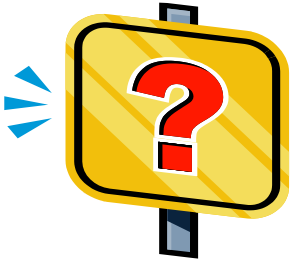


# YM Website – User Manual



- [Web Customer Booking Introduction](#)
  - ◆ Submit booking on-line 24/7.
  - ◆ Save time on phone communication.
  - ◆ Allow you to review booking history.
  - ◆ View all Booking under your account.



Announce on 2022/Dec.

# Booking Function

## 1) How to login

- Step1 :
- Use browser Chrome or Edge to login Yang Ming website: <https://www.yangming.com/index.aspx>
- Click [Login] and enter your User ID and Password.
- (If you haven't got the ID/PW, please register via our website first via below linkage.=> [https://www.yangming.com/e-service/member\\_area/register.aspx](https://www.yangming.com/e-service/member_area/register.aspx))

My YM Account

Member Login Register Forgot Password FAQs

### Member Login

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

User ID

Password

Login

Following functions can be accessed after log-in.

Booking	B/L Instruction	B/L Print
B/L Contents	Accounts Balance	Report and Notification
VGM	Shipment Management	My Ocean Freight <b>NEW</b>
My Drop off		

# Booking Function

## 1) How to login

- Step2 :
- Click [Booking] -> [Booking Request]
- (If you haven't got Booking access, please click [Change Register] to modify your register account.



### Overview



#### Booking Request

Make booking has been easier.

[User Guide](#)

1. Submit booking on-line 24/7.
2. Save time on phone communication.
3. Allow you to review booking history.

# Booking Function

## 2) Select Designated Booking office (If any)

- If you are authorized to make booking for more than one office/agent. You can select a preferred customer profile before login.
- If you can't find the preferred office you want to assign, please contact [ices@yangming.com](mailto:ices@yangming.com) to add the office for you.

Agent & Office	Customer Name
<input type="radio"/> Kaohsiung office Yang Ming Taiwan Business Department	YES LOGISTICS CORP.
<input type="radio"/> Kaohsiung office Yang Ming Taiwan Business Department	YES LOGISTICS CORP.

- If you didn't find a new pop-up window for [Booking] page. Please review your browser setting and change to allow pop-ups window.

# Booking Function

## 3) Login Screenshot

- a. After login, you will find five booking fields and you can choose one you need.
  - My Booking – Manage all your current bookings.
  - New Booking – Create new Booking Request.
  - Template List – Manage your Booking template or create booking by template.
  - Reports – Generate your Booking report
  - Business Partner – Setup your related party information.
- b. You can change Language or Theme by My Information on upper right corner.
- c. You can switch agent/office by click company name.

b



My Information

GUEST1  
Last Login 19/11/2022 | 09:18:44 AM

CS@YANGMING.COM

02-24298498

Clear Cache

Language

English ✓

中文

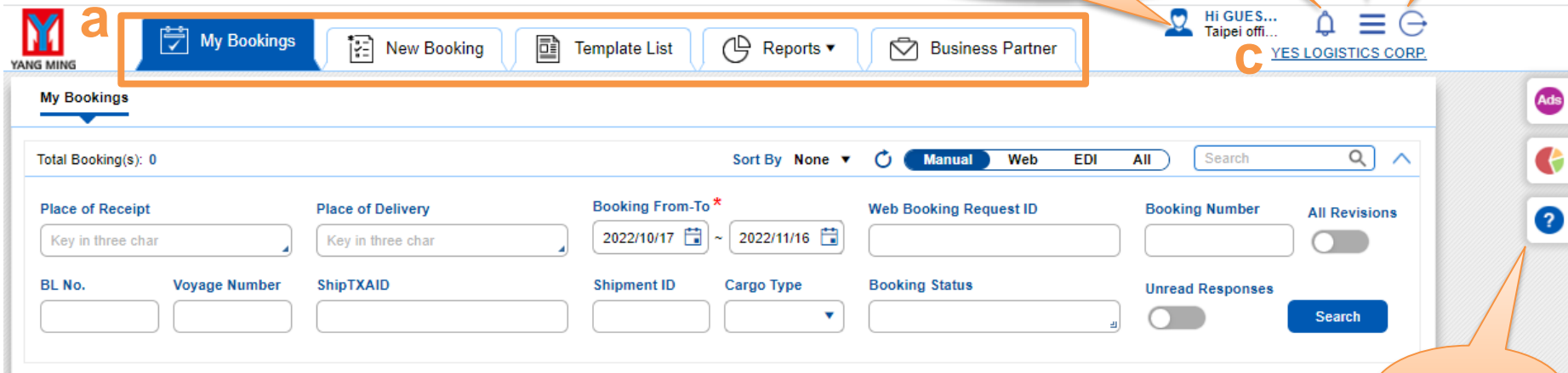
Theme

Blue Green Grey

View Notification

Logout

Login Name



YANG MING

My Bookings New Booking Template List Reports Business Partner

Hi GUES... Taipei off... YES LOGISTICS CORP.

My Bookings

Total Booking(s): 0 Sort By None Manual Web EDI All Search

Place of Receipt Place of Delivery Booking From-To\* Web Booking Request ID Booking Number All Revisions

Key in three char Key in three char 2022/10/17 ~ 2022/11/16

BL No. Voyage Number ShipTXAID Shipment ID Cargo Type Booking Status Unread Responses Search

Web User Guide

# Booking Function

## 4) My Booking

“My Bookings” can manage all your current bookings. (reflect the latest status)

### a. Search Booking:

You can find Booking by search button or Sort Booking by Booking Creation Mode

- Manual: Booking through prior e-Service platform or by tel/fax or manually input by local colleagues.
- Web: Booking through Web Customer Platform(new).
- EDI: Booking through EDI way with Yang Ming directly or via portal/3<sup>rd</sup> party.

a

The screenshot shows the 'My Bookings' interface. At the top, there is a navigation bar with the Yang Ming logo, 'My Bookings' tab, and buttons for 'New Booking', 'Template List', 'Reports', and 'Business Partner'. The main content area is titled 'My Bookings' and includes a 'New Request' button. Below this, there is a search and filter section. The 'Total Booking(s): 2' is displayed. The 'Sort By' dropdown is set to 'None'. The 'Manual', 'Web', 'EDI', and 'All' tabs are visible, with 'Web' selected. A search bar is present. The filter section includes fields for 'Place of Receipt', 'Place of Delivery', 'Booking From-To' (19/06/2023 to 19/07/2023), 'Web Booking Request ID', 'Booking Number', and 'All Revisions'. Below these are fields for 'BL No.', 'Voyage Number', 'ShipTXAID', 'Shipment ID', 'Cargo Type', 'Created By' (containing 'TEST1'), 'Booking Status', and 'Unread Responses'. A 'Search' button is located at the bottom right of the filter section.

(The default booking list is the bookings under your login ID.

You can remove your login ID in [Create By] column then you can view all bookings under this account.)


# Booking Function

## 4) My Booking











“My Bookings” can manage all your current bookings. (reflect the latest status)

b. More Options:

You can use more options to process more action. (the action is available base on the latest status.)

Booking	BL No.	Sailing	Containers	Shipper
 <b>WB22000</b> [25/10/2022 10:38] IAP S0020 Draft <a href="#">More Options</a>	-	TO BE NAMED - TBN [REDACTED] 2022/11/13 13:00:00 Keelung, Taiwan Singapore, Singapore 12 2022/11/23 20:00:00	1 x 20DC	[REDACTED]

b

 View Request
 View Booking
 Edit Request
 Revise Booking
 Cancel Request
 Download Confirmation
 Copy to New Request
 Save As Template
 Send Response To Agent
 Document Upload

- o View Request - View the booking request.
- o View Booking - View the current booking details.
- o Edit Request - Edit the booking request.
- o Revise Booking – Raise the booking revision request with a new sequence.
- o Cancel Request – Raise the booking cancel request.
- o Download Confirmation – Download the latest booking confirmation document.
- o Copy To New Request - Create a copy of the selected booking request
- o Save as Template - Create a new booking template based on the selected booking request.  
(only allowed for the booking created from the WEB)
- o Send Response To Agent – Send booking related message to Agent for further review.
- o Documents Upload – Upload related supporting documents (**HAZ doc**, KYC, declaration...etc.)  
(upto 20MB[Single/Combination of multiple file] with doc,docx,jpeg,jpg.pdf.xls,xlsx.)

# Booking Function

## 5) New Booking

- Click “New Booking”, you will be redirected to “New Request” page.
- Fill in all Booking details, the mandatory items marked (\*).
- After completed, you can press “**Submit**” the booking request immediately or press “**Saved as Draft**” for further modifications.
- Preview button will be enabled after the booking “Saved as Draft” or “Submit”.

(The preview will be opened as pdf in another browser tab to view appropriately.)

The screenshot shows the Yang Ming New Booking interface. The top navigation bar includes the Yang Ming logo, 'My Bookings', 'New Booking' (highlighted with an orange box and labeled 'a'), 'Template List', 'Reports', and 'Business Partner'. The user profile 'Hi GUES... Taipei off...' and 'YES LOGISTICS CORP.' are visible in the top right. The main content area shows the 'New Request' tab (highlighted with an orange box and labeled 'b') with sub-tabs for 'Basic Information', 'Containers & Cargo', 'Sailing', 'Parties & Addresses', 'Other Details', and 'Review & Submit'. The 'Basic Information' tab (highlighted with an orange box and labeled 'c') contains a table with the following data:

Web Booking Request ID	Booking Number	Booking Party	Transaction Reference	Booking Sequence	Booking Status
-	-	YES LOGISTICS CORP.	-	-	Draft

Below the table are 'Save As Draft' and 'Preview' buttons. At the bottom, there is a 'Disclaimer Notice' box with the text: 'Dear customer, it's to remind you that the submission of online booking details are subject to verify and it is not a firm booking. Yang Ming reserves the right to update and modify the booking and the booking shall be confirmed based on booking confirmation notice.' Below the notice is a checkbox 'I agree to Disclaimer Notice' and a 'Submit' button.



# Booking Function

## 5) New Booking

[New Request]

### 1. Basic Information: (CY/CY Cargo):

- Input key word of Place of receipt / Place of delivery and select the correct location via drop-down list.
- Select Receipt Type / Delivery Type by drop-down list.
- Trade Lane will be populated based on origin/destination location.
- Service Contract/Quotation Ref.: For USA/CA inbound shipment, please input 6 digits.  
For Other trade lanes please input 12 digits.
- Cargo Ready Date: select calendar, the date should between current date and ETD. (Default 21 days.)
- Payment Place will auto bring the POR or POD as payment location according to the payment mode(Prepaid or Collect). You can change it if necessary.



Basic Information

Web Booking Request ID	Booking Number	Booking Party	Transaction Reference	Booking Sequence	Booking Status
-	-	YES LOGISTICS CORP.	-	-	Draft

Origin		Destination	
Place of Receipt *	Receipt Type *	Place of Delivery *	Delivery Type *
Key in three char	CY (Ramp Included)	Key in three char	CY (Ramp Included)

Trade ID & Cargo Ready Date			Payment	
Trade Lane	Service Contract/Quotation Ref. *	Cargo Ready Date *	Prepaid/Collect *	Payment Place *
		2022/12/14	Prepaid Collect	Key in three char

Auto-populate base on Origin/Destination

6 digits or 12 digits

Auto bring POR or POD location base on payment mode.

# Booking Function

## 5) New Booking

[New Request]

### 1. Basic Information: (Door/CY Cargo):

- When you change Receipt Type to Door, please complete the necessary information in Door Address field.

The screenshot shows a booking form with several sections:

- Origin:** Place of Receipt\* (Key in three char), Receipt Type\* (Door)
- Destination:** Place of Delivery\* (Key in three char), Delivery Type\* (CY (Ramp Included))
- Door Address (highlighted in orange):**
  - Customer Name: Select Customer ...
  - Collection Point: Key in three char
  - Zip Code: [ ]
  - Pickup Date: yyyy/MM/dd [calendar icon]
  - Position Date & Time: yyyy/MM/dd [calendar icon] ~ HH:mm [clock icon]
  - To: HH:mm [clock icon]
  - Address\*: [ ]
  - Haulier Instruction: [ ]
- Trade ID & Cargo Ready Date:** Trade Lane [ ], Service Contract/Quotation Ref.\* [ ], Cargo Ready Date\* (2022/12/10 [calendar icon])
- Payment:** Prepaid/Collect\* (Prepaid selected), Payment Place\* (Key in three char)

# Booking Function

## 5) New Booking

[New Request]

### 2. Container & Cargo: Container Level

- Container Size/Type – Input a keyword of container size (ex. 2; 4..) and select a size/type by drop-down list.
- Empty Pickup Depot - Input a keyword of depot name and select a preferred one by drop-down list.
- SOC – Open toggle button for Shipper Owned Container.
- NOR – Open toggle button for Non-Operate Reefer when select reefer containers.
- OOG – Open toggle button for Out of Gauge and fill in oversize in CM.
- Door Address – Open toggle button and fill in door address per container.

Containers & Cargo 20' - 0 | 40' - 0 | 45' - 0      Weight KG   Volume CBM   Temperature °C   OOG CM   [Copy From Template](#)

**Containers** [+ Add Container](#)

<input type="checkbox"/>	Container Size/Type *	Number Of Containers *	Cargo Gross Wgt.(Per Cntr) *	Empty Pickup Depot	SOC	NOR	OOG	Door Address
<input type="checkbox"/>	Select Container Si...	<input type="text"/>	<input type="text"/>	Select Empty Pickup Depot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Cargo** [+ Add Cargo](#)

<input type="checkbox"/>	Commodity *	HS Code	Commodity Group	IMCO	Reefer
<input type="checkbox"/>	<input type="text"/>	Key in three char	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

OOG →

<input type="checkbox"/>	Cargo Dimension *	Front	Rear	Right	Left	Height
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Booking Function

## 5) New Booking

[New Request]

### 2. Container & Cargo: Cargo Level

- General Cargo – Input Commodity by free text.  
Input HS code in Six digits.  
Input Commodity Group per FMC service contract if you have.
- IMCO – Open toggle button for dangerous goods (UN Number & Class are mandatory).  
**(\*\*please upload DGMS documents via My Booking/more options/ Documents Upload function after submit the IMCO Booking.\*\*)**
- Reefer – Open toggle button for refrigerated goods (Reefer Vent. & Temp. Setting are mandatory)

The screenshot displays a web interface for booking cargo. At the top, there is a blue header with the text 'Cargo' and a '+ Add Cargo' button. Below the header, the form is organized into several sections:

- Commodity Section:** Includes a trash icon, a 'Commodity \*' text input field, an 'HS Code' dropdown menu with the placeholder 'Key in three char', a 'Commodity Group' text input field, and two toggle buttons for 'IMCO' and 'Reefer', both of which are currently turned on.
- IMCO Section:** A red arrow points to this section. It contains a 'UN Number \*' dropdown menu with the placeholder 'Key in three char', a 'Class \*' dropdown menu with the placeholder 'Select Class', a 'Flash Point' text input field, a 'Package Group' dropdown menu with the placeholder 'Select Package Gr...', a 'Dangerous Contact' text input field, and a 'Contact Number' text input field.
- Reefer Section:** A red arrow points to this section. It contains a 'Reefer Ventilation \*' dropdown menu with the placeholder 'N/A', a 'Customized Value' text input field, a 'Reefer Temperature Settings \*' dropdown menu with the placeholder 'Celsius', a 'Minimum' text input field, and a 'Maximum' text input field.

# Booking Function

## 5) New Booking

[New Request]

### 3. Sailing - The details will bring from “Basic Information”.

- You can directly press Search button or input Voyage Number to find a schedule.

Find Schedule

Place of Receipt\*  Place of Delivery\*  Voyage Number  Cargo Ready Date\* **default two weeks**  ~

Service Contract/Quotation Ref.\*  Receipt Type\*  Voyage Booking Status  Routing Type\*

- After the routings are listed, please select a preferred one then press “Select Schedule”.

Find Schedule

Place of Receipt	Vessels/Services	Place of Delivery	Transit Days	
<input checked="" type="radio"/> ROTTERDAM, Netherlands 2021/11/30 17:00	ONE NUMBER / 089E / FP1 - FP1147A	CAT LAI, Vietnam 2022/01/04 04:00	34	<input type="button" value="Select Schedule"/>

Mode	Port of Loading	Departure	Port of Discharge	Arrival	Vessel	Voyage Number	Service
	ROTTERDAM, Netherlands (NLRMP07)	2021/11/30 17:00	SINGAPORE, Singapore (SGSINP01)	2021/12/27 18:00	ONE NUMBER	089E	FP1 - FP1147A
	SINGAPORE, Singapore (SGSINP01)	2021/12/30 17:00	CAT LAI, Vietnam (VNCLIP01)	2022/01/04 04:00	MY IMAGE	346N	TSE - TSE150N

VGM Cut-Off Date : 2021/11/28 | SI Cut-Off Date : 2021/11/28 | CY Cut-Off Date : 2021/11/28 | Gate In Terminal : NLRMP11-Rotterdam World Gateway - Port number 8970

# Booking Function

## 5) New Booking

[New Request]

### 4. Party & Addresses:

- Shipper – You can input shipper information or open toggle button when Booking Party as shipper.
- Consignee – Open toggle button then you can add consignee.
- Booking Contact Details: Auto populate the details from login customer profile.  
You can add email box as booking receiver by ; .

Parties & Addresses Copy From Template

**Shipper** Booking Party as Shipper

Name \*  
Select Name

Address Country \*  
Taiwan

State  
Select State

E-Mail City

Telephone Zip Code PO Box

**Consignee** Add Consignee

Name \*  
Select Name

Address Country \*  
Select Country

State  
Select State

E-Mail City

Telephone Zip Code PO Box

**Booking Contact Details**

Contact Name \* E-Mail \* (Use ";" to add more than one email) Telephone Notification

GUEST1 CS@YANGMING.COM 02-24298498

# Booking Function

## 5) New Booking

[New Request]

### 5. Other Details:

- Special Stowage – Select Special Stowage per your preference.
- Customer Shipment ID – Add customer reference number if necessary.
- Create more booking with same details – copy booking with same details.
- Remarks – Input any remarks if necessary.

! Other Details

Special Stowage	Customer Shipment ID	Create more booking with same details
Not Applicable ▼	<input type="text"/>	<input type="text"/>
Remarks		
<input type="text"/>		

# Booking Function

## 5) New Booking

[New Request]

### Review and Submit:

- Save as Draft – The booking request details will be stored as draft for further modifications.
- Preview – The preview will be enabled only after the booking request has been “Saved as Draft” or “Submit”.
- Submit – Please click agree to disclaimer notice and press [Submit] button.
- Once submit successfully, it will pop-up a message with booking request number, you can view this request via “My Booking” function. Also you can press “Save As Template” to save a new template.



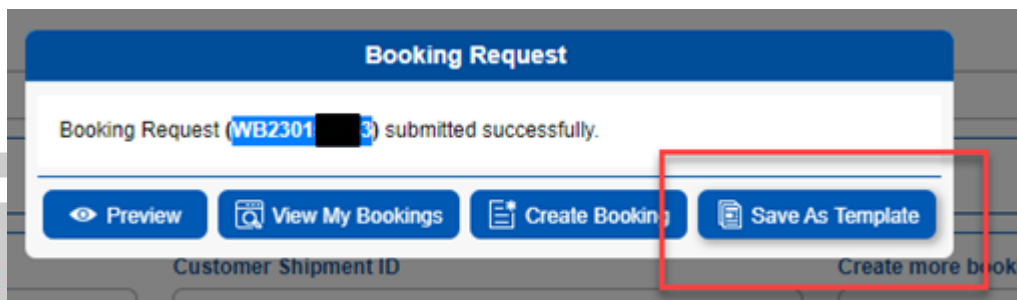
#### Disclaimer Notice

Dear customer, it's to remind you that the submission of online booking details are subject to verify and it is not a firm booking. Yang Ming reserves the right to update and modify the booking and the booking shall be confirmed based on booking confirmation notice.

I agree to Disclaimer Notice

Submit

Booking Request Number =>





# Booking Function

## 6) Template List

- You can generate New Template from :
  - My Booking/More options/ **“Save as Template”** function(allowed booking created from WCB only)
  - New Request/Submit/ **“Save as Template”** function.
- You can use existed template to generate a new booking by “create booking” linkage.  
The template will keep three sections such as Basic Info, Containers & Cargo and Parties & Addresses.
- You can enable or disable the template by use toggle button.
- You can edit template name or delete the template.

The screenshot displays the 'Template List' page in the Yang Ming system. The navigation bar at the top includes 'My Bookings', 'New Booking', 'Template List' (selected), 'Reports', and 'Business Partner'. The main content area shows a table with the following data:

Total Template(s): 2						
	Template Name	Place of Receipt	Place of Delivery	Shipper Name	Consignee Name	Action
<input checked="" type="radio"/>	TWKEL_CNHUA_TWIGGY1	Keelung, Taiwan	Huangpu, Guang...	WHALE		<a href="#">Create Bookin</a> <input checked="" type="checkbox"/> Enable
<input type="radio"/>	TWKEL_CNHUA1	Keelung, Taiwan	Huangpu, Guang...	WHALE		<a href="#">Create Bookin</a> <input type="checkbox"/> Enable

# Booking Function

## 7) Reports

### Monthly Bookings

You can download the monthly bookings from “Monthly Booking” function,

- The report was included web booking only.
- Default date duration is one month. You can allow to change date within 180 Days.
- After press “Submit” button, the monthly report will be generated in new page.

The screenshot shows the Yang Ming web portal interface. At the top, there is a navigation bar with the Yang Ming logo and several menu items: 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner'. A user profile 'Hi GUES... Taipei offi...' is visible in the top right corner. The 'Reports' menu is expanded, showing 'Monthly Booking' as the selected option. Below the navigation bar, there is a search bar and a 'Total Booking(s): 0' indicator. A modal window titled 'Monthly Booking' is open, allowing the user to select a date range. The 'From Date' is set to 2022/10/23 and the 'To Date' is set to 2022/11/22. A 'Submit' button is located at the bottom of the modal. Below the modal, the main content area shows the 'Monthly Bookings' report. The report header includes the Yang Ming logo and the text 'YANG MING MARINE TRANSPORT CORP.'. The page number is 'Page No: 1 of 1' and the run date is 'Run Date: 22/11/2022 11:11'. The user is identified as 'User:'. The report title is 'Monthly Bookings'. The table below has the following columns: 'Web Booking Number', 'Actual Booking Number', 'Booking Date', 'Status', 'Customer', 'Case ID', 'Origin', and 'Load Port'. Below the table, there are two summary tables: 'Container Wise Summary' and 'Status Wise Summary'. The 'Container Wise Summary' table has columns for '20'', '40'', and '45'' containers. The 'Status Wise Summary' table has columns for 'Pending', 'Submitted', 'Received', 'Confirmed', 'Revision Submit', 'Revised', 'Rejected', 'Cancelled', 'Cancel Request', and 'Revision Reject'.

# Booking Function

## 8) Business Partner

- You can view/maintain the business partner.
- You can press +add button to add new party information, this will be shown while creating the booking.
- You can setup Active or Inactive of the list business partner.

The screenshot displays the 'Business Partner' management interface. At the top, there is a navigation bar with the Yang Ming logo and several menu items: 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner' (which is highlighted). On the right side of the navigation bar, there is a user profile 'Hi GUES... Taipei off...', a notification bell, and a refresh icon. Below the navigation bar, there is a breadcrumb trail: 'My Bookings > Business Partner'. The main content area shows a table with the following columns: 'Collection Point', 'Party Type', 'Company Name', 'Contact Person', 'Address', and 'Country'. The table currently has 'Total Record(s): 0' and an '+ Add' button. A modal form titled 'Business Partner' is open, containing the following fields:

- Collection Point: Text input with placeholder 'Key in three char'
- Party Type\*: Dropdown menu
- Country\*: Dropdown menu with 'Select Country' placeholder
- Company Name\*: Text input
- State: Dropdown menu with 'Select State' placeholder
- Contact Person\*: Text input
- City\*: Text input
- Address\*: Text input
- Zip Code: Text input
- PO Box: Text input
- E-Mail: Text input
- Telephone: Text input
- Status\*: Radio buttons for 'InActive' (selected)

At the bottom right of the modal form, there are 'Submit' and 'Cancel' buttons.



In case of any question, please feel free to contact us ([cs@yangming.com](mailto:cs@yangming.com)) .  
Thanks for your good cooperation.