YM Website – User Manual

Report & Notification-Report Introduction

➢ Use Report function to create your own template as a starting point, then next time you can easily generate report as per your in a period with this function.

➢ We provide three kinds of report including Booking Report, Shipment Monitor Report and Container Movement Report.
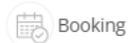
Report Function

Step 1 : Enter your Use ID and Password and then click the [Login] button.

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

Report Function

- Step 2 : Enter [Report & Notification] page.

Hi, GUEST1

📅 Booking	🖨 B/L Print	📄 Report & Notification
📄 B/L Instruction	📑 B/L Contents	📷 Shipment Management
🚢 My Ocean Freight	🏗 VGM	🏗 My Drop off

Logout

Report Function

- Step 3 : Choose [Report Type] then click [Create New Report]

Report Function

- What's the difference among reports ?

If [Booking Report] is selected :

Non-regular report ---
A. system will send you report one time including all your shipment that have been loaded during the duration set on [Booking Date] or [ETD of Loading Port] criteria.

Regular report --- [Daily]
B. System will send out report on daily basis. Report contains shipments depart on or after report date. Those Shipments depart from origin port within 7-day period before report date will be also included.

Regular report --- [Weekly]
C. If Monday is selected, system will send out report on each Monday. Report contains shipments depart on or after report date. Those Shipments depart from origin port within 7-day period before report date will be also included.

Regular report --- [Monthly]
D. If date 15th is selected, system will send out report on date 15th of each month. Report contains shipments depart on or after report date. Those Shipments depart from origin port within 31-day period before report date will be also included.

* Remark: The booking data is from below countries now,

Asia - China, Hong Kong, Macau, Taiwan, Japan, Korea, Japan, Singapore, Malaysia, Philippines, Vietnam, Thailand, Cambodia, Indonesia(Surabaya, Jakarta, Belawan, Semarang), India, Pakistan, United Arab Emirates, Saudi Arabia, Cyprus

Europe - Norway, Sweden, Denmark, Finland, UK, Ireland, Netherlands, Belgium, Luxembourg, France, Portugal, Austria, Czech Republic, Germany, Hungary, Poland, Switzerland, Romania, Bulgaria, Lithuania, Latvia, Russia

America - U.S.A., Canada, Brazil

Africa - Egypt

Report Function

- What's the difference among reports ?

If [Shipment Monitor Report] is selected:

Non-regular report ---

A. system will send you report one time including all your shipment that have been loaded during the duration set on [ETD/ETA] criteria.

Regular report --- [Daily]

B. System will regularly send you report every day including all your shipment that have been loaded between the 13th and 7th day before report date.

Regular report --- [Weekly]

C. If Monday is selected, system will regularly send you report on each Monday including all your shipment that have been loaded between the 13th and 7th day before report date.

Regular report --- [Monthly]

D. If date 15th is selected, system will regularly send you report on date 15th of each month including all your shipment that have been loaded between 36th and 7th day before report date.

Report Function

- What's the difference among reports ?

If [Container Movement Report] is selected :

Non-regular report ---
A. system will send you report one time for your import shipment.

Regular report --- [Daily]
B. System will regularly send you report every day for your import shipment.

Regular report --- [Weekly]
C. If Monday is selected, system will regularly send you report on each Monday for your import shipment.

Regular report --- [Monthly]
D. If date 15th is selected, system will regularly send you report on date 15th of each month for your import shipment.

Report Function

- Step 4 : Select [Regular] which you want to receive the report file.
  *If you want to receive the report immediately, please set the shipment scope for your report.

▼ **Regular Report** *

- ● Immediately
- ○ Daily (ETD-7)
- ○ Weekly on [Monday ⌄] (ETD-7)
- ○ Monthly on [1st ⌄] (ETD-31)

▼ **Shipment Scope** *

Booking Date [2025/11/26 ⊗] ~ [2025/12/26 ⊗] (yyyy/mm/dd)

ETD of Loading Port [2025/12/11 ⊗] ~ [2026/01/10 ⊗] (yyyy/mm/dd)

Report Function

- Step 4 : Select [Regular] which you want to receive the report file.
  *You may also opt to receive reports on a daily, weekly, or monthly basis.

▼ **Regular Report** *

○ Immediately

⦿ Daily (ETD-7)

○ Weekly on [Monday ▾] (ETD-7)

○ Monthly on [1st ▾] (ETD-31)

Report Function

- Step 5 : Select [Output columns] which you need to see in the report file.

▼ Shipment Scope *

Booking Date	2025/11/26 ⊗ ~ 2025/12/26 ⊗	(yyyy/mm/dd)
ETD of Loading Port	2025/12/11 ⊗ ~ 2026/01/10 ⊗	(yyyy/mm/dd)

▼ Shipment Scope (Optional)

Vessel/Voyage on Booking [⌄]

▼ Output Columns *

Available Fields

- ○ Container No.
- ○ Pre-assigned B/L No.
- ○ Booking Date
- ○ Vessel Voy No.
- ○ Main Vessel/Voyage
- ○ Service Name
- ○ Origin
- ○ Load Port
- ○ Discharge Port

| Add |
| Add All |
| Remove |
| Remove All |
| Up |
| Down |

Selected Fields

- ○ Booking No.

Report Function

- Step 6 : Input single or multiple mail addresses of report recipients separated by semicolon.

▼ **Recipients** *

Input single or multiple email address of notification recipients separating by semicolon ; (for example, [DavidProvow@yeslogistics.com;JohnPradhan@yeslogistics.com])

▼ **Template Name** *

Back   Save

Report Function

- Step 7 : Input template name if you want to save it for later use.

▼ **Recipients** *

Input single or multiple email address of notification recipients separating by semicolon ; (for example, [DavidProvow@yeslogistics.com;JohnPradhan@yeslogistics.com])

▼ **Template Name** *

Back

Save

Report Function

- Step 8 : Click the template name if you want to view/edit/delete the template.

Report

Company Name: YANG MING ACCOUNT

Choose your function: ALL

Create New Report

Template Name ▲	Report Type	Recipients	Regular Report	Creator	Create Date	Last Report
test123	Booking Report	itcs@yangming.com	[Immediately]	GUEST	2025/12/26	Download

Report Function

- Step 9: Receive the report.

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

YANG MING