



Booking request (eBooking) 1.12

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

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1 Booking request (eBooking)

This section describes the booking query module (eBooking).

The booking query module (eBooking) enables bookings to be made with a carrier. The booking query is sent to the relevant carrier and contains the following functions:

- Original
- Update
- Cancellation

The functions mentioned above are only possible after the carrier has confirmed the booking.

The booking confirmation can have different statuses, like the B/L. The following statuses are possible:

- Accepted
- Conditionally accepted
- Declined
- Pending

The status “pending” means that an electronic response is not possible. The reasons for this are displayed.

A shipment can be created from a booking.



Important: The prerequisite for using the booking query module is registration with the carrier.

There are the following booking requests:


- **Door-to-Door**
- **Door-to-Pier**
- **Pier-to-Door**
- **Pier-to-Pier**

1.1 Create booking query

This section describes how to create a booking query.

1. Select the menu entry **Start > Booking request**.
This opens the overview **Booking request**.
2. In the area **Related actions**, click on the menu entry **New booking**.
3. Enter a unique **Booking reference**.



Tip: To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.

4. Select the **Service type**.
 - **Door-to-Door**
 - **Door-to-Pier**
 - **Pier-to-Door**
 - **Pier-to-Pier**
5. Click on the button **OK**.
This opens the **Sea Carrier Booking** tab.
6. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.
7. To enter freight properties, click on the **+** icon.
8. Open the tab **Addresses** to adjust the addresses for printing.
 - a) Click with the right mouse button in the text field.

- b) Select the menu entry **Maintain one-time-customer**.
 - c) Fill out the field **Formatted Text**.
9. To enter additional addresses, open the tab **Additional Addresses** and click on the + icon.
 10. Fill out the fields of the tab **Transport**.



Tip: If you fill out the field **Port Voyage ID**, all fields for vessel departure are filled out on the entry screen. You can search for a vessel departure.

11. To enter reference, open the tab **References** and click on the + icon.
12. Click on the tab **Goods**.
The overview of all goods belonging to the dossier is displayed. The goods are divided according to **Container** and **Unassigned Goods**.
13. You have several options.



Important: Do not mix up containers and loose bulk cargo. Send containers and loose bulk cargo separately.

14. Proceed as follows to enter a container:
 - a) Click on the icon .
A new position is set up.
 - b) Fill out the fields of the tab **Container**.



Tip: If the **Load State** of the container has the value **full**, enter bulk cargo for the container.

15. Proceed as follows to enter several containers:
 - a) Click on the icon .
The window **Add multiple container** opens.
 - b) Fill out at least the field **count** and click on the button **OK**.
The number of positions stated will be set up.
 - c) Fill out the fields of the tab **Container**.
16. Proceed as follows to enter bulk cargo in one container:
 - a) Highlight the container and click on the icon.
A new position is set up.
 - b) Fill out the fields of the tab **Good Item**.
17. To enter loose bulk cargo, proceed as follows:
 - a) Click on the icon .
A new position is set up.
 - b) Fill out the fields of the tab **Good Item**.
18. If required, fill out the other mandatory fields for the container or the bulk cargo.



Tip: You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 7.

19. To save the booking query, click on the menu entry **Save** in the area **Actions**.
The booking query is displayed in the overview **Booking request**.
20. To send the booking query, click on the menu entry **Send** in the area **Actions**.
After sending, no further entries can be made to the booking query. The status on the tab **General** changes to **A new Booking-Request message**.
21. Close the booking query.

1.2 Accept changes to carrier

This section describes how to accept changes in a response from the carrier into a booking query.

If the carrier has sent a response, you can accept the changes into the booking query. The changes may relate to the container number or the vessel transit number, for example. You can identify the data feedback from the carrier by the **EDI-Status**.

1. Select the menu entry **Start > Booking request**.
This opens the overview **Booking request**.
2. Open the booking query in the overview by double clicking.
3. In the area **Related actions**, click on the menu entry **Accept Carrier Changes**.
The changes from the carrier's response are included in the booking query.

1.3 Create a shipment from a booking query

This section describes how to create a shipment from a booking query.

1. Select the menu entry **Start > Booking request**.
This opens the overview **Booking request**.
2. Open the booking query in the overview by double clicking.
3. In the area **Related actions**, click on the menu entry **Edit Shipment**.
This opens the window **New Shipment**. The field **No.** is preassigned with the **Booking Reference** and may be overwritten.
4. Select the shipment type.
 - Direct
 - House
 - Back-to-back
 - Consol
5. Click on the button **OK**.



Tip: If you want to include data in your shipment, select a template via the field **Template**.

This opens the **Seafreight Export Shipment** tab. The data from the booking queries is included in the shipment.

1.4 Summarise bookings



This section describes how to summarise several bookings for a shipment.

1. Select the menu entry **Start > Booking request**.
This opens the overview **Booking request**.
2. In the area **Related actions**, click on the menu entry **Combine bookings**.
The window **Assigned bookings** opens.
3. Fill out at least the mandatory fields.
4. To start the search for available bookings, click on the button **Search**.
5. To allocate an available booking, drag the booking from the column **Available bookings** to the column **Assigned bookings**. To remove an allocated booking, drag the booking from the column **Assigned bookings** back to the column **Available bookings**.
 - To drag a single booking, highlight the booking. Click on the **>** or the **<** button.
 - To drag several bookings, hold down the Ctrl key and highlight several bookings. Click on the **>** or the **<** button.
 - To drag several consecutive bookings, highlight the first booking, hold down the Shift key and select the last booking. Click on the **>** or the **<** button.
 - To drag all bookings, click on the button **>>** or **<<**.




Tip: Alternatively, drag bookings by clicking on a booking, holding down the mouse button and moving the mouse.

- Click on the button **OK**.
This opens the window **New Shipment**.
- Enter a unique **Shipment no.**

 **Tip:** To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.

- Select the shipment type.
 - Direct
 - House
 - Back-to-back
 - Consol
- Click on the button **OK**.


 **Tip:** If you want to include data in your shipment, select a template via the field **Template**.

This opens the **Seafreight Export Shipment** tab. The data from the booking queries is included in the shipment.

1.5 Separate the booking query from a shipment

This section describes how to keep a booking query separate from a shipment.

- Select the menu entry **Start > Booking request**.
This opens the overview **Booking request**.
- Open the booking query in the overview by double clicking.
- In the area **Related actions**, click on the menu entry **Disjoin shipment**.
The link between the booking query and the shipment is deleted.

 **Important:** It is not possible to restore the link between the booking query and the shipment once they have been separated.

2 Process errors (freight carrier)

This section describes how you can find and remedy errors using the example of a port order.

Incorrect port orders are marked in the overviews as red highlighted areas and have the status **Error** in the column **EDI-Status**.

Recently used Port Orders

Number of Containers	Type	Decl	EDI-Status	Port Refere...	Zapp-Status	Departure	Discharge
1	AES	AES	error			DEHAM	CIABJ
1	AES	AES	error			DEHAM	CIABJ
1	AES	AES				DEHAM	
1	AES	AES				DEBRV	CNSHA

Figure 1: Incorrect port order

1. To open the incorrect port order, double-click on the port order.
The port order will be opened in a new tab.
2. Click on the tab **Customs System Messages&status**.
3. In the table **Sent messages**, select the menu entry in the column **Status** that has the value **Error**.
4. In the lower table, select the incident notification in the column **Event** that has the value **usererror**.
The error message and information on remedying the error appear in the text field **Event Information**.



Tip: You can search in the field **Event Information**. To search in the field, click in the field with the right mouse button and select **Textsearch**.

5. You now have the following options:
 - Remedy errors, save document and resend.
 - Remedy errors at a later point.

3 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Volume per package	Volume per parcel

4. You have the option to enter translations for the goods description. To add a new translation, proceed as follows:
 - a) Click on the **+** icon in the **Goods description (Translations)** area.
The window **Edit translation** opens.
 - b) Fill out the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Goods description (Translations)** area.
5. To enter dangerous goods data for the article, click on the tab **Dangerous** and fill in the fields.
6. To enter data for the shipment, click on the **Cargo** tab and fill out the fields.
7. To enter data for customs declarations, click on the **Customs** tab.




Tip: If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
 - a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
The window **Edit a Tariff number** opens.
 - b) Fill out at least the mandatory fields.
 - c) Click on the button **OK**.
The goods number is shown in the **Customs tariff numbers** area with the relevant country code.

9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
 - a) Click on the + icon in the **Customs goods description (Translations)** area.
The **Edit translation** window opens.
 - b) Fill out at least the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Customs goods description (Translations)** area.
10. You can enter documents for customs declarations. To enter documents, proceed as follows:
 - a) Click on the tab of the relevant land.
 - b) Click on the tab **Documents**.
 - c) Click on the icon +.
The window **Edit a document** opens.
 - d) Fill out at least the mandatory fields.
 - To enter further documents, click on the **Add** button.
 - To complete the entry, click on the button **OK**.

The document is shown in the table.

You can find an overview of the documents entered on the **Customs/Documents** tab.

 **Tip:** If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.
12. In the area **Actions**, click on the entry **Save**.
The article is shown in the overview **Commodity codes**.

3.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
 - a) Right click in the **Article Code** field.
 - b) Select the menu entry **Create article** from the context menu.
The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.
3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.

Field	Description
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the <i>Electronic Customs Tariff</i> .


4. You have several options:


- To save the article and enter another article, click on the **Save & New** button.
- To save the article, click on the **Save** button.
- To abort the creation of an article, click on the **Cancel** button.

The article created is shown in the overview **Commodity codes**.

4 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area  **Actions print**
The window **Reprint** will open.


 **Tip:** You can also print older messages for a customs declaration. For instructions on how to print a message, see section [Print/fax/mail message](#).

2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.


3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

 **Tip:** Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.

 **Tip:** If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

5 Contact information

You will find contact information in this section.

Questions on DAKOSY GE

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