

YM Website – User Manual

- Web Customer Booking Introduction

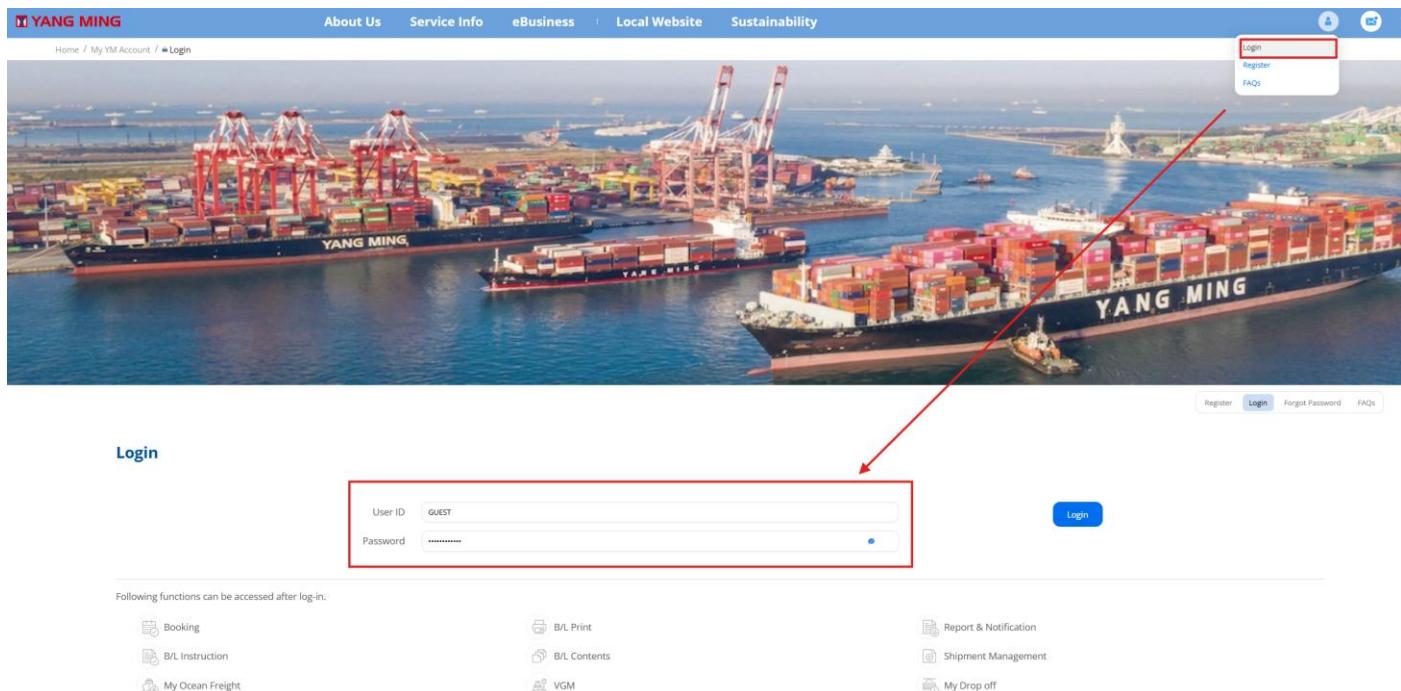
- ◆ Submit booking on-line 24/7.
- ◆ Save time on phone communication.
- ◆ Allow you to review booking history.
- ◆ View all Booking under your account.

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>)



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.



The screenshot shows the YANG MING My YM Account portal. At the top, there is a banner with an aerial view of a port. Below the banner, the page header reads "Home / My YM Account". The main content area is titled "Booking" and contains a sub-section titled "Booking Request". A red arrow points from the "Booking" link in the top-left sidebar to the "Booking Request" button in the main content area. The sidebar also includes links for "B/L Print", "B/L Instruction", "VGM", "Report & Notification", "Shipment Management", and "My Drop off". The top navigation bar includes links for "My YM Account", "Profile Setting", "Change Password", "Sub-user Maintenance", and "FAQs". The bottom right corner of the page has a "Logout" button.

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.

Designated Booking Office

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

Agent & Office	Customer Name & Address
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 /...
London Office Yangming (UK) Ltd	3MD LOGISTICS LTD 10B Elms House The Elms Industrial Estate Church Road...
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.



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.

a

b

Booking Function

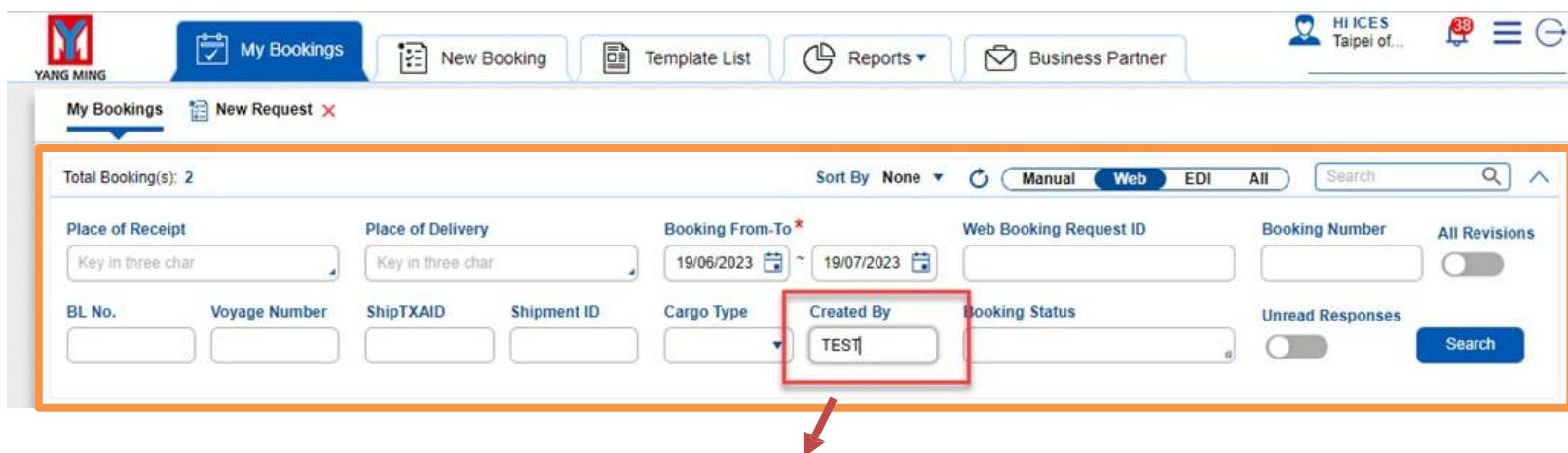
4) My Booking

“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

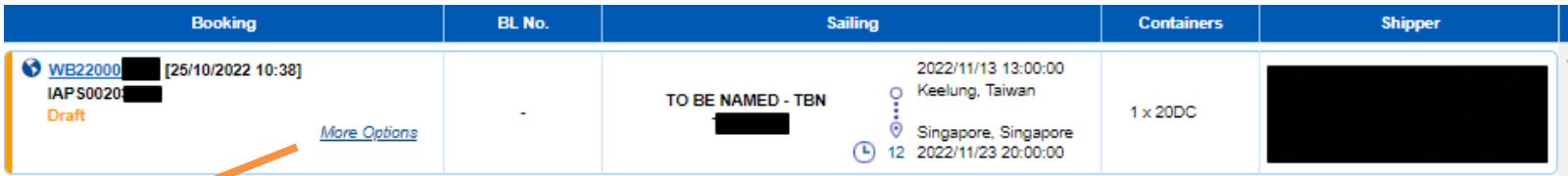
4) My Booking

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

b. More Options :

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

b



The screenshot shows a booking management interface with a table and a sidebar. The table columns are: Booking, BL No., Sailing, Containers, and Shipper. The first booking row is highlighted with an orange border. An orange arrow points from the 'More Options' link in the sidebar to the highlighted booking row. The sidebar contains a list of actions:

- 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.)

a

b

c

d

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 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.

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 To

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. 20'; 40') 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

Cargo + Add Cargo

Commodity * HS Code Commodity Group IMCO Reefer

OOG

Cargo Dimension * Front Rear Right Left Height

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 shows the 'Cargo' section of the booking interface. At the top, there is a 'Cargo' tab and a '+ Add Cargo' button. Below the tabs are input fields for 'Commodity*', 'HS Code' (with a placeholder 'Key in three char'), 'Commodity Group', and two toggle buttons for 'IMCO' and 'Reefer'. A red arrow points to the 'IMCO' toggle button, and a rounded blue box highlights the 'IMCO' section which includes fields for 'UN Number*', 'Class*', 'Flash Point', 'Package Group', 'Dangerous Contact', and 'Contact Number'. Another red arrow points to the 'Reefer' toggle button, and a rounded blue box highlights the 'Reefer' section which includes fields for 'Reefer Ventilation*', 'Customized Value', 'Reefer Temperature Settings*', 'Minimum', and 'Maximum'. The 'Reefer Temperature Settings' field has a dropdown menu showing 'Celsius'.

Booking Function

5) New Booking

[New Request]

3. Sailing - The details will bring from “Basic Information”.

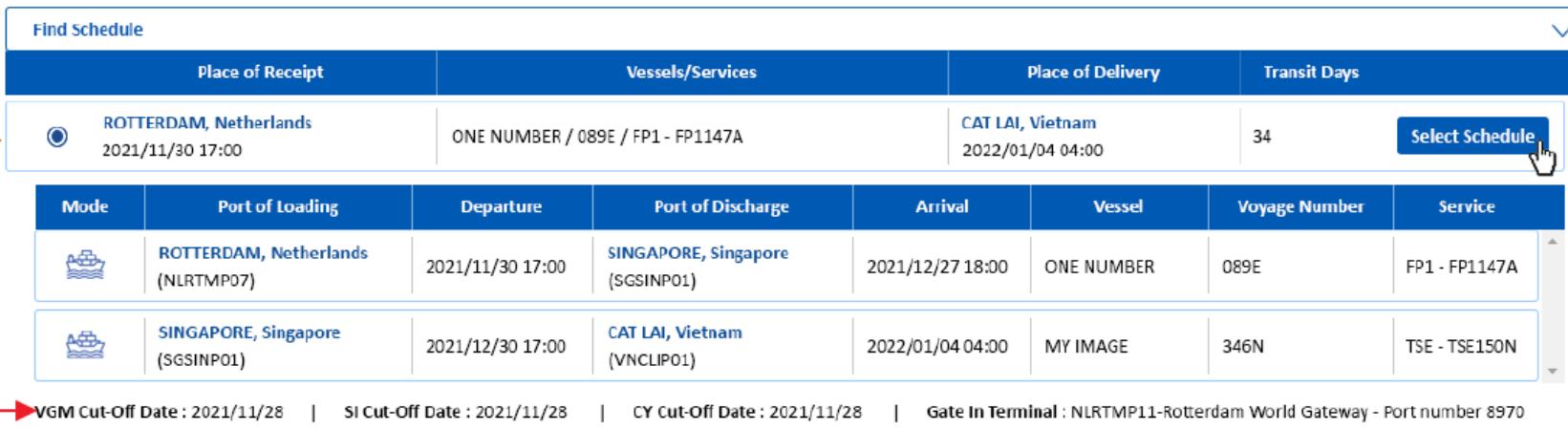
- You can directly press Search button or input Voyage Number to find a schedule.



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	
<input checked="" type="radio"/> ROTTERDAM, Netherlands 2021/11/30 17:00	ONE NUMBER / 089E / FP1 - FP1147A		CAT LAI, Vietnam 2022/01/04 04:00		34	Select Schedule	
	ROTTERDAM, Netherlands (NLRTMP07)	2021/11/30 17:00		SINGAPORE, Singapore (SGSINP01)	2021/12/27 18:00	ONE NUMBER	089E
	SINGAPORE, Singapore (SGSINP01)	2021/12/30 17:00		CAT LAI, Vietnam (VNCLIP01)	2022/01/04 04:00	MY IMAGE	346N

→ 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

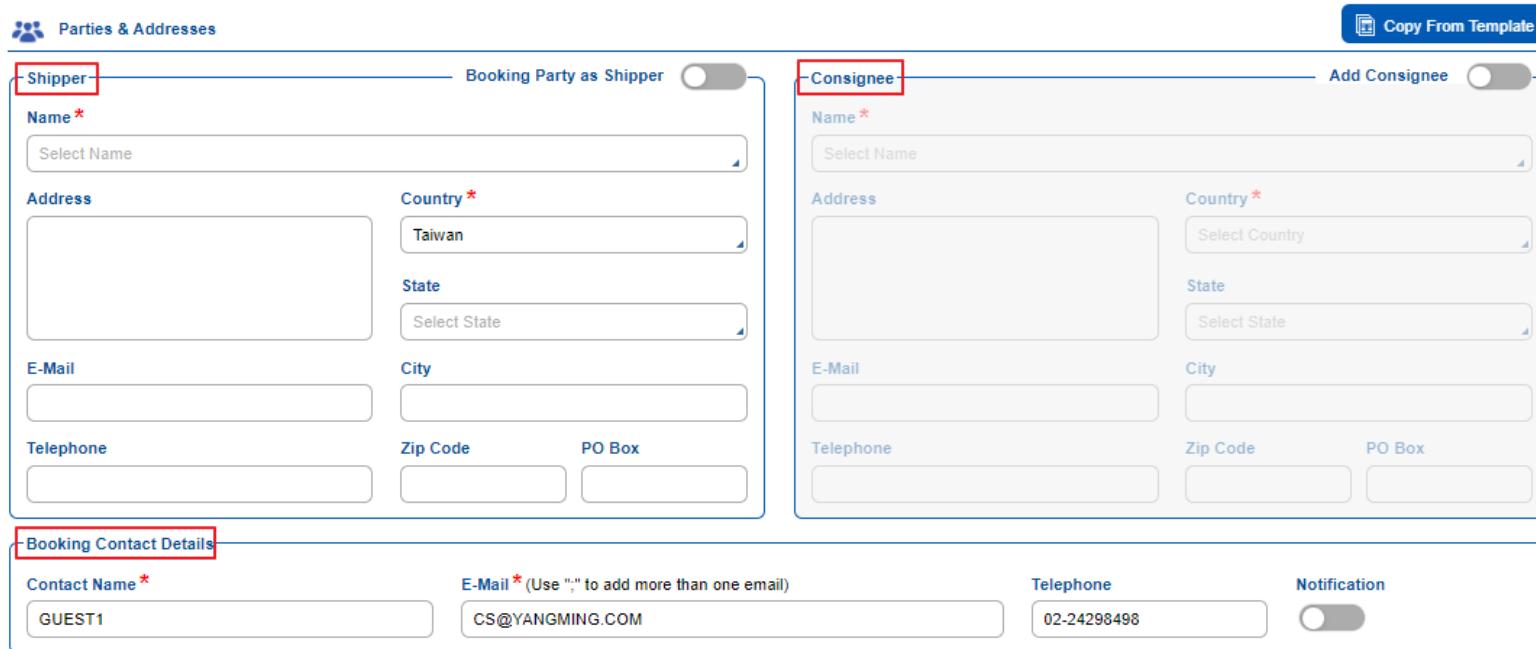
5) New Booking

[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 ;

A screenshot of a web-based booking form titled 'Parties & Addresses'. The form is divided into two main sections: 'Shipper' and 'Consignee', each with a toggle switch for 'Booking Party as Shipper' and 'Add Consignee' respectively. Both sections include fields for Name, Address, Country, State, E-Mail, City, Telephone, Zip Code, and PO Box. Below these sections is a 'Booking Contact Details' section containing fields for Contact Name, E-Mail (with a note about adding multiple emails), Telephone, and a toggle switch for 'Notification'. A 'Copy From Template' button is located at the top right of the form.

Parties & Addresses	
Shipper	<input type="checkbox"/> Booking Party as Shipper
Name *	<input type="text"/>
Address	<input type="text"/>
Country *	<input type="text"/> Taiwan
State	<input type="text"/>
E-Mail	<input type="text"/>
City	<input type="text"/>
Telephone	<input type="text"/>
Zip Code	<input type="text"/>
PO Box	<input type="text"/>
Consignee	
Name *	<input type="text"/>
Address	<input type="text"/>
Country *	<input type="text"/>
State	<input type="text"/>
E-Mail	<input type="text"/>
City	<input type="text"/>
Telephone	<input type="text"/>
Zip Code	<input type="text"/>
PO Box	<input type="text"/>
Booking Contact Details	
Contact Name *	<input type="text"/> GUEST1
E-Mail *	(Use ":" to add more than one email) <input type="text"/> CS@YANGMING.COM
Telephone	<input type="text"/> 02-24298498
Notification	<input type="checkbox"/>

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
Not Applicable		
Remarks		

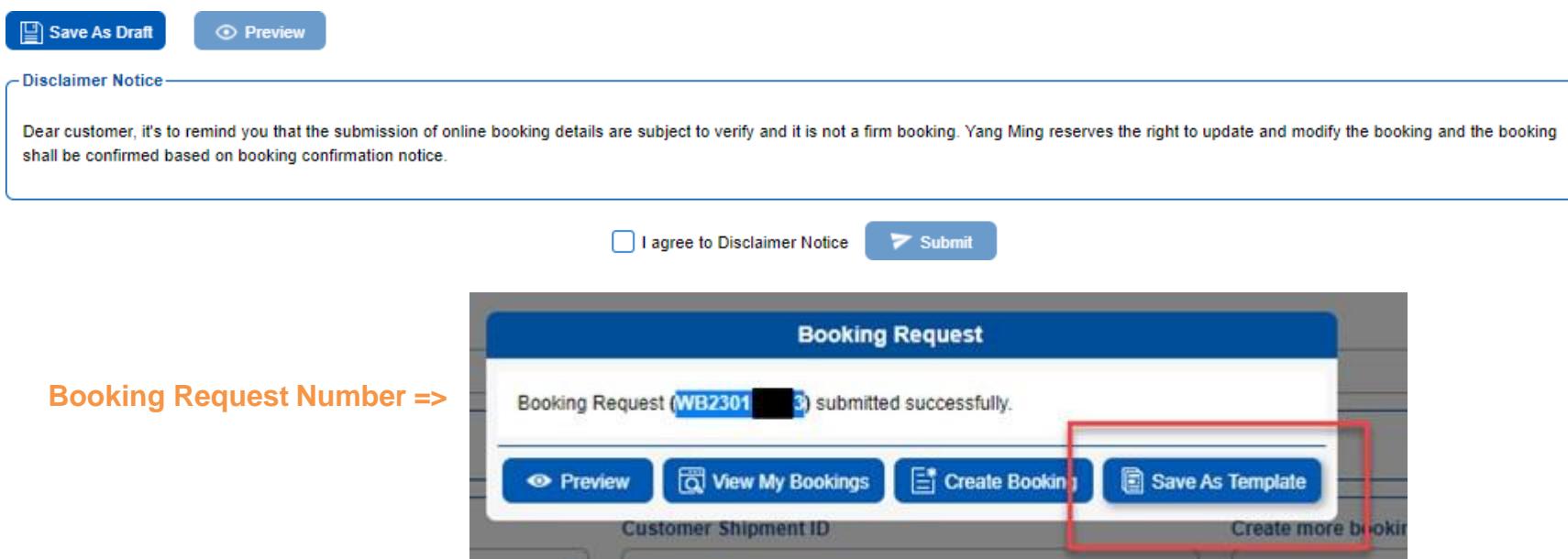
Booking Function

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.



Total Template(s): 2	Template Name	Place of Receipt	Place of Delivery	Shipper Name	Consignee Name	Action
   TWKEL_CNHUA_TWIGGY1	Keelung, Taiwan	Huangpu, Guang...	WHALE	Create Booking	<input checked="" type="checkbox"/> Enable	
   TWKEL_CNHUA1	Keelung, Taiwan	Huangpu, Guang...	WHALE	Create Booking	<input type="checkbox"/> Enable	

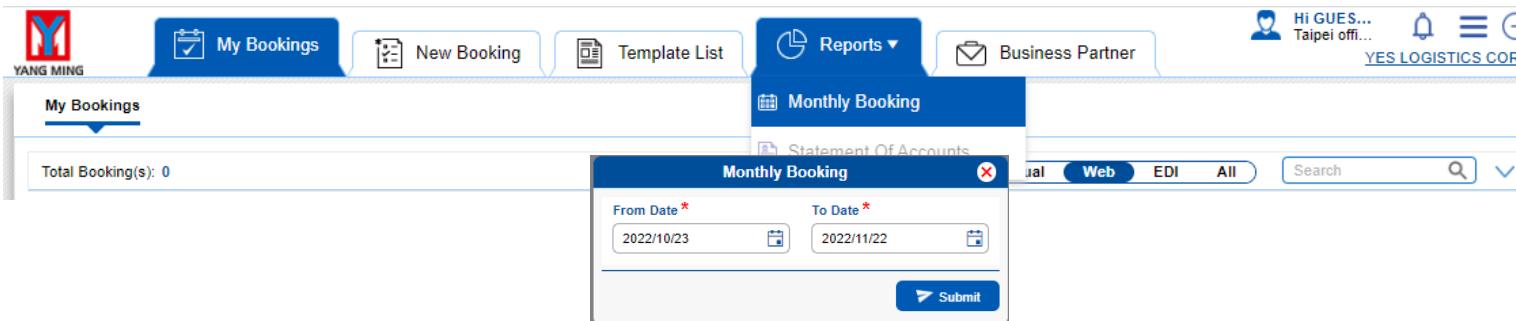
Booking Function

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.



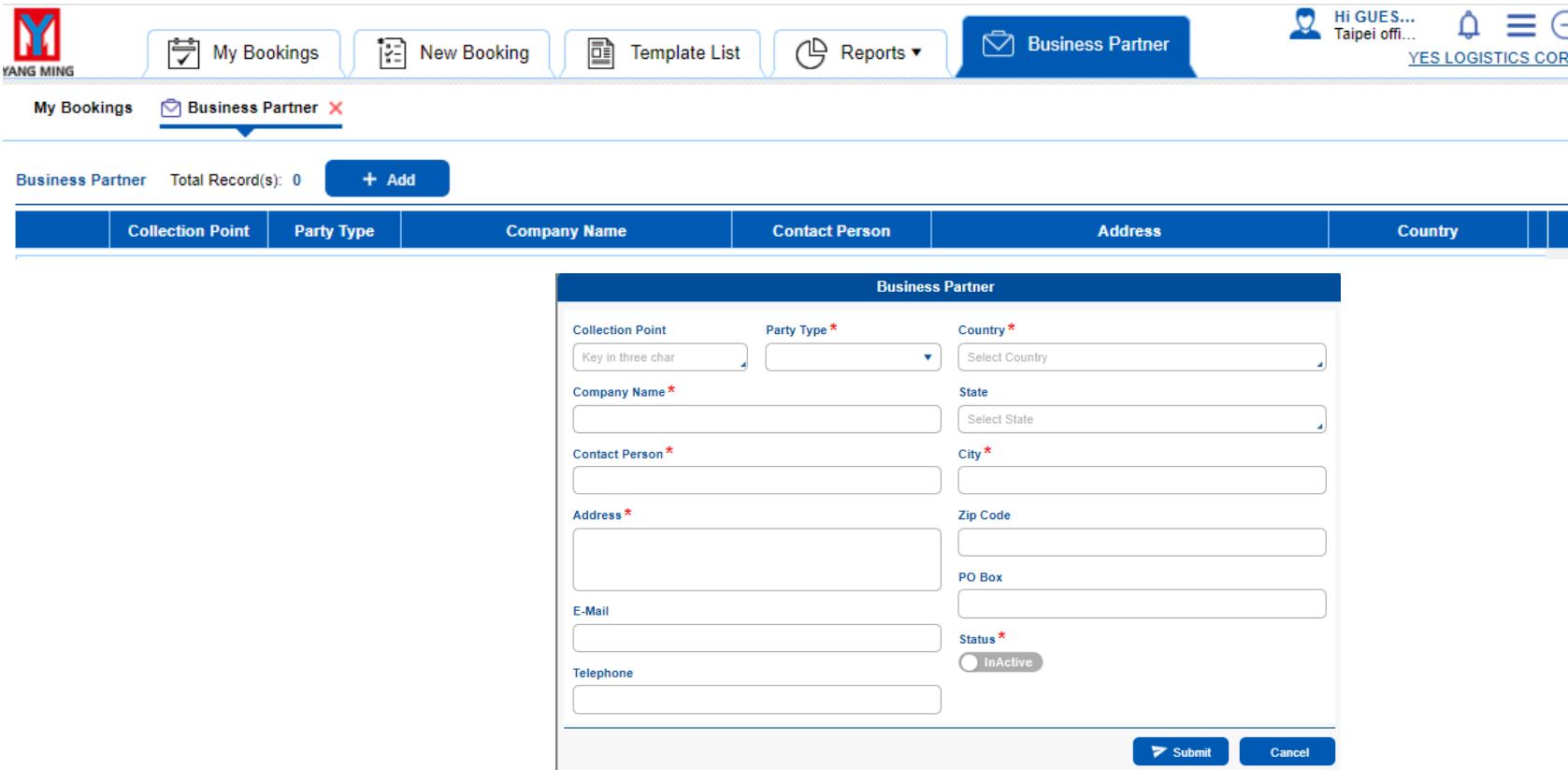
Monthly Bookings								
Web Booking Number	Actual Booking Number	Booking Date	Status	Customer	Case ID	Origin	Load Port	
Container Wise Summary								
20'	40'	45'						

Status Wise Summary									
Pending	Submitted	Received	Confirmed	Revision Submit	Revised	Rejected	Cancelled	Cancel Request	Revision Reject

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.



The screenshot shows a web-based application interface for managing business partners. At the top, there is a navigation bar with the YANG MING logo, a user greeting 'HI GUES...', and the company name 'YES LOGISTICS CORP'. The main menu includes 'My Bookings', 'New Booking', 'Template List', 'Reports', and the active 'Business Partner' tab. Below the menu, a sub-navigation bar shows 'My Bookings' and 'Business Partner' with a red 'X' icon, and a '+ Add' button. The main content area displays a table with columns for 'Collection Point', 'Party Type', 'Company Name', 'Contact Person', 'Address', and 'Country'. A modal window titled 'Business Partner' is open, containing fields for 'Collection Point', 'Party Type*', 'Country*', 'Company Name*', 'State', 'Contact Person*', 'City*', 'Address*', 'Zip Code', 'PO Box', 'E-Mail', 'Telephone', and 'Status*'. The 'Status*' field is currently set to 'InActive'. At the bottom of the modal are 'Submit' and 'Cancel' buttons.

Collection Point	Party Type	Company Name	Contact Person	Address	Country
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Business Partner

Collection Point	Party Type*	Country*
Key in three char		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.