PRE ADVISE GUIDELINES

MAERSK CUSTOMER EXPERIENCE AND SERVICE TEAM
System and Access Requirement

Manila Pre Advise

System Requirement:
Java 8 or higher

Copy below links to your browser:

- http://booking.ictsi.com/apex/apex.jnlp
- http://booking1.ictsi.com/apex/apex.jnlp
Step 1: Log-in using below credentials

Username: Preadvise1@maersk.com
Password: Preadvise_1
Step 2: Create Booking

- Click "X" when the above logo appears
Step 3: Add Booking

- Go to “Bookings” tab
- Click the plus sign “+” symbol
Step 3: Add Booking

- Fill in below required details:
  1. Number – Booking Number
  2. Line Operator – MSK (Maersk Line A/S)
  3. Port of Load – PHMNNL (Manila)
  4. Vessel Visit – Feeder Vessel from Origin
  5. Port of Discharge – First Transshipment Port
  6. Shipper – Name of Shipper

- Click “Save”
Step 3: Add Booking

1. Booking No.: MAERSK
2. Booking by Ref. No.: CNS
3. Service Contract: CYCN
4. Cargo Detail:
5. From: Manila, Philippines
6. To: Memphis, Tennessee, United States
7. Named Account Customer:
8. Commodity Description: Furniture

We request you to review the specific parameters, viz. Service Contract, Price Owner, Named account customer and Commodity description. In case there are any changes required to these parameters, please send us a request before any containers(s) are picked up. Please note this is not applicable for Maersk SPOT bookings.

The rates and other applicable charges on your shipment will be invoiced based on Price Calculation Date (PCD). For Non-FMC shipments, PCD is the Estimated Time of Departure (ETD) of the first vessel in the latest booking confirmation issued upon customer request.

For FMC shipments, PCD is the date on which Maersk Line A/S or one of its authorized agents (s) takes possession of the last container listed on the transport document.

Note: FMC regulated trades are shipments writing or entering a port in the United States, Guam, U.S. Virgin Islands, American Samoa or Puerto Rico (US).

Routing:

- From: Manila Int., Container Terminal
- To: Yan Tan Int. Container Terminal
- Mode: Vessel
- Vessel: ALS JUPITER
- Voyage: 549N
- ETD: 2019-11-26
- ETA: 2019-12-05
Port of Discharge

- Port of Discharge to be indicated should be the **first** transshipment port of the booking.
- You may refer to the booking confirmation to check the first transshipment port.
Step 3: Add Booking (DG, Reefer, OOG)

If booking is Dangerous Goods (DG), please refer to page 23 to 27 for DG Guideline.

If cargo is Reefer, please refer to page 28 to 29 for Reefer Guideline.

If cargo is OOG, please refer to page 30 to 31 for OOG Guideline.
Step 4: Add Container Details

- Click the plus sign “+” symbol to add container details
Step 4: Add Container Details

- Fill in below required details:
  1. Quantity – number of container of the same type
  2. Equipment Type – ISO code of container (you may refer to the next page for the code to be indicated)

- Click “Save”

Note: Length, Height, ISO Group, Material and Ventilation will be automatically filled
Equipment Type

- Equipment Type to be indicated is the ISO Code of the container

<table>
<thead>
<tr>
<th>Container Size</th>
<th>Container Type</th>
<th>Equipment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>20DRY 8'6&quot;</td>
<td>20 Dry Standard</td>
<td>22G1</td>
</tr>
<tr>
<td>20REEF 8'6&quot;</td>
<td>20 Reefer Standard</td>
<td>22R8</td>
</tr>
<tr>
<td>40DRY 8'6&quot;</td>
<td>40 Dry Standard</td>
<td>42G1</td>
</tr>
<tr>
<td>40DRY 9'6&quot;</td>
<td>40 Dry High Cube</td>
<td>45G1</td>
</tr>
<tr>
<td>40REEF 9'6&quot;</td>
<td>40 Reefer High Cube</td>
<td>45R8</td>
</tr>
<tr>
<td>45DRY 9'6&quot;</td>
<td>45 Dry High Cube</td>
<td>L5G1</td>
</tr>
</tbody>
</table>
Step 5: Pre Advise the Container

- Go to “MICTGATEPRD: pre-advise” tab
- Click “Receive Export”
Step 5: Pre Advise the Container

- Fill in below required details:
  1. Line Operator – MSK
  2. Booking/Order – Booking Number
  3. Equipment Number – Container Number
  4. Equipment Type – ISO Code
  5. Gross Weight
  6. Seal Number
  7. Commodity Code – Always “GENF”, while “MTY” for DG
  8. Unit Instructions - Commodity
Step 5: Pre Advise the Container

- Click “Save Transaction”
- Afterwards, all data will disappear. This means that the information you have provided has been encoded in the system accordingly
Step 6: Run Report

- Click “Report Definitions”
Step 6: Run Report

- Click “Booking Information Detail Report Copy 1”
- Press “Right Button” of the mouse
- Click “Run Report”
Step 6: Run Report

• Fill in below required details:

1. Sort Field 1 – Booking Number

2. Container Number – Indicate the container number of your shipment

• Click “OK”
Step 6: Run Report

- Click “OK”
- Afterwards, report will be generated and PDF file will appear
Step 6: Run Report

- Check if all information indicated in the file is correct
- If information is incorrect, please proceed to Step 7
Step 7: Delete Pre Advise

- Go to “Pre-advised Units” Tab
- Indicate the “Container Number” in the search bar
- Press “Enter”
Step 7: Delete Pre Advise

- Click the “Container Number” under Unit Nbr
- Press “Right Button” of the mouse
- Click “Administration”
- Click “Delete Unit”
- Afterwards, pre advise will be cancelled. You may proceed to pre advise your container again
Dangerous Good (DG) Guideline

- Click “Add Hazard” prior to clicking “Save Transaction”
Fill in below required details:
1. UN/NA Number
2. Hazard Number Type
3. Proper Name
4. IMDG Class

Click “OK”
Go back to “Bookings” tab and indicate your booking number

Click the “Number” under Number

Press “Right Button” of the mouse

Click “Edit”
Dangerous Good (DG) Guideline

- Click “Add Hazard”
Dangerous Good (DG) Guideline

Fill in below required details:
1. UN/NA Number
2. Hazard Number Type
3. Proper Name
4. IMDG Class

Click “OK”
Click “Save Transaction”
Reefer Guideline

- Click “Add Reefer” prior to clicking “Save Transaction”
Reefer Guideline

- Fill in the “Temperature Required (C)”
- Click “OK”
OOG Guideline

- Click “Add OOG” prior to clicking “Save Transaction”
OOG Guideline

- Fill in the required details
- Click “OK”
System and Access Requirement

Subic Pre Advise

System Requirement:
Java 8 or higher

Copy below links to your browser:

Log-In Credentials

Username: booking@msk.com.ph
Password: Preadvise

Note: Perform steps 1, 2, 3, and 5 only