HYUNDAI MERCHANT MARINE Co. Ltd.

User Manual for Website Booking & S/I/ VGM

January, 2018

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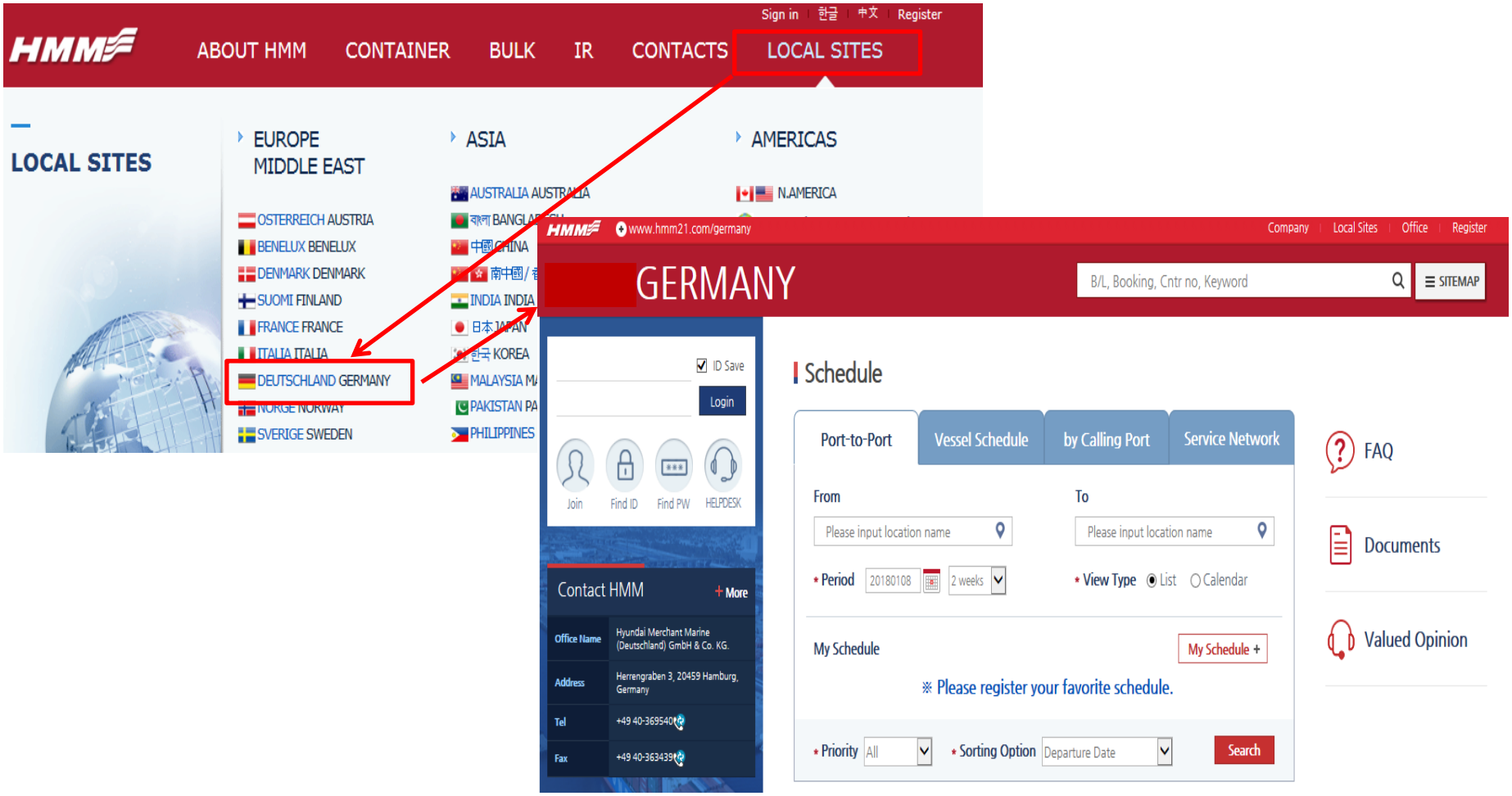
How to register ID

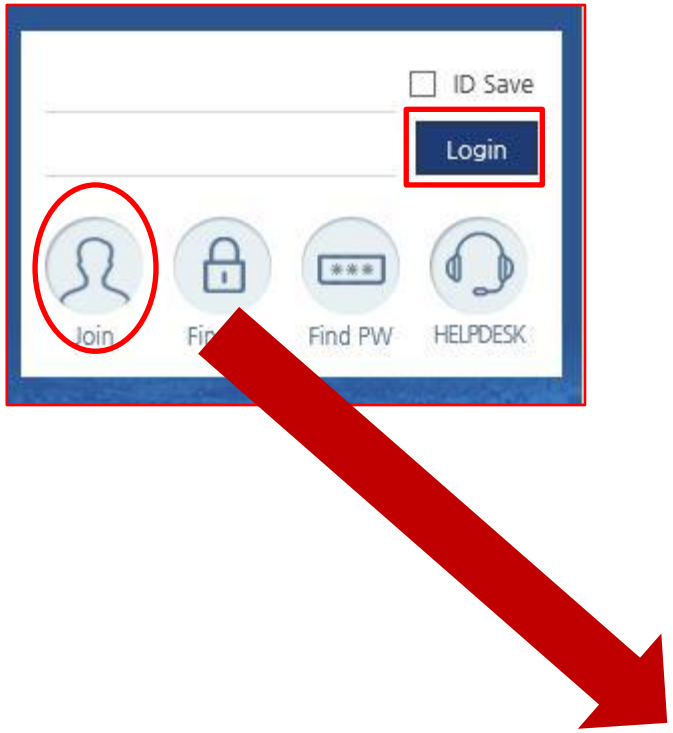
▶To obtain E-Booking & E-S/I access, a user should register ID firstly.

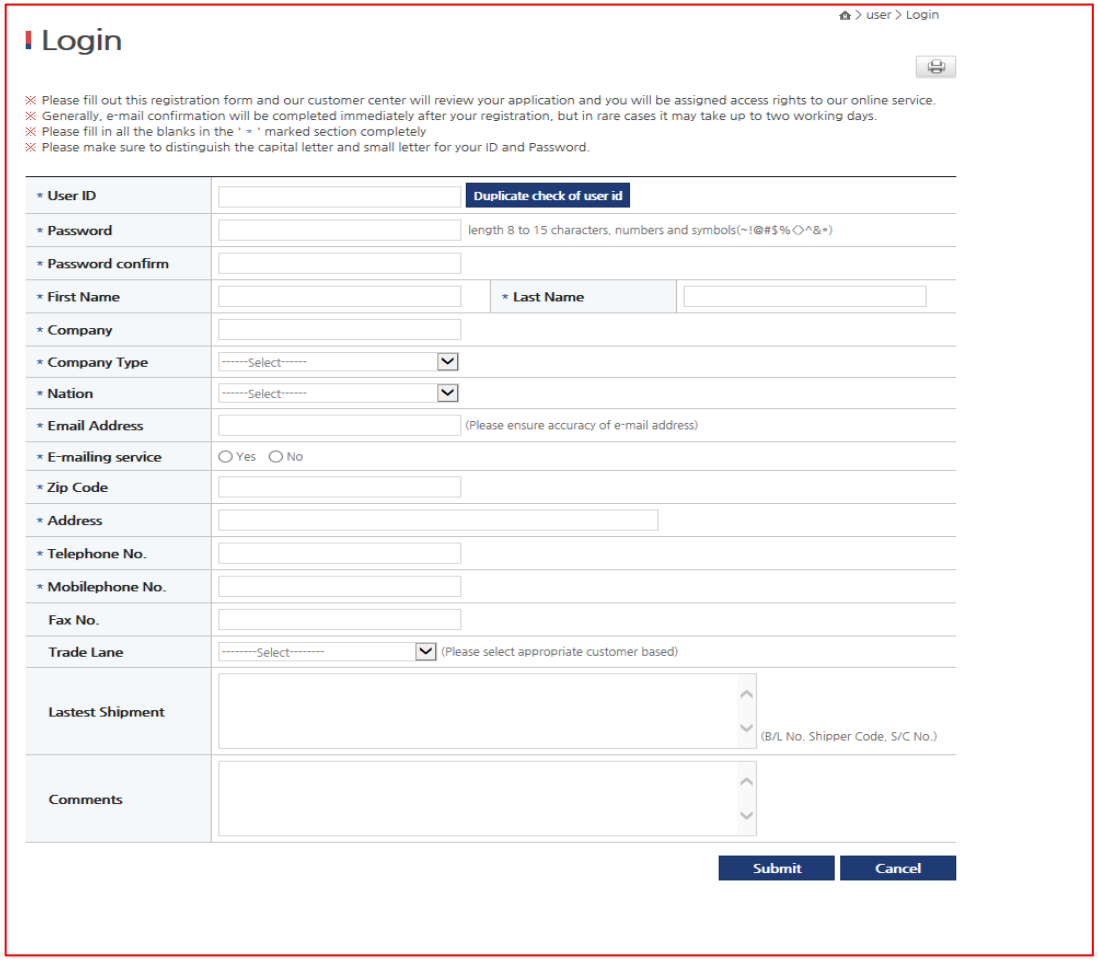
- Click www.hmm21.com/germany



How to register ID

- Click 'New Registration'.
- Check 'terms and conditions' and click the check box, if agree.



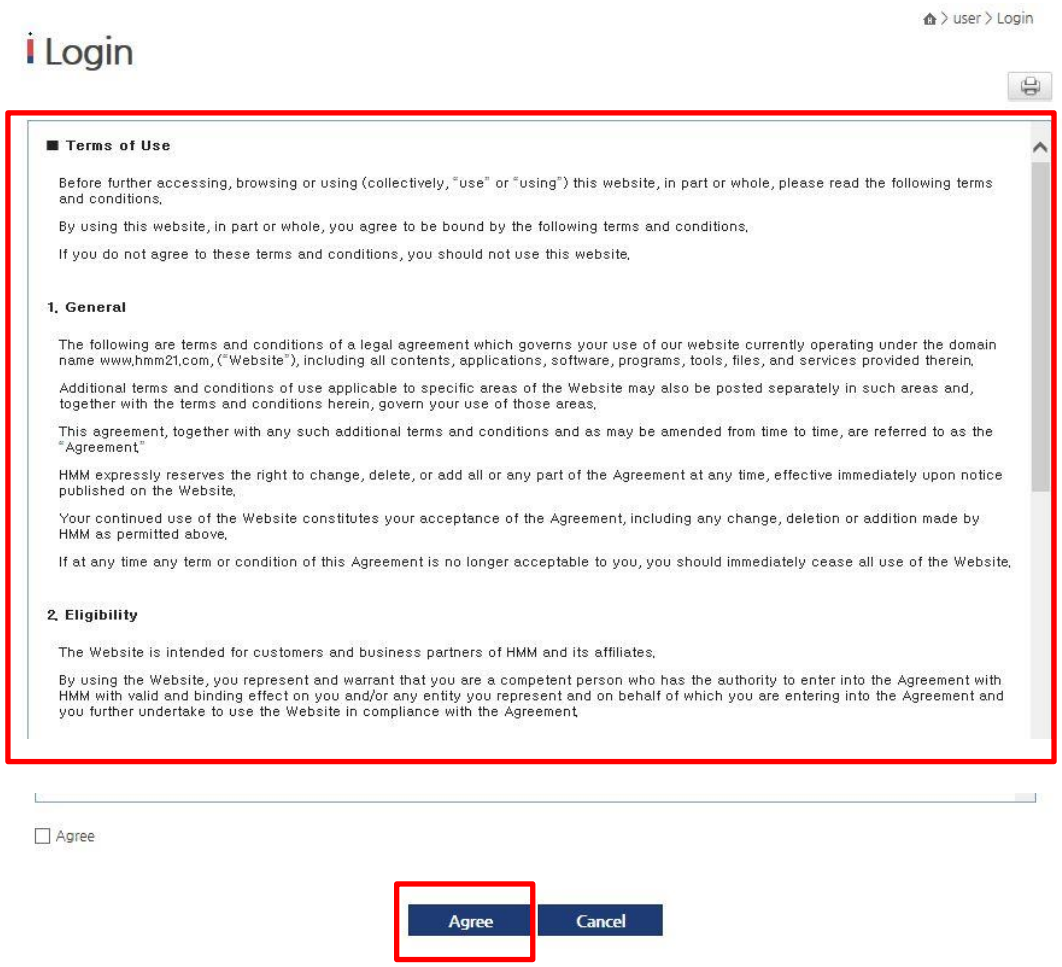


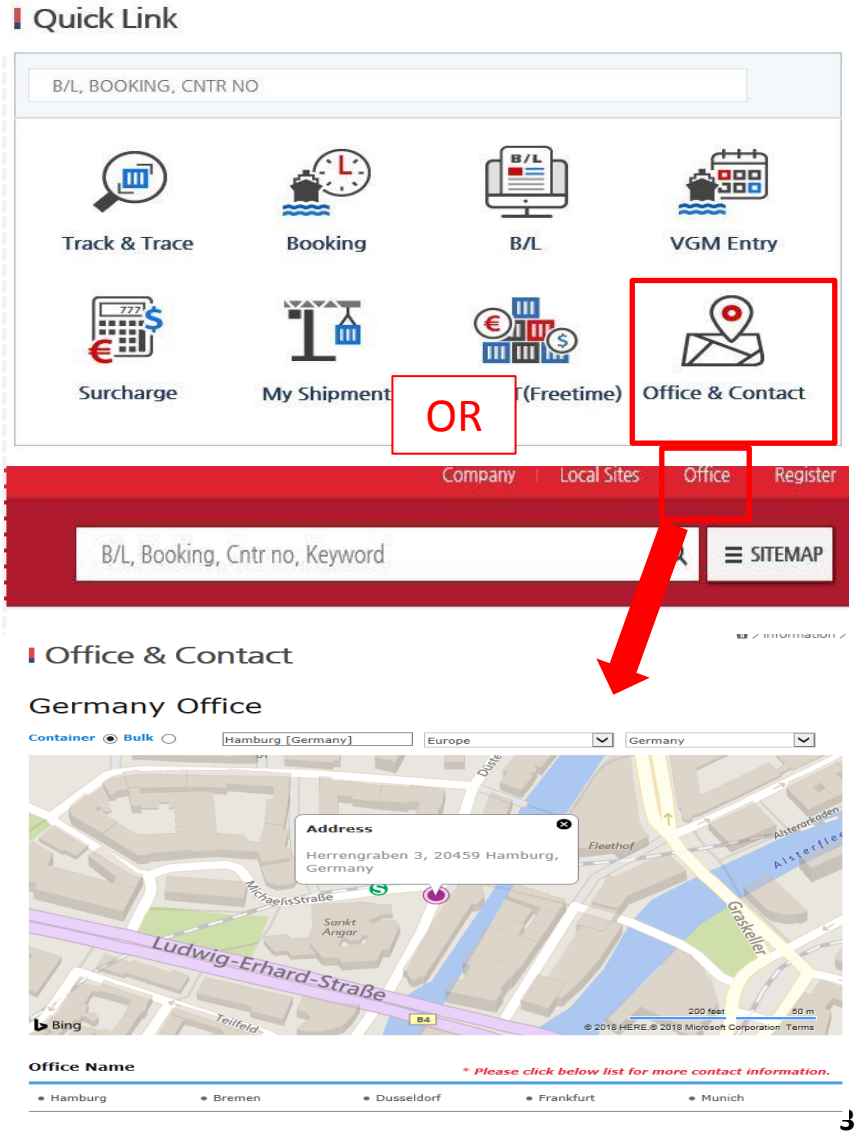
How to register ID

※ After registration, the user authority should be granted by local CSR.

- Fill in each of columns and click 'Submit'.

: If user doesn't have HMM contact point, find nearest office's information on '**Office & Contact**'.

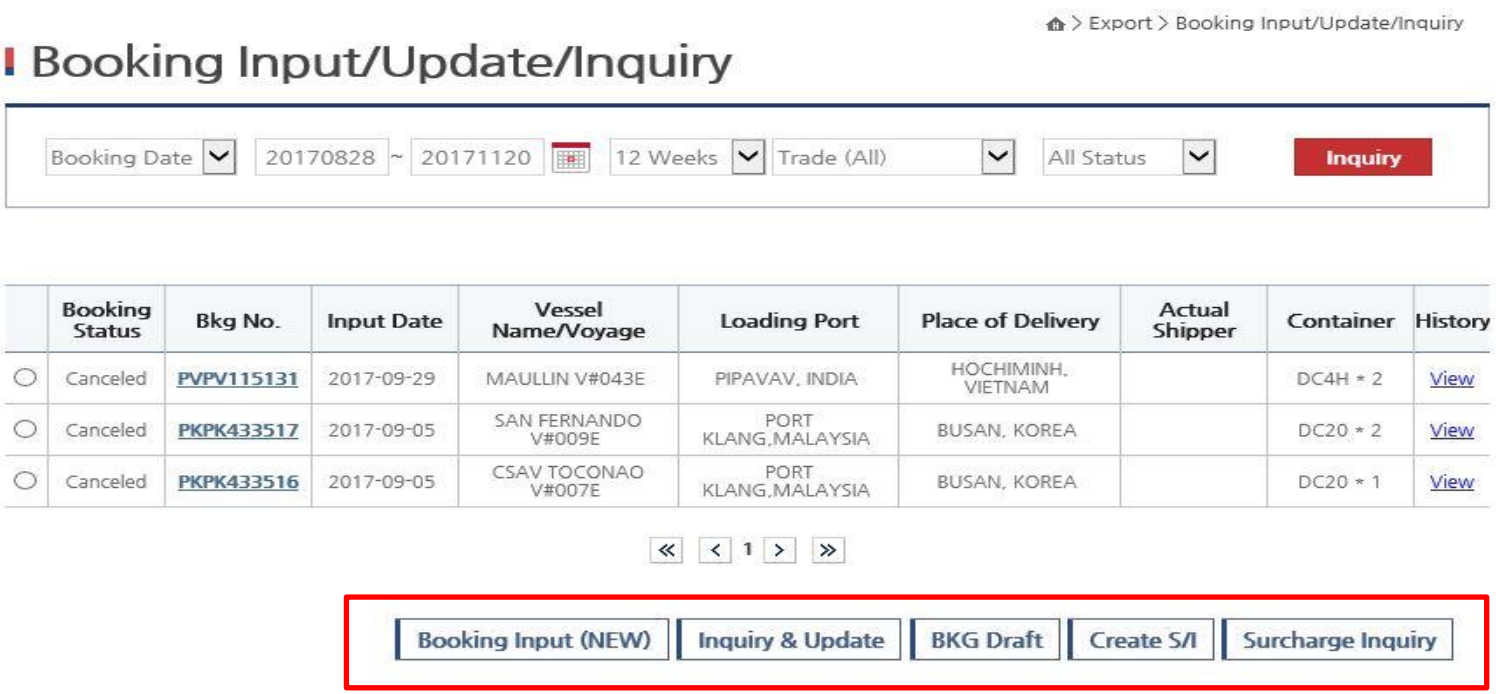




How to access to new booking

(1) Booking Input/Update/Inquiry

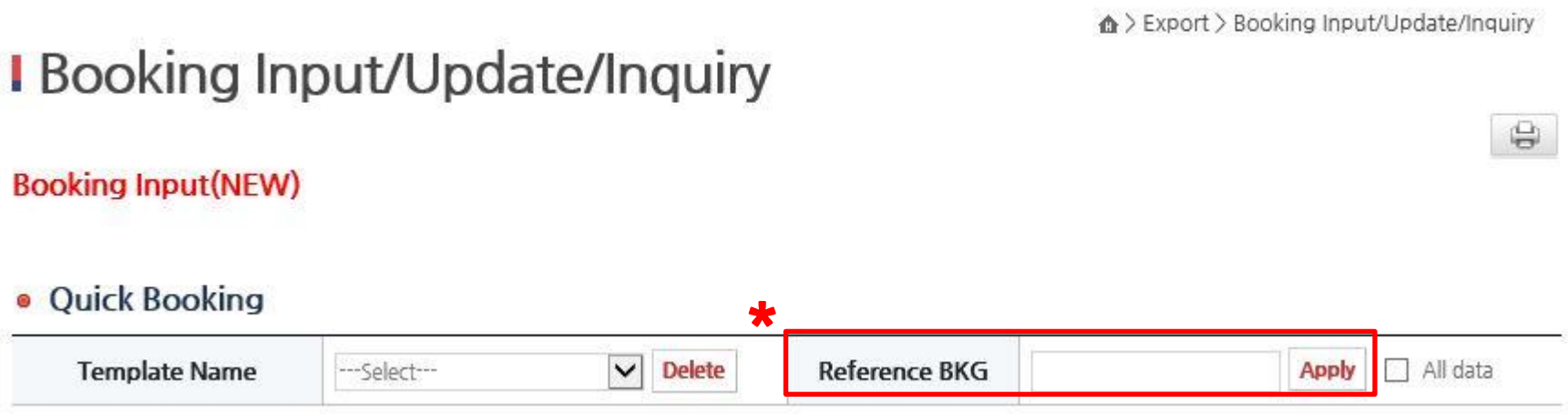
- Thorugh Booking Input/Update/Inquiry menu, customer can create new booking and also can search their own bookings.
- Customer can search their bookings by booking date (from 1weeks to 12 weeks), booking no., trade, and its status.
- Once booking is requested, user can view 'Booking Note' to check summarized information of his (her) booking.
- If status is confirmed, you can move to next step, 'Create S/I'.



How to access to new booking

(1) Booking Input/Update/Inquiry

- A user can save usual booking data as template and create new booking easily by opening saved tempaltes.
- If a user knows former created booking number, can retrieve saved data through ‘Reference’.
- Select template name in the drop-down list on top of the input form.
- The saved booking data will be filled in each of columns at once.

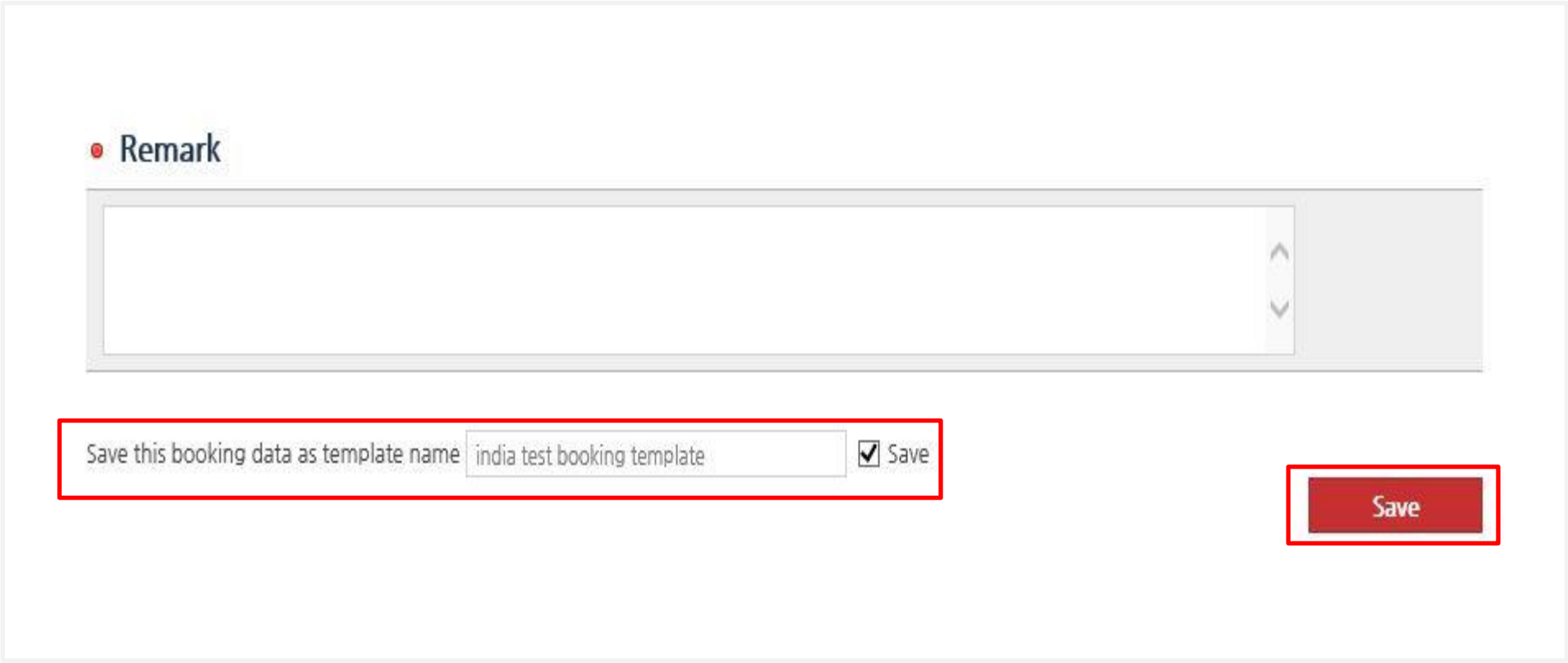


※ Vessel / Voyage and container information such as type, size quantity are not saved in template to avoid possible mistakes.

* How to save Booking data as Template?

- Type Template name in bottom of the input form and click the 'Save'.

- Then, template will be saved and you can pull template list via [Booking Template] button in BKG Input/Update/Inquiry menu.

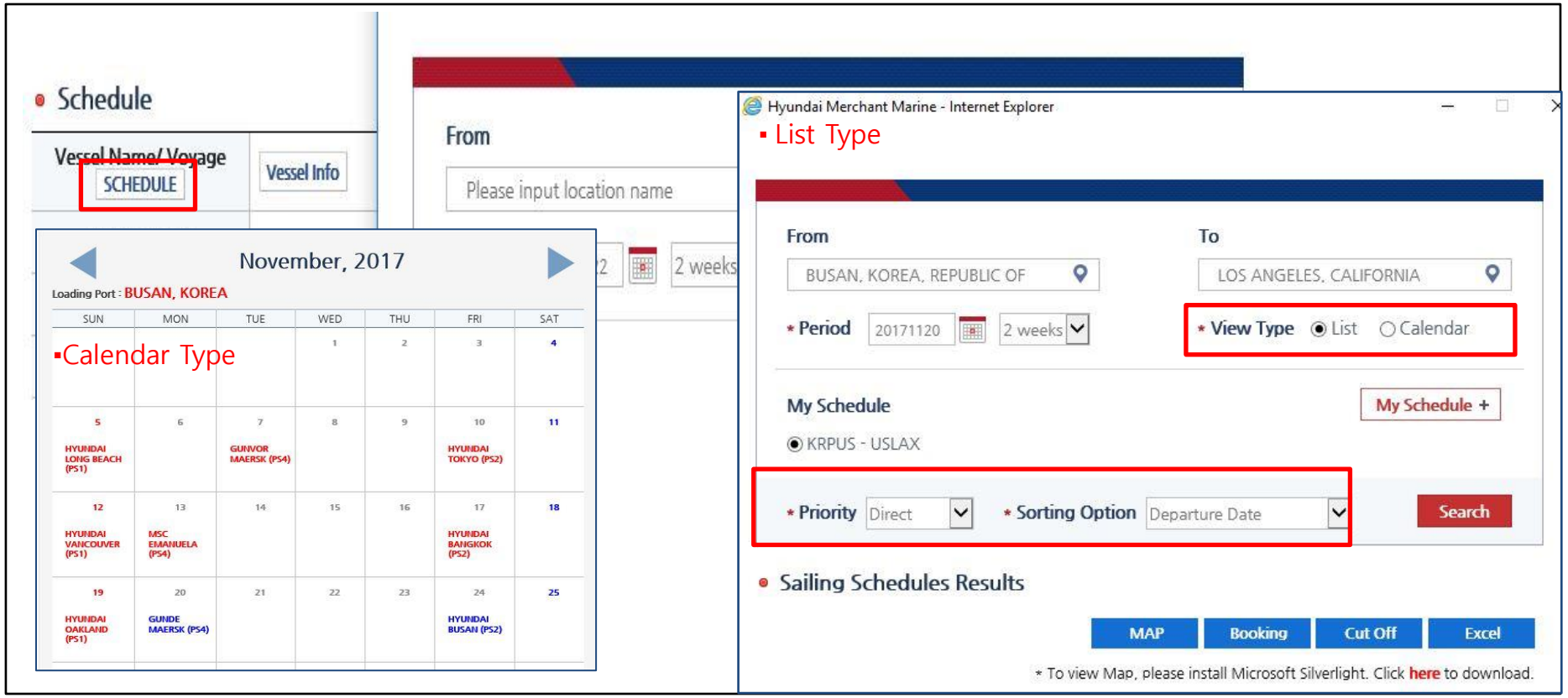


How to access to new booking

(1) Booking Input/Update/Inquiry

- Click [SCHEDULE] button and select 'From' and 'To' location by its name.

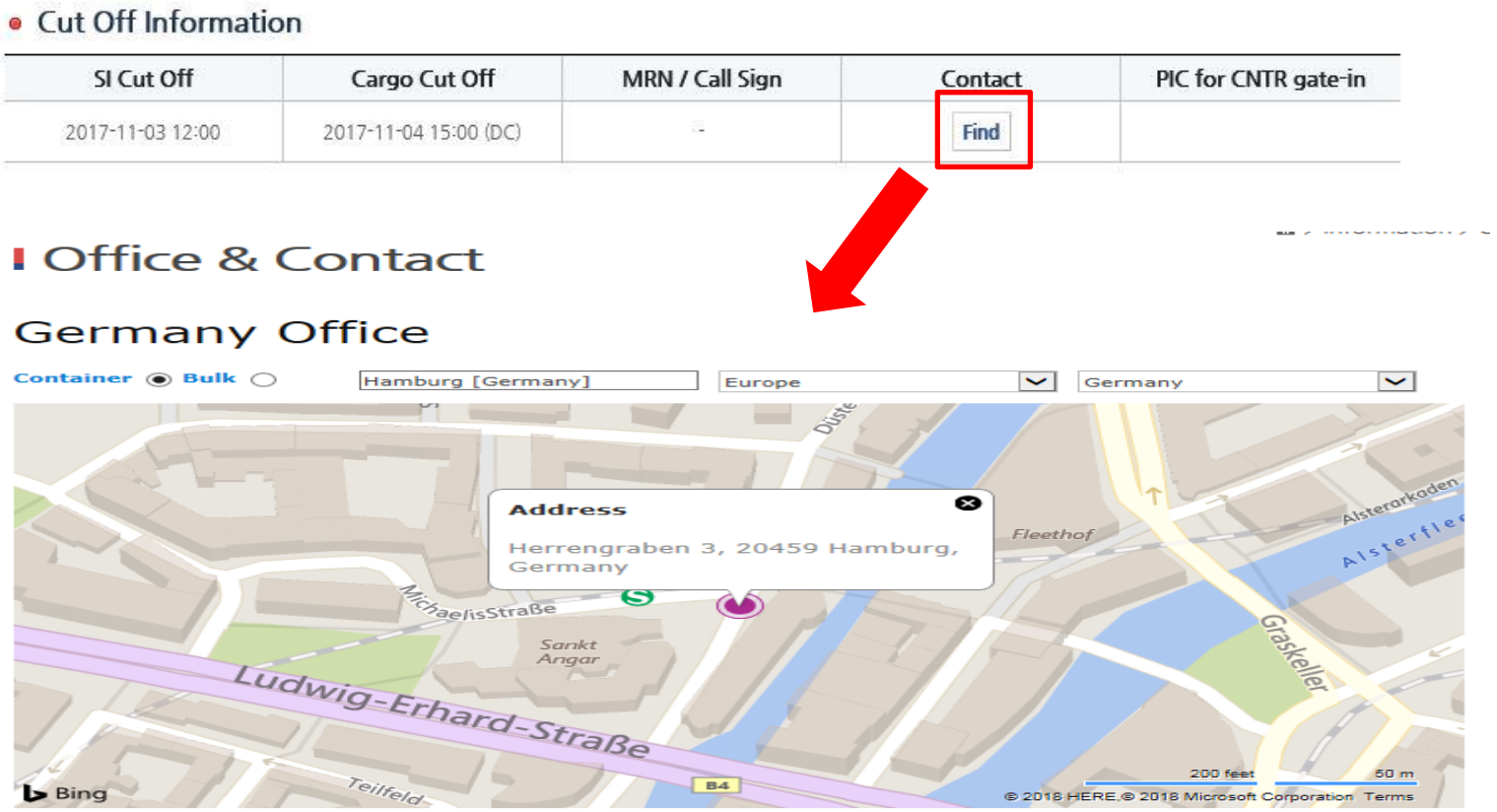
- Click 'Calendar' or 'List' to find available 'Vessel/Voyage', set Priority (Direct, T/S) and its sorting option (Departure Date, T/Time)



How to access to new booking

(1) Booking Input/Update/Inquiry

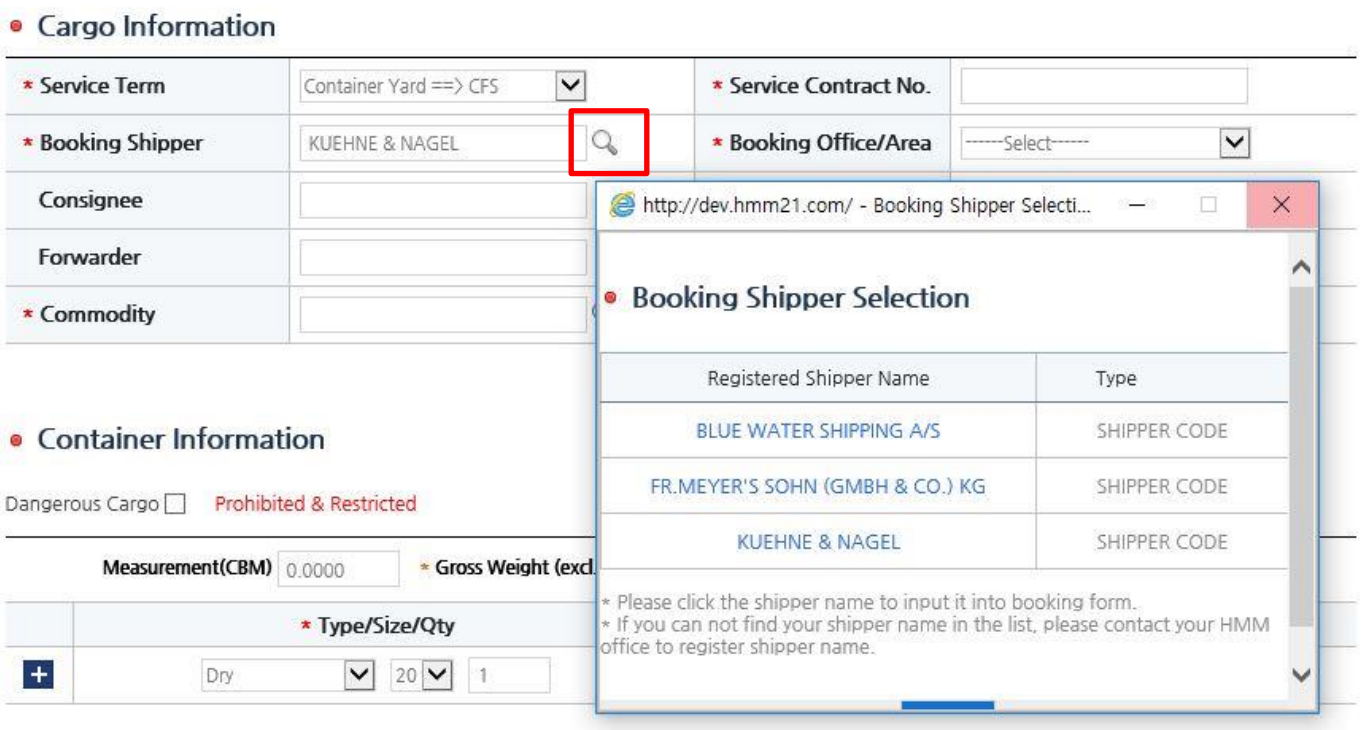
- Regarding 'Cut Off Information', 'Contact' button is added for customer's searching.
- If there is any emergency issue about cargo delivery to POL gate, customer can contact local office.



How to access to new booking

(1) Booking Input/Update/Inquiry

- User can select among the registered company name under his (her) ID in ‘Booking Shipper’ column.
- For example, if shipper/ forwarder code A,B,C is mapped under login ID, then code A,B,C displays in the Booking Shipper selection list for user convenience.



How to access to new booking

(1) Booking Input/Update/Inquiry

- Location of customer & cargo information is changed, so please be aware of the new template.
- User can input commodity information by its code, if they know accurate code.

▪Old Version

* Booking Shipper	ALLSEAS GLOBAL LOGISTICS	* Booking Office/Area	------Select------
Consignee		Notify	
Actual Shipper		Forwarder	
* Service Contract No.		* Service Type	------Select------
* Commodity		* Booking Input Person	Name : Phone :

▪New Version

Customer Information

* Booking Person	Name : TEST	E-Mail : jinkyu.nam@	
Email Notice Setting	Do you want to receive email notice when booking is con		

Cargo Information

* Service Term	Container Yard ==> CFS	* Service Contract No.	
* Booking Shipper	KUEHNE & NAGEL	* Booking Office/Area	-----Select----- LONDON, GREAT BRITAIN MANCHESTER, GREAT BRITAIN BIRMINGHAM, GREAT BRETAIN COATBRIDGE, GREAT BRITAIN FELIXSTOWE, GREAT BRATIAN SOUTHAMPTON, GREAT BRITIAN
Consignee		Actual Shipper	
Forwarder		Notify	
* Commodity			

http://dev.hmm21.com/?pvyNation=KR&ContractNo= - Search Com...

Search Commodity

Description | Commodity code | Service Contract No. | Word | Search | Close

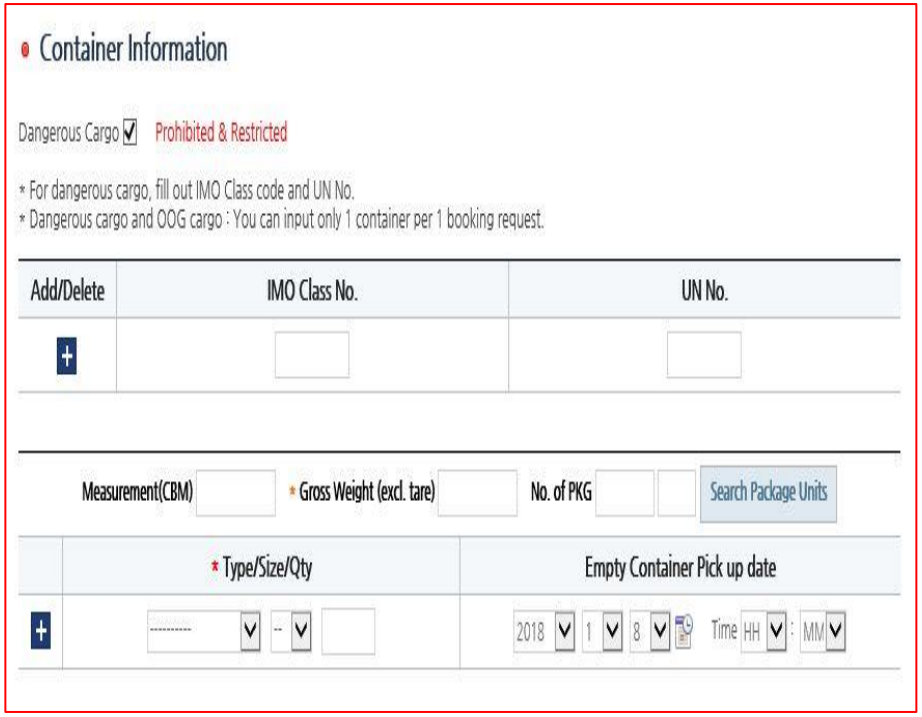
How to access to new booking

(1) Booking Input/Update/Inquiry

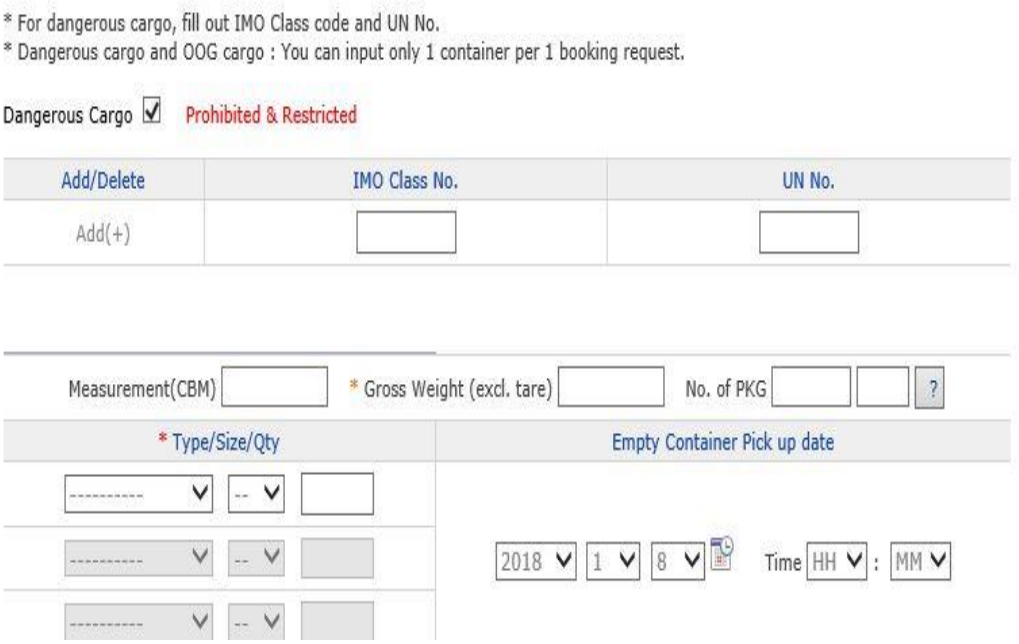
- Select the container type and size in drop-down list and type the quantity of container.

- A user can fill in detail information as per the container type, such as 'Ventilation' in case of Reefer booking.

▪ New Version



▪ Old Version



How to access to new booking

(1) Booking Input/Update/Inquiry

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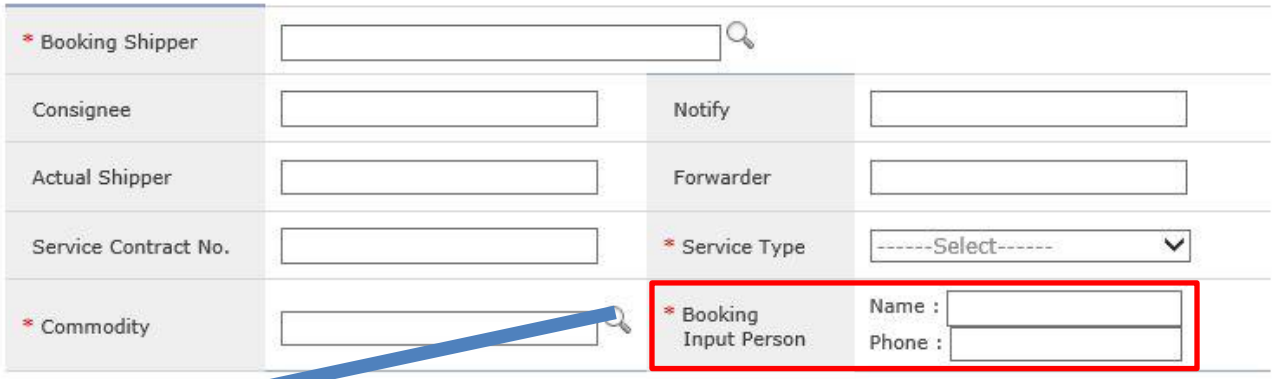
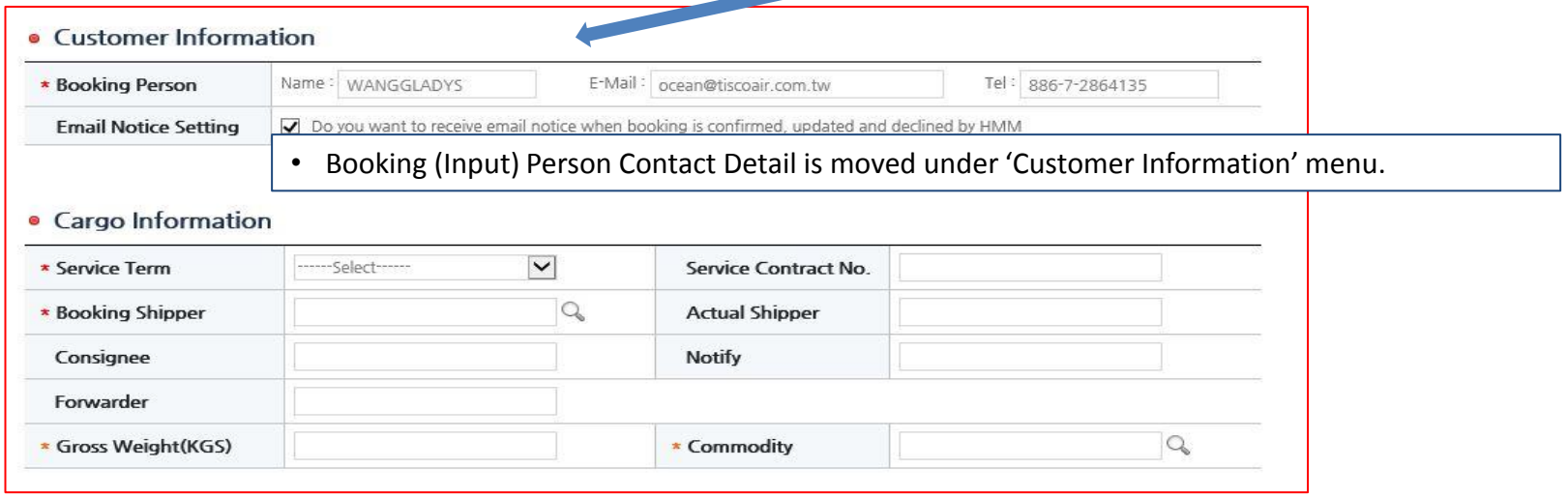
▪ Old Version



▪ New Version

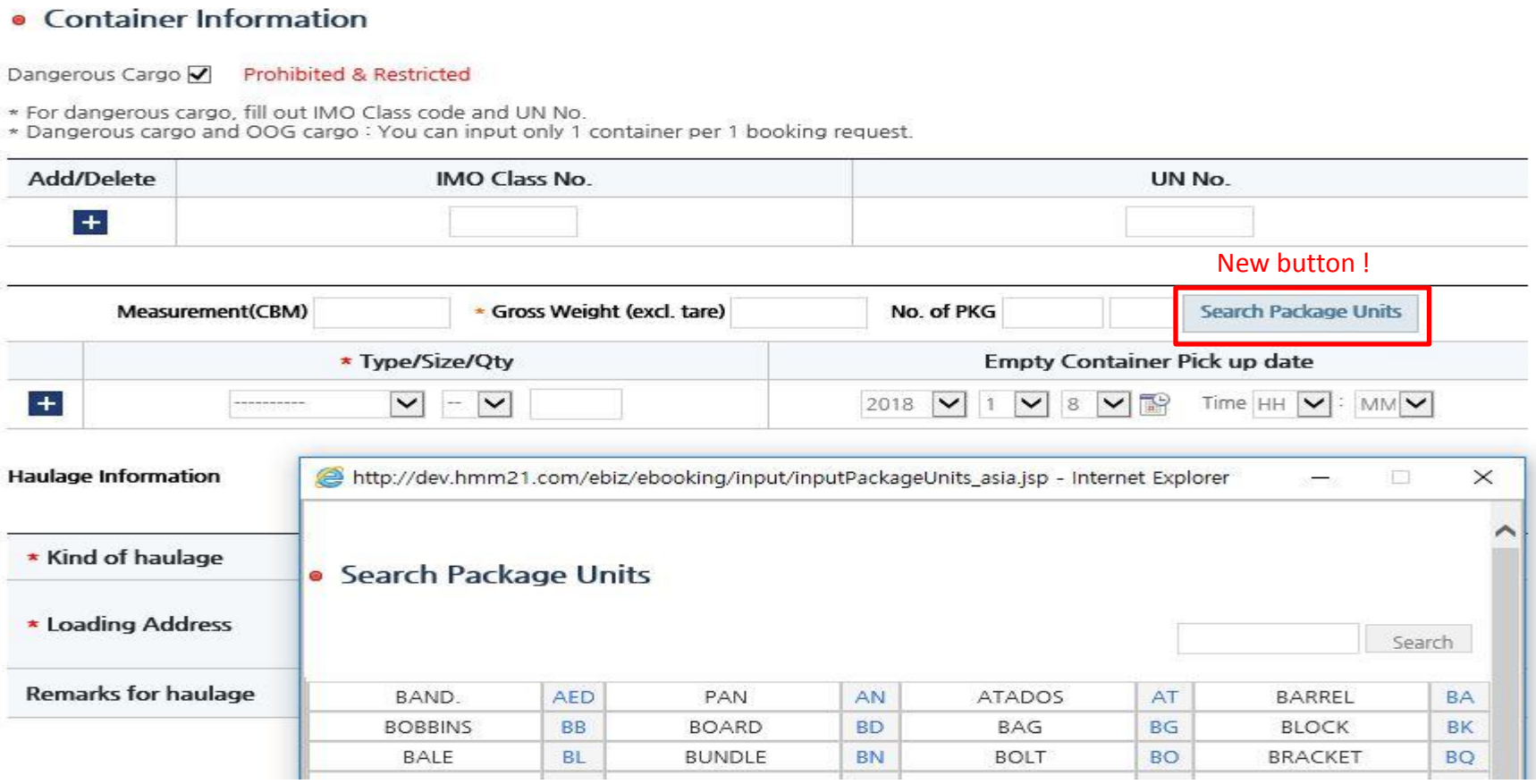


- Booking (Input) Person Contact Detail is moved under 'Customer Information' menu.

How to access to new booking

(1) Booking Input/Update/Inquiry

- By clicking [Search Package Units], customer can select Package Unit Code that (s)he want to insert.



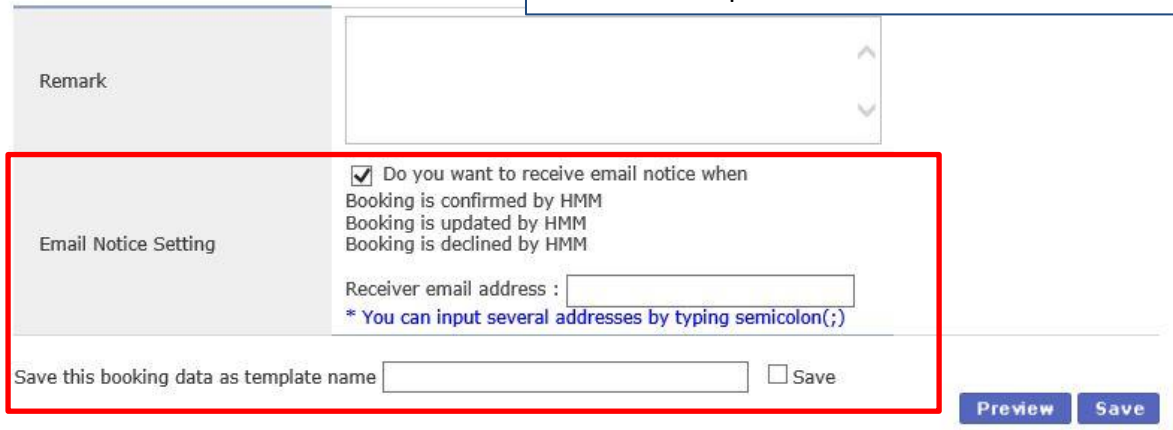
How to access to new booking

(1) Booking Input/Update/Inquiry

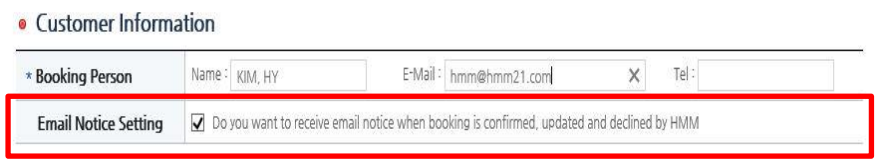
- 'E-mail Notice Setting' function is changed as 'Booking Memo Notice'.
- Once booking is confirmed, 3 recipients can recive booking memo details or booking confirmation sheet as per its progress.

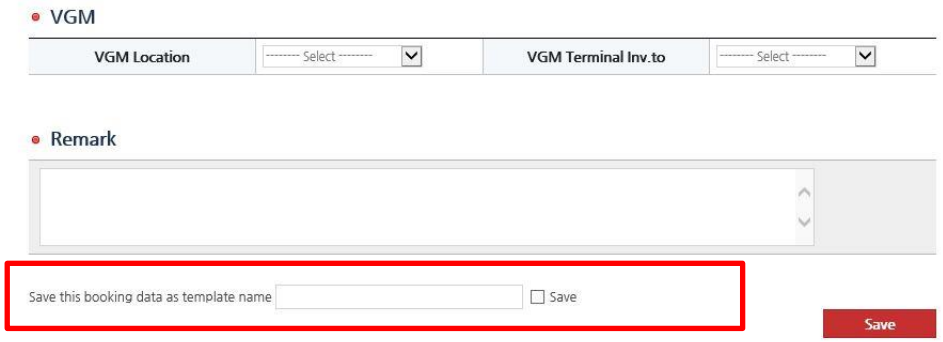
▪ **Old Version**

- Email Notice Setting is now located under 'Customer Information' while "Template Save button" is still at the bottom of 'Booking Input' body.



▪ New Version

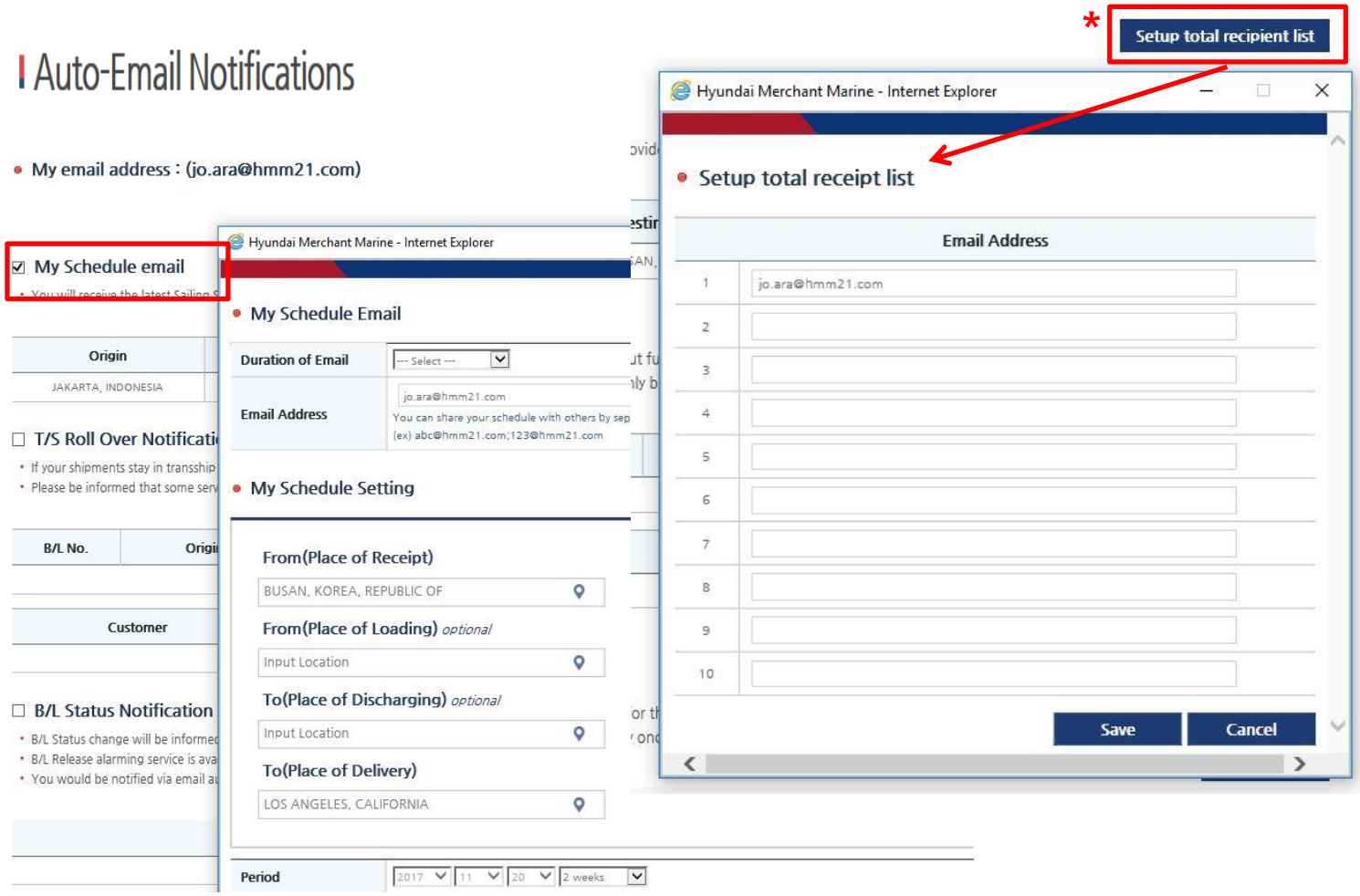




How to set e-mail notification

(1-1) MY HMM > Alarming Service

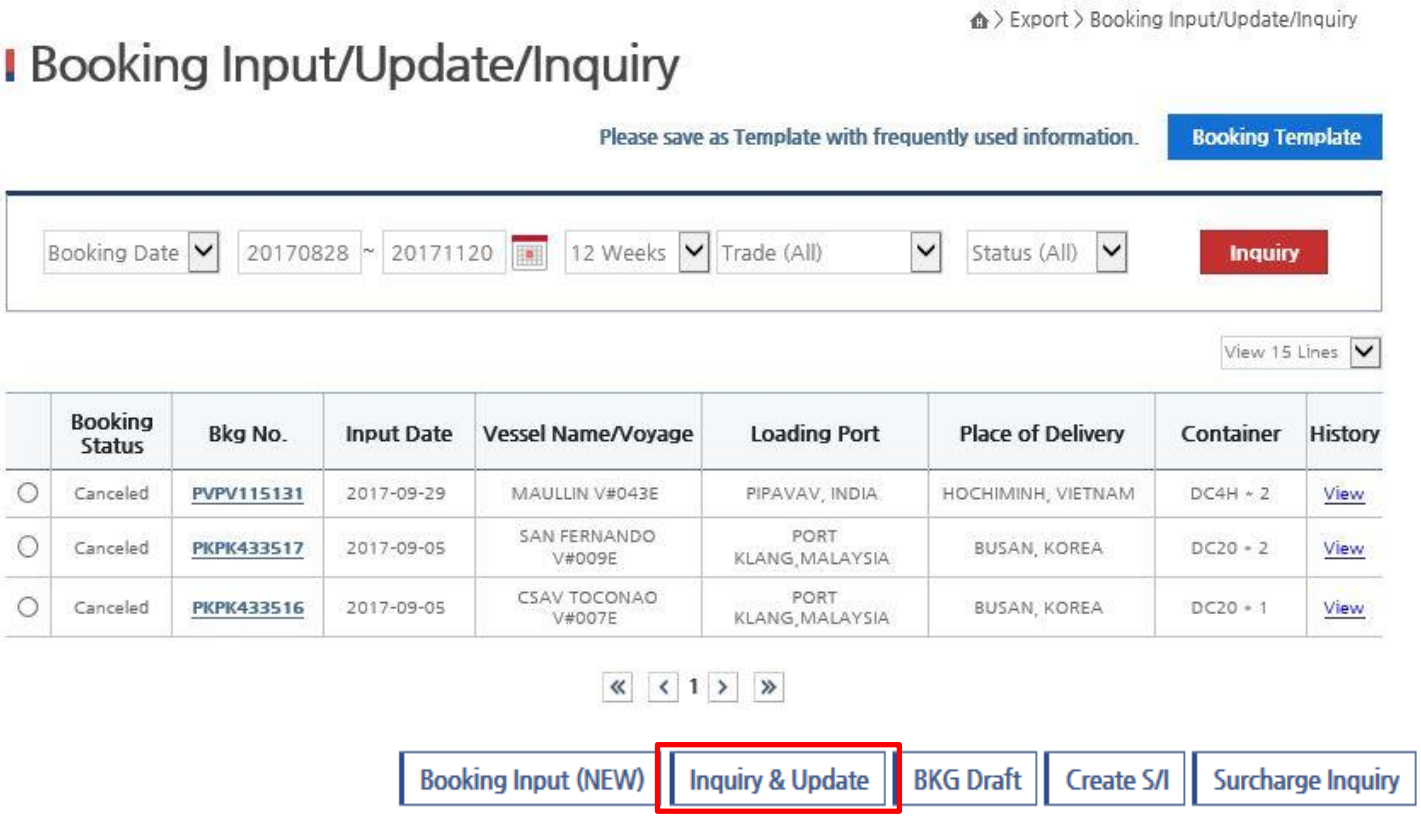
- For other notification setting, you can control its recipients* list and target schedules, B/Ls, and Container No.



How to inquire or update booking

(1) Booking Input/Update/Inquiry

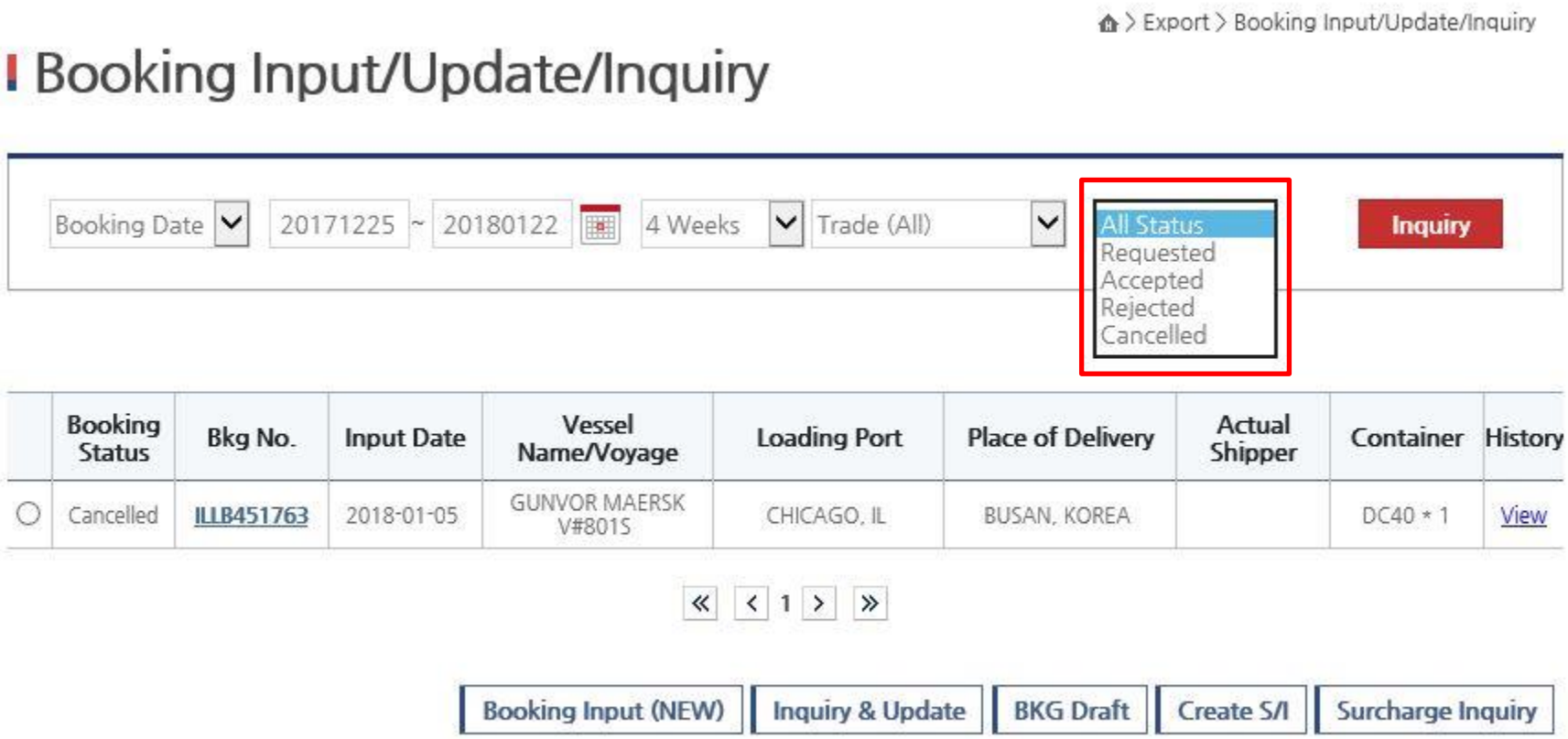
- You can access already created bookings by clicking [Inquiry & Update] button.



How to inquire or update booking

(1) Booking Input/Update/Inquiry

- Instead of 'Booking Process & Status', user can search their booking by its status via new menu 'Booking Input/Update/Inquiry'.

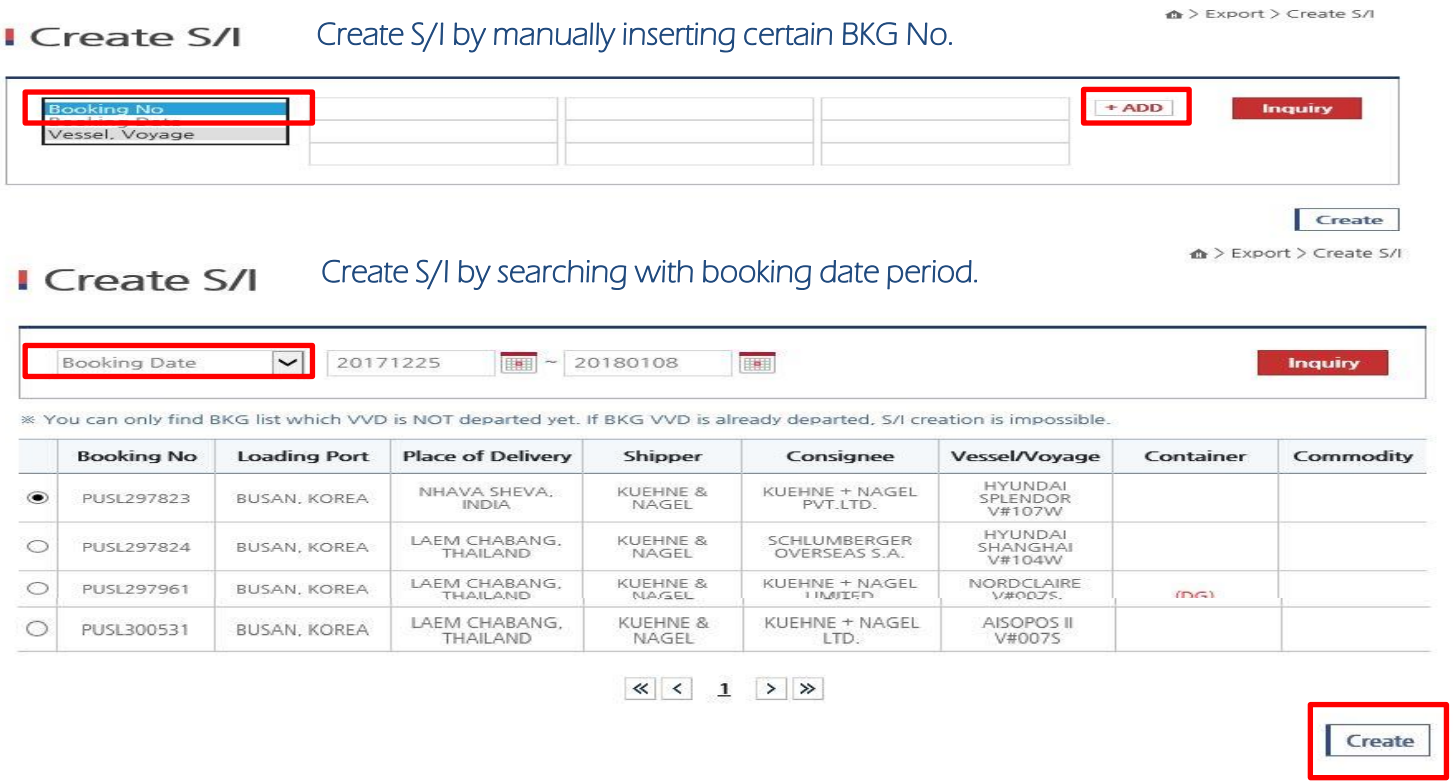


* Booking Status & Description

Status	Description
Requested	Booking request is submitted to HMM
Accepted	Booking request is confirmed by HMM SR
Rejected	Booking request is rejected by HMM SR
Cancelled	Confirmed booking data is canceled by User

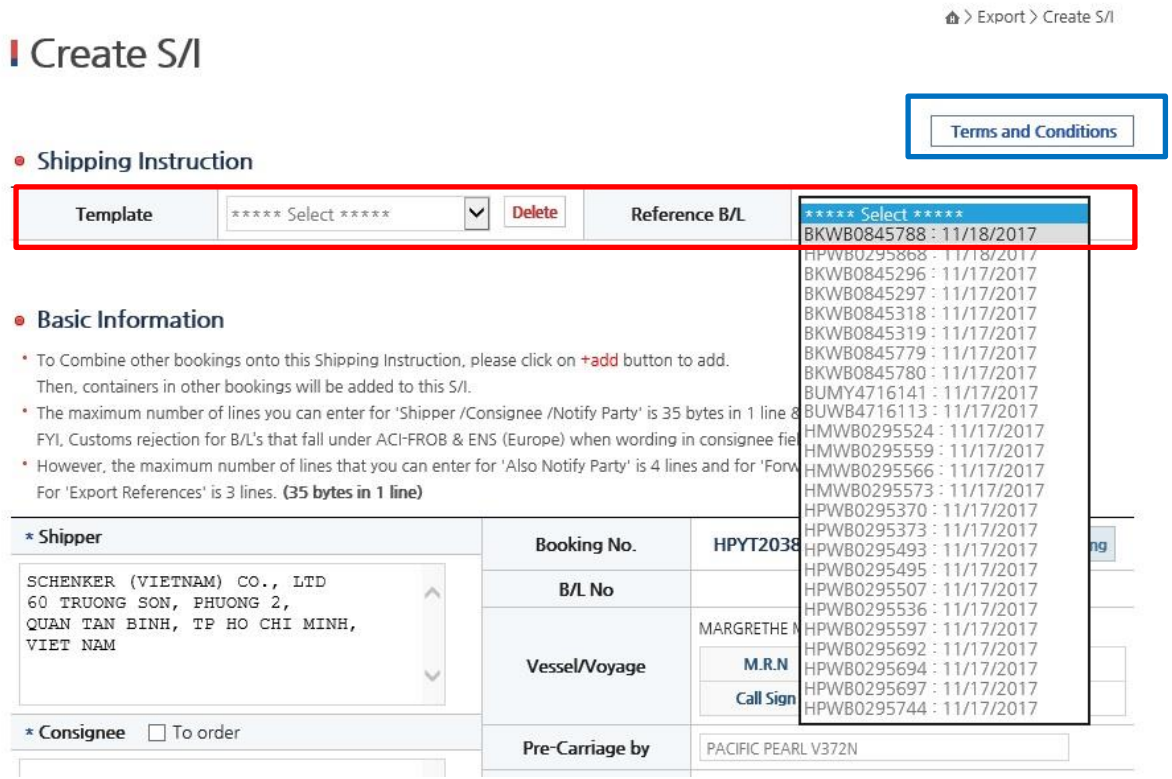
B/L Instruction(S/I) creation

- Search with booking number or input date & Vessel / Voyage.
- If you want to input multiple bookings, please click [+Add] and insert bookings upto 9.
- Both off-line & on-line booking can be searched.
- Click 'Create' button.



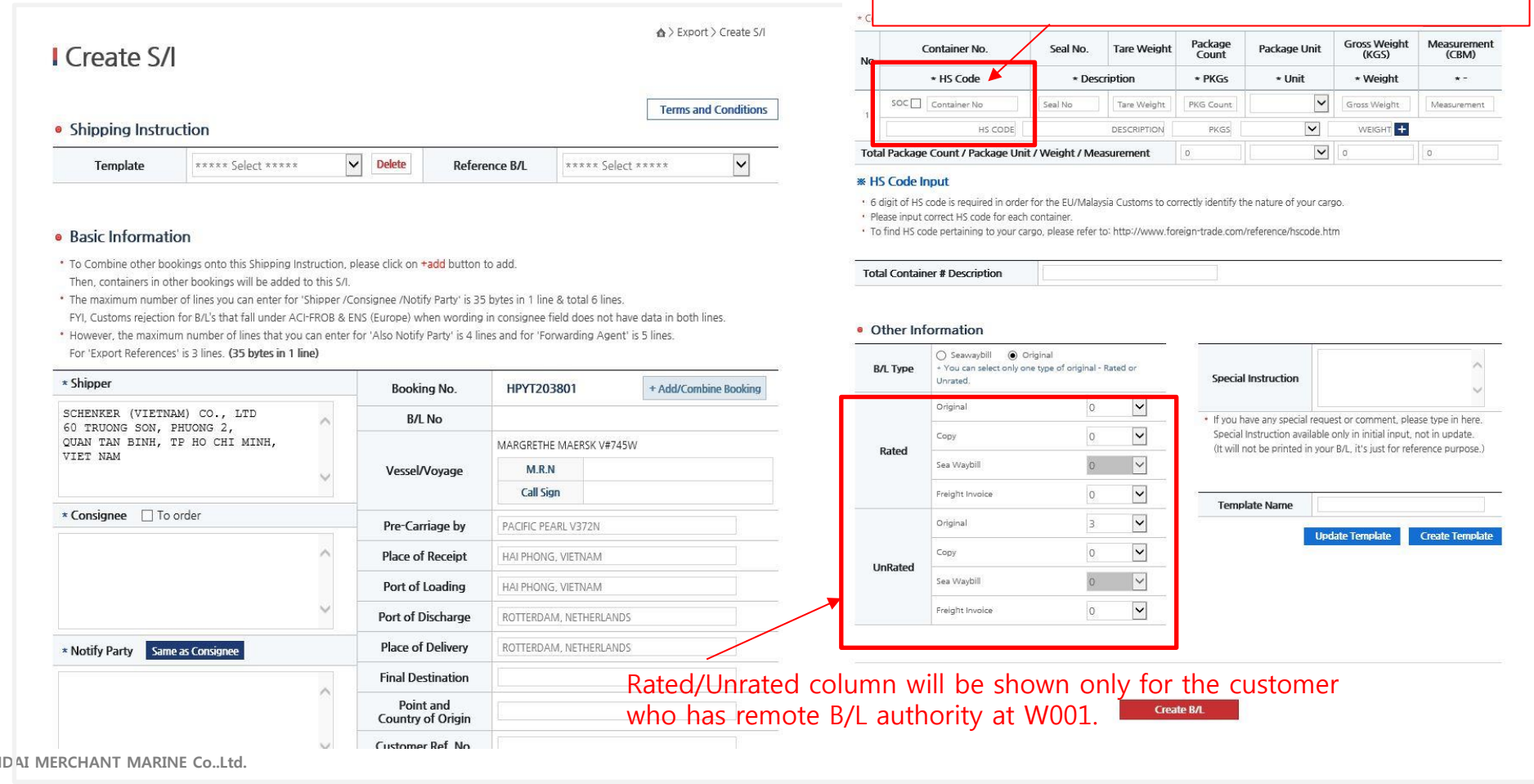
B/L Instruction(S/I) creation

- A user can save usual S/I data as template and create S/I easily by opening saved templates.
- Select template name or former B/L number in Reference B/L column. [***** Select *******]
- The saved S/I data will be filled in each of columns at once.
- To view B/L clause, please click **[Terms and Conditions]** button on top-right.



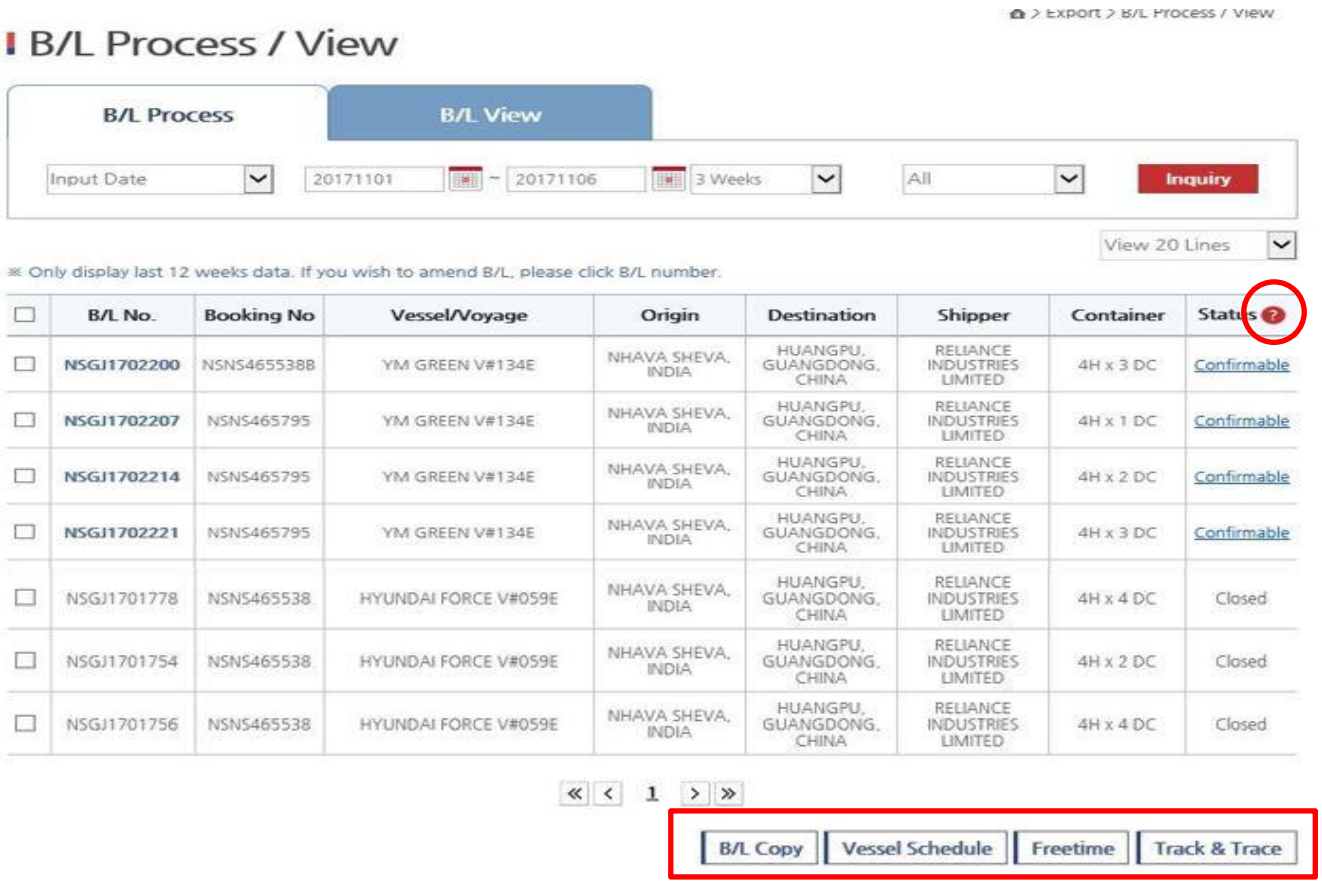
B/L Instruction(S/I) creation

- A user can select B/L Type (Seawaybill or Original) and number of B/L with rated & un-rated.
- Type the template name in column and click 'Update Template' or 'Create Template'.
- If a user wants to save current input information as template, click the check box.
- Click 'Create B/L'.



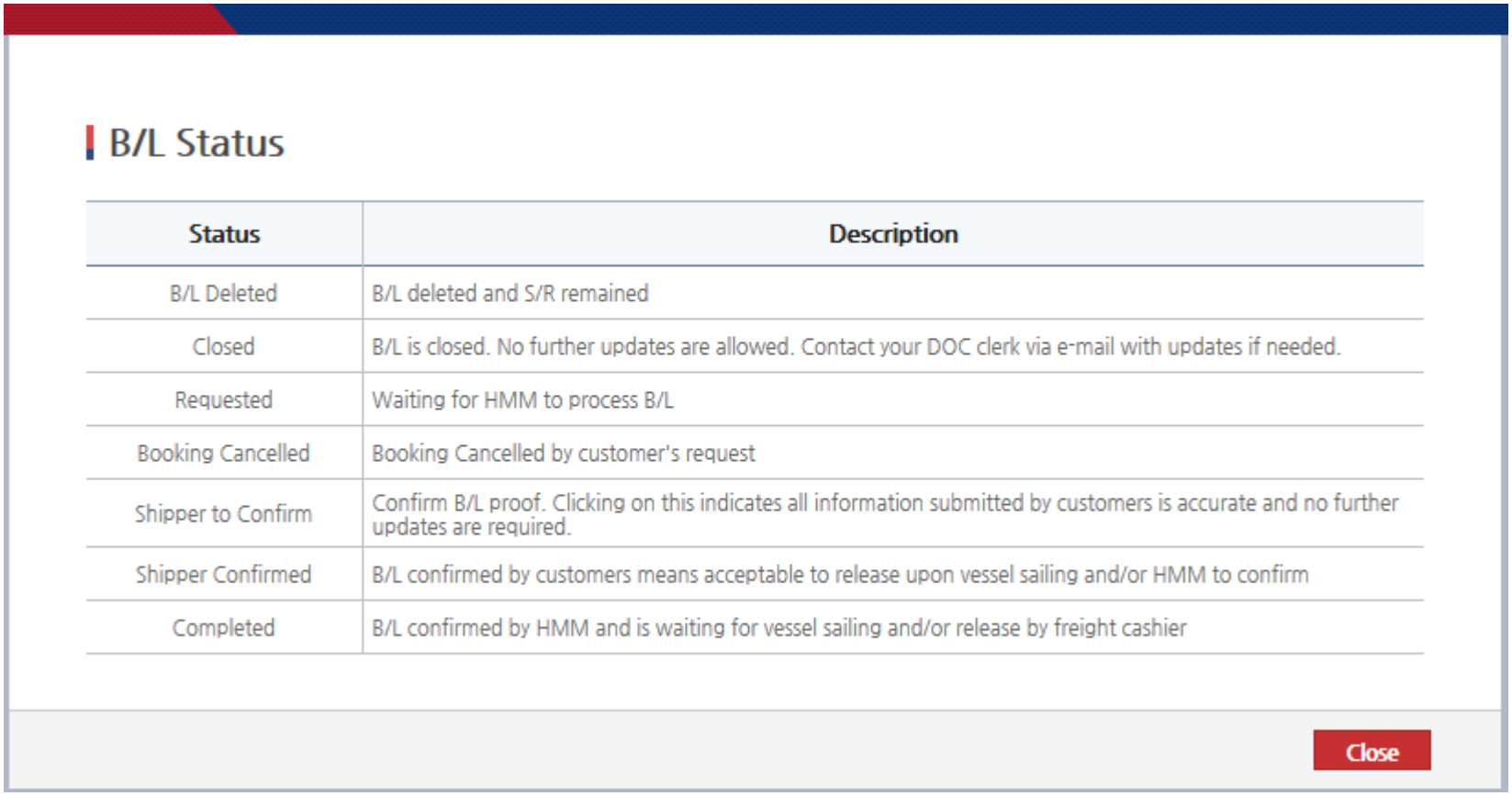
B/L Process & View

- In B/L Process tab, you can find your B/L list and certain B/L No. that you typed.
- You can copy B/L, check its Vessel Schedule, Free Time, and Track & Trace information by using shortcut keys.
- To find each status meaning, please click ? button.



B/L Status

- If you click ? button at the right side of column name 'Status', you can see each status' description as below.



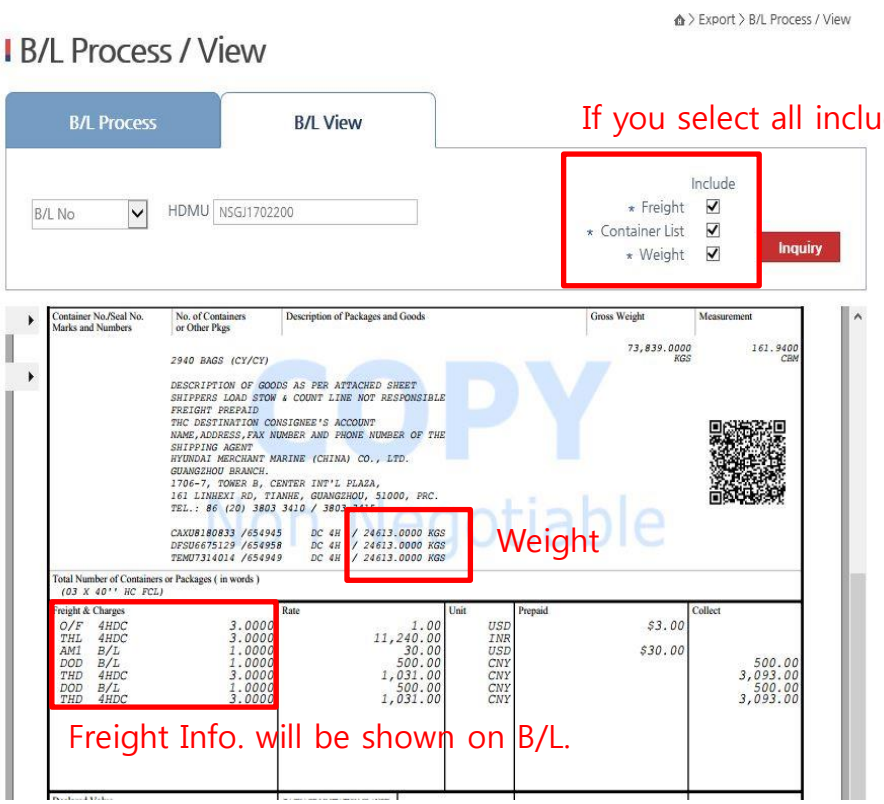
B/L Status

Status	Description
B/L Deleted	B/L deleted and S/R remained
Closed	B/L is closed. No further updates are allowed. Contact your DOC clerk via e-mail with updates if needed.
Requested	Waiting for HMM to process B/L
Booking Cancelled	Booking Cancelled by customer's request
Shipper to Confirm	Confirm B/L proof. Clicking on this indicates all information submitted by customers is accurate and no further updates are required.
Shipper Confirmed	B/L confirmed by customers means acceptable to release upon vessel sailing and/or HMM to confirm
Completed	B/L confirmed by HMM and is waiting for vessel sailing and/or release by freight cashier

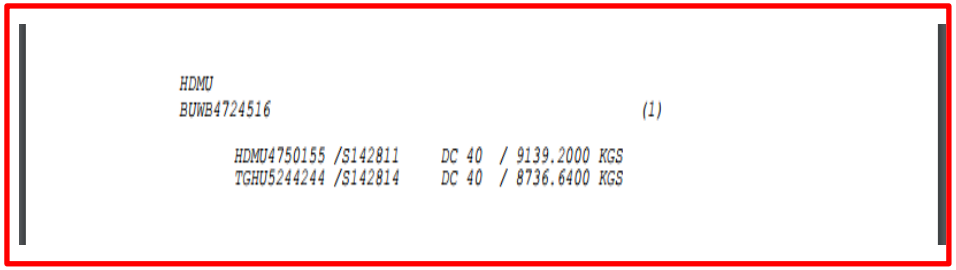
Close

B/L Process & View

- In B/L View tab, you can check your B/L copy as non-negotiable version.
- For your convenience, we can select whether you display freight/ CNTR list/ Weight or hide them.

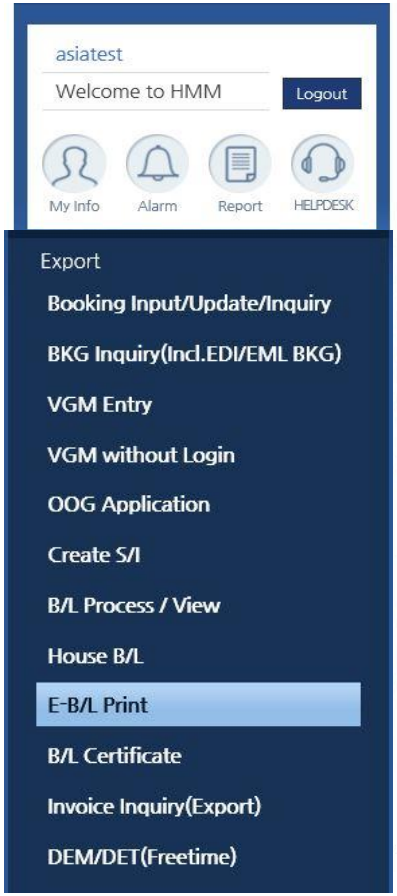


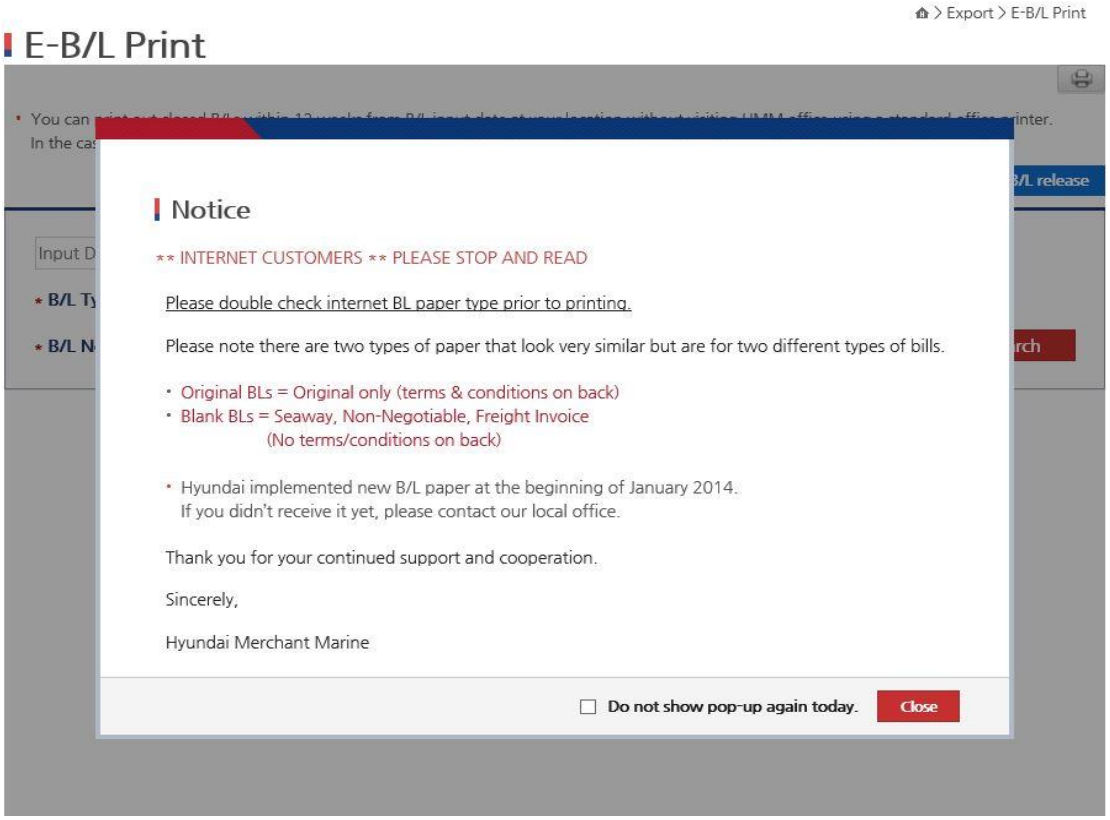
Container List will be followed by B/L copy.



E-B/L Print

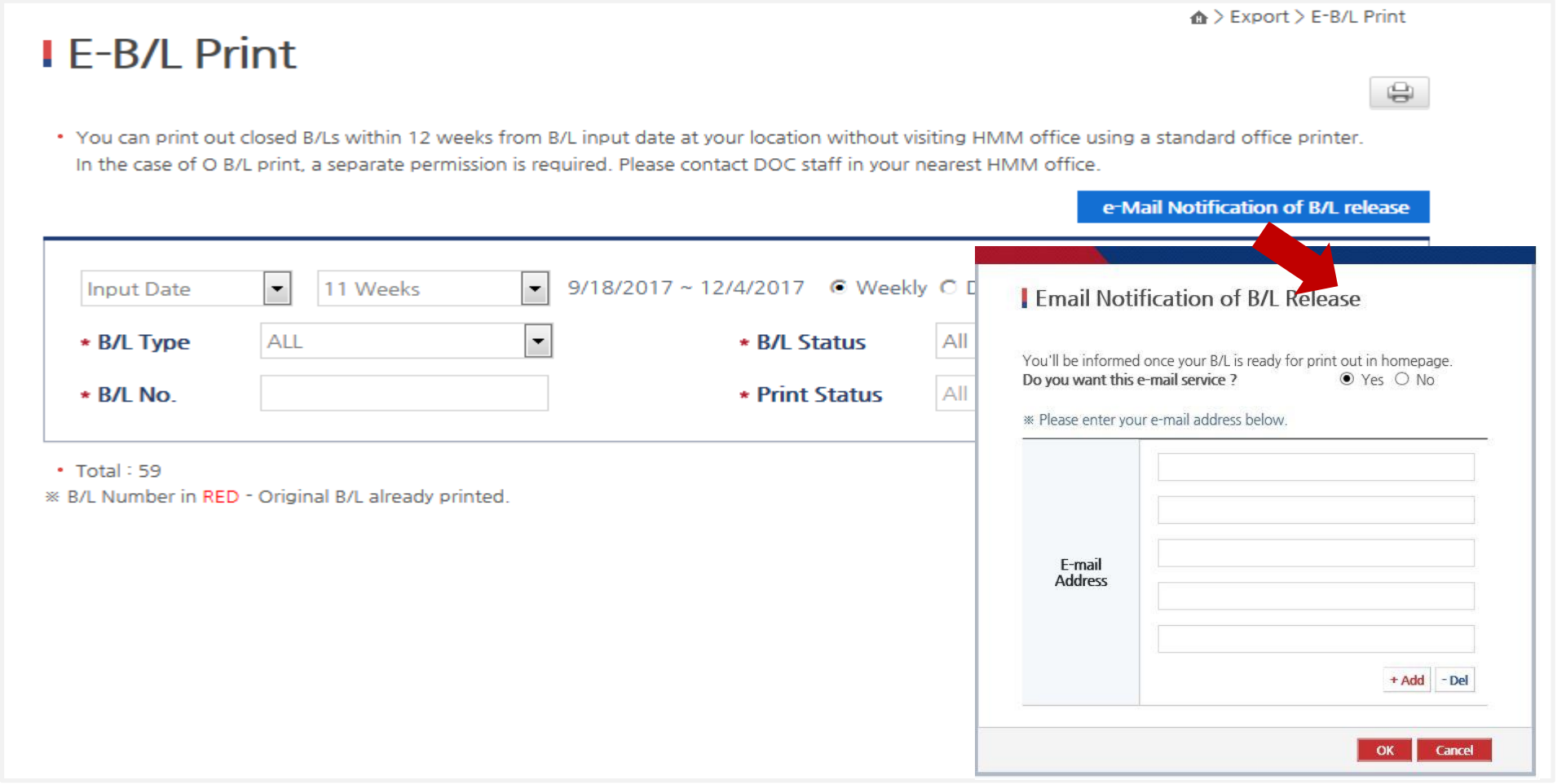
- Customer can print seaway B/L & E- B/L by accessing Export > E-BL Print menu.
- Please don't forget to read Notice in order not to print inappropriate way.
- This menu would not be opened if customer doesn't have 'B/L print' authority.





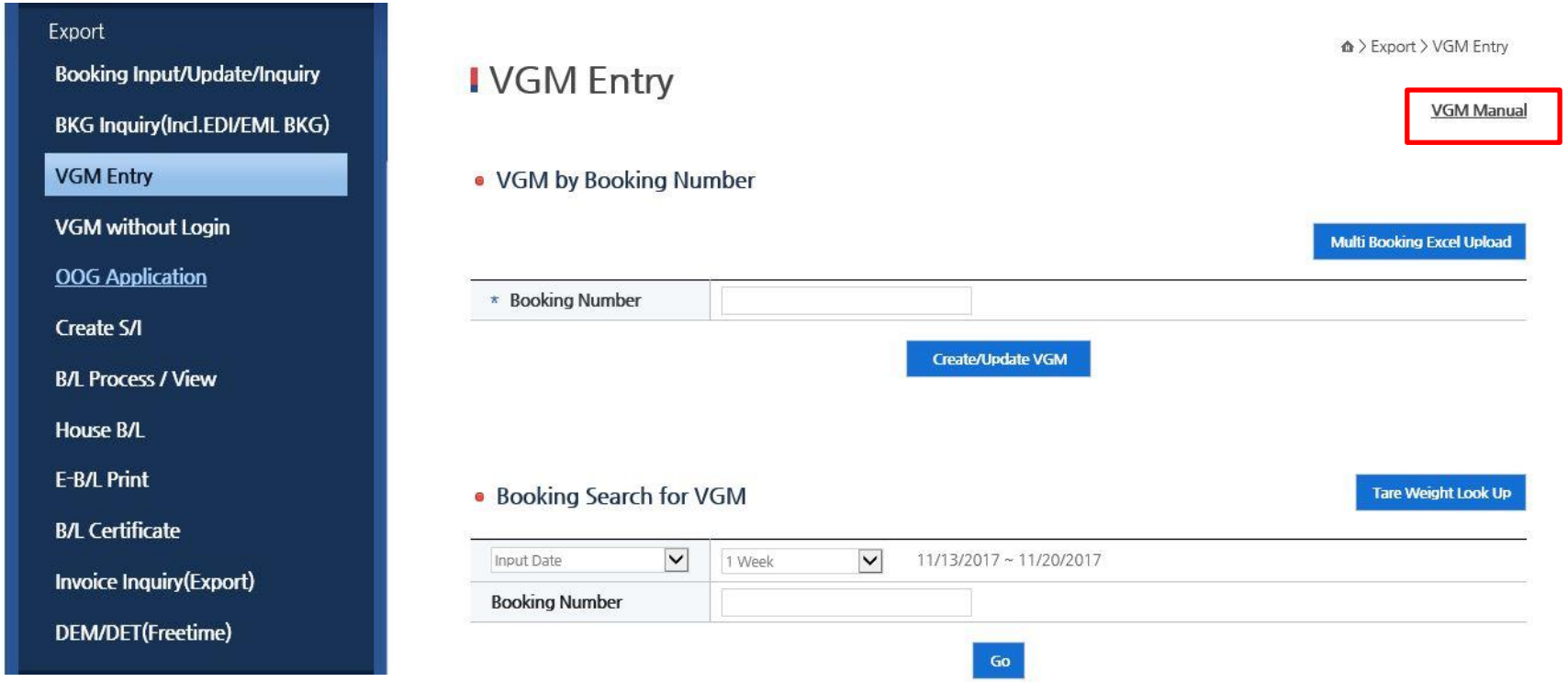
E-B/L Print

- Customer can search target B/Ls by its Type, B/L Status, B/L No., and Print Status.
- If user want to print again for already printed B/L, please click [Re-release Request] button.
- If user want to receive a notification e-mail once his (her) B/L is ready to be printed out, please click [e-Mail~] button.



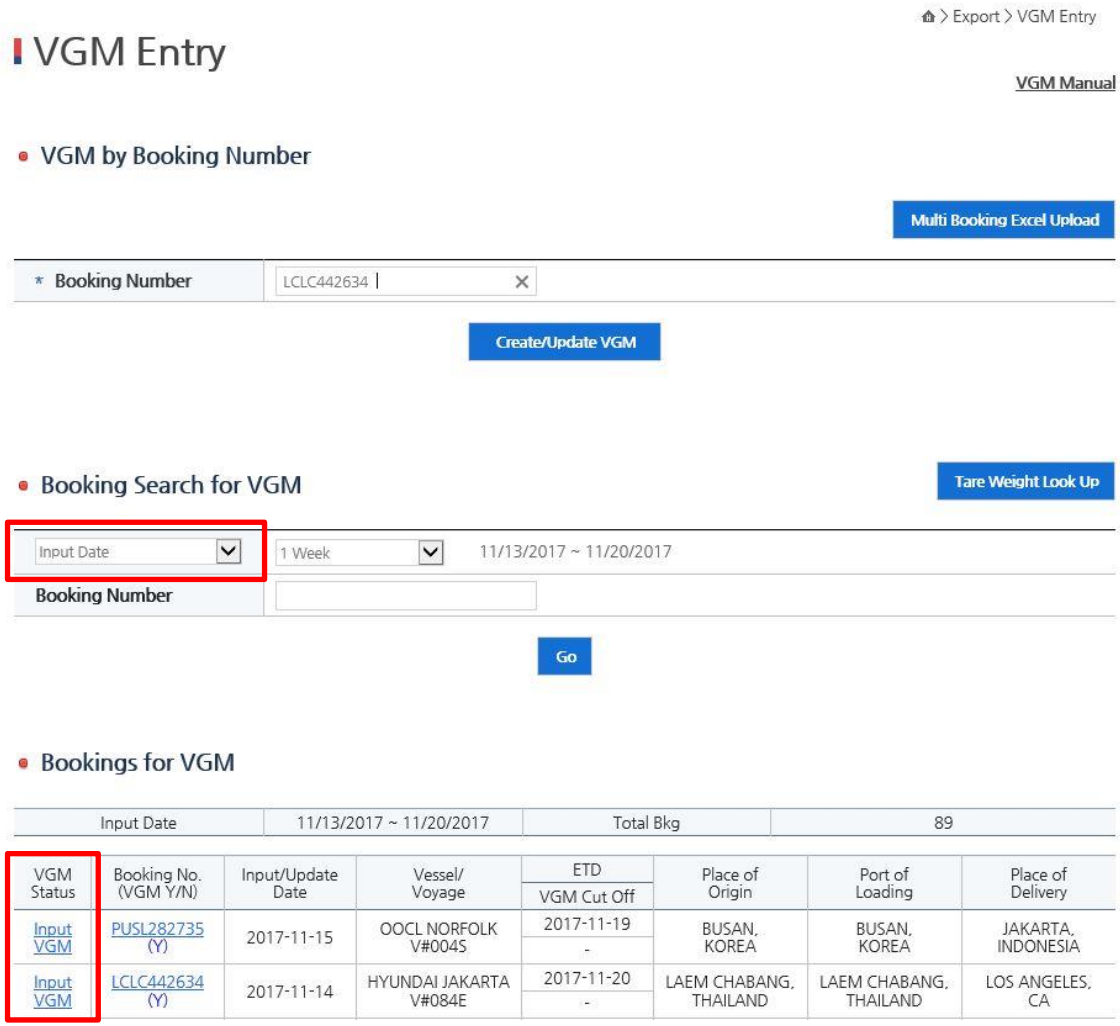
VGM Entry

- VGM inputting is mandatory , first log in HMM website & click VGM entry under booking.
- For VGM inputting, please refer to VGM Manual *.



VGM Entry

- Input booking number & click ‘create/update VGM’ button.
- If you don’t know specific bkg no., please search by input date or VESSEL ETD and select one.



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