

## ICL E-Service Shipment/Booking Request User Guide

### Login Instructions

1. Using an Internet Browser (preferably Google Chrome), go to [www.icl-ltd.com](http://www.icl-ltd.com)
2. In the header, navigate to MY ICL > Shipment/Booking Request
3. Complete with your login (email) and password
  - ➔ If you do not have a login and password yet, click “Register as a new user”
  - ➔ After logon, you will be routed directly to the **Shipment/Booking Request** screen. Otherwise, from the menu bar, click on **Shipment/Booking Request**.

### Submitting Request from Prior Shipment

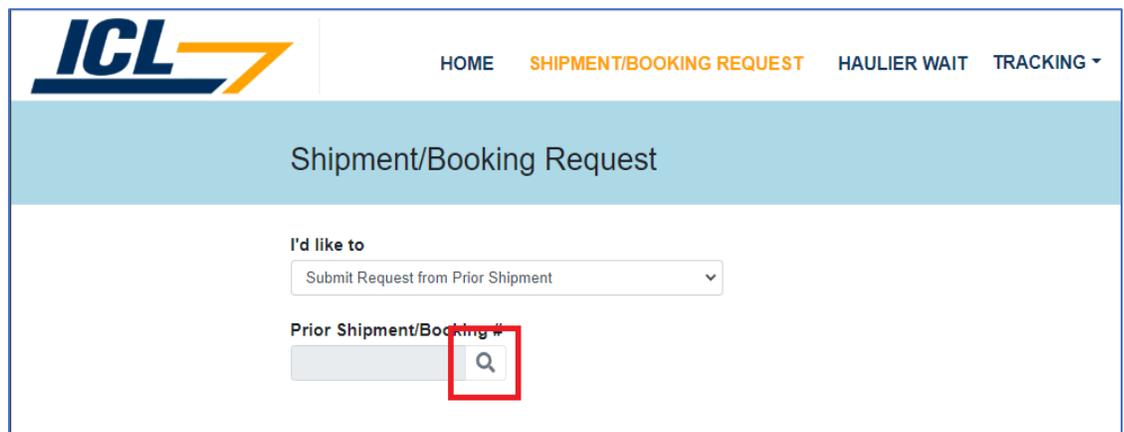
Please note this functionality will only allow existing customers to create a booking by copying from a prior shipment with ICL. Contact ICL customer service if you need to make a booking for a new lane or if you are shipping with ICL for the first time.

1. Choose “Submit Request from Prior Shipment” from dropdown list under “I'd like to”

\*\* This option should already be pre-selected.

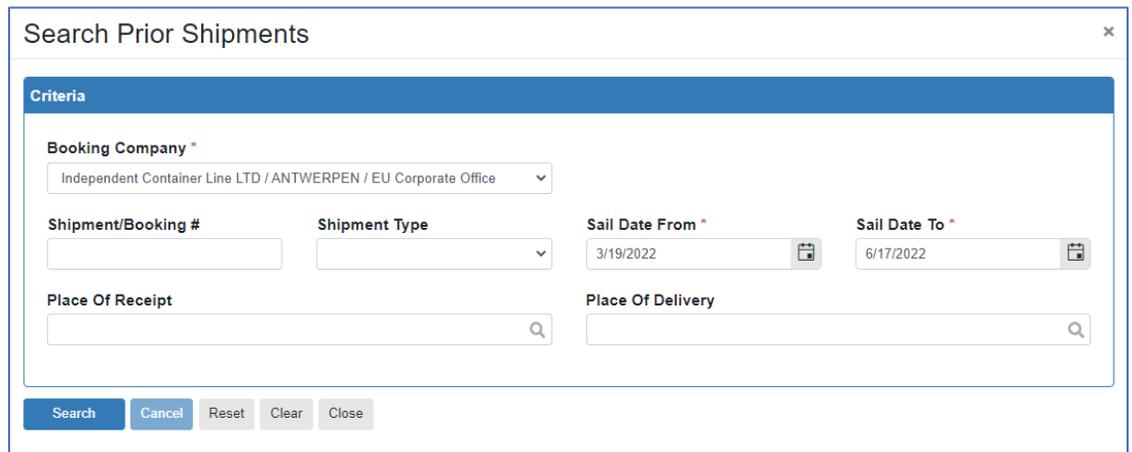
2. Select the prior ICL shipment that you would like to copy from

- a. Click on the magnifying glass icon to open the Search Prior Shipments screen.



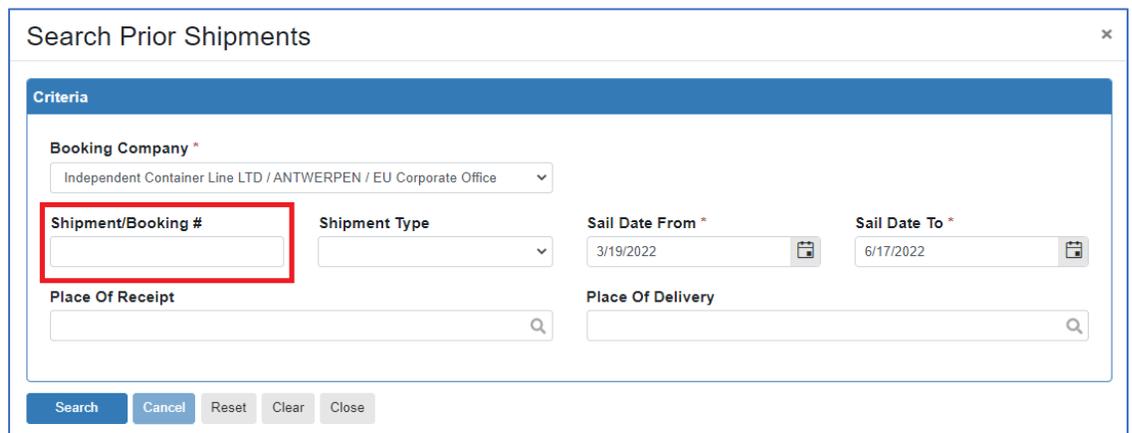
The screenshot displays the ICL E-Service interface. At the top left is the ICL logo. To its right is a navigation bar with links for HOME, SHIPMENT/BOOKING REQUEST (highlighted in orange), HAULIER WAIT, and TRACKING. Below the navigation bar is a light blue header with the text 'Shipment/Booking Request'. Underneath this header, there is a form section. The first part is a dropdown menu labeled 'I'd like to' with the option 'Submit Request from Prior Shipment' selected. Below the dropdown is a search input field labeled 'Prior Shipment/Booking #' with a magnifying glass icon to its right, which is highlighted by a red rectangular box.

- b. On the Search Prior Shipments screen, enter the criteria to search for the prior shipment that you want to copy.



The screenshot shows a window titled "Search Prior Shipments" with a close button (x) in the top right corner. Below the title bar is a blue header labeled "Criteria". The form contains several fields: "Booking Company \*" with a dropdown menu showing "Independent Container Line LTD / ANTWERPEN / EU Corporate Office"; "Shipment/Booking #" with an empty text input; "Shipment Type" with a dropdown menu; "Sail Date From \*" with a date input showing "3/19/2022" and a calendar icon; "Sail Date To \*" with a date input showing "6/17/2022" and a calendar icon; "Place Of Receipt" with an empty text input and a search icon; and "Place Of Delivery" with an empty text input and a search icon. At the bottom of the form are five buttons: "Search", "Cancel", "Reset", "Clear", and "Close".

- i. *The booking company shown in the pop-up window is the company under which your My ICL account is registered in our database under which shipment/booking requests can be made.*
- ii. *If you know the ICL Shipment/Booking number (9-digits) that you want to copy from, you can enter it in the field as shown below.*



This screenshot is identical to the one above, but the "Shipment/Booking #" text input field is highlighted with a red rectangular border. The other fields and buttons remain the same.

- iii. *If you do not have the ICL Shipment Number, you can narrow down your search by selecting the Shipment Type (FCL or LCL), adjusting the Sail Date range, or specifying the Place of Receipt and/or Place of Delivery.*

- c. Click on the **Search** button to show the list of Shipments that satisfy your selection criteria as shown below.

### Search Prior Shipments ✕

Criteria

**Booking Company \***

**Shipment/Booking #**   
**Shipment Type**

**Sail Date From \***    
**Sail Date To \***

**Place Of Receipt**   
**Place Of Delivery**

Search Cancel Reset Clear Close

176 Results found

Shipment/Booking #	Haz	Type	SVC # / Rate Quote #	Place Of Receipt	Origin CFS	Load Port
116213700		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116213600		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116198400		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116198300		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116195500		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116158100		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116154800		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116154700		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116154100		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116154000		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116153000		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116152900		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116152800		LCL			ICL Logistics / GENK / Genk	ANTWERP BE
116114100		LCL			ICL Logistics / GENK / Genk	ANTWERP BE

1 - 100 of 176 items

- i. Use the scroll bar at the bottom of the screen to see more details of each shipment
- ii. The screen will only display 100 shipments per page. In case you more than one page is returned, use the page number/s and right and left arrows to move between pages.

- d. From the list, **click on the row of the shipment that you want to copy.**

The details of the selected shipment will be loaded into to Shipment Request Form.

The screenshot displays the 'Shipment/Booking Request' form. At the top, there is a section titled 'I'd like to' with a dropdown menu set to 'Submit Request from Prior Shipment'. Below this is a field for 'Prior Shipment/Booking #' containing the value '116158100' and a search icon. The main form area is titled 'New Shipment/Booking Request' and is divided into several sections: 'Details', 'Transport Details', and 'Parties'. The 'Details' section contains a table with the following information:

Shipment Type	Rated Commodity	Shipment/Booking #
LCL	CD's, DVD' & VINYLs, NOS	

The 'Transport Details' section includes a 'Voyage Port Pair' dropdown menu, 'Origin Service Mode' (Container Freight Station), 'Origin CFS' (ICL Logistics / GENK / Genk), 'Destination Service Mode' (Container Freight Station), and 'Destination CFS' (Independent Container Line LTD / Aston PA / Aston Warehouse). The 'Parties' section shows 'Booking Party'.

**3. Fill in the new Shipment/Booking Request details for FCL**  
 (scroll down to item 4 for LCL)

- a. Select the ICL voyage by clicking the **Voyage Port Pair** dropdown.

**New Shipment/Booking Request**

Details			
Shipment Type	Rate Quote #	Rated Commodity	Shipment/Booking #
FCL		RUBBER STOPPERS, NOS	

Transport Details	
Voyage Port Pair *	
Origin Service Mode	Port
Destination Service Mode	Port

Parties	
Booking Party	

- b. Enter the shipment **Parties** and corresponding **References**.

*The **Commodities** shown will be replicated from a previous shipment and cannot be changed by the user when creating the **Shipment/Booking** request.*

**Parties**

Booking Party

Shipper  Shipper Ref #

Forwarder  Forwarder Ref #

**Commodities (1)**

Description
HARMLESS CHEMICALS, NOS

- c. If you scroll further down, you will be able to modify the **Container** details for this **Shipment/Booking Request**.

Containers (1)					Limit: 50
	Size/Type	Estimated Wt.	Uom	Requested Pickup	
<input checked="" type="checkbox"/>	40' HC 9ft 6in	7,400.000	kg		

- d. To add a **Container**, click on the '+' icon as shown below

Containers (1) <span style="float: right;">Limit: 50</span>				
	Size/Type	Estimated Wt.	Uom	Requested Pickup
	40' HC 9ft 6in	7,400.000	kg	

- e. Doing so will result in the Container **Size/Type** as well as **Estimated Weight** to be copied. The result is shown below. To remove a **Container**, simply click on the '-' icon.

Containers (2) <span style="float: right;">Limit: 50</span>				
	Size/Type	Estimated Wt.	Uom	Requested Pickup
 	40' HC 9ft 6in	7,400.000	kg	
 	40' HC 9ft 6in	7,400.000	kg	

- f. To modify the existing **Size/Type** (20' DV / 40' DV OR 40' HC) or the **Estimated Weight** click on the '**Modify**' icon as shown below. When ICL is arranging Carriers Haulage, you will be able to select a **Requested Pickup Date/Time**.

Containers (1) <span style="float: right;">Limit: 50</span>				
	Size/Type	Estimated Wt.	Uom	Requested Pickup
	40' HC 9ft 6in	7,400.000	kg	

- g. At the bottom of each **New Shipment/Booking Request** is a Notes section which you can use to share additional information regarding your **Shipment/Booking Request** with ICL Customer Service.

Notes

**4. Fill in the new Shipment/Booking Request details for LCL**  
 (scroll up to item 3 for FCL)

- a. Select the ICL voyage by clicking the **Voyage Port Pair** dropdown.

- b. Enter the shipment **Parties** and corresponding **References**.

*The **Commodities** shown will be replicated from a previous shipment and cannot be changed by the user when creating the **Shipment/Booking** request.*

- c. Enter the the **Shipping Unit** details for the shipment.

Shipping Units (4)											Limit: 50
	Type	Length	Width	Height	Uom	Volume M3	Weight	Uom	Stackable?	Ref #	Note
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			

- d. To add a **Shipping Unit**, click on the '+' icon as shown below

Shipping Units (4)											Limit: 50
	Type	Length	Width	Height	Uom	Volume M3	Weight	Uom	Stackable?	Ref #	Note
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			

- e. Doing so will result in the **Shipping Unit** details (**Type, Length/Width/Height, Weight** and **Stackability**) to be copied. The result is shown below. To remove a **Shipping Unit**, simply click on the '-' icon.

Shipping Units (4)											Limit: 50
	Type	Length	Width	Height	Uom	Volume M3	Weight	Uom	Stackable?	Ref #	Note
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			

- f. To modify the existing **Shipping Unit**, click on the 'Modify' icon as shown below.

Shipping Units (4)											Limit: 50
	Type	Length	Width	Height	Uom	Volume M3	Weight	Uom	Stackable?	Ref #	Note
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	100.00	cm	0.960	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			
	Pallets	120.00	80.00	120.00	cm	1.152	250.000	kg			

You are now able to alter any of the **Shipping Unit** details such as:

**Type** (Pallets, Crates, Bundles, ...)

**Length / Width / Height + Unit of Measure**

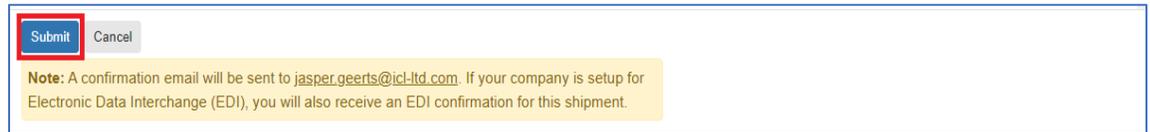
**Weight + Unit of Measure**

**Stackable** (to indicate a **Shipping Unit** as being **Stackable**, simply check the box)

- g. At the bottom of each **New Shipment/Booking Request** is a **Notes** section which you can use to share additional information regarding your **Shipment/Booking Request** with ICL Customer Service.

Notes

5. After completing all of the previous steps, click on the **'Submit'** button as shown below. You will receive a confirmation email on the email address from your My ICL account.



## Viewing Previously Submitted Requests

This functionality will allow you to view previously submitted shipment requests

1. Choose **“View Submitted Requests”** from dropdown list under **“I’d like to”** .

This will display a list of Shipment/Booking requests that were previously submitted under the logon id. Pls note that this will not display requests made under other logon ids.

Shipment/Booking Request

I'd like to  
View Submitted Requests

Submitted Requests - 5 Results, 4 Filtered

Submitted ↓	Request #	Ref #	Voyage Port Pair	Shipper	Shipment/Bookin...	Type
10/9/2018 3:47 PM	18		0656 From WIL to LIV (Departs: 26 Oct 2018, Arrives: 09 Nov 2018)	Future Forwarding Co LTD / Atlanta GA / 4...		LCL
10/9/2018 6:29 PM	17		0656 From WIL to LIV (Departs: 26 Oct 2018, Arrives: 09 Nov 2018)	Future Forwarding Co LTD / Atlanta GA / 4...		LCL
10/9/2018 6:04 PM	16		0654 From WIL to LIV (Departs: 13 Oct 2018, Arrives: 26 Oct 2018)	Future Forwarding Co LTD / Atlanta GA / 4...		LCL
10/9/2018 5:57 PM	15		0654 From WIL to LIV (Departs: 13 Oct 2018, Arrives: 26 Oct 2018)	Future Forwarding Co LTD / Atlanta GA / 4...		LCL

2. Select a row from the list to show more details about the shipment request.

Shipment/Booking Request #18

**Details**

Shipment Type	Service Contract #	Rated Commodity	Shipment/Booking #
LCL	2985	Palletized LCL Cargo	

**Transport Details**

Voyage Port Pair \*  
0656 From WIL to LIV (Departs: 26 Oct 2018, Arrives: 09 Nov 2018)

Origin Service Mode	Origin CFS	
Container Freight Station	International Express Trucking Incorporated / College Park GA	
Destination Service Mode	Place of Delivery	Destination CFS
Point Transfer	BIRSTALL, WYK GB	Jenkins Shipping Co Ltd / BOOTLE MSY / Jenkins LCL - LIFT 3

**Parties**

Booking Party  
Future Forwarding Co LTD / Atlanta GA / 4380 International Parkway

Shipper  
Shipper Ref #

Close

Note: A confirmation email will be sent to [craig.helson@icl-td.com](mailto:craig.helson@icl-td.com). If your company is setup for Electronic Data Interchange (EDI), you will also receive an EDI confirmation for this shipment.