

CargoSmart Booking Request

CargoSmart lets customers submit booking requests online from My CargoSmart Center and CargoSmart Desktop and offline using Booking Worksheet. Customers save time and improve data accuracy with CargoSmart Booking Request.

Online Booking Request

CargoSmart lets you submit booking requests, immediately receive carrier booking numbers, and query all booking submissions online. You can create and share booking templates to submit bookings more efficiently.

Business Benefits

- Submit booking requests 24x7
- Save time completing forms with templates
- Improve data accuracy

Key Features

- Create and submit new general cargo and reefer booking requests
- Create bookings from past shipments
- Create and save templates and share with associates
- Receive carrier booking numbers immediately
- Share booking templates with associate companies using Relationship Manager

Booking Worksheet

CargoSmart Booking Worksheet lets you prepare your bookings offline, which saves time and effort and reduces repetitive data input. You can complete multiple bookings in advance and then submit them directly to your carriers over the Internet or as e-mail attachments, without visiting the CargoSmart Web site. Booking Worksheet is available in English, Simplified Chinese, and Traditional Chinese.

Business Benefits

- Input your booking requests more easily with a form translated into your preferred language
- Quickly create booking requests if you do not have Internet access or if your connection is slow or frequently disconnected

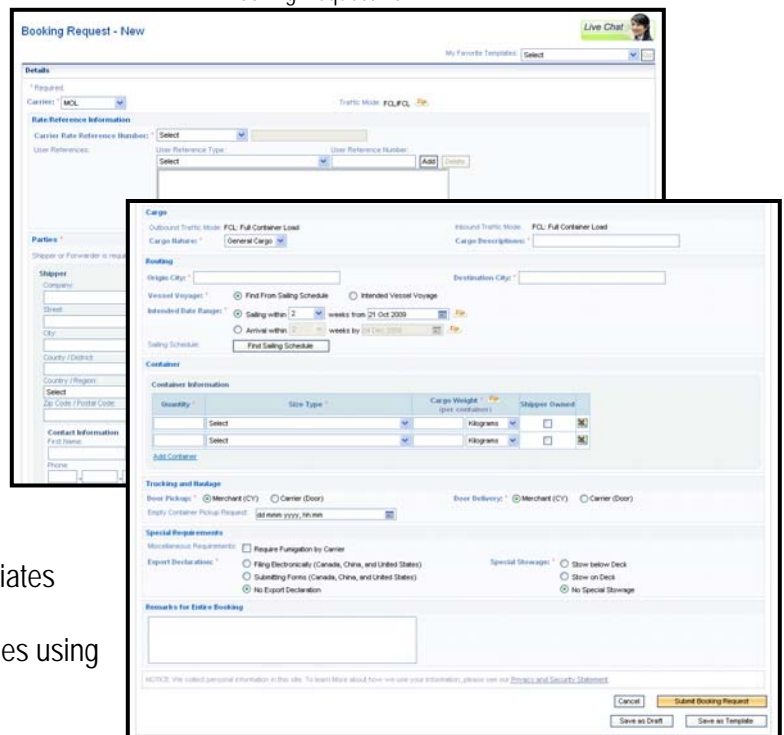
Key Features

- Create and save templates
- Manage your shipping parties' contact and address information for faster input – the address book is also shared with Shipping Instructions Worksheet
- Review a transaction log of worksheet uploads

Getting Started

To begin submitting booking requests, your company administrator must grant you access to Booking Request in your user profile.

Booking Request Form



The screenshot shows the 'Booking Request - New' form. Key sections include:

- Details:** Request, Carrier (MCL), Traffic Mode (FCL/FCL).
- Rate-Reference Information:** Carrier Rate Reference Number, User Reference Number, User Reference Type.
- Parties:** Shipper or Forwarder to request, Shipper Company, Street, City, Country (China), Country (Region), Select, Zip Code / Postal Code.
- Booking:** Origin City, Intended Voyage (First From Sailing Schedule, Intended Vessel Voyage), Intended Date Range (Sailing within 2 weeks from 21 Oct 2009, Arrive within 2 weeks by 27 Oct 2009), Sailing Schedule (First Sailing Schedule).
- Container:** Container Information table with columns for Quantity, Size Type, Cargo Weight (kg), and Shipper's Weight (kg).
- Tracking and Handling:** Door Pickup (Merchant (CY), Carrier (Door)), Empty Container Pickup Request (all new yyyy, mm), Door Delivery (Merchant (CY), Carrier (Door)).
- Special Requirements:** Miscellaneous Requirements (Require Fumigation by Carrier), Export Declaration (Filing Electronically (Canada, China, and United States), Submitting Forms (Canada, China, and United States), No Export Declaration), Special Storage (Store below Deck, Store on Deck, No Special Storage).
- Remarks for Entire Booking:** A text area for additional notes.
- Footer:** A notice about personal information and a 'Privacy and Security Statement' link. Buttons for 'Cancel', 'Submit Booking Request', 'Save as Draft', and 'Save as Template' are at the bottom.