
A guide for creating new bookings on the web,
both manually and based upon a previous booking.



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Creating a Booking

This process typically starts when a Shipper or Forwarder signs in to INTTRA and creates a booking request. The booking request is then sent to the Carrier, NVOCC or Booking Agent for confirmation.

To create a booking manually:

1. In the INTTRA portal, navigate to the **Book** menu and then choose **Create New**. The **Create Booking Request** page is displayed. You can also access this page by clicking **Create new Booking** in the **Quick Links** section on the home page.
2. In the **General Details** section of the form, choose a **Carrier, NVOCC or Booking Agent** to whom you would like to send your booking request.
3. Enter your booking details as described below. The description below covers only the **Required** and **Recommended** fields, while optional fields have been skipped.

Required fields are indicated using a red asterisk, while **Recommended** fields are marked using a green check mark (✓).

4. In the **Parties** section, you must enter either a **Shipper** or **Forwarder** detail.

Parties

<p>Shipper 🔍 Lookup ▾</p> <input style="width: 95%; height: 30px;" type="text" value="Enter Name..."/>	<p>Forwarder ✕ Clear 🔍 Lookup ▾</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> 👤 My Role 👥 My Partners Edit Party Details </div>
▾ Additional Parties	

- a. To enter your organization as a different party in the booking, first click the **Clear** link to remove any entry from the **Shipper/Forwarder** field and then choose **My Role** from the **Lookup** menu above the appropriate party field.
If the partners are selected and registered in INTTRA, they will also receive email and EDI notifications along with the Booker and Shipper.
5. Enter additional parties you wish to add.
 - a. Click the **Additional Parties** link to expand the section.
 - b. You can enter information in a party field directly or choose **My Partners** from the **Lookup** menu above a party field and choose your entry from the displayed list.
6. Enter available identifying reference numbers in the **References** section.
7. In the **Transport** section:

- a. Choose appropriate **Move Type** from the drop-down list.
- b. Then enter the **Place of Carrier Receipt** and the **Place of Carrier Delivery** in the spaces provided.
These are required fields. When you enter a partial UNLOC code or name in a Place field, a list of items matching your entry appears from which you can select a value.
When you enter this information, Booking searches INTRTRA Ocean Schedules for matching vessel / voyage combinations.

Transport *Earliest Departure Date, Latest Delivery Date, or Vessel and Voyage is required.

*Move Type
Port, Ramp, or CY to Port, Ramp, or CY

*Place of Carrier Receipt
Hamburg, Hamburg, GERMANY (DEHAM)

Earliest Departure Date
dd-mm-yy

*Place of Carrier Delivery
Savannah, Georgia, UNITED STATES (USSAV)

Latest Delivery Date
dd-mm-yy

INTTRTRA has found 3 matching schedules. (Optional)
Showing results for Hamburg (DEHAM) to Savannah (USSAV) from 27-May-2020 to 24-Jun-2020

Vessel/Voyage	Service	Terminal Cut-Off	Departure	Arrival	Transit	
MSC LISA / RHO22R	GERMANY EXPR...	31-May-2020	01-Jun-2020	01-Jul-2020	31 days	Select
MSC LISA / RHO22R	GERMANY EXPR...	07-Jun-2020	08-Jun-2020	05-Jul-2020	28 days	Select
MSC LISA / TBN	GERMANY EXPR...	14-Jun-2020	15-Jun-2020	11-Jul-2020	27 days	Select

- c. Click **Select** to add the **Vessel** and **Voyage** from the search results to the **Main Carriage** section of the form.
You can also choose to enter these data directly in the respective fields.
8. In the **Main Carriage** section:
- a. **Port of Load (POL)** and **Port of Discharge (POD)** fields are automatically populated using the entries in **Place of Carrier Receipt** and **Place of Carrier Delivery**.
You may change these if required. POL/POD are not required for “Door to Door” **Move Type** but highly recommended for all bookings.
9. In the **Cargo** section:
- a. Enter **Cargo Description**, **HS Code**, and **Cargo Weight**.
If you know the **HS (Harmonized System) Code**, enter the code and the corresponding **Cargo Description** is automatically populated.
 - b. Click on **Add Hazmat Details** to enter dangerous cargo details, if applicable.
10. In the **Container** section:


Container

1. * Container Quantity/Type
1 20 Reefer (22R1)

Container Comments
Enter Container Comments...

Shipper Owned

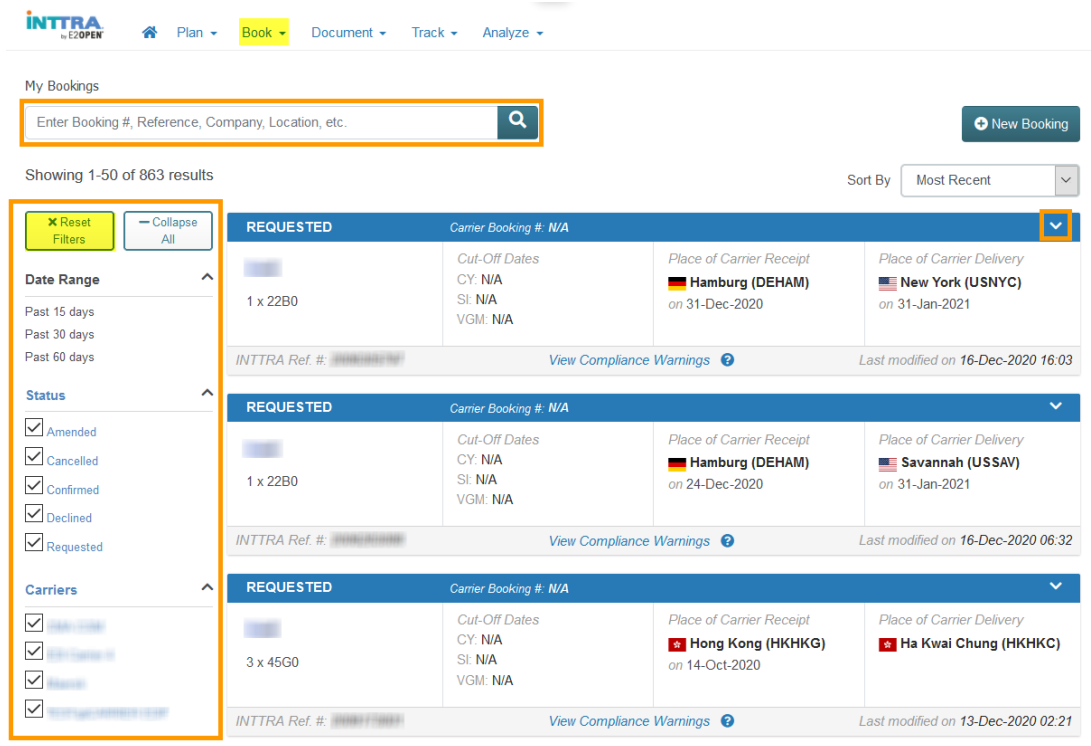
+ Add Haulage Details + Add Reefer Settings


- a. Choose **Container Quantity** and **Type** from the drop-down list.
 - b. Click on **Add Haulage Details** to add haulage details, which typically consists of the name, address and date at which the empty container will be picked up and/or where the full containers are to be dropped off.
 - c. Click on **Add Reefer Settings** to add refrigeration details for a container.
 - d. Click on **Add Out of Gauge** to add out of gauge details for a container. Display of the **Add Reefer Settings** and **Add Out of Gauge** buttons are dependent on the **Container Type** selected above and are not available for all types of containers.
 - e. Click the plus sign  if you need to add more container details to this section.
11. Enter the **Payment Details** and **Comments & Notifications** section details, if available.
 12. Select the **Notify me regarding the status and update of this booking** check box (located at the bottom of the page) if you wish to be notified when the carrier confirms your booking.
 13. Click **Submit Booking**.
If you have provided all the required information, the **Booking Request Submitted Successfully** page appears to inform you that the booking has been submitted successfully. The page includes the assigned **INTTRA Reference Number** (and **Carrier Booking Number** for some carriers), which can be used to locate the booking request to review its status later.

Searching for a Booking

To search for a booking:

- In the INTTRA portal, click **Book** and then choose **My Bookings**.
The **My Bookings** page is displayed, containing information about bookings created by your organization. The default view shows information for all statuses and carriers. The color of the panel's title bar reflects the state of the booking (for instance, blue for Requested, green for Confirmed, brown for Cancelled, etc.).



- Enter an appropriate booking property in the **Search** field, such as Carrier Booking Number, INTTRA Reference number, Company Names, Locations or Ports, to locate your booking.
- Click the search icon ()
Bookings matching the specified criteria are displayed. Click a panel to view the booking details.
 - To narrow the search results further, you may apply filters available in the left pane of **My Bookings** page. You can filter by **Date Range**, **Status** or **Carriers**. Unmarked statuses and carriers in the filter pane are excluded from your booking record results.
 - Click the **x Reset** link to reset any filter that you may have applied.
 - Click the **Reset Filters** button (located in the left pane) to reset all the applied filters.

Performing Actions on a Booking

This section lists the types of actions that can be performed on a booking.

Note that the actions that are available depends on the current status of the booking. For instance, bookings with **Declined** status have just three actions, View, Reuse, and Track Containers.

To view the booking actions:

1. Navigate to the search page by clicking **Book > My Bookings** as explained earlier.
2. Click on the arrow symbol (▼) on a booking panel to view the actions menu.



The following actions can be performed on the booking:

- **Create SI:** This action redirects the user to the **Create Shipping Instructions** page, pre-populated with key information from the booking.
- **View:** This action enables the user to view details of the booking.
- **Amend:** This action redirects the user to the **Amend Booking Request** page, enabling the user to make changes to the booking and re-submit. Note that only **Confirmed** bookings can be amended.
- **Reuse:** This action redirects the user to the **Create Booking** page, pre-populated with information from this booking. This enables the user to create a new booking that is similar to the existing booking.
- **Cancel:** This action enables the user to cancel the booking. A confirmation message is displayed. Enter a relevant reason for cancellation before clicking **Cancel Booking**.
- **Track Containers:** This action enables the user to track containers associated with the booking.

Creating a Booking from a Template

The templates you have created in previous versions of Booking are still available in the archive of the current version. When you use a template in the archive for the first time, it is migrated from the archive to the latest Booking version's **My Template** view.

Migrating your Template for First Time Use

To migrate your template for first time use:

1. In the INTTRA portal global menu, click **Book** and then choose **Templates (Archived)**.
The **My Templates (Archived)** page is displayed, containing a list of all the templates that were created in previous Booking versions.
2. Select the template you want to use, and then click **Open Template**.
The **Create Booking Request** page appears, pre-populated with the data from the template you have selected. The template is now considered to have been migrated to the latest version of Booking.
3. Complete the booking process as you normally would.

Removing a Template from the Archive

Use this action to remove old templates, that you no longer need, from the archive.

To remove a template from the archive:

1. In the INTTRA portal global menu, click **Book** and then choose **Templates (Archived)**.
2. In the **My Templates (Archived)** page, locate the template you wish to remove from the archive.
3. Select the template you have finished migrating and wish to remove.
4. Click **Delete**.
A confirmatory message is displayed.
5. Click **OK**.
A confirmation message is displayed to indicate that the template has been removed.

Using a Migrated or New Template to Create a New Booking

Use this procedure to use a template that you have migrated from a previous Booking version or one that you have created in the latest version. Additional information about creating templates is available later in this document.

1. In the INTTRA portal global menu, click **Book** and then choose **Templates**.
The **My Templates** view is displayed, containing a list of the templates available in the current version of Booking.
2. Click the template on which you want to base the new booking, and then click **Open Template**.



The **Create Booking Request** page is displayed, pre-populated with the data from the template you selected.

3. Complete the booking details and click **Submit Booking**.

Creating a new Booking Template

You can create templates to save time re-entering data for similar booking requests that you create frequently. The data that you enter will be saved in the template and used to pre-populate the **Create Booking Request** form whenever you open the template. Secondly, typos and other errors can be avoided by using a pre-defined, verified template. Any booking-specific changes you enter after applying a template will not affect your template.

1. Navigate to the **Create Booking Request** page, as explained earlier.
2. Enter relevant data in the **Booking Request** page.
Try to fill-in all those fields that you have to re-enter frequently while creating similar bookings, such as Parties/Partner Details, Move Type, Place of Carrier Receipt, Place of Carrier Delivery, Cargo Description, Container Description, Payment Details, etc.
3. Once the **Create Booking Request** form contains all the data that you want to save in the template, enter a name in the **Template Name** field (located at the bottom of the page) and then click **Save Template**.
4. A confirmation message appears to inform you that the template has been saved. Click **OK**.

1. The **Create Booking Request** form remains open even after you click **Save Template**. You can complete the booking details and submit the booking if you wish.
2. When you open the **My Templates** view, the template you have created appears in the list.