



# Booking Quick Start Guide

2018

Use this guide to create bookings completely new, use previously entered information, or create from an existing template.



## Create a Booking

From the INTTRA portal, navigate to the **Book** tab. Click **Create New** from the drop down menu.

1. Begin the booking by selecting the **Carrier** in the drop down menu.
2. Continue to fill in the information on the page regarding the container booking.
3. The following information is now **required**:

The screenshot shows the INTTRA 'Create Booking Request' form. At the top, there are navigation tabs: 'Book', 'Document', 'Track', and 'Analyze'. The 'Book' tab is active, and a dropdown menu is open, showing options: 'Create New' (highlighted in red), 'Book from Schedule', 'My Bookings', 'Templates', and 'Search'. Below the navigation, the form is titled 'Create Booking Request' and has a progress indicator with '1 Create Booking' and '2 Review Booking'. The form is divided into several sections: 'General Details' (Carrier, Booking Office), 'Parties' (Shipper, Forwarder, Consignee), 'References' (Shipper's, Forwarder's, Purchase Order), and 'Transport' (Move Type, Place of Carrier Receipt, Port of Load, Vessel, Voyage). A red arrow points from the text above to the 'Create New' option in the dropdown menu.

- Place of Receipt and Place of Delivery
- Move Type
- Port of Load and Port of Discharge (not required when “Door to Door” move type, POL/POD highly recommended for all bookings)
- ETD (departure date) or ETA (arrival date) or Vessel and Voyage

4. Cargo Description is **required**
5. Container Quantity and Type is required – the **number** and **types** of containers **must be entered**.

When the booking information is complete, click **Continue**. You will be directed to review your details, then **Submit Booking**.

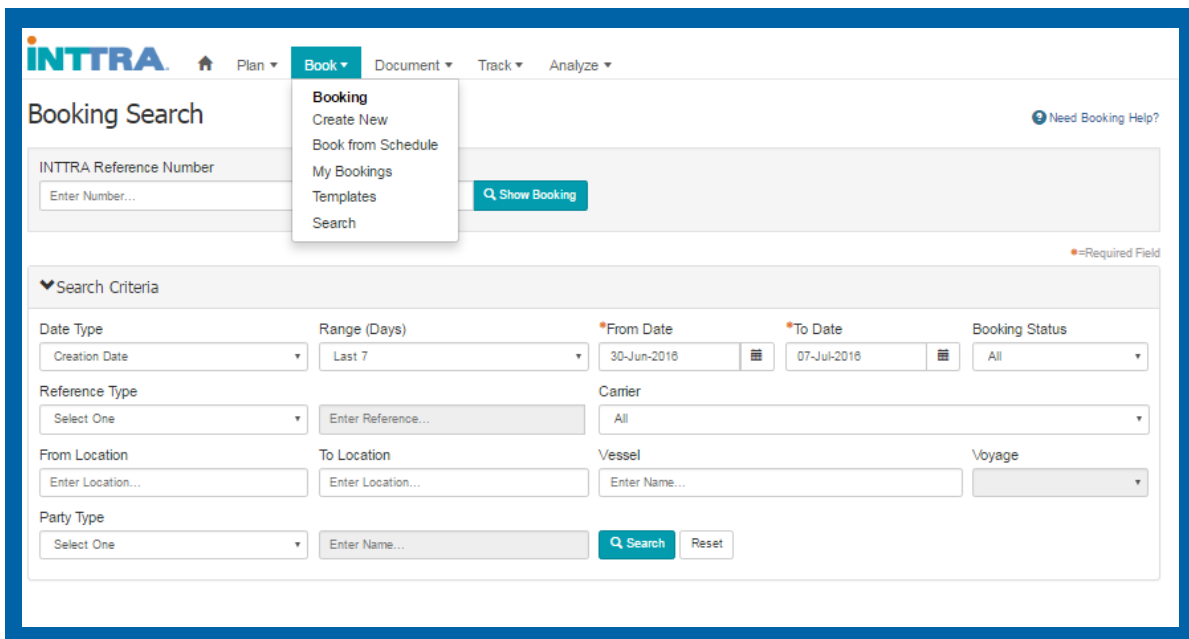
Once “Continue” is selected, the review page will be visible. Confirm booking details, then “Submit Booking”.

\*Any booking lacking information cannot be submitted until the information is complete.



## Search for a Booking

1. From the INTTRA portal, navigate to the Book tab. Click **Search New** from the drop down menu
2. Search by **INTTRA Reference Number**, which was provided upon creating the booking.
3. OR use the **Search Criteria menu**, which has the following options (use any option):
  - Data ranges
  - Booking status
  - Carrier (Carriers are restricted to their own bookings)
  - Departure and arrival locations
  - Vessel and Voyage
  - Various party types



The screenshot shows the INTTRA Booking Search interface. At the top, there is a navigation bar with the INTTRA logo and several menu items: Plan, Book, Document, Track, and Analyze. The 'Book' menu is currently open, showing options: Booking, Create New, Book from Schedule, My Bookings, Templates, and Search. Below the navigation bar, there is a 'Booking Search' section with a search bar for 'INTTRA Reference Number' and a 'Show Booking' button. Below this is a 'Search Criteria' section with various filters: Date Type (Creation Date), Range (Days) (Last 7), From Date (30-Jun-2018), To Date (07-Jul-2018), Booking Status (All), Reference Type (Select One), Reference (Enter Reference...), Carrier (All), From Location (Enter Location...), To Location (Enter Location...), Vessel (Enter Name...), Voyage (Select One), and Party Type (Select One). There is also a 'Search' button and a 'Reset' button.



## Amend and Cancel Bookings

Reusing a booking will save time by reducing the amount of information to re-submit.

1. Navigate to the **Book** tab and select **My Bookings**.

2. Select the Reference Number of the booking you wish to amend.

3. Click Amend and make the necessary changes to the booking.

4. Re-submit the booking for confirmation.

Booking Workspace

Summary of activities within the Last 7 days

Booking Status						
Requested	Amended	Cancelled	Pending	*Confirmed	*Declined	*Replaced
12	0	0	3	10	4	0

Creation Date (GMT)	INTRA Ref #	Booking Status	Carrier	Carrier Booking #	Shipper	ETD	Place of Carrier R
01-Jul-2016 01:20	68996705	Confirmed	TESTqaCARRIER X12	splitCU1000confm11	TESTqaSHIPPER X12	-	-
01-Jul-2016 01:12	68996379	Replaced	TESTqaCARRIER X12	replaceCU1000	TESTqaSHIPPER X12	-	Newark, New Jersey
01-Jul-2016 21:24	68993142	Confirmed	TESTqaCARRIER X12	splitCU1000confm	TESTqaSHIPPER X12	-	-

*\*Only confirmed status bookings can be amended*

Booking - Confirmation

Carrier Response Type: **Confirmed - Accepted**

The following Booking was Confirmed on Thursday, Jul 07, 2016 at 17:51 GMT

Changes Detected In This Booking (displaying 3 of 3)



## Create and Use Templates

Creating and using templates, or re-using bookings, are a great way to create a large number of similar bookings.

Navigate to the **Book** tab and select **Templates**.

**Create a booking based on an existing template:**

Open the template you want to work with.

1. Modify the changes needed for the new booking.
2. And, save the new template under an updated name.

**Create a template from scratch:**

1. Enter all of the template details on the booking request page.
2. Save and name the booking as a template.
3. Name your template with a name that will make it easy to identify the type of booking.

Template Name	Creation/Modified Date (GMT)	Carrier	Shipper	Consignee	Place of Carrier
CU2000_20160415074151_test	15-Apr-2016 07:44	TESTqaCARRIER EDIF	TESTqaSHIPPER (EDIF)1	-	Gujar Khan, Paki
CU2000_20160413093100	13-Apr-2016 09:31	TESTqaCARRIER EDIF	TESTqaSHIPPER (EDIF)1	-	Mumbai, Mahara
CU2000_20151029068068	04-Dec-2015 20:27	YANG MING (YML)	TESTqaSHIPPER (EDIF)1	TESTqaSHIPPER (EDIF)1	Chennai (Ex Mad
FILLEDTEMPLATE01	08-Oct-2015 11:14	EDI Carrier 4	TESTqaSHIPPER (EDIF)1	TESTqaCONSIGNEE( EDIF)	Chennai (Ex Mad
FILLEDTEMPLATE	08-Oct-2015 11:00	EDI Carrier 4	TESTqaSHIPPER (EDIF)1	TESTqaCONSIGNEE( EDIF)	Chennai (Ex Mad
BLANKTEMPLATE	08-Oct-2015 10:42	-	-	-	-
TESTTEMPLATE	07-Oct-2015 08:42	EDI Carrier 4	TESTqaSHIPPER (EDIF)1	-	Mumbai (Ex Bom
CU2000_201509041174734	04-Sep-2015 17:51	TESTqaCARRIER EDIF	TESTqaSHIPPER (EDIF)1	-	New York, New Y
CU2000_20150901201201	01-Sep-2015 20:13	EDI Carrier 2	TESTqaSHIPPER (EDIF)1	-	Newark, New Jer
bk-temp1	11-Aug-2015 09:44	TESTqaCARRIER EDIF	TESTqaSHIPPER (EDIF)1	-	-



## Re-Use Booking Details

Verify all booking details – make sure that all information for the new booking is updated prior to submission. Although bookings can be saved as templates, booking details may need to be re-entered when using the booking again.

Some details include:

- Reefer cargo (reset reefer values if changing to standard booking)
- Out-of-Gauge (reset out-of-gauge values if changing to standard booking)
- Hazardous Cargo (reset Hazardous material values if changing to standard booking)
- Party Contact (If parties are involved, change updated party information in the “add contact” details)

