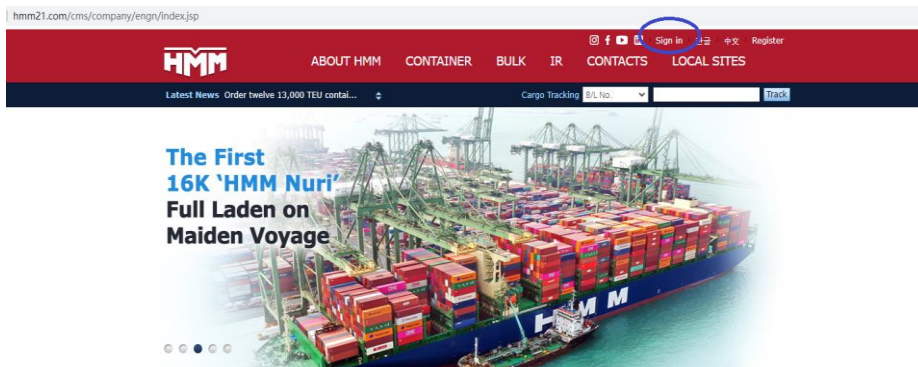


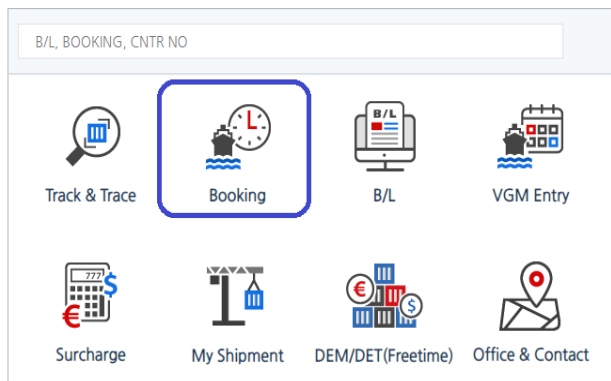
## HMM WEB E-Booking (Edition of Xiamen)

### 一. 登录我司官网www.hmm21.com

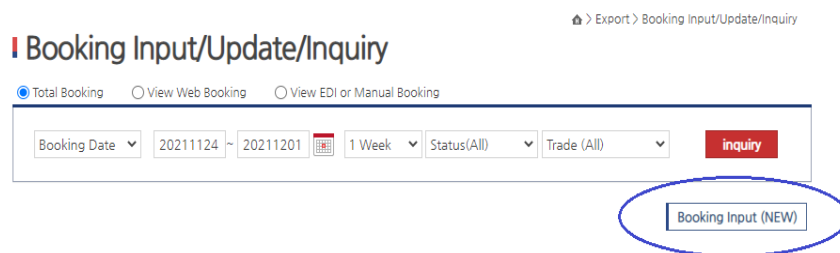


### 二. 选择“Booking”

#### Quick Link



### 三. 点击 “Booking Input (New)”



四. 进入订舱录入界面，船期请进入 “SCHEDULE”进行选择

Booking Input/Update/Inquiry

Booking Input(NEW)

Quick Booking

Template Name

-----Select-----

Delete

Reference BKG

Booking No. :

Apply

Schedule

Vessel Name/Voyage

SCHEDULE

Vessel Info

Partner's Voyage

Loading Port

ETD

Discharging Port

ETA

Place of Delivery

ETA

五. 注意事项

1. **Booking Shipper** : 为订舱货代, 需点开放大镜在列表中进行选择, 如果没有找到相对应的名称, 请发邮件给我们进行授权
- a. 授权邮件发送到schqxmfczsr@hmm21.com
- b. 邮件内容包含如下:

HMM USER ID	
Booking Shipper (订舱货代)	
地址	
联系方式	
目的港	
合约号	
合约客人名称	
Reference HMM Booking no.	可以提供已经走过的订舱号, 以方便授权

2. **Service Contract No.:** 请选择Direct Input, 并在右侧框格内直接录入正确合约号
3. **Named Customer:** 如有, 选择Direct Input, 并在右侧框格内直接录入正确NAME Customer; 如没有可不填写。
4. **Booking Office/ Area:** 请选择 HMM SHOUTH CHINA (XIAMEN)
5. **Save** :所有资料填写完毕后点击 “Save”, Save 之后订舱信息并不会发送至我司系统。
6. **Completed:** Save 之后会生成订舱单号, 之后务必点击 “Completed”, 订舱资料才会发送至我司系统。
7. 其他未尽事宜, 可咨询相关航线客服。

Cargo Information

1.Booking Shipper : 为订舱货代, 需点开放大镜在列表中进行选择, 如果没有找到相对应的名称, 请发邮件给我们进行授权

\* Service Term

-----Select-----

/

-----Select-----

\* Contract Holder

Shipper

\* Booking Shipper

Forwarder

-----Select-----

Consignee

-----Select-----

Notify

-----Select-----

2. Service Contract No.:

\* Service Contract No.

Direct Input

\* Commodity

\* In case of plastic scrap cargo, commodity code is mandatory in order to avoid any charge after loading.

3. Named Customer:

Named Customer

Direct Input

\* Booking Office/Area

HMM SOUTH CHINA (XIAMEN)

\* Ensure correct HMM branch office receives Booking Alert.

4. 请选择 HMM SHOUTH CHINA (XIAMEN)

\* Gross Weight(KGS)

(Net weight + Packing)

max : 99999999.9999

Remark

Save this booking data as template name

Save

5.所有资料填写完毕后点击 “Save”, Save 之后订舱信息并不会发送至我司系统。

Save

Booking Input/Update/Inquiry

6. Completed: Save 之后会生成订舱单号, 之后务必点击 “Completed”, 订舱资料才会发送至我司系统。

Pre Booking : XMNM15573900 is created!

Please click on 'Booking Process & Status' to confirm booking completion by Hyundai representative.



Completed

## 六. 补充说明

### \* Contract Holder/Booking Shipper/ Forwarder



举例：合约方 "A" Freight Forwarder (NVOCC)，同时为订舱货代。

1. Contract Holder = Shipper (显示为 B/L Shipper)
2. Booking Shipper = "A" Freight Forwarder
3. Forwarder = "A" Freight Forwarder

• Cargo Information

* Service Term	-----Select----- / -----Select-----	* Contract Holder	1.	Shipper
* Booking Shipper	2. "A" Freight Forwarder	Forwarder	3.	"A" Freight Forwarder
Consignee	-----Select-----	Notify		-----Select-----

举例：合约方 "A" Freight Forwarder (NVOCC)，委托 "B" Freight Forwarder 订舱。

- 该情况需经我司进一步审核。

1. Contract Holder = Shipper (显示为 B/L Shipper)
2. Booking Shipper = "A" Freight Forwarder
3. Forwarder = "B" Freight Forwarder

• Cargo Information

* Service Term	-----Select----- / -----Select-----	* Contract Holder	1.	Shipper
* Booking Shipper	2. "A" Freight Forwarder	Forwarder	3.	"B" Freight Forwarder
Consignee	-----Select-----	Notify		-----Select-----



举例：合约方 WALMAR\* (BCO) 指定货代 "A" Freight Forwarder 作为订舱货代直

接订舱。

1. Contract Holder = Consignee (显示为 B/L Consignee)
2. Booking Shipper = "A" Freight Forwarder
3. Forwarder = "A" Freight Forwarder
4. Consignee = WALMAR\*

• Cargo Information

* Service Term	-----Select----- / -----Select-----	* Contract Holder	1.	Consignee
* Booking Shipper	2. "A" Freight Forwarder	Forwarder	3.	"A" Freight Forwarder
* Consignee	4. WALMAR*	Notify		-----Select-----

举例：合约方 WALMAR\* (BCO) 指定货代 "A" Freight Forwarder 委托 "B" Freight

Forwarder 订舱。

1. Contract Holder = Consignee(显示为 B/L Consignee)
2. Booking Shipper = "A" Freight Forwarder
3. Forwarder = "B" Freight Forwarder
4. Consignee = WALMAR\*

#### • Cargo Information

* Service Term	-----Select----- / -----Select-----	* Contract Holder	1. Consignee
* Booking Shipper	2. "A" Freight Forwarder	Forwarder	3. "B" Freight Forwarder
* Consignee	4. WALMAR*	Notify	-----Select-----

#### \* Type/Size/Qty

Multiple Booking creation : ☐ by Cntr Type/Size ☐ by Cntr Quantity ☐ Not Use

* Type / Size / Qty	* Empty Pick Up Date
<div> <div> <div>-----Select-----</div> <div> <div>Dry</div> <div>Flatrack</div> <div>Open Top</div> <div>Reefer</div> <div>Reefer Dry</div> <div>Tank</div> <div>Super Rack</div> <div>Reefer Ultra</div> <div>Multi Element Gas</div> </div> </div> <div>--</div> <div>Qty</div> </div>	<div>2021/12/24</div>

可提柜日期为头程船到厦门港前 5 天, 请根据这个时间范围选择, 但最后以客人实际提柜时间为准

请根据所需柜的种类正确选择

Open saved pick up info Save pick up info

Multiple Booking creation : ☐ by Cntr Type/Size ☐ by Cntr Quantity ☐ Not Use

* Type / Size / Qty	* Empty Pick Up Date
<div> <div> <div>-----Select-----</div> <div> <div>Dry</div> <div>Flatrack</div> <div>Open Top</div> <div>Reefer</div> <div>Reefer Dry</div> <div>Tank</div> <div>Super Rack</div> <div>Reefer Ultra</div> <div>Multi Element Gas</div> </div> </div> <div>--</div> <div>Qty</div> </div>	<div>2021/12/24</div>

Hanger 为挂衣柜, 数量填 0

40 ==> 40'DC  
4H ==> 40'HC

Open saved pick up info Save pick up info

Multiple Booking creation : ☒ by Cntr Type/Size ☐ by Cntr Quantity ☐ Not Use

* Type / Size / Qty	* Empty Pick Up Date
<div> <div> <div>-----Select-----</div> <div> <div>Dry</div> <div>Flatrack</div> <div>Open Top</div> <div>Reefer</div> <div>Reefer Dry</div> <div>Tank</div> <div>Super Rack</div> <div>Reefer Ultra</div> <div>Multi Element Gas</div> </div> </div> <div>--</div> <div>Qty</div> </div>	<div>2021/12/24</div>

by Cntr Type/Size 如多个订舱, 在所有资料都一样的情况下(除柜型以外), 可以将不同柜型做一个申请表中, 系统将按柜型分别生成订舱单号。如 1x20' + 40'HC, 系统会生成两个订舱号 XMNX00000001 (1x20') + XMNX00000002(1x40'HC)

by Cntr Quantity 如多个订舱, 在所有资料都一样的情况下, 可以将所需柜子数量填在一个申请表中, 系统将按柜量分别生成订舱单号。如 2x40'HC, 系统会生成两个订舱号 XMNX00000001(1x40' HC) + XMNX00000002(1x40'HC)

Not Use 不使用该项功能