YM Website – User Manual

- ## Web Customer Booking Introduction

  - ◆Submit booking on-line 24/7.
  - ◆Save time on phone communication.
  - ◆Allow you to review booking history.
  - ◆View all Booking under your account.

YANG MING delivers GOOD for life

Booking Function

1) How to login

Step1 :

- Use the Chrome or Edge to log in Yang Ming website: https://www.yangming.com/en
- Click [Account] and enter your User ID and Password.
- (If you do not have a ID/PW, please register on our website first via the linkage below.
  => https://www.yangming.com/en/member/register)
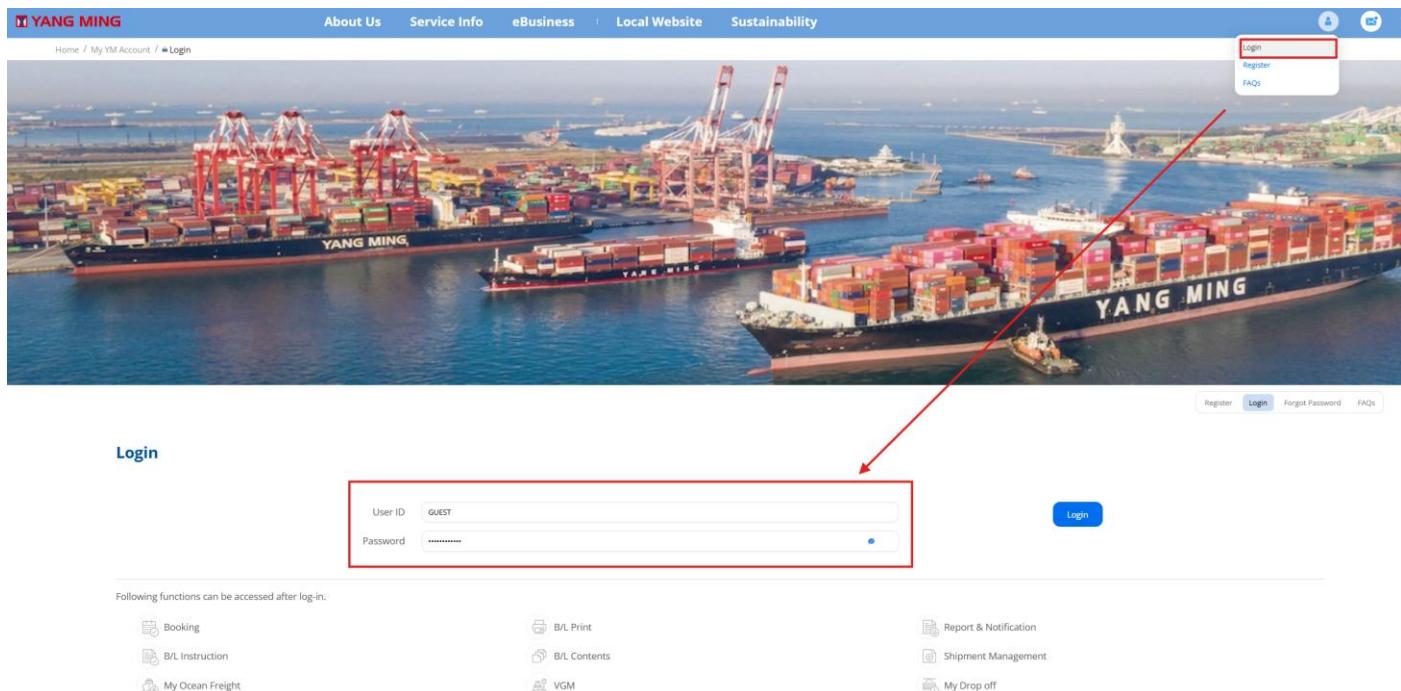
Booking Function

1) How to login

Step2 :
- **Click [Booking] -> [Booking Request]**
- **If you do not have Booking access, please click [Profile Setting] to update your registered account.**

Booking Function

2) Select Designated Booking office (If any)

- If you are authorized to make booking for more then one office/agent.
- You can select a preferred customer profile before login.
- If you cannot find the preferred office you want to assign, please contact cs@yangming.com to have the office added for you.

- If you didn't find a new pop-up window for [Booking] page.
- Please review your browser setting and change to allow pop-ups window.

Booking Function

3) Login Screenshot

a. **After login, you will find five booking fields and you can choose one you need.**

- My Booking – Manage all your current bookings.
- New Booking – Create new Booking Request.
- Template List – Manage your Booking template or create booking by template.
- Reports – Generate your Booking report
- Business Partner – Setup your related party information.

b. **You can change Language or Theme by My Information on upper right corner.**

c. **You can switch agent / office by click company name.**

My Information   My

👤 GUEST1
Last Login 19/06/2025 | 08:51:24 AM

✉ CS@YANGMING.COM

📱 02-24298498

🧹 Clear Cache

b

Language

English   ✓

中文

Theme

[✓] [ ] [ ]

v5.0.0.100 30-APR-2025

Language

View Notification

Logout

Login Name

a

| My Bookings | New Booking | Template List | Reports ▼ | Business Partner | Hi GUES... Taipei offi... 🔔 ≡ ⏻ |

c YES LOGISTICS CORP.

My Bookings

Total Booking(s): 0   Sort By None ▼   ↻   (Manual   Web   EDI   All)   Search 🔍 ⌃

Place of Receipt	Place of Delivery	Booking From-To *	Web Booking Request ID	Booking Number	All Revisions
Key in three char	Key in three char	2022/10/17 ~ 2022/11/16			(toggle)

BL No.	Voyage Number	ShipTXAID	Shipment ID	Cargo Type	Booking Status	Unread Responses	
				▼		(toggle)	Search

Ads

Web User Guide

Booking Function

4) My Booking

"My Bookings" can manage all your current bookings. (reflect the latest status)
a. Search Booking :

You can find Booking by search button or Sort Booking by Booking Creation Mode
- **Manual: Booking through prior e-Service platform or by tel/fax or manually input by local colleagues.**
- **Web: Booking through Web Customer Platform (new).**
- **EDI: Booking through EDI way with Yang Ming directly or via portal/3rd party.**
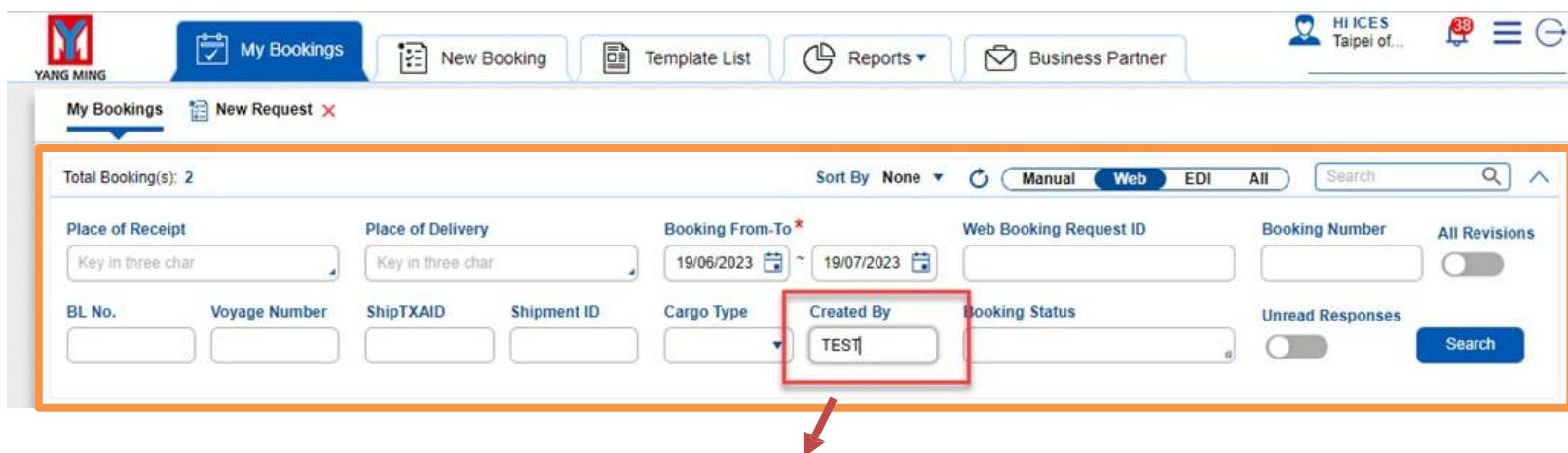
(The default booking list is the bookings under your login ID.
You can remove your login ID in [Create By] column then you can view all bookings under this account.)

Booking Function

4) My Booking

"My Bookings" can manage all your current bookings. (reflect the latest status)

b.   More Options :

You can use <u>More Options</u> to process more action. (the action is available base on the latest status.)
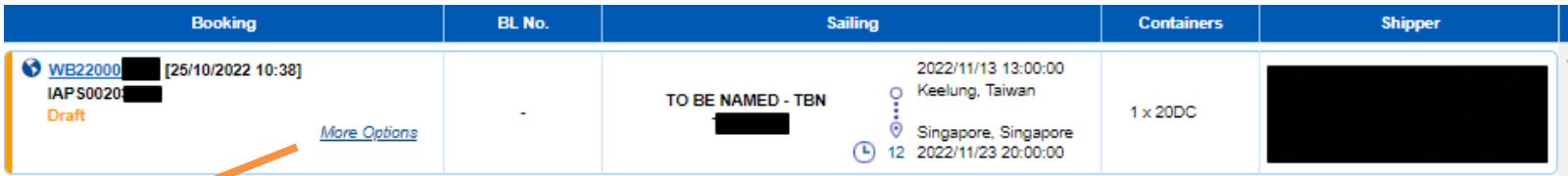
	Booking	BL No.	Sailing		Containers	Shipper	
b	🌐 WB22000■■■ [25/10/2022 10:38] IAPS0020■■ Draft _More Options_	-	TO BE NAMED - TBN ■■■■	2022/11/13 13:00:00 ○ Keelung, Taiwan ┊ ◉ Singapore, Singapore 🕐 12 2022/11/23 20:00:00	1 x 20DC	■■■■■■	

More Options menu:
- 👁 View Request
- 🗏 View Booking
- ✏ Edit Request
- ↻ Revise Booking
- ⊘ Cancel Request
- ⬇ Download Confirmation
- 🗏 Copy to New Request
- 🗏 Save As Template
- ➚ Send Response To Agent
- 🔗 Document Upload

- **View Request** - View the booking request.
- **View Booking** - View the current booking details.
- **Edit Request** - Edit the booking request.
- **Revise Booking** – Raise the booking revision request with a new sequence.
- **Cancel Request** – Raise the booking cancel request.
- **Download Confirmation** – Download the latest booking confirmation document.
- **Copy To New Request** - Create a copy of the selected booking request
- **Save as Template** - Create a new booking template based on the selected booking request.
                          (only allowed for the booking created from the WEB)
- **Send Response To Agent** – Send booking related message to Agent for further review.
- **Documents Upload** –Upload related supporting documents (**HAZ doc**, KYC, declaration...etc.)
                          (upto **20MB**[Single/Combination of multiple file]   with doc,docx,jpeg,jpg.pdf.xls,xlsx.

Booking Function

5) New Booking

a. Click "New Booking", you will be redirected to "New Request" page.

b. Fill in all Booking details, the mandatory items marked (*).

c. After completed, you can press "Submit" the booking request immediately or press "Saved as Draft" for further modifications.

d. Preview button will be enabled after the booking "Saved as Draft" or "Submit". (The preview will be opened as pdf in another browser tab to view appropriately.)

Booking Function

5) New Booking

[New Request]

1. Basic Information : (CY/CY Cargo):

- Input key word of <u>Place of receipt</u> / <u>Place of delivery</u> and select the correct location via drop-down list.

- Select <u>Receipt Type</u> / <u>Delivery Type</u> by drop-down list.

- <u>Trade Lane</u> will be populated based on origin/destination location.

- <u>Service Contract/Quotation Ref</u>. : For USA/CA inbound shipment, please input 6 digits.

  For other trade lanes please input 12 digits.

- <u>Cargo Ready Date</u> : select calendar, the date should between current date and ETD. (Default 21 days.)

- <u>Payment Place</u> will auto bring the POR or POD as payment location according to the payment mode(Prepaid or Collect). You can change it if necessary.

Booking Function

5) New Booking

[New Request]

1. Basic Information: (Door/CY Cargo):
- When you change Receipt Type to Door, please complete the necessary information in Door Address field.

Booking Function

5) New Booking

[New Request]

2. Container & Cargo: Container Level

- Container Size/Type – Input a keyword of container size (ex. 2; 4..) and select a size/type by drop-down list.
- Empty Pickup Depot - Input a keyword of depot name and select a preferred one by drop-down list.
- SOC – Open toggle button for Shipper Owned Container.
- NOR – Open toggle button for Non-Operate Reefer when select reefer containers.
- OOG – Open toggle button for Out of Gauge and fill in oversize in CM.
- Door Address – Open toggle button and fill in door address per container.

Booking Function

5) New Booking

[New Request]

2. Container & Cargo: Cargo Level

- General Cargo – Input Commodity by free text.
  - Input HS code in Six digits.
  - Input Commodity Group per FMC service contract if you have.
- IMCO – Open toggle button for dangerous goods (UN Number & Class are mandatory).
  - (**please upload DGMS documents via My Booking/more options/ Documents Upload function after submit the IMCO Booking.**)
- Reefer – Open toggle button for refrigerated goods (Reefer Vent. & Temp. Setting are mandatory)

Booking Function

5) New Booking

[New Request]

3. Sailing - The details will bring from "Basic Information".

• You can directly press <u>Search</u> button or input <u>Voyage Number</u> to find a schedule.

• After the routings are listed, please select a preferred one then press "Select Schedule".

Booking Function

5) New Booking

[New Request]

4. Party & Addresses:

- <u>Shipper</u> – You can input shipper information or open toggle button when Booking Party as shipper.
- <u>Consignee</u> – Open toggle button then you can add consignee.
- <u>Booking Contact Details</u>: Auto populate the details from login customer profile.
  You can add email box as booking receiver by ;

Booking Function

5) New Booking

[New Request]

5. Other Details:

- <u>Special Stowage</u> – Select Special Stowage per your preference.
- <u>Customer Shipment ID</u> – Add customer reference number if necessary.
- <u>Create more booking with same details</u> – copy booking with same details.
- <u>Remarks</u> – Input any remarks if necessary.

⊘ Other Details

Special Stowage

Not Applicable ▼

Customer Shipment ID

Create more booking with same details

Remarks

Booking Function

5) New Booking

[New Request]

Review and Submit:

- Save as Draft – The booking request details will be stored as draft for further modifications.
- Preview – The preview will be enabled only after the booking request has been "Saved as Draft" or "Submit".
- Submit – Please click agree to disclaimer notice and press [Submit] button.
- Once submit successfully, it will pop-up a message with booking request number, you can view this request via "My Booking" function. Also you can press "Save As Template" to save a new template.
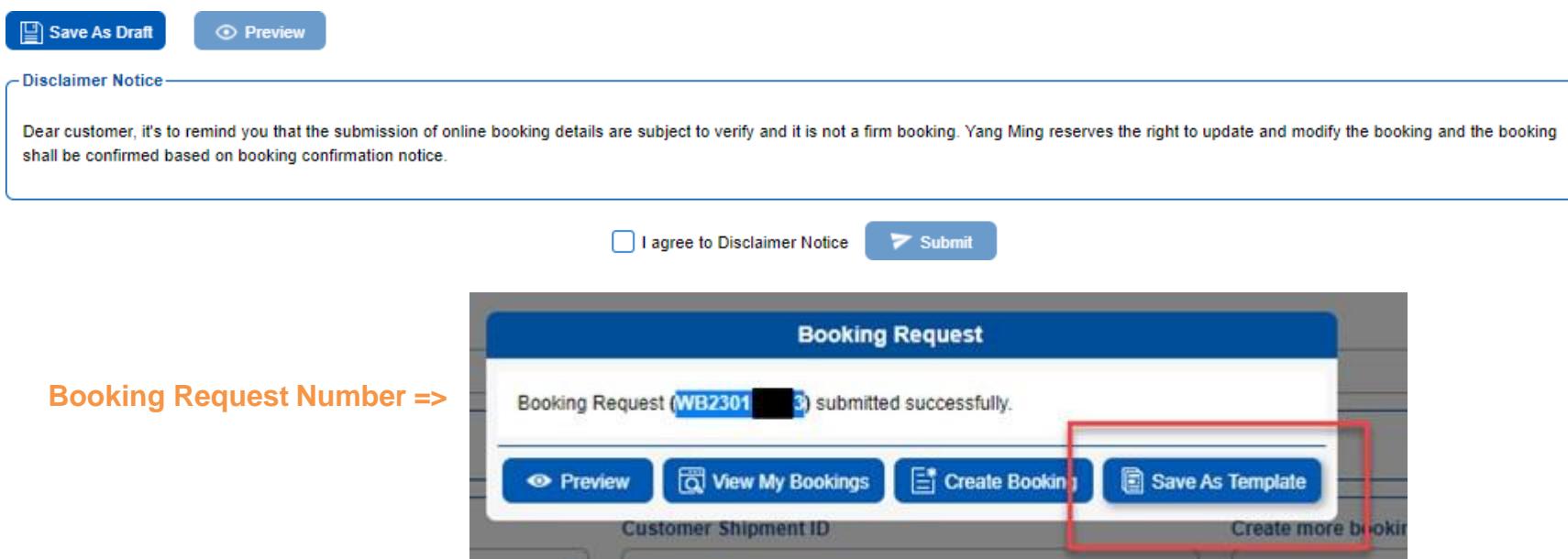

Booking Request Number =>

Booking Function

6) Template List

a. You can generate New Template from :
   - My Booking/More options/ "Save as Template" function(allowed booking created from WCB only)
   - New Request/Submit/ "Save as Template" function.

b. You can use existed template to generate a new booking by "create booking" linkage. The template will keep three sections such as Basic Info, Containers & Cargo and Parties & Addresses.

c. You can enable or disable the template by use toggle button.

d. You can edit template name or delete the template.

Booking Function

7) Reports

Monthly Bookings

You can download the monthly bookings from "Monthly Booking" function,

a. The report was included web booking only.

b. Default date duration is one month. You can allow to change date within 180 Days.

c. After press "Submit" button, the monthly report will be generated in new page.

Booking Function

8) Business Partner

a. You can view/maintain the business partner.

b. You can press +add button to add new party information, this will be shown while creating the booking.

c. You can setup Active or Inactive of the list business partner.

In case of any question, please feel free to contact us (cs@yangming.com) .

Thanks for your good cooperation.