# User manual of online booking and SI entry

1. **E-booking account register**
2. **Search vessel**
3. **Booking input**
   - Shipper and consignee information
   - Serial number
   - Container information
   - Port information
   - Cargo information
   - Transshipment information
     - Export from HK
     - Export from PRD via HK
4. **Special cargo information**
   - DG
   - Reefer
   - Special container
   - SOC
5. **Remark**
6. **Revise and cancel booking**
7. **Entry of shipping instruction (S/I)**
1. E-booking account register

網址: http://www.sitcline.com/login.jsp
1. E-booking account register

* Must tick booking from outside of Japan port

Login ID

Booking PIC

E-MAIL2: can input more than 1 email and semicolon must be used (;) to separate each email.

E.g: ABC@SITC.COM.HK ; BCD@SITC.COM.HK

(Please input the emails for receiving S/O and also receiving B/L)
1. E-booking account register

Select HKHKG

Must be company full name
1. E-booking account register

Register process finished
E-booking account will be active after approval. The registered main email will be received a confirm notice.
2. Search vessel

1. Click booking
2. Then click booking(NEW)
3. Select HKHKG
4. Input POD **only limited to direct port, if destination need to be transited, for example phnom penh via sihanoukville, it should input sihanoukville to search vessel. Transhipment detail should be input in booking detail.
5. Select POL ETD
6. Click search, vessel will be shown at below box
7. Tick the vessel you need
8. Final, click booking to continue booking process
3. Booking – shipper and consignee input

Shipper name is defaulted as registered account company name, and it will be shown on SO. It can also be revised if needed.

If you have any serial number (O/F or FREE TIME), consignee name must be input. Otherwise nothing to revise.

If there is not special, no need to input.
3. Booking - serial number

No need input, those number will be auto generated once booking confirmed.

Except SOC, all other booking should be selected CY-CY.

1. PRE AGMT NO. = Ocean Freight relevant serial number
2. SWL AGREEMENT = SEA WAY BILL NUMBER
3. F/T NO. = destination detention & demurrage serial number
   If you have above number, please input.

Only accept FCL booking

Select PP (Freight prepaid) or CC (Freight collect) based on needs. If CC, input serial number in PRE AGMT NO.

No need to input.
3. Booking - container information

**Container type**
No service for below red highlighted container type

<table>
<thead>
<tr>
<th>Code</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>20GP</td>
<td>20 DRY</td>
</tr>
<tr>
<td>20FR</td>
<td>20 FLATRACK</td>
</tr>
<tr>
<td>20TK</td>
<td>20 TANK (SOC)</td>
</tr>
<tr>
<td>20RF</td>
<td>20 REEFER</td>
</tr>
<tr>
<td>20HR</td>
<td>20 HIGH CUBE REFFER</td>
</tr>
<tr>
<td>20HC</td>
<td>20 HIGH CUBE</td>
</tr>
<tr>
<td>20OT</td>
<td>20 OPENTOP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>40GP</td>
<td>40 DRY</td>
</tr>
<tr>
<td>40FR</td>
<td>40 FLATRACK</td>
</tr>
<tr>
<td>40TK</td>
<td>40 TANK (SOC)</td>
</tr>
<tr>
<td>40RF</td>
<td>40 REEFER</td>
</tr>
<tr>
<td>40HR</td>
<td>40 HIGH CUBE REFFER</td>
</tr>
<tr>
<td>40HC</td>
<td>40 HIGH CUBE (40HQ)</td>
</tr>
<tr>
<td>40OT</td>
<td>40 OPENTOP</td>
</tr>
<tr>
<td>45HR</td>
<td>45 HIGH CUBE REFFER</td>
</tr>
<tr>
<td>45HC</td>
<td>45 HIGH CUBE</td>
</tr>
</tbody>
</table>

**Cargo type**
No service for below red highlighted cargo type

<table>
<thead>
<tr>
<th>Cargo Type (貨類)</th>
<th>Description (描述)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPTY&amp;DG</td>
<td>空箱半危</td>
</tr>
<tr>
<td>FR (OH)</td>
<td>框架箱(超高)</td>
</tr>
<tr>
<td>FR (FW)</td>
<td>框架箱(超高和超寬)</td>
</tr>
<tr>
<td>OT (OH)</td>
<td>OT超高</td>
</tr>
<tr>
<td>SCRAPS</td>
<td>廢品</td>
</tr>
<tr>
<td>DRY</td>
<td>普箱</td>
</tr>
<tr>
<td>REEFER</td>
<td>凍箱</td>
</tr>
<tr>
<td>SEMI-HAZ</td>
<td>危品(半危)</td>
</tr>
<tr>
<td>HAZARDOUS</td>
<td>危品(全危)</td>
</tr>
<tr>
<td>HG-1 (ONE BAR)</td>
<td>單掛衣</td>
</tr>
<tr>
<td>HG-2 (TWO BAR)</td>
<td>雙掛衣</td>
</tr>
<tr>
<td>OT-1 (OH WITHIN 1M)</td>
<td>開頂箱(超高1米內)</td>
</tr>
<tr>
<td>OT-1 (OH 1M TO 2M)</td>
<td>開頂箱(超高1米至2米)</td>
</tr>
<tr>
<td>FR-1 (OH OR OW WITHIN 1M)</td>
<td>框架箱(超高或超寬1米內)</td>
</tr>
<tr>
<td>FR-2 (OH AND OW WITHIN 1M)</td>
<td>框架箱(超高和超寬1米內)</td>
</tr>
<tr>
<td>FR-3 (OH OR OW MORE THAN 1M)</td>
<td>框架箱(超高或超寬多於1米)</td>
</tr>
<tr>
<td>EMPTY</td>
<td>空箱</td>
</tr>
<tr>
<td>DOOR OPEN</td>
<td>半開門</td>
</tr>
<tr>
<td>FR (OW)</td>
<td>框架箱(超寬)</td>
</tr>
<tr>
<td>WASTER PAPER</td>
<td>廢紙</td>
</tr>
</tbody>
</table>

*Book more than 1 container type, click “+” to add more*
3. Booking - port information

Above POR or DES are auto-gen, no input or amendment is needed.
3. Booking - cargo information

Commodity name must be filled in this box. If cargo sensitive, we may request the relevant documents. (E.g., LOI, permit etc.)

HS CODE must be input if booking export to Japan.

Above information are auto-gen, please revise if any special need. Commodity name must be filled in CARGO DESC.
3. Booking – transshipment information (export from HK)

If destination needs to be transshipped, please follow below steps:

1. Tick, and click T/S

2. Trip 1 auto-gen

3. Click “+” to add trip 2 information

4. Select FEEDER or OCEAN

5. Trip 2’s “port from” input SIHANOUKVILL (KHSHV) (=trip 1’s “port to”), then double click the box of “port to” to search the final destination

**above photo as example**

It will pop up a search window if double click on it. And input final destination search.
3. Booking - transshipment information (export from PRD via HK)

Above information are defaulted. Please follow below PIC to revise trip no. accordingly.

- **Trip1**: PRD export information. Select FEEDER for line type, input port from & port to as above example.
- **Trip2**: Information of 1st leg MV. Selection OCEAN, input port from & port to as above example.

POL yard can be searched when double clicking the boxes.
4. Booking - special cargo (DG)

- Click "+" or "-" for adding or deleting.
- Tick hazardous cargo.
- If there is no suitable option, please select ZZ (other).
- Must provide 24-hour contact.
- Must double click to input information for these two columns.
4. Booking - special cargo (reefer)

- Click "+" or "-" for adding or deleting.
- Tick reefer

Red items must be filled.
4. Booking - special cargo (special containers)

Click "+" or "-" adding or deleting.

For below container type booking, above column must be input and provide length, width, height in CM

<table>
<thead>
<tr>
<th>Container Type</th>
<th>Length(cm)</th>
<th>Width(cm)</th>
<th>Height(cm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>200T</td>
<td>2000 cm</td>
<td>123 cm</td>
<td>2500 cm</td>
</tr>
</tbody>
</table>

- Code: 20FR, 20FLATRACK, 20OT, 20OPENTOP, 40FR, 40FLATRACK, 40OT, 40OPENTOP
4. Booking – SOC

- Click “+” or “-” for adding or deleting.
- Tick SOC
- Only accept one way
- Only direction is needed.
5. Remark

**PRD booking, please input cargo ready date for arrange container reposition. if there is any special request you may also input it in remark, for instant, payment settle in GZ etc.
6. Revise and cancel booking

Booking can be searched by different criteria.

Select booking no. to modify, view or cancel booking. **please cancel those unnecessary bookings.**
6. Revise and cancel booking

After modifying the booking, status will change to changing, and need to be approved. You will be noted by email even accept or not.
7. Entry of shipping instruction (S/I)

In the main page of our E-commerce system, choose “Booking History(New)”
7. Entry of shipping instruction (S/I)

Input the booking number and press “Search”

Press the number in front of that booking, and press “S/I Submit”
7. Entry of shipping instruction (S/I)

Input name and address for shipper, consignee and notify party. If it is Japan shipment, country code and telephone number are required to input for shipper consignee and notify party.

All characters input (including punctuation marks) must be in English and halfwidth form. Characters in Chinese and fullwidth form are not acceptable.

If client “double-click” name or consignee column, a “text edit” will be shown for easy entry.
7. Entry of shipping instruction (S/I)

Input total quantity, gross weight, size and package type (client could input only part of the word for searching) in Cargo Info.
7. Entry of shipping instruction (S/I)

If the type cannot be searched, client could choose “ZZ” and input the type name in “Package Desc”.

Input “Cargo Desc” and “Shipping Mark”, “double-click” the column and the “text edit” will be shown for easy entry.
Click “Add Container Info” and input the detailed information of each container.
Remarks:
Manager: Choose “SIT” for COC and “SOC” for SOC
Cargo Type: Please choose the same type as of booking
For Japan shipment, please input HS CODE (JP)
If adding or deleting a container is needed, press “+” or “-” accordingly
7. Entry of shipping instruction (S/I)

After completing the input, press “Confirm” & “Submit”, SITC operator will check in their system and approve.
7. Entry of shipping instruction (S/I)

After submitting, Status will be updated as “AMEND RECORD”. SITC operator will approve in the system and an email will be sent by the system to inform client whether the S/I is accepted or not. No matter the result, Status will be updated as “AMEND RECORD”.

When Status still shows “ACCEPTED”, client could choose “S/I Submit” to amend the bill without charges. If Status is “BKG LOCKED” or “MF COMPLETED”, the bill cannot be amended. Please send an email to SITC operator and charges may be incurred.

After checking without mistake, client should choose “M/F Complete”.
If separate bill is required, please press “Muty Copy” after choosing the corresponding bill. Input the number of copy required and choose “+Letter”. By pressing “Muty Copy”, system will copy all details from the original bill to the newly added bills. After confirmation from SITC booking team, client could input the details for the separated bills.
If there are many containers, client could press “Load Format” to download the excel format and input the container details in prior.

Click the corresponding booking and press “Container Excel Import” to upload the saved excel file for that shipment.

7. Entry of shipping instruction (S/I)
If combined bill is required, please choose the booking with a smaller number from the last 3-digit of all those Booking Nos. to input the S/I (From the right, the booking number with a smaller digit (122), i.e. SKS1802SSI122 should be chosen to input the S/I.

<table>
<thead>
<tr>
<th>BK NO</th>
<th>BL NO</th>
<th>Vessel Name</th>
<th>Voyage No</th>
<th>POL</th>
<th>ETD</th>
<th>POD</th>
<th>ETA</th>
<th>DEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKS1802SSI125</td>
<td>SKS1802SSI125</td>
<td>SITC KAMASAKI</td>
<td>1802</td>
<td>HKHKG</td>
<td>02-15</td>
<td>KSHV</td>
<td>02-19</td>
<td>KSHV</td>
</tr>
<tr>
<td>SKS1802SSI122</td>
<td>SKS1802SSI122</td>
<td>SITC KAMASAKI</td>
<td>1802</td>
<td>HKHKG</td>
<td>02-15</td>
<td>KSHV</td>
<td>02-19</td>
<td>KSHV</td>
</tr>
</tbody>
</table>