

Consignee -
SLEEPING GIANT (SLEGIASYD)

Consignee Business Unit
CREATICK

Consignor -
CREATICK INTERNATIONAL (CREINTMUN)

Overseas Agent
ASIA SHIPPING INDIA

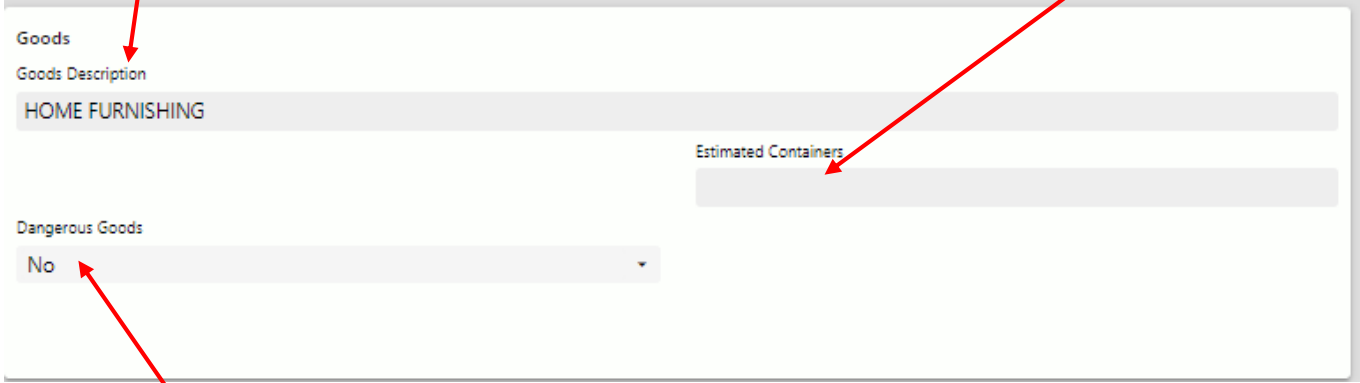
Consignee

Business Unit

Consignor/Shipper

Overseas agent (if applicable)

f) Goods section



Goods

Goods Description
HOME FURNISHING

Estimated Containers

Dangerous Goods
No

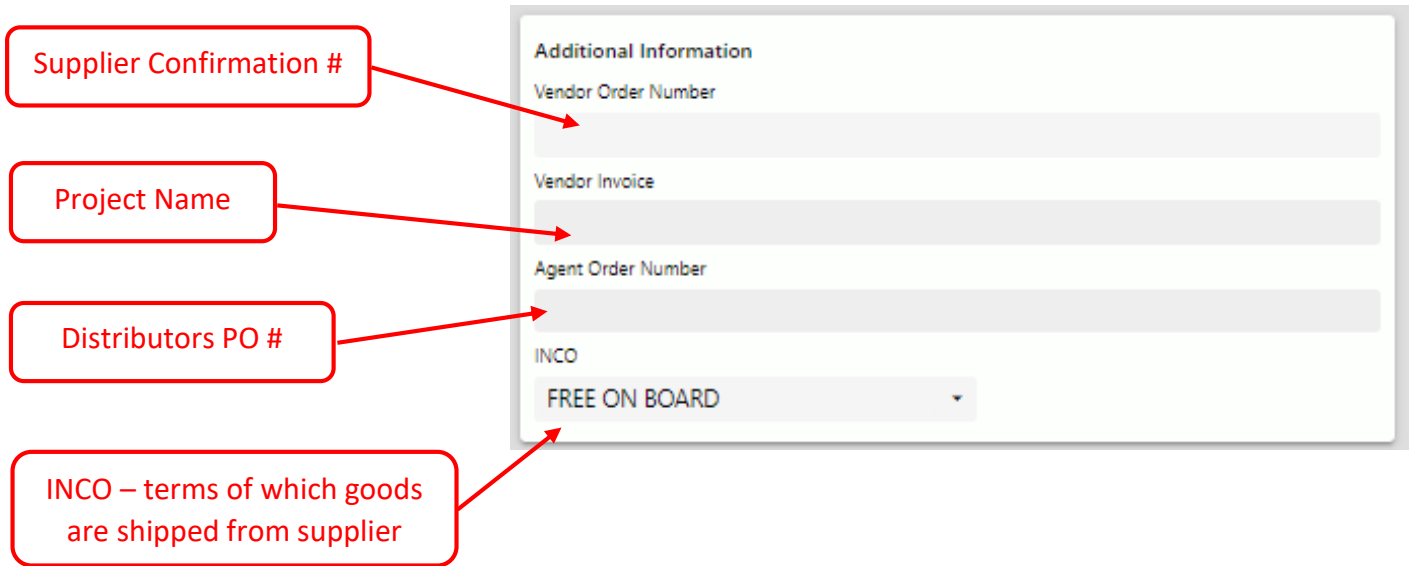
Goods Description

Estimated Containers

Dangerous Goods (Y/N)

WHALE PARTNER PORTAL USER GUIDE

g) Additional information section



Additional Information

Vendor Order Number

Vendor Invoice

Agent Order Number

INCO

FREE ON BOARD

Supplier Confirmation #

Project Name

Distributors PO #

INCO – terms of which goods are shipped from supplier

h) Delivery details

Delivery Details

Name

Address 1

Address 2

City

State

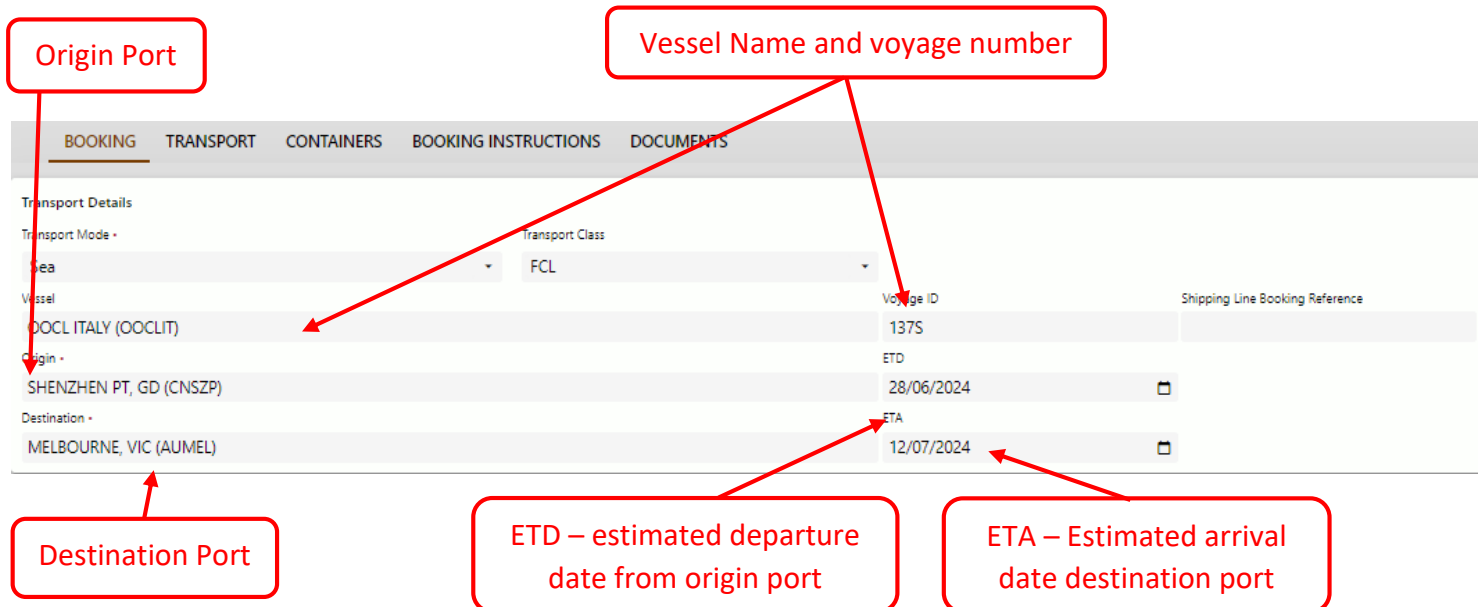
Postcode

7. VIEWING A BOOKING

Once an order has been created in the system there may be a requirement for a booking to be made with a shipping company to bring the goods in from overseas. This section provides additional detail as to the ocean freighting of the cargo ordered. Bookings can also be a culmination of multiple orders if the origin and destination ports are the same.

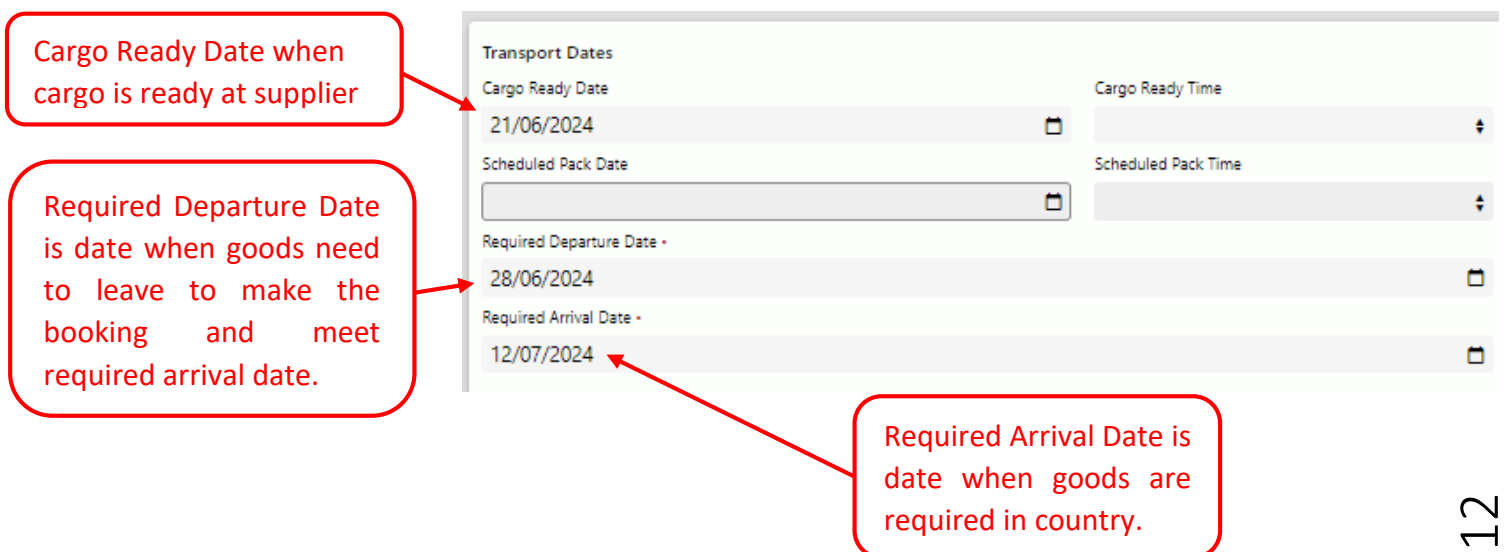
When the booking is made a lot of the information captured in the booking will be brought across into the booking automatically.

- a) Transport Details – provides general information as to the shipping details of the booking.



Transport Mode	Transport Class	Vessel	Voyage ID	Shipping Line Booking Reference	Origin	ETD	Destination	ETA
	FCL	OOCL ITALY (OOCLIT)	137S		SHENZHEN PT, GD (CNSZP)	28/06/2024	MELBOURNE, VIC (AUMEL)	12/07/2024

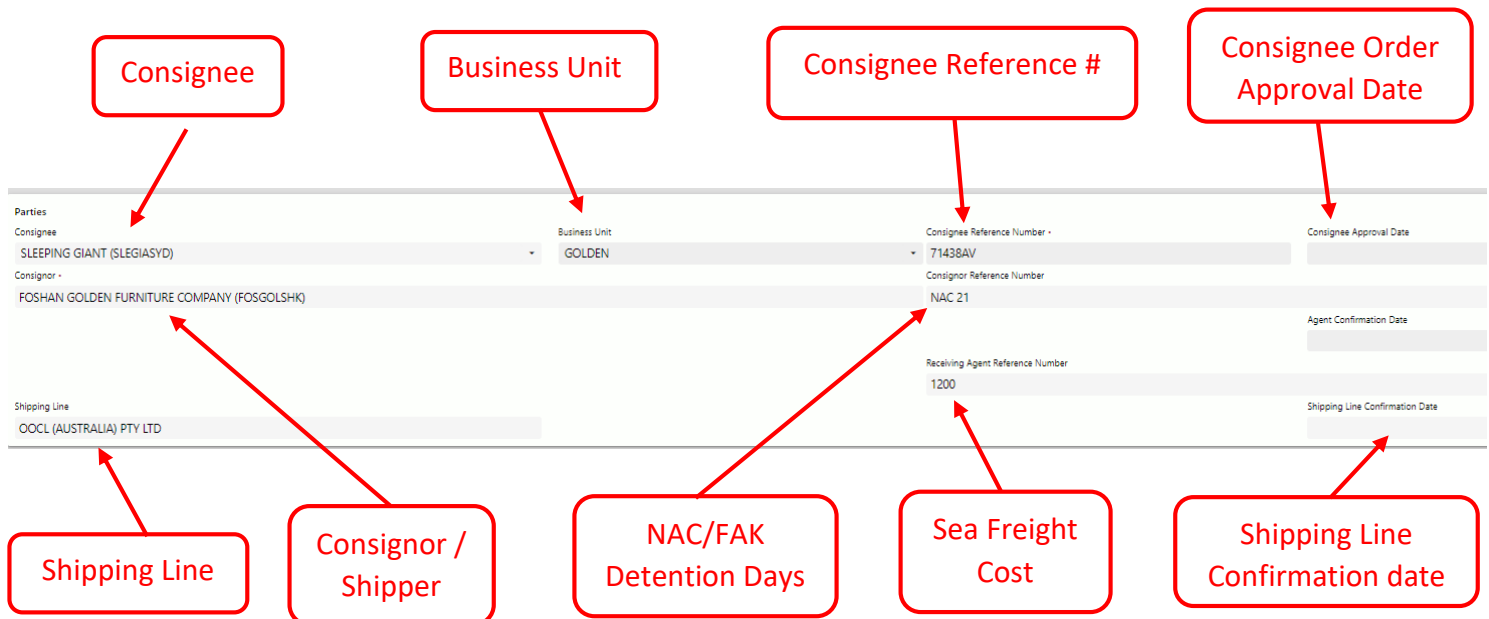
- b) Transport Dates



Cargo Ready Date	Cargo Ready Time	Scheduled Pack Date	Scheduled Pack Time	Required Departure Date	Required Arrival Date
21/06/2024				28/06/2024	12/07/2024

WHALE PARTNER PORTAL USER GUIDE

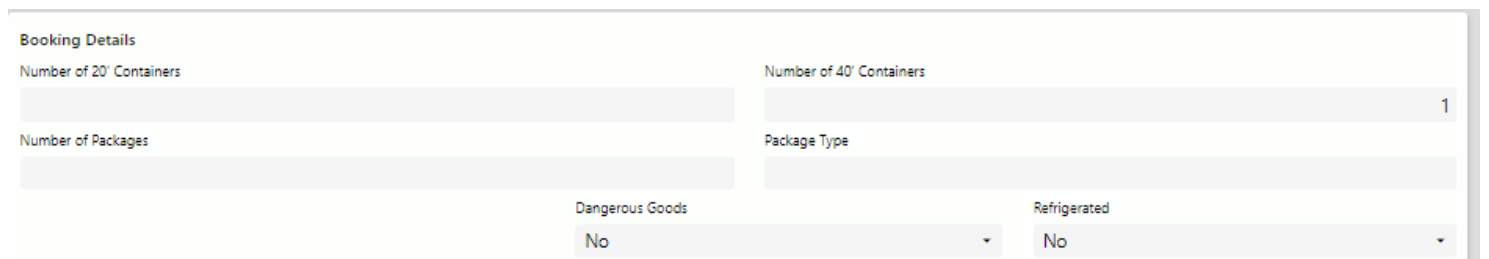
c) Parties section



The diagram shows the 'Parties' section of the portal with the following fields and their corresponding callouts:

- Consignee:** SLEEPING GIANT (SLEGASYD)
- Business Unit:** GOLDEN
- Consignee Reference #:** 71438AV
- Consignee Order Approval Date:** (Empty field)
- Consignor:** FOSHAN GOLDEN FURNITURE COMPANY (FOSGOLSHK)
- Consignor Reference Number:** NAC 21
- Agent Confirmation Date:** (Empty field)
- Receiving Agent Reference Number:** 1200
- Shipping Line:** OOCL (AUSTRALIA) PTY LTD
- Shipping Line Confirmation Date:** (Empty field)
- Shipping Line:** (Callout pointing to the Shipping Line field)
- Consignor / Shipper:** (Callout pointing to the Consignor field)
- NAC/FAK Detention Days:** (Callout pointing to the Consignor Reference Number field)
- Sea Freight Cost:** (Callout pointing to the Receiving Agent Reference Number field)
- Shipping Line Confirmation date:** (Callout pointing to the Shipping Line Confirmation Date field)

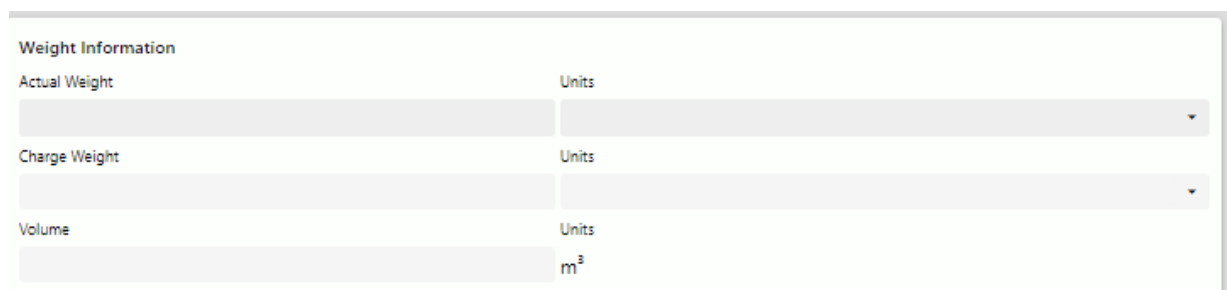
d) Booking Details



The 'Booking Details' form contains the following fields:

- Number of 20' Containers:** (Empty field)
- Number of 40' Containers:** 1
- Number of Packages:** (Empty field)
- Package Type:** (Empty field)
- Dangerous Goods:** No
- Refrigerated:** No

e) Weight information – this is the weight information captured at time of loading of cargo as determined by the shipping line.



The 'Weight Information' form contains the following fields:

- Actual Weight:** (Empty field)
- Units:** (Dropdown menu)
- Charge Weight:** (Empty field)
- Units:** (Dropdown menu)
- Volume:** (Empty field)
- Units:** m³

f) The booking information will continually be updated through the process when additional information comes to hand or an update to existing information is received.


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8. VIEWING A SHIPMENT


Once the order has been processed and booking made, if required, a shipment (job) is then created which compiles all the information together. Like bookings shipments (jobs) can be related to 1 order or a culmination of multiple purchase orders. This is determined by when cargo is ready to be shipped, when cargo is required in country, origin, and destination ports.

- As this is a culmination of information from the order and booking screens along with additional information there is a lot more information in this section.

[BACK TO ORDER NO. 70672AC](#)
[VIEW BOOKING](#)


SHIPMENT NO. 2041811

House Bill
VS4933SYD
Customer Reference Numbers
[70672AC](#)
ETA
21/05/2024
Containers
TCLU9119236
Booking
[Linked Booking 20491](#)



SHIPMENT CONTAINERS (1) DELIVERY DETAILS NOTES (0) ORDERS (1) DOCUMENTS (1)

Transport Mode	Transport Class	Voyage ID
SEA	FCL	00325
Main Vessel		
WIDE HOTEL (MAER20)		
Shipping Line		
OCEAN NETWORK EXPRESS		
Place of Receipt		ETD Receipt
HO CHI MINH CITY (VNSGN)		08/04/2024
Load Port	ETD Load	
VUNG TAU (VNVUT)	08/04/2024	
Transshipment Port	Transshipment ETA	Transshipment ETD
YANTIAN PT (CNVTN)	19/04/2024	05/05/2024
Discharge Port	ETA Discharge	
SYDNEY (AUSYD)	21/05/2024	
Destination Port	ETA Destination	ATA Destination
SYDNEY (AUSYD)	21/05/2024	21/05/2024
Direct/Transshipment	Transshipment Vessel	Delivery Date
Transshipment	HAIJAN ALFA 0095	
Lodgement Date		
09/05/2024		

Journey Legs
HO CHI MINH CITY (VNSGN)
08/04/24
VUNG TAU (VNVUT)
08/04/24
YANTIAN PT (CNVTN)
19/04/24
05/05/24
SYDNEY (AUSYD)
21/05/24
SLEEPING GIANT
99-100 LEE HOLLIM ROAD
ST MARKS NSW 2760

Parties
Consignee
SLEEPING GIANT (SLEGIASYD)
Consignee Reference Number
70672AC
Consignor
UNITED POTTERIES (UNIPOTSGN)
Business Unit
UNITEDPOTT (UNITDPOTT)
Entry Number
AE6WH9NTP

Goods
Goods Description
HOME & GARDEN DECORATIVE
No of Packages
15
Package Type
PACKAGES
Refrigeration
No
Dangerous Goods
No
Actual Weight
9318.0
Units
kg
Volume
60.31
m³

Valuation
INCO
FREE ON BOARD (FOB)
Prepaid/Collect
Collect
Bill Type
Express

Additional Information
Received into Warehouse
Despatched from Warehouse
Delivery to final destination
Field 5
Final delivery address

WHALE PARTNER PORTAL USER GUIDE

b) General Shipment information for the shipment

Shipment #


All associated
Customer PO #s

House Bill

ETA

Container #(s)

Linked booking.


SHIPMENT NO. 2041811

House Bill
VS4933SYD

Customer Reference Numbers
[70672AC](#)

ETA
21/05/2024

Containers
TCLU9119236

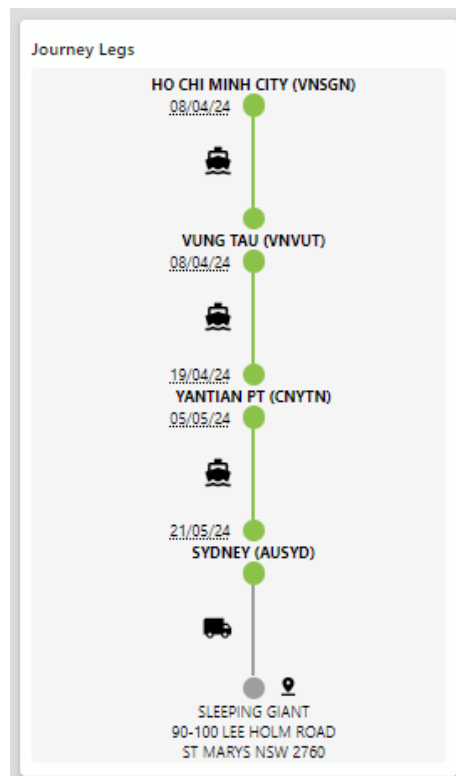
Booking
Linked Booking [29491](#)

SHIPMENT CONTAINERS (1) DELIVERY DETAILS NOTES (0) ORDERS (1) DOCUMENTS (1)

These tabs will provide additional detail.

*Take note of the hyperlinks in the customer reference number and linked booking section. Clicking on these will take you straight to the corresponding record in orders / bookings.

c) Journey Legs – This section is a quick snapshot of the journey to be undertaken and where is it up to currently. This will constantly update as additional information comes to hand.



WHALE PARTNER PORTAL USER GUIDE



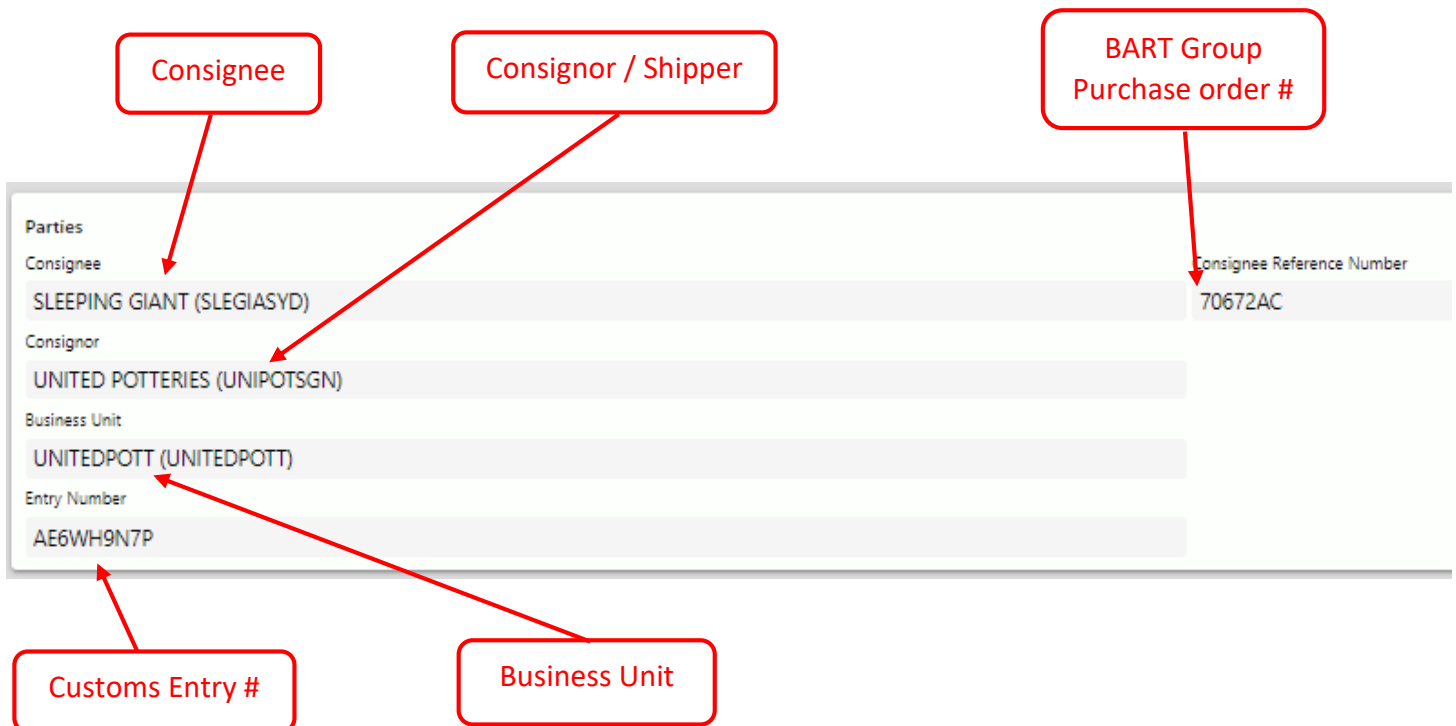
d) Transport Details

Transport Mode	Transport Class		
SEA	FCL		
Main Vessel	Voyage ID		
WIDE HOTEL (MAER20)	0032S		
Shipping Line	OCEAN NETWORK EXPRESS		
Place of Receipt	ETD Receipt		
HO CHI MINH CITY (VNSGN)	08/04/2024		
Load Port	ETD Load		
VUNG TAU (VNVUT)	08/04/2024		
Transshipment Port	Transshipment ETA	Transshipment ETD	
YANTIAN PT (CNYTN)	19/04/2024	05/05/2024	
Discharge Port	ETA Discharge		
SYDNEY (AUSYD)	21/05/2024		
Destination Port	ETA Destination	ATA Destination	
SYDNEY (AUSYD)	21/05/2024	21/05/2024	
Direct/Transshipment	Transshipment Vessel	Delivery Date	
Transshipment	HAIAN ALFA 009S		
Lodgement Date			
09/05/2024			

HEADER	DESCRIPTION
Transport Mode	How the cargo is to be shipped usually either via air or sea
Transport Class	LCL – loose container load (partial container) FCL – Full container load (either be 20’ or 40’ container) FAK – Freight all kinds
Shipping Line	Shipping line associated with this shipment
Main Vessel	Name of the vessel being used
Voyage ID	Voyage ID used for tracking of shipment
Load Port	Where cargo will be loaded onto ship
Discharge Port	Main port of leaving for main voyage
Destination Port	Where the cargo is being shipped to
Place of Receipt	Where the shipped received the cargo for loading
ETD Receipt	Date of receipt of cargo at shipping line
ETD Load	Date cargo loaded onto ship
ETA Discharge	Estimated time of arrival – discharge
ETA Destination	Estimate time of arrival – destination
Delivery Date	Date cargo is delivered to destination dock
ATA Destination	Actual time of arrival of cargo at destination port
Lodgement Date	Date customs declaration is lodged

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e) Parties section



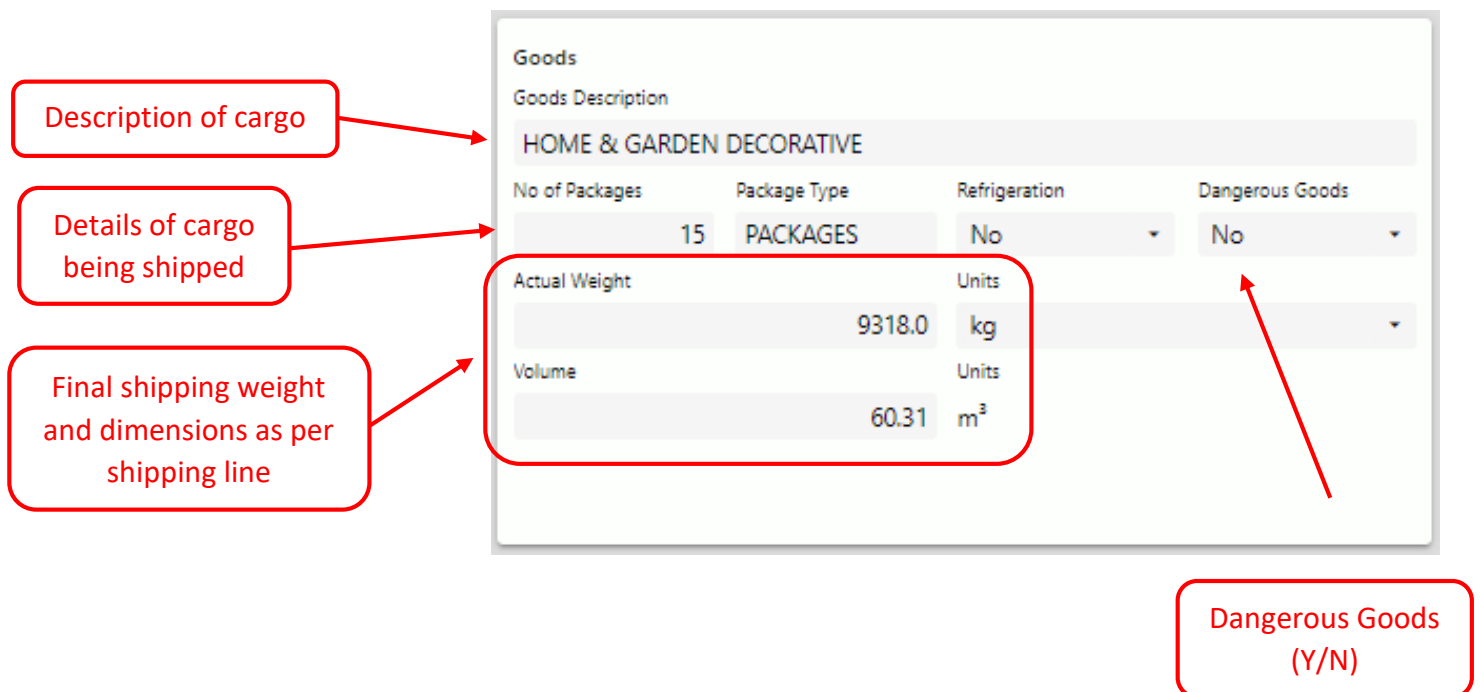
The screenshot shows the 'Parties' section of the Whale Partner Portal. It contains the following fields and values:

Field	Value
Consignee	SLEEPING GIANT (SLEGIASYD)
Consignor	UNITED POTTERIES (UNIPOTSGN)
Business Unit	UNITEDPOTT (UNITEDPOTT)
Entry Number	AE6WH9N7P
Consignee Reference Number	70672AC

Annotations with red boxes and arrows point to the following fields:

- Consignee**: Points to the 'Consignee' field.
- Consignor / Shipper**: Points to the 'Consignor' field.
- BART Group Purchase order #**: Points to the 'Consignee Reference Number' field.
- Customs Entry #**: Points to the 'Entry Number' field.
- Business Unit**: Points to the 'Business Unit' field.

f) Goods section



The screenshot shows the 'Goods' section of the Whale Partner Portal. It contains the following fields and values:

Goods			
Goods Description			
HOME & GARDEN DECORATIVE			
No of Packages	Package Type	Refrigeration	Dangerous Goods
15	PACKAGES	No	No
Actual Weight	Units		
9318.0	kg		
Volume	Units		
60.31	m ³		

Annotations with red boxes and arrows point to the following fields:

- Description of cargo**: Points to the 'Goods Description' field.
- Details of cargo being shipped**: Points to the 'No of Packages' and 'Package Type' fields.
- Final shipping weight and dimensions as per shipping line**: Points to the 'Actual Weight' and 'Volume' fields.
- Dangerous Goods (Y/N)**: Points to the 'Dangerous Goods' field.

g) Valuation section

INCO – refers to the terms under which the cargo is shipped.

Bill Type – refers to the House Bill type accompanying this shipment.

Valuation
INCO
FREE ON BOARD (FOB)
Bill Type
Express
Prepaid/Collect
Collect

SHIPMENT CONTAINERS (1) DELIVERY DETAILS NOTES (0) ORDERS (1) DOCUMENTS (5)

h) Container tab – will provide you with additional detail of the container(s) associated with this shipment (job)

SHIPMENT		CONTAINERS (1)	DELIVERY DETAILS		NOTES (0)	ORDERS (1)	DOCUMENTS (1)	
Container Number		Container Type	ISO Type	Seal Number		Available Date		Delivery Date
TCLU9119236		FCL	45G0	VN40026AE		25/05/2024		
Storage Start Date		Required Date	Detention Start Date	Net Weight		Gross Weight	Volume (m3)	Equipment Type
28/05/2024		11/06/2024	14/06/2024	9318.00		13288.00	60.31	SIDELOADER

This section will also show the delivery address for the cargo in this container.

Delivery Address (Container No: TCLU9119236)
Business Name
SLEEPING GIANT (AUS3345)
Address 1
90-100 LEE HOLM ROAD
Address 2
Suburb
ST MARYS
State
NSW
Postcode
2760

WHALE PARTNER PORTAL USER GUIDE



SHIPMENT CONTAINERS (1) DELIVERY DETAILS NOTES (0) ORDERS (1) DOCUMENTS (5)

- i) Delivery details – Similar to the container section the delivery details will again show the delivery destination of the goods once received into country.

Delivery Details		
Business Name		
SLEEPING GIANT (AUS3345)		
Address 1		
90-100 LEE HOLM ROAD		
Address 2		
Suburb	State	Postcode
ST MARYS	NSW	2760

This section will also provide additional information with respect to the carrier used to ship the cargo from the destination port to the delivery address including any specific instructions that might be required for this delivery.

Transport
Transport Provider
SOUTH WESTERN LOGISTICS (SOUWESSYD)
Transport Job Notes
Transport Instructions
SIDELoader CHECK DOOR DIRECTION EACH TIME

WHALE PARTNER PORTAL USER GUIDE



SHIPMENT	CONTAINERS (1)	DELIVERY DETAILS	NOTES (0)	ORDERS (1)	DOCUMENTS (5)
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- j) Notes – this section will show notes from Whale Logistics staff in relation to the shipment to provide additional information or updates.

Last Modified	User	Note

SHIPMENT	CONTAINERS (1)	DELIVERY DETAILS	NOTES (0)	ORDERS (1)	DOCUMENTS (5)
----------	----------------	------------------	-----------	------------	---------------

- k) Orders – this tab will refer to all client purchase orders associated with this shipment.

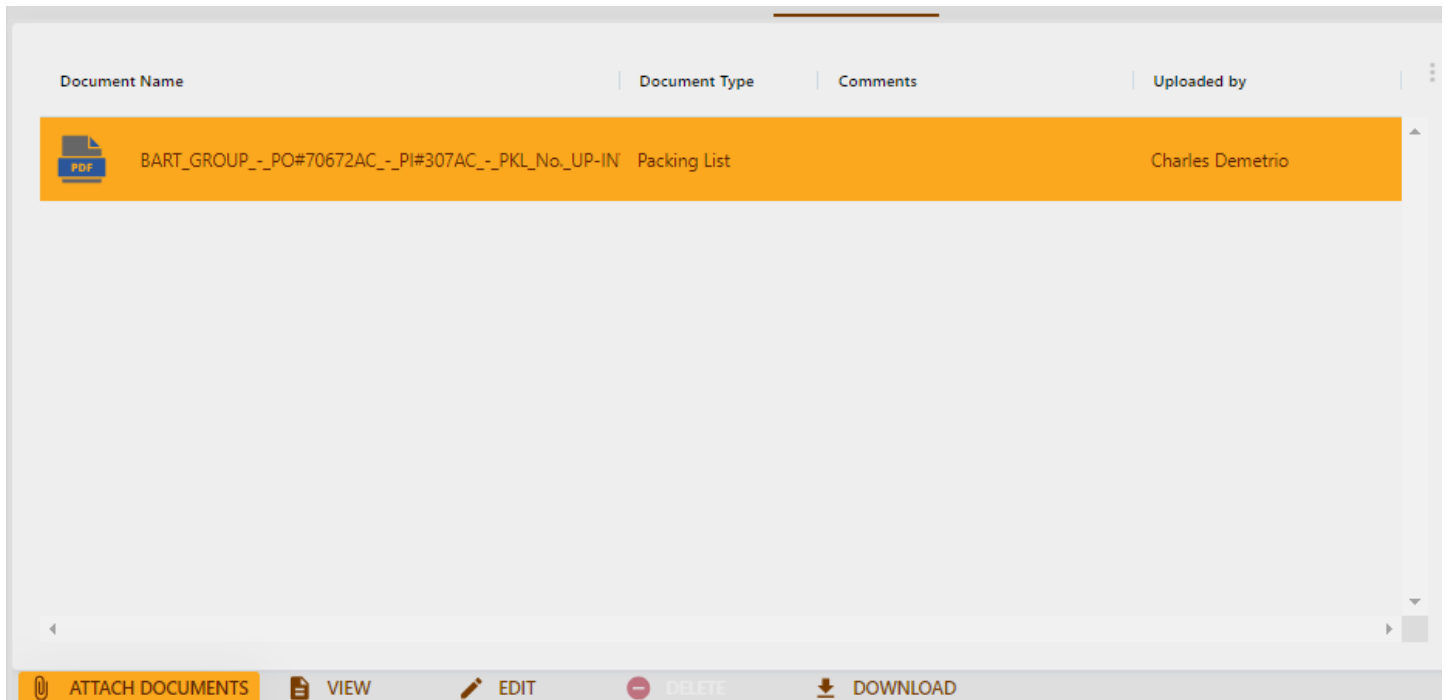
Order Number	Order Status	Consignee	Consignor	Origin Port	Destination Port	Required in Store	Supplier Invoice Num...
706724C	ARRIVED	SLEEPING GIANT (SLEGIASVD)	UNITED POTTERIES (UNIPOTSGN)	HO CHI MINH CITY (VNNGN)	SYDNEY (AUSYD)		

Notice that the order numbers are hyperlinked meaning that should you require more information on the purchase order just click on the link and the system will take you straight to that purchase order records in the orders section of Partner Portal

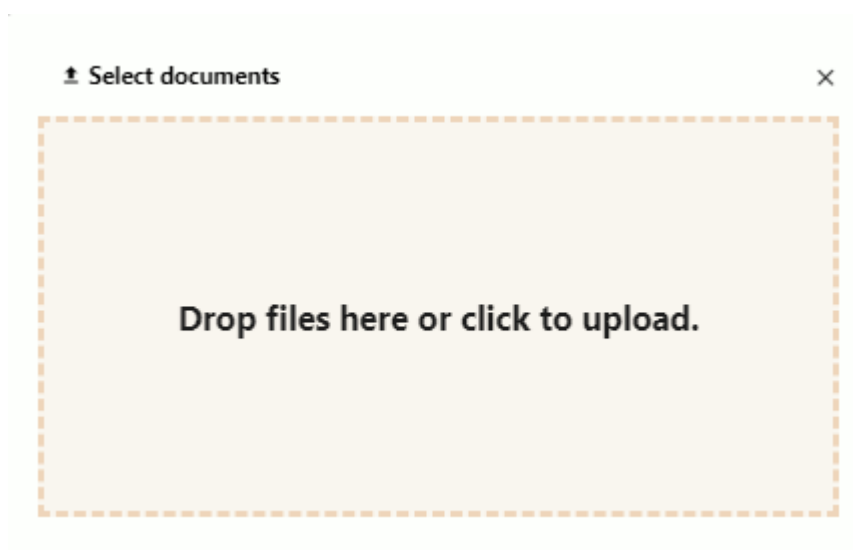
WHALE PARTNER PORTAL USER GUIDE

SHIPMENT CONTAINERS (1) DELIVERY DETAILS NOTES (0) ORDERS (1) **DOCUMENTS (5)**

- l) Documents – This tab will show all documents in relation to this shipment/job including supplier invoice, certificate or origin, PODs, invoices, etc.



In this section you can also upload documents by simply clicking the “attach documents”. A pop-up box will appear and then it is just drag and drop.



WHALE PARTNER PORTAL USER GUIDE

9. CONTAINERS AND REQUESTING AN EMPTY PICKUP

- a) Clicking on the “containers” link on the left-hand menu will automatically open up an additional section where you have the option to view Import of Export containers



Container Number	Container Type	Shipment Number	House Bill	Shipping Line	Vessel	Voyage ID	Destination	ETA	ETD	Origin	ISO Type	Dange
TRHU7656561 ON WATER	FCL	2043103	WHCUHSDYD245001	OCEAN NETWORK EXPRESS	TRANSHIPMENT (T/S)	1	SYDNEY (AUSYD)	24/06/2024	02/06/2024	QUI NHON (VNUIH)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
TCLU6361499 ON WATER	FCL	2043098	WHCUHBN245001	OCEAN NETWORK EXPRESS	TRANSHIPMENT (T/S)	1	BRISBANE (AUBNE)	21/06/2024	02/06/2024	QUI NHON (VNUIH)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
FDQU434584 ON WATER	FCL	2043097	WHCUHBN245002	OCEAN NETWORK EXPRESS	TRANSHIPMENT (T/S)	1	BRISBANE (AUBNE)	21/06/2024	02/06/2024	QUI NHON (VNUIH)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
CAAU7348830 ON WATER	FCL	2043026	SH24057011BRI	MSC (AUSTRALIA) PTY LTD	DANUBE (ZIMDAN)	65	BRISBANE (AUBNE)	11/06/2024	26/05/2024	SHANGHAI PT (CNSHG)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
TEMU8256123 ON WATER	FCL	2043004	SH24057033BRI	OOCL (AUSTRALIA) PTY LTD	OOCL DURBAN (SERENA)	0235	BRISBANE (AUBNE)	18/06/2024	26/05/2024	SHANGHAI PT (CNSHG)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
OOCL7279372 ON WATER	FCL	2042995	SH24057007BRI	OOCL (AUSTRALIA) PTY LTD	CMA CGM BAIKAL (CMABAI)	2285	BRISBANE (AUBNE)	17/06/2024	23/05/2024	SHANGHAI PT (CNSHG)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
OOCL8863828 ON WATER	FCL	2042925	TJS2405998NE	OOCL (AUSTRALIA) PTY LTD	TRANSHIPMENT (T/S)	1	BRISBANE (AUBNE)	30/06/2024	21/05/2024	XINGANG (CNXIP)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
OOCL6832987 ON WATER	FCL	2042921	TJS240598SYD	OOCL (AUSTRALIA) PTY LTD	TRANSHIPMENT (T/S)	1	SYDNEY (AUSYD)	22/06/2024	21/05/2024	XINGANG (CNXIP)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
CCLU7756049 ON WATER	FCL	2042921	TJS240598SYD	OOCL (AUSTRALIA) PTY LTD	TRANSHIPMENT (T/S)	1	SYDNEY (AUSYD)	22/06/2024	21/05/2024	XINGANG (CNXIP)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
EGSU9679291 ON WATER	FCL	2042863	YWHMEL2405693	EVERGREEN SHIPPING AGENCY (AUST) PTY LTD	HYUNDAI PRIVILEGE (HYUPRI)	01035	MELBOURNE (AUMEL)	07/06/2024	22/05/2024	YANTIAN PT (CNYTN)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
EGSU9681299 ON WATER	FCL	2042858	YWHBRI2405672	EVERGREEN SHIPPING AGENCY (AUST) PTY LTD	HYUNDAI PRIVILEGE (HYUPRI)	01035	BRISBANE (AUBNE)	12/06/2024	22/05/2024	YANTIAN PT (CNYTN)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
TEMU6266143 AVAILABLE WHARR	FCL	2042857	YWHSYD2405669	EVERGREEN SHIPPING AGENCY (AUST) PTY LTD	HYUNDAI PRIVILEGE (HYUPRI)	01035	SYDNEY (AUSYD)	03/06/2024	22/05/2024	YANTIAN PT (CNYTN)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No
EGSU9683901 AVAILABLE WHARR	FCL	2042857	YWHSYD2405669	EVERGREEN SHIPPING AGENCY (AUST) PTY LTD	HYUNDAI PRIVILEGE (HYUPRI)	01035	SYDNEY (AUSYD)	03/06/2024	22/05/2024	YANTIAN PT (CNYTN)	40' HIGH CUBE GENERAL CONTAINER (45G0)	No

Just like the bookings, orders and shipment screens you are able to sort by column, move columns around to suit your view and set up filters or create specific searches.

WHALE PARTNER PORTAL USER GUIDE



- b) When you click on a container it will bring up a new window which will provide you with all the details in relation to that container number.

Container Number: TRHU7656561

QUI NHON, 31 (VNUIH) → SYDNEY, NSW (AUSYD)

On Water

DETAILS DELIVERY INFORMATION

Container Details		ISO Type
Container Type		40' HIGH CUBE GENERAL CONTAINER (45G0)
FCL		
Seal Number	Equipment Type	Dangerous Goods
VN1800295A	SIDELOADER	No
Net Weight	Units	
5703.000	kg	
Gross Weight	Units	Volume
9673.000	kg	67.410 m³

Shipment Information

House Bill	WHCUHSYD245001
Shipment Number	2043103
Consignee	Consignee Reference Number
SLEEPING GIANT (SLEGASYD)	LIK4491/71220
Consignor	
LIVING IKON (LIVIKOSGN)	
Forwarder	
WHALE LOGISTICS AUSTRALIA PTY LTD	
Vessel	Voyage ID
TRANSHIPMENT (T/S)	1
Shipping Line	
OCEAN NETWORK EXPRESS	
Origin Port	ETD
QUI NHON (VNUIH)	02/06/2024
Discharge Port	
SYDNEY (AUSYD)	
Destination Port	ETA
SYDNEY (AUSYD)	24/06/2024

Dates

Discharge Date

Available Date

Quarantine Start

Quarantine End

Fumo Clear

Storage Start Date

Required Date

Delivery Date

Empty Ready

REQUEST PICKUP

Actual Delivered

Detention Start Date

- c) Once your container is empty and ready to be pick up, the request can be made online through this section. You will notice on the left-hand side of the screen there is an orange button with "Request Pickup".

- d) When you click on "Request Pickup" a pop-up box will appear as per below.

Container #


Notes Section

Send Request for pick up

Container Number TRHU7656561

Empty Ready 04/06/2024 16:31

OK CANCEL

The date will automatically default to the current date and time however by clicking on  you can also set a date and time for pickup. There is also a section for you to add notes if required.

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WHALE PARTNER PORTAL USER GUIDE



A pickup request can also be done from the list when you first enter the container section. Scroll across the headings and you will eventually reach “Empty Ready”. By clicking and holding your mouse button down, you can drag this column across next to container number,

Consignee Reference Number	Available Date	Required Date	Storage Start Date	Dehire Depot	Delivery Date	Actual Dehire	Discharge Date	Quarantine Start	Quarantine End	Empty Ready	Discharge Port
LIK4491/71220										Request Pickup	SYDNEY (AUSYD)
LIK4492/71221										Request Pickup	BRISBANE (AUBNE)

By clicking and holding your mouse button down, you can drag this column across next to container number,

Container Number	Empty Ready	Container Type	Shipment Number ^	House Bill	Shipping Line
 TRHU7656561 ON WATER	Request Pickup	FCL	2043103	WHCUIHSYD245001	OCEAN NETWORK EXPRESS
 TCLU6361499 ON WATER	Request Pickup	FCL	2043098	WHCUIHBNE245001	OCEAN NETWORK EXPRESS
 FDCU0434584 ON WATER	Request Pickup	FCL	2043097	WHCUIHBNE245002	OCEAN NETWORK EXPRESS
 CAAU7348830 ON WATER	Request Pickup	FCL	2043026	SH24057011BRI	MSC (AUSTRALIA) PTY LTD
 TEMU8256123 ON WATER	Request Pickup	FCL	2043004	SH24057033BRI	OOCL (AUSTRALIA) PTY LTD
 OOCU7279372 ON WATER	Request Pickup	FCL	2042995	SH24057007BRI	OOCL (AUSTRALIA) PTY LTD
 OOLU8863828 ON WATER	Request Pickup	FCL	2042925	TJS240599BNE	OOCL (AUSTRALIA) PTY LTD
 OOCU6832987 ON WATER	Request Pickup	FCL	2042921	TJS240598SYD	OOCL (AUSTRALIA) PTY LTD
 CCLU7756049 ON WATER	Request Pickup	FCL	2042921	TJS240598SYD	OOCL (AUSTRALIA) PTY LTD

Find the container that you have ready to pickup and once located just click on the “Request Pickup” button. The same pop-up box will appear for you to complete.

Send Request for pick up

Container Number

TRHU7656561

Empty Ready

04/06/2024 16:34

OK

CANCEL