

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.

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>)

YANG MING About Us Service Info eBusiness Local Website Sustainability

Home / My YM Account / Login

Login Register FAQs

Register Login Forgot Password FAQs

Login

User ID: GUEST

Password: *****

Login

Following functions can be accessed after log-in:

- Booking
- B/L Print
- Report & Notification
- B/L Instruction
- B/L Contents
- Shipment Management
- My Ocean Freight
- VGM
- My Drop off

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.



HL GUEST1

- Booking
- B/L Instruction
- My Ocean Freight

- B/L Print
- B/L Contents
- VGM

- Report & Notification
- Shipment Management
- My Drop off

Booking

Booking Request

Make booking has been easier.

- Submit booking request on-line 24/7.
- Save time on phone communication.
- Allow you to review booking history.

Logout

Booking Function

2) Select Designated Booking office (If any)

- If you are authorized to make booking for more than 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.

Designated Booking Office

Note: You are authorized to make booking request only for the below agent offices.

Agent & Office	Customer Name & Address
<input type="radio"/> Lisbon Office Ibero Linhas Transportes limitada	SCHENKER TRANSITARIOS S.A. LISBON AS AGENT OF SCHENKEROCEAN LTD. ESTRADA NACIONAL 115-5-CASAL NOVO 2660-364 SAO JULIAO DO TOJAL /...
<input type="radio"/> London Office Yangming (UK) Ltd	3MD LOGISTICS LTD 10B Elms House The Elms Industrial Estate Church Road...
<input type="radio"/> Bangkok Office YANG MING LINE (THAILAND) CO., LTD.	SEAGOOD IMPORT EXPORT AND LOGISTICS ... 197/69 GOLDEN CITY ONNUT-PATTHANAKAN VILLAGE, ONNUT 65 ALLEY INTERSECTION 14, PRAWET SUBDISTRICT, PRAWET DISTRICT...

Switch Logout

- 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.

Pop-up blocked

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.

The screenshot displays the Yang Ming Booking Function interface. At the top left, the Yang Ming logo is visible. The main navigation bar includes buttons for 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner'. On the right side of the navigation bar, there is a user profile section labeled 'My Information' with a 'My' button. This section shows the user is 'GUEST1' with a last login of '19/06/2025 | 08:51:24 AM' and an email of 'CS@YANGMING.COM'. Below this, there is a phone number '02-24298498' and a 'Clear Cache' link. The 'Language' dropdown is set to 'English', and the 'Theme' is set to 'v5.0.0.100 30-APR-2025'. Callouts point to the 'Language' dropdown, the 'View Notification' bell icon, the 'Logout' icon, and the 'Login Name' field. Below the navigation bar, the 'My Bookings' section shows 'Total Booking(s): 0'. The search filters include 'Place of Receipt', 'Place of Delivery', 'Booking From-To' (2022/10/17 to 2022/11/16), 'Web Booking Request ID', 'Booking Number', 'All Revisions' (toggle), 'BL No.', 'Voyage Number', 'ShipTXAID', 'Shipment ID', 'Cargo Type', 'Booking Status', 'Unread Responses' (toggle), and a 'Search' button. A 'Web User Guide' callout points to a question mark icon in the bottom right corner.

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 screenshot displays the 'My Bookings' section of the Yang Ming web portal. At the top, there are navigation tabs: 'My Bookings' (active), 'New Booking', 'Template List', 'Reports', and 'Business Partner'. Below these, a sub-header shows 'My Bookings' and 'New Request'. The main area contains a search and filter interface. It includes a 'Total Booking(s): 2' indicator, a 'Sort By' dropdown set to 'None', and filter buttons for 'Manual', 'Web', 'EDI', and 'All'. A search bar is also present. Below these are various input fields for filtering: 'Place of Receipt', 'Place of Delivery', 'Booking From-To' (with date pickers), 'Web Booking Request ID', 'Booking Number', 'All Revisions' (toggle), 'BL No.', 'Voyage Number', 'ShipTXAID', 'Shipment ID', 'Cargo Type', 'Created By' (highlighted with a red box and containing 'TEST1'), 'Booking Status', and 'Unread Responses' (toggle). A 'Search' button is located at the bottom right of the filter section.

(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 More Options to process more action. (the action is available base on the latest status.)

b

Booking	BL No.	Sailing	Containers	Shipper
WB22000 [25/10/2022 10:38] IAP S0020 Draft More Options	-	TO BE NAMED - TBN 2022/11/13 13:00:00 Keelung, Taiwan Singapore, Singapore 2022/11/23 20:00:00 12	1 x 20DC	

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

- Click "New Booking", you will be redirected to "New Request" page.
- Fill in all Booking details, the mandatory items marked (*).
- After completed, you can press "Submit" the booking request immediately or press "Saved as Draft" for further modifications.
- 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.)

The screenshot shows the 'New Booking' interface of the Yang Ming website. The top navigation bar includes the Yang Ming logo, 'My Bookings', 'New Booking' (highlighted with an orange box and label 'a'), 'Template List', 'Reports', and 'Business Partner'. The user is logged in as 'Hi GUES... Taipei offi...'. The main content area is titled 'My Bookings' and 'New Request' (with a red 'x' icon). Below this is a tabbed interface with 'Basic Information' (selected), 'Containers & Cargo', 'Sailing', 'Parties & Addresses', 'Other Details', and 'Review & Submit'. The 'Basic Information' tab is highlighted with an orange box and label 'b'. It contains a table with the following data:

Web Booking Request ID	Booking Number	Booking Party	Transaction Reference	Booking Sequence	Booking Status
-	-	YES LOGISTICS CORP.	-	-	Draft

Below the table, there are two buttons: 'Save As Draft' and 'Preview'. The 'Preview' button is highlighted with an orange box and label 'd'. At the bottom, there is a 'Disclaimer Notice' section (highlighted with an orange box and label 'c') that reads: 'Dear customer, it's to remind you that the submission of online booking details are subject to verify and it is not a firm booking. Yang Ming reserves the right to update and modify the booking and the booking shall be confirmed based on booking confirmation notice.' Below the disclaimer, there is a checkbox labeled 'I agree to Disclaimer Notice' and a 'Submit' button.


Booking Function

5) New Booking

[New Request]

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

- Input key word of Place of receipt / Place of delivery and select the correct location via drop-down list.
- Select Receipt Type / Delivery Type by drop-down list.
- Trade Lane will be populated based on origin/destination location.
- Service Contract/Quotation Ref. : For USA/CA inbound shipment, please input 6 digits.
For other trade lanes please input 12 digits.
- Cargo Ready Date : select calendar, the date should between current date and ETD. (Default 21 days.)
- Payment Place will auto bring the POR or POD as payment location according to the payment mode(Prepaid or Collect). You can change it if necessary.

 Basic Information

Web Booking Request ID	Booking Number	Booking Party	Transaction Reference	Booking Sequence	Booking Status
-	-	YES LOGISTICS CORP.	-	-	Draft

Origin

Place of Receipt *

Receipt Type *

Destination

Place of Delivery *

Delivery Type *

Trade ID & Cargo Ready Date

Trade Lane

Service Contract/Quotation Ref. *

Cargo Ready Date *

Payment

Prepaid/Collect * ☒ ☐

Payment Place *

Auto-populate base on Origin/Destination

6 digits or 12 digits

Auto bring POR or POD location base on payment mode.

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.

The screenshot shows a web form for creating a new booking. The form is divided into several sections. The 'Origin' section contains 'Place of Receipt' (a text input with 'Key in three char') and 'Receipt Type' (a dropdown menu with 'Door' selected). The 'Destination' section contains 'Place of Delivery' (a text input with 'Key in three char') and 'Delivery Type' (a dropdown menu with 'CY (Ramp Included)'). The 'Door Address' section is highlighted with an orange border and contains 'Customer Name' (a dropdown with 'Select Customer ...'), 'Collection Point' (a dropdown with 'Key in three char'), 'Zip Code' (a text input), 'Pickup Date' (a date picker with 'yyyy/MM/dd'), 'Position Date & Time' (a date and time picker with 'yyyy/MM/dd' and 'HH:mm'), 'From' (a time input with 'HH:mm'), and 'To' (a time input with 'HH:mm'). Below these are 'Address' and 'Haulier Instruction' text areas. The 'Trade ID & Cargo Ready Date' section contains 'Trade Lane' (a text input), 'Service Contract/Quotation Ref.' (a text input), and 'Cargo Ready Date' (a date picker with '2022/12/10'). The 'Payment' section contains 'Prepaid/Collect' (radio buttons with 'Prepaid' selected) and 'Payment Place' (a dropdown with 'Key in three char'). An orange arrow points from the 'Receipt Type' dropdown to the 'Door Address' section.

Origin

Place of Receipt*
Key in three char

Receipt Type*
Door

Destination

Place of Delivery*
Key in three char

Delivery Type*
CY (Ramp Included)

Door Address

Customer Name
Select Customer ...

Collection Point
Key in three char

Zip Code

Pickup Date
yyyy/MM/dd

Position Date & Time
yyyy/MM/dd ~ HH:mm ~ HH:mm

From
HH:mm

To
HH:mm

Address*

Haulier Instruction

Trade ID & Cargo Ready Date

Trade Lane

Service Contract/Quotation Ref.*

Cargo Ready Date*
2022/12/10

Payment

Prepaid/Collect*
Prepaid Collect

Payment Place*
Key in three char

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.

Containers & Cargo 20' - 0 | 40' - 0 | 45' - 0 Weight KG Volume CBM Temperature °C OOG CM [Copy From Template](#)

Containers + Add Container

Container Size/Type *	Number Of Containers *	Cargo Gross Wgt.(Per Cntr) *	Empty Pickup Depot	SOC	NOR	OOG	Door Address
<input type="text" value="Select Container SI..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Empty Pickup Depot"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cargo + Add Cargo

Commodity *	HS Code	Commodity Group	IMCO	Reefer
<input type="text"/>	<input type="text" value="Key in three char"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

OOG →

OOG

Cargo Dimension *	Front	Rear	Right	Left	Height
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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)

The screenshot displays the 'Cargo' section of a booking form. At the top, there is a blue header with 'Cargo' and a '+ Add Cargo' button. Below this, the form is divided into three main sections: 'Cargo', 'IMCO', and 'Reefer'. The 'Cargo' section includes fields for 'Commodity *', 'HS Code' (with a hint 'Key in three char'), 'Commodity Group', and two toggle buttons for 'IMCO' and 'Reefer'. The 'IMCO' section is expanded, showing fields for 'UN Number *' (with a hint 'Key in three char'), 'Class *' (with a hint 'Select Class'), 'Flash Point', 'Package Group' (with a hint 'Select Package Gr...'), 'Dangerous Contact', and 'Contact Number'. The 'Reefer' section is also expanded, showing fields for 'Reefer Ventilation *' (with a hint 'N/A'), 'Customized Value', 'Reefer Temperature Settings *' (with a hint 'Celsius'), 'Minimum', and 'Maximum'. Red arrows point to the 'IMCO' and 'Reefer' sections.

Cargo		IMCO		Reefer	
Commodity *	HS Code	Commodity Group	IMCO	Reefer	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
IMCO					
UN Number *	Class *	Flash Point	Package Group	Dangerous Contact	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reefer					
Reefer Ventilation *	Customized Value	Reefer Temperature Settings *	Minimum	Maximum	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Booking Function

5) New Booking

[New Request]

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

- You can directly press Search button or input Voyage Number to find a schedule.

Find Schedule

Place of Receipt*

Place of Delivery*

Voyage Number

Cargo Ready Date* default two weeks

Key in three char as origin

Key in three char as delivery

2022/12/08 ~ 2022/12/22

Service Contract/Quotation Ref.*

Receipt Type*

Voyage Booking Status

Routing Type*

as above

CY (Ramp Included)

Open

All

Search

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

Find Schedule

Place of Receipt

Vessels/Services

Place of Delivery

Transit Days

ROTERDAM, Netherlands
2021/11/30 17:00

ONE NUMBER / 089E / FP1 - FP1147A

CAT LAI, Vietnam
2022/01/04 04:00

34

Select Schedule

Mode

Port of Loading

Departure

Port of Discharge

Arrival

Vessel

Voyage Number

Service

ROTERDAM, Netherlands
(NLRTMP07)

2021/11/30 17:00

SINGAPORE, Singapore
(SGSINP01)

2021/12/27 18:00

ONE NUMBER

089E

FP1 - FP1147A

SINGAPORE, Singapore
(SGSINP01)

2021/12/30 17:00

CAT LAI, Vietnam
(VNCLIP01)

2022/01/04 04:00

MY IMAGE

346N

TSE - TSE150N

VGM Cut-Off Date : 2021/11/28

SI Cut-Off Date : 2021/11/28

CY Cut-Off Date : 2021/11/28

Gate In Terminal : NLRTMP11-Rotterdam World Gateway - Port number 8970

Booking Function

5) New Booking

[New Request]

4. Party & Addresses:

- Shipper – You can input shipper information or open toggle button when Booking Party as shipper.
- Consignee – Open toggle button then you can add consignee.
- Booking Contact Details: Auto populate the details from login customer profile.

You can add email box as booking receiver by ;

Parties & Addresses

Copy From Template

Shipper

Booking Party as Shipper

Name *

Select Name

Address

Country *

Taiwan

State

Select State

E-Mail

City

Telephone

Zip Code

PO Box

Consignee

Add Consignee

Name *

Select Name

Address

Country *

Select Country

State

Select State

E-Mail

City

Telephone

Zip Code

PO Box

Booking Contact Details

Contact Name *

GUEST1

E-Mail * (Use ";" to add more than one email)

CS@YANGMING.COM

Telephone

02-24298498

Notification

Booking Function

5) New Booking

[New Request]

5. Other Details:

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

! Other Details

Special Stowage	Customer Shipment ID	Create more booking with same details
<input type="text" value="Not Applicable"/>	<input type="text"/>	<input type="text"/>
Remarks		
<input type="text"/>		

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.

 Save As Draft  Preview

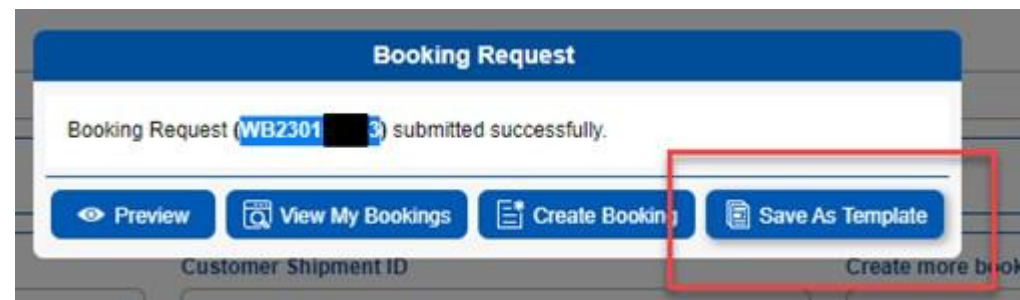
Disclaimer Notice

Dear customer, it's to remind you that the submission of online booking details are subject to verify and it is not a firm booking. Yang Ming reserves the right to update and modify the booking and the booking shall be confirmed based on booking confirmation notice.

☐ I agree to Disclaimer Notice

 Submit

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.

Template Name	Place of Receipt	Place of Delivery	Shipper Name	Consignee Name	Action
TWKEL_CNHUA_TWIGGY1	Keelung, Taiwan	Huangpu, Guang...	WHALE		Create Bookin Enable
TWKEL_CNHUA1	Keelung, Taiwan	Huangpu, Guang...	WHALE		Create Bookin Enable

Booking Function

7) Reports

Monthly Bookings

You can download the monthly bookings from “Monthly Booking” function,

- The report was included web booking only.
- Default date duration is one month. You can allow to change date within 180 Days.
- After press “Submit” button, the monthly report will be generated in new page.

The screenshot shows the Yang Ming web interface. The top navigation bar includes 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner'. The 'Reports' dropdown menu is open, showing 'Monthly Booking' as the selected option. Below the navigation bar, there is a 'My Bookings' section with a 'Total Booking(s): 0' indicator. A 'Monthly Booking' modal window is open, displaying 'From Date' as 2022/10/23 and 'To Date' as 2022/11/22. A 'Submit' button is visible at the bottom of the modal. The background shows a search bar and tabs for 'Web', 'EDI', and 'All'.

The screenshot shows the 'Monthly Bookings' report page. The header includes the Yang Ming logo and 'YANG MING MARINE TRANSPORT CORP.'. The page number is '1 of 1' and the run date is '22/11/2022 11:11'. The user is identified as 'User:'. The main table has columns: 'Web Booking Number', 'Actual Booking Number', 'Booking Date', 'Status', 'Customer', 'Case ID', 'Origin', and 'Load Port'. Below the main table, there are two summary sections: 'Container Wise Summary' and 'Status Wise Summary'.

Web Booking Number	Actual Booking Number	Booking Date	Status	Customer	Case ID	Origin	Load Port
--------------------	-----------------------	--------------	--------	----------	---------	--------	-----------

20'	40'	45'
-----	-----	-----

Pending	Submitted	Received	Confirmed	Revision Submit	Revised	Rejected	Cancelled	Cancel Request	Revision Reject
---------	-----------	----------	-----------	-----------------	---------	----------	-----------	----------------	-----------------

Booking Function

8) Business Partner

- You can view/maintain the business partner.
- You can press +add button to add new party information, this will be shown while creating the booking.
- You can setup Active or Inactive of the list business partner.

Business Partner

Collection Point	Party Type	Company Name	Contact Person	Address	Country
------------------	------------	--------------	----------------	---------	---------

Total Record(s): 0 [+ Add](#)

Collection Point

Key in three char

Party Type *

Country *

Select Country

Company Name *

State

Select State

Contact Person *

City *

Address *

Zip Code

E-Mail

PO Box

Telephone

Status *

☐ InActive

Submit

Cancel



In case of any question, please feel free to contact us (cs@yangming.com) .
Thanks for your good cooperation.