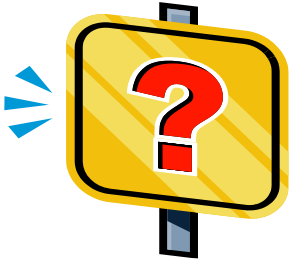


YM Website – User Manual



- **Shipment Management Introduction**

Providing integrated functions, from export view, to assist authorized members in managing your booking and documentation process for booking made within 2 weeks of a specific date.

1. Display Booking or B/L Processing status
2. Next available action
3. Link to more function and cargo tracking



Shipment Management

- Step1 : Enter your User ID and Password and then click the [Login] button.











Member Login

User ID

Password

[Login](#)

Following functions can be accessed after log-in.


 Booking	 B/L Instruction	 B/L Print
 Arrival Notice	 B/L Contents	 Accounts Balance
 Report and Notification	 VGM	 Shipment Management
 Bank Financing Area		

[Forgot Password](#) | [Register](#)

Shipment Management

- Step 2 : Click [Shipment Management]

Hi, GUEST

 Booking	 B/L Instruction	 B/L Print
 Arrival Notice	 B/L Contents	 Account Balance
 Report and Notification	 VGM	 Shipment Management
 Bank Financing Area	 Customer Advisory	 EDI

Logout

Shipment Management


Overview:

- The default setting is search by ETD for bookings made within 2 weeks of a specific ETD.
- To get a specific booking, please provide the Booking number or the Bill of Lading number of the booking which you wish to be displayed.
- If your shipment is not on the list, please change your search criteria.

Shipment Management

Query Criteria

Additional option of ETD, default search criteria is "All"

ETD 2020/12/01  (Up to 14 days)

BKG No.

B/L No. ex. W123456789 (without prefix "YMLU")

Processing Status: **All** ▼

Transaction ID	BKG No. (S/O No.)	B/L No.	ETD▼	Vsl/Voy	Place of Receipt	Place of Delivery	Processing Status	More Function
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Shipment Management

Overview:



- Sorting function:

The underlined text in the first row of the table has sorting function.

The Default setting is sorting by ETD.

Shipment Management

Query Criteria

ETD 2020/12/01  (Up to 14 days)
Processing Status: All 
 BKG No.

First row of below table has sorting function, click underlined text

Transaction ID	<u>BKG No.</u> (S/O No.)	<u>B/L No.</u>	<u>ETD</u> ▼	<u>Vsl/Voy</u>	<u>Place of Receipt</u>	<u>Place of Delivery</u>	<u>Processing Status</u>	More Function
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Shipment Management

Link to Cargo Tracking:

- Click BKG No. or B/L No. link to Cargo Tracking.

Transaction ID	BKG No. (S/O No.)	B/L No. ▲	ETD	Vsl/Voy	Place of Receipt	Place of Delivery	Processing Status	More Function
12297096	Z20901XXXX (5975)	Z20901XXXX	2020/12/13 10:00	HAMBURG EXPRESS - 039W (AG3049W)	KAOHSIUNG, Taiwan	JEBEL ALI, United Arab Emirates	Booking Confirmed	<input type="button" value="VGM"/> <input type="button" value="Change Booking"/> <input type="button" value="Cancel Booking"/> <input type="button" value="Create SI"/>

Track & Trace
Overview Cargo Tracking Tracking Report Subscription Telex Release



Result of Tracking by Booking No. and B/L no.

[\[Quick Survey\]](#)

Booking No. : [Z20901XXXX](#)
 B/L No. : [Z20901XXXX](#)

[Tracking Report Subscription](#)

Basic Information

Receipt	Loading	Discharge	Delivery
KAOHSIUNG, Taiwan	KAOHSIUNG, Taiwan	JEBEL ALI, United Arab Emirates	JEBEL ALI, United Arab Emirates

- ▶ Vessel Voy No. : **HAMBURG EXPRESS - 039W (AG3049W)**
- ▶ On Board Date : 2020/12/14
- ▶ No. of Containers : 1 unit (1 * 20')
- ▶ Service Requirement : Container Yard - Container Yard

- ▶ No. of Packages : 23 PX
- ▶ Gross Cargo Weight : 24538 KGS
- ▶ Measurement : 25 CBM

Shipment Management

Link to More Function:

Member can enjoy authorized Web functions in More Function.

VGM : After Booking Confirmed, you can link to Create eVGM for submitting.

Click Search to download details by Booking No. and you can submit VGM here.

Input required VGM fields with "*" then click [Submit].

Create eVGM

- Download by Booking No.
- Input by Container No.
- Upload via Excel

1.

<input checked="" type="radio"/> Booking No. : Z20901XXXX	<input type="text"/>	<input type="text"/>
<input type="radio"/> PR No. :	<input type="text"/>	<input type="text"/>

Booking No. : Z20901XXXX

Vessel Voyage	Origin	Loading Port	Discharging Port	Destination
Blank sailing 039W	KAOHSIUNG, Taiwan			

Only displayed VGM submit via Web channel and received in our system;
For submit via other channel, please go to VGM Submit History

Container Detail

Container No. *	Shipper Name *	Shipper Address	Verification Signature *	Method (1 or 2)	Tare Weight Cargo Weight Verified Gross Mass *	Verification Date	VGM Status
<input checked="" type="checkbox"/> PR NO : Z20901XXXX001 SEGU2726027 <input type="checkbox"/> SOC 20DC				1	VGM (VGM shows in YM system: 12700 kgs / 27998.71 lbs) KGS	2020/11/27	

Shipment Management

Link to More Function:

Member can enjoy authorized Web functions in More Function.

- **Change Booking / Cancel Booking :**

Only Booking create via Web can be Change or Cancel Booking.

- For more details about change Booking or Cancel Booking, please refer to user guide of Booking.

Shipment Management

Query Criteria

ETD (Up to 14 days)
Processing Status **Booking Confirmed** ▼

BKG No.

B/L No. ex. W123456789 (without prefix "YMLU")

Transaction ID	BKG No. (S/O No.)	B/L No.	ETD	Vsl/Voy	Place of Receipt	Place of Delivery	Processing Status	More Function
12341769	<u>Z20901XXXX</u>		2021/01/07 19:00	YM WELLBEING - 012W (AG3053W)	KAOHSIUNG, Taiwan	HAMAD, Qatar	Booking Confirmed	VGM Change Booking Cancel Booking Create SI

Shipment Management

Link to More Function:

Member can enjoy authorized Web functions in More Function.

- **Create SI / Update SI:** This is important to note that SI can be created only Booking status is available as “Confirmed”
If you ever submit related SI via web, you can find function – Update SI.
- For more details about input SI, please refer to user guide of B/L Instruction.

Create B/L Instruction

?

Copy to a new Template - Template Name*:

Download from Template : ▾

Fields marked with * are Required

Party / Service	Commodity	Container	Payment terms & Others
<p>▶ Shipper</p> <p><input type="checkbox"/> Add to Party Template</p>		<p>▶ Reference</p> <p>Booking No. * <input type="text" value="I20939:XXXX"/></p>	

Shipment Management

Link to More Function:

Member can enjoy authorized Web functions in More Function.

- **B/L Print:** This is important to note that B/L Print function available is subject to your account has authorization by our local office.
- For more details about B/L Print please refer to user guide of B/L Print.

B/L Print

B/L No. : I21638XXXX

* are important informations.

Preview or Print

Preview

- * Strongly recommend you to examine or compare the bill of lading in Preview Mode first before selecting the Print Mode. Preview Mode wherein you can generate and store on your desktop as a PDF file and pre-print your bill of lading's content.
- * Please ensure printer device and Yang Ming b/l blank form is ready. After the bill of lading is printed, nothing can be changed and you have to surrender hard copy to nearest Yang Ming office for further processing.

Select B/L Type to Print :

Sea Waybill non-Freight

Print

Shipment Management

How to find Use Guides ?

Step1: Move cursor to Header e-Service

Step2: Click My e-Service to find user guides

The screenshot shows the Yang Ming website interface. At the top, the navigation menu includes 'About Us', 'Service', 'Office Network', 'News', 'Investor', '1. e-Service', and 'Local Info'. The 'e-Service' menu is highlighted with a red box. Below the navigation, there are four main service categories: 'Sailing Schedule', 'Vessel Tracking', 'Track & Trace', and 'Tariff'. A red arrow points from the 'My e-Service' link in the 'My YM Account' section to the 'Booking User Guide' card. The 'Booking User Guide' card is highlighted with a red box and contains the following information:

Booking User Guide
You can submit new booking and review your booking history.

1. Create/manage new booking on line.
2. Create Booking template for future use.
3. Maintain the business partners.

Other user guide cards visible include 'SOLAS VGM', 'B/L Instruction User Guide', and 'B/L Print User Guide'.



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