



Booking Miscellaneous quick guide:
How to amend and Split bookings
Recommended Fields
NVOCC important Fields
How to add partners

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Amend Bookings

You modify any booking once it has been confirmed by the shipping line.

Navigate to the Book tab and select **My Bookings**.

Click the Reference Number of the booking you wish to amend.

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Plan Book Document Track Analyze

Booking Workspace

Booking

- Create New
- Book from Schedule
- My Bookings**
- Templates
- Search

Show My Bookings

Company Templates

Summary of activities within the Last 7 days

Booking Status						
Requested	Amended	Cancelled	Pending	*Confirmed	*Declined	*Re
3	0	0	0	0	0	

Filter by None

View Amend Reuse Promote New

Show 10 Rows

Creation Date (GMT)	INTTRA Ref #	Booking Status	Carrier	Carrier Booking #	Shipper	ETD	Place
12-Nov-2019 15:46	201957	Requested	TESTCARRIER EDI 2	-	Consignee Co	-	Hong

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Booking Search Results / INTTRA Reference Number : 160330

Booking - Confirmation

Printer-Friendly

Product Channel -Web

Carrier Response Type: Confirmed - Accepted

The following Booking was Confirmed on Thursday, Aug 29, 2019 at 11:31 GMT

Changes Detected In This Booking (displaying 1 of 1)

Contact Phone changed.

Reuse Amend Cancel Track Containers Create SI

Click **Amend** and make the necessary changes to the booking. You can modify any field (except the carrier). Adjust, dates, equipment, type of equipment, codes, locations, anything needed. Re-submit the booking for confirmation

Split Booking

To split a booking, first amend the original confirmed booking and then reuse the booking to request the remaining containers.

Scenario: Original booking was requested for 10 containers. It needs to be split into two bookings, one with 7 containers and one with 3 containers.

Amend the booking and adjust the equipment amount to 7 and resubmit. You can also change the type if needed.

Booking - Confirmation

Printer-Friendly Product Channel - Web

Carrier Response Type: Confirmed - Accepted

The following Booking was Confirmed on Wednesday, Nov 13, 2019 at 19:18 GMT

Container

1. *Container Quantity/Type

7 40 Standard Dry

I want to allocate my cargo

Reuse the amended booking to create a new request for the other 3 containers.

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Plan Book Document Track Analyze

Booking - Amended

Printer-Friendly Product Channel - Web

The following Booking was Amended on Wednesday, Nov 13, 2019 at 19:23 GMT

Changes Detected in This Booking (displaying 5 of 8) View All

Booking State changed: now [Amended]; was [Confirmed].

Container Type Count changed: now [7]; was [10]; for container type 40 Star

Container

1. *Container Quantity/Type

3 40 Standard Dry

I want to allocate my cargo

Payment Details

You can add a note to the carrier in the comments section to indicate this is a split from XYZ original.

The original booking 201611, is now amended to 7 containers and needs to be reconfirmed by the carrier. Also the new request 201612(split) for 3 containers will be confirmed by the carrier. The carrier will assign a new booking number for the split.

	Creation Date (GMT)	INTRA Ref #	Booking Status	Carrier	Carrier Booking #
○	13-Nov-2019 19:27	202612	Requested	TESTCARRIER EDI 2	-
●	13-Nov-2019 19:14	202611	Amended	TESTCARRIER EDI 2	52626272
●	12-Nov-2019 15:46	201957	Requested	TESTCARRIER EDI 2	-

Recommended Fields

Recommended fields are important information that might even become mandatory according to the carrier selected for the booking request.

Contract number : Please include your contract or tariff number for this route with the carrier

Booking Office : Indicate the location where you want your shipment to be manage

1 Create Booking 2 Review Booking 3 Booking Submitted

Create Booking Request

Need Booking Help?

General Details

Legend: ● = Recommended Field * = Required Field

*Carrier / NVOCC / Booking Agent (Select One) Contract Number (Enter Number...) Booking Office (Enter Location...)

Additional General Details

HS Code : Enter the harmonized code of your cargo, or search it with the loop up icon.

Weight: Indicate the estimated weight of your entire shipment

Cargo

*NOTE: The sum of all Cargo Weights reflects the Gross Weight of the Cargo (excluding Tare) for the entire Booking. Inaccurate declaration of cargo weight may endanger crew, port worker, and vessel safety. Please verify the reasonable accuracy of this information prior to submission.

1. *Cargo Description (Enter Description...)

HS Code (Enter Code...)

Cargo Weight (Excludes Tare) (Enter Weight... KG)

Gross Volume (Enter Volume... CBM)

Package Count (Enter Count...)

Package Type (Enter Type...)

[Add Hazmat Details](#)

NVOCC “Mandatory” Fields

LCL booking have fields that are important information for the NVOCC, even though they are not highlighted with an asterisk yet, they need this information to be able to process the request.

Select the NVOCC and then open the additional general details to indicate this is an LCL booking. Equipment fields will disappear from the form as it is no longer needed.

The screenshot shows the 'Create Booking Request' form. Under the 'General Details' section, there is a dropdown menu for '*Carrier / NVOCC / Booking Agent' with 'TTB_PRODUCTION_CARRIER_NVO' selected. Below this are two checkboxes: 'Empty Container Shipment' (unchecked) and 'LCL Shipment' (checked). At the bottom of this section is a collapsed 'Additional General Details' section.

Indicate the ETD. For FCL BK , vessel and Voyage are also ok, but for LCL the ETD must be indicated.

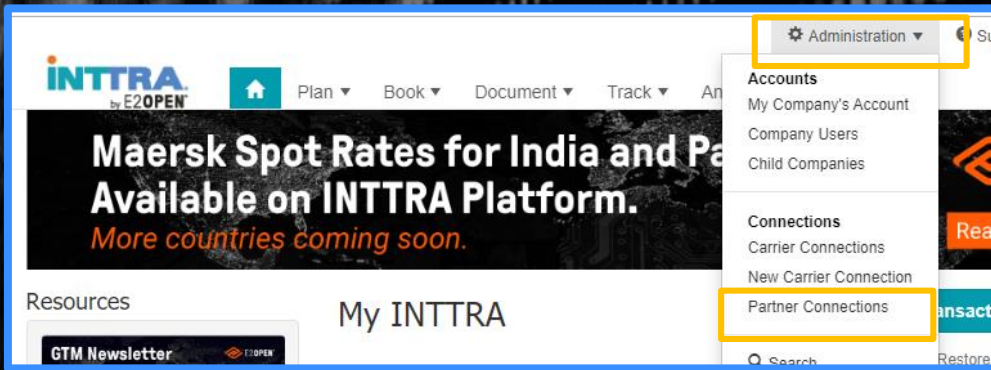
The screenshot shows the 'Main Carriage' section of the form. It features a field for '1. Port of Load' with a placeholder 'Enter Location...' and an 'ETD' field with a placeholder 'dd-mmm-yyyy' and a calendar icon.

Indicate also package count and type. Depending on the NVOCC selected weight is a mandatory field.

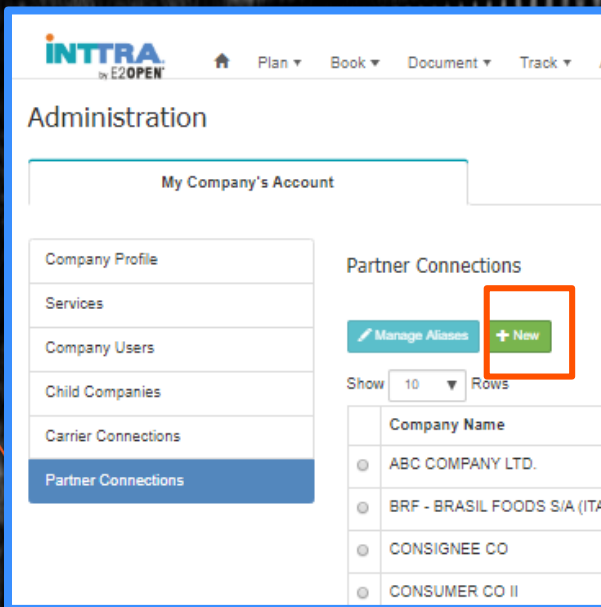
The screenshot shows the 'Cargo Weight (Excludes Tare)' and 'Gross Volume' sections. The 'Cargo Weight' section has a field for 'Enter Weight...', a unit dropdown set to 'KG', and a checked 'Excludes Tare' checkbox. The 'Gross Volume' section has a field for 'Enter Volume...', a unit dropdown set to 'CBM', and '+' and '-' buttons. Below these are 'Package Count' and 'Package Type' fields.

Adding Partners

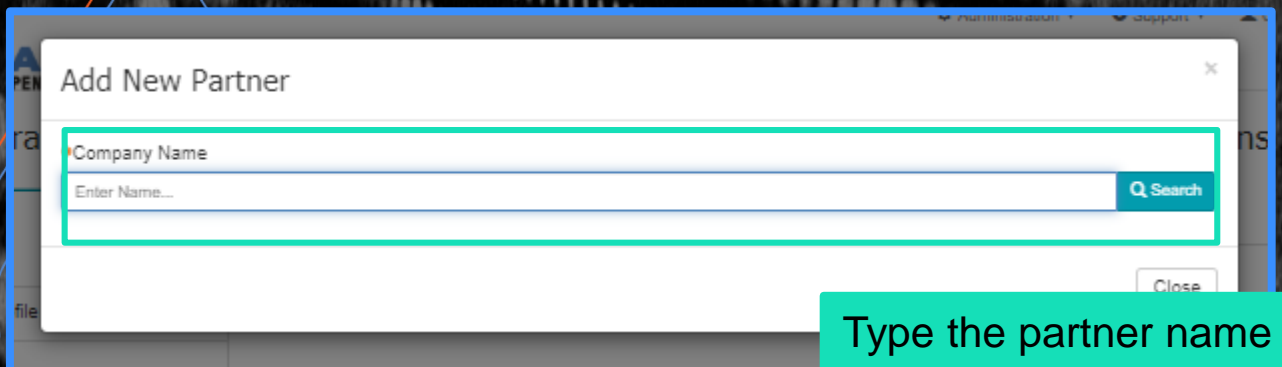
You can add your business partners if they are also register in INTTRA, and you would like to give them visibility of the booking or shipping instructions and the Track & Trace.



From Admin menu, click on partner connections



Click on new to add a new partner



Type the partner name and click on search

Click on the company name and confirm by clicking "Ok"

The screenshot shows the 'Add New Partner' form. At the top, there is a search bar with 'TEST COMPANY' entered and a 'Search' button. Below the search bar, there is a table with the following data:

Company Name	Company ID	Country	City	Address
Test Company 11	800505	CHILE	SANTIAGO	Hendaya 80. of. 1301
Test Company 12	800506	BRAZIL	SAO PAULO	AV. DAS NACOES UNIDAS
test company 3	800414	UNITED STATES	MSLFEC	mslfec
test company 4	800415			
test company 5	800416			

An alert dialog box with the title 'Alert'. The message reads: 'Are you sure you want to add test company 3 to Consumer Co as a partner?'. There are two buttons at the bottom: 'OK' (green) and 'Cancel' (white).

From any party in the booking or SI form, click on My Partners, and select the partner that would like to grant visibility.

The screenshot shows a form with a 'Forwarder' field. A dropdown menu is open, showing options: 'My Role', 'My Partners', and 'Add Party Details'. The 'My Partners' option is highlighted.

The screenshot shows the 'My Partners' table. The search filter is set to 'test'. The table contains the following data:

Company Name	Country	City	Address
ABC Company Ltd.	NEW ZEALAND	AUCKLAND	Main Road
CVT TEST ACCOUNT	DENMARK	COPENHAGEN	Forwarder Street 1
test company 2	UNITED STATES	MSLFNY	mslfny
test company 3	UNITED STATES	MSLFEC	mslfec
TESTqaFORWARDER X12	UNITED STATES	CITY	ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3

Showing 1 to 5 of 5 entries (filtered from 14 records)

About INTTRA by E2open

INTTRA is the world's largest global multi-carrier ocean shipping electronic portal service provider. Connecting shippers with their customers as well as more than 50 leading carriers and NVOCC's, INTTRA helps shippers streamline ocean trade processes. Spanning a network coverage of 130 countries worldwide, the INTTRA network includes over 200,000 shipping professionals and more than 100 software alliance partners in the transportation management industry.

INTTRA offers a diverse portfolio of fully integrated shipping technology that includes Container Booking, Shipping Orders, Shipping Instructions, Ocean Schedules, E-Invoicing, Container Tracking and Decision Support Dashboards. As a leading neutral, central party in the ocean industry, INTTRA has spearheaded a major initiative to facilitate the smooth transition of a new phase in ocean shipping. INTTRA now offers an eVGM solution enabling customers to seamlessly comply with SOLAS VGM through flexible electronic solutions that will support multiple shipping scenarios, including third party submissions.

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