



# 中远海运集装箱运输有限公司

## COSCO SHIPPING LINES CO., LTD

### User Guide- Shipment Plan

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## 1. What is shipment plan?

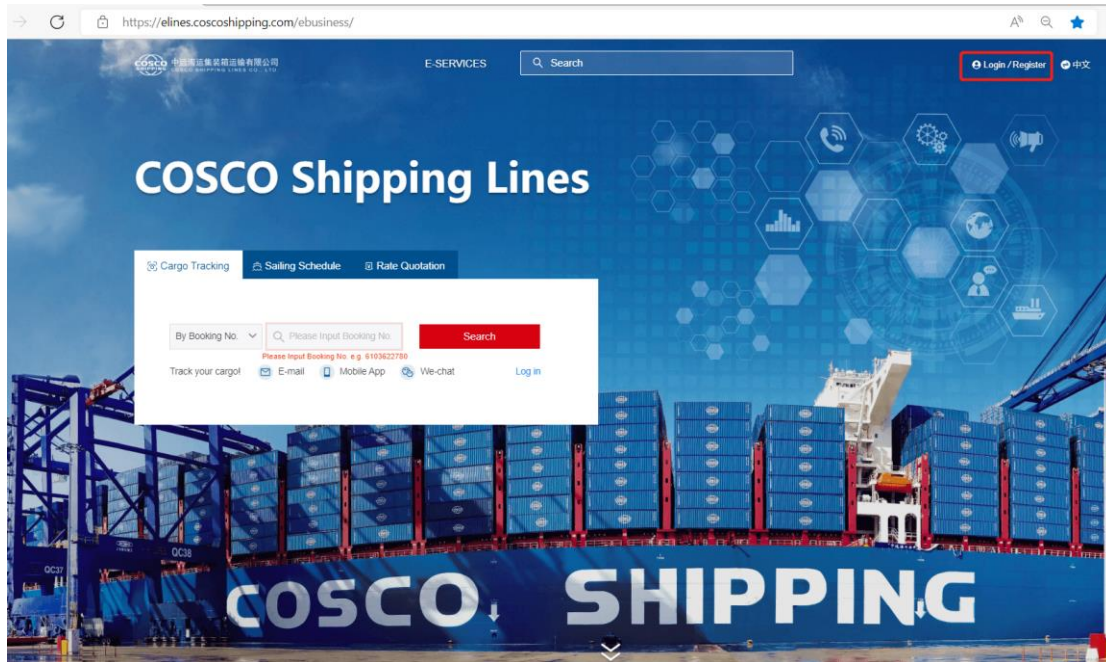
- Users can predefine shipment monitoring templates according to their own business requirements in shipment plan function.
- The system will collect and process the relevant carrier data and inform timely the customer that the concerned business is completed on time, delayed, or changed, thus helping the user to realize the control of the shipment management (especially exceptions).
- Users can define the milestones and the expected time that need to be monitored in the shipment plan template, as well as screening the shipment range and specifying the notify party. For example, the user defines the ETA Change at Last POD template to monitor any change in the expected time of arrival at Last POD, and when the business scenario occurs, the notify party specified will receive the following e-mail notification.



## 2. How to access Shipment Plan

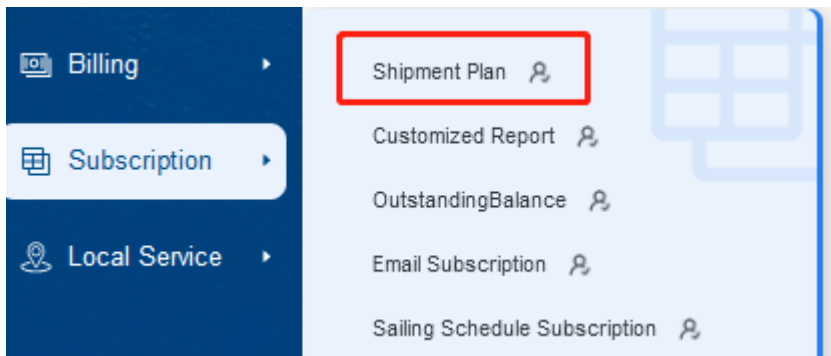
### A. Entry

COSCO SHIPPING Lines Website: <https://elines.coscoshipping.com>



(Please input your user ID and password to login)

- Click [Subscription]→[Shipment Plan]



- System will open a new tab and direct to Shipment Plan relevant modules page

#### Shipment Plan Template

Shipment Plan Template		
Template Subscription	Customized Milestone Names	Consolidated E-mail Notifications
Carrier Recommended Template List		
Template	Template Description	
<input type="checkbox"/> Cargo Remaining at Destination	Notification about container picked up or not within 7(editable) days after container arrival at final destination	
<input type="checkbox"/> Cargo Remaining at First Port of Loading	Notification about container departure or not within 7(editable) days after container arrival at first port of loading	
<input type="checkbox"/> Cargo Remaining at Transshipment Port	Notification about container departure or not from transshipment port within 7(editable) days after container discharged at transshipment port	
<input type="checkbox"/> ETA Change at Final Destination	Notification about ETA at final destination change over 48(editable) hours	
<input type="checkbox"/> Shipment Route Change	Notification about any shipment route detail change, including place of receipt, place of delivery, port of loading, port of discharging, port of transshipment and vessel voyage	

Carrier Milestone Matrix

Subscribe

### 3. Shipment Plan Template

Users can subscribe or create shipment plan templates according to their own shipment requirements and business processes, and set up mail notification that the milestones are completed on time, delayed, or changed

#### 3.1) Template Subscription

### 3.1.1) UI Specification

#### Shipment Plan Template

- **Carrier Milestone Matrix:** The milestones provided by carrier and the milestone description
- **Carrier Recommended Template List:** the template list recommended by carrier. the user can subscribe the templates to “My Subscribed Template List” to use
- **“My Subscribed Template List”** : The user own template list. The system will monitor the template list and send the mail notification to the user according to the template settings
- **“Subscribe”** button: subscribe the templates recommended by carrier to “My Subscribed Template List”
- **“Add Template”** button: create a template to “My Subscribed Template List”
- **“Delete Template”** button: tick the checkbox of the templates in “My Subscribed Template List” , then click “Delete Milestone” button to remove template
- : copy one template setting to another one
- : add a shipment criteria of the template
- : modify a shipment criteria of the template
- : delete a shipment criteria of the template

### 3.1.2) Subscribe “Carrier Recommended Template List”

- “Carrier Recommended Template List” provides the five carrier recommended templates of key business nodes the users cares for users to subscribe and use, the user can click the Subscribe button ,then only make a small amount of configuration and save the template to" My Subscribed Template List" to use. Five template list as follows:
  - (-) **Cargo Remaining at Destination**---Container not picked up within ( ) days after container arrival at final destination, default 7 days
  - (-) **Cargo Remaining at First Port of Loading**--- Container not departure within ( ) days after container arrival at first port of loading, default 7 days

- (三) **Cargo Remaining at Transshipment Port**---Container not departure from transshipment port within ( ) days after container discharged at transshipment port, default 7 days
- (四) **ETA Change at Final Destination**---ETA at final destination delay over ( ) hours, default 48 hours
- (五) **Shipment Route Change**---Any shipment route detail is changed, including place of receipt, place of delivery, port of loading, port of discharging and vessel voyage

- Select a template and tick the check box, click the Subscribe button, the system will go to Milestone Template Details page

- The user can modify the shipment criteria, Expected Time, Monitoring criteria.

☒ Complete

☒ Subscription

To receive e-mail notifications, specify the recipients below.

Monitoring Parties: ☒ Booking Party ☒ Shipper ☒ Consignee ☒ Forwarder ☒ Notify Party ☒ Also Notify Party ☒ Cargo Control Party

Recipients: [Tip](#) Available Users: christylest Liang (christylest) aczsap0201 aczsap0201 (aczsap0201) 3 aczsap0101 (aczsap0101) Outer Test User (otstuser) Selected Users: aczsap0102 aczsap0102 (aczsap0102)

Other Recipients:

(Separate e-mail addresses with a semicolon ";")

☒ Overdue [Tip](#)

☒ Subscription

To receive e-mail notifications, specify the tolerance and recipients below. The Repeat Interval and Maximum Alerts will not be applied if notifications are consolidated.

Overdue Tolerance:  Day(s)

Notification Repeat Interval:  Day(s)

Maximum Alert:  times

Monitoring Parties: ☒ Booking Party ☒ Shipper ☒ Consignee ☒ Forwarder ☒ Notify Party ☒ Also Notify Party ☒ Cargo Control Party

Recipients: [Tip](#) Available Users: christylest Liang (christylest) aczsap0201 aczsap0201 (aczsap0201) 3 aczsap0101 (aczsap0101) Outer Test User (otstuser) Selected Users: aczsap0102 aczsap0102 (aczsap0102)

Other Recipients:

(Separate e-mail addresses with a semicolon ";")

Can set up the monitoring status and subscribe email notification

- Click “save” button, the carrier recommended template subscribed will be listed in My Subscribed Template List

Carrier Recommended Template List		Carrier Milestone Matrix
Template	Template Description	
<input type="checkbox"/> Cargo Remaining at Destination	Container not picked up within 7 days after container arrival at final destination	
<input type="checkbox"/> Cargo Remaining at First Port of Loading	Container not departure within 7 days after container arrival at first port of loading	
<input type="checkbox"/> Cargo Remaining at Transshipment Port	Container not departure from transshipment port within 7 days after container discharged at transshipment port	
<input type="checkbox"/> ETA Change at Final Destination	ETA at final destination delay over 48 hours	
<input type="checkbox"/> Shipment Route Change	Any shipment route detail is changed, including place of receipt, place of delivery, port of loading, port of discharging and vessel voyage	
		Subscribe
My Subscribed Template List		
Template		
<input checked="" type="checkbox"/> All		
<input type="checkbox"/> Vessel Departure from First Port of Load		
<input checked="" type="checkbox"/> Cargo Remaining at First Port of Loading		
Shipment Criteria		
Cargo Nature	From	To
All	Origin: Asia POL: All	Destination: Europe POD: All
Reference Number		Expected Time
		Container Arrival at First Port of Load Plus 6 Day(s)
Monitoring		Actions
Complete, Overdue, Late, Missing		<input type="checkbox"/> <input type="checkbox"/>

The detailed explanation of the interface fields, please refer to the manual "3.1.4"

### 3.1.3) Load templates from “Load From Template”

- “Load From Template” provides multiple templates of key business nodes the users cares for, including the five carrier recommended templates and multiple key business information change templates. The user can load the template from the pull-down list, then only make a small amount of configuration and save the template to "My Subscribed Template List" to use
- Click “Add Template” button to open Milestone Template Details page, “Load From Template” is on the right top of the page. Select a template to load, the subsequent operation steps are the same as Subscribe “Carrier Recommended Template List”

**Milestone Shipment Criteria Details**

Milestone: Cargo Remaining at Destination

**Shipment Criteria**

Cargo Nature: All

From Origin: All

From POL: All

To Destination: All

To POD: All

Reference Number: All

**Expected Time**

Arrival at Last Intermodal Hub (Outbound) [Plus] Day(s) [7] Hour(s) [00] Minute(s) [00]

Load From Template: Select

- Select
- Cargo Remaining at Destination
- Cargo Remaining at First Port of Loading
- Cargo Remaining at Transshipment Port
- CV Cutoff Date Change
- ETA Change at Final Destination
- ETA at Last POD Change
- ETD at First POL Change
- Filing Cutoff Date Change
- First POL Roll-over Monitoring
- SI Cutoff Date Change
- Shipment Route Change
- Transshipment Roll-over Monitoring
- Unplanned Transshipment Monitoring
- VGM Cutoff Date Change

### 3.1.4) Create template by “Add Template” button

The user can also create the template by clicking “Add Template” button

- Click “Add Template” button, system will open Milestone Template Details page

**Shipment Plan Template** | **Shipment Plan Search** | **Shipment Plan Report**

**Milestone Template Details**

\* Required.

Milestone: \* Select

**Shipment Criteria**

Cargo Nature: All

From Origin: All

From POL: All

To Destination: All

To POD: All

Reference Number: All

**Expected Time** Tip

Select a Base Date Event [Select] Day(s) [ ] Hour(s) [hh] Minute(s) [mm]

**Monitoring**

Select the events you would like to monitor. E-mail notifications can also be subscribed.

☒ Complete

☐ Subscription

☐ Overdue Tip

☐ Late Tip

☐ Missing Tip

#### A. The carrier provided milestones template settings

**Milestone Template Details**

\* Required.

Milestone: \* Select

**Shipment Criteria**

Cargo Nature: All

From Origin: All

From POL: All

To Destination: All

To POD: All

Reference Number: All

**Expected Time**

Select a Base Date Event [Select] Day(s) [ ] Hour(s) [hh] Minute(s) [mm]

**Monitoring**

Select the events you would like to monitor. E-mail notifications can also be subscribed.

☒ Complete

☐ Subscription

☐ Overdue Tip

☐ Late Tip

☐ Missing Tip

**Milestones**

- Booking Requested
- Empty Pickup
- Laden Door Pickup
- First Loaded on Rail (outbound)
- Departure from First Intermodal Hub (outbound)
- Last Deramp (outbound)
- Container Arrival at First Port of Load
- Container Transferred
- Shipping Instructions Rejected
- Shipping Instructions Processed
- Full Container Received by Carrier
- Bill of Lading Ready
- Bill of Lading Deleted
- Container Vessel Arrival at First Port of Load
- Vessel Arrival at First Port of Load
- Loaded on Board at First Port of Load



## Milestone Template Details

\* Required.

Milestone: \* Full Container Received by Carrier

### Shipment Criteria

Cargo Nature: All  
 From Origin: All  
 From POL: All  
 To Destination: All  
 To POD: All  
 Reference Number: All

### Expected Time \*

Select a Base Date Event Select Day(s) Hour(s) hh Minute(s) mm

### Monitoring

Select the events you would like to monitor. E-mail notifications can also be subscribed.

☒ Complete

☒ Subscription

To receive e-mail notifications, specify the recipients below.

Monitoring Parties: ☒ Booking Party ☒ Shipper ☒ Consignee ☒ Forwarder ☒ Notify Party ☒ Also Notify Party ☒ Cargo Control Party

Recipients: Tip

Available Users:

Ding aczsap0101 (aczsap0101)  
 ZHOU JoeyTesVessel (joeytesvessel)  
 <h1>@JS@Testing</h1> aczsap0102 (aczsap0102)  
 wei aczsap0103 (aczsap0103)

Selected Users:  
 >> <<

Other Recipients:

(Separate e-mail addresses with a semicolon ";")

☐ Overdue Tip

☐ Late Tip

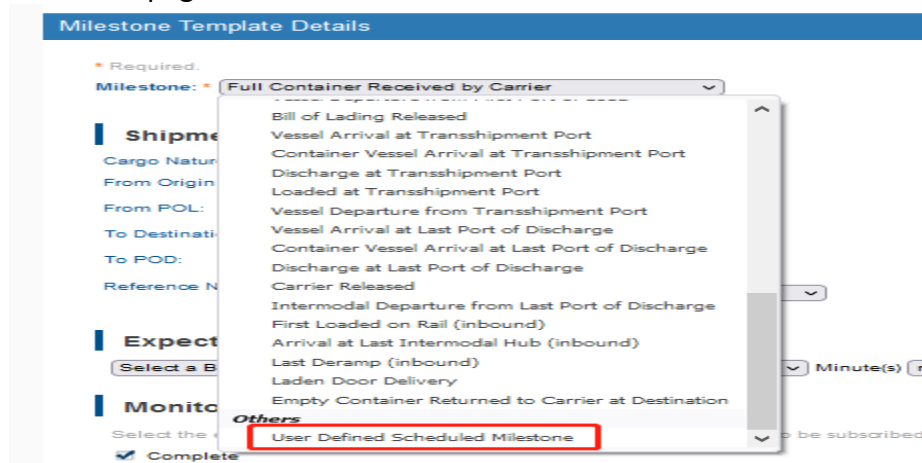
☐ Missing Tip

- Milestones – list the milestone list provided by carrier, user select the milestone to be monitored from the list.
- Shipment Criteria – select and input the criteria under which user would like to keep monitor for this template. In case real shipment happens, the template will be planned according to the expected time setup. If user keeps all as default “All” option, it means below setup apply to all real shipments.
- Expected Time – some templates can setup expected time, as they can be forecasted to be happen prior to or after some events, for example, Booking with Confirmed Status. But some cannot, for example, Booking Requested. To setup the expected time, select the base events, then input how long it will happen base on it.
- Monitoring
  - Complete – in case milestone happens, and its actual time is not later than the expected time.  
 If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.
  - Overdue – This setup is available to those templates able to set expected time. By clicking this checkbox, user would receive this alert in real shipment, that the template defined milestone is not yet happen, while the expected time is expired.  
 If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.  
 Setup below:

- Overdue Tolerance – when expected time is expired, how long user can tolerate with until email is triggered.
- Notification Repeat Interval, Maximum Alert – In case the template is not realized, and it requires system to keep sending alerts, then setup the interval for each email trigger, and the maximum alerts required.
- Delay - This setup is available to those templates able to set expected time. By clicking this checkbox, user would receive this alert in real shipment, that the template happened but the actual time is later than the expected time. If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.
- Missing – in real shipment, when system is not receiving the template defined milestone, but its subsequent milestone already has actual time in system. Such event will be defined as “Missing” alert. If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.
- Click the “Save” button, the first shipment criteria of the template is created. The template will be displayed in the Subscribed Standard Template list.

#### B. User defined milestones template settings

- Select “User Defined Scheduled milestone” under other to open Add User-Defined Milestone page



Milestone Details

Milestone: \*

Shipment Criteria

Cargo Nature: All
From Origin: All
From POL: All
To Destination: All
To POD: All
Reference Number: All

Expected Time \*

Select a Base Date Event
Select
Day(s)
Hour(s) hh
Minute(s) mm

Assigned Update Party Tip

Select

Monitoring

Select the events you would like to monitor. E-mail notifications can also be subscribed.

☒ Complete
☐ Subscription

☐ Overdue Tip
☐ Late Tip

- Milestone – input the self-defined milestone name to indicate the step or activity user would like to setup
- Shipment Criteria – select and input the shipment criteria that user would like to keep monitoring for this milestone. Selecting the default “All” option means this milestone setup will be applied to all real shipments
- Expected Time – select the base date event and setup the time according to the base date event
- Assigned Update Party – setup the party who should provide the actual time for this milestone. It can be Booking Party, Shipper, and Consignee, Forwarder or others. If “Other” is selected, corresponding email address is required. Once this user-defined milestone is generated, system will send an email to the defined party, to notify the party to complete the milestone. In case this party cannot be identified, the email will be sending to your own company.

Assigned Update Party Tip

Select

Booking Party
Shipper
Consignee
Forwarder
Other

We-alert will be sent to the assigned update party when the milestone is generated. If the party role has not been defined on the shipment or does not have a system account, the milestone will be assigned to your own company.

- Monitoring
  - Complete – in case milestone happens, and its actual time is not later than the expected time.

If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.

- Overdue – by clicking this checkbox, user would receive this alert in real shipment that the milestone is not yet happen, while the expected time is expired.

If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.

Setup below:

- Overdue Tolerance – when expected time is expired, how long user can tolerate with until email is triggered.
- Notification Repeat Interval, Maximum Alert – In case the milestone is not realized, and it requires system to keep sending alerts, then setup the interval for each email trigger, and the maximum alerts required.
- Delay - by clicking this checkbox, user would receive this alert in real shipment, that the milestone happened but the actual time is later than the expected time.

If email notification is required, set it up by clicking “Subscription” checkbox, and input the recipients. It’s possible to set the email notification to be delivered only when the subscriber is the specified shipment party.

- Click the “Save” button, the user-defined milestone is created with 1<sup>st</sup> shipment criteria

### 3.1.5) Unsubscribe email notification

If the user doesn't want to receive the mail notification any more, the user is able to unsubscribe the email notification by clicking the hyperlink in the mail

#### A. Certified registration user email unsubscription

- The certified registration user click the hyperlink “here”

If you don't want to receive this email in the future, you can click [Here](#) to unsubscribe, if you are not system user, please click non-system user unsubscribe [link](#).

- If the user does not login to our EB website, the system will prompt the user to input the user name, password and verification code

Please login with the EB account

User ID:

Password:

Verification:

- If the user already login to our EB website , the system will direct to Shipment Plan Email Unsubscriptions page

#### Shipment Plan Email Unsubscriptions

Details							
<small>* User Defined Milestone The companies below have subscribed to the following milestone notifications on your behalf. If you do not wish to receive these e-mails, please check the boxes below and click "Unsubscribe".</small>							
All	Subscribing Company <small>Top</small>	Milestone	Shipment Criteria				UnSubscription Option
			Cargo Nature	From	To	Reference Number	
<input checked="" type="checkbox"/>	* Kenealy Customs Brokers Pty Limited 423 Bourke Street, Melbourne, Australia, 1111	Cargo Remaining at Destination	All	POL: All	POD: All	All	<input checked="" type="checkbox"/> Missing <input checked="" type="checkbox"/> Overdue <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Late
		* CY Cutoff Date Changed	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
		* ETA at Last POD changed	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
		* ETD at First POL changed	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
		* Filing Cutoff Date Changed	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
		* SI Cutoff Date Changed	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
		* Shipment Route Change	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
		* VGM Cutoff Date Changed	All	POL: All	POD: All	All	<input type="checkbox"/> Complete
							<input type="button" value="Cancel"/> <input type="button" value="Unsubscribe"/>

- The system lists all the templates which recipients include the email linked the account. The template to be unsubscribed is highlighted in yellow and ticked automatically, the user can unsubscribe the template by clicking Unsubscribe button. If the user wants to unsubscribe the other templates, tick the checkbox and click Unsubscribe button

## B. Non-registration user email unsubscription

- Non-registration user click the hyperlink “link”

If you don't want to receive this email in the future, you can click [Here](#) to unsubscribe, if you are not system user, please click non-system user unsubscribe [link](#).

- System will direct to the following page.

#### Shipment Plan Email Unsubscriptions

Search by

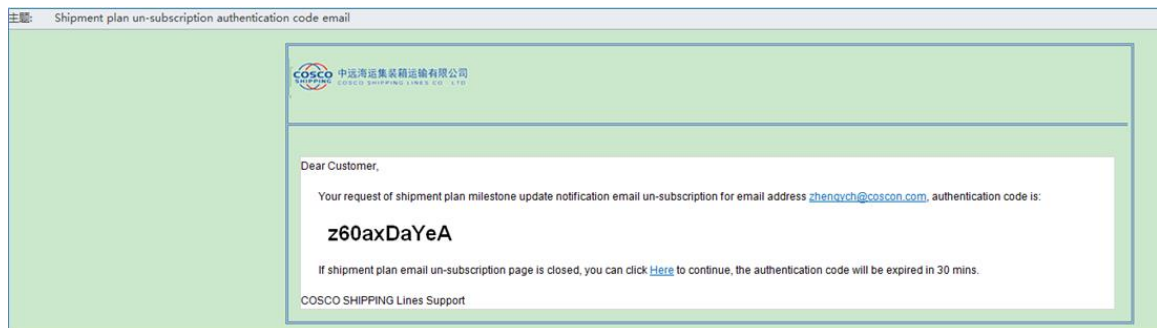
\* Required.

E-mail Address: \*

Authentication Code: \*

System will send one email with authentication code to this email address by clicking "Get" button

- Input email address in E-mail Address column and click “Get” button, system will send a email notification with authentication code to the mailbox



- Input the authentication code and click search button

#### Shipment Plan Email Unsubscriptions

Search by

\* Required.

E-mail Address: \*

Authentication Code: \*

System will send one email with authentication code to this email address by clicking "Get" button

- System will direct to the following page

Details									
* User Defined Milestone									
The companies below have subscribed to the following milestone notifications on your behalf. If you do not wish to receive these e-mails, please check the boxes below and click "Unsubscribe".									
All	Subscribing Company <i>Tip</i>	Milestone	Shipment Criteria				Events		Email Subscription
			Cargo Nature	From	To	Reference Number	Expected Time		
<input checked="" type="checkbox"/>	<b>Kenealy Customs Brokers Pty Limited</b> 423 Bourke Street, Melbourne, Australia, 1111	Cargo Remaining at Destination	All	POL: All	POD: All	All	Arrival at Last Intermodal Hub (inbound) Plus 2 Day(s) 9 Hour(s) 46 Minute(s)		<input checked="" type="checkbox"/> Missing <input checked="" type="checkbox"/> Overdue <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Late
		* CY Cutoff Date Changed	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete
		* ETA at Last POD changed	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete
		* ETD at First POL changed	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete
		* Filing Cutoff Date Changed	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete
		* SI Cutoff Date Changed	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete
		* Shipment Route Change	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete
		* VGM Cutoff Date Changed	All	POL: All	POD: All	All	--		<input type="checkbox"/> Complete

Cancel Unsubscribe

- The page lists all the templates which recipients include the email inputted in E-mail Address column. The template to be unsubscribed is highlighted in yellow and ticked automatically, the user can unsubscribe the template by clicking Unsubscribe button.
- If the user wants to unsubscribe the other templates, tick the checkbox and click Unsubscribe button

### 3.2) Customized Milestone Names

- This customization only for standard milestones. After customized milestone name is defined, it will be used in all other shipment plan relevant modules and reports, replacing the standard milestone name.
- Click the “Customized Milestone Name” tab, system will list all defined milestone names.

Shipment Plan Template	Shipment Plan Search	Shipment Plan Report
Template Subscription	Customized Milestone Names	Consolidated E-mail Notifications
The Customized Milestone Name defined for a Standard Milestone will replace the Standard Milestone Name. It will be used in all screens and reports.		
Standard Milestone Name	Customized Milestone Name	Actions
Booking Requested	BR	<input type="checkbox"/>
		Add
		Save

#### 3.2.1) Add Customized Milestone Name

- Click “Add” button, system will add a blank row.

Shipment Plan Template	Shipment Plan Search	Shipment Plan Report
Template Subscription	Customized Milestone Names	Consolidated E-mail Notifications
The Customized Milestone Name defined for a Standard Milestone will replace the Standard Milestone Name. It will be used in all screens and reports.		
Standard Milestone Name	Customized Milestone Name	Actions
Booking Requested	BR	<input type="checkbox"/>
Select		<input type="checkbox"/>
Select		<input type="checkbox"/>
Booking with Pending Status		<input type="checkbox"/>
Booking Number Assigned		<input type="checkbox"/>
Empty Pickup		<input type="checkbox"/>
Loaden Door Pickup		<input type="checkbox"/>
Loaden Door Pickup Appointment		<input type="checkbox"/>
Loaded On Board at Place of Receipt		<input type="checkbox"/>
		Add
		Save

- Select the standard milestone, input the customized name, and click “Save” button.


## Customized Milestone Name Saved

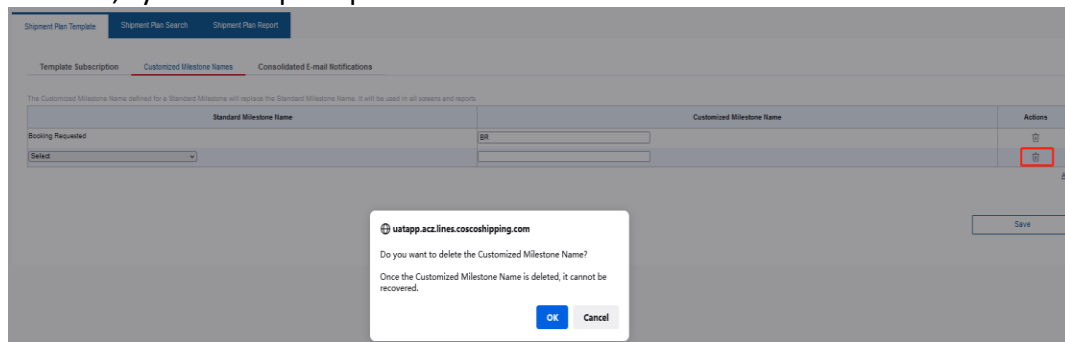
The Customized Milestone Name has been successfully saved.

Done

- Click “Done” button, system will back to Customized Milestone Names list

### 3.2.2) Delete Customized Milestone Name

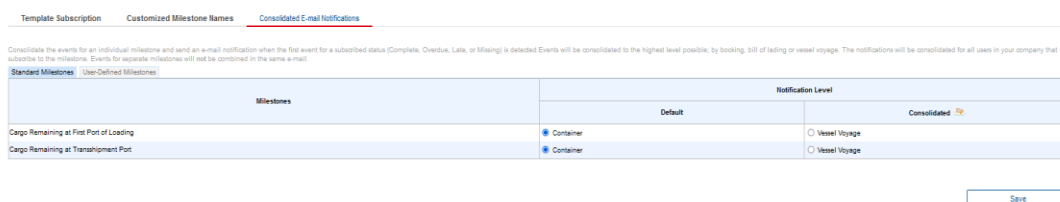
- Click , system will prompt a confirmation box.



- Click “Confirm” button, system will delete the customized milestone name, and show customized milestone name list.

## 3.3) Consolidated E-mail Notifications

### 3.3.1) Standard Milestone



- In case the user subscribed milestones base on container, and too many notifications are received, user can select to consolidate the emails to a booking. Thus the same milestones base on container in the same booking will be consolidated in one email notification.
- In case the user subscribed milestones base on booking or bill of Lading, and too many notifications are received, user can select to consolidate the emails to a vessel voyage. Thus the same milestones base on booking or bill of Lading in the same vessel voyage will be consolidated in one email notification.
- Not all standard milestones can be consolidated. Only some standard milestones with high chance to happen together for different container of one shipment, or different booking for one vessel voyage will be listed here.

- Select those milestones to be consolidated in “Consolidated” column, and click “Save” button.

Consolidate the events for an individual milestone and send an e-mail notification when the first event for a subscribed status (Complete, Overdue, Late, or Missing) is detected. Events will be consolidated to the highest level possible; by booking, bill of lading or vessel voyage. The notifications will be consolidated for all users in your company that subscribe to the milestone. Events for separate milestones will not be combined in the same e-mail.

Standard Milestones | **User-Defined Milestones**

Milestones	Notification Level	
	Default	Consolidated <small>Tip</small>
Loaded on Board at First Port of Load	<input type="radio"/> Container	<input checked="" type="radio"/> Booking
Vessel Departure from First Port of Load	<input type="radio"/> Booking	<input checked="" type="radio"/> Vessel Voyage

- System displays the result page.

Shipment Plan Template | Shipment Plan Search | Shipment Plan Report

**Consolidated E-mail Notifications Saved**

The Consolidated E-mail Notifications setting has been saved.

- Click “Done” to return “Consolidated E-mail Notifications” tab.

### 3.3.2) User-Defined Milestone

- In user-defined milestone tab, system only offer consolidation for those milestone selected below two type of “Unscheduled Milestone” :
  - ETA at Last POD Change
  - ETD at First POL Change

#### Shipment Plan Template

Template Subscription | Customized Milestone Names | **Consolidated E-mail Notifications**

Consolidate the events for an individual milestone and send an e-mail notification when the first event for a subscribed status (Complete, Overdue, Late, or Missing) is detected. Events will be consolidated to the highest level possible; by booking, bill of lading or vessel voyage. The notifications will be consolidated for all users in your company that subscribe to the milestone. Events for separate milestones will not be combined in the same e-mail.

Standard Milestones | **User-Defined Milestones**

ETD at First POL changed	
ETA at Last POD changed	

- User can select to consolidate the email notification for this user-defined milestone for real shipments into the same vessel voyage, then click “Save” .

#### Shipment Plan Template

Template Subscription | Customized Milestone Names | **Consolidated E-mail Notifications**

Consolidate the events for an individual milestone and send an e-mail notification when the first event for a subscribed status (Complete, Overdue, Late, or Missing) is detected. Events will be consolidated to the highest level possible; by booking, bill of lading or vessel voyage. The notifications will be consolidated for all users in your company that subscribe to the milestone. Events for separate milestones will not be combined in the same e-mail.

Standard Milestones | **User-Defined Milestones**

Milestones	Notification Level	
	Default	Consolidated <small>Tip</small>
ETD at First POL changed	<input type="radio"/> None	<input checked="" type="radio"/> Vessel Voyage
ETA at Last POD changed	<input type="radio"/> None	<input checked="" type="radio"/> Vessel Voyage

- System displays the result page.



Consolidated E-mail Notifications Saved

The Consolidated E-mail Notifications setting has been saved.

Done

- Click “Done” to return “Consolidated E-mail Notifications” tab.

## 4. Shipment Plan Search

After shipment plan template setup, in case shipment event occurs, system will generate shipment plan, and send email notification according to the template settings. User can search shipment plan by relevant shipment numbers.

### 4.1) Shipment Plan Search

- The system supports single and Batch Search. If batch Search, the user need click to view the shipment plan details

**Shipment Plan Search**

Search by

Booking Number:

Container Number:

From POL:

From Origin:

Vessel Voyage:

Expected / Actual Completion: From:  To:

Bill of Lading Number:

Reference Number:

To POD:

To Destination:

Cargo Nature: ☐ General Cargo ☐ Reefer Cargo ☐ Dangerous Cargo ☐ Awkward Cargo ☐ Reefer Dangerous

Reset Search

**Search Result**

Booking #	BL #	Container #	Vessel Voyage	Origin	POL	POD	Destination	Shipment Plan
6120106300		BSIU263976-5	CSCB BOHAI SEA 007 E	Shanghai, CHINA	Shanghai	Prince Rupert	Chicago, Illinois, United States	
6120106310		BSIU260014-6	CSCB BOHAI SEA 007 E	Shanghai, CHINA	Shanghai	Prince Rupert	Chicago, Illinois, United States	
6120110590			YM WISH 012 E	Hamburg, Hamburg, Germany	Hamburg	Shanghai	Shanghai, CHINA	
6120110770			YM WISH 012 E	Hamburg, Hamburg, Germany	Hamburg	Shanghai	Shanghai, CHINA	
6120112280		CBHU195738-6 CBHU195040-0 CBHU195778-7	CSCB BOHAI SEA 007 E	Shanghai, CHINA	Shanghai	Prince Rupert	Chicago, Illinois, United States	

**Details of the Shipment Plan**

Shipment Status: Active CY Cutoff: 15 Jun 2017, 16:00 CCT SI Cutoff: 16 Jun 2017, 12:00 CCT

Subscribed Milestones All Milestones

Overdue Late Missing \* User-Defined Milestone

Display in Carrier Milestone Matrix Table View Go

**Milestones for Booking 6120106300**

Milestone	Location	Update Party	Expected Time	Actual Time	Vessel Voyage
Booking with Confirmed Status		COSCON		06 Jul 2017, 18:22 CCT	
Booking with Pending Status		COSCON		06 Jul 2017, 18:22 CCT	
Shipping Instructions Submitted		COSCON	16 Jun 2017, 13:00 EAST	Input Actual Time	

**Milestones for Container BSIU263976-5**

Remarks:

Save Remarks

- In Subscribed Milestone tab, shows all the milestones subscribed in shipment plan template with either expected time or actual time.
- In case some milestones are set with overdue, late or overdue monitoring, and it is detected in individual shipment plan, such icon will be displayed in front of the milestone name.

- User can view all actual happened milestones, though some of them might not be subscribed in shipment plan template, and those planned milestones.

#### 4.2) Input Milestone Actual Time

After shipment plan is searched, user can input actual time for those overdue standard milestone or user-defined milestones.

- Click the “Input Actual Time” link; input the time and time zone in the popup window, then click “Save” .

Input Actual Time

\* Required.

Milestone: Confirm customs filing

Expected Time: 23 Feb 2016, 14:30 CCT

Actual Time: \*

Time Zone \*

Remarks:

Close

Save

- Or click the “Update” link to modify the actual time.

☐ Milestones for Booking [6119862820](#)

	Milestone	Location	Update Party	Expected Time	Actual Time	Vessel Voyage	Actions
	Booking Requested				04 Feb 2016, 15:44 HKT		
	BC		COSCON		23 Feb 2016, 12:19 BDT		
	* Confirm customs filing ⓘ			23 Feb 2016, 14:30 CCT	23 Feb 2016, 14:40 CCT <a href="#">Update</a>		
				23 Feb 2016		OSL MALAYSIA 001	— —

#### 4.3) Switch to Shipment Plan Graphical View

- At the right hand side of the shipment plan, click the dropdown box to select “Graphical View” , and click “Go” button. System will show all milestones in a more direct way. Details will be displayed when mouse over the milestone.

**Search Result**

Booking #	B/L #	Container #	Vessel Voyage	Origin	POL	POD	Destination
6119862820		COSU123456	OEL MALAYSIA 001 S	Chittagong, Bangladesh	Chittagong	Felixstowe	Felixstowe, England, United Kingdom

**Details of the Shipment Plan**

Shipment Status: Active    CY Cutoff: 23 Feb 2016, 10:00 BDT    SI Cutoff:
 [Remarks](#)

Subscribed Milestones

All Milestones

Expected Times are displayed in brackets [date, time]. Actual Time is displayed without brackets.

Overdue
Late
Missing
Completed
Planned
 \* User-defined Milestone

[Carrier Milestone Matrix](#)  
 Display in Graphical View Go

Booking Number: 6119862820

Container Number: COSU123456

Milestone: \* Confirm customs filing

Status: Completed

Remarks: Confirmed by Lily.

Update Party: test compan

Expected Time: 23 Feb 2016, 14:30 CCT

Actual Time: 23 Feb 2016, 14:40 CCT

Remarks:
 

Save Remarks

#### 4.4) Save Remarks

- During the shipment process, if there is some important information to be marked down, but such information is not being reflected in the shipment plan. Such information can be kept in the Remarks.
- Input the item in the Remarks and click “Save Remarks” button.

Subscribed Milestones

All Milestones

Overdue
Late
Missing
 \* User-defined Milestone

[Carrier Milestone Matrix](#)  
 Display in Graphical View Go

Milestones for Booking 6119862820

Milestone	Location	Update Party	Expected Time	Actual Time	Vessel Voyage	Actions
Booking Requested						
BC						
* Confirm customs filing						
Vessel Departure from First Port					OEL MALAYSIA 001 S	

Milestones for Container COSU123456

Milestone	Location	Update Party	Expected Time	Actual Time	Vessel Voyage	Actions
Empty Pickup		COSCON	23 Feb 2016, 00:00 CCT	<a href="#">Input Actual Time</a>		
Full Container Received by Carrier	Chittagong	COSCON	23 Feb 2016, 09:59 BDT			

Add User-Defined Milestone
 Add Standard Milestone

Remarks: This is for VIP customer: ABC
 

Save Remarks

## 5. Shipment Plan Report

Shipment Plan Report is an excel file displaying all milestones and key information for active shipments, helping user for further analysis.

- In Shipment Plan Report tab, user can subscribe temple, click “Add Template” and select the filtering criteria , subscription frequency and recipients to receive the excel file via email, and then click “Submit” button.

Shipment Plan Report

Shipment Plan Template Shipment Plan Search Shipment Plan Report

Template Name	Template Description	Subscriptions	Email Address	Last Generate Report Time	Last Modified Time	Actions
						Add Template

## Shipment Plan Report

Shipment Plan Template Shipment Plan Search Shipment Plan Report

Report Criteria

Define the criteria and the report will be sent to the e-mail address(es) below. \* Required.

Criteria

Template Name: \*

Template Description:

Subscriptions: \*

Milestone Type: \*

Shipment Bound: \*

Cargo Nature: \*

Reference Number:

Expected / Actual Completion:

From Origin:

From POL:

To Destination:

To POD:

Recipient

E-mail Address: \*

E-mail Address is required.  
(Separate e-mail addresses with a semicolon ";".)

Back Submit

- System will show the acknowledgement message, then generate the report at the backend and send to defined email address.



## Shipment Plan Report Requested

COSCO SHIPPING Lines is sorting through all your shipment plans and the report you requested may take a few minutes to run. The response time is also dependent on Internet traffic volume and your network connection.

If you do not receive your report within 30 minutes, please contact COSCO SHIPPING Lines support. It is not necessary to resubmit your request.

Done

- User will receive the shipment report



\*\*\* End of the Shipment Plan User Guide \*\*\*